

MEETING:	GERMANTOWN COMMUNITY LIBRARY BOARD
DATE AND TIME:	Wednesday, July 26, 2023 6:00 PM
LOCATION:	Germantown Community Library N112W16957 Mequon Road

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. **APPROVAL OF AGENDA:**
- IV. **APPROVAL OF MINUTES:**
 - A. June 28, 2023
- V. **CITIZEN INPUT:**
- VI. **FINANCIAL MATTERS:**
 - A. Treasurer's Report
 - B. Accounts Payable
 - C. Budget Reports
- VII. **REPORTS:**
 - A. Correspondence
 - B. Village Reports
 - C. County Reports
 - D. System Reports
 - E. President's Report
 - F. Director's Report
- VIII. **UNFINISHED BUSINESS** *None.*
- IX. **NEW BUSINESS:**
 - A. Records Policy
- X. **ADJOURNMENT:**

The next regular meeting of the Germantown Community Library Board will be on Wednesday, August 23, 2023 at 6:00 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 Assistant Director, Connie Lloyd, at (262) 253-7760, ext. 2002 or clloyd@germantownlibrarywi.org at least 48 hours prior to the meeting.

MEETING:	GERMANTOWN COMMUNITY OF THE LIBRARY BOARD
DATE AND TIME:	Wednesday, June 28, 2023 6:00 PM
LOCATION:	Germantown Community Library N112W16957 Mequon Road

MINUTES

- 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.*
The regular meeting of the Germantown Community Library was called to order by President Joyce Nelson at 6:01 PM.
- II. **ROLL CALL:**
Present: Library Board President Joyce Nelson, Library Board Member Darlene Vosen, Library Board Member Charlene Brady, Library Board Member Joletta Kerpan, Library Board Member Jacob Misiak, Library Board Member Christa Potratz, Trustee Jan Miller
Absent:
Excused:
Also present: Library Director Trisha Smith, Assistant Library Director Connie Lloyd
- III. **APPROVAL OF AGENDA:**
Motion: Approve as presented
Motioned By: Charlene Brady
Seconded By: Joletta Kerpan

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Christa Potratz, Jacob Misiak
No: None
Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)
- IV. **APPROVAL OF MINUTES:** *May 24, 2023*

A. May 24, 2023
Motion: Approve as presented
Motioned By: Joletta Kerpan
Seconded By: Christa Potratz

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Christa Potratz, Jacob Misiak

No: None

Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

V. CITIZEN INPUT:

None.

VI. FINANCIAL MATTERS:

A. Treasurer's Report

TREASURER'S REPORT. Balances as of June 26, 2023:

Board Checking Account - \$3,113.42

Board Savings Account - \$5,070.13

GCL Building Account - \$10,686.14

[Penny Jug - \$2,255.79] [RAO Account - \$2,752.45] [Furniture & equipment - \$2,890.00] [Expansion - \$312.57] [Patio Expansion - \$2,475.33]

Building Fund CD Acct #1- \$16,792.60 (\$15,000 designated for library Furniture & Equipment) has one interest bump available

Building Fund CD Acct #2- \$15,000.00 (\$15,000 designated for library Furniture & Equipment)

Building Fund CD Acct #3- \$15,000.00 (\$15,000 designated for library Furniture & Equipment)

Building Fund CD Acct #4- \$15,000.00 (\$15,000 designated for library Furniture & Equipment)

Building Fund CD Acct #5- \$10,075.44 (\$10,000 designated for library Furniture & Equipment)

Building Fund CD Acct #6- \$10,000.00 (Designated for second floor expansion)

Motion: Approve as presented

Motioned By: Joyce Nelson

Seconded By: Jan Miller

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Christa Potratz, Jacob Misiak

No: None

Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

B. Accounts Payable

Motion: Approve as presented

Motioned By: Darlene Vosen

Seconded By: Joyce Nelson

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Christa Potratz, Jacob Misiak

No: None

Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

C. Budget Reports

The June monthly budget reports were reviewed. Miller asked if Smith received the detailed transactions for line item '40-100-110-3161 TEMP INVEST-LIBRARY AMERITRADE' in the 'Capital Project Fund' report. Smith reported that Village Hall is unable to provide the details at this time.

VII. REPORTS:

A. Correspondence

Nelson. Thank you letters were sent out for the following donations all made for the Patio Project: Leadership Germantown (\$1,600), Teddy Fedel (\$300), Donna Bosch (\$100), Pat Tasker (\$250), Kevin and Donna Nash (\$100), and Chick-Fil-A (\$225). A total of \$2,575 in donations for the Patio Project were received.

B. Village Reports

Miller and Smith. Miller reported the Village Board held a Special Meeting on Monday, June 24 to approve licenses for the 4th of July village festivities and to cancel the next Village Board meeting scheduled for July 3 due to the holiday. Smith reported the Village Employee Pay Rate Chart was approved by the Village Board on June 5. Matthew Uselding was appointed the Finance Director by the Village Board on June 5. On June 19, the General Government & Finance committee deferred discussion regarding the 2021 Village surplus and the ARPA funds disbursements until August or September. The Village Board appointed Zachary Kessler as the new Village Clerk at the June 19 Village Board meeting to start in mid-July.

C. County Reports

Smith. Smith presented the Germantown Library 2022 Annual Report & Strategic Plan to the Town of Germantown Board on Monday, June 12. Washington County library directors presented the 2022 Annual Report & general library services at all five libraries to the Washington County Board on June 14.

D. System Reports

Smith. The Monarch Library System Directors met on June 8 in West Bend. Topics included the completion of the Polaris 7.4 upgrade, Vega project updates, Vega-Promote presentation, completion of the move of library websites from iPage to InMotion hosting service, summer reading coupons, and changes in library renewal options.

E. President's Report

Nelson. Nothing to report.

F. Director's Report

Smith. Several highlights from the report are listed below.

- May physical circulation increased 8.6% over May 2022 and increased 7.8% YTD.
- Combined physical and digital circulation increased 8.1% over May 2022 and increased 8.2% YTD.
- Last month there were 860 checkouts from Outreach activities.
- The Friends of the Germantown Community Library pop-up sale will run mid-June through mid-August and includes youth and teen materials.
- Smith received the following donations: Friends of the Germantown Community Library (\$8,500 - Summer programs, Library of Things and Library of Things, Jr. materials, new Children's Read-along collection materials, and two zoo passes), Bethlehem Lutheran Blazer Dash (\$2,500 - Patio Project), Leadership Germantown (additional \$385 - Patio Project), Colleen Kuchta (\$100 - Patio Project), Ann & Paul Binzak (\$100 - Patio Project), and Bank Five Nine (\$150 in-kind donation - Enchanted Library children's books)
- Smith deposited \$2,905.15 from the Friends of the Germantown Community Library for reimbursement of materials and programming and \$480 in reimbursements from four Washington County libraries.
- Smith attended the ALA conference in Chicago and is continuing the monthly attendance of the WLA Leadership Development Institute program.
- The summer reading challenge running June 5 – August 5 is off to a great start.
- Smith provided copies of two news articles highlighting the summer reading program.
- Enchanted Library summer visits began June 8.
- The Summer Kick-Off Party was held on June 10 and had over 300 patrons. Summer Storytime resumed on June 13.
- All of the adult and youth crafting programs and events have had large numbers of attendees.
- The Library of Things and Library of Things, Jr. collections continue to expand with new offerings.
- Circulation checkouts, check-ins, and new library card activity are exceeding 2022 activity.
- Department Managers provided updates and pictures in the Director's Report of the many programs and events that were provided this past month.

VIII. UNFINISHED BUSINESS

- A. Engberg Anderson Conceptual Design Presentation to the Village Board on July 17, 2023

Smith reviewed the goals for the presentation of Engberg Anderson to the Village Board on July 17, 2023. The primary goal is to explain the Conceptual Design process. Smith will send out the presentation to the library board members for review when it is available from Engberg Anderson.

B. Patio Project

Smith reviewed the Patio Project updates. The total project is estimated to be about \$60,000 and \$10,000 has been raised to date. The goal is to fund the complete project by donations. Outreach Specialist, Reimer, has prepared fundraising materials and will begin working with the community very soon. Miller asked if the design has been finalized. Smith indicated it is close and she will provide the drawings to the board when they are available. The board also asked if a project manager has been assigned for the project. Smith reported the work has been consolidated to two vendors and therefore will be managed by library staff with direct involvement from DPW. The play equipment, play surface and concert paths will be handled by one firm. The landscaping will be handled by a second firm.

C. Library Lobby Benches

Lloyd reported the library received an updated quote from the Amish Craftsmen Guild II, Cedarburg, WI, on June 23. It reflects a 12% discount rather than a 10% discount if the Library Board decides to pay in full with a check at the time the order is placed. The total quote is \$3,514.69, which is less than the total provided in the information attachment at the time the agenda packet was prepared. The board decided to pay in full at the time of the order to receive the extra 2% discount. The board also decided to purchase one engraved plaque, as shown in the quote, in memory of Roberta Olson, retired Library Director. It was decided the plaque would read:

In memory of
Roberta Olson
Library Director
1996 - 2016

Motion: Approve as presented

Motioned By: Charlene Brady

Seconded By: Joyce Nelson

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Christa Potratz, Jacob Misiak

No: None

Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

IX. **NEW BUSINESS:**

A. Election of Library Board Officers

Motion to re-elect the current officers: Joyce Nelson as President, Christa Potratz as Vice President, and Darlene Vosen as Treasurer.

Motion: Approve as presented

Motioned By: Jacob Misiak

Seconded By: Jan Miller

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Christa Potratz, Jacob Misiak

No: None

Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

B. Library Personnel Policy

Motion: Approve as presented

Motioned By: Darlene Vosen

Seconded By: Joyce Nelson

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Christa Potratz, Jacob Misiak

No: None

Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

C. 501(c)(3) Library Foundation

Nelson reported she, Miller, and Kristen Huber (Germantown citizen) met with attorney Kevin Pollard regarding the steps that would be needed to establish a 501(c)(3) foundation to receive donations for the library building project. Nelson provided notes from the meeting. There was discussion identifying the advantages and disadvantages of establishing a foundation. Smith was asked to collect information regarding what other local libraries have done for their building projects. Smith was also asked to talk with the Friends of the Library organization regarding how they may be involved. Discussion will continue at the July Library Board meeting.

D. Library Director Mid-Year Performance Check-in

Smith reviewed the status of the items on her performance review objectives. The Board asked additional questions about the status of specific projects. The Board did not identify any concerns with the progress to date on Smith's established objectives and competencies.

X. ADJOURNMENT:

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

Motion: Adjourn

Motioned By: Joletta Kerpan

Seconded By: Joyce Nelson

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Christa Potratz, Jacob Misiak

No: None

Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

Meeting was adjourned by Nelson at 7:40 p.m

Germantown Community Library Board

Financial Report July 20, 2023

By Darlene Vosen

Bank Five Nine GCL Board Checking Account

Balance 6/26/23 per online statement		\$3,113.42
Deposit 6/29 Kuchta Brick	+\$100.00	
Transfer from Bldg. (benches)	+\$2,890.00	
7/13 Check #1590 Amish Craftsman (benches)	-\$2,890.00	
Balance 7/20/23		\$3,213.42

Bank Five Nine GCL Board Savings Account

Balance 6/26/23 per on-line statement		\$5,070.13
Interest June	+\$0.42	
Balance 7/20/23 per on-line statement		\$5,070.55

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

Balance 6/26/23 per on-line statement		\$10,686.14
6/29 Deposit Patio Expansion Friends + cash	+\$5,485.00	
6/29 Transfer to Checking/benches	-\$2,890.00	
Interest June	+\$0.89	
7/5 Deposit Interest CD 4025	+\$169.04	
7/5 Deposit Interest CD 3991	+\$170.91	
7/12 Penny Jug Deposit	+\$44.95	
Balance 7/20/23 per on-line statement		\$13,666.93

***Penny Jug Fund/Art Work (Penny Jug Deposit 7/12/2023 +\$44.95) = \$2,300.74 (total)**

***RAO Account (technology/from Guaranty 7/27/18) = \$2,752.45 (total)**

***Furniture & equipment = \$2,890.00 - \$2,890.00 (Ck. 1590) = 0 (total)**

***Expansion \$311.67 + \$0.90 = \$312.57 + \$169.04 (CD 4025) + \$170.91 (CD 3991) + \$0.89 = \$653.41 (total)**

***Patio Expansion \$1,792.10 + \$683.23(5/30) = \$2,475.33 + \$5,485.00 (6/29) = \$7,960.33 (total)**

Bank Five Nine Building Fund CD Account

CD #1 Furniture (5708) Balance 1/5/23 per bank statement	\$16,792.60
3.65/3.70% Interest 13 months (w/1 bump) (mature 2/5/24)	
CD #2 Furniture (4025) Balance 4/4/23 per bank statement	\$15,000.00
4.52/4.60% Interest 8 months (mature 12/4/23)	
CD #3 Furniture (5608) Balance 3/7/23 per bank statement	\$15,000.00
3.94/4% Interest 8 months (mature 11/6/23)	
CD #4 Furniture (3991) Balance 4/4/23 per bank statement	\$15,000.00
4.57/4.65% Interest 15 months (mature 7/4/24)	
CD #5 Furniture (8801) Balance 10/31/22 per bank statement	\$10,075.44
3.21/3.25% Interest 13 months (bump used 4/4/23) (mature 11/30/23)	
CD #6 Expansion (8989) Balance 4/27/23 per bank statement	\$10,000.00
4.57%/4.65% Interest 15 months (mature 7/27/24)	
Furniture & Equipment(\$70,000.00) + Expansion(\$11,868.04) = \$81,868.04	

2023 GCLB Checking Account:

--GCL Usborne Book Sale SRP Funds (in GCLB check acct): **\$1,845.01**

--Early Literacy Fund: (in GCLB check account): **\$468.76**

--2022/23 Funds for Books &/or Materials (in GCLB checking account)

Glunz Donation (10/03/22): \$1,000/\$15.98 (left)

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

Total = \$65.98 (left to spend)

2.

--**Patio Expansion 2023** (in GCLB checking account)

5/30 Bricks/Tasker \$250.00/Bosch \$100.00/Nash \$100.00

6/29 Brick Kuchta \$100

Total = \$550.00 – (cost of bricks/shipping) = ?

Schedule of Vouchers - Village and County (June 2023)

Budget Expenses

Supplier	Account Number	Description	Amount
Credit Card	10-551-530-3100	General Supplies	\$589.08
Express News	10-551-530-3120	Print & Digital Marketing	\$600.00
Credit Card	10-551-530-3120	Print & Digital Marketing	\$985.00
Complete Office	10-551-530-3200	Office Supplies	\$466.33
Baker & Taylor	10-551-530-3600	Adult & Children's Titles	\$2,567.14
Ingram	10-551-530-3600	Children's Titles	\$21.59
Demco	10-551-530-3620	Book Processing Supplies	\$521.95
Showcases	10-551-530-3620	Audio Visual Processing Supplies	\$2,472.12
Playaway	10-551-530-3640	Audio Visual Titles	\$36.90
Credit Card	10-551-530-3640	Audio Visual Titles	\$888.93
State of Wisconsin	10-551-530-3660	Computer Services	\$600.00
Fun Express	10-551-530-3820	Programming Supplies	\$1,268.96
Credit Card	10-551-530-3820	Programming Supplies	\$1,041.27
Credit Card	10-551-530-7250	Outreach Services	\$156.10
Credit Card	10-551-530-7700	Training & Seminars	\$543.18
Total:			\$12,758.55

Schedule of Vouchers - Village and County

July 2023 - Credit Card Statement

GERMANTOWN LIBRARY

Vendor	Account Number	Description	Amount
AMAZON	10-551-530-3820	PROGRAMMING SUPPLIES	\$250.93
DOMINO'S	10-551-530-3820	PROGRAMMING SUPPLIES	\$58.87
HOBBY LOBBY	10-551-530-3820	PROGRAMMING SUPPLIES	\$25.45
JOANN STORES	10-551-530-3820	PROGRAMMING SUPPLIES	\$54.48
MICHAELS	10-551-530-3820	PROGRAMMING SUPPLIES	\$60.76

\$450.49

DIRECTOR

Vendor	Account Number	Description	Amount
AMAZON	10-551-530-3820	PROGRAMMING SUPPLIES	\$136.71
CANVA	10-551-530-3120	MARKETING	\$935.00
FACEBOOK	10-551-530-3120	MARKETING	\$50.00
PICK N SAVE	10-551-530-3820	PROGRAMMING SUPPLIES	\$30.59
ALA CONFERENCE	10-551-530-7700	TRAINING & SEMINARS	\$206.00
ALA MEALS	10-551-530-7700	TRAINING & SEMINARS	\$257.90
ALA TRAVEL	10-551-530-7700	TRAINING & SEMINARS	\$79.28

\$1,695.48

YOUTH SERVICES LIBRARIAN

Vendor	Account Number	Description	Amount
AMAZON	10-551-530-3820	PROGRAMMING SUPPLIES	\$243.80
PICK N SAVE	10-551-530-3820	PROGRAMMING SUPPLIES	\$81.87
TARGET	10-551-530-3820	PROGRAMMING SUPPLIES	\$97.81

\$423.48

ASSISTANT DIRECTOR

Vendor	Account Number	Description	Amount
AMAZON	10-551-530-3100	GENERAL SUPPLIES	\$545.08
CINTAS CORP	10-551-530-3100	GENERAL SUPPLIES	\$44.00

\$589.08

ADULT SERVICES LIBRARIAN

Vendor	Account Number	Description	Amount
AMAZON	10-551-530-3640	AUDIO VISUAL SUPPLIES	\$888.93

\$888.93

OUTREACH SERVICES SPECIALIST

Vendor	Account Number	Description	Amount
BARTZS	10-551-530-7250	OUTREACH SUPPLIES	\$20.96
MENARDS	10-551-530-7250	OUTREACH SUPPLIES	\$12.88
PIGGLY WIGGLY	10-551-530-7250	OUTREACH SUPPLIES	\$31.43
WAL-MART	10-551-530-7250	OUTREACH SUPPLIES	\$35.97
WM SUPERCENTER	10-551-530-7250	OUTREACH SUPPLIES	\$54.86

\$156.10

\$4,203.56

			TOTALS
10-551-530-3100	GENERAL SUPPLIES		\$589.08
10-551-530-3120	MARKETING		\$985.00
10-551-530-3400	POSTAGE		\$0.00
10-551-530-3640	AUDIO/VISUAL MATERIAL		\$888.93
10-551-530-3660	COMPUTER SERVICES		\$0.00
10-551-530-3820	PROGRAMMING		\$1,041.27
10-551-530-7250	OUTREACH SERVICES		\$156.10
10-551-530-7700	TRAINING & SEMINARS		\$543.18

\$4,203.56

DATE: 07/19/2023
TIME: 11:41:49
ID: GL470001.WOW

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 7 PERIODS ENDING JULY 31, 2023

PAGE: 2
F-YR: 23

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	JULY BUDGET	JULY ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
INTERGOVERNMENTAL REVENUES							
REVENUES							
INTERGOVERNMENTAL REVENUES							
10-430-431-5540	STATE AID-SENIOR TRANSPORTATN	0.00	0.00	0.0	0.00	0.00	0.0
10-430-431-5900	STATE AID-MISCELLANEOUS	500.00	0.00	100.0	500.00	27.00	(94.6)
10-430-431-7210	COUNTY LIBRARY REVENUE	320,000.00	0.00	100.0	320,000.00	153,204.98	(52.1)
10-430-431-7214	COUNTY GRANTS	0.00	0.00	0.0	0.00	0.00	0.0
10-430-431-7215	COUNTY GRANT - AGING & DISABIL	6,000.00	0.00	100.0	6,000.00	4,721.54	(21.3)
10-430-431-7220	MID-WI FED LIB SYS-CONT ED GNT	0.00	0.00	0.0	0.00	0.00	0.0
10-430-431-7242	LOCAL ROAD IMPROVEMENT PROGRAM	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL INTERGOVERNMENTAL REVENUES		2,935,023.00	0.00	100.0	2,935,023.00	880,787.91	(69.9)
TOTAL REVENUES: INTERGOVERNMENTAL REVENUES		2,935,023.00	0.00	100.0	2,935,023.00	880,787.91	(69.9)
LICENSES, PERMITS & FEES							
REVENUES							
LICENSES							
10-440-441-1100	LIQUOR & MALT BEVERAGE	22,200.00	0.00	100.0	22,200.00	15,130.00	(31.8)
10-440-441-1200	OPERATORS	10,500.00	0.00	100.0	10,500.00	7,039.00	(32.9)
10-440-441-1400	ELECTRICAL CONTRACTORS	0.00	0.00	0.0	0.00	0.00	0.0
10-440-441-1600	CIGARETTE	1,700.00	0.00	100.0	1,700.00	100.00	(94.1)
10-440-441-1700	VENDING MACHINE	4,000.00	0.00	100.0	4,000.00	415.00	(89.6)
10-440-441-2100	MOBILE HOME PARK	700.00	0.00	100.0	700.00	0.00	100.0
10-440-441-2200	BICYCLE	50.00	0.00	100.0	50.00	0.00	100.0
10-440-441-2300	PET LICENSE	6,272.00	0.00	100.0	6,272.00	2,857.00	(54.4)
10-440-441-2400	FARMERS MARKET PERMIT	850.00	0.00	100.0	850.00	950.00	11.7
10-440-441-2900	OTHER LICENSES	3,000.00	0.00	100.0	3,000.00	18,386.87	512.9
TOTAL LICENSES		49,272.00	0.00	100.0	49,272.00	44,877.87	(8.9)
BUILDING INSPECTION FEES							
10-440-443-3100	BUILDING PERMITS	454,100.00	0.00	100.0	454,100.00	533,682.17	17.5
10-440-443-3200	ELECTRICAL PERMITS	73,200.00	0.00	100.0	73,200.00	38,333.75	(47.6)
10-440-443-3300	PLUMBING PERMITS	55,875.00	0.00	100.0	55,875.00	30,141.24	(46.0)
10-440-443-3400	SPRINKLER SYSTEM INSPECTIONS	9,000.00	0.00	100.0	9,000.00	1,875.00	(79.1)
10-440-443-3500	EROSION CONTROL FEES	28,175.00	0.00	100.0	28,175.00	19,485.00	(30.8)
10-440-443-3550	COMMERCIAL PLAN REVIEW FEE	72,875.00	0.00	100.0	72,875.00	47,765.00	(34.4)
10-440-443-3600	SEALER OF WEIGHTS & MEASURES	5,550.00	0.00	100.0	5,550.00	6,693.12	20.6
10-440-443-3610	TECHNOLOGY MAINTENANCE FEE	5,050.00	0.00	100.0	5,050.00	3,345.00	(33.7)
10-440-443-3700	APPRAISAL-INSPECTION FEE	15,000.00	0.00	100.0	15,000.00	8,399.00	(44.0)
TOTAL BUILDING INSPECTION FEES		718,825.00	0.00	100.0	718,825.00	689,719.28	(4.0)
OTHER REGULATORY PERMITS/FEES							

DATE: 07/19/2023
TIME: 11:41:49
ID: GL470001.WOW

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 7 PERIODS ENDING JULY 31, 2023

PAGE: 4
F-YR: 23

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	JULY BUDGET	JULY ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
PUBLIC CHARGES FOR SERVICES							
REVENUES							
PUBLIC SAFETY							
10-460-462-2110	POLICE-INVESTIGATION FEES	1,800.00	0.00	100.0	1,800.00	1,030.00	(42.7)
10-460-462-2120	ATT/ T-MBL TOWER RENTAL POLICE	63,500.00	0.00	100.0	63,500.00	15,576.40	(75.4)
10-460-462-2220	AMBULANCE FEES	620,000.00	0.00	100.0	620,000.00	249,742.97	(59.7)
10-460-462-2221	OTHER FIRE DEPARTMENT REVENUES	13,000.00	0.00	100.0	13,000.00	15,582.47	19.8
10-460-462-2250	FUEL TANK INSPECTION FEES	0.00	0.00	0.0	0.00	0.00	0.0
10-460-462-2260	SURVIVE ALIVE HOUSE EDUCATION	400.00	0.00	100.0	400.00	0.00	100.0
10-460-462-2266	SURVIVE ALIVE RENTAL INCOME	12,000.00	0.00	100.0	12,000.00	0.00	100.0
TOTAL PUBLIC SAFETY		710,700.00	0.00	100.0	710,700.00	281,931.84	(60.3)
PUBLIC WORKS							
10-460-463-3100	ENGINEERING FEES	55,000.00	0.00	100.0	55,000.00	20,257.00	(63.1)
10-460-463-3210	HIGHWAY DEPARTMENT	19,703.00	(60.00)	(100.3)	19,703.00	70,971.88	260.2
10-460-463-3220	SNOW & ICE CONTROL	4,000.00	0.00	100.0	4,000.00	3,816.08	(4.6)
10-460-463-3230	ROAD CUTS	3,500.00	0.00	100.0	3,500.00	0.00	100.0
10-460-463-3250	DRIVEWAY FEE	3,350.00	0.00	100.0	3,350.00	1,050.00	(68.6)
10-460-463-3260	FINAL YARD GRADE ADJ FEE	200.00	0.00	100.0	200.00	0.00	100.0
10-460-463-6440	WEED CONTROL	1,750.00	0.00	100.0	1,750.00	547.50	(68.7)
10-460-463-8440	RECYCLE CENTER USE FEE	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL PUBLIC WORKS		87,503.00	(60.00)	(100.0)	87,503.00	96,642.46	10.4
CULTURE, EDUCATION, RECREATION							
10-460-467-7110	LIBRARY FINES & FEES	10,000.00	0.00	100.0	10,000.00	5,603.81	(43.9)
10-460-467-7120	LIBRARY SYSTEM REVENUE	0.00	0.00	0.0	0.00	3,265.15	100.0
10-460-467-7210	PARK SHELTER & FIELD RENTAL	45,000.00	0.00	100.0	45,000.00	7,805.00	(82.6)
10-460-467-7212	PARK LAND FEES	300.00	0.00	100.0	300.00	0.00	100.0
10-460-467-7310	RECREATION FEES	1,115,000.00	0.00	100.0	1,115,000.00	315,529.61	(71.7)
10-460-467-7315	WPRA TICKET SALES	0.00	0.00	0.0	0.00	0.00	0.0
10-460-467-7317	ADVERTISING-REC DEPT BROCHURE	1,000.00	0.00	100.0	1,000.00	1,400.00	40.0
10-460-467-7318	RECREATION FACILITY USE FEE	75,000.00	0.00	100.0	75,000.00	24,416.88	(67.4)
10-460-467-7320	SENIOR CENTER FEES	9,000.00	0.00	100.0	9,000.00	4,660.93	(48.2)
10-460-467-7330	SENIOR CENTER RENTAL FEES	9,000.00	0.00	100.0	9,000.00	3,849.00	(57.2)
10-460-467-7340	CREDIT CARD	20,000.00	0.00	100.0	20,000.00	0.00	100.0
10-460-467-7350	SENIOR CENTER TRIP FEE	15,000.00	0.00	100.0	15,000.00	7,504.00	(49.9)
TOTAL CULTURE, EDUCATION, RECREATION		1,299,300.00	0.00	100.0	1,299,300.00	374,034.38	(71.2)
TOTAL REVENUES: PUBLIC CHARGES FOR SERVICES		2,169,503.00	(60.00)	(100.0)	2,169,503.00	803,166.45	(62.9)

MISCELLANEOUS REVENUES
REVENUES

DATE: 07/19/2023
TIME: 11:41:49
ID: GL470001.WOW

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 7 PERIODS ENDING JULY 31, 2023

PAGE: 5
F-YR: 23

FUND: GENERAL FUND

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

MISCELLANEOUS REVENUES							
REVENUES							
INTEREST REVENUE							
10-480-481-1100	INTEREST ON INVESTMENTS	168,000.00	0.00	100.0	168,000.00	20,347.67	(87.8)
10-480-481-1115	UNREALIZED GAIN ON INVESTMENTS	0.00	0.00	0.0	0.00	0.00	0.0
10-480-481-1300	INTEREST ON INVOICES	750.00	0.00	100.0	750.00	221.58	(70.4)
10-480-481-3200	INTEREST ON ASSESSMENTS	500.00	0.00	100.0	500.00	0.00	100.0

TOTAL INTEREST REVENUE		169,250.00	0.00	100.0	169,250.00	20,569.25	(87.8)
PROPERTY SALES							
10-480-483-3100	MATERIALS & SUPPLIES SALES	1,800.00	0.00	100.0	1,800.00	570.00	(68.3)
10-480-483-3200	PUBLIC SAFETY NUMBERS	2,760.00	0.00	100.0	2,760.00	540.06	(80.4)
10-480-483-3600	RECYCLING MATERIALS SALES	0.00	0.00	0.0	0.00	1,244.00	100.0
10-480-483-3610	RECYCLING CTR-WOOD CHIPS/MULCH	118.00	0.00	100.0	118.00	20.00	(83.0)

TOTAL PROPERTY SALES		4,678.00	0.00	100.0	4,678.00	2,374.06	(49.2)
DONATIONS & CONTRIBUTIONS							
10-480-485-5100	MISC GENERAL DONATIONS	0.00	0.00	0.0	0.00	0.00	0.0
10-480-485-5150	FIREWORKS DONATIONS	0.00	0.00	0.0	0.00	0.00	0.0
10-480-485-5210	POLICE DONATIONS & OTHER REV	0.00	0.00	0.0	0.00	2,500.00	100.0
10-480-485-5211	POLICE DEPT DARE FUND DONATION	0.00	0.00	0.0	0.00	0.00	0.0
10-480-485-5220	FIRE DEPARTMENT DONATIONS	0.00	0.00	0.0	0.00	200.00	100.0
10-480-485-5230	SURVIVE ALIVE HOUSE DONATIONS	0.00	0.00	0.0	0.00	0.00	0.0
10-480-485-5710	LIBRARY DONATIONS	0.00	0.00	0.0	0.00	0.00	0.0
10-480-485-5730	RECREATION DONATIONS	30,000.00	0.00	100.0	30,000.00	29,101.00	(3.0)
10-480-485-5740	OUTDOOR IMPROVEMENT DONATIONS	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL DONATIONS & CONTRIBUTIONS		30,000.00	0.00	100.0	30,000.00	31,801.00	6.0
OTHER REVENUE							
10-480-489-9100	PERSONNEL COST ADJUSTMENT	0.00	0.00	0.0	0.00	0.00	0.0
10-480-489-9400	INSURANCE RECOVERIES	15,000.00	0.00	100.0	15,000.00	584.86	(96.1)
10-480-489-9600	REFUND OF PRIOR YEARS EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
10-480-489-9900	MISCELLANEOUS REVENUES	4,000.00	12.00	(99.7)	4,000.00	7,785.20	94.6

TOTAL OTHER REVENUE		19,000.00	12.00	(99.9)	19,000.00	8,370.06	(55.9)
TOTAL REVENUES: MISCELLANEOUS REVENUES		222,928.00	12.00	(99.9)	222,928.00	63,114.37	(71.6)
OTHER FINANCING SOURCES							
REVENUES							
PROCEEDS OF LONG-TERM DEBT							
10-490-491-1100	FUND BALANCE APPLIED	0.00	0.00	0.0	0.00	0.00	0.0

DATE: 07/19/2023
TIME: 11:35:01
ID: GL470001.WOW

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 7 PERIODS ENDING JULY 31, 2023

PAGE: 1
F-YR: 23

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	JULY BUDGET	JULY 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	16,921.60	92.1	215,675.00	126,663.62	41.2
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	28,770.70	91.5	338,920.00	203,663.17	39.9
10-551-510-1810	SALARIES-LIBRARY BOARD	1,200.00	570.00	52.5	1,200.00	570.00	52.5
TOTAL SALARIES & WAGES		555,795.00	46,262.30	91.6	555,795.00	330,896.79	40.4
FRINGE BENEFITS							
10-551-520-2100	SOCIAL SECURITY	41,296.00	3,397.71	91.7	41,296.00	24,394.90	40.9
10-551-520-2110	SOCIAL SECURITY-COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-520-2200	STATE RETIREMENT	26,970.00	2,724.37	89.9	26,970.00	19,785.26	26.6
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	8,026.28	88.3	69,073.00	56,183.96	18.6
10-551-520-2400	DENTAL INSURANCE	2,895.00	0.00	100.0	2,895.00	2,647.50	8.5
10-551-520-2500	LIFE INSURANCE	1,241.00	0.00	100.0	1,241.00	688.01	44.5
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	14,148.36	90.0	141,475.00	103,699.63	26.7
OPERATING SUPPLIES & EXPENSES							
10-551-530-3100	GENERAL SUPPLIES & EXPENSES	10,000.00	0.00	100.0	10,000.00	4,594.79	54.0
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	6,454.72	35.4
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	1,597.82	68.0
10-551-530-3400	POSTAGE	2,000.00	0.00	100.0	2,000.00	606.58	69.6
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	22,347.21	63.9
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	6,057.78	39.4
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	1,190.47	85.1
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	7,102.39	67.7
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	0.00	100.0	40,000.00	15,226.53	61.9
10-551-530-3665	COMPUTER SERVICE - COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3810	DONATIONS - EXPENSE	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3820	PROGRAM SUPPLIES & EXPENSE	24,000.00	0.00	100.0	24,000.00	12,442.08	48.1
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

DATE: 07/19/2023
TIME: 11:35:01
ID: GL470001.WOW

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 7 PERIODS ENDING JULY 31, 2023

PAGE: 2
F-YR: 23

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	JULY BUDGET	JULY 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	23,028.31	(0.1)
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	28,232.23	58.4
10-551-530-7200	TELEPHONE	4,000.00	0.00	100.0	4,000.00	179.64	95.5
10-551-530-7250	OUTREACH - COUNTY SYSTEM	4,000.00	0.00	100.0	4,000.00	1,280.67	67.9
10-551-530-7300	INSURANCE & BONDS	5,993.00	0.00	100.0	5,993.00	4,697.95	21.6
10-551-530-7700	TRAINING & SEMINARS	5,000.00	0.00	100.0	5,000.00	4,301.01	13.9
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	330.78	66.9
TOTAL OPERATING SUPPLIES & EXPENSES		303,993.00	0.00	100.0	303,993.00	139,670.96	54.0
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	60,410.66	93.9	1,001,263.00	574,267.38	42.6

DATE: 07/19/23
TIME: 11:42:32
ID: GL310001.WOW

VILLAGE OF GERMANTOWN
ACCOUNT ACTIVITY DETAIL
ACCOUNT NUMBER: 234404495300

PAGE: 1
F-YR: 23

PERIOD	JOURNAL #	ITEM #	TRANSACTION DESCRIPTION	DEBIT
01			BEGINNING BALANCE	
02	CR-C230214	039	B00038	\$281.00
02	CR-C230216	035	B00040	\$281.00
02	CR-C230216	036	B00069	\$281.00
02	CR-C230224	047	HRVST RDGE B00048	\$281.00
03	CR-C230315	052	B00055	\$281.00
04	CR-C230412	034	TIM OBRIEN B00072	\$281.00
04	CR-C230412	035	TIM OBRIEN B00073	\$281.00
04	CR-C230414	045	TIM PAGEL B00091	\$281.00
04	CR-C230420	059	VICTORY CO B00089	\$281.00
04	CR-C230420	060	HOME PATH B00092	\$281.00
05	CR-C230504	092	HOME PATH B00103	\$281.00
05	CR-C230523	055	ALESCI HOMES B00090	\$281.00
05	CR-C230523	056	HOME PATH B00139	\$281.00
06	CR-C230605	044	B00188	\$281.00
06	CR-C230605	045	B00189	\$281.00
06	CR-C230609	035	LIBRARY IMPACT FEES	\$281.00
06	CR-C230619	040	LIBRARY IMPACT FEES	\$281.00
TOTAL DR/CR				\$4,777.00
ACCOUNT BALANCE				\$4,777.00

DATE: 07/19/2023
TIME: 11:43:15
ID: GL490000.WOW

VILLAGE OF GERMANTOWN
GENERAL LEDGER TRIAL BALANCE

PAGE: 1
F-YR: 23

FUND: CAPITAL PROJECTS FUND
DEPT: ASSETS
ACTIVITY THRU FISCAL PERIOD 07

ACCOUNT #	DESCRIPTION	TYPE	DR/ CR	BALANCE 01/01/23	NET DEBITS	NET CREDITS	BALANCE 07/31/23	COMMENTS
40-100-110-3000	TEMP INVEST - POOL	A	D	220,073.17	4,264.50	0.00	224,337.67	-----
40-100-110-3030	TEMP INVEST-LIBRARY	A	D	5,780.62	0.00	0.00	5,780.62	-----
40-100-110-3160	TEMP INVEST - TD AMERITRADE	A	D	372,461.16	0.00	0.00	372,461.16	-----
40-100-110-3161	TEMP INVEST-LIBRARY AMERITRADE	A	D	836,769.80	0.00	0.00	836,769.80	-----
40-100-110-3162	TEMP INVEST-ELM LN-AMERITRADE	A	D	81,437.50	0.00	0.00	81,437.50	-----
40-100-110-3163	TEMP INV-GLDNDL/FRSTD INTRST	A	D	100,000.00	0.00	0.00	100,000.00	-----
40-100-110-3164	TEMP INVST - TD 2021 PROCEEDS	A	D	1,496,259.67	0.00	0.00	1,496,259.67	-----
40-100-110-3176	2022A BOND PROCEEDS	A	D	3,011,636.94	0.00	0.00	3,011,636.94	-----
40-100-110-3179	2022D NAN PROCEEDS	A	D	207,113.42	0.00	0.00	207,113.42	-----
40-100-110-3180	2022E BOND PROCEEDS	A	D	38,345,470.93	0.00	0.00	38,345,470.93	-----
40-100-120-1000	TAXES RECEIVABLE-CURRENT	A	D	0.00	0.00	0.00	0.00	-----
40-100-120-2000	SPECIAL ASSESSMENT RECEIVABLE	A	D	0.00	0.00	0.00	0.00	-----
40-100-120-9000	CONTRACT RECEIVABLE - ASSET	A	D	0.00	0.00	0.00	0.00	-----
40-100-120-9001	RECEIVABLE- HISTORICAL SOCIET	A	D	50,923.00	0.00	0.00	50,923.00	-----
40-100-130-1000	ACCOUNTS RECEIVABLE-CURRENT	A	D	0.00	0.00	0.00	0.00	-----
40-100-130-3100	INTEREST RECEIVABLE-INTEREST	A	D	1,016.26	0.00	0.00	1,016.26	-----
40-100-130-3103	INT RCVBL - LIBRARY AMERITRAD	A	D	-2,249.43	0.00	0.00	-2,249.43	-----
40-100-130-9000	OTHER ACCOUNTS RECEIVABLE	A	D	-0.05	0.00	0.00	-0.05	-----
40-100-150-1000	DUE FROM/TO GENERAL FUND	I	D	-625,320.76	80,857.00	7,269,701.98	-7,814,165.74	-----
40-100-150-3000	DUE TO/FROM DEBT SERVICE FD	I	C	-492,449.00	0.00	0.00	-492,449.00	-----
40-100-150-4700	DUE TO/FROM TIF 7	I	C	-700,000.00	0.00	0.00	-700,000.00	-----
40-100-150-4900	DUE TO/FROM TIF 9	I	C	-1,720,000.00	0.00	0.00	-1,720,000.00	-----
40-100-150-5000	DUE TO/FROM WATER UTILITY	I	C	-4,480,000.00	0.00	0.00	-4,480,000.00	-----
40-100-150-6000	DUE TO/FROM SEWER UTILITY	I	C	-4,850,000.00	0.00	0.00	-4,850,000.00	-----
40-100-150-8000	DUE FROM TAX AGENCY FUND	I	D	0.00	0.00	0.00	0.00	-----
40-100-160-2000	PREPAID EXPENSE	A	D	0.00	0.00	0.00	0.00	-----
TOTALS FOR CAPITAL PROJECTS FUND				31,858,923.23	85,121.50	7,269,701.98	24,674,342.75	

DATE: 07/19/2023
TIME: 11:44:16
ID: GL450000.WOW

VILLAGE OF GERMANTOWN
DETAILED BALANCE SHEET

PAGE: 1
F-YR: 23

FUND: LIBRARY TRUST FUNDS
FOR 7 PERIODS ENDING JULY 31, 2023

ACCOUNT #	DESCRIPTION	BALANCE 01/01/23	NET DEBITS	NET CREDITS	BALANCE 07/31/23

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 FIVE NINE BUILDING ACCT	7,822.73	0.00	0.00	7,822.73
83-100-110-3401	BANK FIVE NINE SAVINGS	5,066.93	0.00	0.00	5,066.93
83-100-110-3410	CD1-BANK FIVE NINE LIBRARY BRD	16,666.87	0.00	0.00	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	16,436.15	0.00	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	10,075.44	0.00	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	3,886.68	0.00	0.00	3,886.68
83-100-110-3650	EMMA DHEIN MEM FUND	0.00	0.00	0.00	0.00

TOTAL CASH AND INVESTMENTS		92,640.85	0.00	0.00	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		92,640.85	0.00	0.00	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	92,641.18	0.00	0.00	92,641.18

TOTAL RESERVED		92,641.18	0.00	0.00	92,641.18

FUND SURPLUS (DEFICIT)		(0.33)	0.00	0.00	(0.33)

TOTAL FUND EQUITY		92,640.85	0.00	0.00	92,640.85

TOTAL LIABILITIES AND FUND EQUITY		92,640.85	0.00	0.00	92,640.85

DATE: 07/19/2023
TIME: 11:45:21
ID: GL450000.WOW

VILLAGE OF GERMANTOWN
DETAILED BALANCE SHEET

PAGE: 1
F-YR: 23

FUND: LIBRARY IMPACT FEE FUND
FOR 7 PERIODS ENDING JULY 31, 2023

ACCOUNT #	DESCRIPTION	BALANCE 01/01/23	NET DEBITS	NET CREDITS	BALANCE 07/31/23

ASSETS					
CASH AND INVESTMENTS					
23-100-110-1200	TEMP INVEST - TD AMERITRADE	25,794.84	0.00	0.00	25,794.84
23-100-110-3000	TEMP INVESTMENTS - TRUST	0.00	0.00	0.00	0.00

TOTAL CASH AND INVESTMENTS		25,794.84	0.00	0.00	25,794.84
ACCOUNTS RECEIVABLE					
23-100-130-3100	ACCRUED INTEREST RECEIVABLE	173.41	0.00	0.00	173.41

TOTAL ACCOUNTS RECEIVABLE		173.41	0.00	0.00	173.41
DUE FROM/DUE TO OTHER FUNDS					
23-100-150-1000	DUE FROM/TO GENERAL FUND	33,158.00	4,777.00	0.00	37,935.00

TOTAL DUE FROM/DUE TO OTHER FUNDS		33,158.00	4,777.00	0.00	37,935.00

TOTAL ASSETS		59,126.25	4,777.00	0.00	63,903.25

LIABILITIES AND FUND EQUITY					
LIABILITIES					
ACCOUNTS PAYABLES & ACCRUALS					
23-200-210-1000	ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00

TOTAL ACCOUNTS PAYABLES & ACCRUALS		0.00	0.00	0.00	0.00

TOTAL LIABILITIES		0.00	0.00	0.00	0.00
FUND EQUITY					
UNRESERVED AND UNDESIGNATED					
23-340-343-3000	UNRESERVED & UNDESIGNATED	59,126.25	0.00	0.00	59,126.25

TOTAL UNRESERVED AND UNDESIGNATED		59,126.25	0.00	0.00	59,126.25

FUND SURPLUS (DEFICIT)		0.00	0.00	4,777.00	4,777.00

TOTAL FUND EQUITY		59,126.25	0.00	4,777.00	63,903.25

TOTAL LIABILITIES AND FUND EQUITY		59,126.25	0.00	4,777.00	63,903.25

Director's Report: July 2023

STATE OF WISCONSIN

- Governor Evers issued a press release on July 5, 2023 regarding his signing of the state 2023-2025 biennial budget securing the state library aid package supported by the Wisconsin Library Association:
<https://content.govdelivery.com/accounts/WIGOV/bulletins/3639e56>

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, July 13 in Sheboygan (see attached). Topics included Vega updates, options to increase renewals, It was voted to allow patrons to cancel items on hold that are in holds status and fund an upgrade ticketing system for Help Desk technology issues:
<https://monarchlibraries.org/library-director-meetings/>

WASHINGTON COUNTY

- West Bend and Kewaskum libraries voted to go fine free for youth and teen materials and to reduce all other fines to \$0.10 per item per day.

VILLAGE OF GERMANTOWN:

- General Government & Finance met on Monday, July 17.
- Village Board met on Monday, July 17. Discussion included appointment of Joyce Nelson to the Library Board, 2024 budget preview and a library presentation by Engberg Anderson.
- Agendas and minutes of individual meetings can be found on the Civic Clerk Portal:
<https://germantownwi.portal.civicclerk.com/>

FRIENDS OF THE GERMANTOWN COMMUNITY LIBRARY

- The Friends will not meet in June – August.
- The Pop-Up Sale for mid-June through mid-August will include youth and teen titles.

DONATIONS:

- Friends of the Germantown Community Library (Chris Micka, President)
N112W16957 Mequon Rd / Germantown, WI 53022
\$5,000 (Brick / Library Board Donation / Patio Expansion Account)
- North Shore Bank (Erica Hughes, Bank Manager)
\$1,500 (Library Account / Sponsorship for October Haunted Library Event)
N112W15780 Mequon Rd / Germantown, WI 53022
ehughes@northshorebank.com
- Robert's Frozen Custard (Darren Stamm, Owner)
N112W16040 Mequon Rd / Germantown, WI 53022
\$350 for July Fundraiser (Library Board Donation / Patio Expansion Account)

DEPOSITS:

STATISTICS:

- Previous Month & Annual Circulation:
 - Physical: **30,311 (3.4% from 2022 / 6.9% YTD)**
 - Digital: **4,914 (11.0% from 2022 / 10.6% YTD)**

- Total: **35,225 (8.1% from 2022 / 7.5% YTD)**
- Outreach: **828 (10.4 / 57.4% YTD)**
- The library continues to be very busy with checkouts, check-ins, questions and summer reading.

PROGRAMMING:

- Summer Reading Challenge for all ages runs Monday, June 5 – Saturday, August 5. Registration is going very well.
- Ongoing Programs:
 - Youth: Storytime (2), Game On Wednesdays, Performances, Special Programs
 - Teen: Teen Advisory Board, Make It Crafts (3), Dungeon Master Training, Special Programs
 - Adult: Book Groups (6), Make It Crafts (3), Puzzle Day, Spice It Up, Stitch with Me, Board Game Café, Special Daytime & Evening Programs
 - Outreach: Senior Center Visits (5), Library Presents (Senior Center), Poetry Group (Gables), What Are You Reading Book Group (Gables), Preschool Reading (Jackson Community Center)
 - Enchanted Library: Fun Fridays, Neighborhood Visits, Special Events
- Upcoming Programs & Outreach: <https://germantownlibrarywi.libcal.com/>

IN THE NEWS:

DIRECTOR CONTINUING EDUCATION HOURS (100 HOURS EVERY 5 YEARS – EXPIRES IN 12/2027)

- Wisconsin Library Association Leadership Development Institute (online) (July 12 & July 26) (3 hrs)

DIRECTOR MEETINGS, PROGRAMS & OUTREACH (PAST):

- Tues, July 4 – July 4th Festival
- Thurs, July 8 – WLA Leadership Development Institute
- Mon, July 10 – Police Security Walkthrough
- Tues, July 11 – Fundraising Consultant
- Wed, July 12 – Village Department Heads
- Wed, July 12 – WLA Leadership Development Institute
- Wed, July 12 – Village Administrator
- Thurs, July 8 – Monarch Directors
- Fri, July 14 – Department of Public Works Walkthrough
- Mon, July 17 – Village General Government & Finance
- Mon, July 17 – Village Board
- Wed, July 19 – Village Finance Director
- Wed, July 19 – Village Support Services
- Wed, July 19 – Village Administrator
- Mon, July 24 – Make It @ the Library Programs (3)
- Tues, July 25 – Coaching & Performance Feedback Training
- Wed, July 26 – Village Department Heads
- Wed, July 26 – WLA Leadership Development Institute
- Wed, July 26 – Library Board
- Thurs, July 27 – A Taste of Germantown

DIRECTOR MEETINGS, PROGRAMS & OUTREACH (SCHEDULED UPCOMING):

- Mon, Aug 7 – Village Board

- Wed, Aug 9 – Village Department Heads
- Wed, Aug 9 – WLA Leadership Development Institute
- Thurs, Aug 10 – Monarch Directors
- Mon, Aug 21 – Village General Government & Finance
- Mon, Aug 21 – Village Board
- Wed, Aug 21 – Village Department Heads
- Wed, Aug 23 - WLA Leadership Development Institute
- Wed, Aug 23 – Library Board
- Thurs, Aug 24 – Washington County Library Directors

DEPARTMENT UPDATES

MANAGEMENT & GENERAL STAFF (TRISHA)

- Director is beginning to prepare for the 2024 budget.

