

GERMANTOWN COMMUNITY LIBRARY
N112 W16957 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GERMANTOWN COMMUNITY LIBRARY BOARD AGENDA**

DATE AND TIME: **Wednesday, October 27, 2021 6:00 pm**

LOCATION: **GERMANTOWN COMMUNITY LIBRARY**

- I. **CALL TO ORDER:** This meeting has been given public notice in accordance with Wisconsin Statutes, Section 19.83 and 19.84 in such form that will apprise the general public and news media of subject matter that is intended for discussion and action.
- II. **ROLL CALL:**
- III. **APPROVAL OF AGENDA:**
- IV. **APPROVAL OF MINUTES: September 22, 2021**
- V. **PUBLIC INPUT:** Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this municipality that there will be a three minute time period, per person, with time extension per the Chief Presiding officer's discretion: be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.
- VI. **FINANCIAL MATTERS:**
 - A. Treasurer's Report
 - B. Accounts Payable
 - C. Budget Printout
- VII. **REPORTS:**
 - A. Correspondence
 - B. Village Reports
 - C. County Reports
 - D. System Reports
 - E. President's Report
 - F. Director's Report
- VIII. **UNFINISHED BUSINESS:**
 - A. Strategic / Facility Planning
 - B. 2022 Library Budget
- IX. **NEW BUSINESS:**
 - A. None
- X. **CLOSED SESSION** The Germantown Community Library Board may go into closed session as per Wis.Stats.19.85 (1) (f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
 - A. Director's Annual Review
 - B. Reconvene into Open Session with Possible Action.

XI. **ADJOURNMENT:**

Forthcoming meeting: December 15, 2021 – Germantown Community Library

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services including restrictions related to COVID-19. For additional information or to request this service please contact Assistant Director, Connie Lloyd, at (262)253-7760, ext. 2002 or clloyd@germantownlibrarywi.org at least 48 hours prior to the meeting.

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

September 22, 2021

Germantown Community Library

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:00 p.m. on Wednesday, September 22, 2021. **Members present:** Joyce Nelson, Charlene Brady, Darlene Vosen, Christa Potratz, Joletta Kerpan, Jan Miller, Brenda O'Brien. **Members absent:** None. **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd, Strategic Planning Committee Member, Dan Ho. Proper notification of the meeting had been given.

MOTION (Vosen, Brady): Approve the agenda as printed. Motion carried (7-0).

MOTION (Kerpan, Miller): Approve the minutes of the August 25, 2021 as printed. Motion carried (7-0).

PUBLIC INPUT: None.

NEW BUSINESS

2022 LIBRARY BUDGET: - Smith presented the proposed 2022 Library Budget. Changes included consolidating account strings for county line items to simplify accounting procedures with the understanding the library will keep all funding (village and county) under Chapter 43.58 (1), increasing fringe benefits due to increased expense of health insurance, adding \$300,000 in capital funding for design work of the library second floor. Smith proposes approval of the budget as printed. MOTION (Brady, Kerpan): Move to approve the proposed library budget as printed. ROLL CALL VOTE: Trustee Brady, aye; Trustee Miller, no; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee Vosen, aye; Trustee O'Brien, aye; President Nelson, aye. Motion carried (6-1).

2022 LIBRARY BOARD BUDGET: - Smith presented the proposed 2022 Library Board Budget and recommended approval as presented. MOTION (Nelson, Brady): Approve the 2022 Library Board budget as printed. ROLL CALL VOTE: Trustee Brady, aye; Trustee Miller, aye; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee Vosen, aye; Trustee O'Brien, aye; President Nelson, aye. Motion carried (7-0).

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of September 21, 2021: Board Checking Account - \$6,508.87 included deposits for Pagliaro donation and Usborne Book Sale revenues; Board Savings Account - \$5,060.83; GCL Building Account - \$7,634.44 [Penny Jug - \$2,000.41] [RAO Account - \$2,752.44]; Building Fund CD Account #1- \$16,666.87; Building Fund CD Account #2- \$16,468.13; Building Fund CD Account #3- \$16,329.59; Building Fund CD Account #4- \$16,112.76; Building Fund CD Account #5- \$10,000.00. MOTION (Brady, Kerpan): Accept the Treasurer's Report as printed. Motion carried (7-0). Submitted report is attached.

ACCOUNTS PAYABLE. MOTION (Miller, O'Brien): Approve the schedule of operating vouchers and credit card transactions for September and forward them to Village Hall for payment. ROLL CALL VOTE: Trustee Brady, aye; Trustee Miller, aye; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee Vosen, aye; Trustee O'Brien, aye; President Nelson, aye. Motion carried (7-0).

BUDGET PRINTOUT. The monthly Revenue & Expense Report and the General Ledger Trial Balance – Capital Project Fund Report for September were reviewed.

