MEETING:	**GERMANTOWN COMMUNITY LIBRARY BOARD**
DATE AND TIME:	**Wednesday, September 27, 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. August 23, 2023

V. CITIZEN INPUT: *(Please be advised per 19.84(2) that information and comment will be received from the public. It is the policy of this municipality that public input be limited to a three (3) minute period per person with a time extension granted at the discretion of the Chairperson. Be advised that there may be limited discussion of the information received but no action will be taken under public comments.)*

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

IX. NEW BUSINESS:

A. 2024 Budget

X. CLOSED SESSION *The Germantown Community Library Board may go into closed session as per Wis.Stats.19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and then re-enter open session to take action as it deems appropriate.*

A. Library Staff Compensation Review and Proposed Adjustments

B. Reconvene into Open Session with Possible Action

XI. ADJOURNMENT:

The next regular meeting of the Germantown Community Library Board will be on Wednesday, October 18, 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 at (262) 253-7760, ext. 2002 or clloyd@germantownlibrarywi.org at least 48 hours prior to the meeting.

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: September 27, 2023

PLACEMENT: Action Item

ITEM TITLE: August 23, 2023 Meeting Minutes

SUBMITTED BY: Connie Lloyd, Asst. Director

SUMMARY EXPLANATION:

Review of the attached Library Board meeting minutes for August 23, 2023.

ATTACHMENT:

1. Library Board Meeting Minutes 08-23-23 - DRAFT

RECOMMENDATION:

Approve submitted minutes.

ACTION BY Committee:

MEETING:	**GERMANTOWN COMMUNITY OF THE LIBRARY BOARD**
DATE AND TIME:	**Wednesday, August 23, 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 06:01 PM.

II. ROLL CALL:

Present: Library Board Member Joletta Kerpan, Library Board President Joyce Nelson, Library Board Member Charlene Brady, Library Board Member Christa Potratz, Trustee Jan Miller, Library Board Member Darlene Vosen, Library Board Member Jacob Misiak (online)
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: Jan Miller

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

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

IV. APPROVAL OF MINUTES:

A. Library Board Meeting Minutes July 26, 2023
Motion: Approve as presented
Motioned By: Darlene Vosen
Seconded By: Joletta Kerpan

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

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

V. <u>CITIZEN INPUT:</u> *(Please be advised per 19.84(2) that information and comment will be received from the public. It is the policy of this municipality that public input be limited to a three (3) minute period per person with a time extension granted at the discretion of the Chairperson. Be advised that there may be limited discussion of the information received but no action will be taken under public comments.)*
None.

VI. <u>FINANCIAL MATTERS:</u>

A. Treasurer's Report
Motion: Approve as presented
Motioned By: Joyce Nelson
Seconded By: Charlene Brady

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

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

B. Accounts Payable
Motion: Approve as presented
Motioned By: Joyce Nelson
Seconded By: Darlene Vosen

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

Motion (Yes 7, No 0, Abstained 0)

C. Budget Reports
August monthly reports were reviewed.
Miller stated the Village staff made note at the last GGF Committee Meeting that the interest income calculation would be different in the future. She asked Smith to follow-up with Village Finance on how this will impact the library capital funds and how it will be reflected in the new Tyler Munis Financial System.

Brady asked for an explanation of the Library Impact Fee Fund report amounts. Smith and Lloyd will send out explanations received from Village Finance in previous months.

Smith noted she and Lloyd participated in their first training today for the Requisition component of the new Tyler Munis Financial System and is optimistic it will provide better reports for the Library Board once the implementation is complete and data is converted.

VII. **REPORTS:**

A. Correspondence

Nelson wrote thank you notes to the following organizations for donations to the library:

- Friends of the Germantown Community Library - $5000 - donation to the Patio Project
- North Shore Bank (Erica Hughes) - $1,500 - donation to the Library Haunted Library Event on October 21, 2023
- Robert's Frozen Custard - $350 - July Fundraiser - donation to ________________________

B. Village Reports

Miller summarized highlights from the Village Board meeting on Monday, August 21, 2023. Donna Cox was hired as the new Village Clerk. There will not be a regular meeting on September 4 due to the Labor Day holiday. There will be a Special Meeting held on September 6.

C. County Reports

Smith reported that the Slinger Public Library Board voted to go completely fine free. The Hartford library will be discussing fine free options at their next Library Board meeting.

Smith is meeting with Washington County and Library Directors on Thursday, August 24 for their annual meeting. Smith noted she is waiting for the County budget figures to complete the proposed Library 2024 budget. Smith will present the proposed budget at the September library board meeting for review.

D. System Reports

Smith reported the Library Directors held their monthly Director's Council meeting on August 10 at the Frank L. Weyenberg Library in Mequon. A presentation and video were provided regarding the new VEGA library system implementation. Smith has been added to the next stage of testing of the Program module.

E. President's Report

None.

F. Director's Report

Smith reviewed highlights from the submitted Directors Report.

VIII. **UNFINISHED BUSINESS**

A. Patio Project

Smith reviewed the information submitted for the Patio Project update. Smith worked with David Baum on the Village Plan Commission for guidance on the plan and conceptual design reviews.

Brady suggested adding curbstops or something equivalent to the parking lot spaces next to the patio area to protect cars from driving past the sidewalk into the patio and/or building. It is currently a safety issue. All other parking areas around the building have curbs. Smith will discuss with DPW. It may be designed for drainage purposes. Smith will discuss if this should be added to the library's DPW wishlist or if it should be part of the patio design.

Miller recommended hiring a professional contracting firm to handle the planning, permits, design, and construction to reduce library staff time.

Brady requested an updated bicycle rack at the entrance to the front door and patio. The current bike rack is a safety hazard because it is not bolted down and is prone to tipping over. She also mentioned it is very old and unattractive. Smith will add this to the library's DPW wishlist of projects.

IX. <u>NEW BUSINESS:</u>

X. <u>ADJOURNMENT:</u>

Nelson announced the next meeting will be September 27, 2023 at 6:00 p.m.

Nelson called the meeting adjourned at 07:08 PM.

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: September 27, 2023

PLACEMENT: Action Item

ITEM TITLE: Treasurer's Report

SUBMITTED BY: Darlene Vosen, Library Board Member

SUMMARY EXPLANATION:

Review submitted Library Board September 2023 Treasurer Report.

ATTACHMENT:

1. 2023-09 Treasurer Report

RECOMMENDATION:

Approve the submitted report.

ACTION BY Committee:

Germantown Community Library Board
Financial Report September 21, 2023
By Darlene Vosen

Bank Five Nine GCL Board Checking Account

Balance 8/17/23 per online statement		$3,213.42
No Activity		
Balance 9/21/23 per online statement		$3,213.42

Bank Five Nine GCL Board Savings Account

Balance 8/17/23 per on-line statement		$5,070.98
Interest August	+$.43	
Balance 9/21/23 per on-line statement		$5,071.41

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

Balance 8/17/23 per on-line statement		$14,018.09
8/24 Penny Jug – Expansion	+$35.38	
9/13 Deposit Patio Expansion	+$2,200.00	
Interest August	+$1.19	
Balance 9/21/23 per on-line statement		$16,254.66

***Penny Jug Fund/Art Work = $2,300.74 (total)**
***RAO Account** (technology/from Guaranty 7/27/18) = **$2,752.45 (total)**
***Expansion $654.57 + $1.19 (interest) + $35.38 (penny jug) = $691.14 (total)**
***Patio Expansion $8,310.33 + $2,200.00 = $10,510.33 (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)

--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) =?

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: September 27, 2023

PLACEMENT: Action Item

ITEM TITLE: Accounts Payable

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Library Accounts Payable.

ATTACHMENT:

1. 2023-09 Vouchers (pt. 1)
2. 2023-09 Vouchers (pt. 2)

RECOMMENDATION:

Approve the submitted Accounts Payables.

ACTION BY Committee:

Schedule of Vouchers - Village and County

September 2023 - Budget Expenses

Supplier	Account Number	Description	Amount
Voucher - S. Laurent	10-551-530-3100	General Supplies	$89.70
Voucher - T. Smith	10-551-530-3100	General Supplies	$60.98
Credit Card	10-551-530-3100	General Supplies	$163.00
Germantown Chamber	10-551-530-3120	Print & Digital Marketing	$250.00
Germantown Park & Rec	10-551-530-3120	Print & Digital Marketing	$125.00
Credit Card	10-551-530-3120	Print & Digital Marketing	$212.90
Complete Office	10-551-530-3200	Office Supplies	$565.99
Pitney Bowes	10-551-530-3400	Postage Supplies	$117.00
Baker & Taylor	10-551-530-3600	Adult & Children's Titles	$4,451.10
Ingram	10-551-530-3600	Adult Titles	$166.68
Scholastic	10-551-530-3600	Children's Titles	$72.80
Demco	10-551-530-3620	Book Processing Supplies	$191.46
ELM USA Inc	10-551-530-3620	Book Processing Supplies	$60.44
The Wall Street Journal	10-551-530-3630	Periodical Subscription	$35.00
Library Ideas	10-551-530-3640	Audio Visual Titles	$129.24
Playaway	10-551-530-3640	Audio Visual Titles	$297.95
Credit Card	10-551-530-3640	Audio Visual Titles	$1,150.31
Gordon Flesch	10-551-530-3660	Computer Services	$1,188.67
Hoopla	10-551-530-3660	Digital Titles	$2,025.10
Minuteman Press	10-551-530-3660	Computer Services	$52.82
Monarch Library System	10-551-530-3660	Computer Services	$97.86
Credit Card	10-551-530-3660	Computer Services	$106.39
Fun Express	10-551-530-3820	Programming Supplies	$442.42
Milwaukee County Treasurer	10-551-530-3820	Adult Program	$131.20
Voucher - Inmoxicated	10-551-530-3820	Adult Program	$175.00
Voucher - S. Hein	10-551-530-3820	Adult Program	$100.00
Voucher - S. Siebers	10-551-530-3820	Programming Supplies	$18.86
Voucher - S. Siebers	10-551-530-3820	Programming Supplies	$234.04
Voucher - Log Cabin Sewing	10-551-530-3820	Programming Supplies	$745.18
Credit Card	10-551-530-3820	Programming Supplies	$1,899.97
Voucher - C. Reimer	10-551-530-7250	Outreach Services	$49.70
Credit Card	10-551-530-7250	Outreach Services	$431.09
Germantown Chamber	10-551-530-7700	Training & Seminars	$995.00
		Total:	**$16,832.85**

Schedule of Vouchers - Village and County

September 2023 - Credit Card Statement

GERMANTOWN LIBRARY

Vendor	Account Number	Description	Amount
AMAZON	10-551-530-3820	PROGRAMMING SUPPLIES	$828.35
HOBBY LOBBY	10-551-530-3820	PROGRAMMING SUPPLIES	$234.28
JOANN STORES	10-551-530-3820	PROGRAMMING SUPPLIES	$43.98
PATCHED WORKS	10-551-530-3820	PROGRAMMING SUPPLIES	$69.39
			$1,176.00

DIRECTOR

Vendor	Account Number	Description	Amount
			$0.00

YOUTH SERVICES LIBRARIAN

Vendor	Account Number	Description	Amount
AMAZON	10-551-530-3820	PROGRAMMING SUPPLIES	$430.46
CANVA	10-551-530-3120	PRINT & DIGITAL MARKETING	$185.50
DOMINO'S	10-551-530-3820	PROGRAMMING SUPPLIES	$72.31
MICHAELS	10-551-530-3820	PROGRAMMING SUPPLIES	$10.54
PICK N SAVE	10-551-530-3820	PROGRAMMING SUPPLIES	$65.36
SP TRUE GRIT TEXTURE	10-551-530-3820	PROGRAMMING SUPPLIES	$20.00
			$784.17

ASSISTANT DIRECTOR

Vendor	Account Number	Description	Amount
AMAZON	10-551-530-3640	AUDIO VISUAL SUPPLIES	$389.22
INNOVATIVE LABEL TECHN	10-551-530-3660	COMPUTER SUPPLIES	$106.39
			$495.61

ADULT SERVICES LIBRARIAN

Vendor	Account Number	Description	Amount
AMAZON	10-551-530-3640	AUDIO VISUAL SUPPLIES	$761.09
COSTCO	10-551-530-3820	PROGRAMMING SUPPLIES	$49.29
CONSTANT CONTACT	10-551-530-3120	PRINT & DIGITAL MARKETING	$27.40
ICE AGE TRAIL ALLIANCE	10-551-530-3820	PROGRAMMING SUPPLIES	$68.05
JOHNSON'S NURSERY INC	10-551-530-3100	GENERAL SUPPLIES	$163.00
PICK N SAVE	10-551-530-3820	PROGRAMMING SUPPLIES	$3.98
SENDIK'S GERMANTOWN	10-551-530-3820	PROGRAMMING SUPPLIES	$3.98
			$1,076.79

OUTREACH SERVICES SPECIALIST

Vendor	Account Number	Description	Amount
AMAZON	10-551-530-7250	OUTREACH SUPPLIES	$362.36
JIMMY JOHNS	10-551-530-7250	OUTREACH SUPPLIES	$21.13
KOHLS	10-551-530-7250	OUTREACH SUPPLIES	$0.00
WM SUPERCENTER	10-551-530-7250	OUTREACH SUPPLIES	$37.60
			$421.09

$3,953.66

		TOTALS
10-551-530-3100	GENERAL SUPPLIES	$163.00
10-551-530-3120	MARKETING	$212.90
10-551-530-3400	POSTAGE	$0.00
10-551-530-3640	AUDIO/VISUAL MATERIAL	$1,150.31
10-551-530-3660	COMPUTER SERVICES	$106.39
10-551-530-3820	PROGRAMMING	$1,899.97
10-551-530-7250	OUTREACH SERVICES	$421.09
10-551-530-7700	TRAINING & SEMINARS	$0.00

$3,953.66

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: September 27, 2023

PLACEMENT: Presentation

ITEM TITLE: Budget Reports

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the Library September 2023 monthly budget reports.

ATTACHMENT:

1. Library Budget Reports - 9.22.23

RECOMMENDATION:

None.

ACTION BY Committee:

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER 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	160,367.23	(49.8)
10-430-431-7214	COUNTY GRANTS	0.00	18,001.76	100.0	0.00	18,001.76	100.0
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	18,001.76	(99.3)	2,935,023.00	1,722,899.83	(41.3)
TOTAL REVENUES: INTERGOVERNMENTAL REVENUES		2,935,023.00	18,001.76	(99.3)	2,935,023.00	1,722,899.83	(41.3)
LICENSES, PERMITS & FEES							
REVENUES							
LICENSES							
10-440-441-1100	LIQUOR & MALT BEVERAGE	22,200.00	475.00	(97.8)	22,200.00	19,215.00	(13.4)
10-440-441-1200	OPERATORS	10,500.00	187.00	(98.2)	10,500.00	8,365.00	(20.3)
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	100.00	(94.1)	1,700.00	400.00	(76.4)
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	5.00	(90.0)
10-440-441-2300	PET LICENSE	6,272.00	35.00	(99.4)	6,272.00	3,108.00	(50.4)
10-440-441-2400	FARMERS MARKET PERMIT	850.00	50.00	(94.1)	850.00	1,250.00	47.0
10-440-441-2900	OTHER LICENSES	3,000.00	50.00	(98.3)	3,000.00	5,775.00	92.5
TOTAL LICENSES		49,272.00	897.00	(98.1)	49,272.00	38,533.00	(21.8)
BUILDING INSPECTION FEES							
10-440-443-3100	BUILDING PERMITS	454,100.00	11,858.48	(97.3)	454,100.00	671,230.82	47.8
10-440-443-3200	ELECTRICAL PERMITS	73,200.00	39,532.00	(45.9)	73,200.00	97,830.50	33.6
10-440-443-3300	PLUMBING PERMITS	55,875.00	8,301.10	(85.1)	55,875.00	48,789.54	(12.6)
10-440-443-3400	SPRINKLER SYSTEM INSPECTIONS	9,000.00	0.00	100.0	9,000.00	2,375.00	(73.6)
10-440-443-3500	EROSION CONTROL FEES	28,175.00	350.00	(98.7)	28,175.00	27,485.00	(2.4)
10-440-443-3550	COMMERCIAL PLAN REVIEW FEE	72,875.00	13,000.00	(82.1)	72,875.00	77,485.00	6.3
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	456.00	(90.9)	5,050.00	5,333.00	5.6
10-440-443-3700	APPRAISAL-INSPECTION FEE	15,000.00	430.00	(97.1)	15,000.00	10,789.00	(28.0)
TOTAL BUILDING INSPECTION FEES		718,825.00	73,927.58	(89.7)	718,825.00	948,010.98	31.8
OTHER REGULATORY PERMITS/FEES							

