

GERMANTOWN COMMUNITY LIBRARY
N112 W16957 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: GERMANTOWN COMMUNITY LIBRARY BOARD AGENDA

DATE AND TIME: Wednesday, January 25, 2023, 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:** December, 21 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:**
- IX. **NEW BUSINESS:**
 - A. 2022 Annual Report

Forthcoming meeting: February 22, 2023 – 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

December 21, 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, December 21, 2022. **Members present:** Joyce Nelson, Darlene Vosen, Christa Potratz, Joletta Kerpan, Charlene Brady, Jan Miller, Jacob Misiak (online), Library Director Trisha Smith, Assistant Library Director Connie Lloyd. **Members absent:** None. **Also present:** None. Proper notification of the meeting had been given.

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

MOTION (Kerpan, Miller): Approve the minutes of the November 16, 2022, meeting as printed. Motion carried (7-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of December 19, 2022: Board Checking Account - \$3,886.68; Board Savings Account - \$5,067.35; GCL Building Account - \$7,822.73 [Penny Jug - \$2,180.30] [RAO Account - \$2,752.44] [Furniture & equipment - \$2,889.99]; 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- \$10,075.44. Vosen indicated CD #1 is coming due on 1/5/2023 and asked the Board for renewal input. The consensus was to renew at 13 months with a renewal date of approximately 2/5/24. Rates will be monitored to decide when to apply the one-time bump in the rate. MOTION (Nelson, Brady): 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 December and forward them to Village Hall for payment. ROLL CALL VOTE: Trustee Vosen, aye; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee Brady, aye; Trustee Miller, aye; Trustee Misiak, aye; President Nelson, aye. Motion carried (7-0).

BUDGET PRINTOUT. The December Revenue & Expense Report and YTD Impact Fees Report were reviewed.

REPORTS

CORRESPONDENCE. Nelson. None.

VILLAGE. Miller. Department 2023 budgets were approved by the Village Board at the final budget hearing on November 21. Funding options for the Library Condenser Replacement project in the amount of \$202,000 is still being considered by the Village Board. There will not be a Village Board meeting on January 2, 2023.

COUNTY. Smith. None.

SYSTEM. Nelson and Smith. The Monarch Library System Directors met in-person at the West Bend Public Library on December 9.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. November physical circulation increased 0.7% over November of 2021 and increased 1.6% YTD. Combined physical and digital circulation increased 2.7% over November of 2021 and 2.4% YTD. Last month there were 606 checkouts from Outreach activities. Winter/Spring programming begins January 17 and brochures are available which highlight all upcoming events. The library will be closed December 24, 26, and 31 for the holidays. Two staff members come in on days we are closed to empty the book drop, shelf materials, and pull holds. All performance review scores have been submitted to the Village and supervisors are meeting with staff to go over their performance reviews. The library won the Germantown Christmas Parade 'Best Float' award again this year. Smith outlined in her report the many programs and holiday community events that staff participated in this month. A Leadership Germantown group set up a Giving Tree in the library lobby to raise funds for a library Children's Patio enhancement. Cataloging and processing are ongoing for the new 'Make It 2 Go Checkout Craft Kits' that will begin January 2, 2023. Computer upgrades were ordered to be installed in 2023.

UNFINISHED BUSINESS

2023 BUDGET – Smith reported the 2023 Library Budget and the 2023 Library Board Budget was approved without changes at the Final Budget Hearing on November 21. Smith and Nelson attended the meeting.

LIBRARY BOARD DONATIONS – Smith submitted the following recommendations.

"It is recommended that the following changes be made to the Library Board accounts in order to begin allocating donations towards associated projects:

- 1. All donations that are undesignated will go towards funding a second floor expansion and can be used with Library Board approval in any area of building expansion including design, fundraising, general building costs, furniture and equipment. These funds could cover costs both in areas of building expansion for space that is used by the public or staff operations.*
- 2. The Penny Jug Fund donations previously designed for Art Work would be capped at the current amount of \$2,180.30.*
- 3. Future donation of funds made at the Circulation Desk would could go into three categories:*
 - a. Friends of the Germantown Community Library*
 - b. General Funding for Building Expansion*
 - c. Early Literacy Fund for Activities, Programs and Material that Engage Children (both inside and outside the building)."*

MOTION (Nelson, Brady): Accept Smith's proposal for allocation of future donations as documented. Motion carried (7-0).

NEW BUSINESS None.

Respectfully submitted,

Connie Lloyd
Assistant Library Director
Germantown Community Library

CLOSED SESSION

APPROVAL OF WAGE INCREASES FOR LIBRARY STAFF – MOTION (Potratz, Kerpan): Move to adjourn to closed session. ROLL CALL VOTE: Trustee Brady, aye; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee Vosen, aye; Trustee Miller, aye; Trustee Misiak, aye; President Nelson, aye. Motion carried (7-0).

The Germantown Community Library was called into closed session by Nelson at 7:14 p.m.

MOTION (Potratz, Kerpan): Move to re-enter open session. ROLL CALL VOTE: Trustee Brady, aye; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee Vosen, aye; Trustee Miller, aye; Trustee Misiak, aye; President Nelson, aye. Motion carried (7-0).

The Germantown Community Library was called to re-enter into open session by Nelson at 7:19 p.m.

RECONVENE INTO OPEN SESSION WITH POSSIBLE ACTION.

MOTION (Potratz, Vosen): Move to approve the wage increases to library staff as presented by Smith. ROLL CALL VOTE: Trustee Brady, aye; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee Vosen, aye; Trustee Miller, aye; Trustee Misiak, aye; President Nelson, aye. Motion carried (7-0).

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, January 25, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 7:30 p.m.
Respectfully submitted,

Patricia Smith
Library Director
Germantown Community Library

Germantown Community Library Board
Financial Report Dec. 19, 2022
By Darlene Vosen

Bank Five Nine GCL Board Checking Account

Balance 11/15/22 per online statement	\$3,896.18
11/15 Check # 1583	-\$9.50
Balance 12/19/22 per online statement	\$3,886.68

Bank Five Nine GCL Board Savings Account

Balance 11/15/22 per on-line statement	\$5,066.93
Interest November	+\$.42
Balance 12/19/22 per on-line statement	\$5,067.35

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

Balance 11/15/22 per on-line statement	\$7,822.09
Interest November	+\$.64
Balance 12/19/22 per on-line statement	\$7,822.73

***Penny Jug Fund/Art Work (Penny Jug Deposit 11/1/2022 +\$102.95) = \$2,180.30 (total)**

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

***Furniture & equipment = \$2,889.99**

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 10/31/22 per bank statement	\$10,075.44
2.77/2.8% Interest 13 months (w/1 bump)(mature 11/30/23)	
Interest earned \$75.44	

Total Furniture & Equipment = \$75,864.51

2022 GCLB Checking Account:

GCL Usborne Book Sale SRP Funds (in GCLB check acct): \$130.91 + \$640.00 (2021 Usborne) = \$770.91 + \$460.80 (2022 Usborne profits) = **\$1,231.71 (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- (Ck #1581 & #1582) \$483.83 = \$75.30 (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 – \$9.50(plaque cost) = \$990.50**

***Cash anonymous donation (10/03/22): \$50.00**

TOTAL= \$2,257.55* (left to spend for 2022/23)

DATE: 01/20/2023
TIME: 07:59:51
ID: GL470001.WOW

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2022

PAGE: 1
F-YR: 22

FUND: GENERAL FUND							
ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER 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	16,590.41	92.0	208,978.00	222,381.97	(6.4)
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	25,509.97	91.2	292,951.00	323,514.21	(10.4)
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	42,100.38	91.6	503,129.00	546,506.18	(8.6)
FRINGE BENEFITS							
10-551-520-2100	SOCIAL SECURITY	39,928.00	3,079.84	92.2	39,928.00	41,016.26	(2.7)
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	2,455.07	90.3	25,304.00	32,123.60	(26.9)
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	7,879.44	89.8	77,726.00	77,283.45	0.5
10-551-520-2400	DENTAL INSURANCE	3,860.00	360.00	90.6	3,860.00	3,880.00	(0.5)
10-551-520-2500	LIFE INSURANCE	1,241.00	196.76	84.1	1,241.00	1,411.94	(13.7)
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	13,971.11	90.5	148,059.00	155,715.25	(5.1)
OPERATING SUPPLIES & EXPENSES							
10-551-530-3100	GENERAL SUPPLIES & EXPENSES	29,000.00	1,127.20	96.1	29,000.00	75,601.33	(160.6)
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	6,000.00	100.0
10-551-530-3200	OFFICE SUPPLIES	5,000.00	99.89	98.0	5,000.00	5,004.03	0.0
10-551-530-3400	POSTAGE	2,000.00	0.00	100.0	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	5,346.66	91.3	62,000.00	57,584.01	7.1
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	671.70	93.2	10,000.00	7,836.18	21.6
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	140.00	98.2	8,000.00	6,038.19	24.5
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	2,199.74	90.0	22,000.00	19,046.13	13.4
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	5,764.19	85.5	40,000.00	39,685.35	0.7
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	1,868.49	100.0	0.00	2,808.55	100.0
10-551-530-3820	PROGRAM SUPPLIES & EXPENSE	24,000.00	0.00	100.0	24,000.00	24,926.21	(3.8)
10-551-530-3821	PROGRAM SUPPLIES & EXP-COUNTY	0.00	0.00	0.0	0.00	(593.00)	100.0
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 12 PERIODS ENDING DECEMBER 31, 2022

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER 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	4,898.46	92.8	68,000.00	60,014.95	11.7
10-551-530-7200	TELEPHONE	3,600.00	54.75	98.4	3,600.00	3,956.91	(9.9)
10-551-530-7250	OUTREACH - COUNTY SYSTEM	4,000.00	1,212.30	69.6	4,000.00	6,108.45	(52.7)
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	615.00	87.7	5,000.00	655.02	86.9
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	1,078.73	(7.8)
TOTAL OPERATING SUPPLIES & EXPENSES		311,593.00	23,998.38	92.3	311,593.00	340,734.08	(9.3)
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	80,069.87	91.6	962,781.00	1,042,955.51	(8.3)

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2022

FUND: CAPITAL PROJECTS FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER 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 12 PERIODS ENDING DECEMBER 31, 2022

FUND: LIBRARY TRUST FUNDS

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER 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	3,294.48	(558.9)
83-551-530-3600	BOOKS	0.00	0.00	0.0	0.00	483.83	100.0
TOTAL OPERATING SUPPLIES & EXPENSES		41.67	0.00	100.0	500.00	3,778.31	(655.6)
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	3,778.31	(655.6)

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 1 PERIODS ENDING JANUARY 31, 2023

FUND: GENERAL FUND							
ACCOUNT NUMBER	DESCRIPTION	JANUARY BUDGET	JANUARY ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY							
EXPENSES							
SALARIES & WAGES							
10-551-510-1100	SALARIES-FULL TIME	215,675.00	16,590.41	92.3	215,675.00	16,590.41	92.3
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	338,920.00	23,674.55	93.0	338,920.00	23,674.55	93.0
10-551-510-1810	SALARIES-LIBRARY BOARD	1,200.00	0.00	100.0	1,200.00	0.00	100.0
TOTAL SALARIES & WAGES		555,795.00	40,264.96	92.7	555,795.00	40,264.96	92.7
FRINGE BENEFITS							
10-551-520-2100	SOCIAL SECURITY	41,296.00	2,938.93	92.8	41,296.00	2,938.93	92.8
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	26,970.00	2,478.40	90.8	26,970.00	2,478.40	90.8
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	69,073.00	0.00	100.0	69,073.00	0.00	100.0
10-551-520-2400	DENTAL INSURANCE	2,895.00	0.00	100.0	2,895.00	0.00	100.0
10-551-520-2500	LIFE INSURANCE	1,241.00	112.63	90.9	1,241.00	112.63	90.9
10-551-520-2510	LIFE INSURANCE-COUNTY SYSTEM	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FRINGE BENEFITS		141,475.00	5,529.96	96.0	141,475.00	5,529.96	96.0
OPERATING SUPPLIES & EXPENSES							
10-551-530-3100	GENERAL SUPPLIES & EXPENSES	10,000.00	0.00	100.0	10,000.00	0.00	100.0
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	10,000.00	0.00	100.0	10,000.00	0.00	100.0
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	0.00	100.0	5,000.00	0.00	100.0
10-551-530-3400	POSTAGE	2,000.00	0.00	100.0	2,000.00	0.00	100.0
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	0.00	100.0	62,000.00	0.00	100.0
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	0.00	100.0	10,000.00	0.00	100.0
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	0.00	100.0	8,000.00	0.00	100.0
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	0.00	100.0	22,000.00	0.00	100.0
10-551-530-3645	AUDIO VISUAL-COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3660	COMPUTER SERVICE	40,000.00	783.14	98.0	40,000.00	783.14	98.0
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	0.00	0.0
10-551-530-3820	PROGRAM SUPPLIES & EXPENSE	24,000.00	(150.00)	100.6	24,000.00	(150.00)	100.6
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 1 PERIODS ENDING JANUARY 31, 2023

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	JANUARY BUDGET	JANUARY ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY							
EXPENSES							
OPERATING SUPPLIES & EXPENSES							
10-551-530-5400	SYSTEM AUTOMATION	23,000.00	0.00	100.0	23,000.00	0.00	100.0
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	0.00	100.0
10-551-530-7200	TELEPHONE	4,000.00	0.00	100.0	4,000.00	0.00	100.0
10-551-530-7250	OUTREACH - COUNTY SYSTEM	4,000.00	0.00	100.0	4,000.00	0.00	100.0
10-551-530-7300	INSURANCE & BONDS	5,993.00	3,336.39	44.3	5,993.00	3,336.39	44.3
10-551-530-7700	TRAINING & SEMINARS	5,000.00	0.00	100.0	5,000.00	0.00	100.0
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	0.00	100.0
TOTAL OPERATING SUPPLIES & EXPENSES		303,993.00	3,969.53	98.6	303,993.00	3,969.53	98.6
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		1,001,263.00	49,764.45	95.0	1,001,263.00	49,764.45	95.0

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 1 PERIODS ENDING JANUARY 31, 2023

FUND: CAPITAL PROJECTS FUND

ACCOUNT NUMBER	DESCRIPTION	JANUARY BUDGET	JANUARY 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 1 PERIODS ENDING JANUARY 31, 2023

FUND: LIBRARY TRUST FUNDS

ACCOUNT NUMBER	DESCRIPTION	JANUARY BUDGET	JANUARY 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	0.00	0.00	0.0	0.00	0.00	0.0
83-551-530-3600	BOOKS	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL OPERATING SUPPLIES & EXPENSES		0.00	0.00	0.0	0.00	0.00	0.0
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		0.00	0.00	0.0	0.00	0.00	0.0

DATE: 01/20/23
TIME: 08:53:08
ID: GL310001.W0W

VILLAGE OF GERMANTOWN
ACCOUNT ACTIVITY DETAIL
ACCOUNT NUMBER: 234404495300

PAGE: 1
F-YR: 22

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
09	CR-C220920P	029	STORTZ B00419	\$281.00
10	CR-C220930	091	HARVEST RIDGE B00455	\$281.00
10	CR-C221003	028	FOREST HILL B00496	\$281.00
10	CR-C221026	027	WRENWOOD PAS B00512	\$281.00
10	CR-C221026	028	WRENWOOD PAS B00511	\$281.00
10	CR-C221028	056	BONNIEWELL B00508	\$281.00
10	CR-C221031	047	MISTLETOE DR B00505	\$281.00
11	CR-C221103	072	MISTLETOE B00506	\$281.00
11	CR-C221103	073	MISTLETOE B00543	\$281.00
11	CR-C221103	074	MISTLETOE B00507	\$281.00
11	CR-C221103	075	MISTLETOE B00547	\$281.00
11	CR-C221118	030	MISTLETOE RD B00556	\$281.00
11	CR-C221122	028	MISTLETOE RD B00557	\$281.00
11	CR-C221122	029	MISTLETOE CT B00576	\$281.00
12	CR-C221208	046	MISTLETOE B00575	\$281.00
12	CR-C221220	071	REVERE LN B00592	\$281.00
TOTAL DR/CR				\$9,835.00
ACCOUNT BALANCE				\$9,835.00

FUND: LIBRARY TRUST FUNDS
FOR 12 PERIODS ENDING DECEMBER 31, 2022

ACCOUNT #	DESCRIPTION	BALANCE 01/01/22	NET DEBITS	NET CREDITS	BALANCE 12/31/22

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	185.74	0.00	7,822.73
83-100-110-3401	BANK FIVE NINE SAVINGS	5,062.51	4.42	0.00	5,066.93
83-100-110-3410	CD1-BANK FIVE NINE LIBRARY BRD	16,737.32	0.00	70.45	16,666.87
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	75.44	0.00	10,075.44
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	1,639.13	3,717.36	3,886.68
83-100-110-3650	EMMA DHEIN MEM FUND	0.00	0.00	0.00	0.00

TOTAL CASH AND INVESTMENTS		94,417.37	2,011.29	3,787.81	92,640.85
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	2,011.29	3,787.81	92,640.85

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	1,776.52	0.00	(1,608.85)

TOTAL FUND EQUITY		94,417.37	1,776.52	0.00	92,640.85

TOTAL LIABILITIES AND FUND EQUITY		94,417.37	1,776.52	0.00	92,640.85

FUND: LIBRARY TRUST FUNDS
FOR 12 PERIODS ENDING DECEMBER 31, 2022

ACCOUNT #	DESCRIPTION	BALANCE 01/01/22	NET DEBITS	NET CREDITS	BALANCE 12/31/22

Director's Report: December 2022

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, January 12 in West Bend. Topics included launch of Universal Class, Vega updates and the creation of a Cataloging Workgroup (see attached).

WASHINGTON COUNTY: NONE

VILLAGE OF GERMANTOWN:

- Funding of the Library Condenser was presented at the Village Board Meeting on Monday, January 16 (see attached). Matthew Uselding, Budget Manager, presented three options. It was voted to move the discussion to the Village Board Meeting on February after an update on the status of ARPA funds is given at the General Government & Finance Committee Meeting.
- An update on Village ARPA funds was given by Matthew Uselding, Budget Manager at the General Government & Finance Committee Meeting on Monday, January 23 (originally scheduled for Monday, January 16) (see attached).

FRIENDS OF THE GERMANTOWN COMMUNITY LIBRARY

- The Friends of the Germantown Community Library met on Monday, January 23 at 10am.
- The January Pop-Up Sale is Audio-Visual items.

DONATIONS:

- Deena Altschwager (15700 159 Coolidge St #1 / Brookline, MA 02446) / \$500 (Building Expansion Fund) (Donor Wall Plaque)

DEPOSITS: NONE

- Fond du Lac County (2021 Cross-County Library Use): \$340.51

STATISTICS

- Previous Month & Annual Circulation (see attached):
 - o Physical: **19,915** (-4.6% from 2021 / 1.2% YTD)
 - o Digital: **4,436** (13.2% from 2021 / 7.3% YTD)
 - o Total: **24,351** (-1.8% from 2021 / 2.1% YTD)
- Outreach: **503** (112.2% from 2021 / 115.1% YTD)

PROGRAMMING

- Ongoing Programs:
 - o Youth: Storytime (4), Family Fun Nights, Special Saturday Programs
 - o Teen: Teen Advisory Board, Make It Crafts (3), DnD Saturdays, Special Evening Programs
 - o Adult: Book Groups (6), Make It Crafts (3), Puzzle Day, Spice It Up, Stitch with Me, Special Daytime & Evening Programs
 - 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)

IN THE NEWS: NONE

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

DIRECTOR MEETINGS, PROGRAMS & OUTREACH (PAST):

- Sat, Jan 7 – Lego Party
- Wed, Jan 11 – Village Department Heads
- Thurs, Jan 12 – Monarch Directors
- Mon, Jan 16 – Make It Crafts (3)
- Mon, Jan 16 – Village Board
- Thurs, Jan 19 – Chamber Kick-Off
- Mon, Jan 23 – Friends
- Tues, Jan 24 – Village Administrator
- Wed, Jan 25 – Library Board

DIRECTOR MEETINGS, PROGRAMS & OUTREACH (SCHEDULED UPCOMING):

- Wed, Feb 1 – Village Department Heads
- Mon, Feb 6 – Village Board
- Thurs, Feb 9 – Monarch Directors
- Wed, Feb 15 – Village Department Heads
- Mon, Feb 20 – Village General Government & Finance
- Mon, Feb 20 – Village Board
- Wed, Feb 22 – Library Board
- Mon, Feb 27 – Friends
- Tues, Feb 28 – Village Administrator

DEPARTMENT UPDATES

MANAGEMENT & GENERAL STAFF (TRISHA)

- A seasonal all-staff meeting was held on Tuesday, January 10 (see attached).

YOUTH & TEEN SERVICES (JACKIE)

- Storytime sessions begin January 17 – April 26.
- Youth Services Team working on planning summer reading challenge and programming.
- 400 people attended our Lego Party with Park & Rec on January 7. Projects will be displayed in the display case during January.
- 60 participants attended our evening indoor snowball fight on January 12.
- Currently weeding Juvenile non-fiction, completed weeding board books and beginning to weed YA CDBKS & non-fiction.
- Researching and collaborating with outreach services on play equipment options for children's patio.



January 7 – Lego Party



Projects in Display Case



January 12 – Indoor Snowball Fight

ADULT SERVICES (LYNN)

- 3 new programs started: 2 staff led series (Stitch With Me, Spice It Up), 1 passive series (Adult Puzzle Day).
- Researching/booking outsourced craft programs.
- New Adult Book Group Brochure is out for 2023 (see attached).
- Spot weeding nonfiction as time permits.



January 16 – Teen & Adult Make It Craft



OUTREACH SERVICES (CARA)

- Launched the new Home Delivery program.
- Currently partnering with the middle school library on Battle of the Books program.
- Planning summer Enchanted Library programs.
- Currently meeting with landscape companies to develop plans for the patio update.
- Planning programming for Library Presents Series at the Senior Center.
- Currently working with PTA from three local elementary schools to partner on events this year.



Home Delivery Display Case



Battle of the Books

CIRCULATION SERVICES (DIANE)

- Winter Checkout Club begins January 9 – check out 5 items for a chance to win one of 6 gift cards
- New - Library of Things 'Make It 2 Go' Checkout Craft Kits - Check out at the Circulation Desk for 14 days; return the empty zipper bag. Over 250 kits have been checked out so far.
- Friends of the Germantown Library Pop-Up Sale: this month is Audio-Visual materials; \$1 each unless otherwise marked.
- New option in Polaris to note payments made by credit card.



Winter Checkout Club



January Make It to Go Checkout Craft Kits

TECH SERVICES (CONNIE)

- Cataloging and processing new 600 'Make It 2 Go' checkout craft kits.

TECHNOLOGY / STATISTICS (CONNIE)

- Prepared 2022 statistics for annual report.
- Coordinated purging of expired patrons per library policy for year-end statistics.
- Coordinated patron record cleanup for year statistics in Polaris system.
- Coordinated item record cleanup in Polaris system.

BUILDING MANAGEMENT & GROUNDS (CONNIE)

- Miscellaneous building maintenance with DPW.

MONARCH LIBRARY SYSTEM
DIRECTORS' COUNCIL
Virtual and In Person Meeting
January 12, 2023 @ 9:30 AM

Mead Public Library
710 N 7th Street
Sheboygan, WI 53081

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: December 8, 2022
6. Monarch System Reports
 - a. Monarch Staff (attachment)
 - b. Governance Committee Report – Camrin Sullivan
 - c. Circulation Committee Report – Amanda Kloppmann
 - 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
 - a. Approval of the Monarch Library System committee members
 - b. Introduction to Cataloging Workgroup
9. Announcements or Staff Shout Outs:
10. Next Directors Council Meeting: February 12, 2023, venue TBD
11. Adjourn

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

MEETING: REGULAR MEETING OF THE VILLAGE BOARD

DATE AND TIME: MONDAY, January 16, 2023 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 746 8900 Password: RGfHMePh684 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=mc37f3875ca2e3f3f9d8bc9b1adeabe4e>

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. **APPOINTMENTS:**
 - A. **Utility Commission**
Steven Wesolowski
- VI. **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:

VII. 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. Written Public Comments should be directed to comments@germantownwi.gov, by 4 p.m. on Monday, January 16.

VIII. CONSENT AGENDA:

A. Approval of Minutes December 19, 2022 Meeting.

B. Accounts payable/payroll:

1.	December 16, 2022	Accounts Payable	\$ 225,607.87
2.	December 20, 2022	Payroll	\$ 395,198.09
3.	December 20, 2022	Accounts Payable	\$ 9,130.48
4.	December 23, 2022	Accounts Payable	\$ 498,410.73
5.	December 30, 2022	Accounts Payable	\$ 461,443.59
6.	January 3, 2023	Payroll	\$ 380,564.13
7.	January 6, 2023	Accounts Payable	\$ 178,637.28
8.	January 7, 2023	Accounts Payable	\$ 79,997.42
9.	January 13, 2023	Accounts Payable	\$ 545,116.25
10.	January 17, 2023	Payroll	\$ 246,697.42

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

- C. Purchase of 3000 gallon water tender truck from Midwest Fire, in an amount not to exceed \$396,662, Midwest Fire.
- D. China Kitchen, N112W16560 Mequon Road, Class B Fermented Malt Beverage License, Kai Yong Inc, Tina Lin, Agent, January 17 – June 30, 2023.
- E. Secondhand Jewelry Dealer Renewal, Kessler's Diamond Center, Joseph Gehrke, N96W16920 County Line Road.
- F. Secondhand Article License Renewal, EcoATM Sean Flaherty, W190N9855 Appleton Ave.
- G. Secondhand Article License Renewal, Pilgrim Antique Mall, Beverly Solomon, W156N11500 Pilgrim Road.

The following items were forwarded from the **General Government and Finance Committee** with a unanimous recommendation:

- H. St. Boniface Congregation, W204N11968 Goldendale Road, Temporary Class B Picnic License to sell fermented malt beverages and wine on January 28, 2023, at the spaghetti dinner.

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

- I. Change Order No. 4, cured in place pipe project for additional cost of materials with Visu-Sewer in an amount not to exceed \$332,919.46.
- J. Water Service Truck with Crane, Purchase of 2023 Chevrolet service truck from Knapheide Crane Body in an amount not to exceed \$105,000.00.
- K. Purchase of Crafcro Asphalt Rubber Plus and Crafcro Mastic One from Sherwin Industries Inc., in an amount not to exceed \$31,990.73.
- L. Purchase of First Response System, brine salt insert, from Casper's Truck Equipment in an amount not to exceed \$94,259.
- M. Park's Department Purchase of 2023 Pick – Up Truck from Ewald Automotive Group in an amount not to exceed \$55,000 for Parks Department.

- N. Replacement of Fire Station vehicle equipment bay epoxy floor coating with Tailored Living, in an amount not to exceed, \$39,600.
- O. Replacement of Fire Station interior flooring by Premier Flooring in an amount not to exceed, \$31,850.
- P. Open Purchase Order for the replacement of hydrant replacements, water main, water laterals repairs, gate valve repairs, water service repairs, and water main breaks, in an amount not to exceed, \$400,000.

IX. UNFINISHED BUSINESS

- A. Library Condenser.

X. PUBLIC HEARINGS:

- A. None

XI. NEW BUSINESS:

- A. Shawn Beschta, Property Owner of W188 N10050 Maple Road. Ordinance 01-2023 to Rezone a portion of the property from the A-1: Agricultural Zoning District to the Rs-3: Single Family Residential Zoning District, Conditional Use Permit, CUP 01-2023 for recreational vehicle & boat storage; and 2-Lot Certified Survey Map (CSM) to divide the property.
- B. Discussion on Police Department – IT Staff Needs.
- C. Resolution 01-2023, Germantown Municipal Employees Union Local 730 Contract.
- D. Five Year Street Paving Project Plan.
- E. Germantown Historical Society – Request to waive contractual \$5,000 loan payment for FestHalle, for the purposes of restoration of Christ Church stained glass windows as recommended by the Tourism Commission.
- F. Resolution 02-2023, Resolution for an Advisory Referendum Regarding an agreement with Washington County to Share Sales Tax Revenue.
- G. Village of Germantown, Property Owner, N104 W12703 Donges Bay Road. 2-Lot Certified Survey Map (CSM) to re-divide property in the TID#9/Town 9 Business Park.
- H. Extension of Sewer Service Area to the Northeast Corridor of Richfield.
- I. Resolution 37-2022, Disallowance of Claim, Nancy Rydell. The Village Board May Enter into Closed Session per Wis. Stat. § 19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved and then may reconvene into open session to take such action as it deems appropriate; and,

- J. Project Guardian Proposal. The Village Board May Enter into Closed Session per Wis Stat § 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and then may reconvene into open session to take such action as it deems appropriate; and,
- K. Administrator Performance Review – Process and Criteria. The Village Board May Enter into Closed Session per Wis Stat § 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 may reconvene into open session to take such action as it deems appropriate.

XII. ADJOURNMENT:

The next regular meeting of the Village Board will be on Monday, February 6, 2023, 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.

Business of the Village Board

MEETING DATE: January 16th, 2023

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. At the November 7th meeting the Village Board voted to send the item to the Library Board with the possibility of the Library Board paying for a portion of the project from their capital reserve account. At the November 16th Library Board meeting, the Library Board opted 5-2 **not** to fund any portion of the project. Attached are the minutes from that meeting. Below are alternative funding options for the Board to consider.

	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

RECOMMENDED ACTION

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

NEW BUSINESS

LIBRARY CONDENSER REPLACEMENT – Smith provided a summary of the actions that had been taken regarding the funding of this project. It was first brought to the Public Works & Highway Committee meeting in August by Superintendent Anderson where it was approved for Anderson to move forward with purchasing the unit and forward to the General Government & Finance (GGF) Committee to review funding options. The GGF Committee approved the project unanimously at the September 19 meeting. At the September 19 Village Board meeting it was voted unanimously to include the funding with the DPW building capital funding. At the October 17 Village Board meeting it was readdressed and was voted not to include in the DPW building bonding and to place funding considerations on the November 7 Village Board agenda. At the November 7 Village Board meeting it was voted to send the funding item to the Library Board to review the funding options the Village Board proposed. Options identified as #3 and #4 were presented to the Library Board. Option #3 was \$101,00 General Fund Reserve / \$101,000 Library Capital Reserve. Option #4 was \$101,000 ARPA / \$101,000 Library Capital Reserve. The Library Board discussed all options. MOTION (Miller, Vosen): Library Board is **not** to pay any portion of the library condenser replacement project out of the Library Capital Reserve Washington County Offset money. ROLL CALL VOTE: Trustee Vosen, aye; Trustee Potratz, aye; Trustee Kerpan, nay; Trustee Brady, aye; Trustee Miller, aye; Trustee Misiak, aye; President Nelson, nay. Motion carried (5-2).

CHILDREN'S PATIO – Smith provided a copy of a project proposal to enhance the library's children's patio that was presented by Cara Reimer, Outreach Specialist to Leadership Germantown to be considered for one of their 'Class of 2022-2023' projects. Leadership Germantown did select the library proposal as one of their projects. Smith indicated this is at the preliminary planning stages. She identified three main goals for the enhancements: 1) Safety - Provide a small fence to keep young children from running into the parking lot from the patio area; 2) Accessibility – create an accessible path from the main sidewalk to the patio; 3) Better utilize the space – add items such as small-scale playground equipment, early literacy activities, and solar charging benches. Smith anticipates this being a multi-year project with Leadership Germantown fundraising for the small-scale playground equipment. Vosen offered her compliments to the Village of Germantown Public Works department for the quality installation and maintenance of the Children's Patio bricks. Library staff are working with the Village staff to plan out the proposed enhancements.

CLOSED SESSION

DIRECTOR'S ANNUAL REVIEW – MOTION (Miller, Vosen): Move to adjourn to closed session. ROLL CALL VOTE: Trustee Brady, aye; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee Vosen, aye; Trustee Miller, aye; Trustee Misiak, aye; President Nelson, aye. Motion carried (7-0).

The Germantown Community Library was called into closed session by Nelson at 7:31 p.m.

MOTION (Brady, Vosen): Move to re-enter open session. ROLL CALL VOTE: Trustee Brady, aye; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee Vosen, aye; Trustee Miller, aye; Trustee Misiak, aye; President Nelson, aye. Motion carried (7-0).

The Germantown Community Library was called to re-enter into open session by Nelson at 8:12 p.m.

RECONVENE INTO OPEN SESSION WITH POSSIBLE ACTION.

No action taken.

Village Board

MEETING DATE: January 16th, 2023

AGENDA ITEM: American Rescue Plan Act – Local Recovery Funds – Informational Only.

ITEM TITLE: ARPA Funds

FROM: Matthew Uselding, Budget Manager

SUMMARY:

On March 7th, 2022 the Village Board adopted Resolution 12-2022 Allocation Of American Rescue Plan Funding. Below is as status update on those project/funds.

Category	Allocation	Expenditure	Status
Infrastructure			
Street Trees	\$200,000	\$ -	TBD
Road Paving	\$750,000	\$1,080	Maple/Lannon Project
Building Improvements	\$500,000	\$ -	Referred to GGF
Culture & Recreation			
Rec Trails	\$30,000	\$ -	Spring 2023 Park & Rec Commission
Parks Improvements	\$25,000	\$9,005	Hardwood Engineer
Technology			
ProPhoenix Upgrade	\$125,000	\$72,441	In Progress
Election Equipment	\$45,000	\$45,000	Approved by Village Board (06/6/22)
Hardware Replacement	\$50,000	\$66,472	Cash Registers, FortiGate
Business & Economic Development			
Tourism Commission	\$85,000	\$38,270	Celebrate GTown; Mai Fest
COVID Premium Pay	\$250,000	\$235,350	Approved by Village Board (06/6/22)
Customer Service			
Communications Plan	\$40,000	\$51,366	Miller Communications
TOTAL ALLOCATIONS	\$2,100,000	\$518,984	

Deena Altschwager
159 Coolidge St # 1
Brookline, MA 02446-5860

1071
72-7509/2739

Dec. 18 2022

Pay to the Order of Germantown Community Library Board \$ 500.00 —
Five Hundred and 00/100 Dollars

U of I Community Credit Union
PO Box 800
North Liberty, IA 52317

For New Family Donation

Deena Altschwager

⑆ 273975098⑆ 14 10014 16 288 211 1071

Please accept this gift on behalf of my grandmother
and late grandfather.

Reach out w/ any questions.

Thank you,

Deena Altschwager

319-329-5189

Gifts & Memorials

Giving a gift or planning a memorial for a loved one is very easy. Listed below, are many different choices and donor levels. If a gift is not designated for a specific need, the funds will be utilized at the discretion of the Library Board. Thank you for donating to the Germantown Community Library.



Children's Area Tree

A leaf starts at \$50+ for our donor tree in the Children's Area and is available in three colors. Funds will be used to enhance the Early Literacy Area with activities, programs and material that engage our youngest library users in early literacy, fine motor development and imaginary play.



Donor Wall

For \$500+, a nameplate will be engraved with the name or message of your choice. The nameplate will be added to the Donor Wall in the lobby of the library.



Outdoor Patio

Give a gift that lasts a lifetime - a commemorative Brick in the outdoor patio area off the Children's library! Bricks start at \$100 and are available in two sizes.

Additional Opportunities

Material Gifts

Donations of funding for library materials (such as books or DVDs) are available in any category in discussion with the Library Director concerning the needs of the library's collection. Gift donations are acknowledged with a nameplate on the items.

Naming Rights

Naming rights for specific parts of the library are available in the following areas. Donations from these gifts go towards building the second floor, library furnishings or other enhancements for the building. A plaque or nameplate will be engraved with the name or message of your choice.

- Second Floor \$1,000,000
- Youth Library Area \$150,000
- Community Rooms \$150,000
- Reading Area \$50,000
- Computer Area \$10,000
- Study Rooms (3) \$10,000
- Shelving Unit (multiple) \$5,000
- Tables & Chair Grouping (multiple) \$2,000

Giving Tree

The Giving Tree is located in the library lobby. Leaves are available to businesses or organizations that have contributed \$1,000+ in funding or services to the library with the approval of the Library Board.

I would like to make a donation for the: Print your message exactly as you want it to appear:

Children's Area

- ___ \$50 - \$149 (green leaf / 2 lines)
- ___ \$150 - \$499 (silver leaf / 2 lines)
- ___ \$500+ (gold leaf / 2 lines)

Outdoor Patio

- ___ \$100 - \$249 (4x8 brick / 3 lines)
- ___ \$250+ (8x8 brick / 6 lines)

Donor Wall

- ☒ \$500+ (plaque / 3 lines)

Other

___ (Please list amount)

Name: Deena Altschwager

Address: 1470 Park Ashwood Circle, Apt F, St Charles, MO 63304

Phone: 319-329-5189

Email: Deena.Altschwager@gmail.com

Please make check payable to: Germantown Community Library Board (P.O. Box 870, Germantown, WI 53022)

Fond du Lac County

160 S. MACY ST.
Fond du Lac, WI 54935
(920) 929-3126

Check No. - 406599
Check Date - 01/05/23

Stub 1 of 1

INVOICE NUMBER	DATE	DESCRIPTION	GROSS	DEDUCTIONS	AMOUNT PAID
2023/PMT	010423	LIBRARY USE	340.51		340.51
			340.51		340.51

DETACH STATEMENT BEFORE DEPOSITING

WARNING - THIS CHECK IS PROTECTED BY SPECIAL SECURITY GUARD PROGRAM™ FEATURES



Fond du Lac County

City/County Government Center
160 South Macy Street, Fond du Lac, WI 54935

PAY

National Exchange Bank & Trust
Fond du Lac, Wisconsin

VOID IF NOT CASHED
WITHIN 60 DAYS

ACCOUNTS PAYABLE

CHECK NO. 00406599

DATE	AMOUNT
01/05/23	\$ *****340.51

THREE HUNDRED FORTY AND 51/100 *****
TO THE ORDER OF

53554

GERMANTOWN COMMUNITY LIBRARY
N112W16957 MEQUON RD
GERMANTOWN WI 53022-3210



St. C. [Signature]
Gina Freberg
Brenda A. Schneider

CHAIRMAN

COUNTY CLERK

TREASURER

THIS CHECK CONTAINS MULTIPLE SECURITY FEATURES - SEE BACK FOR DETAILS

⑈00406599⑈ ⑆075900766⑆

⑆5⑈40⑆6⑈

GCL Event Calendar

Status: Public

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

Time Zone: Central Time - US & Canada

February 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
		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 2pm Stitch With Me [Full] 6pm Evening Book Group	9:30am What are you Reading Book Club	1pm History Book Group	11am DnD Saturday
5	6	7	8	9	10	11
1pm Blood Drive	9:30am Preschool Storytime 9:30am 10:30am Preschool Storytime 10:30am 1pm Common Scams and Frauds Targeting Seniors	9:30am Baby/Toddler Storytime 9:30am 10:30am Baby/Toddler Storytime 10:30am	9:30am Morning Book Group 6pm Dominos & Domino's	9:30am [DRAFT] Mom's Club		
12	13	14	15	16	17	18
9am Puzzle Day	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 2pm Stitch With Me [Full] 6pm Revive with Reiki		9am Indoor Putt-Putt 1pm Nonfiction Book Group 6pm [DRAFT] Teen Lock-In		9am Indoor Putt-Putt
19	20	21	22	23	24	25
	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 Group			
26	27	28	1	2	3	4
10am Friends Meeting 1pm Make It Crafts 3pm Make It Crafts 5pm Make It Crafts	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 2pm Stitch With Me [Full] 6pm Evening Book Group	9:30am What are you Reading Book Club	1pm History Book Group	11am DnD Saturday	
	9:30am Preschool Storytime 9:30am 10:30am Preschool Storytime 10:30am 1pm Identity Theft: Protect & Prevent	9:30am Baby/Toddler Storytime 9:30am 10:30am Baby/Toddler Storytime 10:30am	9:30am Morning Book Group 6pm Family "Fort" Night	9:30am [DRAFT] Mom's Club		

Powered by Springshare. All rights reserved.

GCL Outreach Event Calendar

Status: Public

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

Time Zone: Central Time - US & Canada

January 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 9am Home Delivery 12pm Little Free Libraries	2 9am Office Hours	3 7:30am Kiwanis Meeting 9am Office Hours	4 9:30am What are you Reading Book Club 11am Jackson Reading and Delivery 12pm David's Star Delivery	5	6	7
8	9	10 7:30am All Staff Meeting	11 9am Office Hours 12pm Gables - Matterhaus 1pm Gables - Himmelhaus 2pm Gables - Engelhaus	12 9:30am Mom's Club	13	14
15 9am Home Delivery 12pm Little Free Libraries	16	17 9am Office Hours 11:30am Prairie Meadows 1pm Fairway Knoll	18 4pm Chamber Kick Off Party	19	20	21
22 11:15am Ellen's Home 1pm Gables - Himmelhaus Bookclub 2pm Gables - Himmelhaus Poetry Club	23	24 9am Office Hours	25	26	27	28
29 9am Home Delivery 12pm Little Free Libraries	30	31 9am Office Hours	1 9:30am What are you Reading Book Club 11am Jackson Reading and Delivery 12pm David's Star Delivery	2	3	4
5 9am Home Delivery 12pm Little Free Libraries	6 9am Office Hours	7	8	9	10 9:30am Mom's Club	11

Powered by Springshare. All rights reserved.

**ALL Staff Meeting Agenda
January 10, 2023 at 7:30 a.m.**

Programming Updates

1. Youth Services – Jackie
2. Adult Services – Lynn
3. Outreach – Cara
4. 2022 Programming Statistics - Trisha

Circulation Updates

1. Winter Checkout Incentive (1/9-2/25) - Diane
2. Make it 2 Go Checkout Crafts Update - Connie
3. Universal Class replacement for GALE Courses – Trisha
4. 2022 Circulation Statistics - Trisha

Technology and Building Updates

1. Paid Time Off Accruals - Connie
2. Small Community Room Use and Reservations - Connie
3. Credit Card payments for Polaris Fines and Fees - Connie

Staffing and Village Hall Updates - Trisha

1. Bonus status
2. Training Suggestions for All Staff Training Day in May

NON-FICTION BOOK GROUP

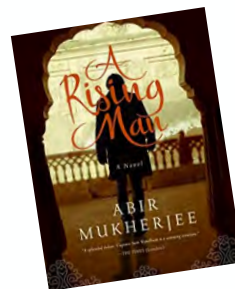
3RD FRIDAY @ 1PM

- **January 20:** The Anthropocene Reviewed: Essays on a Human-Centered Planet / John Green
- **February 17:** The Great Pretender: The Undercover Mission That Changed Our Understanding of Madness / Susannah Cahalan
- **March 17:** Mud Season: How One Woman's Dream of Moving to Vermont Raising Children, Chicken and Sheep & Running the Old Country Store Pretty Much Led to One Calamity After Another / Ellen Stimson
- **April 21:** Empire of Pain: The Secret History of the Sackler Empire / Patrick Radden Keefe
- **May 19:** The Ravenmaster: My Life with the Ravens at the Tower of London / Christopher Skaife
- **June 16:** Fire in the Sky: Cosmic Collisions, Killer Asteroids, and the Race to Defend the Earth / Gordon L. Dillow
- **July 21:** Finding the Mother Tree: Discovering the Wisdom of the Forest / Suzanne Simard
- **August 18:** What Money Can't Buy: The Moral Limits of Markets / Michael J. Sandel
- **September 15:** Bittersweet: How Sorrow and Longing Make Us Whole / Susan Cain
- **October 20:** Tastes Like Chicken: A History of America's Favorite Bird / Emelyn Rude
- **November 17:** Elderhood: Redefining Aging, Transforming Medicine, Reimagining Life / Louise Aronson
- **December 15:** Life on the Mississippi: An Epic American Adventure / Rinker Buck

MYSTERY BOOK GROUP

4TH THURSDAY @ 9:30AM (ON ZOOM)

- **January 26:** Harvest / Tess Gerritsen
- **February 23:** A Rising Man / Abir Mukherjee
- **March 23:** A Slow Fire Burning / Paula Hawkins
- **April 27:** The Marsh King's Daughter / Karen Dionne
- **May 25:** Trust Your Eyes / Linwood Barclay
- **June 22:** The Guest List / Lucy Foley
- **July 27:** The Survivors / Jane Harper
- **August 24:** Blind Descent / Nevada Barr
- **September 28:** The Thursday Murder Club / Richard Osman
- **October 26:** The Hallowe'en Party / Agatha Christie
- **November 16 (closed November 23):** The Violin Conspiracy / Brian Slocumb
- **December 28:** Thief of Souls / Brian Klingborg



2023 GERMANTOWN LIBRARY ADULT BOOK GROUPS

EVENING BOOK GROUP

1st Wednesday @ 6pm

HISTORY BOOK GROUP

1st Friday @ 1pm

MORNING BOOK GROUP

2nd Thursday @ 9:30am

NON-FICTION BOOK GROUP

3rd Friday @ 1pm

MYSTERY/THRILLER BOOK GROUP

4th Thursday @ 9:30am / Online through Zoom
(participants will receive a link through email after registration)

All Book Groups are free and do not require registration.
Copies of each title are available at the Circulation Desk for checkout. Digital copies of titles may also be available through Libby or Hoopla.

Also join us for...

WHAT ARE YOU READING GROUP

1st Thursday @ 9:30am

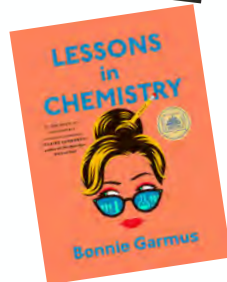
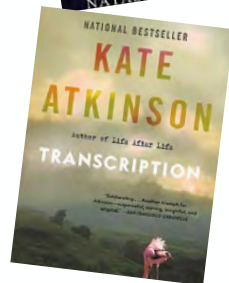
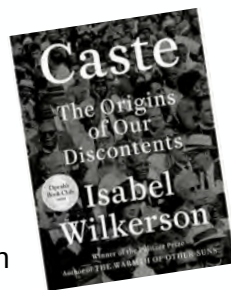
Join us every first Thursday of the month for our new book club! Share a book you're currently reading or recently finished, and get some suggestions for your own to-read list.



EVENING BOOK GROUP

1ST WEDNESDAY @ 6PM

- **January 4:**
Dear Edward / Ann Napolitano
- **February 1:**
Caste: The Origins of Our Discontent / Isabel Wilkerson
- **March 1:**
Come Fly the World: The Jet-Age Story of the Women of Pan-Am / Julia Cooke
- **April 5:**
The Indigo Girl / Natasha Boyd
- **May 3:**
On Animals / Susan Orlean
- **June 7:**
Raft of Stars / Andrew J. Graff
- **July 5:**
How It All Began / Penelope Lively
- **August 2:**
The Red Address Book / Sofia Lundberg
- **September 6:**
Transcription / Kate Atkinson
- **October 4:**
Fahrenheit 451 / Ray Bradbury
- **November 1:**
After the End / Clare Mackintosh
- **December 6:**
Lessons in Chemistry / Bonnie Garmus



HISTORY BOOK GROUP

1ST FRIDAY @ 1PM

- **January 6:** The Vagabonds: The Story of Henry Ford and Thomas Edison's Ten-Year Road Trip / Jeff Guinn
- **February 3:** Hero of the Empire: The Boer War, a Daring Escape, and the Making of Winston Churchill/ Candice Millard
- **March 3:** Syria's Secret Library: Reading and Redemption in a Town Under Siege / Mike Thomson
- **April 14 (library closed at 1:00 on April 7):** Dodge City: Wyatt Earp, Bat Masterson, and the Wickedest Town in the American West / Tom Clavin
- **May 5:** River of the Gods: Genius, Courage and Betrayal in the Search for the Source of the Nile / Candice Millard
- **June 2:** The Dark Queens: The Bloody Rivalry That Forged the Medieval World / Shelley Puhak
- **July 7:** Lafayette in the Somewhat United States / Sarah Vowell
- **August 4:** Fen, Bog & Swamp: A Short History of Peatland Destruction and Its Role in the Climate Crisis / Annie Proulx
- **September 1:** The Correspondents: Six Women Writers on the Front Lines of WWII / Judith Mackrell
- **October 6:** Stampede & Gold Fever: Disaster in the Klondike / Brian Castner
- **November 3:** After the Romanovs: Russian Exiles in Paris from the Belle Epoque Through Revolution and War / Helen Rappaport
- **December 1:** Heiresses: The Lives of the Million Dollar Babies / Laura Thompson

MORNING BOOK GROUP

2ND THURSDAY @ 9:30AM

- **January 12:**
Thistle and Twigg / Mary Saums
- **February 9:**
The Last Flight / Julie Clark
- **March 9:**
Harry's Trees / Jon Cohen
- **April 13:**
The Operator / Gretchen Berg
- **May 11:**
The Henna Artist / Alka Joshi
- **June 8:**
Simon the Fiddler / Paulette Jiles
- **July 13:**
The Lost Apothecary / Sarah Penner
- **August 10:**
Switchboard Soldiers / Jennifer Chiaverini
- **September 14:**
The Measure / Nikki Erlick
- **October 12:**
Black Cake / Charmaine Wilkerson
- **November 9:**
Where the Heart Is / Billie Letts
- **December 14:**
In Such Good Company / Carol Burnett



Germantown Community Library Board

MEETING DATE: January 25, 2023
PLACEMENT: New Business
AGENDA ITEM(S): IX. A. 2022 Annual Report
SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The 2022 Annual Report is due to the State of Wisconsin Department of Public Instruction by Wednesday, March 1, 2023. A physical copy of the Annual Report will be provided at the Library Board meeting on Wednesday, January 25, 2023.

Attachments Also Include:

- 2022 Annual Report Summary Graphics
- 2022 Circulation Statistics
- 2022 Outreach Circulation Statistics
- 2022 Circulation by Collection
- 2022 Programming Statistics

RECOMMENDATION:

Approve the 2022 Annual Report as presented.



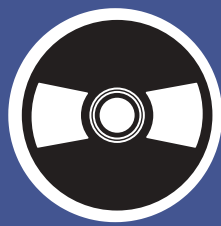
2022 BY THE NUMBERS

GERMANTOWN COMMUNITY LIBRARY



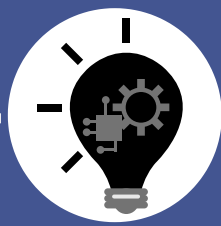
225,000
Print

+



62,000
Audio/Visual

+



1,200
Library of
Things

+



53,000
Digital

=

341,631
+2.2%

Items Checked Out
& 8,639 New Items
Added

12,842

Registered
Library Cards

92,638

Library Visits
in 2022! +10%

35,959

Service
Questions
Asked

In 2022, the library continued to see increases in physical material, digital material, library visits & program attendance as we bounced back from COVID restrictions.

9,399

Public
Computer
Logins

11,382

Wireless
Logins

1,042

Community
& Study
Spaces Used

262

Gale
Courses
Taken

1,015

Volunteer
Hours
Completed

21,844

+45.6%

People Attended

655

Programs

11,000+ people at in-library programs
10,000+ people at programs held outside the library

35,298

Participants in
Self-Directed
Activities

The value of material check out by patrons at the Germantown Community Library in 2022 was

\$4,578,413

Launched in May 2022, our mobile library named "The Enchanted Library" reached over

7,000+

People



BUILD CONNECTIONS, ENRICH LIVES

GERMANTOWN COMMUNITY LIBRARY

NEW
SERVICES

MAY
ADVENTURE
PASSES

JUN
SELF-SERVICE
PUBLIC PRINTER,
COPIER &
SCANNER

JUN
ADULT LIBRARY
OF THINGS
COLLECTION

SEPT
HOT
SPOTS

ADDITIONAL FACILITY & SERVICES UPDATES:

- Jan: Returned Early Literacy activities to Children's Area
- Jan: Additional benefits added for part-time staff over 24 hours
- May: Launched "The Enchanted Library" - the mobile library trailer
- May: Interfiled Adult Science Fiction/Fantasy with Adult Fiction
- May: Adopted four Little Free Libraries
- June: Returned to all in-person Summer Reading Challenge
- June: Transitioned to monthly visits at Senior Living Facilities
- June: Launched Washington County Job Center Satellite Service
- Aug: Created Outreach Collection for mobile trailer
- Sept: Library Board selected architect firm for Conceptual Design of library expansion project
- Oct: 2023-2027 Strategic Plan completed
- Oct: Fire Suppression replacement project completed
- 2022: Three fundraiser nights held at local restaurants

THANK YOU FOR
A WONDERFUL
YEAR AS WE
CONTINUE TO
GROW!



Over 1,000 people attended our Haunted Library event in October! This event was run by 40+ staff & volunteers.



WHAT'S NEXT IN 2023?

- MONARCH CATALOG UPDATES
- CHECKOUT CRAFT KITS
- NEW ONLINE CLASSES
- NEW COLLECTIONS
- NEW PROGRAMS & SERVICES

AN AVERAGE

DAY

AT THE
GERMANTOWN
COMMUNITY
LIBRARY

IN THE BUILDING

310 People Visit the Library

178 People Check Out **944** Items

120 People Have Questions Answered

31 People Use Public Computers

38 People Use Public Wi-Fi

37 People Attend Programs

118 People Participate in Self-Directed Activities

\$15,312 worth of material was checked out every day by residents at the Germantown Community Library in 2022!

OUTSIDE THE BUILDING

36 People Attend Outreach Programs

22 Items Checked Out from the Mobile Library

ONLINE

177 Digital Items Checked out

GERMANTOWN
COMMUNITY LIBRARY



WWW.GERMANTOWNLIBRARYWI.ORG
(262) 253-7760

PROGRAM HIGHLIGHTS

The library hosted 144 Storytime sessions in 2022 with 3,300+ people. An additional 400+ people also attended special early literacy programs.



Over 600 people attended 5 different Youth Performers in the summer. All programs were sponsored by our Friends group.



In May, "The Enchanted Library" went on the road in Germantown, Richfield & Jackson and reached 1,500+ people during launch week. The mobile library also made weekly stops all summer.



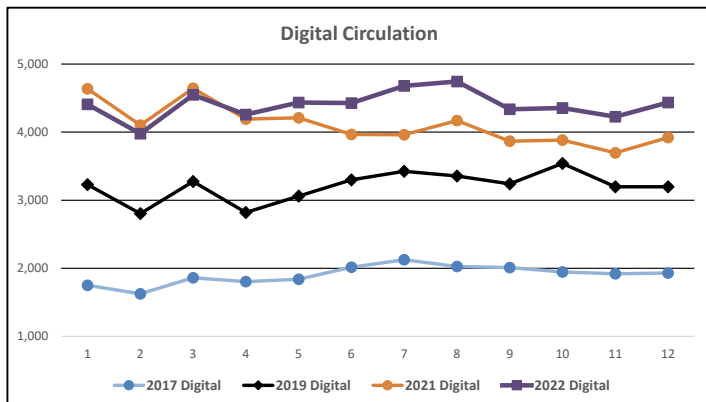
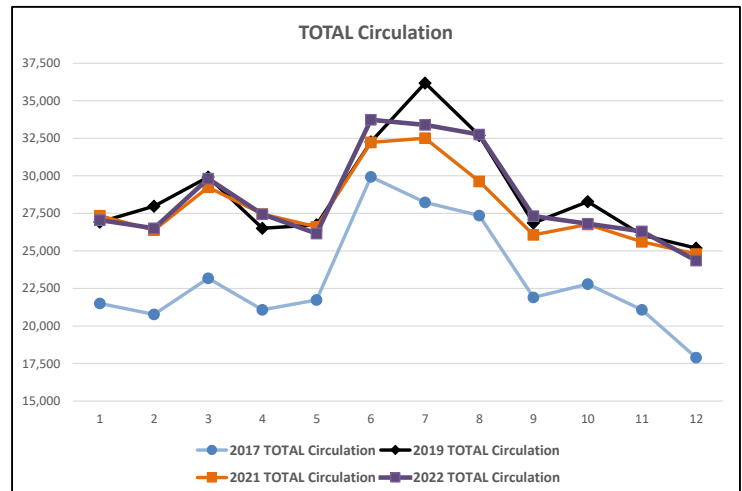
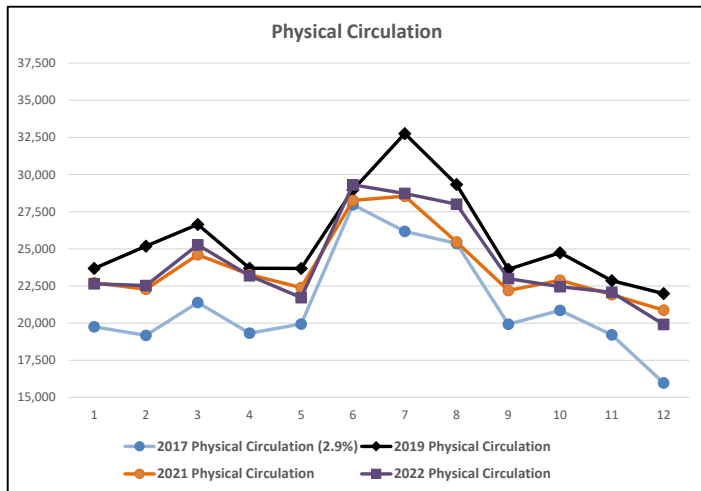
The Friends of the Library sold over 250 baskets and raised over \$4,000 for the library during the annual Holiday Book & Basket Sale.



GCL Statistical Trends 2016-2022

*COVID-19 Building closed 3/14/20 thru 5/20/20, and 11/2-14/20

Stats	YTD	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov*	Dec
2022 TOTAL PHYSICAL	288,802	22,648	22,526	25,268	23,189	21,716	29,307	28,722	28,003	22,988	22,452	22,068	19,915
2022 Outreach	6,599	282	344	291	358	960	750	925	378	624	606	578	503
% over 2021	1.2%	-0.3%	1.1%	2.7%	-0.3%	-3.0%	3.7%	0.6%	10.0%	3.6%	-1.8%	0.7%	-4.6%
% over 2019	-6.0%	-4.4%	-10.5%	-5.2%	-2.1%	-8.3%	1.2%	-12.3%	-4.5%	-2.7%	-9.2%	-5.7%	-9.4%
2022 Overdrive - Audio	19,273	1,682	1,482	1,625	1,488	1,556	1,672	1,709	1,657	1,657	1,592	1,593	1,560
2022 Overdrive - eBook	24,331	2,067	1,877	2,197	2,062	2,019	2,064	2,269	2,127	1,935	1,933	1,833	1,948
2022 Overdrive - Video	19	2	1	0	5	0	0	0	11	0	0	0	0
2022 Overdrive - Magazine	4,005	353	325	358	354	426	318	271	343	304	348	292	313
2022 Overdrive/RB Digital	47,628	4,104	3,685	4,180	3,909	4,001	4,054	4,249	4,138	3,896	3,873	3,718	3,821
2022 Hoopla	5,201	305	292	367	348	434	372	430	606	441	482	509	615
2022 TOTAL DIGITAL	52,829	4,409	3,977	4,547	4,257	4,435	4,426	4,679	4,744	4,337	4,355	4,227	4,436
% over 2021	7.3%	-4.9%	-3.1%	-2.1%	1.6%	5.3%	11.6%	18.2%	13.8%	12.1%	12.2%	14.4%	13.2%
% over 2019	37.4%	36.5%	41.9%	38.8%	38.8%	44.9%	34.1%	36.6%	41.4%	33.9%	23.0%	32.3%	38.7%
2022 Gale Courses	262	12	11	16	26	16	17	16	30	47	36	27	8
2022 TOTAL CIRCULATION	341,631	27,057	26,503	29,815	27,446	26,151	33,733	33,401	32,747	27,325	26,807	26,295	24,351
% over 2021	2.1%	-1.1%	0.4%	2.0%	0.0%	-1.7%	4.7%	2.8%	10.5%	4.8%	0.2%	2.7%	-1.8%
% over 2019	-1.1%	0.5%	-5.2%	-0.4%	3.5%	-2.2%	4.5%	-7.7%	0.2%	-3.4%	-5.2%	0.9%	-3.3%
2021 TOTAL PHYSICAL	285,400	22,716	22,287	24,597	23,265	22,394	28,266	28,545	25,461	22,196	22,881	21,918	20,874
2021 TOTAL DIGITAL	49,243	4,635	4,102	4,643	4,190	4,210	3,967	3,960	4,170	3,868	3,882	3,696	3,920
2021 TOTAL CIRCULATION	334,643	27,351	26,389	29,240	27,455	26,604	32,233	32,505	29,631	26,064	26,763	25,614	24,794
2020 Physical Circulation	238,494	25,676	25,668	15,340	2,018	9,076	24,899	25,167	24,225	23,561	23,920	18,088	20,856
Digital Circulation	49,169	3,381	3,446	3,808	4,591	4,600	4,273	4,369	4,383	4,114	3,980	4,193	4,031
2020 Total Circulation	287,663	29,057	29,114	19,148	6,609	13,676	29,172	29,547	29,547	27,676	27,911	22,287	24,887
2019 Physical Circulation	307,128	23,686	25,174	26,645	23,688	23,677	28,968	32,758	29,329	23,622	24,736	22,856	21,989
Digital Circulation	38,442	3,230	2,803	3,276	2,819	3,060	3,300	3,425	3,356	3,239	3,540	3,196	3,198
2019 Total Circulation	345,570	26,916	27,977	29,921	26,507	26,737	32,268	36,183	32,685	26,861	28,276	26,052	25,187
2018 Total Circulation	323,423	24,800	23,134	25,729	26,407	25,795	32,103	32,769	31,169	25,550	27,809	25,189	22,974
2017 Total Circulation	277,461	21,499	20,774	23,179	21,078	21,738	29,934	28,236	27,352	21,906	22,793	21,082	17,890
2016 Total Circulation	263,946	20,667	21,738	22,806	22,100	21,582	27,724	26,586	25,274	19,889	20,099	20,140	15,341



2021 & 2022 Outreach Circulation Statistics

	2021 YTD	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Engel Haus	428	28	40	33	43	23	54	48	44	27	36	32	20
Fairway Knoll	980	69	66	57	108	57	80	69	84	86	104	115	85
Gables	664	32	43	61	54	63	59	49	71	60	51	63	58
Homebound GT	32	9	4	4	10	5	0	0	0	0	0	0	0
Prairie Meadows 1	47	11	5	8	4	5	1	5	4	1	1	2	0
Prairie Meadows 2	292	25	14	29	32	19	21	11	50	11	27	29	24
	2443	174	172	192	251	172	215	182	253	185	219	241	187
GHS Spanish - Germantown (V) - Wash Lib	225	0	0	0	0	0	50	100	75	0	0	0	0
Park & Rec - Germantown (V) - Wash Lib	400	50	50	50	50	50	0	0	0	0	50	50	50
	625	50	50	50	50	50	50	100	75	0	50	50	50
	3068	224	222	242	301	222	265	282	328	185	269	291	237
	2022 YTD	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Ellen's Home	30											6	24
Fairway Knoll	1131	84	114	81	90	119	116	64	93	108	88	113	61
Gables - Engel Haus	292	37	37	27	34	28	33	20	23	12	16	20	5
Gables - Himmel Haus	712	40	71	56	76	65	65	55	80	60	50	64	30
Homebound GT	6	0	0	0	0	0	0	0	0	0	0	6	
Prairie Meadows 1	9	3	1	2	1	2	0	0	0	0	0	0	
Prairie Meadows 2	257	22	25	29	11	25	26	17	31	28	11	27	5
	2437	186	248	195	212	239	240	156	227	208	165	236	125
David Star - Jackson (T) - Wash Non-Lib	815	50	50	50	100	50				171	80	127	137
Park & Rec- Jackson (T) - Wash Non-Lib	104	3	3	3	3	3					29	30	30
GHS Spanish - Germantown (V) - Wash Lib	773	43	43	43	43	43				186	124	124	124
GHS Book Group - Germantown (V) - Wash Lib	39									20			19
KMS Special Needs - Germantown (V) - Wash Lib	178										64	52	62
Park & Rec - Germantown (V) - Wash Lib	236						74	125	25	12			
	2145	96	96	96	146	96	74	125	25	389	297	333	372
Enchanted Library Events*	2017					625	436	644	126	27	144	9	6
GRAND TOTAL	6599	282	344	291	358	960	750	925	378	624	606	578	503
% over 2021	115.1%	25.9%	55.0%	20.2%	18.9%	332.4%	183.0%	228.0%	15.2%	220.0%	125.8%	98.6%	112.2%

2022 Germantown Community Library Circulation by Format

				2022 Increase Since...						2022 Increase Since...	
	2019	2021	2022	2019% (Ave -6%)	2021% (Ave 1%)		2019	2021	2022	2019% (Ave -6%)	2021% (Ave 1%)
Germantown Collection						Germantown Collection					
AD Blu-Ray Video	5,105	2,083	2,410	-53%	16%	AD Fiction	37,488	39,120	41,954	12%	7%
AD Blu-Ray Video Non Fiction	92	42	13	-86%	-69%	AD Fiction Large Type	10,015	8,908	9,683	-3%	9%
JV Blu-Ray Video	1,268	372	553	-56%	49%	AD Fiction Western	311	207	403	30%	95%
						AD Graphic Novel	0	172	293	new	70%
AD DVD Video	39,924	28,829	28,064	-30%	-3%	AD Prbk Fiction	4,759	3,651	3,509	-26%	-4%
AD DVD Video Non Fiction	3,650	2,342	2,275	-38%	-3%						
JV DVD Video	19,254	12,269	11,058	-43%	-10%	AD Non Fiction	27,401	26,283	27,186	-1%	3%
						AD Non Fiction LT	578	662	670	16%	1%
AD CD Music	9,478	6,714	6,090	-36%	-9%	AD Oversize Non Fiction	69	40	35	-49%	-13%
JV CD Music	2,131	778	904	-58%	16%						
AD CD Book Fiction	7,003	4,971	4,620	-34%	-7%	JV E Beginning Readers	20,700	20,222	20,691	0%	2%
AD CD Book Non Fiction	1,734	1,037	936	-46%	-10%	JV E Beg Read Non Fic	8,234	9,985	10,635	29%	7%
JV CD Book Fiction	1,476	1,170	959	-35%	-18%	JV E Board Books	9,786	8,947	9,343	-5%	4%
JV CD Book Non Fiction	73	84	55	-25%	-35%	JV E Picture Books	35,812	35,573	37,621	5%	6%
JV CD Set (CD + Book Set)	2,303	1,736	1,622	-30%	-7%						
YA CD Book Fiction	321	176	112	-65%	-36%	JV Fiction	27,171	30,600	28,479	5%	-7%
YA CD Book Non Fiction	6	8	8	33%	0%	JV German	167	102	92	-45%	-10%
						JV Graphic Novels	4,114	8,527	9,431	129%	11%
AD Playaway	755	606	645	-15%	6%	JV Non Fiction	12,749	12,571	13,294	4%	6%
JV Playaway	757	826	1,196	58%	45%	JV Outreach	0	0	31	new	new
YA Playaway	110	101	69	-37%	-32%	JV Spanish	2,237	1,564	2,413	8%	54%
AD Video Games	253	970	1,669	560%	72%	YA Fiction	5,893	7,223	6,716	14%	-7%
						YA Graphic Novels	1,401	2,585	2,726	95%	5%
AD Adventure Passes	0		248	new	new	YA Non Fiction	620	892	608	-2%	-32%
AD Library of Things	0		136	new	new						
JV Library of Things	0	166	885	new	433%	AD Magazines	2,405	2,862	2,278	-5%	-20%
						JV Magazines	543	478	654	20%	37%
AD Laptop	81	47	25	-69%	-47%						
JV Kits Media (Headphoens)	588	1	897	53%	new						

VIDEO	69,293	45,937	44,373	-36%	-3%	BOOK	209,505	217,834	225,813	8%	4%
MUSIC CD	11,609	7,492	6,994	-40%	-7%	MAGAZINE	2,948	3,340	2,932	-1%	-12%
AUDIOBOOK	14,538	10,715	10,222	-30%	-5%						
VIDEO GAMES	253	970	1,669	560%	72%						
LIBRARY OF THINGS	0	166	1,269	new	664%						

AD VIDEO	48,771	33,296	32,762	-33%	-2%	AD BOOK FICTION	52,573	52,058	55,842	6%	7%
JV VIDEO	20,522	12,641	11,611	-43%	-8%	AD BOOK NON FICTION	28,048	26,985	27,891	-1%	3%
AD AUDIO BOOK	9,492	6,614	6,201	-35%	-6%	JV EARLY LITERACY	74,532	74,727	78,290	5%	5%
JV AUDIO BOOK	4,609	3,816	3,832	-17%	0%	JV	46,438	53,364	53,740	16%	1%
YA AUDIO BOOK	437	285	189	-57%	-34%	YA	7,914	10,700	10,050	27%	-6%

DIGITAL ITEMS	38,442	49,243	52,829	37%	7%
---------------	--------	--------	--------	-----	----

GERMANTOWN COMMUNITY LIBRARY

2022 PROGRAMMING STATISTICS

(NUMBER OF PROGRAMS IN PARENTHESES)



11,149

People
Attended

494

Programs

PRESCHOOL

Storytime
Preschool (72): 1,921
Storytime:
Baby/Toddler (72) 1,456
Nature (5): 183
Playgroup (4): 80
Field Trips (1): 12
Special (6): 432
= (160)
4,084

YOUTH

Sensory (6): 186
Escape (7): 115
Craft (5): 114
STEAM (4): 40
Performers (10): 639
Adventure (3): 37
Cooking (4): 95
Field Trips (4): 111
Special (18): 2,633
= (61)
3,859

TEENS

Advisory (13): 98
Crafts (36): 172
Hang-Out (5): 15
Field Trips (4): 67
Special (12): 322
= (70)
674

ADULTS & ALL AGES

Book Groups (70): 460
Crafts (36): 801
Tech (2): 4
Historical (8): 54
Memory (3): 20
Friends (9): 107
Blood Drive (3): 180
Work Force (25): 84
Presentations (4): 42
Special (43): 780
= (203)
2,532

Past Attendance:

2021: 4,316

2020: 7,066

2019: 29,623

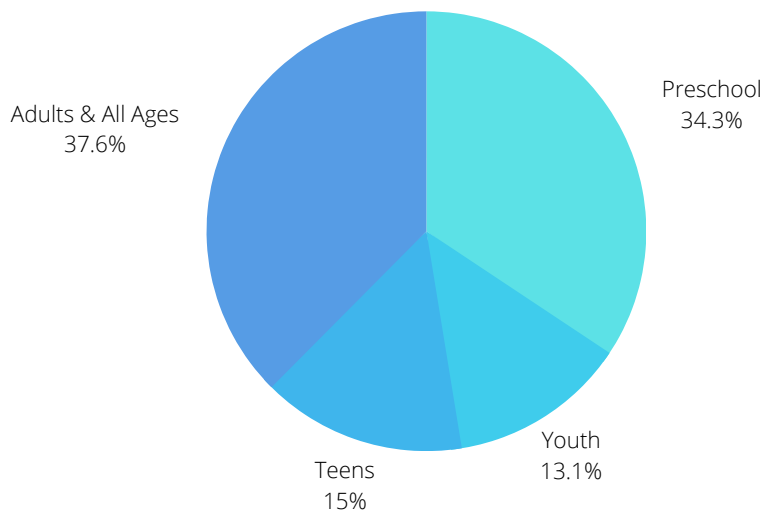
Total:
4,072

Total:
3,859

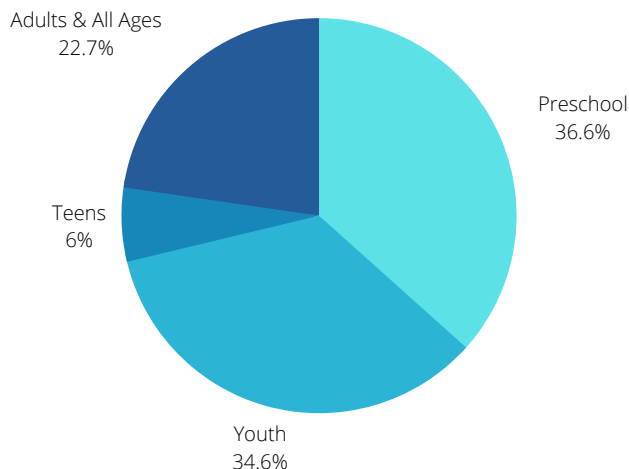
Total:
607

Total:
2,532

PROGRAMS OFFERED BY TARGET AGE



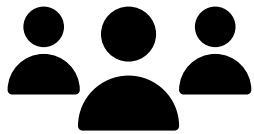
ATTENDANCE BY TARGET AGE



GERMANTOWN COMMUNITY LIBRARY

2022 OUTREACH STATISTICS

(NUMBER OF PROGRAMS IN PARENTHESES)



10,695

People
Attended

161

Programs

PRESCHOOL

Jackson (18): 552
Chick Fil A (1): 15
Tyke Site (2): 68

= (21)
635

YOUTH

David Star (1): 150
Freiss Lake (2): 215
Richfield (6): 220
Jackson (6): 170
Kid's Klub (8): 206
Mobile Launch
(8): 1,508
Special (15): 5,200

= (46)
7,669

TEENS

= 0

ADULTS &

ALL AGES

Senior Poetry (12): 48
Senior Book Group
(12): 108
Engel Haus (12): 24
Fairway Knoll
(12): 151
Gables (12): 176
Prairie Meadows
(12): 40
Ellen's Home (3): 14
Homebound (1): 12
Senior Center (6): 104
Fundraisers (3): 319
Special (9): 1,395
= (94)
2,391

Past Attendance:
2021: 6,082

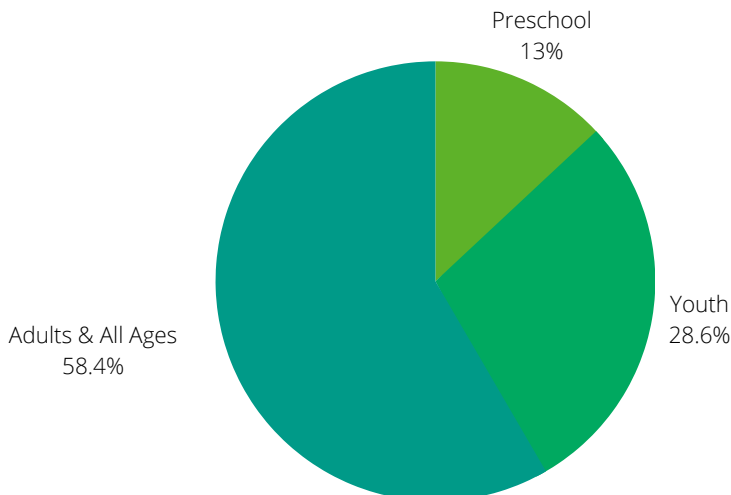
Total:
635

Total:
7,669

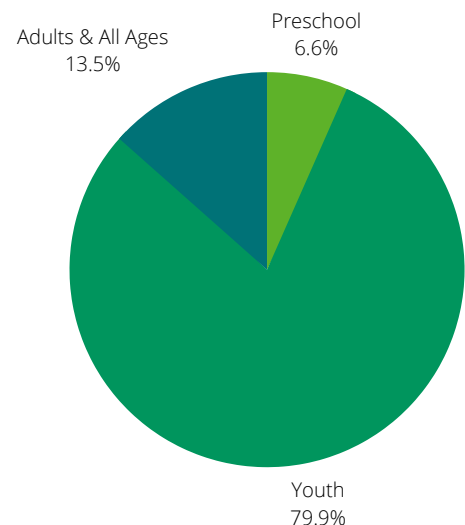
Total:
0

Total:
2,391

PROGRAMS OFFERED BY TARGET AGE



ATTENDANCE BY TARGET AGE



GERMANTOWN COMMUNITY LIBRARY 2022 SELF-DIRECTED ACTIVITIES

ADULTS & ALL AGES

Winter: 1,813
SWAG: 280
Strategic Plan: 1,031
Summer: 972
Customer Survey: 38
= 4,134

TEENS

SWAG: 280
Winter: 71
Summer: 782
= 1,133

YOUTH

Winter: 809
SWAG: 280
Summer: 4,162
= 5,251

PRESCHOOL

Winter: 301
SWAG: 280
Summer: 1,350
= 1,931

Challenges
& Surveys

 12,449

Coloring: 1,180
Puzzles: 688
Monthly (1): 30
Raffles: 290
Parades: 1000
= 3,188

Raffles: 250
Parades: 500
= 750

Coloring: 1,279
Monthly (14): 638
Raffles: 970
Parades: 500
= 3,387

Coloring: 1,279
Monthly (14): 638
Raffles: 415
Parades: 500
= 2,832

Self-Directed

 10,157

Kits (27): 2,900
Holiday (4): 498
= 3,398

Kits (27): 2,700
Holiday (4): 498
= 3,198

Kits (16): 2,650
Holiday (4): 498
= 3,148

Kits (18): 2,550
Holiday (4): 498
= 3,048

Grab & Go Kits
(Pick Up Kit at
Library)

 12,792



Total:
7,811

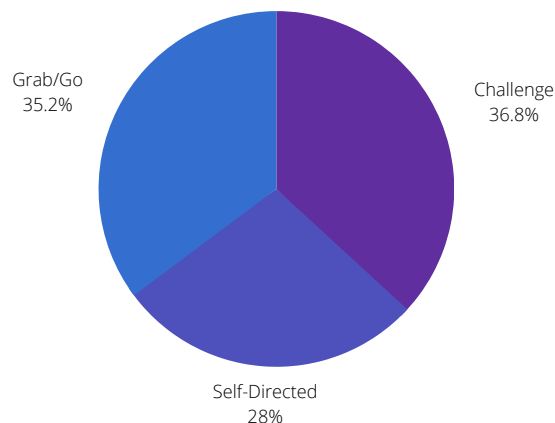
Total:
11,786

Total:
5,081

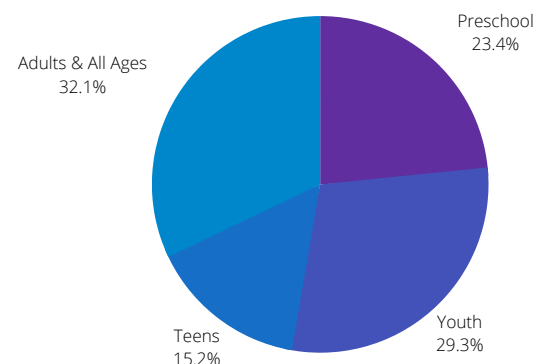
Total:
10,720

35,398
Activities

BY TYPE OF ACTIVITY



BY TARGET AGE



Past Activities:
2021: 94,112
2020: 55,180
2019: 34,738