REPORTS

CORRESPONDENCE. Nelson. Nelson mailed thank you cards to Daniel Pagliaro for his donation of \$3,745.00 and to Nicole Angresano of the United Way of Greater Milwaukee and Waukesha for their donation of \$5,000.00.

VILLAGE. Miller. Miller provided a summary of the September 20, Village Board meeting which included recognition for Mark Schroeder and Lt. Tom Schreihart's retirement and the presentation of the Washington County Executive, Josh Schoemann, on the need for affordable housing. Miller also covered her participation in the Leadership Germantown year-long training. The library's new employee, Cara R., is also participating.

COUNTY. Vosen and Smith. The Washington County Library Services Board met September 16 and discussed the restructure of the county-wide agreement with Washington County libraries. The new agreement was approved and now must be approved by each of the five library boards, municipal boards and the Washington County Board before the end of the year. The next meeting will be in October.

SYSTEM. Nelson and Smith. The Monarch Library System Directors met virtually on September 9. The Monarch Library System Board hired Riti Grover as the new System Director. Her start date will be October 3. Beaver Dam Community Library was added to the Monarch ILS/Polaris system on September 1.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. July monthly circulation statistics were provided. Comparisons to 2020 and 2019 follow. Overall physical + electronic: 2020 = 0.3%, 2019 = -9.3%; Physical items: 2020 = 5.1%, 2019 = -13.2%; Digital items: 2020 = -4.9%, 2019 = 24.3%. Hoopla had 265 checkouts. Summer reading challenge was completed August 21 and the library had 1,153 participants, with 10,334 badges earned, and 827,705 minutes read. The Germantown "Get Your Library Card" campaign that partnered with local businesses will run through September. Smith covered the September through December main youth and adult programs that are planned. The Fall programming brochure is available. The library continues to follow state, county, and village COVID requirements. Adult and Youth teams continue to transition to in-person programming with registration requirements to control attendance. The Adult Service team has one opening. Cara R. was hire as an Outreach Services Assistant. Joanne W. and Jenni K. were hired as Library Specialists. Building project designs were completed and ordered for internal and external signage, youth furniture, and shelving for the new Adult Library of Things collection. Additional programming and accomplishments are highlighted in the Director's report.

UNFINISHED BUSINESS

STRATEGIC / FACILITY PLANNING – Smith confirmed engagement with WiLS for the Germantown Community Library Strategic Plan which will begin in November. A planning team will be assembled and requires about 15 hours of participation during the six-month process. The approved minutes from the August 11 committee meeting were provided. The committee met September 15 to tour four local libraries that have second floors. The Village attorney approved the Feasibility Survey cover letter with a few recommended changes. The survey was sent to four local architectural firms. The committee will

review the responses of the survey and the notes from the library tours at the October committee meeting.

ACCEPTABLE LIBRARY BEHAVIOR POLICY – Smith provided an updated copy for the third reading that included a recommended change to the definition of library grounds to exclude the sidewalk along Mequon Road. MOTION (Nelson, Kerpan): Move to accept the Acceptable Library Behavior Policy as printed. Motion carried (7-0).

NEW BUSINESS (continued)

POSITION TITLE: YOUTH SERVICES ASSISTANT – Smith requested the ‘Youth Services Assistant’ position title be changed to ‘Youth Services Specialist’ to better reflect the duties and responsibilities of the position.

POSITION TITLE: ADULT SERVICES ASSISTANT – Smith requested the ‘Adult Services Assistant’ position title be changed to ‘Adult Services Specialist’ to better reflect the duties and responsibilities of the position.

POSITION TITLE: OUTREACH SERVICES ASSISTANT – Smith requested the ‘Outreach Services Assistant’ position title be changed to ‘Outreach Services Specialist’ to better reflect the duties and responsibilities of the position.

POSITION TITLE: TECHNICAL SERVICES ASSISTANT – Smith requested the ‘Technical Services Assistant’ position title be changed to ‘Technical Services Specialist’ to better reflect the duties and responsibilities of the position.

MOTION (Miller, O’Brien): Move to change the four position titles in Items C-F as requested. Motion carried (7-0).

COMPUTER INTERNET USE POLICY: - Smith presented updates to the Computer Internet Use Policy which increase the time limits a patron can use the public internet and laptop computers per day. MOTION (Brady, Kerpan): Move to accept the changes to the Computer Internet Use Policy as printed. Motion carried (7-0).

WASHINGTON COUNTY-WIDE LIBRARY SERVICES AGREEMENT: - Smith presented the proposed Washington County-Wide Library Services Agreement and a summary of the Washington County Library Study findings. Smith recommends approving the proposed agreement. MOTION (Nelson, Miller): Move to accept the proposed Washington County-Wide Library Services Agreement as printed and pass on to the Germantown Village Board for their review and approval. Motion carried (7-0).

2022 CLOSED DATES: - Smith provided a 2022 calendar with proposed closed dates and Library Board meeting dates. The number of closed dates would be the same as 2021. MOTION (Vosen, O’Brien): Move to accept the 2022 calendar as printed. Motion carried (7-0).

