MEETING:	**GERMANTOWN COMMUNITY LIBRARY BOARD**
DATE AND TIME:	**Wednesday, December 18, 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. November 20, 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**

IX. **NEW BUSINESS:**

X. **CLOSED SESSION:** *The Germantown Community Library Board may go into closed session as per Wis. Stats. 19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and then re-enter open session to take action as it deems appropriate.*

A. Approval of 2025 Merit Increases for Library Staff

B. Reconvene into Open Session with Possible Action

XI. **CLOSED SESSION:** *The Germantown Community Library Board may go into closed session as per Wis. Stats. 19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and then re-enter open session to take action as it deems appropriate.*

A. Library Staff Compensation Review and Proposed Adjustments

B. Reconvene into Open Session with Possible Action

XII. **ADJOURNMENT:**

The next regular meeting of the Germantown Community Library Board will be on Wednesday, January 22, 2025 at 5:30 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: December 18, 2024

PLACEMENT: Action Item

ITEM TITLE: November 20, 2024, Meeting Minutes

SUBMITTED BY: Connie Lloyd, Asst. Director

SUMMARY EXPLANATION:

Review the attached November 20, 2024, meeting minutes.

ATTACHMENT:

1. November 20, 2024, Meeting Minutes - DRAFT

STAFF RECOMMENDATION:

Approve the November 20, 2024, meeting minutes as presented.

ACTION BY Committee:

MEETING:	**GERMANTOWN COMMUNITY OF THE LIBRARY BOARD**
DATE AND TIME:	**Wednesday, November 20, 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 06:02 PM.

II. ROLL CALL:

Present: Library Board President Joyce Nelson, Library Board Member Darlene Vosen, Member Joletta Kerpan, Library Board Member Jacob Misiak, Trustee Meg Cutts, Library Board Member Sarah Larson
Absent:
Excused: Library Board Member Charlene Brady
Also present: Library Director Trisha Smith, Assistant Library Director Connie Lloyd

III. APPROVAL OF AGENDA:

Motion: Approve as presented
Motioned By: Sarah Larson
Seconded By: Joletta Kerpan

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

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

IV. APPROVAL OF MINUTES:

A. October 23, 2024, Meeting Minutes

Motion: Approve as presented
Motioned By: Sarah Larson
Seconded By: Joletta Kerpan

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

Motion Passed (Yes 6, 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 presented the Treasurer's Report. Vosen and Smith discussed the current status of the donor tree. Handouts from the discussion and approval of the donor tree on March 20, 2024, were provided. Vosen will move forward on preparing the tree and leaves so the tree can be re-hung in the lobby. Vosen will notify Lloyd when it is ready to coordinate with DPW.

Motion: Approve Treasurer's Report as presented.
Motioned By: Joyce Nelson
Seconded By: Meg Cutts

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

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

B. Accounts Payable
Motion: Approve as presented
Motioned By: Meg Cutts
Seconded By: Darlene Vosen

On roll call vote:
Yes: Joyce Nelson, Darlene Vosen, Joletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson
No: None
Abstain: None

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

C. Budget Reports
Submitted Budget Reports were reviewed.

VII. REPORTS:

A. Correspondence

Nelson sent out a thank-you letter for the following donation:

- Catherine and William Neider - $50 for library materials

B. Village Reports

Cutts provided a summary of the Village Board meetings.

- The 2025 village budget was adopted.
- Cutts provided a handout from Ehlers' presentation of their Impact Fees analysis, which included Library Impact Fees. It will be brought forward again for possible action at the December Village Board meeting.
- Open meeting laws and quorums were reviewed. Board members were asked to be aware if a quorum would occur if they attend committee meetings where they are not an official member. Board members were asked to notify Village Clerk, Donna Ott, when the plan to attend a committee meeting they are not a member of. She will then post a 'Possible Quorum' notice for those meetings.

C. County Reports

D. System Reports

E. President's Report

F. Director's Report

Smith reviewed the submitted Director's Report and attachments.

VIII. UNFINISHED BUSINESS

A. 2025 Budget Update

Smith reported the 2025 village budget was approved by the Village Board. The library open hours will be restored to 2023 hours, prior to budget cuts, effective January 2, 2025.

IX. NEW BUSINESS:

X. CLOSED SESSION:

The Germantown Community Library Board may go into closed session as per Wis. Stats. 19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and then re-enter open session to take action as it deems appropriate.

Motion: Enter Closed Session to discuss Items A and B
Motioned By: Meg Cutts
Seconded By: Darlene Vosen

On roll call vote:
Yes: Joyce Nelson, Darlene Vosen, Joletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson
No: None
Abstain: None

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

Nelson called the meeting into closed session at 6:47 PM to discuss Items A and B.

A. Library Director Annual Performance Review

B. Approval of Wage Increase for Library Director

C. Reconvene into Open Session with Possible Action

Motion: Reconvene to Open Session
Motioned By: Joyce Nelson
Seconded By: Joletta Kerpan

On roll call vote:
Yes: Joyce Nelson, Darlene Vosen, Joletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson
No: None
Abstain: None

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

Nelson reconvened the meeting into open session at 7:23 PM to vote on the Library Director Annual Performance Review and Annual Merit Increase.

Motion: Approve 2025 merit-based pay increase for the Library Director based on performance review.
Motioned By: Joyce Nelson
Seconded By: Joletta Kerpan

On roll call vote:
Yes: Joyce Nelson, Darlene Vosen, Joletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson
No: None
Abstain: None

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

XI. ADJOURNMENT:

Nelson announced the next Library Board meeting will be held on Wednesday, December 18, 2024, at 6:00 PM.
Nelson adjourned the meeting at 07:24 PM.

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: December 18, 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 the submitted Treasurer's Report as presented.

ACTION BY Committee:

Germantown Community Library Board
Financial Report December 11, 2024
By Darlene Vosen

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

Balance 11/12/24 per online statement		$6,062.33
Deposit 11/20 Patio bricks/credit card	$628.79	
Deposit 11/27 Patio bricks/jars	$785.96	
Balance 12/11/24 per on-line statement		$7,477.08*

***Early Literacy Fund - $254.39 + $34.89 (jar) = $289.28**
***Programming Supplies - $11.00**
***Patio Expansion 2024 - $4,411.37**
***Patio Expansion 2025 - $1,065.57 + $628.79 + $738.82 + $12.25 (jar) = $ 2,445.43 (-brick cost)**

Bank Five Nine GCL Board Savings Account (4029)

Balance 10/15/24 per on-line statement		$4,836.02
Interest November	+$.38	
Balance 12/11/24 per on-line statement		$4,836.40

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

Balance 10/15/24 per on-line statement		$11,163.57
Interest November	+$.90	
Deposit 11/20 Korol/materials	+$500.00	
Deposit 11/27 materials/lost & found	+$44.00	
Balance 12/11/24 per on-line statement		$11,708.47**

****Book & Materials - $6,956.29 + $544.00 = $7,500.29**
****Expansion - $2,323.34**
****Un-designated - $1,883.94 + $0.90 (interest) = $1,884.84**

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: December 18, 2024

PLACEMENT: Action Item

ITEM TITLE: Accounts Payable

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review attached Accounts Payable report.

ATTACHMENT:

1. Accounts Payable

STAFF RECOMMENDATION:

Approve attached Accounts Payable report as presented.

ACTION BY Committee:

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/11 TO 2024/11

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S		CHECK RUN	CHECK	DESCRIPTION
10570000			Library						
10570000 521400			Library Life Insurance						
100933 SECURIAN FINANCIAL G	0028326-12/24	0	2024 11	INV	P	122.33	24.11.20	9509	LIFE INSURANCE
			ACCOUNT TOTAL			122.33			
10570000 531000			Library Gen Supplies & Expense						
100092 BAKER & TAYLOR	COA103001085	0	2024 11	CRM	P	-20.99	24.11.27	9534	CREDIT
100322 EXPRESS NEWS	96123	0	2024 11	INV	P	300.00	11.6.24	9360	
			ACCOUNT TOTAL			279.01			
10570000 531010			Library Office Supplies						
100201 COMPLETE OFFICE	727705	0	2024 11	CRM	P	-16.51	24.11.27	9544	CREDIT AA BATTERY
100201 COMPLETE OFFICE	805635	0	2024 11	INV	P	38.40	11.6.24	9355	
100201 COMPLETE OFFICE	815210	0	2024 11	INV	P	273.92	24.11.27	9544	Office Supplies
						295.81			
			ACCOUNT TOTAL			295.81			
10570000 531080			Library Professional Dev						
101210 WISCONSIN LIBRARY AS	21176	0	2024 11	INV	P	115.80	11.6.24	9373	
			ACCOUNT TOTAL			115.80			
10570000 531100			Library Books						
100092 BAKER & TAYLOR	2038644355	0	2024 11	INV	P	592.47	24.11.06	9343	
100092 BAKER & TAYLOR	2038654366	0	2024 11	INV	P	414.09	24.11.06	9343	
100092 BAKER & TAYLOR	2038663973	0	2024 11	INV	P	465.39	11.6.24	9352	
100092 BAKER & TAYLOR	2038673079	0	2024 11	INV	P	521.64	24.11.20	9473	Collection Material
100092 BAKER & TAYLOR	2038675733	0	2024 11	INV	P	365.43	24.11.20	9473	Collection Material
100092 BAKER & TAYLOR	2038683916	0	2024 11	INV	P	535.05	24.11.20	9473	Collection Material
100092 BAKER & TAYLOR	2038693929	0	2024 11	INV	P	331.88	24.11.27	9534	Collection Material
						3,225.95			
101039 PENWORTHY CO	0603361-IN	0	2024 11	INV	P	970.47	24.11.20	9500	Collection Material
101039 PENWORTHY CO	0603452-IN	0	2024 11	INV	P	1,219.66	24.11.20	9500	Collection Material
						2,190.13			
			ACCOUNT TOTAL			5,416.08			
10570000 531430			Library Book Processing						
100246 DEMCO	7560535	0	2024 11	INV	P	252.06	11.6.24	9359	
			ACCOUNT TOTAL			252.06			
10570000 531460			Library Audio Visual						
100032 AMAZON CAPITAL SERVI	1QLV-79PQ-PDGD	0	2024 11	INV	P	1,487.33	24.11.06	9340	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/11 TO 2024/11

ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S		CHECK RUN	CHECK	DESCRIPTION
101265	PLAYAWAY	479687	0	2024 11	INV	P	143.98	11.6.24	9369	
101265	PLAYAWAY	480563	0	2024 11	INV	P	287.95	24.11.20	9501	Audio/Visual Materi
101265	PLAYAWAY	480645	0	2024 11	INV	P	56.99	24.11.20	9501	Audio/Visual Materi
101265	PLAYAWAY	480752	0	2024 11	INV	P	76.49	24.11.20	9501	Audio/Visual Materi
							565.41			
				ACCOUNT TOTAL			2,052.74			
10570000	531470			Library Computer Service						
100032	AMAZON CAPITAL SERVI	17KH-6WND-PVHN	0	2024 11	INV	P	34.28	24.11.06	9340	SUPPLIES
100402	GORDON FLESCH COMPAN	I00964476	0	2024 11	INV	P	1,175.32	11.6.24	9361	
				ACCOUNT TOTAL			1,209.60			
10570000	531490			Library Program Supplies & Exp						
100032	AMAZON CAPITAL SERVI	1F7D-KQ31-LT1D	0	2024 11	INV	P	1,302.16	24.11.06	9340	
101267	SMITH	REQ111924	0	2024 11	INV	P	100.00	24.11.27	9603	REIMBURSMENT - GENE
999999	BARBARA JOOSSE	REQ100924	0	2024 11	INV	P	300.00	24.11.27	9594	AUTHOR EVENT
				ACCOUNT TOTAL			1,702.16			
				ORG 10570000 TOTAL			11,445.59			
FUND 10	General Fund			TOTAL:			11,445.59			

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

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: December 18, 2024

PLACEMENT: Presentation

ITEM TITLE: Budget Reports

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review attached Budget Report.

ATTACHMENT:

1. Budget Report

STAFF RECOMMENDATION:

ACTION BY Committee:

YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

ACCOUNTS FOR: 10 General Fund		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10570000 Library								
10570000 432600	County Library	350,000	-701,000	-351,000	-351,211.42	.00	211.42	100.1%
10570000 462900	Library Fines &	10,000	-20,000	-10,000	-14,565.63	.00	4,565.63	145.7%
10570000 463000	Library System	0	-57,200	-57,200	-57,831.95	.00	631.95	101.1%
10570000 511000	Library Reg Sal	219,980	20,260	240,240	236,857.07	.00	3,382.93	98.6%
10570000 511100	Library PT Sala	327,906	-13,846	314,060	254,597.29	.00	59,462.71	81.1%
10570000 511200	Library Board	1,200	0	1,200	690.00	.00	510.00	57.5%
10570000 521000	Library Social	41,913	490	42,403	36,349.14	.00	6,053.86	85.7%
10570000 521100	Library State R	27,875	1,957	29,832	30,131.07	.00	-299.07	101.0%*
10570000 521200	Library Health	99,202	0	99,202	87,183.66	.00	12,018.34	87.9%
10570000 521300	Library Dental	4,825	0	4,825	5,466.51	.00	-641.51	113.3%*
10570000 521400	Library Life In	1,241	0	1,241	1,626.23	.00	-385.23	131.0%*
10570000 531000	Library Gen Sup	10,000	2,000	12,000	-1,277.22	.00	13,277.22	-10.6%
10570000 531010	Library Office	6,000	0	6,000	4,041.09	.00	1,958.91	67.4%
10570000 531080	Library Profess	2,000	2,000	4,000	1,057.03	.00	2,942.97	26.4%
10570000 531100	Library Books	56,000	10,000	66,000	50,053.68	.00	15,946.32	75.8%
10570000 531190	Marketing & Pro	5,000	3,000	8,000	5,951.48	.00	2,048.52	74.4%
10570000 531240	Library Travel	1,000	0	1,000	559.92	.00	440.08	56.0%
10570000 531430	Library Book Pr	10,000	0	10,000	5,400.23	.00	4,599.77	54.0%
10570000 531440	Library Periodi	5,000	0	5,000	3,826.80	.00	1,173.20	76.5%
10570000 531460	Library Audio V	20,000	8,700	28,700	22,107.83	.00	6,592.17	77.0%
10570000 531470	Library Compute	30,000	-7,861	22,139	19,443.92	.00	2,695.08	87.8%
10570000 531490	Library Program	20,000	31,500	51,500	26,160.47	.00	25,339.53	50.8%
10570000 532080	Library Outreac	0	0	0	135.00	.00	-135.00	100.0%*
10570000 552300	Library System	24,000	0	24,000	24,124.14	.00	-124.14	100.5%*
10570000 561000	Library Buildin	65,000	0	65,000	65,522.67	.00	-522.67	100.8%*
10570000 561400	Library Telepho	4,000	0	4,000	1,264.99	.00	2,735.01	31.6%
10570000 571000	Library Insuran	6,348	0	6,348	6,513.08	373.43	-538.51	108.5%*
TOTAL Library		1,348,490	-720,000	628,490	464,177.08	373.43	163,939.49	73.9%
TOTAL General Fund		1,348,490	-720,000	628,490	464,177.08	373.43	163,939.49	73.9%
	TOTAL REVENUES	360,000	-778,200	-418,200	-423,609.00	.00	5,409.00	
	TOTAL EXPENSES	988,490	58,200	1,046,690	887,786.08	373.43	158,530.49	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	1,348,490	-720,000	628,490	464,177.08	373.43	163,939.49	73.9%

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

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: December 18, 2024

PLACEMENT: Presentation

ITEM TITLE: Director's Report

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review attached Director's Report with attachments.

ATTACHMENT:

1. Director's Report
2. GGF - Impact Fees
3. Village Board - Impact Fees
4. Circulation Statistics
5. 2025 Winter Programming Brochure

STAFF RECOMMENDATION:

ACTION BY Committee:

Director's Report: December 2024

STATE OF WISCONSIN

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, December 12 in Germantown followed by the annual Monarch Director holiday party at Brama's Pizzeria. Topics included updating the Wisconsin Public Library System Technology and Resource Sharing plan, Integrated Library System (ILS) Committee Standards and Book Club Title Selection Best Practices. Message Bee was approved to replace the notification system for phone calls and text message.
- Agendas and minutes: https://monarchlibraries.org/library-director-meetings/

WASHINGTON COUNTY

VILLAGE OF GERMANTOWN:

- The Village of Germantown Meetings:
  - General Government and Finance (11/18): VI. E. Proposed Changes to Village Impact Fees and Connection Fees (attached)
  - Village Board (12/16): IX. Public Hearing. A. Public Facilities Needs Assessment for Parks, Library and Water impact fees and the amendment to the Village's existing ordinance imposing public facilities impact fees under Section 66.0617 of the Wisconsin Statutes (attached)
- 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
Brownlee, Erin	$120	Patio Project	Brick (4x8)	Germantown, WI
Lost & Found	$44	Materials	n/a	n/a
McCarthy	$100	Patio Project	Brick (4x8)	Germantown, WI
MOMS Club	$38.82	Patio Project	n/a	Thank you already given
Schleicher, Tyler	$250	Patio Project	Brick (4x8)	Germantown, WI
Schultz, Lori	$100	Patio Project	Brick (4x8)	Germantown, WI
Wahlen, Sharon & James	$100	Patio Project	Brick (4x8)	Hubertus, WI
Willey, Soozie	$300	Materials	Brick (8x8)	Richfield, WI

- Donation Jars / Giving Tree:
  - Patio Expansion: $9.35
  - Early Literacy: $15.27
  - Programming Supplies: $0.00

Monthly Donations Total: $1,077.44

DEPOSITS:

REQUEST FOR FUNDING:

STATISTICS:

- Previous Month & Annual Circulation (see attached)
  - Physical: **21,827** **(-6.4% from 2023 / -3.7% YTD)**
  - Digital: **4,954** **(-8.2% from 2023 / 7.1% YTD)**
  - Total: **26,781** **(-7.0% from 2023 / -2.0% YTD)**

PROGRAMMING:

- 2025 January – April Programming Brochure is available (attached)
- Ongoing Programs (monthly):
  - Youth: Storytime (8), Family Fun Nights, Lego @ the Library & Saturday programs
  - Tween/Teen: Teen Advisory Board, Craft Workshops (3) & Teen Programs & Tween Programs
  - Adult: Adult Puzzle Days, Craft Workshops, Adult Crafts (2) & Special Programs
  - Outreach: Senior Living Facility Visits (6), Home Delivery, Book Drop-Offs, Preschool Readings, Meet Your Neighbor Storytime & 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)

DIRECTOR MEETINGS, PROGRAMS & OUTREACH (PAST):

- Mon, Dec 2 – Village Board (online)
- Tues, Dec 3 – Village Administrator
- Wed, Dec 11 – Village Department Heads
- Thurs, Dec 12 – Monarch Directors (Germantown)
- Mon, Dec 16 – Friends of the Library
- Mon, Dec 16 – GGF & Village Board (online)
- Wed, Dec 18 – Library Board

DEPARTMENT UPDATES

ADMIN & ALL STAFF

- New library operating hours will begin on Tuesday, January 2:
  - Monday-Thursday: 9am-8pm / Friday: 9am-5pm / Saturday: 9am-4pm
- Staff are working through potential changes for staffing hours and programming beginning in 2025.
- All annual reviews for library staff have been completed.

YOUTH, ADULT & OUTREACH SERVICES

- Outreach Services Specialist participated in the Kiwanis Breakfast with Santa event on Sunday, December 15 giving away 400 goodie bags.
- Outreach Services Specialist hosted the annual Letters to Santa event from December 2-December 14.
- New monthly programming for Tweens is starting in January and is geared for ages 9-12.
- Youth Services is hiring a part-time Youth Services Specialist position.

CIRCULATION & TECHNICAL SERVICES

- The 2025 Winter Check-Out Incentive will be held from Thursday, January 2 – Friday, February 28. Patrons will receive a raffle entry for gift cards every time they check out 5 items.
- The Circulation Team has hired a part-time Page I position to fill an opening.

TECHNOLOGY, BUILDING & GROUNDS

- DPW handled:
    - Various maintenance items for the library building
    - Worked with JCI to stabilize the building heating issues from last month
    - Replaced all Exit signs within the building
    - Assembled new shelving displays for the library.

BUSINESS OF THE GENERAL GOVERNMENT & FINANCE COMMITTEE

MEETING DATE: November 18, 2024

PLACEMENT: Action Item

ITEM TITLE: ***Proposed Changes to Village Impact Fees and Connection Fees (Attachment Added)***

SUBMITTED BY: Steve Kreklow, Administrator

SUMMARY EXPLANATION:

Earlier this year, the Village Board awarded a contract to Ehlers to complete impact studies, provide recommendations for changes to existing impact fees and document processes for the administration of impact fees. Ehlers has completed their analysis, and will be presenting their findings along with next steps to implement the recommended changes.

ATTACHMENT:

1. Germantown 11-18-24 Impact Fee Update Presentation

STAFF RECOMMENDATION:

Forward recommended changes to the Village Board with a positive recommendation.

ACTION BY Committee:

EHLERS
PUBLIC FINANCE ADVISORS

Impact Fee Study Update

Utility Advisory Committee & General Government and Finance Committee

November 18, 2024

Impact Fees Precursor

Jon is building a new

Kristin is transforming a vacant building into a restaurant.

These projects increase demands on services New Richmond provides (*i.e. utilities, infrastructure, parks & recreation,*

Jon and Kristin pay one-time impact fees to pay their share to maintain the quality of services and amenities for all residents, customers and businesses.

Impact fees supplement local program funds, and the City completes improvements and/or additions to services and amenities.

EHLERS
PUBLIC FINANCE ADVISORS

What Are Impact Fees?

- What is an impact fee?
  - ✓ A charge to new development for future public improvements
- What can impact fees be used for?
  - ✓ Legal, engineering, design, land acquisition & construction expenses

Eligible Expenses

- Wastewater/Water infrastructure
- Parks, playgrounds, athletic fields
- Solid waste & recycling facilities
- Highways, streets, transportation facilities
- Storm water infrastructure
- Fire, law enforcement & emergency medical facilities

Ineligible Expenses

- Vehicles
- Operational and maintenance expenses
- Purposes other than those for which the fee was collected
- Existing deficiencies

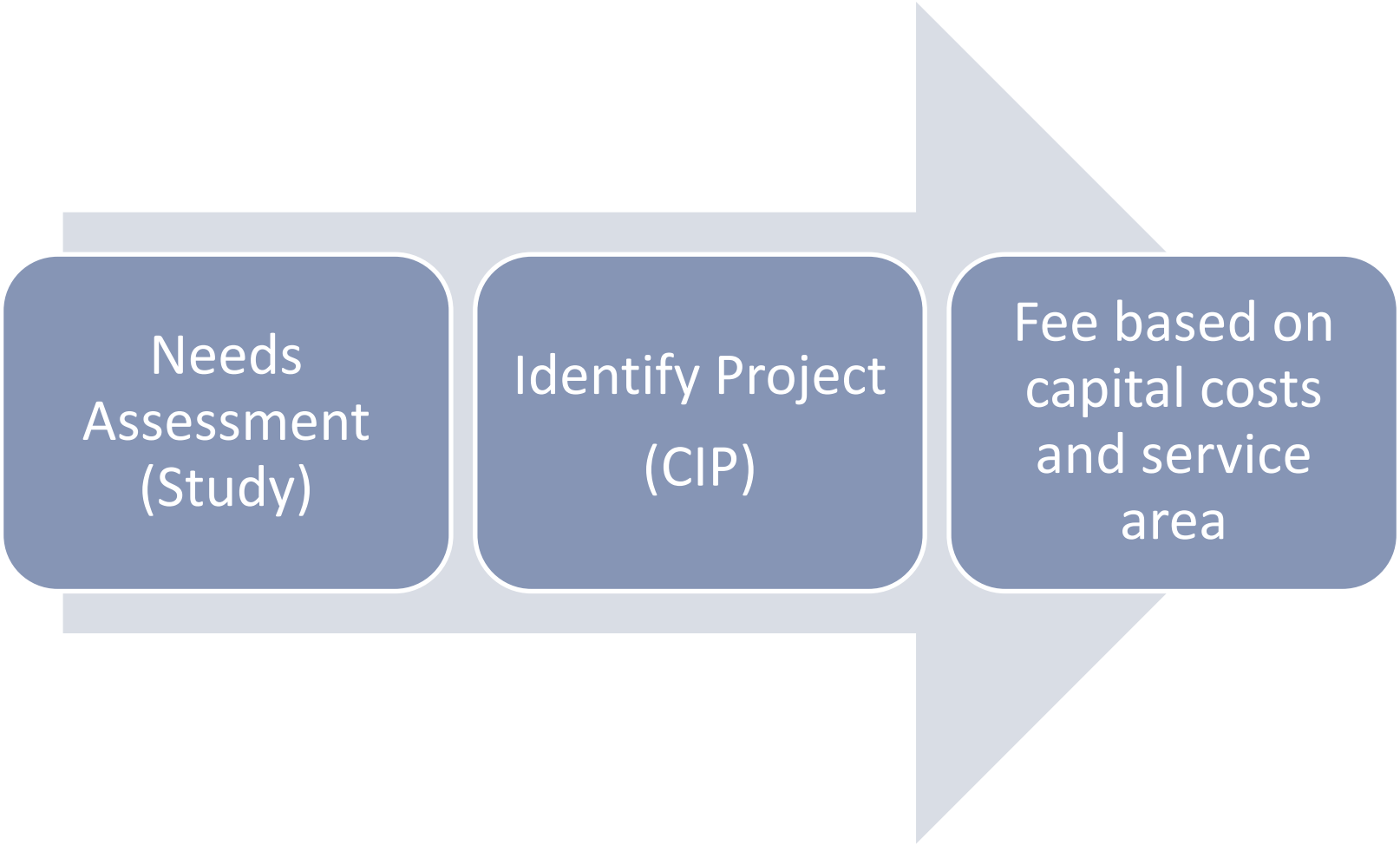
EHLERS
PUBLIC FINANCE ADVISORS

General Impact Fee Info

- What projects should be included?
  - ✓ Capital Improvement Plan is the primary document used in Needs Assessment.
  - ✓ Projects with a high probability to occur in the next 3-5 years are typically included.
- Do impact fees need to be used within a certain period of time?
  - ✓ Yes, impact fees need to be used within 8 years from collection.
- How often should impact fees be evaluated/updated?
  - ✓ Impact fees collected and used should be reviewed on an ongoing basis.
  - ✓ Needs Assessments (updated study) is recommended every 3-5 years based upon growth and development.

EHLERS
PUBLIC FINANCE ADVISORS

How is an Impact Fee Study Determined?



Current and Future Impact Fee Examined

- Current Impact Fees
  - ✓ Water Impact Fee $832 per Residential Equivalent Connection
  - ✓ Park Impact Fee $736 per residential unit
  - ✓ Fire Impact Fee $171 per residential unit
  - ✓ Law Enforcement Impact Fee $148 per residential unit
  - ✓ Library Impact Fee $281 per residential unit
- Total = $2,168 per residential unit for all impact fees
- Potential additional impact fee
  - ✓ Sanitary sewer facilities

EHLERS
PUBLIC FINANCE ADVISORS

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: December 16, 2024

PLACEMENT: Presentation

ITEM TITLE: Public Facilities Needs Assessment for parks, library and water impact fees and the amendment to the Village's existing ordinance imposing public facilities impact fees under Section 66.0617 of the Wisconsin Statutes.

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

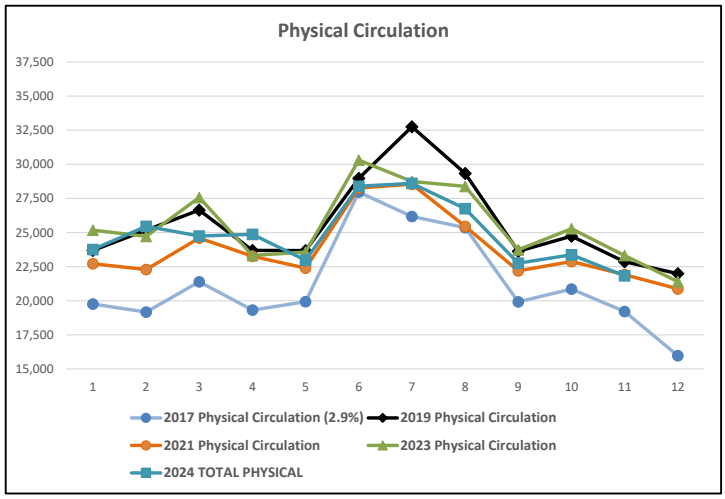
STAFF RECOMMENDATION:

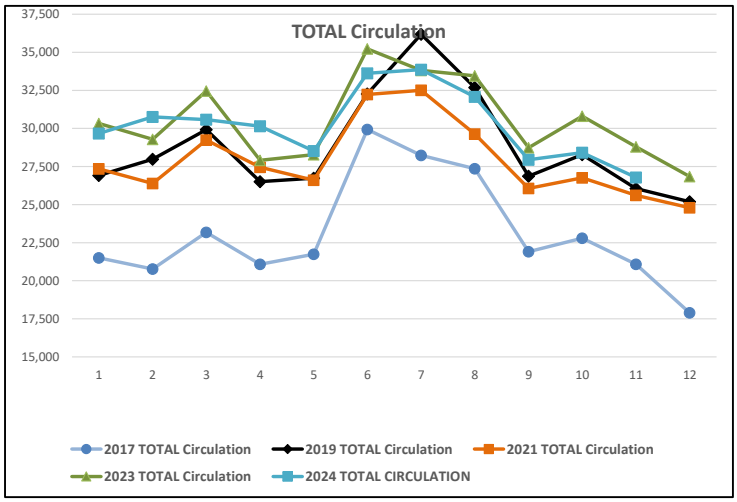
ACTION BY Committee:

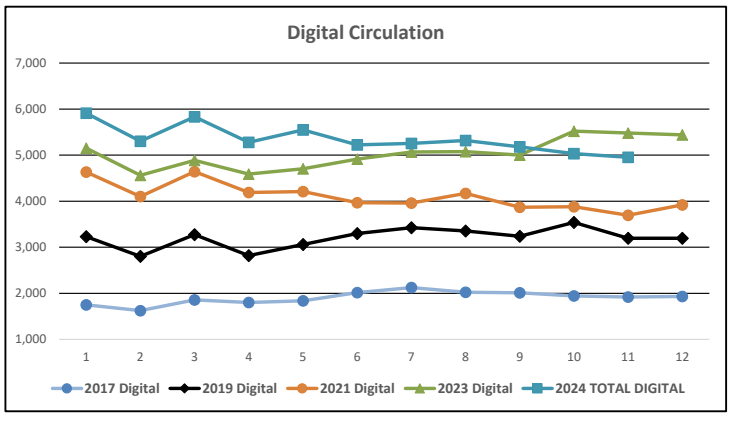
GCL Statistical Trends 2016-2024

**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	273,512	23,760	25,453	24,744	24,868	22,970	28,397	28,606	26,751	22,761	23,375	21,827	
% over 2023	-3.7%	-5.6%	3.0%	-10.3%	6.7%	-2.6%	-6.3%	-0.5%	-5.7%	-4.1%	-7.6%	-6.4%	
2024 Overdrive - eBook	24,326	2,337	2,176	2,363	2,308	2,203	2,137	2,292	2,331	2,150	2,021	2,008	
2024 Overdrive - Audio	26,115	2,449	2,232	2,466	2,417	2,569	2,418	2,399	2,392	2,340	2,254	2,179	
2024 Overdrive - Magazine	8,404	1,126	896	1,006	556	775	668	566	597	690	757	767	
2024 TOTAL DIGITAL	58,845	5,912	5,304	5,835	5,281	5,547	5,223	5,257	5,320	5,180	5,032	4,954	
% over 2023	7.1%	14.8%	16.2%	19.3%	15.0%	17.9%	6.3%	3.7%	4.8%	3.5%	-8.9%	-8.2%	
2024 TOTAL CIRCULATION	332,357	29,672	30,757	30,579	30,149	28,517	33,620	33,863	32,071	27,941	28,407	26,781	
% over 2023	-2.0%	-2.2%	5.0%	-5.8%	8.0%	0.8%	-4.6%	0.1%	-4.1%	-2.8%	-7.8%	-7.0%	
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







All-Age Programs

Winter Check-Out Incentive

JANUARY 2 - FEBRUARY 28

FOR ANY 5 ITEMS CHECKED OUT,
YOU HAVE A CHANCE TO WIN AWESOME PRIZES!

桜祭り

Cherry Blossom Festival

MARCH 24 - 29

FOR ALL AGES

JOIN US DURING SPRING BREAK AS WE CELEBRATE THE RETURN OF SAKURA BLOSSOMS WITH PROGRAMS HONORING JAPANESE CULTURE

COMMUNITY ENGAGEMENT

Special Programs:

*Breakfast Bingo (all ages) Sat, January 4 @ 9:30am
Patrons will be joined by residents from local senior facilities.

*Valentines for Seniors (all ages) Sat, February 1 @10:30am
These valentines will be delivered to seniors at the Gables.

*Meet Your Neighbor Storytimes 3rd Fridays @ 10:00am
January: Christopher Reuter, Superintendent of Schools
February : Josh Lemke, Local Author
March: Sandra Doss & Patty Heinen, Parks and Rec

*These programs are located at the library

Chick-Fil-A Fundraiser

Thursday, April 10 @ 4:00-8:00pm
Menomonee Falls
MOBILE ORDERS ONLY
All proceeds go toward improving our teen space.

Home Delivery Service

Too cold for you or someone you know to come to the library? We will deliver to you!
1st Monday of each month.
Registration is required.
For more information call:
262.253.7760 ext 2010

LIBRARY EVENTS

January - April 2025

GERMANTOWN COMMUNITY LIBRARY

BUILD CONNECTIONS
ENRICH LIVES

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

NEW HOURS STARTING JAN 2!

Monday – Thursday: 9:00am – 8:00pm
Friday: 9:00am – 5:00pm
Saturday: 9:00am – 4:00pm

Youth Programs

Storytimes:

Preschool Storytime:
Tuesdays @ 10:00am
January 21 - April 29

Baby/Toddler Storytime:
Wednesdays @ 10:00am
January 22 - April 30

Family Fun Nights:

Ages 5-10 & family. Thursdays @ 6:00-7:00pm

January 9: No-Snow Snowball Fight
Indoor snowball free-play and dodgeball

February 13: Dominoes & Domino's
Build with dominoes and enjoy a slice of pizza!

March 13: Bored of Boards!
Play active games! No board games here!

April 10: Piece by Piece
Create your part of colorful group-art masterpieces!
Photo-ops when we're finished!

Lego at the Library:

Ages 5-12. Wednesdays @ 4:00-6:00pm

Jan 8, Feb 12, Mar 12 & Apr 9

Saturday Fun:

Arctic Blast: Indoor Ice Skating Rink & Cocoa
January 25 @ 10:30am - 2:30pm (drop-in)

Family Fun Flick: The Wild Robot (PG)
February 22 @ 10:30am

Stuffed Animal Sleepover & Storytime:
March 15 @ 10:30am

Fairy Garden Tea Party:
April 12 @ 10:30am

Teen Programs

Monday Hang-outs:

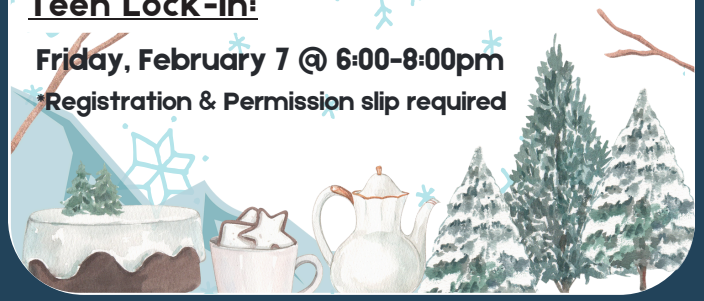
January 20 @ 5:30pm: Teen Movie Night

March 24 @ 6:00pm: Ramen Bowls & Mini Zen Gardens

April 21 @ 4:00-7:30pm: Teen Study Night

Teen Lock-In:

Friday, February 7 @ 6:00-8:00pm
*Registration & Permission slip required



Tween Programs

Thursdays @ 6:00pm
Ages 9 - 12

January 23: Tween Indoor Snowball Fight

February 27: Nintendo Switch Night

March 27: Manga Drawing & Japanese Candy

April 24: Bad Art Night

All programs were kindly sponsored by

FRIENDS OF THE GERMANTOWN COMMUNITY LIBRARY

VIEW OUR FULL PROGRAM CALENDAR HERE!

Adult Programs

Special Programs:

***Puzzle Race (all ages)** Sat, January 18 @ 10:30am
Library of Cards Sat, February 8 @ 10:00am
German Life & Traditions in WI Tues, March 18 @ 6:00pm
Growing Peonies Tues, April 1 @ 1:00pm
Speech & Language Development in Children Tues, April 8 @ 6:00pm
Simple Personal Finance Wed, April 30 @ 6:00pm

Ongoing Programs:

*these programs require registration

Adult Puzzle Days
2nd Mondays @ 9:00am-12:00pm
Jan 13, Feb 10, Mar 10 & Apr 14

***Craft Workshops (adults & ages 9+)**
2nd Mondays @ 1:00pm, 3:00pm or 5:00pm
January 13: Snowman Jars
February 10: Diamond Dotz Coasters
March 10: Greeting Cards
April 14: Sequin Eggs

***Adult Crafts (ages 18+)**
2nd & 4th Wednesdays @ 1:00pm
January 8: Crochet Headbands
January 22: Machine Sewing Kitchen Towels
February 12: Needle Felt Hearts
February 26: Loom Knitting Headbands
March 12: Memory Wire Bracelets
March 26: Washi Tape Bookmarks
April 9: Watercolor Flowers
April 23: Intro to Paper Piecing

Interested in joining a BOOK GROUP?