YOUTH & TEEN SERVICES (JACKIE)

- The summer reading challenge continues to be very busy through this month.
- Storytimes have been well attended averaging around 60 patrons per session.
- Teen Laser Tag on 6/30/23 had 19 teens in attendance and our Mario Kart tournament on 7/8/23 had 50 patrons in attendance.
- Assisted Outreach with Friday Fun Days 7/14, 7/21 & 7/28.

ADULT SERVICES (LYNN)

- Assisted Outreach with Neighborhood Visit Day on Monday, July 10.
- The Tower Heritage Center class on Washington County Genealogical Resources had an attendance of 21 people on Tuesday, July 11.
- Adult Summer Reading Challenge participation continues to increase.
- Adult Services team members are meeting with the Adult Services Librarian this month for mid-year check ins.

OUTREACH SERVICES (CARA)

- The Outreach Department was very busy in July with a number of events in the community including: Independence Day parade and festival, the Amazing Race with the Park and Recreation Department, Engel Haus Carnival and Taste of Germantown.
- Friday Fun Days in Germantown, Jackson and Richfield continue
- Special story time and crafts at Momentum Early Learning
- Presented information on the patio update project to the Deutschstadt Heritage Foundation

CIRCULATION SERVICES (DIANE)

- The circulation desk continues to experience increases in checkouts and check-ins as the summer reading programs are in full-swing.
- Youth Services summer reading program prize of a book selected from the Friends table is being received with enthusiasm as young patrons bring their coupons to the circulation desk.
- Circulation Manager joined a security walkthrough with the Assistant Director led by two Germantown Police Officers. The Assistant Director and Circulation Manager are utilizing information from this walkthrough to help guide updates to our emergency procedures.
- The Circulation Manager is conducting mid-year touch bases with the circulation desk staff this month.
- The state Department of Workforce Development is working with the library to provide a 90-day work experience for a recent local high school graduate.
- A new Page I high school student was hired to replace a high school Page I that is going to college in August.

TECH SERVICES (CONNIE)

- Added new Read-Along Collection in Youth Services with Wonderbooks and Vox audiobooks. All items have been circulating since making them available to the patrons.

ADMIN & PERSONNEL (CONNIE)

- Assistant Director is performing mid-year check-ins for direct reports.
- Assistant Director drafted a new Records Policy for Library Board review and approval.

TECHNOLOGY / STATISTICS (CONNIE)

- Assistant Director participated in a Village committee of building representatives to review a replacement village-wide VOIP phone system. A recommendation of US Cellular Crexendo was presented and approved by the GGF committee on July 17 and will be presented to the full Village Board on August 7 for approval.

BUILDING MANAGEMENT & GROUNDS (CONNIE/DIANE)

- DPW replaced the outside sidewalk worn and broken light bollards with new units to match Village Hall.
- DPW installed new outside lighting for the front entrance.
- Conducted a security walk-through of the library building with the Village Police Department and Village DPW to identify areas for improvement.
- New benches for the library lobby were ordered from Amish Craftsmen Guild II in Cedarburg.



Germantown Community Village Board

MEETING DATE: July 17, 2023

PLACEMENT: New Business

AGENDA ITEM(S):

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

In August 2021, the Germantown Community Library Board formed a Strategic Planning & Facility Planning Committee with the goal of completing a Strategic Plan and reviewing the needs for a second floor expansion. Over the next few months, the committee met to discuss needs current and future needs of the library and toured several library buildings.

The building redesign and second floor expansion will add an additional 15,000 square feet and expand space for:

- Library Collections
- Programming & Interactive Activities
- Staff Work Areas
- Storage
- Study & Meeting Rooms

It will also create a much needed divided separation between louder activities in the library due to children, teens and programming compared to patrons that require a quiet spaces for working, studying and reading.

In September 2022, the Germantown Community Library Board reviewed conceptual design proposals for a second floor edition from four architect firms and selected Engberg Andersen Architects. The Germantown Community Library Board also completed the 2023-2027 Strategic Plan in October of 2022.

This presentation is informational only in preparation for 2024 budget discussions. The library is looking to fund ½ of the estimated \$45,000 through the Washington County Capital Fund and would require an equal match from Village of Germantown funding for the next budget year.

The Germantown Community Library Board is looking to complete conceptual design work for a second floor edition in 2024 in order to:

- Provide an estimated cost on construction design and construction
- Allow at least eighteen months for a multi-million-dollar fundraising campaign to secure private and corporate donors between conceptual design and building design
- Engage community members and potential donors in the process of redesigning and expanding the library
- Provide floor layouts and designs to include in fundraising
- Update library impact fees

RECOMMENDATION:
None

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: July 26, 2023

PLACEMENT: Action Item

ITEM TITLE: Records Policy

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The Germantown Community Library administration is recommending the adoption of a new Records Policy. The policy identifies what records should be maintained, how long they should be retained, which records are confidential, and how public records can be requested.

ATTACHMENT:

1. Records Policy DRAFT

RECOMMENDATION:

Approve new policy.

ACTION BY Committee:

GERMANTOWN COMMUNITY LIBRARY RECORDS POLICY

The Germantown Community Library operates within the Village of Germantown. Both entities share in the responsibility of official records for the library. A Memorandum of Understanding (MOU) identifies which entity is responsible for each category of documents.

RECORDS RETENTION SCHEDULES

The Germantown Community Library attempts to follow the guidelines provided in the Statewide General Records Schedules (GRS) found at: <https://publicrecordsboard.wi.gov/Pages/GRS/Statewide.aspx> for records maintained by the Library Board and administration.

As stated on the State of Wisconsin Public Records Board website:

"Upon Public Records Board approval of a General Records Schedule, the implementation of said schedules by Wisconsin state agencies is mandatory and immediate. Implementation of a PRB-commissioned GRS by the UW System Administration, all UW campuses, all Wisconsin counties, municipalities or other local units of government is optional but recommended. The policy is in accordance with the authority outlined under [Wis. Stats. § 16.61.](#)"

The website includes retention schedules for:

- Wisconsin's Public Libraries and Public Library Systems and Related Records
 - https://dpi.wi.gov/sites/default/files/imce/pld/UpdatedPLGRS_HRGRS2019.2.pdf
- Administrative Records
- Budget Records
- Facilities Records
- Fiscal and Accounting Records
- Fleet and Aircraft Management Records
- Human Resources Records
- Information Technology Records
- Payroll and Benefits Records
- Purchasing and Procurement Records
- Risk Management Records

CONFIDENTIALITY OF RECORDS

The above retention schedules identify which records are considered confidential with the applicable state law noted.

OPEN RECORDS

Request for public records from the Germantown Community Library and Village of Germantown must be submitted to the Village Clerk office within Village Hall at N112W17001 Mequon Road, Germantown, WI 53022. All requests must follow the Village of Germantown procedure, timeline, and costs.

ADOPTED: 7/26/23

REVISED AND ADOPTED: