

MEETING:	GERMANTOWN COMMUNITY LIBRARY BOARD
DATE AND TIME:	Wednesday, August 28, 2024 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. July 24, 2024, 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 FFP Grant for Library Expansion
 - B. Patio Project
- IX. **NEW BUSINESS:**
 - A. Library Board Officer Elections
 - B. Amended 2024 Budget
 - C. Exam Procturing Policy

D. Gifts Policy

X. CLOSED SESSION:

A. Library Director Mid-Year Performance Check-In

B. Reconvene into Open Session for Possible Action

XI. ADJOURNMENT:

The next regular meeting of the Germantown Community Library Board will be on Wednesday, September 5, 2024 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: August 28, 2024

PLACEMENT: Action Item

ITEM TITLE: July 24, 2024, Meeting Minutes

SUBMITTED BY: Connie Lloyd, Asst. Director

SUMMARY EXPLANATION:

Review the enclosed minutes from the July 24, 2024 Library Board meeting.

ATTACHMENT:

1. July 24, 2024 Meeting Minutes - DRAFT

STAFF RECOMMENDATION:

Approve as presented.

ACTION BY Committee:

MEETING:	GERMANTOWN COMMUNITY OF THE LIBRARY BOARD
DATE AND TIME:	Wednesday, July 24, 2024 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 06:00 PM.
- II. **ROLL CALL:**
Present: Library Board President Joyce Nelson, Library Board Member Darlene Vosen, Library Board Member Charlene Brady, Member Joletta Kerpan, Library Board Member Jacob Misiak, Trustee Meg Cutts, Library Board Member Sarah Larson
Absent:
Excused:
Also present: Library Director Trisha Smith, Assistant Library Director Connie Lloyd
- III. **APPROVAL OF AGENDA:**
Motion: Approve as presented
Motioned By: Charlene Brady
Seconded By: Darlene Vosen

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson
No: None
Abstain: None

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

A. June 26, 2024, Meeting Minutes
Motion: Approve as presented
Motioned By: Sarah Larson
Seconded By: Charlene Brady

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson
No: None
Abstain: None

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

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

VI. **FINANCIAL MATTERS:**

A. Treasurer's Report

Vosen reviewed the Treasurer's Report and explained how the cash and credit card donations are reflected. She also explained how there is a delay in receiving the credit card funds from the Village. Larson asked if it would help to have the Village do an ACH transfer of funds to the Library Board account rather than cut a check. Lloyd will check with the Village regarding the feasibility of doing this and report back to Vosen for consideration.

Motion: Approve Treasurer's Report as presented

Motioned By: Joyce Nelson

Seconded By: Charlene Brady

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson

No: None

Abstain: None

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

Motion: Approve Renewal of CD #6 at 15 months and 5.4% Interest Rate

Motioned By: Joyce Nelson

Seconded By: Charlene Brady

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson

No: None

Abstain: None

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

B. Accounts Payable

Smith presented the Accounts Payable Report. She pointed out the large amount for the Monarch Library System is an annual fee.

Motion: Approve as presented

Motioned By: Charlene Brady

Seconded By: Joletta Kerpan

On roll call vote:

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson

No: None

Abstain: None

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

C. Budget Reports

Smith provided monthly budget reports for review. Cutts asked if Smith received an explanation for the -\$701,000 'Transfer' amount and -\$351,000 'Revised Budget' for the 'County Library' account. Smith had not and will follow-up for the August meeting. Cutts also asked why the Health and Dental expenses were trending higher than expected at this time of year. Smith will check with the Village Finance department. Smith mentioned she will be submitted an amended budget next month to incorporate the donations that have been received to help with gap from the operating budget cuts.

VII. REPORTS:

A. Correspondence

Nelson sent thank-you letters to the following donors:

1. Cervantes Concrete Services - \$1000 - Patio
2. Chick-fil-A - \$250 - Patio
3. Kathy Cowan - \$200 - Patio
4. Erika & Neal Degner - \$300 - Patio
5. Kettle Moraine Fine Arts Guild - \$46 - Patio
6. Klowak Family Foundation - \$1000 - Patio
7. Klowak, Michelle & Griffn (Marcy) - \$1000 - Patio
8. Mom's Club - West - \$2554.20 - Patio and \$604.07 - Early Literacy
9. Anne Schutz - \$700 - Patio
10. Dan Smith - \$100 - Patio
11. Trisha Smith - \$100 - Patio
12. Susan Wilson - \$100 - Patio
13. Ron Zacker - \$500 - Patio
14. Christa Potratz - 6 years of Library Board Service
15. Tim Hogar, National Trophy - engraved plaque

B. Village Reports

Cutts reported that the Village 5-year Capital Improvement Plan (CIP) has not been approved yet. The board wanted to collect more information for review before approving the plan as presented. The Impact Fee Study contract was awarded to Ehlers. There was discussion regarding future use of Library Impact Fees. It was

stated by several library board members that the allowable use and timeframe of Impact Fees is spelled out in the Wisconsin State Statutes.

C. County Reports

Smith was asked if a library expansion would impact the amount the County funds the library. She indicated it will because it is based on square footage. But it also has other factors in the formula, and it is unknown what the net impact will be. She also mentioned nothing would change until a final design with actual added square footage is confirmed by the architects. At that time it would be presented to Washington County Executive Committee.

D. System Reports

Smith mentioned the Monarch Library System will be rolling out Vega Discover (new online catalog system) in mid-August. Patrons have been able to use as a soft launch since June.

E. President's Report

Nelson mentioned there will be Library Board officer elections at the August meeting. The Vice President position is currently open. The duties of the Vice President are to run any meetings during the President's absence and to conduct a review of the Treasurer's files once a year for audit purposes.

F. Director's Report

Smith reviewed her submitted Director's Report and highlighted the large number of donations that have been received so far this past month. The library also received several nice articles in the local newspapers about the patio ribbon cutting.

VIII. UNFINISHED BUSINESS

A. 2024 FFP Grant for Library Expansion

Smith reported the 2024 Flexible Facilities Program (FFP) Grant for the library expansion was submitted by Village Board President Wolter on Wednesday, July 10. We will receive notification of the awards by October 1.

B. Patio Project

Smith provided an update on the Patio Project. Additional patio items (ex. musical flowers) have been ordered and should arrive by mid-September. This is the same time the current order of bricks should be received. Smith has coordinated with DPW to install both the new patio items and new bricks in September before the weather turns too cold. The next deadline for brick orders will be September for installation in the spring of 2025.

IX. NEW BUSINESS:

A. Patio Project Landscaping

Smith recapped the information submitted regarding current landscaping needs for the Patio. It includes removal of shrubs, installation of a dirt barrier for future plantings, fill of decorative stone to meet the height of the concrete. This was not part of the original plan but is an additional need due to the height and pitch the concrete needed to be poured. Smith has reviewed the needs with DPW. They have offered to do the work in spring 2025 with the materials paid for with patio donations. However, the receipt of a village grant from CVMIC of \$3,000 has provided a second option. The grant would

provide for the work to be done in Fall 2024 by hiring a landscaper. However, the grant must be matched by village funds. Smith asked the library board which option they would like her to pursue. Discussion covered the advantages and disadvantages of using the grant for this project.

Motion: Approve to allow Director Smith to sign a landscaping contract up to \$8,600 for this project.

Motioned By: Joyce Nelson

Seconded By: Meg Cutts

Motion and second was recinded by Nelson and Cutts.

Yes: None

No: None

Abstain: None

Motion (Yes 0, No 0, Abstained 0)

Motion: Approve to allow Director Smith to sign a landscaping contract up to \$6,000 for this project.

Motioned By: Joyce Nelson

Seconded By: Meg Cutts

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson

No: None

Abstain: None

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

X. ADJOURNMENT:

Nelson announced the next Library Board meeting will be held on Wednesday, August 28, 2024, at 6:00 p.m.

Nelson adjourned the meeting at 07:00 PM.

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: August 28, 2024

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's Report

STAFF RECOMMENDATION:

Approve the attached Treasurer's Report as presented.

ACTION BY Committee:

Germantown Community Library Board

Financial Report August 19, 2024

By Darlene Vosen

Bank Five Nine GCL Board Checking Account (7928) (*included in, but accounted for separately)

Balance 7/16/24 per online statement		\$20,452.43
7/24 Ck #1599 for 2 plaques	-\$19.00	
7/26 Ck #1600 Library/Progammg	-\$3,193.34	
7/29 Transfer GCL Savings/leaves	+\$241.50	
7/29 Transfer GCL Bldg/Rao tech	+\$2,752.45	
7/29 Ck #1601 Library/Rao tech	-\$2,752.45	
7/30 Deposit Checks/bricks/patio	+\$5,167.39	
8/1 Deposit Checks/bricks/patio	+\$375.00	
8/6 Transfer GCL Bldg/materials	+\$4,093.34	
8/12 Ck #1602 Library/materials	-\$10,068.99	
8/12 Transfer GCL Bldg/Patio	+\$4,023.95	
8/13 Ck #1603 Library/patio	-\$17,265.99	
Balance 8/19/24		\$3,806.29*

***GCL Usborne Book Sale SRP Funds: \$1,845.01 - \$1,845.01(ck#1603)= 0**

***Early Literacy Fund: \$652.48 – 652.48 (ck#1603) = 0**

***Programming Supplies: \$3,193.34 - \$3,193.34 (ck # 1600) = 0**

***2023/24 Funds for Books &/or Materials**

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

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

Pagliari/Handley (1/4/24) \$5,225.00

2/12 Plaque Schultz \$490.50

2/12 Brick Edgar \$194.17

Total = \$5,975.65 - \$5,975.65 (ck #1602) = 0

***Patio Expansion 2024**

11 8x8 bricks – brick/shipping/credit card costs = ?

42 4x8 bricks – brick/shipping/credit card costs = ?

7/3 Zacker plaque: \$500 - **\$9.50 (plaque cost) = \$490.50 (left)**

7/8 Klowak plaque: \$1,000 - **\$9.50 (plaque cost) = \$990.50 (left)**

7/8 Cervantes (\$1,000 off patio cost): - brick cost ?

7/8 Pawlak plaque: \$5,000 - (plaque cost) = ?

7/15 Lloyd plaque: \$500 – (plaque cost) = ?

Total \$8,708.13 + (7/30 deposit) \$5,167.39 + (8/1 deposit) \$375.00 + \$4,023.99 (bldg/patio) =

\$18,274.51 – \$19 (ck #1599) - (ck#1603) = \$3,487.01 (- brick/plaque/credit card costs)

***Building Expansion 2023/24 = 0**

Bank Five Nine GCL Board Savings Account (4029)

Balance 7/16/24 per on-line statement		\$5,075.84
Interest July	+\$.46	
Transfer to Checking/leaves	-\$241.50	
Balance 8/19/24 per on-line statement		\$4,834.80

Bank Five Nine GCL Building Account (7962) (**included in, but accounted for separately)

Balance 7/16/24 per on-line statement		\$14,487.97
Interest July	+\$1.29	
7/29 Transfer to Checking/Rao tech	-\$2,752.45	
8/6 Transfer to Checking/materials	-\$4,093.34	
8/12 Transfer to Checking/Patio	-\$4,023.95	
Interest #6 CD 8989	+\$585.44	
Balance 8/19/24 per on-line statement		\$4,204.96**

2.

****Penny Jug Fund/Book & Materials = \$2,300.74 - \$2,300.74 = 0**

****RAO Account (technology) = \$2,752.45 - \$2,752.45 = 0**

****Expansion = \$2,323.34 (total)**

****Patio Expansion = \$4,023.95 - \$4023.95 = 0**

****Un-designated \$3,087.49 – (CD#1 interest) \$1,792.60 + (CD #6 interest) \$585.44 + \$1.29 = \$1,881.62**

Bank Five Nine Furniture/Building Fund CD Accounts:

CD #1 Furniture (5708) Balance 2/5/24 per bank statement \$15,000.00

5.29%/5.40% Interest 15 months (**mature 5/5/25**)

CD #2 Furniture (4025) Balance 12/4/23 per bank statement \$15,000.00

5.29/5.40% Interest 15 months (**mature 3/4/25**)

CD #3 Furniture (5608) Balance 11/8/23 per bank statement \$15,000.00

5.29/5.4% Interest 15 months (**mature 2/6/25**)

CD #4 Furniture (3991) Balance 7/4/24 per bank statement \$15,000.00

5.29/5.40% Interest 15 months (**mature 10/4/25**)

CD #5 Furniture (8801) Balance 11/30/23 per bank statement \$10,000.00

5.39/5.50% Interest 23 months (**mature 10/31/25**)

CD #6 Expansion (8989) Balance 7/27/24 per bank statement **\$10,000.00**

5.29%/5.40% Interest 15 months (**mature 10/27/25**)

Interest earned \$585.44 deposited into GCL Bldg Un-designated

Furniture & Equipment (\$70,000.00) + Expansion (\$10,000.00) = \$80,000.00

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: August 28, 2024

PLACEMENT: Action Item

ITEM TITLE: Accounts Payable

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the attached Accounts Payable report.

ATTACHMENT:

1. Accounts Payable Report

STAFF RECOMMENDATION:

Approve the attached Accounts Payable report as presented.

ACTION BY Committee:

Village of Germantown, WI - PRODUCTION



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/7 TO 2024/7													
ACCOUNT/VENDOR				INVOICE	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION	
10570000					Library								
10570000 521400					Library Life Insurance								
100933 SECURIAN FINANCIAL G				002832L0824	0	2024	7	INV	P	120.82	24-07-16	3376	
ACCOUNT TOTAL									120.82				
10570000 531010					Library Office Supplies								
100201 COMPLETE OFFICE				123	0	2024	7	INV	P	16.51	24-07-24	3506 Office Supplies	
100201 COMPLETE OFFICE				725928	0	2024	7	INV	P	16.51	07-08-24	3249 Office Supplies	
100201 COMPLETE OFFICE				726558	0	2024	7	INV	P	381.84	07-08-24	3249 Office Supplies	
100201 COMPLETE OFFICE				734975	0	2024	7	INV	P	90.95	24-07-17	3399 Office Supplies	
100201 COMPLETE OFFICE				734976	0	2024	7	INV	P	124.69	24-07-17	3399 Office Supplies	
									630.50				
ACCOUNT TOTAL									630.50				
10570000 531100					Library Books								
100092 BAKER & TAYLOR				2038344172	0	2024	7	INV	P	448.44	24-07-17	3391 Collection Material	
100092 BAKER & TAYLOR				2038355861	0	2024	7	INV	P	446.76	07-08-24	3244 Collection Material	
100092 BAKER & TAYLOR				2038363135	0	2024	7	INV	P	413.63	07-08-24	3244 Collection Material	
100092 BAKER & TAYLOR				2038367294	0	2024	7	INV	P	488.12	24-07-17	3391 Collection Material	
100092 BAKER & TAYLOR				2038384738	0	2024	7	INV	P	538.02	24-07-17	3391 Collection Material	
100092 BAKER & TAYLOR				2038395884	0	2024	7	INV	P	587.41	24-07-17	3391 Collection Material	
100092 BAKER & TAYLOR				2038402015	0	2024	7	INV	P	463.12	24-07-17	3391 Collection Material	
100092 BAKER & TAYLOR				2038402086	0	2024	7	INV	P	93.15	24-07-17	3391 Collection Material	
100092 BAKER & TAYLOR				2038403733	0	2024	7	INV	P	72.01	24-07-17	3391 Collection Material	
100092 BAKER & TAYLOR				2038403781	0	2024	7	INV	P	403.16	24-07-17	3391 Colleciton Material	
									3,953.82				
100798 OLLIS BOOK CORPORATI					249091	0	2024	7	INV	P	1,059.75	07-08-24	3274 Collection Material
100798 OLLIS BOOK CORPORATI					249092	0	2024	7	INV	P	119.32	24-07-17	3429 Collection Material
100798 OLLIS BOOK CORPORATI					249093	0	2024	7	INV	P	134.99	07-08-24	3274 Colleciton Material
100798 OLLIS BOOK CORPORATI					249094	0	2024	7	INV	P	835.45	07-08-24	3274 Collection Material
									2,149.51				
ACCOUNT TOTAL									6,103.33				
10570000 531460					Library Audio Visual								
100032 AMAZON CAPITAL SERVI				17ND-7Y4H-99G1	0	2024	7	INV	P	1,232.39	24-07-17	3387 Audio/Visual Materi	
101265 PLAYAWAY				460601	0	2024	7	INV	P	287.95	07-08-24	3277 Audio/Visual Materi	
101265 PLAYAWAY				466200	0	2024	7	INV	P	62.99	24-07-17	3430 Audio/Visual Materi	
101265 PLAYAWAY				467222	0	2024	7	INV	P	1,362.05	24-07-17	3430 Audio/Visual Materi	
101265 PLAYAWAY				468096	0	2024	7	INV	P	274.45	24-07-17	3430 Audio/Visual Materi	
									1,987.44				
101571 LIBRARY IDEAS LLC					114098	0	2024	7	INV	P	910.88	24-07-31	3541
101571 LIBRARY IDEAS LLC					114099	0	2024	7	INV	P	747.22	24-07-31	3541

