

MEETING:	GERMANTOWN COMMUNITY LIBRARY BOARD
DATE AND TIME:	Wednesday, November 20, 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. October 23, 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. 2025 Budget Update
- IX. **NEW BUSINESS:**
- X. **CLOSED SESSION:**
 - A. Library Director Annual Performance Review
 - B. Approval of Wage Increase for Library Director
 - C. Reconvene into Open Session with Possible Action

XI. ADJOURNMENT:

The next regular meeting of the Germantown Community Library Board will be on Wednesday, December 18, 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: November 20, 2024

PLACEMENT: Action Item

ITEM TITLE: October 23, 2024, Meeting Minutes

SUBMITTED BY: Connie Lloyd, Asst. Director

SUMMARY EXPLANATION:

Review the attached October 23, 2024, meeting minutes.

ATTACHMENT:

1. October 23, 2024 Meeting Minutes - DRAFT

STAFF RECOMMENDATION:

Approve the meeting minutes as presented.

ACTION BY Committee:

MEETING:	GERMANTOWN COMMUNITY OF THE LIBRARY BOARD
DATE AND TIME:	Wednesday, October 23, 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: Sarah Larson

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. September 25, 2024, Meeting Minutes
Motion: Approve as presented
Motioned By: Darlene Vosen
Seconded By: Sarah Larson

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

No: None

Abstain: Meg Cutts

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

- 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 submitted Treasurer's Report. Vosen noted the Building Account must maintain a balance of \$2,500 to keep the account open. She takes this into consideration when deciding to move the designated 'Expansion' funds in this account to the 'Expansion CD #6'.

Motion: Approve as presented

Motioned By: Joyce Nelson

Seconded By: Joletta Kerpan

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 reviewed the submitted Accounts Payable Report.

Motion: Approve as presented

Motioned By: Meg Cutts

Seconded By: Sarah Larson

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 reviewed the submitted Budget Report. Smith confirmed for Cutts that per the State Statute, any unused library budget funds are carried over to next year's library budget.

VII. REPORTS:

A. Correspondence

Nelson sent out 14 thank you letters to the following donors:

1. County Line PTA - \$100 - Patio Project
2. Eastern WI Machine Knitters - \$100 - Materials
3. Kathryn Glaser - \$100 - Patio Project, \$50 - Early Literacy
4. Happy Days Preschool (Patti Burger) - \$50 - Early Literacy
5. Jenny Fenzl - \$150 - Patio Project
6. Rochelle Kichura - \$150 - Early Literacy
7. Joe Knuth - \$100 - Patio Project
8. Bonnie Lemanczyk - \$150 - Patio Project
9. Mary Neveln - \$100 - Patio Project
10. Karen Rauwen - \$250 - Patio Project
11. Jessica Swearingen - \$100 - Patio Project
12. Doris Wessels - \$100 - Patio Project

B. Village Reports

Cutts and Smith provided a summary of library related items at the following Village Hall meetings. Links to the agendas, minutes, and recordings of the meetings are available on the Village Hall website.

- Village Board Meetings (10/7) (10/21)
- Committee of the Whole (9/30) - Department Budgets (Library included)
- Committee of the Whole (10/15) - Capital Project (Library included)
- Committee of the Whole (10/15) - Outstanding Items (Library included)

Smith provided a summary of the library's operational and capital budget in the Unfinished Business - 2025 Budget Update Summary. The final budget meeting and public hearing is scheduled for November 18, 2024.

C. County Reports

Smith reported the 2025 Washington County Libraries budget has been finalized. The library met the 2025 minimum amount to be exempt from county library tax and the tax exemption letter was submitted to Washington County on October 16, 2024. The budget and additional details were outlined in the Director's Report.

D. System Reports

Smith reported the Monarch System Directors met on October 10, 2024, in West Bend. The meeting was followed by a system strategic plan session with the library directors and facilitated by WiLS.

E. President's Report

None.

F. Director's Report

Smith reviewed the submitted Director's Report and attachments and pointed out she will be attending the Wisconsin Library Association conference the week of November 4, 2024, in Green Bay, WI.

VIII. UNFINISHED BUSINESS

A. 2024 FFP Grant Update

Smith reported the library was notified on October 7, 2024, that the library was not awarded one of the 2024 Flexible Facilities Program Grants. She provided copies of the notification letter, the library's application scoring, and a list of those communities that were awarded grants.

B. Patio Project Update

Smith provided an update on the patio project and recommended patio naming rights be awarded to the MOMS Club of Germantown based on their overall donations of over \$18,000.

Motion: Approve Patio Naming Rights be Awarded to the MOMS Club of Germantown as recommended.

Motioned By: Darlene Vosen

Seconded By: Joletta Kerpan

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. 2025 Budget Update

Smith reviewed a copy of the library budget and budget highlights covered in the Budget Update Summary. The Public Hearing on Budget and Budget Adoption will be held November 18 at 7:00pm.

IX. NEW BUSINESS:

A. 2025 Library Calendar

Smith reviewed the proposed 2025 library calendar. Brady expressed concern about closing the library on Saturday, July 5, 2025. Smith noted that even though the library is closed on Friday, July 4, 2025, many staff members will be working that day for the community parade and events.

Motion: Approve as presented

Motioned By: Darlene Vosen

Seconded By: Meg Cutts

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

No: Charlene Brady

Abstain: None

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

X. ADJOURNMENT:

Nelson announced the next Library Board meeting will be held on Wednesday, November 20, 2024. This is the third Wednesday of the month instead of the fourth due to the Thanksgiving holiday.

Nelson adjourned the meeting at 06:43 PM.

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: November 20, 2024

PLACEMENT: Action Item

ITEM TITLE: Treasurer's Report

SUBMITTED BY: Darlene Vosen, Library Board Member

SUMMARY EXPLANATION:

Review the submitted Treasurer's Report.

ATTACHMENT:

1. Treasurer's Report

STAFF RECOMMENDATION:

Approve Treasurer's Report as presented.

ACTION BY Committee:

Germantown Community Library Board

Financial Report November 12, 2024

By Darlene Vosen

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

Balance 10/15/24 per online statement		\$5,800.03
Deposit 10/30 jars & credit cards/bricks	\$262.30	
Balance 11/12/24 per on-line statement		\$6,062.33*

***Early Literacy Fund - \$243.39 + \$11.00 (jar) = \$254.39**

***Programming Supplies - \$11.00**

***Patio Expansion 2024 - \$4,411.37**

***Patio Expansion 2025 - \$814.27 + \$8.95 (jar) + \$242.35 = \$1,065.57 (-brick cost)**

Bank Five Nine GCL Board Savings Account (4029)

Balance 10/15/24 per on-line statement		\$4,835.61
Interest October	+\$.41	
Balance 11/12/24 per on-line statement		\$4,836.02

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

Balance 10/15/24 per on-line statement		\$11,112.63
Interest October	+\$.94	
Deposit Neider/materials	+\$50.00	
Balance 11/12/24 per on-line statement		\$11,163.57**

****Book & Materials - \$6,906.29 + \$50 = \$6,956.29**

****Expansion - \$2,323.34**

****Un-designated - \$1,883.00 + \$.94 (interest) = \$1,883.94**

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)	

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

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: November 20, 2024

PLACEMENT: Action Item

ITEM TITLE: Accounts Payable

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Accounts Payable report.

ATTACHMENT:

1. Accounts Payable Report

STAFF RECOMMENDATION:

Approve the Accounts Payable report as presented.

ACTION BY Committee:

Village of Germantown, WI - PRODUCTION



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/10 TO 2024/10										
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
10570000										Library
10570000	462900									Library Fines & Fees
100365	FRIENDS OF	FRIENDS101024	0	2024	10	INV P	219.46	24-10-31	9288	September Friends C
101309	GERMANTOWN COMMUNITY BOARD	100824	0	2024	10	INV P	628.79	24-10-31	9293	September Library B
						ACCOUNT TOTAL	848.25			
10570000	521400									Library Life Insurance
100933	SECURIAN FINANCIAL G	002832L NOV 24	0	2024	10	INV P	120.82	241016	9066	LIFE INSURANCE
						ACCOUNT TOTAL	120.82			
10570000	531000									Library Gen Supplies & Expense
100381	GERMANTOWN CHAMBER O	6581299	0	2024	10	INV P	25.00	241017	9109	
100587	KIWANIS CLUB OF GERM	0001KIWANIS	0	2024	10	INV P	110.00	24-10-31	9308	2023-2024 Membershi
100735	MONARCH LIBRARY SYST	416342	0	2024	10	INV P	499.00	24-10-31	9317	
						ACCOUNT TOTAL	634.00			
10570000	531010									Library Office Supplies
100201	COMPLETE OFFICE	798765	0	2024	10	INV P	66.60	24-10-31	9278	
						ACCOUNT TOTAL	66.60			
10570000	531100									Library Books
100092	BAKER & TAYLOR	2038374232	0	2024	10	INV P	606.23	241017	9088	
100092	BAKER & TAYLOR	2038588486	0	2024	10	INV P	356.45	241017	9088	
100092	BAKER & TAYLOR	2038591235	0	2024	10	INV P	252.27	241017	9088	
100092	BAKER & TAYLOR	2038598272	0	2024	10	INV P	295.58	241017	9088	
100092	BAKER & TAYLOR	2038601109	0	2024	10	INV P	304.70	241024 A	9182	
100092	BAKER & TAYLOR	2038611859	0	2024	10	INV P	274.50	24-10-31	9269	
100092	BAKER & TAYLOR	2038620473	0	2024	10	INV P	346.37	24-10-31	9269	
100092	BAKER & TAYLOR	2038631380	0	2024	10	INV P	156.30	24-10-31	9269	
100092	BAKER & TAYLOR	2038633973	0	2024	10	INV P	101.65	24-10-31	9269	
							2,694.05			
100477	INGRAM LIBRARY SERVI	83580958	0	2024	10	INV P	20.99	241024	9158	
100477	INGRAM LIBRARY SERVI	83808268	0	2024	10	INV P	23.39	241024	9158	
100477	INGRAM LIBRARY SERVI	84012864	0	2024	10	INV P	62.96	241024	9158	
							107.34			
						ACCOUNT TOTAL	2,801.39			
10570000	531430									Library Book Processing
100246	DEMCO	7542953	0	2024	10	INV P	518.45	241017 A	9132	
100246	DEMCO	7553963	0	2024	10	INV P	84.73	24-10-31	9280	

Village of Germantown, WI - PRODUCTION



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/10 TO 2024/10											
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN		CHECK	DESCRIPTION	
							603.18				
100955	SHOWCASES	329462	0	2024 10	INV	P	157.14	24-10-31	9331		
100962	SIRSIDYNIX	INV17852	0	2024 10	INV	P	948.50	241016	9067	BARCODE LABES	
ACCOUNT TOTAL							1,708.82				
10570000	531460	Library Audio Visual									
100032	AMAZON CAPITAL SERVI	1NLQ-X3WM-93YV	0	2024 10	INV	P	1,455.73	241017	9085		
101265	PLAYAWAY	478576	0	2024 10	INV	P	130.48	24-10-31	9323		
101571	LIBRARY IDEAS LLC	2038599641	0	2024 10	INV	P	48.36	24-10-31	9311		
ACCOUNT TOTAL							1,634.57				
10570000	531470	Library Computer Service									
100032	AMAZON CAPITAL SERVI	19M1-4QFX-GL9H	0	2024 10	INV	P	112.39	241017	9085		
100402	GORDON FLESCH COMPAN	I00956158	0	2024 10	INV	P	1,175.32	241017 A	9136		
ACCOUNT TOTAL							1,287.71				
10570000	531490	Library Program Supplies & Exp									
100032	AMAZON CAPITAL SERVI	1JYF-Y7PE-96QQ	0	2024 10	INV	P	973.12	24-10-04	9024	Library Amazon Purc	
100032	AMAZON CAPITAL SERVI	1MNQ-HRWR-CX9J	0	2024 10	INV	P	721.65	241017	9085		
							1,694.77				
100368	FUN EXPRESS LLC	73363793401	0	2024 10	INV	P	1,233.43	24-10-31	9290		
ACCOUNT TOTAL							2,928.20				
10570000	571000	Library Insurance & Bonds									
100184	CITIES AND VILLAGES	189	0	2024 10	INV	P	601.49	241016A	9074	Annual Liability In	
ACCOUNT TOTAL							601.49				
ORG 10570000 TOTAL							12,631.85				
FUND 10		General Fund		TOTAL:			12,631.85				

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

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: November 20, 2024

PLACEMENT: Presentation

ITEM TITLE: Budget Reports

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Budget Report.

ATTACHMENT:

1. Budget Report

STAFF RECOMMENDATION:

ACTION BY Committee:

Village of Germantown, WI - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2024 10								
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	-351,211.42	.00	211.42
10570000 462900	Library Fines &		10,000	-20,000	-10,000	-9,367.24	.00	-632.76
10570000 463000	Library System		0	-57,200	-57,200	-57,831.95	.00	631.95
10570000 511000	Library Reg Sal		219,980	20,260	240,240	214,769.38	.00	25,470.62
10570000 511100	Library PT Sala		327,906	-13,846	314,060	232,505.95	.00	81,554.05
10570000 511200	Library Board		1,200	0	1,200	690.00	.00	510.00
10570000 521000	Library Social		41,913	490	42,403	33,082.98	.00	9,320.02
10570000 521100	Library State R		27,875	1,957	29,832	27,433.04	.00	2,398.96
10570000 521200	Library Health		99,202	0	99,202	79,256.24	.00	19,945.76
10570000 521300	Library Dental		4,825	0	4,825	4,948.55	.00	-123.55
10570000 521400	Library Life In		1,241	0	1,241	1,408.48	.00	-167.48
10570000 531000	Library Gen Sup		10,000	2,000	12,000	-1,556.23	.00	13,556.23
10570000 531010	Library Office		6,000	0	6,000	3,745.28	.00	2,254.72
10570000 531080	Library Profess		2,000	2,000	4,000	941.23	.00	3,058.77
10570000 531100	Library Books		56,000	10,000	66,000	44,637.60	.00	21,362.40
10570000 531190	Marketing & Pro		5,000	3,000	8,000	5,951.48	.00	2,048.52
10570000 531240	Library Travel		1,000	0	1,000	559.92	.00	440.08
10570000 531430	Library Book Pr		10,000	0	10,000	5,148.17	.00	4,851.83
10570000 531440	Library Periodi		5,000	0	5,000	3,826.80	.00	1,173.20
10570000 531460	Library Audio V		20,000	8,700	28,700	20,055.09	.00	8,644.91
10570000 531470	Library Compute		30,000	-7,861	22,139	18,234.32	.00	3,904.68
10570000 531490	Library Program		20,000	31,500	51,500	24,458.31	.00	27,041.69
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	60,456.67	.00	4,543.33
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	6,513.08	373.43	-538.51
TOTAL Library			1,348,490	-720,000	628,490	394,179.86	373.43	233,936.71
TOTAL General Fund			1,348,490	-720,000	628,490	394,179.86	373.43	233,936.71
TOTAL REVENUES			360,000	-778,200	-418,200	-418,410.61	.00	210.61
TOTAL EXPENSES			988,490	58,200	1,046,690	812,590.47	373.43	233,726.10



YEAR-TO-DATE BUDGET REPORT

FOR 2024 10							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	1,348,490	-720,000	628,490	394,179.86	373.43	233,936.71	62.8%
** END OF REPORT - Generated by Trisha Smith **							

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: November 20, 2024

PLACEMENT: Presentation

ITEM TITLE: Director's Report

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Director's Report and following attachments.

ATTACHMENT:

1. Director's Report
2. Circulation Statistics

STAFF RECOMMENDATION:

ACTION BY Committee:

Director's Report: November 2024

STATE OF WISCONSIN

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, November 14 in Cedarburg.
- Agendas and minutes: <https://monarchlibraries.org/library-director-meetings/>

WASHINGTON COUNTY

VILLAGE OF GERMANTOWN:

- The Village of Germantown Meetings:
 - Village Board Meeting (11/18): VII. D. A Resolution Approving the 2025 Merit Compensation Plan for Non-Represented Employees
 - Village Board Meeting (11/18): IX. A. 2025 Village of Germantown Budget and 2024 Tax Levy
- Agendas and minutes: <https://germantownwi.portal.civicclerk.com/>
- Recordings: <https://www.youtube.com/@villageofgermantownwiscons871/streams>

FRIENDS OF THE GERMANTOWN COMMUNITY LIBRARY

- The Friends of the Library holiday book & basket sale will run through Monday, December 30.

DONATIONS:

Donor	Amount	Department	Brick/Plaque	Address
Harris, Eve	\$100	Patio Project	Brick (4x8)	Germantown, WI
LaRoque, Cnthia	\$200	Patio Project	Brick (4x8)	Hubertus, WI
Knodl, Dan	\$100	Patio Project	Brick (4x8)	Germantown, WI
Korol, Robert	\$500	Materials	n/a	Richfield, WI
Schmocker, Arek	\$100	Patio Project	Brick (4x8)	Park Falls, WI

- Donation Jars / Giving Tree:
 - Patio Expansion: \$12.25
 - Early Literacy: \$34.89
 - Programming Supplies: \$0.00

Monthly Donations Total: \$1,047.14

DEPOSITS:

REQUEST FOR FUNDING:

STATISTICS:

- Previous Month & Annual Circulation (see attached)
 - Physical: **23,375 (-7.6% from 2023 / -3.5% YTD)**
 - Digital: **5,320 (-8.9% from 2023 / 8.9% YTD)**
 - Total: **32,071 (-7.8% from 2023 / -1.5% YTD)**

PROGRAMMING:

- Ongoing Programs (monthly):
 - Youth: Storytime (8), Thursday Evening Programs & Saturday Programs
 - Teen: Teen Advisory Board, Make It Crafts (3) & Evening Programs
 - Adult: Book Groups (6), Crafts (4), Puzzle Days, Job Center & Special Programs
 - Outreach: Senior Living Facility Visits (6), Home Delivery, Book Drop-Offs, Preschool Readings & Special Events
- Upcoming Programs & Outreach Calendar: <https://germantownlibrarywi.events.mylibrary.digital/>

IN THE NEWS (ATTACHED):**DIRECTOR CONTINUING EDUCATION HOURS (100 HOURS EVERY 5 YEARS – EXPIRES IN 12/2027)**

- WLA Conference (Green Bay, WI) (12 hrs)

DIRECTOR MEETINGS, PROGRAMS & OUTREACH (PAST):

- Tues, Nov 5-Fri, Nov 8 – WLA Conference (Green Bay)
- Wed, Nov 13 – Village Department Heads
- Thurs, Nov 14 – Monarch Directors (Cedarburg)
- Sat, Nov 16 – Germantown Christmas Festival
- Mon, Nov 18 – Village Board & GGF
- Tues, Nov 19 – Village Administrator
- Wed, Nov 20 – Library Board
- Mon, Nov 25 – Friends of the Library
- Mon, Nov 25 – Make It @ the Library Crafts (3)
- Wed, Nov 27 – Village Department Heads

DEPARTMENT UPDATES**ADMIN & ALL STAFF**

- Staff are working through potential changes for staffing hours and programming beginning in 2025.
- Staff and Village Administration are working through evaluation of salaried staff positions in anticipation for changes to federal requirements in 2025. Recommendations will be presented at the December Library Board meeting.
- Library Director and Youth Services Librarian attended the Wisconsin Library Association Conference in Green Bay, WI.

YOUTH, ADULT & OUTREACH SERVICES

- Outreach Services Specialist and library staff participated in the Christmas Parade and Candy Land Adventure on Saturday, November 16 and Tannenbaum Tree Event on Friday, November 22.
- Outreach and Youth Services hosted Halloween-themed storytime with the Gables of Germantown with over 100 people in attendance. A similar event will take place for Thanksgiving with residents from Fairway Knoll.

CIRCULATION & TECHNICAL SERVICES

- The Circulation Team has hired a part-time Page I position to fill an opening.

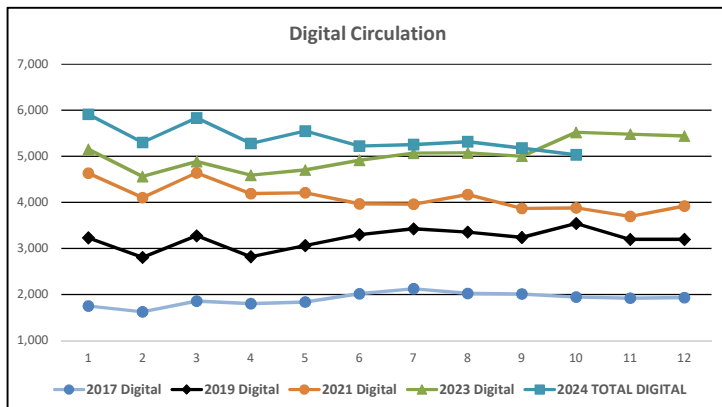
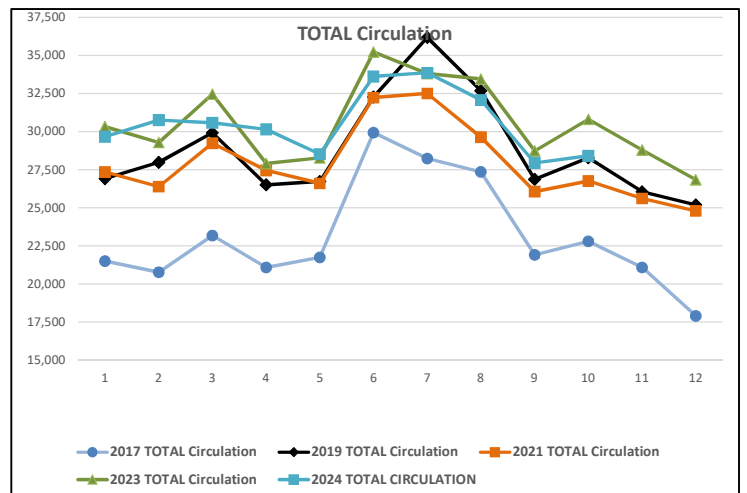
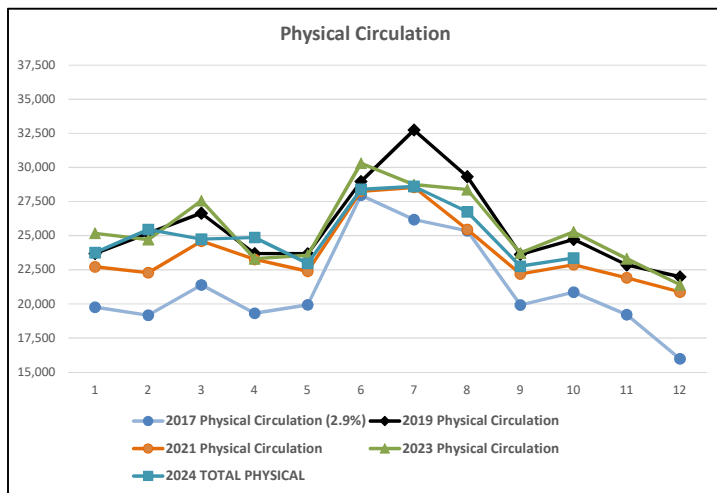
TECHNOLOGY, BUILDING & GROUNDS

- DPW contracted Noffke Roofing to evaluate and repair the library roof copula water leaking issues. Work was completed Friday, November 8.
- DPW was alerted on Friday night, November 1, the library fire alarm triggered. After onsite inspection by the fire department, it was determined the alarm was triggered due to a faulty dry fire suppression system and not an actual fire. DPW worked with Cintas to resolve the issue through the weekend and work was completed on Monday, November 4.
- During the week of November 4 the library experienced inconsistent fluctuating heating and cooling within the building. DPW is working closely with staff and JCI to assess and resolve the issues.

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	251,685	23,760	25,453	24,744	24,868	22,970	28,397	28,606	26,751	22,761	23,375		
% over 2023	-3.5%	-5.6%	3.0%	-10.3%	6.7%	-2.6%	-6.3%	-0.5%	-5.7%	-4.1%	-7.6%		
2024 Overdrive - eBook	22,318	2,337	2,176	2,363	2,308	2,203	2,137	2,292	2,331	2,150	2,021		
2024 Overdrive - Audio	23,936	2,449	2,232	2,466	2,417	2,569	2,418	2,399	2,392	2,340	2,254		
2024 Overdrive - Magazine	7,637	1,126	896	1,006	556	775	668	566	597	690	757		
2024 TOTAL DIGITAL	53,891	5,912	5,304	5,835	5,281	5,547	5,223	5,257	5,320	5,180	5,032		
% over 2023	8.9%	14.8%	16.2%	19.3%	15.0%	17.9%	6.3%	3.7%	4.8%	3.5%	-8.9%		
2024 TOTAL CIRCULATION	305,576	29,672	30,757	30,579	30,149	28,517	33,620	33,863	32,071	27,941	28,407		
% over 2023	-1.5%	-2.2%	5.0%	-5.8%	8.0%	0.8%	-4.6%	0.1%	-4.1%	-2.8%	-7.8%		
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



BUSINESS OF THE LIBRARY BOARD

MEETING DATE: November 20, 2024

PLACEMENT: Presentation

ITEM TITLE: 2025 Budget Update

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The Village of Germantown Public Hearing on Budget and Budget Adoption was held on Monday, November 18, 2024, at 7:00pm. Updates will be provided at the library board meeting.

A copy of the library budget is attached.

ATTACHMENT:

1. Library 2025 Budget

STAFF RECOMMENDATION:

ACTION BY Committee:

Village of Germantown, WI - PRODUCTION

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 25001 2025 Operating Budget Projection							FOR PERIOD 12	
ACCOUNTS FOR:		2023	2024	2024	2024	2024	2025	PCT
General Fund		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	Departmental	CHANGE
10570000 Library								
51	Salaries & Wages							
10570000	511000	LB Reg S&W	225,646.58	219,980.00	240,240.00	186,659.41	.00	286,998.00 30.5%
10570000	511100	LB PT S&W	353,630.76	327,906.00	314,060.00	204,810.25	.00	306,460.00 -6.5%
10570000	511200	LB B&C	1,100.00	1,200.00	1,200.00	1,220.00	.00	1,200.00 .0%
TOTAL Salaries & Wages		580,377.34	549,086.00	555,500.00	392,689.66	.00	594,658.00	8.3%
52 Benefits								
10570000	521000	LB FICA	42,766.34	41,913.00	42,403.00	28,967.23	.00	45,500.00 8.6%
10570000	521100	LB WRS	34,608.29	27,875.00	29,832.00	24,113.41	.00	39,984.00 43.4%
10570000	521200	LB Health	96,315.36	99,202.00	99,202.00	59,437.73	.00	95,128.00 -4.1%
10570000	521300	LB Dental	5,295.00	4,825.00	4,825.00	3,730.36	.00	5,050.00 4.7%
10570000	521400	LB Life	1,439.86	1,241.00	1,241.00	1,493.94	.00	1,600.00 28.9%
TOTAL Benefits		180,424.85	175,056.00	177,503.00	117,742.67	.00	187,262.00	7.0%
53 Operating Expenses								
10570000	531000	LB Gen S&E	7,033.78	10,000.00	12,000.00	3,039.15	.00	10,000.00 .0%
10570000	531010	LB Off Sup	3,904.21	6,000.00	6,000.00	3,006.83	.00	6,000.00 .0%
10570000	531030	LB Postage	840.58	.00	.00	.00	.00	.00 .0%
10570000	531080	LB Pro Dev	6,414.45	2,000.00	4,000.00	941.23	.00	2,000.00 .0%
10570000	531100	LB Books	51,691.70	56,000.00	66,000.00	34,416.09	.00	56,000.00 .0%
10570000	531190	Marketing	10,559.74	5,000.00	8,000.00	5,951.48	.00	5,000.00 .0%
10570000	531240	LB Travel	859.82	1,000.00	1,000.00	161.27	.00	1,000.00 .0%
10570000	531430	LB Process	10,179.41	10,000.00	10,000.00	3,439.35	.00	10,000.00 .0%
10570000	531440	LB Period	4,776.01	5,000.00	5,000.00	3,826.80	.00	5,000.00 .0%
10570000	531460	LB AV	20,469.15	20,000.00	28,700.00	16,242.13	.00	20,000.00 .0%
10570000	531470	LB Cmp Srv	37,760.71	30,000.00	22,139.00	15,585.47	.00	22,139.00 -26.2%
10570000	531490	LB Prg S&E	34,341.96	20,000.00	51,500.00	20,000.75	.00	20,000.00 .0%
10570000	532080	LB Outrch	3,617.48	.00	.00	135.00	.00	.00 .0%
TOTAL Operating Expenses		192,449.00	165,000.00	214,339.00	106,745.55	.00	157,139.00	-4.8%
55 Maintenance								
10570000	552300	LB Sys ATM	23,028.31	24,000.00	24,000.00	24,124.14	.00	24,000.00 .0%
TOTAL Maintenance		23,028.31	24,000.00	24,000.00	24,124.14	.00	24,000.00	.0%
56 Utilities								
10570000	561000	LB Utility	52,876.19	65,000.00	65,000.00	41,244.67	.00	65,000.00 .0%

Village of Germantown, WI - PRODUCTION



NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 25001 2025 Operating Budget Projection							FOR PERIOD 12	
ACCOUNTS FOR:			2023	2024	2024	2024	2025	PCT
General Fund			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	Departmental CHANGE
10570000 561400	LB Teleph		5,910.07	4,000.00	4,000.00	1,264.99	.00	4,000.00 .0%
TOTAL Utilities			58,786.26	69,000.00	69,000.00	42,509.66	.00	69,000.00 .0%
57	Fixed Charges							
10570000 571000	LB Ins&Bnd		5,323.23	6,348.00	6,348.00	6,886.51	.00	7,320.00 15.3%
TOTAL Fixed Charges			5,323.23	6,348.00	6,348.00	6,886.51	.00	7,320.00 15.3%
59	Capital Outlay							
10570000 591000	LB Msc Eqp		34.77	.00	.00	.00	.00	.00 .0%
TOTAL Capital Outlay			34.77	.00	.00	.00	.00	.00 .0%
TOTAL Library			1,040,423.76	988,490.00	1,046,690.00	690,698.19	.00	1,039,379.00 5.1%

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: November 20, 2024

PLACEMENT: Action Item

ITEM TITLE: Library Director Annual Performance Review

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The Library Director Annual Performance Review is attached. A self-evaluation has been completed for Trisha Smith, Library Director. The 2024 circulation, programming and attendance statistics are based on year-to-date numbers and ratio based on a twelve-month period.

Comments and final rating will be provided at the Library Board meeting in Closed Session.

Due to changes at the Village of Germantown, the 2024 Annual Performance Review also includes a carryover from 2023. Goals have been updated, but information includes comments from 2023 and 2024.

Additional documents include:

- Village of Germantown Explanation of Performance Standards (developed in 2021)
- 2023 & 2024 Projects, Involvement & Continuing Education/Training
- 2023 & 2024 Continuing Education Activity Summaries for Grade 1 Library Director Certification through the Wisconsin Department of Public Instruction
- Outline of 2023-2027 Strategic Plan

ATTACHMENT:

1. Smith Performance Evaluation - Competencies
2. Smith Performance Evaluation - Objectives
3. Village of Germantown Explanation of Performance Standards
4. 2023 Projects
5. 2024 Projects
6. 2023 Continuing Education Activity Summary
7. 2024 Continuing Education Activity Summary
8. Outline of 2023-2027 Strategic Plan

STAFF RECOMMENDATION:

None.

ACTION BY Committee:

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: November 20, 2024

PLACEMENT: Action Item

ITEM TITLE: Approval of Wage Increase for Library Director

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

At the Village of Germantown Government & Finance Committee Meeting, a 3% merit adjustment was approved for all non-union Village of Germantown employees (attached).

Charts are also included to show the 2024 Pay Rate Chart and the rates for the Library Director salary.

It is recommended to approve the pay adjustment for the Library Director at this month's meeting and to approve pay adjustments for all other library staff at the December Library Board meeting.

ATTACHMENT:

1. 2025 Non-Union Merit Pool
2. 2024 Pay Rate Chart
3. 2025 Library Director Pay Chart

STAFF RECOMMENDATION:

Approve 2025 merit-based pay increase for Library Director based on Performance Review.

ACTION BY Committee: