

MEETING:	GERMANTOWN COMMUNITY LIBRARY BOARD
DATE AND TIME:	Wednesday, October 18, 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. September 27, 2023 Meeting Minutes
- 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.) None.*
- 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**
 - A. 2024 Budget
- IX. **NEW BUSINESS:**
 - A. 2024 Library Calendar
 - B. Library Board ByLaws Amendment
- X. **ADJOURNMENT:**

LIBRARY BOARD AGENDA

October 18, 2023

Page 2

The next regular meeting of the Germantown Community Library Board will be on Wednesday, November 15, 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: October 18, 2023

PLACEMENT: Action Item

ITEM TITLE: September 27, 2023 Meeting Minutes

SUBMITTED BY: Connie Lloyd, Asst. Director

SUMMARY EXPLANATION:

Review the attached Library Board meeting minutes for September 27, 2023.

ATTACHMENT:

1. Library Board Minutes for 09-27-23

RECOMMENDATION:

Approve submitted minutes.

ACTION BY Committee:

MEETING:	GERMANTOWN COMMUNITY OF THE LIBRARY BOARD
DATE AND TIME:	Wednesday, September 27, 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 President Joyce Nelson, Library Board Member Charlene Brady, Trustee Jan Miller, Library Board Member Darlene Vosen, Library Board Member Christa Potratz

Absent:

Excused: Library Board Member Jacob Misiak, Library Board Member Joletta Kerpan

Also present: Library Director Trisha Smith, Assistant Library Director Connie Lloyd, Village Finance Director Matthew Uselding

III. **APPROVAL OF AGENDA:**

Motion: Move the agenda items VII. B. Village Reports, IX.A. 2024 Budget, and X. Closed Session to the beginning of the meeting.

Motioned By: Jan Miller

Seconded By: Joyce Nelson

Yes: Charlene Brady, Christa Potratz, Darlene Vosen, Jan Miller, Joyce Nelson

No: None

Abstain: None

Motion Passed (Yes 5, No 0, Abstained 0)

IV. **APPROVAL OF MINUTES:**

A. August 23, 2023 Meeting Minutes

Motion: Approve the Minutes for August 23, 2023 as presented

Motioned By: Darlene Vosen

Seconded By: Charlene Brady

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Charlene Brady, Christa Potratz

No: None

Abstain: None

Motion Passed (Yes 5, No 0, Abstained 0)

- 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.)*

None.

VI. **FINANCIAL MATTERS:**

A. Treasurer's Report

Motion: Approve the Treasurer Report dated September 21, 2023 as presented

Motioned By: Joyce Nelson

Seconded By: Charlene Brady

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Charlene Brady, Christa Potratz

No: None

Abstain: None

Motion Passed (Yes 5, No 0, Abstained 0)

B. Accounts Payable

Motion: Approve September Accounts Payable as Presented

Motioned By: Joyce Nelson

Seconded By: Darlene Vosen

On roll call vote:

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Charlene Brady, Christa Potratz

No: None

Abstain: None

Motion Passed (Yes 5, No 0, Abstained 0)

C. Budget Reports

Reviewed Library September 2023 Budget Reports.

VII. **REPORTS:**

A. Correspondence

None.

B. Village Reports

Miller provided a summary of the last Village Board meeting on September 18 including information regarding the upcoming Committee of the Whole (COW) budget

meetings. The Library budget will be presented at the October 17 COW budget meeting.

C. County Reports

Smith shared that the 2024 Washington County Library Contract was finalized and she submitted a copy in the packet. There was an increase of the Library Levy Budget of \$240,584 from 2023. It was the first time the County budget was based on library usage using a Cost per Circulation formula. Municipal Exemptions from County Tax for 2024 have been finalized. Nelson and Smith also indicated Washington County restored the Washington County Libraries Capital Funding. Germantown will receive an additional \$30,000 in operating and \$23,000 in Capital Offset in 2024.

D. System Reports

Smith included System highlights in her Director Report.

E. President's Report

None.

F. Director's Report

Smith reviewed her submitted Director's Report, updated monthly circulation statistics, seasonal programming and outreach statistics, and year-to-date library services statistics.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS:

A. 2024 Budget

Smith provided a copy of the overall Village Budget and the proposed Village cuts, which include \$100,000 in cuts for the Library. Smith included in the packet copies of the Village Administrator and Village Finance Director's presentations. Smith also reviewed what was submitted for the 2024 Library Budget with a summary of the service impact of reducing the Library budget by \$100,000.

The Library Board had considerable discussion regarding the negative impact this would have on services to the community. Village Finance Director Matthew Uselding answered questions about the 2024 budget. Potratz and Brady raised concerns that the timing did not allow the proposed budget to be provided to the Library Board before submitting it to the Village Board. It was noted the timing on the library behalf will be modified next year.

Miller proposed making a recommendation to the Village Board to restore \$60,000 of recommended budget cuts applied to the reduction of library hours and staff salaries and benefits. Due to the 100 character limitation within the 'Civic Plus Motion' feature this intended motion has been summarized in the motion below.

Motion: Amend proposed budget to restore open hours and employee salaries and benefits of \$60,000.

Motioned By: Jan Miller

Seconded By: Darlene Vosen

On roll call vote:

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Charlene Brady, Christa Potratz

No: None

Abstain: None

Motion Passed (Yes 5, No 0, Abstained 0)

- 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

Motion: Approve To Go Into Closed Session

Motioned By: Joyce Nelson

Seconded By: Jan Miller

Yes: Charlene Brady, Christa Potratz, Darlene Vosen, Jan Miller, Joyce Nelson

No: None

Abstain: None

Motion Passed (Yes 5, No 0, Abstained 0)

Materials presented were reviewed and discussed.

Motion: Approve To Reenter to Open Session

Motioned By: Darlene Vosen

Seconded By: Jan Miller

Yes: Charlene Brady, Christa Potratz, Darlene Vosen, Jan Miller, Joyce Nelson

No: None

Abstain: None

Motion Passed

B. Reconvene into Open Session with Possible Action

Motion: Approve the proposed salary equity changes, reviewed and approved by the Village Administration, as presented.

Motioned By: Joyce Nelson

Seconded By: Jan Miller

Yes: Christa Potratz, Darlene Vosen, Jan Miller, Joyce Nelson

No: Charlene Brady

Abstain: None

Motion Passed (Yes 4, No 1, Abstained 0)

- XI. ADJOURNMENT:**

Nelson announced the next meeting will be October 18, 2023 at 6:00 p.m.
Nelson called the meeting adjourned at 07:41 PM.

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: October 18, 2023

PLACEMENT: Action Item

ITEM TITLE: Treasurer's Report

SUBMITTED BY: Darlene Vosen, Library Board Member

SUMMARY EXPLANATION:

Review the submitted Library Board Treasurer's Report dated October 12, 2023.

ATTACHMENT:

1. 2023-10 Treasurer's Report

RECOMMENDATION:

Approve the submitted Treasurer's Report.

ACTION BY Committee:

Germantown Community Library Board

Financial Report October 12, 2023

By Darlene Vosen

Bank Five Nine GCL Board Checking Account

Balance 9/21/23 per online statement		\$3,213.42
9/27 Deposit Early Literacy donation	+\$25.77	
Balance 10/12/23 per online statement		\$3,239.19

Bank Five Nine GCL Board Savings Account

Balance 9/21/23 per on-line statement		\$5,071.41
Interest September	+\$.40	
Balance 10/12/23 per on-line statement		\$5,071.81

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

Balance 9/21/23 per on-line statement		\$16,254.66
9/27 Deposit Patio/Expansion donation	+\$26.62	
Interest September	+\$1.60	
CD Interest 3991	+\$172.80	
CD Interest 4025	+\$170.91	
Balance 10/12/23 per on-line statement		\$16,626.59

***Penny Jug Fund/Art Work = \$2,300.74 (total)**

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

***Expansion \$691.14+\$21.36+ \$1.60+\$172.80+\$170.91 = \$1,057.81 (total)**

***Patio Expansion \$10,510.33 + \$5.26= \$10,515.59 (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 + \$25.77= \$494.53 (total)**

--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: October 18, 2023

PLACEMENT: Action Item

ITEM TITLE: Accounts Payable

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Library Accounts Payable.

ATTACHMENT:

1. 2023-10 Vouchers (pt. 1)
2. 2023-10 Vouchers (pt. 2)

RECOMMENDATION:

Approve the submitted Accounts Payable.

ACTION BY Committee:

Schedule of Vouchers - Village and County

October 2023 - Budget Expenses

Supplier	Account Number	Description	Amount
Germantown Chamber	10-551-530-3120	Print & Digital Marketing	\$60.00
Credit Card	10-551-530-3120	Print & Digital Marketing	\$157.00
Complete Office	10-551-530-3200	Office Supplies	\$265.85
Baker & Taylor	10-551-530-3600	Adult & Children's Titles	\$2,945.76
Penworthy	10-551-530-3600	Children's Titles	\$1,744.83
Demco	10-551-530-3620	Book Processing Supplies	\$173.49
Playaway	10-551-530-3640	Audio Visual Titles	\$403.44
Credit Card	10-551-530-3640	Audio Visual Titles	\$871.39
Gordon Flesch	10-551-530-3660	Computer Services	\$1,149.32
Hoopla	10-551-530-3660	Digital Titles	\$951.16
Credit Card	10-551-530-3660	Computer Services	\$921.48
Voucher - P. Smith	10-551-530-3820	Programming Supplies	\$175.06
Credit Card	10-551-530-3820	Programming Supplies	\$2,481.97
Credit Card	10-551-530-7250	Outreach Services	\$257.58
Credit Card	10-551-530-7700	Training & Seminars	\$545.08
Total:			\$13,103.41

Schedule of Vouchers - Village and County

October 2023 - Credit Card Statement

GERMANTOWN LIBRARY

Vendor	Account Number	Description	Amount
AMAZON	10-551-530-3820	PROGRAMMING SUPPLIES	\$17.91
DOLLAR TREE	10-551-530-3820	PROGRAMMING SUPPLIES	\$430.42
EXPEDIA	10-551-530-7700	TRAINING & SEMINARS	\$545.08
HOBBY LOBBY	10-551-530-3820	PROGRAMMING SUPPLIES	\$209.58
MICHAELS	10-551-530-3820	PROGRAMMING SUPPLIES	\$89.40
PICK N SAVE	10-551-530-3820	PROGRAMMING SUPPLIES	\$13.29
TARGET	10-551-530-3820	PROGRAMMING SUPPLIES	\$202.87
			\$1,508.55

DIRECTOR

Vendor	Account Number	Description	Amount
			\$0.00

YOUTH SERVICES LIBRARIAN

Vendor	Account Number	Description	Amount
AMAZON	10-551-530-3820	PROGRAMMING SUPPLIES	\$1,131.34
BARTZS PARTY STORE	10-551-530-3820	PROGRAMMING SUPPLIES	\$14.33
CANVA	10-551-530-3120	PRINT & DIGITAL MARKETING	\$31.00
DOMINO'S	10-551-530-3820	PROGRAMMING SUPPLIES	\$51.70
FROM THE POND	10-551-530-3120	PRINT & DIGITAL MARKETING	\$50.00
GOODWILL RETAIL	10-551-530-3820	PROGRAMMING SUPPLIES	\$25.05
HOBBY LOBBY	10-551-530-3820	PROGRAMMING SUPPLIES	\$163.01
PICK N SAVE	10-551-530-3820	PROGRAMMING SUPPLIES	\$60.56
SCARY JIM'S HALLOWEEN	10-551-530-3820	PROGRAMMING SUPPLIES	\$17.28
AMERICAN BUTTON	10-551-530-3820	PROGRAMMING SUPPLIES	\$55.23
			\$1,599.50

ASSISTANT DIRECTOR

Vendor	Account Number	Description	Amount
AMAZON	10-551-530-3660	COMPUTER SUPPLIES	\$735.35
CINTAS CORP	10-551-530-3100	COMPUTER SUPPLIES	\$44.44
GERMANTOWN ACE HARDWARE	10-551-530-3100	COMPUTER SUPPLIES	\$35.30
INNOVATIVE LABEL TECHN	10-551-530-3660	COMPUTER SUPPLIES	\$106.39
			\$921.48

ADULT SERVICES LIBRARIAN

Vendor	Account Number	Description	Amount
AMAZON	10-551-530-3640	AUDIO VISUAL SUPPLIES	\$713.24
CONSTANT CONTACT	10-551-530-3120	PRINT & DIGITAL MARKETING	\$76.00
ZOOM	10-551-530-3640	AUDIO VISUAL SUPPLIES	\$158.15
			\$947.39

OUTREACH SERVICES SPECIALIST

Vendor	Account Number	Description	Amount
MEIJER	10-551-530-7250	OUTREACH SUPPLIES	\$8.21
OFFICE MAX/DEPO	10-551-530-7250	OUTREACH SUPPLIES	\$26.99
WM SUPERCENTER	10-551-530-7250	OUTREACH SUPPLIES	\$42.56
COSTCO	10-551-530-7250	OUTREACH SUPPLIES	\$179.82
			\$257.58

\$5,234.50

		TOTALS	
10-551-530-3100	GENERAL SUPPLIES		\$0.00
10-551-530-3120	MARKETING		\$157.00
10-551-530-3400	POSTAGE		\$0.00
10-551-530-3640	AUDIO/VISUAL MATERIAL		\$871.39
10-551-530-3660	COMPUTER SERVICES		\$921.48
10-551-530-3820	PROGRAMMING		\$2,481.97
10-551-530-7250	OUTREACH SERVICES		\$257.58
10-551-530-7700	TRAINING & SEMINARS		\$545.08

\$5,234.50

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: October 18, 2023

PLACEMENT: Presentation

ITEM TITLE: Budget Reports

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The budget reports are not available this month due to the financial system conversion to the new Tyler Munis system on October 1 and the timing of the Library Board meeting this month.

ATTACHMENT:

RECOMMENDATION:

ACTION BY Committee:

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: October 18, 2023

PLACEMENT: Presentation

ITEM TITLE: Director's Report

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Director's Report and attachments.

ATTACHMENT:

1. Director's Report
2. Director's Report (pt. 2 - Monarch Annual Report)
3. Director's Report (pt. 3 - Monarch Presentation)
4. Director's Report (pt. 4 - Wash. Co. Daily 9-02-23 2024 Fine Free)
5. Director's Report (pt. 5 - Express News 9-30-23 2024 Budget)
6. Director's Report (pt. 6 - Germantown School District 2023 Annual Update)

RECOMMENDATION:

ACTION BY Committee:

Director's Report: October 2023

STATE OF WISCONSIN - None

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, October 12 in Lomira. Topics included Vega updates, Zoho Ticketing System, and updates to the 2023 Annual Report. Germantown is participating in the Batch 2 onboarding group for Vega Program: <https://monarchlibraries.org/library-director-meetings/>
- System Director, Riti Grove, and staff presented on the Monarch Library System at the Mid-Moraine Dinner meeting on Wednesday, September 27 (attached).

WASHINGTON COUNTY

- The Washington County Library Contract (Exhibit A) has been updated for 2024 (attached in budget item). The total 2024 Library Levy Budget was \$1,877,442 and included \$166,553 for capital offset funding (\$23,293.50 for Germantown). This was an increase of \$234,825 from last year and the first time the county budget was based on usage through a true cost per circulation reimbursement formula.
- Numbers for Municipal Exemptions from County Tax for 2024 have been finalized (attached in budget item).

VILLAGE OF GERMANTOWN:

- The Village Board met on Monday, October 2.
- The General Government & Finance and Village Board met on Monday, October 16.
- The Committee of the Whole met on Tuesday, October 17.
 - The Library Director presented the 2024 recommended 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 will meet on Monday, October 23.
- The Pop-Up Sale for September & October is Non-fiction. The annual Holiday Book & Basket Sale will run from Saturday, November 11 – Saturday, December 30.

DONATIONS:

- Emil & Sheila Orcholski
N101W14354 Sunberry Rd / Germantown, WI 53022
\$100 (Programming / Library Accounts)

DEPOSITS:

- 4imprint (refund): \$751.47
- Washington County (TEACH Reimbursement): \$600.00

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: **655 (0.2% from 2022 / 37.5% 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, EPP & 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:

- 'West Bend, Slinger, Kewaskum libraries going *fine free*' (Wash. Co. Daily, Sept 2)
- 'Germantown begins discussion on proposed 2024 budget' (Express News, Sept 30)
- 'Germantown School District: 2023 Annual Update' (September 2023)

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

DIRECTOR MEETINGS, PROGRAMS & OUTREACH (PAST):

- Mon, Oct 2 – Village Board (online)
- Tues, Oct 3 – Village Administrator
- Thurs, Oct 5 – Village Support Services Manager
- Thurs, Oct 5 – Village Administrator
- Wed, Oct 11 – Village Department Heads
- Wed, Oct 11 – Vega Program Training
- Thurs, Oct 12 – Monarch Directors
- Mon, Oct 16 – Make It Crafts (3)
- Mon, Oct 16 – Village General Government & Finance (online)
- Mon, Oct 16 – Village Board (online)
- Tues, Oct 17 – Committee of the Whole
- Wed, Oct 18 – Library Board
- Fri, Oct 20 – Amy Belle Outreach
- Sat, Oct 21 – Haunted Library (2)
- Mon, Oct 23 - Friends of the Library
- Tues, Oct 24 - Committee of the Whole
- Wed, Oct 25 – Committee of the Whole
- Mon, Oct 23 – Fri, Oct 27 – WLA Leadership & WLA Conference

DEPARTMENT UPDATES

MANAGEMENT & GENERAL STAFF (TRISHA)
--

- Library Director and library staff are working through drafting proposed budget changes with a reduction of \$100,000 compared to the recommended budget.
- Library staff are working on updating mid-year performance reviews per change in the Village performance review schedule. All reviews are due by December 8.
- 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)

- Organizing and Preparing for the Haunted Library Events on October 21. This includes EventBrite ticket set up, prop-making nights with staff and volunteers, marketing, assembling volunteers, planning out the haunted house route and decorations, etc.
- Managed Haunted Library events set up, events and clean up.
- Prepared 2024 programming budgets with and without proposed cuts for youth services/teen services.
- Taste Test Thursday: Oreos (10/5) & Family Fun Nights: Ghost Scavenger Hunt (10/12) were well attended.
- TAB (Teen Advisory Board) established new teen members and a TAB president. They will be volunteering for the haunted library events and other events throughout the year.



ADULT SERVICES (LYNN)

- Attended Leadership Germantown on Thursday, October 12.
- Volunteered at the Library Memory Project Family Day at the Retzer Nature Center on Sunday, October 15.
- Attended programming webinar "Beyond Books: Adult Library Programs That Work!" on Wednesday, October 4.
- Participated in the Haunted Library selling tickets.

- Adult programs included author visit from Kristine Hansen discussing “Frank Lloyd Wright’s Wisconsin” on Wednesday, October 11 (canceled) and an educational program “Going Batty About Bats: on Thursday, October 26.

OUTREACH SERVICES (CARA)

- Virtually attended the Association of Bookmobile & Outreach Services conference.
- Participated at PTA events at MacArthur Elementary and Amy Belle Elementary.
- Participated in the Haunted Library event managing the concessions fundraising area.
- Hosted the final Library Presents program of the season at the Senior Center.
- Prepared 2024 programming budgets with and without proposed cuts for outreach.

CIRCULATION SERVICES (DIANE)

- New West Bend YMCA 3-day pass now available for checkout.
- Gift card winners from the Customer Service Survey drawing have been notified.
- Testing new circulation desk procedures to help with workload while we are down one staff member.
- Maintaining a phone log to help with call routing when new phones are activated.
- DVR temporary work experience for a young man working on shelf-reading and shelving ended Oct 4.

TECH SERVICES (CONNIE)

- Reviewing material processing expenses and procedures to find areas for budget savings.

ADMIN & PERSONNEL (CONNIE)

- Reviewing staffing and procedures to find areas for budget savings.
- Assisted Director with 2024 budget planning, and attended budget COW meetings in October.

TECHNOLOGY / STATISTICS (CONNIE)

- Reviewed technology expenses to find areas for budget savings.
- Planned implementation of the new Village Crexendo VoIP phone system for the library in November, 2023.
- Planned implementation for the new Village Tyler Munis requisition, and invoice processing modules for the library in October, 2023 and the cash register module training in December, 2023
- Participated in training for the new Monarch Vega programming and room reservation modules for 2024.
- Worked with Monarch IT staff and AT&T to replace the State of WI internet TEACH bridge equipment per a State of WI DPI initiative on September 27, 2023.
- Participated in a demo of a new Monarch IT Help Desk Ticketing system call ZOHO on October 19, 2023.

BUILDING MANAGEMENT & GROUNDS (CONNIE/DIANE)

- Worked with DPW on miscellaneous building maintenance.
- Worked with DPW on building temperature control issues is several locations within the library building. It appears to require a replacement part of the 'static pressure sensor' which will take several months to receive. DPW is working with staff to correct problem areas as needed until then.
- DPW worked with the roofing company to address roof leaks above the Large Community Meeting Room. The roofing company applied fixes to the cupolas which was thought was the source of the problem. With the heavy rainfall on October 13, 2023 the leaks were still present.
- The library along with other Village buildings lost power for 1 ½ hours on September 27, 2023 which prompted a review of the library generator functionality. DPW worked with the electricians to determine the planned coverage of the generator. The next step is to review this with the Library Director and Assistant Director to evaluate library procedures and operation during outages.



2022

"Transforming Library Service"

Monarch LIBRARY SYSTEM

Monarch Catalog Connects 32 Libraries in Dodge • Ozaukee • Sheboygan • Washington Counties

3,046,071

Books • Audio (Audiobooks | CDs | Vinyl) • Video (DVDs | Blu-Ray)

Library Items Checked Out

Magazines • Newspapers • Video Games • Software
Library of Things (Misc. items available at the libraries)

298,698

Digital Books Checked Out

255,041

Digital Audiobooks Checked Out

35,585

Digital Magazines Checked Out

3,635,395

Total Circulation

• Physical & Digital •

Cardholders **190,104**  **1,368,718** Total Library Visits

• 24 Libraries Reporting Library Visits •

Includes In-Person
Virtual (Live & Pre-Recorded)
& Self-Directed Programming

Programs @
Monarch Libraries

8,891

269,036

People (All Ages)
Attended Programs

..... **WOW!**
-MONARCH CARDHOLDERS
LOVE OUR DIGITAL COLLECTIONS-

14% MORE
DIGITAL Audiobooks

29% MORE
DIGITAL Magazines

ENJOYED BY PATRONS IN 2022

WiFi^{USE}
INCREASED BY **24%**

306,312

WiFi Connections

• All Libraries Reporting •



1,443,139

Children's Materials
Checked Out



Summer Reading
Recorded by Kids & Teens
• 28 Libraries Reporting •

4.9 MILLION

Minutes of Reading

&
31,670

Logged Days of Reading

40% of Circulation is Children's Materials

3 Routes Deliver Items
• 5 Days a Week •

555,973

Total Items Shared
Between Monarch
Catalog Libraries



Monarch Library System • 4632 South Taylor Drive • Sheboygan, WI 53081 • 920-208-4900

Icons made by Freepik from www.flaticon.com



Monarch LIBRARY SYSTEM

“Transforming Library Service”

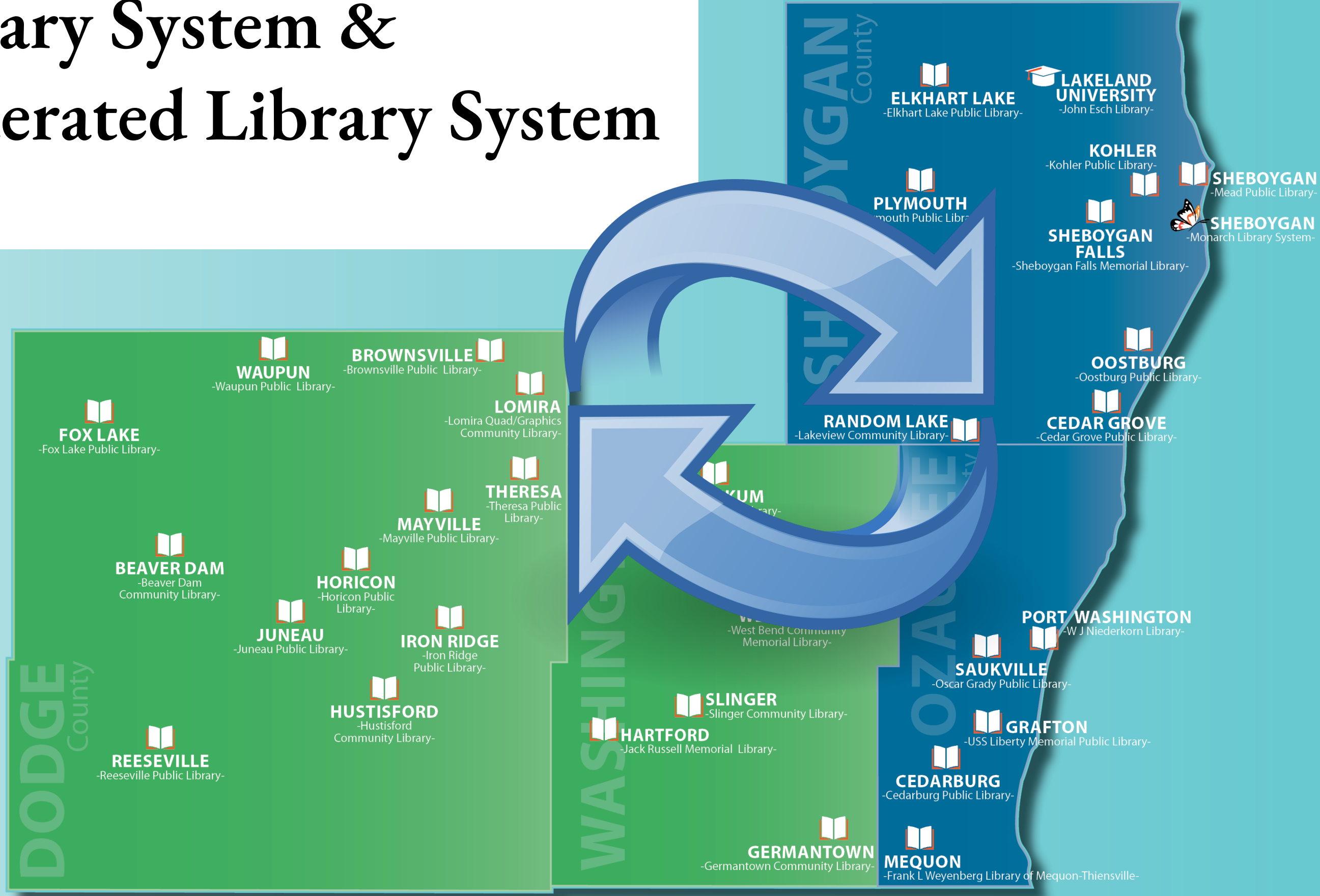
Riti Grover, Director

Eastern Shores Library System & Mid-Wisconsin Federated Library System

1st

Library System Merger in Wisconsin

01.01.17

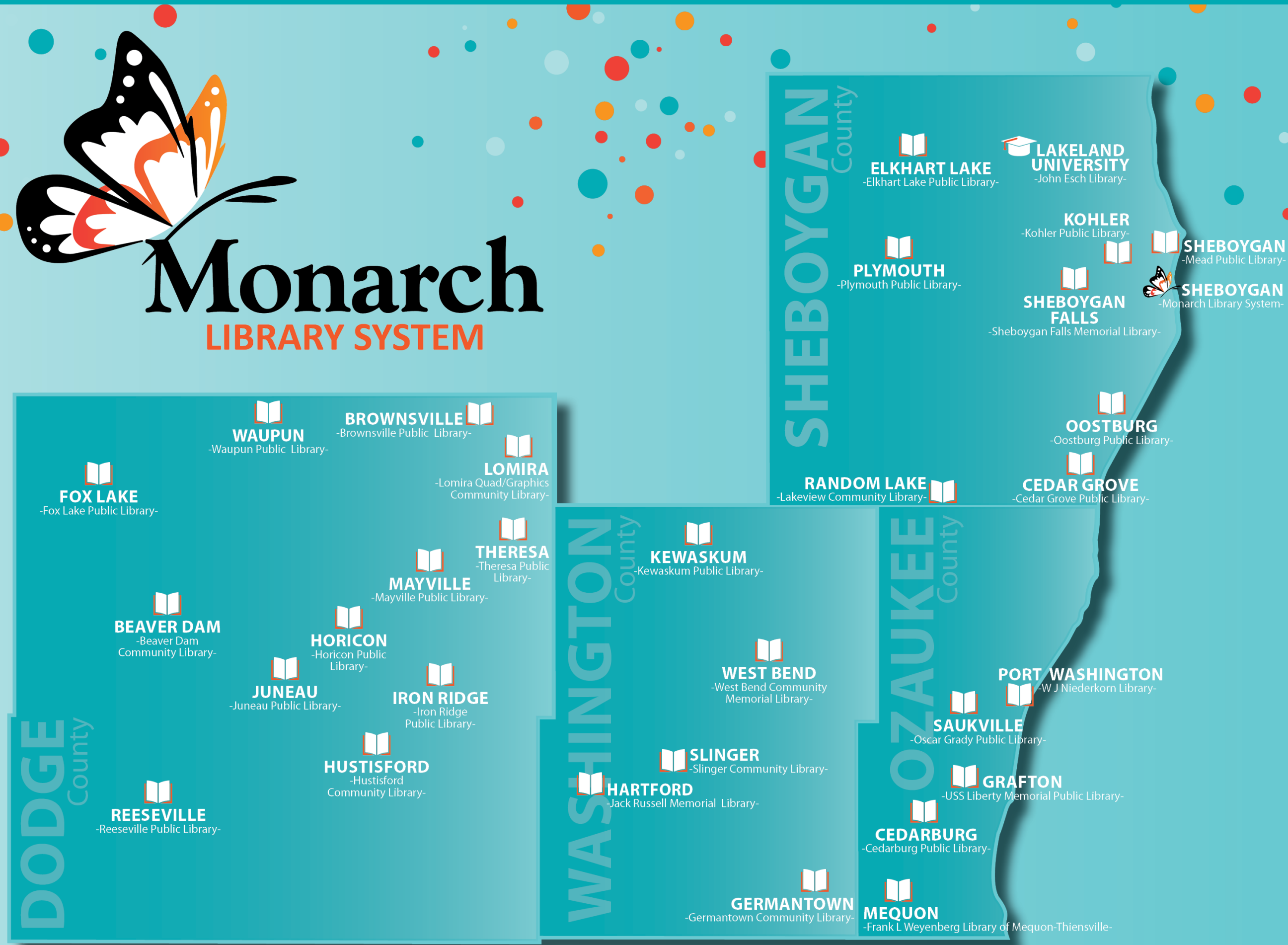


436,732 Total
Population Served
In 4 Counties

Dodge | Ozaukee | Sheboygan | Washington

30 Public Libraries
1 Academic Library
1 Bookmobile

Serving Ozaukee & Sheboygan Counties





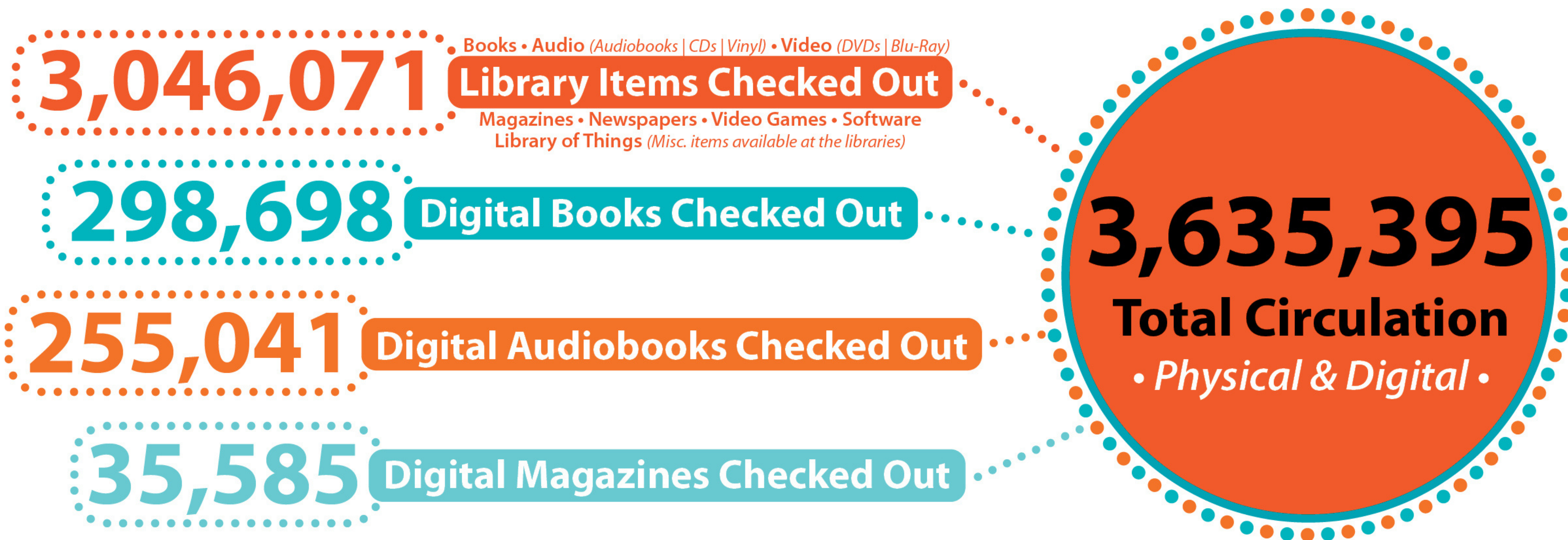
*Services
Include:*

Meeting the needs of our Member Libraries

- Monarch Catalog
- Digital Resources
- Technology Services
- Public Information & Marketing
- Delivery Service
- Consulting
- Cost Savings: *Bulk Purchases & System-Wide Agreements*
- Bookmobile *Ozaukee & Sheboygan Counties*
- Resource Library: *Reference & Specialized Collections*
- Training & Continuing Education *for Library Staff & Trustees*
- Inclusive Services
- Interlibrary Loan
- Grants

Monarch Libraries Love To Share!

Here's how much was shared
with our communities in 2022:





Monarch's DELIVERY SERVICE

*Beep!
Beep!*

Monarch's **3** Delivery Trucks
Are On The Road **1,635** Miles
Throughout Our **4** Counties
To Deliver Library Items **5** Days a Week

.....
Total Items Shared Between Monarch Catalog Libraries

555,973

.....
That's Approximately
3,005 Library Bins
Delivered
By Our Drivers
Each Week!





Monarch's DIGITAL RESOURCES

FREE with a Library Card!



Libby by OverDrive

Access to Ebooks,
Magazines, and Audiobooks



**Universal
Class®**

Universal Class

Access to 600+ Online Classes
in more than 30 categories

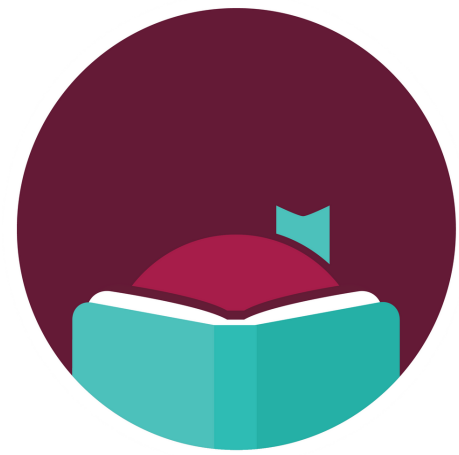


Transparent Language

Access to 110+ languages.
Listen, speak, read, and write!



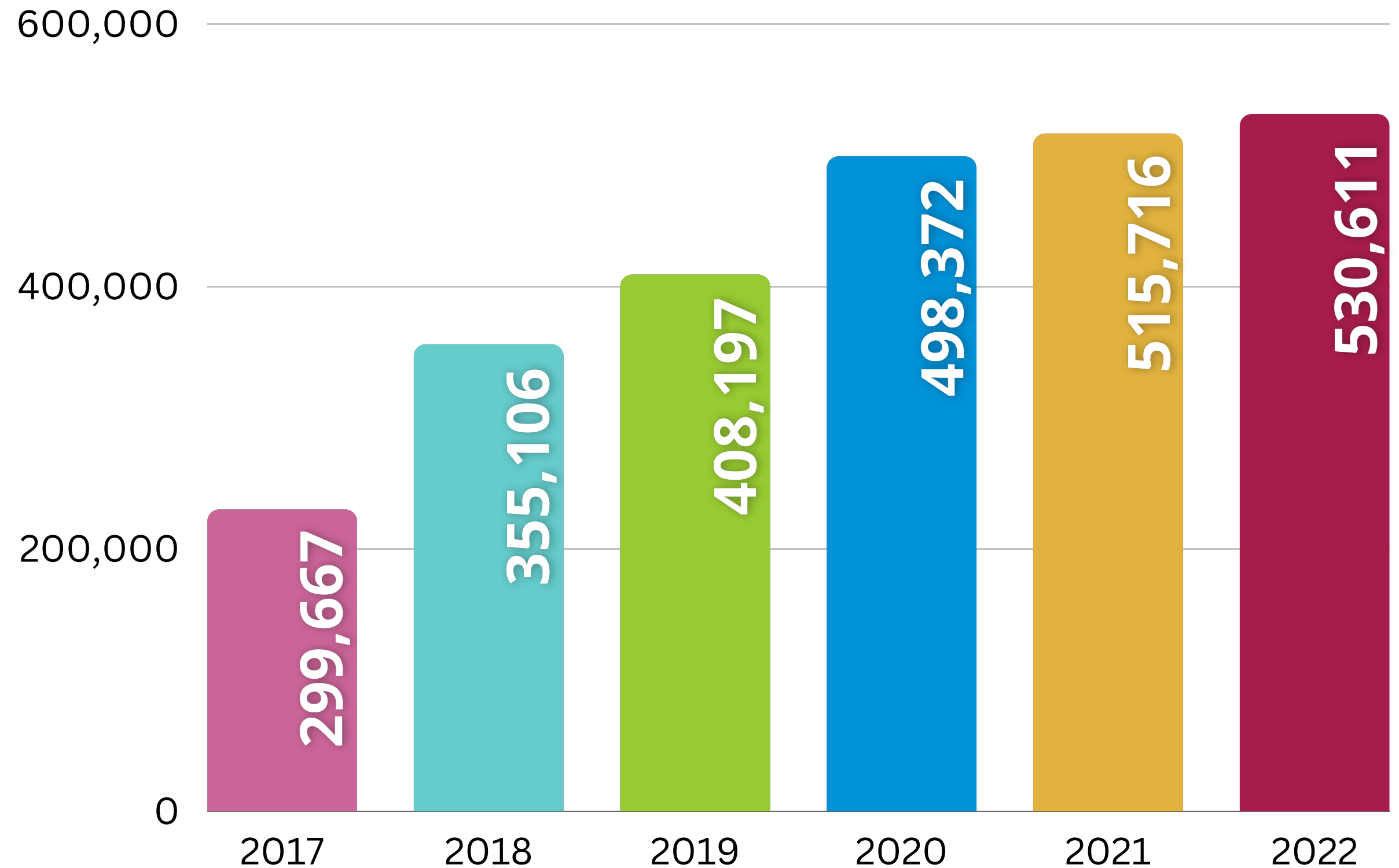
Monarch's DIGITAL CONTENT



Libby.



WISCONSIN'S
DIGITAL LIBRARY





More BANG for the BUCK

for our Member Libraries

Examples:

\$238,000 ARPA Grant Funds

Approx **\$500,000** VEGA Discover,
Program & Promote

\$500-\$1,500
per library per annum

-vs-

\$15,000-\$25,000
per library as individual quotes

Approx **\$30,000** Universal Class

\$175-\$510
per library per annum

-vs-

\$1,000
per library as individual quotes





Monarch TECHNOLOGY



We Support

500+ PCs *(Staff & Public)*

- + Remote PC Management
- + Network Maintenance
- + Hardware & Software Troubleshooting

.....

MFA *Multifactor Authentication*

- + Safe/Secure Email

.....

Cyber Security

- + State of the Art Firewalls
for Internet & Office 365

Monarch BOOKMOBILE

*The
Wheels
On The
Bus...*

The Bookmobile made **783** annual stops to communities without libraries. Stops included assisted living facilities, schools, day cares, nursing homes, & community stops in **Ozaukee & Sheboygan** Counties

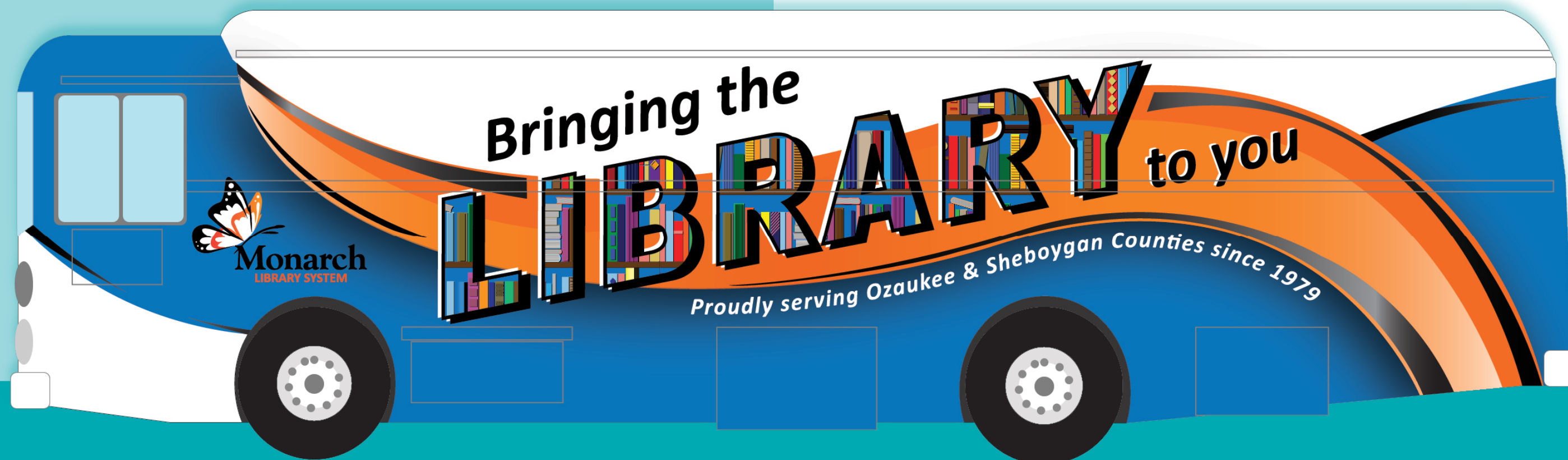
The Bookmobile owns a collection of approx. **35,000** items.

Hop aboard to browse through the estimated **3,000** items carried on the bus.

.....

Bookmobile patrons checked out **43,106** items!

Combination of Monarch Catalog holds & items from the bus!

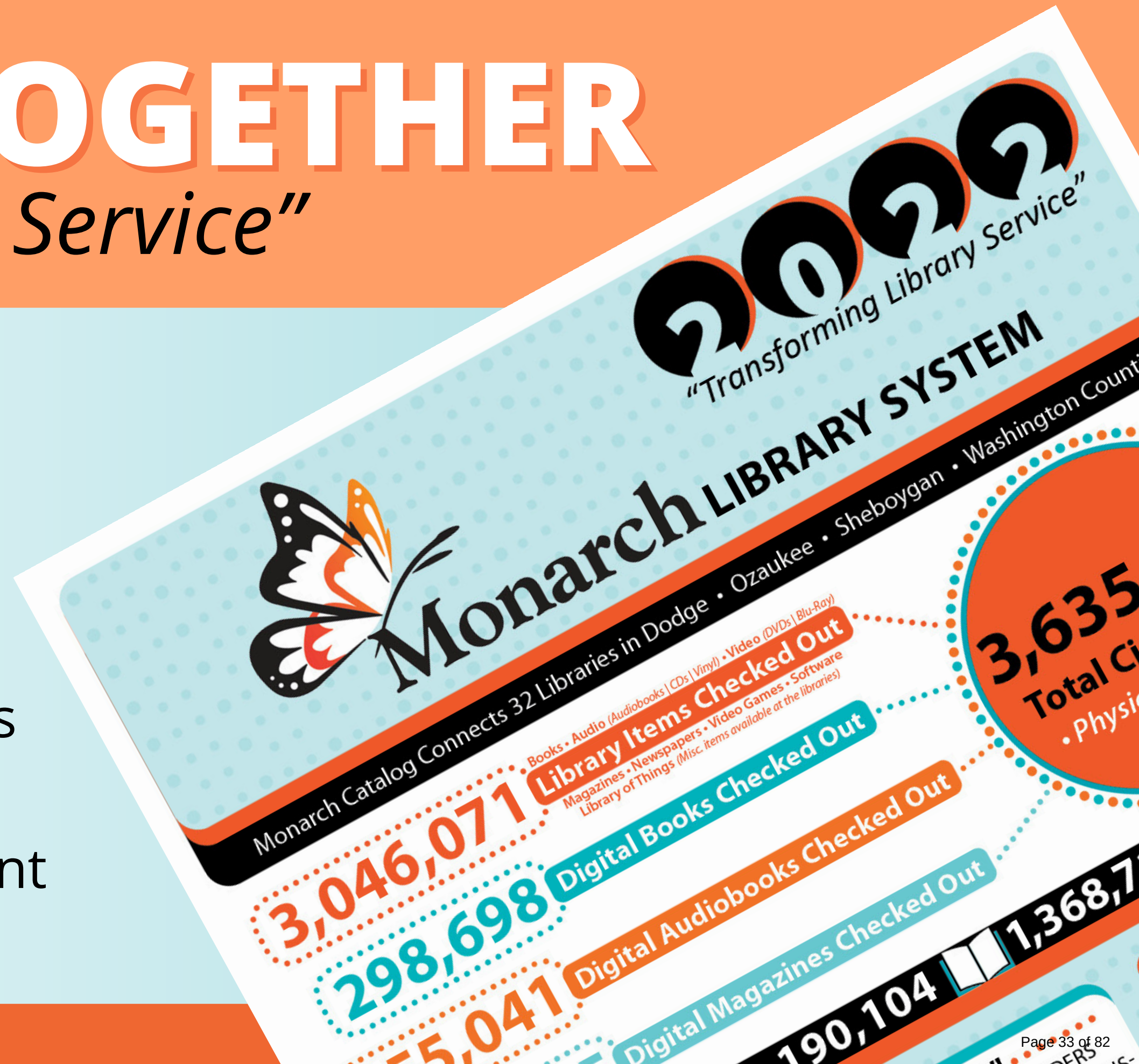


Monarch Staff WORKING TOGETHER to “Transform Library Service”



Who we are:

- Administrative
- Bookmobile
- Delivery Services
- Marketing & Youth Services
- Monarch Catalog:
ILS & Database Management
- Technology





*Keep In
Touch!*

Monarch Director
RITI GROVER

rgrover@monarchlibraries.org

920.208.4900 ext.312

www.monarchlibraries.org

West Bend, Slinger, Kewaskum libraries going ‘fine free’

Hartford library to consider change during September board meeting

WASHINGTON COUNTY

— On Friday, the West Bend Community Memorial Library, Slinger Community Library and Kewaskum Public Library all announced that they are eliminating all overdue fines for children and teen books, and fines will be reduced for adult books.

“No more overdue fines on youth or young adult items checked out from Kewaskum Public Library starting today,” said a Facebook post from the Kewaskum Public

“No more overdue fines on youth or young adult items checked out from Kewaskum Public Library starting today.”

— Kewaskum Public Library, Facebook post on Friday

Library. “All other fines, except for Adventure Passes and Hotspots will be reduced to \$0.10!”

A Facebook post from the West Bend Community

Memorial Library announced that they will also reduce late fees for adult materials, excluding adventure passes and hotspots, to 10 cents a day, and will be

eliminating late fees for young adult and children’s books.

According to a Facebook post from the Slinger Community Library, the reason for eliminating late fees for children’s and young adult books was that it helps remove financial barriers to checking out books if you are unable to return them on time, serves the libraries’ patrons better and is an investment in the communities’ kids and teens. The

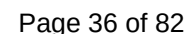
Slinger Community Library announced in their post that they will be going “fine free” for everyone.

The Jack Russell Memorial Library in Hartford was set to take up a similar proposal during their August board meeting, but had to table the decision until their September meeting, because the meeting ran long, according to Library Director Jennifer Einwalter. She said the decision will allow the library to gather extra information to

help the board with their decision.

The three libraries that announced they have eliminated and reduced fines join the Germantown Public Library in doing so, as it stopped administering late fees on young adults and children’s books over a year ago, and have a 10-cent per day fine for adult books, a library employee said.

According to the libraries, the late fees do not apply to lost or stolen books.



Budget From Page 1**Other data**

According to information from the village, the village tax levy is 30 percent of the overall property tax bill received by property owners in the village. The Germantown School District levy covers 53 percent of the tax bill, followed by the village, with Washington County covering 12 percent of the tax bill and Milwaukee Area Technical College covering 5 percent of the tax bill.

Initial discussion

During the Sept. 18 meeting, Trustee Jan Miller said "the library cutting operating hours make me crazy. I'm just saying there has to be a better way."

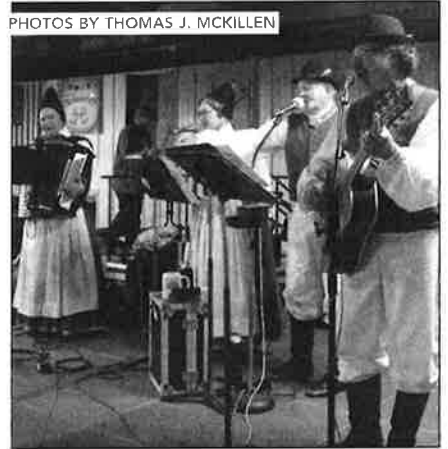
What's next

The Village Board, meeting as a Committee of the Whole on Sept. 26, did not make any changes to the budget, but they did refer dispatch consolidation and funding of the emergency warning system to the Public Safety Committee for additional review and discussion. Future Committee of the Whole meetings are planned to discuss other aspects of the budget before a final vote is taken in early November.



Dheinsville Historic Park in Germantown was filled with music during the annual Hunsrucker Oktoberfest celebration, which was held at the park on Sept. 23-24. The event is organized by the Germantown Historical Society. Among the bands that played at the event were (clockwise from top left) River City Blaskapelle, Copper Box, Pommersche Tanzdeel Freistadt and the Goodtime Dutchmen.

PHOTOS BY THOMAS J. MCKILLEN



Pilgrim Road & Silver Spring • Menomonee Falls • 262-252-3090 • Fax 262-252-9950
Hours: 8am-7pm Daily • Meat Department 8am-6pm Daily

VISIT OUR WEBSITE: KarlsCountryMarket.com

**KARL'S HAS RECEIVED
OVER 120 AWARDS!**

HOT LUNCHES
11am-1pm Mon-Fri

Full Service Deli
Lunch Served Daily

**Friday
Fish Fry**
11am - 6pm

**PRICES GOOD OCT. 1-7
OR WHILE SUPPLIES LAST**

Huge Steak Sale!

USDA Choice <i>Boneless Ribeye</i>	\$20.99 lb
USDA Choice <i>Sirloin Steak</i>	\$10.99 lb
Boneless <i>New York Strips</i>	\$19.99 lb
NEW - Ultimate Apple Cinnamon Marinade with Cranberry Walnut Stuffing <i>Stuffed Pork Chop</i>	\$6.49 lb
Broccoli Cheese Stuffed <i>Chicken Breasts</i>	\$5.99 lb
LAST CALL OF THE YEAR! <i>Chicken Bacon Ranch Brats</i>	\$5.99 lb

Plain or Garlic <i>Troyer Goat Cheese</i>	\$5.29
5 Varieties - FRATELLI MONTOVA <i>Extra Virgin Olive Oil Spray</i>	\$7.59
SLAP YA MAMA <i>Buffalo Wing Sauce</i>	\$6.29
3 Flavors - 6 Ct. <i>Calise Bakery Bulkie Rolls</i>	\$3.39
CLYDE'S <i>French Toast Fritters</i>	\$6.99

2023 ANNUAL UPDATE

Our schools, staff, and students had various interactions with local businesses, organizations, and community members throughout the school year:

- ✓ The Germantown Fire Department visited Germantown High School health classes to teach students about AEDs and how to perform CPR.
- ✓ Leadership Germantown Class of 2023, including Superintendent Dr. Reuter and MacArthur Elementary Principal Mr. Gonzalez, completed over 115 hours of volunteering last school year!
- ✓ Other community interactions included visits with the Germantown Community Library, Beyond 18 partnerships, youth apprenticeships, on-the-job experiences with local businesses, youth programs, and DARE classes taught by Germantown Police Department.



OUR COMMUNITY

Germantown

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: October 18, 2023

PLACEMENT: Presentation

ITEM TITLE: 2024 Budget

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the 2024 Budget Summary and attachments.

ATTACHMENT:

1. 2024 Budget (pt. 1- Summary)
2. 2024 Budget (pt. 2 - 2024 Budget Information to Village Board)
3. 2024 Budget (pt. 3 - 2024 Budget Administrator Presentation)
4. 2024 Budget (pt. 4 - 2024 Washington County Library Budget)
5. 2024 Budget (pt. 5 - 2024 Washington County Tax Exemption)

RECOMMENDATION:

ACTION BY Committee:

Germantown Community Library Board

MEETING DATE: October 18, 2023

PLACEMENT: New Business

AGENDA ITEM(S): VIII. A. 2024 Library Budget

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

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. Below are updated numbers that include Department of Public Works expenses to better show comparisons to minimal amount in order to be exempt from the Washington County tax in 2024.

Presented Budget in Order to Keep the Same Levels of Services: **\$1,177,247**

Budget with Cuts: **\$1,077,247**

- Village Funding: \$727,247
 - Department of Public Works: \$88,757
 - Fines & Fees: \$10,000
- County Funding: \$350,000

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 & part-time staff
- Limited physical & digital material
- Limited programming & outreach services

The library budget was presented at the Committee of the Whole meeting on Tuesday, October 17 (see attached information)

Upcoming Meetings:

- 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>

RECOMMENDATION:

Approve the 2024 Germantown Community Library Budget.

Attachment Include:

- 2024 Library Budget Information
- 2024 Budget Administrator Presentation
- 2024 Washington County Library Budget
- 2024 Washington County Tax Exemption

Proposed Cuts: Germantown Library 2024 Budget (-\$100,000)



2024 LIBRARY BUDGET: IMPACT OF \$100,000 IN BUDGET CUTS



12% REDUCTION IN HOURS

Mon-Thurs:
9:30am-7:30pm
Fri: 9:30am-5pm
Sat: 9:30am-2pm



10% REDUCTION IN NEW MATERIAL

Books
DVDs/Audio
Digital Material
Other



30% REDUCTION IN PROGRAMS

Programs
Outreach Services
Community
Engagement



REDUCTION IN OTHER SERVICES

Part-time Staff
Marketing
Supplies
Staff Development

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 - Several staff will lose paid holiday & vacation benefits
Salaries & Benefits: Eliminate Part-time Staff Position in Adult Services (26 hrs/week)		\$20,000		- Less staffing hours available to cover service desks and complete collection management, programs & outreach tasks
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 period
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%)

* see attached for additional information on these services

\$100,000 Impact:

Decreasing the overall library expenditures has the potential to decrease the overall Cost/Circ reimbursement from County funding for future budget years (\$350,000 in 2024)

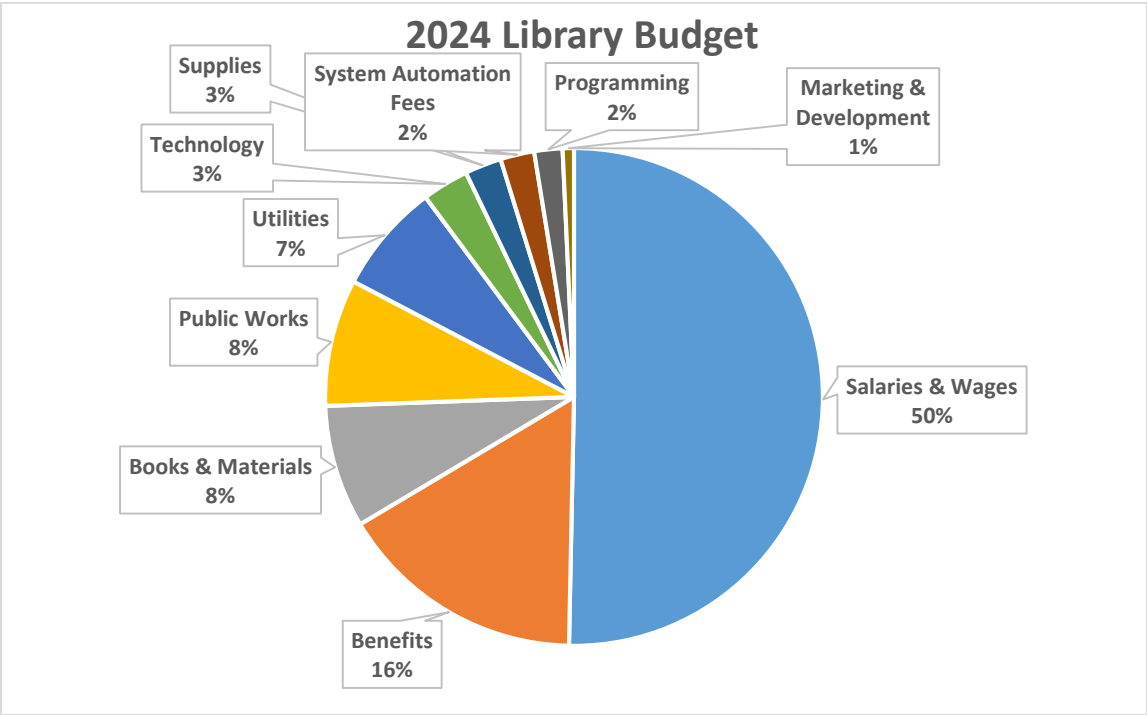
General Information

The Germantown Community Library is a department in the Village of Germantown, but it also serves residents in Washington County living in municipalities without a library – primarily in the Town of Germantown, Village of Richfield and Village & Town of Jackson. In 2022, the library’s service population was made up of the following:

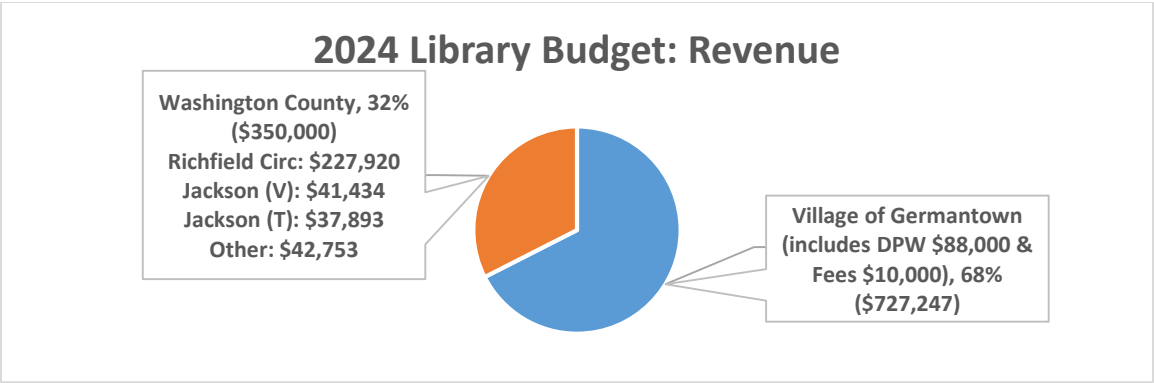
- Village of Germantown Residents: 21,040
- Additional County Residents: 14,179
- Total Service Population: **35,219**

Because of the way that Wisconsin view’s libraries as serving all Wisconsin residents, the library’s service population of **35,219** (not the municipal population) is used as a comparison when looking at other area libraries. In 2022, the library circulation of physical material included Village of Germantown (63.9%), Village of Richfield (20.1%), Village of Jackson (3.7%) and Town of Jackson (3.3%).

The library budget includes a variety of services that provides materials and serve patrons of all ages in the community in areas such as literacy & education, computer & internet access, life-long learning and recreation. Outside of public parks, it is the only resource in the community that offers free access to wi-fi & computers, study rooms and gathering spaces for all ages.



The 2024 library budget is made up for the following revenue sources:



Washington County funding is the library's main source of funding and has increased significantly in the previous years due to an increase in library circulation and expenditures. In 2024, the library will be receiving **\$350,000** in Washington County Funding (**\$30,000** increase from 2022). This number consists mainly of the state-required cost per circulation reimbursement for physical items checked out from residents in non-librariied municipalities in Washington County.

The cost per circ and reimbursement amount is calculated by:

$$\text{Total Expenditures} / \text{Number of Physical Circulations} = \text{Cost/Circ}$$

$$\text{Cost/Circ} \times \text{Physical Circulations from Non-Librariied Municipalities in Washington County} = \text{Reimbursement}$$

This number can have a negative impact on Washington County revenue and can potentially crease a continuing downward spiral of future funding. For example, if an additional \$100,000 was cut from the 2024 budget:

$$\$1,077,247 - \$100,000 = \$977,247 / 288,802 = \$3.38 \text{ Cost/Circ}$$

$$\$3.38 \text{ Cost/Circ} = \$320,000 \text{ in Washington County revenue in 2023 (as compared to \$350,000 in 2024)}$$

The library is already funded at a lower rate than the majority of area libraries in adjacent counties of similar population. The recommended \$100,000 of cuts would put these numbers even lower. The chart below shows that the average cost of library operations is lower than that average for libraries in adjacent counties in the areas of:

- Cost per Circ: **\$3.74** compared to an average of **\$5.69**
- Total Funding: **\$1,077,247** compared to an average of **\$1,502,247**
- Salaries: **\$549,086** compared to an average of **\$737,467**
- FTE Staff: **15.5** compared to an average of **16.0** (this is higher than in many area libraries due to Germantown operating with primarily part-time and non-mastered degeed employees)

Library	Total Service Population	Physical Items Circulated	Cost per Circ	Municipal Funding	County Funding (includes ACT 420)	Total Funding	Salaries	FTE Staff
West Bend	57,165	404,265	\$4.11	\$811,015	\$664,528	\$1,663,481	\$837,507	18.4
Brookfield	45,849	543,095	\$6.12	\$3,009,845	\$273,038	\$3,325,231	\$1,682,308	29.4
New Berlin	41,224	337,351	\$4.93	\$1,579,035	\$27,496	\$1,662,959	\$914,285	19.2
Menomonee Falls	40,337	356,515	\$6.10	\$1,919,000	\$69,429	\$2,174,432	\$1,057,144	21.0
Greenfield	37,809	192,840	\$8.52	\$1,312,298	\$0	\$1,643,399	\$745,078	14.4
Oak Creek	37,383	219,338	\$5.38	\$1,101,195	\$0	\$1,179,466	\$685,733	15.3
Franklin	35,896	298,744	\$5.42	\$1,347,200	\$0	\$1,618,676	\$835,526	15.2
Germantown	35,219	288,802	\$3.74	\$761,497	\$320,000	\$1,081,497	\$547,796	16.7
Germantown (\$100,000 budget cuts)	35,219	unknown	unknown	\$727,247	\$350,000	\$1,077,247	\$549,086	15.5
Beaver Dam	29,311	138,302	\$8.79	\$786,106	\$428,327	\$1,215,775	\$374,397	11.6
Oconomowoc	29,040	304,024	\$4.06	\$774,243	\$420,629	\$1,232,945	\$632,707	13.9
Mequon/Theinsville	28,795	258,715	\$4.99	\$1,171,740	\$12,995	\$1,290,425	\$595,485	13.4
Pewaukee	28,397	255,637	\$4.96	\$1,101,771	\$105,012	\$1,268,759	\$596,684	13.1
Hartford	25,024	232,201	\$5.83	\$1,171,346	\$141,581	\$1,352,615	\$688,855	14.3
Muskego	26,644	181,445	\$5.49	\$961,985	\$0	\$996,675	\$542,488	13.3
Glendale	26,300	199,375	\$5.51	\$709,312	\$338,821	\$1,099,046	\$483,429	14.0
Cedarburg	20,451	172,868	\$7.12	\$771,194	\$283,927	\$1,230,569	\$580,042	12.8
Average	34,053	273,970	\$5.69	\$1,205,549	\$192,861	\$1,502,247	\$737,467	16.0
WI Library Standards								21.1 to 31.7

*Salaries/Benefits & Operating Hours

Salaries & Benefits account for over **65%** of the library's 2024 recommended budget for a total of **\$725,000**. In addition, a number of line items in the budget, such as utilities, public works and Monarch Library System automation fees have fixed costs – leaving few areas where cuts are able to be made without reducing staff or library hours.

The recommended budget reduces library hours as follows:

Day of the Week	2023 Hours	2024 Reduced Hours	Reduced Hours
Monday-Thursday	9am-8pm	9:30am-7:30am	4
Friday	9am-5pm	9:30am-5pm	.5
Saturday	9am-4pm	9:30am-2pm	2.5
Sunday	Closed	Closed	0
Total	59	52	7

This would reduce library hours from **59** hours per week to **52** hours per week – saving an estimated cost of \$40,000 in salaries & benefits. This cost also includes some additional hours used for programming and outreach. The chart below shows that the average open hours per week for libraries in adjacent counties is **62** and that the WI Library Standards recommend that the library is open between **60** and **69** hours per week.

Reducing library operating hours would also reduce other library services including programs, computer/internet usage and availability of community meeting room and study spaces for patrons. It also reduces the hours that the building is able to serve as a warming and cooling center for the County Health Department.

Library Services Study 2023: Libraries in Adjacent Counties

Library	Total Service Population	Physical Items Checked Out	Hours
West Bend	57,165	404,265	61
Brookfield	45,849	543,095	67
New Berlin	41,224	337,351	67
Menomonee Falls	40,337	356,515	64
Greenfield	37,809	192,840	66
Oak Creek	37,383	219,338	60
Franklin	35,896	298,744	60
Germantown	35,219	288,802	59
Germantown (\$100,000 budget cuts)	35,219	unknown	52
Beaver Dam	29,311	138,302	57
Oconomowoc	29,040	304,024	63
Mequon/Theisville	28,795	258,715	64
Pewaukee	28,397	255,637	59
Hartford	25,024	232,201	62
Muskego	26,644	181,445	58
Glendale	26,300	199,375	57
Cedarburg	20,451	172,868	60
Average	34,053	273,970	62

WI Library Standards for population

60 to 69

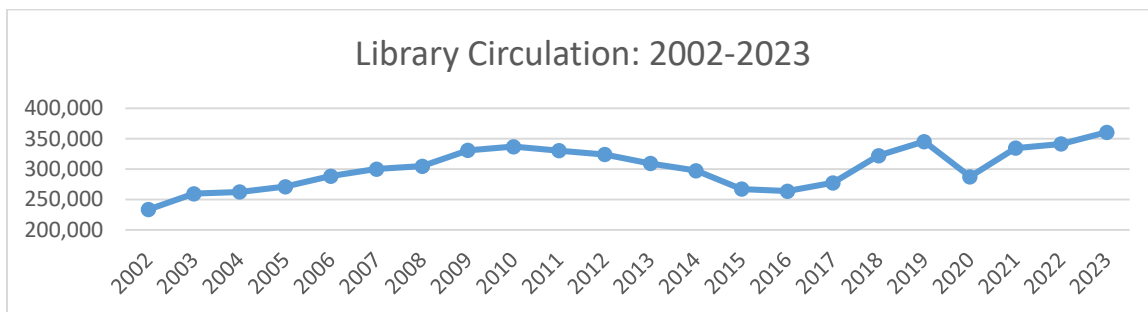
**System libraries open 52 hours or less: Plymouth (population: 15,464 / hours: 52), Slinger (population: 13,660 / hours: 51) & Kewaskum (population 7,263 / hours: 50)*

*Material

Materials account for about **8%** of the library's 2024 recommended budget for a total of **\$87,000**. This is a **10%** decrease from last year. In 2022, the library checked out over **341,000** items (a **46.4%** increase from when the building opened in 2002). New items typically account for about **15%** of the total library circulation each year.

Material purchased includes:

- Physical Material: Books, Graphic Novels & Magazines
- Physical Audio/Visual Material: DVDs, CDs & Audiobooks
- Electronic Material: Ebook, EAudiobooks & EMagazines (through Overdrive/Libby & Hoopla)
- Other: Video Games, Library of Things (Board Games, Puzzles, Literacy Kits, Adventure Passes)



*2023 numbers are estimated based on year-to-date data & yearly trends

The recommended budget would reduce the purchasing of new library material by about **10%**. The chart below shows that the average cost of new materials purchased each year for libraries in adjacent counties is **\$153,032** and that the WI Library Standards recommend that the library spends between **\$117,000** and **\$226,000** on new materials each year.

Library Services Study 2023: Libraries in Adjacent Counties

Library	Total Service Population	Physical Items Circulated	Total Material Purchased
West Bend	57,165	404,265	\$153,482
Brookfield	45,849	543,095	\$410,228
New Berlin	41,224	337,351	\$256,275
Menomonee Falls	40,337	356,515	\$209,686
Greenfield	37,809	192,840	\$111,673
Oak Creek	37,383	219,338	\$118,079
Franklin	35,896	298,744	\$120,589
Germantown	35,219	288,802	\$102,674
Germantown (\$100,000 budget cuts)	35,219	unknown	\$87,000
Beaver Dam	29,311	138,302	\$139,182
Oconomowoc	29,040	304,024	\$131,630
Mequon/Theisville	28,795	258,715	\$141,419
Pewaukee	28,397	255,637	\$117,253
Hartford	25,024	232,201	\$156,520
Muskego	26,644	181,445	\$82,302
Glendale	26,300	199,375	\$115,117
Cedarburg	20,451	172,868	\$82,400
Average	34,053	273,970	\$153,032

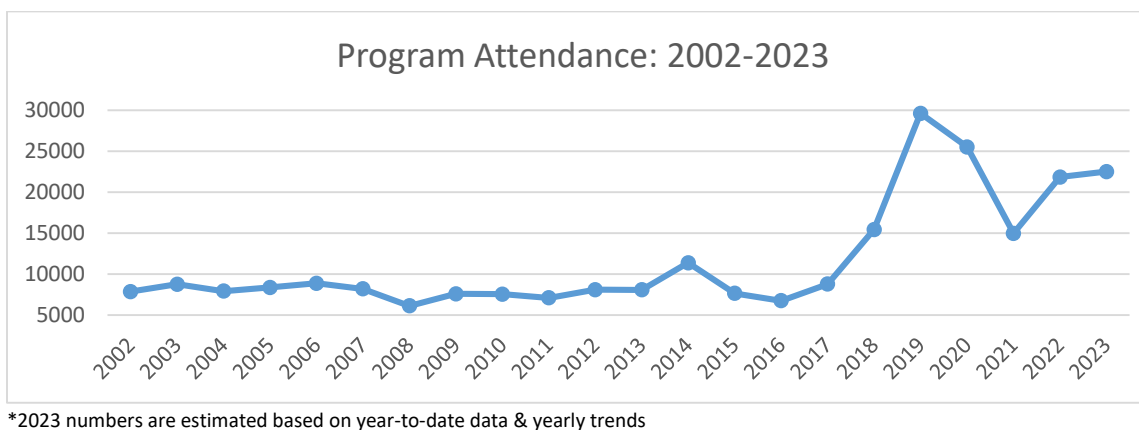
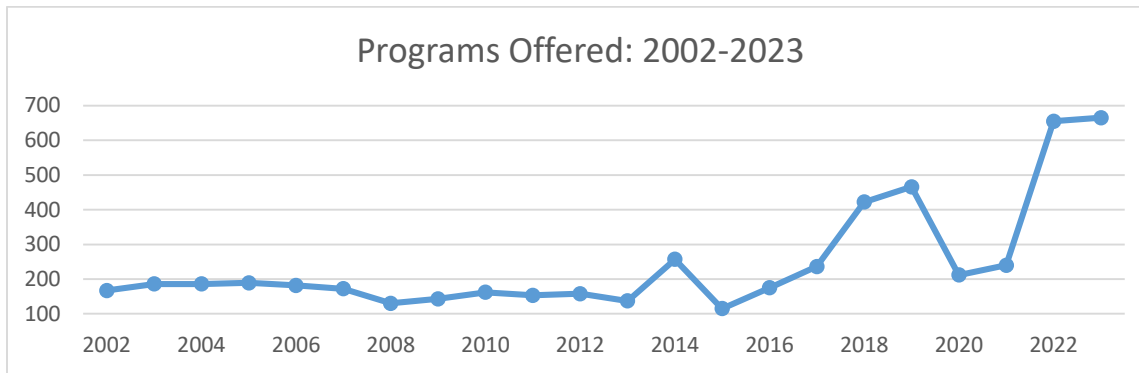
WI Library Standards for Population

\$117,000 to \$226,000

*System libraries less than \$87,000 in materials: Cedarburg (population: 20,451 / materials: \$82,400), Sheboygan Falls (population: 14,435 / materials: \$73,464) & Grafton (population 18,066 / materials: \$67,188)

*Programs & Outreach

Programming and outreach expenses account for about **2%** of the library's 2024 recommended budget for a total of **\$20,000**. This is a **30%** decrease from last year. In 2022, over **21,000** people attended **655** library programs (a **177.5%** increase in attendance and **292.2%** increase in programs offered from when the building opened in 2002). The library strives to offer quality programs for residents of all ages focusing on information, education and recreation. These programs not only encourage circulation of material and learning, but also serve as social gathering places – especially for young children and older adults.



In order to cut the required **\$9,000** from the programming & outreach budget next year, the follow programs will potentially not be offered in 2024. Many programs not listed also have additional cuts for materials & staff time.

2024 Potential Program & Outreach Cuts

Program	Number of Sessions Offered in 2023	Number of Sessions Cut in 2024	Anticipated Attendance Cut
Adult Performers	30	6	78
Adult Craft Programs	62	32	896
Adult Memory Café	3	3	36
Adult Book Group	72	12	72
Tween/Teen Craft Programs	36	18	108
Youth Series Program	22	6	182
Youth Storytime	120	54	1,620
All Ages Outreach Events	164	30	1,348
All Ages Checkout Craft Kits*			2,400*
Total		161	6,720

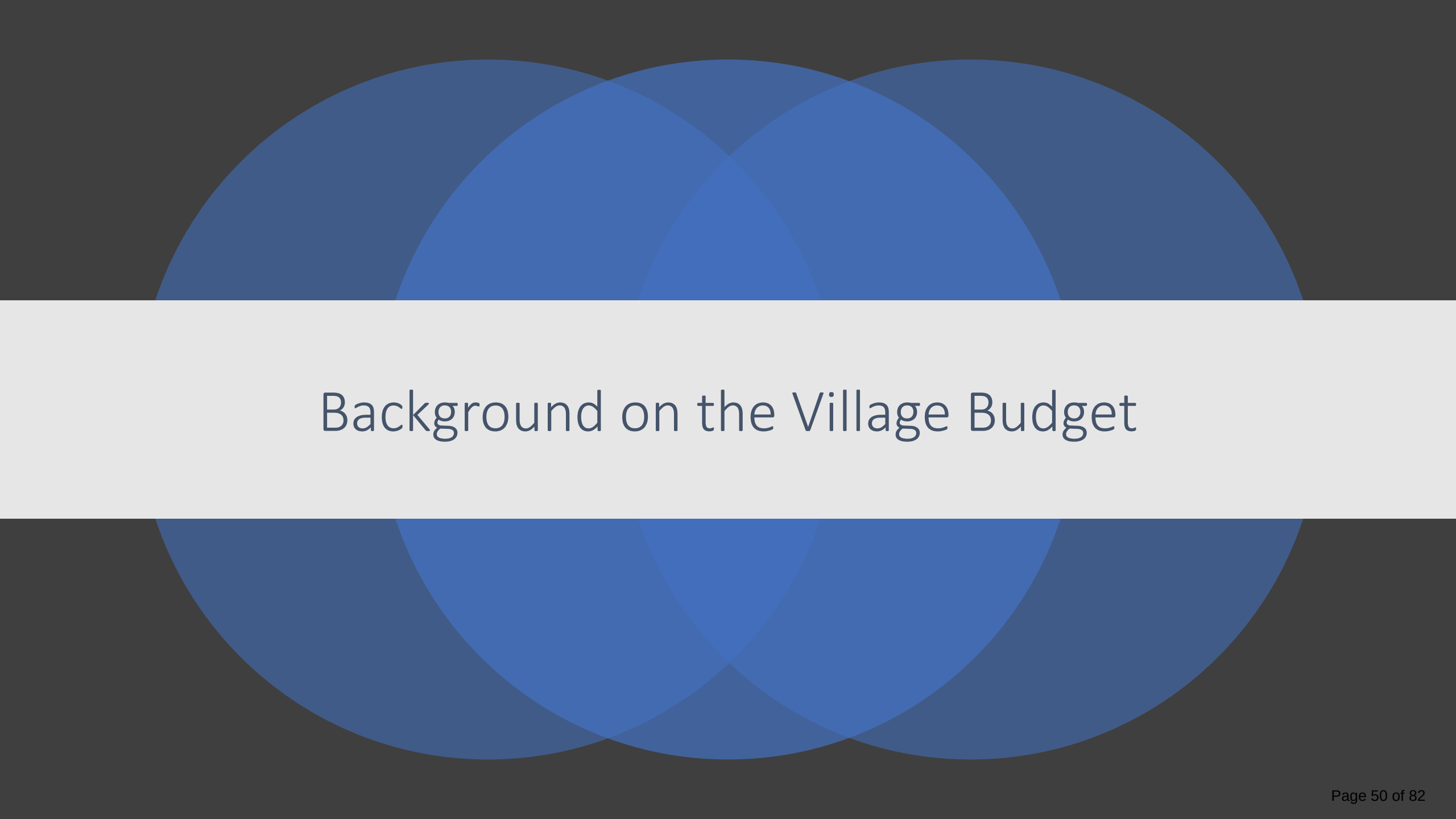
*not included in the programming totals above → cutting available kits from 600/month to 400/month



2024 Recommended Budget

Topics

- Background on the Village Budget
- Why did we have a budget gap?
- How did we balance the budget?
- What other options does the Village Board have?
- What are the next steps?



Background on the Village Budget

Where do my property taxes go?

Germantown School District

53%

Village of Germantown

30%

Washington County

12%

MATC

5%

The Village Budget – Fund Accounting

General Fund

Debt Service Fund

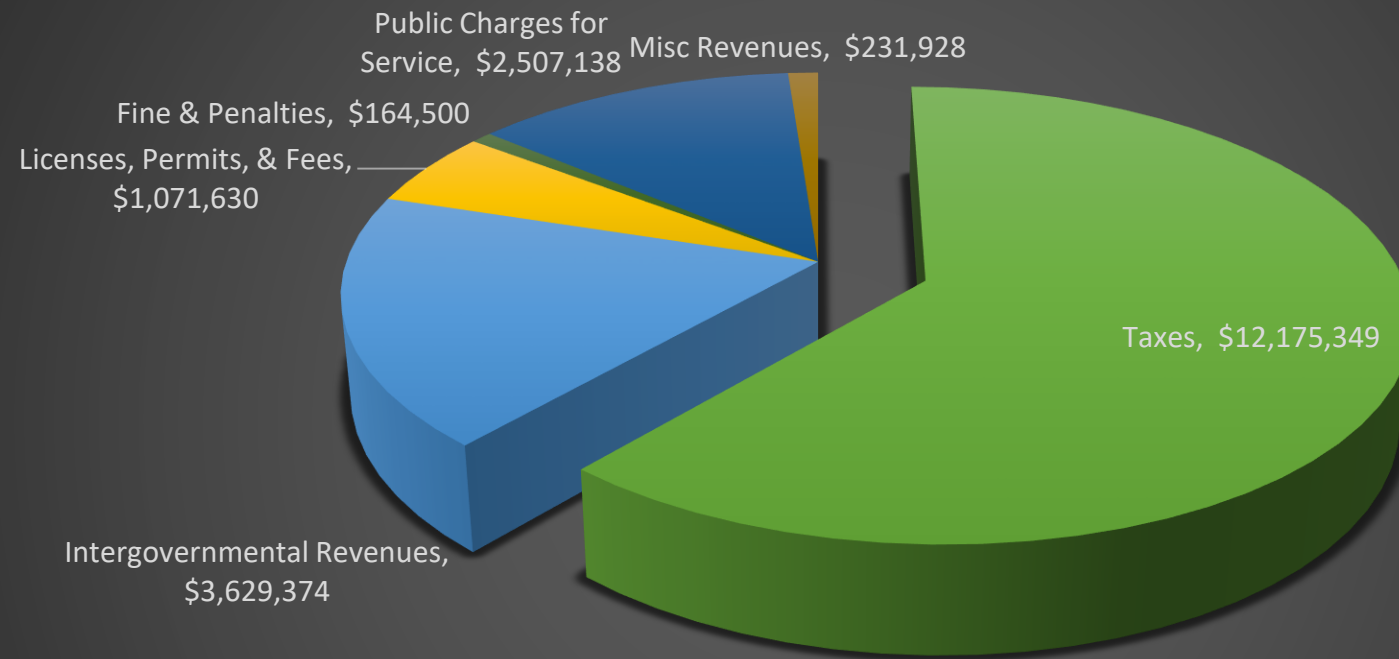
Capital Fund

Sewer Utility

Water Utility

Tax Increment District

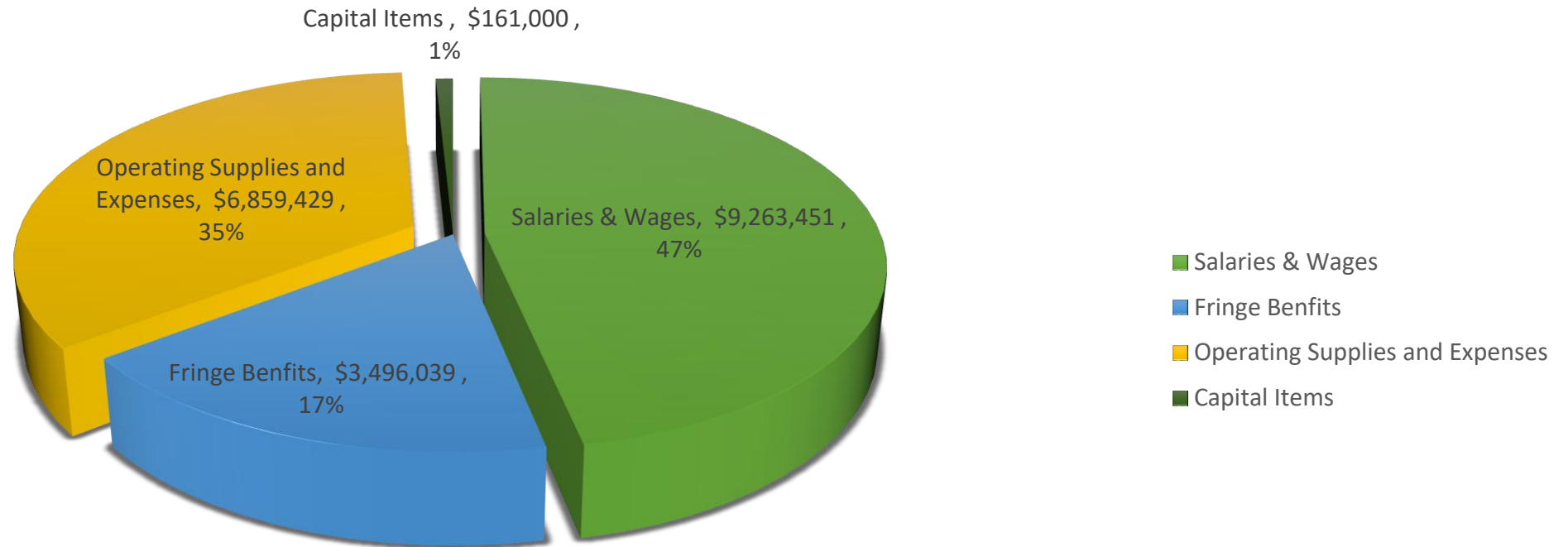
General Fund Sources of Revenue



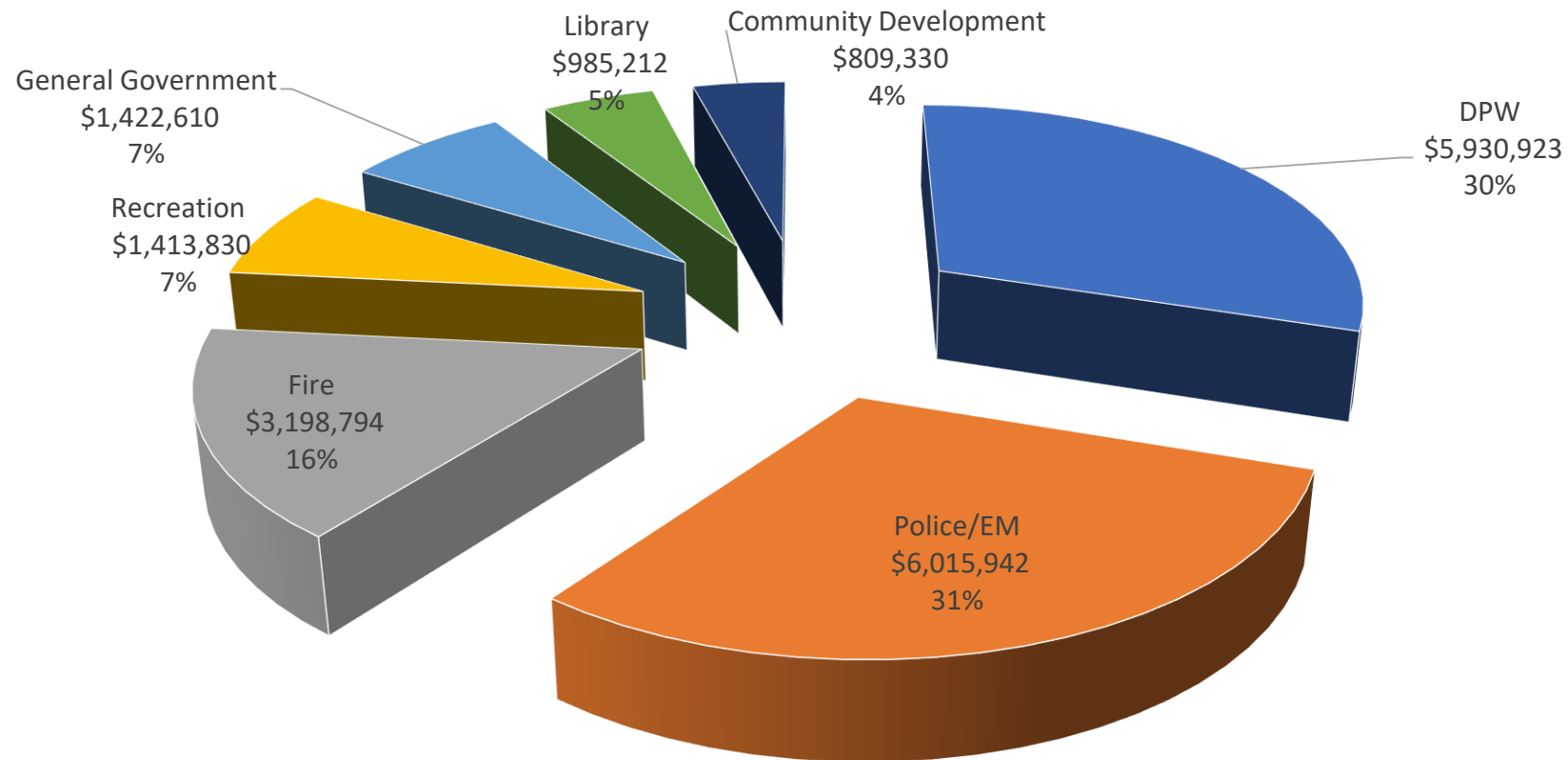
■ Taxes ■ Intergovernmental Revenues ■ Licenses, Permits, & Fees ■ Fine & Penalties ■ Public Charges for Service ■ Misc Revenues

General Fund Expenses

2024 Expenses By Category



General Fund Expenses by Department





Why do we
have a budget
gap this year?



Expenses Increasing Faster Than Revenues

- Salary adjustments for Police and Fire Command Staffs
- Contract increases for Police and Fire Unions
- Benefit cost increases
- Inflationary increases for contracts, supplies and materials
- Property tax primary source of revenue
- State statute limits increase to net new construction
- Village Board further limited levy to net new construction without TID construction



Expense Increases

- Salaries are up \$667,000 or 7.76%
 - Police Salaries are up \$315,000 or 8.9% (\$130,000 in OT)
 - Fire Salaries are up \$226,000 or 16.2% (\$60,000 in OT)
- Benefits are up \$329,746 or 10.41%
 - Employee Health Care is up \$117,000
 - WRS Contribution is up \$159,000
- Other Expenses are up \$203,000 or 3%
 - Recycling/Solid Waste Contract
 - Salt Contract
 - IT Support/Security
 - Election Costs

Revenue Increases



State shared revenue up
\$497,000



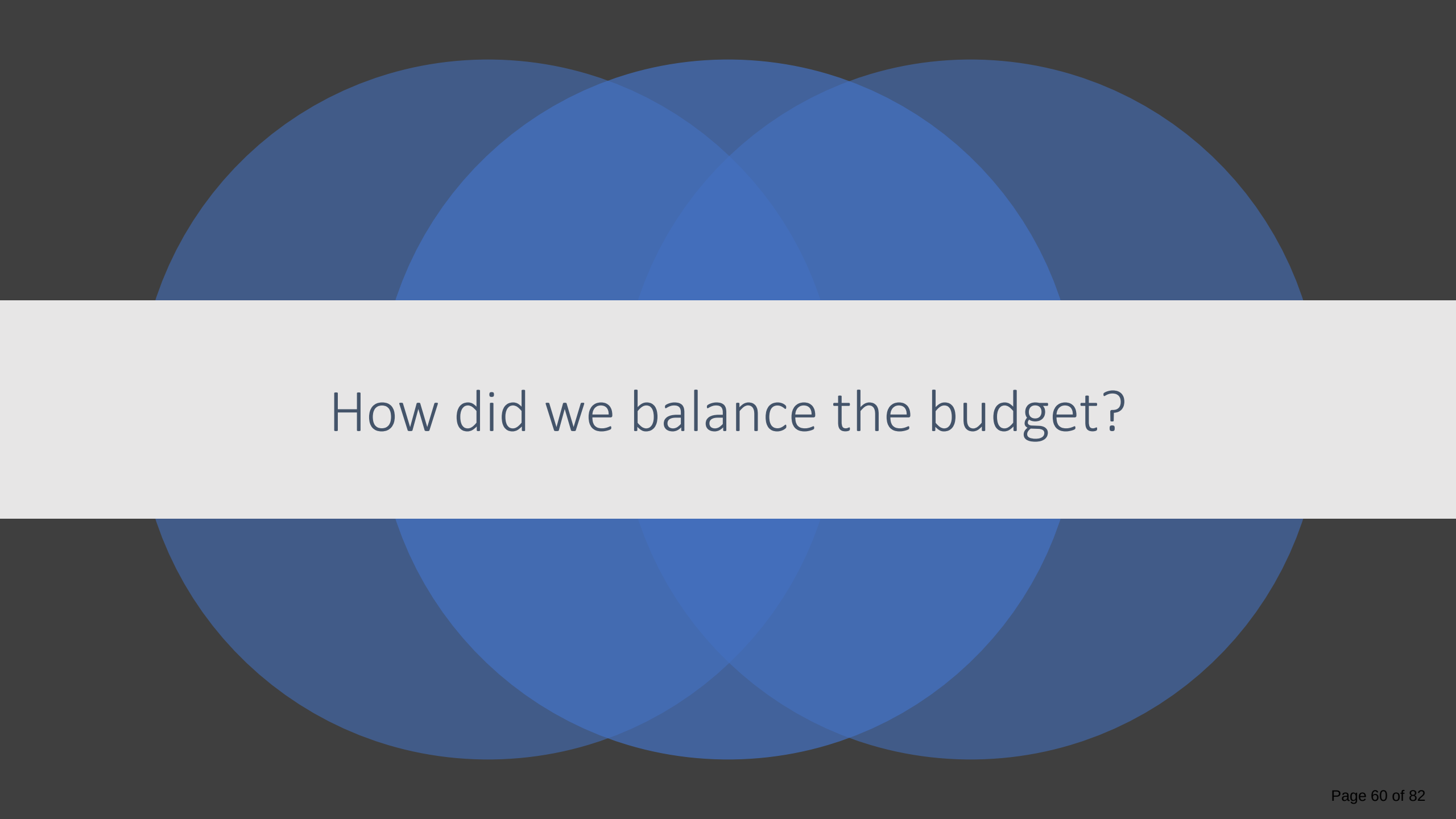
State transportation aid
up \$50,000



Ambulance fees up
\$252,000



Property taxes up
\$167,000



How did we balance the budget?



Service Reductions

- Department budget requests were reduced by a total of \$1,011,000. Reductions included:
 - Public Safety Dispatch consolidation
 - Reduction to Seal Coating & Crack Filling
 - Reduction to Library Hours
 - Reduction to Rec program part-time salaries and program supplies
 - Other Department Reductions

Public Safety Dispatch Consolidation

Current status:

- Washington County Dispatch handles all calls except West Bend, Hartford and Germantown. Hartford is transitioning to the County in January.
- All cellular calls are routed through Washington County.
- Germantown 24/7 dispatch with 8 full-time positions.
- Germantown has challenges attracting/retaining dispatchers

Recommended budget includes a 3-phase transition

- Implement “multi-juris” software by March 30th
- Transition 3rd shift by June 30th
- Transition 1st and 2nd shift by September 30th
- Create 4 new Administrative Assistant position
- Net annual savings of \$300,000
- County to make a \$150,000 contribution to support dispatch during transition

Public Safety Dispatch Consolidation

Disadvantages

- Less familiarity with local community.
- No staff at police station during 3rd shift.
- Officers need to confirm warrants on 3rd shift/weekends.

Advantages

\$300,000 in annual savings.

\$30,000 per year in Consolidation Savings Grant from State for 3 years.

Avoidance of cost to construct new dispatch center at new Police Building.

County eligible for technology grant funds.

Reduction to Seal Coating/Crackfilling

- Prior budgets included \$350,000 for the Village seal coating and crack filling programs.
- Seal coating and crack filling extends the useful life of roads.
- 2024 budget includes only \$250,000 for seal coating and crack filling.
- Over the long-term, the reduction will reduce the useful life of Village roads.



Reduction to Library Budget

- Library budget reduced by \$100,000 from their request. Reductions include:
 - Decrease in operating hours from 59 to 52 per week.
 - Elimination of 1 part-time staff position.
 - Reduction in materials purchases.
 - Reduction to programming.
- Village contribution to the Library is approximately the same as it was in 2023.



Reduction to Budget for Rec Programs

- Focus on higher revenue generating programs
 - Reduction to part-time salaries and program supplies, that will result in the elimination of some programs.
 - Fees will be increased in some other programs to offset revenue losses from eliminated programs.

Other Budget Reductions

- Survive Alive Roof - \$27,000
 - Survive Alive Paint - \$11,000
 - Library Sidewalk - \$15,000
 - Senior Center Insulation - \$15,000
 - Salt Purchase - \$70,000
 - Liebherr Maint. - \$15,000
 - Maint. Shop Tools - \$11,000
 - Tire Balancing Mach. - \$22,000
 - Truck Diagnostic Scanner - \$4,000
 - Roadway Paint Sprayer - \$11,000
 - Traffic Signal Count Down - \$16,000
- Dheinsville Drainage/Concrete - \$40,000
 - Alt Bauer Berm Removal - \$27,000
 - Kinderberg Plumbing - \$31,000
 - Kinderberg Splash Pad - \$28,000
 - Alt Bauer Tennis Courts - \$60,000
 - Storm Sewer Study - \$70,000
 - Fire Paging System - \$75,000
 - Code Enforce. Officer - \$20,000



What other options does the Village Board
have?

Further/Alternative Reductions



FURTHER REDUCE SEAL
COATING/CRACK FILLING



REDUCE/ELIMINATE TREE
PLANTING



FURTHER REDUCE REC
PROGRAMS



FURTHER REDUCE
LIBRARY HOURS

Revenue Increases

\$151,000 increase to the property tax levy

Transfer up to \$537,000 of the fire protection fee from the property tax levy to the utility bill.

Create a wheel tax (aka vehicle registration fee) to fund road improvements.

Q & A

LIBRARY CONTRACT - EXHIBIT "A"
(2024)

		<u>LEVY</u>
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
<i>Universal Class - Database</i>		
Capital Offset (491063)		116,553
Germantown Community Library	23293.50	
Jack Russell Memorial (Hartford) Library	30740.00	
Kewaskum Public Library	2598.00	
Slinger Community Library	6234.50	
West Bend Community Memorial Library	53687.00	
Other Administrative Expenses (491001)		-
<i>No longer a budgeted expense</i>		
Outreach Librarian & Services (491064)		\$68,148.86
<i>2024 Invoice Total 1040 Hours @ \$63.53=\$66,071.20</i>		
<i>2024 Vehicle Maintenance, Lease, Fuel @ 40% = \$1917.66</i>		
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)		\$153,885.66
<i>Payments based on 2022 circulation at 70% reimbursement -</i>		
<i>paid to libraries outside of Washington County (Act 420)</i>		
TOTAL 2024 LIBRARY LEVY BUDGET		<u>\$ 1,877,442.13</u>

2023 \$ 1,642,617

2023 for 2024

	2023 Equal. Value	Min. amt. In order to be Exempt in 2024	2022 Equal. Value
Village of Germantown	3,929,189,400	635,534	3,555,243,900
Village of Kewaskum	509,409,600	82,395	446,626,200
Village of Slinger	987,056,300	159,653	871,809,200
City of Hartford	1,929,787,800	312,137	1,770,227,100
City of West Bend	4,412,863,400	713,767	3,991,313,500
	11,768,306,500		10,635,219,900
County Total Equal. Value:	23,449,946,400		20,790,695,300
Less: Libr Munic total	11,768,306,500		10,635,219,900
Total co. less Libr. Munic	11,681,639,900		10,155,475,400
Total County Libr. Levy (2023)	\$1,642,617.00		\$1,642,617.00
Less: Capital Offset (2023)	0		0
Total Co. appropriation for (2023)	1,642,617		\$1,642,617.00

0.00016174693309

**Village of Germantown Contribution to Library
Funding (with DPW)**

	2023	2024
Exempt from County Tax	\$761,063	\$635,534
Library: Staff & Operating	\$1,001,263	\$988,490
Library: Department of Public Works	\$80,234	\$88,757
Cleaning Supplies		
Cleaning Contract		
General Maintenance		
Repairs		
Total Library	\$1,081,497	\$1,077,247
Minus County Revenue	\$320,000	\$350,000
Village Contribution	\$761,497	\$727,247

43.64(2)(b)1.1. Divide the amount of tax levied by the county for public library service under sub. (1) in the prior year, less the amount levied for public library capital expenditures, by the equalized valuation of property in that area of the county that was subject to the county property tax levy for public library services in the prior year.

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

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: October 18, 2023

PLACEMENT: Action Item

ITEM TITLE: 2024 Library Calendar

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the attached proposed 2024 Library Calendar and summary.

ATTACHMENT:

1. 2024 Proposed Calendar Summary
2. 2024 Library Calendar

RECOMMENDATION:

Approve proposed 2024 Library Calendar.

ACTION BY Committee:

Germantown Community Library Board

MEETING DATE: October 18, 2023

PLACEMENT: New Business

AGENDA ITEM(S): IX. A. 2024 Proposed Calendar

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Attached is the proposed 2024 Library Calendar for review. The following are points for consideration.

CLOSED DATES

- The proposed 11 closed dates, highlighted in **yellow**, match the Village Hall 10 holiday closed dates as outlined in the Employee Handbook plus the Saturday of Easter weekend.
 - In 2024, all observed holidays fall during the week of Monday - Friday. In past years they have not and staff received Floating Holidays instead.
 - In past years, we have been open on Good Friday for a 1/2 day and provided staff with a 1/2 day Floating Holiday. It is recommended to match the Village Employee Handbook and to be closed the entire day in 2024.
- The proposed 2 closed dates, highlighted in **orange**, reflect the following:
 - Monday, February 19 (President's Day) - All-Staff Training Day
 - In 2023, this was held in May. We were able to provide training to all staff on emergency procedures, CPR and First Aid.
 - Saturday, October 19 (Haunted Library event)
 - This event has a family-friendly offering in the afternoon and a scary offering in the evening.
 - The library is open for the event but not for regular library business hours.
- The history of library closed dates follows:
 - 2022 - 10.5 (all holidays)
 - 2023 - 11.5 (9.5 holidays, 1 all-staff training day, 1 Haunted Library Event)
 - 2024 - 13 (11 holidays, 1 all-staff training day, 1 Haunted Library Event)

BOARD MEETING DATES

It is proposed to change the regular Library Board meeting dates from the 4th Wednesday of the month to the 3rd Wednesday of the month. Each year the November and December meetings are held on the 3rd Wednesday of the month due to holidays. This change would provide consistency throughout the year.

If this is approved, it also requires a change to the Library Board ByLaws which is covered in agenda item IX.B..

Germantown Community Library

Closed Date and Library Board Meetings

Legend:

Holidays - Closed (11 Days)

Floater Holiday - 1 personal

Additional Library Closed Dates:

Monday - 2/19 - All-Staff Training Day

Board Meetings

Pay Period End Date

Saturday - 10/19 - Haunted Library Event

2024

January

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

February

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

March

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

April

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

2/19 - All Staff Training

May

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

3/29-31 - Easter Weekend

June

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

July

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

August

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

September

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

October

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

10/19 - Haunted Library

November

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

WLA - week of 11/4

December

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

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: October 18, 2023

PLACEMENT: Action Item

ITEM TITLE: Library Board ByLaws Amendment

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

If the Library Board approves the proposed 2024 Library Calendar as presented, the Library Board ByLaws must be amended in Article IV, Section1. The change should reflect the change in frequency of the regular Library Board meetings.

ATTACHMENT:

1. ByLaws Draft 10-18-23

RECOMMENDATION:

Approve amendment to the Library Board ByLaws as presented.

ACTION BY Committee:

Germantown Community Library Board BYLAWS

ARTICLE I Identification

The name of this organization is the Germantown Community Library Board, located in Germantown, WI, existing by virtue of the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

ARTICLE II Board of Trustees

Section 1: Number and Qualifications.

The governing body of the library is composed of nine members. These members are appointed as stipulated in WI SS 43.54 which states, *"Each public library established under s. 43.52 shall be administered by a library board composed in each city of the 2nd or 3rd class or school district of 9 members, ... Members shall be residents of the municipality, except that not more than 2 members may be residents of other municipalities. ..."*. Germantown Community Library is considered a 3rd class community with a population between 10,000 – 39,000.

Section 2: Term of Office.

The term of office of trustees shall be three years. Any vacated position shall be filled for the remainder of that term.

Section 3: Disqualification's, Vacancies. (SS 43.54)

Any member who moves out of the political boundaries of the village of Germantown or their serving municipality (excluding the School District representative) shall be responsible for notifying the President of the Library Board of trustees. Upon receipt of such notification, the position shall be declared vacant. It shall be the duty of the President to notify the Village Administrator of any vacancy, and, with the Library Board, forward upon request a list of qualified persons. The School District representative shall be responsible for notifying the President of the Library Board of trustees should he/she no longer officially work for the School District. When any trustee fails to attend two consecutive regularly scheduled monthly meetings, unless excused by the chairman of the Library Board or the Library Director, the President shall notify the Village Administrator, request the disqualification of the trustee, and suggest three to five persons qualified to fill the position.

ARTICLE III Officers

Section 1: The officers shall be a President, a Vice-president, and a Treasurer elected from among the appointed trustees at the organizational meeting of the Board in July. An officer may succeed him/herself. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2: The library Assistant Director is hereby designated to perform the duties of Library Board secretary.

Section 3: Officers shall serve a term of one year from the organizational meeting in July at which they are elected and until their successors are duly elected.

Section 4: The President shall preside at all meetings of the Board, authorize calls for any special meetings, execute all documents authorized by the Board, initial all checks drawn on trust or endowment funds in excess of \$10,000 and generally perform all duties associated with that office.

Section 5: The Vice-president, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President. The Vice-president shall also perform an audit on the financial records of the Board and report the results of said audit at a regular Board meeting as soon after the first of the calendar year as possible. In addition, the Vice-President shall be the second signatory on all Library Board accounts.

Section 6: The Treasurer shall be the disbursing officer of the Board, sign all checks drawn on trust or endowment funds, and perform such duties generally associated with the office. The Treasurer shall be bonded in an amount as may be required by a resolution of the Board. The Treasurer shall provide a written statement of account balances to the Secretary and the Village Clerk Treasurer each month.

Section 7: In the absence or inability of any Library Board officer to perform his/her duty, the duty shall be performed by such other member of the Board as the Board may designate.

ARTICLE IV Meetings

Section 1: The regular meetings shall be held each month, based on the establish annual calendar established by the Library Board each October on the 4th Wednesday unless otherwise ordered by the Board.

Section 2: The organizational meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in July of each year.

Section 3: The order of business for regular meetings shall include, but not be limited to, the following items:

- a) Call to order/Roll Call of members
- b) Notification of meeting
- c) Approval of Agenda
- d) Approval of minutes of previous regular meeting and any intervening special or closed meeting
- e) Public input
- f) Village Board/County Board reports
- g) Financial matters
- h) Library Director's report
- i) Unfinished Business
- j) New Business
- k) Other Matters/Announcements
- l) Adjournment

Section 4: Special meetings may be called by the President, or at the request of two members, for the transaction of business as stated in the call for the meeting. Such meetings must comply with the open meetings laws.

Section 5: A quorum for the transaction of business at any meeting shall consist of four members of the Board present in person.

Section 6: For any matters pertaining to the evaluation, hiring, or dismissal of the library director, a quorum plus one member will be required.

Section 7: Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings.

ARTICLE V Committees

Section 1: Executive Committee.

This committee shall consist of the President, Vice-president, Treasurer, and ex-officio member, Library Director, have the authority to meet with legal counsel, make emergency decisions and/or address tasks assigned by the Library Board, meet as needed and function according to Wisconsin Open Meetings Law via a posted agenda, and report to the Library Board.

Section 2: Ad Hoc Committees.

Ad hoc committees for the study of special problems will be appointed by the President, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff representatives.

- a) Ad Hoc Committees shall include less than a majority of Library Board members.
- b) Ad Hoc Committees can include non-Library Board members upon approval of the Library Board.
- c) Ad Hoc Committees shall function according to Wisconsin Open Meetings Law via a posted agenda.
- d) Ad Hoc Committees shall be given a specific charge and report to the Library Board in an advisory capacity.

Section 3: All Committees shall make a progress report to the Library Board at each of its meetings as needed.

Section 4: No Ad Hoc committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Article VI Duties of the Board of Trustees

Section 1: Determine the policies of the library and develop the highest possible degree of efficiency in the library.

Section 2: Select and appoint a competent library director.

Section 3: Evaluate the library director on an annual basis.

Section 4: Prepare and approve the annual budget.

Section 5: Approve the monthly operating and capital expenditures.

Section 6: Through the library director, request satisfactory maintenance of building and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 7: Study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 8: Cooperate with other public officials and boards and maintain vital public relations.

Section 9: Foster involvement of Library Board trustees in seminars, conferences, and meetings relating to libraries.

ARTICLE VII Library Director

The library director shall be considered the executive officer of the Board and shall have sole charge of the administration of the library under the direction and review of the Board. The library director is responsible for the planning, organizing, directing, and coordinating of all library staff, budgets, collections, activities, programs, and physical facilities. The director shall attend all Board meetings, but shall have no vote. The library director shall also provide copies of Library Board meeting minutes.

ARTICLE VIII General

Section 1: An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. Action involving approval of expenditures and/or reallocation of funds requires a roll call vote of all members of the Board present at the time. The President may vote upon a motion before the Board.

Section 2: Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board shall be present and two-thirds of those present shall so approve.

Section 3: These bylaws may be amended at any meeting of the Board by majority vote of all members of the Board provided that notice of an intent to amend is in compliance with open meeting laws, and written notice of the exact wording of the proposed amendment shall be read at two subsequent meetings, and then approved.

Section 4: These bylaws shall not exist in violation of any local, state, or federal law.

Approved by the Duerrwaechter Memorial Library Board of Trustees on May 22, 1991

Reviewed/Revised April 1994

Reviewed/Revised April 1997

Reviewed/Revised June 23, 1999

Reviewed/Revised Germantown Community Library Board April 28, 2004

Reviewed/Revised Germantown Community Library Board February 22, 2006

Reviewed/Revised Germantown Community Library Board August 25, 2021

Reviewed/Revised Germantown Community Library Board October 18, 2023