

GERMANTOWN COMMUNITY LIBRARY
N112 W16957 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: GERMANTOWN COMMUNITY LIBRARY BOARD AGENDA

DATE AND TIME: Wednesday, November 16, 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:** October 26, 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. 2023 Library Calendar
- IX. **NEW BUSINESS:**
 - A. Library Condenser Replacement
 - B. Children's Patio
- X. **CLOSED SESSION:** The Germantown Community Library Board may go into closed session as per Wis.Stats.19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and then re-enter open session to take action as it deems appropriate.
 - A. Director's Annual Review
 - B. Reconvene into Open Session with Possible Action

Forthcoming meeting: December 21, 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

October 26, 2022

Germantown Community Library

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:02 p.m. on Wednesday, October 26, 2022. **Members present:** Joyce Nelson, Darlene Vosen, Joletta Kerpan, Charlene Brady (online), Jacob Misiak (online), Library Director Trisha Smith, Assistant Library Director Connie Lloyd. **Members absent:** Christa Potratz (exc.), Jan Miller (exc.). **Also present:** None. Proper notification of the meeting had been given.

MOTION (Vosen, Kerpan): Motion to approve agenda as printed. Motion carried (5-0).

MOTION (Kerpan, Vosen): Approve the minutes of the September 28, 2022, meeting as printed. Motion carried (5-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of October 24, 2022: Board Checking Account - \$3,912.02; Board Savings Account - \$5,066.53; GCL Building Account - \$7,718.54 [Penny Jug - \$2,077.35] [RAO Account - \$2,752.44] [Furniture & equipment - \$2,888.75]; 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 1.89% for 7 months, 2.08% for 10 months, 2.28% for 13 months, 2.58% for 18 months, or 2.1% for 37 months. The board suggested Darlene renew CD #5 for 13 months at 2.28%. MOTION (Nelson, Kerpan): Accept the Treasurer's Report as printed. Motion carried (5-0). Submitted report is attached.

ACCOUNTS PAYABLE. MOTION (Nelson, Kerpan): Approve the schedule of operating vouchers and credit card transactions for October and forward them to Village Hall for payment. ROLL CALL VOTE: Trustee Vosen, aye; Trustee Kerpan, aye; Trustee Brady, aye; Trustee Misiak, aye; President Nelson, aye. Motion carried (5-0).

BUDGET PRINTOUT. The October Revenue & Expense Report and YTD Impact Fees Report were reviewed. Braunschweig, Village Clerk, provided an updated Capital Projects Fund Report that reflects the updated balance for Account Number 40-100-110-3161 (Temp Invest – Library Ameritrade) \$836,769.80 (includes interest earned).

REPORTS

CORRESPONDENCE. Nelson. A thank you letter was sent to Erica Hughes and Cristen Bauman from North Shore Bank for their \$1,500 library donation and to Karl & Diana Glunz for their \$1,000 library donation.

VILLAGE. Miller and Smith. The village continues to recover data from the server crash last month. Department 2023 budgets are being reviewed by the Village Board. The funding recommendation of the Library Condenser Replacement project in the amount of \$202,000 through bonding was not approved. Alternative funding options will be discussed at the next Village Board meeting on November 7.

COUNTY. Smith. None.

SYSTEM. Nelson and Smith. The Monarch Library System Directors met in-person at Cedarburg Library on October 6. The Monarch Library System Board approved to pass the contract with Innovative for procurement of VEGA: Discover, Promote & Program. Monarch will discontinue paying for Gale Courses in 2023. The system is looking into individual library pricing and Universal Classes through Overdrive as alternatives. Nelson asked what our cost per course for Gale would be if we continued it as an individual library.

PRESIDENT'S. Nelson. Nelson inquired about Performance Appraisals. Smith indicated reviews are due to the Village by December 1. The Village Board is planning a 2% merit base pool for staff increases.

DIRECTOR'S. Smith. Smith received the following donations: Café Zupas (\$139.74 / Library Accounts) from fundraising event and Girl Scout Troop #10261 (\$143.77 / Library Accounts) for Little Free Library Books. September physical circulation increased 3.6% over September of 2021 and increased 2.1% YTD. Combined physical and digital circulation increased 4.8% over September of 2021 and 2.6% YTD. Last month there were 592 checkouts from Outreach activities. The library was closed on Saturday, October 22 for our Halloween programs. The afternoon family event had 675 attendees and the evening event had 350+ attendees. The events were well received and ran very well. The Fire Suppression project resumed and is expected to be completed by the end of the month. Outreach completed a tentative schedule for staff displays and partnerships for the large and small display cases for the remainder of 2022 and 2023. Outreach and Youth Services are coordinating 2nd grade classroom field trips to the library. Multiple technology upgrades were completed that included implementation of MFA, updating anti-virus software, installing additional wireless access points, and replacing one AWE youth computer. The Outreach Specialist and Director attended the Association of Bookmobiles and Outreach Services Conference in Scottsdale, AZ October 2-6. More details on the highlights and other items are outlined in the Director's Report and associated attachments.

UNFINISHED BUSINESS

STRATEGIC / FACILITY PLANNING – The Ad-hoc Strategic Planning Committee meeting was held October 18, 2022. The approved September 20, 2022, minutes were provided. Smith completed the 5-Year Strategic Plan. There are no further updates on ARPA designations. No further library tours were requested. With the completion of the Strategic Plan and the selection of the Conceptual Design architectural firm of Engberg Anderson, it was recommended and agreed the committee will now meet as needed rather than monthly.

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. It is being considered to use the ARPA funds to pay for the library condenser replacement cost of \$202,000.

2023 BUDGET – Smith needed to add \$14,254 to line 10-551-510-1800 (Salaries – Part Time) to meet the minimal Village funding to qualify for exemptions from the Washington County Tax. Smith and Nelson attended the Village Board budget meetings. The library's budget was reviewed on October 19. Smith and Nelson also reported the ask for \$50,000 for the library expansion Conceptual Design (\$25,000 from the Village and \$25,000 from the Library) was denied. The majority of the Village Board members indicated it was too soon considering the DPW and Police Department building projects that are scheduled before the library project. Nelson suggested the library follow the Village recommendation and include it in the budget process next year for work to be done in 2024. The final budget hearing is November 21, 2022.

WILS STRATEGIC PLAN – Smith provided the final draft of the 5-year strategic plan for review. It was recommended to add the published date and two corrections. MOTION (Nelson, Kerpan): Approve the Strategic Plan with the two recommended changes. Motion carried (5-0). Smith will present the plan to the Village Board in December.

NEW BUSINESS

CIRCULATION POLICY – Smith submitted a revised Circulation Policy which included minor updates to clarify several policy statements and to accurately reflect changes to the Library of Things collection. MOTION (Nelson, Vosen): Approve the revised Circulation Policy as printed. Motion carried (5-0).

2023 LIBRARY CALENDAR – Smith presented the proposed 2023 calendar. She mentioned the close dates align with the Village closed dates with the exception around New Year Eve and New Year's Day. In addition, the library will be closed May 10 for an all day staff meeting and training day and Saturday, October 21 for the Haunted Library events. MOTION (Nelson, Kerpan): Approve the proposed 2023 calendar as printed. Motion carried (5-0).

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, November 16, 2022, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 7:00 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Library Director
Germantown Community Library

Germantown Community Library Board

Financial Report Oct. 24, 2022

By Darlene Vosen

Bank Five Nine GCL Board Checking Account

Balance 9/27/22 per online statement		\$2,468.89
10/3 Deposit Glunz \$1,000 / \$50 cash	+\$1,050.00	
10/11 Deposit Usborne Sale(June credit sales)	+\$521.87	
10/14 Check #1580 Creative Brick (bricks/patio)	-\$128.74	
Balance 10/24/22 per online statement		\$3,912.02

Bank Five Nine GCL Board Savings Account

Balance 9/27/22 per on-line statement		\$5,066.20
Interest September	+\$0.33	
Balance 10/24/22 per on-line statement		\$5,066.53

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

Balance 9/27/22 per on-line statement		\$7,718.03
Interest September	+\$0.51	
Balance 10/24/22 per on-line statement		\$7,718.54

*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 = \$2,888.75

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)

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

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

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

*Lloyd Brick (3/25/22): \$200 - \$36.05 (brick cost) = \$163.95

***Briet Donation (5/26/22): \$500 - \$9.50 (plaque cost) = \$490.50**
***Neveln Memorial (6/9/22): \$30**
***Pintor Brick (6/13/22): \$150 - \$36.05(brick cost) = \$113.95**
***Schultz Memorial Brick (8/2/22): \$250 – \$56.65(brick cost) = \$193.35**
***Glunz Donation (10/03/22): \$1,000 – (plaque cost) = +/- \$990.00**
***Cash anonymous donation (10/03/22): \$50.00**
TOTAL= \$2,740.88* (left to spend for 2022)

DRAFT

Director's Report: November 2022

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, November 10 in Sheboygan.
- Updates include a VEGA implementation committee and the annual Polaris review on system procedures and options.
- Monarch will not be continuing paying for Gale Courses in 2023. The system is looking into individual library pricing for both Gale Courses and Universal Classes through Overdrive.

WASHINGTON COUNTY: NONE

VILLAGE OF GERMANTOWN:

- The Germantown Village Board met on Monday, November 7 to discuss funding options for the Library Condenser Replacement project (see item IX. A.)
- The 2023 Budget Hearing will take place on Monday, November 21 (see item VIII. C.)

FRIENDS OF THE GERMANTOWN COMMUNITY LIBRARY

- The Friends of the Germantown Community Library will meet on Monday, November 21 at 10am.
- The Holiday Book & Basket Sale will take place Saturday, November 12 – Friday, December 30.

DONATIONS: NONE

DEPOSITS: NONE

STATISTICS

- Previous Month Circulation (increases in almost all areas again this month!) (see attached):
 - o Physical: **22,452 (-1.8% from 2021 / 1.7% YTD)**
 - o Digital: **4,337 (12.2% from 2021 / 6.1% YTD)**
 - o Total: **27,325 (0.2% from 2021 / 2.4% YTD)**
- Outreach: **606 (220% from 2021 / 125.8.6% 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), 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)

DEPARTMENT UPDATES

- Management & General Staff:
 - o The building will be closed on Thursday November 24 & Friday, November 25 for Thanksgiving.
 - o Staff are working on completing performance reviews.

- Youth Services (Jackie)
 - o Working on planning Spring 2023 programming.
 - o Planned the Winter Check-Out Program
- Adult Services (Lynn)
 - o Working on planning Spring 2023 programming.
 - o Training a new Adult Services Specialist (previous Youth Service Specialist).
- Outreach (Cara)
 - o Working on planning Spring 2023 programming.
 - o Participated in the Germantown Christmas Parade & Festival (Candy Land Adventure Sponsor)
 - o Working on 2022-2023 Leadership Germantown Class project for Children's Patio (see item IX. B.)
- Circulation (Diane)
 - o Assisted planning the Winter Check-Out Program
 - o Assisted with clean-up of expired patrons
 - o Assisted with weeding and shifting the Juvenile DVD, Music CD, and adult audiobook collections
 - o Assisted in moving Adult audiobook collection to temporary location and back while four shelving units needed to be moved for the Fire Suppression project.
- Tech Services (Connie)
 - o Assisted with weeding, cataloging and processing of changes to multiple collections
- Technology/Statistics (Connie)
 - o Coordinated database quality checks and clean-up in preparation for annual report statistics
- Building Management & Grounds (Connie)
 - o The Library Fire Suppression has been completed.

IN THE NEWS: NONE

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

- Wisconsin Library Association Conference in Lake Geneva, WI on November 1-4.

DIRECTOR MEETINGS, PROGRAMS & OUTREACH (PAST):

- Tues, Nov 1 – Fri, Nov 4 – WLA Conference (Lake Geneva, WI)
- Mon, Nov 7 – Village Board
- Wed, Nov 9 – Kiwanis
- Thurs, Nov 10 – Monarch Directors
- Sat, Nov 12 – Germantown Christmas Parade & Festival
- Mon, Nov 14 – Make It Crafts (3)
- Wed, Nov 16 – Village Department Heads
- Wed, Nov 16 – Library Board
- Thurs, Nov 17 – Grab & Go Kits (2)

DIRECTOR MEETINGS, PROGRAMS & OUTREACH (SCHEDULED UPCOMING):

- Mon, Dec 5 – Village Board
- Thurs, Dec 8 – Monarch Directors
- Mon, Dec 19 – Friends of the Germantown Library
- Mon, Dec 19 – Village Board
- Wed, Dec 21 – Village Department Heads
- Wed, Dec 21 – Library Board

Germantown Community Library Board

MEETING DATE: November 16, 2022

PLACEMENT: Unfinished Business

AGENDA ITEM(S): VIII. A. Strategic / Facility Planning

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

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 was approval by the Library Board at the October 26 meeting. It will be published in early December.



**BUILD CONNECTIONS
ENRICH LIVES**

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



**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

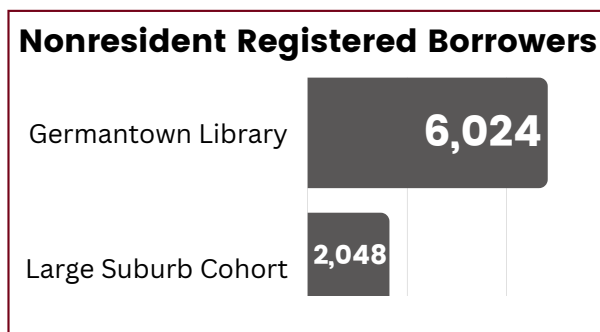
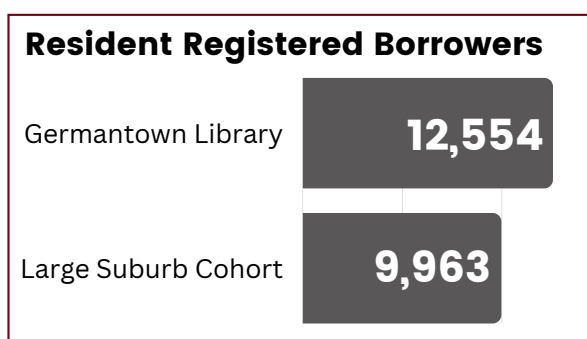
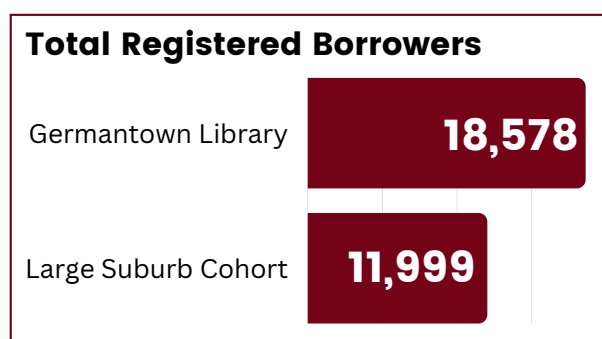
Collection care and customer service are fundamental to the library's success. Cultivating the collection and providing excellent service will increase accessibility to and use of the Germantown Community Library.

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.

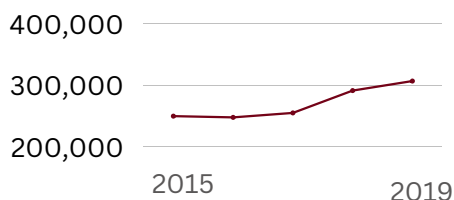
Registered Borrowers



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

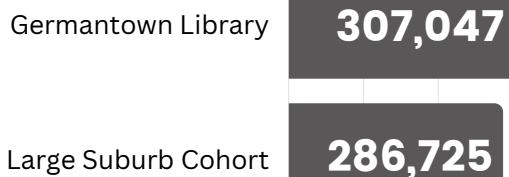
Circulation

Germantown Circulation Growth

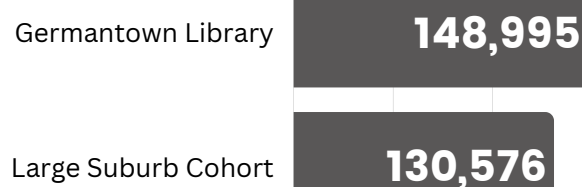


GLC outpaced peer library circulation, driven in particular by children's circulation. (Data source: WiLS Annual Report Statistics 2015-2019)

Total Circulation

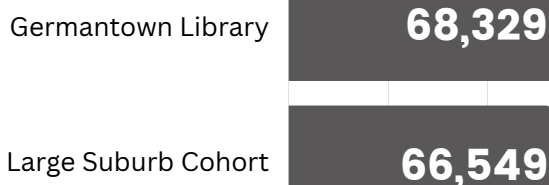


Children's Circulation



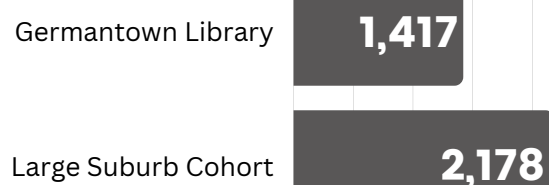
Programming

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

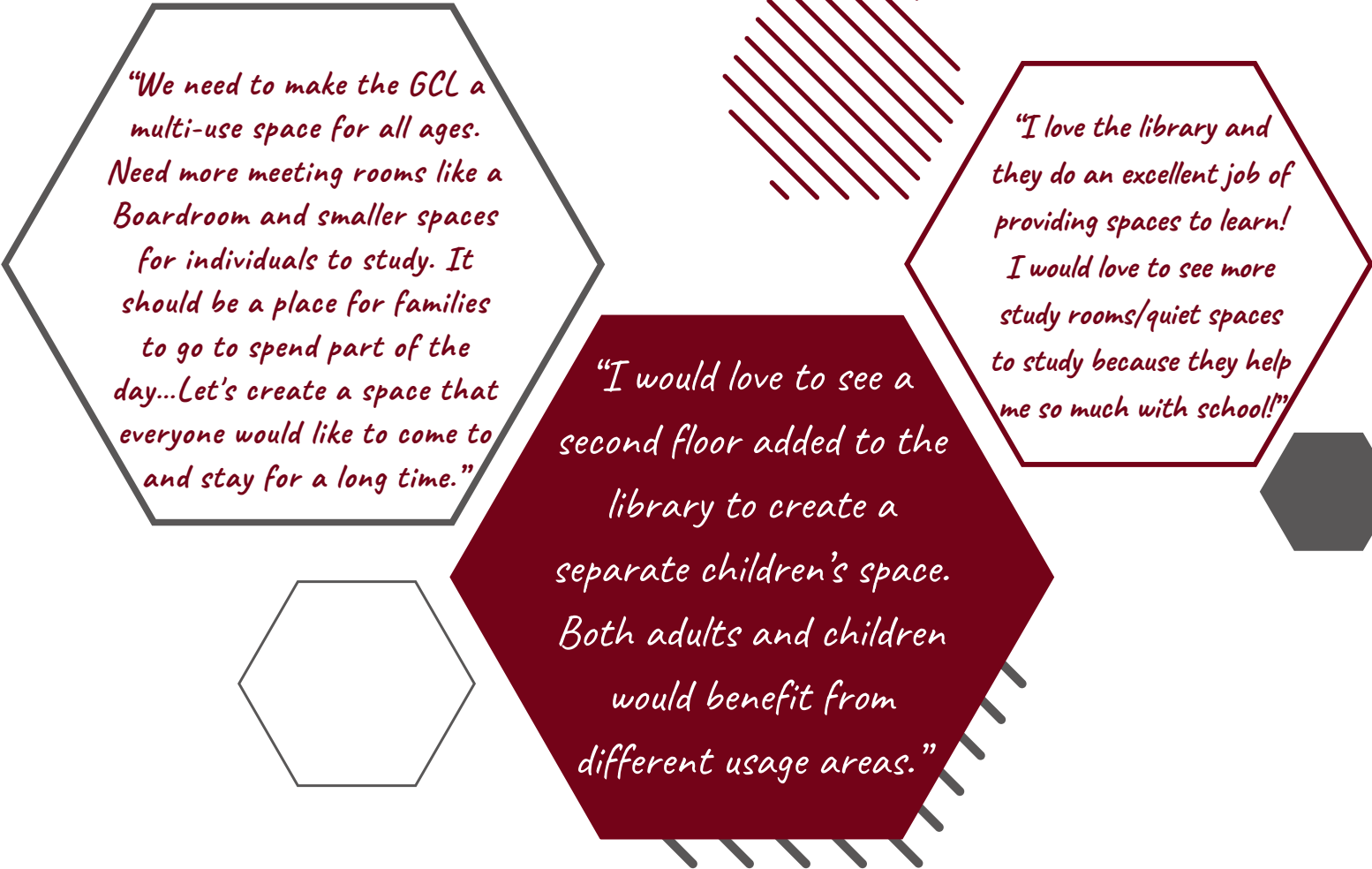


Data and information gathered in the planning process points toward support and need for building expansion. Survey respondents' top priority for improving the physical space of the library was the creation of a designated quiet space to read and work, something not possible with the current building's 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 2021 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

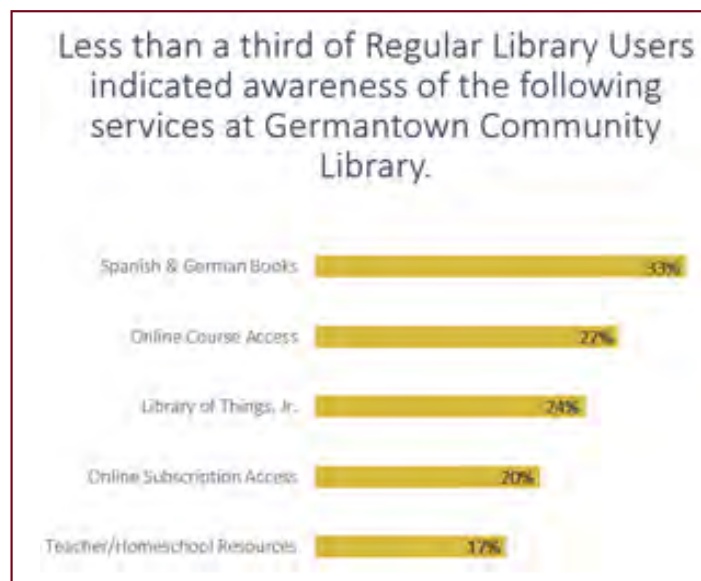
The library, the Germantown community, and the surrounding area have an abundance of events, opportunities, and resources to offer and the Germantown Community Library can improve awareness of these through thoughtful partnerships and impactful communications.

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 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

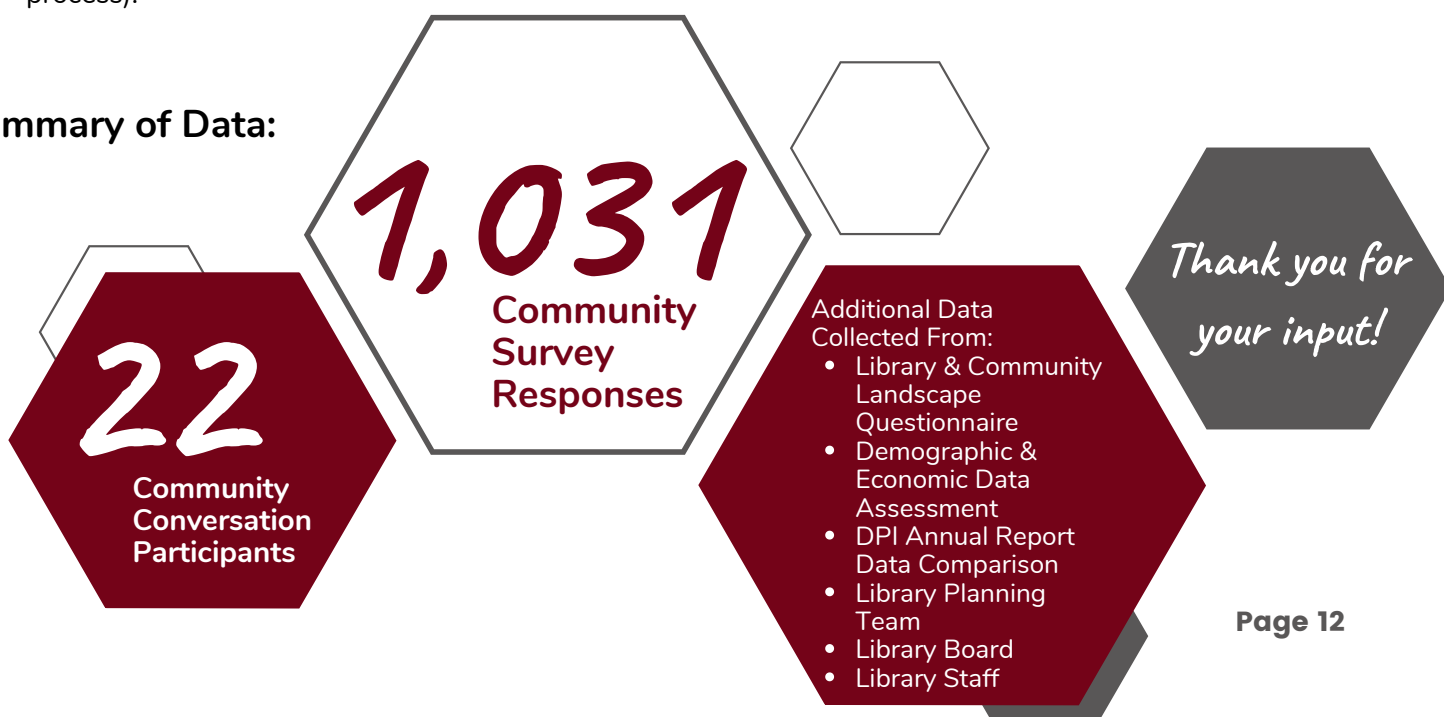
The library director, with supervisor input, will provide feedback to staff in their performance reviews on progress made on activities/projects for the past year.

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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<https://www.germantownlibrarywi.org>
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Germantown Community Library Board

MEETING DATE: November 16, 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: November 16, 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. The final budget is attached.

Future meetings:

- Monday, November 21, 2022 – Final Budget Hearing

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	\$ 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	\$ 1,668.00	\$ 1,846.00	\$ 500.00	\$ -	\$ 1,500.00	\$ 1,000.00	

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%	

Germantown Community Library Board

MEETING DATE: November 16, 2022

PLACEMENT: Unfinished Business

AGENDA ITEM(S): VIII. D. 2023 Library Calendar

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

It is recommended to change the October Library Board meeting from Wednesday, October 25 to October 18 due to Smith attending the WLA Conference the week of October 23.

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					

* Jul 4 - Parade

* Jul 27 - Taste of Gtown

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

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		

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		

* Nov 11 - Christmas Festival

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

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			

Germantown Community Library Board

MEETING DATE: November 16, 2022
PLACEMENT: New Business
AGENDA ITEM(S): IX. A. Library Condenser Replacement
SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The Library Condenser Replacement project was first brought to the Public Works & Highway Committee meeting in August by Superintendent Scott Anderson. It has been discussed at several Village meetings (see below) and was last voted to be taken back to the Library Board for discussion of payment options (see attached):

Option 3: \$101,000 General Fund Reserve / \$101,000 Library Capital Reserve

Option 4: \$101,000 ARPA / \$101,000 Library Capital Reserve

Public Works & Highway Committee (August 10, 2022)

VI. C. Library Condenser Replacement

Superintendent Anderson stated the Germantown Library is cooled by two separate condensing or cooling units that are both original to the building. CU-2 has two stages of cooling and is responsible for the front lobby, community room & restroom areas. Over the past couple of cooling seasons, CU-2 has needed repairs to keep the unit functioning properly. CU-1 has four stages of cooling and is responsible for the main space and office area. Despite being original to the building this unit has never been a maintenance issue until this season. CU-1 is currently only functioning with two stages, as the other two stages have a significant refrigerant leak. To make repairs to this unit, significant labor and material costs would have been exhausted, and even when complete, would have left the village with a cooling unit already past its useful service life. Cooling with two of the four stages is less than ideal and has caused some issues in areas of the library, especially on warmer days. Back in May, library and buildings staff decided only to explore further repairs should we find that the two stages just couldn't keep the space tempered, which has not been the case thus far. The replacement plan was to bring this project forward as part of the 2023 buildings capital budget. During the process of budget planning, we've learned that the lead time on the units necessary, is 30-40 weeks once an order is placed. If we move forward under the normal process of budget and purchasing, even if ordered in January, the 30-to-40-week lead time would put us in August or September of 2023, toward the end of next year's cooling season.

The current project estimates are about \$240,000.00 +/- . If the Public Works Committee and Village Board want to move forward, staff will quickly get competitive pricing and execute a purchase order to start the process.

Discussion Followed: Budget Manager, Matt Uselding stated as far as covering the finances for this project. This could be included in the bond issuance that is occurring at the end of the year for the new DPW Building. This has not gone to GGF yet and we still have not earmarked all the ARPA funds and as it's a building maintenance issue and there is still \$500,000 in the ARPA building fund. Couldn't we use the ARPA funds instead of borrowing money? Superintendent Anderson wanted to make sure that this was something we wanted to proceed with before putting in the effort of starting the bid process.

MOTION (Miller/Kaminski) to recommend moving this to GGF for funding options. And Superintendent Anderson can proceed with the bid process. Motion Unanimous.

General Government & Finance Committee (September 19, 2022)

**V. B. Library Condenser Replacement Commitment in an amount not to exceed \$202,000
Manager Uselding and Superintendent Anderson presented the library condenser replacement commitment information.**

Motion (Kaminski/Myers) to recommend the Library Condenser Replacement Commitment in an amount not to exceed \$202,000. Motion Carried Unanimously.

Village Board Meeting (September 19, 2022)

XI. F. Library Condenser Replacement Commitment in an amount not to exceed \$202,000.

Motion (Myers/Baum) to approve Library Condenser Replacement Commitment in an amount not to exceed \$202,000. Discussion ensued to include in the borrowing for the DPW Building. This was planned for in the capital plan and is for more than ten years. Roll Call Vote carried unanimously.

Village Board Meeting (October 17, 2022)

IX. D. Resolution 30-2022, Initial Resolution Authorizing General Obligation Bonds in an amount not to exceed \$205,000 (Library HVAC Upgrades).

Motion (Myers/R. Miller) to approve Resolution 31-2022, Initial Resolution Authorizing General Obligation Bonds in an amount not to exceed \$205,000 (Library HVAC Upgrades).

Discussion ensued of placing on the next Village Board meeting. Motion failed. Baum, Hudson, R. Miller, Neureuther, Pieper, Wolter vote no. Myers and J. Miller voted yes.

Village Board Meeting (November 7, 2022)

VII. A. Library Condenser Funding

Motion (Pieper/Hudson) to send the Library Condenser Funding item back to the library board to see what options they are able to come up with. Motion carried. Baum, Hudson, R. Miller, Neureuther, Pieper, Wolter voted yes. Myers and J. Miller voted no (unofficial minutes)

**BUSINESS OF THE PUBLIC WORKS COMMITTEE & VILLAGE BOARD
GERMANTOWN, WI**

MEETING DATE: Wednesday, August 10th, 2022

AGENDA ITEM: New Business

ITEM TITLE: Library Condenser Replacement Commitment

SUBMITTED BY: Scott Anderson: Highway, Parks, Building & Grounds Superintendent

SUMMARY EXPLANATION:

The Germantown Library is cooled by two separate condensing or cooling units that are both original to the building. CU-2 has two stages of cooling and is responsible for the front lobby, community room & restroom areas. Over the past couple of cooling seasons, CU-2 has needed repairs to keep the unit functioning properly. CU-1 has four stages of cooling and is responsible for the main space and office area. Despite being original to the building this unit has never been a maintenance issue until this season. CU-1 is currently only functioning with two stages, as the other two stages have a significant refrigerant leak. To make repairs to this unit, significant labor and material costs would have been exhausted, and even when complete, would have left the village with a cooling unit already past its useful service life. Cooling with two of the four stages is less than ideal and has caused some issues in areas of the library, especially on warmer days. Back in May, library and buildings staff decided only to explore further repairs should we find that the two stages just couldn't keep the space tempered, which has not been the case thus far. The replacement plan was to bring this project forward as part of the 2023 buildings capital budget. During the process of budget planning, we've learned that the lead time on the units necessary, is 30-40 weeks once an order is placed. If we move forward under the normal process of budget and purchasing, even if ordered in January, the 30-40-week lead time would put us in August or September of 2023, toward the end of next year's cooling season. Administration advises amending the 2022 capital project budget to include the cost of the replacement and adding the project cost as part of the debt issuance scheduled this winter for the DPW building. This will allow staff to purchase the cooling units yet this year, giving the village the best chance to ensure the new units are in place by next cooling season.

The current project estimates are about \$240,000.00 +/- . If the Public Works Committee and Village Board want to move forward, staff will quickly get competitive pricing and execute a purchase order to start the process.

ATTACHMENT: ORDINANCE _____ RESOLUTION _____ OTHER _____

RECOMMENDATION:

Staff recommends ordering the necessary cooling units as soon as possible to help ensure their replacement prior to the 2023 cooling season.

COMMITTEE ACTION:

Proper parliamentary procedure to deny a request is to have a motion made in the affirmative and by voting NAY would deny the request if a majority vote.

**BUSINESS OF THE GENERAL GOVERNMENT & FINANCE COMMITTEE AND
VILLAGE BOARD
GERMANTOWN, WI**

MEETING DATE: September 19th, 2022

AGENDA ITEM: New Business

ITEM TITLE: Library Condenser Replacement Commitment

SUBMITTED BY: Scott Anderson: Highway, Parks, Building & Grounds Superintendent

SUMMARY EXPLANATION:

The Germantown Library is cooled by two separate condensing or cooling units that are both original to the building. CU-2 has two stages of cooling and is responsible for the front lobby, community room & restroom areas. Over the past couple of cooling seasons, CU-2 has needed repairs to keep the unit functioning properly. CU-1 has four stages of cooling and is responsible for the main space and office area. Despite being original to the building this unit has never been a maintenance issue until this season. CU-1 is currently only functioning with two stages, as the other two stages have a significant refrigerant leak. To make repairs to this unit, significant labor and material costs would have been exhausted, and even when complete, would have left the village with a cooling unit already past its useful service life. Cooling with two of the four stages is less than ideal and has caused some issues in areas of the library, especially on warmer days. Back in May, library and buildings staff decided only to explore further repairs should we find that the two functioning stages couldn't keep the space tempered. To date, this has not been the case as building temperatures have remained tolerable. The replacement plan was to bring this project forward as part of the 2023 buildings capital budget. During the process of budget planning, we've learned that the lead time on the units necessary, is 30-40 weeks once an order is placed. If we move forward under the normal process of budget and purchasing, even if ordered in January, the 30-40-week lead time would put us in August or September of 2023, toward the end of next year's cooling season.

Alternate funding measures were provided by Administration at the August Public Works Committee meeting and with unanimous support, that committee requested the topic be discussed at an upcoming General Government & Finance Committee meeting to decide how to fund the project. Since that time, staff has solicited proposals for replacement and the results are listed below.

Just Mechanical: \$192,142.00

Ahern: \$216,721.00

Johnson Controls: \$228,947.00

ATTACHMENT: ORDINANCE _____ RESOLUTION _____ OTHER _____

RECOMMENDATION:

Staff recommends contracting with Just Mechanical to order the necessary cooling units as soon as possible to help ensure their installation prior to the 2023 cooling season. Due to the complexity of the project, staff is also requesting a 5% contingency to cover any possible unforeseen items that may arise. If approved, funding shall be allocated as approved by the General Government & Finance Committee in an amount not to exceed \$202,000.00

COMMITTEE ACTION:

Proper parliamentary procedure to deny a request is to have a motion made in the affirmative and by voting NAY would deny the request if a majority vote.

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)

Business of the Village Board

MEETING DATE: November 7th, 2022

AGENDA ITEM: Unfinished Business

ITEM TITLE: Library Condenser Funding Options

FROM: Matthew Uselding, Budget Manager

SUMMARY:

At the October 17th Village Board Meeting, the Board opted not to fund the library condenser replacement project through bond proceeds. Below are alternative funding options for the Board to consider. Any option that includes library capital would have to be approved by the Library Board.

	General Fund Reserves	ARPA	Library Capital Reserve	Total
Option 1	\$202,000	\$ -	\$ -	\$202,000
Option 2	\$ -	\$202,000	\$ -	\$202,000
Option 3	\$101,000	\$ -	\$101,000	\$202,000
Option 4	\$ -	\$101,000	\$101,000	\$202,000

RECOMMENDED ACTION

- Select one of the options as the funding mechanism for the Library Condenser Replacement Project

Germantown Community Library Board

MEETING DATE: November 16, 2022

PLACEMENT: New Business

AGENDA ITEM(S): IX. B. Children's Patio

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The Children's Patio was selected as a 2022-2023 Leadership Germantown project in October (see attached for presentation) by Cara Reimer, Outreach Specialist.

Our main goals for improvements for the Children's Patio area include:

1. Safety – fence in the area from the parking lot
2. Accessibility – create an accessible path
3. Underutilized Space – add items such as small-scale playground equipment, early literacy activities and solar charging benches

This will most likely be a multi-year project. Leadership Germantown will be focusing on raising funding for adding small-scale playground equipment.

Library staff are currently working with Village staff on a number of items including play structure location, fence types, gate locations, landscaping and location of current utilities.

 Leadership Germantown Presentation
2022-2023

GERMANTOWN COMMUNITY LIBRARY

PATIO PROJECT



Cara Reimer, Outreach Specialist
262.305.6996 / creimer@germantownlibrarywi.org

2022 BY THE NUMBERS

14,000+

Active Library
Cards

334,000+

Items
Borrowed

84,000+

People Visted the
Library

That's over 250 people per day!

The Germantown Community Library serves residents in
Germantown, Richfield & Jackson and is open to anyone in Wisconsin!

2022 BY THE NUMBERS

15,000+

People Attended

240
Programs!



YOUTH & ADULT PROGRAMMING

- Our program attendance increases in the summer - sometimes 300+ people!
- Limited space in our Children's Area



CURRENT USES FOR OUR PATIO:

- Youth, teen & adult activities
- Large drop-in programs
- Adult & children's concerts
- Picnics
- Wi-Fi access
- Leisure space



THE CHALLENGES

- SAFETY
- ACCESSABILITY
- UNDERUTILIZED SPACE



THE SOLUTIONS

FENCE

Adding a fence would greatly increase the safety and useability of the patio and surrounding area! The library is working on funding for this aspect of the project.



THE SOLUTIONS

PATH

Adding an ADA compliant path will increase access for individuals with disabilities, wheel chairs and strollers! The library is working on funding for this aspect of the project too!



LOOKING FORWARD:

Potential Leadership Germantown Project



Help us create a
fun, welcoming
and
functional
outdoor space!

LEADERSHIP PROJECT GOALS

- As part of our overall redesign plan for our patio, we would need to fundraise **\$5,000 - \$10,000** to provide engaging equipment for kids and families.





Partnership Opportunity

What the Library Can Help With

- Free venue to hold events or fundraisers
- Partnering on programs
- Use our marketing outlets (e-newsletter, social media and card holders)
- Recognition for those who donate

FUNDRAISING IDEAS

So many possibilities

- Build on previous fundraising projects. Perhaps adding your own new twist- donor wall, leaf sale or patio brick.
- Create a new event! Will it be a Prom Weekend, Painting and Wine Night or a Murder Mystery Party?
We are open to your ideas!





THANK YOU!

We would like to thank Leadership Germantown for this opportunity! We are looking forward to working together on this project!

QUESTIONS?

