

<b>MEETING:</b>	<b>GERMANTOWN COMMUNITY LIBRARY BOARD</b>
<b>DATE AND TIME:</b>	<b>Wednesday, August 27, 2025 5:30 PM</b>
<b>LOCATION:</b>	<b>Germantown Community Library N112W16957 Mequon Road</b>

### 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. **MEETING MINUTES:**
  - A. July 23, 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:**
  - A. 2026 Library Budget (Action)
- IX. **NEW BUSINESS:**
- X. **ADJOURNMENT:**

The next regular meeting of the Germantown Community Library Board will be on Wednesday, September 24, 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

LIBRARY BOARD AGENDA

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Director at (262) 253-7760, ext. 2002 or [clloyd@germantownlibrarywi.org](mailto: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: August 27, 2025

PLACEMENT: Action Item

ITEM TITLE: July 23, 2025, Meeting Minutes - DRAFT (Action)

SUBMITTED BY: Connie Lloyd, Asst. Director

SUMMARY EXPLANATION:

Review the attached July 23, 2025, Library Board meeting minutes.

ATTACHMENT:

1. July 23, 2025 Meeting Minutes - DRAFT

STAFF RECOMMENDATION:

Approved the Library Board meeting minutes as presented.

ACTION BY COMMITTEE:

<b>MEETING:</b>	<b>GERMANTOWN COMMUNITY OF THE LIBRARY BOARD</b>
<b>DATE AND TIME:</b>	<b>Wednesday, July 23, 2025 5:30 PM</b>
<b>LOCATION:</b>	<b>Germantown Community Library N112W16957 Mequon Road</b>

### 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 05:31 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, 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. June 25, 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

**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

**Motion:** Approve as presented

**Motioned By:** Sarah Larson

**Seconded By:** Joletta Kerpan

**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

VII. **REPORTS (Discussion Unless Otherwise Noted):**

A. Correspondence

Nelson sent thank-you letters to the following donors:

- Amy Belle Girl Scout Troop #36108 - \$100 - Patio
- Katie Cattani - \$100 - Patio

- Mary Guerin - \$50 - Materials
- Glenn & Michelle Hofer - \$100 - Materials
- Kettle Moraine Fine Arts Guild - \$58 - Patio
- Kiwanis of Germantown - \$1,000 - Teen Furniture
- Chris Koral - \$100 - Patio
- Amie Luech - \$100 - Patio
- Kathleen Mannion - \$100 - Patio
- James Marshall - \$50 - Materials
- Mark & Karie Mindock - \$100 - Materials
- Rae Mindock - \$700 - Materials
- Scott Mindock - included in total memorial donations for Lois Mindock
- Cindy & Jim Mohns, Jill Postl, Stephanie Dickerson - \$645 - Materials
- Dan Pagliaro - \$7,735.98 - Materials
- Richfield Lions Club - \$600 - Patio
- John Stiever - \$50 - Materials
- Julie Thompson - \$100 - Patio

B. Village Reports

Pieper and Smith provided an update regarding the Village 2026 budget process that has begun.

C. County Reports

Smith reported the Kewaskum Public Library is still searching for a new Library Director.

D. System Reports

Smith reported the Monarch Library System Strategic Plan is complete and a thank you to President Nelson who participated in the process. She also mentioned that Message Bee has been working well and has eliminated the majority of the patron notification bounceback text notifications.

E. President's Report

F. Director's Report

Smith reviewed highlights from her submitted Director's Report.

VIII. **UNFINISHED BUSINESS:**

IX. **NEW BUSINESS:**

A. Washington County Heart & Homestead Memorandum of Agreement (Action)

**Motion:** Approve entering into a Memorandum of Agreement with Washington County for participation in the Heart and Homestead program. as presented

**Motioned By:** Joyce Nelson

**Seconded By:** Jolene Pieper

**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. Washington County Emergency Management Memorandum of Understanding (Action)

**Motion:** Approve entering into a Memorandum of Understanding with Washington County for the library to be a community resource for the Emergency Management Services Team as presented

**Motioned By:** Jolene Pieper

**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)**

C. 2026 Budget (Discussion)

Smith reviewed the 2026 library budget directions she received from the Village of Germantown administration and finance which includes cutting 5% of operating costs, which is approximately \$9,000.

Library Board members offered the following ideas for the Library Director to research as possible cost-savings opportunities:

1. Utility Costs
2. Telephone Costs

It was also suggested to replace the false windows with real windows in the former Storytime Room which has been converted into office space. The intention is to provide natural light for the two staff members that now work there.

**X. ADJOURNMENT:**

Nelson announced the next Library Board meeting will be held on Wednesday, August 27, 2025, at 5:30 PM.

Nelson adjourned the meeting at 06:17 PM.

**BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: August 27, 2025

PLACEMENT: Action Item

ITEM TITLE: Treasurer's Report

SUBMITTED BY: Darlene Vosen, Library Board Member

SUMMARY EXPLANATION:

Review the attached monthly Treasurer's Report.

ATTACHMENT:

1. Treasurer's Report

STAFF RECOMMENDATION:

Approve the Treasurer's Report as presented.

ACTION BY COMMITTEE:

**Germantown Community Library Board**

Financial Report August 19, 2025

By Darlene Vosen

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

Balance 7/15/25 per online statement		\$15,538.84
7/15 Deposit Bricks/credit cards/patio	+\$785.35	
7/22 Transfer from Building	+\$23,000.00	
7/23 Deposit Bricks/patio	+\$725.00	
7/29 Deposit Donation jugs	+\$52.91	
8/4 Check #1609 to GCL books/furniture	-\$23,000.00	
8/4 Check #1610 to GCL for patio	-\$8,000.00	
8/5 Deposit Bricks	+\$282.76	
8/15 Check #1611 for 2 plaques	-\$19.00	
Balance 8/19/25 per on-line statement		\$9,365.86*

\*Early Literacy Fund: \$440.41 + \$43.76 = \$484.17

\*Programming Supplies: \$320.78

\*Patio Expansion 2024: \$4,411.37 - \$4,411.37 = 0

\*Patio Expansion 2025: \$10,046.28 + \$785.35 + \$725 + \$9.20 + \$282.76 - \$3,588.63 - \$9.50 (plaque cost) = \$8,250.46 (-brick/delivery costs)

**Bank Five Nine GCL Board Savings Account (4029)**

Balance 7/15/25 per on-line statement		\$4,766.19
Interest July	+\$0.40	
Balance 8/19/25 per on-line statement		\$4,766.59

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

Balance 7/15/25 per on-line statement		\$39,587.35
8/22 Transfer to checking		
(\$15,000 furniture/\$8,000 books)	-\$23,000.00	
Interest July	+\$4.10	
Balance 8/19/25 per on-line statement		\$16,591.45**

\*\*Book & Materials: \$17,306.27 - \$8,000.00 = \$9,306.27 (-plaque cost)

\*\*Furniture & Equipment: \$15,000.00 - \$15,000.00 = 0

\*\*Expansion: \$2,323.34

\*\*Un-designated: \$4,957.74 + \$4.10 (interest) = \$4,961.84 (need \$2,500 to keep account active)

**Bank Five Nine Furniture/Building Fund CD Accounts:**

<b>CD #1 Furniture (4025)</b> Balance 3/4/25 per bank statement	\$15,000.00
4.72/4.81% Interest 17 months ( <b>mature 8/4/26</b> )	
<b>CD #2 Furniture (5608)</b> Balance 2/06/25 per bank statement	\$15,000.00
4.72/4.81% Interest 17 months ( <b>mature 7/6/26</b> )	
<b>CD #3 Furniture (3991)</b> Balance 7/4/24 per bank statement	\$15,000.00
5.29/5.40% Interest 15 months ( <b>mature 10/4/25</b> )	
<b>CD #4 Furniture (8801)</b> Balance 11/30/23 per bank statement	\$10,000.00
5.39/5.50% Interest 23 months ( <b>mature 10/31/25</b> )	
<b>CD #5 Expansion (8989)</b> Balance 7/27/24 per bank statement	\$10,000.00
5.29%/5.40% Interest 15 months ( <b>mature 10/27/25</b> )	

**Furniture & Equipment (\$55,000.00) + Expansion (\$10,000.00) = \$65,000.00**

**BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: August 27, 2025

PLACEMENT: Action Item

ITEM TITLE: Accounts Payable

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the attached monthly 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: 2025/7 TO 2025/7									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
10570000								Library	
10570000 462900								Library Fines & Fees	
100365 FRIENDS OF	FGCL063025	0	2025 7	INV	P	388.18	25.07.09	11903 Reimbursement	
101309 GERMANTOWN COMMUNITY BOARD	063025	0	2025 7	INV	P	485.35	25.07.09	11907 Reimbursement	
						ACCOUNT TOTAL	873.53		
10570000 521400								Library Life Insurance	
100933 SECURIAN FINANCIAL G	002832L AUG 2025	0	2025 7	INV	P	123.62	25.07.16	12073 LIFE INSURANCE	
						ACCOUNT TOTAL	123.62		
10570000 531000								Library Gen Supplies & Expense	
100322 EXPRESS NEWS	185445	0	2025 7	INV	P	300.00	25.07.09	11898 General Supplies	
100513 JB'S JANITORIAL SERV	3396	0	2025 7	INV	P	500.00	25.07.16	12041 General Supplies	
101528 O&W COMMUNICATIONS,	72220	0	2025 7	INV	P	4,820.00	25.08.06	12288 2025 Library Access	
101690 SIGNWORKS	22592	0	2025 7	INV	P	3,679.36	25.07.16	12074 General Supplies	
						ACCOUNT TOTAL	9,299.36		
10570000 531010								Library Office Supplies	
101624 STAPLES	6034275889	0	2025 7	INV	P	45.36	25.07.09	11988 TAPE	
101624 STAPLES	6034275890	0	2025 7	INV	P	45.36	25.07.09	11988 TAPE	
101624 STAPLES	6034275891	0	2025 7	INV	P	148.61	25.07.09	11988 SUPPLIES	
101624 STAPLES	6034703950	0	2025 7	CRM	P	-45.36	25.07.09	11988 RETURN TAPE	
101624 STAPLES	6034703953	0	2025 7	INV	P	74.28	25.07.09	11988 Office Supplies	
101624 STAPLES	6034703958	0	2025 7	CRM	P	-45.36	25.07.09	11988 RETURN TAPE	
101624 STAPLES	6035130078	0	2025 7	CRM	P	-45.36	25.07.09	11988 RETURN TAPE	
101624 STAPLES	6035894499	0	2025 7	INV	P	72.76	25.07.09	11988 Office Supplies	
						250.29			
						ACCOUNT TOTAL	250.29		
10570000 531080								Library Professional Dev	
999999 DINER 67	16807	0	2025 7	INV	P	28.44		Diner 67	
999999 EP* DIGIPALOOZA 25	16809	0	2025 7	INV	P	299.00		Digipalooza	
						327.44			
						ACCOUNT TOTAL	327.44		
10570000 531100								Library Books	
100092 BAKER & TAYLOR	2039111024	0	2025 7	INV	P	91.79	25.07.09	11876 Collection Material	
100092 BAKER & TAYLOR	2039116641	0	2025 7	INV	P	396.93	25.07.09	11876 Collection Material	
100092 BAKER & TAYLOR	2039118510	0	2025 7	INV	P	85.97	25.07.09	11876 Collection Material	
100092 BAKER & TAYLOR	2039118611	0	2025 7	INV	P	167.16	25.07.09	11876 Collection Material	
100092 BAKER & TAYLOR	2039124217	0	2025 7	INV	P	447.05	25.07.09	11876 Collection Material	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/7 TO 2025/7		ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
100092	BAKER & TAYLOR	2039132059	0	2025	7	INV P	334.17	25.07.09	11876 Collection Material
100092	BAKER & TAYLOR	2039136677	0	2025	7	INV P	128.01	25.07.09	11876 Collection Material
100092	BAKER & TAYLOR	2039145164	0	2025	7	INV P	316.75	25.07.09	11876 Collection Material
100092	BAKER & TAYLOR	2039150802	0	2025	7	INV P	332.29	25.07.09	11876 Collection Material
100092	BAKER & TAYLOR	2039153955	0	2025	7	INV P	76.71	25.07.09	11876 Collection Material
100092	BAKER & TAYLOR	2039153970	0	2025	7	INV P	251.87	25.07.09	11876 Collection Material
100092	BAKER & TAYLOR	2039161236	0	2025	7	INV P	736.34	25.07.09	11876 Collection Material
100092	BAKER & TAYLOR	2039162709	0	2025	7	INV P	7.06	25.07.16	12018 Collection Material
100092	BAKER & TAYLOR	2039167749	0	2025	7	INV P	553.74	25.07.16	12018 Collection Material
							<b>3,925.84</b>		
100477	INGRAM LIBRARY SERVI	88768071	0	2025	7	INV P	16.19	25.07.16	12039 Collection Material
100477	INGRAM LIBRARY SERVI	88951719	0	2025	7	INV P	16.19	25.07.16	12039 Collection Material
							<b>32.38</b>		
101265	PLAYAWAY	503312	0	2025	7	INV P	144.28	25.07.09	11944 Collection Material
101265	PLAYAWAY	504585	0	2025	7	INV P	77.39	25.07.09	11944 Collection Material
101265	PLAYAWAY	504694	0	2025	7	INV P	81.85	25.07.09	11944 Collection Material
101265	PLAYAWAY	504881	0	2025	7	INV P	374.05	25.07.16	12055 Collection Material
							<b>677.57</b>		
ACCOUNT TOTAL							4,635.79		
10570000	531190			Marketing & Promotion					
999999	CANVA* I04551-881682	16810	0	2025	7	INV P	250.00		Canva
999999	CANVA* I04559-804174	16813	0	2025	7	INV P	250.00		Canva
999999	CANVA* I04559-807653	16814	0	2025	7	INV P	205.00		Canva
999999	CANVA* I04559-826246	16815	0	2025	7	INV P	90.00		Canva
999999	GOTPRINT.COM	16816	0	2025	7	INV P	42.85		Gotprint.com
999999	EIG*CONSTANTCONTACT.	16817	0	2025	7	INV P	96.01		Constant Contact
999999	FACEBK *E8GR265RK2	16818	0	2025	7	INV P	171.42		Facebook
							<b>1,105.28</b>		
ACCOUNT TOTAL							1,105.28		
10570000	531240			Library Travel					
101267	SMITH	REQ072425	0	2025	7	INV P	237.30	25.07.30	12231 REIMBURSEMENT
ACCOUNT TOTAL							237.30		
10570000	531430			Library Book Processing					
100032	AMAZON CAPITAL SERVI	1W9Y-6FRW-R119	0	2025	7	INV P	285.78	25.07.09	11872 Book Processing Sup
100246	DEMCO	7643524 CM	0	2025	7	CRM P	-213.12	25.07.16	12024 RETURN EASY BIND RE
100246	DEMCO	7656180	0	2025	7	INV P	96.33	25.07.16	12024 Book Processing Sup
100246	DEMCO	7665674	0	2025	7	INV P	100.72	25.07.16	12024 Book Processing Sup
100246	DEMCO	7667694	0	2025	7	INV P	334.52	25.07.16	12024 Book Processing Sup

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/7 TO 2025/7										
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S		CHECK RUN	CHECK	DESCRIPTION	
						318.45				
100294 ELM USA INC	77446	0	2025 7	INV	P	47.45	25.07.09	11897	Book Processing Sup	
100955 SHOWCASES	330655	0	2025 7	INV	P	273.46	25.07.09	11984	Book Processing Sup	
100955 SHOWCASES	330656	0	2025 7	INV	P	211.03	25.07.09	11984	Book Processing Sup	
						484.49				
101593 BRODART	658734	0	2025 7	INV	P	20.06	25.07.09	11881	Book Processing Sup	
						ACCOUNT TOTAL				1,156.23
10570000 531460									Library Audio Visual	
100032 AMAZON CAPITAL SERVI	1TGD-VM6Q-LCVV	0	2025 7	INV	P	1,926.59	25.07.09	11871	Audio/Visual Materi	
999999 ZOO MILWAUKEE	16819	0	2025 7	INV	P	1,000.00			Milwaukee Zoologica	
999999 MILWAUKEEDOMESALLIAN	16820	0	2025 7	INV	P	500.00			Milwaukee Domes All	
999999 ZOO MILWAUKEE	16821	0	2025 7	INV	P	1,000.00			Milwaukee Zoologica	
						2,500.00				
						ACCOUNT TOTAL				4,426.59
10570000 531470									Library Computer Service	
100402 GORDON FLESCH COMPAN	I01032022	0	2025 7	INV	P	1,204.32	25.07.09	11910	Computer Services	
100402 GORDON FLESCH COMPAN	IN15200599	0	2025 7	INV	P	222.47	25.07.09	11911	Computer Services	
						1,426.79				
100984 STATE OF WISCONSIN	505-0000102360	0	2025 7	INV	P	600.00	25.07.09	11990	Computer Services	
101551 WEST BEND COMMUNITY	WB06022025	0	2025 7	INV	P	713.38	25.07.09	12007	Computer Services	
999999 SURVEYMONK* T	469006 16811	0	2025 7	INV	P	468.00			Survey Monkey	
						ACCOUNT TOTAL				3,208.17
10570000 531490									Library Program Supplies & Exp	
100032 AMAZON CAPITAL SERVI	1MCD-XHHJ-R3N7	0	2025 7	INV	P	518.13	25.07.09	11871	Programming Supplie	
100368 FUN EXPRESS LLC	73749167201	0	2025 7	INV	P	915.44	25.07.09	11905	Programming Supplie	
100368 FUN EXPRESS LLC	73753758701	0	2025 7	INV	P	171.74	25.07.09	11905	Programming Supplie	
						1,087.18				
100693 MENARDS	16798	0	2025 7	INV	P	7.47			Menards	
100920 SCHLITZ AUDUBON NATU	GCL080625	0	2025 7	INV	P	150.00	25.07.30	12228	MONARCH MAGIC PERFO	
101376 TNZ MAGIC	GCL080725	0	2025 7	INV	P	1,000.00	25.07.30	12238	LIBRARY SHOWS (2)	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/7 TO 2025/7										
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION		
101417 NA HALE STUDIO	GCL072425	0	2025 7	INV	P	650.00	25.07.16	12048 LIBRARY SHOWS (2)		
999999 MEIJER # 299	16795	0	2025 7	INV	P	118.80		Meijer		
999999 HOBBY-LOBBY #257	16796	0	2025 7	INV	P	13.41		Hobby Lobby		
999999 PICK N SAVE #357	16797	0	2025 7	INV	P	51.12		Pick N Save		
999999 HOBBY LOBBY #621	16799	0	2025 7	INV	P	30.56		Hobby Lobby		
999999 PICK N SAVE #357	16800	0	2025 7	INV	P	21.87		Pick N Save		
999999 DOMINO'S 2110	16801	0	2025 7	INV	P	69.34		Domino's		
999999 DOMINO'S 2110	16802	0	2025 7	INV	P	73.12		Domino's		
999999 PICK N SAVE #357	16803	0	2025 7	INV	P	71.64		Pick N Save		
999999 FIVE BELOW 7097	16804	0	2025 7	INV	P	21.10		Five Below		
999999 FLEET FARM 1600	16805	0	2025 7	INV	P	16.64		Fleet Farm		
999999 STEINS GARDEN AND HO	16806	0	2025 7	INV	P	3.37		Steins Garden and H		
999999 MICHAELS #9490	16808	0	2025 7	INV	P	6.21		Michaels		
999999 WALGREENS #5427	16812	0	2025 7	INV	P	200.00		Walgreens		
999999 WAL-MART #1515	16822	0	2025 7	INV	P	17.90		Wal-Mart		
999999 OUTPOST NATURAL FOOD	16823	0	2025 7	INV	P	27.24		Outpost Natural Foo		
						<b>742.32</b>				
			ACCOUNT TOTAL			4,155.10				
			ORG 10570000 TOTAL			29,798.70				
FUND 10	General Fund		TOTAL:			29,798.70				

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

**BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: August 27, 2025

PLACEMENT: Presentation

ITEM TITLE: Budget Reports

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the attached monthly Library Budget Report.

ATTACHMENT:

1. Budget Report

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

# Village of Germantown, WI - PRODUCTION



## YEAR-TO-DATE BUDGET REPORT

FOR 2025 07

ACCOUNTS FOR: 10	General Fund	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>10570000 Library</b>								
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	-7,291.04	.00	-2,708.96 72.9%*
10570000	471700	Library Donatio	0	-93,207	-93,207	-51,788.42	.00	-41,419.00 55.6%*
10570000	511000	Library Reg Sal	286,998	8,918	295,916	166,872.28	.00	129,043.72 56.4%
10570000	511100	Library PT Sala	306,460	9,042	315,502	172,807.12	.00	142,694.88 54.8%
10570000	511200	Library Board	1,200	0	1,200	808.00	.00	392.00 67.3%
10570000	521000	Library Social	45,500	1,374	46,874	25,204.10	.00	21,669.90 53.8%
10570000	521100	Library State R	39,984	619	40,603	21,416.48	.00	19,186.52 52.7%
10570000	521200	Library Health	95,128	0	95,128	57,737.96	.00	37,390.04 60.7%
10570000	521300	Library Dental	5,050	0	5,050	3,855.74	.00	1,194.26 76.4%
10570000	521400	Library Life In	1,600	0	1,600	1,480.06	.00	119.94 92.5%
10570000	531000	Library Gen Sup	10,000	39,000	49,000	24,764.05	.00	24,235.95 50.5%
10570000	531010	Library Office	6,000	0	6,000	2,244.97	.00	3,755.03 37.4%
10570000	531080	Library Profess	2,000	2,000	4,000	1,367.44	.00	2,632.56 34.2%
10570000	531100	Library Books	56,000	17,000	73,000	33,117.20	.00	39,882.80 45.4%
10570000	531190	Marketing & Pro	5,000	0	5,000	4,680.70	.00	319.30 93.6%
10570000	531240	Library Travel	1,000	0	1,000	537.60	.00	462.40 53.8%
10570000	531430	Library Book Pr	10,000	0	10,000	4,951.66	.00	5,048.34 49.5%
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	13,546.18	.00	11,453.82 54.2%
10570000	531470	Library Compute	22,139	0	22,139	10,382.53	.00	11,756.47 46.9%
10570000	531490	Library Program	20,000	31,000	51,000	37,500.40	.00	13,499.60 73.5%
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	400,619.26	1,722.99	308,782.33	56.6%
TOTAL General Fund		690,379	20,746	711,125	400,619.26	1,722.99	308,782.33	56.6%
TOTAL REVENUES		-349,000	-93,207	-442,207	-225,757.94	.00	-216,449.48	
TOTAL EXPENSES		1,039,379	113,953	1,153,332	626,377.20	1,722.99	525,231.81	

## YEAR-TO-DATE BUDGET REPORT

FOR 2025 07							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	690,379	20,746	711,125	400,619.26	1,722.99	308,782.33	56.6%

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

## **BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: August 27, 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 - Library Highlights)
3. Director's Report (pt. 2 - Circulation Statistics)
4. Director's Report (pt. 3 - 2025 Fall Programming Booklet - draft)
5. Director's Report (pt. 4 - Daily News - July 22)

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

# Director's Report: August 2025

## STATE OF WISCONSIN

- Over 660 postcards were sent out from Monarch Libraries as part of the “Speak Up for Libraries” state campaign.

## MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, August 14 at the Frank L. Weyenberg Library in Mequon. Discussion included change in working of county reimbursement, 99.9% successful rate of Message Bee notification system for text messages, process for flood damaged materials and county reimbursement for service in addition to physical circulation. The meeting was followed by a discussion on system funding for an Advantage Account through Overdrive.
- Agendas and minutes: <https://monarchlibraries.org/library-director-meetings/>

## WASHINGTON COUNTY

- The West Bend Community Memorial Library building was closed the week of August 11 due to flood damage. Curbside service was available for holds pick up. The building was reopened the week of August 18 with limited service and all programming currently suspended.
- The Kewaskum Public Library is currently in the process of hiring a library director.

## VILLAGE OF GERMANTOWN:

- 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 Non-Fiction pop-up sale will run Wednesday, September 3 – October.
- Monthly Friends of the Library meetings will resume on September 22 @ 10:00am.

## DONATIONS:

Donor	Amount	Department	Brick/Plaque Address	
Germantown Library Teen Advisory Board (fundraised at Taste of Germantown)	\$82.76	Patio/Teen Furniture	Brick	Germantown, WI 53022
Kons, Mike & Linda	\$100	Patio	Brick	Germantown, WI 53022
Ott, Donna (and Village of Germantown Clerk's Office)	\$100	Patio	Brick	Germantown, WI 53022
Robert's Frozen Custard R D Stamm Group, Inc. (Darren Stamm)	\$325 (July Fundraiser)	Patio/Teen Furniture	n/a	Germantown, WI 53022

- Donation Jars / Giving Tree:
  - Patio Expansion: 44.12
  - Early Literacy: \$19.34
  - Programming Supplies: \$0.00

Monthly Donations Total: \$671.22

**DEPOSITS:**

- Germantown Community Library Board: \$8,000 (Donations for Patio Project)
- Germantown Community Library Board: \$23,000 (Donations for Books & Materials / Furniture & Equipment)
- Prairie Lakes Library System (LSTA SEWI Grant for WAPL Conference): \$788.42
- Washington County (Washington County Non-Libraried Circulation Reimbursement pt. 2 of 2): \$161,464.79
- Washington County (Capital Offset): \$23,293.50

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

- Germantown Community Library: \$8,000 (Patio Project) – defer to September/October meeting due to timing of payments

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

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

**STATISTICS:**

- Circulation Statistics (see attached)
  - Physical: **28,680 (0.3% from 2024 / -2.1% YTD)**
  - Digital: **5,540 (5.4% from 2024 / 1.1% YTD)**
  - Total: **34,220 (1.1% from 2024 / -1.5% YTD)**

**PROGRAMMING:**

- The Summer Reading Challenge for all ages went very well. Statistics will be provided in September.
- The library has a lot of new programming planned for fall! Staff are working on a new programming booklet for fall 2025. Print and digital copies will be available shortly (draft copy attached). Highlights include:
  - Weekly Preschool & Toddler Storytime returning to 9:30am & 10:30am times
  - New The Big Build monthly program
  - Phantom Festival events for all ages in October
  - More monthly programs designed for all ages to attend
- Ongoing Programs (number of monthly offerings):
  - Youth: Storytime (16), Family Fun Night, Lego @ the Library, The Big Build & Special Programs
  - Tween/Teen: Tween Programs, Teen Programs, Teen Advisory Board, Tween/Teen/Adult Craft Workshops and special programs (3)
  - Adult: Job Service Assistance, Blood Drives, Adult Puzzle Days, Craft Workshops (3), Adult Crafts (2), Book Groups (6) & Special Programs
  - All Ages: Special Programs
  - Outreach: Senior Living Facility Visits (6), Adult Day Center (2), Home Delivery, Book Drop-Offs, Preschool Readings & Special Programs
  - September Community Events:
    - Sat, Sept 6 @ 10am-2pm: Richfield Farmer's Market
    - Tues, Sept 9 @ 4:00-7:00pm: Jersey Mike's Fundraiser Night
    - Sept 15 – 27: Food Drive with St. Boniface Food Pantry
    - Fri, Sept 19 @ 10:30am: Meet Your Neighbor Storytime with Germantown Chamber
- Upcoming Programs & Outreach Calendar: <https://germantownlibrarywi.events.mylibrary.digital/>

**IN THE NEWS (ATTACHED):**

- “Germantown library parking lot partially closed for reconstruction” (Wash. Co. Daily News, July 22)

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

- Wed, Aug 12 – Thurs, Aug 13: Digipalooza Overdrive Conference, Cleveland, OH (9 hour)

**DIRECTOR MEETINGS, PROGRAMS & OUTREACH (PAST):**

- Mon, Aug 4 – Village Board (online)
- Mon, Aug 11 – Make It @ the Library (3)
- Tues, Aug 12 – Fri, Aug 15 – Digipalooza Conference (Cleveland, OH)
- Mon, Aug 18 – GGF & Village Board (online)
- Wed, Aug 20 – Village administrator, Village Finance & Library Board President
- Wed, Aug 27 – Village Department Heads
- Wed, Aug 27 – Library Board

**DEPARTMENT UPDATES**

**ADMIN & ALL STAFF**

- Staff Job Descriptions reviews and updates continue.
- Mid-year check-ins for all library staff have been completed.

**YOUTH, ADULT & OUTREACH SERVICES**

- The Summer Reading Challenge for all ages ended on Saturday, August 9.
- A part-time Adult Services Specialist has been hired to replace an open position and will begin Friday, September 5.

**CIRCULATION & TECHNICAL SERVICES**

- A Local Author Collection has been added to the library. This collection is located before the Western Fiction collection near the new Fiction & Non-Fiction items. It contains material written for kids, teens & adults by local authors in Washington and adjacent counties. More information can be found at: <https://germantownlibrarywi.org/2025/07/08/introducing-the-local-author-collection-at-germantown-community-library/>
- A part-time Library Page I has been hired to replace an open position and will begin Tuesday, August 26.

**TECHNOLOGY, BUILDING & GROUNDS**

- The library received a small amount of water in the library basement on Monday, August 11 due a leak in the fire suppression system. No permanent damage was caused.
- The library was offered as a resource to residents needing to relocate due to flood damage in the community. The Red Cross also delivered 60+ flood clean-up kits that were handed out to residents in the library lobby. The library also shared Village updates during the flood to our library social media pages.
- Construction on the library sidewalks that began mid-July continues. The sidewalk sections to be replaced are complete and available for use. The attached parking lot asphalt that was cut out has been delayed due to contractor availability as a result of the August 10 area flooding.
- The Village and library parking lots are scheduled to be sealcoated after the sidewalk project is completed.
- New furniture for the teen department has been ordered and the majority of items have been delivered. The remaining furniture is estimated to be delivered by the end of September.

# Library Highlights (Aug 2025)



Local schools were visited in May to advertise summer programs & outreach



Summer Reading Kick-Off Party was held in June with many activities



Kids had a great time at our Thursday performance series



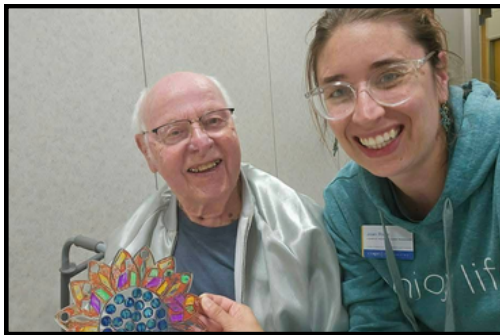
Weekly storytime continues to be highly attended on Tuesdays & Wednesdays



Staff participated in the Germantown 4<sup>th</sup> of July parade



Meet Your Neighbor Storytime continues with a visit from Police therapy dog, Archie.



Kids ages 9+ and adults continue to create at our monthly Make It @ the Library program



A series of local author visited the library monthly to share their books



The Enchanted Library was busy this summer with Kid's Klub and community visits



New Local Author collection is available featuring kids & adult material by local authors, primarily in adjacent counties.



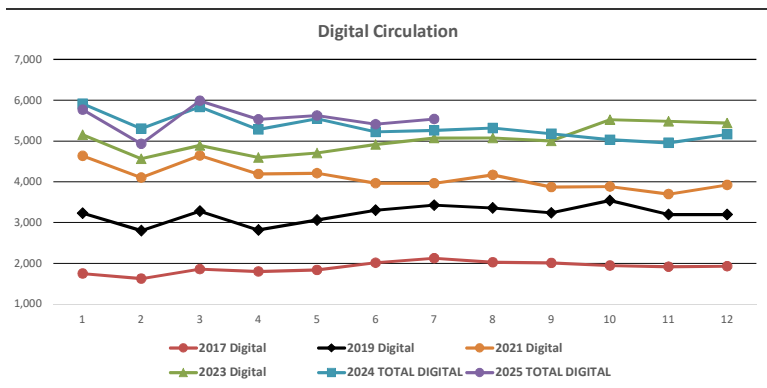
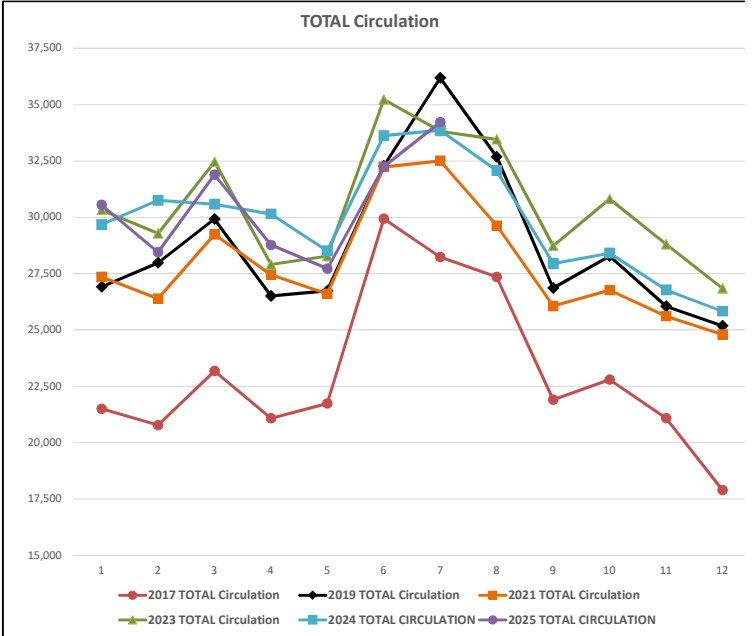
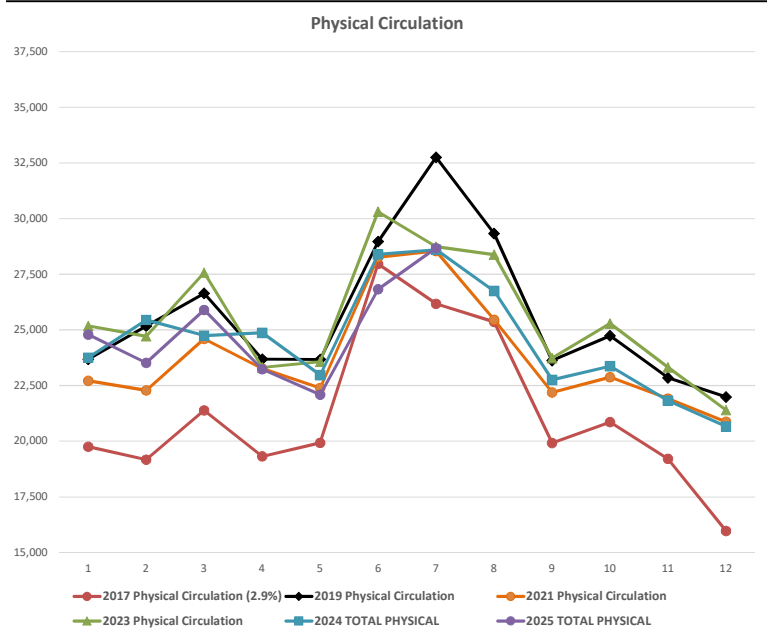
The Library Patio has been getting a lot of use this spring & summer



Construction to the library sidewalks has been going on since mid-July

### GCL Statistical Trends 2016-2025

Stats	YTD	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov*	Dec
<b>2025 TOTAL PHYSICAL</b>	<b>175,049</b>	<b>24,788</b>	<b>23,519</b>	<b>25,896</b>	<b>23,239</b>	<b>22,096</b>	<b>26,831</b>	<b>28,680</b>					
% over 2024	-2.1%	4.3%	-7.6%	4.7%	-6.6%	-3.8%	-5.5%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%
2025 Overdrive - eBook	14,438	2,157	1,907	2,285	2,000	1,993	1,999	2,097					
2025 Overdrive - Audio	18,204	2,663	2,310	2,672	2,640	2,686	2,582	2,651					
2025 Overdrive - Magazine	6,145	945	714	1,028	892	943	831	792					
<b>2025 TOTAL DIGITAL</b>	<b>38,787</b>	<b>5,765</b>	<b>4,931</b>	<b>5,985</b>	<b>5,532</b>	<b>5,622</b>	<b>5,412</b>	<b>5,540</b>					
% over 2024	1.1%	-2.5%	-7.0%	2.6%	4.8%	1.4%	3.6%	5.4%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>2025 TOTAL CIRCULATION</b>	<b>213,836</b>	<b>30,553</b>	<b>28,450</b>	<b>31,881</b>	<b>28,771</b>	<b>27,718</b>	<b>32,243</b>	<b>34,220</b>					
% over 2024	-1.5%	3.0%	-7.5%	4.3%	-4.6%	-2.8%	-4.1%	1.1%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>2024 TOTAL PHYSICAL</b>	<b>294,178</b>	<b>23,760</b>	<b>25,453</b>	<b>24,744</b>	<b>24,868</b>	<b>22,970</b>	<b>28,397</b>	<b>28,606</b>	<b>26,751</b>	<b>22,761</b>	<b>23,375</b>	<b>21,827</b>	<b>20,666</b>
% 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
<b>2024 TOTAL DIGITAL</b>	<b>64,006</b>	<b>5,912</b>	<b>5,304</b>	<b>5,835</b>	<b>5,281</b>	<b>5,547</b>	<b>5,223</b>	<b>5,257</b>	<b>5,320</b>	<b>5,180</b>	<b>5,032</b>	<b>4,954</b>	<b>5,161</b>
% over 2023	7.1%	14.8%	16.2%	19.3%	15.0%	17.9%	6.3%	3.7%	4.8%	3.5%	-8.9%	-8.2%	-5.1%
<b>2024 TOTAL CIRCULATION</b>	<b>358,184</b>	<b>29,672</b>	<b>30,757</b>	<b>30,579</b>	<b>30,149</b>	<b>28,517</b>	<b>33,620</b>	<b>33,863</b>	<b>32,071</b>	<b>27,941</b>	<b>28,407</b>	<b>26,781</b>	<b>25,827</b>
% 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%
<b>2023 TOTAL CIRCULATION</b>	<b>365,947</b>	<b>30,327</b>	<b>29,284</b>	<b>32,465</b>	<b>27,906</b>	<b>28,278</b>	<b>35,225</b>	<b>33,815</b>	<b>33,458</b>	<b>28,736</b>	<b>30,811</b>	<b>28,800</b>	<b>26,842</b>
<b>2021 TOTAL Circulation</b>	<b>334,643</b>	<b>27,351</b>	<b>26,389</b>	<b>29,240</b>	<b>27,455</b>	<b>26,604</b>	<b>32,233</b>	<b>32,505</b>	<b>29,631</b>	<b>26,064</b>	<b>26,763</b>	<b>25,614</b>	<b>24,794</b>
<b>2019 TOTAL Circulation</b>	<b>345,570</b>	<b>26,916</b>	<b>27,977</b>	<b>29,921</b>	<b>26,507</b>	<b>26,737</b>	<b>32,268</b>	<b>36,183</b>	<b>32,685</b>	<b>26,861</b>	<b>28,276</b>	<b>26,052</b>	<b>25,187</b>
<b>2017 TOTAL Circulation</b>	<b>277,461</b>	<b>21,499</b>	<b>20,774</b>	<b>23,179</b>	<b>21,078</b>	<b>21,738</b>	<b>29,934</b>	<b>28,236</b>	<b>27,352</b>	<b>21,906</b>	<b>22,793</b>	<b>21,082</b>	<b>17,890</b>





**GERMANTOWN  
COMMUNITY LIBRARY**  
BUILD CONNECTIONS ENRICH LIVES

SEPTEMBER - DECEMBER  
**2025**



# LIBRARY EVENTS

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## A Guide to Your Library



## **Germantown Community Library**

N112 W16957 Mequon Rd  
Germantown, WI 53022

(262) 253-7760

[www.germantownlibrarywi.org](http://www.germantownlibrarywi.org)

### **Library Hours:**

Monday - Thursday: 9:00am - 8:00pm

Friday: 9:00am - 5:00pm

Saturday: 9:00am - 4:00pm

## **E-newsletter Sign Up:**

Be in the know! Sign up for our e-newsletter for up-to-date programs, readers advisory ideas and library news.



## **Follow Us:**

Our social media channels continue to bring more news to you.



## **Library Programming:**

Some library programming requires registration.

Register using the online calendar or by contacting the library.



# YOUR LIBRARY CARD



GIVES YOU ACCESS TO...

## ONLINE RESOURCES:



### Libby App:

Borrow eBooks, eAudiobooks and eMagazines for free with your library card!



### Universal Class:

Through the Libby app, you have access to hundreds of free online continuing education classes.



### Transparent Language:

Learn a new language! Offers over 100 languages to choose from. There is something for every learner.



### ancestry.com (library edition):

Access to over 1.5 billion names in over 4,000 databases.

*Access is available in the library only.*

LEARN MORE HERE:



## ADVENTURE PASSES:

Free admission and discounts available for:

- Betty Brinn Children's Museum
- Milwaukee County Zoo
- Mitchell Park Domes
- Schlitz Audubon Nature Center
- Wisconsin State Park Day Passes
- YMCA (West Bend Location)

## LIBRARY OF THINGS:

Try a new hobby or learn together:

- Take-home Crafts and Crafting Tools
- Tools
- Puzzles and Board Games
- Toys
- Tonie Boxes and Individual Characters
- MeReaders
- Mobile Hot Spots

*September is*  
**LIBRARY CARD**  
**SIGN-UP MONTH!**

*Replace your Germantown Library card*  
**FOR FREE**

# FALL Storytimes



## Preschool Storytime

BEST FOR AGES 3-5  
WITH THEIR FAMILIES

Tuesdays at 9:30am & 10:30am

September 9 - December 2

Join us for 30 minutes of stories, songs, and fun, followed by a craft or activity.

## Meet Your Neighbor Storytime

BEST FOR AGES 3-5  
WITH THEIR FAMILIES

Third Friday of each month at 10:00am

All the storytime fun you love with some very special guest readers!



Friday, Sept 19 - Joletta Kerpan,  
Germantown Chamber of Commerce



Friday, Oct 17 - Dana Croatt,  
Rockfield Elementary



Friday, Nov 21 - Cheri Schadeberg,  
Bank Five Nine



Friday, Dec 19 - Trisha Smith,  
Germantown Community library



## Baby/Toddler Storytime

BEST FOR AGES 0-2  
WITH THEIR FAMILIES

Wednesdays at 9:30am & 10:30am

September 10 - December 3

Stroll in for a special story and songs (15 min), with toys and play time after.

## Milwaukee Ballet Storytime:

GEARED FOR AGES 2-6

Saturday, September 20 at 10:30am

Join us for a memorable storytime with Milwaukee Ballet dancers! Along with reading a story, the dancers will teach basic ballet steps, celebrating the music and movement that makes ballet special.

*Don't be afraid to wear your ballet princess best!*



## Join our 1000 Books Before Kindergarten Program!



Sign up at the youth services  
desk to get started!

# YOUTH Programs

## SATURDAYS:

### Baby Glow Party:

Saturday, September 27 at 10:00am - 12:00pm

GEARED FOR AGES 0 - 2

A de-light-ful blacklight sensory experience for the littlest humans! With early literacy activities, they'll be glowing and growing!

### Owls: Designed for Darkness:

Saturday, October 18 at 10:30am

GEARED FOR AGES 4+

Do all owls hoot? Do all owls eat mice? The owl ambassadors and staff of the Schlitz Audubon answer these questions and more as they provide first-hand encounters with these rarely seen nocturnal neighbors.

### Trick or Treating at the Library:

Saturday, October 25 at 10:30am - 12:00pm

GEARED FOR AGES 2-10

Join us for trick or treating with guests from the Gables of Germantown, family-friendly haunted house, crafts and activities.

### Which Witch: Elphaba vs. Glinda:

Saturday, November 22 at 10:30am

GEARED FOR AGES 5+

Is it all about popular or defying gravity? We are celebrating the release of Wicked Part II with snacks, activities and crafts about a good witch and a wicked witch we all know and love!

### KinderMarket:

December 6 at 10:00am - 12:00pm

GEARED FOR AGES 5+

Bring your Christmas list and cash to get a head start on your holiday shopping. Kidtrepreneurs will be selling their hand crafted items.

## MONTHLY:

### Family Fun Nights:

Thursdays at 6:00 - 7:00pm

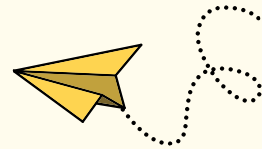
AGES 5-10 AND FAMILY

September 11: Flight Night--Paper airplanes and more! Measure how far your wings fly.

October 9: Fright Night--Spooky picture books at the "campfire" on the patio.

November 13: Maze Craze--Try our life-size tape maze and classic paper mazes at different skill levels.

December 11: Face Race--festive balloon-powered racing, Come see the silliness!



### Lego @ the Library:

Wednesdays at 4:00 - 6:00pm

AGES 5-12 AND FAMILY

Drop in anytime between 4-6pm for Lego building, activities and snacks.

September 10: Things That Go

October 8: Haunted House

November 12: Build Together

December 10: Holiday Party & Take Home Ornament Kit (first 90 participants under 18)



### The Big Build:

Thursdays at 4:00 - 5:00pm

AGES 5-12 AND FAMILY

Open-ended creating with a new idea starter each month.

September 18: Funny House

October 16: Bridge Builders

November 20: Tubes 'n' Trays

December 18: Spunky Spinners



# TWEEN & TEEN PROGRAMS

## TWEEN TUESDAYS: for AGES 9 - 12

### Fakemon Creations:

Tuesday, September 2 at 6:00 - 7:00pm

Join us and create your own Fakemon (Pokemon) cards! Have fun and enjoy some snacks at this tween event!

### Pumpkin Painting & Caramel Apples:

Tuesday, October 7 at 6:00 - 7:00pm

Paint mini pumpkins and make delicious DIY caramel apples to snack on!

Registration Required

### Anime Trivia Night & Cosplay:

Tuesday, November 4 at 6:00 - 7:00pm

Join us for an epic night of anime trivia night! Cosplay as your favorite anime/manga characters, enjoy some ramen cup noodles, join a team, and win prizes!

### Movie Night: The Polar Express:

Tuesday, December 2 at 4:30 - 6:30pm

Join us for a showing of The Polar Express! Dress in your favorite PJ's to enjoy some pizza, hot-hot chocolate, and other goodies!

Registration Required

## TEEN MONDAYS: for AGES 13 - 18

### DIY Pin & Button Making:

Monday, September 22 at 6:00 - 7:00pm

Use magazines or draw your own design and create a pin or button!

### DIY Snow Globes:

Monday, November 24 at 6:00 - 7:00pm

Create your own snow globes just in time for the winter snow!

Registration Required

Teen  
ADVISORY  
Board

Looking for a fun and rewarding way to get volunteer hours?

Join TAB!

We meet the first Monday of each month (Ages 15-18)

### Teen Movie Night:

### The Nightmare Before Christmas:

Monday, December 22 at 6:00 - 7:00pm

Enjoy some pizza and festive snacks with this holiday film.

Registration Required

TEENS AGES 13+  
**OUTRUN THE UNDEAD**  
AT THE  
**TEEN ZOMBIE RUN!**

WEDNESDAY, OCTOBER 22

7:00PM - 8:30PM

AT SPASSLAND PARK:

W160N10000 COLONIAL DR.

GERMANTOWN, WI 53022

REGISTRATION REQUIRED

# PHANTOM FESTIVAL

of events 2025

## TEENS & ADULTS

CONSIDER THE POSSIBILITIES  
& EXPLORE NEW IDEAS



### Paranormal 101:

Wednesday, October 15 at 6:30pm

AGES 13+

Discover how PIM uses the scientific method and equipment to separate the explainable from the unexplainable.



### Haunted History:

Monday, October 20 at 6:00pm

AGES 13+

Take a virtual road trip to some of the spookiest local haunts with Allison Jornlin from American Ghost Walks.



### Intro to Tarot:

Tuesday, October 21 at 5:00pm

AGES 13+

Learn about the Major Arcana and enjoy a hands on experience with a 2-3 card reading with Marene Martensen.

Registration Required

## The Library After Dark:

Friday, October 24 at 6:00pm - 8:00pm

AGES 13+

- Haunted house
- Escape room
- Terrifying Trivia
- Bonfire and treats



## SPOOKY FAMILY FUN!

### Tween Pumpkin Painting:

Tuesday, October 7 6:00pm

AGES 9-12

Paint mini pumpkins and make delicious caramel apples to snack on!

Registration Required

### Family Fright Night:

Thursday, October 9 at 6:00pm

AGES 5+

Enjoy some thrills and chills around the 'campfire' on the patio as we read spooky picture books.

### Spooky Storytime:

Tuesday, October 21 at 9:30 or 10:30am

AGES 3-5

Wear your costume and enjoy a spooky storytime for preschoolers!

### Ghostly Scavenger Hunt:

Thursday, October 23 9:00am - 8:00pm

ALL AGES

Drop in the library and search for clues to win a prize!

### Bookwalk on Patio:

October 13-25

ALL AGES

Take a walk together on our patio and enjoy a Halloween themed picture book!

# THERE'S SOMETHING FOR EVERYONE

## FUN FOR THE WHOLE FAMILY

# THIS FALL AT THE LIBRARY!

### Puzzle Race:

Saturday, September 13 at 10:30am

ALL AGES WELCOME

Race to complete a 500 piece puzzle.  
Maximum of 5 people per team.

**Registration Required**



### Fall for Tiny Art:

Monday, September 29 10:00am - 1:00pm

ALL AGES WELCOME

Create your own fall-themed tiny canvas.  
All art supplies are provided.

### Family Board Game Day:

Saturday, December 27 at  
10:00am - 2:00pm

ALL AGES WELCOME

Drop in and play board games. Most  
are geared for ages 8+.



### Breakfast Bingo:

Tuesday, December 30 at 9:30am

ALL AGES WELCOME

Join us for a fun morning of bingo  
and breakfast treats.

# COMMUNITY ENGAGEMENT



Visit us out and about this Fall!!

## JOIN US:

### Food Drive:

September 15 - 27

All donations will support the St. Boniface Food pantry.

### Richfield Farmer's Market:

Saturday, September 6 at 10:00am - 2:00pm

The Enchanted Library will be at the Richfield Nature Park.

### Fundraiser Night!

Tuesday, September 9 at 4:00 - 7:00pm

All proceeds go toward improving the library's teen space!



## DID YOU KNOW...

the library offers home delivery?



Do you want to get library books, but find yourself home-bound or unable to come to the library? Patrons can request materials be delivered monthly right to their homes!

## HOLLY JOLLY FUN!

### Germantown Christmas Festival:

Saturday, November 15

Located at Firemen's Park. See the library in the parade and stop by our table at the festival!



### Letters to Santa:

December 1 - 13

Write a special letter to Santa located in the library lobby.

### Tannenbaum Tree:

#### Thanksgiving through New Years

Visit Firemen's Park to see our library tree!

### Breakfast with Santa (Germantown):

Sunday, December 14 at 8:00am - 12:00pm

Hosted by the Germantown Kiwanis at the Florian Event Venue.



### Breakfast with Santa (Richfield):

Sunday, December 7 at 9:00am - 1:00pm

Located at Terrace 167, Richfield

# ADULT

## Programs

### Exploring the Ice Age National Scenic Trail:

Tuesday, September 16 at 6:00pm

Learn about the Mammoth Hike Challenge and get inspired to get out and explore the Trail!

### Hunting and Conservation:

Thursday, September 18 at 6:00pm

Learn about hunting and fishing in Wisconsin from DNR wildlife biologist Steffen Peterson.

### German Community Life & Traditions in WI:

Tuesday, October 14 at 6:00pm

Antje Petty of the Max Kade Institute discusses unique aspects of German culture and traditions in this Badger Talk.

### Mrs. Charles Dickens:

Thursday, November 20 at 1:00pm

Jessica Michna portrays Catherine, wife of "Charlie" Dickens and incorporates his famous stories.

### Holiday Harp with Jeff Pockat:

Tuesday, December 2 at 1:00pm

Gaelic harpist presents traditional and original pieces that soothe the mind, body and spirit.

## LOOKING BACK:

### What's It Worth? Antique Appraisals with Mark Moran:

Saturday, November 8 at 11:00am - 2:00pm

Join us for a special event with Mark Moran, antique expert and guest expert on PBS Antiques Roadshow! This event is open to all for viewing; however, registration is required to have an item appraised.

Registration opens 6 weeks prior to the event; limited availability. One item per person registered. See website for more details.



### A Visit with Jane Austen:

Tuesday, December 9 at 1:00pm

Join us in celebrating the 250th anniversary of Jane Austen's birth.

Debra Miller portrays Jane Austen in the autumn of 1815, the most vibrant and hopeful time of her life.



### Adult Puzzle Days:

2nd Mondays at 9:00am - 12:00pm  
Sept 8, Oct 13, Nov 10 & Dec 8

Join us for a variety of puzzles to work on alone or with a group. Coffee, tea and cocoa provided.

# ADULT



## Workshops & Book Groups

### Make It Crafts:

2nd Mondays at 1:00pm, 3:00pm or 5:00pm

GEARED FOR AGES 9+ & ADULTS

Registration required and opens six weeks before each date. Drop-in anytime during the 2-hour time slot. Take-home option is usually available.



**Sept 8:**  
Felt Mug  
Cozies



**Nov 10:**  
Beaded  
Pumpkin



**Oct 13:**  
Wooden  
Scarecrow



**Dec 8:**  
Holiday  
Cards

### Adult Crafts:

Select Wednesdays (usually) at 1:00pm

FOR ADULTS ONLY

Registration required and opens six weeks before each date. Participants should plan to be there at the start of the event. Take home option is not available due to supplies and instructional method of the class.



**Sept 17:**  
Stretch  
Bracelets



**Nov 12**  
Alcohol Ink  
Coasters



**Sept 24:**  
Soap  
Making



**Nov 19:**  
Gnome  
Stocking  
11:30am & 1pm



**Oct 8:**  
Pumpkin  
Felting



**Dec 10**  
Mandala  
Coloring



**Oct 22:**  
Fall Towels  
11:30am & 12:30pm



**Dec 17**  
String Art

### Job Service Assistance:

Mondays at 1:00 - 3:00pm

by drop-in or appointment

Job Service Center staff are available to assist in resume building, application assistance, interview preparation and skills improvement.

Drop in or reserve a time slot by calling (262) 253-7760.

### BOOK GROUPS:

#### IN-PERSON:

**Evening Book Group:** 1st Wednesdays at 6:00pm

**Morning Book Group:** 2nd Thursdays at 10:00am

**History Book Group:** 1st Friday at 1:00pm

**Nonfiction Book Group:** 3rd Friday at 1:00pm

**What Are You Reading Book Group:**

1st Thursday @ 10:00am

Share books that you have read and loved

#### VIRTUAL:

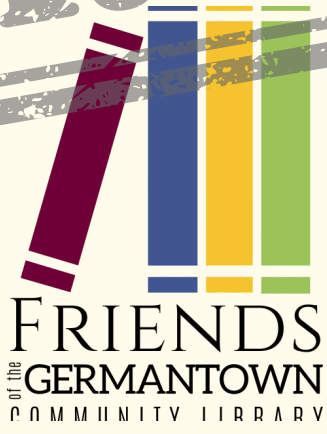
**Mystery Book Group:** 3rd Thursday at 10:00am

Meets online through Zoom - registration required



Visit our website for all book group details!

# Thank you to our Sponsors!



## **Germantown library parking lot partially closed for reconstruction**

GERMANTOWN — Construction has begun on the sidewalks and parking lot at the Germantown Community Library, N112W16957 Mequon Road on Saturday, facilitating some minor adjustments to operations as the project progresses.

The main impact of the project according to library staff is parking, which will be limited due to the work being done. Accessibility to walkways around the construction zone may also be impacted. However, the library’s outside book dropoff location will still be accessible during construction for people’s convenience.

“Thank you for your patience as we work to make our library more accessible and safer for all patrons,” the library said in a recent statement. “We will continue to share updates as we work through this project.”

Further updates on the progress of this project will be posted on the library’s Facebook page at [facebook.com/Germantown-CommunityLibraryWI](https://facebook.com/Germantown-CommunityLibraryWI).

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## **BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: August 27, 2025

PLACEMENT: Action Item

ITEM TITLE: 2026 Library Budget (Action)

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the enclosed budget summary report and attachments.

ATTACHMENT:

1. 2026 Budget
2. 2026 Budget (pt. 2 - 2026 Library Revenue)
3. 2026 Budget (pt. 3 - 2026 Library Expenses)
4. 2026 Budget (pt. 4 - 2026 Library Expense Detail)
5. 2026 Budget (pt. 5 - 2026 Library Expense Detail - DPW)
6. 2026 Budget (pt. 6 - 2026 Computer Rotation Plan)
7. 2026 Budget (pt. 7 - 2026 Library Capital)
8. 2026 Budget (pt. 8 - 2026 Library Capital - Detail)
9. 2026 Budget (pt. 9 - ROOM)
10. 2026 Budget (pt. 10 - Framery)
11. 2026 Budget (pt. 11 - Library Budget - Additonal Information)

STAFF RECOMMENDATION:

Approve the proposed 2026 library budget as presented.

ACTION BY COMMITTEE:

## Germantown Community Library Board

MEETING DATE: August 27, 2025  
PLACEMENT: New Business  
AGENDA ITEM(S): VII. A. 2026 Library Budget  
SUBMITTED BY: Trisha Smith, Library Director

### SUMMARY EXPLANATION:

In preparation for the 2026, 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 (not including Library Building Utilities, Library Telephone & Library Insurance & Bonds that are managed by the Village of Germantown). This would include \$9,056.95 for the Germantown Community Library:

As a department of the Village of Germantown, the Library Director and the Library Board President met with Village Administration and Village Finance on Wednesday, August 20, 2025 to review the operational needs of the library for 2026. The presented budget:

- Was created using a “0 based” budgeting approach that included looking at all items in all expense lines based on the last 2 years of spending
- Incorporated estimated cost increases for current services
- Included a total operating reduction of \$9,000
  - 10570000-432600 (County Library Revenue): +\$3,000
  - Operating Supplies & Exp: -\$6,000
- Does not include a wage increase
  - There is also an estimated 3.5% increase for all staff pending Village Board approval. This increase is not reflected in the 2026 library budget numbers and is instead budgeted for in a separate Village of Germantown line.
  - After approval, the library board traditionally amends the budget to reflect this increase.

It is also important to note that the vast majority of increases are not due to adding additional material, programs or services – and are instead due to increased costs of current offering.

The following documents are attached:

1. Summary (this document)
2. Library Revenues
  - a. 10570000-432600 (County Library Revenue): +\$3,000
    - i. Increase of Washington County non-librariated circulation reimbursement
      1. Also impacted by 2024 cost per circ calculation (total expenditures / total physical circulation)
    - ii. Increase of Monarch ILS fees (50% reimbursed by Washington County)
    - iii. Town of Grafton are now non-librariated residents
  - b. 10570000-462900 (Library Fines & Fees): +\$2,000
    - i. Increase of cost trends over the past 2 years

- ii. Increase of printing/copying charges (will be presented on the September Library Board agenda)
  - c. 10570000-463000 (Library System Revenue)
    - i. Line previously used for library donations & grants
- 3. Library Expenses
  - a. Additional detail for all line items can be found on “Library Expenses: Detail”
  - b. “2025 Amended Budget” includes budget amendments made during the year due to library donations and grants
  - c. 1057000-531100 (Library Books) and 1057000-460 (Library Audio Visual) combined into 1057000-531000 (Library Collection Material) to account for more modern material types and ordering practices
  - d. Information for the following accounts are provided for and managed by the Village of Germantown:
    - i. 10570000-561000 (Building Utilities)
    - ii. 10570000-561400 (Library Telephone)
    - iii. 10570000-571000 (Library Insurance & Bonds)
  - e. Category breakdown of accounts
    - i. Salaries & Wages: +\$33,473
      - 1. Only additional positions and hours include a 5 hour per week increase for a library management position
        - a. \$4,000 funded by increase to Village of Germantown
        - b. \$2,000 funded by increase to Library Fines & Fees Revenue
        - c. \$1,000 funded by Library Programs & Exp
    - ii. Fringe Benefits: +\$5,672
    - iii. Operating Supplies & Exp: +\$732
    - iv. Capital Items: +\$10,000
    - v. Overall Total: +\$49,877
- 4. Library Expenses – Detail
  - a. Includes additional detail on Library Expenses and provides a line by line breakdown of all library lines
  - b. Items that were crossed off were previously included in the library budget, but were cut due to cost
  - c. Data was calculated based on trends from the last two years and increases were estimated when numbers were not available
  - d. All 2025 Budget numbers are taken from the original adopted budget – not the amended budget that was changed to account for library donations & grants
- 5. Library Expenses – Department of Public Works
  - a. Included budget line items that are managed by the Village of Germantown Department of Public Works
    - i. Not included in the Village of Germantown Library Budget
    - ii. Included in the library’s total expenditures used for:
      - 1. Cost per circulation calculation for physical circulation reimbursement from Washington County and adjacent counties
      - 2. Providing exception for Washington County library tax

6. Library Expenses – Computer Rotation Plan
  - a. Includes 2027-2034 outlook on replacing staff and public computers in the library
    - i. The majority of our technology services are provided for and maintained by the Monarch Library System.
    - ii. Due to the 10% library budget cut in 2024, computers replacements in 2023-2025 were deferred.
7. Library Capital
  - a. 40570000-531060 (Office Equipment & Furniture): +\$10,000
  - b. See Library Capital – Detail for additional information
8. Library Capital – Detail
  - a. Includes additional information on purchasing two standalone quiet study/meeting rooms.
9. Library Capital – ROOM
  - a. Vendor option for standalone quiet study/meeting rooms.
10. Library Capital – Framery
  - a. Vendor option for standalone quiet study/meeting rooms
11. Library Budget – Research
  - a. Includes additional information on budget ideas from the Library Board

RECOMMENDATION:

Approve the 2026 Germantown Community Library Budget as presented.

**LIBRARY REVENUES**

Account	Organization	Object	Account Description	2023 Actuals	2024 Actuals	2025 YTD	2025 Adopted	2026 Departm	Change (\$)	Change (%)
<b>Intergovernmental</b>										
	10570000	432600	County Library Revenue	\$308,347.25	\$351,211.42	\$166,678.48	\$339,000.00	\$342,000.00	\$ 3,000.00	0.88%
			<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$308,347.25</b>	<b>\$351,211.42</b>	<b>\$166,678.48</b>	<b>\$339,000.00</b>	<b>\$342,000.00</b>	<b>\$ 3,000.00</b>	<b>0.88%</b>
<b>Public Charges for Services</b>										
	10570000	462900	Library Fines & Fees	\$ 11,036.24	\$ 12,279.80	\$ 4,682.55	\$ 10,000.00	\$ 12,000.00	\$ 2,000.00	20.00%
	10570000	463000	Library System Revenue	\$ 10,155.81	\$ 57,831.95	\$ 20,000.00	\$ -		\$ -	#DIV/0!
			<b>TOTAL PUBLIC CHARGES</b>	<b>\$ 21,192.05</b>	<b>\$ 70,111.75</b>	<b>\$ 24,682.55</b>	<b>\$ 10,000.00</b>	<b>\$ 12,000.00</b>	<b>\$ 2,000.00</b>	<b>20.00%</b>
<b>Misc Revenues</b>										
	10570000	471700	Library Donations	\$ -	\$ -	\$ -	\$ -		\$ -	#DIV/0!
			<b>TOTAL MISC REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>
			<b>TOTAL REVENUES</b>	<b>\$329,539.30</b>	<b>\$421,323.17</b>	<b>\$191,361.03</b>	<b>\$349,000.00</b>	<b>\$354,000.00</b>	<b>\$ 5,000.00</b>	<b>1.43%</b>

**LIBRARY EXPENSES**

Account	Organization	Object	Account Description	2023 Actuals	2024 Actuals	2025 YTD	2025 Adopted Budget	2025 Amended	2026 Departmental	Change (\$)	Change (%)
<b>Salaries &amp; Wages</b>											
	10570000	511000	Library Reg Salaries & Wages	\$ 225,646.58	\$ 276,113.26	\$ 180,368.76	\$ 286,998.00	\$ 295,916.00	\$ 306,124.00	\$ 19,126.00	6.66%
	10570000	511100	Library PT Salaries & Wages	\$ 353,630.76	\$ 293,905.60	\$ 185,483.18	\$ 306,460.00	\$ 315,502.00	\$ 320,807.00	\$ 14,347.00	4.68%
	10570000	511200	Library Board	\$ 1,100.00	\$ 1,122.00	\$ 808.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ -	0.00%
			<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$ 580,377.34</b>	<b>\$ 571,140.86</b>	<b>\$ 366,659.94</b>	<b>\$ 594,658.00</b>	<b>\$ 612,618.00</b>	<b>\$ 628,131.00</b>	<b>\$ 33,473.00</b>	<b>5.63%</b>
<b>Fringe Benefits</b>											
	10570000	521000	Library Social Security	\$ 42,766.34	\$ 42,230.25	\$ 27,144.18	\$ 45,500.00	\$ 46,874.00	\$ 47,472.00	\$ 1,972.00	4.33%
	10570000	521100	Library State Retirement	\$ 34,608.29	\$ 34,942.02	\$ 23,019.31	\$ 39,984.00	\$ 40,603.00	\$ 39,877.00	\$ (107.00)	-0.27%
	10570000	521200	Library Health Insurance	\$ 96,315.36	\$ 95,111.08	\$ 61,862.10	\$ 95,128.00	\$ 95,128.00	\$ 98,978.00	\$ 3,850.00	4.05%
	10570000	521300	Library Dental Insurance	\$ 5,295.00	\$ 5,984.47	\$ 4,164.01	\$ 5,050.00	\$ 5,050.00	\$ 5,050.00	\$ -	0.00%
	10570000	521400	Library Life Insurance	\$ 1,439.86	\$ 1,719.12	\$ 1,655.20	\$ 1,600.00	\$ 1,600.00	\$ 1,557.00	\$ (43.00)	-2.69%
			<b>TOTAL FRINGE BENEFITS</b>	<b>\$ 180,424.85</b>	<b>\$ 179,986.94</b>	<b>\$ 117,844.80</b>	<b>\$ 187,262.00</b>	<b>\$ 189,255.00</b>	<b>\$ 192,934.00</b>	<b>\$ 5,672.00</b>	<b>3.03%</b>
<b>Operating Supplies &amp; Exp</b>											
	10570000	531000	Library Gen Supplies & Expense	\$ 7,033.78	\$ 12,437.10	\$ 24,764.05	\$ 10,000.00	\$ 49,000.00	\$ 4,000.00	\$ (6,000.00)	-60.00%
	10570000	531010	Library Office Supplies	\$ 3,904.21	\$ 5,755.68	\$ 3,100.25	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	0.00%
	10570000	531080	Library Professional Dev	\$ 6,414.45	\$ 2,865.43	\$ 1,367.44	\$ 2,000.00	\$ 4,000.00	\$ 5,000.00	\$ 3,000.00	150.00%
	10570000	531100	Library Collection Material	\$ 72,160.85	\$ 93,048.20	\$ 54,003.60	\$ 76,000.00	\$ 98,000.00	\$ 76,000.00	\$ -	0.00%
	10570000	531100	Library Books							\$ -	#DIV/0!
	10570000	531190	Marketing & Promotion	\$ 10,559.74	\$ 8,108.63	\$ 4,680.70	\$ 5,000.00	\$ 5,000.00	\$ 6,000.00	\$ 1,000.00	20.00%
	10570000	531240	Library Travel	\$ 859.82	\$ 1,039.64	\$ 537.60	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	\$ 500.00	50.00%
	10570000	531430	Library Book Processing	\$ 10,179.41	\$ 9,674.47	\$ 5,868.00	\$ 10,000.00	\$ 10,000.00	\$ 8,000.00	\$ (2,000.00)	-20.00%
	10570000	531440	Library Periodicals	\$ 4,776.01	\$ 4,906.68	\$ 3,441.13	\$ 5,000.00	\$ 5,000.00	\$ 6,000.00	\$ 1,000.00	20.00%
	10570000	531460	Library Audio Visual							\$ -	#DIV/0!
	10570000	531470	Library Computer Service	\$ 37,760.71	\$ 22,201.27	\$ 12,132.87	\$ 22,139.00	\$ 22,139.00	\$ 24,000.00	\$ 1,861.00	8.41%
	10570000	531490	Library Program Supplies & Exp	\$ 34,341.96	\$ 57,165.47	\$ 38,726.94	\$ 20,000.00	\$ 51,000.00	\$ 14,000.00	\$ (6,000.00)	-30.00%
	10570000	552300	Library System Automation	\$ 23,028.31	\$ 24,124.14	\$ -	\$ 24,000.00	\$ 24,000.00	\$ 26,000.00	\$ 2,000.00	8.33%
	10570000	561000	Library Building Utilities	\$ 52,876.19	\$ 70,953.43	\$ 41,611.50	\$ 65,000.00	\$ 65,000.00	\$ 70,000.00	\$ 5,000.00	7.69%
	10570000	561400	Library Telephone	\$ 5,910.07	\$ 2,254.92	\$ 1,560.70	\$ 4,000.00	\$ 4,000.00	\$ 3,408.00	\$ (592.00)	-14.80%
	10570000	571000	Library Insurance & Bonds	\$ 5,323.23	\$ 6,513.08	\$ 7,311.51	\$ 7,320.00	\$ 7,320.00	\$ 8,283.00	\$ 963.00	13.16%
			<b>TOTAL OPERATING SUPP &amp; EXP</b>	<b>\$ 279,586.80</b>	<b>\$ 321,183.14</b>	<b>\$ 199,106.29</b>	<b>\$ 257,459.00</b>	<b>\$ 351,459.00</b>	<b>\$ 258,191.00</b>	<b>\$ 732.00</b>	<b>0.28%</b>
<b>Capital Items</b>											
	10570000	591000	Library Misc. Equipment	\$ 34.77	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	#DIV/0!
			<b>TOTAL CAPITAL ITEMS</b>	<b>\$ 34.77</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>	<b>#DIV/0!</b>
			<b>TOTAL EXPENSES</b>	<b>\$ 1,040,423.76</b>	<b>\$ 1,072,310.94</b>	<b>\$ 683,611.03</b>	<b>\$ 1,039,379.00</b>	<b>\$ 1,153,332.00</b>	<b>\$ 1,089,256.00</b>	<b>\$ 49,877.00</b>	<b>4.80%</b>

Village Reduction Request \$ 9,056.95

		2023 Actuals	2024 Actuals	2025 Budget	2026 Budget	Change	% Change
10570000-511000	SALARIES-FULL TIME	\$225,646.58	\$276,113.26	\$286,998.00	\$306,124.62	\$19,126.62	6.66%

Description: Salary for 5 full-time/management/salaried positions

\* Changes in 2023 to 2024 were due to a change of categories for part-time vs. full time employees (not changes in overall budget)

\* Changes in 2025 to 2026 also include a 3% wage increase given in 2025 (a proposed 2026 wage increase of 3.5% not included in the library budget)

Library Director (admin)

Assistant Director (admin)

Circulation Manager (mid-management) - additional request to increase hours from 35 to 40 hours due to new employee

Youth Services Manager (mid-management)

Adult Services Manager (mid-management)

		2023 Actuals	2024 Actuals	2025 Budget	2026 Budget	Change	% Change
10570000-511100	SALARIES-PART TIME	\$353,630.76	\$293,905.60	\$306,460.00	\$320,807.00	\$14,347.00	4.68%

Description: Salary for 21 part-time positions & 4 flex-positions

\* Changes in 2023 to 2024 were due to a change of categories for part-time vs. full time employees (not changes in overall budget)

\* Changes in 2025 to 2026 also include a 3% wage increase given in 2025 (a proposed 2026 wage increase of 3.5% not included in the library budget)

Tech Services Specialist (1)

Library Specialist (5)

Library Page II (2)

Library Page I (5)

Community Services Specialist (1)

Youth Services Specialist (3)

Library Intern (1)

Adult Services Specialist (3)

Library Aide/Flex (4) - limited hours budgeted for these positions

		2023 Actuals	2024 Actuals	2025 Budget	2026 Budget	Change	% Change
10570000-511200	SALARIES-LIBRARY BOARD	\$1,100.00	\$1,122.00	\$1,200.00	\$1,200.00	\$0.00	0.00%

Description: Salary for 5 of the 7 library board members

Library Board President: \$25 per meeting (1)

Library Trustees: \$20 per meeting (4)

		2023 Actuals	2024 Actuals	2025 Budget	2026 Budget	Change	% Change
10570000-521000	SOCIAL SECURITY	\$42,766.34	\$42,230.25	\$45,500.00	\$47,472.00	\$1,972.00	4.33%

Description: Social Security benefits for 30 positions

Positions: All

Rate: Salary x 0.0765

		2023 Actuals	2024 Actuals	2025 Budget	2026 Budget	Change	% Change
10570000-521100	STATE RETIREMENT	\$34,608.29	\$34,942.02	\$40,603.00	\$39,877.00	-\$726.00	-0.27%

Description: Retirement benefits for 16 positions  
 Positions: Working more than an average of 20 hrs/wk to qualify  
 Rate: Salary x 0.0695

		2023 Actuals	2024 Actuals	2025 Budget	2026 Budget	Change	% Change
10570000-521200	HEALTH INSURANCE	\$96,315.36	\$95,111.08	\$95,128.00	\$98,978.00	\$3,850.00	4.05%

Description: Health Insurance for 4 positions (9 currently qualify)  
 Positions: Working more than an average of 30 hrs/wk to qualify  
 Rate: Silver Single (\$9,696.45) / Gold Single (\$11,338.41) / Silver Family (\$23,275.92) / Gold Family (\$27,203.31)

		2023 Actuals	2024 Actuals	2025 Budget	2026 Budget	Change	% Change
10570000-521300	DENTAL INSURANCE	\$5,295.00	\$5,984.47	\$5,050.00	\$5,050.68	\$0.68	0.00%

Description: Dental Insurance for 4 positions (9 currently qualify)  
 Positions: Working more than an average of 30 hrs/wk to qualify  
 Rate: Single (\$394.20) / Family (\$1,164.10)

		2023 Actuals	2024 Actuals	2025 Budget	2026 Budget	Change	% Change
10570000-521400	LIFE INSURANCE	\$1,439.86	\$1,719.12	\$1,600.00	\$1,557.00	-\$43.00	-2.69%

Description: Life Insurance for 9 positions (16 currently qualify)  
 Positions: Working more than an average of 20 hrs/wk to qualify  
 Rate: Based on annual wage & age of individual employees

		2023 Actuals	2024 Actuals	2025 Budget	2026 Budget	Change	% Change
10570000-531000	GEN SUPPLIES & EXPENSES	\$7,033.78	\$12,437.10	\$10,000.00	\$4,000.00	-\$6,000.00	-60.00%

Description: Includes general supplies & services for the library that does not fit into other line items

- \$1,000.00 Misc Furniture Replacements
- \$1,000.00 Misc Cleaning & Maintenance
- \$1,000.00 Library Apparel Replacements
- \$530.00 Cintas Watercooler Contract: \$44.00 x 12 = \$528.00
- \$400.00 Summer Reading T-shirts
- \$70.00 Staff Name Tag Replacements
- \$1,400.00 Library SWAG & Patron Giveaways
- \$1,200.00 Bookshelf Moving (not anticipated in 2026)
- \$1,100.00 Storage Unit Contract: \$92 x 12 = \$1,104 (moved to old DPW building)
- \$800.00 Chamber Community Guide
- \$600.00 4th of July Program Sponsorships
- \$500.00 Community Sponsorships

		2023 Actuals	2024 Actuals	2025 Budget	2026 Budget	Change	% Change
10570000-531010	OFFICE SUPPLIES	\$3,904.21	\$5,755.68	\$6,000.00	\$6,000.00	\$0.00	0.00%

Description: Supplies used by staff to operate library services

- \$1,500.00 Printing Toner (not included in Computer Services due to vendor ordering)
- \$830.00 Tape
- \$810.00 Paper
- \$550.00 Receipt Paper
- \$500.00 Postage
- \$430.00 Misc. Supplies (pens, pencils, markers, post-its, etc.)
- \$420.00 Labeling Supplies (not included in Book Processing due to vendor ordering)
- \$360.00 Cleaning Supplies
- \$350.00 Storage Supplies
- \$250.00 Coffee & Kitchen Supplies
- ~~\$436.00 PO Box Annual Subscription (replacing with mailbox)~~

		2023 Actuals	2024 Actuals	2025 Budget	2026 Budget	Change	% Change
10570000-531080	PROFESSIONAL DEV	\$6,414.45	\$2,865.43	\$2,000.00	\$5,000.00	\$3,000.00	150.00%

Description: Staff training, conferences & library association memberships for staff

- \* \$2,000 previously funded by SEWI grants & cut in 2026 due to decrease in federal library funding
- \* Library Director is required to have Grade 1 Certification (population over 6,000) that includes 100 hours of professional development
- \* All training, conferences & library association memberships are approved by library supervisors & Library Director

- \$1,200.00 WLA Conference (director + 1 staff)
- \$600.00 WLA Lodging
- \$200.00 WLA Meals
- \$650.00 WAPL Conference (director + 1 staff)
- \$600.00 WAPL Lodging
- \$200.00 WAPL Meals
- \$750.00 WLA Membership (5 staff)
- \$150.00 ABOS Membership (1 staff)
- \$300.00 Director Full-Day Meeting Meals
- \$350.00 Staff Training

		2023 Actuals	2024 Actuals	2025 Budget	2026 Budget	Change	% Change
10570000-531100	LIBRARY MATERIAL	\$72,160.85	\$93,048.20	\$76,000.00	\$76,000.00	\$0.00	0.00%

Description: Items that are purchased, processed & cataloged and then made available for checkout to library patrons

\* Items listed in red are items that are additionally funded by donations - numbers are not included in the library budget

- \$13,300.00 Adult Fiction & Large Print Books (Board also funds an additional \$5,000)
- \$10,800.00 Adult Non Fiction & Large Print Books
- \$3,600.00 Young Adult Books
- \$8,900.00 Juvenile Books (Board also funds an additional \$5,000)
- \$11,400.00 Early Literacy Books
- \$10,800.00 DVDs & Blu-Rays
- \$1,200.00 Music CDs
- \$2,500.00 Video Games (Friends also fund an additional \$2,000)
- \$5,400.00 Adult CD Books & Playaway
- \$5,400.00 Juvenile Playaways & Book + Audio (Friends also fund an additional \$6,000)
- \$2,000.00 Adventure Passes (Friends also fund and additional \$2,000)
- \$700.00 Patron Requests
- \$2,000.00 Library of Things (Completely Funded by Friends)
- \$1,000.00 Juvenile Outreach (Completely Funded by Friends)

		2023 Actuals	2024 Actuals	2025 Budget	2026 Budget	Change	% Change
10570000-531190	MARKETING & PROMOTION	\$10,559.74	\$8,108.63	\$5,000.00	\$6,000.00	\$1,000.00	20.00%

Description: Marketing material to promote library collections, programs & services

- \$2,800.00 Seasonal Brochure Printing (3)
- \$1,150.00 Electronic Newsletter Contract: \$96.01 x 12 = \$1,152.12
- \$550.00 Library Resources Brochure Printing
- \$500.00 Jackson Park & Rec Brochure (2)
- \$2,500.00 Library Resource Brochure Printing (switching some to in-house printing)
- \$1,900.00 Print Newspaper Marketing
- \$600.00 Facebook Marketing

		2023 Actuals	2024 Actuals	2025 Budget	2026 Budget	Change	% Change
10570000-531240	TRAVEL	\$859.82	\$1,039.64	\$1,000.00	\$1,500.00	\$500.00	50.00%

Description: Mileage reimbursement for staff training, conferences & library association memberships for staff

\* All training, conferences & library association memberships are approved by library supervisors & Library Director

- \$470.00 Monthly Monarch Director's Meeting: \$0.70 x 56 mile average x 12 = \$470.4
- \$340.00 Annual Conferences: \$0.70 x 120 miles average x 4 = \$336
- \$220.00 Washington County Meeting: \$0.70 x 40 mile average x 8 = \$224
- \$470.00 Staff Meetings & Programs

		2023 Actuals	2024 Actuals	2025 Budget	2026 Budget	Change	% Change
10570000-531430	BOOK PROCESSING	\$10,179.41	\$9,674.47	\$10,000.00	\$8,000.00	-\$2,000.00	-20.00%

Description: Material used to process items that are purchased, processed & cataloged and then made available for checkout to library patrons

\$2,210.00 Book Covers  
 \$1,440.00 Audio/Visual Cases  
 \$1,060.00 Book Tape  
 \$980.00 Material Barcodes  
 \$750.00 Patron Barcodes  
 \$750.00 Labeling Supplies  
 \$420.00 Storage Supplies  
 \$210.00 Disc Cleaning Supplies  
 \$180.00 Book Repair Supplies

10570000-531440	PERIODICALS	\$4,776.01	\$4,906.68	\$5,000.00	\$6,000.00	\$1,000.00	20.00%
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Description: Magazine & newspaper subscriptions purchased, processed & cataloged and then made available for checkout to library patrons

\$2,370.00 WT.COX Annual Magazine Subscriptions (59)  
 \$970.00 Milwaukee Journal Sentinel  
 \$800.00 Book Page Annual Subscription (150 per month)  
 \$720.00 Ancestry Annual Subscription  
 \$660.00 Wall Street Journal  
 \$260.00 Washington County Daily News  
 \$220.00 Milwaukee Business Journal  
~~\$290.00 USA Today~~  
~~\$400.00 Additional WT.COX Annual Magazine Subscriptions (10)~~

		2023 Actuals	2024 Actuals	2025 Budget	2026 Budget	Change	% Change
10570000-531470	COMPUTER SERVICES	\$37,760.71	\$22,201.27	\$22,139.00	\$24,000.00	\$1,861.00	8.41%

Description: Technology equipment used by staff to operate library services and to provide patrons with computer, printing/copying/faxing & internet

\* Printing/copying/faxing services require an additional patron fee

\* Additional information on equipment purchasing is listed in "Computer Rotation Plan"

\$14,840.00 Gordon Flesch Printer Contracts (2): \$1,236.32 x 12 = \$14,835.84  
 \$1,800.00 Gordon Flesch Over Contract Estimation: B&W over 7,000 images = \$0.016170 / Color over 3,000 images = \$0.062360  
 \$5,000.00 Computer Replacement Schedule: \$850 x 6 = \$5,000  
 \$1,200.00 State of Wisconsin TEACH Data Line  
 \$800.00 Adobe Computer Software Annual Subscriptions  
 \$360.00 Tran-Sys Patron Counter Annual Subscription  
~~\$468.00 Survey Monkey Annual Subscription (switch to Google Forms)~~

		2023 Actuals	2024 Actuals	2025 Budget	2026 Budget	Change	% Change
10570000-531490	PROGRAM SUPPLIES & EXP	\$34,341.96	\$57,165.47	\$20,000.00	\$14,000.00	-\$6,000.00	-30.00%

Description: Expenses for programs and activities for all ages provided inside and outside the library building to provide literacy, education, entertainment & lifelong learning

\* Items listed in red are items that are additionally funded by donations - numbers are not included in the library budget

- \$5,000.00 Youth Programming (Friends also fund an additional \$13,000 / Kiwanis also fund an additional \$1,000)
- \$2,000.00 Tween & Teen Programs (Friends also fund an additional \$3,000)
- \$3,500.00 Adult & All Ages Programming (Friends also fund an additional \$7,000)
- \$2,500.00 Outreach Programming (Friends also fund an additional \$3,000)
- \$1,000.00 Early Literacy & Patio Equipment Replacements

		2023 Actuals	2024 Actuals	2025 Budget	2026 Budget	Change	% Change
10570000-552300	SYSTEM AUTOMATION	\$23,028.31	\$24,124.14	\$24,000.00	\$26,000.00	\$2,000.00	8.33%

Description: Technology services purchased and managed by the Monarch Library System

- \$8,494.00 OverDrive (e-books & e-audiobooks)
  - \$528.56 OverDrive (e-magazines)
- \$3,066.24 OCLC & Library Works
- \$3,756.45 ILS (Polaris)
- \$1,119.40 ILS Replacement
  - \$134.33 ILS Upgrade
- \$2,758.05 ILS Administrative
  - \$751.56 OverDrive Universal Class
- \$1,765.00 Monarch2Go App
  - \$697.38 Annual Network Replacement
  - \$358.21 Vega Program
    - \$56.90 In-Motion (website hosting)
  - \$505.78 Envision Ware Cybrarian (public computer log-in & printing)
- \$339.83 Faronics - Deep Freeze (patron public computer security )
- \$309.98 Faronics - Deploy (staff computer security)
- \$407.96 Network Annual Maintenance
  - \$84.00 Solar Winds (network equipment monitoring software)
- \$180.07 Monarch Maintenance
- \$687.00 Estimated increase for 2026

		2023 Actuals	2024 Actuals	2025 Budget	2026 Budget	Change	% Change
10570000-561000	BUILDING UTILITIES	\$52,876.19	\$70,953.43	\$65,000.00	\$65,000.00	\$5,000.00	7.69%

Description: Library Building energy and water/sewer

\* Village numbers provided by the Village of Germantown Finance Department

- \$67,000.00 WE Energies (\$5,583.33 average x 12 = \$67,000)
- \$3,000.00 Water & Sewer (\$746.46 average x 4 = \$2,987.04)

		2023 Actuals	2024 Actuals	2025 Budget	2026 Budget	Change	% Change
10570000-561400	TELEPHONE	\$5,910.07	\$2,254.92	\$4,000.00	\$3,408.00	-\$592.00	-14.80%

Description: Phone services used by staff to operate library services

\* Village numbers provided by the Village of Germantown Finance Department

\$420.00 Library Cell Phone \$35 x 12 = \$420)

\$725.70 Monarch System Notification Calls (8,200 voice messages X \$0.0885 = \$725.70)

\$1,327.20 Monarch System Notification Texts (55,300 text messages X \$0.024 = \$1,327.20)

\$935.00 Village Telephone Charges

\$4,000.00 Landlines (switch to VoIP through Village)

10570000-571000	INSURANCE & BONDS	\$5,323.23	\$6,513.08	\$7,320.00	\$8,283.00	\$963.00	13.16%
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Description: Library insurance & bonds

**LIBRARY EXPENSES - DEPARTMENT OF PUBLIC WORKS**

This documents provides budget lines that are managed by the Village of Germantown Department of Public Works.

\* These numbers are not included in the Village of Germantown Library Budget, but are included in the total library expenditures submitted to the State of Wisconsin.

**2026 Budget**

<b>10570000-531040</b>	<b>CLEANING SUPPLIES</b>	<b>\$3,000.00</b>
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Description: Library building cleaning supplies used by Village of Germantown contracted cleaning company.

**2026 Budget**

<b>10570000-531040</b>	<b>CLEANING CONTRACT</b>	<b>\$31,803.24</b>
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Description: Library building cleaning company expenses contracted and managed by the Village of Germantown Department of Public Works.

**2026 Budget**

<b>10570000-551900</b>	<b>GENERAL MAINTENANCE</b>	<b>\$40,000.00</b>
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Description: General Maintenance on library building managed by the Village of Germantown Department of Public Works.

**2026 Budget**

<b>10570000-591800</b>	<b>MAJOR REPAIRS</b>	<b>\$27,000.00</b>
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Description: Major Repairs on library building managed by the Village of Germantown Department of Public Works.

**Germantown Community Library  
Computer Rotation Plan as of August 2025**

Legend:		= Purchased			= Scheduled replacement but deferred due to budget cuts					= removed			= unknown						
Department	Computer	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Staff Workroom	Library Director				x					x		x					x		
	Assistant Director	x					x						x					x	
	Adult Services Manager	x					x						x					x	
	Tech Services	x					x						x					x	
	Tech Services (GS)				x					x			x					x	
	Circulation Manager				x					x			x					x	
	Circulation Back				x					x					x				x
	Page II					x					x				x				x
	Page I					x					x				x				x
Circulation Desk	01				x					x		x						x	
	02				Removed from use in 2020														
	03				x					x		x						x	
	04				x					x		x						x	
	Self Checkout #1				New							x						x	
	Self Checkout #2 (future)										New							x	
Youth Services	Service Desk				x					x					x				x
	Youth Services Manager				x					x					x				x
	Outreach Laptop									New				x					x
	AWE 1 (Funded by Friends)	New										x							
	AWE 2 (Funded by Friends)		New							Replaced due to failure		x							
Youth Shared Laptop									New		Remove from use when stops working								
Adult Services	West				x					x		x						x	
	East				x					x		x						x	
Internet Stations	Children 1				x					x								x	
	Children 2				x					x								x	
	Internet 1									x								x	
	Internet 2				x					x								x	
	Internet 3				x					x								x	
	Internet 4				x					x								x	
	Internet 5				x					x								x	
	Internet 6				x					x								x	
	Internet 7									x								x	
	Internet 8				x					x								x	
Public Copier/Printer Payment Kiosk									New									?	
Laptops	Public 1									x								x	
	Public 2									x								x	
	Public Chromebook									Received used as a donation - replacement will depend on usage which is currently low									
	Staff 1				x					x								x	
	Staff 2				x					x								x	
Staff 3				x							Remove from use when stops working								
Online Catalog Computers	<i>Purchased prior to 2017 - replaced at \$0 cost with used Chromeboxes from Mead Public Library in 2024 as a temporary replacement - plan to replace in 2027 with our computers from Youth and Adult Services upgrades above - they will be converted from Windows to Unix operating system</i>																		
	Adult New Books									x									x
	Youth Services									x									x
	Public Computers									x									x
	Information Desk									x									x
	Adult NF 900s									x									x
	Adult NF 100s									x									x

**LIBRARY CAPITAL**

<b>Account</b>	<b>Organization</b>	<b>Object</b>	<b>Account Description</b>	<b>2025 Adopted Budget</b>	<b>2026 Departmental Budget</b>	<b>Change (\$)</b>	<b>Change (%)</b>	<b>Notes</b>
<b>Capital Items</b>								
	40570000	531060	Office Equipment & Furniture	\$ -	\$ 10,000.00	\$ 10,000.00	#DIV/0!	
	40570000	531300	IT Maintenance	\$ -		\$ -	#DIV/0!	
	40570000	552300	System Automation	\$ -		\$ -	#DIV/0!	
	40570000	592100	Land Improvements	\$ -		\$ -	#DIV/0!	
	40570000	592300	Building Improvements	\$ -		\$ -	#DIV/0!	
			<b>TOTAL CAPITAL ITEMS</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>	<b>#DIV/0!</b>	
			<b>TOTAL CAPITAL ITEMS</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>	<b>#DIV/0!</b>	

## Library Capital - Detail

The Germantown Community Library is a busy and active place in our community. While we are able to provide many engaging and enriching opportunities for patrons of all ages, the library currently has very few quiet spaces where individuals can read, study and complete remote work. We are seeking a solution to better accommodate our patrons through the purchase of two quiet study/meeting rooms.

### 2026 Library Capital Request for Funding:

The Germantown Community Library is requesting \$10,000 in capital funding to purchase two stand-alone quiet study/meeting rooms.

### Background:

Since 2017, the Germantown Community Library has been faced with the problem of high noise levels in the building. Due to the high ceilings of our building noise frequently travels throughout the building and activities can be heard – even if patrons are not nearby. As the library has continued to grow in order to best serve our community, we have added several services that have contributed to having a higher noise level in the building including an early literacy enrichment area and expanded programming for all ages.

The library has also seen a high increase in overall circulation of material and general library use. While all of these factors have been widely well-received by the majority of community members, there are many patrons that would prefer and need a quiet space in the library to read, study, work remotely or complete other activities that require a quiet space.

Library staff receive frequently complaints from patrons (often on a daily basis) that they need a quiet place and that our library is not able to provide them with this environment. While we do monitor high noise levels, such a screaming and media use, much of this volume is due to patrons generally using the library in a respectful way.

### Changes Implemented:

The following changes have been implemented. They have helped, but noise is still able to be heard throughout the building. The quiet area also does not provide a space for those needing privacy or for those needing to complete virtual meetings or calls and many patrons prefer study rooms.

1. QUIET AREAS: The library created a monitored quiet area at the east side of the building near the Adult Nonfiction area. This area is monitored and staff will ask groups of individuals or those creating noise to move to another area of the building.
2. NOISE SIGNS: The library added noise signs to let patrons know what areas are noisy and which areas to expect noise in.
3. NOISE CANCELING HEADPHONES: The library provided noise canceling headphones at the Information Desk.

Future Solutions (not able to be completed at this time):

1. EXPAND THE LIBRARY TO CREATE A SECOND FLOOR: The library building can be expanded to create a second floor. This floor would potentially be monitored as a quiet area while high noise level activities can still be completed on the main floor.

Problem: Estimated \$10,000,000+ to complete and not feasible in 2026.

2. NOISE STUDY

Problem: Estimated \$100,000+ to complete and not feasible in 2026. Would also not eliminate all high volume noise.

3. BETTER MONITOR HIGH NOISE ACTIVITY: While this could be done by staff, many patrons use the library more of a community center and appreciate being able to talk and engage in enrichment activities at the library. Even if we were to better monitor talking, there are still many patrons that need to complete activities such as remote meetings, phone calls and media usage.

Problem: Prohibits many kids, teens and groups of people from interacting at the library.

4. ENCOURAGE THOSE TO USE STUDY ROOMS: This is frequently done by patrons, but we frequently receive complaints that others using the study rooms are also creating high noise levels. Our current rooms are not sound proof and can sometimes be noisier than being in the main area of the library.

Problem: Not a solution for many patrons that require a quiet area.

Proposed Solution

The library is looking to add at least two quiet study pods to the library. These modular soundproof units able to provide a quiet space for patrons – either to create a quiet space or ensure a private area for patrons to complete activities that require collaborate work, video conferencing or media use.

Funding Breakdown

Estimated cost of \$40,000 for two rooms (will have official estimates at the September meeting)

\$10,000 Village of Germantown Capital Funding

\$10,000 Washington County Capital Funding

\$20,000 Library Board Furniture and Equipment Donations (if approved)

Information from two companies, ROOM and Framery, are provided. This information is from 2022 and will be updated at the September meeting.



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# Meeting Room

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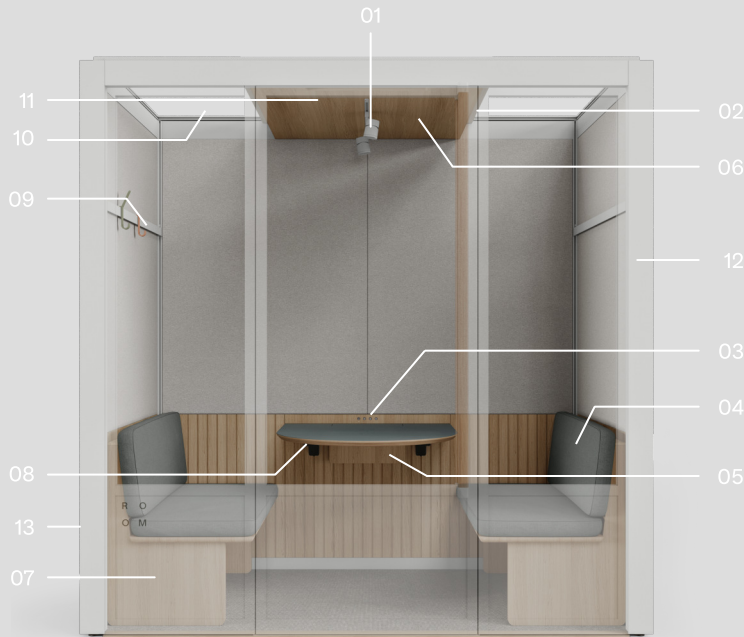
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\$479/month



**01 Spotlights**  
Overhead spotlights help your brightest ideas come to light.

**04 Two seater sofa**  
A set of two benches provide comfortable seating for everyone.

**07 Ventilation**  
Silent fans in the roof and air inlets behind the sofas keep the air inside fresh at all times.

**10 Skylights**  
More natural light means more room to free your mind and think big.

**13 Plug**  
Located in the back of the room, a standard 120V plug with 5ft cord reach gives you the freedom to make room where you need it most, no hardwiring required.

