MEETING:	**GERMANTOWN COMMUNITY LIBRARY BOARD**
DATE AND TIME:	**Wednesday, November 29, 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. October 18, 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.)*

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 Library Board Monthly Meeting Dates

B. 2024 Library Budget

IX. NEW BUSINESS:

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. Approval of Wage Increases for Library Staff

B. Reconvene into Open Session with Possible Action

XI. <u>ADJOURNMENT:</u>

The next regular meeting of the Germantown Community Library Board will be on Wednesday, December 20, 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: November 29, 2023

PLACEMENT: Action Item

ITEM TITLE: October 18, 2023 Meeting Minutes

SUBMITTED BY: Connie Lloyd, Asst. Director

SUMMARY EXPLANATION:

Library Board October 18, 2023 meeting minutes for review.

ATTACHMENT:

1. Library Board Meeting Minutes 10-18-23 DRAFT

RECOMMENDATION:

Approve minutes as presented.

ACTION BY Committee:

MEETING:	**GERMANTOWN COMMUNITY LIBRARY BOARD MEETING OF THE LIBRARY BOARD**
DATE AND TIME:	**Wednesday, October 18, 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 06:02 PM.

II. ROLL CALL:

Present: Library Board President Joyce Nelson, Trustee Jan Miller, Library Board Member Darlene Vosen, Library Board Member Christa Potratz, Library Board Member Charlene Brady (joined at 6:30 PM)
Absent:
Excused: Library Board Member Joletta Kerpan, Library Board Member Jacob Misiak
Also present: Library Director Trisha Smith, Assistant Library Director Connie Lloyd

III. APPROVAL OF AGENDA:

Motion: Approve as presented
Motioned By: Darlene Vosen
Seconded By: Jan Miller

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Christa Potratz
No: None
Abstain: None

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

IV. APPROVAL OF MINUTES:

A. September 27, 2023 Meeting Minutes

Motion: Approve as presented
Motioned By: Darlene Vosen
Seconded By: Jan Miller

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Christa Potratz
No: None
Abstain: None

Motion Passed (Yes 4, 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.*

None.

VI. **FINANCIAL MATTERS:**

A. Treasurer's Report

Motion: Approve as presented
Motioned By: Joyce Nelson
Seconded By: Jan Miller

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Christa Potratz
No: None
Abstain: None

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

B. Accounts Payable

Motion: Approve as presented
Motioned By: Joyce Nelson
Seconded By: Jan Miller

On roll call vote:
Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Christa Potratz
No: None
Abstain: None

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

C. Budget Reports

Smith and Lloyd indicated the library accounts from MSI appear correctly on the new Tyler-Munis library reports included in the GG&F budget reporting. Smith and Lloyd are training on the new system and will provide updated reports from the new system at the November meeting.

VII. **REPORTS:**

A. Correspondence

None.

B. Village Reports

Miller summarized the past Village Board meeting, GG&F meeting, the COW budget meetings. The library budget was covered on Tuesday, October 17. The next meeting the library will attend is Wednesday, October 25 at 6:30 PM. The Village Board approved the DPW contract for the Library HVAC maintenance contract.

C. County Reports

Smith included information regarding the 2024 Washington County Library Contract and impact on the Germantown Community Library in her Director's Report.

D. System Reports

The Monarch Library Directors met on October 23 in Lomira. Topics covered included Vega system updates, Zoho Ticketing System testing and updates to the 2024 Annual Report. Smith included Riti Grover's presentation on the Monarch Library System at the Mid-Moraine Dinner on September 27.

E. President's Report

None.

F. Director's Report

Smith reviewed submitted Director's Report and attachments.

VIII. UNFINISHED BUSINESS

A. 2024 Budget

There was discussion of the 2024 library budget situation, the submitted attachments, and the COW meeting on October 17, 2023 for the library.

Brady questioned why the minimum County Tax Exemption requirement for the Village is lower for 2024 than it was for 2023. Smith explained it is a complicated formula and will send supporting documents from the County to all of the Library Board members for review.

Motion: Reschedule the Wednesday, November 15, 2023 Library Board meeting to Wednesday, November 29, 2023.
Motioned By: Jan Miller
Seconded By: Joyce Nelson

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

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

Potratz requested Smith provide, at the November 29 Library Board meeting, alternatives for consideration to cutting library hours if the Village maintains the required 2024 library budget cuts.

IX. NEW BUSINESS:

A. 2024 Library Calendar

Motion: Approve Proposed 2024 Library Closed Dates for Holidays, 10/26 event, and Staff Training Day TBD.
Motioned By: Joyce Nelson
Seconded By: Darlene Vosen

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

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

It was requested the discussion regarding proposed dates for the 2024 Library Board meetings be continued at the November 29, 2023 meeting.

B. Library Board ByLaws Amendment

Motion: Approve to Change Meeting Frequency to be Monthly Based on the Setting of the Annual Calendar.
Motioned By: Joyce Nelson
Seconded By: Jan Miller

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

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

X. <u>ADJOURNMENT:</u>

Nelson announced the next meeting will be Wednesday, November 29, 2023 at 6:00 PM at the Germantown Community Library.
Nelson called the meeting to be adjourned at 07:25 PM.

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: November 29, 2023

PLACEMENT: Action Item

ITEM TITLE: Treasurer's Report

SUBMITTED BY: Darlene Vosen, Library Board Member

SUMMARY EXPLANATION:

Review the attached Treasurer's Report.

ATTACHMENT:

1. Treasurer Report 11-21-2023

RECOMMENDATION:

Approve the attached Treasurer's Report.

ACTION BY Committee:

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

Bank Five Nine GCL Board Checking Account

Balance 10/12/23 per online statement		$3,239.19
Deposit 10/24 Early Literacy	+$20.93	
Deposit 11/14 Ribnek & Totsky bricks	+$500.00	
Balance 11/21/23 per online statement		$3,760.12

Bank Five Nine GCL Board Savings Account

Balance 10/12/23 per on-line statement		$5,071.81
Interest October	+$.44	
Balance 11/21/23 per on-line statement		$5,072.25

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

Balance 10/12/23 per on-line statement		$16,626.59
Deposit 10/24 Patio/Expansion donations	+$817.61	
Interest October	+$2.21	
Deposit 11/8 Interest CD #3 (5608)	+$400.32	
Balance 11/21/23 per on-line statement		$17,846.73

***Penny Jug Fund/Art Work = $2,300.74 (total)**
***RAO Account** (technology/from Guaranty 7/27/18) = **$2,752.45 (total)**
***Expansion** $1,057.81 **+ $400.32 + $2.21 + $33.16 = $ 1,493.50 (total)**
***Patio Expansion** $10,515.59 **+ $770.00 + $14.45 = $11,300.04 (total)**

Bank Five Nine Building Fund CD Account

CD #1 Furniture (5708) Balance 1/5/23 per bank statement $16,792.60
3.75% Interest 13 months (bump used 10/24) (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 11/8/23 per bank statement $15,000.00
Interest Earned $400.32
5.29/5.4% Interest 15 months (mature 2/6/25)

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): **$494.53 + $20.93 = $515.46 (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
11/14 Brick Ribnek $250
Total = $800.00 – (cost of bricks/shipping) =?

--Building Expansion 2023 (in GCLB checking account)

11/14 Brick Totsky $250
Total = $250.00 – (cost of bricks/shipping) = ?

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: November 29, 2023

PLACEMENT: Action Item

ITEM TITLE: Accounts Payable

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the attached Accounts Payable report.

ATTACHMENT:

1. Vouchers Payable 11-2023

RECOMMENDATION:

Approve the attached Accounts Payable.

ACTION BY Committee:

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/10 TO 2023/11

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S		CHECK RUN	CHECK	DESCRIPTION
10570000		Library					
10570000 462900			Library Fines & Fees				
100365 FRIENDS OF	1102FGL	0	2023 11 INV P	186.64	231110	341	OCTOBER SALES
101309 GERMANTOWN COMMUNITY	CCSALES1021	0	2023 11 INV P	301.45	231117	418	CREDIT CARD SALES -
			ACCOUNT TOTAL	488.09			
10570000 531000			Library Gen Supplies & Expense				
100587 KIWANIS CLUB OF GERM	0001	0	2023 10 INV P	110.00	231006-1	19	2023 2024 MEMBERSHI
			ACCOUNT TOTAL	110.00			
10570000 531010			Library Office Supplies				
100201 COMPLETE OFFICE	523559	0	2023 10 INV P	36.45	231027	199	ORDER# 723899
100201 COMPLETE OFFICE	558138	0	2023 10 INV P	31.95	231027	199	ORDER# 754431
100201 COMPLETE OFFICE	569300	0	2023 10 INV P	77.20	231027	199	ORDER# 764465
				145.60			
			ACCOUNT TOTAL	145.60			
10570000 531100			Library Books				
100092 BAKER & TAYLOR	2037815431	0	2023 10 INV P	415.88	231027	190	ACCT# 216043 L37072
100092 BAKER & TAYLOR	2037821513	0	2023 10 INV P	424.92	231027	190	ACCT# 216043 L37072
100092 BAKER & TAYLOR	2037830402	0	2023 10 INV P	306.37	231027	190	ACCT# 216043 L37072
100092 BAKER & TAYLOR	2037839850	0	2023 10 INV P	356.65	231027	190	ACCT# 216043 L37072
100092 BAKER & TAYLOR	2037844457	0	2023 10 INV P	396.61	231027	190	ACCT# 216043 L37072
100092 BAKER & TAYLOR	2037856790	0	2023 10 INV P	485.37	231027	190	ACCT# 216043 L37072
100092 BAKER & TAYLOR	2037865354	0	2023 10 INV P	559.96	231027	190	ACCT# 216043 L37072
100092 BAKER & TAYLOR	2037868271	0	2023 10 INV P	325.59	231027	190	ACCT# 216043 L37072
				3,271.35			
101039 PENWORTHY CO	0594198-IN	0	2023 10 INV P	693.12	231027	238	ORDER# 0099295
101039 PENWORTHY CO	0594203-IN	0	2023 10 INV P	347.87	231027	238	ORDER# 0099292
101039 PENWORTHY CO	0594204-IN	0	2023 10 INV P	336.65	231027	238	ORDER# 0099290
101039 PENWORTHY CO	0594206-IN	0	2023 10 INV P	367.19	231027	238	ORDER# 0099291
				1,744.83			
			ACCOUNT TOTAL	5,016.18			
10570000 531190			Marketing & Promotion				
100381 GERMANTOWN CHAMBER O	6580301	0	2023 10 INV P	60.00	231027	212	TANNENBAUM TRAIL TR
			ACCOUNT TOTAL	60.00			
10570000 531430			Library Book Processing				
100246 DEMCO	7377047	0	2023 10 INV P	173.49	231027	202	PO#DMBK100323
			ACCOUNT TOTAL	173.49			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/10 TO 2023/11

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S		CHECK RUN	CHECK	DESCRIPTION
10570000 531460			Library Audio Visual				
101265 PLAYAWAY	442617	0	2023 10 INV P	125.98	231027	239	SALES ORDER# 406322
101265 PLAYAWAY	442622	0	2023 10 INV P	277.46	231027	239	SALES ORDER# 406323
				403.44			
			ACCOUNT TOTAL	403.44			
10570000 531470			Library Computer Service				
100391 GFC LEASING	I00857894	0	2023 10 INV P	1,149.32	231027	213	CUST# 411836
100713 MIDWEST TAPE	504430923	0	2023 10 INV P	951.16	231027	232	CUST REF# 22-5044
			ACCOUNT TOTAL	2,100.48			
10570000 531490			Library Program Supplies & Exp				
101266 STEPHEN SEIDEMANN	SEIDEMANN1018	0	2023 10 INV P	360.00	231027	246	CRAFT SUPPLIES
101267 TRISHA SMITH	SMITHGCC	0	2023 10 INV P	63.06	231027	250	SUPPLIES
101268 LOMIRA QUAD	1012MEETING	0	2023 10 INV P	12.00	231027	225	DIRECTOR MEETING
			ACCOUNT TOTAL	435.06			
			ORG 10570000 TOTAL	8,932.34			
FUND 10 General Fund			TOTAL:	8,932.34			

** END OF REPORT - Generated by Trisha Smith **

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: November 29, 2023

PLACEMENT: Presentation

ITEM TITLE: Budget Reports

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Library staff are being trained on the new Tyler Munis Financial Reporting system. The attached one-page report is available for this month. Smith will provide further information and answer questions at the meeting. Additional reports will be available at the December board meeting.

ATTACHMENT:

1. Library Budget Reports - 11-2023

RECOMMENDATION:

ACTION BY Committee:

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR: 10 General Fund		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10570000 Library								
10570000 432600	County Library	-320,000	0	-320,000	-300,987.45	.00	-19,012.55	94.1%*
10570000 462900	Library Fines &	-10,000	0	-10,000	-9,764.73	.00	-235.27	97.6%*
10570000 463000	Library System	0	0	0	-7,843.16	.00	7,843.16	100.0%
10570000 511000	Library Reg Sal	215,675	0	215,675	168,996.56	.00	46,678.44	78.4%
10570000 511100	Library PT Sala	338,920	0	338,920	272,561.86	.00	66,358.14	80.4%
10570000 511200	Library Board	1,200	0	1,200	570.00	.00	630.00	47.5%
10570000 521000	Library Social	41,296	0	41,296	32,594.77	.00	8,701.23	78.9%
10570000 521100	Library State R	26,970	0	26,970	26,410.59	.00	559.41	97.9%
10570000 521200	Library Health	69,073	0	69,073	72,236.52	.00	-3,163.52	104.6%*
10570000 521300	Library Dental	2,895	0	2,895	3,971.25	.00	-1,076.25	137.2%*
10570000 521400	Library Life In	1,241	0	1,241	1,062.59	.00	178.41	85.6%
10570000 531000	Library Gen Sup	10,000	0	10,000	5,879.78	.00	4,120.22	58.8%
10570000 531010	Library Office	5,000	0	5,000	3,166.43	.00	1,833.57	63.3%
10570000 531030	Library Postage	2,000	0	2,000	723.58	.00	1,276.42	36.2%
10570000 531080	Library Profess	5,000	0	5,000	6,244.19	.00	-1,244.19	124.9%*
10570000 531100	Library Books	62,000	0	62,000	34,267.35	.00	27,732.65	55.3%
10570000 531190	Marketing & Pro	10,000	0	10,000	10,145.13	.00	-145.13	101.5%*
10570000 531240	Library Travel	1,000	0	1,000	637.32	.00	362.68	63.7%
10570000 531430	Library Book Pr	10,000	0	10,000	9,303.75	.00	696.25	93.0%
10570000 531440	Library Periodi	8,000	0	8,000	4,962.65	.00	3,037.35	62.0%
10570000 531460	Library Audio V	22,000	0	22,000	13,486.92	.00	8,513.08	61.3%
10570000 531470	Library Compute	40,000	0	40,000	22,147.47	.00	17,852.53	55.4%
10570000 531490	Library Program	24,000	0	24,000	23,789.17	.00	210.83	99.1%
10570000 532080	Library Outreac	4,000	0	4,000	2,475.67	.00	1,524.33	61.9%
10570000 552300	Library System	23,000	0	23,000	23,028.31	.00	-28.31	100.1%*
10570000 561000	Library Buildin	68,000	0	68,000	38,722.20	.00	29,277.80	56.9%
10570000 561400	Library Telepho	4,000	0	4,000	3,760.27	.00	239.73	94.0%
10570000 571000	Library Insuran	5,993	0	5,993	5,323.23	.00	669.77	88.8%
TOTAL Library		671,263	0	671,263	467,872.22	.00	203,390.78	69.7%
TOTAL General Fund		671,263	0	671,263	467,872.22	.00	203,390.78	69.7%
	TOTAL REVENUES	-330,000	0	-330,000	-318,595.34	.00	-11,404.66	
	TOTAL EXPENSES	1,001,263	0	1,001,263	786,467.56	.00	214,795.44	

Report generated: 11/21/2023 20:52
User: TSmith
Program ID: glytdbud

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	671,263	0	671,263	467,872.22	.00	203,390.78	69.7%

** END OF REPORT - Generated by Trisha Smith **

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: November 29, 2023

PLACEMENT: Presentation

ITEM TITLE: Director's Report

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the attached Director Report.

ATTACHMENT:

1. Director's Report 11-2023
2. Daily News 11-2-23 2024 Budget
3. Express News 11-18-23 2024 Budget

RECOMMENDATION:

ACTION BY Committee:

Director's Report: November 2023

STATE OF WISCONSIN

- Updates to the 2024 Annual Report process have been posted to the Department of Public Instruction website.
- Annual meeting was held with Germantown Community Library and Menomonee Falls Public Library regarding Menomonee Falls denial of service to Village of Germantown residents. Both system directors were also present. No changes were made.

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, October 12 at the Plymouth Public Library. Testing continues with Vega updates. A presentation was given on the new Zoho Professional platform that will be used for libraries to submit technology tickets to the Monarch Library System office. The 2024 Monarch System Plan for was approved by the Executive Committee on November 1, 2023. Additional coupon options will be available through the system for the Winter Reading Program.
- Agendas and minutes of individual meetings can be found on the Monarch Library System website: https://monarchlibraries.org/library-director-meetings/

WASHINGTON COUNTY - NONE

VILLAGE OF GERMANTOWN:

- The Village Board met on Monday, November 6.
- The General Government & Finance and Village Board met on Monday, November 20.
    - The 2024 budget was passed.
- 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, November 27.
- The annual Holiday Book & Basket Sale will run from Saturday, November 11 – Saturday, December 30.

DONATIONS:

- Ann Becker: $100 (Library Board / Expansion / W159N10534 Old Farm Rd / Germantown, WI 53022)
- Kara Furger: $100 (Library Board / Patio / W166N10855 Carriage Ct / Germantown, WI 53022)
- John & Kathleen Glueckstein: $500 (Library Board / Patio / 5026 Hubertus Rd / Hubertus, WI 53033)
- Steve & Krisi Kreklow: $100 (Library Board / Patio / 1004 N 70th St / Wauwatosa, WI 53213)
- Todd & Beth Ribnek: $250 (Library Board / Patio / N106W14322 Amen Ct / Germantown, WI 53022)
- Matthew & Renee Totsky: $250 (Library Board / Expansion / W125N11645 Elm Ct / Germantown, WI 53022)
- Donation Jars: A few months ago, the library updated the donation jar at the Circulation Desk to include multiple donation boxes. Patrons can donate to different funds and these have been well-received. We have also started having a programming supply box available at programs that require extra supplies. Going forward, donations will be listed on the director's report each month. These will then appear on the next Rreasurer's Report once they are deposited:
    - Expansion: $15.06

    - Patio Expansion: $47.19
    - Early Literacy: $11.28
    - Programming Supplies: $330

DEPOSITS:

- Village of Germantown (Haunted Library): $301.45 (Library Board / Patio / No Thank You Needed)
- Eventbrite (Haunted Library): $861.78 (Library Board / Patio / No Thank You Needed)

STATISTICS:

- Previous Month & Annual Circulation:
    - Physical: **25,289** **(12.6% from 2022 / 5.7% YTD)**
    - Digital: **5,522** **(26.8% from 2022 / 12.0% YTD)**
    - Total: **30,811** **(14.9% from 2022 / 6.6% YTD)**
    - Outreach: **925** **(52.6% from 2022 / 46.2% 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:

- 'Germantown looking to increase public safety' (Wash. Co. Daily, Nov 2)
- 'Germantown Village Board to consider proposed 2024 budget on Nov. 20' (Express News, Nov 18)

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

- Wisconsin Library Association Leadership Development Institute (Oct 24) (6 hrs)
- Wisconsin Library Association Conference (Oct 25-27) (12 hrs)

DIRECTOR MEETINGS, PROGRAMS & OUTREACH (PAST):

- Wed, Nov 1 – Village Department Heads
- Wed, Nov 1 – Monarch System Vega Training
- Mon, Nov 6 – Village Board (online)
- Thurs, Nov 9 – Monarch Directors
- Sat, Nov 11 – Germantown Christmas Festival
- Tues, Nov 14 – Library Board President
- Tues, Nov 14 – Village Administrator
- Wed, Nov 15 – Village Department Heads
- Mon, Nov 20 – Menomonee Falls Denial of Service
- Mon, Nov 20 – Village General Government & Finance (online)
- Mon, Nov 20 – Village Board
- Mon, Nov 27 - Friends of the Library

- Mon, Nov 27 – Make It Crafts (3)
- Wed, Nov 29 – Library Board

DEPARTMENT UPDATES

MANAGEMENT & GENERAL STAFF (TRISHA)

- The library was closed on Thursday, November 23 & Friday, November 24 for Thanksgiving. The library will also be closed on Saturday, December 23 – Tuesday, December 26 and Monday, January 1.
- 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 have completed all mid-year performance reviews following the change in the Village performance review schedule.

YOUTH & TEEN SERVICES (JACKIE)

- The Haunted Library events had over 940 participants. Thank you to the library board for their assistance with the event!
- Youth Services Librarian participated in Monarch Youth Services Meeting on Friday, Oct 20 (recording).
- Special youth events for the month include a Taste Test Thursday on 11/2, Rootin' Tootin' Hootenanny on 11/4, Family Fun Night on 11/9, Teen Learn to Sew on 11/20, a Disguise a Gingerbread program through the month of November for youth and a Teen NaNoWriMo competition through the month of November.
- Disney on Ice and Monster Jam tickets for youth were applied for and acquired for the Winter Reading Checkout program in January. Youth Bucks tickets were also supplied by the Monarch System and will also be handed out for Winter Reading.
- Youth Services Librarian and Youth Services Specialist, Jill, were judges for the Patriot's Pen Essay and Voice of Democracy competitions.
- Youth Services Librarian and Youth Services Specialist, Shannon, participated in the Christmas Parade and Festival.

ADULT SERVICES (LYNN)

- Adult Services Librarian participated in a Canva for Libraries webinar on Wednesday, November 1.
- Adult Services Librarian participated in Leadership Germantown on Thursday, November 9.
- Adult Services Librarian volunteered at the Germantown 5K Candy Cane Run/Walk event on Saturday, November 11.
- Adult Services Librarian participated in a "Library Marketing 101" webinar on Wednesday, November 15.
- Updated performance reviews for AS staff have been completed.

OUTREACH SERVICES (CARA)

- The Germantown Community Library was well represented at this year's Christmas Festival. The Outreach Specialist prepared 300 bags that were included in the runner goodie bags, constructed and presented a float representing the library for the Christmas parade and provided a booth in the Candyland Adventure.
- The library is once again participating in the Tannenbaum Trail event at Fireman's park with a decorated Christmas tree.
- The Outreach Specialist work on the patio update project continues. Work continues with the company that produces the play equipment as well as local concrete companies. Fundraising work also continues with money from our Haunted Library event and donations from Germantown Kiwanis and the Deutschstadt Heritage Foundation.
- The Outreach Specialist has increased the visibility of the home delivery program this month focusing on bringing information to different community resources including several churches in the area as well as Richfield Village Hall. A press release was created for the local media and social media.

CIRCULATION SERVICES (DIANE)

- Mid-Year reviews completed for all Library Specialists and Page I and Page II staff.
- With supply budget in mind, adjusted checkout receipts to give patron the option to bypass printing the receipt.
- Adjusted procedures for DVD and Audiobook cleaning.
- Ongoing meetings with Assistant Director to discuss potential changes in circulation staff schedules and procedures.
- State Park passes are unavailable for the remainder of 2023.

TECH SERVICES (CONNIE)

- Reviewed team schedules and procedures to account for proposed budget changes.
- Completed all performance review updates.

ADMIN & PERSONNEL (CONNIE)

- Worked with the Library Director and staff on changes to schedules, services, and procedures due to proposed budget changes.
- Learning the new Tyler Munis Financial system and evaluating library financial procedural changes

TECHNOLOGY / STATISTICS (CONNIE)

- Continue work on the new village-wide Crexendo phone system implementation planned for December 11.
- Resumed work on options to provide wireless printing for patrons on their own devices within the library.

BUILDING MANAGEMENT & GROUNDS (CONNIE/DIANE)

- Worked with DPW on general maintenance.

Germantown looking to increase public safety

2024 budget includes additional police officers, firefighters

By Melanie Boyung
Special to the Daily News

GERMANTOWN — As the Village Board recently finished 2024 preliminary budget discussions, the budget will move forward for approval this month with significant changes from what was originally proposed.

While the current 2024 budget proposal includes cuts to recreation and the library and additional positions for the police and fire departments, the Village Board is also looking into a possible referendum for additional funding.

The Village Board concluded discussion on the 2024 budget during the second half of October. While staff of a municipality will generally recommend an initial budget for the upcoming year, it is up to the board to approve the budget, either as recommended or with changes.

“The board included several changes that resulted in budget savings,” Village Administrator Steve Kreklow said this week.

“The savings from these reductions will help fund four new police officer positions and two new firefighter positions in 2024,” Kreklow said.

The savings were:

■ Consolidation of public safety dispatch into the Washington County dispatch system, which will save $300,000 annually, according to Kreklow.

■ Reduction in the Germantown Community Library budget, including decreasing part-time staff for a $40,000 savings and decreasing programming for a $60,000 reduction.

■ Reduction in Recreation Department budgeting, decreasing program part-time staff by $24,000 and programming by $19,000.

■ Reduction to the road seal coating program, $100,000

■ Reduction to the village’s tree planting budget, $46,000

Kreklow said that from current staff levels, the Police Department would need eight additional officers, and the Fire Department would need 12 more people.

The gap between the need and what was worked into next year’s budget, of four police officers and 10 firefighters, is what has led the Village Board to consider a referendum.

“In addition, the board is considering placing a binding referendum question on the April ballot that would add an additional four police officers and 10 additional firefighters in 2025,” Kreklow added.

He said the board will discuss the possible referendum at its regular meeting on Monday. Numbers for how much adding those positions would cost and potential tax impacts would likely be worked out as part of referendum discussions, if the board chooses to proceed.

While those discussions are just beginning, the 2024 budget will still be approved to move forward this month. According to current numbers for the 2024 budget, it is expected to include a general fund tax levy of about $11.05 million, and a debt levy of $4.82 million for a total of about $15.87 million. The levy is the full amount the municipality collects in property taxes.

Kreklow’s budget presentation showed that Germantown experienced a 2.97-percent increase in value from net new construction. That increase is what allows the village to increase the levy by 2.97 percent compared to the 2023 budget, increasing it by $318,586 for next year.

Under Wisconsin statutes, municipalities are limited in increasing the levy year to year, and may generally only increase it proportionate to new construction, unless a referendum is passed allowing greater increases.

With that levy, Kreklow said the 2024 tax rate — the amount a property owner will pay per $1,000 of property value — is projected at $5.57. The owner of a $300,000 home would pay $1,671 for the village portion of their tax bill.

The village will hold a public hearing on the 2024 proposed budget on Nov. 20. The board is expected to take final action on approving the budget that night.

Germantown Village Board to consider proposed 2024 budget on Nov. 20

A public hearing will be held before the Germantown Village Board on Nov. 20 regarding the proposed 2024 budget and tax levy.

The meeting will be held at the Germantown Village Hall, N112 W17001 Mequon Road, beginning at 7 p.m. Nov. 20. According to information from the village, the proposed 2024 tax levy is $15,868,981, which is a 1.90 percent increase from this year. The mill rate is proposed to increase from $5.52 this year to $5.57 in 2024. That will increase the village's portion of the property tax bill for at $325,000 house by about $16.

Under the proposed budget, four full-time police officers and two full-time firefighters will be added to village staff while the village emergency dispatch operations will be consolidated with the Washington County emergency dispatch operations. There will be a three-phase transition of village dispatch to Washington County.

"The first phase would be to implement the 'Multi-Juris' version of the ProPhoenix dispatch software that both Germantown and Washington County currently use, including standardization of data like property addresses and descriptions. The first phase is scheduled to be completed by March 30," the budget document posted online states. "The second phase would be to transition third shift calls to Washington County. This phase is scheduled to be completed by June 30th. The final phase would be to transition first and second shift calls to the County. This phase is scheduled to be completed by Sept. 30."

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

The proposed budget also includes changes in the following areas:

Seal Coating and Crack Filling

In the past the village has annually budgeted $350,000 for its seal coating and crack filling program to address road maintenance issues early and extend the life of the road, decreasing future maintenance costs. A $100,000 reduction to the seal coating and crack filling program was made in this year's budget.

Library

The 2024 recommended budget includes decreasing library operating hours from 59 hours a week to 52 hours a week, eliminating a part-time staff position, decreasing materials, and decreasing program offerings.

Parks and Recreation

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

The full budget document is available on the village of germantown wesbite at germantownwi.gov.

- Compiled by Thomas J. McKillen, Managing Editor

GUEST COLUMN: *Rounding third and heading for home: Keeping the Brewers in Wisconsin*

BY STATE SEN. DAN KNODL

Major league baseball and the Brewers are a significant and prestigious item on the State of Wisconsin and the City of Milwaukee's resume.

The prestige of being a Major League Baseball town is priceless. Employers big and small use Wisconsin's resume of Great Lakes, woods and waters, arts and entertainment, successful education systems, and professional sports teams as ways to recruit the talent needed to fill our workforce and economic needs.

In short, the Brewers (and other major league attractions) are too important to lose.

The INCOME tax derived from Brewer players and staff alone totals $600 million over the term of the proposed new lease.

If the Brewers are gone, the $600 million is gone as well. Full stop.

The stadium is state owned through the Southeast Wisconsin Professional Baseball Park District. Like any other property owner, the state is responsible for maintenance and improvements to the facility. Our tenants are the Milwaukee Brewers and each ticketed seat occupant.

The Brewers have been bargaining in good faith as to how much rent they should pay. A sticking point has been what, if any, rent our other seat occupant tenants pay. These tenants are paying to see and enjoy the event happening at the stadium. However, all that ticket revenue goes to the Brewers and/or the other entertainment providers (bands, etc.). It is appropriate that ALL users of the facility contribute toward its upkeep and improvements.

The taxpayers (through their elected representatives) have committed $400 million of the $600 million in players/staff income taxes the state will collect. However, that $400 million would no longer be available for other state expenses and that is the dilemma.

Adding a SRF (seat rental fee) to the cost of admission will lessen the commitment from statewide taxpayers and keep more dollars available for other state expenses/commitments.

A 3-5% SRF is suggested for Brewer games. Some examples would be a 5% fee would add 50 cents to a $10 ticket. The same 5% fee would add $10 onto a $200 ticket. The current working proposal to add a $2-8 fee on tickets for non-Brewers events.

The Brewers on behalf of their ticket purchasers have been reluctant to agree to add any seat rental fee.

As an elected representative of the people, I believe it's prudent and proper to ask the actual tenants (Brewers and ticket holders) of the facility to pay toward its upkeep.

Though the $400 million commitment is more than covered by the $600 million collected in player/staff income taxes, an additional $100 million collected in seat rental fees would cut that state commitment by 25%.

There are nearly 3 million ticket purchasers per year using the seats, bathrooms, common areas, and other stadium amenities that need to be maintained. Shouldn't those that actually use the facility contribute toward its upkeep?

This legislator says yes and I ask the Brewers to seriously consider adding a seat rental fee to the cost of admissions.

The statewide "non-users" of the stadium would appreciate the financial relief.

As long as the Brewers continue to put a winning product on the field, ticket demand will remain high and a small seat rental fee prudent. Milwaukee will remain a Major League destination and Wisconsin residents will benefit from the economic driver that the Brewers are.

Go Brewers, On Wisconsin, and Play Ball!

Dan Knoll serves the 8th Senate District in the Wisconsin State Legislature.

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: November 29, 2023

PLACEMENT: Action Item

ITEM TITLE: 2024 Library Board Monthly Meeting Dates

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Continue discussion regarding the 2024 Library Board meeting dates.

ATTACHMENT:

1. 2024 Library Calendar

RECOMMENDATION:

Select standard monthly Library Board meeting dates for 2024 as preferred by the Library Board.

ACTION BY Committee:

Germantown Community Library
Closed Dates and Library Board Meetings

2024

Legend:		
	Holidays - Closed (11 Days)	Board Meetings
	Floater Holiday - 1 personal	Pay Period End Date
	Additional Library Closed Dates:	
	Monday - 2/19 - All-Staff Training Day	Saturday - 10/26 - Haunted Library Event

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		

2/19 - All Staff Training Day

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
31						

3/29-31 - Easter Weekend

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				

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	

5/10 - All Staff Mtg (8-9 a.m.)

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
30						

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					

9/5 - All Staff Mtg (8-9 a.m.)

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		

10/26 - 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: November 29, 2023

PLACEMENT: Action Item

ITEM TITLE: 2024 Library Budget

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

See attached summary.

ATTACHMENT:

1. 2024 Budget (pt. 1- Summary)
2. 2024 Budget (pt. 2 - 2024 Proposed Cuts)
3. 2024 Budget (pt. 3 - 2024 Hoopla)
4. 2024 Budget (pt. 4 - 2024 Operating Hours)
5. 2024 Budget (pt. 5 - County Tax Exemption)
6. 2024 Budget (pt. 6a - 2024 Library Budget)
7. 2024 Budget (pt. 6b - 2024 Library Budget)
8. 2024 Budget (pt. 6c - 2024 Library Budget)
9. 2024 Budget (pt. 6d - 2024 Library Budget)

RECOMMENDATION:

Approve the 2024 Germantown Community Library Budget as presented.

ACTION BY Committee:

Germantown Community Library Board

MEETING DATE: November 29,2023

PLACEMENT: Old Business

AGENDA ITEM(S): VIII. B. 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 for a total of **$1,077,247.**

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

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

The library budget levy was approved as presented at the Village Board meeting on November 20. This included a reduction of $100,000.

Since the last Library Board meeting, the following updates have been made to the 2024 Library Budget:

- Change in Recommended Hours (52 per week to 53) (increase of $6,000):
    - Mon-Thurs: 9:30am-7:30pm
    - Fri: 9:30am-5pm
    - Sat: 9:30am-3pm (change from 2pm)
- Change staffing hours to ensure all staff with benefits (paid time off and/or insurance) will be offered these same benefits in 2024
- Eliminate digital resources through Hoopla (decrease of $6,000)

Information for the Washington County Tax Exemption process is also included (see attached).

RECOMMENDATION:

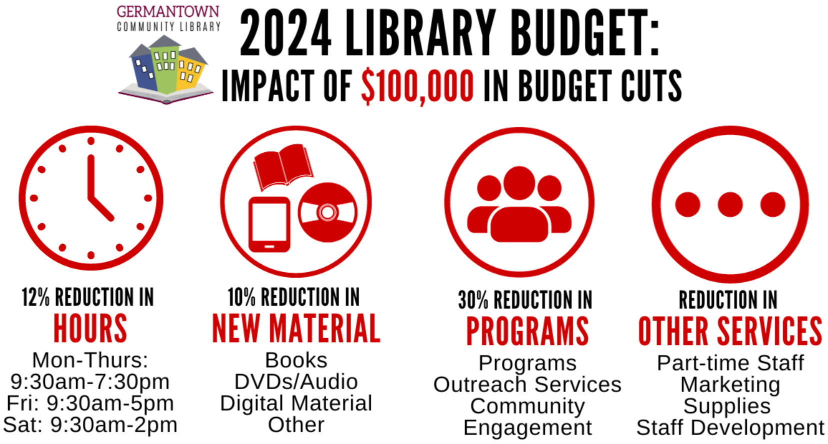
Approve the 2024 Germantown Community Library Budget as presented.

Attachment Include:

- 2024 Proposed Cuts: Germantown Library Budget
- Additional Information: Hoopla
- Additional Information: Operating Hours

- 2024 Washington County Tax Exemption Information
- 2024 Library Budget

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



Line Item	Amount Cut	Budget Impact
Salaries & Benefits:	$54,000	
Salaries & Benefits*: Limited Hours Mon-Thurs: 9:30am-7:30am Fri: 9:30am-5pm Sat: 9:30am-3:00pm	$34,000	- Reduction of Weekly Library Hours from 59 to 53 (-10%) - 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	$5,000	-In-house marketing -Eliminate majority of events/sponsorships -Less community involvement
Office Supplies & Postage	$2,000	
Materials*: Books, Audio Visual, Periodicals & Other	$11,000	-Less physical materials (-12%) - Less circulation
Computer Services*	$16,000	-Less digital materials from Hoopla (-10%) - Less circulation - Extend computer/technology replacement cycle period
Programming & Outreach*	$9,000	- Lower program costs & offerings (30%) - Lower outreach services and community events/engagements (30%)
Training & Travel	$3,000	- Lower staff development, conferences, training & reimbursement (50%)

*** see attached for additional information on these services**

Updates since October Board Meeting Highlighted

<u>$100,000 Impact:</u>

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)

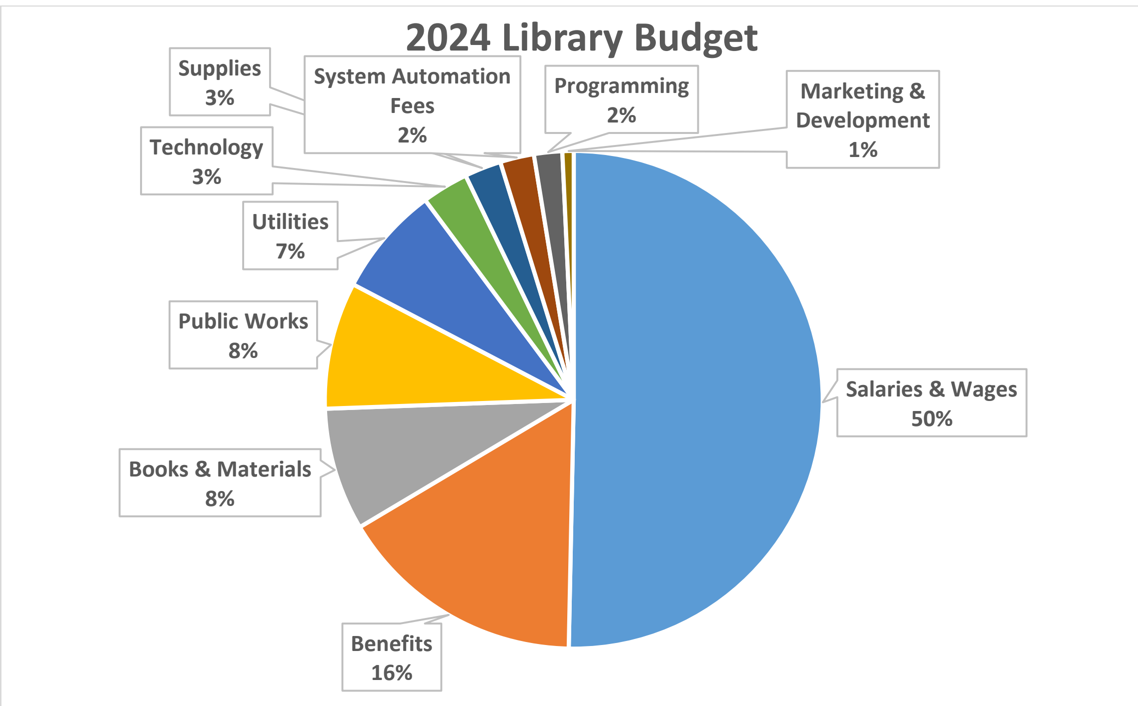
General Information

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:

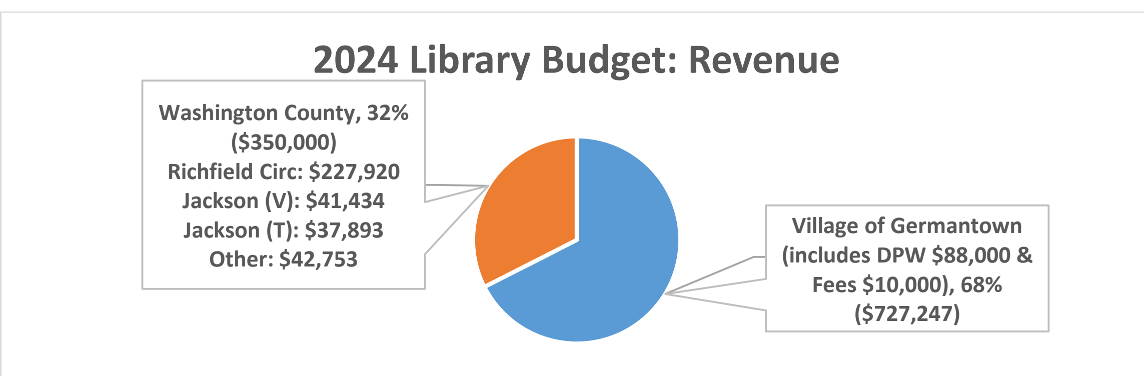
- Village of Germantown Residents: 21,040
- Additional County Residents: 14,179
- Total Service Population: **35,219**

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-libraried municipalities in Washington County.

The cost per circ and reimbursement amount is calculated by:

Total Expenditures / Number of Physical Circulations = Cost/Circ

Cost/Circ x Physical Circulations from Non-Libraried Municipalities in Washington County = 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 Cost/Circ

$3.38 Cost/Circ = $320,000 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 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	$555,086	15.7
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 **$736,000**. 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-3pm	1.5
Sunday	Closed	Closed	0
Total	59	53	6

This would reduce library hours from **59** hours per week to **53** 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	53
Beaver Dam	29,311	138,302	57
Oconomowoc	29,040	304,024	63
Mequon/Theinsville	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

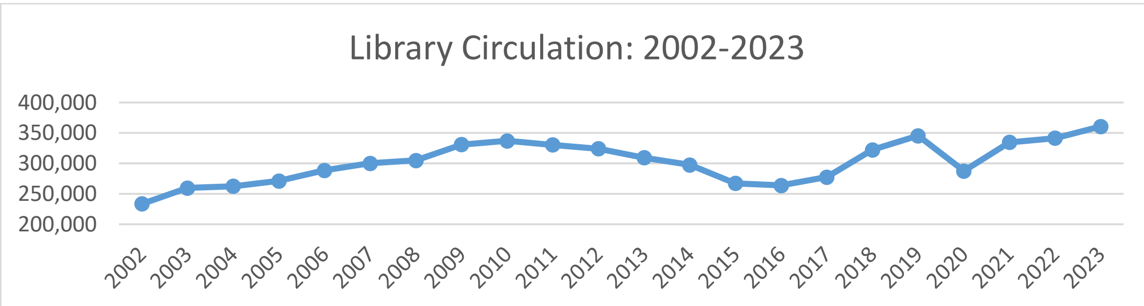
**System libraries open 52 hours or less: Plymouth (population: 15,464 / hours: 52), Slinger (population: 13,660 / hours: 51) & Kewaskum (population 7,263 / hours: 50)*

*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.

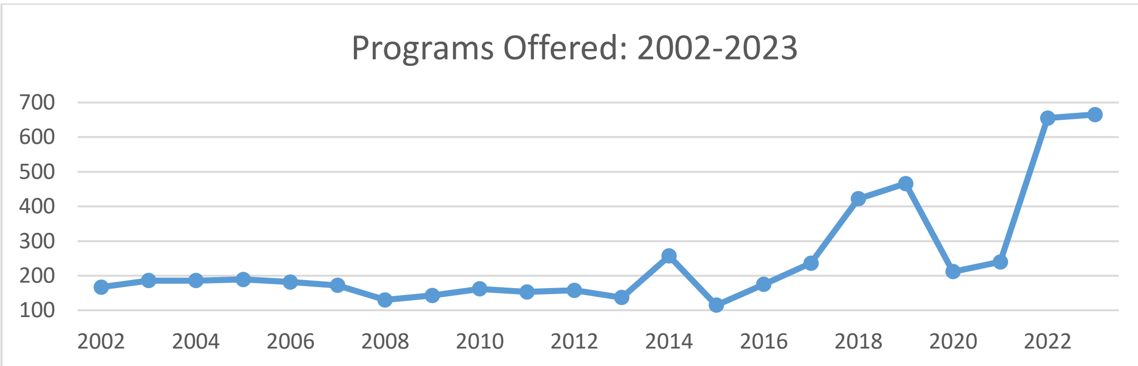
Library Services Study 2023: Libraries in Adjacent Counties

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	$81,000
Beaver Dam	29,311	138,302	$139,182
Oconomowoc	29,040	304,024	$131,630
Mequon/Theinsville	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

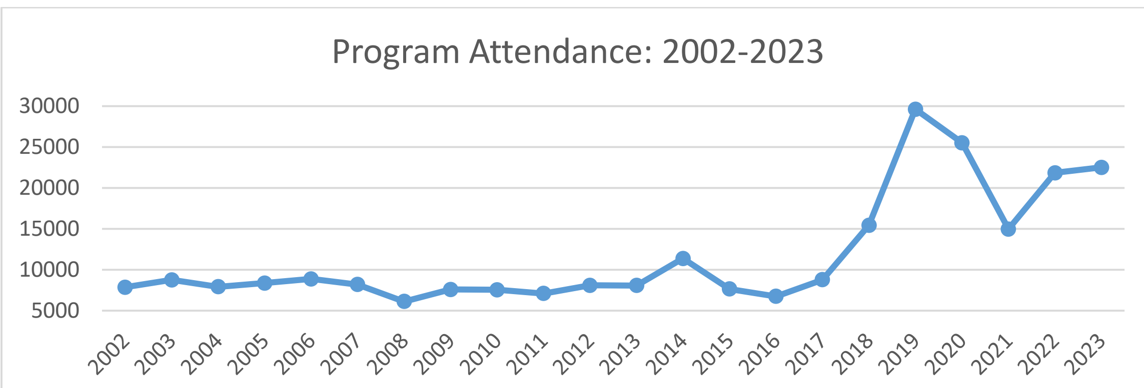
**System libraries less than $87,000 in materials: Cedarburg (population: 20,451 / materials: $82,400), Sheboygan Falls (population: 14,435 / materials: $73,464) & Grafton (population 18,066 / materials: $67,188)*

*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* Total		161	2,400* 6,720

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

Additional Information: Hoopla

To balance the 2024 library budget, it is recommended to eliminate digital resources through Hoopla.

Because Overdrive is a state-wide resource, funding is supplemented through the State of Wisconsin and the Monarch Library System. The Germantown Community Library paid a yearly fee of **$7,881** in 2023 for unlimited usage for all patrons. Hoopla uses a pay-per-use model. There is no annual fee, but the library is charged each time a patron checks out an item. The total cost in 2023 is estimated at **$12,541** with items typically being $2 to $4 per checkout.

Overdrive also typically gets significantly more checkouts compared to Hoopla. The library has had Overdrive available for much longer and patrons are not limited to monthly checkouts. At the beginning of 2023, the library reduced the monthly checkout limit on Hoopla from 5 per month to 3 per month in order to remain in our budget range of $1,000 per month. Since then, the library does not advertise this resource. If patrons ask, staff are letting them know that we have it and how to use it, but we have stopped all paper and digital marketing in order to avoid high monthly costs.

A chart of estimated costs for 2023 is below:

	Cost	Circulation	Cost/Circ
Overdrive (Libby)	$7,881	59,886	$0.13
Hoopla	$12,541	5,282	$2.37

Overdrive and Hoopla have very different usage models:

	Checkout Limit	Hold Limit
Overdrive (Libby)	10 at a time	10 at a time
Hoopla	3 per month	No holds

Besides additional titles, the main benefit of Hoopla is that all items are able to be checked out instantly with no wait times. Since Overdrive is a state-wide resource, it is highly used and hold times for items can be very high – sometimes several months for an item to become available. The library is continuing to promote the “Available Not” and “Lucky Day” collections, but it is anticipated that long hold times will continue to be an issue in the future.

In order to balance the 2024 library budget, it was recommended that the library reduces Hoopla usage by 50%. The checkout limit would decrease form 3 per month to 2 per month and there would be a $500 cap each month. This means that when the $500 is spend, patrons can no longer checkout items from Hoopla until the following month.

After reviewing the options for reduced library hours and staffing levels, I am recommending that the library eliminates Hoopla altogether. This savings will allow the library to remain open for an extra hour that originally budgeted for each Saturday until 3:00pm – allowing for greater available of all library resources for residents.

Additional Information: Operating Hours

Salaries & Benefits account for over **65%** of the library's 2024 recommended budget. As part of the 2024 budget reduction plan, there is $20,000 in saving from a position that is currently not filled. In addition, the following reduction in hours will reduce the library operating hours from **59** hours per week to **53** hours per week for an estimated cost savings of **$34,000.**

2023 Hours	2024 Reduced Hours
M-Th: 9am-8pm F: 9am-5pm Sa: 9am-4pm	M-Th: 9:30am-7:30pm F: 9:30am-5pm Sa: 9:30am-3pm
Total Hours: 59	Total Hours: 53

A variety of data was evaluated as a part of this recommendation and can be found on the following pages.

- Hourly Traffic Counts –

  This data shows the number of patrons that entered the building during the listed hour. It does not account for patrons that entered during a previous hour and stayed into the next hour. Data shows that the average number of patrons entering the library during each hour ranged from 9 per hour to 63 per hour with the most active hours being between 9-10am. Half hour incremental statistics are not available, but observations show the most significant traffic starting by 9:30 due to programming starting at 10am.

- Hourly Circulation –

  This data shows the number of items that were physically checked out from either the Circulation Desk or the Self-Checkout Station. It does not account for digital material, items that were renewed or any items that were checked out on other staff workstations or through the outreach program. Data shows that the average number of checkouts ranged from 31 per hour to 119 per hour with the most active hours being between 10-11am and 4-5pm.

- Hourly Computer Logins –

  This data shows the number of patrons that logged onto public computers during the listed hour. It does not account for patrons that logged onto public computers during a previous hour and stayed into the next hour. Data shows that the average number of patrons logging into public computers ranged from 0.3 to 2.2 with the most active hours being between 11am-2pm.

- Programming -

  This data shows the number of patrons that attended regular programs that occur at least once a month. It does not account for some special programs or outreach programs. Since programs do not occur every hour of every day, ranges are not available.

- Observations on Patrons -

  While there is a lot of different data available that the library is able to calculate, there are a number of patrons that use the library on a regular basis that are not accounted for in the above usage statistics. Many patrons use the library's study rooms, conference rooms, and open tables within the library to study/read/work. Others browse the stacks and the Friends ongoing book sale. It also doesn't capture those that use the early literacy area. In order to look at this type of patron usage, we conducted a two-week observation period of how patrons use the building. These observations were captured every fifteen minutes between 9-10am and 7-8pm.

It is recommended that reducing library operating hours by half an hour in the morning (opening at 9:30am compared to 9am) and half an hour in the evening (closing at 7:30pm compared to 8pm) will have the least impact on patron access to library services. The recommended hours allow the library to close as normal at 5pm on Fridays but close one hour early at 3pm on Saturdays.

Although many of the categories showed that numbers were higher in the hours between 9-10am compared to 7-8pm, closing the library at 7pm would highly impact patrons that are unable to use the library during the day due to school or work. It would also cause the majority of evening programming to start at 5:30pm compared to 6pm – further reducing availability of programs for these groups of individuals.

Many library programs for all ages start between the hours of 9-10am – especially storytime which regularly draws high attendance numbers each week. Opening at 9:30am would still allow the programs to be held at 10am or 10:30 am – account for staff set up. If the library opened at 10am these programs would all need to be moved to later in the day.

Alternatives to Reducing Operating Hours

If hours were to remain the same as in 2023, an additional $34,000 would need to be cut from the library's operating budget in other line items. This is not recommended due to its negative impact on patron services. Since the library has already cut $46,000 from the operating budget, there remains very few line items where additional cuts would be possible. Reducing the budget further would include cutting the majority of programs by an additional **$20,000** down from $30,000 to $0 (compared to $20,000) and only relying on donations for all programs offered. It would also include cutting the materials budget by an additional **$14,000** down from $102,000 to $67,000 (compared to $81,000). The library would remain open the same number of hours as in 2023, but two major reasons for patrons coming to the library – checking out material and participating in programs – would be significantly reduced.

Hourly Traffic Counts (January 1 – October 31, 2023)

Total Traffic Counts:

	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm
Monday	1,478	1,640	1,605	1,750	1,582	1,741	1,818	1,865	1,587	1,120	606
Tuesday	2,023	1,909	1,533	1,549	1,567	1,462	1,661	1,614	1,518	1,069	418
Wednesday	1,684	1,619	1,362	1,340	1,641	1,348	1,474	1,440	1,470	936	452
Thursday	1,473	1,330	1,214	1,294	1,391	1,261	1,449	1,467	1,415	1,013	448
Friday	1,514	1,495	1,448	1,405	1,445	1,429	1,495	1,414			
Saturday	2,082	2,657	2,302	1,583	1,642	1,392	1,061				
Average	***1,709***	***1,775***	***1,577***	***1,487***	***1,545***	***1,439***	***1,493***	***1,560***	***1,498***	***1,035***	***481***

Average Traffic Counts Per Day of the Week:

	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm
Monday (42)	35	39	38	42	38	41	43	44	38	27	14
Tuesday (43)	47	44	36	36	36	36	39	38	35	25	9
Wednesday (41.5)	41	39	33	32	40	32	36	35	35	23	11
Thursday (42.5)	35	31	29	35	33	30	34	35	33	24	11
Friday (42.5)	36	36	34	33	34	34	35	33			
Saturday (42)	50	63	55	38	39	33	25				
Average	***41***	***42***	***38***	***36***	***37***	***34***	***35***	***37***	***35***	***25***	***11***

**In parentheses, is the total number of days of the week the library was open during this time period.*

Hourly Circulation (January 1 – October 31, 2023)

Total Physical Circulation Checked Out from Public Checkout Stations:

	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm
Monday	1,697	3,464	3,907	3,142	2,623	2,944	3,126	3,856	2,794	2,372	1,738
Tuesday	1,798	4,325	4,459	3,172	3,135	2,584	3,307	2,972	2,783	2,248	1,329
Wednesday	1,818	3,133	3,345	2,736	3,729	2,821	2,952	3,106	2,785	2,072	1,746
Thursday	1,773	2,760	3,009	2,683	2,227	2,374	2,645	3,272	2,453	2,223	1,441
Friday	1,880	3,177	3,598	2,932	2,446	3,271	3,113	4,207			
Saturday	2,237	5,007	5,544	3,474	3,357	2,994	3,295				
Average	***1867***	***3644***	***3977***	***3023***	***2920***	***2831***	***3073***	***3483***	***2704***	***2229***	***1564***

Average Physical Circulation Checked Out from Public Checkout Stations Per Day of the Week:

	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm
Monday (42)	40	81	93	75	62	70	74	92	67	56	41
Tuesday (43)	42	101	104	74	73	60	77	69	65	52	31
Wednesday (41.5)	44	75	81	66	90	68	71	75	67	50	42
Thursday (42.5)	42	65	71	63	52	56	62	77	58	52	34
Friday (42.5)	44	75	85	69	58	77	73	100			
Saturday (42)	53	119	132	83	80	71	78				
Average	***44***	***86***	***94***	***72***	***69***	***67***	***73***	***83***	***62***	***53***	***37***

**In parentheses, is the total number of days of the week the library was open during this time period.*

Hourly Computer Logins (January 1 – October 31, 2023)

Total Public Computer Logins:

	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm
Logins	422	351	452	562	448	416	371	357	229	149	73

Average Public Computer Logins Per Hour:

	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm
Logins (251.5)	1.7	1.4	1.8	2.2	1.8	1.7	1.5	1.4	0.9	0.6	0.3

**In parentheses, is the total number of open days during this time period.*

Programming (January 1 – August 31)

Total Program Participants (only accounts for regular programs):

	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm
Monday	68	99			525		298		335	192	
Tuesday	617	808									
Wednesday	482	649			84	474				305	
Thursday	96	195			231					176	
Friday	240				122						
Saturday		1512									
Average	***251***	***544***			***160***	***79***	***50***		***84***	***168***	

Average Program Participants Per Month (only accounts for regular programs):

	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm
Monday	8.5	12			66		37		42	24	
Tuesday	77	101									
Wednesday	60	81			11	59				38	
Thursday	12	24			29					22	
Friday	30				15						
Saturday		189									
Average	***31***	***68***			***20***	***10***	***6***		***11***	***21***	

Library Use (November 6 – November 18, 2023)

Observations of Patron Use in Library:
Half Hour at Opening & Closing

	9-9:30am	7:30-8pm / Sat 3:30-4
Monday, Nov 6	9	6
Tuesday, Nov 7	14	7
Wednesday, Nov 8	9	4
Thursday, Nov 9	21	19
Friday, Nov 10	14	[redacted]
Saturday, Nov 11	19	4
Monday, Nov 6	11	30
Tuesday, Nov 7	12	19
Wednesday, Nov 8	11	5
Thursday, Nov 9	10	11
Friday, Nov 10	10	[redacted]
Saturday, Nov 11	37	27

Observations of Patron Use in Library:
Hour at Opening & Closing

	9-10am	7-8pm / Sat 3-4
Monday, Nov 6	9	6
Tuesday, Nov 7	22	10
Wednesday, Nov 8	11	11
Thursday, Nov 9	30	72
Friday, Nov 10	33	[redacted]
Saturday, Nov 11	47	29
Monday, Nov 6	19	37
Tuesday, Nov 7	41	36
Wednesday, Nov 8	28	13
Thursday, Nov 9	14	29
Friday, Nov 10	28	[redacted]
Saturday, Nov 11	73	41

[wispubdir] Municipal Exemption from the County Library Tax

Schultz, Shannon M. DPI <Shannon.Schultz@dpi.wi.gov>

Wed 8/16/2023 4:41 PM

To:Trisha Smith <smithp@germantownlibrarywi.org>
Cc:Wisconsin Public Library System Directors <wissysdir@lists.dpi.wi.gov>

1 attachments (62 KB)
2024 County Tax Exemption Calculation.pdf;

Public library directors:

Your public library system director has been copied on this email so that they are aware of this communication.

The Wisconsin Department of Revenue posted its finalized 2023 County Apportionment Report yesterday, which allows municipalities to begin the process of exempting from the county library tax (among many other things). Because we have so many new public library directors, I thought I would share some additional context.

I have added the following excerpt to the "Funding and Budgets" page of our website:

> *Municipalities that operate public libraries established under Chapter 43 of the Wisconsin Statutes assess a property tax levy so that they may appropriate funds for their public libraries. The amount of this appropriation is based on both the needs of the public library as a municipal department and the budget priorities of the municipality as a whole.*
>
> *Under Wis. Stat. sec. 43.64(2)(b), a municipality that operates a public library may request an exemption from the county library tax levied under s. 70.62(1) if it appropriates an amount to its library above a defined minimum. The exemption would then exclude that municipality's properties from the county tax levy that funds library services provided to individuals who live within the county but outside of those municipalities in the county that operate public libraries.*
>
> *Exemption from the county library tax must be calculated and requested by the municipality, in writing, each year. However, public library administration should be aware of the process, as this calculation may have an impact on the library's budget proposal process. Because the calculation relies upon equalized property values, the calculation may be made on or after August 15 of each year, when the Wisconsin Department of Revenue releases the current year's county apportionment report.*
>
> *Nearly all public libraries are funded by their municipalities at levels well above the minimum amount required for exemption from the county library tax, but several municipalities use this amount as a baseline for budgetary support to their public libraries. These municipalities should be aware that factors such as countywide changes in the equalized value for each municipality in the county, increases or decreases in the county library levy, changes in municipal library appropriations, and changing exemption status of other municipalities within the county may cause the minimum exemption amount to fluctuate significantly.*
>
> *Public library directors with questions about the calculation and budgetary implications should contact their regional public library systems. Municipalities and counties with procedural questions or concerns about how the calculation impacts local accounting and taxes should contact their auditors, financial advisors, or peers.*

Note that this is a municipal responsibility, for which they must do the calculation to ensure that they qualify for exemption, and then must request the exemption in writing, commonly by resolution, from your county board. While you may not have any direct responsibilities with this process, it is important for you to know that (1) this is a thing, and (2) municipalities interested in cutting library funding may consider this as a baseline appropriation for the library. For the majority of you, this will not be a concern.

Because there are many new municipal clerks as there are new library directors, some of you may be asked about this. I wanted to be sure to provide you with this information before that happened. For your convenience, I have attached the exemption formula, which is distilled from the statutes.

Best wishes,

Shannon M. Schultz
Public Library Administration Consultant
Library Services Team, Division for Libraries & Technology
Wisconsin Department of Public Instruction
P: 608-266-7270 shannon.schultz@dpi.wi.gov

To: **Public Library System Directors and Local Library Directors**

From: **Library Services, Division for Libraries and Technology, Wisconsin Department of Public Instruction**

The following information is provided to assist public libraries whose municipalities are considering exemption from the county library tax for 2024.

How does a municipality qualify for exemption from the county library tax for 2024?

Under Wis. Stat. s. 43.64(2), a municipality with a public library may request exemption from the county library tax if it appropriates an amount to its library above a defined minimum.

The following calculation determines whether a municipality may request an exemption from the county library tax for 2024, which the county board will set in the fall of 2023 and expend in 2024:

1. **Determine the 2022 equalized value of the property taxed for 2023 county library service.** This is done by subtracting the equalized value of any communities exempting from the county library tax for 2023 (exemption status can be found in Column DN of the 2022 Public Library Service Data) from the "County Total" for that county on the 2022 County Apportionment Report.
2. **Determine the total county library services appropriation for 2023.** This is the appropriation made in the fall of 2022 for all 2023 county library service. It can be found in the county's approved 2023 annual budget document. *BE SURE to subtract any amount levied by the county for public library capital expenditures, per s. 43.64(2)(b)1.*
3. **Determine the county library tax levy rate for 2023.** This is done by dividing the appropriation amount determined in step 2 by the equalized value determined in step 1.
4. **Determine the minimum amount the municipality must appropriate to the library in 2024 to qualify for exemption from the county library tax in 2024.** This is done by multiplying the county tax levy rate from step 3 by the 2023 equalized value of the municipality considering exemption, as found on the 2023 County Apportionment Report.

If the 2024 municipal appropriation for the library (less any state, federal, or county payments provided specifically for library purposes) is greater than the minimum amount determined in step 4, then the municipality may request, in writing, to be exempted from the county library tax. The request may be refused if, by September 1, the county board determines the public library has not complied with any minimum standards of operation approved under s. 43.11(3)(d) and (e).

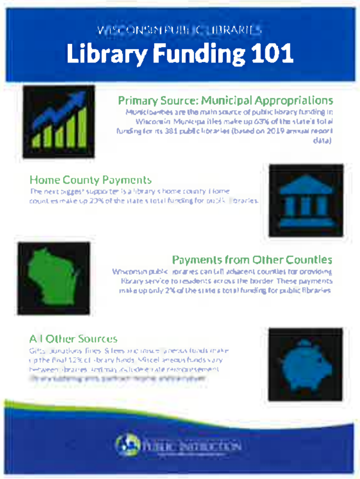
Municipalities that participate in joint libraries may be able to exempt by an alternate means, per s. 43.64(2)(c), if all of the following apply:

1. The municipality is included in a joint library under s. 43.53.
2. The municipality levies a tax for public library service (less the amount levied for library capital expenditures) and appropriates and spends for a library fund an amount that is not less than the average of the previous 3 years.

Each municipality participating in a joint library under s. 43.53 shall be treated individually in determining its eligibility for tax exemption, per s. 43.64(3).

Funding and Budgets

Public Library Funding In Wisconsin



Most, but not all, of the public libraries in Wisconsin are funded primarily by their governing body. In other words, most of a city or village library's funding comes from the city or village; joint libraries usually split costs, as determined in their joint library agreement contract; county or tribal libraries are mostly funded by the county or tribe. As of 2012, when Maintenance of Effort was repealed in the state biennial budget, no statutory minimum support by the governing body currently exists in statute. The amount appropriated to the library is determined during the municipal, county, or tribal budget process.

Libraries that do not have a county as their governing body are entitled to payments for use of their library by residents of their home county who live in municipalities that do not have a library. These users are commonly referred to as "rural residents," and the usage is referred to as "rural circulation." By statute, a library is reimbursed at a rate no lower than 70 percent of the cost of this rural circulation.

These libraries are also entitled to payments from counties adjacent to their home county (they must share a border at any point), at a minimum of 70 percent, for usage by residents of those counties. A library seeking adjacent county payments must bill the adjacent county in order to receive these payments. The amount is calculated using the same general formula as the one used for the home county. Consolidated county libraries have the option to choose whether or not to bill adjacent counties; however, if a consolidated county library bills an adjacent county, then their county is subject to billing by libraries in adjacent counties. Think of this as a doorway: if a consolidated county library opens the door and bills other counties, the door is then left open for others to bill their county.

Last, our state structure is set up so that state funding goes to public library systems, rather than to individual libraries, for coordinated library services. The only exceptions are some state and federal grants that may be offered for specific initiatives. State aid is funded in part by federal LSTA funds, as distributed by the Institute for Museum and Library Services.

Municipal Exemption from the County Library Tax

Municipalities that operate public libraries established under Chapter 43 of the Wisconsin Statutes assess a property tax levy so that they may appropriate funds for their public libraries. The amount of this appropriation is based on both the needs of the public library as a municipal department and the budget priorities of the municipality as a whole.

Under Wis. Stat. sec. 43.64(2)(b) (https://docs.legis.wisconsin.gov/statutes/statutes/43/64/2/b), a municipality that operates a public library may request an exemption from the county library tax levied under s. 70.62(1) (https://docs.legis.wisconsin.gov/statutes/statutes/70/62/1) if it appropriates an amount to its library above a defined minimum. The exemption would then exclude that municipality's properties from the county tax levy that funds library services provided to individuals who live within the county but outside of those municipalities in the county that operate public libraries.

Exemption from the county library tax must be calculated and requested by the municipality, in writing, each year. However, public library administration should be aware of the process, as this calculation may have an impact on the library's budget proposal process. Because the calculation relies upon equalized property values, the calculation may be made on or after August 15 of each year, when the Wisconsin Department of Revenue releases the current year's county apportionment report (https://www.revenue.wi.gov/Pages/EQU/coapprt.aspx).

Nearly all public libraries are funded by their municipalities at levels well above the minimum amount required for exemption from the county library tax, but several municipalities use this amount as a baseline for budgetary support to their public libraries. These municipalities should be aware that factors such as countywide changes in the equalized value for each municipality in the county, increases or decreases in the county library levy, changes in municipal library appropriations, and changing exemption status of other municipalities within the county may cause the minimum exemption amount to fluctuate significantly.

Public library directors with questions about the calculation and budgetary implications should contact their regional public library systems. Municipalities and counties with procedural questions or concerns about how the calculation impacts local accounting and taxes should contact their auditors, financial advisors, or peers.

Other Financial Considerations

Sales Tax and Public Libraries

Wisconsin public libraries may be subject to sales tax. Questions about sales tax laws and regulations should be directed to the Wisconsin Department of Revenue at (608) 266-2776.

Sales Tax and Public Libraries


(https://dpi.wi.gov/libraries/public-libraries/funding-budgets/local-funding)

Local Funding (https://dpi.wi.gov/libraries/public-libraries/funding-budgets/local-funding)


(http://dpi.wi.gov/libraries/public-libraries/funding-budgets/county-funding)

County Funding (https://dpi.wi.gov/libraries/public-libraries/funding-budgets/county-funding)


(http://dpi.wi.gov/libraries/public-libraries/funding-budgets/federal-state-funding)

Federal & State Funding (https://dpi.wi.gov/libraries/public-libraries/funding-budgets/federal-state-funding)

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RE: Library Tax Exemption

You replied on Thu 9/22/2022 10:39 AM

AR Ashley Reichert <Ashley.Reichert@washcowisco.gov>
To: 'Tammy Tennies - Village of Slinger' <ttennies@vi.slinger.wi.gov>; 'Justmann, Stephanie' <justmanns@ci.west Thu 10/7/2021 10:57 AM
Cc: Trisha Smith; Leslie Schultz; Lori Kreis; Jennifer Einwalter; Steve Thiry; CLKagenda_dg <CLKagenda_dg@was

Amt for Exemption of Library Tax -...
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Just in case you need it, I've attached the amounts that will need to be budgeted per the updated equalized values for 2021. Please let me know if you have any questions.

Thank you,
Ashley

From: Ashley Reichert <Ashley.Reichert@washcowisco.gov>
Sent: Thursday, October 7, 2021 10:33 AM
To: 'Tammy Tennies - Village of Slinger' <ttennies@vi.slinger.wi.gov>; 'Justmann, Stephanie' <justmanns@ci.west-bend.wi.us>; 'Lori Hetzel' <lorihetzel@ci.hartford.wi.us>; Tammy Butz <tbutz@village.kewaskum.wi.us>; Deanna Braunschweig <dbraunschweig@village.germantown.wi.us>
Cc: Trisha Smith <smithp@germantownlibrarywi.org>; Leslie Schultz <lschultz@monarchlibraries.org>; Lori Kreis <lkreis@monarchlibraries.org>; Jennifer Einwalter <jennifere@hartfordlibrary.org>; Steve Thiry <sthiry@westbendlibrary.org>; CLKagenda_dg <CLKagenda_dg@washcowisco.gov>
Subject: Library Tax Exemption

Good morning –

If your municipality will be requesting exemption from the 2022 Washington County Library Tax, please provide your request to me no later than **FRIDAY, OCTOBER 15, 2021**. If you have already sent your exemption request, thank you and please disregard this email.

Your request must include the total amount your municipality will levy for operations (EXCLUDING capital expenses) for your municipal library in 2022. It is understood that you may be providing your municipality's proposed budget amount and that your municipality might not have formally approved that budget until after the deadline of October 15, 2022. If, upon passage of the municipal budget, the amount for your library should change and be different from what is reported by October 15th, you must immediately contact my office with the revised budget amount.

Thank you,
Ashley

WASHINGTON COUNTY
WISCONSIN

Ashley A. Reichert
County Clerk
E: Ashley.Reichert@washcowisco.gov
O: (262) 262-335-4301

Herbert J. Tennies Government Center
432 E. Washington St.
West Bend, WI 53095-7986

@WashcoWisco

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2021 for 2022

	2021 Equal. Value	Min. amt. In order to be Exempt in 2022	2020 Equal. Value
Village of Germantown	3,157,994,500	636,152	2,900,792,300
Village of Kewaskum	392,538,400	79,074	362,629,200
Village of Slinger	750,678,700	151,218	681,506,400
City of Hartford	1,553,698,100	312,980	1,429,034,000
City of West Bend	3,200,372,200	644,689	3,483,278,500
	9,055,281,900		8,857,240,400
County Total Equal. Value:	18,262,260,200		17,011,541,700
Less: Libr Munic total	9,055,281,900		8,857,240,400
Total co. less Libr. Munic	9,206,978,300		8,154,301,300
Total County Libr. Levy (2022)	1,642,617		1,642,617
Less: Capital Offset	0		0
Total Co. appropriation for 202	**1,642,617**		**1,642,617**
			0.00020144178386

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Library Tax Exemption

AR

Ashley Reichert <Ashley.Reichert@washcowisco.gov>
To: Lori Kreis; Jennifer Einwalter; Leslie Schultz; Trisha Smith; Steve Thiry

Wed 9/13/2023 1:09 PM

Amt for Exemption of Library Tax -...
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Hi all –

Attached is the spreadsheet with the finalized numbers for 2024's library tax exemption.

Thank you,
Ashley

WASHINGTON COUNTY
EST 1836
WISCONSIN

Ashley A. Reichert
County Clerk
E: Ashley.Reichert@washcowisco.gov
O: (262) 335-4305

Herbert J. Tennies Government Center
432 E. Washington St.
West Bend, WI 53095-7986

@WashcoWisco

DISCOVER. CONNECT. PROSPER.

Notice the change of domain name from co.washington.wi.us to washcowisco.gov We are changing our domain name to washcowisco.gov, please update your records to reflect this change. For the time being, access to the old domain name will remain seamless.

Reply Reply all Forward

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 (20:	**1,642,617**		**$1,642,617.00**
			0.00016174693309

Description	2021 Actual	2022 Actual	2023 Budgeted	2023 YTD	2024 Budget Department	2023-2024 Vari:	2023-2024 Varia
COUNTY LIBRARY REVENUE	$ 337,671.37	$ 328,432.35	$ 320,000.00	$ 153,204.98	$ 350,000.00	$ 30,000.00	9%
MID-WI FED LIB SYS-CONT ED GNT	$ -	$ -	$ -	$ -	$ -	$ -	0%
Total Intergovernmental Revenues	**$ 337,671.37**	**$ 328,432.35**	**$ 320,000.00**	**$ 153,204.98**	**$ 350,000.00**	**$ 30,000.00**	**9%**
LIBRARY FINES & FEES	$ 8,014.52	$ 13,041.01	$ 10,000.00	$ 5,603.81	$ 10,000.00	$ -	0%
LIBRARY SYSTEM REVENUE	$ -	$ -	$ -	$ 3,265.15	$ -	$ -	0%
Total Public Charges for Services	**$ 8,014.52**	**$ 13,041.01**	**$ 10,000.00**	**$ 8,868.96**	**$ 10,000.00**	**$ -**	**0%**
LIBRARY DONATIONS	$ 5,745.98	$ 1,500.00	$ -	$ -	$ -	$ -	0%
Total Miscellaneous Revenues	**$ 5,745.98**	**$ 1,500.00**	**$ -**	**$ -**	**$ -**	**$ -**	**0%**
DEPARTMENT TOTAL	**$ 351,431.87**	**$ 342,973.36**	**$ 330,000.00**	**$ 162,073.94**	**$ 360,000.00**	**$ 30,000.00**	**9%**

Description	2021 Actual	2022 Actual	2023 Budget	2023 YTD	2024 Budget	2023-2024 ($)	2023-2024 (%)
SALARIES - FULL TIME	$ 196,320.75	$ 216,406.97	$ 215,675.00	$ 160,536	$ 240,240	$ 24,565.00	2%
~~SALARIES - COUNTY~~	$ 65,991.48	$ -	$ -	$ -	$ -	$ -	0%
SALARIES - PART TIME	$ 249,827.68	$ 321,311.21	$ 338,920.00	$ 258,814	$ 314,060	$ (24,860.00)	-3%
SALARIES - LIBRARY BOARD	$ 893.00	$ 1,682.00	$ 1,200.00	$ 570	$ 1,200	$ -	0%
Total salaires & Wages	**$ 513,032.91**	**$ 539,400.18**	**$ 555,795.00**	**$ 419,920**	**$ 555,500**	**$ (295.00)**	**-1%**
SOCIAL SECURITY	$ 37,843.15	$ 40,352.26	$ 41,296.00	$ 30,966	$ 42,404	$ 1,108.00	1%
~~SOCIAL SECURITY - COUNTY~~	$ -	$ -	$ -	$ -	$ -	$ -	0%
STATE RETIREMENT	$ 26,475.03	$ 31,696.60	$ 26,970.00	$ 25,092	$ 29,832	$ 2,862.00	3%
~~STATE RETIREMENT - COUNTY~~	$ -	$ -	$ -	$ -	$ -	$ -	0%
HEALTH INSURANCE	$ 78,600.00	$ 77,283.45	$ 69,073.00	$ 64,210	$ 99,202	$ 30,129.00	44%
DENTAL INSURANCE - COUNTY	$ 2,880.00	$ 3,880.00	$ 2,895.00	$ 3,530	$ 4,825	$ 1,930.00	67%
LIFE INSURANCE	$ 1,021.74	$ 1,411.94	$ 1,241.00	$ 1,063	$ 1,241	$ -	0%
~~LIFE INSURANCE - COUNTY~~	$ -	$ -	$ -	$ -		$ -	0%
Total Fringe Benefits	**$ 146,819.92**	**$ 154,624.25**	**$ 141,475.00**	**$ 124,861**	**$ 175,056**	**$ 36,029.00**	**24%**
ıd Expenses							
GENERAL SUPPLIES AND EXPENSES	$ 4,319.89	$ 87,635.23	$ 10,000.00	$ 5,880	$ 10,000.00	$ -	0%
STORYTIME PROGRAM - SUPPLIES	$ -	$ -	$ -	$ -	$ -	$ -	0%
MARKETING	$ -	$ -	$ 10,000.00	$ 9,895	$ 5,000.00	$ (5,000.00)	0
~~GENERAL SUPPLIES & EXPENSE - CTY~~	$ 74,884.55	$ 6,000.00	$ -	$ -	$ -	$ -	0%
OFFICE SUPPLIES	$ 5,849.16	$ 5,004.03	$ 5,000.00	$ 3,045	$ 6,000.00	$ 1,000.00	20%
POSTAGE	$ 487.54	$ 468.00	$ 2,000.00	$ 607	$ -	$ (2,000.00)	-100%
~~POSTAGE - COUNTY~~	$ -	$ -	$ -	$ -	$ -	$ -	0%
BOOKS	$ 39,977.37	$ 61,002.00	$ 62,000.00	$ 32,189	$ 56,000.00	$ (6,000.00)	-10%
~~BOOKS - COUNTY~~	$ 17,659.88	$ -	$ -	$ -	$ -	$ -	0%
BOOK PROCESSING	$ 5,445.58	$ 8,537.07	$ 10,000.00	$ 9,243	$ 10,000.00	$ -	0%
~~BOOK PROCESSING - COUNTY~~	$ 5,223.39	$ -	$ -	$ -	$ -	$ -	0%
PERIODICALS	$ 3,846.67	$ 10,731.10	$ 8,000.00	$ 4,963	$ 5,000.00	$ (3,000.00)	-38%
~~PERIODICALS - COUNTY~~	$ 3,712.17	$ -	$ -	$ -	$ -	$ -	0%
AUDIO VISUAL	$ 5,989.42	$ 20,784.66	$ 22,000.00	$ 10,298	$ 20,000.00	$ (2,000.00)	-9%
~~AUDIO VISUAL - COUNTY~~	$ 12,967.97	$ 47.28	$ -	$ -	$ -	$ -	0%
COMPUTER SERVICE	$ 13,357.48	$ 42,114.12	$ 40,000.00	$ 19,789	$ 24,000.00	$ (16,000.00)	-25%
~~COMPUTER SERVICE - COUNTY~~	$ 16,326.77	$ -	$ -	$ -	$ -	$ -	0%
DONATIONS - EXPENSE	$ 5,310.40	$ 2,808.55	$ -	$ -	$ -	$ -	0%
PROGRAMS SUPPLIES & EXPENSE	$ 3,374.87	$ 27,193.24	$ 24,000.00	$ 20,384	$ 20,000.00	$ (4,000.00)	-17%
~~PRGRAMS SUPPLIES & EXPENSE - COUNTY~~	$ 33,075.23	$ (593.00)	$ -	$ -	$ -	$ -	0%
SYSTEM AUTOMATION	$ 547.25	$ 22,587.10	$ 23,000.00	$ 23,028	$ 24,000.00	$ 1,000.00	4%
~~SYSTEM AUTOMATION - COUNTY~~	$ 20,919.91	$ -	$ -	$ -	$ -	$ -	0%
UTILITIES	$ 59,016.45	$ 60,014.95	$ 68,000.00	$ 38,722	$ 65,000.00	$ (3,000.00)	-4%
TELEPHONE	$ 2,030.58	$ 3,956.91	$ 4,000.00	$ 3,059	$ 4,000.00	$ -	0%
OUTREACH - COUNTY	$ 4,076.68	$ 7,320.75	$ 4,000.00	$ 2,037	$ -	$ (4,000.00)	-100%
INSURANCE AND BONDS	$ 9,249.32	$ 6,389.73	$ 5,993.00	$ 4,698	$ 6,348	$ 355.00	6%
TRAINING AND SEMINARS	$ 1,715.79	$ 1,855.02	$ 5,000.00	$ 5,839	$ 2,000	$ (3,000.00)	-60%
~~TRAINING - COUNTY~~	$ 3,395.00	$ -	$ -	$ -		$ -	0%
TRAVEL	$ 1,194.68	$ 1,312.48	$ 1,000.00	$ 637	$ 1,000.00	$ -	0%
Total Operating Supplies	**$ 353,954.00**	**$ 375,169.22**	**$ 303,993.00**	**$ 194,312**	**$ 258,348**	**$ (45,645)**	**-13%**
MISCELLANEOUS EQUIPMENT - COUNTY	$ -	$ -	$ -	$ -		$ -	#DIV/0!
Total Capital Items	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**#DIV/0!**
DEPARTMENT TOTAL	**$ 1,013,806.83**	**$ 1,069,193.65**	**$ 1,001,263.00**	**$ 739,093**	**$ 988,904**	**$ (9,911)**	**-1%**

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

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

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