

MEETING:	GERMANTOWN COMMUNITY LIBRARY BOARD
DATE AND TIME:	Wednesday, February 26, 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. January 22, 2025, 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. 2025 Amended Budget
 - B. 2024 Annual Report
- X. **ADJOURNMENT:**

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

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through

LIBRARY BOARD AGENDA

February 26, 2025

Page 2

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: February 26, 2025

PLACEMENT: Action Item

ITEM TITLE: January 22, 2025, Meeting Minutes

SUBMITTED BY: Connie Lloyd, Asst. Director

SUMMARY EXPLANATION:

Review submitted January 22, 2025, Library Board meeting minutes.

ATTACHMENT:

1. January 22, 2025, Meeting Minutes DRAFT

STAFF RECOMMENDATION:

Approve the January 22, 2025, Library Board meeting minutes as presented.

ACTION BY Committee:

MEETING:	GERMANTOWN COMMUNITY OF THE LIBRARY BOARD
DATE AND TIME:	Wednesday, January 22, 2025 5:30 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 05:30 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: Charlene Brady
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)
- IV. **APPROVAL OF MINUTES:**

A. December 18, 2024, Meeting Minutes
Motion: Approve as presented
Motioned By: Darlene Vosen
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)

- 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 reviewed the submitted Treasurer's Report and noted CD #3 will mature on February 6, 2025. She reported renewal interest rates were approximately 4.81%. Board members supported a 17-month renewal term. She reminded the board that interest earned on CDs is being put into the Building Account and defined as 'Un-designated' rather than roll into the renewed CD.

Motion: Approve as presented

Motioned By: Joyce Nelson

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)

B. Accounts Payable

Smith reviewed the submitted Account Payable report.

Motion: Approve as presented

Motioned By: Darlene Vosen

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 reviewed the submitted Budget Report.

VII. REPORTS:

A. Correspondence

Nelson sent out thank you letters to the following donors:

- Erin Brownlee - \$120 - Patio Project
- Daniel & Laura McCarthy - \$100 - Patio Project
- Tyler Schleicher - \$250 - Patio Project
- Lori Schultz - \$100 - Patio Project
- Sharon & James Wahlen - \$100 - Patio Project
- Soozie Willey - \$300 - Materials

B. Village Reports

Cutts reviewed highlights from the past Village Board meeting which included information on the approved revised Village spending limit policy. Smith covers how this impacts the library in the Director's Report.

C. County Reports

D. System Reports

E. President's Report

F. Director's Report

Smith reviewed the submitted Director's Report. Smith also noted the library annual report will be submitted for review and approval at the February 26, 2025, Library Board meeting. It must be submitted to the Monarch Library System by February 28, 2025. Smith is scheduled to present the library annual report highlights to the Village Board at the February 17, 2025, meeting.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS:

A. Library Board Meeting Start Time Change

Motion: Approve to permanently change the Library Board meetings start time to 5:30 PM as presented

Motioned By: Sarah Larson

Seconded By: Joletta Kerpan

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. Library Director Staff Evaluation

Larson will provide Nelson with an editable document that contains the 360-performance review questions for the Library Director's review. Nelson will forward this questionnaire to the Library Director's direct reports for completion. The information will be reviewed with Smith in closed session at the March 26, 2025, Library Board meeting.

Motion: Approve as presented

Motioned By: Darlene Vosen

Seconded By: Sarah Larson

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. Review Library Director 2025 Goals

The submitted Library Director 2025 goals were reviewed.

Motion: Approve as presented

Motioned By: Joyce Nelson

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)

X. ADJOURNMENT:

Nelson announced the next Library Board meeting will be held on February 26, 2025, at 5:30 PM. Nelson and Brady will be excused.

Nelson adjourned the meeting at 06:10 PM.

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: February 26, 2025

PLACEMENT: Action Item

ITEM TITLE: Treasurer's Report

SUBMITTED BY: Darlene Vosen, Library Board Member

SUMMARY EXPLANATION:

Review submitted Treasurer's Report dated February 18, 2025.

ATTACHMENT:

1. Treasurer's Report
2. Treasurer's Report - National Trophy Inv

STAFF RECOMMENDATION:

Approve Treasurer's Report as submitted.

ACTION BY Committee:

Germantown Community Library Board

Financial Report February 18, 2025

By Darlene Vosen

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

Balance 1/14/25 per online statement	\$8,069.00
1/22 Check #1606 Nalt.Trophy/wood tree	-\$43.00
1/29 Deposit Bricks/credit card/donation jars	+\$742.30
Balance 2/18/25 per on-line statement	\$8,768.30*

***Early Literacy Fund - \$304.55 + \$27.57 = \$332.12**

***Programming Supplies - \$11.00 + \$21.28 = \$32.28**

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

***Patio Expansion 2025 - \$3,022.08 + \$13.45 + \$680.00 = \$3,715.53 (-brick cost)**

Bank Five Nine GCL Board Savings Account (4029)

Balance 1/14/25 per on-line statement	\$4,836.82
Interest January	+\$.41
Balance 2/18/25 per on-line statement	\$4,837.23

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

Balance 1/14/25 per on-line statement	\$11,709.50
Interest January	+\$1.00
1/29 Deposit Jaccard/Books	+\$250.00
Deposit Interest CD 5608	+\$1,022.60
Balance 2/18/25 per on-line statement	\$12,983.10**

****Book & Materials - \$7,500.29 + \$250.00 = \$7,750.29**

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

****Un-designated - \$1,885.87 + \$1.00(interest) + \$1,022.60 = \$2,909.47
(need \$2,500 to keep account active)**

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 2/06/25 per bank statement	\$15,000.00
4.72/4.81% Interest 17 months (mature 7/6/26)	
Interest Earned - \$1,022.60 (transferred to GCL Building)	
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

NATIONAL TROPHY & AWARDS INC.
 N90 W16890 ROOSEVELT DR. #2
 MENOMONEE FALLS, WI 53051

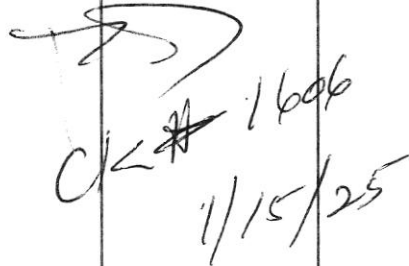
Invoice

Date	Invoice #
1/15/2025	9031

Bill To
GERMANTOWN LIBRARY BOARD PO BOX 670 GERMANTOWN, WI 53022

Ship To
GERMANTOWN LIBRARY BOARD PO BOX 670 GERMANTOWN, WI 53022

P.O. Number	Terms	Rep	Ship	Via	F.O.B.
	Due on receipt		1/15/2025	P/U	

Item Code	Description	Quantity	Price Each	Amount
003	ENGRAVING	2	21.50	43.00
				

Subtotal		\$43.00
Sales Tax (5.0%)		\$0.00
Total		\$43.00

Phone #	Fax #	E-mail	Web Site
262-255-3620		TIM@NATAWARDS.COM	NatAwards.COM

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: February 26, 2025

PLACEMENT: Action Item

ITEM TITLE: Accounts Payable

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Accounts Payable Report.

ATTACHMENT:

1. Accounts Payable

STAFF RECOMMENDATION:

Approve the Accounts Payable Report as presented.

ACTION BY Committee:

Village of Germantown, WI - PRODUCTION



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/1 TO 2025/1		ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
10570000				Library							
10570000	521400			Library Life Insurance							
100933	SECURIAN FINANCIAL	G	002832L	FEB 2025	0	2025	1	INV P	122.33	25.01.15	10150 LIFE INSURANCE
				ACCOUNT TOTAL					122.33		
10570000	531000			Library Gen Supplies & Expense							
101031	MILWAUKEE BUSINESS	J	0507008812	YR2025	0	2025	1	INV P	220.00	25.01.08	9990 2025 SUBSCRIPTION
				ACCOUNT TOTAL					220.00		
10570000	531100			Library Books							
100092	BAKER & TAYLOR		2038787360		0	2025	1	INV P	394.11	25.01.29	10279 Collection Material
100092	BAKER & TAYLOR		2038795412		0	2025	1	INV P	748.19	25.01.29	10279 Collection Material
100092	BAKER & TAYLOR		2038796957		0	2025	1	INV P	63.41	25.01.29	10279 Collection Material
100092	BAKER & TAYLOR		2038803153		0	2025	1	INV P	338.01	25.01.29	10279 Collection Material
100092	BAKER & TAYLOR		2038809464		0	2025	1	INV P	309.58	25.01.29	10279 Collection Material
100092	BAKER & TAYLOR		2038816051		0	2025	1	INV P	356.43	25.01.29	10279 Collection Material
100092	BAKER & TAYLOR		2038823735		0	2025	1	INV P	338.72	25.01.29	10279 Collection Material
									2,548.45		
100167	CAVENDISH SQUARE		CAL350197I		0	2025	1	INV P	186.03	25.01.29	10282 Collection Material
101265	PLAYAWAY		486540		0	2025	1	INV P	305.95	25.01.29	10316 Collection Material
101265	PLAYAWAY		487931		0	2025	1	INV P	67.49	25.01.29	10316 Collection Material
101265	PLAYAWAY		488010		0	2025	1	INV P	224.97	25.01.29	10316 Collection Material
									598.41		
101571	LIBRARY IDEAS LLC		2038789306		0	2025	1	INV P	48.36	25.01.29	10306 Collection Material
				ACCOUNT TOTAL					3,381.25		
10570000	571000			Library Insurance & Bonds							
101384	MUNICIPAL PROPERTY	I	48-10568-26-001	2025 0		2025	1	INV P	1,642.19	25.01.15	10135 2025 MPIC PROPERTY
				ACCOUNT TOTAL					1,642.19		
				ORG 10570000 TOTAL					5,365.77		
FUND 10	General Fund			TOTAL:					5,365.77		

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

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: February 26, 2025

PLACEMENT: Presentation

ITEM TITLE: Budget Reports

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Budget Reports.

ATTACHMENT:

1. Budget Report (2024)
2. Budget Report (2024 - Full Library Detail)
3. Budget Report (2024 - Library Capital)
4. Budget Report (2025)

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	-12,279.80	.00	2,279.80	122.8%
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	276,113.26	.00	-35,873.26	114.9%*
10570000 511100	Library PT Sala		327,906	-13,846	314,060	293,905.60	.00	20,154.40	93.6%
10570000 511200	Library Board		1,200	0	1,200	1,122.00	.00	78.00	93.5%
10570000 521000	Library Social		41,913	490	42,403	42,230.25	.00	172.75	99.6%
10570000 521100	Library State R		27,875	1,957	29,832	34,942.02	.00	-5,110.02	117.1%*
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	12,437.10	.00	-437.10	103.6%*
10570000 531010	Library Office		6,000	0	6,000	5,755.68	.00	244.32	95.9%
10570000 531080	Library Profess		2,000	2,000	4,000	2,865.43	.00	1,134.57	71.6%
10570000 531100	Library Books		56,000	10,000	66,000	65,634.61	.00	365.39	99.4%
10570000 531190	Marketing & Pro		5,000	3,000	8,000	8,108.63	.00	-108.63	101.4%*
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	9,674.47	.00	325.53	96.7%
10570000 531440	Library Periodi		5,000	0	5,000	4,906.68	.00	93.32	98.1%
10570000 531460	Library Audio V		20,000	8,700	28,700	27,413.59	.00	1,286.41	95.5%
10570000 531470	Library Compute		30,000	-7,861	22,139	22,201.27	.00	-62.27	100.3%*
10570000 531490	Library Program		20,000	31,500	51,500	57,152.38	.00	-5,652.38	111.0%*
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	70,953.43	.00	-5,953.43	109.2%*
10570000 561400	Library Telepho		4,000	0	4,000	2,254.92	.00	1,745.08	56.4%
10570000 571000	Library Insuran		6,348	0	6,348	6,513.08	.00	-165.08	102.6%*
10570000 5PCARD	UNALLOCATED PCA		0	0	0	128.49	.00	-128.49	100.0%*
TOTAL Library			1,348,490	-720,000	628,490	651,103.17	.00	-22,613.17	103.6%
TOTAL General Fund			1,348,490	-720,000	628,490	651,103.17	.00	-22,613.17	103.6%
TOTAL REVENUES			360,000	-778,200	-418,200	-421,323.17	.00	3,123.17	
TOTAL EXPENSES			988,490	58,200	1,046,690	1,072,426.34	.00	-25,736.34	



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	651,103.17	.00	-22,613.17	103.6%
** END OF REPORT - Generated by Trisha Smith **							

2024 Full Library Budget Detail

		Budget	2024 Added Budget	Year-to-Date	Balance
10570000-432600	COUNTY LIBRARY	-\$350,000.00	-\$351,000.00	-\$351,211.42	\$211.42
10570000-462900	LIBRARY FINES & FEES	-\$10,000.00	-\$10,000.00	-\$12,279.80	\$2,279.80
10570000-463000	LIBRARY SYSTEM (DONATIONS)	\$0.00	-\$57,200.00	-\$57,831.95	\$631.95
10570000-511000	SALARIES-FULL TIME (\$219,989)	\$219,980.00	\$240,240.00	\$276,113.26	-\$35,873.26
10570000-511100	SALARIES-PART TIME (\$345,698)	\$327,906.00	\$314,060.00	\$293,905.60	\$20,154.40
10570000-511200	SALARIES-LIBRARY BOARD	\$1,200.00	\$1,200.00	\$1,122.00	\$78.00
10570000-521000	SOCIAL SECURITY	\$41,913.00	\$42,403.00	\$42,230.25	\$172.75
10570000-521100	STATE RETIREMENT	\$27,875.00	\$29,832.00	\$34,942.02	-\$5,110.02
10570000-521200	HEALTH INSURANCE	\$99,202.00	\$99,202.00	\$95,111.08	\$4,090.92
10570000-521300	DENTAL INSURANCE	\$4,825.00	\$4,825.00	\$5,984.47	-\$1,159.47
10570000-521400	LIFE INSURANCE	\$1,241.00	\$1,241.00	\$1,719.12	-\$478.12
10570000-531000	GEN SUPPLIES & EXPENSES	\$10,000.00	\$12,000.00	\$12,437.10	-\$437.10
10570000-531010	OFFICE SUPPLIES	\$6,000.00	\$6,000.00	\$5,755.68	\$244.32
10570000-531080	PROFESSIONAL DEV	\$2,000.00	\$4,000.00	\$2,865.43	\$1,134.57
10570000-531100	BOOKS	\$56,000.00	\$66,000.00	\$65,634.61	\$365.39
10570000-531190	MARKETING & PROMOTION	\$5,000.00	\$8,000.00	\$8,108.63	-\$108.63
10570000-531240	TRAVEL	\$1,000.00	\$1,000.00	\$1,039.64	-\$39.64
10570000-531430	BOOK PROCESSING	\$10,000.00	\$10,000.00	\$9,674.47	\$325.53
10570000-531440	PERIODICALS	\$5,000.00	\$5,000.00	\$4,906.68	\$93.32
10570000-531460	AUDIO VISUAL	\$20,000.00	\$28,700.00	\$27,413.59	\$1,286.41
10570000-531470	COMPUTER SERVICES	\$22,139.00	\$22,139.00	\$22,201.27	-\$62.27
10570000-531490	PROGRAM SUPPLIES & EXP	\$20,000.00	\$51,500.00	\$57,152.38	-\$5,652.38
10570000-532080	LIBRARY OUTREACH	\$0.00	\$0.00	\$135.00	-\$135.00
10570000-552300	SYSTEM AUTOMATION	\$24,000.00	\$24,000.00	\$24,124.14	-\$124.14
10570000-561000	BUILDING UTILITIES	\$65,000.00	\$65,000.00	\$70,953.43	-\$5,953.43
10570000-561400	TELEPHONE	\$4,000.00	\$4,000.00	\$2,254.92	\$1,745.08
10570000-571000	INSURANCE & BONDS	\$6,348.00	\$6,348.00	\$6,513.08	-\$538.51
10570000-5PCARD	UNALLOCATED PCA	\$0.00	\$0.00	\$128.49	-\$128.49
	Library Total (with revenue)	\$620,629.00	\$628,490.00	\$651,103.17	-\$22,986.60
DPW Costs					
10570000-531040	Cleaning Supplies	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00
10570000-541000	Cleaning Contract	\$32,757.24	\$32,757.24	\$32,757.24	\$0.00
10570000-551900	General Maintenance	\$45,784.00	\$45,784.00	\$35,870.66	\$9,913.34
10570000-591800	Major Repairs	\$13,000.00	\$13,000.00	\$10,880.00	\$2,120.00
		\$94,541.24	\$94,541.24	\$82,507.90	\$12,033.34
	Operating Total (with revenue)	\$715,170.24	\$723,031.24	\$733,611.07	-\$10,953.26
				2024 Wage Increases	\$16,929.00
				2024 Added Budget Amount	-\$6,414.00
					\$10,515.00
	Operating Total with Wage Increases				-\$438.26

G/L ACCOUNT - MASTER INQUIRY

Org code: 41000000 Library Capital
Object code: 110000 Cash
Project code:

Type: B A
Status: A
Budgetary: N

Fund 41 Library Capital
Subfund 000 Undefined
Department 000 Undefined
Division 000 Undefined
Grants 0000 Undefined
Undefined 000 Undefined
UNKNOWN

Full description: Library Capital Cash

Short desc: Cash

PER	----- CURRENT YEAR MONTHLY AMOUNTS -----	
	ACTUAL ENCUMBRANCE BUD TRANSFER	BUDGET
00	.00 .00 .00	.00
01	.00 .00 .00	.00
02	.00 .00 .00	.00
03	.00 .00 .00	.00
04	.00 .00 .00	.00
05	.00 .00 .00	.00
06	884,875.91 .00 .00	.00
07	23,293.50 .00 .00	.00
08	-1,350.00 .00 .00	.00
09	.00 .00 .00	.00
10	.00 .00 .00	.00
11	.00 .00 .00	.00
12	7,517.04 .00 .00	.00
13	.00 .00 .00	.00
Tot:	914,336.45 .00 .00	.00

----- CURRENT YEAR TOTAL AMOUNTS -----	
Actual (Memo) 914,336.45	Original Budget .00
Encumbrances .00	Budget Tranfr In .00
Requisitions .00	Budget Tranfr Out .00
Total 914,336.45	Carry Fwd Budget .00
Available Budget .00	Carry Fwd Bud Tfr .00
Percent Used .00	Revised Budget .00
Inceptn to SOY .00	Inceptn Orig Bud .00
	Inceptn Revsd Bud .00
Encumb-Last Yr .00	.00
Actual-Last Yr .00	.00
Estim-Actual .00	.00
	.00
	.00

G/L ACCOUNT - MASTER INQUIRY

PER	LAST YEAR MONTHLY AMOUNTS		
	ACTUAL	ENCUMBRANCE	BUDGET
00	.00	.00	.00
01	.00	.00	.00
02	.00	.00	.00
03	.00	.00	.00
04	.00	.00	.00
05	.00	.00	.00
06	.00	.00	.00
07	.00	.00	.00
08	.00	.00	.00
09	.00	.00	.00
10	.00	.00	.00
11	.00	.00	.00
12	.00	.00	.00
13	.00	.00	.00
Tot:	.00	.00	.00

----- PRIOR YEARS TOTAL AMOUNTS -----			
2023 Actual	.00	2023 Orig Budget	.00
2023 Closed @ YE	.00	2023 Bud Tfr In	.00
2023 Encumbrance	.00	2023 Bud Tfr Out	.00
2023 Memo Bal	.00	2023 C Fwd Budget	.00
2022 Actual	.00	2023 Revsd Budget	.00
2021 Actual	.00		
2020 Actual	.00	2022 Orig Budget	.00
2019 Actual	.00	2022 Revsd Budget	.00
2018 Actual	.00	2021 Orig Budget	.00
2017 Actual	.00	2021 Revsd Budget	.00
2016 Actual	.00		
2015 Actual	.00		
2014 Actual	.00		

----- FUTURE YEAR AMOUNTS -----			
PER	2025 BUDGET		BUDGET
00	.00	2025	.00
01	.00	2025	.00
02	.00	2025	.00
03	.00	2025	.00
04	.00	2025	.00
05	.00	2025 Revised	.00
06	.00	2026 Estimate	.00
07	.00	2027 Estimate	.00
08	.00	2028 Estimate	.00
09	.00	2029 Estimate	.00
10	.00		
11	.00	2025 Memo Bal	.00
12	.00	2025 Encumbrance	.00
13	.00	2025 Requisition	.00
Tot:	.00		

----- ACCOUNT NOTES -----

** END OF REPORT - Generated by Matthew Uselding **

Village of Germantown, WI - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2025 01									
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	-339,000	0	-339,000	.00	.00	-339,000.00	.0%
10570000	462900	Library Fines &	-10,000	0	-10,000	-615.73	.00	-9,384.27	6.2%
10570000	511000	Library Reg Sal	286,998	0	286,998	22,374.79	.00	264,623.21	7.8%
10570000	511100	Library PT Sala	306,460	0	306,460	21,710.23	.00	284,749.77	7.1%
10570000	511200	Library Board	1,200	0	1,200	675.00	.00	525.00	56.3%
10570000	521000	Library Social	45,500	0	45,500	3,300.75	.00	42,199.25	7.3%
10570000	521100	Library State R	39,984	0	39,984	2,830.93	.00	37,153.07	7.1%
10570000	521200	Library Health	95,128	0	95,128	8,248.28	.00	86,879.72	8.7%
10570000	521300	Library Dental	5,050	0	5,050	550.82	.00	4,499.18	10.9%
10570000	521400	Library Life In	1,600	0	1,600	229.99	.00	1,370.01	14.4%
10570000	531000	Library Gen Sup	10,000	0	10,000	220.00	.00	9,780.00	2.2%
10570000	531010	Library Office	6,000	0	6,000	.00	.00	6,000.00	.0%
10570000	531080	Library Profess	2,000	0	2,000	.00	.00	2,000.00	.0%
10570000	531100	Library Books	56,000	0	56,000	3,381.25	.00	52,618.75	6.0%
10570000	531190	Marketing & Pro	5,000	0	5,000	.00	.00	5,000.00	.0%
10570000	531240	Library Travel	1,000	0	1,000	.00	.00	1,000.00	.0%
10570000	531430	Library Book Pr	10,000	0	10,000	.00	.00	10,000.00	.0%
10570000	531440	Library Periodi	5,000	0	5,000	.00	.00	5,000.00	.0%
10570000	531460	Library Audio V	20,000	0	20,000	.00	.00	20,000.00	.0%
10570000	531470	Library Compute	22,139	0	22,139	.00	.00	22,139.00	.0%
10570000	531490	Library Program	20,000	0	20,000	.00	.00	20,000.00	.0%
10570000	552300	Library System	24,000	0	24,000	.00	.00	24,000.00	.0%
10570000	561000	Library Buildin	65,000	0	65,000	.00	.00	65,000.00	.0%
10570000	561400	Library Telepho	4,000	0	4,000	.00	.00	4,000.00	.0%
10570000	571000	Library Insuran	7,320	0	7,320	1,642.19	.00	5,677.81	22.4%
TOTAL Library			690,379	0	690,379	64,548.50	.00	625,830.50	9.3%
TOTAL General Fund			690,379	0	690,379	64,548.50	.00	625,830.50	9.3%
TOTAL REVENUES			-349,000	0	-349,000	-615.73	.00	-348,384.27	
TOTAL EXPENSES			1,039,379	0	1,039,379	65,164.23	.00	974,214.77	



YEAR-TO-DATE BUDGET REPORT

FOR 2025 01							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	690,379	0	690,379	64,548.50	.00	625,830.50	9.3%
** END OF REPORT - Generated by Trisha Smith **							

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: February 26, 2025

PLACEMENT: Presentation

ITEM TITLE: Director's Report

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Director's Report and attachments.

ATTACHMENT:

1. Director's Report
2. Director's Report (Legislative Day - By the Numbers)
3. Director's Report (Legislative Day - Life Cycle)
4. Director's Report (Legislative Day - Shelving)
5. Director's Report (Library Access Control Project)
6. Director's Report (Circulation Statistics)

STAFF RECOMMENDATION:

ACTION BY Committee:

Director's Report: February 2025

STATE OF WISCONSIN

- Library Legislative Day was held on Tuesday, February 12 in Madison (attached). Additional information: <https://www.wisconsinlibraries.org/library-legislative-day>

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, February 13 online.
- Agendas and minutes: <https://monarchlibraries.org/library-director-meetings/>

WASHINGTON COUNTY

VILLAGE OF GERMANTOWN:

- The Village of Germantown Meetings:
 - Village Board (2/17): VIII. F. Award of the library access control project to O&W Communications for an amount not to exceed \$64,640 (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 Adult Fiction sale will run in February.

DONATIONS:

Donor	Amount	Department	Brick/Plaque	Address
Bonnell, Kristi	\$500	Materials	Brick	Germantown, WI 53022
King, Carol	\$100	Patio Project	Brick	Germantown, WI 53022
LaJeunesse, Celeste	\$150	Patio Project	Brick	Germantown, WI 53022

- Donation Jars / Giving Tree:
 - Patio Expansion: \$14.32
 - Early Literacy: \$22.54
 - Programming Supplies: \$38.00

Monthly Donations Total: \$824.86

DEPOSITS:

REQUEST FOR FUNDING:

STATISTICS:

- Circulation Statistics (see attached)
 - Physical: **24,788 (4.3% from 2024 / 4.3% YTD)**
 - Digital: **5,765 (-2.5% from 2024 / -2.5% YTD)**
 - Total: **30,553 (3.0% from 2024 / 3.0% YTD)**

PROGRAMMING:

- Ongoing Programs (monthly):
 - Youth: Storytime (8), Family Fun Nights, Lego @ the Library & Saturday programs
 - Tween/Teen: Tween Programs, Teen Programs, Teen Advisory Board & Craft Workshops (3)
 - 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, Feb 3 – Village Board (online)
- Tues, Feb 4 – Germantown Chamber
- Mon, Feb 10 – Make It Crafts (3)
- Wed, Feb 12 – Village Department Heads
- Thurs, Feb 13 – Monarch Directors (online)
- Fri, Feb 14 – Village Finance
- Mon, Feb 17 – GGF & Village Board (online)
- Tues, Feb 18 – Village Finance
- Wed, Feb 19 – LEGO @ the Library
- Mon, Feb 24 – Friends of the Library
- Tues, Feb 25 - Washington County Library Directors
- Wed, Feb 26 – Village Department Heads
- Wed, Feb 26 – Library Board

DEPARTMENT UPDATES**ADMIN & ALL STAFF**

- Seasonal all-staff meeting was held on Thursday, February 20.

YOUTH, ADULT & OUTREACH SERVICES

- Youth and Outreach Staff are hosting 2nd grade field trips for local schools.
- Outreach Specialist attend all resident meetings at local senior living facilities.
- Youth Services has hired a part-time Youth Services Specialist position.

CIRCULATION & TECHNICAL SERVICES

- The 2025 Winter Check-Out Incentive is being held from Thursday, January 2 – Friday, February 28. Patrons receive a raffle entry for gift cards every time they check out 5 items.

TECHNOLOGY, BUILDING & GROUNDS

- The Village Board has approved the budget for the Library Door Access Project.



Wisconsin Libraries

By the Numbers

Wisconsin Residents Use Libraries

- 46.8 million physical items checked out*
- 1.7 million uses of public internet computers
- 15.7 million wireless internet sessions
- 8 million resources retrieved from BadgerLink databases
- 2.3 million attendees at public library events
- 19.4 million eBooks, e-audiobooks, videos, and other digital media downloaded*

*These figures include data from Wisconsin public libraries, technical colleges, and the Universities of Wisconsin.

2023 Data. Source: Wisconsin Department of Public Instruction. National Center for Education Statistics. (2024). IPEDS: Integrated Postsecondary Education Data System: Academic Libraries Survey. [Washington, D.C.?]:[National Center for Education Statistics].

Wisconsin has one of the most active collections of eBooks and digital audiobooks in the nation.

Did You Know?

For most Wisconsin communities, the public library is the primary place for public access to hi-speed Internet.

Public Library Systems

- Serve 381 libraries
- Offer technology infrastructure and training
- Coordinate delivery of books statewide
- Provide online catalogs and digital resources
- Supplement local library budgets
- Provide continuing education opportunities
- Offer consulting and leadership

School Media & Technology Centers

- Serve 814,002 students
- Support technology instruction and classroom teachers
- Primary funding source is Common School Fund

2023-2024 September enrollment. Source: Wisconsin Department of Public Instruction.

Wisconsin College & University Libraries

- Serve more than 450,000 students and their local communities
- Support traditional, online, and University of Wisconsin Flexible Option
- Provide research support for more than \$1.8 billion in research

2023 data Source: National Center for Science and Engineering Statistics, Higher Education R&D Survey, 202

Special Libraries

Serve a variety of information needs:

- Health care
- Government
- Research institutions
- Business
- Penal Institutions



The Benefits of Wisconsin Libraries

Communities Need

- Reliable, affordable resources
- Access to information
- Learning opportunities
- Gathering spaces

Libraries Offer

- Cost-effective sources for books, digital resources, and technology access
- Free and reliable access to the Internet and published materials
- Resources, programs, and expertise to increase individual, business, and community knowledge
- Places for gathering to learn and connect



Literacy

- Offering early literacy programs such as 1000 Books Before Kindergarten to help ensure children are ready for school
- Participating in partnerships with schools to help improve student literacy through summer reading programs.
- Teaching research skills and helping develop information and financial literacy
- Providing important resources for homeschool families



Workforce Development

- Partnering with the state's Workforce Development Centers to extend resources and services to job seekers in communities throughout Wisconsin
- Offering online classes and other learning opportunities designed to increase skills of people seeking employment opportunities or other career advancements
- Providing meeting spaces to conduct interviews both in-person and online



Information Technology

- Providing technology training to residents who need assistance
- Offering reliable, hi-speed internet access and wi-fi hotspots to ensure residents have reliable broadband access
- Offering spaces for innovation centers and creative learning labs designed to maximize in-person learning opportunities using technology not readily accessible to individual residents



Knowledge, Creativity, & Learning

- Access to creative application of information and data
- Ability to efficiently acquire, analyze, manage, and apply information and data
- Access to cutting-edge research, consultation services, and learning spaces to experiment and innovate
- Support for business development in biotechnology, engineering, computer science, agriculture, biofuels, health care, and more





THE LIFE CYCLE

of a Library Book

Library Staff

Board-Approved Collection Development Policy

Staff Selects

Professional Journals (e.g. Publishers Weekly, Library Journal, BookList), Magazines, Newspapers, Staff Expertise

Purchased

Baker & Taylor, Ingram, Local Bookstores, Amazon, Direct from Publisher

Processed

Stamped, Labeled, and Covered

Cataloged

Added to online catalog

Shelved

Children's, Young Adult, or Adult

Copies Added

Community demand triggers the purchase of more copies

Systems' ILS Deliveries

Checked In

Reshelved

Weeded

Deselected or damaged material given to Friends for booksale or recycling

Staff Selects New Books

Library Patron

Community Member/Taxpayer

90% of library budgets come from municipal governments (city, village, town, county, tribal, etc.)

Patron Request

Word of mouth, media mentions, newspapers, magazines, BookTok, etc.

Read in Library

Hold Placed

Interlibrary Loan (ILL) Requested

Checked Out

Returned

Material Challenged
(See other side)



WISCONSIN
LIBRARY
ASSOCIATION

wisconsinlibraries.org
wla@wisconsinlibraries.org

When there is a **BOOK CHALLENGE**

Challenges to Library Materials

Libraries have policies and procedures in place to respectfully address a community member's concerns. It begins long before an item is placed in the collection.

How are **MATERIALS ADDED** to a library's collection?

- A locally appointed Library Board of Trustees develops a Collection Development Policy to guide its library's selection of materials.
- Local library staff use their training and expertise, professional book reviews, and patron requests to purchase materials that fit the Library Board's Collection Development Policy and reflect the needs and interests of the local community.
- Librarians locate materials in the library based on their professional expertise, knowledge of the community, and the Collection Development Policy.

What process does a library use to deal with a **MATERIALS CHALLENGE**?

The library's board-approved Collection Development Policy details a process for responding to materials challenges:

- When a patron notifies the library of an item they believe should be removed or relocated, staff provide the patron with a materials-reconsideration form that allows the patron to express their concerns.
- Staff review the submission; read, listen, or watch the item in its entirety; and determine whether the item complies with the Collection Development Policy.
- The Library Director notifies the patron in writing of its decision. The patron has the opportunity to appeal the decision to the Library Board.
- If the patron appeals the decision, the Library Board conducts its own review in relation to the Collection Development Policy. The Library Board notifies the patron of its decision in writing.

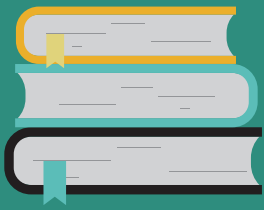


Always feel free to talk to your local library director with questions or concerns.



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SHELVING

of a library book

Determining Item Location

Materials are located within a local library according to best practices and local policies and procedures.

- Public libraries have a variety of books for readers of all ages, maturity levels, and interests.
- Professional reviews* often indicate an item's genre.
- Library staff consult Library of Congress records for genre and subject information.
- Library staff look at the book to confirm shelf location (e.g. age of protagonists, number of pages, illustrations).
- Libraries appreciate patron engagement. If a patron is concerned about the placement of an item, they should reach out directly to their local library. Libraries have a process in place in case a patron would like the library to reconsider the location of an item. (See *Life Cycle of a Library Book*)

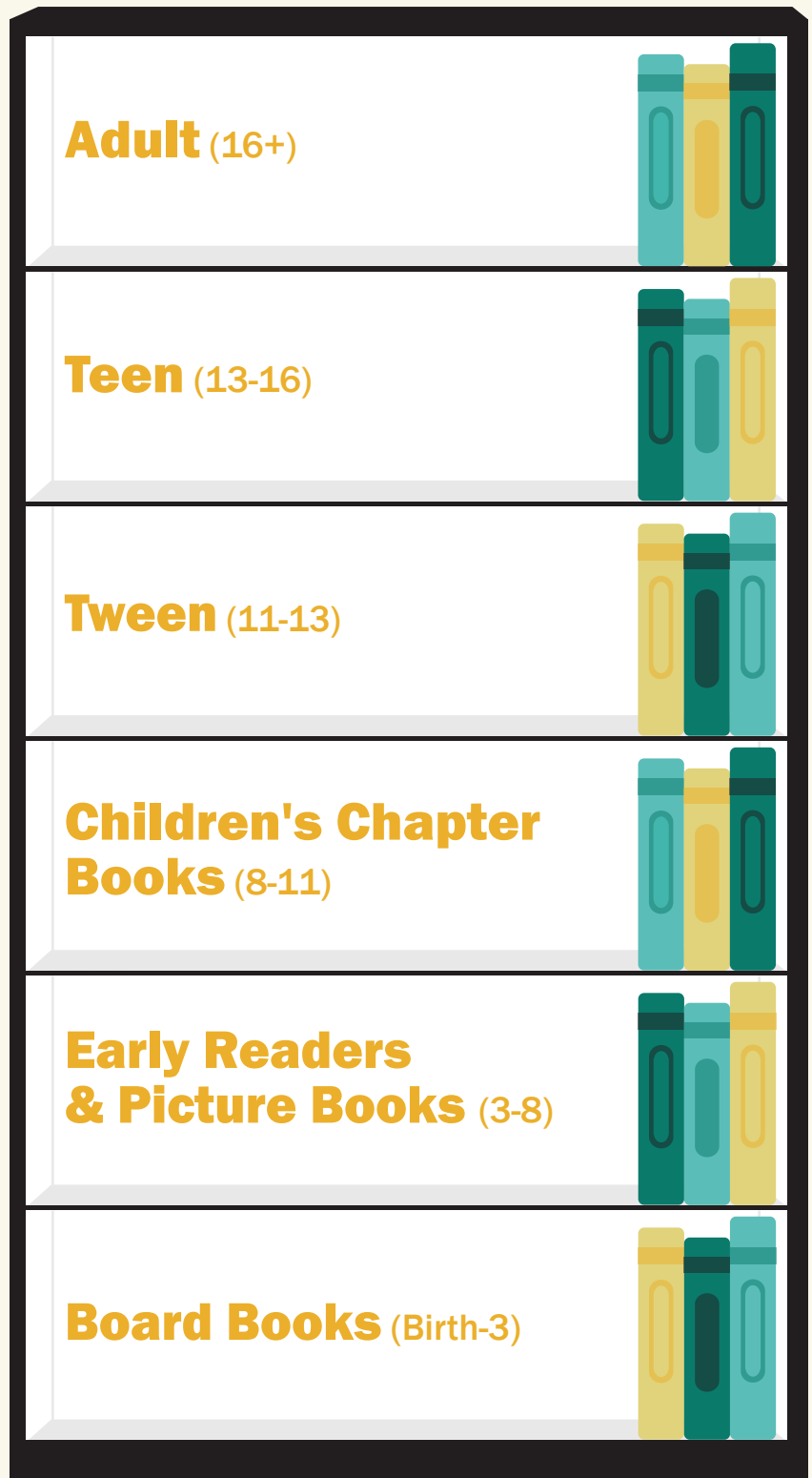
*Professional reviews may include *Publisher's Weekly*, *Library Journal*, *School Library Journal*, *Horn Book*, *Booklist*, *Kirkus Reviews*, *shelf-awareness.com*, and *forewordreviews.com*.



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wla@wisconsinlibraries.org

Where does it go?

Librarians use professional guidelines, local policies and procedures, and practicalities such as space in determining where to shelve a book. Most libraries have areas for different age ranges.



USING THE LIBRARY

with your child

Parental Rights and Responsibilities

Wisconsin public libraries value the involvement of parents and guardians in their children's use of public library materials. Responsibility for what children under the age of 16* read and use rests with their parents and guardians.

Public libraries offer many tools and resources to support **PARENTAL INVOLVEMENT**.

Libraries help families find library materials that meet their needs and interests:

- Collection development policies ensure the library has varied materials that serve the whole community.
- Trained staff select materials and help families find the titles they want.
- Signs direct children, teens, and adults to appropriate collections.
- Library staff can recommend books to support many needs, interests, and age levels.
- Libraries provide access to professional reviews to help parents and guardians determine which materials are appropriate for their child.

Many Wisconsin libraries have policies about children's library use, such as:

- Setting a minimum age for children to be in the library unattended by a parent or guardian.
- Requiring a parent or guardian to sign their child's library card application, which prevents a child from obtaining a library card without their permission.

Parents and guardians can see what their children under the age of 16* have checked out:

- Parents and guardians can call, email, or visit the library to get their child's account information.
- Parents and guardians can view their children's accounts online, via the library's website and/or an app.
- Some libraries provide the option for parents and guardians to receive a text or email receipt when their child checks out materials, which includes the titles of those materials.



***Wisconsin statute grants parents and guardians access to their children's public library records when that child is under the age of 16.**



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BUSINESS OF THE VILLAGE BOARD

MEETING DATE: February 17, 2025

PLACEMENT: Action Item

ITEM TITLE: Award of the library access control project to O&W Communications for an amount not to exceed \$64,640.00.

SUBMITTED BY: Scott Anderson, Superintendent

SUMMARY EXPLANATION:

As reflected in the 2025 Buildings & Grounds capital budget, \$55,000.00 was allocated to install an access control system at the library. The proposed system would match the access control installed at the new DPW facility, and most recently Village Hall. Since the project budget was put together, additional interior doors were added to the scope, which are safety enhancements, primarily in the office area. These additional costs have raised the project budget beyond the original budgetary figure by \$9,640.00. Staff has worked through the shortfall by identifying operating budget line items as listed below.

This access system will continue replacement of the antiquated key systems currently used within village buildings. The system will offer far greater security benefits to the library, while monitoring and recording access to sensitive areas within the building. System users will be identified and allowed access by using their smart phones. The remote access system can be conveniently updated to grant and remove access within the system software. This will eliminate future expenditures related to missing keys. During the DPW construction process, great discussion took place around using the Bosch system that was specified. The police and fire departments were included in these discussions to ensure that the needs of those facilities were considerations as the village scales the system to other facilities. In order to remain consistent with installation and maintenance practices, staff will continue to utilize O&W Communications as discussed during the approval of past projects.

Buildings & Grounds Capital Budget – 40563000-591800:	\$55,000.00
Buildings & Grounds Library Operating Budget – 10563000-591800:	\$4820.00
Library General Supplies & Expenses – 10570000-531010:	\$4820.00

ATTACHMENT:

1. Germantown Library AC Proposal 1.30.25

STAFF RECOMMENDATION:

Recommend award of the library access control project to O&W Communications for an amount not to exceed \$64,640.00.

ACTION BY Committee:

Date: 1/30/2025

To: Katie Rodger
Project Manager
Village of Germantown Highways, Parks, Buildings & Grounds
krodger@germantownwi.gov

RE: Germantown Library Access Control Proposal
N112W16879 Mequon Road

Scope: Access Control/Keyless Entry System:

Extend the Bosch Mobile Access system that was installed at DPW. The controllers will be housed in an enclosure located in the Server Room (room 119). Provide necessary power supplies for the Electric Locks. Bluetooth readers will be mounted on the side of the door handle. The readers will recognize authorized credentials from a smartphone (or a fob if desired). Three readers will have a built-in keypad for alternate means of access.

Doors to Have Access Control/Keyless Entry:

3 - Exterior Access Control Doors

Vestibule 100: **Not Doing**

Vestibule 114a (Bluetooth Reader with Keypad, Electric Latch, REX, (2) DPS)

Stairs 116a (Bluetooth Reader with Keypad, Electric Strike, REX, DPS)

Children 123c (Bluetooth Reader, Electric Strike, REX, DPS)

1 - Interior Access Control Door

Server 119a (Bluetooth Reader, Electric Strike, REX, DPS)

13 - Interior Access Control Doors

Meeting Room 102a (Bluetooth Rdr, Maglock, REX, Em Egress Btn, Fire Integration)

Meeting Room 103a (Bluetooth Rdr, (2) Maglocks, REX, Em Egress Btn, Fire Intgrtn)

Storage 104a (Bluetooth Reader, (2) Maglocks, Em Egress Button, Fire Integration)

Janitor 107a Bluetooth (Reader & Electric Strike)

Staff 108a (Bluetooth Reader, (2) Maglocks, REX, Em Egress Button, Fire Integration)

Staff 108b (Bluetooth Reader & Electric Strike)

Chase 111a (Bluetooth Reader & Electric Strike)

Vestibule 114b (Bluetooth Reader with Keypad & existing strike to be reused)

Stairs 116b (Bluetooth Reader (office side) & Electric Strike)

Director 118 (Bluetooth Reader & Electric Strike)

Reading 131(Bluetooth Reader & Electric Strike)

Office 137a (Bluetooth Reader & Electric Strike)

Office 138a (Bluetooth Reader & Electric Strike)

Doors: 114A & 114B

(1) Power supply (located in Server 119)

(1) Relay board

(1) Electric power transfer hinge (114A)

(1) Electric strike (114A)

Doors 114A & 114B: add electric strike and electric transfer hinge to 114A to match existing on 114B.

Notes:

1. Security System will not be upgraded at this time – separate system/no integration provided
2. Exterior Doors will have Door Position Switches Added so that you can monitor forced and doors left open with your Bosch AC System.
3. **Meeting Rm 102 and 103 – the electric latch/crash-bars will be “dogged open”, and you will rely on the maglock/access control for the locking schedule.**
4. Meeting Rm 102 and 103, Storage 104 and Staff 108 will have fire alarm integration (release the magnetic lock in the event of a fire) – relays are included in the fire alarm upgrade proposal.
5. All Plenum Cable used for Access Control System
6. Lift Included

Our proposal includes materials, submittal, installation, programming, check-out and training.

Total Cost: \$62,335.00 plus tax

Option: Doors: 102A & 103A

In lieu of using magnetic locks use motorized electric latches. Remove the REX & Emergency Egress Button.

- (1) Power supply (located in Chase 111)
- (1) Relay board
- (2) Motorized electric latch retraction kits
- (2) Latch case head assemblies
- (2) Electric power transfer hinges
- (1) End cap with cover screws (102A)

Doors 102A & 103A: replace the exit device case head to accept the latch motor retract kit and plan on using the electric power transfer hinge. Door 102A is missing the end cap on the exit device, this will be replaced as well.

Additional: \$2,305.00

Clarifications:

- Existing Strike to be reused (providing Power Supply). If any problems are exposed or identified and it needs to be replaced, then this would be extra.
- Work completed during normal business hours 8AM to 5PM, Monday through Friday.
- Quotation does not include tax. If tax exempt, please provide tax exempt certificate with purchase order.
- Quotation is valid for (90) days.
- One-Year Warranty Included

Excludes the following:

- Demo Work, including patching and painting.
- 110Volts to be provided by Germantown Electrician

If you have any questions, please call me.

2040 North Avenue
Sheboygan, WI 53083
Phoned: 920-457-8640
Fax: 920-457-8645

www.owcommunications.com



Sincerely,

Natalie Cyr

Sales Director
O & W Communications
ncyr@owcommunications.com
Office: 920-457-8640
Mobile: 920-371-1220

If approved, please sign below and e-mail or fax back the entire quote. If required, please forward a purchase order with the signed quote. Purchase Orders must reference our quote.

Signature:

This proposal is hereby accepted, and O & W is authorized to proceed with the work.

Signature

Date

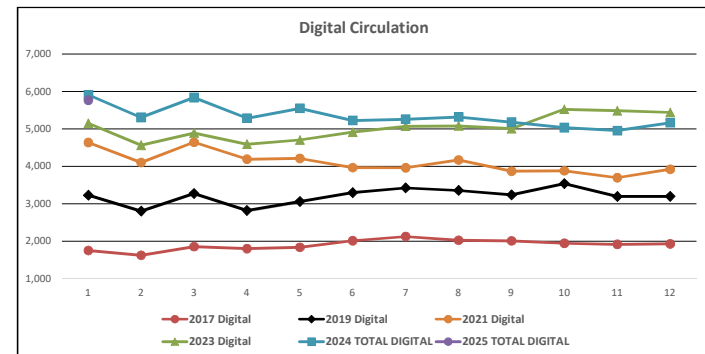
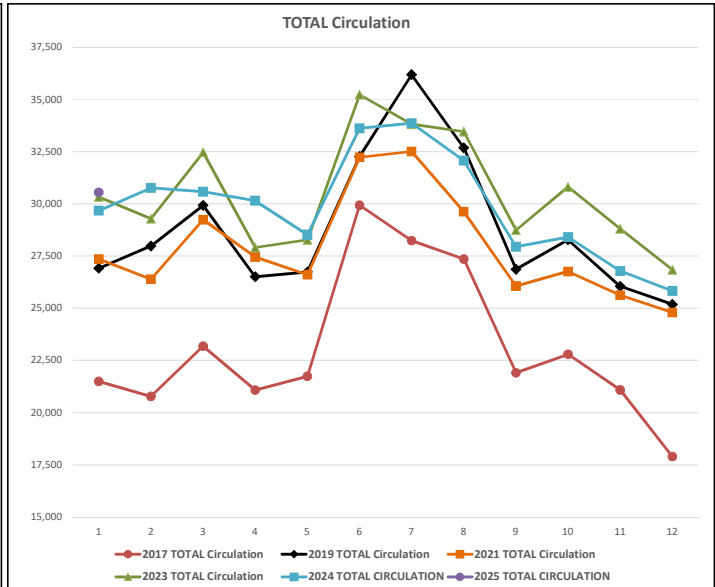
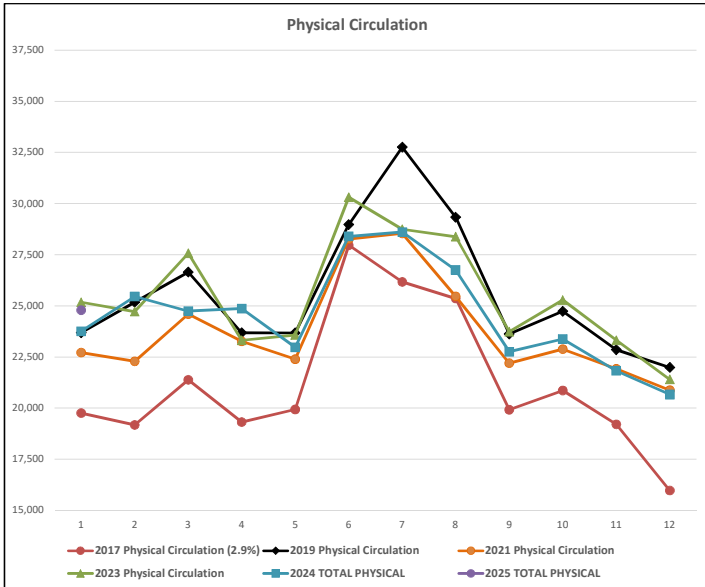
Name of Company

PO #

This proposal is governed by and subject to O&W Communications' [Standard Terms and Conditions](#) which are incorporated herein by reference.

GCL Statistical Trends 2016-2025

Stats	YTD	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov*	Dec
2025 TOTAL PHYSICAL	24,788	24,788											
% over 2024	4.3%	4.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2025 Overdrive - eBook	2,157	2,157											
2025 Overdrive - Audio	2,663	2,663											
2025 Overdrive - Magazine	945	945											
2024 Overdrive Total	5,765	5,765	0	0	0	0	0						
2025 TOTAL DIGITAL	5,765	5,765											
% over 2024	-2.5%	-2.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2025 TOTAL CIRCULATION	30,553	30,553											
% over 2024	3.0%	3.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
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 Overdrive Total	64,006	5,912	5,304	5,835	5,281	5,547	5,223						
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 CIRCULATION	365,947	30,327	29,284	32,465	27,906	28,278	35,225	33,815	33,458	28,736	30,811	28,800	26,842
2022 TOTAL Circulation	341,631	27,057	26,503	29,815	27,446	26,151	33,733	33,401	32,747	27,325	26,807	26,295	24,351
2021 TOTAL Circulation	334,643	27,351	26,389	29,240	27,455	26,604	32,233	32,505	29,631	26,064	26,763	25,614	24,794
2020 TOTAL Circulation	287,663	29,057	29,114	19,148	6,609	13,676	29,172	29,547	29,547	27,676	27,911	22,287	24,892
2019 TOTAL Circulation	345,570	26,916	27,977	29,921	26,507	26,737	32,268	36,183	32,685	26,861	28,276	26,052	25,187
2018 TOTAL Circulation	323,423	24,800	23,134	25,729	26,407	25,795	32,103	32,769	31,169	25,550	27,809	25,189	22,974
2017 TOTAL Circulation	277,461	21,499	20,774	23,179	21,078	21,738	29,934	28,236	27,352	21,906	22,793	21,082	17,890
2016 TOTAL Circulation	263,946	20,667	21,738	22,806	22,100	21,582	27,724	26,586	25,274	19,889	20,099	20,140	15,341



BUSINESS OF THE LIBRARY BOARD

MEETING DATE: February 26, 2025

PLACEMENT: Action Item

ITEM TITLE: 2025 Amended Budget

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the Amended 2025 Budget Summary and attachments.

ATTACHMENT:

1. 2025 Amended Budget Summary
2. 2025 Amended Budget (Spreadsheet)
3. 2025 Amended Budget (Friends & Board Detail)

STAFF RECOMMENDATION:

Approve the Amended 2025 Budget as listed in the attached Summary

ACTION BY Committee:

Germantown Community Library Board

MEETING DATE: February 26, 2025
PLACEMENT: New Business
AGENDA ITEM(S): IX. A. 2025 Amended Budget
SUBMITTED BY: Trisha Smith, Library Director
SUMMARY EXPLANATION:

A spreadsheet is attached that includes changes to the 2025 library budget for salaries and benefits due to the approval of the 2025 wage increases for all library staff.

The Germantown Community Library has also received a number of donations and grants in 2025 from a variety of sources including the Germantown Community Library Board, Friends of Germantown Community Library and the Library Services and Technology Act through Southeastern Wisconsin Libraries for Continuing Education Conference Scholarships. Attached is a spreadsheet that lists all accounts and donations as well as detailed lists for each type of donation from the Germantown Community Library Board and the Friends of the Germantown Community Library.

The request for check for Germantown Community Library Board donations will be presented at a future meeting.

RECOMMENDATION: Approve the 2024 Amended Library Budget in the amount of \$5=77,953 additional funding from various accounts as listed below:

- 10570000-511000 (SALARIES-FULL TIME): \$8,918
- 10570000-511100 (SALARIES-PART TIME): \$9,042
- 10570000-521000 (SOCIAL SECURITY): \$1,374
- 10570000-521000 (STATE RETIREMENT): \$619
- 10570000-531000 (GEN SUPPLIES & EXPENSES): \$11,000
- 10570000-531080 (PROFESSIONAL DEV): \$2,000
- 10570000-531100 (BOOKS): \$17,000
- 10570000-531460 (AUDIO VISUAL): \$5,000
- 10570000-531490 (PROGRAM SUPPLIES & EXP): \$23,000

2025 Amended Budget (February 2025)

LIBRARY FUND	STARTING BUDGET	WAGE INCREASES	BOARD (see attached)	FRIENDS (see attached)	LSTA GRANT	AMMENDED BUDGET
10570000-511000	SALARIES-FULL TIME	\$286,998	\$8,918			\$295,916
10570000-511100	SALARIES-PART TIME	\$306,460	\$9,042			\$315,502
10570000-521000	SOCIAL SECURITY	\$45,500	\$1,374			\$46,874
10570000-521100	STATE RETIREMENT	\$39,984	\$619			\$40,603
10570000-531000	GEN SUPPLIES & EXPENSES	\$10,000		\$8,000	\$3,000	\$21,000
10570000-531080	PROFESSIONAL DEV	\$2,000			\$2,000	\$4,000
10570000-531100	BOOKS	\$56,000		\$8,000	\$9,000	\$73,000
10570000-531460	AUDIO VISUAL	\$20,000			\$5,000	\$25,000
10570000-531490	PROGRAM SUPPLIES & EXP	\$20,000			\$23,000	\$43,000
	\$1,039,379	\$19,953	\$16,000	\$40,000	\$2,000	\$1,117,332

**Request of Funding from Friends of the Germantown Community Library
January - December 2025**

		BUDGET
GEN SUPPLIES & EXPENSES	Teen Furniture	\$3,000
		\$3,000
BOOKS	Make It 2 Go Craft Kits	\$3,000
	Youth Outreach Collection	\$1,000
	Adventure Passes (1/2 of total cost)	\$2,000
	Youth Book with Read-along	\$3,000
		\$9,000
AUDIO VISUAL	Youth Book with Read-along	\$1,000
	Video Games	\$2,000
	Library of Things (all ages) (board games, craft kits, puzzles, literacy kits, etc.)	\$2,000
		\$5,000
PROGRAM SUPPLIES & EXP	Teen/Adult Programs	
	Adult Programs (8-12)	\$1,000
	Adult Craft Programs (44)	\$3,000
	Tween Programs (12)	\$1,500
	Teen Programs (12)	\$1,500
	Youth Programs	
	Youth Programs (12)	\$3,000
	Lego Club (12)	\$2,000
	Summer Kick-Off Party & Program Supplies	\$2,000
	Summer Programs (16)	\$6,000
	All Ages Outreach Programs	\$3,000
		\$23,000
TOTAL		\$40,000

**Request of Funding from Library Board
January - December 2025**

		BUDGET
GEN SUPPLIES & EXPENSES	Patio Area Sign	\$3,000
	Musical Instrument	\$5,000
		\$8,000
BOOKS	Youth Book with Read-along	\$2,000
	Youth Fiction & Non-Fiction	\$6,000
		\$8,000
TOTAL		\$16,000

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: February 26, 2025

PLACEMENT: Action Item

ITEM TITLE: 2024 Annual Report

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The 2024 Annual Report is due to be submitted to the Department of Public Instruction on Thursday, February 27, 2025. The official report will be sent in a separate email after it is approved by staff at the Monarch Library System.

The 2024 Annual Report graphic will be published as a press release as well as on the library's website, newsletter and social media sites (attached).

ATTACHMENT:

1. 2024 Annual Report (Report)
2. 2024 Annual Report (Graphic)

STAFF RECOMMENDATION:

Approve the 2024 Annual Report as presented.

ACTION BY Committee:

**PUBLIC LIBRARY ANNUAL REPORT**

PI-2401 (Rev. 01-25)

S. 43.05(4) & 43.58(6)

FOR THE YEAR 2024

INSTRUCTIONS: Complete and return electronic, signed copy of the form and attachments to the library system. Confirm with the library system if printed, signed copies are required.

Board-approved, signed annual reports for 2024 are due to the DPI Division for Libraries and Technology no later than March 1, 2025.

I. GENERAL INFORMATION

1. Name of Library Germantown Community Library		2. Public Library System Monarch Library System			
3b. Head Librarian First Name Patricia	3c. Head Librarian Last Name Smith	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 12/31/2027	
6a. Street Address N112W16957 Mequon Rd.	6b. Mailing Address or PO Box PO Box 670	7. City / Village / Town Germantown	8a. ZIP 53022	8b. ZIP4 0670	9. County Washington
10. Library Phone Number 2622537760	11. Fax Number (262)253-7763	12. Library E-mail Address of Director smithp@germantownlibrarywi.org			
13. Library Website URL germantownlibrarywi.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 26,900	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	53	0	0
19b. Number of winter weeks	38	0	0
19c. Summer hours open per week	53	0	0
19d. Number of summer weeks	14	0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	2,756	0	0

II. LIBRARY COLLECTIONS			
		a. Number Owned / Leased	b. Number Added
1. Books in Print		113,438	4,013
2. Physical Subscriptions		79	
3. Physical Audio Materials		13,339	331
4. Physical Video Materials		13,292	687
5. Other Physical Materials		1,245	
6. Total Physical Items in Collection		141,314	
	Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement	Provided by the State
7. E-books	No	Yes	No
8. E-series	No	Yes	No
9. E-audio	No	Yes	No
10. E-video	No	No	No
11. Research Databases	No	Yes	Yes
12. Online Learning Platforms	No	Yes	Yes
III. LIBRARY SERVICES			
1. Physical Circulation Transactions			2. Interlibrary Loans
a. Total Circulation	b. Children's Materials	c. Other Physical Items	a. Items Loaned <i>Provided to</i>
294,178	143,728	15,132	44,022
			b. Items Received <i>Received from</i>
			47,024
Method for Counting ILL Transactions Categorized ILL Transactions			
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries <i>Provided to</i>
Integrated Library Systems (ILS)			43,450
WISCAT			572
Other (includes OCLC, manual tracking or other methods)			0
3. Electronic Content Circulation Transactions			
a. E-books	b. E-series	c. E-audio	d. E-video
26,367	9,313	28,326	0
		e. Children's E-materials	f. Total E-materials
		4,398	64,006
4. Number of Registered Users			5. Overdue Fines
a. Resident	b. Nonresident	c. TOTAL	
8,255	3,544	11,799	Yes
6. Reference Transactions			7. Library Visits
a. Method	b. Annual Count	a. Method	b. Annual Count
Actual Count	37,080	Actual Count	103,707
8. Uses of Public Internet Computers			9. Uses of Public Wireless Internet
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count
19	10	Actual Count	9,898
		e. Method	b. Annual Count
		Actual Count	15,197

	LIBRARY PROGRAMS AND ATTENDANCE	
--	--	--

Total In-Person and Live, Virtual Statistics by Age

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	106	93	47	276	8
Total Attendance	4,822	5,213	561	3,660	7,100

Total Program Statistics by Program Category

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded	
Number of Programs	347	183	0	0	
Total Attendance	9,814	11,542	0		
Total Program Views				0	

Describe the library's in-person programs:

Children 0-5 (preschool storytime, baby/toddler storytime, field trips, preschool visits, special events) Children 6-11 (escape rooms, crafts, adventure academy, youth performers, field trips, school visits, special events, mobile library events) Young Adult (teen advisory board, crafts, teen hangout, field trips, special events) Adults (book groups, crafts, historical talks, friends meetings, blood drives, work force events, presentations, special events, senior living facility visits)

Which platforms does the library use to host the library's live, virtual programs:

None

Describe the library's live, virtual programs:

None

Which platforms does the library use to host the library's pre-recorded programs:

None

Describe the library's pre-recorded programs:

None

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Joyce	Nelson	N99W16781 Woodcock Road	Germantown	53022	jnelson@germantownlibrary.org
2. Darlene	Vosen	N105W17134 Old Farm Road	Germantown	53022	dvosen@germantownlibrary.org
3. Meg	Cutts	N136W20485 Bonnieview Rd	Richfield	53076	mcutts@germantownwi.gov
4. Joletta	Kerpan	1027 Winnebago Circle	Hubertus	53033	jkerpan@germantownlibrary.org
5. Christa	Potratz	W158N10759 Catskill Lane	Germantown	53022	cpotratz@germantownlibrary.org
6. Charlene	Brady	N109W16620 Hawthorne Drive	Germantown	53022	cbrady@germantownlibrary.org
7. Jacob	Misiak	N104W13840 Donges Bay Road	Germantown	53022	jmisiak@gsdwi.org
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
No. of Library Board Members Include vacancies in this count					
7					

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
Village	Germantown	\$627,725
Village	Germantown - Department of Public Works	\$94,541
Subtotal 1		\$722,266

2. County

a. Home County Appropriation for Library Services

Subtotal 2a \$345,633

a. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Dodge	\$636		
Fond du Lac	\$922		
Waukesha	\$2,137		
Ozaukee	\$1,154		
Sheboygan	\$526		
		Subtotal 2b	\$5,375

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
	\$0		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0
		Subtotal 3	\$0

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount
2024-51993 LSTA SEWI Conference Scholarship (WAPL)	\$850
Subtotal 4	\$850

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
	\$0		
		Subtotal 5	\$0

6. Other Funds Carried Forward and Expended. Do not include state aid. Report state funds in 3b above.

\$0

7. All Other Operating Income

\$68,630

8. Total Operating Income Add 1 through 7

\$1,142,754

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

\$1,141,182

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

Yes

VI. LIBRARY OPERATING EXPENDITURES

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages Include maintenance, security, plant operations	2. Employee Benefits Include maintenance, security, plant operations
\$571,141	\$179,987

3. Library Collection Expenditures

a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials	Subtotal 3
\$65,635	\$8,761	\$27,414	\$4,907	\$106,717

4. **Contracts for Services** Include contracts with other libraries, municipalities, and library systems here. Include service provider.

[illegible]

Subtotal 4	\$24,124
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5. Other Operating Expenditures

\$272,837

6. Total Operating Expenditures *Add 1 through 5*

\$1,154,806

7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?

\$850

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income

Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal		\$0	\$0
b. State		\$0	\$0
c. Municipal		\$0	\$0
d. County	Washington County Capital Offset	\$23,394	\$0
e. Other	Germantown Community Library Board (Patio Project)	\$21,880	\$21,880
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
\$0	\$0	\$45,274	\$21,880

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

1. Total Amount of Other Funds at the End of Year

\$104,615

IX. FUNDS PAID OR TRANSFERRED TO THE
LIBRARY BOARD FINANCIAL SECRETARY

1. Total Amount of Section IX Funds at End of Year

\$0

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			104,956
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	3,543	82,519	86,062
3. Circulation to Nonresidents Living in Another County in the Library System	6,208	716	6,924
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	10,605	998	11,603
5. Circulation to All Other Wisconsin Residents	342	6. Circulation to Persons from Out of the State	25
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Dodge	291	f. Milwaukee	12
b. Fond du Lac	16	g.	
c. Ozaukee	366	h.	
d. Sheboygan	59	i.	
e. Waukesha	970	j.	

XII. TECHNOLOGY (Not included in 2024 Report)**XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS**

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	19	28	8
Total Self-Directed Activity Participation	5,900	11,675	2,191
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	16	6	77
Total Self-Directed Activity Participation	6,530	10,110	36,406
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Jackie	Molitor	jmolitor@germantownlibrarywi.org	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Lynn	Ratzmann	lratzmann@germantownlibrarywi.org	

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- ☒ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☒ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☒ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- ☒ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☒ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- ☒ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☒ The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- ☒ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- ☒ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- ☒ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☒ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Joyce Nelson	
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Patricia Smith	

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Washington

The Germantown Community Library Board of Trustees hereby states that in 2024 the Monarch Library System
Name of Public Library *Name of Public Library System / Service*

☒ did provide effective leadership and adequately met the needs of the library.

☐ did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee

Name of President or Designee Print or type

Date Signed

➤

Joyce

Nelson

COMMENTS

SECTION_I
15. No. of Bookmobiles Owned
Bookmobile vehicle still used for outreach and special events, but did not have regular stops in 2024.--2025-02-18
SECTION_III
15., In-Person Off-Site General Interest Program Attendance
General Interest programs were included with Young Children/Children/Young Adult/Adult in previous year.--2025-02-18
Total General Interest Synchronous Programs
General Interest programs were included with Young Children/Children/Young Adult/Adult in previous year.--2025-02-18
General Interest Synchronous Program Attendance
General Interest programs were included with Young Children/Children/Young Adult/Adult in previous year.--2025-02-18
SECTION_VI
Total Operating Expenditures
This number is correct.--2025-02-18

DRAFT



DO NOT FILE WITH DPI

I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Germantown Bookmobile

3. Branch Email Address

creimer@germantownlibrarywi.org

4. Salutation

5. Branch Head First Name

Cara

6. Branch Head Last Name

Reimer

II. ADDRESS

1. Branch Street Address

N112W16957 Mequon Rd.

2. Branch Mailing Address or PO Box

PO Box 670

3. City / Village / Town

Germantown

4a. ZIP Code

53022

4b. ZIP4

0670

5. County

Washington

III. BRANCH INFORMATION

1. Branch Phone Number Area/No.

(262) 253-7760

4. Branch Square Footage

169

IV. HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
Winter hours open per week	0	0	0
Number of Winter Weeks	0	0	0
Summer Hours open per week	0	0	0
Number of Summer Weeks	0	0	0

2024 BY THE NUMBERS

GERMANTOWN COMMUNITY LIBRARY



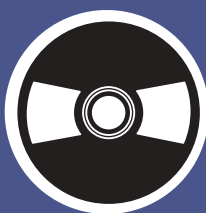
225,000+
PRINT

+



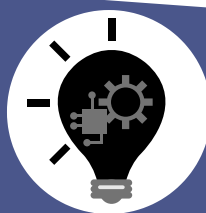
64,000+
DIGITAL

+



56,000+
AUDIO / VISUAL

+



13,000+
LIBRARY OF
THINGS

=

358,184

ITEMS CHECKED OUT

& 5,200+

NEW ITEMS
ADDED



11,799
REGISTERED
LIBRARY CARDS



37,080
SERVICE
QUESTIONS



103,707
LIBRARY VISITS
IN 2024!

21,356

PEOPLE
ATTENDED

530

PROGRAMS

10,000+ PEOPLE AT PROGRAMS
AT THE LIBRARY

11,000+ PEOPLE AT PROGRAMS
HELD OUTSIDE THE LIBRARY

36,406

PARTICIPANTS IN
SELF-DIRECTED
ACTIVITIES

THE VALUE OF MATERIAL CHECKED OUT BY
PATRONS AT THE GERMANTOWN
COMMUNITY LIBRARY IN 2024 WAS



\$5,803,819

LAUNCHED IN 2022, OUR
OUTREACH SERVICES
DEPARTMENT CHECKED OUT

12,223

ITEMS

Enchanted
Library

9,898 PUBLIC
COMPUTER
LOGINS

15,197 WIRELESS
LOGINS

1,370 COMMUNITY
& STUDY
SPACES USED

4,842 LESSONS &
VIDEOS VIEWED
ON UNIVERSAL
CALSS

1,052 PEOPLE
WORKED ON
COMMUNITY
PUZZLES

1,115 VOLUNTEER
HOURS
COMPLETED

BUILD CONNECTIONS, ENRICH LIVES

GERMANTOWN COMMUNITY LIBRARY

**NEW
SERVICES**

APR

NEW PROGRAM
CALENDAR
AVAILABLE FOR
PROGRAM & ROOM
SCHEDULING

JUNE

EXPANDED PATIO
AREA AVAILABLE
& RIBBON
CUTTING HELD

AUG

NEW MONARCH
CATALOG
AVAILABLE

SEPT

EXPANDED YOUTH
AUDIO COLLECTIONS
INCLUDES CHAPTER
BOOK & TONIES

ADDITIONAL FACILITY & SERVICES UPDATES:

- JAN: WINTER READING PROGRAM HELD WITH 2,400+ PARTICIPANTS
- APR: HOSTED KETTLE MORAINÉ FINE ARTS GUILD SHOW IN ADDITIONAL TO THE ART SHOW FOR THE GERMANTOWN SCHOOL DISTRICT
- APRIL: LIBRARY'S 60TH ANNIVERSARY CELEBRATION HELD
- JUNE: SUMMER READING CHALLENGE HELD WITH 1,500+ PARTICIPANTS AND 8,500+ LOGS TURNED IN (18+ INCREASE FROM LAST YEAR)
- JULY: LIBRARY WAS THE GRAND MARSHAL IN THE GERMANTOWN PARADE
- OCT: HELD FALL HOLIDAY STORYTIMES WITH LOCAL SENIOR LIVING FACILITIES
- SEPT: CREATED ADDITIONAL STAFF WORKSPACE & STORAGE AREAS
- SEPT: \$45,000+ IN FUNDING WAS RAISED FROM LOCAL BUSINESSES, ORGANIZATIONS & INDIVIDUALS FOR OUR PATIO EXPANSION PROJECT TO INCLUDE EXPANDED AREA, PICNIC TABLES/UMBRELLAS, EARLY LITERACY ITEMS, MUSICAL INSTRUMENT GARDEN, ADA-ACCESS, YEAR-ROUND BIKE RACK & UPDATED LANDSCAPING/DONOR BRICK AREA
- 2024: IN ITS THIRD YEAR, OUTREACH SERVICES CHECKED OUT 12,000+ ITEMS TO SCHOOL, SENIOR LIVING FACILITIES & COMMUNITY ORGANIZATIONS
- 2024: WORKED THROUGH PROCEDURES & ADJUSTMENTS IN RESPONSE TO REDUCED LIBRARY HOURS, STAFFING & SERVICES

**THANK YOU
FOR USING THE
GERMANTOWN
COMMUNITY
LIBRARY!**



OUR LIBRARY OF THINGS & LIBRARY OF THINGS, JR. COLLECTIONS INCLUDE DOZENS OF PUZZLES, BOARD GAMES, EARLY LITERACY KITS, TONIES, MEREREADERS, CRAFT KITS, DISCGOLF, HIKING, ADVENTURES PASSES & MORE!

WHAT'S NEXT IN 2025?

- RETURN TO NORMAL HOURS
- EXPANDED COLLECTIONS
- NEW PROGRAMS INCLUDING YOUTH SUMMER PROGRAMS & PROGRAMS FOR TEENS!

PROGRAM HIGHLIGHTS

GERMANTOWN
COMMUNITY LIBRARY



WE HELD OUR 60TH ANNIVERSARY CELEBRATION IN APRIL WITH LIBRARY HISTORY DISPLAYS, A SLIDE SHOW, COLLABORATIVE ART PROJECT & CAKE!



EVERY FEBRUARY, THE LIBRARY WELCOMES 2ND GRADES FROM LOCAL SCHOOLS FOR OUR ANNUAL LIBRARY FIELD TRIPS!



THE FRIENDS OF THE GERMANTOWN COMMUNITY LIBRARY SOLD OVER 350 BASKETS THIS YEAR AND DONATED \$40,000 TO THE LIBRARY TO BE USED FOR PROGRAMS, MATERIAL & SERVICES IN 2025!

WE HELD OUR FIRST HOLIDAY KINDERMART VENDOR FAIR EVENT AT THE LIBRARY IN DECEMBER. WE HAD OVER 24 YOUTH VENDOR TABLES AND OVER 250 PEOPLE STOP BY TO SHOP AT THIS EVENT!

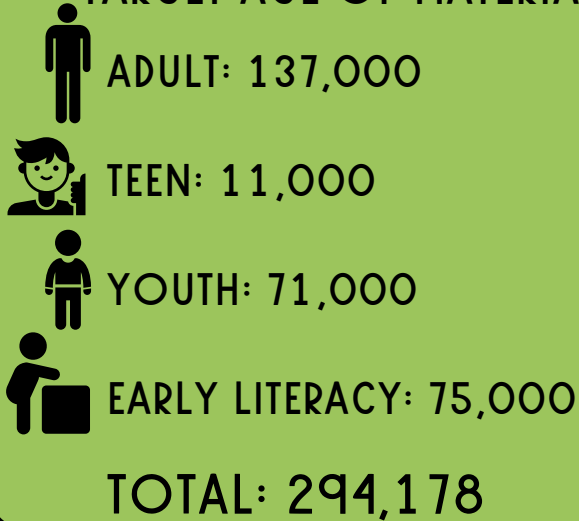


GERMANTOWN COMMUNITY LIBRARY

2024 CIRCULATION BY THE NUMBERS

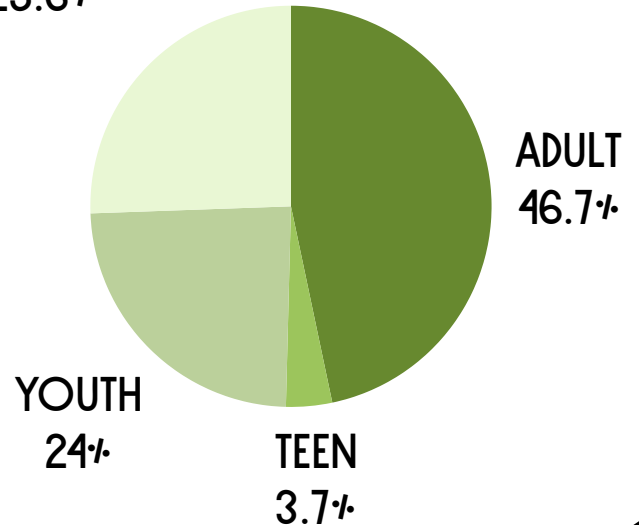
*ESTIMATED AMOUNTS TO THE NEAREST 1,000

PHYSICAL CIRCULATION BY TARGET AGE OF MATERIAL*

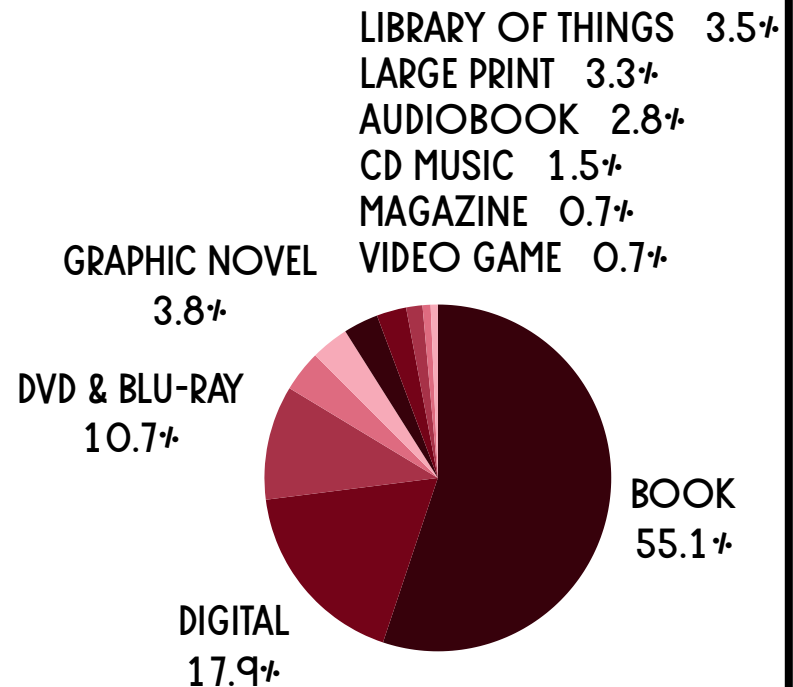


EARLY LITERACY

25.6%



TOTAL CIRCULATION BY TYPE OF MATERIAL*



GERMANTOWN COMMUNITY LIBRARY

2024 CIRCULATION BY THE NUMBERS

PHYSICAL CIRCULATION BY MUNICIPALITY

GERMANTOWN (V): 189,222

RICHFIELD: 51,879

JACKSON (V): 11,247

JACKSON (T): 10,183

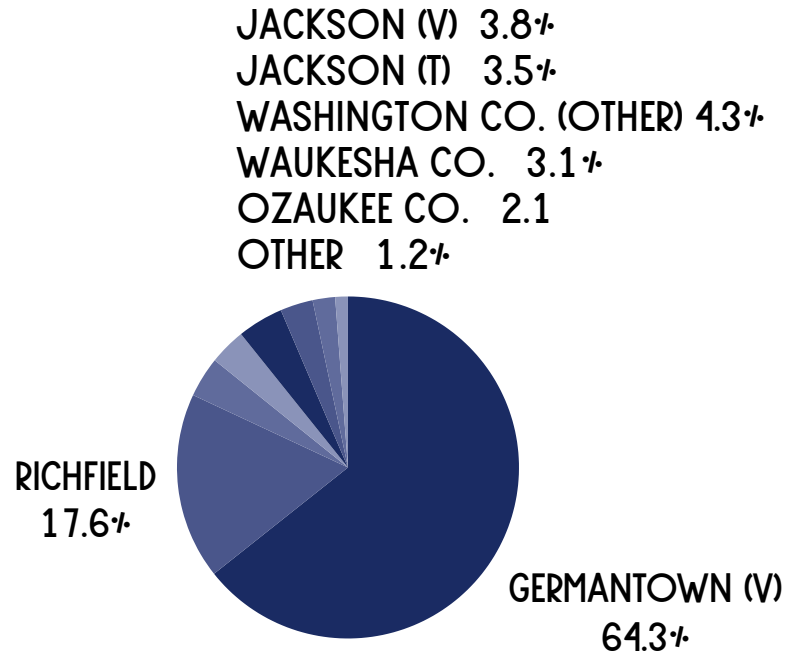
WASHINGTON CO. (OTHER): 12,753

WAUKESHA CO.: 9,115

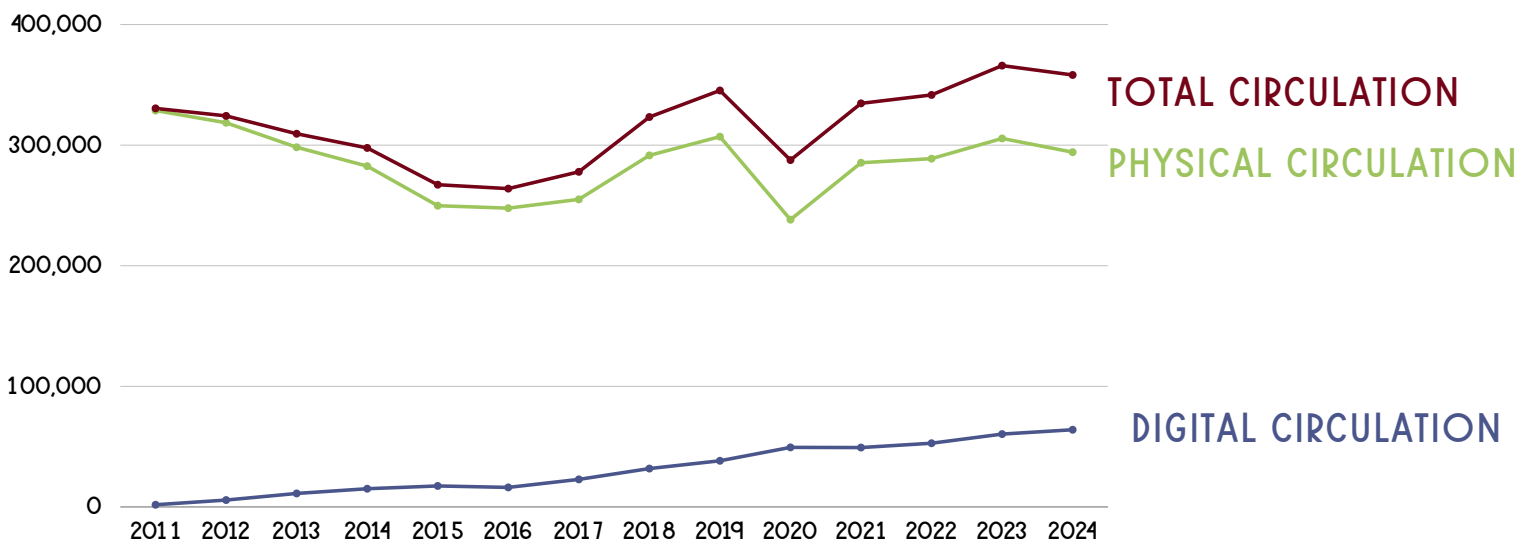
OZAUKEE CO.: 6,245

OTHER: 3,534

TOTAL: 294,178



PHYSICAL CIRCULATION TRENDS (2011 - 2024)



GERMANTOWN COMMUNITY LIBRARY

2024 REVENUE & EXPENDITURES

LIBRARY REVENUE

GERMANTOWN: \$719,000

WASHINGTON COUNTY: \$346,000

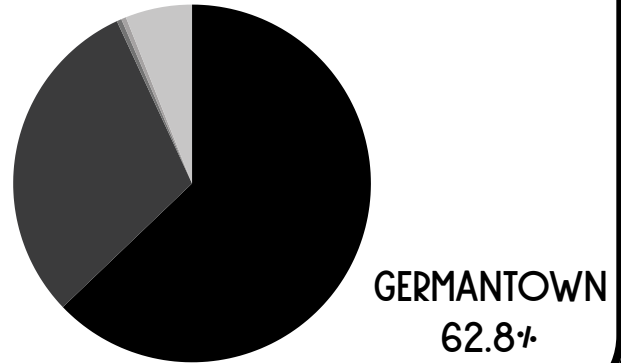
ADJACENT COUNTIES: \$5,000

GRANTS: \$4,000

DONATIONS: \$69,000

TOTAL: \$1,143,000

WASHINGTON COUNTY 30.3%
ADJACENT COUNTIES 0.4%
GRANTS 0.3%
DONATION 6.0%
GERMANTOWN 62.8%



LIBRARY EXPENDITURES

SALARIES: \$571,000

BENEFITS: \$180,000

PUBLIC WORKS: \$83,000

UTILITIES: \$71,000

COLLECTION MATERIAL: \$99,000

PROGRAMMING: \$62,000

COMPUTER SERVICES: \$29,000

SYSTEM AUTOMATION: \$24,000

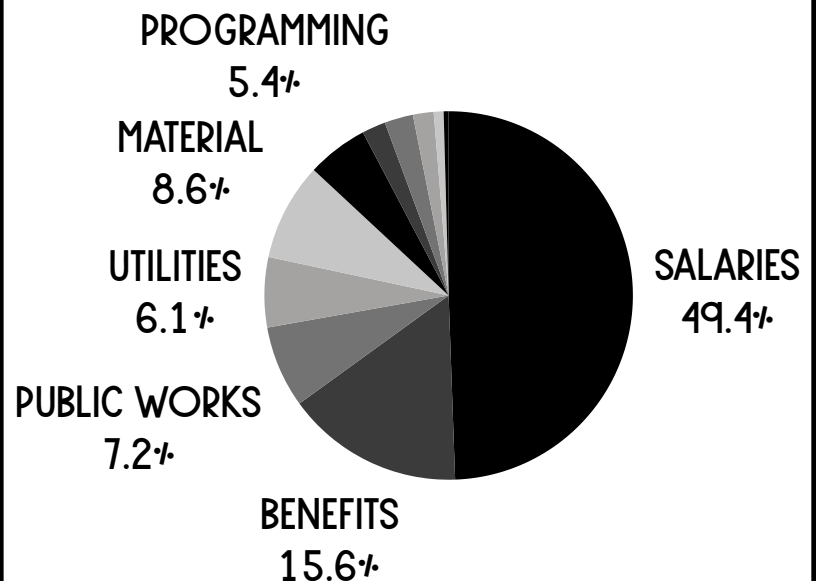
SUPPLIES: \$21,000

PRINTING & MARKETING: \$10,000

STAFF DEVELOPMENT: \$5,000

TOTAL: \$1,155,000

COMPUTER SERVICES 2.5%
SYSTEM AUTOMATION 2.1%
SUPPLIES 1.8%
PRINTING & MARKETING 0.9%
STAFF DEVELOPMENT 0.4%



358,184 ITEMS CHECKED OUT



225,000+ PRINT / 64,000+ DIGITAL
56,000+ AUDIO/VISUAL / 13,000+ LIBRARY OF THINGS

GERMANTOWN LIBRARY 2024 ANNUAL REPORT



5,213 NEW ITEMS ADDED



EXPANDED COLLECTION INCLUDE GRAPHIC NOVELS, VIDEO GAMES
PUZZLES, BOARD GAMES, TONIES AND VOX/WONDERBOOKS

GERMANTOWN LIBRARY 2024 ANNUAL REPORT



103,707 LIBRARY VISITS



1+ INCREASE FROM LAST YEAR & OUR HIGHEST NUMBER TO DATE!

GERMANTOWN LIBRARY 2024 ANNUAL REPORT



11,799 REGISTERED LIBRARY CARDS



THE LIBRARY SERVICES 35,000+ RESIDENTS IN GERMANTOWN,
RICHFIELD, JACKSON & BEYOND!

GERMANTOWN LIBRARY 2024 ANNUAL REPORT



21,356 PEOPLE ATTENDED



530 PROGRAMS

GERMANTOWN LIBRARY 2024 ANNUAL REPORT



\$5,803,819



WORTH OF LIBRARY MATERIAL WAS CHECKED OUT LAST YEAR!

GERMANTOWN LIBRARY 2024 ANNUAL REPORT



12,223 ITEMS



CHECKED OUT BY OUTREACH SERVICES & THE ENCHANTED LIBRARY!

GERMANTOWN LIBRARY 2024 ANNUAL REPORT



25,095 PEOPLE



USED OUR PUBLIC COMPUTERS AND WI-FI!

GERMANTOWN LIBRARY 2023 ANNUAL REPORT





GERMANTOWN COMMUNITY LIBRARY

N112 W16957 Mequon Rd Germantown, WI (262) 253-7760

Library Hours: Mon-Thurs 9am-8pm / Fri 9am-5pm / Sat 9am-4pm

*Like us on Facebook and sign-up for our newsletter for information
on library services & upcoming programs!*

FOR IMMEDIATE RELEASE

Wednesday, February 26, 2025

For more information, please contact Trisha Smith, Germantown Community Library Director at (262) 253-7760, ext. 2005 or smithp@germantownlibrarywi.org

GERMANTOWN COMMUNITY LIBRARY DIRECTOR PRESENTS 2024 ANNUAL REPORT

Germantown, WI – The Germantown Community Library continues to provide vital services to residents of Germantown, Richfield, Jackson and surrounding communities. Serving over 35,000 residents, the library checked out over 358,000 items to patrons in 2024. The 2024 Annual Report was presented at the Germantown Community Library Board meeting on Wednesday, February 26 by Trisha Smith, Library Director.

Whether attending storytime or a craft program, reading the newspaper, accessing an online class or checking out the latest best-selling novel, the library has something for everyone. The library saw over 103,000 visitors to the building in 2024 and a total of 21,000+ people also attended 530 library programs - both held inside the library and offsite in the community.

A few highlights of 2024 include:

- Over \$45,000 in funding was raised from local businesses, organizations & individuals for our patio expansion project. This expanded area included picnic tables/umbrellas, early literacy items, musical instrument garden, ADA-access, year-round bike rack & updated landscaping/donor brick area.
- The library celebrated its 60th Anniversary in April.
- In its third year, Outreach Services & the Enchanted Library trailer checked out over 12,000 items. These includes monthly visits to senior living facilities, schools, daycares and homebound individuals as well as special programs and events.
- Over 1,500 people participating in our Summer Reading Challenge with 8,500+ logs turned in (18% increase from last year)

The library looks forward to continued growth in 2024 and beyond! In addition our regular programming, new programs this year include LEGO @ the Library, monthly programs for tweens (ages 9-12), weekly summer youth performers and afternoon craft events for adults. The library will also be holding a series of Cherry Festival programs March 24-29. To view our full list of programs visit: <https://germantownlibrarywi.events.mylibrary.digital/>

The 2024 Annual Report can be found on the Germantown Community Library website at <https://www.germantownlibrarywi.org/annual-report>