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER 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	28.00	(98.4)	1,800.00	1,247.00	(30.7)
10-460-462-2120	ATT/ T-MBL TOWER RENTAL POLICE	63,500.00	3,115.28	(95.0)	63,500.00	24,922.24	(60.7)
10-460-462-2220	AMBULANCE FEES	620,000.00	1,926.24	(99.6)	620,000.00	349,754.81	(43.5)
10-460-462-2221	OTHER FIRE DEPARTMENT REVENUES	13,000.00	2,359.12	(81.8)	13,000.00	21,375.71	64.4
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	7,428.64	(98.9)	710,700.00	397,299.76	(44.1)
PUBLIC WORKS							
10-460-463-3100	ENGINEERING FEES	55,000.00	300.60	(99.4)	55,000.00	32,007.60	(41.8)
10-460-463-3210	HIGHWAY DEPARTMENT	19,703.00	14,373.32	(27.0)	19,703.00	111,165.99	464.2
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	100.00	(97.0)	3,350.00	1,300.00	(61.1)
10-460-463-3260	FINAL YARD GRADE ADJ FEE	200.00	200.00	0.0	200.00	200.00	0.0
10-460-463-6440	WEED CONTROL	1,750.00	0.00	100.0	1,750.00	2,100.00	20.0
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	14,973.92	(82.8)	87,503.00	150,589.67	72.1
CULTURE, EDUCATION, RECREATION							
10-460-467-7110	LIBRARY FINES & FEES	10,000.00	470.99	(95.2)	10,000.00	9,150.10	(8.5)
10-460-467-7120	LIBRARY SYSTEM REVENUE	0.00	3,978.01	100.0	0.00	7,843.16	100.0
10-460-467-7210	PARK SHELTER & FIELD RENTAL	45,000.00	(1,020.00)	(102.2)	45,000.00	(1,625.50)	(103.6)
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	55,911.27	(94.9)	1,115,000.00	731,180.92	(34.4)
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	9,415.15	(87.4)	75,000.00	52,889.42	(29.4)
10-460-467-7320	SENIOR CENTER FEES	9,000.00	420.00	(95.3)	9,000.00	8,214.43	(8.7)
10-460-467-7330	SENIOR CENTER RENTAL FEES	9,000.00	375.00	(95.8)	9,000.00	5,886.00	(34.6)
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	1,704.03	(88.6)	15,000.00	11,281.98	(24.7)
TOTAL CULTURE, EDUCATION, RECREATION		1,299,300.00	71,254.45	(94.5)	1,299,300.00	826,220.51	(36.4)
TOTAL REVENUES: PUBLIC CHARGES FOR SERVICES		2,169,503.00	96,377.38	(95.5)	2,169,503.00	1,436,028.82	(33.8)

MISCELLANEOUS REVENUES
REVENUES

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER 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	168,996.56	21.6
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	27,175.17	91.9	338,920.00	272,561.86	19.5
10-551-510-1810	SALARIES-LIBRARY BOARD	1,200.00	0.00	100.0	1,200.00	570.00	52.5
TOTAL SALARIES & WAGES		555,795.00	44,096.77	92.0	555,795.00	442,128.42	20.4
FRINGE BENEFITS							
10-551-520-2100	SOCIAL SECURITY	41,296.00	3,230.78	92.1	41,296.00	32,593.51	21.0
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	2,636.88	90.2	26,970.00	26,410.59	2.0
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	64,210.24	7.0
10-551-520-2400	DENTAL INSURANCE	2,895.00	0.00	100.0	2,895.00	3,530.00	(21.9)
10-551-520-2500	LIFE INSURANCE	1,241.00	124.86	89.9	1,241.00	1,062.59	14.3
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	5,992.52	95.7	141,475.00	127,806.93	9.6
OPERATING SUPPLIES & EXPENSES							
10-551-530-3100	GENERAL SUPPLIES & EXPENSES	10,000.00	0.00	100.0	10,000.00	5,879.78	41.2
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	125.00	98.7	10,000.00	9,895.13	1.0
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	161.77	96.7	5,000.00	3,044.91	39.1
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	2,612.41	95.7	62,000.00	32,189.18	48.0
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	191.46	98.0	10,000.00	9,243.31	7.5
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	4,962.65	37.9
10-551-530-3635	PERIODICALS-COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3640	AUDIO VISUAL	22,000.00	129.24	99.4	22,000.00	13,188.97	40.0
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	2,178.20	94.5	40,000.00	20,551.25	48.6
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	175.00	99.2	24,000.00	22,946.75	4.3
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

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER 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	38,722.20	43.0
10-551-530-7200	TELEPHONE	4,000.00	0.00	100.0	4,000.00	3,760.27	5.9
10-551-530-7250	OUTREACH - COUNTY SYSTEM	4,000.00	49.70	98.7	4,000.00	2,475.67	38.1
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	5,839.19	(16.7)
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	637.32	36.2
TOTAL OPERATING SUPPLIES & EXPENSES		303,993.00	5,622.78	98.1	303,993.00	201,669.42	33.6
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	55,712.07	94.4	1,001,263.00	771,604.77	22.9

ID: GL310001.W0W ACCOUNT NUMBER: 234404495300

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
07	CR-C230710	046	N113W14100	$281.00
07	CR-C230710	047	N113W14102	$281.00
07	CR-C230710	048	N113W14104	$281.00
07	CR-C230710	049	N113W14106	$281.00
07	CR-C230720	035	LIBRARY IMPACT FEES	$281.00
08	CR-C230810	027	B00289	$281.00
09	CR-C230907	055	LIBRARY IMPACT FEES	$281.00
09	CR-C230919	036	N116W13100 ELM LN	$281.00
			TOTAL DR/CR	$7,025.00
			ACCOUNT BALANCE	$7,025.00

FUND: CAPITAL PROJECTS FUND
ACTIVITY THRU FISCAL PERIOD 09

ACCOUNT #	DESCRIPTION	TYPE	DR/ CR	BALANCE 01/01/23	NET DEBITS	NET CREDITS	BALANCE 09/30/23	COMMENTS
40-100-110-3000	TEMP INVEST - POOL	A	D	220,073.17	6,188.27	0.00	226,261.44	____________
40-100-110-3030	TEMP INVEST-LIBRARY	A	D	5,780.62	624.69	0.00	6,405.31	____________
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/FRSTDT INTRSCT	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	45,923.00	0.00	0.00	45,923.00	____________
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	691,499.95	0.00	691,500.00	-0.05	____________
40-100-150-1000	DUE FROM/TO GENERAL FUND	I	D	-700,767.36	843,697.00	17,590,457.65	-17,447,528.01	____________
40-100-150-3000	DUE TO/FROM DEBT SERVICE FD	I	C	-104,282.00	0.00	0.00	-104,282.00	____________
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	-1,729,749.00	0.00	0.00	-1,729,749.00	____________
40-100-150-5000	DUE TO/FROM WATER UTILITY	I	C	-4,682,914.00	0.00	0.00	-4,682,914.00	____________
40-100-150-6000	DUE TO/FROM SEWER UTILIITY	I	C	-5,072,453.00	0.00	0.00	-5,072,453.00	____________
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	____________
40-200-210-1000	ACCOUNTS PAYABLE	L	C	-176,378.57	45,350.99	0.00	-221,729.56	____________
40-200-210-1100	RETAINAGES PAYABLE	L	C	69,001.35	0.00	0.00	69,001.35	____________
40-200-220-1000	2022D NAN 5/18/22	L	C	0.00	0.00	0.00	0.00	____________
40-200-230-1200	DEFERRED DEBIT - ASSET MGMT	L	C	691,500.00	0.00	0.00	691,500.00	____________
40-200-230-1211	DEFERRED DEBIT-HIST SOCIETY	L	C	45,923.00	0.00	0.00	45,923.00	____________
40-200-260-1000	DEFERRED TAXES	L	C	0.00	0.00	0.00	0.00	____________
40-200-260-9000	OTHER DEFERRED REVENUE	L	C	0.00	0.00	0.00	0.00	____________
40-200-260-9100	OTHER DEFERRED REV-BLACKSTONE	L	C	0.00	0.00	0.00	0.00	____________
40-340-341-1100	RESERVED FOR ENCUMBRANCES	C	C	0.00	0.00	0.00	0.00	____________
40-340-342-2300	DESIGNATED-CAPITAL PROJECTS	C	C	0.00	0.00	0.00	0.00	____________
40-340-343-3000	UNRESERVED AND UNDESIGNATED	C	C	31,792,981.85	0.00	0.00	31,792,981.85	____________
40-410-411-1100	GENERAL PROPERTY TAX	R	C	0.00	0.00	0.00	0.00	____________
40-420-420-1000	SPECIAL ASSESSMENTS	R	C	0.00	0.00	0.00	0.00	____________
40-420-420-1100	SPECIAL ASSMNT - ASSET DEVEL	R	C	0.00	0.00	0.00	0.00	____________
40-430-431-4100	STATE AID / GRANTS	R	C	0.00	0.00	0.00	0.00	____________
40-430-431-4200	OTHER PUBLIC GRANTS	R	C	0.00	0.00	0.00	0.00	____________
40-430-431-4300	RICHFIELD EXTENSION	R	C	0.00	0.00	0.00	0.00	____________
40-430-431-7210	COUNTY LIBRARY CAPITAL OFFSET	R	C	0.00	0.00	0.00	0.00	____________
40-480-481-1100	INTEREST ON INVESTMENTS	R	C	0.00	0.00	6,188.27	6,188.27	____________
40-480-481-1200	INTEREST ON ASSESSMENTS	R	C	0.00	0.00	0.00	0.00	____________
40-480-481-1210	INTEREST ON ASSMT - ASSET	R	C	0.00	0.00	0.00	0.00	____________

FUND: LIBRARY TRUST FUNDS
FOR 9 PERIODS ENDING SEPTEMBER 30, 2023

ACCOUNT #	DESCRIPTION	BALANCE 01/01/23	NET DEBITS	NET CREDITS	BALANCE 09/30/23
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 FINE 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

FUND: LIBRARY TRUST FUNDS
FOR 9 PERIODS ENDING SEPTEMBER 30, 2023

ACCOUNT #	DESCRIPTION	BALANCE 01/01/23	NET DEBITS	NET CREDITS	BALANCE 09/30/23

FUND: LIBRARY IMPACT FEE FUND
FOR PERIOD 9 ENDING SEPTEMBER 30, 2023

ACCOUNT #	DESCRIPTION	BALANCE 09/01/23	NET DEBITS	NET CREDITS	BALANCE 09/30/23
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	39,621.00	562.00	0.00	40,183.00
TOTAL DUE FROM/DUE TO OTHER FUNDS		39,621.00	562.00	0.00	40,183.00
TOTAL ASSETS		65,589.25	562.00	0.00	66,151.25
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)	6,463.00	0.00	562.00	7,025.00
TOTAL FUND EQUITY		65,589.25	0.00	562.00	66,151.25
TOTAL LIABILITIES AND FUND EQUITY		65,589.25	0.00	562.00	66,151.25

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: September 27, 2023

PLACEMENT: Presentation

ITEM TITLE: Director's Report

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Director's Report.

ATTACHMENT:

1. 2023-09 VII. F. Director's Report
2. 2023-09 VII. F. Director's Report (pt. 2 - Washington County Budget)
3. 2023-09 VII. F. Director's Report (pt. 3 - Circulation Statistics)
4. 2023-09 VII. F. Director's Report (pt. 4 - Programming Statistics)
5. 2023-09 VII. F. Director's Report (pt. 5 - Library Statistics)

RECOMMENDATION:

None.

ACTION BY Committee:

Director's Report: September 2023

STATE OF WISCONSIN

- A Compensation Survey was commissioned through the System and Resources Library Administrators' Association of Wisconsin using data from 308 participating libraries: https://www.srlaaw.org/compensation-study

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, September 14 in Sheboygan Falls. Topics included Vega updates, the Monarch Library System 2024 budget, VOIP phone system, Summer Reading Wrap-up and reports on potential system digital resources: https://monarchlibraries.org/library-director-meetings/
- In order to help reduce the hold time on Libby items, patrons are encouraged to return items early when they are finished with them. The system will be releasing marketing images as part of the monthly marketing calendar.

WASHINGTON COUNTY

- The Washington County Library Contract (Exhibit A) has been finalized for 2024 (attached). The total 2024 Library Levy Budget was $1,766,649. This was an increase of $124,032 from last year and the first time the county budget was based on usage through a true cost per circulation reimbursement formula.
- Directors are also working with the Washington County Clerk on Municipal Exemptions from County Tax for 2024.

VILLAGE OF GERMANTOWN:

- The General Government & Finance met on Monday, September 18.
    - The library director presented the 2024 recommended budget.
- Village Board met on Monday, September 18.
    - The Budget Manager presented the 2024 Village of Germantown budget.
- Agendas and minutes of individual meetings can be found on the Civic Clerk Portal: https://germantownwi.portal.civicclerk.com/
- Recordings can be found on YouTube at: https://www.youtube.com/@villageofgermantownwiscons871/streams

FRIENDS OF THE GERMANTOWN COMMUNITY LIBRARY

- The Friends of the Germantown Community Library met on Monday, September 25.
- The Pop-Up Sale for September & October is Non-fiction

DONATIONS:

- Leadership Germantown (no additional thank you needed)
  $200 (Additional Funds from previous project)
- North Shore Bank (Erica Hughes, Manager)
  N112W15780 Mequon Rd / Germantown, WI 53022
  $1,500 (Haunted Library Sponsorship / Library Accounts)

DEPOSITS:

- Demco (refund): $100.00
- Kewaskum Library (reimbursement): $120.00

- Penworthy (refund): $399.20
- Prairie Lakes Library System (reimbursement): $1,858.81

STATISTICS:

- Previous Month & Annual Circulation:
    - Physical: **28,744** **(0.1% from 2022 / 5.8% YTD)**
    - Digital: **5,071** **(8.4% from 2022 / 10.3% YTD)**
    - Total: **33,815** **(1.2% from 2022 / 6.5% YTD)**
    - Outreach: **794** **(110.1% from 2022 / 50.6% YTD)**

PROGRAMMING:

- Ongoing Programs (monthly):
    - Youth: Storytime (16), Taste Test Thursdays, Family Fun Nights & Special Programs
    - Teen: Teen Advisory Board, Make It Crafts (3) & Special Programs
    - Adult: Book Groups (6), Make It Crafts (3), Puzzle/Board Game Day, Spice It Up, EP{P& Me, Quilting, Job Center & Special Programs
    - Outreach: Senior Center Visits (5), Home Delivery, Library Presents (Senior Center), What Are You Reading Book Group (Gables), Preschool Reading (Jackson Community Center) & Special Events
- Upcoming Programs & Outreach Calendar: 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) (Sept 13 & 27) (3 hrs)

DIRECTOR MEETINGS, PROGRAMS & OUTREACH (PAST):

- Tues, Sept 5 – Village Administrator
- Wed, Sept 6 – Village Administrator & Finance Director
- Fri, Sept 8 – Friends of the Library President
- Wed, Sept 13 – Village Department Heads
- Thurs, Sept 14 – Monarch Directors
- Fri, Sept 15 – Menomonee Falls Library Director
- Fri, Sept 15 – Monarch Library System Director
- Mon, Sept 18 – Village General Government & Finance
- Mon, Sept 18 – Village Board
- Tues, Sept 19 – Finance Director
- Tues, Sept 19 – Support Services Manager
- Wed, Sept 20 – Library Board President
- Thurs, Sept 21 – Village Administrator
- Mon, Sept 25 – Friends of the Library
- Wed, Sept 27 – Village Department Heads
- Wed, Sept 27 – Library Board

DEPARTMENT UPDATES

MANAGEMENT & GENERAL STAFF (TRISHA)

- A seasonal all-staff meeting was held on Thursday, September 17.
- Library Director and library staff are working through drafting proposed budget changes with a reduction of $100,000 compared to the recommended budget.
- The library will be holding the annual Family Walkthrough & Haunted Library Programs on Saturday, October 21. The library will be closed for normal operations.

YOUTH & TEEN SERVICES (JACKIE)

- Fall storytime sessions began (9/12) & (9/13)
- The Early Literacy Disney event on (9/9) was well attended with 130 patrons meeting and greeting Mickey and Minnie Mouse.
- Taste Test Thursdays and Family Fun Night Thursdays monthly events began and will run through December.
- A Teen Advisory Board Informational Meeting was held on (9/18).
- Youth Services Librarian completed rounding with all YS team members.
- YS Librarian, team and volunteers are beginning to work on the Haunted Library events.
- Weeding of picture book collection was completed. Beginning Readers will be weeded next.

ADULT SERVICES (LYNN)

- The Adult Services Librarian began Leadership Germantown.
- Adult Services Librarian completed rounding sessions with team members.
- Adult Services September programming featured staff member Emily Hein discussing her grandfather's second WWII memoir on 9/13 and an alcohol-free mixology event on 9/20.
- Adult Services provided a Memory Café on 9/18 featuring a presenter from the Wehr Nature Center.