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, October 27, 2021, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 7:37 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Director
Germantown Community Library

DRAFT

Germantown Community Library Board
Financial Report Sept. 21, 2021
By Darlene Vosen

Bank Five Nine GCL Board Checking Account

Balance 8/24/21 per online statement	\$1,527.22
8/27/21 Deposit Usborne BS & Pagliaro Donation +\$4,981.65	
Balance 9/21/21 per on-line statement	\$6,508.87

Bank Five Nine GCL Board Savings Account

Balance 8/24/21 per on-line statement	\$5,060.39
Interest August	+\$.44
Balance 9/21/21 per on-line statement	\$5,060.83

Bank Five Nine GCL Building Account (*included in, but accounted for separately)

Balance 8/24/21 per on-line statement	\$7,633.77
Interest August	+\$.67
Balance 9/21/21 per on-line statement	\$7,634.44

***Penny Jug Fund (Penny Jug Deposit 6/3/21 +\$76.88) = \$2,000.41 (total)**

***RAO Account (technology/from Guaranty 7/27/18) \$6,984.96 - \$4,232.52 = \$2752.44 (total left)**

Bank Five Nine Building Fund CD Account

CD #1 (5708) Balance 7/5/21 per bank statement	\$16,666.87
.50/.50% Interest 18 months (mature 1/5/23)	
CD #2 (7285) Balance 5/31/21 per bank statement	\$16,468.13
.60/.60% Interest 25 months (mature 6/30/23)	
CD #3 (5608) Balance 1/06/21 per bank statement	\$16,329.59
0.60/0.60% Interest 13 months (mature 2/6/22)	
CD #4 (1404) Balance 10/25/20 per bank statement	\$16,112.76
0.60/.60% Interest 13 months (mature 11/25/21)	
CD #5 (8801) Balance 04/30/21 per bank statement	\$10,000.00
0.50/.50% Interest 18 months (mature 10/31/22)	

2019 GCLB Checking Account:

2019 GCL Usborne Book Sale SRP Funds (in GCLB checking account): \$553.32 - \$122.41(Ck 1556) = \$430.91 - \$300 (ck. # 1564 8/12/21) = \$130.91(left)

Early Literacy Fund: (in GCLB check account) \$113.04 + \$293.92 (Chamber/xmas) = \$406.96 - \$102.88 (Ck 1557) = \$304.08- (Cks. 1561, 1562, & 1563) = \$1.83 (left)

2020/21 Funds for Books &/or Materials (in GCLB checking account)

***Library Staff Brick (7/21/20): \$100 - (cost of \$100 brick = \$34.80) = \$65.20 (left)**

***Kugel Donation (1/29/21): \$500 - \$253.87 (Ck. 1560) = \$246.13 (left)**

***Schmidt Donation (6/3/21 - large print): \$700.00 - (brick or plaque?) = \$650.00 +/-**

***\$20 Cash Anonymous Donation: \$20.00**

***Pagliaro Donation (8/27/21): \$3,745.00**

TOTAL= \$4,726.33* (left to spend for 2021)

Director's Report: October 2021

STATE OF WISCONSIN:

- ARPA grant funding is available for Wisconsin libraries and library systems in Wisconsin.

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors meet virtually on Thursday, October 7.
- The new system director, Riti Grover started on Monday, October 4.
- The system will be applying for ARPA funding for RFID security/checkout systems and pick-up lockers for items placed on hold.

WASHINGTON COUNTY LIBRARIES

- The Washington County Library Services Board met on Thursday, October 21. The board has two new board members.
- The Washington County-Wide Library Services Agreement is currently being approved by individual library and municipal boards. It will then be approved by the Washington County Board.

VILLAGE OF GERMANTOWN:

- Gil Standridge was hired as the new Park & Rec Director. His start date is October 25.

FRIENDS OF THE GERMANTOWN COMMUNITY LIBRARY

- The Friends Pop-Up Book Sale will feature adult non-fiction books in September & October.
- The Holiday Book & Basket Sale will start on Saturday, November 13.

DONATIONS: None

DEPOSITS:

- Washington County (78,316 2nd Qtr Circulation Reimbursement & \$600 TEACH Data Line)
- The University of Wisconsin Madison: \$745.98 Grant of East Asia Materials

STATISTICS

- Circulation:
 - Physical: **22,196** (-5.8% from 2020 / -6.0% from 2019)
 - Digital: **4,170** (-6.0% from 2020 / 19.4% from 2019)
 - Hoopla Checkouts: 265 (\$457)
 - Total: **29,631** (-5.8% from 2020 / -3.0% from 2019)

FALL PROGRAMMING

- Upcoming Youth Programs (Sept – Dec):
 - Ongoing: Family Craft Circle, STEAM Club, Preschool (2) & Baby/Toddler (2) Weekly Storytimes
 - Special:
 - Elf Festivities: Thurs, Dec 2 – Sat, Dec 4 @ regular library hours
- Upcoming Teen Programs (Sept – Dec):
 - Ongoing: Teen Advisory Board, Teen Script Reading, Tween & Teen Monthly Program
- Upcoming Adult Programs (Sept – Dec):

- Ongoing: Make It Craft (3), Friday Films, Tech Talks, Script Reading, Book Groups (4), Washington County History Center Series
- Special:
 - Johnny Martini Sings Frank Sinatra: Thurs, Nov 4 @ 3pm
 - Embedded Reporter Music Group: Tues, Nov 9 @ 6:30pm
 - Walking the Ice Age Train: Tues, Nov 16 @ 6pm
 - Caroline Ingalls: Tues, Dec 7 @ 3pm & 6pm
- Grab & Go Kits (all ages): Available on Thursdays @ 9am & 4pm (1,600+ handed out each)
- Upcoming Outreach Events
 - Jackson Ghoul Gala: Fri, Oct 29
 - Germantown Christmas 5K Walk/Run, Parade & Festival: Sat, Nov 13

COVID RELATED UPDATES & SERVICES: None

DEPARTMENT UPDATES

- Management & General Staff: None
- Adult Services & Youth Services (Lynn Ratzmann & Jackie Molitor)
 - We are currently hiring an Adult Services Specialist and an additional Youth Services Specialist.
 - Planning and preparation for the 'Library After Dark – Deep Waters' program on Oct 23.
- Outreach (Cara Reimer)
 - Connecting with Kiwanis, Germantown Chamber, Senior Living Facilities, Schools & Daycares.
 - Attending Leadership Germantown once a month.
 - Attended Association of Bookmobile & Outreach Services Virtual Annual Conference (Oct 11-15)
- Circulation (Diane Long & Connie Lloyd)
 - Completed the 'Show Us Your Library Card' September promotion that partnered with local businesses.
- Tech Services (Connie Lloyd)
 - Began preparation for the new adult Library of Things (LOT) collection and additional Juvenile STEAM kits for LOT Jr.
- Technology/Statistics (Connie Lloyd):
 - Two new laptops were ordered for patrons use.
 - Two new laptops were ordered for staff positions.
 - Square credit card processing account was established, and equipment was purchased.
 - Investigated an upgrade to our copier lease with new equipment to provide additional printing, copying and scanning features for patrons including self-serve capability.
 - Connie participated in the village financial software demos and Civic Plus website training.
- Building Management & Grounds (Connie Lloyd)
 - Indoor signage was installed on all service desks and hold area.
 - Outdoor signage was installed on the front and back doors.
 - New shelving for the adult Library of Things collection was ordered.
 - New shelving for the Video Game collection arrived and was installed.
 - Work on strategic planning and facility planning continues.

DIRECTOR MEETINGS, CONTINUING EDUCATION & OUTREACH:

- Oct 4 – Village Board
- Oct 6 – Village Board: Committee of the Whole
- Oct 9 – Friends of the Library
- Oct 11-15: AABOS Virtual Conference
- Oct 11 – Make It @ the Library (3)
- Oct 12 – Christmas Festival Committee
- Oct 13 – Kiwanis
- Oct 13 – Village Department Heads
- Oct 13 – Village Support Services Supervisor
- Oct 13 – Village Board: Committee of the Whole
- Oct 14 – Monarch Directors
- Oct 18 – Village of Richfield Administrator
- Oct 19 – Strategic Planning Committee
- Oct 20 – Kiwanis Breakfast with Santa Committee
- Oct 20 – Printing Contract
- Oct 21 – Washington County Library Services Board
- Oct 23 – Haunted House
- Oct 25 – Park & Rec Director Meet & Greet
- Oct 25 – Support Services Manager
- Oct 26 – Village Administrator
- Oct 27 – Kiwanis
- Oct 27 – Village Department Heads
- Oct 27 – Library Board

**GERMANTOWN COMMUNITY LIBRARY
STRATEGIC PLANNING AD-HOC COMMITTEE**

September 15, 2021

Germantown Community Library and Local Libraries

The meeting of the Germantown Community Library Strategic Planning Ad-Hoc Committee was called to order by President Joyce Nelson at 8:30 a.m. on Wednesday, September 15, 2021, at the Germantown Community Library. **Members present:** Joyce Nelson, Jan Miller, Trisha Smith, Connie Lloyd. **Members absent:** Dan Ho, exc.. **Also present:** None. Proper notification of the meeting had been given.

MOTION (Nelson, Miller): Approve the agenda as printed. Motion carried (4-0).

MOTION (Nelson, Miller): Approve the minutes of the August 11, 2021, as printed. Motion carried (4-0).

PUBLIC INPUT: None.

UNFINISHED BUSINESS

WILS STRATEGIC PLANNING UPDATE – Smith mention the Wils Memorandum of Understanding (MOU) was submitted, and the next step is to identify the planning team. The team will begin meeting in November 2021 with a commitment of approximately six months.

CURRENT BUILDING FEASIBILITY STUDY UPDATE – The committee received approval of the survey cover letter from the Village attorney. On September 9, it was sent out to the firms that agreed to complete the form. At this time meeting responses have been received from Engberg Anderson Architects and Plunket Raysich Architects, LLP. Results will be reviewed at the October meeting.

NEW BUSINESS

LIBRARY TOURS – The committee toured the following public libraries during this meeting. Notes, observations, and photos will be collected and reviewed at the October meeting. The public library in Mequon/Thiensville was removed from the original schedule due to time constraints.

- Jack Russell Memorial Library, Hartford
- West Bend Community Memorial Library
- Cedarburg Public Library
- Menomonee Falls Public Library

The tour returned to the Germantown Community Library.

ANNOUNCEMENTS

The next regular meeting of the Library Strategic Planning Ad-Hoc Committee will be Tuesday October 19, 2021, at 1:45 p.m. at the Germantown Community Library.

Meeting adjourned at 1:30 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Director
Germantown Community Library

INTERGOVERNMENTAL REVENUES

Account	Description	2019 Actual	2020 Actual	2021 Budget	2021 YTD	2022 Budget	Request	2021-2022 Variance (\$)	2021-2022 Variance (%)
INTERGOVERNMENTAL REVENUES									
10-430-431-2500	FEDERAL AID - NUTRITION	\$ 600	\$ 600	\$ 600.00	\$ 60.00	\$ 600			0%
10-430-431-2600	FEDERAL AID MISC	\$ -	\$ 344,991.00	\$ -	\$ 1,055,850.00	\$ -	\$ -		0%
10-430-431-2600	FEDERAL AID - STORM CLEANUP	\$ -	\$ 344,991.00	\$ -	\$ -	\$ -	\$ -		0%
10-430-431-2700	FEDERAL AID - LAW ENFORCEMENT	\$ -	\$ 43,200	\$ 5,000.00	\$ 11,967.00	\$ 5,000	\$ -		0%
10-430-431-2800	FEDERAL AID-HOMELAND SECURITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0%
10-430-431-4100	STATE SHARED REVENUE	\$ 215,144.82	\$ 215,144.00	\$ 215,144.00	\$ 109,485.00	\$ 220,000.00	\$ 4,856.00		2%
10-430-431-4120	UTILITY PAYMENT	\$ 626,984.44	\$ 624,641.00	\$ 627,196.00	\$ -	\$ 630,000.00	\$ 2,804.00		0%
10-430-431-4130	EXPENDITURE RESTRAINT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0%
10-430-431-4150	COMPUTER EXEMPTION AID	\$ 71,028	\$ 198,191	\$ 198,191	\$ 319,819	\$ 198,191	\$ -		0%
10-430-431-4155	PERSONAL PROPERTY EXEMPTION AID	\$ 63,018	\$ 65,518	\$ 86,732	\$ 121,029	\$ 140,664	\$ 53,932.00		62%
10-430-431-4160	STATE AID - OTHER PUBLIC WORKS	\$ -	\$ 15,195	\$ -	\$ 62,382.00	\$ 12,250	\$ 12,250.00		0%
10-430-431-4200	STATE AID - FIRE INSURANCE	\$ 108,055	\$ 108,192	\$ 108,000	\$ 111,452	\$ 108,000	\$ -		0%
10-430-431-4210	VIDEO SERVICE PROVIDER AID	\$ -	\$ 26,832	\$ 52,360	\$ 52,360	\$ 53,000	\$ 640.00		1%
10-430-431-4220	STATE AID - FIRE WISCONSIN ACT 102 Grant	\$ 6,593	\$ -	\$ 5,900	\$ -	\$ 5,900	\$ -		0%
10-430-431-5200	STATE AID - LAW ENFORCEMENT	\$ 7,539	\$ -	\$ 5,000.00	\$ 9,944.00	\$ 5,000	\$ -		0%
10-430-431-5300	STATE AID - TRANSPORTATION	\$ 1,114,627	\$ 1,187,935	\$ 1,178,748.00	\$ 882,778.00	\$ 1,200,000	\$ 21,252.00		2%
10-430-431-5410	STATE AID - RECYCLING	\$ 23,888.28	\$ 23,885.00	\$ 23,886.00	\$ 23,972.00	\$ 23,500.00			0%
10-430-431-5520	STATE AID - DNR TREE GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0%
10-430-431-5900	STATE AID-MISC (MANAGED FOREST)	\$ 740	\$ 1,084	\$ 500	\$ 27	\$ 500	\$ -		0%
10-430-431-7210	COUNTY LIBRARY REVENUE	\$ 306,022	\$ 247,454	\$ 313,317.00	\$ 179,688.00	\$ 313,000	\$ (317.00)		0%
10-430-431-7214	COUNTY GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0%
10-430-431-7215	COUNTY GRANT - AGING & DISBILITY	\$ 5,921	\$ 2,131	\$ 6,000.00	\$ 5,738.00	\$ 6,000			0%
10-430-431-7220	MID-WI FED LIB SYS-CONT ED GRANT	\$ -	\$ -	\$ -	\$ -		\$ -		0%
10-430-431-7242	LOCAL ROAD IMPROVEMENT PROGRAM	\$ -	\$ -	\$ -	\$ 57,603.00		\$ -		0%
	TOTAL INTERGOVERNMENTAL REVENUES	\$ 2,550,159.62	\$ 3,449,984.00	\$ 2,826,574.00	\$ 3,004,154.00	\$ 2,921,605.00	\$ 95,417.00		3%

Library Budget

Account	Description	2019 Actual	2020 Actual	2021 Budgeted	2021 YTD	2022 Budget Request	2021-2022 Variance (\$)	2021-2022 Variance (%)
Salaries & Wages								
10-551-510-1100	SALARIES - FULL TIME	\$ 206,234.00	\$ 194,402.00	\$ 204,939.00	\$ 128,284	\$ 208,977.60	\$ 4,038.60	2%
10-551-510-1150	SALARIES - COUNTY-	\$ 142,737.10	\$ 126,005.00	\$ 151,895.00		\$ -	\$ (151,895.00)	-100%
10-551-510-1800	SALARIES - PART TIME	\$ 108,726.55	\$ 134,130.00	\$ 134,706.00	\$ 219,517	\$ 292,951	\$ 158,245.00	117%
10-551-510-1810	SALARIES - LIBRARY BOARD	\$ 1,220.00	\$ 1,165.00	\$ 1,200.00		\$ 1,200.00	\$ -	0%
	Total salaires & Wages	\$ 458,917.65	\$ 455,702.00	\$ 492,740.00	\$ 347,801	\$ 503,128.60	\$ 10,388.60	2%
Fringe Benfits								
10-551-520-2100	SOCIAL SECURITY	\$ 22,805.20	\$ 24,516.00	\$ 26,075.00	\$ 25,721	\$ 39,927.57	\$ 13,852.57	53%
10-551-520-2110	SOCIAL SECURITY - COUNTY-	\$ 10,903.19	\$ 10,647.00	\$ 11,589.00		\$ -	\$ (11,589.00)	-100%
10-551-520-2200	STATE RETIREMENT	\$ 10,499.96	\$ 11,380.00	\$ 12,229.00	\$ 16,221	\$ 25,303.59	\$ 13,074.59	107%
10-551-520-2210	STATE RETIREMENT - COUNTY-	\$ 11,503.00	\$ 11,502.00	\$ 11,503.00		\$ -	\$ (11,503.00)	-100%
10-551-520-2300	HEALTH INSURANCE	\$ 66,100.00	\$ 59,300.00	\$ 78,600.00	\$ 52,400	\$ 77,726	\$ (874.00)	-1%
10-551-520-2400	DENTAL INSURANCE - COUNTY	\$ 4,515.00	\$ 4,515.00	\$ 4,320.00	\$ 1,800	\$ 3,860.00	\$ (460.00)	-11%
10-551-520-2500	LIFE INSURANCE	\$ 709.76	\$ 714.00	\$ 852.00	\$ 721	\$ 1,241.10	\$ 389.10	46%
10-551-520-2510	LIFE INSURANCE - COUNTY-	\$ 330.00	\$ 330.00	\$ 330.00		\$ -	\$ (330.00)	-100%
	Total Fringe Benefits	\$ 127,366.11	\$ 122,904.00	\$ 145,498.00	\$ 96,863	\$ 148,058.26	\$ 2,560.26	2%
Operating Supplies and Expenses								
10-551-530-3100	GENERAL SUPPLIES AND EXPENSES	\$ 1,508.00	\$ 3,478.00	\$ 3,000.00	\$ 36,108	\$ 29,000.00	\$ 26,000.00	867%
10-551-530-3110	STORYTIME PROGRAM - SUPPLIES	\$ -	\$ -	\$ -	\$ -		\$ -	#DIV/0!
10-551-530-3150	GENERAL SUPPLIES & EXPENSE - CTY	\$ 38,916.46	\$ 28,606.00	\$ 25,000.00			\$ (25,000.00)	-100%
10-551-530-3200	OFFICE SUPPLIES	\$ 4,990.13	\$ 4,989.00	\$ 5,000.00	\$ 4,219	\$ 5,000.00	\$ -	0%
10-551-530-3400	POSTAGE	\$ 560.49	\$ 383.00	\$ 1,000.00	\$ 234	\$ 2,000.00	\$ 1,000.00	100%
10-551-530-3410	POSTAGE - COUNTY-	\$ 378.00	\$ -	\$ 1,000.00			\$ (1,000.00)	-100%
10-551-530-3600	BOOKS	\$ 39,997.57	\$ 43,515.00	\$ 40,000.00	\$ 36,343	\$ 62,000.00	\$ 22,000.00	55%
10-551-530-3610	BOOKS - COUNTY-	\$ 23,105.29	\$ 24,908.00	\$ 20,000.00			\$ (20,000.00)	-100%
10-551-530-3620	BOOK PROCESSING	\$ 5,000.00	\$ 5,417.00	\$ 5,000.00	\$ 5,087	\$ 10,000.00	\$ 5,000.00	100%
10-551-530-3625	BOOK PROCESSING - COUNTY-	\$ 8,450.30	\$ 5,351.00	\$ 5,000.00			\$ (5,000.00)	-100%
10-551-530-3630	PERIODICALS	\$ 4,000.00	\$ 4,528.00	\$ 4,000.00	\$ 3,454	\$ 8,000.00	\$ 4,000.00	100%
10-551-530-3635	PERIODICALS - COUNTY-	\$ 4,411.44	\$ 1,449.00	\$ 4,000.00			\$ (4,000.00)	-100%
10-551-530-3640	AUDIO VISUAL	\$ 5,909.92	\$ 6,168.00	\$ 6,000.00	\$ 11,874	\$ 22,000.00	\$ 16,000.00	267%
10-551-530-3645	AUDIO VISUAL - COUNTY-	\$ 14,957.64	\$ 15,898.00	\$ 15,000.00			\$ (15,000.00)	-100%
10-551-530-3660	COMPUTER SERVICE	\$ 13,942.39	\$ 15,072.00	\$ 14,000.00	\$ 13,669	\$ 40,000.00	\$ 26,000.00	186%
10-551-530-3665	COMPUTER SERVICE - COUNTY	\$ 15,959.73	\$ 18,303.00	\$ 20,000.00			\$ (20,000.00)	-100%
10-551--530-3810	DONATIONS - EXPENSE	\$ -	\$ 1,898.00	\$ -			\$ -	#DIV/0!
10-551-530-3820	PROGRAMS SUPPLIES & EXPENSE	\$ 3,589.85	\$ 4,381.00	\$ 3,000.00	\$ 21,168	\$ 24,000.00	\$ 21,000.00	700%
10-551-530-3821	PRGRAMS SUPPLIES & EXPENSE - COUNT	\$ 23,748.34	\$ 39,541.00	\$ 20,000.00			\$ (20,000.00)	-100%
10-551-530-5400	SYSTEM AUTOMATION	\$ 5,000.00	\$ 5,765.00	\$ 1,000.00	\$ 20,729	\$ 22,000.00	\$ 21,000.00	2100%
10-551-530-5410	SYSTEM AUTOMATION - COUNTY	\$ 17,023.10	\$ 16,167.00	\$ 21,000.00			\$ (21,000.00)	-100%
10-551-530-7100	UTILITIES	\$ 65,019.22	\$ 57,154.00	\$ 68,000.00	\$ 44,078	\$ 68,000.00	\$ -	0%
10-551-530-7200	TELEPHONE	\$ 2,009.76	\$ 3,030.00	\$ 3,604.00	\$ -	\$ 3,600.00	\$ (4.00)	0%

10-551-530-7250	OUTREACH –COUNTY	\$	3,624.00	\$	3,056.00	\$	4,000.00	\$	2,052	\$	4,000.00	\$	-	0%
10-551-530-7300	INSURANCE AND BONDS	\$	7,653.01	\$	8,107.00	\$	8,300.00	\$	111	\$	8,300.00	\$	-	0%
10-551-530-7700	TRAINING AND SEMINARS	\$	1,977.24	\$	1,796.00	\$	2,000.00	\$	2,915	\$	5,000.00	\$	3,000.00	150%
10-551-530-7710	TRAINING –COUNTY	\$	3,313.93	\$	625.00	\$	3,000.00				\$	(3,000.00)	-100%	
10-551-530-7800	TRAVEL	\$	737.41	\$	806.00	\$	1,000.00	\$	491	\$	1,000.00	\$	-	0%
Total Operating Supplies		\$	315,783.22	\$	320,391.00	\$	302,904.00	\$	202,532	\$	313,900.00	\$	10,996.00	4%
Capital Items														
10-551-570-8100	MISCELLANEOUS EQUIPMENT - COUNTY	\$	-	\$	-	\$	-	\$	-		\$	-	#DIV/0!	
Total Capital Items		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	#DIV/0!
DEPARTMENT TOTAL		\$	902,066.98	\$	898,997.00	\$	941,142.00	\$	647,196	\$	965,086.86	\$	23,944.86	3%

FUND 40 - Capital Projects

Department	Item Description	Borrowing	Roll-Over	Library Capital	Impact Fees	Other Funding Sources	TOTAL BUDGET
Data Processing							
	New Financial Management Software	\$ 300,000	\$ -	\$ -	\$ -		\$ 300,000
Buildings & Grounds							
	Roof replacement 70K, Exterior painting 25K.	\$ 95,000	\$ -	\$ -	\$ -		\$ 95,000
	Fire suppression main line replacement / nitrogen generatc	\$ 60,000	\$ -	\$ 60,000	\$ -		\$ 120,000
Police Department							
	Upgrade ProPheonix	\$ 35,000	\$ -	\$ -	\$ -		\$ 35,000
	2 Squad Cars	\$ 100,000	\$ -	\$ -	\$ -		\$ 100,000
Fire Department							
	UTV and drop ins, brush truck drop in, staff vehicle	\$ 145,000	\$ -	\$ -	\$ -		\$ 145,000
	SCBA and bottles replacement (end of Life)	\$ 275,000	\$ -	\$ -	\$ -		\$ 275,000
DPW/Engineering							
	Survey Equipment Software Upgrade	\$ -	\$ 40,000	\$ -	\$ -		\$ 40,000
	Public Works Campus	\$ -	\$ 23,330,178	\$ -	\$ -		\$ 23,330,178
	Sidewalk Program	\$ 10,000	\$ 15,000	\$ -	\$ -		\$ 25,000
	Freistadt-Maple Signalization		\$ 99,684	\$ -	\$ -		\$ 99,684
	Land Required for increased ROW to construct Century Ln	\$ 80,000	\$ -	\$ -	\$ -		\$ 80,000
	Woodland Dr Area Drainage Improvements	\$ 40,000	\$ -	\$ -	\$ -		\$ 40,000
Highway							
	Single axle patrol truck, Bucket truck.	\$ 380,000	\$ -	\$ -	\$ -		\$ 380,000
	Asphalt Paving (Use \$100k from goldendale Transer)	\$ 1,400,000	\$ -	\$ -	\$ -	\$ 100,000	\$ 1,500,000
	Mequon Road Lighting	\$ 176,000	\$ 229,000	\$ -	\$ -		\$ 405,000
Recycling Center							\$ -
	Wheel loader, with bucket and forks	\$ 225,000					\$ 225,000
Library							\$ -
	New Building Plan and Design	\$ -	\$ -				\$ -
Recreation							
	Dheinsville Bird Netting	\$ 35,000	\$ -	\$ -	\$ -		\$ 35,000
	Kinderberg Tennis Courts (30k) Ball Diamonds Renovations	\$ 90,000	\$ -	\$ -	\$ -		\$ 90,000
Parks							\$ -
	Pick-up replaces #302.	\$ 45,000	\$ -	\$ -	\$ -		\$ 45,000
	Tractor loader	\$ 45,000	\$ -	\$ -	\$ -		\$ 45,000
	TOTALS	\$ 3,536,000	\$ 23,713,862	\$ 60,000	\$ -	\$ 100,000	\$ 27,409,862

Library Impact Revenues

Account	Description	2019 Actual	2020 Actual	2021 Budgeted	2021 YTD	2022 Budget	Department Request	2021-2022 Variance (\$)	2021-2022 Variance (%)
Licenses, Permits, and Fees									
23-440-449-5300	PUBLIC SITE FEES	\$ 29,505.00	\$ 12,645.00	\$ 16,860.00	\$ 17,984.00	\$ 16,860.00		\$ -	0%
Total Licenses, Permits, and Fees		\$ 29,505.00	\$ 12,645.00	\$ 16,860.00	\$ 17,984.00	\$ 16,860.00		\$ -	0%
Miscellaneous Revenues									
23-480-481-1100	INTEREST ON INVESTMENTS	\$ 1,347.94	\$ 787.00	\$ 200.00	\$ 43.00	\$ 500.00		\$ 300.00	150%
23-480-481-1115	UNREALIZED GAIN ON INVESTMENTS	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	#DIV/0!
Total Miscellaneous Revenues		\$ 1,347.94	\$ 787.00	\$ 200.00	\$ 43.00	\$ 500.00		\$ 300.00	150%
DEPARTMENT TOTAL						\$ 17,360.00		\$ 300.00	2%

Library Impact Expenses

Account	Description	2019 Actual	2020 Actual	2021 Budgeted	2021 YTD	2022 Budget	Department Request	2021-2022 Variance (\$)	2021-2022 Variance (%)
Transfers To Other Funds									
23-590-592-3000	TRANSF TO DEBT SERVICE FUND	\$ 20,000.00	\$ 18,000.00	\$ 18,000.00	\$ -	\$ -		\$ (18,000.00)	-100%
23-590-592-4000	TRANSF TO CAPITAL PROJ FUND	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00		\$ 15,000.00	#DIV/0!
23-590-595-5000	REFUND OF IMPACT FEE FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	#DIV/0!
Total Transfers To Other Funds		\$ 20,000.00	\$ 18,000.00	\$ 18,000.00	\$ -	\$ 15,000.00		\$ (3,000.00)	-17%
DEPARTMENT TOTAL						\$ 15,000.00		\$ (3,000.00)	-17%