

MEETING: REGULAR MEETING OF THE COMMITTEE OF THE WHOLE

DATE AND TIME: Tuesday, October 17, 2023 6:30 PM

LOCATION: Germantown Village Hall Board Room
N112 W17001 Mequon Road

NOTICE: Pursuant to the recommendations of the Centers for Disease Control and Prevention concerning the prevention of COVID-19 infections, any member of the body and/or citizen may also attend the meeting virtually through the WebEx platform, Meeting #: **2557 667 6890** Password: **PnKhNXmp365** which can be accessed by phone at **1-408-418-9388** or by logging on at <https://villageofgermantown.my.webex.com/villageofgermantown.my/j.php?MTID=m9ec89dfd78dda53574c2c6f4f29ad12>

Previously recorded Village Board Meeting Videos can be viewed at https://www.youtube.com/channel/UCOYp0EgELzTCa9X_iCohyhQ.

AGENDA

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:**
- III. **APPROVAL OF MINUTES:**
 - A. September 26, 2023
- IV. **2024 DEPARTMENTAL BUDGET REVIEW**
 - A. Library
 - B. Engineering
 - C. Highway
 - D. Parks
 - E. Buildings & Grounds
 - F. Residential Yard Waste Facility
 - G. Water Utility
 - H. Sewer Utility
- V. **NEXT MEETING DATE:** *October 24, 2023 @ 6:30 PM - Village Hall Board Room*
- VI. **ADJOURNMENT:**

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service please contact the Village Clerk at (262)250-4740 at least 2 days prior to the meeting.

MEETING:	REGULAR MEETING OF THE COMMITTEE OF THE WHOLE
DATE AND TIME:	Tuesday, September 26, 2023 6:30 PM
LOCATION:	Germantown Village Hall Board Room N112 W17001 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 Committee of the Whole Meeting was called to order by Village President Dean Wolter at 6:34 PM.

II. **ROLL CALL:**

Present: Trustee David Baum, Trustee Jolene Pieper, Trustee Phil Hudson, Trustee Jan Miller, Trustee Rick Miller, Trustee Bill Neureuther, President Dean Wolter

Also Present: Village Administrator Steve Kreklow, Finance Director Matthew Uselding, and Village Clerk Donna S Cox

Absent: Trustee Myers

Excused: Trustee Terri Kaminski

- III. **PUBLIC COMMENTS:** *(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.)*

Scott Hefle(Old Farm Rd) spoke against Dispatch Consolidation and discussed the Library budget cut.

Margaret Cutts (Bonniwell Rd) spoke again Dispatch Consolidation.

Melanie Smythe(Cedar Ln) thanked the Finance Department for budget preparations and requested to postpone Dispatch Consolidation.

Mary Schmies(Legend Av) spoke against the Dispatch Consolidation.

Germantown Dispatcher Mike Falls informed the Board of Dispatch's duties outside of answering calls, and spoke against consolidation.

IV. **APPROVAL OF MINUTES:**

A. October 19, 2022

Motion: Approve as presented

Motion By: David Baum

Seconded By: Jolene Pieper

Yes: David Baum, Dean Wolter, Jan Miller, Jolene Pieper, Bill Neureuther, Rick Miller, Phil Hudson

No: None

Abstain: None

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

V. **2024 PUBLIC SAFETY BUDGET REVIEW**

Finance Director Matthew Uselding presented an overview of the Public Safety Budget.

A. Honor Guard Fund

Uselding notes no changes to the Honor Guard Fund.

B. Canine Fund

Uselding notes no major changes to the Canine Fund.

C. Asset Forfeiture Fund

Uselding notes no major changes to the Asset Forfeiture Fund.

D. Police Department

Uselding highlighted the Consolidation of Dispatch, which would save the Village annually \$300,000 (only \$150,000 in 2024); the increase in gas and oil (\$49,000); the 2023 Public Safety salary increases (\$110,000); and the addition of three squad cars with Capital Projects - Fund 40 (\$180,000).

Motion: Amend the Police Department Budget and bring back to Public Safety Committee for additional research and studies regarding Dispatch

Motion By: Jan Miller

Seconded By: Jolene Pieper

Yes: David Baum, Phil Hudson, Jan Miller, Bill Neureuther, Jolene Pieper, Dean Wolter

No: Rick Miller

Abstain: None

Motion Passed (Yes 6, No 1, Abstained 0)

E. Emergency Government

Uselding notes budget drivers: Police Chief salary (5% allocation) and the Tornado Warning System (\$9,000).

Motion: Amend the Emergency Government Budget and bring back to Public Safety Committee for further review

Motion By: Jolene Pieper

Seconded By: David Baum

Yes: David Baum, Phil Hudson, Jan Miller, Rick Miller, Bill Neureuther, Jolene Pieper, Dean Wolter

No: None

Abstain: None

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

F. Fire Department

Uselding notes Budget Drivers of an increase in part-time and overtime (\$27,000 and \$60,000), public fire protection (\$537,000), vehicle maintenance (\$20,000), and an increase in Ambulance and Interstate Revenue. Regarding Capital Projects - Fund 40: Burn Tower repairs (\$115,000), ambulance replacement (\$515,000) and station paging system (\$75,000).

Trustee Jan Miller inquired about vehicle leasing and vehicle maintenance. The Fire Department does utilize the Department of Public Works for some, but not all, vehicle and equipment maintenance.

G. Alternative Public Safety Referendum Questions

Administrator Kreklow presented two potential Public Safety referendum questions. The Committee requested Kreklow find an additional alternative and to further discuss at the next Public Safety Committee Meeting (October 4, 2023).

VI. NEXT MEETING DATE: *October 17, 2023 @ 6:30 PM Board Room*

VII. ADJOURNMENT:

The meeting was adjourned at 8:56 PM.

Committee of the Whole

2024 Public Works Recommended Budgets

October 17th, 2023

Village of Germantown, WI

Library

2024 Recommended Budget

Expenses

Category	2023 Budget	2024 Budget	Difference	Percent Change
Salaries & Wages	\$555,795	\$549,086	\$ (6,709)	-1.21%
Fringe Benefits	\$141,475	\$175,056	\$33,581	23.74%
Operating Supplies and Expenses	\$303,993	\$264,348	\$ (39,645)	-13.04%
Capital Items	\$ -	\$ -	\$ -	0.00%
Total	\$1,001,263	\$988,490	\$(12,773)	-1.28%

Revenues

Category	2023 Budget	2024 Budget	Difference	Percent Change
Intergovernmental Revenues	\$320,000	\$350,000	\$30,000	9.38%
Public Charges for Services	\$10,000	\$10,000	\$0	0.00%
Total	\$330,000	\$360,000	\$30,000	9.09%

Village of Germantown Contribution to Library Funding

	2023	2024
Minimum Amount in Order to be 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
Total Library	\$1,081,497	\$1,077,247
Less County Revenue	\$320,000	\$350,000
Village Contribution	\$761,497	\$727,247

Budget Drivers

- 4.5% decrease in Village contribution to the Library
- Decrease in operating hours
- Decrease in PT Staff hours
- Decrease in materials and programming
- County Library Revenue increase

Engineering

2024 Recommended Budget

Expenses

Category	2023 Budget	2024 Budget	Difference	Percent Change
Salaries & Wages	\$102,344	\$57,568	\$(44,776)	-43.75%
Fringe Benefits	\$25,945	\$16,422	\$(9,523)	-36.70%
Operating Supplies and Expenses	\$117,802	\$112,400	\$(5,402)	-4.59%
Capital Items	\$10,000	\$ -	\$(10,000)	0.00%
Total	\$256,091	\$186,390	\$(69,701)	-27.22%

Revenues

Category	2023 Budget	2024 Budget	Difference	Percent Change
Public Charges for Services	\$55,480	\$75,480	\$20,000	36.05%
Total	\$55,480	\$75,480	\$20,000	36.05%

Budget Drivers

- Reallocation of Civil Engineer & Eng Tech to TIDs and Utility
 - Aligns with time dedicated to those funds
- Revenues
 - Aligns with historical
 - ROW Permits, Blasting Permits, Erosion Permits

Highway

2024 Recommended Budget

Expenses

Category	2023 Budget	2024 Budget	Difference	Percent Change
Salaries & Wages	\$712,147	\$710,271	\$(1,876)	-0.26%
Fringe Benefits	\$299,606	\$314,324	\$14,718	4.91%
Operating Supplies and Expenses	\$ 2,117,796	\$2,235,545	\$117,749	5.56%
Capital Items	\$55,000	\$10,000	\$(45,000)	-81.82%
Total	\$3,184,549	\$3,270,140	\$85,591	2.69%

Revenues

Category	2023 Budget	2024 Budget	Difference	Percent Change
Intergovernmental Revenues	\$1,224,174	\$1,392,552	\$168,378	13.75%
Public Charges For Service	\$30,553	\$85,850	\$55,297	180.99%
Total	\$1,254,727	\$1,478,402	\$223,675	17.83%

Budget Drivers

- Salaries & Benefits 1/3rd of Budget
- Increase in State salt contract
 - Additional salt budgeted for new storage facility
 - Total salt: \$331,000
- \$100,000 decrease in seal coating
 - Total: \$250,000
- Solid Waste Contract (4% increase)
 - Total: \$725,000
- Revenue increase
 - Collection of AR Bills
 - State Transportation Aid - \$118,000 higher than budgeted

Capital Projects – Fund 40

- 2024 Patrol Truck Purchase - \$286,000
- Asphalt Paving Road Program - \$1,500,000
- Construction Message Center - \$25,000

Parks

2024 Recommended Budget

Expenses

Category	2023 Budget	2024 Budget	Difference	Percent Change
Salaries & Wages	\$469,635	\$476,990	\$7,355	1.57%
Fringe Benefits	\$186,429	\$191,701	\$5,272	2.83%
Operating Supplies and Expenses	\$250,691	\$262,521	\$11,830	4.72%
Capital Items	\$40,000	\$54,000	\$14,000	35.00%
Total	\$946,755	\$985,212	\$ 38,457	4.06%

Budget Highlights

- Salary & Benefits are 68% of budget
- Street Tree Maintenance
 - \$100,000
- Gasoline & Oil increase
 - Additional \$7,000
- Non-Borrowed Capital
 - Bandshell Steel Paint (\$30K)
 - Fireman's small restroom (\$13K)
 - Single Axle Trailer (\$7K)
 - Litter Vacuum (\$4K)

Capital Projects – Fund 40

- Firemen's Small Restroom Roof - \$22,000
- Haupt Roofing - \$40,000
- Truck Replacement - \$62,000
- Compact Articulating Loader - \$120,000

Buildings & Grounds

2024 Recommended Budget

Expenses

Category	2023 Budget	2024 Budget	Difference	Percent Change
Salaries & Wages	\$379,535	\$386,890	\$7,355	1.94%
Fringe Benefits	\$174,269	\$185,165	\$10,896	6.25%
Operating Supplies and Expenses	\$373,609	\$381,845	\$8,236	2.20%
Capital Items	\$65,000	\$97,000	\$32,000	49.23%
Total	\$992,413	\$1,050,900	\$58,487	5.89%

Budget Drivers

- Salaries & Benefits = 54% of budget
- Cleaning Contract
 - \$154K
- Non-Borrowed Capital
 - Fire, Burglar & Panic Alarm Upgrade
 - 25K – VH, Lib, Dheinsville, SA
 - Fire Station Restroom – Counter & Sink (\$5K)
 - Library – Basement Sump (13K)
 - Senior Center Exterior Painting (23K)

Capital Projects – Fund 40

- Village Hall Key Card Upgrade - \$52,000

Res. Yard Waste Fac.

2024 Recommended Budget

Expenses

Category	2023 Budget	2024 Budget	Difference	Percent Change
Salaries & Wages	\$51,594	\$51,518	\$ (76)	-0.15%
Fringe Benefits	\$17,114	\$19,321	\$2,207	12.90%
Operating Supplies and Expenses	\$354,357	\$ 367,442	\$13,085	3.69%
Capital Items	\$ -	\$ -	\$ -	0.00%
Total	\$423,065	\$438,281	\$15,216	3.60%

Revenues

Category	2023 Budget	2024 Budget	Difference	Percent Change
Intergovernmental Revenues	\$23,500	\$23,500	\$0	0.00%
Public Charges For Service	\$118	\$610	\$492	416.95%
Total	\$23,618	\$24,110	\$492	2.08%

