

MEETING:	GERMANTOWN COMMUNITY LIBRARY BOARD
DATE AND TIME:	Wednesday, July 23, 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. June 25, 2025, Meeting Minutes - DRAFT (Action)
- 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 four (4) 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.) Comments that may be injurious to village personnel or other individuals will not be allowed.*
- VI. **FINANCIAL MATTERS:**
 - A. Treasurer's Report
 - B. Accounts Payable
 - C. Budget Reports
- VII. **REPORTS (Discussion Unless Otherwise Noted):**
 - 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. Washington County Heart & Homestead Memorandum of Agreement (Action)
 - B. Washington County Emergency Management Memorandum of Understanding (Action)
 - C. 2026 Budget (Discussion)
- X. **ADJOURNMENT:**

LIBRARY BOARD AGENDA

July 23, 2025

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The next regular meeting of the Germantown Community Library Board will be on Wednesday, August 27, 2025, at 5:30 p.m.

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the Assistant Director at (262) 253-7760, ext. 2002 or clloyd@germantownlibrarywi.org at least 48 hours prior to the meeting.

Notice is hereby given that a possible quorum of other boards, committees, and/or commissions may attend this meeting to gather information about an item over which they have decision-making responsibility. This may constitute a meeting of these bodies per State ex rel. Badke v Greendale Village Board, even though these bodies will not take formal action at this meeting.

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: July 23, 2025

PLACEMENT: Action Item

ITEM TITLE: June 25, 2025, Meeting Minutes - DRAFT (Action)

SUBMITTED BY: Connie Lloyd, Asst. Director

SUMMARY EXPLANATION:

Review the submitted meeting minutes for June 25, 2025, for approval.

ATTACHMENT:

1. June 25 2025 Meeting Minutes - DRAFT

STAFF RECOMMENDATION:

Approve the submitted meeting minutes for June 25, 2025, as presented.

ACTION BY COMMITTEE:

MEETING:	GERMANTOWN COMMUNITY OF THE LIBRARY BOARD
DATE AND TIME:	Wednesday, June 25, 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 05:35 PM.

II. **ROLL CALL:**
Present: Library Board President Joyce Nelson, Library Board Member Darlene Vosen, Library Board Member Charlene Brady, Member Joletta Kerpan, Library Board Member Sarah Larson, Trustee Jolene Pieper (remote), Library Board Member Jacob Misiak
Absent:
Excused: 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: Sarah Larson

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

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

IV. **APPROVAL OF MINUTES:**

 A. May 28, 2025, Meeting Minutes - DRAFT (Action)
Motion: Approve as presented
Motioned By: Sarah Larson
Seconded By: Joletta Kerpan

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

No: None
Abstain: None

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

V. CITIZEN INPUT: *(Please be advised per 19.84(2) that information and comment will be received from the public. It is the policy of this municipality that public input be limited to a four (4) 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.) Comments that may be injurious to village personnel or other individuals will not be allowed.*

VI. FINANCIAL MATTERS:

A. Treasurer's Report (Action)

Motion: Approve as presented
Motioned By: Joyce Nelson
Seconded By: Sarah Larson

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

No: None
Abstain: None

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

B. Accounts Payable (Action)

Motion: Approve as presented
Motioned By: Sarah Larson
Seconded By: Darlene Vosen

On roll call vote:

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

No: None
Abstain: None

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

C. Budget Reports (Discussion)

Smith reviewed the submitted budget reports.

VII. REPORTS (Discussion Unless Otherwise Noted):

A. Correspondence

Nelson sent thank you letters to the following donors:

- Joan Aliota - \$100 - Patio Project
- Chick-fil-A Fun - \$232 - Patio Project
- Sean & Hailey Glaser - \$250 - Early Literacy
- Karl Glunz - \$1,000 - Patio Project
- Davie & Lori Gutbrod - \$100 - Materials
- Charlette Jackson - \$25 - Materials

B. Village Reports

Smith and Pieper provided Village updates pertaining to the library. Pieper provided resources to the library to investigate if E-rate funds could be utilized in the future.

C. County Reports

Smith reviewed updates she included in the submitted Director's Report.

D. System Reports

Smith reviewed updates she included in the submitted Director's Report.

E. President's Report

F. Director's Report

Smith reviewed highlights from the Director's Report and attachments.

VIII. UNFINISHED BUSINESS:

IX. NEW BUSINESS:

A. Election of Library Board Officers (Action)

The following nominations were made:

- President - Joyce Nelson
- Vice President - Sarah Larson
- Treasurer - Darlene Vosen

Motion: Approve nominations for the Library Board officers as presented

Motioned By: Jacob Misiak

Seconded By: Joletta Kerpan

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

Jolene Pieper, Jacob Misiak

No: None

Abstain: None

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

B. Job Description Updates

Motion: Approve the submitted updates to the four job descriptions as presented

Motioned By: Darlene Vosen

Seconded By: Joletta Kerpan

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

No: None

Abstain: None

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

1. Youth Services Librarian (Action)
2. Youth Services Specialist (Action)
3. Outreach Specialist (Action)
4. Youth Services Intern (Action)

C. Library Director Mid-Year Performance Check-in (Discussion). 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.

The Library Board provided Smith with mid-year performance review feedback on her submitted updates for her 2025 goals.

X. ADJOURNMENT:

Nelson announced the next Library Board meeting will be held on Wednesday, July 23, 2025, at 5:30 PM.

Nelson adjourned the meeting at 06:16 PM.

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: July 23, 2025

PLACEMENT: Action Item

ITEM TITLE: Treasurer's Report

SUBMITTED BY: Darlene Vosen, Library Board Member

SUMMARY EXPLANATION:

Review the submitted Treasurer's Report.

ATTACHMENT:

1. Treasurer's Report

STAFF RECOMMENDATION:

Approve the Treasurer's Report as submitted.

ACTION BY COMMITTEE:

Germantown Community Library Board

Financial Report July 15, 2025

By Darlene Vosen

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

Balance 6/17/25 per online statement		\$13,154.32
7/1 Deposit Bricks/patio/plaque	+\$2,353.62	
7/2 Deposit Donation jugs	+\$30.90	
Balance 7/15/25 per on-line statement		\$15,538.84*

***Early Literacy Fund - \$423.46 + \$16.95 (jug) = \$440.41**

***Programming Supplies - \$320.78**

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

***Patio Expansion 2025- \$7,678.71 + \$2,353.62 + \$13.95 (jug) = \$10,046.28 (-brick/plaque cost)**

Bank Five Nine GCL Board Savings Account (4029)

Balance 6/17/25 per on-line statement		\$4,765.79
Interest June	+\$0.40	
Balance 7/15/25 per on-line statement		\$4,766.19

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

Balance 6/17/25 per on-line statement		\$31,152.45
Interest June	+\$3.92	
7/1 Deposit Materials/Pagliario/other	+\$8,430.98	
Balance 7/15/25 per on-line statement		\$39,587.35**

****Book & Materials - \$8,875.29 + \$8,430.98 = \$17,306.27**

****Furniture & Equipment - \$15,000.00**

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

****Un-designated - \$4,953.82 + \$3.92 (interest) = \$4,957.74
(need \$2,500 to keep account active)**

Bank Five Nine Furniture/Building Fund CD Accounts:

CD #1 Furniture (4025) Balance 3/4/25 per bank statement	\$15,000.00
4.72/4.81% Interest 17 months (mature 8/4/26)	
CD #2 Furniture (5608) Balance 2/06/25 per bank statement	\$15,000.00
4.72/4.81% Interest 17 months (mature 7/6/26)	
CD #3 Furniture (3991) Balance 7/4/24 per bank statement	\$15,000.00
5.29/5.40% Interest 15 months (mature 10/4/25)	
CD #4 Furniture (8801) Balance 11/30/23 per bank statement	\$10,000.00
5.39/5.50% Interest 23 months (mature 10/31/25)	
CD #5 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 (\$55,000.00) + Expansion (\$10,000.00) = \$65,000.00

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: July 23, 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 Report

STAFF RECOMMENDATION:

Approve the Accounts Payable report as presented.

ACTION BY COMMITTEE:

Village of Germantown, WI - PRODUCTION



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/6 TO 2025/6										
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION		
10570000								Library		
10570000 462900								Library Fines & Fees		
100365 FRIENDS OF	FGCL043025	0	2025 6	INV	P	425.08	25.06.11	11599 April Friends Credi		
100365 FRIENDS OF	FGCL053125	0	2025 6	INV	P	89.67	25.06.11	11599 April Friends Credi		
						514.75				
101390 GERMANTOWN LIBRARY B BOARD	043025	0	2025 6	INV	P	195.62	25.06.11	11608 April Library Board		
						ACCOUNT TOTAL				710.37
10570000 521400								Library Life Insurance		
100933 SECURIAN FINANCIAL G	002832L JULY 2025	0	2025 6	INV	P	123.62	25.06.20	11743 LIFE INSURANCE		
						ACCOUNT TOTAL				123.62
10570000 531000								Library Gen Supplies & Expense		
100322 EXPRESS NEWS	184303	0	2025 6	INV	P	850.00	25.06.11	11592 General Supplies		
999999 CINTAS CORP	16022	0	2025 6	INV	P	44.00		Cintas Corp		
						ACCOUNT TOTAL				894.00
10570000 531010								Library Office Supplies		
101624 STAPLES	6033009881	0	2025 6	INV	P	72.58	25.06.11	11665 OFFICE SUPPLIES		
101624 STAPLES	6033009882	0	2025 6	INV	P	210.98	25.06.11	11665 OFFICE SUPPLIES		
						283.56				
						ACCOUNT TOTAL				283.56
10570000 531100								Library Books		
100092 BAKER & TAYLOR	2039086289	0	2025 6	INV	P	363.61	25.06.11	11576 Collection Material		
100092 BAKER & TAYLOR	2039094544	0	2025 6	INV	P	604.97	25.06.11	11576 Collection Material		
100092 BAKER & TAYLOR	2039099755	0	2025 6	INV	P	381.34	25.06.11	11576 Collection Material		
100092 BAKER & TAYLOR	2039100157	0	2025 6	INV	P	115.69	25.06.11	11576 Collection Material		
100092 BAKER & TAYLOR	2039110553	0	2025 6	INV	P	293.88	25.06.11	11576 Collection Material		
						1,759.49				
100167 CAVENDISH SQUARE	CAL352115I	0	2025 6	INV	P	186.03	25.06.11	11581 Collection Material		
101039 PENWORTHY CO	0608597-IN	0	2025 6	INV	P	895.03	25.06.11	11640 Collection Material		
101039 PENWORTHY CO	0608657-IN	0	2025 6	INV	P	717.14	25.06.11	11640 Collection Material		
101039 PENWORTHY CO	0608662-IN	0	2025 6	INV	P	136.85	25.06.11	11640 Collection Material		
101039 PENWORTHY CO	0608665-IN	0	2025 6	INV	P	669.34	25.06.11	11640 Collection Material		
101039 PENWORTHY CO	0608673-IN	0	2025 6	INV	P	485.15	25.06.11	11640 Collection Material		
						2,903.51				
						ACCOUNT TOTAL				4,849.03

Village of Germantown, WI - PRODUCTION



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/6 TO 2025/6										
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION		
10570000 531190			Marketing & Promotion							
999999 CANVA* I04514-732473	15931	0	2025	6	INV P			Canva	160.00	
999999 GOTPRINT.COM	15935	0	2025	6	INV P			Got Print	96.82	
999999 EIG*CONSTANTCONTACT.	15938	0	2025	6	INV P			Constant Contact	82.00	
									338.82	
			ACCOUNT TOTAL						338.82	
10570000 531430			Library Book Processing							
100032 AMAZON CAPITAL SERVI	1CMR-9FQ7-R1NM	0	2025	6	INV P		25.06.11	11574 Book Processing Sup	60.65	
			ACCOUNT TOTAL						60.65	
10570000 531460			Library Audio Visual							
100032 AMAZON CAPITAL SERVI	1XGW-94P9-LTHN	0	2025	6	INV P		25.06.11	11574 Audio/Visual Materi	1,758.50	
100920 SCHLITZ AUDUBON NATU	15978	0	2025	6	INV P			Schlitz Audubon Nat	150.00	
			ACCOUNT TOTAL						1,908.50	
10570000 531470			Library Computer Service							
100402 GORDON FLESCH COMPAN	I01023253	0	2025	6	INV P		25.06.11	11611 Computer Services	1,204.32	
100402 GORDON FLESCH COMPAN	IN15164694	0	2025	6	INV P		25.06.11	11612 Computer Services	47.66	
									1,251.98	
999999 INNOVATIVE LABEL TEC	16021	0	2025	6	INV P			Innovative Label Te	433.37	
			ACCOUNT TOTAL						1,685.35	
10570000 531490			Library Program Supplies & Exp							
100009 FOX AND BRANCH	BRANCH06192025	0	2025	6	INV P		25.06.11	11598 Programming Supplie	600.00	
100032 AMAZON CAPITAL SERVI	1XW1-XL4W-LKHG	0	2025	6	INV P		25.06.11	11574 Programming Supplie	987.52	
100381 GERMANTOWN CHAMBER O	6581961	0	2025	6	INV P		25.06.11	11606 Programming Supplie	250.00	
100580 KIDSPRAY LLC	20250625	0	2025	6	INV P		25.06.25	11798 Programming Supplie	900.00	
100693 MENARDS	15979	0	2025	6	INV P			Menards	142.98	
100971 SPOON MAN INC	GCL20250302	0	2025	6	INV P		25.06.25	11840 LIBRARY YOUTH SUMME	600.00	
101380 STATELINE GENEOLGY	HAHN06042025	0	2025	6	INV P		25.06.11	11666 Programming Supplie	100.00	
999999 DOLLARTREE	15896	0	2025	6	INV P			Dollar Tree	43.75	
999999 MICHAELS STORES	3757 15897	0	2025	6	INV P			Michaels Stores	25.93	
999999 SP MONSTERS WE MAKE	15898	0	2025	6	INV P			Monsters We Make	17.98	
999999 SAMSClub #6324	15899	0	2025	6	INV P			Sams Club	28.87	
999999 SP MONSTERS WE MAKE	15900	0	2025	6	INV P			Monsters We Make	16.98	
999999 PICK N SAVE #357	15901	0	2025	6	INV P			Pick N Save	13.36	

Village of Germantown, WI - PRODUCTION



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/6 TO 2025/6									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
999999 PICK N SAVE #357	15932	0	2025 6	INV	P			Pick N Save	61.47
999999 MICHAELS #9490	15933	0	2025 6	INV	P			Michaels	111.17
999999 MICHAELS #9490	15934	0	2025 6	INV	P			Michaels	6.98
999999 MICHAELS STORES 3757	15936	0	2025 6	INV	P			Michaels	244.75
999999 LEGO	15937	0	2025 6	INV	P			Lego	171.84
999999 MICHAELS #9490	15939	0	2025 6	INV	P			Michaels	39.90
999999 MICHAELS #9490	15940	0	2025 6	INV	P			Michaels	41.85
999999 PAYPAL *VIBEBATHBOD	15942	0	2025 6	INV	P			Platinum Sky Farms	300.00
999999 MICHAELS STORES 3757	15943	0	2025 6	INV	P			0	29.95
999999 MICHAELS #9490	15944	0	2025 6	INV	P			Michaels	27.96
999999 MICHAELS #9490	15945	0	2025 6	INV	P			Michaels	8.42
999999 MICHAELS #9490	15946	0	2025 6	INV	P			Michaels	25.25
999999 MICHAELS #9490	15947	0	2025 6	INV	P			Michaels	241.67
999999 TARGET.COM *	15948	0	2025 6	INV	P			Target	75.49
999999 MEIJER # 299	15980	0	2025 6	INV	P			Meijer	69.13
999999 SENDIK'S GERMANTOWN	15981	0	2025 6	INV	P			Sendiks	49.99
									1,652.69
								ACCOUNT TOTAL	5,233.19
10570000 561400								Library Telephone	
101082 US CELLULAR	15903	0	2025 6	INV	P				18.00
									0.00E+00
999999 ATT*BILL PAYMENT	15905	0	2025 6	INV	P				509.47
									2622538270500
								ACCOUNT TOTAL	527.47
10570000 5PCARD								UNALLOCATED PCARD PURCHASE	
999999 MICHAELS #9490	15941	0	2025 6	INV	P				-41.85
								ACCOUNT TOTAL	-41.85
								ORG 10570000 TOTAL	16,572.71
FUND 10	General Fund							TOTAL:	16,572.71

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

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: July 23, 2025

PLACEMENT: Presentation

ITEM TITLE: Budget Reports

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted budget report.

ATTACHMENT:

1. Budget Report

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

Village of Germantown, WI - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2025 06			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
ACCOUNTS	FOR:	Fund	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
10	General								
10570000 Library									
10570000	432600	County Library	-339,000	0	-339,000	-166,678.48	.00	-172,321.52	49.2%*
10570000	462900	Library Fines &	-10,000	0	-10,000	-6,217.72	.00	-3,782.28	62.2%*
10570000	463000	Library System	0	0	0	-20,000.00	.00	20,000.00	100.0%
10570000	471700	Library Donatio	0	-93,207	-93,207	.00	.00	-93,207.42	.0%*
10570000	511000	Library Reg Sal	286,998	8,918	295,916	131,225.39	.00	164,690.61	44.3%
10570000	511100	Library PT Sala	306,460	9,042	315,502	134,623.66	.00	180,878.34	42.7%
10570000	511200	Library Board	1,200	0	1,200	243.00	.00	957.00	20.3%
10570000	521000	Library Social	45,500	1,374	46,874	19,653.23	.00	27,220.77	41.9%
10570000	521100	Library State R	39,984	619	40,603	16,801.42	.00	23,801.58	41.4%
10570000	521200	Library Health	95,128	0	95,128	49,489.68	.00	45,638.32	52.0%
10570000	521300	Library Dental	5,050	0	5,050	3,304.92	.00	1,745.08	65.4%
10570000	521400	Library Life In	1,600	0	1,600	1,253.40	.00	346.60	78.3%
10570000	531000	Library Gen Sup	10,000	39,000	49,000	15,464.69	4,820.00	28,715.31	41.4%
10570000	531010	Library Office	6,000	0	6,000	1,994.68	.00	4,005.32	33.2%
10570000	531080	Library Profess	2,000	2,000	4,000	1,040.00	.00	2,960.00	26.0%
10570000	531100	Library Books	56,000	17,000	73,000	28,481.41	.00	44,518.59	39.0%
10570000	531190	Marketing & Pro	5,000	0	5,000	3,575.42	.00	1,424.58	71.5%
10570000	531240	Library Travel	1,000	0	1,000	300.30	.00	699.70	30.0%
10570000	531430	Library Book Pr	10,000	0	10,000	3,795.43	.00	6,204.57	38.0%
10570000	531440	Library Periodi	5,000	0	5,000	792.00	.00	4,208.00	15.8%
10570000	531460	Library Audio V	20,000	5,000	25,000	9,119.59	.00	15,880.41	36.5%
10570000	531470	Library Compute	22,139	0	22,139	7,174.36	.00	14,964.64	32.4%
10570000	531490	Library Program	20,000	31,000	51,000	33,865.30	.00	17,134.70	66.4%
10570000	552300	Library System	24,000	0	24,000	.00	.00	24,000.00	.0%
10570000	561000	Library Buildin	65,000	0	65,000	34,523.12	.00	30,476.88	53.1%
10570000	561400	Library Telepho	4,000	0	4,000	1,316.10	.00	2,683.90	32.9%
10570000	571000	Library Insuran	7,320	0	7,320	6,450.01	1,722.99	-853.00	111.7%*
10570000	5PCARD	UNALLOCATED PCA	0	0	0	21.50	.00	-21.50	100.0%*
TOTAL Library			690,379	20,746	711,125	311,612.41	6,542.99	392,969.18	44.7%
TOTAL General Fund			690,379	20,746	711,125	311,612.41	6,542.99	392,969.18	44.7%
TOTAL REVENUES			-349,000	-93,207	-442,207	-192,896.20	.00	-249,311.22	
TOTAL EXPENSES			1,039,379	113,953	1,153,332	504,508.61	6,542.99	642,280.40	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 06							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	690,379	20,746	711,125	311,612.41	6,542.99	392,969.18	44.7%

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

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: July 23, 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 (pt. 1 - DPI Reorganization)
3. Director's Report (pt. 2 - Monarch Strategic Plan)
4. Director's Report (pt. 3 - Circulation Statistics)
5. Director's Report (pt. 4a - Check Request)
6. Director's Report (pt. 4b - Invoice Detail)
7. Director's Report (pt. 5 - Daily News - May 23)
8. Director's Report (pt. 6 - Daily News - June 14)
9. Director's Report (pt. 7 - Daily News - June 18)
10. Director's Report (pt. 8 - Daily News - June 27)
11. Director's Report (pt. 9 - Express News - July 1)

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

Director's Report: July 2025

STATE OF WISCONSIN

- Postcards for the Wisconsin "Speak Up for Libraries" campaign are due on Friday, July 25.
- Ben Miller, State Librarian, released an update on federal funding and Department of Public Instruction reorganization on Monday, June 30, 2025 (attached).

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, July 10 in Sheboygan Falls. The meeting included a presentation by Katie Strong on OverDrive Advantage accounts to reduce wait-time for digital material. Message Bee service went live on Tuesday, June 10 and is going very well with a 98% overall success rate. The Monarch Library System Strategic Plan was voted on by the Monarch Library System Board on Thursday, July 10 (attached)
- Agendas and minutes: <https://monarchlibraries.org/library-director-meetings/>

WASHINGTON COUNTY

VILLAGE OF GERMANTOWN:

- Gosia Wormsbacher has been hired as the Village of Germantown Support Services Manager.
- 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 Youth & Teen Sale will run mid-June through mid-August.

DONATIONS:

Donor	Amount	Department	Brick/Plaque Address	
Barney, Thomas	\$100	Patio	Brick	Germantown, WI 53022
Bartoszewicz, John & Natalie	\$100	Patio	Brick	Germantown, WI 53022
Brooks, Julie	\$100	Patio	Brick	Germantown, WI 53022
Germantown Chamber of Commerce (Joletta Kerpan)	\$100	Patio	Brick	Germantown, WI 53022
Hansen, Melissa	\$100	Patio	Brick	Germantown, WI 53022
Leadership Germantown (Joletta Kerpan)	\$100	Patio	Brick	Germantown, WI 53022
Mayer, Jessica	\$100	Patio	Brick	Germantown, WI 53022
Miller, Jan	\$200	Patio	Brick (2)	Germantown, WI 53022
Mullins, Jessica	\$100	Patio	Brick	Germantown, WI 53022
Ozimek, Pam	\$100	Patio	Brick	Germantown, WI 53022
Pieper, Jolene	\$100	Patio	Brick	Germantown, WI 53022
Shorewest Realtors (Justin Voisin)	\$100	Patio	Brick	Germantown, WI 53022
Stroik, Gary	\$100	Patio	Brick	Germantown, WI 53022
Teen Advisory Board (Trisha Smith)	\$100	Patio & Teen Furniture	Brick	Germantown, WI 53022
Weyer, Mark & Joan	\$100	Patio	Brick	Hubertus, WI 53033

- Donation Jars / Giving Tree:
 - Patio Expansion: \$9.20
 - Early Literacy: \$43.76
 - Programming Supplies: \$0.00

Monthly Donations Total: \$1,652.96

DEPOSITS:

REQUEST FOR CHECK (PREVIOUSLY VOTED ON) (see attached):

- Germantown Community Library: \$23,000 (Books & Materials / Furniture & Equipment)
- Germantown Community Library: \$16,000 (Patio Project)

REQUEST FOR CHECK (NOT PREVIOUSLY VOTED ON) (see attached):

- Deb Verville: \$75 (Adult Craft Programming Supplies)

STATISTICS:

- Circulation Statistics (see attached)
 - Physical: **26,831 (-5.5% from 2024 / -2.5% YTD)**
 - Digital: **5,412 (3.6% from 2024 / 0.4% YTD)**
 - Total: **32,243 (-4.1% from 2024 / -2.0% YTD)**

PROGRAMMING:

- Ongoing Programs (monthly programs):
 - Youth: Storytime (8), Thursday Performers (4), Family Fun Nights, Lego @ the Library, Adventure Academy (4) & Saturday programs
 - Tween/Teen: Tween Programs, Teen Programs, Teen Art Night, Teen Advisory Board & Tween/Teen/Adult Craft Workshops (3)
 - Adult: Adult Puzzle Days, Craft Workshops (3), Adult Crafts (2), Book Groups (6) & Special Programs
 - Outreach: Senior Living Facility Visits (6), Adult Day Center (2), Home Delivery, Book Drop-Offs, Preschool Readings, Meet Your Neighbor Storytime, Enchanted Library Events (2), Kid’s Klub (4) & Special Events
- Upcoming Programs & Outreach Calendar: <https://germantownlibrarywi.events.mylibrary.digital/>

IN THE NEWS (ATTACHED):

- “Germantown Community Library will hold spring open house on Saturday” (Wash. Co. Daily News, May 23)
- “Germantown Community Library youth summer reading challenge begins” (Wash. Co. Daily News, June 14)
- “Speak up for libraries: County libraries seek to maintain federal funding” (Wash. Co. Daily News, June 18)
- “15 bricks left in library Patio Project” (Wash. Co. Daily News, June 27)
- “Summer Reading Challenge at the Germantown Community Library” (“Express News, July 1)

DIRECTOR CONTINUING EDUCATION HOURS (100 HOURS EVERY 5 YEARS – EXPIRES IN 12/2027)

DIRECTOR MEETINGS, PROGRAMS & OUTREACH (PAST):

- Tues, July 1 – Village Administrator
- Wed, July 2 – Village Department Heads
- Mon, July 7 – Washington County Directors
- Mon, July 7 – Village Board (online)

- Wed, July 9 – LEGO @ the Library
- Thurs, July 10 – Monarch Directors (Sheboygan Falls)
- Mon, July 14 – AARP Tax Preparation
- Mon, July 14 – Make It @ the Library (3)
- Wed, July 16 – Fri, July 18: Vacation
- Mon, July 21 – Library Board President
- Mon, July 21 – GGF & Village Board (online)
- Wed, July 23 – Library Board
- Wed, July 30 – Village Department Heads
- Mon, Aug 4 – Fri, Aug 8 – Vacation
- Tues, Aug 12 – Fri, Aug 15 – Digi Palooza Conference (Cleveland, OH)

DEPARTMENT UPDATES

ADMIN & ALL STAFF

- Staff Job Descriptions reviews and updates continue.

YOUTH, ADULT & OUTREACH SERVICES

- The Summer Reading Challenge for all ages continues through Saturday, August 9.
- Additional programming for youth continues for the summer months.
- The Enchanted Library continued regular summer visits the month for both public and private facilities including the 4th of July parade and local events.
- Collaboration with AARP Tax Service is in the final stages to provide free tax preparation services at the library one day a week annually from February 15 through April 15.

CIRCULATION & TECHNICAL SERVICES

- Catherine has been hired as the new Circulation Manager with a start date of Monday, July 14.

TECHNOLOGY, BUILDING & GROUNDS

- The library has been investigating solutions to high noise levels in the library due to high activity. At this time, proposals are above our budget.
- Final programming for staff access to the new Library Keyless Door Access System was completed.
- The Patio Project is now complete. The project included \$55,000 that was fundraised by local residents, businesses and organizations. The final musical instrument has been installed.
 - Donation bricks have been sold. The last batch of 26 donation bricks will be installed in fall 2025.
 - A new brochure will be updated that will include donation options for tree leaves in the children's area and plaques in the lobby.



Updates on Federal Funding and DPI Reorganization

Wisconsin Department of Public Instruction sent this bulletin at 06/30/2025 03:58 PM CDT

[View as a webpage](#) / [Share](#)



Updates on Federal Funding and DPI Reorganization

Hello Public Library Directors!

Federal Funding

DPI received notification for the full amount of the LSTA Grants-to-States 2025 award on June 16th in the amount of \$3.2 million. This award will allow our team to continue working to empower libraries to best serve their communities through September 2026.

Our team is now anxiously watching the developments of both the state and federal budget processes. Both budgets will inform how we are able to move forward and best utilize these funds to benefit the state of Wisconsin.

Federally, we are hoping to see IMLS funding restored in the budget bill as well as Congressional reauthorization of IMLS as an agency. Both of these actions need to happen to secure LSTA Grants-to-States funds moving forward.

In the state budget, we are optimistic the Library Service contract line will be increased to include our WISCAT ILL software platform (seen in the budget as Auto-Graphics.) This will provide additional flexibility as we previously have paid for this platform using federal dollars.

Expect to see additional updates as these processes become more clear. The Library Services Team is thankful for all the well-wishes and advocacy around library funding we have seen throughout this process. It feels good to be standing shoulder to shoulder with you all to continue providing excellent library services to Wisconsin residents.

DPI Reorganization

State Superintendent Jill Underly is beginning her second term by announcing a new organizational structure for the Wisconsin Department of Public Instruction. This reorganization empowers the agency to do the work required by law and the work required to fulfill the DPI's vision of engaged learners creating a better Wisconsin together.

What to know

The DPI [Strategic Plan](#), along with the agency's legal responsibilities, are the backbone of the new structure. Under this new structure, the Division for Libraries and Technology will use the working title Division for School and Library Operations and be led by Chanell Crawford, who is currently DPI's Assistant State Superintendent of the Division for Finance and Management. Within the division will be the Bureau of Libraries, previously known as the Library Services Team. Ben Miller will continue leading the work of the Bureau of Libraries and assume the title of State Librarian. Beth Tomev will also continue in her leadership role within the Bureau overseeing Library Development. As this reorganization progresses, the Bureau of

Libraries will send further details regarding the make-up of the Bureau.

The work of the Bureau of Libraries remains the same.

The Bureau of Libraries provides leadership, support, and oversight to Wisconsin's network of more than 467 public libraries, 15 regional library systems, and school libraries. The Bureau also collaborates with and supports tribal, academic, and special libraries. The Bureau empowers libraries to best serve their communities by providing leadership, facilitating collaboration, acknowledging unique perspectives, and supporting innovation. Key responsibilities include:

- **Statewide Library Support**
 - Overseeing and supporting the operations of regional public library systems and promoting collaboration, resource sharing, and consistent service standards across communities and libraries of all types and sizes.
- **Library Development and Innovation**
 - Providing guidance and professional development to library directors and staff in areas such as planning, inclusive services, youth engagement, digital literacy, resource sharing, and community outreach.
- **Funding and Resource Allocation**
 - Administering state and federal funds, including the Public Library System Aid and Library Services and Technology Act (LSTA) grants, to support library operations, technology upgrades, and equitable access initiatives.
- **Policy, Planning, and Data**
 - Advising on public library policy and legislation, managing statewide library data collection and reporting, and supporting data-informed planning and decision-making.

How will this impact your work?

Very little. The new structure will be in place beginning on July 28, 2025, so there is no immediate impact on the work of libraries. Even after the transition, most of the DPI's changes will not affect your work. Keep reaching out the way you always have. The Bureau of Libraries staff will keep you updated on any additional changes.

Please let us know if you have any questions. The DPI remains committed to building a focused, collaborative, and outcomes-driven agency. More specifically, the Bureau of Libraries' work will continue to empower Wisconsin libraries to best serve their communities.

Contact: benjamin.miller@dpi.wi.gov

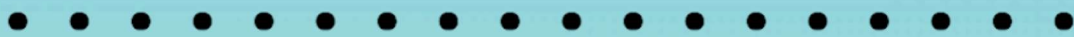
Monarch

LIBRARY SYSTEM



Strategic Plan

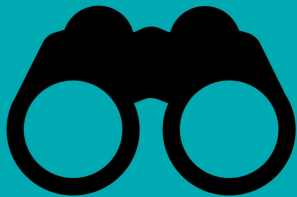
2025-2029



Mission

.....

Through collaborative leadership, technology, advocacy, and resource sharing, the Monarch Library System enables its member libraries to successfully provide enhanced services to their communities.



Vision

.....

Innovating and transforming library services

About the Monarch Library System

The Monarch Library System formed in January 2017 as the result of a merger between Eastern Shores Library System (Ozaukee and Sheboygan counties) and Mid-Wisconsin Federated Library System (Dodge and Washington counties).

At the heart of the Monarch Library system are our 32 member libraries, which include 30 public libraries, 1 academic library and a Bookmobile. Monarch provides consortial prices for resources, a delivery service so libraries can share materials, leadership in areas of automation and telecommunication, manages the Monarch Catalog, and provides consulting services and access to quality continuing education programs for librarians. Monarch also brings Bookmobile service to areas in Ozaukee and Sheboygan counties without a local public library.

In 2023, the most recent data available, Monarch libraries circulated nearly 4 million items, including physical, digital, and audiobooks, magazines, newspapers, video games and more. 40% of materials checked out are children's materials. Making this possible is the Monarch Catalog from which cardholders can access more than 2.3 million items from all member libraries. Library materials are transferred between member libraries via Monarch's three delivery trucks, meaning cardholders have access to a wide variety and large number of resources.

In the same year, member libraries hosted over 8,000 programs which saw just under 186,000 attendees. The Monarch Library System helps support programming by connecting library staff with state resources, providing opportunities for collaboration, and idea sharing. Between 2022 and 2023, WiFi connections at member libraries increased by 22% and Monarch's IT Department helps keep the libraries connected by installing and maintaining access points for internet and Wi-Fi in the libraries along with providing PC and network support, basic website support and hosting.

The work of the Monarch Library System is accomplished by a dedicated staff of library experts and supporters as well as a committed board of trustees with representatives from Dodge, Ozaukee, Sheboygan, and Washington counties.

About the Planning Process

In the summer of 2024, the Monarch Library System launched its first strategic planning process. The process was led by the Core Planning Team, made up of the system director, system board members, and two member library directors and facilitated by consultants from [WiLS](#).

The first step of the process gathered information from system staff and board members via a questionnaire to craft the system's foundational elements. Using questionnaire responses as well as feedback from the staff and board, the system finalized its inaugural mission and vision statements that will guide the work of the system for years to come.

The process included substantial research and learning from various stakeholders, including system staff, system board members, member libraries, and county officials. This data gathering was instrumental in the development of the goals and objectives of this five-year plan and included:

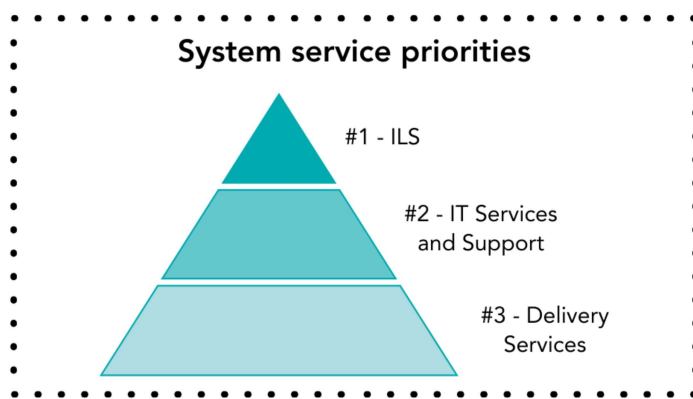
- An environmental scan of ten member library strategic plans to better understand member library strategic directions,
- Member engagement, conducted via an in-person session, an interview, and a questionnaire that reached 24 member library staff,
- A Strengths, Opportunities, Aspirations, and Results (SOAR) session, that engaged all system staff,
- A board conversation attended by 9 members, and
- A stakeholder survey with 153 responses.

The Core Planning Team reviewed the data and a data webinar provided by the consultants and completed worksheets that identified themes from across the data sets. These themes became the foundation for the plan's goals and measurable objectives, which the Core Planning Team refined in a framework development meeting. The plan was finalized in May 2025.

Critical Insights

Stability and core improvements

It has been eight years since the founding of the Monarch Library System, and in that time the former systems have worked to build the new system, both its services and its culture. The planning process itself was a sign of growth and cohesion. Throughout the planning process, member libraries and the board noted that having stable leadership has significantly improved the Monarch experience. Member libraries, staff, and board members see IT support and resources, the ILS, delivery, and access as key services and prioritize the system's work in these areas.



When asked to prioritize system services, survey respondents regarded the ILS, IT services and support, and delivery services as the top-ranked services.

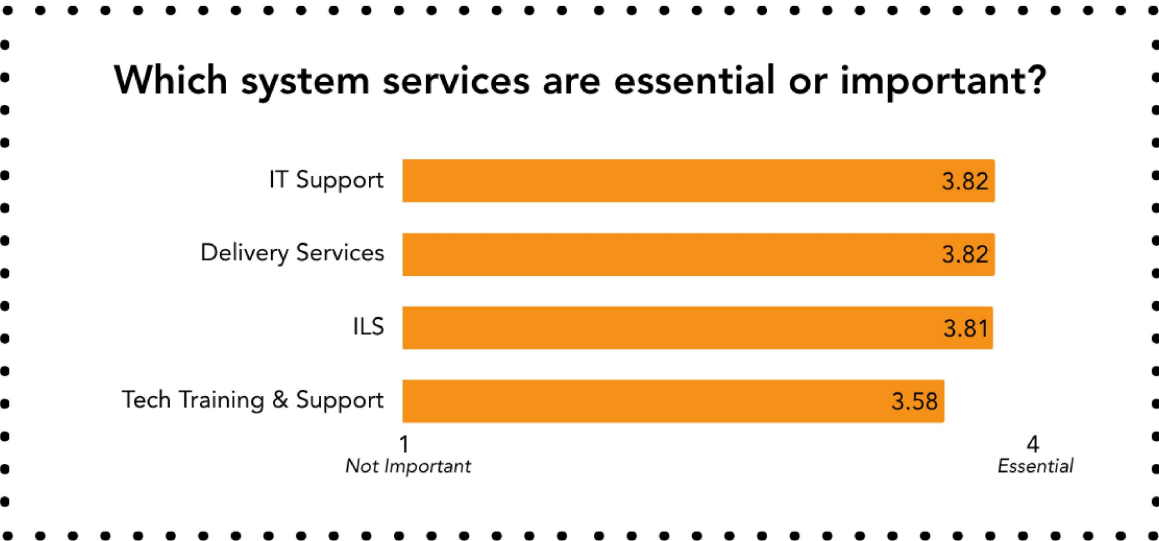
This was reiterated during the member engagement session. Attendees, primarily library directors, were asked to identify their top priorities for the system. They emphasized the

importance of IT work, particularly local visits, maintenance, training, and up-to-date equipment and software. Additionally, they highlighted delivery and the ILS/Catalog—both the software and its support—as key areas they wanted the system to prioritize. Particular system staff members were seen as vital to the success of the system's services. While the system cannot clone those staff members (despite many lighthearted requests from members), they can work to back up positions, cross-train, and duplicate successful approaches to ensure adequate support for critical paths of access.

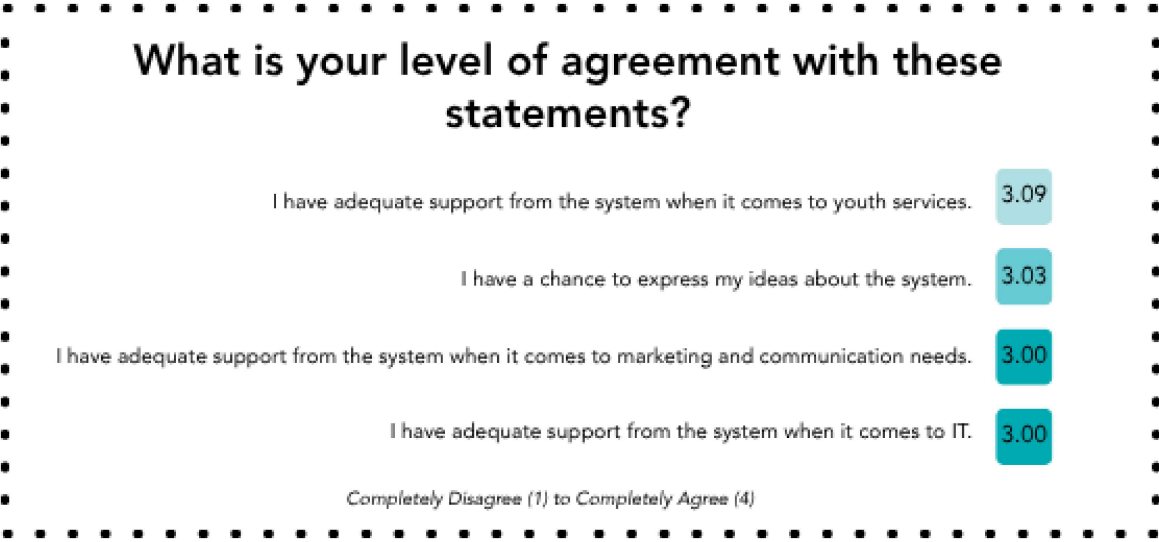
Technology

Many library staff members shared that there have been clear improvements in providing technology services in the last few years. As one survey respondent shared, “[technology project management and communication] has improved dramatically over the past two years and we appreciate the efforts and feel confident in the support of system projects, problem support, and ad hoc requests.” However, the need to build on this success was clear in nearly every planning data set, including the member engagement session, survey, and staff SOAR.

When asked which system services were essential or important, survey respondents placed IT support at the top of the list.



Those same survey takers agreed the least with the statement, “I have adequate support from the System when it comes to IT,” though it should be noted that most survey takers still had some level of agreement with the statement. System staff agreed that there are opportunities to keep improving IT response times, provide additional support, and take advantage of ongoing upgrades to help libraries stay relevant and innovative.



Collections and Access

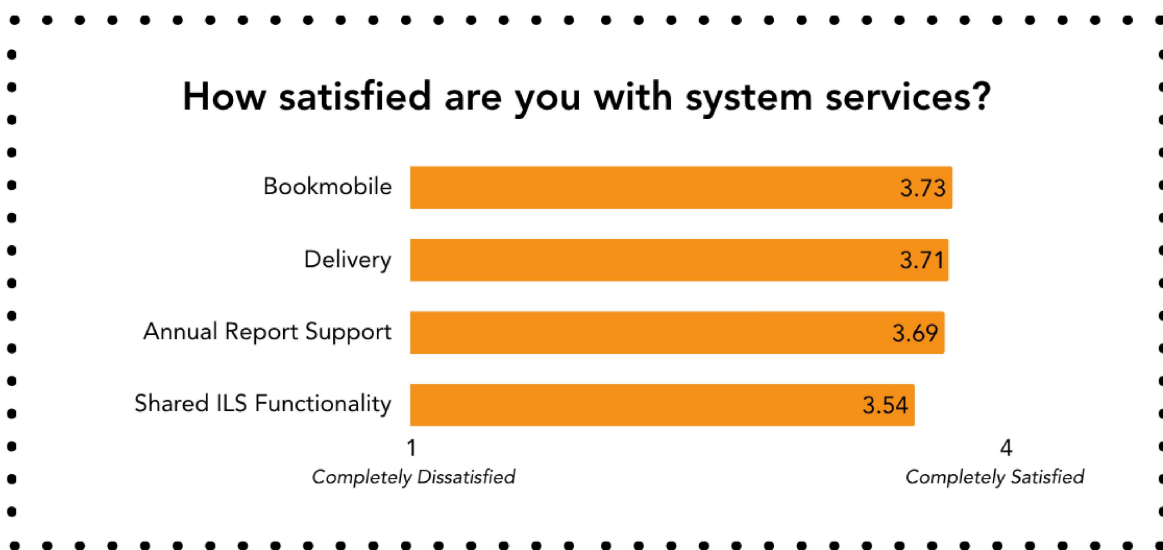
The Monarch Catalog and the staff that supports its operation are vital to the system’s ability to support equitable access to materials across the four counties. The new patron-facing side of the Monarch Catalog has modernized collection access. However, there are still areas of improvement, either technological or training, that can enhance the patron and member staff experience.

Many data sources pointed to an ongoing need to ensure adequate access to digital content, especially ebooks, and the public demand for electronic content shows no signs of slowing. The Monarch Board sees a role for the system to advocate for a modern funding formula that considers ebook usage and several member libraries noted in their own strategic plans a desire to work within the Monarch Library System to expand digital content offerings at their libraries.

Additionally, several member libraries are focused on finding ways to bring more people into their libraries or to bring their libraries to more people. In the analysis of member strategic plans and information gathered from member engagement, libraries are looking for ways to continuously improve access to their libraries, with a focus on ADA compliance, accessibility audits, and improving accessibility for English language learners.

Finally, staff noted that the system helps provide equitable access to library services and resources to all member libraries via a Bookmobile and locally managed delivery services. These services are key strengths that can be built upon to ensure continued access to library resources in the future.

Satisfaction with Monarch's services was high across the board, with Bookmobile and delivery services being the most highly rated.



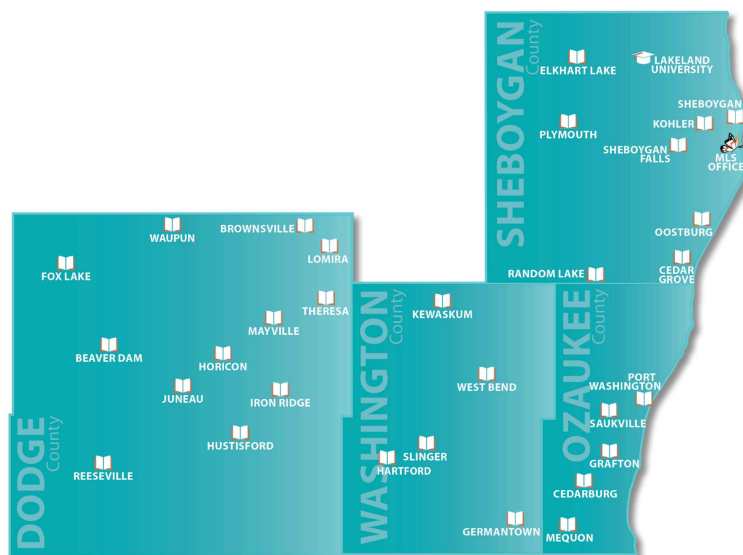
Communication, Connection-making, and Knowledge Building

Trust is a critical component of any successful organization, especially one that is member-driven. One way to continuously build trust and deepen relationships is through transparent, effective, and two-way communication. Both system staff and members are invested in developing communication tools and practices that provide the necessary information when it is needed. There are training materials and procedures available to member libraries, but based on member and staff feedback, there is interest in improving access to these important resources and expanding the number and types of materials available.

Many member libraries also had marketing goals in their own strategic plans, pointing to a potential role for the system to support libraries in the creation of marketing plans. In the member engagement session, members noted and appreciated the marketing support provided by the system. Because each community and library is unique, there is a desire for templated designs that allow libraries to personalize marketing materials.

Learning is often more successful when done in a group setting. The board viewed opportunities for member libraries and especially member library directors to connect, collaborate, and learn from each as very important. Member library directors shared that they would like to connect with each other to share practical information about how they do their work. While existing director meetings and lunches support connection-making, many would like to experiment with other approaches, such as meetings with minimal structure and the ability to discuss items not attached to a formal agenda. There is also interest in developing a mentorship program.

Drawing from multiple datasets, these insights, identified by Core Team Members, form the foundation of the plan's goals and objectives.



Monarch Library System's four-county service area

Goals & Objectives



Goal: Collections and Access

A well-supported ILS, access to digital content, services that bring the library to the community, and policy guidance, make it possible for Monarch communities to fully engage with library spaces, collections, and resources.

Objectives

1. Focus on ILS administration and innovation.
2. Maintain community access to library collections by prioritizing an effective delivery system and providing Bookmobile services.
3. Support digital content and its patron usage.
4. Provide policy and procedure assistance to increase community access to their library spaces, collections, and resources.



Goal: Technology Strategy and Support

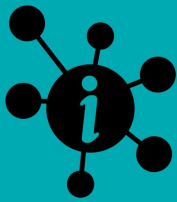
The System will deliver equitable services and ensure technological relevance by responding rapidly, sharing critical information, and providing the technologies most essential to our members.

Objectives

1. Improve technology response times and ability to anticipate member needs.
2. Provide guidance, documentation, and training on emerging technologies.
3. Increase access to up-to-date and reliable technology equipment and software.



Monarch Library System Bookmobile illustration



Goal: Information Hub

The Monarch Library System will foster knowledge-sharing and skill development through the expertise of a talented staff, trusted referrals, and opportunities for members to connect with each other.

Objectives

1. Develop and improve forums, tools, and templates that facilitate learning among the membership.
2. Leverage system position in the library landscape to identify trends that may impact member libraries and formulate proactive responses.
3. Increase and enhance opportunities for members to connect with each other.
4. Provide training and continuing education opportunities for System staff to be able to assist members, make connections, and share their own expertise.



Goal: Effective Communications

Through innovative communication strategies, tailored marketing solutions, and strong advocacy, Monarch Library System members are prepared, heard, and supported as they meet evolving member and community needs.

Objectives

1. Continue to build trust through open, two-way communication.
2. Foster a sense of engagement and collaboration with clear expectations and responsibilities among member libraries.
3. Enhance and provide marketing services and resources for select system-wide initiatives.
4. Provide advocacy leadership at the local, regional, and state levels, especially focused on funding models, digital content, and the role of public libraries.

Assessment and Communication

A strategic planning process often results in a number of tangible projects and activities that might be taken on by system staff in order to achieve the plan's goals and objectives. After the plan's finalization, Monarch staff, with the guidance of WiLS' data analyst, set meaningful benchmarks in order to assess its strategic plan efforts. These benchmarks will be reviewed on a regular basis and results will be shared with the board, members, and other stakeholders in a regular and transparent manner.

The system is dedicated to maintaining open, ongoing communication with its stakeholders, such as member libraries, system staff, and board members. This collaboration helps evaluate the plan's progress and ensures that efforts have a meaningful impact. Staff will use existing meeting time to report and share progress on the plan, status updates will be provided to the board, and member libraries will receive regular updates on the implementation of the strategic plan. These updates, which include progress on specific activities or projects, will be shared through various system communication channels.

Acknowledgements

The system's first strategic plan is an accomplishment. It marks a point of stability and the ability to look into the future. And, it would not have been possible without the time, voices, and ideas of our members, trustees, staff, and county stakeholders. The Monarch Library System thanks the many people who contribute to the plan via surveys, meetings, and engagement sessions.

In particular, the System would like to thank the following people who served on the Core Planning Team, dedicating their time and skills in order to develop a plan for Monarch Library System's continued success:

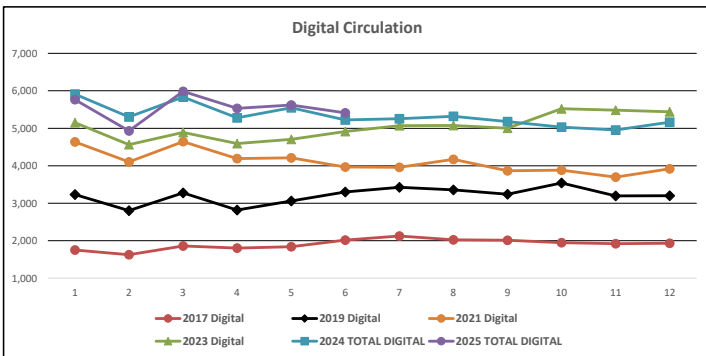
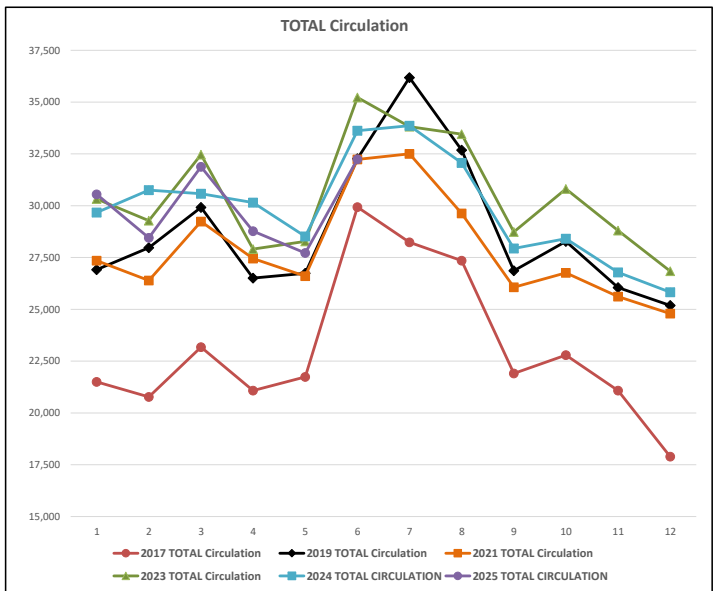
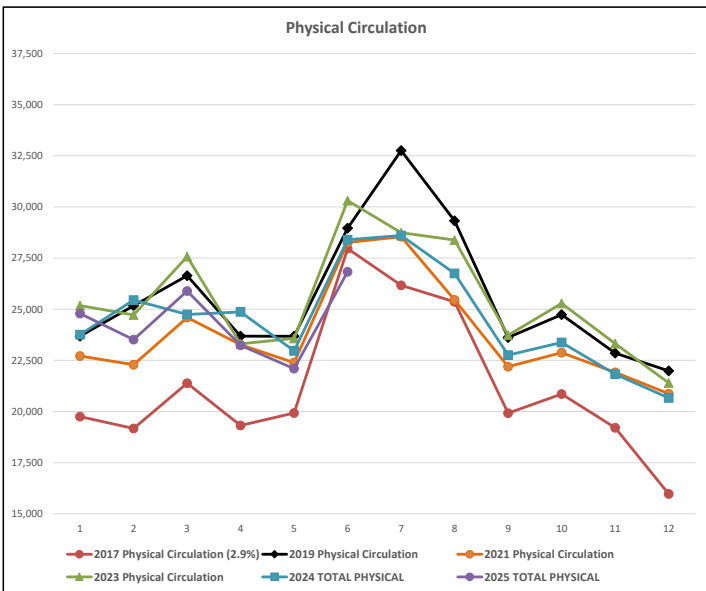
- Tom Doane, Monarch Library System Board President
- John Katzka, Monarch Library System Vice President
- Deana Neis, Monarch Board Member
- Joyce Nelson, Monarch Board Member
- Alex Harvancik, Library Director at Horicon Public Library
- Rachel Muchin Young, Library Director at Frank L. Weyenberg Library of Mequon-Thiensville
- Riti Grover, Monarch Library System Director

GCL Statistical Trends 2016-2025

Stats	YTD	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov*	Dec
2025 TOTAL PHYSICAL	146,369	24,788	23,519	25,896	23,239	22,096	26,831						
% over 2024	-2.5%	4.3%	-7.6%	4.7%	-6.6%	-3.8%	-5.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2025 Overdrive - eBook	12,341	2,157	1,907	2,285	2,000	1,993	1,999						
2025 Overdrive - Audio	15,553	2,663	2,310	2,672	2,640	2,686	2,582						
2025 Overdrive - Magazine	5,353	945	714	1,028	892	943	831						
2025 TOTAL DIGITAL	33,247	5,765	4,931	5,985	5,532	5,622	5,412						
% over 2024	0.4%	-2.5%	-7.0%	2.6%	4.8%	1.4%	3.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2025 TOTAL CIRCULATION	179,616	30,553	28,450	31,881	28,771	27,718	32,243						
% over 2024	-2.0%	3.0%	-7.5%	4.3%	-4.6%	-2.8%	-4.1%	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 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	7.4%	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
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
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
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



Library Board Request for Checks (Approved February & May 2025)

LIBRARY FUND	STARTING BUDGET	WAGE INCREASES	BOARD (FEB)	BOARD (MAY)	FRIENDS	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	\$28,000	\$3,000	\$49,000	
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		\$8,000	\$23,000		\$51,000	
		\$1,039,379	\$19,953	\$16,000	\$36,000	\$40,000	\$2,000	\$1,153,332

CHECKS MADE OUT TO: Germantown Community Library (July 2025)

GCL Board Building Account (7962)

Books & Materials	\$8,000.00
Furniture & Equipment	\$15,000.00
Total:	\$23,000.00

GCL Board Checking Account (7928)

taken from Early Literacy Fund	\$440.41
taken from Patio Expansion 2024	\$4,411.37
taken from Patio Expansion 2025	\$10,046.28
taken from future Balance (June & July)	\$1,101.94
Total:	\$16,000.00

FUTURE CHECKS (Oct 2025)

GCL Board Checking Account (7962)*

Furniture & Equipment	\$13,000.00
Total:	\$13,000.00

*taken from CD #3 ?

GRAND TOTAL: \$52,000.00

ADDITIONAL CHECK MADE OUT TO: Deb Verville (July 2025)

GCL Board Checking Account (7928)

Adult Craft Programming Supplies	\$75.00
----------------------------------	---------

Check Request Invoice Detail

Library Board (\$8,000 approved Feb 2025)

Books & Material				
Invoice Date	Item	Vender	Invoice #	Total Price
2/1/2025	Collection Material	Amazon	1QDQ-41XJ-P9PL	\$2,005.63
2/14/2025	Youth Audiobooks	Playaway	490738	\$365.44
3/1/2025	Collection Material	Amazon	143G-H7T6-6M9J	\$1,486.14
3/20/2025	Youth Books	FlutterBee	INV110343	\$611.11
3/20/2025	Youth Books	Ollis Book Corp	249559	\$661.47
3/21/2025	Youth Books	Child's World	NA162824	\$137.70
3/24/2025	Youth Books	Lerner	1523774	\$214.92
3/25/2025	Youth Books	Capstone	380478	\$169.90
3/26/2025	Adult Audiobooks	Playaway	494703	\$79.19
4/1/2025	Collection Material	Amazon	1VJK-XNCT-WR91	\$1,837.55
5/1/2025	Youth & Adult Audiobooks*	Playaway	498703	\$430.95
Total:				\$8,000.00

Library Board (\$8,000 approved Feb 2025 & \$8,000 approved May 2025)

Patio Project				
Invoice Date	Item	Vender	Invoice #	Total Price
3/28/2025	Donor Sign (pt. 1)	Sign Works	22591	\$3,729.36
3/28/2025	Donor Sign (pt. 2)	Sign Works	22592	\$3,679.36
4/1/2025	Patio Toys	Amazon	1VJK-XNCT-WR91	\$401.15
4/10/2025	Patio Matting	Amazon	Mar Credit Cards	\$2,029.49
6/1/2025	Patio Umbrellas	Amazon	1XW1-XL4W-LKHG	\$91.98
4/10/2025	Musical Instrument	Percussion Play	Mar Credit Cards	\$5,616.80
6/1/2025	Patio Storage	Menards	June Credit Cards	\$142.98
8/1/2025	Patio Supplies*	Amazon	TBD	\$308.88
Total:				\$16,000.00

Library Board (\$28,000 approved May 2025)

CDs for Building & Furniture				
Invoice Date	Item	Vender	Invoice #	Total Price
4/9/2025	Office Chairs	J L Business Interiors, Inc	38437	\$1,140.70
4/10/2025	Early Literacy Move	Yerges	M-25-6778	\$1,194.00
4/28/2025	Library of Things Shelving (pt. 1)	Library Furniture International	10180	\$3,783.00
4/29/2025	Youth Office Furniture	J L Business Interiors, Inc	38513	\$1,140.00
8/1/2025	Library of Things Shelving (pt. 2)	Library Furniture International	TBD	\$3,783.00
8/1/2025	Teen Furniture	Vernon Library Supplies	TBD	\$11,010.79
8/1/2025	Teen Furniture	K-Log	TBD	\$3,211.22
8/1/2025	Library of Things Shelving Move*	Yerges	TBD	\$2,737.29
Total:				\$28,000.00

GRAND TOTAL: \$52,000.00

*not full amount

Germantown Community Library will hold spring open house on Saturday

GERMANTOWN — On Saturday, from 10 a.m. to 1 p.m., the Germantown Community Library will hold its spring open house.

The event is free to the public and open to all ages. The library is offering different events, according to a news release, such as:

- 10-10:30 a.m.: Cooking Presentation with Free Samples (Butterfinger Delight)

- 10 a.m.-1 p.m.: Teen Advisory Board and Free Popcorn — Learn about the board's new furniture project.

- 10 a.m.-1 p.m.: Book Exchange — Bring a book you own to exchange for another.

- 10 a.m.-1 p.m.: Germantown Library Raffle Basket — Enter for a chance to win library merchandise.

- 10 a.m.-1 p.m.: Toys & Games on the Patio — Discover what is new for 2025.

- 10 a.m.-1 p.m.: Visits with Mascot Sherman (times vary).

- 11 a.m.-12 p.m.: Bombastic Bubble Show.

The Playful Pages Patio, which opened in 2024, will also be open to patrons of the event. This new patio doubles the previous patio footprint and adds an American with Disabilities Act pathway, picnic tables and umbrellas, a larger bike rack space, and an early literacy play space that includes musical instruments, playhouses, play matting and a toddler slide.

The library has fundraised about 91% of the total goal of \$55,000 for the project and has about 25 bricks left available to be engraved in recognition for donations starting at \$100.

Bricks are available until they are sold out. The next brick orders will be placed on Thursday, July 31. Individuals and businesses donate by filling out a form at the library or online at tinyurl.com/sx5edsk2.

Germantown Community Library youth summer reading challenge begins

GERMANTOWN — The Summer Reading Challenge at Germantown Community Library has begun, offering young residents and community members the opportunity to push themselves to read more in a fun community event.

This year’s Summer Reading theme is “Color Our World,” and the event will run through Saturday, Aug. 9. Youths from birth to 18 years old can sign up or be signed up at the Youth Services Desk to receive a summer reading log to document their hours and earn special rewards.

Each five days of reading will earn prizes such as coupons to local business, small giveaways, a free book and entry into the grand prize drawing. Adults can fill out raffle cards for every book read to win gift cards to Barnes & Noble and Starbucks.

The library will jump start the challenge with a Summer Reading Kick-Off Party today from 12:30-2:30 p.m. at the library, N112-W16957 Mequon Road.

In addition to signing up for the Summer Reading Challenge, the library will have face painting, ice cream art stations and more. While the activities are geared toward ages 3-10, all ages are welcome to attend the event.

The library also announced that it has a wide variety of programs all summer long for all ages, like story time, LEGO at the library, adventure academy, tween and teen programs, teen art nights, and outreach events as well as speakers and craft programs for adults.

To view a complete list of programs, community members can visit the library’s website at germantownlibrarywi.org.



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Speak up for libraries

County libraries seek to maintain federal funding

By Alex Stahl
astahl@conley.net.com

WASHINGTON COUNTY — As of March 31, all Institute of Museum and Library Services (IMLS) employees were placed on administrative leave, and now libraries across Washington County are urging patrons to fill out postcards to send to their congressmen as part of the Speak Up for Libraries campaign, advocating for continued federal library funding.

The Trump administration issued an Executive Order, titled “Continuing the Reduction of the Federal Bureaucracy,”



Photo by Alex Stahl/Special to the Daily News

Inside the Slinger Community Library where patrons can fill out postcards to send to their congressmen for the Speak Up for Library’s campaign.

which identified IMLS as one of the seven agencies to be eliminated or reduced to the maximum extent possible, according to the White House (tinyurl.com/3ks3d8d3).

Due to this order, all employees were required to turn in government phones and other property before leaving the building, and their email accounts were disabled. Libraries and muse-

ums are no longer able to contact IMLS for updates about the funding they rely on.

Federal funding for libraries is set to end this September, primarily affecting federal grants that support library services. While full details are still unclear, the most immediate impacts will be felt through the

See **LIBRARIES**, PAGE 7A

Libraries

From Page 1A

loss of grant funding for things like continuing education and the interlibrary loan system.

Locally, the Monarch Library System allows resource sharing across four counties, however, when materials aren't available through Monarch, libraries rely on the statewide system, which is federally funded. Without that support, access to those broader resources could be lost.

To avoid the loss of services such as this, libraries throughout the state and Washington County are participating in the Speak Up for Libraries Campaign to allow their patrons to let their congressmen know the importance of continuing federal funding for libraries.

"People are looking for ways to talk about the library and how it impacts them," said Trisha Smith, the library director at the Germantown Community Library.

Libraries in West Bend, Kewaskum, Slinger, Hartford and Germantown are all participating in the campaign, encouraging patrons to make their voices heard.

"It's important to show people in our congress that we are beloved by the community and needed in our community," said Vanessa Taylir, director of the Hartford Library.

The library has already gone through 60 postcards, with a hundred more on the way. Once those are gone, Taylir said the campaign will likely conclude at that location.

"We're not trying to pick sides here," said Steve Thiry, director of the West Bend Community Memo-

rial Library. "There are a lot of unsung things libraries do in communities, and I don't know if the public or even politicians truly realize it."

Most library funding comes from municipalities and counties, so local branches aren't at risk of shutting down outright. But, if the state can't absorb the cost of lost federal grants, individual libraries may be forced to make up the difference.

"If that money disappears, services go away or communities are left to foot the bill," Thiry said. "Cutting funding doesn't make the services free. Someone has to fund it or it doesn't exist. That's a scary place to be."

Municipal libraries are already battling rising costs, inflation and shrinking local budgets. Grants often help them bridge those gaps or provide opportuni-

ties, like staff training, that local funding can't cover.

In West Bend, about half the community has a library card. The library sees 17,000 visitors a month, 20,000 in the summer, and checks out over half-a-million items each year.

"We're not an essential service like fire or police," Thiry said, "but we're a vital part of the community. People come here to connect, learn, and grow together."

"We've helped people start businesses, find jobs, and access lifelong learning."

With uncertainty hanging over federal funding, staff worry the public will feel the ripple effects soon.

"Staffing is the biggest part of our budget," Thiry added. "If we have to cut, that means cutting hours and programs people rely on."

15 bricks left in library Patio Project

Community raising over \$55,000 to double patio size

GERMANTOWN

GERMANTOWN — The Germantown Community Library, N112-W16957 Mequon Road, only has 15 bricks left in its Patio Expansion Project and is aiming to bring a fundraiser that has lasted over a year to its conclusion.

This patio project broke ground on June 3 of last year and has been completely funded by donations from the community since last May. To that end, the community came out and helped raise over \$55,000 to double the size of the previous patio footprint and also add an Americans with Disabilities Act (ADA) compliant pathway, two new picnic tables and umbrellas, a larger bike rack space, and an early literacy play space. “Donor bricks for our Patio Project are selling out fast — we only have 15 left,” the library said in a recent announcement. “This is your last chance to be part of our over \$55,000 Patio Project and leave a legacy at the library that lasts a lifetime.”

The brick form is available online on the library’s website at germantownlibrarywi.org or at the library itself. Forms will be due on July 31 or until the library sells out.

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Summer Reading Challenge at the Germantown Community Library

The Summer Reading Challenge runs now through Saturday, August 9 at the Germantown Community Library. This year's Summer Reading theme is "Color Our World." Youth ages 0-18 can sign-up at the Youth Services Desk to receive a summer reading log. Each five days of reading will earn prizes such as coupons to local business, small giveaways, a free book and entry into the grand prize drawing. Adults can fill out raffle cards for every book read to win gift cards to Barnes & Noble and Starbucks.

Our popular youth performer series is back this year with shows every Thursdays at 10:30am & 1:30pm:

Thurs, July 3: Spoon Man (music with spoons)

Thurs, July 10: Kidsplay (funny improve show)

Thurs, July 17: Storytime (visit with Elephant & Piggie characters)

Thurs, July 24: Hale O Malo (Polynesian dancers)

Thurs, July 31: Science Heroes (color science show)

Thurs, Aug 7: Zack Percell (magic show)

We also have tons of great programs all summer long for all ages. Join us for storytime, LEGO @ the library, adventure academy, tween & teen programs, teen art nights and outreach events as well as speakers and craft programs for adults. There is something for everyone this summer at the library! To view our complete list of programs visit: <https://germantownlibrarywi.events.mylibrary.digital/>



We're opening our doors to the community!

Join us for a Desert Aire Open House & Hiring Fair on July 10th at our Germantown headquarters, 1pm - 6pm.

Whether you're just curious about what we do, or looking for a new career, we'd love to meet you!

- Meet our team and tour our facility
- Learn about our work and impact in the community
- On-the-spot assessments for full-time and entry-level roles

Thursday, July 10, 2025, 1 PM – 6 PM

Location: Desert Aire LLC, N120W18485 Freistadt Road, Germantown, WI 53022

Bring copies of your resume and be ready to speak with hiring managers about:

- Builder/Assembler Positions
- Brazer Positions
- Great benefits, competitive pay, and opportunities to grow

This event is free and open to all. Whether you're looking for your next job or just want to connect, we welcome you! We hope to see you there!



BUSINESS OF THE LIBRARY BOARD

MEETING DATE: July 23, 2025

PLACEMENT: Action Item

ITEM TITLE: Washington County Heart & Homestead Memorandum of Agreement (Action)

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The library was approached by the Washington County Heart & Homestead Earned Down Payment Incentive program to provide volunteer opportunities for program participants. The program requires the library to sign a Memorandum of Agreement (MOA) to be a participating agency. A copy of the MOA for approval and additional program information is attached.

ATTACHMENT:

1. WC H&H Memorandum of Agreement
2. WC H&H Information Sheet
3. WC H&H Participating Agencies
4. WC H&H Handbook
5. WC H&H Registration Form

STAFF RECOMMENDATION:

Approve the submitted Washington County Heart & Homestead Memorandum of Agreement between the Germantown Community Library and Washington County.

ACTION BY COMMITTEE:

**HEART & HOMESTEAD
EARNED DOWN PAYMENT INCENTIVE
NONPROFIT PARTNERSHIP**

MEMORANDUM OF AGREEMENT BETWEEN THE FOLLOWING PARTIES:

WASHINGTON COUNTY

and

Click or tap here to enter text.

“AGENCY”

This Memorandum of Agreement intends to protect the taxpayers of Washington County by documenting the roles and responsibilities of the various parties involved in the nonprofit partnership for the Heart & Homestead Incentive.

1. This agreement will be effective immediately following the execution of this Memorandum of Agreement as part of the Heart & Homestead Incentive. Execution shall be complete upon the date of the last obtained signature of the parties.
2. As part of the Our Great Community Campaign, the Next Generation Housing Initiative, and the Social Capital Initiative, the Heart & Homestead Incentive provides a down payment for construction or purchase of owner-occupied housing units (home and lot) under \$420,000. The Incentive amounts will be no more than 10 percent of the purchase price or \$20,000, whichever is less. There is a 5-year earning period for the Incentive, allowing for full Incentive Earnings through volunteer time and/or monetary donations.
3. Recipients may accrue Incentive Earnings either or in combination by contributing volunteer time at a rate of \$25 earned for every 1 hour volunteered with Participating Agencies and/or contributing monetary donations at the rate of 70 cents earned for every \$1 donated to eligible Participating Agencies. Anyone living in the home can accrue Incentive Earnings.
4. An eligible Participating Agency is a nonprofit organization that is actively participating in the Heart & Homestead Incentive. Participating Agencies:
 - Must originate in and/or directly serve residents of Washington County.
 - Must have current tax-exempt status under the Internal Revenue Service and must maintain tax-exempt status throughout the duration of this MOA. (nonprofit organizations, clubs, schools, local governments, places of worship, etc.) Agencies must provide proof of tax-exempt status to Washington County.

- Must be willing to track and approve Recipient volunteer hours and monetary donations via an online portal.
 - Agencies must provide annually Certificates of Liability Insurance covering volunteers naming Washington County as a Certificate Holder
5. Washington County has the authority to determine which volunteer time and monetary donation contributions are eligible for accruing Incentive Earnings.
6. The following volunteer time contributions qualify for accruing Incentive Earnings:
- Attending volunteer training or orientation with a Participating Agency.
 - Volunteering with an eligible Participating Agency.
 - Volunteering activities must serve the residents of Washington County.
 - Serving on the Board of Directors for eligible Participating Agencies (e.g. time spent attending meetings for the Board of Directors or meetings for subcommittees).
 - Being a member of a local club, such as an eligible Rotary Club, Lions Club, or other like organization (e.g. time spent attending club meetings, time spent volunteering at fundraising events for the club).
 - Volunteering with eligible places of worship (e.g. ushers, greeters).
 - Serving as a non-elected member of a municipal governing board or committee for an eligible municipal government, such as a Plan Commission, Architectural Review Board, or other like committee (e.g. time spent attending meetings).
 - Volunteering with eligible schools or school districts (e.g. coaching a sport, chaperoning on a field trip, PTO member, serving on a school board).
 - Other contributions as determined by Washington County (See attachment 1).
7. The following volunteer time contributions do not qualify for accruing Incentive Earnings:
- Volunteering with an agency that is not a Participating Agency.
 - Attending a fundraising event for a Participating Agency (not volunteering).
 - Attending a community event (not volunteering).
 - Volunteer activities construed as political activity are not eligible for purposes of calculating volunteer time (this does not apply to unaffiliated poll workers).
 - Attending a service at a place of worship.
 - Attending more than two meetings for a local club (e.g. Rotary Club, Lions Club) without being an official member. Recipients may accrue Incentive Earnings for the first two meetings attended. After two meetings, the Recipient must be a formal member of the group to accrue Incentive Earnings for meeting attendance.
 - Volunteers who are monetarily compensated for their time or time that is covered by a per diem with the exception of volunteer firefighters, EMTs and EMRs and other exceptions as determined by Washington County.
 - Other contributions as determined by Washington County.

8. The Participating Agency has the discretion to select or deny volunteers based on need, qualifications, background check requirements, etc.
9. The following monetary donation contributions qualify for Incentive Earnings:
 - Financial donations to a Participating Agency.
 - Membership dues for a Participating Agency.
 - Other contributions as determined by Washington County.
10. The following monetary donation contributions do not qualify for Incentive Earnings:
 - Financial donations to an agency that is not a Participating Agency.
 - Property taxes or other required government or school fees.
 - Membership dues for local clubs or agencies that are not Participating Agencies.
 - Physical donations (e.g. food, clothing).
 - Other contributions as determined by Washington County.
11. Washington County will provide Recipients with a list of all the Participating Agencies participating in the Heart & Homestead Incentive. It will be the responsibility of the Recipient to reach out to the Participating Agencies and schedule volunteer opportunities.
12. If interested AGENCY may inform Washington County of major annual events in which volunteers are needed at least one month in advance of the event. Washington County may email Recipient to inform them of these events.
13. It will be the responsibility of the Recipient to upload proof of monetary donations in the volunteer tracking online portal. Participating Agencies will be responsible for verifying the validity of the proof of monetary donation and approving or denying the entry accordingly.
14. Washington County will provide AGENCY a statement of approved volunteer time and monetary donations on a quarterly basis. It will be the responsibility of AGENCY to review and confirm this statement for accuracy. Contact Washington County with any inconsistencies in the statement.
15. Washington County will contact AGENCY on an annual basis to ensure continued compliance with the Memorandum of Agreement.
16. It will be the responsibility of Washington County to maintain the volunteer tracking online portal, including covering system costs and keeping information up-to-date.
17. This MOA shall be in effect for a period of twenty (20) years from the effective date as set forth in paragraph 1. This MOA reflects the entire Agreement of the parties and supersedes all other agreements written or otherwise. This MOA may be amended by a writing signed by both parties.

18. Either party may terminate this MOA for any reason by providing thirty (30) days written notice.

19. The contact information is as follows:

Washington County
Debora Sielski, Director, Community Development Department
333 East Washington Street, Suite 2300
P.O. Box 2003
West Bend, WI 53095-2003
262-335-4445

And

Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.

The parties have caused their duly authorized officers to execute this document on their behalf.

WASHINGTON COUNTY

AGENCY

Debora Sielski

Click or tap here to enter text.

Community Development Director

Click or tap here to enter text.

Click or tap to enter a date.

Click or tap to enter a date.

Nonprofits, schools, places of worship, fire departments, sports clubs, and other civic organizations can become a Participating Agency!



PARTICIPATING AGENCY RESPONSIBILITIES



Approve volunteer hours and monetary donations in an online portal on a quarterly basis. Washington County will send email reminders.



Review a quarterly statement of volunteer hours/monetary donations logged with your agency. Inform Washington County of any mistakes/discrepancies.



(Optional) If you would like information about your agency's major events emailed to recipients, send Washington County information about the event at least 1-2 months prior to the event date.

PARTICIPATING AGENCY ELIGIBILITY

- Must enter into a Memorandum of Agreement with Washington County spelling out obligations for program participation.
- Must originate in and/or directly serve residents of Washington County.
- Must be willing to track and approve Recipient volunteer hours and monetary donations via an online portal.
- Must have current tax-exempt status under the Internal Revenue Service and must maintain tax-exempt status throughout the duration of the MOA. Organizations must provide proof of tax-exempt status to Washington County.
- Organizations must provide proof of liability insurance covering volunteers naming Washington County as a Certificate Holder.

Interested in learning more or signing up? Contact the Community Development Department today!

Is your nonprofit organization looking to engage new volunteers and donors? Sign up to become a Participating Agency with the Heart and Homestead program to get connected with a stream of dedicated Washington County residents eager to invest their time and resources into their community!

Washington County's Heart and Homestead Earned Down Payment Incentive provides an Earned Incentive of up to \$20,000 to qualifying individuals who are constructing or purchasing an owner-occupied dwelling unit under \$420,000, located in Washington County.

Recipients of the program have 5 years to earn their Incentive by volunteering with and financially donating to Participating Agencies.

ELIGIBLE USE OF FUNDS

- Down payment for:
 - Constructing a new home
 - Purchasing a newly constructed home
 - Purchasing an existing home
- Closing costs (including points)
- Renovation costs such as remodeling of/upgrades to a home that is both new to the applicant and habitable
- Escrow reserves



ACCRUE INCENTIVE EARNINGS

Incentive Earnings may be accrued for the first 5 years, allowing for full Incentive Earnings through:



VOLUNTEER TIME

\$25 earned for every 1 hour volunteered with a Participating Agency.



FINANCIAL GIVING

70¢ earned for every \$1 donated to a Participating Agency.

- Anyone living in the home can contribute to earnings.
- No annual maximum threshold for accruing earnings.



Incentive Impact







As of June 5th, 2025

Impact Metric

Quarter 2
2025

2025
Year to Date

Since Launch
April, 2024

 Home Closings with Heart & Homestead Incentives	18	40	132
 Recipient Incentive Earnings Kick-Off Meetings Held	21	55	123
 Hours Volunteered with Participating Agencies	1,246	3,185	5,631
 Dollars Donated to Participating Agencies	\$5,205	\$17,765	\$48,538
 Incentive Funds Earned by Recipients	\$34,787	\$92,066	\$174,751
 Participating Agencies Added	1	12	63

Data is rounded to the nearest whole number



Washington County
Community Development Department
Debora Sielski - Community Development Director
cddinfo@washcowisconsin.gov
262-335-4445



Participating Agencies





Participating Agencies





Participating Agencies





Participating Agencies



WASHINGTON COUNTY
Natural Resources Department





HEART & HOMESTEAD

EARNED DOWN PAYMENT INCENTIVE

PARTICIPATING AGENCY HANDBOOK

Updated September 17, 2024

This handbook is subject to change.



WASHINGTON
COUNTY
WISCONSIN

Washington County
Community Development Department
HeartAndHomestead@WashCoWisconsin.Gov
262-335-4445

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SECTION 1 - INTRODUCTION

WELCOME LETTER

Thank you for your participation in the Heart & Homestead Earned Down Payment Incentive!

This handbook may be used as a reference for your agency throughout the duration of the program. Here is a brief summary of the information included in the handbook:

- Section 2 - Incentive Information: This section provides a brief summary about the Incentive and outlines the volunteer time and financial donation contributions that qualify for forgiveness.
- Section 3 - Process: This section outlines the process each agency will go through from the start of their participation to the end.
- Section 4 - Online Portal: This section provides step-by-step instructions on how to use the online portal.
- Section 5 - Frequently Asked Questions: This section answers potential questions your agency may have.

The Memorandum of Agreement outlines the obligations for Washington County and Participating Agencies. Here is a brief summary of the obligations for Participating Agencies and where to find more information in the handbook:

- Approve volunteer time and financial donations on a quarterly basis in the online portal.
- If you would like information about your agency's major event(s) emailed to Recipients, we ask you to email us information at least one month prior to the event. This is optional.
- Review the quarterly statement of volunteer time and financial donation contributions and inform us of any discrepancies.
- Respond to our yearly check-in to ensure success and compliance.

This handbook will be updated on a yearly basis or as needed. Please do not hesitate to reach out to us with any questions.

Sincerely,



Washington County
Community Development Department
333 E Washington Street Suite 2300
West Bend, WI 53095
E: heartandhomestead@washcowisco.gov
O: 262-335-4445

SECTION 2 – INCENTIVE INFORMATION

DEFINITIONS

Participating Agency: An agency that has entered into a Memorandum of Agreement with Washington County and meets the eligibility requirements outlined on 3.

Recipient: The individual who received the Incentive.

Online Earnings Portal: The online tracking portal where Recipients will log their volunteer hours and financial donations. Agency Representatives will use this portal to review contributions.

Incentive Earnings: Recipients may earn back Incentive through the accrual of Incentive Earnings at the rate of \$25 earned for every 1 hour volunteered and/or 70¢ earned for every \$1 donated to a Participating Agency.

Political Activity: An activity directed at the success or failure of a political party, candidate or political group.

Financial Donation: Monetary donations given to Participating Agencies by Recipients.

Volunteer: An individual who donates their time for community service.

Agency Representative: A staff member from a Participating Agency that has access to the online earnings portal and can approve volunteer hours and financial donations. A second Agency Representative is required if the initial Agency Representative is also a Recipient of Heart & Homestead.

ELIGIBLE PARTICIPATING AGENCIES

To qualify for serving as a Participating Agency, organizations must meet the following requirements:

1. Must enter into a Memorandum of Agreement with Washington County spelling out obligations for program participation.
2. Must originate in and/or directly serve residents of Washington County.
3. Must be willing to track and approve Recipient volunteer hours and financial donations via an online portal.
4. Must have current tax-exempt status under the Internal Revenue Service and must maintain tax-exempt status throughout the duration of the MOA. Participating Agencies must provide proof of tax-exempt status to Washington County.
5. Must provide Washington County with a Certificate of Liability Insurance that provides coverage for volunteers. Washington County must be listed as a Certificate Holder on the document.

Types of organizations that could qualify include:

- ✓ Nonprofit organizations
- ✓ Clubs
- ✓ Schools
- ✓ Local governments
- ✓ Places of worship

QUALIFYING VOLUNTEER TIME OPPORTUNITIES

The following volunteer time contributions qualify for Incentive Earnings. This list is not all-inclusive and is meant for general guidance. For specific questions about whether an opportunity qualifies, please contact the Community Development Department.

- ✓ Any volunteering opportunity with a Participating Agency, which could be a place of worship, school or school district, government entity, and/or local club. Hours spent at volunteer training/orientation also qualifies for Incentive Earnings.
 - Examples: gardening/landscaping, volunteer mentor, tutoring, childcare helper, usher, greeter, coaching a sport, chaperoning on a field trip, etc.
- ✓ On-call volunteering opportunities with Participating Agencies do qualify for Incentive Earnings. If on-call, eligible hours will be determined by the Participating Agency and Washington County. If called in during the on-call period, active hours qualify for full Incentive Earnings.
 - Examples: Volunteer Firefighters, SANE volunteers, etc.
- ✓ Animal foster care volunteer opportunities do qualify for Incentive Earnings. Eligible hours will be determined by the Participating Agency and Washington County.
- ✓ Serving on the Board of Directors for a Participating Agency.
 - Examples: hours spent attending meetings for the Board of Directors, hours spent attending meetings for subcommittees, etc.
- ✓ Being a member of a Participating Agency (Rotary Club, Kiwanis Club, etc.).
 - Examples: time spent attending club meetings, time spent volunteering at fundraising events for the club, etc.
- ✓ Serving on a municipal governing board or committee with a participating government entity.
 - Examples: time spent attending official board or committee meetings, etc. so long as the time is unpaid and not covered by a per diem.

INELIGIBLE VOLUNTEER OPPORTUNITIES

The following volunteer time contributions do not qualify for Incentive Earnings. This list is not all-inclusive and is meant for general guidance.

- ☒ Time spent filling out applications or screenings for Participating Agencies.
- ☒ Volunteering with an organization that is not a Participating Agency.
- ☒ Attending fundraising, service, community event, other social events for a Participating Agency (not volunteering).
- ☒ Volunteer activities construed as political activity. This does not apply to unaffiliated poll workers.
- ☒ Attending more than 2 meetings for a local club (e.g. Rotary Club, Lions Club) without being an official member. Recipients may accrue Incentive Earnings for the first 2 meetings attended. After 2 meetings, the Recipient must be a formal member of the group to accrue Incentive Earnings for meeting attendance.
- ☒ Volunteers who are monetarily compensated for their time or time that is covered by a per diem is not eligible for Incentive Earnings, with the exception of volunteer firefighters, EMTs, and the like who are volunteering with participating fire departments as determined by Washington County.

QUALIFYING FINANCIAL DONATION OPPORTUNITIES

The following financial donation contributions qualify for Incentive Earnings. This list is not all-inclusive and is meant for general guidance. For specific questions about whether a financial contribution qualifies, please contact the Community Development Department.

- ✓ Financial donation to a Participating Agency.
- ✓ Membership dues for Participating Agencies.
 - Examples: membership dues for a participating Rotary Club, membership dues for a Participating Agency, etc.

INELIGIBLE FINANCIAL DONATION OPPORTUNITIES

The following financial donation contributions do not qualify for Incentive Earnings. This list is not all-inclusive and is meant for general guidance. For specific questions about whether a financial contribution qualifies, please contact the Community Development Department.

- ☒ Financial donations or membership dues to an organization that is not a Participating Agency.
- ☒ Property taxes or other required government or school fees.
- ☒ Physical donations such as food, clothing, etc.
- ☒ Money spent to purchase something such as t-shirts or food. This does not apply to fundraiser event tickets purchased in advance of the event.
- ☒ Money spent on raffle tickets or buy-ins for prizes or raffles.

SECTION 3 - PROCESS

AGENCY PROCESS FROM START TO FINISH

1. Sign Memorandum of Agreement

- After your agency and Washington County have both signed the Memorandum of Agreement, your agency will now be participating in the Heart & Homestead program. A copy of the executed MOA will be provided.

2. Complete Agency Questionnaire

- Community Development Department staff will email your agency an Agency Questionnaire to complete. Please note, information gathered from this form will be given to Recipients.

3. Determine your Agency Representatives

- Agency Representatives are individuals from your agency that will have access to the online portal and can approve volunteer hours and donations. Please let the Community Development Department know the names and emails of each person you would like to be an Agency Representative. There is no limit to the number of Agency Representatives you can have. At your request, the Community Development Department can add or remove Agency Representatives at any time. A second Agency Representative is required if the initial Agency Representative is also a Recipient of Heart & Homestead.

4. Set Up your Account in the Online Earnings Portal

- Each Agency Representative will follow the instructions on page 8 of this handbook to get set up in the online earnings portal.

5. Determine Eligible Volunteer Hours, If Applicable

- In the case of unique volunteer opportunities, your agency shall predetermine the number of volunteer hours that may be logged for various opportunities depending on various factors. Please work with Washington County to determine eligibility. This will ensure consistency with Recipients.

6. Determine Internal Process

- If your agency has more than one Agency Representative, determine your internal process for volunteer hour and financial donation approval.

7. Connect with Recipients

- Recipients will reach out to your agency to inquire about volunteer opportunities. They will be required to follow your agency's volunteer application and selection process. Your agency has the discretion to select or deny volunteers.

8. Approve Pending Hours and Donations

- Each Agency Representative will receive an email from "WashCo Intra No Reply" informing them of pending volunteer hours and donations. Follow the instructions on page 9 of this handbook to review the pending entries.

9. (Optional) Inform Washington County of your Major Events

- The Community Development Department has the ability to send out mass emails to all the Recipients.
- As a Participating Agency, if you would like information about your major event(s) emailed to the Recipients, please email heartandhomestead@washcowisco.gov to inform the Community Development Department of the event at least one month prior to the event date.

10. Quarterly Deadline to Approve Pending Hours and Donations

- At the end of each quarter, Agency Representatives will receive an email from the Community Development Department reminding them of the deadline to approve all pending volunteer hours and financial donations per Recipient from that previous quarter. Agencies will have five business days to review and approve or deny all entries. Deadlines will be approximately:
 1. April 15th for the 1st fiscal quarter (January 1-March 31).
 2. July 15th for the 2nd fiscal quarter (April 1 - June 30).
 3. October 15th for the 3rd fiscal quarter (July 1 - September 30).
 4. January 15th for the 4th fiscal quarter (October 1 - December 31).

11. Quarterly Statement of Contributions

- After the quarterly deadline has passed, the Community Development Department will email Agency Representatives a quarterly statement of all the approved volunteer hours and financial donations that were logged with your agency during that quarter. Agencies that did not have any contributions will not receive a statement.
- Your agency will have three business days to review the statement and inform the Community Development Department of any discrepancies. After the deadline has passed, hour and donation entries for that quarter cannot be adjusted. No response is required if there are no discrepancies.

12. Annual Check-In

- At the end of each year, Community Development Department staff will contact Agency Representatives to check-in with your agency. These yearly check-ins will:
 - Confirm there are no changes in your agency's tax exempt status.
 - Confirm there are no changes in the Agency Representatives.
 - Provide an opportunity for your agency to give feedback on the program.
- During these yearly check-ins, Community Development Department staff will provide Agency Representatives with an updated Agency Handbook and other updated information as needed.
- At least one person from your agency should respond to the yearly check-in, even if there are no changes. While this annual check-in provides a formal opportunity for communication, feel free to contact the Community Development Department via email at heartandhomestead@washcowisco.gov at any time throughout the duration of the year with feedback, questions, concerns, or changes.

13. Memorandum of Agreement Termination

- The MOA shall be in effect for a period of twenty (20) years from the effective date. The MOA may be amended in writing signed by both parties.
- Either party (Washington County or your agency) may terminate the Memorandum of Agreement for any reason by providing thirty (30) days written notice.

SECTION 4 - ONLINE EARNINGS PORTAL

TUTORIAL VIDEOS

How to Create an Account -

<https://vimeo.com/924692972/bb7fa0e8da?share=copy>

How to Review Entries -

<https://vimeo.com/924682496/64c0701cb2?share=copy>

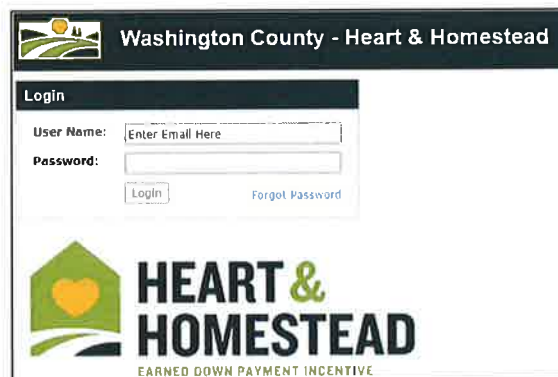
How to Generate a Report -

<https://vimeo.com/927143225/9e1594e37b?share=copy>

CREATING AN ACCOUNT IN THE PORTAL

After both parties have signed the Memorandum of Agreement, Washington County staff will set up your agency in the online earnings portal. Each agency must have at least one Agency Representative that will have access to the portal and can approve hours and donations. Your agency may have as many Representatives as desired. A second Agency Representative is required if the initial Agency Representative is also a Recipient of Heart & Homestead. Washington County staff can remove or add Agency Representatives when requested. Each Agency Representative will have separate login credentials to the portal.

1. Go to the portal: <https://wchh.washcowisco.gov>
2. Enter your "User Name," which will be your email address.



3. Enter your "Password," which will be the temporary password received in the email from "WashCo Intra No Reply." Click "Login".
4. The portal will prompt you to complete multi-factor authentication. Look in your email for the secret code. Enter the secret code and click "Login".
5. The portal will prompt you to change your password. Create a password that meets the requirements and click "Change Password".
6. Your account in the portal is now set up and can be used.

REVIEWING ENTRIES IN THE PORTAL

Agency Representatives will receive an email weekly on Tuesday at 12pm from "WashCo Intra No Reply" if there are pending hours and donations logged with your agency. If there are not pending entries for review, Agency Representatives will not receive a weekly email.

1. Go to the portal: <https://wchh.washcowisco.gov>
2. Pending entries will appear when you login to the portal. If there are no pending entries for review, the words "no pending transactions found" will be seen in red.
3. If there are pending entries for review, they will be under the "Pending" tabs.

Hours		Donations		Date Range: mm/dd/yyyy - mm/dd/yyyy		OK	
Pending	Approved	Denied	Pending	Approved	Denied		
Helping Hands Volunteers Hours				Approval			
Date	Recipient	Household Member	Hours	Status	Date	Approver	Approver Note
2024-02-21	Test Recipient	Test Recipient	2.00				
Review							

4. Review the entry. The following bullet points describe the various elements of the entry.
 - Agency: The agency the volunteer hours or donation are logged with.
 - Date: The date the volunteering or donation was completed.
 - Recipient: The primary person listed on the Incentive.
 - Household Member: The person that did the volunteering or made the donation.
 - Hours: The number of hours volunteered.
 - Description of Volunteer Work: A description of the volunteer work, as described by the person who volunteered.
 - Donation: The amount of money donated.
 - Supporting Document(s): An attachment uploaded by the Recipient as proof of their donation. Ensure the proof is valid with what your agency provides.

TIME Approval

Agency: Helping Hands Volunteers

Date	Recipient	Household Member
2024-02-21	Test Recipient	Test Recipient

Hours: 2.00

Description of Volunteer Work: Volunteering

Approval

Status: Approved Denied Pending

Approver Note:

[Update](#)

DONATION Approval

Agency: Helping Hands Volunteers

Date	Recipient
2024-03-08	Test

Donation: 200.00

Description:

Supporting Document(s): [Donation Receipt.PDF](#)

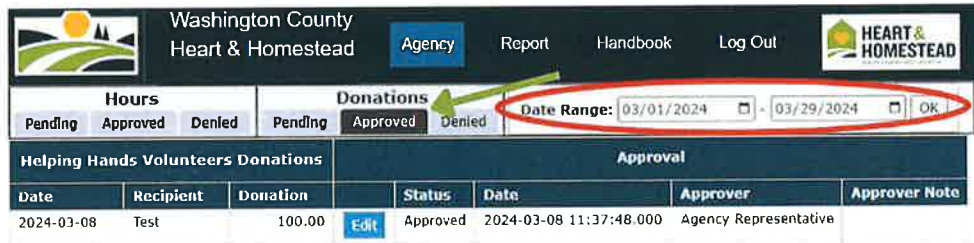
Approval

Status: Approved Denied Pending

Approver Note:

[Update](#)

- After reviewing the entry, change the status from "pending" to either "approved" or "denied".
- Record applicable comments in the "approver note" section. Comments in this section are not required. The comments in this box are only visible to Washington County staff. The volunteer will not be able to see your comments. If the time approval entry is "denied," please describe the reason here.
- Once the status has been changed to either "approved" or "denied," click "update" at the bottom of the box.
- Enter in the date range for the quarter. If approved, the entry will appear under the "Approved" tabs on the top of the screen. If denied, the entry will appear under the "Denied" tabs on the top of the screen.

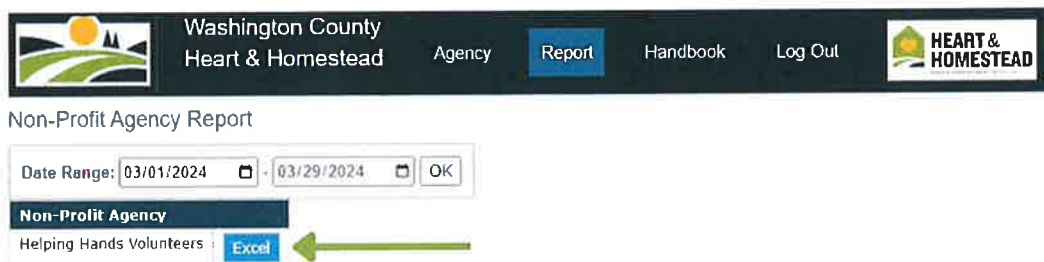


- Notice that you are still able to edit the transaction by clicking the "edit". After approving or denying an entry, Agency Representatives will have until midnight (12am) that night to edit the transaction. After midnight (12am) passes, you will no longer be able to edit the transaction and must contact the Community Development Department with any changes.

GENERATING A IN THE PORTAL

When desired, Agency Representatives may generate a report in the online earnings portal that outlines each approved time entry and each approved donation entry within a designated time frame. The denied and/or pending transactions will not be included on this report.

- Go to the portal: <https://wchh.washcowisco.gov>
- Click on the "Report" tab on the top of the screen.
- Select the desired date range for the report and click "ok".
- Click the "Excel" button to download the report.



- Open the report. If you notice any errors or discrepancies, please contact the Community Development Department.

SECTION 4 - FREQUENTLY ASKED QUESTIONS

1. **How will Recipients know that my agency is participating in the program?**
 - A Directory of Participating Agencies will be posted on Washington County's website. This directory is a list of all the agencies that have entered into a Memorandum of Agreement with Washington County and are participating in the program. Your agency will be included in this directory.
2. **Can I post about the Heart & Homestead on my agency's website and/or social media?**
 - Yes. Your agency is welcome to post about its participation in the program. If you would like to further advertise the program on your social media, website, to your employees, etc., Washington County has flyers that you may post/distribute. Contact the Community Development Department for flyers.
3. **I work for a Participating Agency. Can I participate in Heart & Homestead as a Recipient?**
 - Yes! If you work for a Participating Agency or are an Agency Representative, you may still participate in Housing Heart & Homestead as a Recipient. You can even volunteer and donate with the agency that you work for, however, you will not be able to approve your own contributions. Another Agency Representative will need to approve your contributions. Hours as a paid employee do not count for Incentive Earnings with the exception of volunteer firefighters, EMTs and the like.
4. **Where do I direct people who have questions or are interested in applying?**
 - If individuals are asking your agency questions or are interested in applying, direct them to the Community Development Department, and we can answer any questions they have. Feel free to provide them with our contact information.

Have a question that you don't see answered here?

Email the Community Development Department at

heartandhomestead@washcowisco.gov



Information for Interested Volunteers and Donors

This information will be used to match Recipients of the program with non-profit agencies.

Provide a summary of the organization’s mission or goals:

Describe the types of volunteer or donation opportunities you have available:

Annual events, fundraisers, continual volunteer/donation needs, etc.

List skills that it would be useful for a volunteer with your organization to have:

Volunteer age restrictions: From: To:

Volunteer opportunity locations:

- | | | |
|-------------------------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> Germantown | <input type="checkbox"/> Kewaskum | <input type="checkbox"/> Slinger |
| <input type="checkbox"/> Hartford | <input type="checkbox"/> Newburg | <input type="checkbox"/> West Bend |
| <input type="checkbox"/> Jackson | <input type="checkbox"/> Richfield | |

Describe the volunteer environment:

- | | |
|--|--|
| <input type="checkbox"/> Being social | <input type="checkbox"/> Physical activity |
| <input type="checkbox"/> Working alone | <input type="checkbox"/> Desk work |

Times of volunteer opportunities:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Describe how Recipients find out about volunteer opportunities and sign up:

Please submit a JPEG or PNG file of your organization’s logo with this form. You may also submit other marketing materials you would like us to share with potential volunteers and donors.



Participating Agency Portal Registration Form

Thank you for your commitment to serving as a Participating Agency with Washington County's Heart and Homestead program. Please complete this form to provide us with the information needed to register your organization within our Agency Portal.

Organization Information

Name of Organization:

Address:

Phone Number:

Website:

Tax Exempt (CES) Number:

Please provide a copy of your Tax Exempt Certificate with this form. Note that this is different than your nonprofit determination letter.

Liability Insurance Company:

Please provide a copy of your Certificate of Liability Insurance with this form. Note that Washington County must be named as a Certificate Holder.

Point of Contact for Washington County

Responsible for approving volunteer hours within the Agency Portal.

Contact Name:

Contact Position:

Contact Phone Number:

Contact Email:

Point of Contact for Volunteers and Donors

Responsible for coordinating volunteer and donation opportunities with Recipients of the program.

Contact Name:

Contact Position:

Contact Phone Number:

Contact Email:

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: July 23, 2025

PLACEMENT: Action Item

ITEM TITLE: Washington County Emergency Management Memorandum of Understanding (Action)

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The library was approached by the Washington County Emergency Management administration to consider using the Germantown Community Library as a community reunification space in the event of a community disaster. For the library to be a designated location, the attached Memorandum of Understanding (MOU) must be signed.

ATTACHMENT:

1. Washington County Emergency Management MOU DRAFT

STAFF RECOMMENDATION:

Approve the submitted Washington County Emergency Management Memorandum of Understanding as presented.

ACTION BY COMMITTEE:

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is made and entered into between Washington County, Wisconsin, (“the County”) and Germantown Community Library (Contractor). The effective date of this MOU shall be the date on which the latest signature is affixed hereto.

I. PURPOSE AND SCOPE

- A. In the event of a manmade or natural disaster including mass casualty incidents Contractor agrees to provide a space during the course of such emergencies at the request of the Washington County Emergency Management Team and/or the local Incident Commander, or other local, state, and federal agencies as may be identified from time to time by the parties. Contractor agrees to be available 24 hours a day/7 days a week.
- B. In the event of an emergency, Contractor will be contacted for the purpose of providing a space. Contractor reserves the right to refuse to provide such assistance and agrees that it will immediately notify the County if it is unable to provide services. Contractor also has the first right of refusal if it cannot provide any of the requested infrastructures listed below. The decision to refuse to provide services is within the sole discretion of Contractor. In the event Contractor agrees to provide services when requested to do so, it agrees to be available in sixty (60) minutes or less to begin coordination.
- C. Contractor shall participate in training events, walkthroughs, and meetings for the purposes of pre-incident planning. Such trainings shall be held under the direction of the County at a time and place to be determined by the County.
- D. Contractor acknowledges that they may be requested by the Emergency Management Team to allow the use of the following infrastructures, but not limited to, on/within the facility/campus:
 - a. Electrical Power
 - b. Multiple Land Lines (telephones) and Cellular Telephone Reception
 - c. Internet Service
 - d. Controlled Heat/Air Conditioning (depending on temperatures)
 - e. Sewage/Hot and Cold Running Water
 - f. Multiple Rest Rooms (allowing for separate areas for families and staff)
 - g. Food Service Capability
 - h. Adequate Parking
 - i. Security Provisions (controlled access with perimeter for privacy from media and intruders)
 - j. Accommodations for Disabled Family Members/Staff
 - k. Screening (from view of the media).
 - l. Emergency Power (if available)

II. TERM AND TERMINATION

- A. This MOU shall expire on December 31, 2030. It will auto renew for additional terms of 2 years unless otherwise terminated in accordance with section II. B.
- B. Either party may terminate this MOU for any reason by providing thirty (30) days' written notice.
- C. Notices under this MOU shall be provided by mail to:

Connie Lloyd
Germantown Comm. Library
P.O. Box 670
Germantown, WI 53022

Dustin Lofy, Washington County
Emergency Management Coordinator
500 Rolfs Ave.
West Bend, WI 53095

III. INSURANCE AND INDEMNIFICATION

- A. Contractor shall maintain insurance coverage covering losses it may incur while providing services under this MOU, including, but not limited to workers' compensation, and general, contractual, professional liability. Evidence of workers' compensation and general liability insurance shall be given to the County upon request.
- B. Parties shall indemnify, defend, and hold harmless one another against any liability, damage, loss, or expense (including reasonable attorneys fees and expenses of litigation) incurred by or imposed in connection with any third-party claims, suits, actions, demands or judgments ("Claims") resulting from the negligence or willful misconduct of the party's employees, agents, or authorized representatives.
- C. In the event the services of Contractor are engaged under this MOU, Contractor agrees and understands that the County's Emergency Management Plan will control the nature and extent of the response required. Contractor agrees to follow instructions as provided on-scene to assist in the response efforts. Contractor understands that there is a certain amount of risk associated responding to or being present at any emergency situation. Contractor agrees to assume the risks associated with providing services under this MOU and agrees to release the County from any liability associated with performance under this MOU except as otherwise provided by law or as set forth in section III B.

IV. MISCELLANEOUS

- A. This MOU may be amended at any time by a writing signed and dated by the authorized representatives of each party.
- B. This Agreement constitutes the entire understanding between the Parties and supersedes all prior discussions, negotiations, and agreements, whether written or oral, related to the subject matter herein.

C. Contractor agrees that all services to be provided under this MOU shall be provided by Contractor and shall not be subcontracted or assigned without the written authorization of the County. If the occurrence of an emergency prevents the County from providing written authorization in a timely fashion, the County may provide verbal authorization which shall be documented as soon as reasonably possible.

WASHINGTON COUNTY

GERMANTOWN COMMUNITY LIBRARY

Josh Schoemann
County Executive
Date _____

Patricia A. Smith
Library Director
Date _____

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: July 23, 2025
PLACEMENT: Presentation
ITEM TITLE: 2026 Budget (Discussion)
SUBMITTED BY: Trisha Smith, Library Director
SUMMARY EXPLANATION:

The Village of Germantown has begun work on the 2026 budget.

On Monday, June 16, Village of Germantown Finance Director, Matthew Uselding, gave a presentation on the 2026 Budget Process, Expectations, and Outlook (attached).

All departments were given direction by the Village of Germantown Board and Village of Germantown administration to create a proposed budget with a 5% reduction in operating expenditures. This would include \$9,056.95 for the library. Provided is the 2026 spreadsheet for the Germantown Community Library Budget.

- Salaries & Wages: Provided by the Village of Germantown Finance Department to reflect current staffing levels
- Fringe Benefits: Provided by the Village of Germantown Finance Department to reflect current staffing levels & changes in benefit expenses
- Operating Supplies & Expenditures: 2026 Departmental Budget is filled in using 2025 adopted budget numbers (before any reductions)

This information is being provided for discussion only as the Library Board goes through the 2026 budget process.

ATTACHMENT:

1. 2026 Budget (pt. 1 - Village of Germantown Presentation)
2. 2026 Budget (pt. 2 - 2026 Library Budget)

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: June 16, 2025

PLACEMENT: Presentation

ITEM TITLE: Presentation on the 2026 Budget Process, Expectations, and Outlook (DISCUSSION)

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

1. 2026 Budget Preview

STAFF RECOMMENDATION:

ACTION BY Committee:



2026 Budget Preview

GERMANTOWN, WI

125,058	154,568	95,054	124,500
125,487	56,845	97,511	125,000
124,000	110,000	99,011	154,000
150,000	110,000	99,216	95,000
35,000	101,090	101,090	154,200
	101,684		110,000
	101,962		89,000
			50,000
			2,700

Introduction & Purpose

1

Provide Strategic
Overview Budget
Process

2

Establish shared
understanding of
key challenges
and opportunities

3

Solicit feedback
on direction,
priorities, and
trade-offs

Fiscal Environment - Revenue

Levy Limitation

- 5-year average of 2.38%
 - Includes TID-IN
- Lower development projected in future years
- Levy increase will not keep up with inflation, union increases

Development Revenues

- Decrease of 20% of budgeted revenues
- (\$165,000)

Intergovernmental Rev

- 18% of Revenue
- Minimal projected increases in 2026

Personnel Costs

Public Safety Union Increase

- 4.00% Increase in PD
- 3.5% Increase in Fire

Personnel Costs

- Recommended 3.5% performance adjustment for non-union staff
 - \$254,000

Fiscal Environment - Expenditure

Inflationary Costs

- 2% budgeted health increase in insurance costs
- Workers Comp & Property Insurance
- WE Energies proposed increase of 2.52% & 11.4%

Personnel Costs

- Recommended 3.5% performance adjustment for non-union staff
 - Reflective of regional labor market conditions and recent CPI trends
 - Prevents compression issues between union and non-union staff
 - Increased competition for qualified personnel, particularly in police, fire, public works, and technical support role

Tax Levy Assumptions

General Fund Levy

- New Construction of 2.0%
 - Historical Average 2.38%
 - Decrease in Village Development
- Projected Levy Increase Of \$256,531
- Debt Service Levy Projection
 - Decrease of \$583

Projected Tax Levy By Fund	2025	2026	% Levy Change	\$ Levy Change
General Fund	12,826,555	13,083,086	2.00%	256,531
Debt Service	4,823,265	4,822,682	-0.01%	(583)
TOTAL	17,649,820	17,905,768	255,948	1.45%

Expenditure Assumptions

3.5% Performance Bonus

2% Change in Health insurance premiums

Category	2025	2026	Levy Change	Levy Change
Salaries & Wages	\$ 10,692,606	\$ 11,334,709	\$ 642,103	6.0%
Fringe Benefits	\$ 4,211,902	\$ 4,421,386	\$ 209,484	5.0%
Operating Expenses	\$ 6,923,789	\$ 7,027,646	\$ 103,857	1.5%
Capital	\$ 238,000	\$ 238,000	\$ -	0.0%
TOTAL	\$ 22,066,297	\$ 23,021,741	\$ 955,444	4.3%

Revenue Assumptions

1.6% Increase in State revenues

2.0% Net New Construction Levy

Category	2025	2026	(\$ Change	(%) Change
Taxes	\$ 14,144,838	\$ 14,425,898	\$ 281,060	2.0%
Special Assessments	\$ -	\$ -	\$ -	0.0%
Intergovernmental	\$ 4,015,091	\$ 4,079,722	\$ 64,631	1.6%
License/permits	\$ 923,280	\$ 923,280	\$ -	0.0%
Fines/Fees	\$ 155,500	\$ 155,500	\$ -	0.0%
Public Charges	\$ 2,431,788	\$ 2,431,788	\$ -	0.0%
Misc. Revenues	\$ 366,593	\$ 376,979	\$ 10,386	2.8%
Other Financial Sources	\$ 30,000	\$ 30,000	\$ -	0.0%
TOTAL	\$ 22,067,090	\$ 22,423,167	\$ 356,077	1.6%

Category

Amount

Expenses

\$23,021,74,

Revenues

\$22,423,167

Gap

\$598,574

2026 Beginning Gap

Steps Being Taken to Address Gap

Continued Zero-Based Budget

- Expense Summaries for each GL-Line

Operational Expenses Reduction

- 5% reduction to non-salaried budget lines
 - \$250,000 expected reduction
- Review of contracted services and subscriptions

Review of Charges For Services

- Maintain updated Fee Schedule

June

- Budget materials compiled
- Budget materials released to departments
- Salary & Benefit projections compiled
- Budget preview to Village Board

August

- Reviewed with DH and Admin
- Budget Balancing

October

- Committee of the Whole meetings
- Board review of Departmental Budgets
 - Board changes to Recommended Budget
 - Move 2025 Recommended Budget to publication

Recommended Budget Presentation

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

Budget Adoption
Levy Adoption

July

- Budget Development
- Departments' Budgets drafted

September

November

Budget Timeline

Feedback



Process, Timeline, and Involvement

Is the **timeline** reasonable, or would you prefer more time for review and deliberation?

Are there specific **points in the process** where you'd like more in-depth **Board or Committee involvement**?

Would additional **budget workshops or Q&A sessions** be helpful to support your review and decision-making?



Thank you

LIBRARY EXPENSES

Account	Organization	Object	Account Description	2023 Actuals	2024 Actuals	2025 YTD	2025 Adopted Budget	2025 Amended	2026 Department	Change (\$)	Change (%)
Salaries & Wages											
	10570000	511000	Library Reg Salaries & Wages	\$ 225,646.58	\$ 276,113.26	\$ 131,225.39	\$ 295,916.00	\$ 295,916.00	\$ 299,749.00	\$ 3,833.00	1.30%
	10570000	511100	Library PT Salaries & Wages	\$ 353,630.76	\$ 293,905.60	\$ 134,623.66	\$ 315,502.00	\$ 315,502.00	\$ 320,807.00	\$ 5,305.00	1.68%
	10570000	511200	Library Board	\$ 1,100.00	\$ 1,122.00	\$ 243.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ -	0.00%
			TOTAL SALARIES & WAGES	\$ 580,377.34	\$ 571,140.86	\$ 266,092.05	\$ 612,618.00	\$ 612,618.00	\$ 621,756.00	\$ 9,138.00	1.49%
Fringe Benefits											
	10570000	521000	Library Social Security	\$ 42,766.34	\$ 42,230.25	\$ 19,653.23	\$ 46,874.00	\$ 46,874.00	\$ 44,058.00	\$ (2,816.00)	-6.01%
	10570000	521100	Library State Retirement	\$ 34,608.29	\$ 34,942.02	\$ 16,801.42	\$ 40,603.00	\$ 40,603.00	\$ 35,391.00	\$ (5,212.00)	-12.84%
	10570000	521200	Library Health Insurance	\$ 96,315.36	\$ 95,111.08	\$ 49,489.68	\$ 95,128.00	\$ 95,128.00	\$ 100,958.46	\$ 5,830.46	6.13%
	10570000	521300	Library Dental Insurance	\$ 5,295.00	\$ 5,984.47	\$ 3,304.92	\$ 5,050.00	\$ 5,050.00	\$ 5,050.68	\$ 0.68	0.01%
	10570000	521400	Library Life Insurance	\$ 1,439.86	\$ 1,719.12	\$ 1,129.78	\$ 1,600.00	\$ 1,600.00	\$ 2,200.00	\$ 600.00	37.50%
			TOTAL FRINGE BENEFITS	\$ 180,424.85	\$ 179,986.94	\$ 90,379.03	\$ 189,255.00	\$ 189,255.00	\$ 187,658.14	\$ (1,596.86)	-0.84%
Operating Supplies & Exp											
	10570000	531000	Library Gen Supplies & Expense	\$ 7,033.78	\$ 12,437.10	\$ 15,420.69	\$ 10,000.00	\$ 21,000.00	\$ 10,000.00	\$ -	0.00%
	10570000	531010	Library Office Supplies	\$ 3,904.21	\$ 5,755.68	\$ 1,994.68	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	0.00%
	10570000	531030	Library Postage	\$ 840.58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	10570000	531080	Library Professional Dev	\$ 6,414.45	\$ 2,865.43	\$ 1,040.00	\$ 2,000.00	\$ 4,000.00	\$ 2,000.00	\$ -	0.00%
	10570000	531100	Library Books	\$ 51,691.70	\$ 65,634.61	\$ 28,481.41	\$ 56,000.00	\$ 73,000.00	\$ 56,000.00	\$ -	0.00%
	10570000	531190	Marketing & Promotion	\$ 10,559.74	\$ 8,108.63	\$ 3,236.60	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%
	10570000	531240	Library Travel	\$ 859.82	\$ 1,039.64	\$ 300.30	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%
	10570000	531430	Library Book Processing	\$ 10,179.41	\$ 9,674.47	\$ 3,795.43	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%
	10570000	531440	Library Periodicals	\$ 4,776.01	\$ 4,906.68	\$ 792.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%
	10570000	531460	Library Audio Visual	\$ 20,469.15	\$ 27,413.59	\$ 8,969.59	\$ 20,000.00	\$ 25,000.00	\$ 20,000.00	\$ -	0.00%
	10570000	531470	Library Computer Service	\$ 37,760.71	\$ 22,201.27	\$ 6,740.99	\$ 22,139.00	\$ 22,139.00	\$ 22,139.00	\$ -	0.00%
	10570000	531490	Library Program Supplies & Exp	\$ 34,341.96	\$ 57,165.47	\$ 30,611.48	\$ 20,000.00	\$ 43,000.00	\$ 20,000.00	\$ -	0.00%
	10570000	531510	Library Donations - Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	10570000	532050	Library Other Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	10570000	532060	Library Library Board Exp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	10570000	532080	Library Outreach	\$ 3,617.48	\$ 135.00	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	10570000	552300	Library System Automation	\$ 23,028.31	\$ 24,124.14	\$ -	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ -	0.00%
	10570000	561000	Library Building Utilities	\$ 52,876.19	\$ 70,953.43	\$ 16,584.81	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00	\$ -	0.00%
	10570000	561400	Library Telephone	\$ 5,910.07	\$ 2,254.92	\$ 788.63	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%
	10570000	571000	Library Insurance & Bonds	\$ 5,323.23	\$ 6,513.08	\$ 6,450.01	\$ 7,320.00	\$ 7,320.00	\$ 7,320.00	\$ -	0.00%
			TOTAL OPERATING SUPP & EXP	\$ 279,586.80	\$ 321,183.14	\$ 125,206.62	\$ 257,459.00	\$ 315,459.00	\$ 257,459.00	\$ -	0.00%
Capital Items											
	10570000	591000	Library Misc. Equipment	\$ 34.77	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
			TOTAL CAPITAL ITEMS	\$ 34.77	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
			TOTAL EXPENSES	\$1,040,423.76	\$1,072,310.94	\$ 481,677.70	\$1,059,332.00	\$1,117,332.00	\$1,066,873.14	\$ 7,541.14	0.71%

Reduction request \$ 9,056.95