Village of Germantown, WI - PRODUCTION



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/7 TO 2024/7														
ACCOUNT/VENDOR				INVOICE	PO	YEAR/PR	TYP	S		CHECK RUN	CHECK	DESCRIPTION		
101571	LIBRARY IDEAS LLC		114483		0	2024	7	INV	P		219.80	24-07-23	3486	
											1,877.90			
ACCOUNT TOTAL											5,097.73			
10570000	531470	Library Computer Service												
100032	AMAZON CAPITAL SERVI	1R6L-NWCJ-7MTT		0		2024	7	INV	P		353.97	24-07-17	3387	Computer Services
100402	GORDON FLESCH COMPAN	123		0		2024	7	INV	P		1,175.32	24-07-24	3507	Computer Services
100402	GORDON FLESCH COMPAN	IN14727512		0		2024	7	INV	P		23.68	24-07-17	3411	
											1,199.00			
100984	STATE OF WISCONSIN		505-0000091165		0	2024	7	INV	P		600.00	07-08-24	3290	Internet TEACH Line
ACCOUNT TOTAL											2,152.97			
10570000	531490	Library Program Supplies & Exp												
100032	AMAZON CAPITAL SERVI	1DH1-CRJW-74HM		0		2024	7	INV	P		208.98	24-07-17	3387	Programming Supplie
999998	KRISTINE HANSEN	0605HANSEN		0		2024	7	INV	P		100.00	24-07-16	3353	FRANK LLOYD WRIGHT
999998	BARBARA JOOSSE	0702BOOKTALK		0		2024	7	INV	P		300.00	24-07-23	3492	BOOK TALK (DEATH'S
											400.00			
ACCOUNT TOTAL											608.98			
ORG 10570000 TOTAL											14,714.33			
FUND 10		General Fund			TOTAL:		14,714.33							

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

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: August 28, 2024

PLACEMENT: Presentation

ITEM TITLE: Budget Reports

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Below are follow up statements to the questions asked at the Library Board meeting on Wednesday, July 24, 2024. These lines have been reviewed by Matthew Uselding, Village of Germantown Finance Director:

1.) 10570000-432600 (COUNTY LIBRARY): Why is there an amount listed of - \$701,000 under "Transfers/Adjustments?"

This was an error that was made when entering in revenue for this account. It was adjusted on June 4, 2024 as seen in the "Revised Budget" in the amount of - \$351,000. The revised budget has been confirmed as the correct amount.

2.) 10570000-521200 (LIBRARY HEALTH): Why are the health expenses trending higher than budgeted for this time in the year?

There were several duplicate entries made during the transition to the Tyler Munis employee payroll system in amount of \$23,782.14 in April through June of 2024. These were adjusted in the amount of -\$23,782.14 on July 25, 2024.

3.) 10570000-531300 (LIBRARY DENTAL): Why are the dental expenses trending higher than budgeted for this time in the year?

There were several duplicate entries made during the transition to the Tyler Munis employee payroll system in amount of \$882.50 in April through June of 2024. These were adjusted in the amount of -\$882.50 on July 25, 2024.

ATTACHMENT:

1. Budget Report

STAFF RECOMMENDATION:

None.

ACTION BY Committee:

Village of Germantown, WI - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2024 07								
ACCOUNTS 10	FOR: General	Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
								PCT USE/COL
10570000 Library								
10570000 432600	County Library		350,000	-701,000	-351,000	-350,575.94	.00	-424.06
10570000 462900	Library Fines &		10,000	-20,000	-10,000	-6,350.72	.00	-3,649.28
10570000 463000	Library System		0	0	0	-1,215.00	.00	1,215.00
10570000 511000	Library Reg Sal		219,980	20,260	240,240	154,134.11	.00	86,105.89
10570000 511100	Library PT Sala		327,906	-13,846	314,060	171,610.20	.00	142,449.80
10570000 511200	Library Board		1,200	0	1,200	1,220.00	.00	-20.00
10570000 521000	Library Social		41,913	490	42,403	24,108.05	.00	18,294.95
10570000 521100	Library State R		27,875	1,957	29,832	20,067.17	.00	9,764.83
10570000 521200	Library Health		99,202	0	99,202	47,551.06	.00	51,650.94
10570000 521300	Library Dental		4,825	0	4,825	2,953.65	.00	1,871.35
10570000 521400	Library Life In		1,241	0	1,241	1,222.02	.00	18.98
10570000 531000	Library Gen Sup		10,000	0	10,000	1,689.15	.00	8,310.85
10570000 531010	Library Office		6,000	0	6,000	2,573.06	.00	3,426.94
10570000 531080	Library Profess		2,000	0	2,000	941.23	.00	1,058.77
10570000 531100	Library Books		56,000	0	56,000	31,679.08	.00	24,320.92
10570000 531190	Marketing & Pro		5,000	0	5,000	5,351.48	.00	-351.48
10570000 531240	Library Travel		1,000	0	1,000	161.27	.00	838.73
10570000 531430	Library Book Pr		10,000	0	10,000	2,186.65	.00	7,813.35
10570000 531440	Library Periodi		5,000	0	5,000	713.38	.00	4,286.62
10570000 531460	Library Audio V		20,000	0	20,000	11,896.90	.00	8,103.10
10570000 531470	Library Compute		30,000	-7,861	22,139	15,503.40	.00	6,635.60
10570000 531490	Library Program		20,000	0	20,000	17,097.67	.00	2,902.33
10570000 532080	Library Outreac		0	0	0	135.00	.00	-135.00
10570000 552300	Library System		24,000	0	24,000	24,124.14	.00	-124.14
10570000 561000	Library Buildin		65,000	0	65,000	34,751.55	.00	30,248.45
10570000 561400	Library Telepho		4,000	0	4,000	1,264.99	.00	2,735.01
10570000 571000	Library Insuran		6,348	0	6,348	5,911.59	974.92	-538.51
TOTAL Library			1,348,490	-720,000	628,490	220,705.14	974.92	406,809.94
TOTAL General Fund			1,348,490	-720,000	628,490	220,705.14	974.92	406,809.94
TOTAL REVENUES			360,000	-721,000	-361,000	-358,141.66	.00	-2,858.34
TOTAL EXPENSES			988,490	1,000	989,490	578,846.80	974.92	409,668.28



YEAR-TO-DATE BUDGET REPORT

FOR 2024 07							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	1,348,490	-720,000	628,490	220,705.14	974.92	406,809.94	35.3%
** END OF REPORT - Generated by Trisha Smith **							

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: August 28, 2024

PLACEMENT: Presentation

ITEM TITLE: Director's Report

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the Director's Report and supporting attachments.

ATTACHMENT:

1. Director's Report
2. Village Board - 5 year CIP Plan
3. Village Board - 2025 Budget Preview
4. Village Board - Roof Leak Repair
5. Circulation Statistics
6. Fall Brochure
7. Wash. Co. Daily News, 7-23
8. Wash. Co. Daily News, 8-2
9. Summer Reading Statistics

STAFF RECOMMENDATION:

None.

ACTION BY Committee:

Director's Report: August 2024

STATE OF WISCONSIN

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, August 8 in Mequon. Topics included continued catalog clean-up for Vega Discover, LX Starter/newsletter, alternatives systems to minimize text bounce backs for system notification and Summer Reading Program updates.
- The new Monarch Catalog launched on Wednesday, August 14. The new Germantown link is: <https://gcl-monarch.search.monarchcatalog.org/>
- Agendas and minutes: <https://monarchlibraries.org/library-director-meetings/>

WASHINGTON COUNTY

VILLAGE OF GERMANTOWN:

- The Village of Germantown Meetings:
 - Village Board (8/5): VIII. A. Approve 5-Year Capital Improvement Plan (attached)
 - Village Board (8/5): X. C. 2025 Budget Preview (attached)
 - Village Board (8/19): VI. E. Award of library copula roof leak repair to Noffke Roofing in amount not to exceed \$23,500.00 from capital account 40454000-592300 (attached)
- Agendas and minutes: <https://germantownwi.portal.civicclerk.com/>
- Recordings: <https://www.youtube.com/@villageofgermantownwiscons871/streams>

FRIENDS OF THE GERMANTOWN COMMUNITY LIBRARY

- Non-fiction pop-up sale will start on Monday, August 26.

DONATIONS:

Donor	Amount	Department	Brick/Plaque	Address
Backes, Laura	\$100	Patio Project	Brick (3 lines)	Germantown, WI
Donley, Brian	\$100	Patio Project	Brick (3 lines)	Germantown, WI
Fusek, Cynthia	\$100	Patio Project	Brick (3 lines)	Germantown, WI
High Park Estates HOA (Brian Schneider)	\$250	Patio Project	Brick (6 lines)	Germantown, WI
Johnson, Noah	\$150	Patio Project	Brick (3 lines)	Germantown, WI
McCarthy, Leanne	\$100	Patio Project	Brick (3 lines)	Germantown, WI
Pagliaro, Daniel	\$6,806.29	Materials	n/a	Hubertus, WI
Schaefer, Greg	\$100	Patio Project	Brick (3 lines)	Germantown, WI
Sutter, Christian	\$100	Patio Project	Brick (3 lines)	Richfield, WI
Thomas, Courtney	\$250	Patio Project	Brick (6 lines)	Germantown, WI
VFW Auxiliary 9202	\$50	Programming	N/A	Germantown, WI

- Donation Jars / Giving Tree:
 - Patio Expansion: \$26.57
 - Early Literacy: \$45.33
 - Programming Supplies: \$0.00

Monthly Donations Total: \$8,106.29

DEPOSITS:

- Germantown Community Library Board: \$33,280.77 (library programming, materials & patio project)

REQUEST FOR FUNDING:

- 40000000-116900 (Temp Invest-Library Fund): \$1,350 (Patio Landscaping)

STATISTICS:

- Previous Month & Annual Circulation (see attached)
 - Physical: **28,606** (-0.5% from 2023 / -2.5% YTD)
 - Digital: **5,257** (3.7% from 2023 / 13.2% YTD)
 - Total: **33,863** (0.1% from 2023 / -0.1% YTD)

PROGRAMMING:

- Brochures for Fall Programming (September – December) went out the week of August 20 (attached)
- Ongoing Programs (monthly):
 - Youth: Storytime (8), Performers, Thursday Evening Programs & Saturday Programs
 - Teen: Teen Advisory Board, Make It Crafts (3) & Evening Programs
 - Adult: Book Groups (6), Make It Crafts (3), Puzzle Days, Stitch with Me, Writer's Circle, Job Center & Special Programs
 - Outreach: Senior Living Facility Visits (6), Home Delivery, Book Drop-Offs, Preschool Readings, Nature Storytimes @ Schoen Laufen Park & Special Events
- Upcoming Programs & Outreach Calendar: <https://germantownlibrarywi.events.mylibrary.digital/>

IN THE NEWS (ATTACHED):

- 'Germantown library receives \$2,000 donation from Bethlehem Lutheran Church for Patio Project' (Wash. Co. Daily, 7/23)
- 'Germantown holding voter registration drive Sept. 14 (Wash. Co. Daily, 8/2)

DIRECTOR CONTINUING EDUCATION HOURS (100 HOURS EVERY 5 YEARS – EXPIRES IN 12/2027)**DIRECTOR MEETINGS, PROGRAMS & OUTREACH (PAST):**

- Mon, Aug 5 – Village Board (online)
- Wed, Aug 7 – Village Finance Director
- Wed, Aug 7 – Village Support Services Manager
- Wed, Aug 7 – Village Administrator
- Wed, Aug 7 – Adult Craft
- Thur, Aug 8 – Monarch Directors (Mequon)
- Wed, Aug 14 – Village Department Heads
- Mon, Aug 19 – Village GGF & Village Board (online)
- Wed, Aug 28 – Village Department Heads
- Wed, Aug 28 – Library Board

DEPARTMENT UPDATES

ADMIN & ALL STAFF

- The Germantown Community Library will be closed on Monday, September 2 for Labor Day.
- All mid-year check-ins for regular staff have been completed or scheduled.

YOUTH, ADULT & OUTREACH SERVICES

- The Summer Reading Challenge for all ages ended on Saturday, August 3 (attached)
 - 1,594 participants (6.1% increase from 2023)
 - 8,633 logs turned in (18.1% increase from 2023)
- The Enchanted Library season continued with the Dress as your Favorite Book Character Day in Richfield and Jackson on Friday, August 2. Thank you to the volunteers who dressed in the costumes on the very warm day. Orientation bags were delivered to public and private schools as well as poster information boards on Thursday, August 15. Participated in NAC Night on Tuesday, August 6 and the Richfield Parade on Sunday, August 25.

CIRCULATION & TECHNICAL SERVICES

- Individual Tonie characters have been added to the Juvenile Library of Things collection. This is a supplement to the Tonie Boxes that can be checked out by patrons or to be used with patron owned Tonie Boxes.
- The Vox and Wonderbook collection was expanded to include Juvenile chapter books. Youth Services provided shelf space next to the Juvenile Playaway collection to place the expansion.

TECHNOLOGY, BUILDING & GROUNDS

- Landscaping for the library's outdoor patio project was completed on Saturday, August 17, 2024. Final work includes installation of musical instruments and donation sign (see Old Business: VIII. B. Patio Project)

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: August 5, 2024

PLACEMENT: Action Item

ITEM TITLE: 5-Year Capital Improvement Plan

SUBMITTED BY: Matthew Mortwedt, Public Works Director

SUMMARY EXPLANATION:

Staff are presenting the 2025-2029 Capital Improvement Plan. The plan outlines initiatives and projects that staff have identified for the coming 5 year period. After presentation of the plan, staff are looking for feedback and approval of the plan from the Village Board. Approval will allow for continued due diligence on the plan items. Plan items may eventually become capital budget requests.

ATTACHMENT:

1. 2024-2029 5 Year Capital Plan (1)
2. 2025-2029 5 Year CIP Presentation

STAFF RECOMMENDATION:

Village Board adoption of the 2025-2029 Capital Improvement Plan.

ACTION BY Committee:

Approved by the Public Works and Highway Committee.

Village of Germantown
SUMMARY OF C.I.P. EXPENDITURES (years 2024 - 2029)

by Department		2024	2025	2026	2027	2028	2029	Total Cost
Department- Project Category								
Data Processing								
Technology Hardware		\$ 85,000	\$ 50,000	\$ 50,000	\$ 50,000			\$ 235,000
		\$ 85,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ 235,000
Police Department								
Patrol Squads (24 total in Fleet/replace 3/yr; add 2%/yr)		\$ 180,000	\$ 180,000	\$ 183,600	\$ 187,272	\$ 191,017	\$ 194,838	\$ 1,116,727
ProPheonix Upgrade								\$ -
Department Lap Tops			\$ 50,000					\$ 50,000
New Police Department Campus								\$ -
Design (in 2023 into 2024)			\$ 2,500,000					\$ 2,500,000
Building (estimate build 2024/2025 @ \$17 mil)				\$ 40,000,000				\$ 40,000,000
Replace Handguns (New \$26,000 - sell existing(30%) = \$18,200)		\$ 18,200						\$ 18,200
		\$ 198,200	\$ 2,730,000	\$ 40,183,600	\$ 187,272	\$ 191,017	\$ 194,838	\$ 43,684,927
Fire Department								
Equipment Replacement								
Replace Pumper Truck (#1764; yr mnfr 2012) replace in 2032				\$ 1,300,000				\$ 1,300,000
Replace Tender Truck (#1790; yr mnfr 1995)								\$ -
Replace SCBA's and Bottle Replacement								\$ -
Replace Ambulance (#1751; yr mnfr 2021) replace in 2031						\$ 600,000		\$ 600,000
Replace Ambulance (#1754 yr mnfr 2011)		\$ 60,000		\$ 455,000				\$ 515,000
Replace Staff Vehicle (#1785; yr mnfr 2013)								\$ -
Replace Pumper Truck (#1762; yr mnfr 2015) replace in 2035								\$ -
Replace Ladder Truck (#1771; yr mnfr 2001) replace in 2028						\$ 3,000,000		\$ 3,000,000
Replace Ambulance (#1752; yr mnfr 2022) replace in 2034								\$ -
Replace Staff Vehicle (#1741; yr mnfr 2016)								\$ -
Add UTV								\$ -
Firefighting Water Tender Truck								\$ -
Other Equipment (Fuel Tank / Station #2)								\$ -
Fire Extinguisher Training Prop								\$ -
		\$ 60,000	\$ -	\$ 1,755,000	\$ -	\$ 3,000,000	\$ 600,000	\$ 5,415,000
Library								
Design Second Floor Addition				\$ 800,000				\$ 800,000
Concept Drawings (determine estimated cost for Second Floor)								\$ -
Construct Second Floor					\$ 8,000,000			\$ 8,000,000
		\$ -	\$ -	\$ 800,000	\$ 8,000,000	\$ -	\$ -	\$ 8,800,000
Street & Highway								
Single Axle Patrol Truck		\$ 300,000			\$ 312,000	\$ 321,360		\$ 933,360
Tandem Axle Patrol Truck				\$ 315,000		\$ 340,200		\$ 655,200
Pick-up w/ Plow Package (replaced 421)					\$ 65,000			\$ 65,000
Tractor Loader Pairs								\$ -
F-450 Truck Body								\$ -
Salt/Brine Inseter								\$ -
Zero Turn Mower (2)					\$ 40,000			\$ 40,000
Pick-up/w liftgate (Replace 437)		\$ 57,000		\$ 62,000				\$ 119,000
Tandem Patrol Truck		\$ 276,000						\$ 276,000
Compact loader/Skid loader		\$ 120,000						\$ 120,000
Road Paint sprayer				\$ 10,000				\$ 10,000
Ditch Mower Tractor					\$ 180,000			\$ 180,000
MV/Trackless				\$ 245,000				\$ 245,000
Air compressor/ pull behind					\$ 30,000			\$ 30,000
1 Ton Dump Truck (replace 420)						\$ 80,000		\$ 80,000
Crackfiller and router						\$ 70,000		\$ 70,000
Forklift						\$ 35,000		\$ 35,000
Mini Excavator							\$ 150,000	\$ 150,000
Pick-up with liftgate (replaced 422)							\$ 70,000	\$ 70,000
		\$ 453,000	\$ 300,000	\$ 632,000	\$ 627,000	\$ 506,360	\$ 560,200	\$ 3,078,560
Wastewater Utility (Wastewater typically does not borrow)								
Relining & Manhole Maint sewer lines		\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 420,000
CIPP waterway crossings		\$ 200,000						\$ 200,000
Truck (557) 2020 Jet Vac Replacement		\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 210,000
Service Truck w/ crane, west side				\$ 140,000				\$ 140,000
Lift 3 eleim.lift 6 recon, 18" Interceptor						\$ 5,010,000		\$ 5,010,000
Main St. parallel F.M., pumps, crane		\$ 25,000			\$ 2,116,000			\$ 2,141,000
Old Farm parallel force main 24" W/ pumps, crane				\$ 5,100,000				\$ 5,100,000
Truck (555) 2009 GMC 2500 4X4 liftgate Replacement		\$ 75,000						\$ 75,000
Lift 6 land purchase								\$ -
Field Mobile Work Stations						\$ 3,500		\$ 3,500
Telemetry Equipment			\$ 25,000					\$ 25,000
Truck (553) 2001 GMC G3500 Hi cube w/CCTV Equipment		\$ 3,500						\$ 3,500
Auto bar screen Main Street Lift					\$ 180,000			\$ 180,000
Electric Pumping Equipment lift 7 pump replacement		\$ 340,000						\$ 340,000
Auto bar screen Old Farm				\$ 180,000				\$ 180,000
Kuhn's Sub. Relay						\$ 2,200,000		\$ 2,200,000
Lift 6 Land Purchase		\$ 1,000,000						\$ 1,000,000
Electric Pumping Equipment Lift 7 pump replacement		\$ 25,000						\$ 25,000
		\$ 1,698,500	\$ 205,000	\$ 5,525,000	\$ 2,401,000	\$ 2,305,000	\$ 5,118,500	\$ 17,253,000
Water Utility								
Well House and Tower Security Upgrades (all)						\$ 125,000		\$ 125,000
Water Utility Facilities Plan			\$ 100,000					\$ 100,000
Tower and Well Fiber SCADA network							\$ 50,000	\$ 50,000
WELLS								
Well House Shingle Replacement (all)						\$ 70,000		\$ 70,000
Well Antenna System		\$ 150,000						\$ 150,000
Well 2								\$ -
Well 2 Rehab (2016)				\$ 200,000				\$ 200,000
Well 2 Generator and VFD Replacement		\$ 300,000						\$ 300,000
Well 3								\$ -
Well #3 (2018) Rehab						\$ 275,000		\$ 275,000
Well 3 VFD Replacement					\$ 45,000			\$ 45,000
Well 4								\$ -
Well #4 (2015) Rehab							\$ 275,000	\$ 275,000
Well 4 Generator, Standpipe, Prelube Line, VFD, Transfer Switch				\$ 350,000				\$ 350,000
Well #4 Pump Replacement				\$ 85,000				\$ 85,000
Well 5								\$ -
Well #5 (2013) (2018 motor) Rehab								\$ -
Well 7								\$ -
Well #7 (2014) Rehab			\$ 200,000					\$ 200,000
Well 7 Generator Replacement		\$ 300,000						\$ 300,000
Well 11								\$ -
Well #11 (2009) (2013 pump)								\$ -
Well 12								\$ -
		\$ 2,500,000						\$ 2,500,000
TOWERS								
Tower 1								\$ -
Interior/Exterior Blast and Paint				\$ 600,000				\$ 600,000
Tower 2								\$ -
Interior/Exterior Blast and Paint				\$ 450,000				\$ 450,000
Tower 3								\$ -
Tower #3 Rehab		\$ 1,130,000						\$ 1,130,000
Tower 4								\$ -
DISTRIBUTION								
Replace Curbstops (Mayflower, North Way, Colonial Dr, Concord)			\$ 150,000	\$ 150,000				\$ 300,000
Loop Sunny View, Daniels, Kurt, Williams & Roberts						\$ 550,000		\$ 550,000
Hydrant and Valve Work Due to Road Construction		\$ 75,000		\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000
Replay main from Weaver Ct to Vienna Ct			\$ 100,000					\$ 100,000

Village of Germantown
SUMMARY OF C.I.P. EXPENDITURES (years 2024 - 2029)

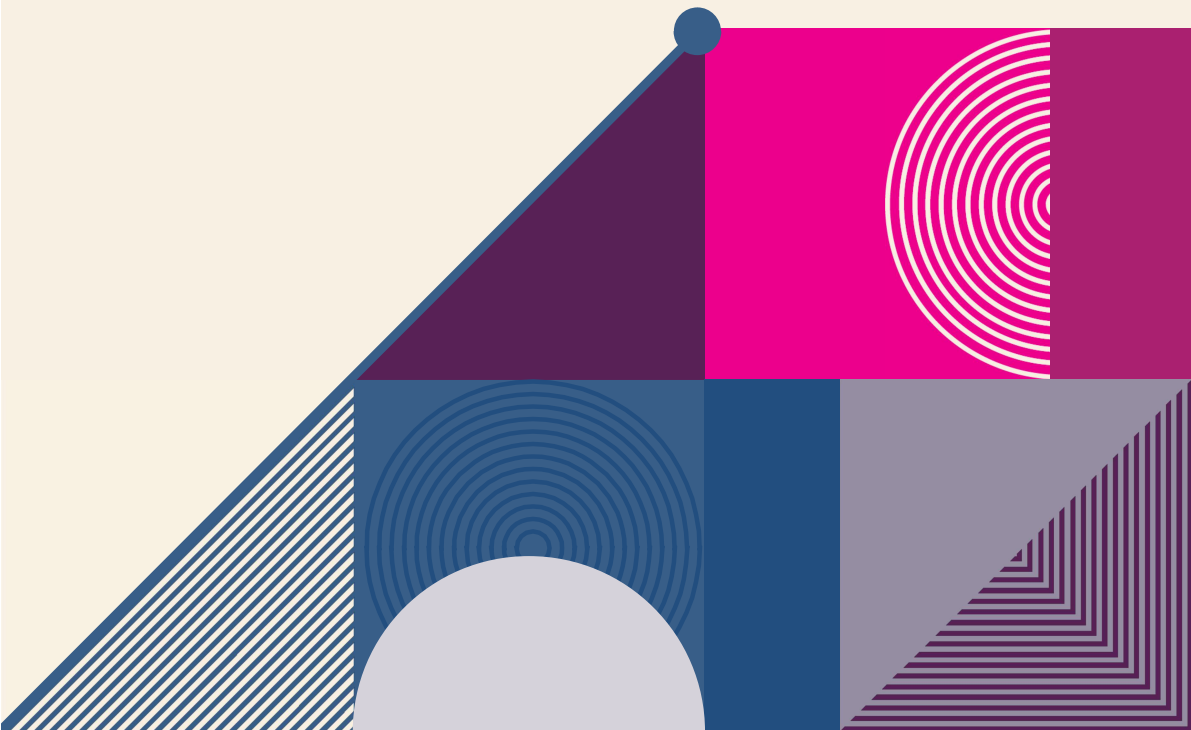
REVISED 06/27/24

REVISED 06/27/24		by Department						
Department- Project Category	2024	2025	2026	2027	2028	2029	Total Cost	
EQUIPMENT								
Trailer Mounted 250KW Generator			\$ 100,000				\$ 100,000	
Trailer Mounted Load Bank Test			\$ 35,000				\$ 35,000	
Electric Valve Turner	\$ 12,000						\$ 12,000	
Vacuum/Valve Turner	\$ 125,000						\$ 125,000	
Utility Pickup Truck Replacement				\$ 60,000	\$ 63,000	\$ 65,000	\$ 188,000	
2006 Freightliner Quad Axle Refurb				\$ 50,000			\$ 50,000	
	\$ 4,380,000	\$ 762,000	\$ 1,445,000	\$ 780,000	\$ 1,208,000	\$ 465,000	\$ 9,040,000	
Recycling Center								
Wheel Loader	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Parks and Recreation								
Kinderberg Park -- resurface tennis courts							\$ -	
Alt Bauer Tennis	\$ 70,000	\$ -					\$ 70,000	
Community Center	\$ -	\$ 30,000					\$ 30,000	
Kinderberg Park Playground							\$ -	
Community Park Master Plan & Phase 1 Development	\$ -						\$ -	
Trail/Pathway System Implementation (4 annual Phases)	\$ -	\$ 30,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 10,000	\$ 340,000	
Community Park Development -- Phase 2 Development		\$ -					\$ -	
Community Splashpad & All-inclusive Playground	\$ -	\$ 30,000	\$ 1,500,000				\$ 1,530,000	
Community Park Development -- Phase 3 Development			\$ -				\$ -	
Friedenfeld Park Master & Design Development Plans							\$ -	
Friedenfeld Park Utilities & Restroom/shelter Building			\$ -			\$ 1,500,000	\$ 1,500,000	
Pick-up Truck w/ Lift Gate	\$ 62,000						\$ 62,000	
	\$ 132,000	\$ 90,000	\$ 1,600,000	\$ 100,000	\$ 100,000	\$ 1,510,000	\$ 3,532,000	
Engineering								
Roads Program - Local Mill/Overlay and Pulp/Reconst	\$ 1,500,000	\$ 1,560,000	\$ 1,622,400	\$ 1,687,296	\$ 1,754,788	\$ 1,824,979	\$ 9,949,463	
Roads Program - Sealcoating	\$ 250,000	\$ 350,000	\$ 350,000	\$ 375,000	\$ 375,000	\$ 400,000	\$ 2,100,000	
Roads Program - GIS - PASTER rating layer		\$ 7,500					\$ 7,500	
Roads Program - GIS - Signs, Traffic signals, etc.		\$ 7,500					\$ 7,500	
Roads - WisDOT (HSIP) Lannon Rd & Maple Rd Intersection Improvements (HSIP funded)	\$ 500,000						\$ 500,000	
Roads - WisDOT (HSIP) - Construction - Pleasant View Road Bridge Railing over Menomonee River			\$ 50,000				\$ 50,000	
Roads - WisDOT (ARIP) - Construction - Pleasant View Rd - Bonniwell to Freistadt, 10,500LF				\$ 1,102,500			\$ 1,102,500	
Roads - WisDOT (ARIP) - Construction - Rockfield Rd - Pleasant View to Division, 8000 LF					\$ 840,000		\$ 840,000	
Roads - WisDOT STH 145 - FDL / Main St Intersection Improvement - Easement/Land Acquisition	\$ 10,000						\$ 10,000	
Roads - WisDOT STH 145 - FDL / Main St Intersection Improvement - Construction			\$ 200,000				\$ 200,000	
Roads - Project - Future Frontage Road Layout/Design (Rockfield Rd to Shady Ln)						\$ 125,000	\$ 125,000	
Roads - Division Road Survey & Design (Following Summer PIMs)	\$ 300,000						\$ 300,000	
Roads - Division Road Reconstruction (South Leg - Phase 1)	\$ 1,250,000						\$ 1,250,000	
Roads - Division Road Reconstruction (North Leg - Phase 2)			\$ 1,500,000				\$ 1,500,000	
Sidewalk Program (condition based replacements and/or improvements)	\$ 25,000			\$ 25,000		\$ 25,000	\$ 75,000	
Sidewalk Project - Design and Construction Church Street to Fond du Lac Ave			\$ 50,000				\$ 50,000	
Sidewalk Project - Fond du Lac Ave/ STH 145 Firemen's Park to Pilgrim				\$ 50,000			\$ 50,000	
Sidewalk Project - Design and Construction - Pilgrim Rd / FDL Int. Curb Ramp Improvements	\$ 10,000		\$ 50,000				\$ 60,000	
Sidewalk & Pathway Project - Menomonee River Pathway - Design Study Report						\$ 150,000	\$ 150,000	
Sidewalk & Pathway Project - Menomonee River Pathway - Design and Construction						\$ 2,000,000	\$ 2,000,000	
Stormwater - System Inventory, Condition Assessment (CCTV), and GIS updates	\$ 60,000						\$ 60,000	
Stormwater - Utility Feasibility Analysis	\$ 75,000						\$ 75,000	
Stormwater - Village Owned Ponds - Improvement Projects	\$ 25,000		\$ 25,000		\$ 25,000		\$ 75,000	
Stormwater - Drainage Improvements			\$ 30,000		\$ 30,000		\$ 60,000	
Stormwater - Raingarden Project - Library Bioswale (WPDES Permit Requirement)				\$ 20,000			\$ 20,000	
Stormwater - Raingarden Project - Fire Dept Parking Lot Bioswale (WPDES Permit Requirement)					\$ 20,000		\$ 20,000	
Equipment - DPW-Engineering (Pole camera, inspection/survey equip upgrades)		\$ 10,000					\$ 10,000	
Equipment - DPW-Engineering Office Furniture/Cubicle		\$ 30,000					\$ 30,000	
Village Owned Pond Survey and Restoration (Jefferson Ponds-2027)	\$ 35,000	\$ 25,000	\$ 25,000	\$ 75,000			\$ 160,000	
	\$ 2,285,000	\$ 3,745,000	\$ 3,877,400	\$ 3,359,796	\$ 3,019,788	\$ 4,549,979	\$ 20,836,963	

Village of Germantown
SUMMARY OF C.I.P. EXPENDITURES (years 2024 - 2029)

by Department		2024	2025	2026	2027	2028	2029	Total Cost
REVISÉ 06/27/24								
Department- Project Category								
Buildings								
Historical Bell Museum								
Bell Museum Repairs			\$ 35,000					
Historical Wolf Haus								
Wolf Haus Repairs			\$ 55,000					
Fire Station #2								
Replace FA panel				\$ 150,000				
UPS for Radio Shed			\$ 50,000					
Replace cabinet heater			\$ 6,000					
Mill and overlay asphalt by burn tower, replace back driveway				\$ 70,000			\$ 100,000	
Mill and overlay asphalt in back lot								
Charting room remodel						\$ 145,000		
Replace generator							\$ 150,000	
Haupt Strauss Park								
Survive Alive House								
Roof Replacement			\$ 25,000					
Replace water heater			\$ 15,000					
Replace water softener			\$ 15,000					
Seal/caulk windows				\$ 7,000				
Replace furnace and condensing unit			\$ 10,000					
Spassland Shelter								
Shelter Refurb						\$ 100,000		
Kinderberg Shelter								
Shelter Restrooms and Refurb		\$ 25,000		\$ 75,000				
Kinderberg Splash Pad		\$ 56,000						\$ 56,000
Recreation Building (Old Fire House #1)								
Exterior door replacement (3)			\$ 30,000					
Replace Generator								\$ 150,000
Replace Garage Heater						\$ 20,000		
Replace Electrical Panels						\$ 15,000		
Replace water heater			\$ 20,000					
Fireman's Park								
Shelter (old) Refurb				\$ 50,000				
Fire Company Building								
Replace water heater					\$ 35,000	\$ 15,000		
Flooring Replacement			\$ 15,000					
Add Exhaust Fans in restrooms (code compliance)				\$ 10,000				
Replace baseboard heaters								
Replace FA system						\$ 80,000		
Furnace and AC replacement					\$ 50,000			
Senior Center								
Replace water heaters (2)			\$ 35,000					
HVAC Replacements and upgrades				\$ 80,000				
Crackseal parking lot					\$ 25,000			
Village Hall								
Village Hall Access Control Upgrade		\$ 52,000						
Connect EM lighting to EM generator circuit			\$ 6,000					
Replace Humidifiers				\$ 50,000				
Replace water heater and recirc pumps				\$ 20,000				
Replace Generator						\$ 150,000		
Replace FA panel and wiring				\$ 50,000				
Replace water softener							\$ 10,000	
Replace cabinet heater								
Rear parking lot reconstruct, repair curb and gutter joints							\$ 150,000	
Front parking lot mill and overlay						\$ 70,000		
Library								
Replace water heater and recirc pumps			\$ 20,000					
AHU 1 and 2 Damper and Coil repl, Controls Upgrade			\$ 300,000					
Fire panel replacement			\$ 125,000					
Replace Emergency Generator						\$ 10,000		
Replace Vestibule Cabinet Heaters						\$ 100,000		
Mill and overlay parking lot								
Police Department								
Replace Sump Pump				\$ 20,000				
Replace Furnaces				\$ 20,000			\$ 30,000	
Replace South Parking Lot Light Fixtures							\$ 15,000	
Mill and overlay staff parking lot				\$ 150,000				
Police Annex								\$-
Replace Fire Alarm Panel				\$ 8,000				
Replace Furnaces						\$ 50,000		
TOTAL (INCLUDES WATER AND WASTE WATER UTILITIES)		\$ 133,000	\$ 762,000	\$ 512,000	\$ 358,000	\$ 720,000	\$ 490,000	\$ 206,000
TOTAL 2023 LESS WATER AND WASTE WATER UTILITIES		\$ 9,424,700	\$ 8,644,000	\$ 56,380,000	\$ 15,865,068	\$ 11,050,165	\$ 19,488,517	\$ 112,081,450
TOTAL 2023 LESS WATER AND WASTE WATER UTILITIES		\$ 3,346,200	\$ 7,677,800	\$ 49,410,000	\$ 12,682,068	\$ 7,537,165	\$ 7,965,017	\$ 85,788,450

VILLAGE OF GERMANTOWN 5 YEAR CIP



AGENDA

Major Projects - 2025

Major Equipment Purchases - 2025

Major Programs - 2025

Studies, Plans, etc – 2025

The Plan 2026 - 2029

MAJOR PROJECTS - 2025

Police and Fire Facilities Design - \$2,500,000

Division Road Design - \$300,000

Division Road Phase 1 Construction - \$1,250,000

Well 7 Rehab - \$200,000

Replace Curb stops (Mayflower, North Way, Colonial, Concord) -
\$150,000

Library Fire Panel Replacement - \$125,000

MAJOR EQUIPMENT PURCHASES - 2025

- 3 Police Squads
- 1 Single Axle Patrol Truck (Plow Truck)
- 1 Sewer Utility Pick-up Truck
- 1 Sewer Utility Jet Vac Replacement
- 1 Water Utility Vacuum/Valve Turner

MAJOR PROGRAMS - 2025

Technology Hardware - \$50,000 (\$35,000 decrease)

Road Program - \$1,560,000 (3% Increase)

Road Sealcoating - \$350,000 (\$100,000 Increase, restoring
2023 funding)

Sidewalk Program - \$25,000 (New)

Stormwater Pond Maintenance Program - \$25,000 (New)

STUDIES AND ASSESSMENTS - 2025

Water Utility Facilities Plan
Stormwater System Inventory and Condition Assessment
Stormwater Funding Analysis
GIS Layers – PASER and Traffic Control/Street Lighting



2026-2029

Police and Fire Facilities – Construction
Library Second Floor (Schedule may accelerate with grant funding)
Community Splashpad and All-Inclusive Playground
Old Farm Lift Station Rehab / Capacity
Main Street Lift Station Rehab / Capacity
Lift station 3 & 6 Consolidation
Tower 1 and 2 Painting
Well 2 and 4 Rehabs

ADOPTING THE PLAN

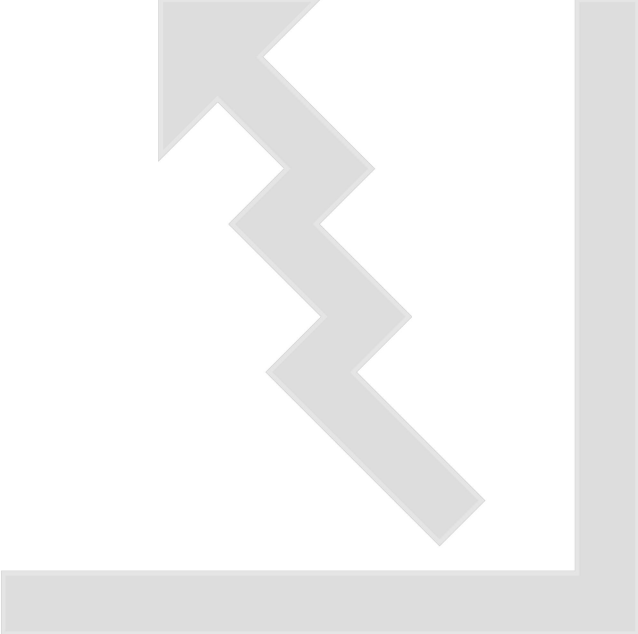
- Staff is seeking adoption of the plan.
- Adoption indicates we are planning appropriately.
- Adopting the plan is not approving capital or operating budgets for 2025 or future years.

THANK YOU

Any Questions?

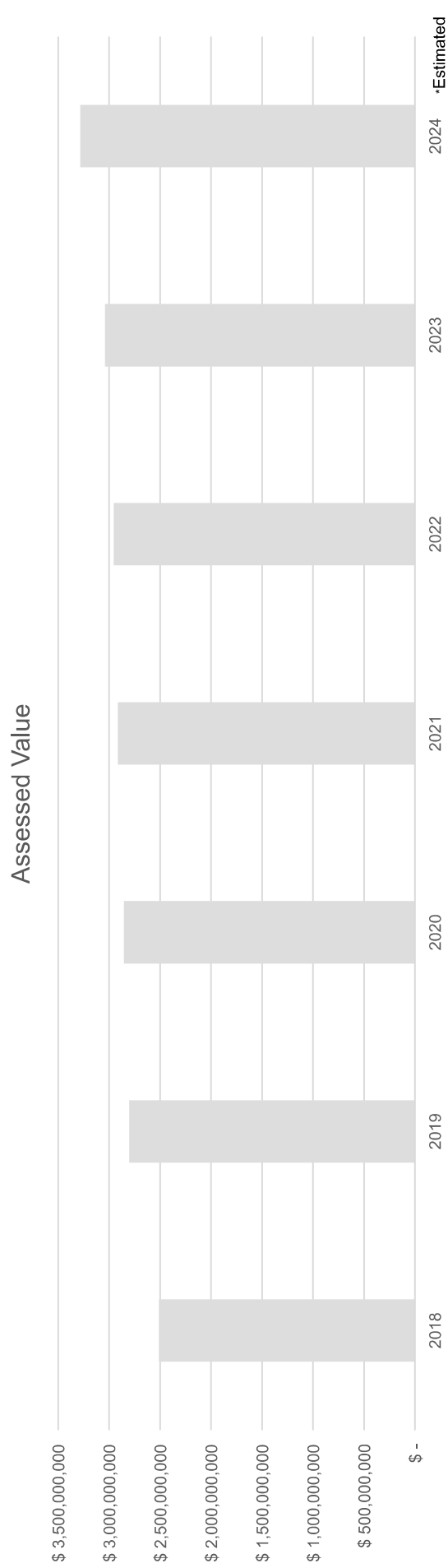
2025 Budget Preview

GERMANTOWN, WI



Budget Challenges

- Limited revenue options against increased demand for services
 - Public Safety calls continue to increase
 - Overtime growth
 - Support for Recreation and Library Programs
- Inflationary factors outside of Village control
 - Increased Village WRS contribution
 - Continued increased in cost of commodities
 - Gas, oil, salt, etc.
- Competitive Labor Market
 - Finding, training, retaining quality staff



Village Fiscal Opportunities

- Continued Village Growth
 - Assessed Value
 - New Construction

Tax Levy Assumptions

General Fund Levy

- New Construction of 2.5%
 - TID OUT: \$138,071 (1.25%)
 - An additional levy of \$138,071 available (TID IN)
 - \$1,449,468 from Referendum
 - Operational Levy: \$12,633,255

- Debt Service Levy
 - Increase \$243,120

Projected Tax Levy By Fund	2024	2025	% Levy Change	\$ Levy Change
General Fund	\$11,045,716	\$12,633,255	\$1,587,539	14.37%
Debt Service	\$4,823,625	\$5,066,745	\$243,120	5.04%
TOTAL	\$15,869,341	\$17,700,000	\$1,830,659	11.54%

Expenditure Assumptions

4% Performance Bonus

Public Safety Staffing

No Change in Health insurance premiums

Increase in WRS contribution

Category	2024	2025	(\$) Levy Change	(%) Levy Change
Salaries & Wages	\$9,620,728	\$11,253,400	\$1,632,672	16.97%
Fringe Benefits	\$3,651,675	\$4,462,432	\$810,757	22.20%
Operating Expenses	\$6,816,110	\$6,816,110	\$102,242	1.50%
Capital	\$161,000	\$161,000	\$ -	0.00%
TOTAL	\$20,249,513	\$22,692,942	\$2,545,670	12.57%

Revenue Assumptions

2% Increase in State revenues

1.5% Net New Construction Levy

Category	2024	2025	(\$) Change	(%) Change
Taxes	\$12,326,565.07	\$13,914,104.00	\$1,587,538.93	12.88%
Special Assessments	\$ -	\$ -	\$ -	0.00%
Intergovernmental	\$3,748,752.00	\$ 3,823,727.04	\$74,975.04	2.00%
License/permits	\$1,071,630.00	\$1,071,630.00	\$ -	0.00%
Fines/Fees	\$164,500.00	\$164,500.00	\$ -	0.00%
Public Charges	\$2,494,138.00	\$2,494,138.00	\$ -	0.00%
Misc. Revenues	\$243,927.93	\$243,927.93	\$ -	0.00%
Other Financial Sources	\$200,000.00	\$ -	\$ (200,000.00)	-100.00%
	\$20,249,513.00	\$21,712,026.97	\$1,462,513.97	7.22%

Category

Amount

Expenses

\$22,692,942

Revenues

\$21,712,026

Gap

\$980,916

2025 Beginning Gap |

July

Budget materials compiled
Budget materials released to departments
Salary & Benefit projections compiled

September

Recommended Budget Presentation

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

November

Budget Adoption Levy Adoption

August

Budget preview to Village Board

Budget Development

- Departments' Budgets drafted
- Reviewed with DH and Admin
- Budget Balancing

October

Committee of the Whole meetings

- Board review of Departmental Budgets
- Board changes to Recommended Budget
- Move 2025 Recommended Budget to publication

Budget Timeline



Thank you |

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: August 19, 2024

PLACEMENT: Action Item

ITEM TITLE: Award of library copula roof leak repair to Noffke Roofing in amount not to exceed \$23,500.00 from capital account 40564000-592300.

SUBMITTED BY: Scott Anderson, Superintendent

SUMMARY EXPLANATION:

The library roof was replaced in the fall of 2021. Since that time and during periods of significant temperature change accompanied by precipitation, a leak forms in the community room. While this leak isn't a common occurrence, when it occurs, it can cause disruption, especially if library programming is underway. If not addressed, staff is concerned about damage to insulation, drywall and even mold on the interior of the building.

On several occasions, staff has worked closely with the roofing contractor who completed the project in 2021. Testing the area with water has not identified deficiencies within the shingled area, which would have been included in the original project scope. The original contractor has worked to help identify the leak, at no additional cost to the village.

Around 2012, staff had identified a significant leak near the library's main entrance, which was eventually determined to be a oversight during the original construction of the building. At that time, staff had worked closely with Noffke Roofing, who specializes in the repair of troublesome issues. Recently, staff met with Noffke regarding the situation over the community room. A plan has been formulated to remove all of the shingles around the perimeter of the copula. This will allow for inspection of roof deck and flashings on the copula wall, where it's suspected the leak may originate. The project will inspect the top of the copula and replace deficient shingles as needed. The project will also include a new and larger finial near the lightning rod.

While this project is specifically unbudgeted, there are funds remaining from a project that was significantly scaled back at Haupt Strass Park. Staff recommends using these remaining park funds to cover the cost of this project.

ATTACHMENT:

STAFF RECOMMENDATION:

Staff recommends contracting with Noffke Roofing to complete the repairs associated with the leak on the library in an amount not to exceed \$23,500.00 and to forward this request onto the Village Board with a positive recommendation. If approved, funds shall be allocated from the Parks borrowed capital account: 40564000-592300.

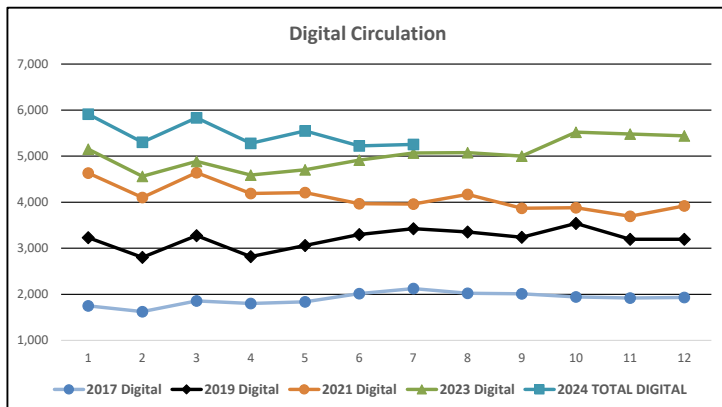
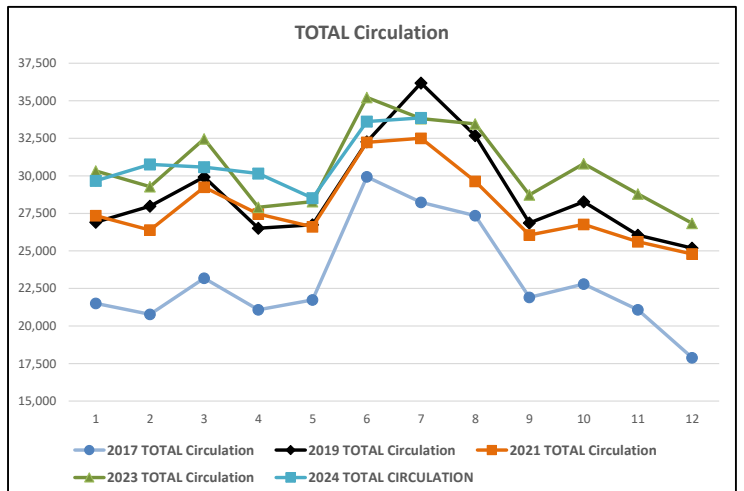
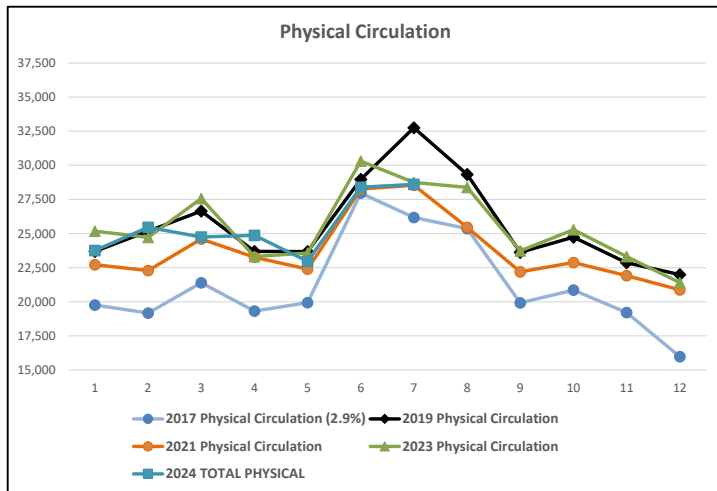
ACTION BY Committee:

Approved 4-0.

GCL Statistical Trends 2016-2024

*COVID-19 Building closed 3/14/20 thru 5/20/20, and 11/2-14/20

Stats	YTD	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov*	Dec
2024 TOTAL PHYSICAL	178,798	23,760	25,453	24,744	24,868	22,970	28,397	28,606					
% over 2023	-2.5%	-5.6%	3.0%	-10.3%	6.7%	-2.6%	-6.3%	-0.5%					
2024 Overdrive - eBook	15,816	2,337	2,176	2,363	2,308	2,203	2,137	2,292					
2024 Overdrive - Audio	16,950	2,449	2,232	2,466	2,417	2,569	2,418	2,399					
2024 Overdrive - Magazine	5,593	1,126	896	1,006	556	775	668	566					
2024 TOTAL DIGITAL	38,359	5,912	5,304	5,835	5,281	5,547	5,223	5,257					
% over 2023	13.2%	14.8%	16.2%	19.3%	15.0%	17.9%	6.3%	3.7%					
2024 TOTAL CIRCULATION	217,157	29,672	30,757	30,579	30,149	28,517	33,620	33,863					
% over 2023	-0.1%	-2.2%	5.0%	-5.8%	8.0%	0.8%	-4.6%	0.1%					
2023 TOTAL PHYSICAL	305,539	25,176	24,721	27,576	23,314	23,573	30,311	28,744	28,382	23,733	25,289	23,318	21,402
2023 Overdrive - Audio	23,308	1,919	1,660	1,808	1,773	1,962	1,964	2,048	2,118	1,961	2,109	2,048	1,938
2023 Overdrive - eBook	25,635	2,311	2,063	2,294	2,118	2,062	2,237	2,283	2,198	2,054	1,993	1,972	2,050
2023 Overdrive - Magazine	6,121	363	276	342	293	270	304	337	347	612	1,005	970	1,002
2023 Overdrive Total	55,064	4,593	3,999	4,444	4,184	4,294	4,505	4,668	4,663	4,627	5,107	4,990	4,990
2023 Hoopla	5,344	558	564	445	408	411	409	403	413	376	415	492	450
2023 TOTAL DIGITAL	60,408	5,151	4,563	4,889	4,592	4,705	4,914	5,071	5,076	5,003	5,522	5,482	5,440
2023 TOTAL CIRCULATION	365,947	30,327	29,284	32,465	27,906	28,278	35,225	33,815	33,458	28,736	30,811	28,800	26,842
2022 TOTAL Circulation	341,631	27,057	26,503	29,815	27,446	26,151	33,733	33,401	32,747	27,325	26,807	26,295	24,351
2021 TOTAL Circulation	334,643	27,351	26,389	29,240	27,455	26,604	32,233	32,505	29,631	26,064	26,763	25,614	24,794
2020 TOTAL Circulation	287,663	29,057	29,114	19,148	6,609	13,676	29,172	29,547	29,547	27,676	27,911	22,287	24,892
2019 TOTAL Circulation	345,570	26,916	27,977	29,921	26,507	26,737	32,268	36,183	32,685	26,861	28,276	26,052	25,187
2018 TOTAL Circulation	323,423	24,800	23,134	25,729	26,407	25,795	32,103	32,769	31,169	25,550	27,809	25,189	22,974
2017 TOTAL Circulation	277,461	21,499	20,774	23,179	21,078	21,738	29,934	28,236	27,352	21,906	22,793	21,082	17,890
2016 TOTAL Circulation	263,946	20,667	21,738	22,806	22,100	21,582	27,724	26,586	25,274	19,889	20,099	20,140	15,341



Escape the Haunted Manor

FRIDAY, OCTOBER 25 &
SATURDAY, OCTOBER 26

Can you escape the vampire's keep?
Let the inhabitants of Count Silas
Nevermore's Haunted Manor guide you
through challenges, puzzles, and tricks
before the time runs out.

REGISTER YOUR TEAM OF
UP TO 6 PARTICIPANTS

Ages 10+

SPONSORED BY THE TEEN ADVISORY BOARD (TAB)

Turkey Bingo!

Thursday, November 14
5:30PM - 7:00PM

Registration Required
Ages 6+

Noon Year's Eve Pint-Sized Prom

Ages 3+

Saturday, December 28
11:00am - 1:00pm

COMMUNITY ENGAGEMENT

PROGRAMS:

Nature Storytime:

10:00am-11:00am at Schoen Laufen
Park

Friday, September 6

Friday, September 20

Friday, October 4

Letters to Santa:

December 2-14



COMMUNITY EVENTS:

Food Drive

September 16-28

Benefitting the St. Boniface/St.
Gabriel food pantry.

Christmas Festival

Saturday, November 16 at Fireman's Park

Provided by Germantown Chamber of
Commerce

Breakfast with Santa

Sunday, December 15 at the Florian

Sponsored by Kiwanis of Germantown



LIBRARY EVENTS

September - December 2024

GERMANTOWN
COMMUNITY LIBRARY



BUILD CONNECTIONS
ENRICH LIVES

N112 W16957 Mequon Rd
Germantown, WI 53022
(262) 253-7760
www.germantownlibrarywi.org

Monday - Thursday: 9:30am - 7:30pm
Friday: 9:30am - 5pm
Saturday: 9:30am - 3pm



Youth Programs

STORYTIME SESSIONS:

Preschool Storytime:

- Tuesdays @ 10am

meets September 17 - November 26

Baby/Toddler Storytime:

- Wednesdays @ 10am

meets September 18 - November 27



BLUEY PARTY!

SATURDAY, SEPTEMBER 28
10:30AM - 12:30PM
AGES 3-7



"Toodles, Noodles!" September 12, 6-7pm

Say "toodles" to pool noodles as you whiz through our noodley outdoor obstacle course! Bonus pool noodle challenges to play and a special treat to eat.



Ghost Stories on the Patio October 10, 6-7pm



A little spooky, silly and full of surprises, our ghost stories will be fireside family fun! So bundle up and gather around our "campfire" with your besties close by.



Ice Ice Look-alikes December 12, 6-7pm

An igloo made of milk jugs? Ice skating on paper plates? Double yes! Plus more, of course! Come for some instant icy fun and investigate the interior of our incredible igloo!



KINDERMARKET SATURDAY, DECEMBER 7

10:30AM - 12:30PM



Teen Programs

Harry Potter Trivia

Monday, September 16th @ 5:30pm

TEENtober



TEENtober

BLIND BOX!
First come, first serve, the
first week of October!



PowerPoint Night

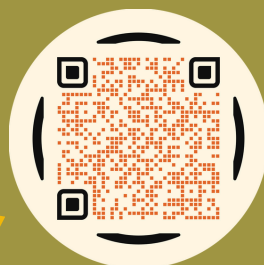
Educate your friends on niche interests. Influence the masses.
Monday, November 18th @ 6pm

DUNGEONS AND DRAGONS ONSHOT

MONDAY, DECEMBER 16TH AT 4:30PM



VIEW OUR FULL
PROGRAM CALENDAR
HERE!



Adult Programs

Special Programs:

Great Lakes Small Streams Banner Exhibit:

- September 9 - October 5

Death's Door author Event with Barbara Jooose:

- Tuesday, September 17 @ 6pm

Puzzle Race:

- Saturday, September 21 @ 10:30am

Understanding Dyslexia:

- Tuesday, September 24 @ 6pm

QPR Suicide Prevention Training:

- Tuesday, October 1 @ 6pm

Alzheimer's: Supporting Independence:

- Wednesday, October 9 @ 6pm

Alzheimer's: Exploring Care & Support Services:

- Wednesday, October 16 @ 6pm

High Blood Pressure Got You Scared?

- Thursday, October 31 @ 1pm

Author Visit: Sean Patrick Little:

- Wednesday, November 13 @ 6pm

Genealogy: Fashion Through the Decades:

- Tues, November 19 @ 1pm

Christmas Movies & Crafting Marathon:

- Friday, December 13 @ 9:30am-5pm

Board Game Bash:

- Friday, December 27 @ 9:30am-5pm

Ongoing Programs:

Adult Puzzle Days:

- Mondays @ 9:30am-3:00pm
September 9, October 14, November 11 & December 9

*Craft Workshops (Ages 11+, Teens & Adults):

- Mondays @ 1-3pm, 3-5pm or 5-7pm
September 23 (Pumpkins) & November 25 (String Trees)

*Craft for a Cause:

Make a Craft to Keep & Then Make One or More to Donate!

- Wednesday @ 1-3pm
October 2 (Book Page Coasters) & December 4 (Ornaments)

Writers Circle:

- Thursdays @ 1:00pm
September 19, October 17, November 21, December 19



Interested in
joining a
BOOK
GROUP?



SCAN ME



Photo courtesy of Germantown Community Library

The Germantown Community Library received a \$2,000 donation from Bethlehem Lutheran Church for their Patio Project.

Germantown library receives \$2,000 donation from Bethlehem Lutheran Church for patio project

GERMANTOWN — Germantown Community Library announced over social media on Monday that they received a \$2,000 Bethlehem Lutheran Church from their run in May for the library's Patio Project. This accounts for a total of \$4,500 in donations from the organization for the project over the last 2 years.

According to information from the library's website, the project is meant to create a welcoming and

functional outdoor space for visitors to connect with neighbors and fellow community members as well as provide a space for young residents to learn and inspire one another, featuring ADA-compliant pathways, a youth play space, a butterfly garden updated landscaping and more. The project is expected to be completed in mid-September.

Donors can also purchase special dedicated bricks to help raise funds

for the project. The next order of donation bricks for the outdoor patio will be due on Wednesday, Sept. 18, or until sold out. The library currently has seven large (8 inches by 8 inches) bricks and 94 small (4 inches by 8 inches) bricks left to purchase. Interested parties can stop by the library to fill out a form or visit their website at tinyurl.com/4u4bpv37. Cash, checks and credit cards are accepted.

Germantown holding voter registration drive Sept. 14



GERMANTOWN — The village will be holding a voter registration drive at the Germantown Community Library, N112-W16957 Mequon Rd., from 10 a.m. to 2 p.m. on Sept. 14.

According to a Facebook post from the village, individuals will need to bring an acceptable proof of residency document and a current and valid Wisconsin-issued driver's license or ID card with them to register at the event.

According to MyVote,

acceptable proof of residency documents include:

- Any other official identification card or license issued by a Wisconsin governmental body or unit.

- Any identification card issued by an employer in the normal course of business and bearing a photo of the card holder, but not including a business card.

- A real estate tax bill or receipt for the current year or the year preceding the date of the election.

- A university, college, or

technical college identification card (must include photo) ONLY if the voter provides a fee receipt dated within the last 9 months or the institution provides a certified housing list, that indicates citizenship, to the municipal clerk.

- A gas, electric, or telephone service statement (utility bill) for the period commencing no earlier than 90 days before Election Day.

- Bank/credit card statement.

- Paycheck or paystub.

- A check or other document issued by a unit of government.

- A letter on public or private social service agency letterhead identifying a homeless voter and describing the individual's residence for voting purposes.

- Residential lease that is effective on date of registration. (Not valid if registering by mail.)

- An intake document from a residential care facility such as a nursing home or assisted living facility.

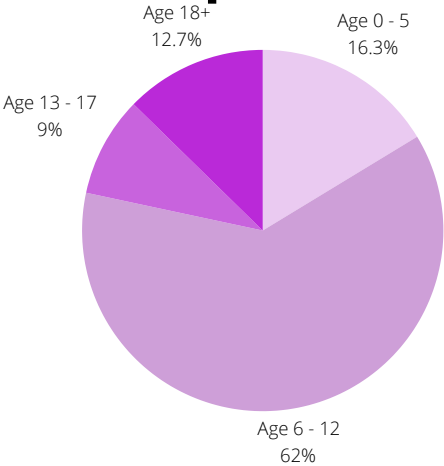
2024 SUMMER READING CHALLENGE

GERMANTOWN COMMUNITY LIBRARY

2024
IN-PERSON

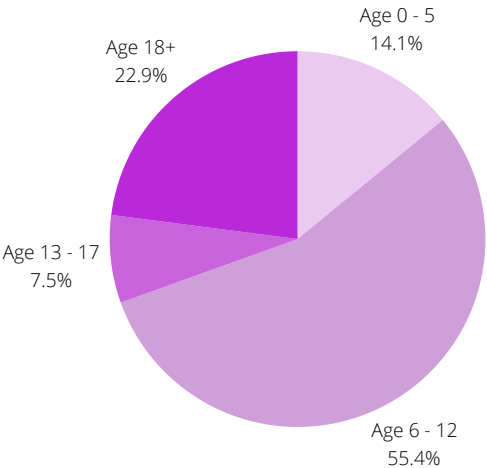
**Some numbers are based on averages by total participants*

Total Participants



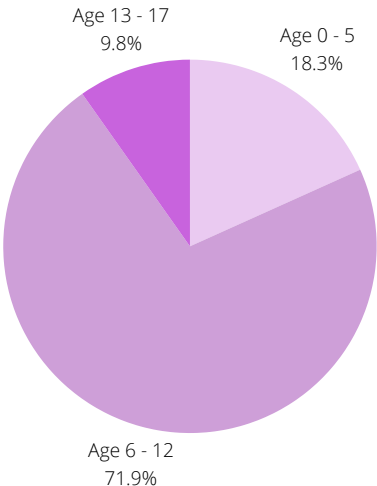
1,594
PEOPLE PARTICIPATED
6.1% INCREASE

Logs Turned In



8,633*
LOGS TURNED IN
18.1% INCREASE

Days Read (AGES 0-17 ONLY)



33,260*
DAYS READ
53.3% INCREASE

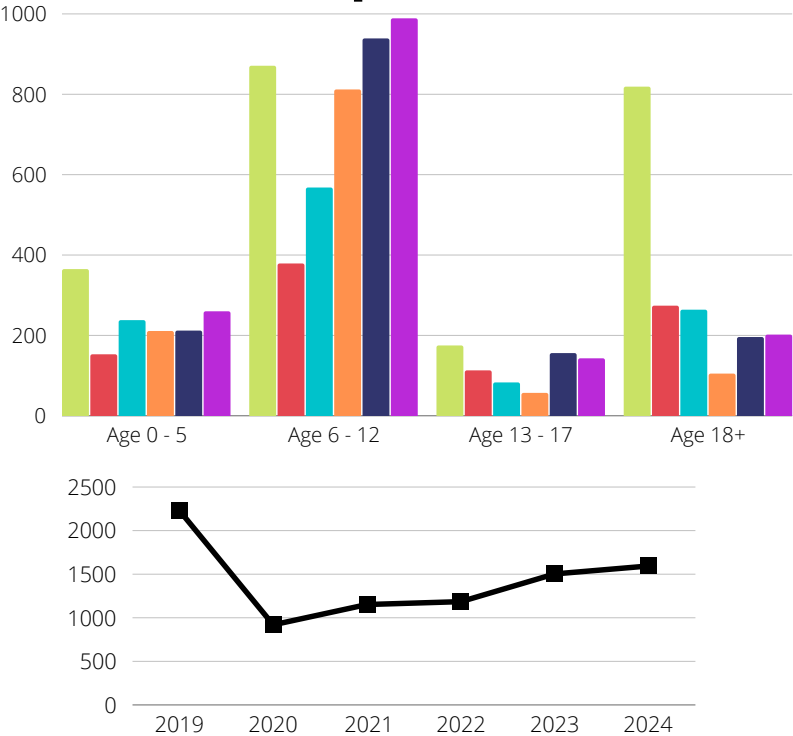
2019-2024 SUMMER READING CHALLENGE

GERMANTOWN COMMUNITY LIBRARY

*Some numbers are based on averages by total participants



Total Participants

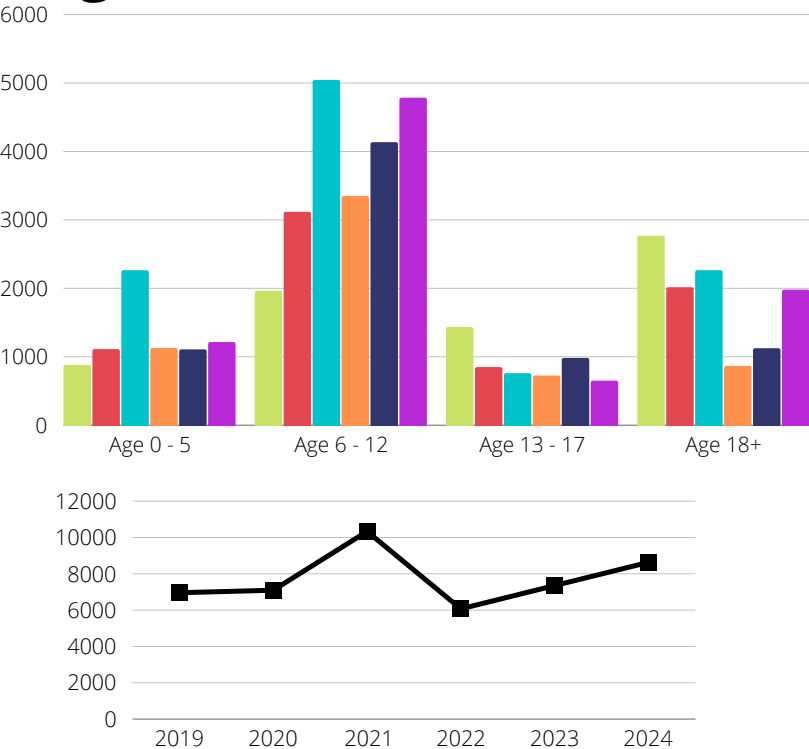


1,594

PEOPLE PARTICIPATED
6.1% INCREASE

(1,503 IN 2023)
(1,185 IN 2022)
1,152 IN 2021
(919 IN 2020)
(2,230 IN 2019)

Logs Turned In



8,683

LOGS TURNED IN
18.1% INCREASE

(7,352 IN 2023)
(6,071 IN 2022)
(10,334 IN 2021)
(7,096 IN 2020)
(6,958 IN 2019)

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: August 28, 2024

PLACEMENT: Presentation

ITEM TITLE: 2024 FFP Grant for Library Expansion

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The Germantown Community Library submitted an application for a Flexible Facilities Program Grant (FFP) funded through the U.S. Department of Treasury's Capital Projects Fund (CPF) program on Wednesday, July 10, 2024. The grant was submitted by the Village of Germantown in the amount of \$4,250,000 for the library's second floor expansion and remodel of the first floor. Grants will be awarded by Tuesday, October 1, 2024.

The State of Wisconsin Department of Administration released a statement and a list of applicants on July 26, 2024 (attached).

ATTACHMENT:

1. 2024 FFP Grant for Library Expansion (State of Wisconsin Update)
2. 2024 FFP Grant for Library Expansion (Applicant List)

STAFF RECOMMENDATION:

None.

ACTION BY Committee:

State of Wisconsin sent this bulletin at 07/26/2024 10:00 AM CDT



STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
Tony Evers, Governor
Kathy Blumenfeld, Secretary

July 26, 2024

Contact: DOACommunications@wisconsin.gov

DOA Announces 100 Applications and Nearly \$300 Million in Funding Requests Received for the Flexible Facilities Program

Madison, Wis. - The Wisconsin Department of Administration (DOA) today announced the receipt of 100 applications for digital connectivity projects through the Flexible Facility Program (FFP), totaling \$297 million in funding requests, more than double the amount that Wisconsin was awarded for the program. Applications were submitted by 97 local and tribal governments, representing 57 counties throughout the state. Wisconsin was [awarded \\$107 million](#) from the U.S. Department of Treasury under the American Rescue Plan Act (ARPA) Capital Projects Fund (CPF) to construct or improve public buildings and purchase digital connectivity equipment.

“Digital connectivity has become an essential way that our businesses, workers, and families are able to access key services, employment, education, and other opportunities, and helping ensure our communities are able to expand broadband services has long been a top goal for my administration,” said Governor Evers.

“Seeing the influx of funding requests points to the continued need for these types of digital connectivity programs statewide,” added DOA Secretary Kathy Blumenfeld. “I know there’s a lot of excitement regarding these projects, and we look forward to reviewing and finalizing awards in the next few months.”

Local and Tribal governments were eligible to apply for funding to make improvements to public libraries, community centers, and other anchor institutions designed to jointly and directly enable work, education, and health monitoring in communities with critical need for capital projects. The DOA Division of Energy, Housing and Community Resources (DEHCR) administers the FFP program and the application window closed on July 11, 2024. FFP awards will be made through a competitive process. DOA anticipates making award announcements by October 1, 2024.

CPF is designed to address pre-existing barriers to high-quality modern infrastructure and connectivity that were exacerbated by the pandemic. Along with FFP, Gov. Evers has [directed funding](#) to other programs that

continue to expand access, affordability, and adoption of high-speed internet. The Public Service Commission of Wisconsin (PSC) awarded \$42 million across 28 grants through the Broadband Infrastructure Program. In addition, the PSC's [Digital Connectivity and Navigators Program](#) intends to award \$33 million in CPF funding.

Applicants were able to submit up to two project applications - one for new facility construction and one for existing facility renovation or expansion. DEHCR received 30 applications for new facility construction projects and 70 applications for existing facility renovation/expansion projects, including 67 library projects, 16 community center projects, and 17 multi-purpose facility projects, including 13 facility projects with library space.

Since 2019, Gov. Evers has allocated more than \$345 million in state and federal funds to expand high-speed internet, including the largest state investment in state history, ensuring that more than 395,000 homes and businesses will have new or improved service.

The [Flexible Facilities Program webpage](#) outlines program details and timeline information. More information on the Capital Projects Fund can be found [at Treasury's program webpage](#).

Flexible Facilities Program Applications Received

APPLICANT	FFP GRANT REQ.	PROJECT AND FACILITY TYPE	COUNTY(IES)
City of Alma	\$4,250,000	New Facility Construction - Library	Buffalo
City of Altoona	\$4,247,010	Renovation/Expansion of Existing Facility - Library	Eau Claire
Village of Argyle	\$4,250,000	New Facility Construction - Library	Lafayette
City of Ashland	\$3,386,967	Renovation/Expansion of Existing Facility - Library	Ashland
Village of Bayside	\$4,250,000	New Facility Construction - Library	Milwaukee
City of Beloit	\$3,890,558	Renovation/Expansion of Existing Facility - Library	Rock
Village of Benton	\$2,525,639	New Facility Construction - Multi-Purpose Community Facility (including a Library Space)	Lafayette
Village of Black Creek	\$3,635,210	Renovation/Expansion of Existing Facility - Library	Outagamie
Village of Black Earth	\$4,250,000	New Facility Construction - Multi-Purpose Community Facility (including a Library Space)	Dane
City of Boscobel	\$3,750,000	Renovation/Expansion of Existing Facility - Library	Grant
Village of Boyceville	\$4,250,000	New Facility Construction - Library	Dunn
County of Brown	\$4,214,023	New Facility Construction - Library	Brown
County of Brown	\$4,025,691	Renovation/Expansion of Existing Facility - Multi-Purpose Community Facility (including a Library Space)	Brown
City of Burlington	\$4,250,000	Renovation/Expansion of Existing Facility - Library	Racine
Town of Cable	\$1,865,120	Renovation/Expansion of Existing Facility - Library	Bayfield
Village of Cadott	\$3,747,710	New Facility Construction - Library	Chippewa
City of Chetek	\$457,400	Renovation/Expansion of Existing Facility - Community Center	Barron
City of Chilton	\$4,250,000	New Facility Construction - Multi-Purpose Community Facility (including a Library Space)	Calumet
Village of Colfax	\$4,178,635	Renovation/Expansion of Existing Facility - Library	Dunn
City of Cornell	\$3,144,173	Renovation/Expansion of Existing Facility - Library	Chippewa
City of Delavan	\$4,250,000	Renovation/Expansion of Existing Facility - Library	Walworth
City of Dodgeville	\$4,250,000	Renovation/Expansion of Existing Facility - Library	Iowa
City of Edgerton	\$3,503,766	Renovation/Expansion of Existing Facility - Library	Rock
City of Elkhorn	\$2,172,006	Renovation/Expansion of Existing Facility - Library	Walworth
Village of Fall Creek	\$4,250,000	New Facility Construction - Library	Eau Claire
City of Fennimore	\$4,250,000	Renovation/Expansion of Existing Facility - Library	Grant
City of Fountain City	\$1,707,800	Renovation/Expansion of Existing Facility - Multi-Purpose Community Facility (including a Library Space)	Buffalo
Town of Fremont	\$219,678	Renovation/Expansion of Existing Facility - Multi-Purpose Community Facility	Clark
Village of Fremont	\$4,250,000	New Facility Construction - Multi-Purpose Community Facility (including a Library Space)	Waupaca
Village of Germantown	\$4,250,000	Renovation/Expansion of Existing Facility - Library	Washington
City of Green Bay	\$4,250,000	New Facility Construction - Multi-Purpose Community Facility (including a Library Space)	Brown
City of Greenwood	\$2,500,000	Renovation/Expansion of Existing Facility - Library	Clark
Village of Hales Corners	\$2,416,000	Renovation/Expansion of Existing Facility - Library	Milwaukee
Village of Hammond	\$4,095,154	New Facility Construction - Library	St. Croix
Village of Hancock	\$452,150	Renovation/Expansion of Existing Facility - Library	Waushara
Village of Hilbert	\$991,450	Renovation/Expansion of Existing Facility - Community Center	Calumet
City of Independence	\$4,121,435	New Facility Construction - Multi-Purpose Community Facility (including a Library Space)	Trempealeau

Flexible Facilities Program Applications Received

Village of Kewaskum	\$1,241,100	Renovation/Expansion of Existing Facility - Library	Washington
City of La Crosse	\$3,010,808	Renovation/Expansion of Existing Facility - Library	La Crosse
Tribe of Lac du Flambeau Band of Lake Superior Chippewa Indians	\$4,222,950	New Facility Construction - Library	Iron, Vilas, Oneida
City of Ladysmith	\$2,188,399	Renovation/Expansion of Existing Facility - Library	Rusk
City of Lake Geneva	\$333,000	Renovation/Expansion of Existing Facility - Library	Walworth
City of Lake Mills	\$4,250,000	Renovation/Expansion of Existing Facility - Library	Jefferson
City of Madison	\$4,250,000	New Facility Construction - Library	Dane
City of Madison	\$971,782	Renovation/Expansion of Existing Facility - Library	Dane
City of Manitowoc	\$333,821	Renovation/Expansion of Existing Facility - Library	Manitowoc
County of Marinette County	\$2,544,897	Renovation/Expansion of Existing Facility - Library	Marinette
City of Mauston	\$2,881,280	Renovation/Expansion of Existing Facility - Library	Juneau
City of Menomonie	\$4,249,600	Renovation/Expansion of Existing Facility - Library	Dunn
Town of Mercer	\$101,882	Renovation/Expansion of Existing Facility - Library	Iron
City of Merrill	\$207,475	Renovation/Expansion of Existing Facility - Library	Lincoln
City of Milton	\$1,344,600	Renovation/Expansion of Existing Facility - Library	Rock
City of Milwaukee	\$3,596,500	Renovation/Expansion of Existing Facility - Library	Milwaukee
County of Milwaukee	\$3,967,738	Renovation/Expansion of Existing Facility - Community Center	Milwaukee
Village of Montfort	\$3,600,000	Renovation/Expansion of Existing Facility - Library	Grant, Iowa
City of Muskego	\$4,250,000	Renovation/Expansion of Existing Facility - Community Center	Waukesha
Village of New Glarus	\$4,250,000	New Facility Construction - Library	Green
City of New Holstein	\$3,211,414	Renovation/Expansion of Existing Facility - Library	Calumet
City of New London	\$3,900,000	Renovation/Expansion of Existing Facility - Library	Waupaca, Outagamie
City of New Richmond	\$4,250,000	New Facility Construction - Library	St. Croix
Village of Norwalk	\$1,427,592	New Facility Construction - Community Center	Monroe
Town of Oconto Falls	\$895,946	New Facility Construction - Multi-Purpose Community Facility (including a Library Space)	Oconto
County of Ozaukee County	\$748,500	Renovation/Expansion of Existing Facility - Community Center	Ozaukee
Village of Pardeeville	\$1,000,000	Renovation/Expansion of Existing Facility - Community Center	Columbia
Town of Phelps	\$4,250,000	New Facility Construction - Multi-Purpose Community Facility (including a Library Space)	Vilas
City of Phillips	\$232,370	Renovation/Expansion of Existing Facility - Library	Price
Town of Plum Lake	\$4,250,000	New Facility Construction - Community Center	Vilas
City of Plymouth	\$3,025,805	Renovation/Expansion of Existing Facility - Library	Sheboygan
City of Port Washington	\$1,093,348	Renovation/Expansion of Existing Facility - Library	Ozaukee
City of Poynette	\$3,278,690	Renovation/Expansion of Existing Facility - Library	Columbia
City of Princeton	\$1,524,325	Renovation/Expansion of Existing Facility - Library	Green Lake
City of Racine	\$4,154,815	New Facility Construction - Community Center	Racine
Village of Redgranite	\$4,200,000	New Facility Construction - Multi-Purpose Community Facility (including a Library Space)	Waushara
Village of Reeseville	\$251,040	Renovation/Expansion of Existing Facility - Library	Dodge
City of Rhinelander	\$4,250,000	Renovation/Expansion of Existing Facility - Library	Oneida
City of Ripon	\$3,101,000	New Facility Construction - Multi-Purpose Community Facility	Fond du Lac

Flexible Facilities Program Applications Received

City of Ripon	\$1,985,000	Renovation/Expansion of Existing Facility - Library	Fond du Lac
City of River Falls	\$4,080,488	Renovation/Expansion of Existing Facility - Library	St. Croix, Pierce
City of Seymour	\$1,302,800	Renovation/Expansion of Existing Facility - Library	Outagamie
City of Shawano	\$4,250,000	Renovation/Expansion of Existing Facility - Multi-Purpose Community Facility	Shawano
Village of Sister Bay	\$4,185,595	Renovation/Expansion of Existing Facility - Community Center	Door
Tribe of Sokaogon Chippewa Community	\$4,250,000	New Facility Construction - Multi-Purpose Community Facility (including a Library Space)	Forest
Village of Soldiers Grove	\$2,000,000	Renovation/Expansion of Existing Facility - Library	Crawford
City of Sparta	\$1,159,000	Renovation/Expansion of Existing Facility - Library	Monroe
City of Spooner	\$4,250,000	New Facility Construction - Library	Washburn
Village of Spring Green	\$1,362,500	Renovation/Expansion of Existing Facility - Library	Sauk
Tribe of St. Croix Chippewa Indians of Wisconsin	\$4,250,000	Renovation/Expansion of Existing Facility - Multi-Purpose Community Facility (including a Library Space)	Burnett, Polk, Barron, Washburn, Douglas
City of Stanley	\$4,137,056	Renovation/Expansion of Existing Facility - Library	Chippewa, Clark
City of Tomahawk	\$4,250,000	Renovation/Expansion of Existing Facility - Library	Lincoln
Town of Townsend	\$900,000	Renovation/Expansion of Existing Facility - Community Center	Oconto
Village of Vesper	\$1,995,910	Renovation/Expansion of Existing Facility - Library	Wood
City of Viroqua	\$609,714	New Facility Construction - Community Center	Vernon
County of Washington County	\$2,428,196	Renovation/Expansion of Existing Facility - Multi-Purpose Community Facility	Washington
City of Waupaca	\$4,165,225	Renovation/Expansion of Existing Facility - Community Center	Waupaca
City of Wautoma	\$4,250,000	New Facility Construction - Community Center	Waushara
City of Wauwatosa	\$4,250,000	Renovation/Expansion of Existing Facility - Library	Milwaukee
City of West Bend	\$4,248,056	Renovation/Expansion of Existing Facility - Library	Washington
Village of West Salem	\$4,250,000	New Facility Construction - Community Center	La Crosse
City of Whitehall	\$1,792,764	Renovation/Expansion of Existing Facility - Library	Trempealeau
Village of Wrightstown	\$1,505,245	Renovation/Expansion of Existing Facility - Community Center	Brown
TOTALS: 100 Applications (97 Applicants)	 \$297,445,801	30 New Facility Projects 70 Renovation/Expansion of Existing Facility Projects 67 Library Projects 16 Community Center Projects 17 Multi-Purpose Community Facility Projects (with 13 having Library Spaces)	 57 unique counties represented

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: August 28, 2024

PLACEMENT: Presentation

ITEM TITLE: Patio Project

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The Patio Project was 100% fundraised by local businesses, organizations and community members. The majority of the project was completed in June of 2024 and we have raised over \$45,000. There are currently 82 bricks (2 large & 80 small) that are available for purchase. The library accepts cash, check or credit card and order forms are available at the library or online. The ordered batch of 50+ bricks will be delivered and installed in mid-September and the next brick order will be due on Wednesday, September 18, 2024.

Landscaping was completed by Wendland's Nursery on Saturday, August 17, 2024. Work included:

1. Removal of existing stone mulch, weed barrier, grass & plant material
2. Clean up & removal of debris
3. Delivery and installation of screened soil to re-establish proper grade to bed areas
4. Delivery and installation of commercial grade weed barrier secured with turf staples
5. Delivery and installation of American Heritage Stone mulch to restore bed areas

Wendland's Nursery donated the cost of material and installation for the following plant material. We will include their name on our donation sign for this donation.

1. 3 Green Mountain Boxwood
2. 3 Densi Yew
3. 1 Puffer Fish Hydrangea
4. 3 Rosey Returns Daylily

The total cost was \$2,700 and was paid for from the following accounts:

1. \$1,350: Temp Invest-Library Fund
2. \$1,350: CIVMIC Risk Reimbursement Program Grant

Musical garden items are on order and will be added to the patio area in late summer/early fall. These items are being fundraised by the MOMS club of Germantown in memory of Alison Bruno. Fundraising is ongoing for these items.

A sign that will include donations over \$500 is in the process of being ordered.

Attachments include a task list, budget and pictures of the landscaping. Updated items are listed in red.

ATTACHMENT:

1. 2024 Patio Project Updates

STAFF RECOMMENDATION:

None

ACTION BY Committee:

Patio Project Photos: Task List

Below is a tasks list on the status of Patio Project:

Task	Company	Status
Approve contractor & finalize patio area design	Cervantes Concrete Services LLC, Village DPW & Engineering	Completed
Remove benches & store in parking lot	Village DPW	Completed
Remove bricks, pavers & landscaping	Cervantes Concrete Services LLC	Completed
Install concrete (current & expanded area), sidewalk & donation bricks surrounding the patio area	Cervantes Concrete Services LLC	Completed
Restore area to the right of the patio and reseed grass	Cervantes Concrete Services LLC	Completed
Move benches, put together two new picnic tables, remove blank bricks	Village DPW	Completed
Water newly planted grass	Village DPW	Ongoing
Put out early literacy items	Library Staff	Completed (small toys will be put out during regular hours weather permitted)
Put out picnic table umbrellas	Library Staff	Completed (put up during regular hours weather permitted)
Install musical garden items	Village DPW	TBD: late summer/early fall 2024
Remove majority of landscaping to the right of patio area, re-soil & add rocks	Wendland's Nursery	Completed
Phase 2: Add fence, update landscaping, etc.	TBD Contractor	TBD: mostly likely with 2 nd floor expansion

Patio Project: Budget

Below is our estimated budget and funding list:

Item From Donations	Funding	Status
Concrete & Brick Install	\$21,880	Completed
Picnic Tables (2)	\$2,332	Completed
Umbrellas & Stands (2)	\$247	Completed
Play Houses	\$623	Completed
Musical Flowers (piece #1)	\$3,002	Purchased / Delivered
Musical Flowers (piece #2-#5)	\$16,537	#2-4: Purchased #5: Not Purchased
Donation Sign	Unknown	Not Purchased

\$44,555.59

Funding Raised so far: \$45,000

Item From Outside Funding	Funding	Status
Rocks & landscaping removal	\$2,700	Completed

\$2,700

Patio Project Photos: Landscaping (Wendland's Nursery)

Completed: August 17, 2024



BUSINESS OF THE LIBRARY BOARD

MEETING DATE: August 28, 2024

PLACEMENT: Action Item

ITEM TITLE: Library Board Officer Elections

SUBMITTED BY: Joyce Nelson, Library Board President

SUMMARY EXPLANATION:

Conduct annual Library Board officer position elections. The Vice President position is open with Christa Potratz's end of term in April.

ATTACHMENT:

STAFF RECOMMENDATION:

ACTION BY Committee:

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: August 28, 2024

PLACEMENT: Action Item

ITEM TITLE: Amended 2024 Budget

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The Germantown Community Library has received a number of donations and grants in 2024 from a variety of sources including the Germantown Community Library Board, Friends of Germantown Community Library, CIVMIC and the Prairie Lakes Library System. Attached is a spreadsheet that lists all accounts and donations as well as detailed lists for each type of donation from the Germantown Community Library Board and the Friends of the Germantown Community Library.

In order to complete the appropriate documentation in the Village of Germantown account software program, Tyler Munis, and to spend funds appropriately, it is recommended to amend the 2024 budget lines to account for these donations.

ATTACHMENT:

1. 2024 Amended Budget (Budget Detail)
2. 2024 Amended Budget (Board Donations)
3. 2024 Amended Budget (Friends Donations)

STAFF RECOMMENDATION:

Approve the 2024 Amended Library Budget in the amount of \$57,200 additional funding from various accounts as listed below:

- 10570000-531000 (GEN SUPPLIES & EXPENSES): \$2,000
- 10570000-531080 (PROFESSIONAL DEV): \$2,000
- 10570000-531100 (BOOKS): \$10,000
- 10570000-531190 (MARKETING & PROMOTION): \$3,000
- 10570000-531460 (AUDIO VISUAL): \$8,700
- 10570000-531490 (PROGRAM SUPPLIES & EXP): \$31,500

ACTION BY Committee:

2024 Amended Library Budget (August 2024)

FUND		STARTING BUDGET	BOARD (see attached)	FRIENDS (see attached)	OTHER*	TOTAL ADDED	AMMENDED BUDGET
10570000-531000	GEN SUPPLIES & EXPENSES	\$10,000.00			\$2,000.00	\$2,000.00	\$12,000.00
10570000-531080	PROFESSIONAL DEV	\$2,000.00			\$2,000.00	\$2,000.00	\$4,000.00
10570000-531100	BOOKS	\$56,000.00	\$10,000.00			\$10,000.00	\$66,000.00
10570000-531190	MARKETING & PROMOTION	\$5,000.00	\$3,000.00			\$3,000.00	\$8,000.00
10570000-531460	AUDIO VISUAL	\$20,000.00	\$2,700.00	\$6,000.00		\$8,700.00	\$28,700.00
10570000-531490	PROGRAM SUPPLIES & EXP	\$20,000.00	\$17,500.00	\$14,000.00		\$31,500.00	\$51,500.00
		\$989,460.00	\$33,200.00	\$20,000.00	\$4,000.00	\$57,200.00	\$1,046,660.00

*OTHER DEPOSITS

10570000-531000	GEN SUPPLIES & EXPENSES	Midwest Tape (Reimbursement - 2024 Hoopla Advantage)	\$650.00
10570000-531000	GEN SUPPLIES & EXPENSES	CIVMIC (Reimbursement Grant for Patio Landscaping)	\$1,350.00
			\$2,000.00
10570000-531080	PROFESSIONAL DEV	Village of Slinger (Reimbursement - WAPL Conference)	\$400.00
10570000-531080	PROFESSIONAL DEV	Prairie Lakes Library System (Reimbursement - WLA Conference)	\$800.00
10570000-531080	PROFESSIONAL DEV	Prairie Lakes Library System (Reimbursement - WAPL Conference)	\$800.00
			\$2,000.00

Germantown Community Library 2024 Board Donations

Check made out to: Germantown Community Library: \$33,280.77

**Payments are split between multiple lines*

Programming

\$3,193.34 (2023 + 2024 Donations for Programming)

Invoice Date	Item	Vender	Invoice #	Total Price
12/31/2024	Storytime Supplies	Amazon	Jan Credit Cards	\$146.29
1/15/2024	Outreach Supplies	Wal-Mart	Feb Credit Cards	\$67.74
1/26/2024	Early Literacy Supplies	Amazon	Feb Credit Cards	\$111.87
2/7/2024	Early Literacy Supplies	Pick N Save	Feb Credit Cards	\$76.09
2/16/2024	Storytime Supplies	Amazon	Mar Credit Cards	\$140.40
2/23/2024	Early Literacy Supplies	Pick N Save	Mar Credit Cards	\$162.61
3/12/2024	Outreach / 60th Anniversary Supplies	Wal-Mart	Apr Credit Cards	\$1,026.73
3/13/2024	Youth Supplies	Pick N Save	Apr Credit Cards	\$45.59
3/1/2024	Storytime Supplies	Amazon	1RGR-PQJG-D6LL	\$71.92
5/22/2024	Outreach Supplies	Little Free library	Jun Credit Cards	\$168.63
5/29/2024	Teen Supplies	Five Below	Jun Credit Cards	\$94.03
5/21/2024	Early Literacy Toys	Amazon	111-0748150-6986627	\$265.38
6/21/2024	Outreach Supplies	Wal-Mart	Jul Credit Cards	\$111.65
6/24/2024	Youth Supplies	Hobby Lobby	Jul Credit Cards	\$49.88
6/29/2024	Teen Supplies	Dominos	Jul Credit Cards	\$36.63
7/18/2024	Adult Suplies*	Fun Express	Aug Credit Cards	\$331.04
7/18/2024	Adult Supplies	Michaels	Aug Credit Cards	\$286.86
Total:				\$3,193.34

Collection Material

\$15.98 (Glunz) + \$50 + \$4,225 (Pagliaro) + \$1,000 (Handley) + \$2,300.74 (Penny Jug) + \$1,792.60 (CD #1 Interest) + \$490.50 (Schultz) + \$194.17 (Edgar) = \$10,068.99

Invoice Date	Item	Vender	Invoice #	Total Price
12/18/2023	Children's Material	Ollis Book Corp	248871	\$959.60
12/18/2023	Children's Material	Ollis Book Corp	248872	\$256.55
12/18/2023	Children's Material	Ollis Book Corp	248873	\$53.94
12/18/2023	Children's Material	Ollis Book Corp	248874	\$805.71
11/22/2024	Children's Material	Cavendish Square	CAL345126I	\$204.44
1/4/2024	Playaway Audio Books (pt. 1 of 2)	Playaway	449993	\$47.13
1/4/2024	Playaway Audio Books	Playaway	449996	\$308.95
3/12/2024	Playaway Audio Books	Playaway	455698	\$229.47
3/22/2024	Playaway Audio Books	Playaway	454008	\$215.97
4/11/2024	Playaway Audio Books	Playaway	455751	\$299.95
4/16/2024	Children's Material	Cavendish Square	CAL347039I	\$204.44
4/22/2024	Children's Material	Children's World	NA159781	\$199.60
4/23/2024	Children's Material	Capstone	353199	\$588.71
4/23/2024	Children's Material	Lerner	1491433	\$762.66
4/26/2024	Playaway Audio Books	Playaway	460029	\$296.96
5/1/2024	Playaway Audio Books	Playaway	480601	\$287.95
6/5/2024	Children's Material	Ollis Book Corp	249091	\$1,059.75
6/5/2024	Children's Material	Ollis Book Corp	249093	\$134.99
6/5/2024	Children's Material	Ollis Book Corp	249094	\$835.45
6/20/2024	Playaway Audio Books	Playaway	466200	\$62.99
6/24/2024	Children's Material	Ollis Book Corp	249092	\$119.32
7/9/2024	Playaway Audio Books	Playaway	468096	\$274.45
7/10/2024	Playaway Audio Books	Playaway	468263	\$212.76

8/1/2024	Audio/Visual Material*	Amazon	Aug Amazon	\$1,647.25
Total:				\$10,068.99

Collection Material (Technology)

\$2,752.45 (ROA for Technology)

Invoice Date	Item	Vender	Invoice #	Total Price
1/4/2024	Playaway Audio Books (pt. 2 of 2)	Playaway	449993	\$11.36
1/26/2024	Playaway Audio Books	Playaway	451627	\$22.53
4/29/2024	Playaway Audio Books	Playaway	460276	\$76.49
5/1/2024	Playaway Audio Books	Playaway	460601	\$287.95
5/31/2024	Youth Read-Along	Library Ideas	114098	\$910.88
6/5/2024	Playaway Audio Books	Playaway	464226	\$81.19
6/28/2024	Youth Read-Along	Playaway	467222	\$1,362.05
Total:				\$2,752.45

Patio Project

\$1,845.01 (Usbourne) + \$652.48 (Early Literacy + \$8,708.13 (Patio Expansion: Checking)