Budget Drivers

- Curbside Pickup - \$342,082 (4% increase)
- State Aid – Recycling

Capital Projects – Fund 40

- No Capital Projects

Water Utility Revenues

2024 Recommended Budget

Revenues

Category	2023 Budget	2024 Budget	Difference	Percent Change
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	\$3,877,338	\$3,889,600	\$12,262	0.32%

Budget Drivers

- Decrease in Impact Fees
 - Less projected Development
 - Closer to historical
- Sale of Water
 - Majority of Revenue

Water Utility Expenses

2024 Recommended Budget

Expenses

Category	2023 Budget	2024 Budget	Difference	Percent Change
Source of Supply - Operation	\$13,000	\$13,000	\$ -	0.00%
Source of Supply - Maintenance	\$150,021	\$346,296	\$196,275	130.83%
Pumping Expenses - Operation	\$334,947	\$342,705	\$7,758	2.32%
Pumping Expenses - Maintenance	\$105,000	\$105,750	\$ -	0.00%
Water Treatment Expense - Operation	\$115,000	\$118,000	\$3,000	2.61%
Water Treatment Expense - Maintenance	\$76,905	\$70,861	\$ (6,044)	-7.86%
Transmission and Distribution Expenses - Operation	\$168,337	\$147,350	\$(20,987)	-12.47%
Transmission and Distribution Expenses - Maintenance	\$1,240,294	\$1,241,650	\$1,356	0.11%
Customer Accounts Expense	\$333,587	\$ 357,901	\$24,314	7.29%
Administrative and General Expense	\$461,310	\$484,350	\$23,040	4.99%
Other Operating Expenses	\$2,370,628	\$2,298,488	\$(72,140)	-3.04%
Transfers Out	\$ -	\$ -	\$ -	0.00%
Total	\$5,369,029	\$5,526,351	\$ 157,322	2.93%

Budget Drivers

- 41% of Operating Budget
 - Debt Service, Depreciation, Property Tax Equivalent
- Tower Rehab
 - \$735,000
- Well #7 Rehab
 - \$150,000

Water Utility Capital Projects

2024 Recommended Budget

Description	2024 Budget Request
Generator replacements at well #2 and #7	\$ 600,000.00
Relay Shagbark from concord E/W	\$ 668,500.00
375' School Rd inter connect	\$ 158,250.00
275' 12" main upsize Hilbert Ln Utility road work	\$ 173,750.00
215' River crossing at county line	\$ 95,000.00
Commercial meters and new build	\$ 30,000.00
(5) hydrants-Utility Road work	\$ 60,000.00
(5) Dist valve-Utility Road work	\$ 30,000.00
New antenna system, SCADA Upgrade-Computer	\$ 190,000.00
Total Projects	\$ 2,005,500.00

Sewer Utility



2024 Recommended Budget

Expenses

Category	2023 Budget	2024 Budget	Difference	Percent Change
Operation	\$5,148,736	\$5,163,867	\$15,131	0.29%
Maintenance	\$284,489	\$296,957	\$12,468	4.38%
Customer Accounting	\$107,735	\$128,770	\$21,035	19.53%
Admin & General	\$570,422	\$716,160	\$ -	0.00%
Other Operating Expenses	\$1,223,499	\$1,424,076	\$200,577	16.39%
Non-Operating Expenses	\$ -	\$ -	\$ -	0.00%
Total	\$7,334,881	\$7,729,830	\$394,949	5.38%

Revenues

Category	2023 Budget	2024 Budget	Difference	Percent Change
Sewer Service Revenues	\$7,170,000	\$7,170,000	\$ -	0.00%
Other Operating Revenues	\$260,500	\$251,834	\$ (8,666)	-3.33%
Miscellaneous Revenues	\$ 75,000	\$ 75,000	\$ -	0.00%
Other	\$ -	\$ -	\$ -	0.00%
Total	\$7,505,500	\$7,496,834	\$(8,666)	-0.12%

Budget Drivers



- MSSD Charges – 63% of Budget
 - MMSD User Charges - \$2,235,467
 - MMSD Capital Charges - \$2,679,302
- Other Operating Expenses – 18% of Budget
 - Deprecation
 - Debt Obligation payments
- Revenues Remain Flat
 - Sewer Rate Study - 2023

Sewer Utility Capital Projects



2024 Recommended Budget

Description	2024 Budget Request
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
Workstation replacements	\$ 3,500.00
Jet Vac - Restricted	\$ 35,000.00
Mainline Video Truck Replacement	\$ 345,000.00
TOTAL	\$ 1,873,500.00

Committee of the Whole Meeting

MEETING DATE: October 17, 2023

PLACEMENT: New Business

AGENDA ITEM(S):

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

As part of the process to cut \$1.1 million from the 2024 Village of Germantown budget, the Germantown Community Library was instructed to cut \$100,000 from expenditures.

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:

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

At the Library Board Meeting on Wednesday, September 27 the Library Board agreed to cut \$40,000 in operating expenses. The amount of \$60,000 to cut library part-time staff and operating hours was not approved due to the Library Board's view that these cuts would take away too many services to the residents of the community.

The attached information gives a general overview of the library's cuts, general information of the library's budget and additional information in the areas of salaries & operating hours, material and programming & outreach.

Attachments Include:

- Proposed Cuts: Germantown Community Library (-\$100,000)
- General Information
- Salaries/Benefits & Operating Hours
- Material
- Programs & Outreach

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
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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)

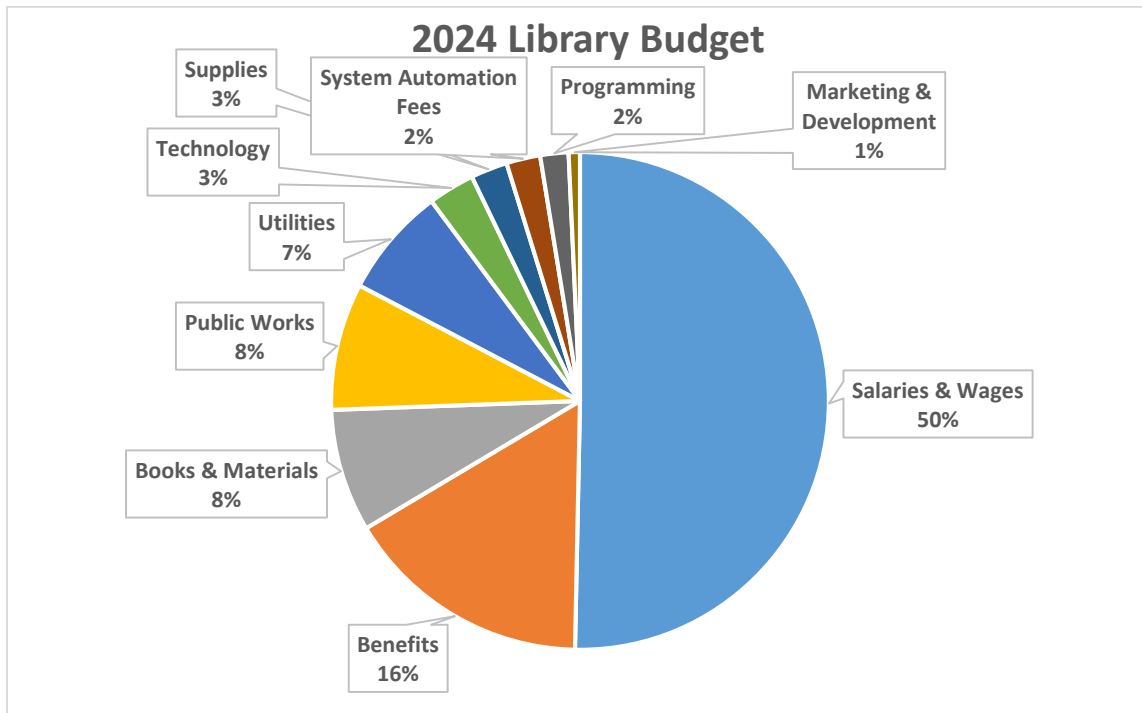
General Information

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:

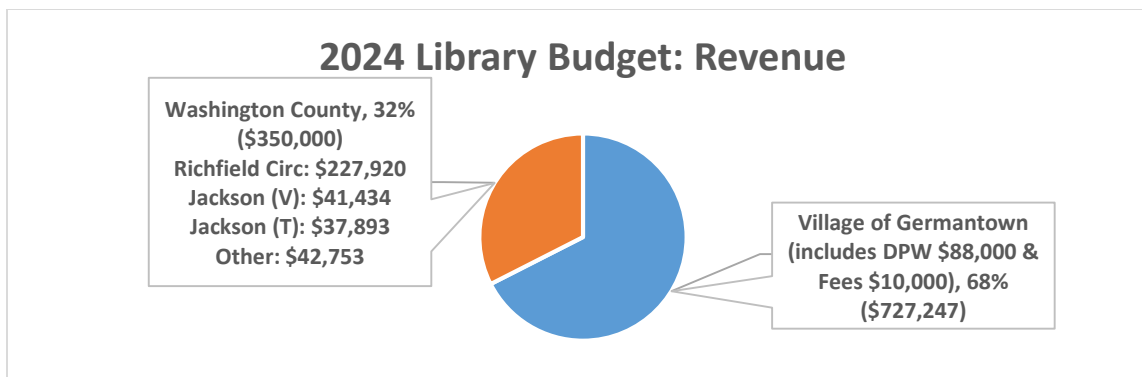
- Village of Germantown Residents: 21,040
- Additional County Residents: 14,179
- Total Service Population: **35,219**

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-librariated municipalities in Washington County.

The cost per circ and reimbursement amount is calculated by:

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

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

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:

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

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

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 degreed 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 21.1 to 31.7

WI Library Standards

*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/Theinville	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**

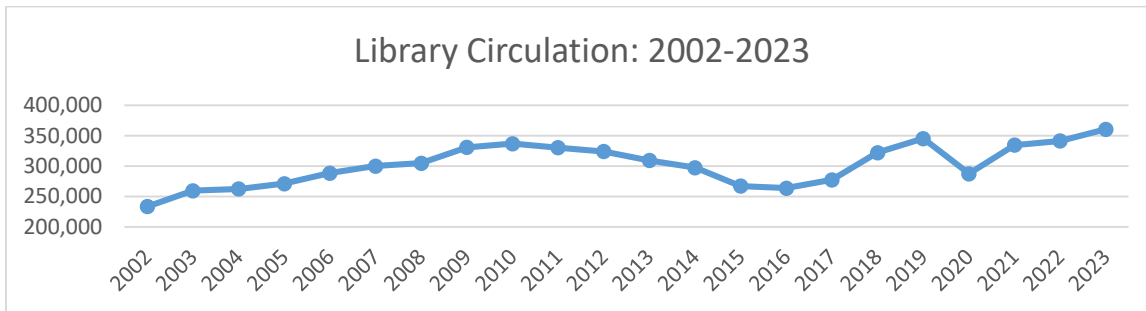
**System libraries open 52 hours or less: Plymouth (population: 15,464 / hours: 52), Slinger (population: 13,660 / hours: 51) & Kewaskum (population 7,263 / hours: 50)*

*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

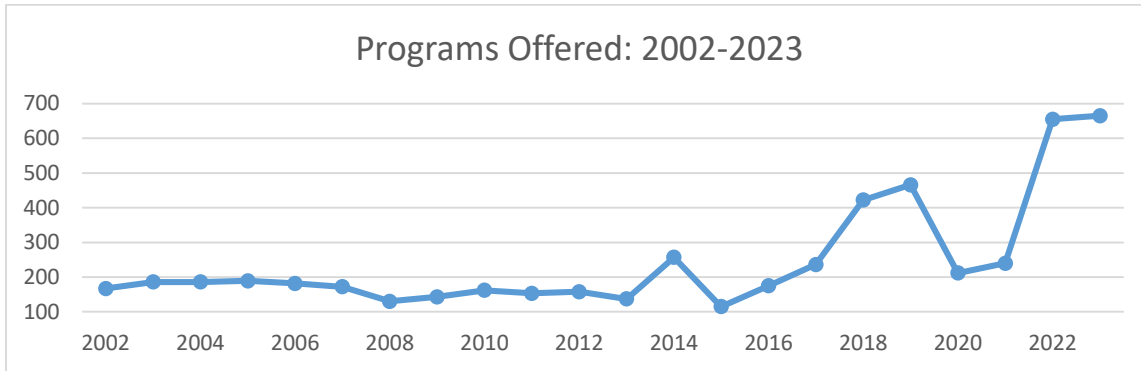
WI Library Standards for Population

\$117,000 to \$226,000

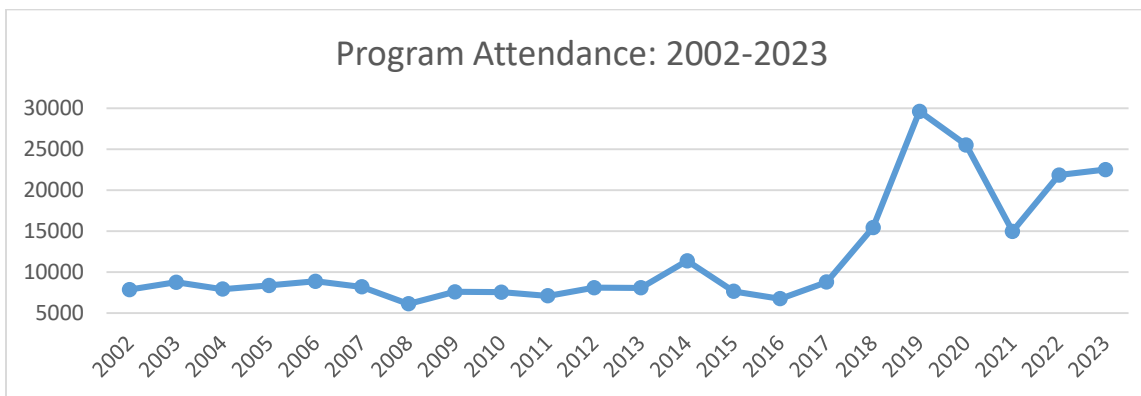
*System libraries less than \$87,000 in materials: Cedarburg (population: 20,451 / materials: \$82,400), Sheboygan Falls (population: 14,435 / materials: \$73,464) & Grafton (population 18,066 / materials: \$67,188)

*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.



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



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

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



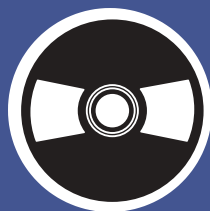
BUILD CONNECTIONS
ENRICH LIVES

2022 BY THE NUMBERS

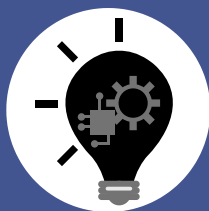
GERMANTOWN COMMUNITY LIBRARY



225,000
Print



62,000
Audio/Visual



1,200
Library of
Things



53,000
Digital

=

341,631

Items Checked Out **+2.2%**
& **8,639** New Items
Added

12,842
Registered
Library Cards

92,638

Library Visits **+10%**
in 2022!

35,959
Service
Questions
Asked

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

9,399
Public
Computer
Logins

11,382
Wireless
Logins

1,042
Community
& Study
Spaces Used

262
Gale
Courses
Taken

1,015
Volunteer
Hours
Completed

21,844

+45.6%
People Attended

655
Programs

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

35,298

Participants in
Self-Directed
Activities

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

\$4,578,413

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

7,000+

People



BUILD CONNECTIONS, ENRICH LIVES

GERMANTOWN COMMUNITY LIBRARY



MAY
ADVENTURE
PASSES

JUN
SELF-SERVICE
PUBLIC PRINTER,
COPIER &
SCANNER

JUN
ADULT LIBRARY
OF THINGS
COLLECTION

SEPT
HOT
SPOTS

ADDITIONAL FACILITY & SERVICES UPDATES:

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

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



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



- WHAT'S NEXT IN 2023?**
- MONARCH CATALOG UPDATES
 - CHECKOUT CRAFT KITS
 - NEW ONLINE CLASSES
 - NEW COLLECTIONS
 - NEW PROGRAMS & SERVICES

PROGRAM HIGHLIGHTS

GERMANTOWN
COMMUNITY LIBRARY



BUILD CONNECTIONS
ENRICH LIVES

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



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



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



The Friends of the Library sold over 250 baskets in November & December and raised over \$18,000 for the library during 2022!