OUTREACH SERVICES (CARA)

- The busy school season book delivery season began this month. Several new teachers/schools were added.
- The outreach department is hosting a food drive benefiting the St. Boniface/St. Gabriel Food Pantry from 9/18 - 9/30.
- Our final restaurant fundraiser of the season is at the Stillery in Richfield from 11:00AM-9:00PM on 9/21.

CIRCULATION SERVICES (DIANE)

- Prepared a Customer Service Survey weekly gift card raffle promotion during Library Card Awareness month.

- Library Specialist, Jennifer Kinkade, accepted a new position as a Library Aide at MacArthur Elementary School. Her last regular day at the library was 9/16. She will continue to work one Saturday per month until the end of the year.
- Reworked the Circulation Team schedule with one fewer staff member for the remainder of 2023.

TECH SERVICES (CONNIE)

- Reworked the Tech Services Team schedule to assist with the Circulation Team staff shortage.
- Attended the SEWI-DPI Tech Days Virtual Training on 9/12 & 9/13.
- Worked with Circulation to add a West Bend YMCA Free 3-day Pass to our Library of Things Adventure Pass. collection. This became available for patrons 9/19.

ADMIN & PERSONNEL (CONNIE)

- Helped prepare 2024 library budget.

TECHNOLOGY / STATISTICS (CONNIE)

- Internet service was unavailable to all State of Wisconsin libraries on Saturday, 9/16, due to an AT&T fiber issue in Madison.
- Prepared procedure changes for upcoming new VOIP phone system.
- Prepared procedure changes for upcoming new Tyler Munis Financial System Requisition module.

BUILDING MANAGEMENT & GROUNDS (CONNIE/DIANE)

- Worked with DPW on the Community Meeting Room roof leak during very heavy rain.
- Coordinated the purchase and delivery of new library lobby benches (4) purchased by the Library Board. One will have a dedication plaque added in recognition of Roberta Olson's years of service as the Library Director.
- Library carpets were cleaned 9/1 & 9/2.
- DPW restriped the parking lot lines on 9/7 & 9/8.
- Johnson Controls conducted their scheduled heating and cooling preventive maintenance on 9/20 & 9/21.
- Fire Department conducted their annual inspection of the library on 9/20.
- AT&T TEACH Line state-wide upgrades were applied to the Germantown Community Library on 9/27.

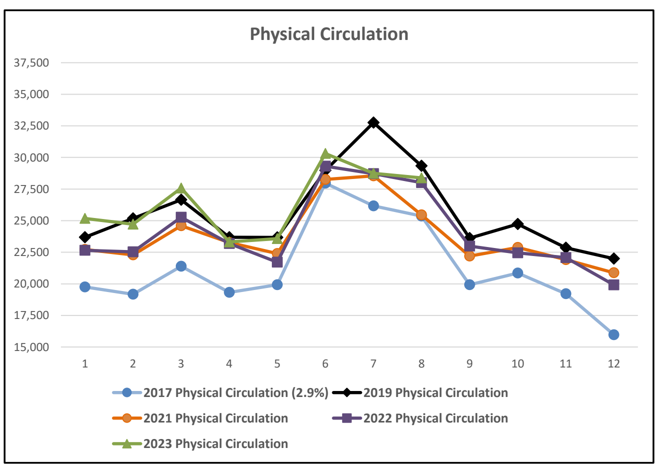
LIBRARY CONTRACT - EXHIBIT "A"
(2024)

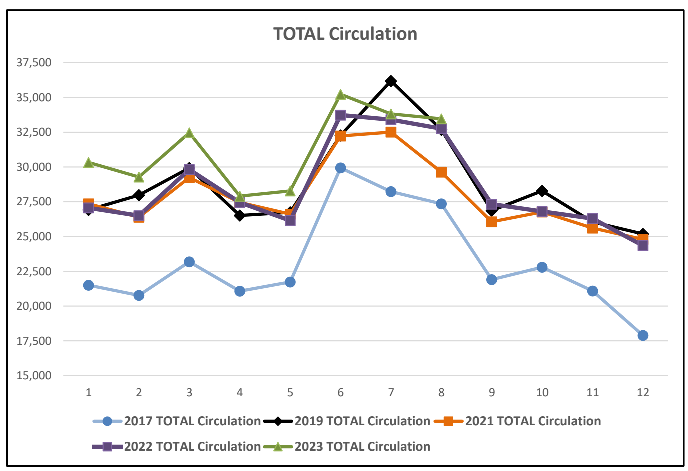
			LEVY
Circulation (483001)		TOTAL:	$1,485,538.75
Germantown	$333,529.25		
Hartford	$276,284.46		
Kewaskum	$88,535.74		
Slinger	$170,120.90		
West Bend	$617,068.40		
West Bend Community Memorial Library			$2,321.41
Universal Class - Database			
Other Administrative Expenses (491001)			-
No longer a budgeted expense			
Outreach Librarian & Services (491064)			$68,148.86
2024 Invoice Total 1040 Hours @ $63.53=$66,071.20			
2024 Vehicle Maintenance, Lease, Fuel @ 40% = $1917.66			
Automation (491065)			$50,994.45
Overdrive E-Content	$15,649.00		
Overdrive E-Magazines	$1,015.50		
OCLC -	$7,377.50		
ILS -	$10,742.08		
ILS Replacement -	$2,462.12		
ILS Upgrade -	$295.45		
ILS Admin -	$5,587.01		
ILS Products -	$1,865.79		
TEACH Data -	$6,000.00		
InterCounty Payments (491110)			$159,645.24
Payments based on 2022 circulation at 70% reimbursement - paid to libraries outside of Washington County (Act 420)			
TOTAL 2024 LIBRARY LEVY BUDGET			**$ 1,766,648.71**

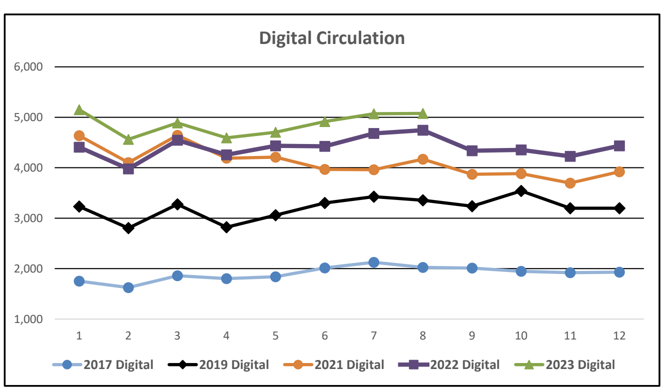
GCL Statistical Trends 2016-2023

**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
2023 TOTAL PHYSICAL	**211,797**	**25,176**	**24,721**	**27,576**	**23,314**	**23,573**	**30,311**	**28,744**	**28,382**				
2023 Outreach (included in total)	**6,459**	866	741	750	654	860	828	966	794	0	0	0	0
% over 2022	**5.2%**	**11.2%**	**9.7%**	**9.1%**	**0.5%**	**8.6%**	**3.4%**	**0.1%**	**1.4%**				
% over 2019	**-1.0%**	**6.3%**	**-1.8%**	**3.5%**	**-1.6%**	**-0.4%**	**4.6%**	**-12.3%**	**-3.2%**				
2023 Overdrive - Audio	15,252	1,919	1,660	1,808	1,773	1,962	1,964	2,048	2,118	0	0	0	0
2023 Overdrive - eBook	17,566	2,311	2,063	2,294	2,118	2,062	2,237	2,283	2,198	0	0	0	0
2023 Overdrive - Magazine	2,532	363	276	342	293	270	304	337	347	0	0	0	0
2023 Overdrive Total	**35,350**	4,593	3,999	4,444	4,184	4,294	4,505	4,668	4,663	0	0	0	0
2023 Hoopla	3,611	558	564	445	408	411	409	403	413	0	0	0	0
2023 TOTAL DIGITAL	**38,961**	**5,151**	**4,563**	**4,889**	**4,592**	**4,705**	**4,914**	**5,071**	**5,076**				
% over 2022	**9.8%**	**16.8%**	**14.7%**	**7.5%**	**7.9%**	**6.1%**	**11.0%**	**8.4%**	**7.0%**				
% over 2019	**54.2%**	**59.5%**	**62.8%**	**49.2%**	**62.9%**	**53.8%**	**48.9%**	**48.1%**	**51.3%**				
2023 TOTAL CIRCULATION	**250,758**	**30,327**	**29,284**	**32,465**	**27,906**	**28,278**	**35,225**	**33,815**	**33,458**				
% over 2022	**5.9%**	**12.1%**	**10.5%**	**8.8%**	**1.7%**	**8.1%**	**4.4%**	**1.2%**	**2.2%**				
% over 2019	**4.8%**	**12.7%**	**4.7%**	**8.5%**	**5.3%**	**5.8%**	**9.2%**	**-6.5%**	**2.4%**				
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%**	**2.0%**	**-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**
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**
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**	**24,892**
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**







GERMANTOWN COMMUNITY LIBRARY

2023 PROGRAMMING STATISTICS

(NUMBER OF PROGRAMS IN PARENTHESES)
(JAN-AUG)

7,798
People Attended

329
Programs

Past Attendance:
2022: 11,149
2021: 4,316
2020: 7,066
2019: 29,623

PRESCHOOL

Storytime
Preschool (36): 1,425
Storytime:
Baby/Toddler (36) 1,055
Playgroup (8): 240
Special (4): 144
= (84)
2,864

YOUTH

Escape (10): 162
Family Night (4): 176
Game On (4): 99
Field Trips (3): 93
Special (13): 1,719
= (34)
2,249

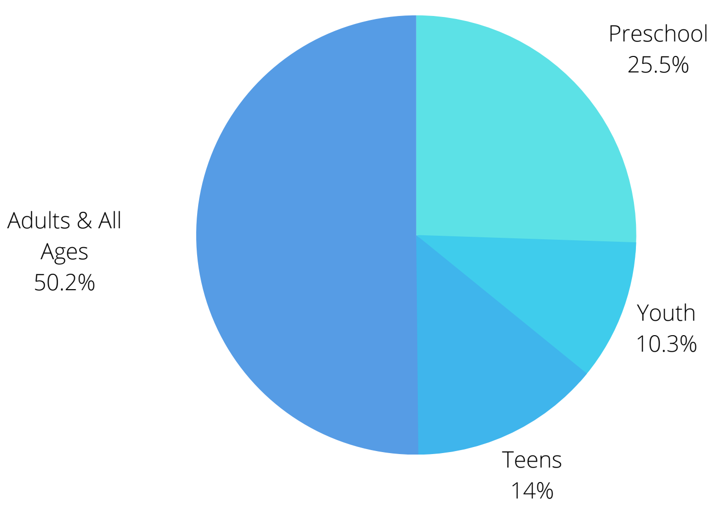
TEENS

Advisory (8): 52
Crafts (24): 143
DnD (6): 58
Special (8): 140
= (46)
393

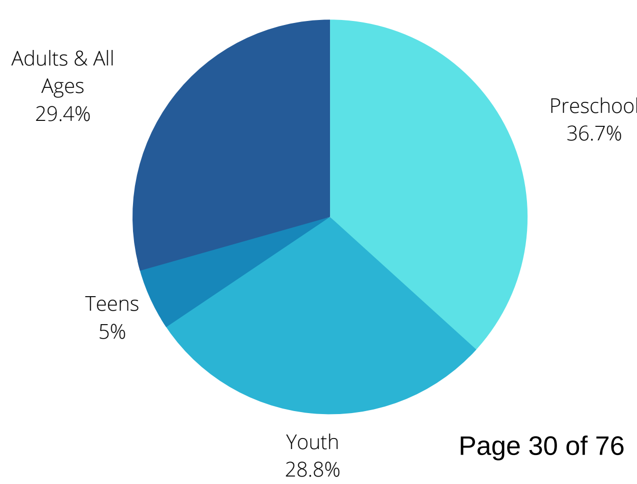
ADULTS & ALL AGES

Book Groups (48): 346
Crafts (32): 874
Puzzle/Games (11): 59
Spice It Up (4): 84
Memory (1): 12
Friends (5): 44
Blood Drive (3): 180
Stitch with Me (15): 375
Job Services: (27): 68
Special (19): 250
= (165)
2,292

PROGRAMS OFFERED BY TARGET AGE



ATTENDANCE BY TARGET AGE



GERMANTOWN COMMUNITY LIBRARY

2023 OUTREACH STATISTICS

(NUMBER OF PROGRAMS IN PARENTHESES)
(JAN-AUG)

3,374
People Attended
109
Programs

Past Attendance:
2022: 10,695
2021: 6,082

PRESCHOOL

Jackson (12): 415
= (12)
415

YOUTH

Enchanted Library (11): 270
Kid's Klub (17): 851
Neighborhood Visits (12): 105
Special (4): 1,510
= (16)
1,925

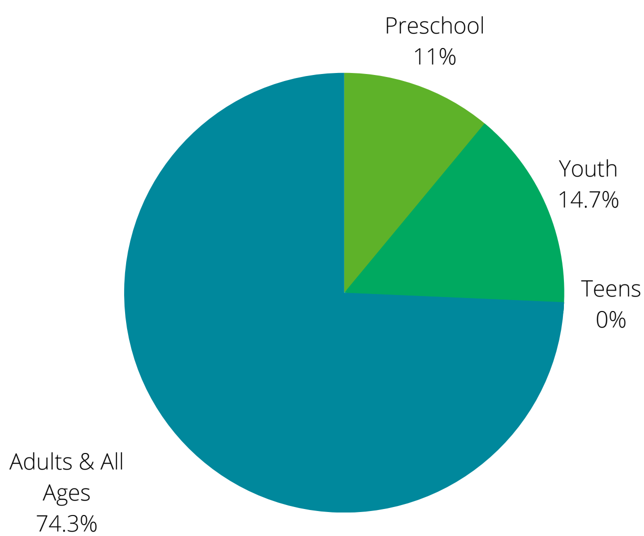
TEENS

(0)
= 0

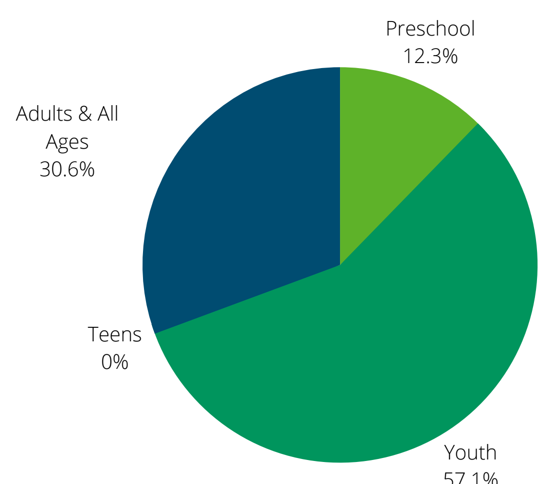
ADULTS & ALL AGES

Senior Poetry (8): 24
Senior Book Group (8): 52
Senior Living Facilities (48): 368
Homebound (8): 16
Senior Center (3): 51
Fundraisers (2): 423
Presentations (3): 75
Special (1): 25
= (81)
1,034

PROGRAMS OFFERED BY TARGET AGE



ATTENDANCE BY TARGET AGE



Germantown Community Library
Circulation Statistics Jan-August 2023

Germantown Community Library 2023 Statistics

	WINTER/SPRING SEASON					SUMMER SEASON				
	Jan	Feb (closed @ 3 2/16 & 2/22)	Mar (Snowstorm 3/9-10)	Apr	Season Subtotal	May	June	July	Aug	Season Subtotal
PATRONS										
New Library Cards	**180**	**165**	**126**	**128**	**599**	**110**	**259**	**151**	**120**	**640**
Patron Visits	**8,187**	**7,480**	**8,656**	**7,213**	**31,536**	**7,805**	**10,959**	**10,553**	**10,220**	**39,537**
SERVICES										
WiFi Logins (Monarch) (sessions) *(unique ID, per device, per day)*	**785**	**742**	**909**	**714**	**3,150**	**1,236**	**963**	**675**	**730**	**3,604**
Reference Transactions										
Circulation	**2,873**	**2,327**	**2,608**	**2,547**	**10,355**	**2,663**	**2,578**	**2,409**	**1,707**	**9,357**
Youth Services	**376**	**401**	**395**	**340**	**1,512**	**361**	**1,598**	**1,501**	**600**	**4,060**
Adult Services	**720**	**670**	**870**	**786**	**3,046**	**811**	**974**	**803**	**836**	**3,424**
eMail	**40**	**56**	**60**	**55**	**211**	**50**	**66**	**84**	**56**	**256**
TOTAL	**4,010**	**3,459**	**3,939**	**3,730**	**15,138**	**3,885**	**5,216**	**4,797**	**3,199**	**17,097**
Public Computer Logins										
Internet Computers	**394**	**413**	**430**	**330**	**1,567**	**343**	**397**	**390**	**374**	**1,504**
Adult	387	400	417	325	1,529	337	386	372	362	**1,457**
Youth	7	13	13	5	38	6	11	18	12	**47**
Guest Logins (included in above 'Adult' and 'Youth' computer logins)	62	68	73	38	241	45	51	66	56	**218**
Laptops	**1**	**1**	**1**	**1**	**4**	**4**	**5**	**8**	**4**	**21**
Typewriters	**2**	**2**	**2**	**0**	**6**	**0**	**7**	**0**	**1**	**8**
AWE #1 (new model as of 1/1/23)	**130**	**126**	**119**	**108**	**483**	**115**	**180**	**148**	**175**	**618**
AWE #2	**292**	**291**	**143**	**155**	**881**	**238**	**341**	**343**	**351**	**1,273**
TOTAL	**819**	**833**	**695**	**594**	**2,941**	**700**	**930**	**889**	**905**	**3,424**
Curbside Pickup Appointments	**74**	**51**	**71**	**47**	**243**	**50**	**45**	**46**	**42**	**183**
DATABASE USAGE										
A to Z Databases Logins (searches)	**18**	**13**	**61**	**73**	**165**	**10**	**35**	**8**	**18**	**71**
ABC Mouse Logins	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Ancestry Logins	**5**	**8**	**0**	**0**	**13**	**16**	**66**	**8**	**161**	**251**
Transparent Languages Logins	**0**	**0**	**129**	**96**	**225**	**534**	**37**	**10**	**28**	**609**
Universal Classes (courses)	**11**	**14**	**13**	**21**	**59**	**14**	**3**	**17**	**12**	**46**
TOTAL	**34**	**35**	**203**	**190**	**462**	**574**	**141**	**43**	**219**	**977**
CIRCULATION										
Physical Items	**25,176**	**24,721**	**27,576**	**23,314**	**100,787**	**23,573**	**30,311**	**28,744**	**28,382**	**111,010**
Overdrive	**4,593**	**3,999**	**4,444**	**4,184**	**17,220**	**4,294**	**4,505**	**4,663**	**4,663**	**18,125**
Hoopla	**558**	**564**	**445**	**408**	**1,975**	**411**	**409**	**403**	**413**	**1,636**
TOTAL	**30,327**	**29,284**	**32,465**	**27,906**	**119,982**	**28,278**	**35,225**	**33,810**	**33,458**	**130,771**

9/22/2023

Germantown Community Library
Circulation Statistics Jan-August 2023

CIRCULATION BACKROOM										
CKI *(current #s include PAGE I - may	**38,832**	**37,580**	**44,944**	**39,120**	**160,476**	**43,120**	**50,116**	**47,949**	**48,599**	**189,784**
BINS	**217**	**196**	**237**	**196**	**846**	**224**	**245**	**213**	**245**	**927**
HOLDS	**2,723**	**2,478**	**3,811**	**4,309**	**13,321**	**4,010**	**3,957**	**3,930**	**3,902**	**15,799**
MEETING ROOMS (External Use Only)										
Study Rooms	**92**	**92**	**111**	**102**	**397**	**83**	**94**	**105**	**103**	**385**
Community Meeting Rooms	**43**	**12**	**16**	**16**	**87**	**12**	**7**	**13**	**19**	**51**
REVENUE										
Fines	$ 282.83	$ 507.82	$ 392.43	$ 224.50	**$ 1,407.58**	$ 284.05	$ 375.65	$ 227.05	$ 726.47	**$ 1,613.22**
Copies	$ 212.33	$ 139.70	$ 263.85	$ 151.75	**$ 767.63**	$ 259.50	$ 177.65	$ 117.85	$ 241.10	**$ 796.10**
Replacement Cards	$ 9.00	$ 6.00	$ 6.00	$ 21.00	**$ 42.00**	$ 15.00	$ 9.00	$ 15.00	$ 21.00	**$ 60.00**
Lost/Damage Fees	$ 86.90	$ 409.56	$ 61.99	$ 62.99	**$ 621.44**	$ 49.99	$ 60.00	$ 74.00	$ 321.58	**$ 505.57**
Faxes	$ 79.00	$ 22.00	$ 105.00	$ 44.00	**$ 250.00**	$ 29.00	$ 58.00	$ 52.00	$ 48.00	**$ 187.00**
Meeting Room	$ 100.00	$ -	$ -	$ -	**$ 100.00**	$ -	$ -	$ -	$ -	**$ -**
Credit Card Revenue (net fees)	$ 214.10	$ 216.85	$ 266.76	$ 132.67	**$ 830.38**	$ 247.91	$ 423.59	$ 265.57	$ 189.09	**$ 1,126.16**
TOTAL	**$ 984.16**	**$ 1,301.93**	**$ 1,096.03**	**$ 636.91**	**$ 4,019.03**	**$ 885.45**	**$ 1,103.89**	**$ 751.47**	**$ 1,547.24**	**$ 4,288.05**
FRIENDS OF GCL SALE (Cash & CC-net fees)	$ 1,511.00	$ 890.47	$ 849.99	$ 1,172.92	**$ 4,424.38**	$ 979.15	$ 1,090.25	$ 1,385.51	$ 1,415.71	**$ 4,870.62**

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: September 27, 2023

PLACEMENT: Action Item

ITEM TITLE: 2024 Budget

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Attached is a summary and supporting documents reviewing the 2024 Germantown Community Library Proposed Budget.

ATTACHMENT:

1. Library Budget Summary
2. Village of Germantown Budget Summary
3. Village of Germantown Budget Presentation
4. Proposed Cuts for the Germantown Community Library Budget
5. Village & Library Budget Charts
6. Library Services & Funding Comparison
7. 2024 Library Budget - Expenditures
8. 2024 Library Budget - Revenue
9. 2024 Library Budget - Capital
10. 2024 Library Budget - Library Board

RECOMMENDATION:

Approve the 2024 Germantown Community Library Budget.

ACTION BY Committee:

Germantown Community Library Board

<u>MEETING DATE:</u> September27, 2023

<u>PLACEMENT:</u> New Business

<u>AGENDA ITEM(S):</u> VIII. A. 2024 Library Budget

<u>SUBMITTED BY:</u> Trisha Smith, Library Director

<u>SUMMARY EXPLANATION:</u>

To present residents with a balanced budget in 2024, the Village of Germantown is facing Village-wide cuts of over 1.1 million dollars. As part of this process, the Germantown Community Library has been instructed to cut $100,000 from the library budget.

Presented Budget in Order to Keep the Same Levels of Services: **$1,099,000**

Budget with Cuts: **$999,000**

- Village Funding: $639,000
- County Funding: $350,000
- Library Revenue (Fines & Fees): $10,000

These cuts will impact the Germantown Community Library's ability to serve the residents of the Village of Germantown and surrounding communities in several ways including (see attached):

- Limited hours of operation
- Limited physical & digital material
- Limited programming & outreach services

2024 Budget Meeting Schedule:

- 5:30 Tuesday, September 26th – Budget Town Hall
- 6:30 Tuesday, September 26th – Committee of the Whole (Public Safety)
- 6:30 Tuesday October 10th – Budget Town Hall
- 6:30 Tuesday October 17th – Committee of the Whole (Public Works & Library)
- 9:00 AM Tuesday October 24th – Budget Town Hall
- 6:30 Tuesday October 24th – Committee of the Whole (All Other Budgets)
- 6:30 Wednesday October 25th - Committee of the Whole (Wrap Up)
- 7:00 Monday November 20th – Public Hearing on Budget and Budget Adoption

Additional information regarding the 2024 Village of Germantown Budget can be found on the Village website: https://www.germantownwi.gov/185/Budget-Financial-Information

<u>RECOMMENDATION:</u>

Approve the 2024 Germantown Community Library Budget.

Attachment Include:

- Village of Germantown Budget Summary
- Village of Germantown Budget Presentation
- Proposed Cuts for the Germantown Community Library Budget
- Village & Library Budget Charts
- Library Services & Funding Comparison
- 2024 Library Budget: Expenditures
- 2024 Library Budget: Revenue
- 2024 Library Budget: Capital
- 2024 Library Budget: Library Board

Village of Germantown ....Willkommen

Department of Administration
N112 W17001 Mequon Road
P.O. Box 337
Germantown, WI 53022-0337
(262) 250-4777

Dear Village Board Trustees,

It is my privilege to present the 2024 Recommended Budget for your consideration. This document represents the collective efforts and dedication of each individual who contributed to its creation. I would like to express my sincerest appreciation to all those who have played a vital role in shaping this budget, ensuring our financial health, and maintaining the ability to provide critical services to our residents.

The process of developing this budget has required meticulous analysis, thoughtful planning, and collaboration across various departments. As the 2024 budget process began, it became clear that the Village would be required to make changes to the levels of service the Village currently provides across departments to maintain a balanced budget and remain in a strong financial position. I want to assure you all that these cuts are not a reflection of the dedication and hard work that each department has demonstrated. Rather, they are a necessary measure to ensure the long-term sustainability of our village. We will work together to prioritize essential services, maintain fiscal responsibility, and preserve the quality of life that makes our village a special place to call home.

The financial health of any organization is a cornerstone of its stability and ability to fulfill its mission. With this budget, we have strived to enhance our financial resilience, allowing us to weather economic uncertainties and invest in the long-term sustainability of our operations. By carefully allocating resources, streamlining processes, and implementing sound financial strategies, we are well-positioned to navigate the challenges that lie ahead and seize new opportunities for growth and innovation.

Thank you for your unwavering commitment to the Village of Germantown and I look forward to working together as we navigate these challenging times and build a brighter future for our village.

With utmost gratitude,

Steven R. Kreklow

Steven R. Kreklow
Village Administrator.

General Accounting Practices

In accordance with Generally Accepted Accounting Principles, the Village of Germantown utilizes fund accounting to track and report their financial transactions and activities. The two main categories of funds are governmental funds and proprietary funds. Governmental funds are used for general government operations and specific activities such as public safety, public works, elections, and other government operations. It is in the General Fund where most property taxes are used to fund operations. Proprietary funds are funds that are used for business like operations. These funds are operated through revenues collected for services. The Village operates two proprietary funds, the Water Utility, and the Sewer Utility. The Village also operates a variety of Special Revenue Funds and a Debt Service Fund.

Tax Levy Overview

The tax levy is the total amount of taxes the Village will levy to fund operations and pay its' outstanding debt obligations in the form of property taxes. The tax levy is split into two components – the General Fund Levy and the Debt Service Levy. The General Fund levy is the portion of property taxes that will go to fund the day-to-day operations of the Village. This amount is capped by State Statute not to exceed the previous fiscal year's amount plus any net-new construction that has occurred within the Village. The Village had a net-new construction value of 2.97% equating to an allowable levy increase of $318,586. At the direction of the Village Board, the 2024 Recommend budget does not include the total allowable levy increase. The Recommend budget includes a general levy increase of $167,370 or 1.56% over the FY23 Adopted Budget.

The other portion of the tax levy is funds levied to pay the Villages outstanding debt obligations. The Recommended budget has a debt service decrease of $22,451 or -0.46% over the FY23 Adopted Budget. A table summary of the tax levy is illustrated below.

Proposed Tax Levy By Fund	2023	2024	$ Levy Change	% Levy Change
General Fund	$10,727,130	$10,894,500	$167,370	1.560%
Debt Service	$ 4,845,716	$4,823,265	$ (22,451)	-0.463%
TOTAL	$15,572,846	$15,717,765	$144,919	0.931%

The 2024 Recommended Budget increases the tax levy by $144,919 or 0.93% over the FY23 Adopted Budget. This leads to an estimated mill rate of $5.98 per thousand dollars of assessed value. To estimate your 2024 Budget property taxes, divide the assessed value of your property by 1,000 and multiply that by the mill rate ($5.98). The estimated average increase on a property within the Village is $27.

2024 Recommended Budget – General Fund

Overview

The General Fund accounts for the day-to-day operations of the Village. The 2024 Recommended budget increased by $1,190,359 or 6.40% over the FY23 Adopted Budget.

	2023 Budget	2024 Budget	Changes ($)	Changes (%)
Expenses	$18,589,560	$19,779,919	$1,190,359	6.40%
Revenues	$7,862,430	$8,885,419	$1,022,989	13.01%
Tax Levy	$10,727,130	$10,894,500	$167,370	1.56%

Revenues

General Fund operations are largely supported by the property tax (tax levy), making up over 55% of all revenues the Village collects. The remaining revenues are split between a variety of categories seen in the table below.

Category	2023 Budget	2024 Budget	Difference ($)	Difference (%)
TAXES	$11,978,279	$12,175,349	$197,070	1.65%
SPECIAL ASSESSMENTS	$ -	$ -	$ -	0.00%
INTERGOVERNMENTAL REVENUES	$2,935,023	$3,629,374	$694,351	23.66%
LICENSES, PERMITS & FEES	$1,095,827	$1,071,630	$(24,197)	-2.21%
FINES, FORFEITURES, & PENALTIES	$188,000	$164,500	$(23,500)	-12.50%
PUBLIC CHARGES FOR SERVICES	$2,169,503	$2,507,138	$337,635	15.56%
MISCELLANEOUS REVENUES	$203,928	$208,928	$5,000	2.45%
OTHER REVENUES	$19,000	$23,000	$4,000	21.05%
OTHER FINANCING SOURCES	$ -	$ -	$ -	0.00%
TOTAL REVENUES	**$18,589,560**	**$19,779,919**	**$1,190,359**	**6.40%**

Intergovernmental Revenues

Revenues received from other taxing agencies are recorded as an intergovernmental revenue. The largest of these revenues is State Transportation Aid, accounting for $1,261,924, an estimated increase of $50,000 over the FY23 Adopted Budget. In 2023 the State Legislature and the Governor signed a bill increasing state shared revenue to Wisconsin municipalities. As a result, the 2024 Recommended budget includes a $497,000 increase in state shared revenue, for total of $713,153. The remaining intergovernmental revenue is split between miscellaneous state, federal, and county aids.

Licenses, Permits, & Fees

Revenues received from building permits, zoning fees, and operating licenses are recorded in this category. Due to a projected decrease in development activity, the Recommended Budget sees a slight decrease in these revenues.

Fines, Forfeitures, & Penalties

Revenues from parking violations, ordinance violations, and other criminal charges are recorded in this category. Based on the last several years of recorded revenue, the Recommended Budget decreased revenues in this category.

Public Charges for Service

Revenues related to fees the Village charges for recreation and library programs, ambulance service, and miscellaneous services are recorded here. The largest revenue source for Public Charges for Service are recreation fees, totaling $1,115,000. Ambulance Fees are projected to increase by $251,838 or 40% over the FY23 Adopted Budget for a total of $871,838. This is in large part due to the increased calls for service the Fire Department is projecting as well as the Village having switched billing vendors and will receive a better rate of return.

Miscellaneous Revenues

Interest earnings on investments make up the majority of revenues in this category. Interest earnings are projected to remain flat at $168,000. Donations the Village receives are also recorded here.

Other Revenues

Revenues recorded here are typically insurance recovery revenues the Village receives from our insurance carriers.

<u>Expenditures</u>

General Fund expenditures are categorized as seen below.

Category	2023 Budget	2024 Budget	Difference ($)	Difference (%)
Salaries & Wages	$8,596,378	$9,263,451	$667,073	7.76%
Fringe Benefits	$3,166,293	$3,496,039	$329,746	10.41%
Operating Supplies and Expenses	$6,656,889	$6,859,429	$202,540	3.04%
Capital Items	$170,000	$161,000	$(9,000)	-5.29%
Other Financing Uses	$ -	$ -	$ -	0.00%
TOTAL EXPENDITURES	**$18,589,560**	**$19,779,919**	**$1,190,359**	**6.40%**

Salaries & Benefits

Village staff are the strength of the organization. Of the $19,779.919 of expenditures the Village has budgeted in 2024, almost $13 million, or 65%, of our total expenditures are allocated to Village staff. Salaries in the 2024 Recommended budget increased by $667,073, or 7.76%, over the FY23 Adopted Budget. These increases are largely driven by increases in Public Safety wages and overtime. Police Department Salaries have a budgeted increase of $314,897 or 8.9% and the Fire Department Salaries have a budgeted increase of $226,442 or 16.2%. Roughly 25% of the increase is due to an increase in budgeted overtime. Budgeted overtime in the Police Department increased from $90,000 annually to $220,000 annually. In the Fire Department, budgeted overtime increased from $60,000 annually to $120,000 annually. Village-wide, part-time staffing levels were reduced to balance the budget. These were largely driven in the recreation and library departments. Following the split of the finance and clerk's department, the Village Board approved a full-time Clerk, full-time deputy clerk, as well as part time deputy clerk. The 2024 Recommended budget includes increasing the part-time deputy clerk to full-time to support the Clerk's Office for the upcoming elections. This is the only increase in staffing in the recommended budget. The 2024 Recommended Budget includes a 3% Performance Adjustment for non-union Village staff.

Benefits are largely driven by the Village's health insurance premium contributions. The Village's contribution increased by $117,341, or 7%, over the FY23 Adopted Budget. A 3% overall premium increase was built into the budget to maintain fiscal health on the Health Insurance Fund. The Village is required to a portion of Village staff's retirement pension to the Wisconsin Retirement System. For FY24, the State increased both the employee's and Village's contribution to the WRS. For protective services, the employer contribution went from 13.2% to 14.3% and for general employee the employer contribution increased from 6.8% to 6.9%. Overall, the Villages contribution to the Wisconsin Retirement System increased by $159,439. A summary of salaries & benefits by department can be found below.

Department	2023 Budget	2024 Budget	Difference ($)	Difference (%)
511-Village Board	$45,455	$46,000	$545	4.7%
512-Administration	$194,058	$157,034	$(37,024)	-35.3%
513-Clerk	$25,275	$324,633	$299,358	31704.7%
514-Treasurer	$284,210	$201,476	$(82,734)	-58.6%
515-Assesor	$538	$538	$-	0.0%
517-Data Processing	$-	$-	$-	0.0%
518-General Government	$(1,166)	$73,921	$75,087	232.4%
519-Building & Grounds	$553,804	$572,055	$18,251	8.2%
521-Police	$4,908,737	$5,335,070	$426,333	17.0%
522-Fire	$1,946,269	$2,265,670	$319,401	33.2%
523-Emergency Government	$7,731	$8,998	$1,267	34.0%
523-Inspection Services	$53,676	$42,449	$(11,227)	-35.4%
524-DPW & Engineering	$128,289	$73,990	$(54,299)	-80.5%
542-Highway	$1,011,753	$1,024,595	$12,842	4.6%
546-Residential Yard Waste	$68,708	$70,839	$2,131	12.7%
551-Library	$697,270	$724,142	$26,872	22.5%
552-Recreation	$885,771	$873,306	$(12,465)	-0.5%
553-Parks	$656,064	$668,691	$12,627	4.4%

554-Senior Center	$70,969	$73,812	$2,843	8.4%
563-Planning	$225,260	$222,271	$(2,989)	-8.6%
Grand Total	**$11,762,671**	**$12,759,490**	**$996,819**	**8.5%**

Operating Supplies and Expenditures

Everyday expenses such as office materials, IT support and equipment, DPW maintenance items, gas and oil fall under the operating supplies and expenditures expense category. The 2024 Recommended Budget accounts for a modest increase in this category. Contributing factors to the increase include increased gas & oil prices, increase in the state salt contract, increase in the Waste Management contract, and general inflationary factors. The Clerks Department includes increases in election supplies to support the four elections projected for 2024. A departmental breakdown can be seen below.

Department	**2023Budget**	**2024Budget**	**Difference ($)**	**Difference (%)**
511-Village Board	$89,095.00	$88,760.00	$(335.00)	-0.38%
512-Administration	$22,800.00	$10,179.00	$(12,621.00)	-55.36%
513-Clerk	$8,000.00	$63,230.00	$55,230.00	690.38%
514-Treasurer	$61,727.00	$40,191.00	$(21,536.00)	-34.89%
515-Assesor	$104,785.00	$104,724.00	$(61.00)	-0.06%
517-Data Processing	$176,518.00	$242,095.00	$65,577.00	37.15%
518-General Government	$61,850.00	$69,829.00	$7,979.00	12.90%
519-Buildings & Grounds	$373,609.00	$381,845.00	$8,236.00	2.20%
521-Police	$613,834.00	$661,404.00	$47,570.00	7.75%
522-Fire	$902,198.00	$933,124.00	$30,926.00	3.43%
523-Emergency Government	$9,757.00	$10,470.00	$713.00	7.31%
523-Inspection Services	$456,881.00	$385,544.00	$(71,337.00)	-15.61%
524-DPW & Engineering	$117,802.00	$112,400.00	$(5,402.00)	-4.59%
542-Highway	$2,117,796.00	$2,235,545.00	$117,749.00	5.56%
546-Residential Yard Waste	$354,357.00	$367,442.00	$13,085.00	3.69%
551-Library	$303,993.00	$264,348.00	$(39,645.00)	-13.04%
552-Recreation	$437,137.00	$416,499.00	$(20,638.00)	-4.72%
553-Parks	$250,691.00	$262,521.00	$11,830.00	4.72%
554-Senior Center	$50,788.00	$50,213.00	$(575.00)	-1.13%
563-Planning	$61,371.00	$77,166.00	$15,795.00	25.74%
567-Muni Dev	$81,900.00	$81,900.00	$ -	0.00%
Grand Total	$6,656,889.00	$6,859,429.00	$202,540.00	3.04%

Capital Item

Expenditures assigned to this category tend to be smaller capital projects including building maintenance and repairs as well as medium and light duty equipment. General Fund capital items in the 2024 Recommended Budget decreased by $9,000 for a total of $161,000. A breakdown of the capital project and items can be found below.

Project	Budgeted Cost
Alarm Upgrades at Village Buildings	$25,000
Fire Station Interior Painting	$11,000
Fire Station Parking Bay	$20,000
Fire Station Restroom Counter & Sink	$5,000
Library Sump Pump	$13,000
Senior Center Exterior Painting and Repair	$23,000
Utility Jet Vac Transfer	$10,000
Single Axel Trailer	$7,000
Outdoor Litter Vacuum	$4,000
Bandshell Steel Paint	$30,000
Firemen's small restroom paint & block sealing	$13,000

<u>Changes to Departmental Levels of Service</u>

The upcoming fiscal year presented significant financial challenges to our municipality, necessitating a careful evaluation of our expenditures and revenue streams. Early projections, based on known expenditures and revenues at the time, showed that the Village faced a budget gap of roughly $850,000. This was largely driven by increased expenditures related to public safety salaries and benefits. After all departments had submitted their requested budgets, the gap was closer to $1.2 million dollars. To achieve a balanced budget, staff considered difficult options, including the reduction of funding for dispatch services, seal coating & cracking filling, and public recreation and library services. This summary outlines the proposed cuts.

Public Safety Dispatch

Historically, the Village of Germantown has operated our own three shift public safety dispatch center, staffed with eight full-time dispatchers. Washington County also operates a dispatch center that services all Washington County residents except for West Bend, Hartford and Germantown. Hartford is consolidating its dispatch operations with Washington County at the beginning of 2024. Washington County has also expressed an interest in working with Germantown to consolidate dispatch operations.

Based on discussion the County Executive and County Sheriff, the 2024 Recommended Budget includes a three phased transition to the consolidation of dispatch services with Washington County. The first phase would be to implement the "Multi-Juris" version of the ProPhoenix dispatch software that both Germantown and Washington County currently use, including standardization of data like property addresses and descriptions. The first phase is scheduled to be completed by March 30th . The second phase would be to transition third shift calls to Washington County. This phase is scheduled to be completed by June 30th. The final phase would be to transition first and second shift calls to the County. This phase is scheduled to be completed by September 30th.

The eight dispatchers who currently work for Germantown complete other critical activities in addition to dispatch. For example, they maintain public records, assist in the completion of reports and help maintain data in various software packages the Police Department uses. In order to ensure that these functions continue to be fulfilled, the Police Department would be authorized to hire up to four administrative assistants.

The net annual savings to the Village from consolidation will be approximately $300,000. The 2024 Recommended Budget includes a savings of $150,000 for partial year implementation and a payment of $150,000 from Washington County to support our dispatch operations during the transition. The Village would also be eligible for a Service Consolidation Grant of $30,000 per year for three years if the consolidation is approved. The County Executive has included a significant expansion of the County dispatch operation in his 2024 Proposed budget in order accommodate Germantown, Hartford and potentially other communities. The County was able to fund recent technology upgrades with State grant dollars that were not made available to cities or villages.

Seal Coating & Crack Filling

Historically, the Village has annually budgeted $350,000 for its seal coating & cracking filling program. The program is designed to address road maintenance issues early and extend the life of the road, decreasing future maintenance costs. As staff searched for ways to balance the budget, a reduction of $100,000 was made to the seal coating & crack filling program for an FY24 Budget total of $250,000.

Library

The 2024 Recommended Budget includes changes in the levels of service of the Germantown Community Library. Changes include decreasing operating hours from 59 hours a week to 52 hours a week saving, the elimination of a part-time staff position, decreasing materials, and decreasing program offerings.

Recreation

The Parks and Recreation Recommended Budget includes decreases in its part-time salaries as well as in its program supplies budget. These decreases will result in less program offerings than in the past. In addition, the requested upgrades to the Alt Bauer tennis courts were removed from the Recommended Budget.

Below you will find the complete list of items/changes removed from the 2024 Recommended Budget. In total $1,011,000 was removed from the requested budgets.

Department	**Item**	**Amount**
Administration	Wellness Expense in Fund 70	$9,000
Administration	Lower Travel	$2,000
Buildings and Grounds	Split consulting between funds (7K each)	$14,000
Buildings and Grounds	Village Hall Thermostat	$6,000
Buildings and Grounds	Police basement sump pump	$7,000
Buildings and Grounds	Fire Co Flooring	$17,000

Buildings and Grounds	Survive Alive Roof	$16,000
Buildings and Grounds	Survive Alive Exterior Painting	$11,000
Buildings and Grounds	Library Sidewalk	$15,000
Buildings and Grounds	Senior Center Attic Insulation	$15,000
Highway	Asphalt Paving	$100,000
Highway	Decreases in requested Salt	$70,000
Highway	Liebherr Maintenance	$15,000
Highway	Maintenance Shop Toolbox	$11,000
Highway	Tire Balancing Machine	$22,000
Highway	Truck Diagnostic Scanner	$4,000
Highway	Roadway paint sprayer	$11,000
Highway	Traffic Signal Count Down Project	$16,000
Parks	Dheinsville Drainage & Concrete	$40,000
Parks	Alt Bauer Berm Removal	$27,000
Parks	Plumbing Fixtures Kinderberg	$31,000
Parks	Kinderberg Splash Pad Treatment	$28,000
Parks	Alt Bauer Tennis Courts	$60,000
Recreation	Part Time Salaries	$45,000
Recreation	Program Supplies and Expenses	$19,000
Inspection	COE Removal	$10,000
Planning	COE Removal	$10,000
Library	Limited Operating Hours/Position Changes	$60,000
Library	Operating/Program Reductions	$40,000
Police	Dispatch 1/4-year savings (3 positions)	$60,000
Police	Dispatch 1/2 Year (2 positions)	$75,000
Engineering	Storm Sewer Study	$70,000
Fire	Station Paging system	$75,000

2024 Recommended Budget – Debt Service Fund

Overview

The primary purpose of a Debt Service Fund is to ensure that government entities have the necessary resources to meet their debt repayment obligations in a timely and efficient manner. Debt obligations can include bonds, loans, or other forms of borrowed funds used to finance capital projects, infrastructure improvements, or other long-term investments. The primary source of revenue for the Debt Service Fund is property taxes.

Below is a summary of the 2024 Recommended budget for the Debt Service Fund

Revenues	2023 Budget	2024 Budget	Difference ($)	Difference (%)
Taxes	$4,845,716	$4,823,265	$(22,451)	-0.46%
Miscellaneous Revenues	$3,800	$3,800	$ -	0.00%
Other Financing Source	$3,339,484	$3,340,747	$ 1,263	0.04%
Total Revenues	$8,189,000	$8,167,812	$ (21,188)	-0.26%

Expenses	2023 Budget	2024 Budget	Difference ($)	Difference (%)
Principle on Long Term Debt	$5,085,000	$4,995,000	$(90,000)	-1.8%
Interest on Long Term Debt	$3,214,000	$3,172,812	$(41,188)	-1.3%
Total Expenses	$8,299,000	$8,167,812	$(131,188)	-1.6%

2024 Recommended Budget – Capital Fund

Overview

A Governmental Capital Fund is a specialized fund used by municipalities to account for and manage financial resources designated for capital projects and infrastructure improvements. These funds are established to ensure that municipalities can finance the construction, acquisition, or improvement of long-term assets such as buildings, roads, bridges, parks, and other infrastructure. Capital projects are typically those with a useful life of more than one year and a significant cost.

Historically, the Village has allocated $3.5 million for village wide capital projects. These projects typically include road improvements, heavy equipment purchases and other large ticket items. The Village traditionally bonds using 10-year notes to limit interest payments in future years. The 2023 Recommended Budget allocates roughly $3 million dollars in capital project. Below is a high-level summary.

Item Description	Borrowing
Switches & Access Points	$85,000
Village Hall Key Card Upgrade	$52,000
3 Squad Cars	$180,000
Burn Tower Upgrade	$115,000
Ambulance Replacement	$515,000
Fire Station Paging System	$ 75,000
2024 Patrol Truck Purchase	$276,000
Asphalt Paving Road	$1,500,000

Construction Message Center	$25,000
Kinderberg Women's Restroom	$25,000
Firemen's Small Restroom Roof	$ 22,000
Haupt Roofing	$40,000
Truck Replacement	$62,000
Compact Articulating Loader	$12,000
TOTALS	**$2,984,000**

2024 Recommended Budget – Water Utility

<u>Overview</u>

A local government water utility fund, often simply referred to as a "water utility fund," is a specific financial fund established and managed by a municipality to finance the operations, maintenance, and capital improvements of a public water utility system.

Revenues	2023 Budget	2024 Budget	Difference ($)	Difference (%)
License, Permits, and Fees	$50,000	$ 25,000	$ (25,000)	-50.00%
Sales of Water	$3,726,238	$3,763,500	$ 37,262	1.00%
Other Operating Revenues	$16,500	$16,500	$ -	0.00%
Miscellaneous Revenues	$84,600	$84,600	$ -	0.00%
Total Revenues	**$3,877,338**	**$3,889,600**	**$ 12,262**	**0.32%**

Water Utility Revenues are projected to remain flat in the 2024 Recommended Budget. Revenue for the water utility fund primarily comes from user fees charged to customers who consume water services. These fees may include water rates, connection fees, and other charges related to water usage. The fund's financial health relies on the collection of these fees to cover operating costs and fund infrastructure improvements.

Expenses	2023 Budget	2024 Budget	Difference ($)	Difference (%)
Source of Supply - Operation	$13,000.00	$13,000.00	$ -	0.0%
Source of Supply - Maintenance	$ 150,021.00	$346,296.00	$196,275.00	130.8%
Pumping Expenses - Operation	$334,947.00	$342,705.00	$7,758.00	2.3%
Pumping Expenses - Maintenance	$105,000.00	$105,750.00	$750.00	0.7%
Water Treatment Expense - Operation	$115,000.00	$118,000.00	$3,000.00	2.6%
Water Treatment Expense - Maintenance	$76,905.00	$70,861.00	$(6,044.00)	-7.9%
Transmission and Distribution Expenses - Operation	$168,337.00	$147,350.00	$(20,987.00)	-12.5%

Transmission and Distribution Expenses - Maintenance	$1,240,294.00	$1,241,650.00	$1,356.00	0.1%
Customer Accounts Expense	$333,587.00	$357,901.00	$24,314.00	7.3%
Administrative and General Expense	$61,310.00	$484,350.00	$23,040.00	5.0%
Other Operating Expenses	$2,370,628.00	$2,298,488.00	$(72,140.00)	-3.0%
Transfers Out	$ -	$ -	$ -	0.0%
Total Expenses	**$5,369,029.00**	**$5,526,351.00**	**$157,322.00**	**2.9%**

The Water Utility 2024 Recommended Budget is projecting modest increases in operating expenses, the largest being in the Source of Supply – Maintenance division. Projects to note in that division are $150,000 for Well #7 Rehab, $25,000 for pump repairs, and $35,000 for GIS mapping and SCADA support. The largest category of expenses for the Water Utility is allocated to the Other Operating Expenses category. This is where debt service payments are allocated as well as depreciation. The depreciation expense for the water utility is projected to be $960,000 in 2024.

Water Utility Capital Projects

The 2024 Recommended Budget for the Water Utility identifies several projects that will be funded through cash financing and water revenue bonds.

Description	**2024 Budget**
Generator replacements at well #2 and #7	$600,000
Relay Shagbark from concord E/W	$668,500
375' School Rd inter connect	$158,250
275' 12" main upsize Hilbert Ln Utility road work	$173,750
215' River crossing at county line	$95,000
Commercial meters and new build	$30,000
(5) Hydrants-Utility Road work	$60,000
(5) Dist valve-Utility Road work	$30,000
New antenna system, SCADA Upgrade-Computer	$190,000
Total Projects	**$2,005,500**

.

2024 Recommended Budget – Sewer Utility

A local government sewer utility fund, often simply referred to as a "sewer utility fund," is a specific financial fund established and managed by a municipality to finance the operations, maintenance, and capital improvements of a public sewer utility system.

Revenues	**2023 Budget**	**2024 Budget**	**Difference ($)**	**Difference (%)**
Sewer Service Revenues	$7,170,000	$7,170,000	$ -	0.0%
Other Operating Revenues	$260,500	$251,834	$(8,666)	-3.3%
Miscellaneous Revenues	$75,000	$75,000	$ -	0.0%
Total Revenues	**$7,505,500**	**$7,496,834**	**$(8,666)**	**-0.1%**

Sewer Utility Revenues are projected to remain flat in the 2024 Recommended Budget. The Village is currently in the process of a sewer rate study. Pending the results of the analysis, sewer revenues may be higher in FY24 than in FY23. Revenue for the sewer utility fund primarily comes from user fees charged to customers who consume sewer services. These fees may include sewer rates, connection fees, and other charges related to sewer usage. The fund's financial health relies on the collection of these fees to cover operating costs and fund infrastructure improvements.

Expenses	2023 Budget	2024 Budget	Difference ($)	Difference (%)
Operation	$5,148,736	$5,163,867	$15,131	0.3%
Maintenance	$284,489	$296,957	$12,468	4.4%
Customer Accounting	$107,735	$128,770	$21,035	19.5%
Admin & General	$570,422	$716,160	$145,738	25.5%
Other Operating Expenses	$1,223,499	$1,424,076	$200,577	16.4%
Non-Operating Expenses	$ -	$ -	$ -	0.0%
Total Expenses	**$7,334,881**	**$7,729,830**	**$394,949**	**5.4%**

The bulk of the sewer utilities operating expenses are allocated to the annual payments to the Milwaukee Metropolitan Sewerage District (MMSD). These payments total between $4.5 million and $5 million annually. The 2024 MSSD budgeted User Charge is $2,235,467, up 3% over FY23. The 2024 MMSD budgeted Capital Charge is $2,679,302, down 1% over FY23.

Sewer Utility Capital Projects

The 2024 Recommended Budget for the Sewer Utility identifies several projects that will be funded through cash financing and revenue bonds.

Description	2024 Budget
I/I Capital	$80,000.00
County line Land purchase	$1,100,000.00
Water crossing liner NE Interceptor	$270,000.00
Pump replacement lift 7	$25,000.00
SCADA Upgrades	$15,000.00
Work Station replacements	$3,500.00
Jet Vac - Restricted	$35,000.00
Mainline Video Truck Replacement	$345,000.00
TOTAL	**$1,873,500.00**

2024 Recommended Budget

GERMANTOWN, WI

Budget Timeline

June

Budget Preview

- 2024 Budget Challenges
- Village Board Direction

July - September

Budget Development

- Departments' Budgets created
- Reviewed with DH and Admin
- Budgets' cut to balance

September

Recommended Budget Presentation

- Estimated Levy
- Budget Themes
- General Fund Highlights
- Impact on average resident

October

Committee of the Whole meetings

- Board review of Departmental Budgets
- Board changes to Recommended Budget
- Move 2024 Recommended Budget to publication

November

Budget Adoption

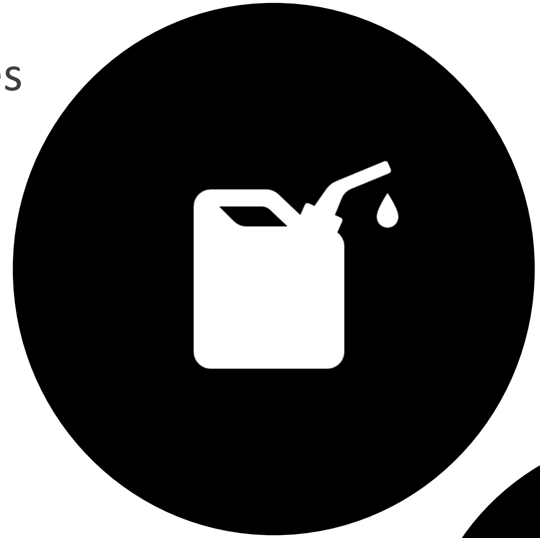
Budget Challenges

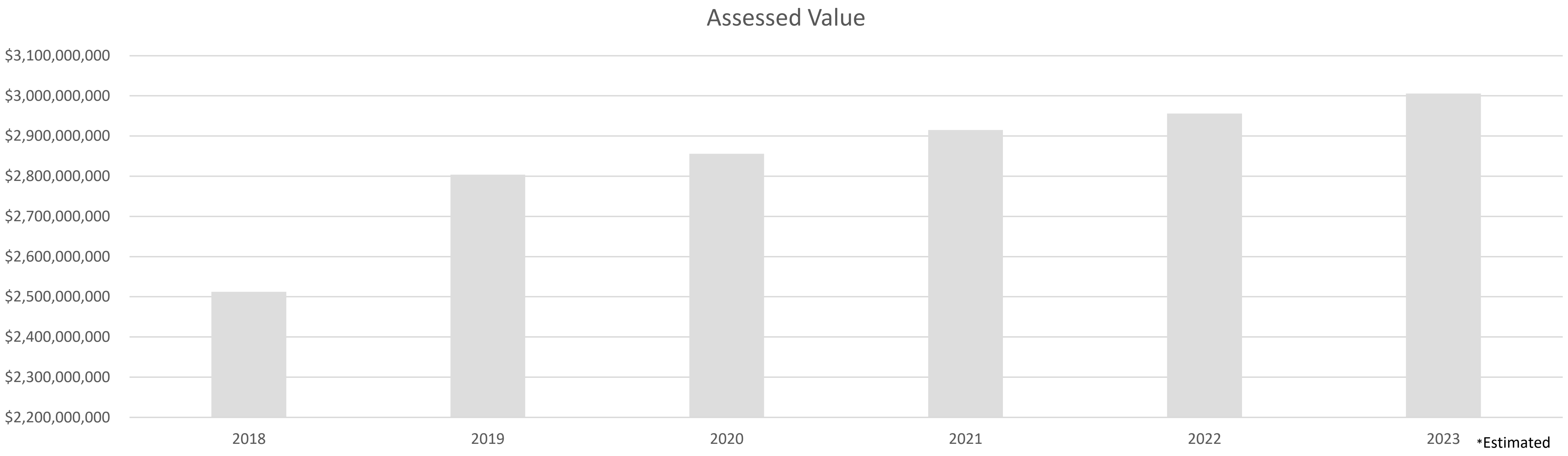
Increased demand for public safety services

Inflationary and Market factors

- State Salt Contract
- Solid Waste and Recycling
- Gas/Oil

Salary and Benefits





Village Fiscal Opportunities

Continued Village Growth
- Assessed Value
- New Construction

Strong Financial Position
- General Fund Reserves

Budget Themes

Controlling the Tax Burden

Funding Critical Infrastructure

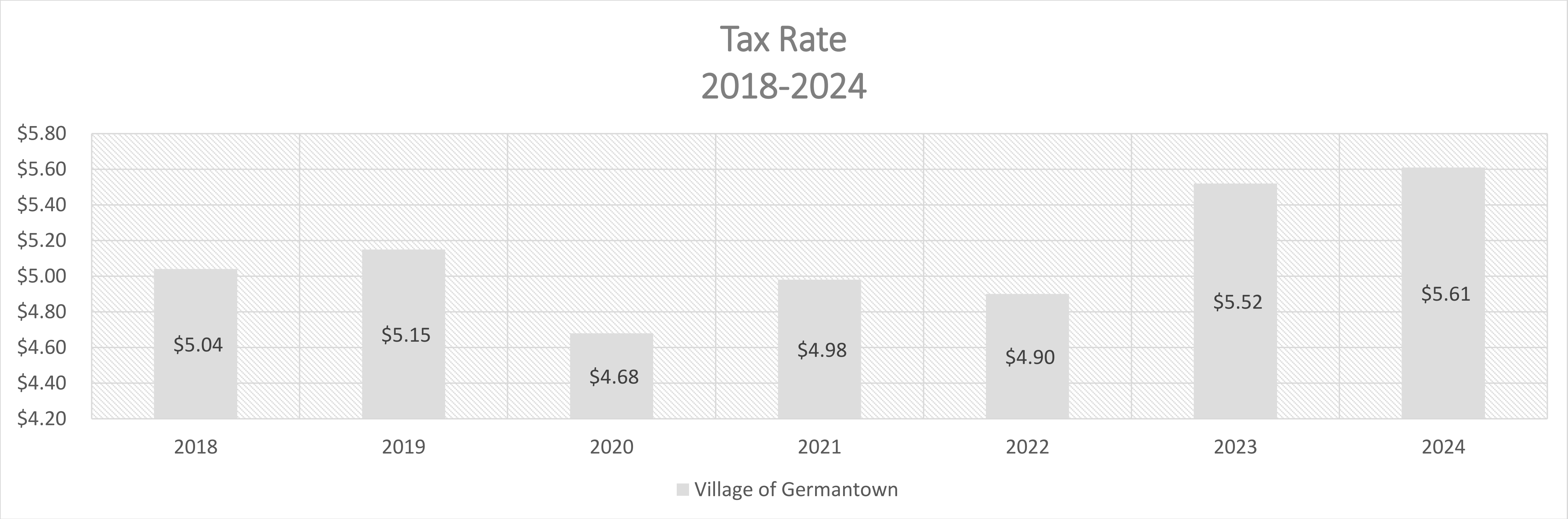
Employee Compensation

Controlling the Tax Burden

General Fund Levy

- New Construction of 2.97%
  - TID OUT: $167,370 (1.56%)
  - An additional levy of $151,216 available (TID IN)
  - Operational Levy: $10,894,500
- Debt Service Levy
  - Decrease of $22,450
  - Debt Service Levy: $4,823,265

Proposed Tax Levy By Fund	2023	2024	% Levy Change	$ Levy Change
General Fund	$ 10,727,130	$10,894,500	1.56%	$167,370
Debt Service	$ 4,845,716	$4,823,265	-0.46%	$(22,451)
TOTAL	**$15,572,846**	**$15,717,765**	**1.10%**	**$144,919**



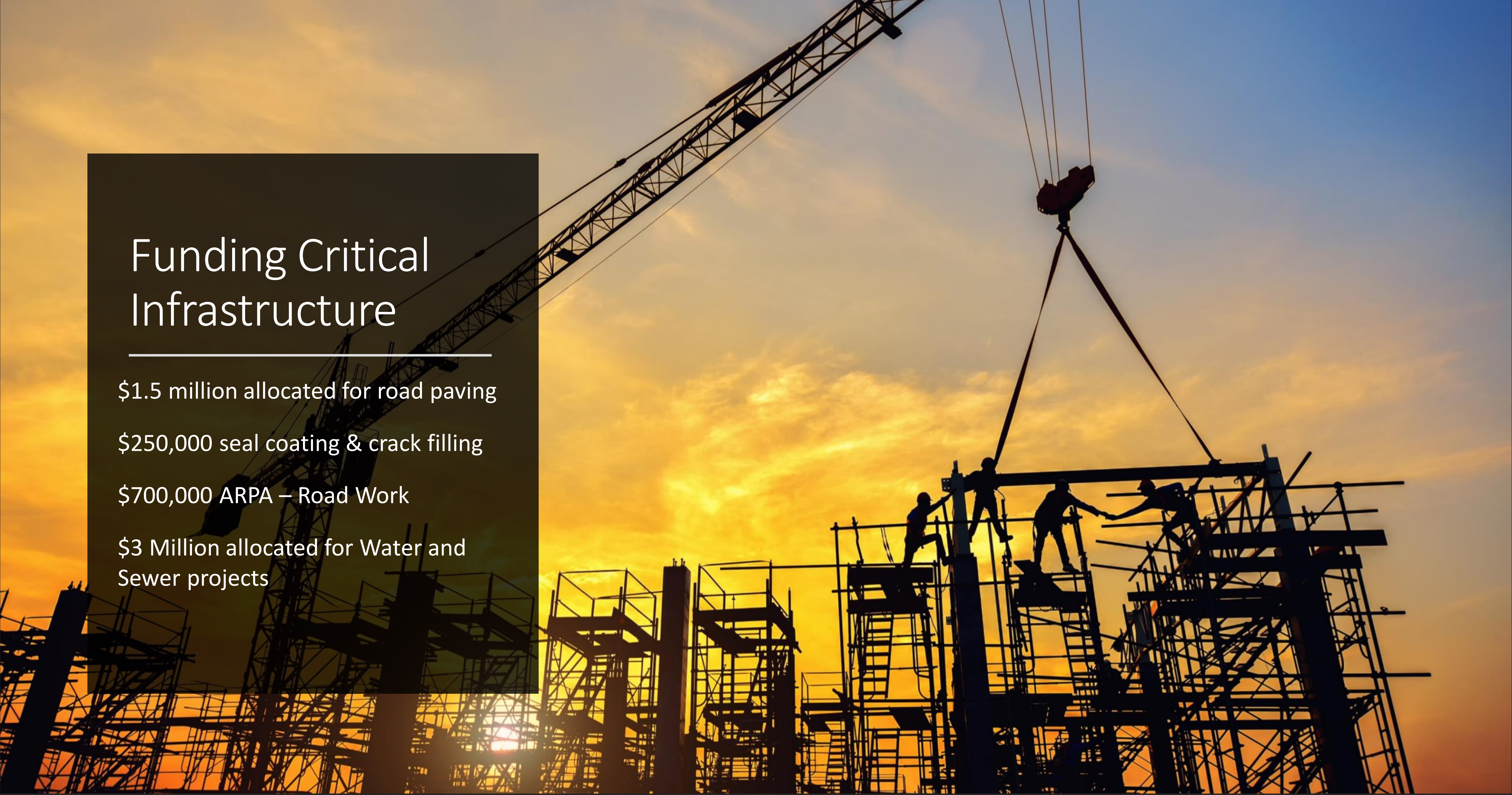
Controlling the Tax Burden

Budget Themes

Controlling the Tax Burden

Funding Critical Infrastructure

Employee Compensation



Funding Critical Infrastructure

$1.5 million allocated for road paving

$250,000 seal coating & crack filling

$700,000 ARPA – Road Work

$3 Million allocated for Water and Sewer projects

Budget Themes

Controlling the Tax Burden

Funding Critical Infrastructure

Employee Compensation

Employee Compensation

3% Performance Adjustment

Funded 2023 increased to Public Safety Staff

Proposed adjustments to Public Works Management

3% increase to Health Insurance Premiums

Budget Drivers

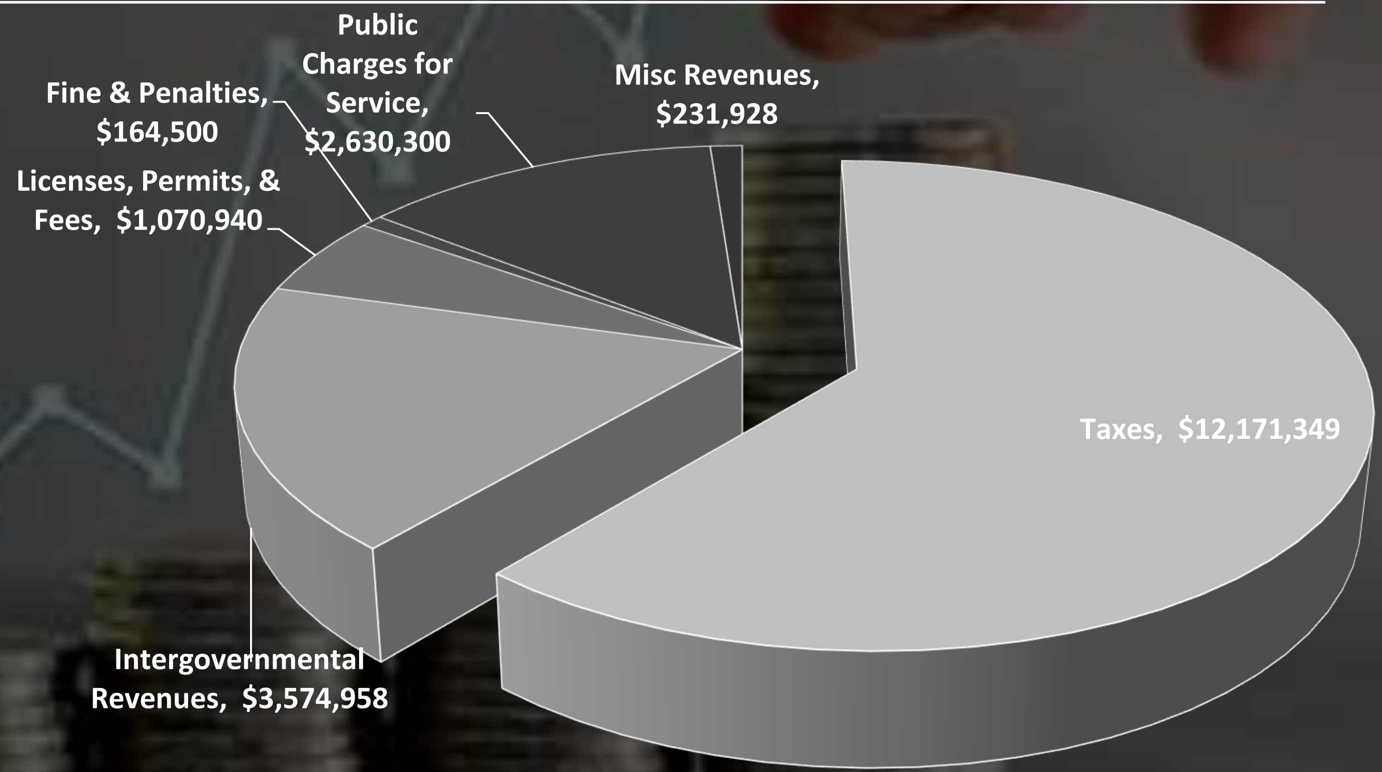
Budget Drivers – Revenue

Fire Department Revenues
- Ambulance Fees
  - Increased Calls
  - Better rates from vendor
- State payments for I41 responses

Intergovernmental Revenues
- State Shared Revenue
- State Transportation Aid

Community Development
- Projected decrease in development activity

Property Taxes



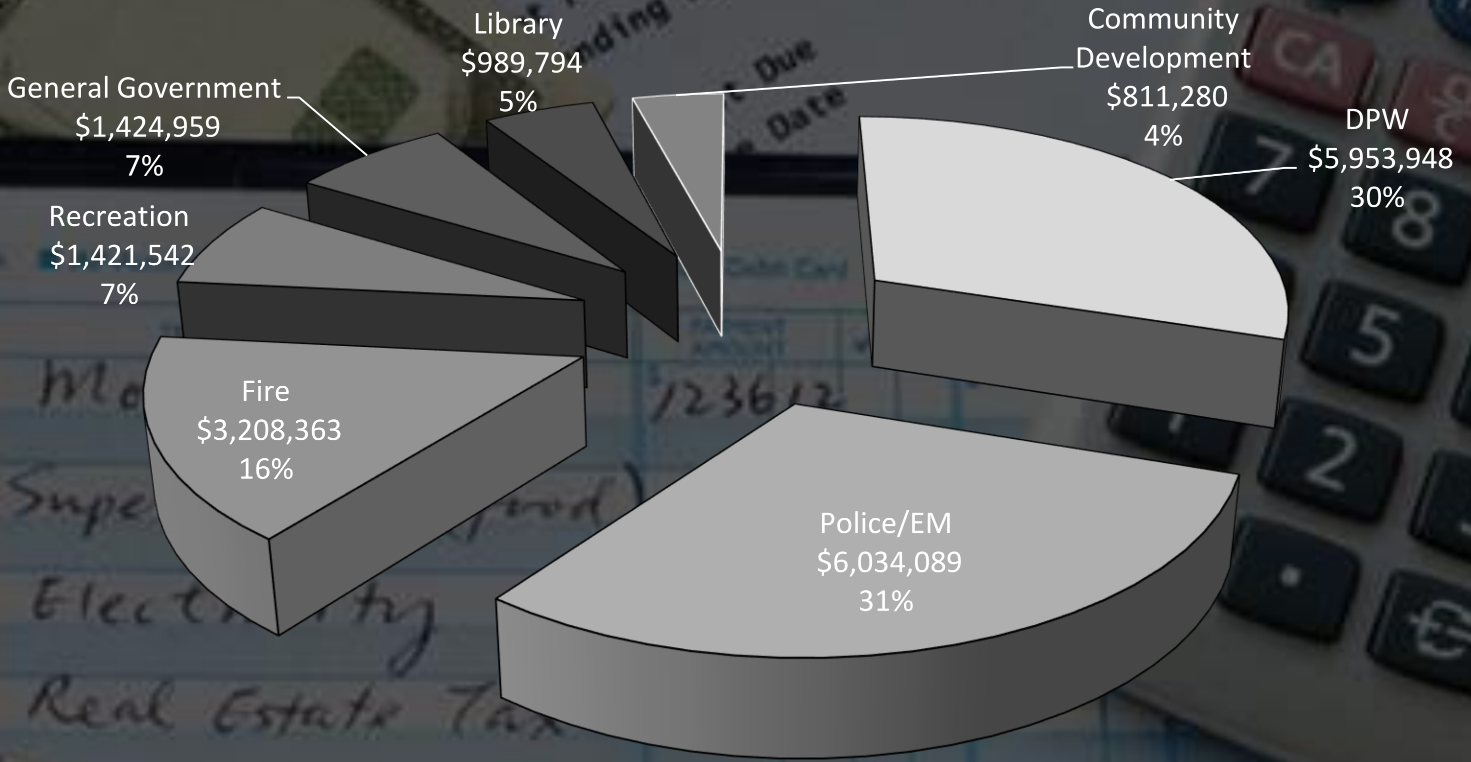
Budget Drivers

Budget Drivers - Expenses

Inflation and Market Factors
- Gas & Oil
- State Salt Contract
- WM Contract

Compensation Adjustments
- 3% Pay Adjustment
- 3% Health Premium
- Public Works proposed compensation changes

Public Safety Calls for Service



Budget Drivers - Expenses

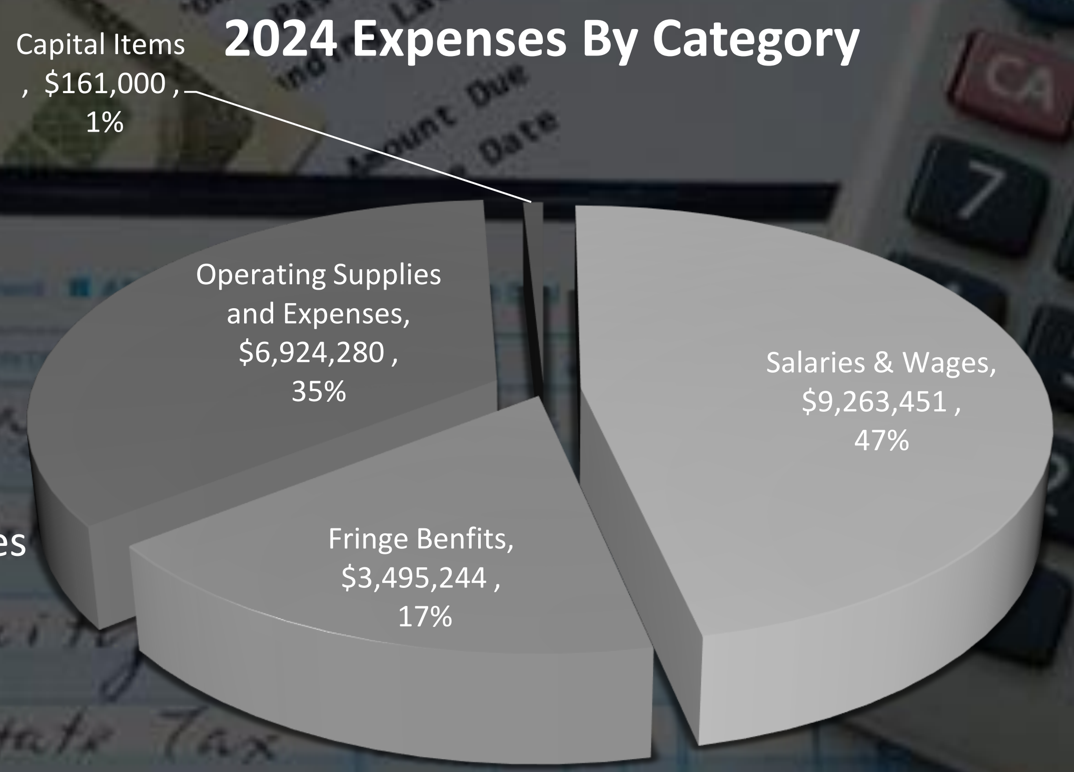
Inflation and Market Factors

- Gas & Oil
- State Salt Contract
- WM Contract

Compensation Adjustments

- 3% Pay Adjustment
- 3% Health Premium
- Public Works proposed compensation changes

Public Safety Calls for Service



Tax Levy

PROPOSED TAX LEVY By Fund	**2023** Budget	**2024** Budget	**% LEVY CHANGE**	**$ AMOUNT** Difference
GENERAL FUND	10,727,130	10,894,500	1.56%	167,370
DEBT SERVICE	4,845,716	4,823,265	-0.46%	(22,451)
TOTAL LEVY	15,572,846	15,717,765	1.10%	144,919

Impact on a Home

	2023 Budget Mill Rate	2024 Budget Mill Rate
	$300,000	$300,000
Tax Rate	$5.52	$5.61
Taxes Paid	$1,656	$1,683

Impact on a Home

The average taxpayer will pay an additional $27 in Village property taxes under the 2024 Recommended Budget

Thank you

Proposed Cuts for the Germantown Community Library 2024 Budget:

Total: $100,000

Line Item	Recommended	Amount Cut	Budget	Impact
Salaries & Benefits:	$792,000	$60,000	$732,000	
Salaries & Benefits: Limited Hours Mon-Thurs: 9:30am-7:30am Fri: 9:30am-5pm Sat: 9:30am-2:00pm		$40,000		- Reduction of Weekly Library Hours from 59 to 52 (12%) - Reduction of 2-3 hrs/week for Library Specialists & Library Page I & II Position
Salaries & Benefits: Eliminate Part-time Staff Position in Adult Services (26 hrs/week)		$20,000		- Less staffing hours available
Marketing	$10,000	$5,000	$5,000	-In-house marketing -Eliminate majority of events/sponsorships -Less community involvement
Office Supplies & Postage	$8,000	$2,000	$6,000	
Materials: Books, Audio Visual, Periodicals & Other	$92,000	$11,000	$81,000	-Less physical materials (12%) - Less circulation
Computer Services	$40,000	$10,000	$30,000	-Less digital materials (6%) - Less circulation - Extend computer/technology replacement cycle
Programming & Outreach	$29,000	$9,000	$20,000	- Lower program costs & offerings (30%) - Lower outreach services and community events/engagements (30%)
Training & Travel	$6,000	$3,000	$3,000	- Lower staff development, conferences, training & reimbursement (50%)

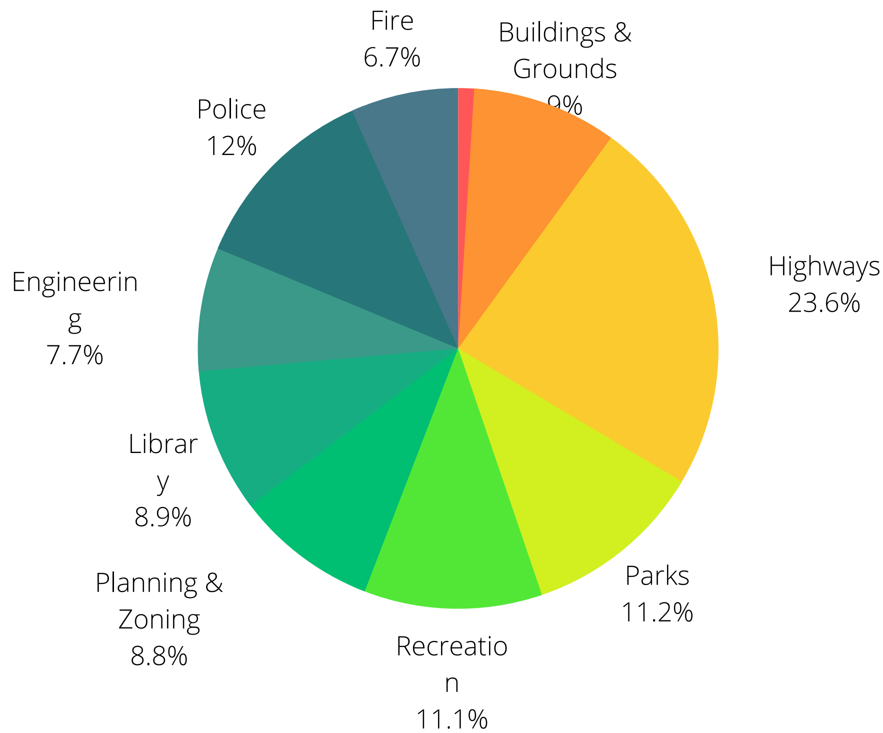
<u>$100,000 Impact:</u>
Decreasing the overall library expenditures has the potential to decrease the overall cost/per circ reimbursement from County funding for future budget years ($350,000 in 2024)

2024 VILLAGE & LIBRARY BUDGET CHARTS

Cuts to Village Operating Budgets

- Administration: $11,000
- Building & Grounds: $101,000
- Highways: $264,000
- Parks: $126,000
- Recreation: $124,000
- Planning & Zoning: $99,000
- Library: $100,000
- Engineering: $86,000
- Police: $135,000
- Fire: $75,000

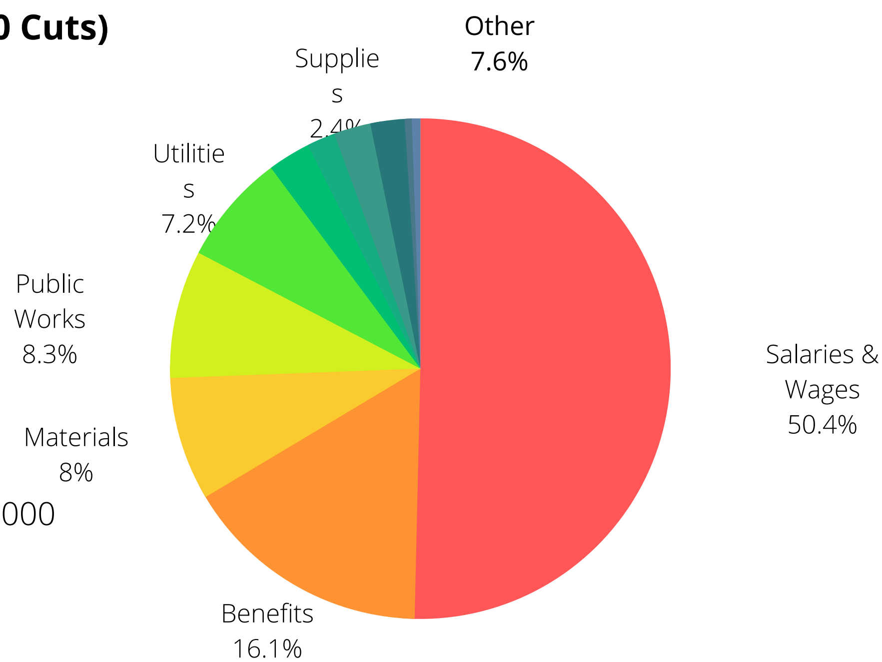
Total Cuts: $1,121,000



2024 Library Budget (with $100,000 Cuts)

- Salaries & Wages: $560,000
- Benefits: $176,000
- Materials: $87,000
- Public Works: $90,000
- Utilities: $78,000
- Technology: $30,000
- Programming: $20,000
- Supplies: $26,000
- System Fees: $24,000
- Marketing: $5,000
- Profession Development & Travel: $3,000

Total: $1,089,000



2022 Library Services Offered

Grade 1 Libraries (Adjacent Counties: Dodge, Fond du Lac, Dodge, Ozaukee, Sheboygan, Washington & Waukesha)
Service Population: 22,000 to $57,000

				Registered Borrowers	Services				Programs		
Library	Total Service Population	Physical Items Circulated	Cost Per Circ	Borrowers	Digital Circulation	Reference Transactions	Library Visits	Computer Usage	Self-Directed Activies	Staff	Total
West Bend Community Library	57,165	404,265	$4.11	22,684	73,859	14,272	177,086	7,875	5,287	450	22,067
Brookfield Public Library	45,849	543,095	$6.12	20,418	85,166	85,774	190,349	9,665	7,407	417	11,046
New Berlin Public Library	41,224	337,351	$4.93	16,143	59,913	37,752	131,766	8,466	12,635	362	11,152
Menomonee Falls Public Library	40,337	356,515	$6.10	15,542	63,794	20,997	129,881	7,960	7,754	449	10,132
Greenfield Public Library	37,809	192,840	$8.52	6,848	32,360	20,290	119,246	11,802	3,482	447	8,055
Oak Creek Public Library	37,383	219,338	$5.38	9,161	35,909	38,028	125,977	8,215	590	279	6,642
Franklin Public Library	35,896	298,744	$5.42	10,085	45,498	13,549	139,254	7,510	6,823	369	11,258
Germantown Community Library	35,219	288,802	$4.12	12,165	48,805	35,959	92,638	9,399	35,398	655	21,844
Beaver Dam Community Library	29,311	138,302	$8.79	4,446	36,312	4,451	68,972	4,745	2,638	157	4,088
Oconomowoc Public Library	29,040	304,024	$4.06	13,715	58,078	19,773	112,910	5,469	9,744	531	20,709
Frank L. Weyenberg Library	28,795	258,715	$4.99	12,284	57,268	14,521	118,546	4,179	11,141	373	8,973
Pewaukee Public Library	28,397	255,637	$4.96	11,187	42,453	12,659	95,665	4,803	3,036	333	9,492
Jack Russell Memorial Library	25,024	232,201	$5.83	11,202	40,012	10,372	115,831	7,748	8,830	533	13,894
Muskego Public Library	26,644	181,445	$5.49	7,901	52,279	13,668	77,235	5,856	1,856	216	1,323
North Shore Library	26,300	199,375	$5.51	13,716	33,095	51,050	144,732	5,182	12,140	350	8,885
Cedarburg Public Library	20,451	172,868	$7.12	10,466	37,158	2,850	103,567	5,064	2,374	252	4,985
Average	34,053	281,340	$5.96	12,373	50,122	24,748	121,478	7,121	8,196	386	10,909
Difference		7,462	-$2.18	-208	-1,317	11,211	-28,840	2,278	27,202	369	10,935
Percent Difference		3%	-37%	-2%	3%	37%	-27%	28%	125%	56%	66%

2023 Library Funding

Grade 1 Libraries (Adjacent Counties: Dodge, Fond du Lac, Dodge, Ozaukee, Sheboygan, Washington & Waukesha)
Service Population: 22,000 to $57,000

Adjacent County Population: 26,000-45,000 &
Monarch Library System (Grade I):
Library Services Study 2023

			Cost Per Circ	Hours Open per Week	Funding				Salaries		Material
Library	Total Service Population	Physical Items Circulated	Cost Per Circ	Hours	Municipal	County	ACT 420	Total	Salaries	Staff	Total
West Bend Community Library	57,165	404,265	$4.11	61	$811,015	$649,043	$15,485	$1,663,481	$837,507	18.38	$153,482
Brookfield Public Library	45,849	543,095	$6.12	67	$3,009,845	$271,044	$1,994	$3,325,231	$1,682,308	29.38	$410,228
New Berlin Public Library	41,224	337,351	$4.93	67	$1,579,035	$22,733	$4,763	$1,662,959	$914,285	19.24	$256,275
Menomonee Falls Public Library	40,337	356,515	$6.10	64	$1,919,000	$31,412	$38,017	$2,174,432	$1,057,144	21.04	$209,686
Greenfield Public Library	37,809	192,840	$8.52	66	$1,312,298			$1,643,399	$745,078	14.4	$111,673
Oak Creek Public Library	37,383	219,338	$5.38	60	$1,101,195			$1,179,466	$685,733	15.3	$118,079
Franklin Public Library	35,896	298,744	$5.42	60	$1,347,200			$1,618,676	$835,526	15.15	$120,589
Germantown Community Library*	35,219	288,802	$4.12	59	$839,000	$344,000	$6,000	$1,189,000	$606,000	16.65	$92,000
Beaver Dam Community Library	29,311	138,302	$8.79	57	$786,106	$393,375	$34,952	$1,215,775	$374,397	11.63	$139,182
Oconomowoc Public Library	29,040	304,024	$4.06	63	$774,243	$297,326	$123,303	$1,232,945	$632,707	13.88	$131,630
Frank L. Weyenberg Library	28,795	258,715	$4.99	64	$1,171,740	$9,284	$3,711	$1,290,425	$595,485	13.4	$141,419
Pewaukee Public Library	28,397	255,637	$4.96	59	$1,101,771	$102,070	$2,942	$1,268,759	$596,684	13.11	$117,253
Jack Russell Memorial Library	25,024	232,201	$5.83	62	$1,171,346	$65,860	$75,721	$1,352,615	$688,855	14.3	$156,520
Muskego Public Library	26,644	181,445	$5.49	58	$961,985	$0		$996,675	$542,488	13.3	$82,302
North Shore Library	26,300	199,375	$5.51	57	$709,312	$270,979	$67,842	$1,099,046	$483,429	13.95	$115,117
Cedarburg Public Library	20,451	172,868	$7.12	60	$771,194	$263,895	$20,032	$1,230,569	$580,042	12.8	$82,400
Average		281,340	$5.96	62	$1,210,393			$1,508,966	$737,467	16.00	$153,032
				-3	-$371,393			-$319,966	-$131,467	0.65	-$61,032
				-5%	-36%			-24%	-20%	4%	-50%
Germantown ($100,000 budget cuts)*		288,802	$3.78	52.5	$739,000	$344,000	$6,000	$1,091,284	$546,000	15.45	$81,000
Difference		7,462	-$2.18	-9.5	-$471,393			-$417,682	-$191,467	-0.55	-$72,032
Percent Difference		3%	-45%	-17%	-48%			-32%	-30%	-3%	-62%

19,000 to 34,999 Population	Hours	Material
WI Library Standards (Tier 1)	60 to 63	$117,000 to 125,000
WI Library Standards (Tier 2)	63 to 65	$159,000 to $168,000
WI Library Standards (Tier 3)	67 to 69	$211,000 to 226,000

*2024 Budget Data (one year ahead)

Library Budget

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 YTD	2024 Budget	2023-2024 ($)	2023-2024 (%)	Expense Explanation
Salaries & Wages									
10-551-510-1100	SALARIES - FULL TIME	$ 196,321	$ 216,407	$ 215,675	$ 160,536	$ 219,980	$ 4,305	2%	
~~10-551-510-1150~~	~~SALARIES - COUNTY~~	$ 65,991	$ -	$ -	$ -	$ -	$ -	0%	
10-551-510-1800	SALARIES - PART TIME	$ 249,828	$ 321,311	$ 338,920	$ 258,814	$ 327,906	$ (11,014)	-3%	
10-551-510-1810	SALARIES - LIBRARY BOARD	$ 893	$ 1,682	$ 1,200	$ 570	$ 1,200	$ -	0%	
	Total salaires & Wages	**$ 513,033**	**$ 539,400**	**$ 555,795**	**$ 419,920**	**$ 549,086**	**$ (6,709)**	**-1%**	
Fringe Benfits									
10-551-520-2100	SOCIAL SECURITY	$ 37,843	$ 40,352	$ 41,296	$ 30,966	$ 41,913	$ 617	1%	
~~10-551-520-2110~~	~~SOCIAL SECURITY - COUNTY~~	$ -	$ -	$ -	$ -	$ -	$ -	0%	
10-551-520-2200	STATE RETIREMENT	$ 26,475	$ 31,697	$ 26,970	$ 25,092	$ 27,875	$ 905	3%	
~~10-551-520-2210~~	~~STATE RETIREMENT - COUNTY~~	$ -	$ -	$ -	$ -	$ -	$ -	0%	
10-551-520-2300	HEALTH INSURANCE	$ 78,600	$ 77,283	$ 69,073	$ 64,210	$ 99,202	$ 30,129	44%	
~~10-551-520-2400~~	~~DENTAL INSURANCE - COUNTY~~	$ 2,880	$ 3,880	$ 2,895	$ 3,530	$ 4,825	$ 1,930	67%	
10-551-520-2500	LIFE INSURANCE	$ 1,022	$ 1,412	$ 1,241	$ 1,063	$ 1,241	$ -	0%	
~~10-551-520-2510~~	~~LIFE INSURANCE - COUNTY~~	$ -	$ -	$ -	$ -		$ -	0%	
	Total Fringe Benefits	**$ 146,820**	**$ 154,624**	**$ 141,475**	**$ 124,861**	**$ 175,056**	**$ 33,581**	**24%**	
Operating Supplies and Expenses									
10-551-530-3100	GENERAL SUPPLIES AND EXPENSES	$ 4,320	$ 87,635	$ 10,000	$ 5,880	$ 10,000	$ -	0%	
10-551-530-3110	STORYTIME PROGRAM - SUPPLIES	$ -	$ -	$ -	$ -	$ -	$ -	0%	
10-551-530-3120	MARKETING	$ -	$ -	$ 10,000	$ 9,895	$ 5,000	$ (5,000)	0	
~~10-551-530-3150~~	~~GENERAL SUPPLIES & EXPENSE - CTY~~	$ 74,885	$ 6,000	$ -	$ -	$ -	$ -	0%	
10-551-530-3200	OFFICE SUPPLIES	$ 5,849	$ 5,004	$ 5,000	$ 3,045	$ 6,000	$ 1,000	20%	
10-551-530-3400	POSTAGE	$ 488	$ 468	$ 2,000	$ 607	$ -	$ (2,000)	-100%	
~~10-551-530-3410~~	~~POSTAGE - COUNTY~~	$ -	$ -	$ -	$ -	$ -	$ -	0%	
10-551-530-3600	BOOKS	$ 39,977	$ 61,002	$ 62,000	$ 32,189	$ 56,000	$ (6,000)	-10%	
~~10-551-530-3610~~	~~BOOKS - COUNTY~~	$ 17,660	$ -	$ -	$ -	$ -	$ -	0%	
10-551-530-3620	BOOK PROCESSING	$ 5,446	$ 8,537	$ 10,000	$ 9,243	$ 10,000	$ -	0%	
~~10-551-530-3625~~	~~BOOK PROCESSING - COUNTY~~	$ 5,223	$ -	$ -	$ -	$ -	$ -	0%	
10-551-530-3630	PERIODICALS	$ 3,847	$ 10,731	$ 8,000	$ 4,963	$ 5,000	$ (3,000)	-38%	
10-551-530-3635	~~PERIODICALS - COUNTY~~	$ 3,712	$ -	$ -	$ -	$ -	$ -	0%	
10-551-530-3640	AUDIO VISUAL	$ 5,989	$ 20,785	$ 22,000	$ 10,298	$ 20,000	$ (2,000)	-9%	
~~10-551-530-3645~~	~~AUDIO VISUAL - COUNTY~~	$ 12,968	$ 47	$ -	$ -	$ -	$ -	0%	
10-551-530-3660	COMPUTER SERVICE	$ 13,357	$ 42,114	$ 40,000	$ 19,789	$ 30,000	$ (10,000)	-25%	
~~10-551-530-3665~~	~~COMPUTER SERVICE - COUNTY~~	$ 16,327	$ -	$ -	$ -	$ -	$ -	0%	
10-551--530-3810	DONATIONS - EXPENSE	$ 5,310	$ 2,809	$ -	$ -	$ -	$ -	0%	
10-551-530-3820	PROGRAMS SUPPLIES & EXPENSE	$ 3,375	$ 27,193	$ 24,000	$ 20,384	$ 20,000	$ (4,000)	-17%	
~~10-551-530-3821~~	~~PRGRAMS SUPPLIES & EXPENSE - COUNTY~~	$ 33,075	$ (593)	$ -	$ -	$ -	$ -	0%	
10-551-530-5400	SYSTEM AUTOMATION	$ 547	$ 22,587	$ 23,000	$ 23,028	$ 24,000	$ 1,000	4%	
~~10-551-530-5410~~	~~SYSTEM AUTOMATION - COUNTY~~	$ 20,920	$ -	$ -	$ -	$ -	$ -	0%	
10-551-530-7100	UTILITIES	$ 59,016	$ 60,015	$ 68,000	$ 38,722	$ 65,000	$ (3,000)	-4%	
10-551-530-7200	TELEPHONE	$ 2,031	$ 3,957	$ 4,000	$ 3,059	$ 4,000	$ -	0%	
10-551-530-7250	OUTREACH ~~- COUNTY~~	$ 4,077	$ 7,321	$ 4,000	$ 2,037	$ -	$ (4,000)	-100%	
10-551-530-7300	INSURANCE AND BONDS	$ 9,249	$ 6,390	$ 5,993	$ 4,698	$ 6,348	$ 355	6%	
10-551-530-7700	TRAINING AND SEMINARS	$ 1,716	$ 1,855	$ 5,000	$ 5,839	$ 2,000	$ (3,000)	-60%	
~~10-551-530-7710~~	~~TRAINING - COUNTY~~	$ 3,395	$ -	$ -	$ -		$ -	0%	
10-551-530-7800	TRAVEL	$ 1,195	$ 1,312	$ 1,000	$ 637	$ 1,000	$ -	0%	
	Total Operating Supplies	**$ 353,954**	**$ 375,169**	**$ 303,993**	**$ 194,312**	**$ 264,348**	**$ (39,645)**	**-13%**	
Capital Items									
10-551-570-8100	MISCELLANEOUS EQUIPMENT - COUNTY	$ -	$ -	$ -	$ -		$ -	#DIV/0!	
	Total Capital Items	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**#DIV/0!**	
	DEPARTMENT TOTAL	**$ 1,013,806.83**	**$ 1,069,193.65**	**$ 1,001,263.00**	**$ 739,093**	**$ 988,490.00**	**$ (12,773.00)**	**-1%**	

Account	Description	2021 Actual	2022 Actual	2023 Budgeted	2023 YTD	2024 Budget Departmen	2023-2024 Variance ($)	2023-2024 Variance (%)	Revenue Explanation
Intergovernmental Revenues									
10-430-431-7210	COUNTY LIBRARY REVENUE	$ 337,671.37	$ 328,432.35	$ 320,000.00	$ 153,204.98	$ 350,000.00	$ 30,000.00	9%	Addition County Revenue due to increased county non-libraried circulation
10-430-431-7220	MID-WI FED LIB SYS-CONT ED GNT	$ -	$ -	$ -	$ -	$ -	$ -	0%	
	Total Intergovernmental Revenues	**$ 337,671.37**	**$ 328,432.35**	**$ 320,000.00**	**$ 153,204.98**	**$ 350,000.00**	**$ 30,000.00**	**9%**	
Public Charges For Services									
10-460-467-7110	LIBRARY FINES & FEES	$ 8,014.52	$ 13,041.01	$ 10,000.00	$ 5,603.81	$ 10,000.00	$ -	0%	
10-460-467-7120	LIBRARY SYSTEM REVENUE	$ -	$ -	$ -	$ 3,265.15	$ -	$ -	0%	
	Total Public Charges for Services	**$ 8,014.52**	**$ 13,041.01**	**$ 10,000.00**	**$ 8,868.96**	**$ 10,000.00**	**$ -**	**0%**	
Miscellaneous Revenues									
10-480-485-5710	LIBRARY DONATIONS	$ 5,745.98	$ 1,500.00	$ -	$ -	$ -	$ -	0%	
	Total Miscellaneous Revenues	**$ 5,745.98**	**$ 1,500.00**	**$ -**	**$ -**	**$ -**	**$ -**	**0%**	
	DEPARTMENT TOTAL	**$ 351,431.87**	**$ 342,973.36**	**$ 330,000.00**	**$ 162,073.94**	**$ 360,000.00**	**$ 30,000.00**	**9%**	

Account	Description	2023 Budget	2024 Budget Request	2021-2022 Variance ($)	Description
Capital Outlay					
40-551-570-8200	BUILDING IMPROVEMENTS	$ -	$ -	$ -	
40-551-570-8210	NEW BLDG FURNITURE/EQUIP - COUNTY	$ -	$ -	$ -	
40-551-570-8310	LAND IMPROVEMENTS	$ -	$ -	$ -	
40-551-570-8410	FURNITURE	$ -	$ -	$ -	
40-551-570-8430	COMPUTER HARDWARE	$ -	$ -	$ -	
40-551-570-8435	AUTOMATION EQUIPMENT - COUNTY	$ -	$ -	$ -	
40-551-570-8440	COMPUTER SOFTWARE	$ -	$ -	$ -	
	Total Capital Outlay	**$ -**	**$ -**	**$ -**	

Library Board

Account	Description	2021 Actual	2022 Actual	2023 Budgeted	2023 YTD	2024 Budget Department Request	2021-2022 Variance ($)	2021-2022 Varience (%)
Donations								
83-480-485-5710	REVENUES	$ 5,169.65	$ 1,742.08	$ -	$ -	$ -	$ -	#DIV/0!
	Total Donations	**$ 5,169.65**	**$ 1,742.08**	**$ -**	**$ -**	**$ -**	**$ -**	#DIV/0!
Interest Revenue								
83-480-481-1100	INVESTMENT INTEREST	$ 5,169.65	$ 1,742.08	$ -	$ -	$ -	$ -	#DIV/0!
	Total Interest Revenue	**$ 5,169.65**	**$ 1,742.08**	**$ -**	**$ -**	**$ -**	**$ -**	#DIV/0!
	Department Total	**$ 10,339.30**	**$ 3,484.16**	**$ -**	**$ -**	**$ -**	**$ -**	**#DIV/0!**

Account	Description	2021 Actual	2022 Actual	2023 Budgeted	2023 YTD	2024 Budget Department Request	2021-2022 Variance ($)	2021-2022 Varience (%)
General Expenditures								
83-551-530-3100	GENERAL SUPPLIES & EXPENSE	$ 1,846.90	$ 3,294.48	$ -	$ -		$ -	
83-551-530-3600	BOOKS	$ -	$ 493.33	$ -	$ -		$ -	
83-551-570-8420	EQUIPMENT	$ -	$ -	$ -	$ -		$ -	
	Total Expenitures	**$ 1,846.90**	**$ 3,787.81**	**$ -**	**$ -**	**$ -**	**$ -**	
	Department Total	**$ 1,846.90**	**$ 3,787.81**	**$ -**	**$ -**	**$ -**	**$ -**	