+ \$4,023.97 (Patio Expansion: Savings) = \$15,229.57

Invoice Date	Item	Vender	Invoice #	Total Price
5/8/2024	Harmony Flowers	Percussion Play	May Credit Cards	\$3,001.60
5/8/2024	Play House (Brown)	Amazon	111-3052970-9096252	\$249.00
5/16/2024	Play House (Blue)	Wayfair	4255765753	\$373.54
6/17/2024	Umbrellas (2)	Amazon	Jul Credit Cards	\$113.39
7/1/2024	Picnic Tables (2)	Amazon	1LW3-JXXM-999D	\$2,332.40
7/5/2024	Umbrella Stands (2)	Amazon	Jul Amazon	\$68.86
7/17/2024	Cavatina	Percussion Play	Jul Credit Cards	\$4,636.80
7/17/2024	Music Book (8 songs)	Percussion Play	Jul Credit Cards	\$3,427.20
7/18/2024	Sunflower Petal Drum	Percussion Play	Jul Credit Cards	\$3,063.20
Total:				\$17,265.99

Germantown Community Library
2024 Friends of the Library Donations

Check made out to: Germantown Community Library: \$20,000

**Total is over amount listed*

Teen/Adult Programs (\$5,000 approved Dec 2024)

Make It Crafts (18) / Stitch with Me / Summer Programs (2) / Fall Programs (2)

Invoice Date	Item	Vender	Invoice #	Total Price	Budget
12/29/2024	Make It Craft Supplies	Michaels	Jan Credit Cards	\$311.41	
1/1/2024	Make It Craft Supplies	Amazon	1CKT-VN7N-DX9Q	\$166.33	
1/11/2024	Make It Craft Supplies	Michaels	Feb Credit Cards	\$317.68	
2/29/2024	Make It Craft Supplies	Michaels	Mar Credit Cards	\$55.89	
3/1/2024	Make It Craft Supplies	Amazon	1RGR-PQJG-D6LL	\$303.38	
4/1/2024	Make It Craft Supplies	Amazon	1NQC-L14P-3NY3	\$280.75	
4/6/2024	Make It Craft Supplies	Michaels	Apr Credit Cards	\$38.86	
6/3/2024	Make It Craft Supplies	Michaels	Jun Credit Cards	\$58.06	
6/12/2024	Make It Craft Supplies	Michaels	Jul Credit Cards	\$720.40	
6/15/2024	Make It Craft Supplies	JoAnns	Jul Credit Cards	\$101.98	
7/1/2024	Make It Craft Supplies	Amazon	1LW3-JXXM-999D	\$521.88	
7/13/2024	Make It Craft Supplies*	Menards	Jul Credit Cards	\$123.38	
1/20/2024	Stitch with Me Supplies	Patched Works	Feb Credit Card	\$175.07	
1/20/2024	Stitch with Me Supplies	Hobby Lobby	Feb Credit Card	\$80.48	
2/1/2024	Stitch with Me Supplies	Amazon	1Q6F-KXPQ-F19M	\$203.57	
3/1/2024	Stitch with Me Supplies	Amazon	1RGR-PQJG-D6LL	\$71.92	
4/1/2024	Stitch with Me Supplies	Amazon	1NQC-L14P-3NY3	\$255.08	
5/1/2024	Stitch with Me Supplies*	Amazon	1WCP-DW1N-JX3Y	\$213.88	
12/5/2024	Program - Jessica Michna	n/a	n/a	\$100.00	
4/18/2024	Program - Ice Age Trail	n/a	n/a	\$100.00	
6/5/2024	Program - Frank Lloyd Wright	n/a	n/a	\$100.00	
7/2/2024	Program - Death's Door Book Talk	n/a	n/a	\$300.00	
7/10/2024	Program - Gardening at Any Age	n/a	n/a	\$100.00	
7/17/2024	Program - Star Wars	n/a	n/a	\$300.00	
Total:				\$5,000.00	\$5,000.00

Youth Programs (\$6,000 approved Dec 2024)

Summer Party / Summer Programs (8) / Fall Programs (2)

Invoice Date	Item	Vender	Invoice #	Total Price	
7/1/2024	Summer Kick-Off Party Supplies	Amazon	1LW3-JXXM-999D	\$494.93	\$1,500.00
6/5/2024	Program - Derek the Racehorse	n/a	n/a	\$200.00	
6/5/2024	Program - Smarty Pants Balloon (2)	n/a	n/a	\$899.99	
6/5/2024	Program - Miller & Mike (2)	n/a	n/a	\$700.00	
6/5/2024	Program - ZooZort	n/a	n/a	\$850.00	
6/5/2024	Program - Mammoth Hunter	n/a	n/a	\$626.46	\$3,000.00
4/1/2024	Program Supplies	Amazon	1NQC-L14P-3NY3	\$36.37	
7/1/2024	Program Supplies	Amazon	1DH1-CR1W-74HM	\$208.98	
8/1/2024	Program Supplies*	Amazon	1JYF-Y7P3-96QQ	\$398.05	
8/14/2024	Program Supplies	Brodart	32261001	\$1,585.22	\$1,500.00
Total:				\$6,000.00	\$6,000.00

Library of Things (\$3,000 approved Dec 2024)

Make It 2 Go Craft Kits

Invoice Date	Item	Vender	Invoice #	Total Price
12/15/2024	Make It 2 Go Craft Supplies	Fun Express	72899236101	\$409.25
12/27/2024	Make It 2 Go Craft Supplies	Fun Express	72909345501	\$957.58
4/23/2024	Make It 2 Go Craft Supplies	Fun Express	73082563501	\$269.70

5/1/2024	Make It 2 Go Craft Supplies	Amazon	1WCP-DW1N-JX3Y	\$423.49	
7/1/2024	Make It 2 Go Craft Supplies	Amazon	1LW3-JXXM-999D	\$322.90	
7/18/2024	Adult Suplies*	Fun Express	Aug Credit Cards	\$617.08	
Total:				\$3,000.00	\$3,000.00

Library of Things (\$2,000 approved Dec 2024)

Adventure Passes (1/2 of cost)

Invoice Date	Item	Vender	Invoice #	Total Price (1/2 of cost)	
5/15/2024	Zoological Society Passes		Jun Credit Card	\$500.00	
6/25/2024	Zoological Society Passes		Jul Credit Card	\$500.00	
7/1/2024	Betty Brinn Passes		Jul Credit Card	\$500.00	
7/26/2024	Friends of the Domes Passes		Aug Credit Card	\$500.00	
Total:				\$2,000.00	\$2,000.00

Library of Things (\$1,000 approved Dec 2024)

Read-along

Invoice Date	Item	Vender	Invoice #	Total Price	
5/31/2024	Youth Read-Along	Library Ideas	114099	\$747.22	
6/26/2024	Youth Read-Along	Library Ideas	114483	\$219.80	
7/23/2024	Youth Read-Along*	Playaway	469489	\$32.98	
Total:				\$1,000.00	\$1,000.00

Library of Things (\$1,000 approved Dec 2024)

Video Games

Invoice Date	Item	Vender	Invoice #	Total Price	
3/1/2024	Video Games	Amazon	1QLY-c7TG-G1KR	\$379.70	
4/1/2024	Video Games	Amazon	1N94-QHCL-1CKR	\$178.98	
5/1/2024	Video Games	Amazon	1WCP-DW1N-FD9K	\$198.94	
7/1/2024	Video Games	Amazon	17ND-7Y4H-99G1	\$88.99	
8/1/2024	Video Games*	Amazon	1JYF-Y7P3-96QQ	\$153.39	
Total:				\$1,000.00	\$1,000.00

Library of Things (\$2,000 approved Dec 2024)

Youth & Adult Items

Invoice Date	Item	Vender	Invoice #	Total Price	
12/27/2024	Library of Things Craft Kits	Ann Annies	Jan Credit Card	\$82.11	
2/1/2024	Library of Things Craft Kits	Ann Annies	Feb Credit Card	\$82.11	
2/29/2024	Library of Things Craft Kits	Ann Annies	Mar Credit Card	\$82.11	
3/28/2024	Library of Things Craft Kits	Ann Annies	Apr Credit Card	\$82.11	
4/24/2024	Library of Things Craft Kits	Ann Annies	May Credit Card	\$82.11	
5/23/2024	Library of Things Craft Kits	Ann Annies	Jun Credit Cards	\$82.11	
6/21/2024	Library of Things Craft Kits	Ann Annies	Jul Credit Cards	\$82.11	
6/24/2024	Library of Things Craft Kits	Ann Annies	Jul Credit Cards	\$82.11	
6/13/2024	Library of Things Ice Age Trail	Ice Age Trail	Jul Credit Cards	\$124.49	
7/23/2024	Library of Things Bow Making	Amazon	1JYF-Y7P3-96QQ	\$73.80	
7/23/2024	Library of Things Crochet	Amazon	1JYF-Y7P3-96QQ	\$143.66	
7/23/2024	JV Library of Things Tonies	Amazon	1JYF-Y7P3-96QQ	\$331.99	
7/23/2024	JV Library of Things Tonies Cases*	Amazon	1JYF-Y7P3-96QQ	\$183.48	
7/23/2024	JV Library of Things Me Readers	Amazon	1JYF-Y7P3-96QQ	\$130.90	
7/23/2024	JV Library of Things STEAM	Amazon	1JYF-Y7P3-96QQ	\$280.80	
7/23/2024	JV Library of Things Look & Find	Amazon	1JYF-Y7P3-96QQ	\$74.00	
Total:				\$2,000.00	\$2,000.00

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: August 28, 2024

PLACEMENT: Action Item

ITEM TITLE: Exam Procturing Policy

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

After reviewing library policies, the 'Exam Procturing Policy' is not a required policy by WI DPI Public Library Standards. Other local libraries do not have a similar policy.

ATTACHMENT:

1. Exam Procturing Policy

STAFF RECOMMENDATION:

Change the 'Exam Procturing Policy' from a Library Board policy to an internal library operating procedure.

ACTION BY Committee:

GERMANTOWN COMMUNITY LIBRARY EXAM PROCTORING POLICY

The Germantown Community Library offers exam proctoring services. Exams should be scheduled at least seven (7) days in advance. The library cannot provide same day testing. To schedule an exam proctoring, please call 262-253-7760 and speak with the Circulation Manager or send an email to circulationdesk@germantownlibrarywi.org.

The Germantown Community Library is not responsible for any costs to receive or return any test materials. All fees and costs are the responsibility of the student.

If the exam is to be returned by mail, the student must also provide a postage paid envelope (if not already provided by the institution).

Exams may be taken any time the library is open depending upon the availability of the *Circulation Manager* to administer the exam.

It is the student's responsibility:

- To provide photo ID to the proctor.
- To coordinate transfer of the exam from the issuing institution to the library.
- To allow sufficient time for the test to be taken and to meet any deadlines imposed by the issuing institution.
- To arrive promptly at the agreed-upon time, prepared with the items required to taking the exam. These may include pens, pencils, scratch paper and a calculator. The library cannot provide these materials.
- To verify that the library has received the exam.
- To allow sufficient time to take the exam before the deadline that has been established by the institution; the library will hold tests for seven (7) days.

The Germantown Community Library will only retain completed exams if requested by the professor or institution and will only keep a completed exam for up to seven (7) days.

The Germantown Community Library is not responsible for any delayed exam or any completed exams once they leave the library.

Proctors will not monitor a student continuously during the exam but may check on the student periodically. A proctor cannot read the exam aloud to the student but will make reasonable accommodation for a person with disabilities. Constant monitoring of a student taking an exam is not provided. The Germantown Community Library will provide a small study room and laptop (if required).

Proctors will enforce any time limits that are placed on the exam, as well as other rules set forth in the examination materials. The use of cell phones or visiting with others is prohibited. Any perceived violation of these rules for the exam will be reported to the educational institution.

Tests offered in a computer format must be compatible with the hardware and software available on library public workstations and laptops. Applications or programs cannot be downloaded onto library

equipment. Tests taken using Wi-Fi will be connected via an unsecured public wireless connection. Public computers automatically shut down 10 minutes before closing.

With regard to the required proctor information for some tests, the proctor will provide the necessary library and proctor information excluding personal information such as social security number or driver's license number.

Any uncompleted exams will be returned to the issuing institution, if postage has been provided; if not, they will be destroyed.

ADOPTED: 6/23/21

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: August 28, 2024

PLACEMENT: Action Item

ITEM TITLE: Gifts Policy

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The 'Gifts Policy' was reviewed and the attached draft includes suggested changes to further clarify the intent of receiving and accepting gifts and donations to the library. In addition, it is suggested to rename the policy to 'Donations Policy' or 'Donations and Gifts Policy'.

ATTACHMENT:

1. Gifts Policy - DRAFT

STAFF RECOMMENDATION:

Approve the suggested changes and select a new policy name.

ACTION BY Committee:

GERMANTOWN COMMUNITY LIBRARY

DONATIONS and GIFTS POLICY

(NOTE: The Gifts Policy is an addition to the policy governing gifts of library materials described in the Collection Management Policy)

The Germantown Community Library believes that private initiative has an important role in enriching the services of the library. The Library Board establishes this policy for accepting donations and gifts.

- Donations and gifts of money, real property, stocks, artwork, and the like will be accepted or rejected on the basis of suitability to the library's mission, décor and suitability of space for display as well as the understanding that the Library Board has the authority to make whatever disposition is deemed advisable, which may include sale, transfer to another agency and so forth.
- Donors may select one of the following recognitions based on the purpose and amount of the donation. Donors should not expect donations, gifts, or recognitions to be held in perpetuity. The library reserves the right to dispose of items that become unusable, not displayable, or no longer fit the library's mission and goals.
 - **Children's Area Tree** – Cash donations are used to enhance the Early Literacy Area.
 - \$50-\$149 receives 2 lines of text on a green leaf
 - \$150-\$499 receives 2 lines of text on a silver leaf
 - \$500+ receives 2 lines of text on a gold leaf
 - **Donor Wall** – Cash donations of \$500+ receive a nameplate engraved with the donor name or message and placed on the Donor Wall in the library lobby.
 - **Outdoor Patio** – Cash donations receive an engraved brick in the outdoor patio area off the Children's library.
 - \$100-\$249 receives 3 lines on a 4x8 brick
 - \$250+ receives 6 lines on an 8x8 brick
 - **Material Gifts** – Items may be acknowledged with a nameplate on the item
 - **Giving Tree** – The Giving Tree is located in the library lobby. Leaves are available to businesses or organizations that have contributed \$1,000+ in funding or services to the library
 - **Naming Rights** – Naming rights for specific parts of the library begin at \$2,000 and require approval of the Library Board.
- Donations and gifts should be viewed as an addition or supplement to, not a reduction of the operating budget of the library.
- Donations and gifts should be complete and may be refused if expenditure of library funds, in the form of special staffing or maintenance, is necessary to make the gift item usable.
- Requests to have materials temporarily housed in the library, i.e., materials that are not outright gifts, will be considered on a case-by-case basis.
- Some donations and gifts may be referred to the Friends of the Germantown Community Library, a non-profit 501 (c) (3) organization.

ADOPTED: 9/25/02

REVISED AND ADOPTED: 5/26/21

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: August 28, 2024

PLACEMENT: Presentation

ITEM TITLE: Library Director Mid-Year Performance Check-In

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Library Director Mid-Year Performance Check-In is attached. Comments can be provided at the Library Board meeting in Closed Session.

Due to changes at the Village of Germantown, the mid-year check-in is a carryover from 2023. Goals have been updated, but information includes comments from 2023 and 2024. Final performance review is scheduled for November 2024, but may need to be adjusted due to the Village of Germantown merit increase timeline.

Competencies and objectives are attached that include comments on progress so far on each objective. An outline of the 2023-2027 Strategic Plan is also attached.

ATTACHMENT:

1. Library Director Mid-Year Performance Check-in (Competencies)
2. Library Director Mid-Year Performance Check-in (Objectives)
3. Library Director Mid-Year Performance Check-in (Strategic Plan)

STAFF RECOMMENDATION:

None.

ACTION BY Committee: