

MEETING:	GERMANTOWN COMMUNITY LIBRARY BOARD
DATE AND TIME:	Wednesday, January 22, 2025 5:30 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. December 18, 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:**
 - A. Library Board Meeting Start Time Change
 - B. Library Director Staff Evaluation
 - C. Review Library Director 2025 Goals
- X. **ADJOURNMENT:**

The next regular meeting of the Germantown Community Library Board will be on Wednesday, February 26, 2025 at 5:30 p.m.

LIBRARY BOARD AGENDA

January 22, 2025

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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: January 22, 2025

PLACEMENT: Action Item

ITEM TITLE: December 18, 2024, Meeting Minutes

SUBMITTED BY: Connie Lloyd, Asst. Director

SUMMARY EXPLANATION:

Review attached Library Board meeting minutes for December 18, 2024.

ATTACHMENT:

1. December 18, 2025, Meeting Minutes - DRAFT

STAFF RECOMMENDATION:

Approve meeting minutes as presented.

ACTION BY Committee:

MEETING:	GERMANTOWN COMMUNITY OF THE LIBRARY BOARD
DATE AND TIME:	Wednesday, December 18, 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 06:01 PM.

- II. **ROLL CALL:**
Present: Library Board President Joyce Nelson, Library Board Member Darlene Vosen, Library Board Member Charlene Brady, Member Joletta Kerpan, Trustee Meg Cutts, Library Board Member Sarah Larson
Absent:
Excused: Library Board Member Jacob Misiak

Also present: Library Director Trisha Smith, Assistant Library Director Connie Lloyd

- III. **APPROVAL OF AGENDA:**
Motion: Approve as presented
Motioned By: Darlene Vosen
Seconded By: Charlene Brady

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

No: None

Abstain: None

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

- IV. **APPROVAL OF MINUTES:**

A. November 20, 2024, Meeting Minutes

Motion: Approve as presented

Motioned By: Sarah Larson

Seconded By: Darlene Vosen

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, 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.)*

VI. **FINANCIAL MATTERS:**

A. Treasurer's Report

Vosen presented the Treasurer's Report and gave an update on the donor tree.

Motion: Approve Treasurer's Report as presented

Motioned By: Joyce Nelson

Seconded By: Meg Cutts

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

No: None

Abstain: None

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

Motion: Approve Treasurer to expend funds not to exceed \$75 for donor tree book engraving

Motioned By: Charlene Brady

Seconded By: Joyce Nelson

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

No: None

Abstain: None

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

B. Accounts Payable

Smith presented the Accounts Payable.

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, Meg Cutts, Sarah Larson

No: None

Abstain: None

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

C. Budget Reports

Smith presented the Budget Reports.

VII. REPORTS:

A. Correspondence

Nelson sent out thank you letters to the following donors:

- Eve Harris - \$100 - Patio Project
- Cynthia LaRoque - \$200 - Patio Project
- Dan Knodl - \$100 - Patio Project
- Robert Korol - \$500 - Library Materials
- Arek Schmocker - \$100 - Patio Project

B. Village Reports

Trustee Cutts reported that the Village Board approved increasing library impact fees on December 16, 2024, from \$281 to \$711 effective January 1, 2025. It was indicated that impact fees must be spent within eight years and can only be used for building expansion. Nelson and Smith noted that past impact fees were being used to pay down the debt for the library building. The debt was paid off in 2022. Impact fees collected since that time will need to be used within eight years of receipt.

C. County Reports

D. System Reports

Information was covered in the Director's Report.

E. President's Report

F. Director's Report

Smith presented the Director's Report and attachments.

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.*

Motion: Enter into Closed Session to review Item A

Motioned By: Joyce Nelson

Seconded By: Meg Cutts

On roll call vote:

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

No: None

Abstain: None

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

The Library Board entered into Closed Session at 6:37 PM.

A. Approval of 2025 Merit Increases for Library Staff

B. Reconvene into Open Session with Possible Action

Motion: Return to Open Session

Motioned By: Sarah Larson

Seconded By: Charlene Brady

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

No: None

Abstain: None

The Library Board returned to Open Session at 6:52 PM.

Motion: Approve 2025 Merit Increases for Library Staff as presented

Motioned By: Sarah Larson

Seconded By: Charlene Brady

On roll call vote:

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

No: None

Abstain: None

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

- 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.*

Motion: Enter into Closed Session to Review Item A

Motioned By: Joyce Nelson

Seconded By: Meg Cutts

On roll call vote:

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

No: None

Abstain: None

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

The Library Board entered into Closed Session at 6:54 PM.

A. Library Staff Compensation Review and Proposed Adjustments

B. Reconvene into Open Session with Possible Action

Motion: Return to Open Session for action on Item A

Motioned By: Darlene Vosen

Seconded By: Joyce Nelson

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

No: None

Abstain: None

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

The Library Board returned to Open Session at 7:08 PM.

Motion: Approve Library Staff Compensation Review and Proposed Adjustments as presented

Motioned By: Darlene Vosen

Seconded By: Joyce Nelson

On roll call vote:

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

No: None

Abstain: None

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

XII. ADJOURNMENT:

Nelson announced the next Library Board meeting will be held on January 22, 2025, at 5:30 PM at the Germantown Community Library.

Nelson adjourned the meeting at 07:10 PM.

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: January 22, 2025

PLACEMENT: Action Item

ITEM TITLE: Treasurer's Report

SUBMITTED BY: Darlene Vosen, Library Board Member

SUMMARY EXPLANATION:

Review the attached Treasurer's Report dated January 14, 2025.

ATTACHMENT:

1. Treasurer's Report

STAFF RECOMMENDATION:

Approve the Treasurer's Report as presented.

ACTION BY Committee:

Germantown Community Library Board

Financial Report January 14, 2025

By Darlene Vosen

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

Balance 12/11/24 per online statement		\$7,477.08
Deposit 12/20 bricks/cash/credit card & jars	\$591.92	
Balance 1/14/25 per on-line statement		\$8,069.00*

***Early Literacy Fund - \$289.28 + \$15.27(jar) = \$304.55**

***Programming Supplies - \$11.00**

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

***Patio Expansion 2025 - \$2,445.43 + \$9.35 + \$567.30 = \$3,022.08 (-brick cost)**

Bank Five Nine GCL Board Savings Account (4029)

Balance 12/11/24 per on-line statement		\$4,836.40
Interest December	+\$.42	
Balance 1/14/25 per on-line statement		\$4,836.82

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

Balance 12/11/24 per on-line statement		\$11,708.47
Interest December	+\$1.03	
Balance 1/14/24 per on-line statement		\$11,709.50**

****Book & Materials - \$6,956.29 + \$544.00 = \$7,500.29**

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

****Un-designated - \$1,884.84 + \$1.03 (interest) = \$1,885.87**

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: January 22, 2025

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 Accounts Payable Report as presented.

ACTION BY Committee:

Village of Germantown, WI - PRODUCTION



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/12 TO 2024/12		ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
10570000				Library						
10570000	462900			Library Fines & Fees						
	100365	FRIENDS OF	FRIENDS110424B	0	2024 12	INV P	500.91	24.12.12		9695 October Friends Cre
	100365	FRIENDS OF	FRIENDS120224	0	2024 12	INV P	3,496.82	24.12.12		9695 October Friends Cre
							3,997.73			
	101309	GERMANTOWN COMMUNITY BOARD	110424	0	2024 12	INV P	97.30	24.12.12		9700 October Board Credi
				ACCOUNT TOTAL			4,095.03			
10570000	521400			Library Life Insurance						
	100933	SECURIAN FINANCIAL G	002832L JAN 2025	0	2024 12	INV P	122.33	24.12.05		9655 LIFE INSURANCE
				ACCOUNT TOTAL			122.33			
10570000	531000			Library Gen Supplies & Expense						
	100246	DEMCO	7574336	0	2024 12	INV P	1,529.62	24.12.12		9688 General Supplies (\$
	100246	DEMCO	7582325	0	2024 12	INV P	262.68	24.12.12		9859 General Supplies
							1,792.30			
	100381	GERMANTOWN CHAMBER O	6581271	0	2024 12	INV P	60.00	24.12.18		9801 General Supplies
	100495	MOLITOR, JACKIE	REQ122023	0	2024 12	INV P	68.26	24.12.12		9732 2023 REIMBURSEMENT
	100587	KIWANIS CLUB OF GERM	KIWANIS20241122	0	2024 12	INV P	300.00	24.12.12		9723 General Supplies -
	100718	MILWAUKEE JOURNAL SE	20241211	0	2024 12	INV P	927.93	24.12.12		9731 General Supplies
	100735	MONARCH LIBRARY SYST	416313	0	2024 12	INV P	28.85	24.12.12		9733 General Supplies
	100735	MONARCH LIBRARY SYST	416419	0	2024 12	INV P	1,755.80	24.12.12		9733 General Supplies -
							1,784.65			
				ACCOUNT TOTAL			4,933.14			
10570000	531010			Library Office Supplies						
	100201	COMPLETE OFFICE	824223	0	2024 12	INV P	493.30	24.12.05		9637 Office Supplies
	100246	DEMCO	P0056756	0	2024 12	INV P	196.71	24.12.12		9859 Office Supplies
	101593	BRODART	649721	0	2024 12	INV P	810.38	24.12.18		9790 Office Supplies
				ACCOUNT TOTAL			1,500.39			
10570000	531080			Library Professional Dev						
	100495	MOLITOR, JACKIE	VOUCHER20241118	0	2024 12	INV P	26.00	24.12.18		9816 Professional Develo
				ACCOUNT TOTAL			26.00			
10570000	531100			Library Books						

Village of Germantown, WI - PRODUCTION



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/12 TO 2024/12											
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN		CHECK	DESCRIPTION	
100092	BAKER & TAYLOR	2037818649	0	2024 12	INV	P	237.42	24.12.05	9634	Collection	Material
100092	BAKER & TAYLOR	2038705204	0	2024 12	INV	P	578.73	24.12.05	9634	Collection	Material
100092	BAKER & TAYLOR	2038712298	0	2024 12	INV	P	378.95	24.12.05	9634	Collection	Material
100092	BAKER & TAYLOR	2038714641	0	2024 12	INV	P	90.57	24.12.05	9634	Collection	Material
100092	BAKER & TAYLOR	2038718641	0	2024 12	INV	P	120.81	24.12.05	9634	Collection	Material
100092	BAKER & TAYLOR	2038720762	0	2024 12	INV	P	221.43	24.12.05	9634	Collection	Material
100092	BAKER & TAYLOR	2038725563	0	2024 12	INV	P	73.39	24.12.12	9674	Collection	Material
100092	BAKER & TAYLOR	2038727783	0	2024 12	INV	P	2,416.28	24.12.12	9674	Collection	Material
100092	BAKER & TAYLOR	2038731559	0	2024 12	INV	P	307.21	24.12.12	9674	Collection	Material
100092	BAKER & TAYLOR	2038737401	0	2024 12	INV	P	425.93	24.12.12	9674	Collection	Material
100092	BAKER & TAYLOR	2038745780	0	2024 12	INV	P	392.80	24.12.12	9674	Collection	Material
100092	BAKER & TAYLOR	2038756241	0	2024 12	INV	P	221.56	24.12.18	9788	Collection	Material
100092	BAKER & TAYLOR	2038764915	0	2024 12	INV	P	330.04	24122724	9848	Collection	Material
							5,795.12				
100246	DEMCO	P0056690	0	2024 12	INV	P	262.68	24.12.12	9688	Collection	Material
100477	INGRAM LIBRARY SERVI	84511863	0	2024 12	INV	P	22.19	24.12.12	9717	Collection	Material
100477	INGRAM LIBRARY SERVI	84943549	0	2024 12	INV	P	66.56	24.12.12	9717	Collection	Material
100477	INGRAM LIBRARY SERVI	85271449	0	2024 12	INV	P	24.59	24.12.12	9717	Collection	Material
							113.34				
100955	SHOWCASES	329721	0	2024 12	INV	P	540.00	24.12.05	9656	Book	Processing Sup
101265	PLAYAWAY	482832	0	2024 12	INV	P	2,752.52	24.12.05	9651	Collection	Material
101265	PLAYAWAY	48295	0	2024 12	INV	P	229.96	24.12.12	9739	Collection	Material
101265	PLAYAWAY	483311	0	2024 12	INV	P	125.23	24.12.12	9739	Collection	Material
101265	PLAYAWAY	483564	0	2024 12	INV	P	58.49	24.12.12	9739	SUPPLIES	
101265	PLAYAWAY	483706	0	2024 12	INV	P	64.99	24.12.12	9739	Collection	Material
101265	PLAYAWAY	484555	0	2024 12	INV	P	78.99	24.12.12	9739	Collection	Material
101265	PLAYAWAY	485303	0	2024 12	INV	P	332.20	24122724	9891	Collection	Material
							3,642.38				
ACCOUNT TOTAL							10,353.52				
10570000	531240	Library Travel									
100495	MOLITOR, JACKIE	TRAVEL20241216JM	0	2024 12	INV	P	143.38	24.12.18	9816	Travel (Voucher - J	
101267	SMITH	TRAVEL20241216PS	0	2024 12	INV	P	336.34	24.12.18	9827	Travel (Voucher - P	
ACCOUNT TOTAL							479.72				
10570000	531430	Library Book Processing									
100246	DEMCO	7574336	0	2024 12	INV	P	2,000.00	24.12.12	9688	General Supplies (\$	
100246	DEMCO	7575502	0	2024 12	INV	P	796.85	24.12.12	9688	Book Processing Sup	
100246	DEMCO	7578820	0	2024 12	INV	P	171.37	24.12.18	9794	Book Processing Sup	
							2,968.22				

Village of Germantown, WI - PRODUCTION

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/12 TO 2024/12											
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP S	CHECK RUN		CHECK	DESCRIPTION		
100955	SHOWCASES	329715	0	2024 12	INV P	252.20	24.12.05	9656	Book Processing Sup		
100955	SHOWCASES	329716	0	2024 12	INV P	287.00	24.12.05	9656	Book Processing Sup		
						539.20					
101592	JL BUSINESS INTERIOR	38063	0	2024 12	INV P	1,006.28	24.12.12	9720	Book Processing Sup		
ACCOUNT TOTAL						4,513.70					
10570000	531460			Library Audio Visual							
100032	AMAZON CAPITAL SERVI	179Q-JXQJ-GFW4	0	2024 12	INV P	1,789.08	24.12.12	9672	Audio/Visual Materi		
101265	PLAYAWAY	481888	0	2024 12	INV P	516.68	24.12.05	9652	Audio/Visual Materi		
ACCOUNT TOTAL						2,305.76					
10570000	531470			Library Computer Service							
100032	AMAZON CAPITAL SERVI	1NVW-HMVW-C1TP	0	2024 12	INV P	131.69	24.12.12	9672	Computer Services		
100402	GORDON FLESCH COMPAN	I00972792	0	2024 12	INV P	1,175.32	24.12.12	9704	Computer Services		
100735	MONARCH LIBRARY SYST	416321	0	2024 12	INV P	61.77	24.12.12	9733	Computer Services		
ACCOUNT TOTAL						1,368.78					
10570000	531490			Library Program Supplies & Exp							
100032	AMAZON CAPITAL SERVI	10570000-531490	0	2024 12	INV P	259.45	24.12.12	9672	Programming Supplie		
100368	FUN EXPRESS LLC	73507155201	0	2024 12	INV P	280.20	24.12.12	9697	Programming Supplie		
100368	FUN EXPRESS LLC	73514713701	0	2024 12	INV P	294.48	24.12.12	9697	Programming Supplie		
						574.68					
ACCOUNT TOTAL						834.13					
10570000	561400			Library Telephone							
100984	STATE OF WISCONSIN	505-0000097202	0	2024 12	INV P	600.00	24122724	9901	Telephone Servies (		
ACCOUNT TOTAL						600.00					
ORG 10570000 TOTAL						31,132.50					
FUND 10	General Fund	TOTAL:				31,132.50					

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

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: January 22, 2025

PLACEMENT: Presentation

ITEM TITLE: Budget Reports

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the attached Budget Reports.

ATTACHMENT:

1. Budget Report

STAFF RECOMMENDATION:

ACTION BY Committee:

Village of Germantown, WI - PRODUCTION

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12								
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	211.42 100.1%
10570000 462900	Library Fines &		10,000	-20,000	-10,000	-11,068.81	.00	1,068.81 110.7%
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	269,292.63	.00	-29,052.63 112.1%*
10570000 511100	Library PT Sala		327,906	-13,846	314,060	287,401.59	.00	26,658.41 91.5%
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	41,217.35	.00	1,185.65 97.2%
10570000 521100	Library State R		27,875	1,957	29,832	34,062.89	.00	-4,230.89 114.2%*
10570000 521200	Library Health		99,202	0	99,202	95,111.08	.00	4,090.92 95.9%
10570000 521300	Library Dental		4,825	0	4,825	5,984.47	.00	-1,159.47 124.0%*
10570000 521400	Library Life In		1,241	0	1,241	1,719.12	.00	-478.12 138.5%*
10570000 531000	Library Gen Sup		10,000	2,000	12,000	3,655.92	.00	8,344.08 30.5%
10570000 531010	Library Office		6,000	0	6,000	5,541.48	.00	458.52 92.4%
10570000 531080	Library Profess		2,000	2,000	4,000	1,083.03	.00	2,916.97 27.1%
10570000 531100	Library Books		56,000	10,000	66,000	60,407.20	.00	5,592.80 91.5%
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	1,039.64	.00	-39.64 104.0%*
10570000 531430	Library Book Pr		10,000	0	10,000	9,913.93	.00	86.07 99.1%
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	24,413.59	.00	4,286.41 85.1%
10570000 531470	Library Compute		30,000	-7,861	22,139	20,812.70	.00	1,326.30 94.0%
10570000 531490	Library Program		20,000	31,500	51,500	26,994.60	.00	24,505.40 52.4%
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	66,246.51	.00	-1,246.51 101.9%*
10570000 561400	Library Telepho		4,000	0	4,000	1,864.99	.00	2,135.01 46.6%
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	577,891.04	373.43	50,225.53 92.0%
TOTAL General Fund			1,348,490	-720,000	628,490	577,891.04	373.43	50,225.53 92.0%
TOTAL REVENUES			360,000	-778,200	-418,200	-420,112.18	.00	1,912.18
TOTAL EXPENSES			988,490	58,200	1,046,690	998,003.22	373.43	48,313.35



YEAR-TO-DATE BUDGET REPORT

FOR 2024 12							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	1,348,490	-720,000	628,490	577,891.04	373.43	50,225.53	92.0%
** END OF REPORT - Generated by Trisha Smith **							

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: January 22, 2025

PLACEMENT: Presentation

ITEM TITLE: Director's Report

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the attached Library Director's Report with supporting attachments.

ATTACHMENT:

1. Director's Report
2. Director's Report (Village Board Purchasing Policies)
3. Director's Report (Circulation Statistics)
4. Director's Report (Programming Statistics)

STAFF RECOMMENDATION:

ACTION BY Committee:

Director's Report: January 2025

STATE OF WISCONSIN

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, January 8 online. Amanda Winchet from Cengage gave a presentation on Peterson's Test Prep Database.
- Agendas and minutes: <https://monarchlibraries.org/library-director-meetings/>

WASHINGTON COUNTY

VILLAGE OF GERMANTOWN:

- The Village of Germantown Meetings:
 - Village Board (1/6): X. B. Revised Purchasing Policies and Ordinance to Amend Municipal Code to Reflect Revised Policies (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 DVD & CD sale will run in January.

DONATIONS:

Donor	Amount	Department	Brick/Plaque	Address
Berg, Rolf & Barhararic Neu, Gloria (in Memory of George Scherer, Sr.)	\$25	Patio Project	Brick (with Neu)	Menomonee Falls, WI Colgate, WI
Jaccard, Shirley	\$250	Materials	n/a	Richfield, WI
Hoff, Sharon & Bob	\$100	Patio Project	Brick	Germantown, WI
Koch, James	\$30	Materials	n/a	Germantown, WI
Wasicek, Tim & Jane	\$100	Patio Project	Brick	Germantown, WI

- Donation Jars / Giving Tree:
 - Patio Expansion: \$12.45
 - Early Literacy: \$27.57
 - Programming Supplies: \$21.28

Monthly Donations Total: \$566.30

DEPOSITS:

REQUEST FOR FUNDING:

STATISTICS:

- Circulation Statistics (see attached)
 - Physical: **20,666 (-3.4% from 2023 / -3.7% YTD)**
 - Digital: **5,161 (-5.1% from 2023 / 7.1% YTD)**
 - Total: **25,827 (-3.8% from 2023 / -2.1% YTD)**

- Programming (see attached)
 - In-Library Programs
 - Attendance: **9,814 (-23.4% from 2023)**
 - Programs Offered: **347 (-33.3% from 2023)**
 - Outside Library Programs
 - Attendance: **11,542 (-20.3% from 2023)**
 - Programs Offered: **183 (-6.2% from 2023)**
 - Passive Programs
 - Participation: **37,396 (13.6% from 2023)**

PROGRAMMING:

- 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 (3), 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, Jan 6 – Village Board (online)
- Tues, Jan 7 – Village Administrator
- Wed, Jan 8 – Adult Craft & Lego Club
- Thurs, Jan 9 – Monarch Directors (online)
- Mon, Jan 13 – Make It Crafts (3)
- Wed, Jan 15 – Village Department Heads
- Thurs, Jan 16 – Chamber Dinner
- Mon, Jan 20 – GGF & Village Board (online)
- Wed, Jan 22 – Adult Craft
- Wed, Jan 22 – Library Board
- Fri, Jan 24 – Mon, Feb 3 - VACATION

DEPARTMENT UPDATES

ADMIN & ALL STAFF

- New library operating hours began on Tuesday, January 2:
 - Monday-Thursday: 9am-8pm / Friday: 9am-5pm / Saturday: 9am-4pm
- Library staff have submitted feedback for the 2025 Village of Germantown Engagement Survey.

YOUTH, ADULT & OUTREACH SERVICES

- Outreach Services Specialist & Youth Services hosted the first all ages Breakfast Bingo event on Saturday, January 4. Thirteen residents of the Gables attended as well as fifty community members.

- A new series of Meet Your Neighbor Storytime started on Friday, January 17 and will continue all year. The first guest reader was Dr. Reuter, Germantown School District superintendent.
- In partnership with the American Heart Association-Wisconsin, the library will be providing blood pressure kits for patron check-out, as part of the AHA "Libraries with Heart" initiative. Kits contain cuffs, monitors, and educational materials. There will also be one monitor for in-house use at the library. Monitors are expected to be available the last week of January.
- 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.

TECHNOLOGY, BUILDING & GROUNDS

- The Village began a new facilities cleaning contract with Vanguard Cleaning on January 2. Library staff are working with DPW and Vanguard staff to implement the new cleaning services at the Library.
- DPW began working with the Library to plan for a new door card access security system that replicates what has been installed at other Village buildings.
- DPW is working with Village Hall to review available funding to repair/replace library sidewalks that have significant deterioration. The areas under consideration have been spray painted with pink paint.
- DPW is working with Village Hall to review options to reseal the library cutters at the seams. The previous sealant has worn off and is causing leaks which in turn are creating ice hazards on the pedestrian walkways during the winter. The most significant problem is in front of the library entrance doors.

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: January 6, 2025

PLACEMENT: Action Item

ITEM TITLE: Revised Purchasing Policies and Ordinance to Amend Municipal Code to Reflect Revised Policies

SUBMITTED BY:

SUMMARY EXPLANATION:

Attached to this file is a Purchasing Policy and a proposed change to Village ordinances related to purchasing procedures for review and approval by the General Government & Finance Committee and the Village Board.

If approved, this would establish Village Board approved policies related to the acquisition of goods and services by Village staff. This policy addresses the following areas:

- Purchasing processes for operating and capital expenses
- Capital purchases
- Competitive pricing
- Petty cash

The proposed ordinance change would increase Village purchasing authorizations as listed in the table below, in order to streamline purchasing processes. These authorizations were last increased in 2017.

Level of Approval	Current Limit
Department Head	\$2,500
Village Administrator	\$7,500
Standing Committee	\$15,000

The proposed changes would better align Germantown with the authorizations in place for other nearby communities. The City of Mequon authorizes department heads to approve purchases under \$5,000, the Finance Director to approve purchases under \$10,000 and the Administrator to approve purchases under \$25,000. Purchases of \$25,000 and over must be approved by a Common Council Committee. Menomonee Falls authorizes the Village Administrator to approve all purchases under \$25,000, while all purchases \$25,000 and higher must be approved by their General Government & Finance Committee and Village Board. Hartford authorizes the Village Administrator to approve all non-utility purchases under \$30,000, and the Common Council approves purchases \$30,000 and higher. West Bend allows department heads to approve purchases up to \$5,000 and the Administrator up to \$10,000. All of their purchases \$10,000 and higher need Common Council approval.

The General Government & Finance Committee reviewed the proposed changes and is recommending approval to the Village Board.

ATTACHMENT:

1. Procurement Policy Final Draft 241114
2. Ordinance Amending Claims Procedure - 2024

STAFF RECOMMENDATION:

Approve proposed purchasing policies and ordinance to amend municipal code to reflect revised policies as recommended.

ACTION BY Committee:

Village of Germantown

Purchasing Policy

Purpose

The budget is designed to provide a sufficient level of detail to provide funding authorization for most ongoing operating expenditures. However, it is understood that purchasing must follow some rules that cannot be included in the annual budget or the Village Code. Because of the diverse nature of municipal government, these requirements will be different based on the amount and type of spending. The Village Board has adopted the following Purchasing policies to clarify these requirements.

Purchasing Processes

There are several levels of authorization that may be necessary to initiate a purchase using municipal funds. The level of authorization required will depend on which of the following conditions may apply to the purchase.

Operational Expenses including professional services, maintenance and office supplies

During the budgeting process, the Village Board approves department budgets with the understanding that some of the spending within those budget amounts may be made without direct board approval consistent with Chapter 3.08 of the Municipal Code of Ordinances. However, all such spending must follow the parameters set out in these policies.

Authorizations:

Purchases less than \$5,000

1. For purchases and contracts that are under \$5,000 and have already been approved by the budget, only department head approval is required.
2. Department heads may delegate this approval when necessary; any such delegation must be reported in advance (when possible) to the Village Administrator, Village Finance Director, and Accounts Payable Personnel to ensure efficient payment of invoices. Department heads may sign contracts valued at \$5,000 or less.
3. Purchases of \$500 or more should be entered into the Tyler Munis Financial Management system as a contract, purchase order or requisition in advance of the purchase. In cases where advanced entry is not possible, a check request may be entered into Tyler Munis Financials with appropriate documentation as soon as possible after the purchase.
4. A purchasing card should generally be used for small dollar purchases.

Purchases of \$5,000 up to \$15,000

1. Village Administrator authorization is required; this authorization should occur before the purchase, except in cases of emergency.
2. A requisition, purchase order or contract should be completed in Tyler Munis and submitted to the Village Administrator for approval.
3. If a contract must be signed for purchases up to \$15,000, Village Administrator should be the contract signatory.
4. Purchases within this category should follow the Competitive Pricing policy as outlined in the Other Purchasing Policies Section.

Purchases of \$15,000 up to \$24,999.99

1. Committee of jurisdiction authorization is required, in addition to the Village Administrator.
2. A requisition, purchase order or contract should be entered into Tyler Munis after Committee approval has been received.
3. If a contract must be signed for purchases of \$15,000 up to \$25,000, the Village Administrator is authorized to sign contracts that have been approved by Committee.
4. Purchases within this category should follow the Competitive Pricing policy as outlined in the Other Purchasing Policies Section.

Purchases \$25,000 and over

1. Village Board Authorization is required, in addition to Village Administrator and Committee approvals.
2. A requisition, purchase order or contract should be entered into Tyler Munis after Committee approval has been received.
3. Staff must seek proposals for purchase over \$25,000 and provide three such proposals/quotes to the board along with the request. When three proposals/quotes are not available, staff should explain their methodology for solicitation and present proposals/quotes available. The Village Administrator is authorized to sign contracts that have been approved by the Village Board.
4. Purchases within this category should follow the Competitive Pricing policy as outlined in the Other Purchasing Policies Section.

Blanket Contracts

For multiple purchases of the same item(s):

- Some items must be purchased multiple times throughout the year. In this situation, a “blanket” purchase order may be approved through the process listed above for a specified dollar amount.
- This blanket purchase order serves as a purchase limit. Each purchase is then deducted from the total amount, until the approved amount has been spent. If additional items are needed after this time, a new purchase order must be approved by the Village Board.

Capital Purchases

Because of the nature of Capital Purchases, the process is somewhat different than for general purchases. Any Capital Spending MUST be part of a Capital Project approved during the annual Village Budget. Capital Purchases made outside these projects will require full Village Board approval before they can be made, except in emergency situations. However, approval of Capital Projects in the annual budget does not mean automatic approval of all purchases made for those projects; in general, these purchases will follow the same process as all other purchasing, with the exception that any public construction projects must follow the guidelines established in Wis. Stat. 62.15.

Other Purchasing Policies

Competitive Pricing

To help ensure that the Village is getting high quality goods or services at the most competitive pricing, the following purchasing best practices should be applied based upon the item's expected purchase cost, and/or nature of the purchase. Price will often not be the only factor in deciding on a vendor, but it should always be a consideration.

Purchases dictated by state statute or state contract are exempt from these requirements. It is expected that all Village employees implement these practices into their department's purchasing, to the extent they are able.

On-Going or Renewable Contracts

Many Village contracts for services, licenses, subscriptions, etc. are renewable on an annual basis. Renewable contracts can benefit the Village by providing continuity, stability, and efficiency. These contracts should be reviewed with the Village Board at intervals of no less than every five years and should periodically be opened to an RFP process.

Competitive Pricing on Professional Services, General Goods and Purchases

1. While there are no specific bidding processes required for items under \$5,000 in value, price checking should be done whenever practical.
2. For purchases from \$5,000-\$25,000 in value, price checking from at least 3 vendors is required to be documented. If three vendors are not available or if item is exempt from bidding, documentation of these reasons should be made.
3. If the item to be purchased is \$25,000 or more in value, the following methods should be used:

Written price quotes from at least 3 vendors are required for items to be purchased that are \$25,000 or more in value. Quotes should be based on substantially equivalent products. All quotes should be based on the minimum appropriate standard for acceptable quality. However, multiple quotes are not required when pricing is based on

the bidding done by other governments, such as items purchased under State contract pricing.

Additional Considerations – General Goods:

- Pricing should be considered in conjunction with obtaining the appropriate quality of goods.
- Product availability and the timeliness of delivery may also impact purchasing decisions.
- The scope of products and the efficiencies of consolidating orders may be a differential factor.
- Making quantity or bulk purchases should be considered if significant savings can be realized. For general supplies, consolidation of orders among departments should always be considered.
- The amount of time spent on purchasing should be commensurate with the product costs.

Additional Considerations – Contracts:

Pricing may not be the sole criteria in selecting service providers. Contracts and proposals may also be evaluated based on a combination of factors that result in the best benefit to the Village, including but not limited to:

- The Understanding of the work required by the Village
- The Quality and Responsiveness of the proposal
- Willingness to accept contract terms or conditions
- Demonstrated competence and professional qualifications of the firm
- Background and related experience of the specific individuals to be assigned to the project
- Recent experience in successfully performing similar services / References
- Proposed methodology for completing work
- Level of staff interaction required to complete work

Sole Source Contacts and Purchases

Competitive procurement processes are not always in the best interest of the Village, and a sole source purchase may be appropriate. Examples of conditions which may warrant a sole source purchase include:

- *Emergency purchases.* During emergency events, time may not permit following standard purchasing procedures. The Village Administrator should be informed of emergency purchases as soon as possible.
- *Unique products.* Some products are unique and only available from a single vendor. This information should be made clear during the approval process.
- *Need to Conform for Prior Purchases:* In some cases, only a single vendor can provide a product that conforms to products previously purchased by the Village. For example, an additional module to the Village's financial system would likely need be purchased from

Tyler Munis so it interfaced with the rest of the system. This information should be made clear during the purchasing process.

- *Standards:* For compatibility, ease of maintenance, or other factors, the Village may adopt standards for certain products or systems. For example, having consistent door and locking hardware across all Village buildings makes future maintenance cheaper and easier to prepare for and enhances security. Other example make include:
 - Centralized or networked HVAC and security systems
 - Fleet standards for equipment groups, such as Chevrolet pick-up trucks that have substantially similar maintenance needs and have similar parts platforms that allow for ease of maintenance, staff training, etc.

Petty Cash Policy

Purpose

The Village of Germantown's petty cash fund is intended for small, incidental expenses where it is infeasible or impractical to use the Village's standard purchasing processes.

Custodians

Each department is responsible for securing and controlling their petty cash funds. All funds must be stored securely in a locked location. Theft or loss of funds is the responsibility of the respective department.

Authorized Departments and Fund Limits

The following departments are authorized to maintain petty cash funds for operational needs:

- **Finance Department:** For miscellaneous transactions, set at \$525
- **Police Department:** For miscellaneous transactions, set at \$200

Departments may request fund limit adjustments through the Finance Director.

Appropriate Use

Petty cash should only be used to reimburse individuals for out-of-pocket expenditures under \$50. It can be used in place of the Village's purchasing process only for small, incidental expenses. Specific uses include:

- **Change:** At various department locations and events.
- **Reimbursements:** For minor, incidental department expenses.

Prohibited Uses

Petty cash should not be used for:

- Travel expenses (use Employee Expense Report).
- Advances for travel.
- Purchases that should go on a department credit card.
- Vendor or contractor payments (use Accounts Payable).
- Employee awards or services (use Payroll).
- Any taxable or non-taxable personal benefits.
- Personal borrowing (no IOUs).

The Finance Director may update this list as necessary and will notify departments of changes.

Setting Up a Petty Cash Fund

Departments seeking petty cash funds should submit a memo to the Finance Director detailing the purpose, amount requested, and denominations needed. Approved requests will be issued a check, cashed at the bank, and distributed to the requesting department.

Custodian Responsibilities

Department custodians must ensure petty cash is used only when standard purchasing methods (e.g., credit cards, check requests) are infeasible. They must perform an annual reconciliation for audit purposes and report any loss of funds immediately.

Reimbursement Process

Petty cash should be reconciled and replenished monthly. Reimbursement requests, including original receipts and approval from the department head or designee, must be submitted to the Finance Department. Requests should specify desired currency denominations, if any.

Closing a Petty Cash Account

Petty cash accounts must be closed when the fund's purpose is complete. The Finance Department may review fund usage and recommend account closure or reduction. Upon closing, all remaining funds should be returned to the Finance Department along with a final reconciliation.

Review Cycle

This policy shall be reviewed regularly to ensure its relevance to the Village of Germantown's operations.

Other Procurement Processes

- Documentation is required for *all* purchases, whether through petty cash, purchase order, voucher or credit card.
- Department heads have the responsibility for securing documentation from department employees and providing it as required to the Finance Director and/or the Village Administrator.
- Once a purchase or contract has been approved and initiated, it is understood that the Village is obligated to the vendor for payment.

ORDINANCE NO. ____ -14

AN ORDINANCE AMENDING SECTION 3.08 OF THE
MUNICIPAL CODE OF GERMANTOWN RELATING TO THE
VILLAGE'S PURCHASE AND CLAIMS PROCEDURES

WHEREAS, the Village Board having previously adopted Section 3.08 of the Municipal Code of Germantown which specifies certain procedures relating to purchases made by the Village; and

WHEREAS, the Village Administrator has identified the need for certain changes within those procedures to better reflect current best practices and increased costs since the last time the procedures were put in place; and

WHEREAS, the regulations relating to purchases made by the Village is a matter in the interest of the Village Board's financial powers;

NOW, THEREFORE, the Village Board of the Village of Germantown, Wisconsin, do ordain as follows:

SECTION I:

Section 3.08(2)(a) of the Municipal Code of Germantown is hereby amended to read as follows (Note: additions are double underlined; Deleted text is ~~struck through~~):

(4)(a) **Budgeted Items.** The following amounts apply to purchases of goods as well as to contracts for services approved by the Village Board in the budget process:

- | | |
|---|--|
| 1. Up to \$2,500.00 <u>Up to \$15,000</u> <u>\$5,000</u> | Department head or
department delegate
authorization |
| 2. Up to \$7,500 <u>\$5,001 to \$15,000</u> | Village Administrator
authorization |
| 3. Up to \$15,000 <u>\$15,001 to 24,999.99</u> | Committee authorization |
| 4. \$Over \$15,000 <u>\$25,000 and above</u> | Village Board authorization |

SECTION II:

The terms and provisions of this ordinance are severable. Should any term or provision of this ordinance be found to be invalid by a court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

SECTION III:

All ordinances or parts of ordinances contravening the terms of this ordinance are hereby to that extent repealed.

SECTION IV:

This ordinance shall take effect and be in full force upon its passage and the day after publication.

Introduced by Trustee:

Adopted: _____, 2024 Vote: Ayes: Nays: Absent:

Dean Wolter, Village President

ATTEST:

Donna OttUp to \$15,000, Village Clerk

Approved as to form:

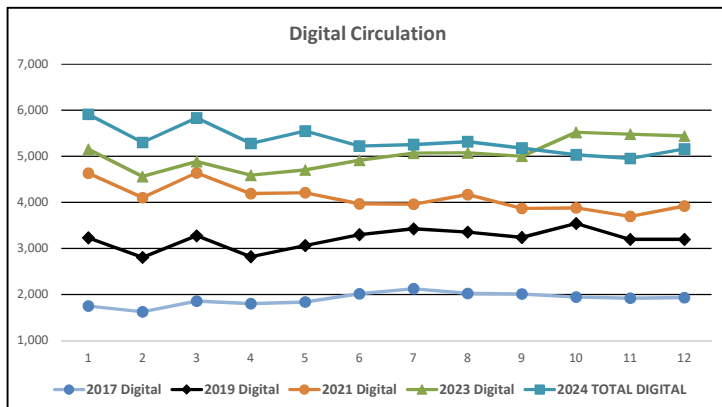
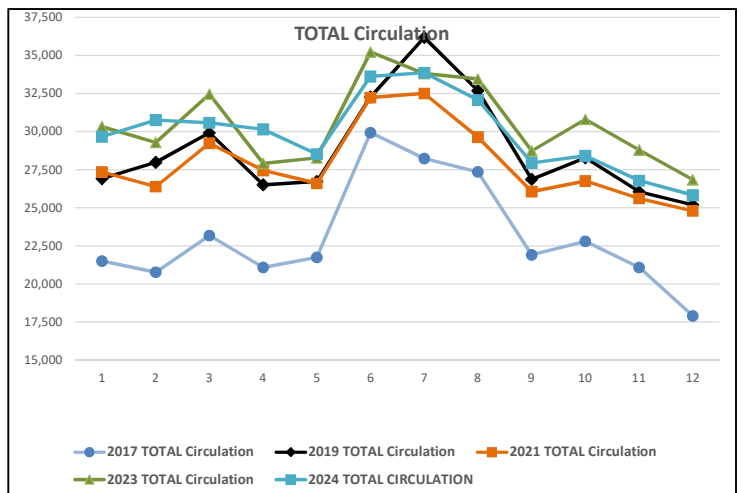
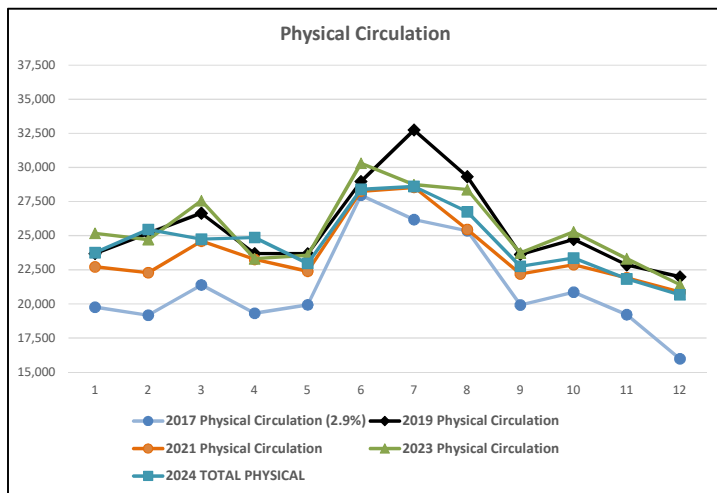
Brian C. Sajdak, Village Attorney

Published: _____

GCL Statistical Trends 2016-2024

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

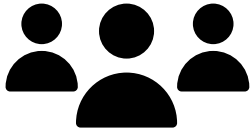
Stats	YTD	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov*	Dec
2024 TOTAL PHYSICAL	294,178	23,760	25,453	24,744	24,868	22,970	28,397	28,606	26,751	22,761	23,375	21,827	20,666
% over 2023	-3.7%	-5.6%	3.0%	-10.3%	6.7%	-2.6%	-6.3%	-0.5%	-5.7%	-4.1%	-7.6%	-6.4%	-3.4%
2024 Overdrive - eBook	26,367	2,337	2,176	2,363	2,308	2,203	2,137	2,292	2,331	2,150	2,021	2,008	2,041
2024 Overdrive - Audio	28,326	2,449	2,232	2,466	2,417	2,569	2,418	2,399	2,392	2,340	2,254	2,179	2,211
2024 Overdrive - Magazine	9,313	1,126	896	1,006	556	775	668	566	597	690	757	767	909
2024 TOTAL DIGITAL	64,006	5,912	5,304	5,835	5,281	5,547	5,223	5,257	5,320	5,180	5,032	4,954	5,161
% 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%	-5.1%
2024 TOTAL CIRCULATION	358,184	29,672	30,757	30,579	30,149	28,517	33,620	33,863	32,071	27,941	28,407	26,781	25,827
% over 2023	-2.1%	-2.2%	5.0%	-5.8%	8.0%	0.8%	-4.6%	0.1%	-4.1%	-2.8%	-7.8%	-7.0%	-3.8%
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



GERMANTOWN COMMUNITY LIBRARY

2024 IN-LIBRARY PROGRAMS

(NUMBER OF PROGRAMS IN PARENTHESES)



9,814

People
Attended

347

Programs

PRESCHOOL

Storytime
Preschool (34): 1,862
Storytime:
Baby/Toddler (34): 1,997
Special (2): 365
= (70)
4,224

YOUTH

Family Night (14): 367
Field Trips (6): 296
Special (17): 1,849
= (37)
2,512

TEENS

Advisory (12): 74
Crafts (12): 120
Special (12): 217
= (36)
411

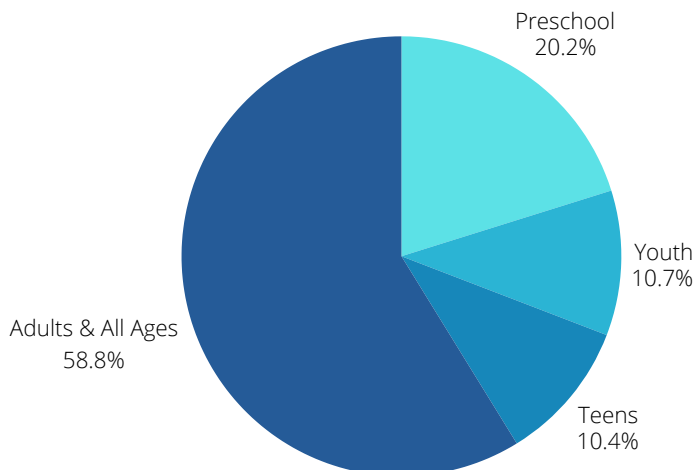
ADULTS & ALL AGES

Book Groups (72): 572
Crafts (30): 931
Puzzle/Games (12): 34
Cooking (8): 35
Tours (1): 20
Friends (9): 111
Blood Drive (6): 381
Work Force (40): 80
Special (26): 503
= (204)
2,667

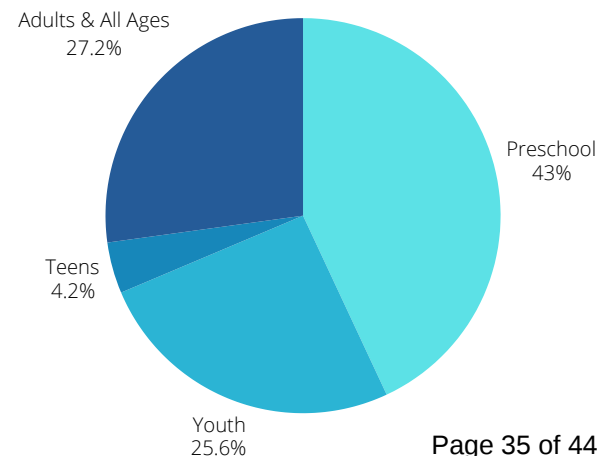
Past Attendance:

2023: 12,804
2022: 11,149
2021: 4,316
2020: 7,066
2019: 29,623

PROGRAMS OFFERED BY TARGET AGE



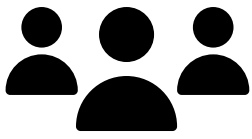
ATTENDANCE BY TARGET AGE



GERMANTOWN COMMUNITY LIBRARY

2024 OUTSIDE OF THE LIBRARY

(NUMBER OF PROGRAMS IN PARENTHESES)



11,542

People
Attended

183

Programs

PRESCHOOL

Enchanted Library
(3): 109
Preschool/
Storytime (21): 469
School Delivery
(12): 20
Special (*): 1,775
= (36)
2,373

YOUTH

Enchanted Library
(6): 160
Kid's Klub (8): 309
School Visits
(32): 2,162
School Delivery
(10): 70
Special (8*): 1,775
= (64)
4,476

TEENS

High School
Band (1): 120
School Delivery
(10): 30
Special (*): 1,775
= (11)
1,925

ADULTS & ALL AGES

Senior Living Facilities
(48): 355
Homebound (12): 63
Senior Delivery (12): 24
Adult Day Service
(4): 58
Fundraisers (2): 493
Special (*): 1,775
= (72)
2,768

Past Attendance:

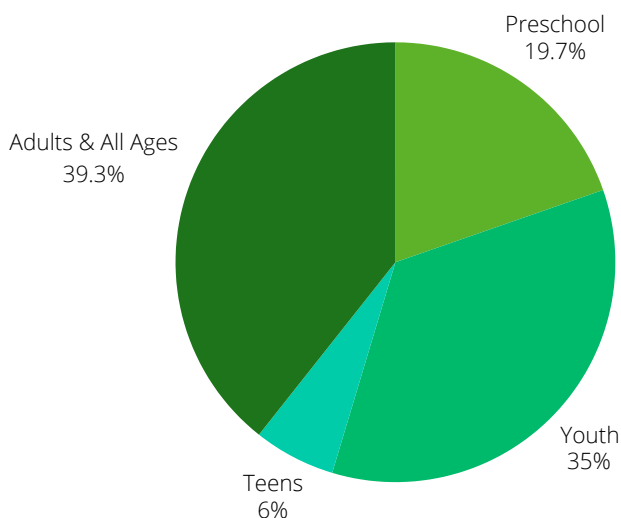
2023: 14,480

2022: 10,695

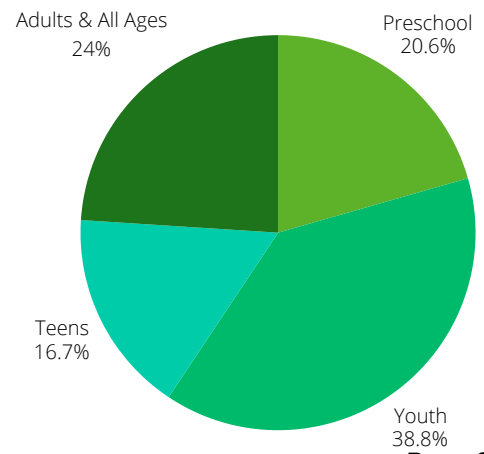
2021: 6,082

*8 Total Special Programs (divided for all age groups)

PROGRAMS OFFERED BY TARGET AGE



ATTENDANCE BY TARGET AGE



GERMANTOWN COMMUNITY LIBRARY 2024 SELF-DIRECTED ACTIVITIES

Challenges
& Surveys



12,617

PRESCHOOL

Winter: 245
Seeds: 375
Summer: 1,215
= 1,835

YOUTH

Winter: 663
Seeds: 375
Summer: 4,786
= 5,824

TEENS

Winter: 43
Seeds: 375
Summer: 651
= 1,069

ADULTS & ALL AGES

Winter: 1,533
Seeds: 375
Summer: 1,981
= 3,889

Self-Directed
(in-Library)



10,789

Coloring: 2,750
Monthly : 1,187
Express Bags: 5
Santa Letters: 78
= 4,020

Coloring: 2,750
Monthly: 1,187
Express Bags: 9
Screen Free: 100
= 4,046

Coloring: 565
Express Bags: 5
= 669

Coloring: 565
Puzzles: 1,052
Curbside: 444
Food Drive: 83
Express Bags: 5
= 2,054

Self-Directed
(outside library)



13,990

Child Development
Days: 45
Parades (3): 2,375
= 2,420

School
Orientation: 400
School Events (6):
1,405
Parade (3): 2,375
= 4,180

Teen Book Groups
(1): 153
School
Orientation: 300
Parade (3): 2,375
= 2,828

Adult Book Groups
(8): 587
Little Free Library"
500
Community Events
(2): 1,100
Parade (3): 2,375
= 4,562



Total:
8,275

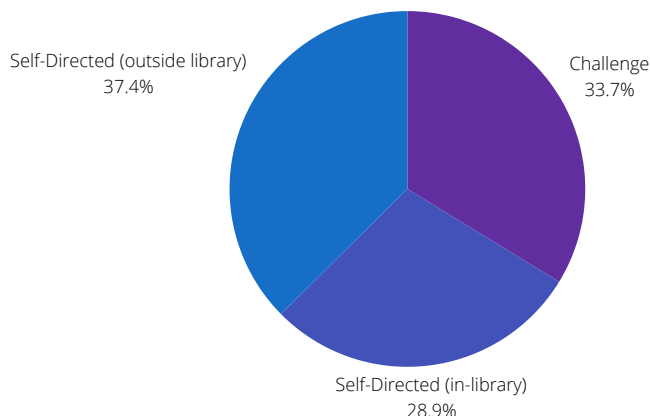
Total:
14,050

Total:
4,566

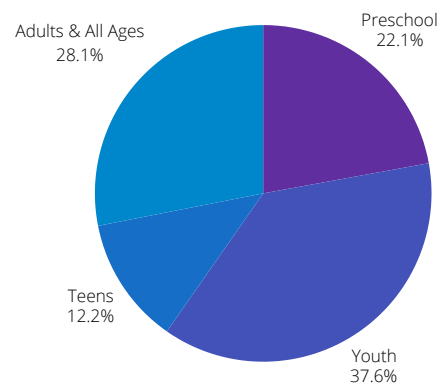
Total:
10,505

37,396
Activities

BY TYPE OF
ACTIVITY



BY TARGET
AGE



Past Activities:
2023: 32,932
2022: 35,398
2021: 94,112
2020: 55,180
2019: 34,738

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: January 22, 2025

PLACEMENT: Action Item

ITEM TITLE: Library Board Meeting Start Time Change

SUBMITTED BY: Joyce Nelson, Library Board President

SUMMARY EXPLANATION:

Due to Library Board member schedules and Village meetings, it was suggested at the Library Board meeting on Wednesday, December 18, 2024 to permanently change the Library Board meeting start time from 6:00pm to 5:30pm.

ATTACHMENT:

STAFF RECOMMENDATION:

Permanently change the Library Board meeting start time from 6:00pm to 5:30pm.

ACTION BY Committee:

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: January 22, 2025

PLACEMENT: Action Item

ITEM TITLE: Library Director Staff Evaluation

SUBMITTED BY: Sarah Larson, Library Board Member

SUMMARY EXPLANATION:

At a previous Library Board meeting, it was suggested to have a form that library staff could fill out giving feedback to the Library Director.

This form would be completed every March as part of the all-library staff rounding process and be reviewed by the Library Board.

A sample form is attached.

ATTACHMENT:

1. Library Director Staff Evaluation (Internal Feedback Form)

STAFF RECOMMENDATION:

Implement process for Library Director staff evaluation to be completed by staff directly reporting to the Library Director.

ACTION BY Committee:

Internal Feedback

	1:Strongly Agree - 5:Strongly Disagree				
	1	2	3	4	5
I know what is expected of me and have the tools to effectively accomplish my work					
I view my manager as effective in their role.					
My manager clearly communicates the goals of and vision for the Germantown Library.					
My manager promotes a positive, open work environment.					
My opinion is valued and I feel heard.					
My manager provides opportunitiesfor me to learn and grow, supporting my development.					

What does your manager do that you value the most?	
What do you wish they would do more of?	
What is really different here that makes you proud to be an employee of the Germantown Library?	

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: January 22, 2025

PLACEMENT: Action Item

ITEM TITLE: Review Library Director 2025 Goals

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

A draft of the 2025 Performance Goals are attached for review.

A copy of the Germantown Community Library 2023-2027 Strategic Plan is also attached.

ATTACHMENT:

1. Review Library Director 2025 Goals (Competencies)
2. Review Library Director 2025 Goals (Objectives)
3. Review Library Director 2025 Goals (2023-2027 Strategic Plan)

STAFF RECOMMENDATION:

Approve the 2025 Performance Goals for the Library Director to be used for the Annual Performance Evaluation in November/December of 2025.

ACTION BY Committee:

2025 Employee Performance Evaluation					
Employee Name: Patricia A. Smith			Date: 1/22/2025		
		2023-2027 Strategic Plan	Current Rating	Employee Comments	Library Board Comments
Competency 1: Organization Understanding	* Understands the organizational implications of programs, services, and procedures. * Demonstrates awareness of goals of other units including Monarch Library System, Washington County Library Services Board, Germantown Community Library Board, Village of Germantown Board and surrounding non-served communities, Village departments, school systems, and community groups and makes requests or decisions in support of this awareness. * Keeps objectives that are related to organizational priorities in mind when determining tasks for oneself and team members.	Goal 1.A&B Goal 2.A.&B. Goal 3.A.,B.&C. Goal 4.A.,B.&C. Goal 5.A,B.,C.&D.			
Competency 2: Planning & Organizing	* Effectively prioritizes own work such that she/he is prepared and able to meet work objectives. * Manages own time and others efficiently to meet goals and achieve maximum productivity. * Delegates specific tasks to team members. * Evaluates the team members ability to set-up, organize and keep track of responsibilities accurately and on a timely basis. * Provides high level value in helping groups plan and organize.	Goal 5.C.&D.			
Competency 3: Team Development	* Actively grows a group of people who have common/complimentary skills. * Regularly meets with staff individually and as a team to ensure commitment to fulfilling their common purpose.	Goal 5.C.&D.			
Competency 4: Customer Focus	* Discovers, understands and meets the needs of customers, both internal and external. * Builds positive customer relationships by giving patron needs priority. * Constructively deals with challenging customers by listening and moving toward a satisfactory resolution.	Goal 1 A.&B Goal 2.A.&B. Goal 3.A.,B.&C. Goal 4.A.,B.&C.			
Competency 5: Communication	* Clearly, accurately and effectively conveys information and ideas to library users. * Provides timely and accurate information to team members as appropriate. * Demonstrates effective written, oral and listening skills. * Maintains a positive attitude consistently despite difficult or challenging circumstances.	Goal 3.A.,B.&C. Goal 4.A.,B.&C.			

2025 Employee Performance Evaluation					
Employee Name: Patricia A. Smith			Date: 1/22/2025		
		2023-2027 Strategic Plan	Current Rating	Employee Comments	Library Board Comments
Customer Objective	1. Implement changes to Library of Things collections to allow for patrons to place holds on items and create additional avenues for accessing information about these collections. 2. Evaluate and implement moving collections and furniture in high-use areas including Library of Things, Youth Media, Graphic Novels, Spanish/German and Teen Services. 3. Implement additional Reader's Advisory resources in Adult Services to include genre brochures. 4. Facilitate implementation of Vega Promote online newsletter. 5. Improve communication between library and residents in areas including marketing and outreach with an emphasis on patrons in schools and new residents to the community.	1. Goal 1. A. & B. 2. Goal 2. B. 3. Goal 4. A. 4. Goal 4. A. 5. Goal 4. A.			
Process Objective	1. Provide patrons with opportunities for literacy, growth, and life-long learning with an emphasis returning to pre-COVID programming including additional programming options for teen & tween programming and summer programming and providing opportunities for additional all-age type programs. 2. Evaluate and implement additional options for staff work areas in Youth Services. 3. Implement review of library organization and job descriptions. 4. Digitize and archive all library director and administrative records.	1. Goal 1. A. 2. Goal 2. B. 3. Goal 5. C. 4. Goal 5. C.			
Growth Objective	1. Attend Wisconsin Public Library Conference in May. 2. Attend Wisconsin Library Conference in October. 3. Participate in additional professional development opportunities through library-related organizations and the Village of Germantown.	1. Goal 5. D. 2. Goal 5. D. 3. Goal 5. D.			
Financial Objective	1. Increase trends of overall circulation of print and digital material especially in relation to libraries in Washington County to meet County revenue requirements. 2. Implement Message Bee service to more accurately communicate with patrons and save staff time. 2. Evaluate and implement additional staffing hours for flexible positions and internships.	1. Goal 1. A. & B. 2. Goal 1. B. 3. Goal 5. B.			
		Average:			
Employee Signature: _____		Supervisor Signature: _____ Date: _____			

Germantown Community Library

2023-2027 Strategic Plan

Goal 1: Growing Services

Collection care and customer service are fundamental to the library's success. Cultivating the collection and providing excellent service will increase accessibility to and use of the Germantown Community Library.

Objectives

- A. Develop and maintain collection management policies and procedures for materials and resources, both physical and digital, which reflect the needs and interests of the community.
- B. Strengthen and maintain a positive patron experience through programming and services that are responsive and appealing to the community we serve.

Goal 2: Growing Spaces

Flexible, multi-purpose spaces and a presence in and around the community means Germantown Community Library meets people where they are, and appeals to a wide variety of audiences and their needs.

Objectives

- A. Develop pathways for expansion of the library's footprint
- B. Improve visitor and staff satisfaction within the physical library space

Goal #3: Growing Collaborations & Community

Through careful practices and meaningful community relationships and partnerships, the Germantown Community Library will bring people and groups together to learn, accomplish goals, and build connections.

Objectives

- A. Improve, document, and share internal processes and practices to identify, define, and evaluate relationships and partnerships.
- B. Expand and strengthen connections and partnerships among existing and new community networks, especially those that help members of the Germantown area and surrounding communities to learn, build relationships, and connect with each other.
- C. Expand outreach services of material and programming outside of the library building to residents in Germantown, Richfield and Jackson.

Goal #4: Growing Community Awareness

The library, the Germantown community, and the surrounding area have an abundance of events, opportunities, and resources to offer and the Germantown Community Library can improve awareness of these through thoughtful partnerships and impactful communications.

Objectives

- A. Increase patron and community awareness of the resources and services offered by the library and Monarch Library System.
- B. Develop and implement communication tools to connect with different government boards and officials throughout the Germantown area, non-librariad communities and Washington County.
- C. Create a marketing plan that incorporates local communication channels.

Goal #5: Growing Organizational Wellbeing

The state of the Germantown Community Library depends on the financial and wellbeing of the library and of the library's staff. Both will be prioritized through careful practices and meaningful action.

Objectives

- A. Create and cultivate new philanthropic partnerships, sponsorships, and pathways to ensure the financial health of the library.
- B. Expand organizational capacity to maintain and grow service areas.
- C. Develop internal infrastructure to document and train on library activities, processes, and practices.
- D. Continuously promote an internal culture that focuses on staff wellbeing.