

GERMANTOWN COMMUNITY LIBRARY
N112 W16957 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GERMANTOWN COMMUNITY LIBRARY BOARD AGENDA**

DATE AND TIME: **Wednesday, October 26, 2022, 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 28, 2022
- 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. Village of Germantown ARPA Requests
 - C. 2023 Budget
 - D. WiLS Strategic Plan
- IX. **NEW BUSINESS:**
 - A. Circulation Policy
 - B. 2023 Library Calendar

Forthcoming meeting: November 16, 2022 – 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 28, 2022

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 28, 2022. **Members present:** Joyce Nelson, Christa Potratz, Darlene Vosen, Joletta Kerpan, Charlene Brady (online), Jan Miller, Jacob Misiak, Library Director Trisha Smith, Assistant Library Director Connie Lloyd. **Members absent:** None. **Also present:** Brian Sajdak (Online), WRS Legal, attorney representing Village of Germantown, Dan Ho, Strategic Planning Ad-Hoc Committee member. Aaron Davis, FEH Design, Quinn Clark, Milwaukee Journal Sentinel. Proper notification of the meeting had been given.

MOTION (Nelson, Miller): Motion to approve agenda as printed. Motion carried (7-0).

MOTION (Vosen, Miller): Approve the minutes of the August 24, 2022, meeting as printed. Motion carried (7-0).

MOTION (Miller, Potratz): Approve the minutes of the September 21, 2022, Special Meeting as printed. Motion carried (7-0).

PUBLIC INPUT:

The following email were received and entered into record:

Laura Forecki expressed concern of the display case and lobby bulletin board policy and enforcement.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of September 27, 2022: Board Checking Account - \$2,468.89; Board Savings Account - \$5,066.20; GCL Building Account - \$7,718.03 [Penny Jug - \$2,077.35] [RAO Account - \$2,752.44] [Furniture & equipment - \$2,888.24]; Building Fund CD Account #1- \$16,666.87; Building Fund CD Account #2- \$16,468.13; Building Fund CD Account #3- \$16,436.15; Building Fund CD Account #4- \$16,217.92; Building Fund CD Account #5- \$10,000.00. Vosen mentioned CD #5 is due October 31. Rates are currently 1.5% for 13 months, 1.8% for 18 months, or 2.1% for 37 months. It was decided to wait until the October 26 meeting to decide on the terms for renewal. Vosen is waiting for two checks (\$467.99 and \$521.87) from the Village for Usborne Book Sales credit card payments made through the library's credit card processor. MOTION (Nelson, Kerpan): Accept the Treasurer's Report as printed. Motion carried (7-0). Submitted report is attached.

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

BUDGET PRINTOUT. The September Revenue & Expense Report and Impact Fees Report for September 2022 were reviewed. Lloyd provided answers to several outstanding budget report questions that she received from Village Hall contacts. Due to the Village Hall server crash, we were unable to receive an updated Capital Funds report. However, Braunschweig, Village Clerk, was able to provide the updated 2022 YTD interest numbers that should be reflected on the updated report when received. Account

Number 40-100-110-3161 (Temp Invest – Library Ameritrade) interest earned is \$9,192.15. The 2022 YTD interest for library Impact Fees is \$800.16 (account 23-100-130-3100 Accrued Interest Receivable).

REPORTS

CORRESPONDENCE. Nelson. A thank you letter was sent to Jessie Mendelsohn for a \$50 library donation.

VILLAGE. Miller and Smith. The village experienced a computer server crash this past weekend. They are working to recover all of the data. Some reporting will be delayed until everything is restored. Discussions began regarding the 2023 budget. There was a Village Board Special Meeting held on the 2050 Plan. The Library Condenser Replacement project for the library in the amount of \$202,000 was presented by Scott Anderson, at the General Government & Finance Committee and Village Board meetings on September 19. Recommendation was passed to fund the expense by adding it to the bond for the new DPW facility. Charlene Brady, Darlene Vosen, and Jake Misiak were each appointed to a 3-year term on the Germantown Community Library.

COUNTY. Smith. Washington County Executive Committee voted on September 21 to disband the Washington County Library Services Board.

SYSTEM. Nelson and Smith. The Monarch Library System Directors met in-person at Plymouth Library on September 8. The Director's Council approved to purchase the Vega Package through Innovative. This includes a discovery layer in the Monarch Catalog as well as program and promote features. The total expense is \$100,500. Monarch will be covering about two-thirds of the cost. The cost for Germantown as a Tier 3 library in the system is \$1,500 per year. Refer to the Director's Report for more detail on the system cost allocation.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. Smith received the following donations: North Shore Bank & Erica Hughes (\$1,500 / sponsor the Haunted Library Event), Karl Glunz (\$1,000). The following checks were received from Washington County: \$600 for 2022 TEACH Data Line reimbursement and \$30,432 for 2022 Resource Fund reimbursement. August physical circulation increased 10% over August of 2021 and increased 1.9% YTD. Combined physical and digital circulation increased 10.5% over August of 2021 and 2.4% YTD. Last month there were 378 checkouts from Outreach activities. Summer reading program ended August 13 and 1,185 people participate with 6,000+ logs submitted. The library will be closed on Saturday, October 22 for our Halloween programs. Storytime started again the week of September 14. The library is participating in the Washington-Ozaukee-Waukesha County Job Center Satellite Service on Mondays. An Adult Graphic Novel Collection was added. A partnership to assemble Grab & Go and outreach kits resumed with the Kennedy Middle School special needs students. The library is delivering materials to local schools and community Park & Rec programs. Three Hot Spots were added to the Adult Library of Things Collection. Implementation of the library's email MFA has begun. The Library Fire Suppression project started in September and then was put on hold by the vendor until October. Work continues to identify outside lighting of the library front entrance to be included in the 2023 budget. More details on the highlights and other items are outlined in the Director's Report and associated attachments.

UNFINISHED BUSINESS

DISPLAY, EXHIBIT, AND POSTING POLICY – Smith and Sajdak (Village attorney) met to review the proposed policy. Sajdak provided recommended changes. Smith submitted the resulting revised draft

for approval. MOTION: (Vosen, Nelson): Move to approve the revised policy as printed. Motion carried (5-1), Brady opposed. Kerpan abstained due to conflict of interest.

STRATEGIC / FACILITY PLANNING – The September Ad-hoc Strategic Planning Committee meeting was held September 20, 2022. The approved August 23, 2022, minutes were provided. Smith is putting graphic elements into the 5-year strategic plan for review at the full library board meeting. No further updates on ARPA designations were available. No further library tours were requested. The two final architecture firms for the Conceptual Design Bid are set to present at the Special Library Board Meeting on September 21. Miller provided a handout with information researched to set up a library foundation. Smith will follow-up with other library experiences.

VILLAGE OF GERMANTOWN ARPA REQUESTS – Smith indicated the distribution of the \$500,000 building ARPA funds have still not been discussed at the Village GGF meeting. The library is waiting to determine if it will receive the requested \$100,000 in funds for Conceptual Design efforts of the Mezzanine Level expansion and modular quiet meeting rooms.

2023 BUDGET – Smith presented the proposed 2023 Library and Library Board budgets for final review. Smith and Nelson included \$50,000 for the library expansion Conceptual Design in case the library does not receive any ARPA funds. The library would cover \$25,000 and the village would cover \$25,000. Miller raised concern this was added to the budget when it should come from ARPA funds. Other details, including staff wage increases, of the proposed changes are provided in Smith's summary. There will be three 'Committee of the Whole' meetings in October to review the different parts of the village budget. The library's portion of the budget will be reviewed at the October 19 meeting. Smith recommended approval by the Library Board of the proposed budget. Miller raised concerns approving the budget when we do not have final capital investment fund reporting. MOTION (Nelson, Kerpan): Move to approve the proposed 2023 Library and 2023 Library Board budgets as presented. Motion carried (6-1), Miller opposed.

NEW BUSINESS

WILS STRATEGIC PLAN – Smith provided a draft of the 5-year strategic plan that included the final graphic elements for review. Several changes were still needed. The Board asked Smith to make the final changes and bring back to the October meeting for approval.

LIBRARY EXPANSION CONCEPTUAL DESIGN PROPOSALS – FEH Design and Engberg Anderson presented their bids for the library expansion Conceptual Design project at a Special Library Board meeting on September 21. The board discussed the presentations and highlighted the strengths of each firm. Individuals stated either firm would be a good selection and would provide a great result. However, the similar local and recent renovations of the Menomonee Falls and Waukesha public library projects by Engberg Anderson were identified by several this was the direction they saw for the Germantown Library expansion. They asked Dan Ho, member of the Ad-Hoc Strategic Planning Committee, to come forward to answer specific questions regarding the project and bids. MOTION (Nelson, Potratz): Move to award the Germantown Community Library Conceptual Design project to Engberg Anderson. Motion carried (6-1), Brady opposed.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, October 26, 2022, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 7:25 p.m.
Respectfully submitted,

Connie Lloyd
Assistant Library Director
Germantown Community Library

DRAFT

Germantown Community Library Board
Financial Report Sept. 27, 2022
By Darlene Vosen

Bank Five Nine GCL Board Checking Account

Balance 8/22/22 per online statement		\$4,598.52
8/29 Ck #1575 Riemer/Usborne BS	-\$1,075.17	
8/30 Ck #1576 Penworthy	-\$283.84	
8/31 Deposit \$50 Mendelsohn Donation	+\$50.00	
9/1 Ck #1577 Cavendish Square	-\$201.48	
9/2 Ck#1578 Center Point Large Print	-\$29.21	
9/2 Ck#1579 Center Point Large Print	-\$566.98	
9/7 New Checks	-\$22.95	
Balance 9/27/22 per online statement		\$2,468.89

Bank Five Nine GCL Board Savings Account

Balance 8/22/22 per on-line statement		\$5,065.83
Interest August	+\$.37	
Balance 9/27/22 per on-line statement		\$5,066.20

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

Balance 8/22/22 per on-line statement		\$7,717.47
Interest August	+\$.56	
Balance 9/27/22 per on-line statement		\$ 7,718.03

***Penny Jug Fund/Art Work (Penny Jug Deposit 2/25/2022 +\$76.94) = \$2,077.35 (total)**

***RAO Account (technology/from Guaranty 7/27/18) \$6,984.96 - \$4,232.52 = \$2,752.44 (total left)**

***Furniture & equipment = \$2,888.24**

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 2/06/21 per bank statement	\$16,436.15
0.40/0.40% Interest 13 months (mature 3/6/23)	
CD #4 (1404) Balance 11/25/21 per bank statement	\$16,217.92
0.60/.60% Interest 25 months (mature 12/25/23)	
CD #5 (8801) Balance 04/30/21 per bank statement	\$10,000.00
0.50/.50% Interest 18 months (mature 10/31/22)	

Total Furniture & Equipment = \$75,789.07

2022 GCLB Checking Account:

GCL Usborne Book Sale SRP Funds (in GCLB check acct): \$130.91 + \$640.00 (2021 Usborne) = **\$770.91 (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 + \$83.42 (5/2) = \$85.25 (left)**

2020/21/22 Funds for Books &/or Materials (in GCLB checking account)

***Library Staff (2020):** \$100 - \$34.80 = \$65.20 - \$21.19 = **\$44.01- (Ck #1579) \$44.01= 0**

***Kugel Donation (1/29/21):** \$500 - \$253.87 = **\$246.13 - (Ck#1579)\$246.13= 0**

***Schmidt Donation (6/3/21 - large print):** \$700.00 – (Ck#1576) \$140.87 = **\$559.13(left)**

***\$160 Cash Anonymous Donation: 8/5 - 5/26:** \$160.00 – (Ck 1577/76) **\$160= 0**

***Korol Donation (2/1/22):** \$500 - \$9.50 = **\$490.50 – (Ck1579/78/77)\$490.50 = 0**

***Johnson Donation (2/1/22):** **\$50**

***Machine Knitters (3/25/22): \$100**

***Lloyd Brick (3/25/22): \$200 - (cost of \$100 brick + shipping) = +/- \$150.00**

***Briet Donation (5/26/22): \$500 - \$9.50 (plaque cost) = \$490.50 (left)**

***Neveln Memorial (6/9/22): \$30 (left)**

***Pintor Brick (6/13/22): \$150 - (cost of brick & shipping) = +/- \$100.00**

***Schultz Memorial Brick (8/2/22): \$250 - (cost of brick & shipping) = +/- \$200.00**

TOTAL= \$1,679.63* (left to spend for 2022)

DRAFT

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 10 PERIODS ENDING OCTOBER 31, 2022

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY							
EXPENSES							
SALARIES & WAGES							
10-551-510-1100	SALARIES-FULL TIME	208,978.00	16,590.40	92.0	208,978.00	189,201.16	9.4
10-551-510-1150	SALARIES COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-510-1800	SALARIES-PART TIME	292,951.00	24,668.98	91.5	292,951.00	271,003.99	7.4
10-551-510-1810	SALARIES-LIBRARY BOARD	1,200.00	0.00	100.0	1,200.00	610.00	49.1
TOTAL SALARIES & WAGES		503,129.00	41,259.38	91.8	503,129.00	460,815.15	8.4
FRINGE BENEFITS							
10-551-520-2100	SOCIAL SECURITY	39,928.00	3,015.47	92.4	39,928.00	34,740.08	12.9
10-551-520-2110	SOCIAL SECURITY-COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-520-2200	STATE RETIREMENT	25,304.00	2,431.92	90.3	25,304.00	27,122.36	(7.1)
10-551-520-2210	STATE RETIREMENT-COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-520-2300	HEALTH INSURANCE	77,726.00	0.00	100.0	77,726.00	53,645.13	30.9
10-551-520-2400	DENTAL INSURANCE	3,860.00	0.00	100.0	3,860.00	2,800.00	27.4
10-551-520-2500	LIFE INSURANCE	1,241.00	0.00	100.0	1,241.00	945.27	23.8
10-551-520-2510	LIFE INSURANCE-COUNTY SYSTEM	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FRINGE BENEFITS		148,059.00	5,447.39	96.3	148,059.00	119,252.84	19.4
OPERATING SUPPLIES & EXPENSES							
10-551-530-3100	GENERAL SUPPLIES & EXPENSES	29,000.00	1,568.00	94.5	29,000.00	62,983.38	(117.1)
10-551-530-3110	SUPPLIES & EXP-STORYTIME PROG	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3120	MARKETING	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3150	GENERAL SUPPLIES & EXP-COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3200	OFFICE SUPPLIES	5,000.00	521.45	89.5	5,000.00	4,100.66	17.9
10-551-530-3400	POSTAGE	2,000.00	117.00	94.1	2,000.00	351.00	82.4
10-551-530-3410	POSTAGE-COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3600	BOOKS	62,000.00	2,114.42	96.5	62,000.00	45,025.13	27.3
10-551-530-3610	BOOKS-COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3620	BOOK PROCESSING	10,000.00	479.12	95.2	10,000.00	6,390.11	36.1
10-551-530-3625	BOOK PROCESSING-COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3630	PERIODICALS	8,000.00	300.00	96.2	8,000.00	1,681.88	78.9
10-551-530-3635	PERIODICALS-COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3640	AUDIO VISUAL	22,000.00	581.89	97.3	22,000.00	13,300.89	39.5
10-551-530-3645	AUDIO VISUAL-COUNTY	0.00	0.00	0.0	0.00	47.28	100.0
10-551-530-3660	COMPUTER SERVICE	40,000.00	1,125.34	97.1	40,000.00	26,029.20	34.9
10-551-530-3665	COMPUTER SERVICE - COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3810	DONATIONS - EXPENSE	0.00	0.00	0.0	0.00	(1,220.00)	100.0
10-551-530-3820	PROGRAM SUPPLIES & EXPENSE	24,000.00	1,034.28	95.6	24,000.00	21,191.54	11.7
10-551-530-3821	PROGRAM SUPPLIES & EXP-COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3900	LIBRARY BOARD-OTHER EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3950	OTHER SUPPLIES-CO.	0.00	0.00	0.0	0.00	0.00	0.0

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 10 PERIODS ENDING OCTOBER 31, 2022

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY							
EXPENSES							
OPERATING SUPPLIES & EXPENSES							
10-551-530-5400	SYSTEM AUTOMATION	22,000.00	0.00	100.0	22,000.00	22,587.10	(2.6)
10-551-530-5410	SYSTEM AUTOMATION-COUTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-7100	UTILITIES	68,000.00	0.00	100.0	68,000.00	39,389.13	42.0
10-551-530-7200	TELEPHONE	3,600.00	244.99	93.1	3,600.00	587.65	83.6
10-551-530-7250	OUTREACH - COUNTY SYSTEM	4,000.00	0.00	100.0	4,000.00	4,896.15	(22.4)
10-551-530-7300	INSURANCE & BONDS	5,993.00	0.00	100.0	5,993.00	1,997.66	66.6
10-551-530-7700	TRAINING & SEMINARS	5,000.00	0.00	100.0	5,000.00	(30,526.98)	710.5
10-551-530-7710	TRAINING - COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-7800	TRAVEL	1,000.00	0.00	100.0	1,000.00	1,032.48	(3.2)
TOTAL OPERATING SUPPLIES & EXPENSES		311,593.00	8,086.49	97.4	311,593.00	219,844.26	29.4
CAPITAL OUTLAY							
10-551-570-8100	MISCELLANEOUS EQUIPMENT - CTY	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CAPITAL OUTLAY		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: LIBRARY		962,781.00	54,793.26	94.3	962,781.00	799,912.25	16.9

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 10 PERIODS ENDING OCTOBER 31, 2022

FUND: CAPITAL PROJECTS FUND

ACCOUNT NUMBER	DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY							
EXPENSES							
CAPITAL OUTLAY							
40-551-570-8200	BUILDING IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	0.0
40-551-570-8210	NEW BLDG FURNITURE/EQPT-COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
40-551-570-8310	LAND IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	0.0
40-551-570-8410	FURNITURE	0.00	0.00	0.0	0.00	0.00	0.0
40-551-570-8420	OFFICE EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
40-551-570-8430	COMPUTER HARDWARE	0.00	0.00	0.0	0.00	0.00	0.0
40-551-570-8435	AUTOMATION EQUIPMENT - COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
40-551-570-8440	COMPUTER SOFTWARE	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CAPITAL OUTLAY		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: LIBRARY		0.00	0.00	0.0	0.00	0.00	0.0

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 10 PERIODS ENDING OCTOBER 31, 2022

FUND: LIBRARY TRUST FUNDS

ACCOUNT NUMBER	DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

EXPENDITURES							
EXPENSES							
OPERATING SUPPLIES & EXPENSES							
83-551-530-3100	GENERAL SUPPLIES & EXPENSES	41.67	0.00	100.0	500.00	0.00	100.0
83-551-530-3600	BOOKS	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL OPERATING SUPPLIES & EXPENSES		41.67	0.00	100.0	500.00	0.00	100.0
CAPITAL OUTLAY							
83-551-570-8420	EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL CAPITAL OUTLAY		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: EXPENDITURES		41.67	0.00	100.0	500.00	0.00	100.0

DATE: 10/21/22
TIME: 13:20:26
ID: GL310001.W0W

VILLAGE OF GERMANTOWN
ACCOUNT ACTIVITY DETAIL

PAGE: 1
F-YR: 22

ACCOUNT NUMBER: 234404495300

PERIOD	JOURNAL #	ITEM #	TRANSACTION DESCRIPTION	DEBIT
01			BEGINNING BALANCE	
02	CR-C220215	035	ESPIRE HOMES B00041	\$281.00
03	CR-C220325	081	VERIDIAN B00097	\$281.00
03	CR-C220325	082	VICTORY B00091	\$281.00
04	CR-C220422	031	INTEGRITY B00104	\$281.00
04	CR-C220428	047	ZIGNEGO B00137	\$281.00
05	CR-C220512	041	ALESCI B00116	\$281.00
05	CR-C220519	062	VHKE LLC B00170	\$281.00
05	CR-C220527	034	CORNERSTONE B00210	\$281.00
06	CR-C220610	050	ESPIRE HOMES B00214	\$281.00
06	CR-C220617	033	VERIDIAN B00248	\$281.00
06	CR-C220620	025	VICTORY CO B00212	\$281.00
06	CR-C220622	039	VICTORY B00256	\$281.00
07	CR-C220711	060	ZIMMERMAN B00132	\$281.00
07	CR-C220720	099	HALEN B00314	\$281.00
07	CR-C220720	100	HALEN B00313	\$281.00
07	CR-C220720	101	HALEN B00312	\$281.00
07	CR-C2207201	001	HALEN B00315	\$281.00
08	CR-C220823P	041	VHKE B00388	\$281.00
08	CR-C220830P	049	RAY BURG B00356	\$281.00
10	CR-C220930	091	HARVEST RIDGE B00455	\$281.00
10	CR-C221003	028	FOREST HILL B00496	\$281.00
			TOTAL DR/CR	\$5,901.00
			ACCOUNT BALANCE	\$5,901.00

DATE: 10/21/2022
TIME: 15:26:26
ID: GL450000.WOW

VILLAGE OF GERMANTOWN
DETAILED BALANCE SHEET

PAGE: 1
F-YR: 22

FUND: CAPITAL PROJECTS FUND
FOR 10 PERIODS ENDING OCTOBER 31, 2022

ACCOUNT #	DESCRIPTION	BALANCE 10/31/22

ASSETS		
CASH AND INVESTMENTS		
40-100-110-3000	TEMP INVEST - POOL	218,111.03
40-100-110-3030	TEMP INVEST-LIBRARY	5,780.62
40-100-110-3160	TEMP INVEST - TD AMERITRADE	292,461.16
40-100-110-3161	TEMP INVEST-LIBRARY AMERITRADE	836,769.80
40-100-110-3162	TEMP INVEST-ELM LN-AMERITRADE	81,437.50
40-100-110-3163	TEMP INV-GLDNDL/FRSTDT INTR SCT	100,000.00

TOTAL CASH AND INVESTMENTS		1,534,560.11
TAXES & ASSESSMENTS RECEIVABLE		
40-100-120-1000	TAXES RECEIVABLE-CURRENT	0.00
40-100-120-2000	SPECIAL ASSESSMENT RECEIVABLE	0.00
40-100-120-9000	CONTRACT RECEIVABLE - ASSET	0.00
40-100-120-9001	RECEIVABLE- HISTORICAL SOCIET	(24,077.00)

TOTAL TAXES & ASSESSMENTS RECEIVABLE		(24,077.00)
ACCOUNTS RECEIVABLE		
40-100-130-1000	ACCOUNTS RECEIVABLE-CURRENT	0.00
40-100-130-3100	INTEREST RECEIVABLE-INTEREST	1,016.26
40-100-130-3103	INT RCVBL - LIBRARY AMERITRAD	(2,249.43)
40-100-130-9000	OTHER ACCOUNTS RECEIVABLE	0.00

TOTAL ACCOUNTS RECEIVABLE		(1,233.17)
DUE FROM/DUE TO OTHER FUNDS		
40-100-150-8000	DUE FROM TAX AGENCY FUND	0.00

TOTAL DUE FROM/DUE TO OTHER FUNDS		0.00
INVENTORIES AND PREPAIDS		
40-100-160-2000	PREPAID EXPENSE	0.00

TOTAL INVENTORIES AND PREPAIDS		0.00

TOTAL ASSETS		1,509,249.94

LIABILITIES AND FUND EQUITY		
LIABILITIES		
DUE FROM/DUE TO OTHER FUNDS		
40-100-150-1000	DUE FROM/TO GENERAL FUND	200,936.07

FUND: LIBRARY TRUST FUNDS
FOR 10 PERIODS ENDING OCTOBER 31, 2022

ACCOUNT #	DESCRIPTION	BALANCE 01/01/22	NET DEBITS	NET CREDITS	BALANCE 10/31/22

ASSETS					
CASH AND INVESTMENTS					
83-100-110-3000	ASSOC - LIBRARY NONPROFIT	0.00	0.00	0.00	0.00
83-100-110-3200	ASSOC LIBRARY BOARD ACCOUNT	0.00	0.00	0.00	0.00
83-100-110-3300	GUARANTY BANK - GCL BLD FUND	0.00	0.00	0.00	0.00
83-100-110-3310	BANK FINE NINE BUILDING ACCT	7,636.99	80.48	0.00	7,717.47
83-100-110-3401	BANK FIVE NINE SAVINGS	5,062.51	3.32	0.00	5,065.83
83-100-110-3410	CD1-BANK FIVE NINE LIBRARY BRD	16,737.32	0.00	0.00	16,737.32
83-100-110-3420	CD2-BANK FIVE NINE LIBRARY BRD	16,468.13	0.00	0.00	16,468.13
83-100-110-3430	CD3-BANK FIVE NINE LIBRARY BRD	16,329.59	106.56	0.00	16,436.15
83-100-110-3440	CD4-BANK FIVE NINE LIBRARY BRD	16,217.92	0.00	0.00	16,217.92
83-100-110-3450	CD5-BANK FIVE NINE LIBRARY BRD	10,000.00	0.00	0.00	10,000.00
83-100-110-3500	GUARANTY BANK - RAO ACCOUNT	0.00	0.00	0.00	0.00
83-100-110-3600	GUARANTY BANK - BOARD CKG ACCT	0.00	0.00	0.00	0.00
83-100-110-3610	GEORGE HAMPEL MEMORIAL FUND	0.00	0.00	0.00	0.00
83-100-110-3620	BANK FIVE NINE - LIB BRD CKING	5,964.91	0.00	1,366.59	4,598.32
83-100-110-3650	EMMA DHEIN MEM FUND	0.00	0.00	0.00	0.00

TOTAL CASH AND INVESTMENTS		94,417.37	190.36	1,366.59	93,241.14
DUE FROM/DUE TO OTHER FUNDS					
83-100-150-1000	DUE FROM/TO GENERAL FUND	0.00	0.00	0.00	0.00

TOTAL DUE FROM/DUE TO OTHER FUNDS		0.00	0.00	0.00	0.00

TOTAL ASSETS		94,417.37	190.36	1,366.59	93,241.14

LIABILITIES AND FUND EQUITY					
LIABILITIES					

TOTAL LIABILITIES		0.00	0.00	0.00	0.00
FUND EQUITY					
RESERVED					
83-340-342-2100	DESIGNATED - LIBRARY	94,249.70	0.00	0.00	94,249.70

TOTAL RESERVED		94,249.70	0.00	0.00	94,249.70
	FUND SURPLUS (DEFICIT)	167.67	1,176.23	0.00	(1,008.56)

TOTAL FUND EQUITY		94,417.37	1,176.23	0.00	93,241.14

TOTAL LIABILITIES AND FUND EQUITY		94,417.37	1,176.23	0.00	93,241.14

FUND: LIBRARY TRUST FUNDS
FOR 10 PERIODS ENDING OCTOBER 31, 2022

ACCOUNT #	DESCRIPTION	BALANCE 01/01/22	NET DEBITS	NET CREDITS	BALANCE 10/31/22

Director's Report: October 2022

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, October 6 in Cedarburg.
- The Monarch Library System Board voted unanimously to pass the contract through Innovative for procurement of VEGA: Discover, Promote & Program.
- Updates include SEWI libraries on-demand learning through MRA courses and the wrap-up of the Summer Reading Program survey.
- Monarch will not be continuing paying for Gale Courses in 2023. The system is looking into individual library pricing and Universal Classes through Overdrive.

WASHINGTON COUNTY: NONE

VILLAGE OF GERMANTOWN:

- The Germantown Village Board met on Monday, October 3.
- It was not voted on to include the Library Condenser Replacement project for the library in the amount of \$202,000 at the General Government & Finance Meeting and the Village Board Meeting on Monday, October 16. A discussion on options for funding the project will take place at the next Village Board meeting on Monday, November 7.

FRIENDS OF THE GERMANTOWN COMMUNITY LIBRARY

- The next Friends of the Germantown Community Library meeting will be on Monday, October 24 at 10am.

DONATIONS:

- Café Zupas (N91 W15919 Falls Pkwy /Menomonee Falls, WI 53051 & Jessica Caldiero 460 W. Universal Circle, Sandy, UT 84070): \$139.74 from Fundraising Event / Library Accounts
- Girl Scout Troop #10261: \$143.77 for Little Free Library Books / Library Accounts

DEPOSITS: NONE

STATISTICS

- Previous Month Circulation (increases in all areas again this month!) (see attached):
 - o Physical: **22,988 (3.6% from 2021 / 2.1% YTD)**
 - o Digital: **4,337 (12.1% from 2021 / 5.5% YTD)**
 - o Total: **27,325 (4.8% from 2021 / 2.6% YTD)**
- Outreach: **592 (220% from 2021 / 105.6% YTD)**

SUMMER PROGRAMMING

- Ongoing Fall Programs:
 - o Youth: Storytime (4), All Wrapped Up! & Cook From a Book
 - o Teen: Teen Advisory Board & Make It Crafts
 - o Adult: Book Groups (6), Tower Heritage History Series & Make It Crafts @ the Library
 - o Grab & Go Kits are available on the 3rd Thursdays at 9am & 4pm.
 - o Outreach: Senior Center Visits (5) (Fairway Knolls, Gables, Prairie Meadows), Sensory Friendly Sundays (library), Library Presents (Senior Center), Poetry Group (Gables), What Are You Reading Book Group (Gables) & Preschool Reading (Jackson Community Center)

- Upcoming Special Programs (see attached)
- Upcoming Outreach Programs (see attached)
- Our Haunted Library event took place on Saturday, October 22.

DEPARTMENT UPDATES

- Management & General Staff:
 - The building was closed for Halloween programming on Saturday, October 22.
 - HR Benefits Open Enrollment was completed for staff that receive benefits.
 - Supervisors were setup on the new Village Job Posting application. Training has started.
 - Lloyd is working with Village Hall to be trained on the CivicClerk meeting agenda and minutes posting application changes.
- Youth Services (Jackie)
 - Coordinated with Outreach Services to schedule annual 2nd grade classroom field trips to the library.
 - Coordinated decoration preparation and event planning with staff and volunteers for the Haunted Library After Dark programming event on October 22.
- Adult Services (Lynn)
 - Additional passive programs are being added to the monthly themed book displays.
- Outreach (Cara)
 - Outreach Specialist attended the Association of Bookmobiles and Outreach Services Conferences in Scottsdale, AZ on October 2-6.
 - A fundraising project proposal to make improvements on the Children's Patio was presented and accepted by the 2022-2023 Leadership Germantown Class (see attached).
 - Completed a tentative schedule for staff displays and partnerships for the large and small display cases for the remainder of 2022 and 2023.
- Circulation (Diane)
 - Completed the September Show Us Your Library Card promotion.
- Tech Services (Connie)
 - Completed processing and cataloging all new materials purchased for the new Mobile Library Collection.
- Technology/Statistics (Connie)
 - The Monarch Library System Multi-Factor Authentication for all staff and most library board member email accounts was completed.
 - Updated all staff computers with the updated version of Faronics anti-virus software.
 - Installed an additional wireless access point in the Large Community Meeting Room to enhance the WiFi access to meeting room presenters and attendees.
 - Replaced the primary wireless access point with a new model and stronger signal to improve WiFi access for patrons in the library and staff in the workroom.
 - Ordered and received a replacement Youth Services AWE workstation that will be installed by the end of the month.
- Building Management & Grounds (Connie)
 - The Library Fire Suppression project resumed in October and is set to be complete by the end of the month. Four shelving units were moved by Yerges Moving & Storage from Fort Atkinson for the project on Thursday, October 20 and will be moved back on Tuesday, October 25. This

included Adult Playaways, Adult Audiobooks and Adult Library of Things. The majority of items were relocated to the tops of other shelving units and were accessible during this time.

- o Work on strategic planning and facility planning continues.

IN THE NEWS: NONE

DIRECTOR CONTINUING EDUCATION HOURS (100 HOURS EVERY 5 YEARS – EXPIRES IN 12/2022)

- Association of Bookmobiles & Outreach Conference in Scottsdale, AZ on October 2-6.

DIRECTOR MEETINGS, PROGRAMS & OUTREACH (PAST):

- Mon, Oct 3 – Thurs, Oct 6 – ABOS Conference (Arizona)
- Mon, Oct 3 – Village Board (recorded)
- Wed, Oct 5 – Village Board Committee of the Whole (recorded)
- Mon, Oct 10 – Make It Crafts (3)
- Wed, Oct 12 – Village Department Heads
- Wed, Oct 12 – Village Board Committee of the Whole (recorded)
- Thurs, Oct 13 – Monarch Directors
- Mon, Oct 17 - Germantown Government & Finance (recorded)
- Mon, Oct 17 – Village Board (recorded)
- Tues, Oct 18 - Strategic & Facility Planning Committee
- Wed, Oct 19 – Village Board Committee of the Whole
- Thurs, Oct 20 – Grab & Go Kits (2)
- Sat, Oct 22 – Haunted Library Family Walkthrough & Haunted Library
- Mon, Oct 24 – Friends of the Library
- Mon, Oct 25 – Village Administrator
- Wed, Oct 26 – Village Department Heads
- Wed, Oct 26 – Library Board

DIRECTOR MEETINGS, PROGRAMS & OUTREACH (SCHEDULED UPCOMING):

- Tues, Nov 1 – Fri, Nov 4 – WLA Conference in Lake Geneva, WI
- Mon, Nov 7 – Village Board
- Thurs, Nov 10 – Monarch Directors
- Wed, Nov 16 – Village Department Heads
- Wed, Nov 16 – Library Board
- Mon, Nov 21 – Friends of the Library
- Mon, Nov 21 - Germantown Government & Finance
- Mon, Nov 21 – Village Board

MONARCH LIBRARY SYSTEM
DIRECTORS' COUNCIL
Virtual and In Person Meeting
October 13, 2022 @ 9:30 AM

Cedarburg Public Library
W63N589 Hanover Avenue
Cedarburg, WI 53012

Online via Teams
Please join the meeting, by clicking on this link:

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 414-662-4786,,96341047#](#) United States, Milwaukee

Phone Conference ID: 963 410 47#

Agenda

1. Call the meeting to Order
2. Roll call (via participant list or voice)
3. Public Comment and Correspondence
4. Approval of the agenda
5. Approval of the minutes: September 8, 2022
6. Monarch System Reports
 - a. Monarch Staff (attachment)
 - b. Governance Committee Report – Camrin Sullivan
 - c. Circulation Committee Report – Amanda Kloppman
 - d. ILS Committee Report – Alex Harvancik
 - e. Resource Workgroup – Rachel Muchin Young
 - f. Technology Workgroup – Leslie Jochman
 - g. RFID Implementation Workgroup – Cheryl Nessman
7. Old Business
8. New Business
9. Announcements or Staff Shout Outs:
10. Next All Directors Council Meeting: November 10, 2022, Mead Public Library, Sheboygan
11. Adjourn

Monarch Library System
All Directors Council Minutes
In-Person and Virtual Meeting

Plymouth Public Library
130 Division Street
Plymouth, WI 53073

Thursday, Sept 8, 2022

Called to Order 9:30 a.m.

Adjourned 10:47 a.m.

1. **Meeting called to order** by Riti Grover – MLS System Director at 9:30 a.m. She thanked everyone that was attending in-person and online, and Leslie Jochman – Plymouth for hosting the meeting.
- 2 **Roll Call – Present or Online:** Kristen Mielke – Brownsville, Linda Pierschalla – Cedarburg, Rachel Montes – Elkhart Lake, Erin Anders – Fox Lake, Rachel Muchin Young – Mequon, Amanda Kloppman – Mequon, Trisha Smith – Germantown, Emily Artin – Lomira, Jennifer Stasinopoulos – Mayville, Garrett Erickson – Sheboygan, Trixine Tahtinen – Oostburg, Leslie Jochman – Plymouth, Mark Rozmarynowski – Sheboygan Falls, John Hanson – Grafton, Steve Thiry – West Bend.

Absent: Nicole Lynaugh – Cedar Grove, Erin Coppersmith – Kohler, Camrin Sullivan – Random Lake.

Also, Present or Online: Sarah Cournoyer – Beaver Dam, Alex Harvancik – Horicon, Nicole Mszal – Hustisford, Sharon Schwichtenberg – Iron Ridge, Jennifer Einwalter – Hartford, Jannette Thrane – Juneau, Lori Kreis – Kewaskum, Ann Penke – Lakeland, Kay Kromm – Reeseville, , Leslie Schultz – Slinger, Mary Alice Bodden – Theresa, Tom Carson – Port Washington, Bret Jaeger – Waupun, Tom Doane – MLS Board President, John Katzka – MLS Board Vice President, Cheryl Nessman – Sheboygan, Heather Fischer – MLS Staff, Riti Grover – MLS Director, Alison Hoffman – MLS Staff, Trish Federer – MLS Staff.

3. **Public Comment and Correspondence:** Riti Grover read a letter from a patron praising the bookmobile. Included was a donation of \$1000 “to be used in any way necessary to keep the bookmobile wheels on the road”.
4. **Approval of the September 8, 2022, agenda:**
 - Linda Pierschalla - Cedarburg made a motion to approve the agenda for September 8, 2022. Seconded by Rachel Montes – Elkhart Lake. Motion carried.
 - **Approval of the minutes from August 11, 2022:**
 - Kristen Mielke – Brownsville made a motion to approve the minutes from the August 11, 2022, meeting. Seconded by Jennifer Stasinopoulos – Mayville. Motion carried.

5. Monarch System Reports.

- a. **Monarch Staff:** Riti Grover – Added comments regarding the Vega presentation. They will be fine tuning for consortiums and systems, and we can become the development partner. This would be tailored to our needs and consolidate service to one vendor. Gale Courses would be dropped, and funds diverted to Vega. Riti thanked Alex – and Rachel – for their research. Martin Morante was hired for the bookmobile. YS position is to be divided into two separate jobs.
- b. **Governance Committee:** Has not met.
- c. **Circulation Committee:** Amanda Kloppman – Mequon presented the Circulation Committee report. The Circulation Committee had recommendations regarding the ILS online card registration: Include Start here to register, choose your local library in Wisconsin, and incorporate the county names. The motion was made by Rachel Munchin Young – Mequon and seconded by Rachel Montes – Elkhart Lake.
- d. **ILS Committee:** Cheryl Nessman – Sheboygan presented the report. Beaver Dam was congratulated for meeting 100% of their Polaris cataloging goal ahead of schedule. It is suggested that Wisconsin be added to the PAC registration page. ILS reports integrating Vega would be beneficial to the patron experience.
- e. **Resource Advisory Workgroup:** Riti Grover welcomed Dean Cooper and Raena Morrison from Innovative Vega to the meeting. they provided more information to the council and discussed recommendations for the coming year.
- f. **Technology Workgroup:** Leslie Jochman - Plymouth presented the Technology Workgroup report. They are putting together a Sharepoint form to list old computer equipment to share with the system. Carl & Collin are still working on the multi-factor and Faronics deployments.
- g. **RFID Implementation Workgroup:** Cheryl Nessman – Sheboygan presented the report for the RFID Implementation Workgroup. Chase DeVrou – Sheboygan and Cheryl Nessman – Sheboygan have made 4 individual visits to participating libraries and have 5 more scheduled in the next few weeks. Kohler and Mequon have started, CG will be starting soon.

6. Old Business:

- a. VEGA procurement, Member charges, and Development Partnership were discussed. Discounted price will be from the base price in the future. Implementation 2023. Discover would be the first layer implemented. Beta testing would start for Program and Promote. Gale courses would end the end of 2022. A Motion was made by Rachel Muchin Young – Mequon and a 2nd by Steve Thirty – West Bend to enter a development agreement with Innovative – VEGA for Discover, Program, and Promote

layers based on the member charges presented and as a development partner for the Promote layer. Trixine Tahtinen – Oostburg was the only Nay vote. Motion passed.

7. **New Business:** Trisha Smith – Germantown questioned whether individual libraries could use classes thru Overdrive. WILS has created Advantage Accounts for all in the Monarch Library System. Educational videos on Overdrive used by 4 libraries

8. **Announcements and Staff Shout outs:**

Riti Grover – MLS Director – Goodies for marketing – pencils, pens and magnetic bookmarks, stickers, and Book Page, are here for pickup. The weekly Director's Chat will be on the first and third Thursdays, at 9:30. The stats on Gale Courses were the highest since the pandemic shutdown.

Jannette Thrane – Juneau thanked everyone for their help and support at the Dodge County Fair especially the Dodge County Directors. Staff interacted with 4607 persons during the fair. She also thanked Don from Brownsville for donations of money and gifts for the giveaways.

9. **Next All Directors Council Meeting** – The next Directors Council meeting will be on Thursday, October 13, 2022, at 9:30am .

Linda Pierschalla – Cedarburg will host the October 13, 2022 meeting.

10. **Adjourn** – Motion was made by Erin Anders – Fox Lake to adjourn, second by Trixine Tahtinen . Motion carried. Meeting adjourned at 10:47 am.

11. **Lunch** - will be at Deo's Pizza.



Monarch Library System Staff Reports

September 2022

Riti Grover – Director

Updates on Innovative VEGA Procurement for Monarch:

Following the resounding vote of approval by the Directors Council in September, the Monarch Board of trustees voted unanimously to get the agreements/contracts drafted between Monarch and Innovative for procurement of three (3) VEGA products namely, Discover, Promote and Program as well as Development Partnership for 'Program'. The draft agreements have been prepared and shared with the Monarch Board for preliminary review and will be presented in the next Board Meeting for their vote.

We are now, waiting to hear from the Project Plan Team at Innovative to provide the timeline and expected schedule for 'Program' Development Partnership.

Joint Collaboration between DPI and Library Systems in Support of Professional Learning

In a collaborative partnership brought forth through needs addressed during the Public Library System Redesign (PLSR) process, the DPI Library Services Team and the Wisconsin Public Library Systems are excited to announce the [Wisconsin Libraries Professional Learning Calendar](#). This calendar is:

- hosted by DPI using the Team Up platform
- curated by the Public Library Systems in the state
- brings together learning events from Wisconsin library systems, associations, DPI Library Services, and other groups all in one place.
- Allows public library directors, staff, and trustees to find relevant professional learning without searching multiple calendars and websites.
- Includes information on CE credits available through each professional training or event listed on it.

WLA Conference 2022

Wisconsin Library Association (WLA) Annual Conference will be held at the Grand Geneva Resort & Spa in Lake Geneva, Wisconsin, **November 1 - 4, 2022**. This year's theme, "Rising to the Challenge" celebrates the strength, unity, and resilience of libraries and library workers who have persevered

despite the tests of the past few years. It also provides the professional growth and development offered through wide range of programming and networking opportunities.

Updates on Monarch Website Project

JL Webvisions LLC was voted to be the new Website Designing firm, by the Monarch Board of Trustees. JL Webvisions will be working closely with the website team at Monarch Office. The first mock pages are being created and input is being collected from staff and board members for the first drafts. A draft will be presented to the Monarch Board in the next meeting.

2022 WI Public Libraries CE Topics Survey

Here is your opportunity to tell Wisconsin library system continuing education planners what you would like to learn. Your responses will help shape and develop the offerings in your region and the state. Click on the [2022 WI Public Libraries CE Topics Survey](#) and select topics for the areas that are of interest to you or your staff. You can also suggest topics even in areas not included in this list. This should take you eight (8) minutes or less. Please **submit your responses by Friday, October 28, 2022**.

SEWI Libraries On-Demand Learning through MRA Courses:

Our SEWI (Southeastern Wisconsin) Libraries region now has a subscription for on-demand, online courses through MRA, a non-profit human resources organization. As leaders in your organization and profession, we need to constantly refresh our leadership skills, know the HR dos and don'ts, follow diversity, equity and inclusion requirements, gather tips on technology and customer service etc. Here is a resource through Monarch's membership in SEWI that can be used by library directors and staff as needed, at their pace in the full year ahead.

Please check out the following link and share with your staff as needed: [SEWI Libraries On Demand Learning](#):

Note: Our subscription runs through September 14, 2023

Trish Federer – Administrative & Accounting Assistant

- Working to perfect the Directors Council Packet.
- Continued working to clear vendors invoices.
- Worked with Riti Grover on the Annual Plan.

Alison Hoffman – ILS Administrator/Database Management Librarian

Polaris related

- Shared reminder of options for setting up and customizing multiple types of Polaris receipts, including determining receipt settings, adding custom messages, eReceipt options, and the “You Saved” addition to checkout receipts
- Shared reminder encouraging each library review their Monarch Catalog view to ensure it is up to date along with options available to [customize it](#)
- Continuing work with the Circulation Committee and libraries using the Acquisitions module to prepare for disaster and cybersecurity threats. This includes creation of new custom reports to run weekly and capture details about newly added patrons and items. They will be stored in a secure location and serve as an additional backup in the event there is an incident, and a significant amount of the nightly Polaris backups are also corrupted by sneaky ransomware

Vega related

- To begin preparation for Monarch’s role as a development partner for Innovative’s calendar and event scheduling product, Vega Program, gathered details about the calendar and event products currently in use at member libraries and worked with Riti to review options for creation of a development team

Consultation

- Working with Oscar Grady to determine custom report needs, staff workflows, and possible Polaris settings, additions, and adjustments to facilitate the use of Smiota Smart Lockers from which patrons can pick up material even after hours

Interlibrary loan related

- Working with Beaver Dam and WISCAT team as Beaver Dam prepares to resume WISCAT activity (date still to be determined)
- Began annual review of [mapping between Polaris items and WISCAT software](#) to determine which WISCAT requests are sent to Monarch libraries and which are not. The goal is to save time for interlibrary loan staff
- Shared reminder about WISCAT discussion list and DPI’s new URL for [resources available](#) to assist with interlibrary loan work
- Coordinating with WISCAT team to plan online training session in October. More details to come
 - Note: The WISCAT team is also available for one-on-one training. [Contact them](#) if interested

State participation and other collaboration opportunities:

- Participated in WISCAT ILL Coordinators meeting
- Participated in “Cataloging in Polaris” forum with Innovative Users Group members

Youth Services Liaison

Youth Services Meeting Notes

- Off to a rocky start with accessing some of Kim's files that I need! Getting there 😊
- Met with Angela at Bridges to talk about her YS role and what she does for her member libraries.
- Tweaked and sent out the Summer Wrap-Up Survey so libraries can submit their stats and other info from this year's summer programs.

Lisa Hartman – Bookmobile Manager

- If you missed our FB posting a couple of weeks ago the Bookmobile was featured on the CBS 58 morning news. Thanks goes to Martin for making the contact & setting up the interview!
- On that note, we will also be doing a Sunday morning segment coming up. Stay tuned for the date it will air! Late Addition! Here is a link to the Sunday morning segment shown October 9, 2022 <https://www.cbs58.com/news/its-important-for-them-to-actually-physically-have-a-book-for-decades-the-bookmobile-provides-needed-literary-access>
- Lisa will be attending the ABOS conference October 3-7. Looking forward to learning new/different ways to promote the Bookmobile & outreach services.

Heather Fischer – Public Information Specialist

- Completed Sept 2022 Marketing Calendar designs and text. Links to the calendar were added to SharePoint in the Public Information section (A-Z Documents). Also included were Fall images for Polaris, etc. I did not email the links this month because they have always been placed in SharePoint. Upon hearing feedback, I will go back to emailing the link as well.
- Monarch Swag and Stickers for Library Card Sign-Up Month: Sorted and sent out all items that were ordered. Cool news: The State-wide Marketing Cohort is already discussing the possibility of bulk ordering stickers again for next year, only this time we will place the order earlier! Live and learn with huge bulk orders...companies usually need more time for production 😊
- Monarch Website Project: Had a kickoff meeting with our hired designer, Riti, and Carl. Started gathering needed info for the designer.
- Held a Public Information Workgroup meeting: Some items discussed were teen-centered images and messaging included in the October Marketing calendar for TEENtober and best practices to reach teens. Also discussed were plans for marketing the discontinuation of Gale Courses.
- Back 2 School Giveaway Drawing: We had a total of 492 course registrations for Aug and Sept!! 296 of them were eligible for the drawing (spent more than 100 minutes showing activity in

their classroom). Alison sent me an Excel spreadsheet with all of the registered students that were eligible (lines 2-297 of the spreadsheet). I used a random number generator with 2 and 297 as the starting and stopping number. Monarch staff took turns clicking the button 😊 I matched our random numbers with line numbers on the spreadsheet. This is how the winners were determined! We had a winner from Sheboygan Falls, Mead, and Cedarburg. All have been contacted and are very excited for their prizes!!

Carl Demmin – IT Department

- Email MFA project, we are continuing to make progress.
- The new Faronics licensing has started. We will need to remote into all Staff PCs in the system.
- We are continuing to work on the SharePoint site.
- Started work on the new Monarch Web site and migration to a new hosting site.
- Continue to do work orders and deploy new PCs.

**VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022**

MEETING: REGULAR MEETING OF THE VILLAGE BOARD

DATE AND TIME: MONDAY, OCTOBER 3, 2022 7:00 p.m.

**LOCATION: Germantown Village Hall Board Room
N112 W17001 Mequon Road**

NOTICE: Pursuant to the recommendations of the Centers for Disease Control and Prevention concerning the prevention of COVID-19 infections, any member of the body and/or citizen may also attend the meeting virtually through the WebEx platform, Meeting #: 2551 286 4870 Password: FPe6rA6VvK8 which can be accessed by phone at 408-418-9388 or by logging on at

<https://villageofgermantown.my.webex.com/villageofgermantown.my/j.php?MTID=md46ee66e2377d48eeb91dde7eb51a3ab>

Citizens not wishing to attend the meeting personally or virtually may submit any public comments by sending an email to comments@germantownwi.gov by 4 p.m. on the day of the meeting so that it can be provided to the members of the body for their consideration. All written comments will be entered into the record as if given at the hearing / meeting and made available to the members of the Village Board for consideration but may not be read during the hearing / meeting.

Previously recorded Village Board Meeting Videos can be viewed at

https://www.youtube.com/channel/UCOYp0EgELzTCa9X_iCohyhQ.

AGENDA

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:**
- III. **PLEDGE OF ALLEGIANCE:**
- IV. **PRESIDENT'S REPORT:**
- V. **ANNOUNCEMENTS OF FORTHCOMING EVENTS OF PUBLIC INTEREST
COMMITTEE AND DEPARTMENT REPORTS:**
 - A. The following individuals will be given the opportunity to make announcements of future municipal activities: Village President, Village Board Members, Village Administrator, Village Attorney, Village Clerk, And Department Heads, to include:
- VI. **CITIZEN INPUT/PUBLIC APPEARANCE on items not subject to a public hearing:**

Please be advised per §19.84(2), information will be received from the public. It is the policy of this municipality that there be a three (3) 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. (15 minutes) Written Public Comments should be directed to comments@germantownwi.gov, by 4 p.m. on Monday, October 3.

VII. CONSENT AGENDA:

- A. Approval of Minutes September 19, 2022, and September 26, 2022, Meeting.
- B. Accounts payable/payroll:
 - 1. September 23, 2022 Accounts Payable \$ 370,309.80
 - 2. September 30, 2022 Accounts Payable \$ 90,502.94

VII. UNFINISHED BUSINESS

- A. None.

IX. PUBLIC HEARINGS:

- A. None.

X. NEW BUSINESS:

- A. "Class B" Liquor License and Class "B" Fermented Malt Beverage License for the period commencing October 3, 2022 and ending June 30, 2023 for Veracruz WI, LLC, Charles Hasting N112W16344 Mequon Road. (In place of Mama Mias.)

All premise licenses, recommendations / approvals to be conditional upon completion of all documentation, compliance of all code violations/requirements and monies owed to the village paid prior to issuance of licenses in addition to any other conditions noted.

- B. Conditional Use Permit 03-2022, Jacob & Katherine Cervantes, Property Owners of N120 W13537 Freistadt Road. Application to keep and raise certain animals including horses, poultry, fowl and other animals in an Rs-2: Single-family zoning district property.
- C. Mary Best – W181 N12556 Fond du Lac Avenue. Ordinance 17-2022 to Rezone a portion of the property from the A:1: Agricultural District to the Rs-4: Single-family Residential District and a Certified Survey Map to legally record a lot line adjustment.
- D. Village of Germantown, Property Owner – Property "A", N104 W12703 Donges Bay Road and Property "B", N104 W12667 Donges Bay Road. Ordinance No. 18-2022 to Rezone Property "A" from A-1: Agricultural to the I: Institutional District; Ordinance No. 19-2022 to Rezoning Property "B" from the A-1: Agricultural to the M-1: Limited Industrial Zoning District and Conditional Use Permit No. 04-2022 to encroach into the 25' wetland setback.
- E. Meng Thao and Chonlada Saenyakun, Property Owners of 18.62 Acres, 1204 Pioneer Road in the Town of Jackson. Extra-territorial Certified Survey Map Plat Review to reconfigure parcels.

XI. ADJOURNMENT:

The next regular meeting of the Village Board will be on Monday, October 17, 2022, at 7:00 p.m.

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For Additional information or to request this service please contact the Village Clerk at (262)250-4740 at least 2 days prior to the meeting.

**VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022**

MEETING:	COMMITTEE OF THE WHOLE
DATE AND TIME:	<u>WEDNESDAY, OCTOBER 5, 2022</u> <u>6:00 p.m.</u>
LOCATION:	Germantown Village Hall Board Room N112W17001 Mequon Road

NOTICE: Pursuant to the recommendations of the Centers for Disease Control and Prevention concerning the prevention of COVID-19 infections, any member of the body and/or citizen may also attend the meeting virtually through the WebEx platform, Meeting #: 2556 908 0846 Password: PMnPmGS5Q28 which can be accessed by phone at 408-418-9388 or by logging on at

<https://villageofgermantown.my.webex.com/villageofgermantown.my/j.php?MTID=m4e9f98eef0d975bf6afd067dc102d49d>

Citizens not wishing to attend the meeting personally or virtually.

Previously recorded Village Board Meeting Videos can be viewed at

https://www.youtube.com/channel/UCOYp0EgELzTCa9X_iCotryhQ.

I. CALL TO ORDER: *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*

II. ROLL CALL:

III. 2023 BUDGET REVIEW INCLUDING CAPITAL FOR EACH DEPARTMENT:

- A. Police Department.
- B. Emergency Management.
- C. Canine Fund.
- D. Asset Forfeiture.
- E. Honor Guard.
- F. Fire Department.
- G. Village Board
- H. Administration.
- I. Clerk/Treasurer.
- J. Assessor.
- K. Data Processing.
- L. General Government.
- M. Health/Dental.

IV. NEXT MEETINGS: October 12th, 6:00 p.m. and October 19th, 6:30 p.m.

V. ADJOURNMENT.

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service please contact the Village Clerk at (262)250-4740 at least 2 days prior to the meeting.

Please note: It is possible that one or more members, and possibly a quorum of members, of other governmental bodies of the municipality may be in attendance at the above meeting to gather information. No action will be taken by any other governmental body at this meeting except by the governing body noticed above.

**VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022**

MEETING:	COMMITTEE OF THE WHOLE
DATE AND TIME:	<u>WEDNESDAY, OCTOBER 12, 2022</u> <u>6:00 p.m.</u>
LOCATION:	Germantown Village Hall Board Room N112W17001 Mequon Road

NOTICE: Pursuant to the recommendations of the Centers for Disease Control and Prevention concerning the prevention of COVID-19 infections, any member of the body and/or citizen may also attend the meeting virtually through the WebEx platform, Meeting #: 2557 306 9604 Password: FKEMtyW4E46 which can be accessed by phone at 408-418-9388 or by logging on at

<https://villageofgermantown.my.webex.com/villageofgermantown.my/j.php?MTID=ma18c2ec96358a52d723d10642afee7ab>

Citizens not wishing to attend the meeting personally or virtually.

Previously recorded Village Board Meeting Videos can be viewed at

https://www.youtube.com/channel/UCOYp0EgELzTCa9X_iColyhQ.

I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*

II. **ROLL CALL:**

III. **MINUTES: October 5, 2022**

IV. **2023 BUDGET REVIEW INCLUDING CAPITAL FOR EACH DEPARTMENT:**

- A. Water Utility.
- B. Sewer Utility.
- C. Residential Yard Waste Facility.
- D. Engineering.
- E. Parks.
- F. Buildings & Grounds.
- G. Highway.
- H. Recreation.
- I. Senior Center.
- J. Senior Van.
- K. Recreation Facility Fund.

V. **NEXT MEETING: October 19th, 6:30 p.m.**

VI. **ADJOURNMENT.**

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service please contact the Village Clerk at (262)250-4740 at least 2 days prior to the meeting.

Please note: It is possible that one or more members, and possibly a quorum of members, of other governmental bodies of the municipality may be in attendance at the above meeting to gather information. No action will be taken by any other governmental body at this meeting except by the governing body noticed above.

**VILLAGE OF GERMANTOWN
VILLAGE BOARD MEETING MINUTES
October 5, 2022**

CALL TO ORDER: The meeting was called to order at 6:00 p.m. by Clerk / Treasurer Braunschweig. Motion by Tr. Kaminski, second by Tr. Hudson to appoint Tr. R. Miller as Chair Pro Tem. Motion carried unanimously.

ROLL CALL: Present: Trustees Baum, Hudson, Kaminski, Myers, J. Miller (On-line), R. Miller, Neureuther, and Pieper. Absent excused: President Wolter. Also present: Administrator Kreklow, Braunschweig, Chief Delain, Chief Snow, and Manager Hirn.

2023 BUDGET REVIEW INCLUDING CAPITAL FOR EACH DEPARTMENT:

Motion (Kaminski/Baum) to take items out of order for Police Department to follow Honor Guard. Motion carried unanimously.

Manager Uselding gave an update on the projected 2023 budget. Discussion ensued of the fund balance and 2021 unaudited surplus. The increase for staff was discussed.

Discussion ensued of the 2021 not being closed and unaudited. The 1.1 Million surplus is unaudited and possibility for some variation.

The 2021 surplus was due to permit revenues, light winter, and staff turnover.

The performance pay was implemented about four years ago and budgeted money in the operating budget. The performance bonus is a one-time expense.

A. Police Department.

Moved to follow Honor Guard.

B. Emergency Management.

The emergency management budget was reviewed.

C. Canine Fund.

The canine fund budget was reviewed.

D. Asset Forfeiture.

The asset forfeiture fund was reviewed.

E. Honor Guard.

The honor guard fund was reviewed.

A. Police Department.

The Police Department budget was reviewed.

The Police Chief Snow came to the podium. The challenges of the department and the need for additional staffing in the patrol division were commented on. The ratio of sworn officer per 1,000 population was reviewed. Discussion ensued of the additional staff plus the equipment.

Discussion ensued of the restructuring of the department. Discussion ensued of a five-year plan. Further discussion ensued of how additional staff would be funded for future years.

Discussion ensued with comments on a referendum.

Administrator Kreklow commented caution partially funding positions due to the economy at this time. Commented on using the full levy amount rather than a portion, or the hydrant fee. There are not a lot of options to fund or address the staffing needs.

Motion (J. Miller) send both the Fire and Police back to Public Safety Committee to craft a five year plan, on November 7. Failed for lack of a second.

Discussion ensued of the 2023 budget.

Motion (Kaminski/Baum) to send both plans (Police and Fire) back to the Public Safety Committee to recommend how to fund. Motion carried. Myers voted no.

F. Fire Department.

Manager Uselding reviewed the Fire Department Budget. There was an increase in protective supplies and decrease in seminars and travel.

Eleven additional staff and an assistant chief is requested. Discussion ensued of compression issues. The capital request items, health insurance, and increased number of calls were reported on. The fire extinguisher training, fuel tank for station two, and water tender were discussed.

Discussion ensued of the 30 year old water tender.

Discussion ensued of the previous motion to send both plans (Police and Fire) back to Public Safety Committee to recommend how to fund.

The committee requested overtime reports from 2019, 2020, 2021, 2022 for both Police and Fire Department.

G. Village Board

The Village Board Budget was reviewed.

Motion (J. Miller/Myers) to take \$2,000 from legal services 4100 and put into the training meetings and seminars 7700. Discussion ensued of who gets to go to the conferences, discussion of half funding and the trustee to pay half. Discussion ensued of the monthly stipend.

Motion fails. Baum, Hudson, Kaminski, R. Miller, Pieper voted no. J. Miller, Myers, and Neureuther voted yes.

H. Administration.

Discussion ensued of the administration budget.

I. Clerk/Treasurer.

The Clerk / Treasurer budgets were reviewed.

J. Assessor.

Discussion ensued of the assessor budget and the parking lot item of the market update.

K. Data Processing.

Discussion ensued of the data processing budget and the associated contracts.

Replacement of the police department server was from ARPA Funding. The priority was the public safety server and email to the cloud. The server at the Police Department will be moved to the Village Hall. There are internet connections in the pipeline to be replaced. Prior to 2022 staff salaries were allocated to data processing. This budget is to improve technology systems. Discussion ensued of Capital Data and the plans to fix servers.

L. General Government.

The general government budget was reviewed. Performance related increases are held in this budget for allocation.

The committee requested the number of non-union employees per department.

M. Health/Dental.

The Health / Dental budget was reviewed.

ADJOURNMENT.

ADJOURNMENT: There being no further business, the meeting adjourned at 8:21 p.m.

NEXT MEETINGS: October 12th, 6:00 p.m. and October 19th, 6:30 p.m.

Respectfully Submitted,
Deanna Braunschweig
Village Clerk / Treasurer

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GENERAL GOVERNMENT & FINANCE COMMITTEE**

DATE AND TIME: **Monday, October 17, 2022 6:00 P.M.**

LOCATION: **Germantown Village Hall Board Room
N112 W17001 Mequon Road**

NOTICE: Pursuant to the recommendations of the Centers for Disease Control and Prevention concerning the prevention of COVID-19 infections, any member of the body and/or citizen may also attend the meeting virtually through the WebEx platform, Meeting #: 2553 397 5050 Password: ysHwDJFJ773 which can be accessed by phone at 408-418-9388 or by logging on at

<https://villageofgermantown.my.webex.com/villageofgermantown.my/j.php?MTID=m28d950a28eb4c639555a173adec1dbc3>

Citizens not wishing to attend the meeting personally or virtually may submit any public comments by sending an email to comments@germantownwi.gov by 4 p.m. on the day of the meeting so that it can be provided to the members of the body for their consideration.

Previously recorded Village Board Meeting Videos can be viewed at

https://www.youtube.com/channel/UCOYp0EgEL7TCa9X_jCohybQ.

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:** Chairperson R. Miller, Trustees: Kaminski, Myers, and Neureuther.
- III. **APPROVAL OF MINUTES:** September 19 and October 3, 2022 meeting.
- IV. **PUBLIC COMMENT:** 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 be a three-minute time period, per person, with time extensions 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.
- V. **NEW BUSINESS:**
 - A. Capital Data Server Update.
 - B. Village Internet and Firewall Contracts with Spectrum, Ethoplex, and Fortinet in an amount not to exceed \$64,513.
 - C. Battalion Chief Pay.
 - D. Resolution 31-2022, Initial Resolution Authorizing General Obligation Bonds in an amount not to exceed \$205,000 (Library HVAC Upgrades).
 - E. Resolution 32-2022, Initial Resolution Authorizing General Obligation Bonds in an amount not to exceed \$40,575,000 (DPW Building Construction).

Page 2

- F. Resolution 33-2022, Initial Resolution Authorizing General Obligation Bonds in an amount not to exceed \$3,850,000 (TID No. 9 Project Costs).
- G. Resolution 34-2022, Resolution Authorizing the Issuance and Sale of Not to Exceed \$44,630,000 General Obligation Corporate Purpose Bonds, Series 2022E.
- H. Resolution 30-2022, Resolution to Amend the Public Grant Program Policy.

VI. **UNFINISHED BUSINESS:**

- A. None.

VII. **REPORTS:**

- A. Monthly Financial Summary.
 - 1. Accounts Payable–September 23, September 30, and October 7.

VIII. **SCHEDULE NEXT MEETING:**

IX. **ADJOURNMENT:**

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For Additional information or to request this service please contact the Village Clerk at (262)250-4740 at least 2 days prior to the meeting.

Notice is given that a majority of the Village Board may attend this meeting to gather information about an agenda item over which they have decision making responsibility. This may constitute a meeting of the Village Board per State Ex. Rel. Badke v. Greendale Village Board, even though the Village Board will not take formal action at this meeting.

RESOLUTION NO. 31-2022

INITIAL RESOLUTION AUTHORIZING
GENERAL OBLIGATION BONDS
IN AN AMOUNT NOT TO EXCEED
\$205,000

BE IT RESOLVED by the Village Board of the Village of Germantown, Washington County, Wisconsin that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Bonds in an amount not to exceed \$205,000 for the purpose of paying the costs of upgrades to the Library's heating, ventilation and air conditioning systems.

Adopted this 17th day of October, 2022.

Dean Wolter,
Village President

ATTEST:

Deanna Braunschweig,
Village Clerk

(SEAL)

**VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022**

MEETING: REGULAR MEETING OF THE VILLAGE BOARD

DATE AND TIME: MONDAY, OCTOBER 17, 2022 7:00 p.m.

**LOCATION: Germantown Village Hall Board Room
N112 W17001 Mequon Road**

NOTICE: Pursuant to the recommendations of the Centers for Disease Control and Prevention concerning the prevention of COVID-19 infections, any member of the body and/or citizen may also attend the meeting virtually through the WebEx platform, Meeting #: 2553 397 5050 Password: ysHwDJFJ773 which can be accessed by phone at 408-418-9388 or by logging on at

<https://villageofgermantown.my.webex.com/villageofgermantown.my/j.php?MTID=m28d950a28cb4c639555a173adec1dbc3>

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Previously recorded Village Board Meeting Videos can be viewed at

https://www.youtube.com/channel/UCOYp0EgELzTCa9X_iCohvhQ.

AGENDA

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:**
- III. **PLEDGE OF ALLEGIANCE:**
- IV. **PRESIDENT'S REPORT:**
- V. **ANNOUNCEMENTS OF FORTHCOMING EVENTS OF PUBLIC INTEREST**
COMMITTEE AND DEPARTMENT REPORTS:
 - A. The following individuals will be given the opportunity to make announcements of future municipal activities: Village President, Village Board Members, Village Administrator, Village Attorney, Village Clerk, And Department Heads, to include:
- VI. **CITIZEN INPUT/PUBLIC APPEARANCE on items not subject to a public hearing:**
Please be advised per §19.84(2), information will be received from the public. It is the policy of this municipality that there be a three (3) 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. (15 minutes) Written Public Comments should be directed to comments@germantownwi.gov, by 4 p.m. on Monday, October 17.
- VII. **CONSENT AGENDA:**
 - A. Approval of Minutes October 3, 2022, Meeting.

- B. Accounts payable/payroll:
- | | | | |
|----|------------------|------------------|---------------|
| 1. | October 7, 2022 | Accounts Payable | \$ 370,309.80 |
| 2. | October 11, 2022 | Payroll | \$ 259,997.99 |

The following items were forwarded from the **Public Works Committee** with a unanimous recommendation

- C. ARPA Fall Tree Planting Project in an amount not to exceed \$175,650 with Property Solutions Contracting.
D. Resolution 28-2022, Esquire Court No Parking.
E. Resolution 29-2022, Maple Road Industrial Park No Parking Sign Removal.

VII. UNFINISHED BUSINESS

- A. None.

VIII. PUBLIC HEARINGS:

- A. None.

IX. NEW BUSINESS:

- A. Historical Society - Request of German Flag to be displayed at Dheinsville Fest Hall.
B. Capstone Development Company, Agent for CQ WI 2021, LLC, Property Owner – N128 W20955 Holy Hill Road. 2-Lot Certified Survey Map Application.
C. Resolution 30-2022, Resolution to Amend the Public Grant Program Policy.
D. Resolution 31-2022, Initial Resolution Authorizing General Obligation Bonds in an amount not to exceed \$205,000 (Library HVAC Upgrades).
E. Resolution 32-2022, Initial Resolution Authorizing General Obligation Bonds in an amount not to exceed \$40,575,000 (DPW Building Construction).
F. Resolution 33-2022, Initial Resolution Authorizing General Obligation Bonds in an amount not to exceed \$3,850,000 (TID No. 9 Project Costs).
G. Resolution 34-2022, Resolution Authorizing the Issuance and Sale of Not to Exceed \$44,630,000 General Obligation Corporate Purpose Bonds, Series 2022E.
H. Village Internet and Firewall Contracts with Spectrum, Ethoplex, and Fortinet in an amount not to exceed \$64,513.
I. Report on Data Re-Entry and 2021 Audit Update.
J. Report on Tyler – Munis Software Project Update.

X. ADJOURNMENT:

The next regular meeting of the Village Board will be on Monday, November 3, 2022, at 7:00 p.m.

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For Additional information or to request this service please contact the Village Clerk at (262)250-4740 at least 2 days prior to the meeting.

**VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022**

MEETING:	COMMITTEE OF THE WHOLE
DATE AND TIME:	<u>WEDNESDAY, OCTOBER 19, 2022</u> <u>6:30 p.m.</u>
LOCATION:	Germantown Village Hall Board Room N112W17001 Mequon Road

NOTICE: Pursuant to the recommendations of the Centers for Disease Control and Prevention concerning the prevention of COVID-19 infections, any member of the body and/or citizen may also attend the meeting virtually through the WebEx platform, Meeting #: 2550 115 1762 Password: pSF6MYBVK62 which can be accessed by phone at 408-418-9388 or by logging on at <https://villageofgermantown.my.webex.com/villageofgermantown.my/j.php?MTID=mc1c4a9bd1ca1414a21d015eb210e306a> Citizens not wishing to attend the meeting personally or virtually. Previously recorded Village Board Meeting Videos can be viewed at https://www.youtube.com/channel/UCOYp0EgELzTCa9X_iCohyhQ.

I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*

II. **ROLL CALL:**

III. **MINUTES: October 12, 2022**

IV. **2023 BUDGET REVIEW INCLUDING CAPITAL FOR EACH DEPARTMENT:**

- A. Community Development – Building Inspection.
- B. Community Development – Planning / Zoning.
- C. Municipal Development.
- D. Library.
- E. Library Board.
- F. Impact Fees.
- G. Historic Preservation.
- H. Debt Service.
- I. TIDS.
- J. Capital Budget.
- K. Information Requested from Previous Committee of the Whole meetings.
- L. Parking Lot Items.

V. **PUBLICATION OF THE 2023 BUDGET PUBLIC HEARING NOTICE.**

VI. **ADJOURNMENT.**

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service please contact the Village Clerk at (262)250-4740 at least 2 days prior to the meeting.

Please note: It is possible that one or more members, and possibly a quorum of members, of other governmental bodies of the municipality may be in attendance at the above meeting to gather information. No action will be taken by any other governmental body at this meeting except by the governing body noticed above.

**VILLAGE OF GERMANTOWN
VILLAGE BOARD MEETING MINUTES
October 12, 2022**

CALL TO ORDER: The meeting was called to order at 6:00 p.m. by President Wolter.

ROLL CALL: Present: President Wolter, Trustees Baum, Hudson, Kaminski, Myers, J. Miller, R. Miller, and Pieper. On-line: Trustee Neureuther. Also present: Administrator Kreklow, Braunschweig, Superintendents Hogan, Zimmerman, Anderson, and Directors Standridge and Ratayczak.

MINUTES: October 5, 2022.

Motion (Pieper/Baum) to approve the Minutes of October 5, 2022. Motion carried unanimously.

2023 BUDGET REVIEW INCLUDING CAPITAL FOR EACH DEPARTMENT:

The parking lot items and questions will be reviewed at the next meeting. If needed October 24 will be utilized for further questions.

A. Water Utility.

The water utility budget was reviewed. The rate increases were pointed out. There is an increase in the revenues. The capital budget was reviewed. The crane truck is over ten years old and at the end of the service life. Discussion ensued of the lack of impact of the referendum on the department.

B. Sewer Utility.

The sewer utility budget was reviewed. Discussion ensued of the capital fund for sewer.

C. Residential Yard Waste Facility.

The Residential Yard Waste Facility budget was reviewed. Discussion ensued of the curbside pick up was reviewed. This was formally known as the recycle budget.

D. Engineering.

The engineering budget was reviewed.

Motion (Pieper/J. Miller) to move 350,000, from engineering to the highway department. 10-541-530-3500, From engineering back to the highway department 10-542-530-3505.

Discussion ensued of the future financial system processes. Motion fails. Tie vote.

Discussion ensued of the use of contracted consultants when there are vacant positions.

E. Parks.

The parks budget was reviewed. The Kinderberg Shelter is included to be painted interior and exterior. Discussion ensued of the painting of the bandshell.

F. Buildings and Grounds.

The buildings and grounds budget was reviewed. The Fire Company Building and restroom shelter needs new water line. Discussion ensued of a request for a summary of the amount of money spent on the survive alive house. Discussion ensued of volunteers such as Leadership Germantown to paint the survive alive house. The school pays \$10,000 for the use of the survive alive house and meeting daily at the building. Discussion ensued of the school taking this facility and maintenance expenses and responsibilities or increasing their payments for the use.

G. Highway.

The highways budget was reviewed. There is a large decrease due to the asphalt shift from Highway to Engineering. Discussion ensued of the Village wide fuel charges. Discussion ensued of 10-542-530-3550, Bridges and Culverts and the year to date is low. Discussion ensued of 10-542-530-4500, Curb Replacement was questioned. Discussion ensued of the parking lot items that were pulled in order to balance the budget.

H. Recreation.

The recreation budget was reviewed. Discussion ensued of the increase of revenues. Discussion ensued of the line items. Discussion ensued of the elimination of two printed brochures. Discussion ensued of receiving the data of the other communities that do not print Park and Recreation Book. Discussion ensued of printing of them but have them available at Village Hall only. Discussion ensued of the picnic table replacement of wood tables for aluminum tables.

I. Senior Center.

The senior center budget was reviewed.

J. Senior Van.

The senior van fund was reviewed. This is for van / equipment replacement.

K. Recreation Facility Fund.

The recreation facility fund was reviewed.

Discussion ensued for each general fund department to look at expenses and cut their budgets by 3%; all departments except utilities.

ADJOURNMENT.

ADJOURNMENT: There being no further business, the meeting adjourned at 8:30 p.m.

NEXT MEETING: October 19th, 6:30 p.m. and October 24th if needed.

Respectfully Submitted,
Deanna Braunschweig
Village Clerk / Treasurer

GCL Event Calendar

Status: Public

URL: <https://germantownlibrarywi.libcal.com/calendar?cid=11430>

Time Zone: Central Time - US & Canada

November 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
		9:30am Preschool Storytime 9:30am 10:30am Preschool Storytime 10:30am 4pm Mummies Mania for Kids 6pm Mummies Mania for Adults	9:30am Baby/Toddler Storytime 9:30am 10:30am Baby/Toddler Storytime 10:30am 6pm Evening Book Group	9:30am What Are You Reading Book Club 6pm All Wrapped Up!	1pm History Book Group	
6	7	8	9	10	11	12
6pm [DRAFT] TAB Meeting	9:30am Preschool Storytime 9:30am 10:30am Preschool Storytime 10:30am	9:30am Baby/Toddler Storytime 9:30am 10:30am Baby/Toddler Storytime 10:30am	9:30am Morning Book Group 1pm Tower Heritage History Series 6pm Cook From a Book: Popcorn Turkeys		9:30am [DRAFT] Mom's Club	
13	14	15	16	17	18	19
1pm Make It Crafts: Bracelets 3pm Make It Crafts: Bracelets 5pm Make It Crafts: Bracelets	9:30am Preschool Storytime 9:30am 10:30am Preschool Storytime 10:30am	9:30am Baby/Toddler Storytime 9:30am 10:30am Baby/Toddler Storytime 10:30am 6pm Library Board Meeting	9:30am Mystery Book Club - ONLINE (Zoom) 6pm All Wrapped Up!	1pm Nonfiction Book Group		10:30am Youth Performer: Miss Jamie's Farm 1:30pm Youth Performer: Miss Jamie's Farm
20	21	22	23	24	25	26
3pm Memory Café 6pm Hot Takes Night 2	9:30am Preschool Storytime 9:30am 10:30am Preschool Storytime 10:30am	9:30am Baby/Toddler Storytime 9:30am 10:30am Baby/Toddler Storytime 10:30am				
27	28	29	30			
10am Friends Meeting	9:30am Preschool Storytime 9:30am 10:30am Preschool Storytime 10:30am	9:30am Baby/Toddler Storytime 9:30am 10:30am Baby/Toddler Storytime 10:30am	9:30am What Are You Reading Book Club 6pm All Wrapped Up!	1pm History Book Group		
1pm Blood Drive 6pm [DRAFT] TAB Meeting	6pm "Legends and Lore of Winter" with Chad Lewis	6pm Evening Book Group	9:30am Morning Book Group 1pm Tower Heritage History Series 6pm Cook From a Book: Holiday Cookie Decorating	9:30am [DRAFT] Mom's Club	9am [DRAFT] Yule Ball Set up 5:30pm Yule Ball	

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GCL Outreach Event Calendar

Status: Public

URL: <https://germantownlibrarywi.libcal.com/calendar/outreach>

Time Zone: Central Time - US & Canada

November 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1 9am Office Hours	2 9am What are you Reading Book Club	3	4	5
6	7 9am Office Hours	8 12pm Senior Facility Delivery - Gables	9 11:30am Leadership Library Tour	10	11 8am Christmas Festival	12
13 12pm In Person Craft	14 9am Office Hours	15 10:30am Senior Facility Delivery - Prairie Meadows 1pm Senior Facility Delivery - Fairway Knoll	16	17	18	19
20	21 9am Office Hours	22	23	24	25	26
27 12pm Gables Book Club and Poetry	28 9am Office Hours	29	30 9am What are you Reading Book Club	1 3pm Jackson Tree Lighting	2	3
4	5 9am Office Hours	6	7	8	9	10

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Germantown Community Library Board

MEETING DATE: October 26, 2022
PLACEMENT: Unfinished Business
AGENDA ITEM(S): VIII. A. Strategic / Facility Planning
SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The Strategic Planning Ad-hoc Committee met on Tuesday, October 18. Attached are the approved minutes from the September 20 committee meeting.

Going forward, the committee will meet as needed.

Miller and Smith will continue work on researching capital fundraising and setting up a 501(c)(3) Foundation.

The final draft of the WiLS Strategic Plan will be reviewed by the full Library Board for approval at the October 26 meeting.

The Library Board discussed the presentations and proposals from Engberg Anderson and FEH Designs at the September 28, 2022, Library Board meeting. Engberg Anderson was selected.

At the Village Committee of the Whole meeting on Wednesday, October 19, the \$50,000 request (\$25,000 from Washington County Capital Library Funding Reserves & \$25,000 from Village Capital Funds) was voted out of the 2023 Library Capital Budget.

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

August 23, 2022

Germantown Community Library

The meeting of the Germantown Community Library Strategic Planning Ad-Hoc Committee was called to order by Joyce Nelson at 10:47 a.m. on Tuesday, August 23, 2022, at the Germantown Community Library. **Members present:** Joyce Nelson, Jan Miller, Dan Ho, Trisha Smith, Connie Lloyd. **Members absent:** None. **Also present:** None. Proper notification of the meeting had been given.

MOTION (Ho, Miller): Approve the agenda as printed. Motion carried (5-0).

MOTION (Nelson, Ho): Approve the minutes of the July 19, 2022 as printed. Motion carried (5-0).

PUBLIC INPUT: None.

UNFINISHED BUSINESS

WILS STRATEGIC PLANNING UPDATE – Smith provided copies of the finalized draft (content only) for review. The committee members provided feedback for changes. The changes will be applied along with the full Library Board and WILS Strategic Planning Committee feedback. The updated final draft will be provided at the next Ad-Hoc Strategic Planning Committee Meeting and full Library Board meeting.

ARPA Funds – Smith reported GGF Capital ARPA funds discussion continues to be deferred.

VILLAGE TRUSTEE LIBRARY TOURS – Remaining three trustees have still not been available to tour the library.

CONCEPTUAL DESIGN BIDS –Library Board evaluation results were reviewed. The Library Board will select the top two evaluated proposals and request their firms to present their proposals to the full Library Board. MOTION: (Miller, Nelson): Move to recommend the full Library Board hold a Special Meeting for the top two evaluated architectural firms to present their proposals. After discussion the motion was amended as follows. MOTION (Ho, Nelson): Move to recommend the full Library Board hold a Special Meeting for the top two evaluated architectural firms to present their proposals and award the project based on a yah/nah vote after the presentations. Motion carried: (5-0). The committee identified several decision points they will suggest the Library Board address at the meeting on August 24. 1) When do they want to meet for the presentations. 2) How long to wait for the Village Board to decide if ARPA funding will be allocated to this project. 3) If ARPA funding is not provided, what library funds will be used to fund the project. 4) When should the project commence.

LIBRARY FOUNDATION OPTIONS – Miller is looking for firms that can establish 501 (3) (c) foundations. She has found two so far. Smith will collect information from other library contacts regarding who they have used.

NEW BUSINESS - None

ANNOUNCEMENTS

The next regular meeting of the Library Strategic Planning Ad-Hoc Committee will be September 20, 2022, at 1:00 p.m. at the Germantown Community Library.

Meeting adjourned at 12:05 p.m.

Respectfully submitted,

Connie Lloyd

Library Assistant Director

Germantown Community Library

Germantown Community Library Board

MEETING DATE: October 26, 2022

PLACEMENT: Unfinished Business

AGENDA ITEM(S): VIII. B. Village of Germantown ARPA Requests

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The Germantown Community Library has not received a decision from the Village Board or GGF Committee regarding the requested ARPA funds of \$100,000 for building Conceptual Design and modular quiet meeting rooms.

Germantown Community Library Board

MEETING DATE: October 26, 2022

PLACEMENT: Unfinished Business

AGENDA ITEM(S): VIII. C. 2023 Budget

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The 2023 Library Budget & 2023 Library Board Budget were presented at the Village of Germantown Committee of the Whole meeting on Wednesday, October 19.

An updated budget is attached and includes:

- Removal of the \$50,000 for 2nd floor expansion as voted on at the Village of Germantown Committee of the Whole meeting on Wednesday, October 19.
- Additional \$14,254 in funding in line 10-551-510-1800 (SALARIES – PART TIME) totaling \$555,795. This was added to the budget on Thursday, October 13 due to needing to meet \$761,063 minimal Village funding to qualify for exemption from the Washington County Tax (see attached). The new amount is better in line with actual budgeting of part-time staffing hours.

Future meetings:

- Monday, November 21, 2022 – Final Budget Hearing
- The 2023 Recommended Budget was presented at the Village Board Meeting on Monday, September 19 (attached)
- Monday, October 24 @ 6:30pm (if needed)

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 YTD	2023 Budget Request	2021-2022 Variance (\$)	2021-2022 Variance (%)	Revenue Explanation
Intergovernmental Revenues									
10-430-431-7210	COUNTY LIBRARY REVENUE	\$ 319,092.94	\$ 337,671.37	\$ 313,000.00	\$ 298,000.00	\$ 320,000.00	\$ 7,000.00	2%	
10-430-431-7220	MID-WI FED LIB SYS-CONT ED GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
Total Intergovernmental Revenues		\$ 319,092.94	\$ 337,671.37	\$ 313,000.00	\$ 298,000.00	\$ 320,000.00	\$ 7,000.00	2%	
Public Charges For Services									
10-460-467-7110	LIBRARY FINES AND FEES	\$ 10,302.21	\$ 8,014.52	\$ 10,000.00	\$ 1,963.00	\$ 10,000.00	\$ -	0%	
10-460-467-7120	LIBRARY SYSTEM REVENUE	\$ 65.00	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
Total Public Charges for Services		\$ 10,367.21	\$ 8,014.52	\$ 10,000.00	\$ 1,963.00	\$ 10,000.00	\$ -	0%	
Miscellaneous Revenues									
10-480-485-5710	LIBRARY DONATIONS	\$ 1,407.05	\$ 5,745.98	\$ -	\$ 1,500.00	\$ -	\$ -	0%	
Total Miscellaneous Revenues		\$ 1,407.05	\$ 5,745.98	\$ -	\$ 1,500.00	\$ -	\$ -	0%	
DEPARTMENT TOTAL		\$ 330,867.20	\$ 351,431.87	\$ 323,000.00	\$ 301,463.00	\$ 330,000.00	\$ 7,000.00	2%	

Library Budget

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 YTD	2023 Budget Request	2021-2022 Variance (\$)	2021-2022 Variance (%)	Expense Explanation
Salaries & Wages									
10-551-510-1100	SALARIES - FULL TIME	\$ 195,158.00	\$ 178,495.00	\$ 208,978.00	\$ 164,315	\$ 215,675	\$ 6,697.00	3%	
10-551-510-1150	SALARIES - COUNTY	\$ 126,996.00	\$ 65,991.00	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
10-551-510-1800	SALARIES - PART TIME	\$ 142,729.00	\$ 230,846.00	\$ 292,951.00	\$ 234,223	\$ 338,920	\$ 45,969.00	16%	
10-551-510-1810	SALARIES - LIBRARY BOARD	\$ 1,165.00	\$ 675.00	\$ 1,200.00	\$ 610	\$ 1,200	\$ -	0%	
Total salaries & Wages		\$ 466,048.00	\$ 476,007.00	\$ 503,129.00	\$ 399,148	\$ 555,795	\$ 52,666.00	10%	
Fringe Benfits									
10-551-520-2100	SOCIAL SECURITY	\$ 25,308.00	\$ 35,091.00	\$ 39,928.00	\$ 30,232	\$ 41,296	\$ 1,368.00	3%	
10-551-520-2110	SOCIAL SECURITY - COUNTY	\$ 10,647.00	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
10-551-520-2200	STATE RETIREMENT	\$ 11,718.00	\$ 24,285.00	\$ 25,304.00	\$ 23,485	\$ 26,970	\$ 1,666.00	7%	
10-551-520-2210	STATE RETIREMENT - COUNTY	\$ 11,503.00	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
10-551-520-2300	HEALTH INSURANCE	\$ 59,300.00	\$ 78,600.00	\$ 77,726.00	\$ 46,048	\$ 69,073	\$ (8,653.00)	-11%	
10-551-520-2400	DENTAL INSURANCE - COUNTY	\$ 4,515.00	\$ 2,520.00	\$ 3,860.00	\$ 2,440	\$ 2,895	\$ (965.00)	-25%	
10-551-520-2500	LIFE INSURANCE	\$ 911.00	\$ 1,021.00	\$ 1,241.00	\$ 945	\$ 1,241	\$ -	0%	
10-551-520-2510	LIFE INSURANCE - COUNTY	\$ 330.00	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Total Fringe Benefits		\$ 124,232.00	\$ 141,517.00	\$ 148,059.00	\$ 103,150	\$ 141,475	\$ (6,584.00)	-4%	
Operating Supplies and Expenses									
10-551-530-3100	GENERAL SUPPLIES AND EXPENSES	\$ 3,478.00	\$ 4,319.00	\$ 29,000.00	\$ 47,406	\$ 10,000	\$ (19,000.00)	-66%	
10-551-530-3110	STORYTIME PROGRAM - SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
10-551-530-3120	MARKETING	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000.00	0	
10-551-530-3150	GENERAL SUPPLIES & EXPENSE - CTY	\$ 28,607.00	\$ 74,884.00	\$ -	\$ -	\$ -	\$ -	0%	
10-551-530-3200	OFFICE SUPPLIES	\$ 4,890.00	\$ 5,849.00	\$ 5,000.00	\$ 3,579	\$ 5,000	\$ -	0%	
10-551-530-3400	POSTAGE	\$ 383.00	\$ 487.00	\$ 2,000.00	\$ 234	\$ 2,000	\$ -	0%	
10-551-530-3410	POSTAGE - COUNTY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
10-551-530-3600	BOOKS	\$ 45,515.00	\$ 39,977.00	\$ 62,000.00	\$ 36,524	\$ 62,000	\$ -	0%	
10-551-530-3610	BOOKS - COUNTY	\$ 24,908.00	\$ 17,659.00	\$ -	\$ -	\$ -	\$ -	0%	
10-551-530-3620	BOOK PROCESSING	\$ 5,418.00	\$ 5,445.00	\$ 10,000.00	\$ 5,726	\$ 10,000	\$ -	0%	
10-551-530-3625	BOOK PROCESSING - COUNTY	\$ 5,352.00	\$ 5,223.00	\$ -	\$ -	\$ -	\$ -	0%	
10-551-530-3630	PERIODICALS	\$ 4,529.00	\$ 3,846.00	\$ 8,000.00	\$ 1,027	\$ 8,000	\$ -	0%	
10-551-530-3635	PERIODICALS - COUNTY	\$ 1,449.00	\$ 3,712.00	\$ -	\$ -	\$ -	\$ -	0%	
10-551-530-3640	AUDIO VISUAL	\$ 6,168.00	\$ 5,989.00	\$ 22,000.00	\$ 11,402	\$ 22,000	\$ -	0%	
10-551-530-3645	AUDIO VISUAL - COUNTY	\$ 18,154.00	\$ 12,967.00	\$ -	\$ -	\$ -	\$ -	0%	
10-551-530-3660	COMPUTER SERVICE	\$ 15,072.00	\$ 13,357.00	\$ 40,000.00	\$ 22,603	\$ 40,000	\$ -	0%	
10-551-530-3665	COMPUTER SERVICE - COUNTY	\$ 18,303.00	\$ 16,326.00	\$ -	\$ -	\$ -	\$ -	0%	
10-551-530-3810	DONATIONS - EXPENSE	\$ 1,898.00	\$ 5,310.00	\$ -	\$ -	\$ -	\$ -	0%	
10-551-530-3820	PROGRAMS SUPPLIES & EXPENSE	\$ 4,381.00	\$ 3,374.00	\$ 24,000.00	\$ 17,114	\$ 24,000	\$ -	0%	
10-551-530-3821	PRGRAMS SUPPLIES & EXPENSE - COUNT	\$ 39,541.00	\$ 33,075.00	\$ -	\$ -	\$ -	\$ -	0%	
10-551-530-5400	SYSTEM AUTOMATION	\$ 5,766.00	\$ 547.00	\$ 22,000.00	\$ 2,257	\$ 23,000	\$ 1,000.00	5%	
10-551-530-5410	SYSTEM AUTOMATION - COUNTY	\$ 16,168.00	\$ 20,919.00	\$ -	\$ -	\$ -	\$ -	0%	
10-551-530-7100	UTILITIES	\$ 63,652.00	\$ 59,016.00	\$ 68,000.00	\$ 38,119	\$ 68,000	\$ -	0%	
10-551-530-7200	TELEPHONE	\$ 3,031.00	\$ 2,030.00	\$ 3,600.00	\$ 342	\$ 4,000	\$ 400.00	11%	
10-551-530-7250	OUTREACH -COUNTY	\$ 3,056.00	\$ 4,076.00	\$ 4,000.00	\$ 4,896	\$ 4,000	\$ -	0%	
10-551-530-7300	INSURANCE AND BONDS	\$ 8,107.00	\$ 9,249.00	\$ 5,993.00	\$ 1,997	\$ 5,993	\$ -	0%	
10-551-530-7700	TRAINING AND SEMINARS	\$ 1,796.00	\$ 1,715.00	\$ 5,000.00	\$ 1,666	\$ 5,000	\$ -	0%	
10-551-530-7710	TRAINING - COUNTY	\$ 625.00	\$ 3,395.00	\$ -	\$ -	\$ -	\$ -	0%	
10-551-530-7800	TRAVEL	\$ 806.00	\$ 1,194.00	\$ 1,000.00	\$ 783	\$ 1,000	\$ -	0%	
Total Operating Supplies		\$ 331,053.00	\$ 353,940.00	\$ 311,593.00	\$ 195,675	\$ 303,993	\$ (7,600.00)	-2%	
Capital Items									
10-551-570-8100	MISCELLANEOUS EQUIPMENT - COUNTY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
Total Capital Items		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
DEPARTMENT TOTAL									
		\$ 921,333.00	\$ 971,464.00	\$ 962,781.00	\$ 697,973	\$ 1,001,263	\$ 38,482.00	4%	

Account	Description	2020 Actual	2021 Actual	2022 Budget	2023 Budget Request	2021-2022 Variance (\$)	Description
Capital Outlay							
40-551-570-8200	BUILDING IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	-	
40-551-570-8210	NEW BLDG FURNITURE/EQUIP - COUNTY	\$ -	\$ -	\$ -	\$ -	\$ -	
40-551-570-8310	LAND IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	
40-551-570-8410	FURNITURE	\$ -	\$ -	\$ -	\$ -	\$ -	
40-551-570-8430	COMPUTER HARDWARE	\$ -	\$ -	\$ -	\$ -	\$ -	
40-551-570-8435	AUTOMATION EQUIPMENT - COUNTY	\$ -	\$ -	\$ -	\$ -	\$ -	
40-551-570-8440	COMPUTER SOFTWARE	\$ -	\$ -	\$ -	\$ -	\$ -	
	Total Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 YTD	2023 Budget Request	2021-2022 Variance (\$)	2021-2022 Variance (%)
Donations								
83-480-485-5710	REVENUES	\$ 1,647.00	\$ 5,000.00	\$ 150.00	\$ -	\$ 1,100.00	\$ 950.00	633%
	Total Donations	\$ 1,647.00	\$ 5,000.00	\$ 150.00	\$ -	\$ 1,100.00	\$ 950.00	633%
Interest Revenue								
83-480-481-1100	INVESTMENT INTEREST	\$ 1,425.00	\$ 616.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	0%
	Total Interest Revenue	\$ 1,425.00	\$ 616.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	0%
Department Total								
	Department Total	\$ 3,072.00	\$ 5,616.00	\$ 1,150.00	\$ -	\$ 2,100.00	\$ 950.00	83%

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 YTD	2023 Budget Request	2021-2022 Variance (\$)	2021-2022 Variance (%)
General Expenditures								
83-551-530-3100	GENERAL SUPPLIES & EXPENSE	\$ 1,668.00	\$ 1,846.00	\$ 500.00	\$ -	\$ 1,500.00	\$ 1,000.00	
83-551-530-3600	BOOKS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
83-551-570-8420	EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Total Expenitures	\$ 1,668.00	\$ 1,846.00	\$ 500.00	\$ -	\$ 1,500.00	\$ 1,000.00	
Department Total								
	Department Total	\$ 1,668.00	\$ 1,846.00	\$ 500.00	\$ -	\$ 1,500.00	\$ 1,000.00	

Ms. Ashley Reichert
Washington County Clerk
432 E. Washington PO Box 1986
West Bend, WI 53095-7986
(262) 335-4301
ashley.reichert@co.washington.wi.us

October 14, 2023

Dear Ms. Reichert,

The Village of Germantown hereby requests an exemption from the Washington County Library Tax under Wis. Stat. 42.64(02) for the Fiscal Year of 2023.

The Village of Germantown understands that it must maintain and expend funds for public library service at a rate above the defined minimum.

The Village of Germantown FY2023 will include \$761,066 of Village funding for the Germantown Community Library operating budget that includes \$0 allocated for Capital expenses. The total library budget presented totals \$1,091,066 which includes estimated self-generated revenues, County funds, and Village funds. The final hearing for the Village of Germantown budget will be held on Monday, November 21 at 7:00pm.

If you have any questions or concerns regarding our request for exemption, please feel free to contact myself or the Village Administrator, Steve Kreklow.

Sincerely,

Patricia A. Smith

Patricia A. Smith
Library Director
Germantown Community Library

Cc Steve Kreklow, Village Administrator
Deanna Braunschweig, Village Clerk Treasurer
Matthew Uselding, Village Budget Manager
Joyce Nelson, Library Board President

Delete
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Library Tax Exemption

You replied on Wed 10/12/2022 5:20 PM

Ashley Reichert <Ashley.Reichert@washcowisco.gov>

To: 'Tammy Tennes - Village of Slinger' <ttennies@vi.slinger.wi.gov>; 'Lori Hetzel' <lorihetzel@ci.h> Mon 10/3/2022 1:22 PM

Cc: Trisha Smith; Leslie Schultz; Lori Kreis; Jennifer Einwalter; Steve Thiry; CLKagenda_dg <CLKager

Good afternoon –

If your municipality will be requesting exemption from the 2023 Washington County Library Tax, please provide your request to me no later than **FRIDAY, OCTOBER 14, 2022**. If you have already sent your exemption request, thank you and please disregard this email.

Your request must include the total amount your municipality will levy for operations (EXCLUDING capital expenses) for your municipal library in 2023. It is understood that you may be providing your municipality's proposed budget amount and that your municipality might not have formally approved that budget until after the deadline of October 14, 2022. If, upon passage of the municipal budget, the amount for your library should change and be different from what is reported by October 14th, you must immediately contact my office with the revised budget amount.

For your reference:

**Min. amt. In
order to be
Exempt in 2022**

Village of Germantown	761,063
Village of Kewaskum	95,608
Village of Slinger	186,626
City of Hartford	378,948
City of West Bend	854,411

Thank you,
Ashley

Ashley A. Reichert
County Clerk

E: Ashley.Reichert@washcowisco.gov

O: (262) 262-335-4301

library board and the charitable organization or community foundation.

c. The library board exercises its rights over the use of each disbursement made under subd. 3. a. in accordance with the law applicable to trust investments and the provisions of this chapter.

(c) If any such treasurer or financial secretary holds any property belonging to the public library, the library board shall require a bond from the treasurer or financial secretary to the library board in such sum, not less than the amount of such property so held by him or her, and with such sureties as the library board requires. The bond shall be conditioned in substantially the same form as the ordinary bond required from the treasurer of the municipality or county, with the necessary changes.

(d) The treasurer or financial secretary shall make an annual report to the library board showing in detail the amount, investment, income and disbursements from the trust funds in his or her charge. Such report shall also be appended to the annual report of the library board under sub. (6).

(e) In the case of a gift for a library building, the library board of the municipality shall have the exclusive right to select and contract for the purchase of a site.

(8) Except as provided under sub. (6), this section does not apply to a library board under s. 43.57 (4) (bm).

History: 1971 c. 152 ss. 10, 20; 1977 c. 26, 418; 1985 a. 176; 1985 a. 177 ss. 42, 43, 48 to 50, 52; 1985 a. 225, 352; 1987 a. 252; 1993 a. 309; 1995 a. 201, 264; 1997 a. 150; 2005 a. 226; 2007 a. 61; 2009 a. 33; 2011 a. 163; 2015 a. 306; 2021 a. 240 s. 30.

Municipal libraries are a matter of statewide concern. Accordingly, home rule provisions will not justify local departures from the provisions of ch. 43. 76 Atty. Gen. 203.

43.60 County appointments to municipal and joint public library boards. (3) (a) A county chairperson, with the approval of the county board, may appoint from among the residents of the county additional members to the library board of a public library of a municipality located in whole or in part in the county, for a term of 3 years from the May 1 following the appointment, and thereafter for a term of 3 years, as follows:

1. If the annual sum appropriated by the county to the public library is equal to at least one-sixth, but less than one-third, of the annual sum appropriated to the public library by any municipality in which the public library is located during the preceding fiscal year, one additional member.

2. If the annual sum appropriated by the county to the public library is equal to at least one-third, but less than one-half, of the annual sum appropriated to the public library by any municipality in which the public library is located, 2 additional members.

3. If the annual sum appropriated by the county to the public library is equal to at least one-half, but less than two-thirds, of the annual sum appropriated to the public library by any municipality in which the public library is located, 3 additional members.

4. If the annual sum appropriated by the county to the public library is equal to at least two-thirds, but less than the annual sum appropriated to the public library by any municipality in which the public library is located, 4 additional members.

5. If the annual sum appropriated by the county to the public library is equal to at least the annual sum appropriated to the public library by any municipality in which the public library is located, 5 additional members.

(b) For a joint public library of 2 or more municipalities, the "annual sum appropriated to the public library by any municipality in which the public library is located" under par. (a) is the total sum appropriated by all of the municipalities participating in the joint library.

(c) A county chairperson may appoint a county supervisor to serve as a member of a library board of a public library of a municipality under par. (a), but no more than one county supervisor so appointed may serve on the library board at the same time.

(4) If an additional member appointed to a library board under sub. (3) (a) loses the status upon which the appointment was

based, he or she ceases to be a member of the library board effective on the following May 1.

History: 1971 c. 152 s. 23; Stats. 1971 s. 43.60; 1981 c. 197; 1985 a. 177; 1989 a. 36; 1991 a. 269; 2005 a. 226.

43.64 County tax. (1) The county board of a county expending money for public library service to its inhabitants may levy a tax to provide funds for such service and shall include any amount of tax under this subsection in the amount of taxes determined to be levied under s. 70.62 (1).

(2) (a) In this subsection, "library fund" means the funds raised by the city, village, town or school district by tax levy or appropriation under s. 43.52 (1).

(b) Except as provided in sub. (2m), any city, town, village or school district in a county levying a tax for public library service under sub. (1) shall, upon written application to the county board of the county, be exempted from the tax levy, if the city, town, village or school district making the application levies a tax for public library service and appropriates and expends for a library fund during the year for which the county tax levy is made a sum at least equal to an amount calculated as follows:

1. Divide the amount of tax levied by the county for public library service under sub. (1) in the prior year, less the amount levied for public library capital expenditures, by the equalized valuation of property in that area of the county that was subject to the county property tax levy for public library services in the prior year.

2. Multiply the amount determined under subd. 1. by the equalized valuation of property in the city, village, town or school district for the current year.

(c) Notwithstanding sub. (2m), any city, village, town, or school district in a county levying a tax for public library service under sub. (1) is exempt from the tax levy if all of the following apply:

1. The city, village, town, or school district is included in a joint library under s. 43.53.

2. The city, village, town, or school district levies a tax for public library service, less the amount levied for public library capital expenditures, and appropriates and spends for a library fund during the year for which the county tax levy is made an amount that is not less than the average of the previous 3 years.

(2m) No city, village, town or school district is exempt from the tax levy under sub. (2) for any year if, by September 1 of the year preceding the year for which the tax is levied, the county board determines that the public library of the city, village, town or school district that is a member of the public library system has not complied with standards approved under s. 43.11 (3) (d) and (e).

(3) Each city, town, village or school district participating in a joint library under s. 43.53 shall be treated individually in determining its eligibility for tax exemption under sub. (2).

History: 1971 c. 152 s. 16; 1977 c. 118; 1981 c. 20; 1983 a. 27; 1985 a. 177; 1997 a. 150; 2005 a. 226, 420; 2013 a. 20.

A municipality having a traveling library service within its municipal limits could raise a library fund for that service and be exempted from the county tax by meeting the requirement of s. 43.25 (4), 1969 stats. [now sub. (2)]. 60 Atty. Gen. 389.

A town, city, or village that does not maintain a public library, but makes contributions to a nearby public library, cannot be exempted from the county library tax levy under sub. (2). 65 Atty. Gen. 182.

A municipality, otherwise qualified, is entitled to an exemption under sub. (2) when the county has not acted to levy a tax specifically designated as a county library tax but does finance money expended for public library services to its inhabitants by a general tax levy. 72 Atty. Gen. 190.

43.70 Common school fund. (1) No later than October 15 of each year, each school district administrator shall certify to the state superintendent, on forms provided by the state superintendent, a report of the number of persons residing in the school district on the preceding June 30, as reported under s. 120.18 (1) (a).

(2) Annually by January 10, the state superintendent shall apportion the amount that is estimated to be appropriated under s. 20.255 (2) (s) in the current school year to the school districts in

Germantown Community Library Board

MEETING DATE: October 26, 2022

PLACEMENT: Unfinished Business

AGENDA ITEM(S): VIII. D. WiLS Strategic Plan

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The Germantown Community Library Director, Library Board, library staff, Strategic Planning Ad-hoc Committee, and the WiLS Strategic Planning committee have partnered with WiLS to develop the new 5-Year Strategic Plan. Attached is the final draft.

RECOMMENDATION: Provide final requested changes to the document. If the Library Board does not have any changes, it is recommended to approve the document as presented.

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

August 23, 2022

Germantown Community Library

The meeting of the Germantown Community Library Strategic Planning Ad-Hoc Committee was called to order by Joyce Nelson at 10:47 a.m. on Tuesday, August 23, 2022, at the Germantown Community Library. **Members present:** Joyce Nelson, Jan Miller, Dan Ho, Trisha Smith, Connie Lloyd. **Members absent:** None. **Also present:** None. Proper notification of the meeting had been given.

MOTION (Ho, Miller): Approve the agenda as printed. Motion carried (5-0).

MOTION (Nelson, Ho): Approve the minutes of the July 19, 2022 as printed. Motion carried (5-0).

PUBLIC INPUT: None.

UNFINISHED BUSINESS

WILS STRATEGIC PLANNING UPDATE – Smith provided copies of the finalized draft (content only) for review. The committee members provided feedback for changes. The changes will be applied along with the full Library Board and WILS Strategic Planning Committee feedback. The updated final draft will be provided at the next Ad-Hoc Strategic Planning Committee Meeting and full Library Board meeting.

ARPA Funds – Smith reported GGF Capital ARPA funds discussion continues to be deferred.

VILLAGE TRUSTEE LIBRARY TOURS – Remaining three trustees have still not been available to tour the library.

CONCEPTUAL DESIGN BIDS –Library Board evaluation results were reviewed. The Library Board will select the top two evaluated proposals and request their firms to present their proposals to the full Library Board. MOTION: (Miller, Nelson): Move to recommend the full Library Board hold a Special Meeting for the top two evaluated architectural firms to present their proposals. After discussion the motion was amended as follows. MOTION (Ho, Nelson): Move to recommend the full Library Board hold a Special Meeting for the top two evaluated architectural firms to present their proposals and award the project based on a yah/nah vote after the presentations. Motion carried: (5-0). The committee identified several decision points they will suggest the Library Board address at the meeting on August 24. 1) When do they want to meet for the presentations. 2) How long to wait for the Village Board to decide if ARPA funding will be allocated to this project. 3) If ARPA funding is not provided, what library funds will be used to fund the project. 4) When should the project commence.

LIBRARY FOUNDATION OPTIONS – Miller is looking for firms that can establish 501 (3) (c) foundations. She has found two so far. Smith will collect information from other library contacts regarding who they have used.

NEW BUSINESS - None

ANNOUNCEMENTS

The next regular meeting of the Library Strategic Planning Ad-Hoc Committee will be September 20, 2022, at 1:00 p.m. at the Germantown Community Library.

Meeting adjourned at 12:05 p.m.

Respectfully submitted,

Connie Lloyd

Library Assistant Director

Germantown Community Library



**BUILD CONNECTIONS
ENRICH LIVES**

Germantown Community Library **STRATEGIC PLAN 2023-2027**

DRAFT COPY



**Building connections, enriching lives
& growing our community.**

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MISSION

The Germantown Community Library is a cornerstone of our community that provides services, ideas, and resources that enrich lives, build connections, and grow the community.

The GCL lives this mission by

- Connecting people with information and resources they need to thrive.
- Providing a welcoming environment and positive experience for everyone.
- Cultivating learning at any age.
- Offering opportunities for entertainment and leisure.

"The Germantown library is one of the "hidden" gems in our community. I have found it to be useful in every facet of my life! We are so fortunate to have a wonderful library with so many services to offer in our community."

-Community Survey Participant



WELCOME TO YOUR LIBRARY!

Germantown Community Library Background

When the first Germantown Community Library was built in 1962, it served a population of just under 700 people and was open twenty hours a week. Fast paced growth in the next two decades led to the construction in 1982 of a new building that was five times larger. The appeal of Germantown's location, its thriving economy, and village services continued to attract new residents. By 2000, Germantown's population had grown past 18,000 and the library had outgrown its space. With an eye on future growth, the village approved a 26,000 square foot building that can be expanded by 13,000 square feet through an addition of a second floor mezzanine level. In 2002, the current building opened its doors and welcomed patrons.

The Village's foresight will almost certainly benefit community members in the coming years. Germantown continues to grow. As of 2022, the Germantown Community Library serves nearly 21,000 residents and an extended county population of 34,539 that includes the non-librariated communities of Richfield and Jackson. Richfield makes up 32% of the total service population and Jackson, 10%. Unsurprisingly, as the population has grown, so have the needs of community members for the Germantown Community Library. Collections, public spaces, technology, and programs have all flourished over the last several years.

Like many libraries, Germantown Community Library faces challenges, especially in the wake of the COVID-19 pandemic and the resulting disruptions. The library has many opportunities to serve the Village of Germantown and surrounding communities, but an increase in library space and/or the modification of existing spaces is crucial to meeting those needs. Germantown is growing and there is also an increase in the diversity of residents in and around the Village. This offers opportunities for the library to grow its user base and impact in the community, but also presents a real challenge as the needs of the different groups are varied. The library, as an employer, has been impacted by external events. COVID-19, staff shortages, and competing funding priorities are all challenges that the library faces, at least in the short term. However, through this strategic plan and with community guidance, the library will develop strategies to successfully meet these challenges and continue to thrive alongside the community it serves.

As the library's statistics show and as the community knows, the Germantown Community Library is ready to embrace the challenges before them. This was especially apparent in the last two years, as the library provided key services through commitment and innovative thinking during closures and public health concerns related to COVID-19. Faced with great challenges, the library thrived and worked to help others do the same, in ways big and small. With these experiences, a remarkable staff, and strong community support, the Germantown Community Library is well positioned to successfully achieve its strategic goals.

It's a wonderful library - great place to study, learn, read, hang out - and all the staff are so friendly and helpful, they're terrific. The library is a real treasure!"

-2022 Community Survey Response

STRATEGIC GOALS

The following goals and objectives were determined after a thorough process of data and information gathering and analysis. They are rooted in community and library needs, articulated in survey results, community conversation findings, staff input, and quantitative data such as demographics and library statistics.

Goal 1: Growing Services

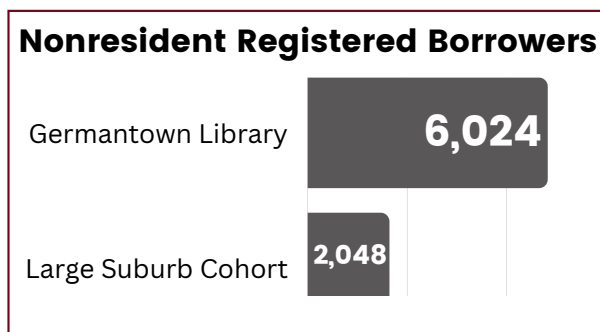
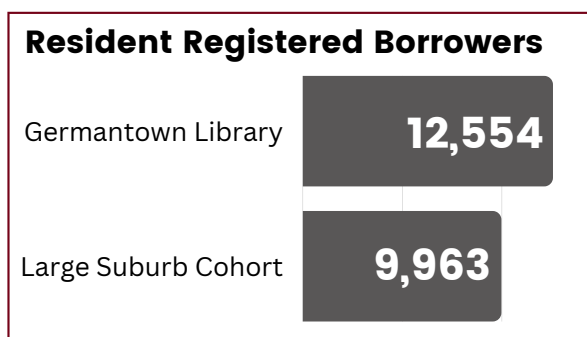
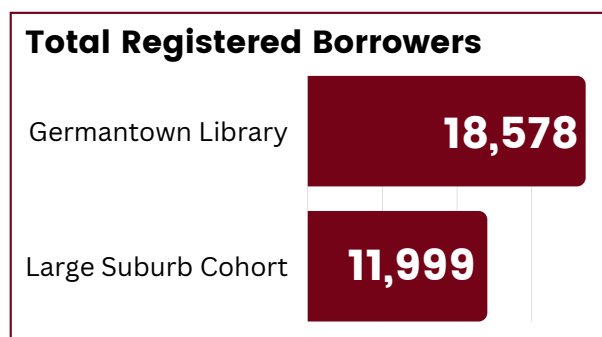
Collection care and customer service are fundamental to the library's success. Cultivating the collection and providing excellent service will increase accessibility to and use of the Germantown Community Library.

Objectives

- Develop and maintain collection management policies and procedures for materials and resources, both physical and digital, which reflect the needs and interests of the community.
- Strengthen and maintain a positive patron experience through programming and services that are responsive and appealing to the community we serve.

The Germantown Community Library is more than a physical space. It provides critical services to the community and as their needs grow and change, the library should be positioned to respond through quality collections, programming, and staff expertise. In times that have been challenging for most public libraries, the Germantown Community Library has thrived, as the following 2019 statistics clearly illustrate.

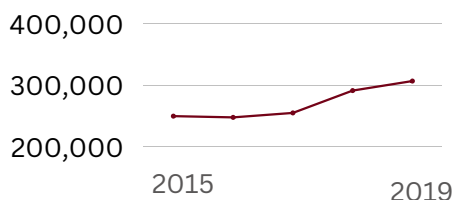
Registered Borrowers



GCL had a higher number of resident and non-resident cardholders than comparable libraries. (Data source: WiLS Annual Report Statistics 2019)

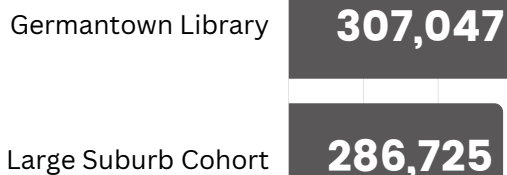
Circulation

Germantown Circulation Growth

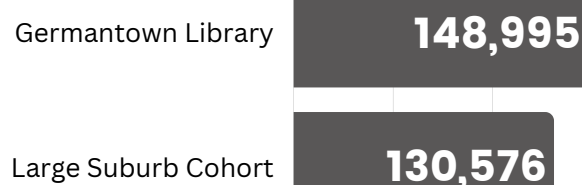


GLC outpaced peer library circulation, driven in particular by children's circulation. (Data source: WiLS Annual Report Statistics 2015-2019)

Total Circulation

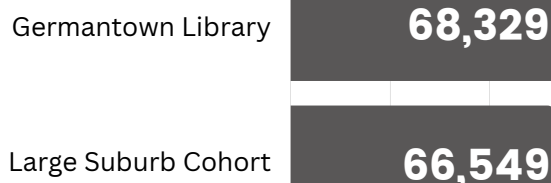


Children's Circulation



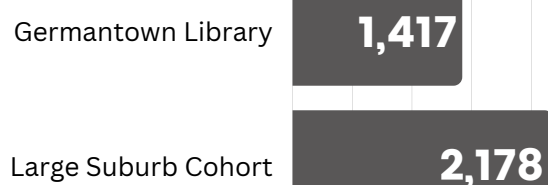
Programming

Total Programming Attendance



GCL offered fewer programs than peer libraries, but saw higher attendance numbers. (Data source for both charts: WiLS Annual Report Statistics)

Total Programs



A strategic plan is future facing, but rests upon the existing strengths of any organization. In order to maintain excellent services and a high quality collection, the library will continue to prioritize the fundamentals: collections, cardholders, and programming. This is directly in response to community needs and expectations of the Germantown Community Library. As one community conversation attendee put it, "How-to's, learning, education – it's at the library. Get it all at the library."

Goal 2: Growing Spaces

Flexible, multi-purpose spaces and a presence in and around the community means Germantown Community Library meets people where they are, and appeals to a wide variety of audiences and their needs.

Objectives

- Develop pathways for expansion of the library's footprint
- Improve visitor and staff satisfaction within the physical library space

The Germantown Community Library has successfully met community needs through collection development, outreach and partnership building, and programming. However, the population of Germantown and the surrounding, non-librariated communities continues to grow, resulting in more, and also varied, demands on the library's spaces and services. Although the library's building is comparable in size to its cohorts, it has a larger patron base and participation rate, reinforcing both the need and community support for library services and spaces. It can be difficult for any library to balance the space needs for all patrons. As the Germantown Community Library has, in the last decade, added programming, early literacy activities in the children's space, and creative spaces, it has become busier and more lively. This has resulted in the need for quiet spaces where patrons can read, study, and explore without interruption.

"My usage of the library has changed as my kids have grown up. Now I appreciate quiet space for adults and books easily visible that catch my interest, but before I most appreciated a place for kids to read, listen, and tinker/play. I'm amazed with all the library has been putting out there lately--so many activities. I hope you have lots of folks taking advantage of and enjoying all the library has been offering."

-2022 Community Survey Response

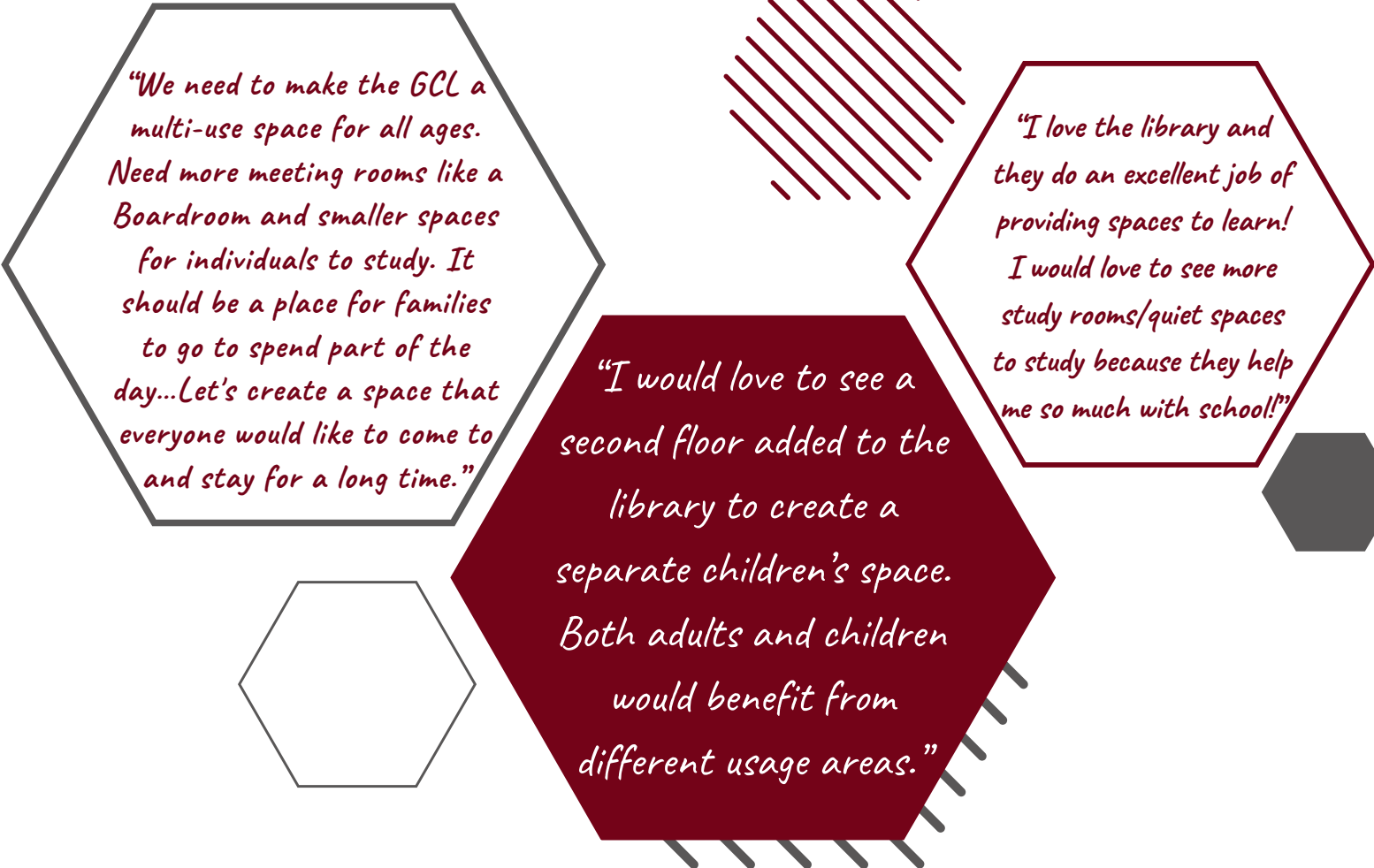


Data and information gathered in the planning process points toward support and need for building expansion. Survey respondents' top priority for improving the physical space of the library was the creation of a designated quiet space to read and work, something not possible with the current building's footprint.

Based on a Survey Scale of 1-5 (1=lowest, 5=highest)

Building Expansion Priorities	Weighted Score
#1 – Create a designated quiet space to read, work, or study.	4.23
#2 – Create a Makerspace area.	3.95
#3 – Create more interactive activities in the Children's Area.	3.65
#4 – Create more collaborative spaces and group study rooms.	3.26
#5 – Create a space for teens.	3.07
#6 – Provide options for pick up of material.	3.05

Community conversations and the survey clearly indicated community support for library expansion. Here are just a few statements shared via the community survey:



Of course, some improvements to the existing space can also be made through careful study and intentional updates.

Goal 3: Growing Collaborations & Community

Through careful practices and meaningful community relationships and partnerships, the Germantown Community Library will bring people and groups together to learn, accomplish goals, and build connections.

Objectives

- Improve, document, and share internal processes and practices to identify, define, and evaluate relationships and partnerships.
- Expand and strengthen connections and partnerships among existing and new community networks, especially those that help members of the Germantown area and surrounding communities to learn, build relationships, and connect with each other.
- Expand outreach services of material and programming outside of the library building to residents in Germantown, Richfield and Jackson.

Throughout the planning process, the library heard from staff, trustees, and community members that the Germantown area and surrounding communities have a plethora of service organizations, government and civic agencies, and community groups to serve the varied needs of residents. While there are strong services and partnerships, community conversation participants shared that there is room for better coordination to improve access to services, reach more people, and decrease duplicative efforts. The community conversations showed gaps in awareness of local services and helped build connections and partnerships in real time, with individuals staying after to exchange information with each other.

Over 90% of survey takers strongly agreed that the library is important for the community.

The Germantown Community Library has worked to create and cultivate relationships throughout the Village and surrounding area. The library has started to go beyond community outreach to community partnership building. Hiring a Library Outreach Specialist in the last year has helped solidify the library's outreach and community building efforts. The library is seen by many as a natural partner, whether they are hosting community events, participating in committees, or visiting locations off site. In fact, the library has regular requests from community partners to host, promote, or take part in local events and happenings. The library's success in this area has resulted in a real need to define and systematize community partnerships and the processes that can help with prioritization and to ensure these partnerships thrive.



Goal 4: Growing Community Awareness

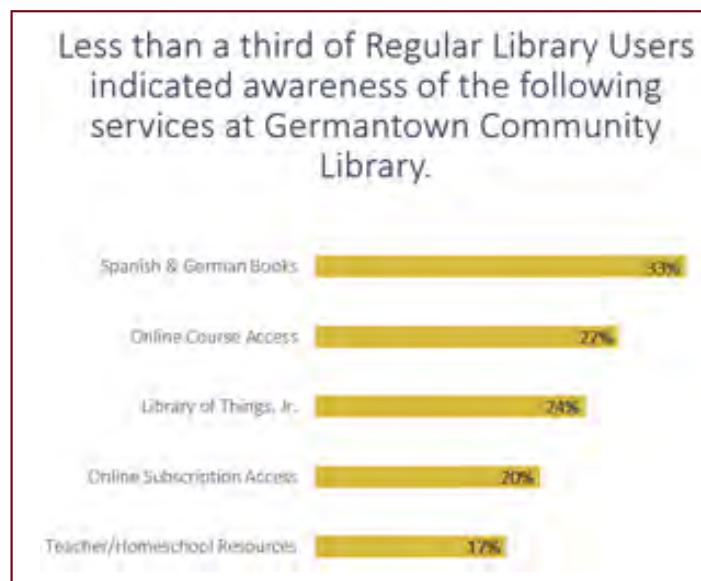
The library, the Germantown community, and the surrounding area have an abundance of events, opportunities, and resources to offer and the Germantown Community Library can improve awareness of these through thoughtful partnerships and impactful communications.

Objectives

- Increase patron and community awareness of the resources and services offered by the library and Monarch Library System.
- Develop and implement communication tools to connect with different government boards and officials throughout the Germantown area, non-librariated communities and Washington County.
- Create a marketing plan that incorporates local communication channels.

There is always room for increased awareness of the services and resources available through the Germantown Community Library. Whether one is a resident of Germantown, Richfield, or Jackson, or a Germantown Village Trustee, messaging to showcase the work and value of the library should be clear and easy to find and follow. The library has a healthy (and growing) communications toolbox: the electronic newsletter and communications in the library are excellent ways to reach library users, and the library's social media presence, with over 3,500 followers on Facebook, is a powerful way to reach those that visit the library less frequently. Gaps in various age groups and service populations provide opportunities for the library to increase awareness for non-library users.

The community survey showed high awareness of core library services, such as books to borrow, computers and wi-fi, and the children's area. It also revealed some services the library could increase awareness of by using appropriate messaging and channels.



Community conversations highlighted the fact that effective communication is a challenge throughout Germantown and the surrounding area; people are not always sure where to find community information. Service providers and community groups shared a desire for a centralized pathway to amplify messages and reduce duplication of, or gaps in, sharing about services and events. In its physical and metaphorical role as a community center, the library has a role in helping improve awareness of community events—though this must be done with the library's mission and capacity in mind.

Goal 5: Growing Organizational Wellbeing

The state of the Germantown Community Library depends on the financial and wellbeing of the library and of the library's staff. Both will be prioritized through careful practices and meaningful action.

Objectives

- Create and cultivate new philanthropic partnerships, sponsorships, and pathways to ensure the financial health of the library.
- Expand organizational capacity to maintain and grow service areas.
- Develop internal infrastructure to document and train on library activities, processes, and practices.
- Continuously promote an internal culture that focuses on staff wellbeing.

Stewardship, the responsible management of the library, is a core value of the Germantown Community Library administration and staff. It includes the responsibility to cultivate cultivation of income streams that are sustainable and supportive of the library's operations and the community's needs. The survey and community conversations showed the need for an expanded library with multi-purpose spaces that serve a diverse array of ages and stages. The library and the Board of Trustees understands that the funding of this initiative will need to involve a multi-pronged approach that includes donations, partnerships, and municipal support, both in Germantown and non-librariied communities the library serves.

The Germantown Community Library has been incredibly successful in pursuing its mission over the past several years. Program numbers have increased, outreach has been prioritized, and partnerships sought and sustained, all on top of the traditional operations of the library. This success means the library needs to look carefully at organizational capacity, balanced workloads, and the ability to attract and retain top notch staff, who are the heart of the library and its successes.

"I have found that every interaction I have had with every staff member has been extremely friendly and showing a desire to help. Thank you!"
-Community Survey Response



IMPLEMENTING THE PLAN

The Germantown Community Library Director will regularly update the Library Board each year of the 5-Year Plan (2023-2027) following the timeline below on the implementation progress of the strategic plan.



February / March

The library director, with staff input, will provide the Library Board, Village Board, and Monarch Library System with a report on progress made toward implementing the plan through prioritized activities/projects.



May / June

The library director, with staff input, and the Library Board will review current year goal progress, and make necessary changes based on changes in conditions and capacities. Additionally, the library director with staff and board input will identify key priority activities/projects for the next year, in preparation for the library's budget process.



June - November

The library director, with staff, library board and village input, prepares the library budget taking into consideration the identified activities/projects to achieve the defined goals.



September / October

The library director, with staff input, will provide the Library Board with a summary of the current year's goal progress and make necessary changes based on changes in conditions, capacities and remaining budget.



November / December

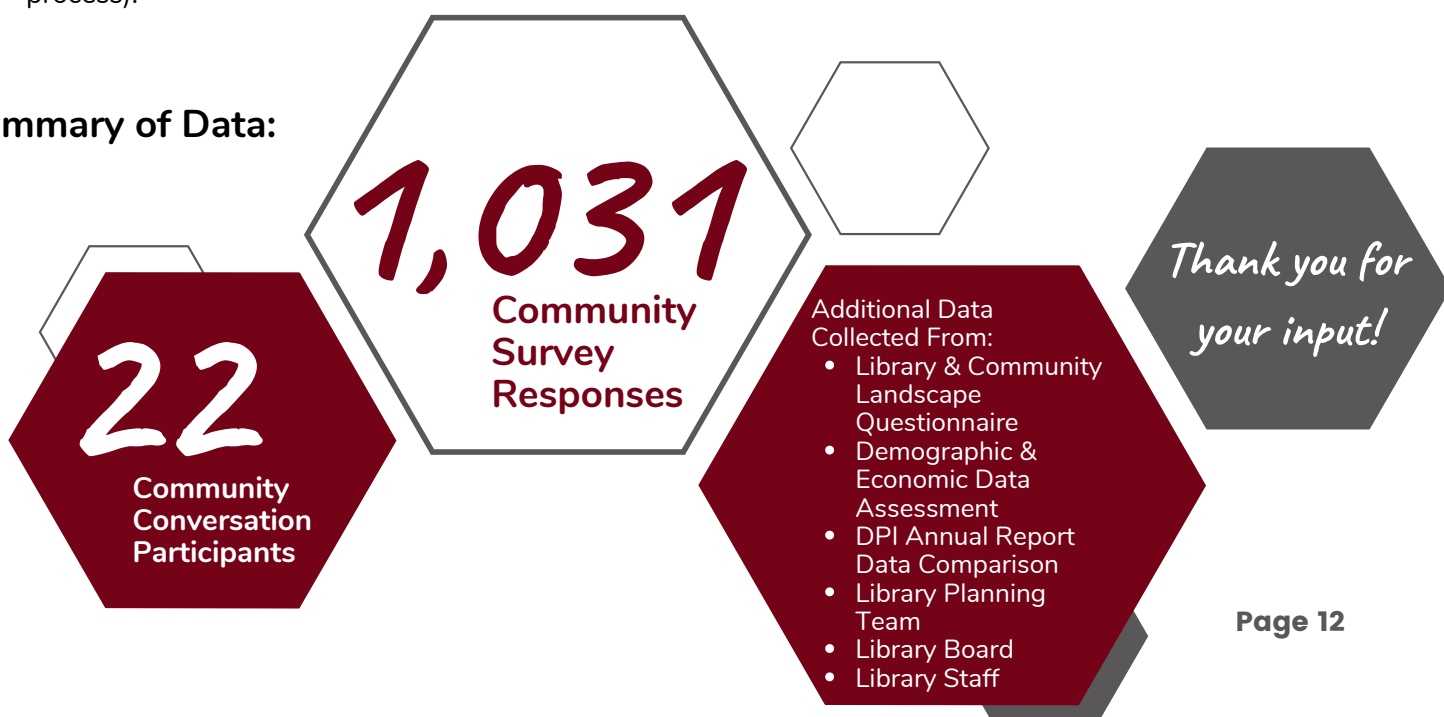
The library director, with supervisor input, will provide feedback to staff in their performance reviews on progress made on activities/projects for the past year.

ABOUT THE PROCESS

In late 2021, the Germantown Community Library formed a strategic planning committee with representatives from the library staff, Library Board, and the Library Friends group. This group, led by the library director, oversaw the planning process, from data and information gathering to the writing of the plan, with consultants from WiLS (Wisconsin Library Services) helping guide the process and providing data expertise.

- November 1, 2021: A Library and Community Landscape Questionnaire, completed by the planning team.
- January 11, 2022: A Library Staff SOAR (Strengths, Opportunities, Aspirations and Results), facilitated by consultants. Work on the refreshed mission statement was also completed during this meeting.
- January 12 – February 7, 2022: Conducted a Community Survey that was completed by 1,031 community members, including both users and non-users of the library.
- February 3 -11, 2022: Three Community Conversations that were facilitated by consultants and attended by planning team members. The conversations were attended by twenty-three community members including business and civic leaders, educators, local residents, and library patrons from Germantown, Richfield and Jackson.
- Annual library operations and service data submitted to the Wisconsin Department of Public Instruction (DPI) for the years 2015-2019. Due to the COVID-19 pandemic statistics for 2020 and 2021 were not used as a result of library closures and limited services available to patrons.
- Demographic and economic data from the American Community Survey and the 2000 and 2010 US Census (2020 data was not available publicly during this process).

Summary of Data:



ACKNOWLEDGEMENTS

This process would not have been possible without the involvement of the communities of Germantown, Richfield and Jackson. The library offers sincere appreciation for the time community members spent completing the survey and taking part in community conversations.

The library would also like to thank all of their staff members for their work and dedication throughout the planning process.

Special thanks to the planning committee members who spent several months and many hours ensuring that the 2023-2027 Strategic Plan meet the needs of the Germantown Community Library and those it serves. Members were:

- Trisha Smith, Library Director
- Connie Lloyd, Library Assistant Director
- Cara Reimer, Library Outreach Specialist
- Joyce Nelson, Library Board President and Monarch Library System Board Member
- Jan Miller, Library Board and Village of Germantown Trustee
- Joletta Kerpan, Library Board Trustee and Germantown Chamber of Commerce Executive Assistant
- Barb Pueringer, Friends of the Germantown Community Library Member

2022 Library Board of Trustees

- Joyce Nelson, President
- Christa Potratz, Vice President
- Darlene Vosen, Treasurer
- Charlene Brady
- Joletta Kerpan
- Jan Miller, Village Trustee Representative
- Trisha Smith, Library Director

Finally, the Germantown Community Library would like to thank Laura Damon-Moore, Kim Kiesewetter, and Melissa McLimans from WiLS for their plan consultation and facilitation services and data collection and analysis.



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(262) 253-7760

<https://www.germantownlibrarywi.org>
Like us on Facebook!

Germantown Community Library Board

MEETING DATE: October 26, 2022

PLACEMENT: New Business

AGENDA ITEM(S): IX. A. Circulation Policy

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The proposed Circulation Policy changes are highlighted in the document reflect updates pertaining to the changes in the Library of Things collection. Addition changes are highlighted that reflect minor changes to wording to more accurately reflect the intent of the policy.

GERMANTOWN COMMUNITY LIBRARY CIRCULATION POLICY

A primary function of any public library is to circulate materials to the users, i.e., allow library users to “check out” library materials for a defined period. Policies and procedures surrounding the circulation process should be flexible enough to accommodate special needs and unusual circumstances, yet firm enough to ensure fairness of access to materials. These policies and procedures should also attempt to fairly balance the needs of the user with the needs of the library. They should also be as “user-friendly” as possible, without sacrificing library organization and efficiency.

NOTE: All circulation policies and procedures are subject to the judgement of the Library Director under special circumstances. Any decision by the Library Director, which is disputed, may be taken to the Library Board for a decision. Decisions made by the Library Board are final.

LIBRARY CARD REGISTRATION

1. Individuals wishing to check out materials from the Germantown Community Library must have a valid public library card from a library within the Monarch Library System. Any patron will be eligible to obtain a Germantown Community Library card and will be subject to all policies and procedures as outlined in this document.
 - *Patrons may hold only one valid library card from the libraries participating in the Monarch Library System with the exception of Business or Teacher Cards.*
 - A custodial parent is required to sign his/her child's library card application for all children under age 18. Alternate methods of consent, such as separate notes, phone calls or caregiver's signature will not be accepted.
2. Adults (age 18 and over) and custodial parents of minors are required to present a current form of identification including their photo and current address when applying for a new library card or requesting a replacement card. Examples of such identification can be in print or electronic format and include:
 - Current driver's license, state photo ID, passport, employee ID or student ID
 - Checkbook or bank statement
 - Piece of personal mail or online statement
 - Property title or lease
3. Library cards applied for on-line can only be used for digital materials until proof of residency **is provided** and the physical card is **picked-up issued** from the library.
4. Digital materials are available to patrons that have a primary or secondary address in Washington County or an adjacent county (Waukesha, Milwaukee, Dodge, Fond du Lac, Ozaukee, or Sheboygan).
5. Special exceptions are at the discretion of the Library Director or designee.
6. Patrons are required to update their information every 18 months.
7. A proper form of identification with current address is required when their address has changed.
8. Inactive library card registration records will be purged three years after the account has expired as part of ongoing database maintenance. Library cardholders who attempt to use a library card after its record has been purged will be required to re-register.

SPECIAL CARD POLICY

Provisions for Internet Only Cards: Patrons that only need access to the library's public internet computers on a regular basis have the option to register for an Internet Use Only Card. This card is authorized to be used only at Germantown Community Library. The patron cannot have another account in the Monarch Library System. A patron is required to provide a form of identification. Standard registration guidelines apply.

Provisions for Guest Internet Access: Patrons that would like temporary access to the library's public internet computers will be provided guest access.

Provisions for Businesses: Written confirmation and acceptance of responsibility from the business owner must be obtained before the card is issued. The card will not "be kept on file"; it will be physically issued on a "one card per business" basis. It will be the responsibility of the business owner to make the card available to employees.

Provisions for Teacher Cards: The Library offers teacher cards as a service to teachers, preschools, licensed childcare centers, homeschool families and public and private schools serving students in grade K-12. A teacher card makes it possible to have a library card for professional use as well as one for personal use. Teacher cards can only be used for curriculum-related materials. The Library reserves the right to withdraw this privilege if abused.

1. To apply for a teacher card, you will need:
 - If you have a personal library card within the Monarch Library System, it must be in good standing.
 - Proof of employment at an educational facility, a homeschool state certificate, or a childcare license. (Updated documents must be provided by September 1 each year for renewal of services.)
2. Teacher cards have the following exceptions to the standard policy.
 - The card will expire September 1 if updated proof of employment or certificates are not provided for the new school year
 - The card will not be charged overdue fines
 - The teacher is responsible for charges related to lost or damaged items
 - The teacher card is only valid at the Germantown Community Library

LOST/REPLACEMENT CARDS

Cardholders reporting lost cards or requesting a new card will be charged a replacement fee of \$3.00. Replacement cards will be issued only if all materials checked out on the old card have been returned and all fines/fees paid. If the patron has moved within the Monarch Library System, the fee will be waived.

PHYSICAL MATERIAL LOANS REQUIREMENT

1. Registered Monarch Library System patron adults aged 18 and older may use a current photo I.D. in the form of a valid driver's license, state issued I.D., passport, or green card to check out items if they do not have their Library Card.
2. For minors without their library card, the Library will accept current school ID cards, driver's license or learners permit as alternate IDs. For minors without any acceptable alternative ID, such as elementary school aged children, Library staff shall ask for the minor's full name, home address, phone number and birthday, including year, to verify minor's identification.
3. Library staff may refuse to accept alternative IDs.
4. If a cardholder does not have their library card or proof of identification at checkout, staff should offer to put the materials on reserve.

PHYSICAL MATERIAL LOAN PERIODS AND LIMITS

1. Items that have been checked out may be kept for varying periods of time, depending on the item and the owning library. The chart below illustrates the different items and their loan periods for Germantown materials.

LOAN PERIODS	ITEMS
4 weeks	Fiction & Non-Fiction Books/Audiobooks
2 weeks	New Adult Fiction books/Non-fiction & /TV series DVDs/ & Blu-rays/ Music CDs/ Magazines/Video Games/ Library of Things
1 week	Feature Film DVDs/Blu-rays
3 days	Adventure Passes/HotSpots/Tablets
Varies	Library of Things

2. The number of items that can be checked out per card may be limited depending on the item. The chart below illustrates the different items and their limits.

LIMIT	ITEMS
100	Books
25	Music CDs
25	Magazines
25	Audiobooks
10	DVDs/Blu-rays (total)
5	DVDs/Blu-rays (new)
5	Video Games/ Library of Things
Varies	Library of Things

PHYSICAL MATERIAL RENEWALS

Any library item may be renewed twice for the original loan period from the renewal date provided there are no reserves on that item. Renewals may be done in person, over the telephone or online if provided by automation vendor. Some 'Library of Things' materials (e.g. Adventure Passes and Hot Spots) cannot be renewed.

PHYSICAL MATERIAL RESERVES

1. Cardholders may reserve (be put on a waiting list) any item that is in the catalog and marked as holdable. Up to fifty items may be reserved. No item may be reserved by or for a specific date.
2. Cardholders will be notified by telephone, e-mail, or text message when reserved items are available for their use check-out.
3. Once a cardholder has been contacted regarding the availability of a reserved item, that item will be held for seven working scheduled days of operation.

FINES, OVERDUES, DAMAGED AND LOST PHYSICAL MATERIALS

1. All materials receive a one-day grace period to allow staff sufficient time to process returned materials. In addition, overdue fines are not assessed for days the library is closed to the public.
2. Fines are charged on materials that are not returned on time. The overdue fine rate is \$0.10 per item per day for all adult material. Overdue fines are not charged for youth and teen materials. At no time shall the amount of the fine exceed \$5.00. Fines are accumulated on scheduled days of operation.
3. Reminder notices on delinquent materials are sent via phone or email according to the following schedule:

1 st notice:	7 days after due date
2 nd notice:	14 days after due date

- 3rd notice: 28 days after due date
4. Items not returned by the 60th day after the due date will be declared lost. The cardholder account will have the overdue charges removed and be billed the full value of the item according to the following schedule.

Final notice/bill: 60 days after due date

May send to collection agency: 74 days after due date

5. If the cost of the item is not in the item record, the charges will be assessed as follows:

\$75.00	Audiobook/Video Game
\$30.00	DVD/Blu-ray
\$30.00	Adult Hardcover Book
\$20.00	Children/YA Hardcover Book
\$ 8.00	Paperback Book
\$20.00	Music CD
\$10.00	Individual Audiobook CD
Varies	Library of Things

NO REFUNDS WILL BE GIVEN FOR MATERIALS THAT ARE LOST, PAID FOR AND THEN RECOVERED

6. Charges may be assessed on library materials that are returned damaged. If an item has been damaged to the point of complete physical unattractiveness, is beyond repair, and is no longer usable, charges shall be assessed according to the item record. Examples of this would include, but are not limited to:

- Books with numerous torn pages
- Heavily warped book
- Books with more than 2 pages which have been defaced
- Warped or deeply scratched discs

EXCEPTIONS: If the cosmetic appearance of an item has not been fundamentally affected, if damage can be repaired, and if the item can still be used for its intended purpose, no charges shall be made. Examples of this would include, but are not limited to:

- Minor pen or pencil marks, especially in the case of children's books
- Minor surface scratches on discs
- Very slight water damage (NOTE: in most cases, water damage will render a book unusable due to the weakening of the binding and the subsequent loss of pages.)

7. Miscellaneous charges will be assessed on the following items:

\$1.00	Music CD/DVD/Blu-ray/Video Game case (single)
\$3.00	Music CD/DVD/Blu-ray/Video Game case (multi)
\$7.00	Audiobook case
\$1.00	Barcode
\$7.00	Plastic kit bag
\$20.00	Realia Library of Things container
\$2.00	Music CD/DVD/Blu-ray/Video Game/Audiobook cover or insert
\$5.00	Music CD/Video Game booklet/liner notes
Varies	Library of Things

8. Library borrowing privileges may be suspended to any cardholder who has more than \$5.00 in fines/fees.
9. Any damage/replacement/processing fines or fees accumulated from items not owned by the Germantown Community Library are under discretion of the owning library.
10. Annually, fines over three years old will be waived and removed from the cardholder account.

Waiving of replacement or damage fines incurred on materials not owned by Germantown Community Library are at the discretion of the owning library.

ADOPTED: 8/24/94

REVISED AND ADOPTED: 3/26/97; 4/23/97; 8/26/98; 6/28/00; 7/26/00; 5/22/02; 2/22/06; 10/27/10;
8/24/11; 11/16/16; 9/27/17; 12/13/17; 5/23/18; 7/24/19; 10/28/20; 6/23/21; 1/26/22; 5/25/22

DRAFT

Germantown Community Library Board

MEETING DATE: October 26, 2022

PLACEMENT: New Business

AGENDA ITEM(S): IX. B. 2023 Library Calendar

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The 2023 proposed library calendar reflects the following:

1. Proposed monthly **Library Board meeting dates** (highlighted in blue). The fourth Wednesday is selected with the exception of November and December due to the holidays. November and December will be the third Wednesday.
2. Proposed **library closed dates** (highlighted in yellow). There are 11 ½ days.
 - a. **Holidays** recognized in the Village of Germantown Employee Handbook.
 - i. Friday, April 7 – The library will only be closed from 1-5 p.m (½ day). Staff that receives paid time off will receive a ½ day floating holiday for the morning open hours.
 - ii. Saturday, April 8 (Village Hall is not open on Saturdays)
 - iii. Monday, May 29
 - iv. Tuesday, July 4
 - v. Monday, September 4
 - vi. Thursday, November 23
 - vii. Friday, November 24
 - viii. Saturday, December 23 (Village Hall is not open on Saturdays)
 - ix. Monday, December 25
 - x. Tuesday, December 26 (in observance of December 24 holiday on Sunday)
 - b. **Staff Training and Program Event Days**
 - i. Wednesday, May 10 for staff training
 - ii. Saturday, October 21 for Haunted Library Programming Event
3. Proposed **floating holidays** would replace the holidays that fall on a Sunday and the Village observes the holiday on the next business day. It is instead proposed the library be open on those days. Staff would also receive one personal floating holiday per the employee handbook.
 - a. January 1, 2022 – observed by Village Hall on January 2, 2022
 - b. December 31, 2022 - observed by Village Hall on January 2, 2023

Germantown Community Library

Closed Dates and Library Board Meetings

Legend:

Yellow = Closed Dates (11 1/2 days)

**Floater Holidays - 1/1/23, 12/31/23,
4/7/23 (1/2 day), 1 Personal Floating**

Village Holidays = 10 + 1 Personal Floating

Blue = Board Meetings

Green = Pay Period End Date

2023

January						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10*	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

*ALL Staff Meeting 7:30-8:30

April						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7*	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

* Apr 7, 1/2 day 1-5 pm

* Apr 7, 1/2 day 9am-1pm

July						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

May						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

* May 10 - Staff Training

August						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

September						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7*	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

*ALL Staff Meeting 7:30-8:30

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21*
22	23	24	25	26	27	28
29	30	31				

* Oct 21, Haunted Library

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2			