**02 Ambient lighting**  
Built-in lighting creates the perfect atmosphere for focus, collaboration, and more.

**05 Power box**  
Built-in power box holds cables in place and ensures your devices stay charged.

**08 Desk**  
A workstation large enough to fit four laptops means plenty of room to be creative.

**11 Central roof panel**  
An electrified wooden panel houses the fans and lighting.

**03 User control panel**  
Control panel features lighting presets for relaxation, presentation, or meeting.

**06 Sensor**  
Occupancy sensor helps you stay energy efficient all day long.

**09 Accessory rail**  
Custom rail makes room for accessories like hooks and shelves, for a clutter-free work session.

**12 Sustainably soundproof**  
Made from recycled PET and engineered to reduce noise by 27dB.

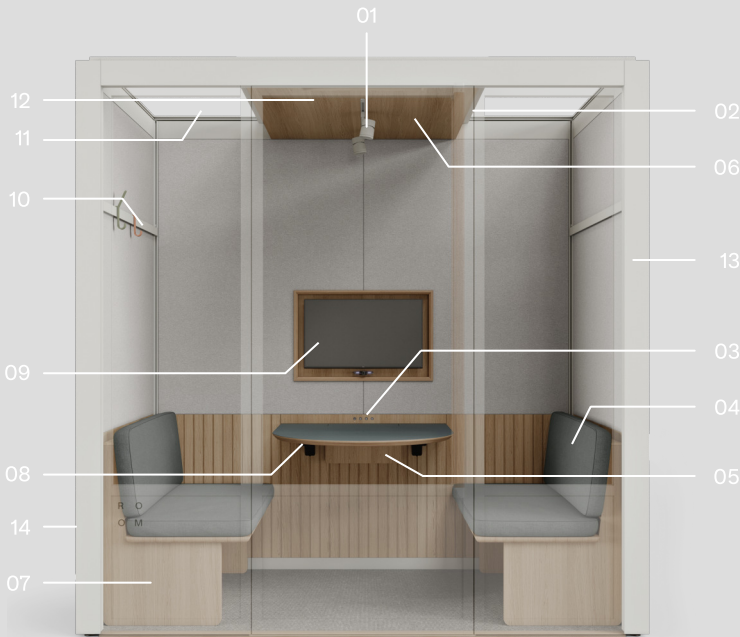
# Pro

Buy it now

**\$18,495**

Pay monthly

**\$537**/month



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- 06 Sensor**  
Occupancy sensor helps you stay energy efficient all day long.
- 09 Monitor & camera frame**  
Wooden frame houses built-in monitor and camera for seamless video conferencing.
- 12 Central roof panel**  
An electrified wooden panel houses the fans and lighting.

# Seamless communication powered by built-in video conferencing

Available in the Pro model, the Jabra PanaCast 180-degree camera shows everyone in the room, not just the person in front of the screen, for seamless collaboration.

The PanaCast works with all leading video and audio conferencing solutions, including Microsoft Teams & Zoom, so your team can connect confidently, regardless of their choice of equipment.



# Meeting Room

## Exterior

H 7' 8" x W 7' 7" x D 3' 11"  
H 234cm x W 230cm x D 120cm

## Interior

H 7' 3" x W 7' 1" x D 3' 5"  
H 223cm x W 215cm x D 105cm

## Power cord

5' / 152.4cm

## Capacity

4 people

## Weight

1,471 lb / 667.2 kg (Standard)  
1,505 lb / 682.6 kg (Pro)

## Power requirements

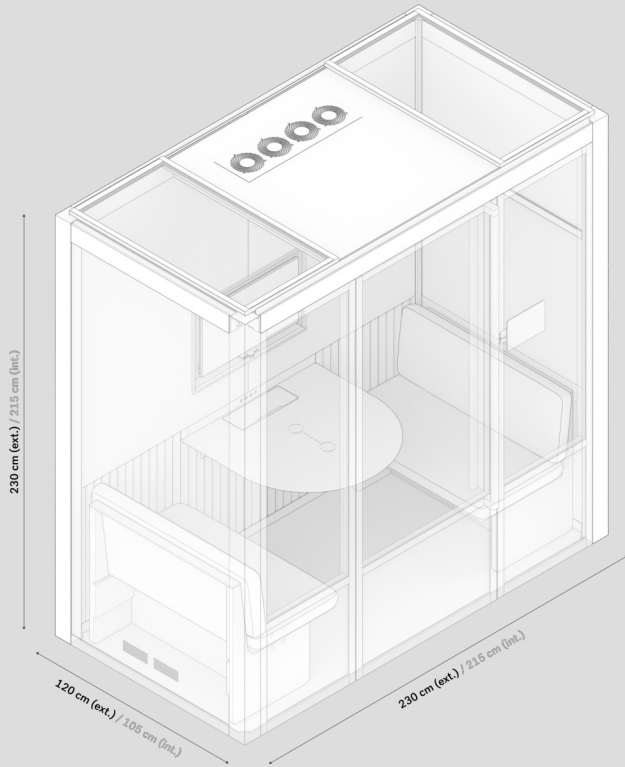
120V, 3 prong plug  
LED light draws 12W at 12V  
Each fan draws 1.2W at 12V

## NIC rating

27dB

## Airflow

167ft<sup>3</sup>/min



## Light

Door + Frame  White  
Interior  Light Gray  
Exterior  White  
Sofas  Light Gray

## Dark

Door + Frame  Anthracite  
Interior  Dark Gray  
Exterior  Anthracite  
Sofas  Light Gray

## Seismic safety

If your building requires seismic anchoring, you can fix the unit to the floor with anchor bolts. Please reach out to our support team for instructions and materials.

## Warranty

We offer a 2-year limited warranty on every unit you purchase. We cover the full cost of repairs or replacements needed due to manufacturing defects. View warranty details and restrictions here: <https://room.com/pages/warranty>



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PRODUCTS

# Framery Q

Two is company, four is a party – everyone fits



**Framery Q** office pod is a multifunctional, soundproof space for 1-4 people to have meetings, brainstorming sessions and important one-on-one conversations in private without disturbing the office – or the office disturbing you.



Framery Q Meeting Maggie

### **Comfortable privacy for longer meetings**

Suitable for meetings, brainstorming and much more. Two Maggie Sofas are always included, and you can choose them with a curved or straight backrest. There are also three different table options available.

- Frame, exterior and sofa colors
- 2 Maggie Sofas
- 3 Table options
- 3 Power sockets



Framery Q Working With PAL

### **For shared videoconferences**

A high table and handy bar stools make the Working With PAL interior layout very efficient for short-term sessions. The shape of the desk is suitable for teamwork for two, private sessions or video conferences.

- Frame and exterior colors
- 2 PAL stools (black or white)
- 2 Table height options
- Standard 90 cm / 35.4 in
- High 110 cm / 43.3 in
- 2 Power sockets



Framery Q Flow

### **Heads-down work**

Designed for uninterrupted heads-down work. It comes with an adjustable electric table that allows you to change your working position from sit-to-stand in a matter of seconds. The Flow has plenty of space inside for a chair and even an extra stool, making it possible to invite your colleague in for a chat or a shared videoconference.

- Frame and exterior colors
- Adjustable electric table



Framery Q Flip n' Fold

### **For easy access**

One of the more convenient and flexible interior alternatives for the Framery Q office pod. Low doorstep, a wider door with an automatic opener, folding chairs and table enable many different meeting arrangements and easy access with a wheelchair.











- Frame and exterior colors
- Accessible
- Automatic door opener

# Framery Q















## COLORS

### Exterior

 White Glossy (Standard) RAL 9016	 Black RAL 9005	 Petrol Blue RAL 690-6	 Purple Red RAL 3004	 Forest Green RAL 750-4
 White Ultramatt & Whiteboard exterior	 Cloudy Gray RAL 850-2	 50's Blue RAL 6034	 Lemon RAL 1012	 Spring Green RAL 230-6
 Gray S7500-N	 Misty Blue RAL 620-3	 Burned Orange RAL 410-5	 Piglet Pink RAL 940-6	 Brushed Stainless Steel
 Blush 2728-R01B	 Winter Moss S 7010-G10Y	 Navy S 7020 - R90B	 Powder Blue 3421-R86B	 Sand S 2010 - Y20R




### Frame

 White (Standard) F6463 Formica	 Black F2253 Formica	 Cloudy Gray F0189 Formica
 50's Blue F7879 Formica	 Burned Orange F2962 Formica	 Purple Red F7966 Formica
 Forest Green F7967 Formica	 Spring Green 0630-60 Resopal	 Petrol Blue 850 Abet Laminati
 Misty Blue F1998 Formica	 Lemon 0647 Arpa Industriale	 Piglet Pink 830 Abet Laminati




















### Table

 White (Standard) White laminate	 Black Black laminate
--	---

### Working With PAL stool

 White Painted metal	 Black Painted metal
 Felt cap: Cloudy Gray Divina MD #733 Kvadrat	

### Maggie Sofa upholstery

 Maggie Gray (Standard) Canvas #154 Kvadrat	 Black Remix 3 #183 Kvadrat	 Cloudy Gray Divina MD #733 Kvadrat	 Green Select #68209 Gabriel	 Petrol Blue Divina MD #843 Kvadrat
 50's Blue Divina MD #813 Kvadrat	 Burned Orange Divina 3 #542 Kvadrat	 Purple Red Divina MD #633 Kvadrat	 Piglet Pink Divina MD #613 Kvadrat	 Forest Green Divina 3 #876 Kvadrat
 Graphite Select #60051 Gabriel	 Dark Blue Select #66144 Gabriel	 Powder Blue Select #67098 Gabriel	 Beige Select #61184 Gabriel	 Mustard Select #62098 Gabriel
 Grape Select #61190 Gabriel	 Rose Select #65117 Gabriel	 Misty Blue Divina Melange 2 #731 Kvadrat	 Antimicrobial Highland Graphite 954 Panaz	

## MATERIALS

### Exterior

Painted sheet metal or brushed stainless steel

### Frames and table

Formica laminate on birch plywood with varnish trim

### Carpet

Anti-static and stain resistant low loop pile carpet for the floor

### Walls and roof

A sandwich element of sheet metal, birch plywood, recycled acoustic foam and acoustic felt

### Glass

Sound control laminated glass (5 + 5 mm)

### Optional movability kit

Includes castors that are installed to the bottom of a pod for moving it.

## SCREEN SPECIFICATIONS

Maximum display size 27". Maximum weight 15 kg / 33 lbs with flat VESA 75 × 75 or VESA 100 × 100 mounting surface. Screen not included.

### Screen bracket

Framery Q screen bracket is located on the center of the back glass.

### Turnable monitor arm

Turnable monitor arm is attached to a screen bracket on the back glass. It allows two users to sit on one side of a Framery Q, turn a display towards them, and both be visible on a camera mounted on it. Compatible with Framery Q Meeting Maggie and Working with PAL 90.

## OTHER

### Ventilation

Total airflow is 66 l/s, 140 CFM (237,6 m<sup>3</sup>/h) On standby mode the fans are working on 25 % of the maximum power.

### Acoustics

Speech level reduction ( $D_{s,A}$ ) according to ISO 23351-1 testing method: 29 dB

## MEASUREMENTS

### FRAMERY Q

#### Exterior

222 cm × 220 cm × 120 cm (height, width, depth)  
7.3 ft × 7.2 ft × 3.6 ft (height, width, depth)

#### Interior

200 cm × 200 cm × 110 cm (height, width, depth)  
6.5 ft × 6.5 ft × 3.6 ft (height, width, depth)

#### Doorway

86 cm wide / 2.8 ft wide

#### Turnable table (Meeting Maggie)

70 cm × 71 cm × 53 cm (height, width, depth)  
2.2 ft × 2.3 ft × 1.7 ft (height, width, depth)

#### Oval table (Meeting Maggie)

70 cm × 71 cm × 68 cm (height, width, depth)  
2.2 ft × 2.3 ft × 2.2 ft (height, width, depth)

#### Full width table (Meeting Maggie & Working With PAL)

200 cm × 60 cm (width, depth)  
6.5 ft × 1.9 ft (width, depth)

#### Adjustable electric table (Flow)

100 cm × 56 cm (width, depth) / 3.2 ft × 1.8 ft (width, depth)  
Height adjustment: 65 cm - 125 cm / 2.1 ft - 4.1 ft

#### PAL 90 stool

65 cm (height) / 2.1 ft (height)

#### PAL 110 stool

80 cm (height) / 2.6 ft (height)

#### Weight

630 kg / 1389 lb

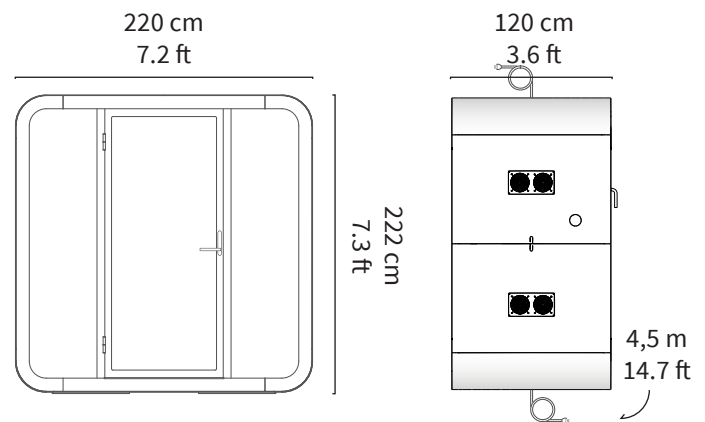
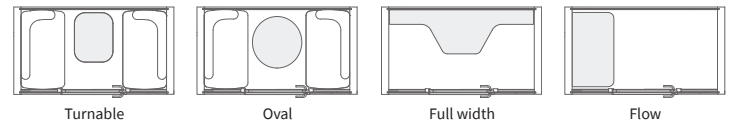
#### Ventilation space

(Minimum recommended space for air to circulate)

Sides: 5 cm / 1,9 in

Above: 15 cm / 5,9 in

Power cord can be led out of the bottom corners of the pod.  
The cord length outside the pods is 4,5 m / 14.7 ft



## POWER

### FRAMERY Q

#### Framery Q power consumption

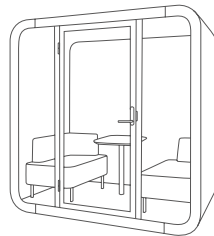
20 W while in use (Standard configuration)

- LED lights: 11 W

- Fans in total: 8,6 W

2,1 W in standby mode

Input: 100–240 VAC, 8.0 A, 50–60 Hz



#### Adjustable electric table (Flow) power consumption

149 W total (when table height is adjusted)

#### Regular table outlets

2 power sockets, USB-A+C

Optional: Data Cartridge with two LAN ports

#### Output values

Output VAC (power socket): 100–240 VAC, 6,6 A, 50–60 Hz

Output USB (TUF) charging:

Maximum combined output of 5 A at 5 VDC (25 W)

#### Lighting

LED light: 4500 K and 300 lux

All electric components can be changed if there is a malfunction. Power consumption is a constant value that is determined by the power usage of the pods' internal components (electric unit, motion detector, light and fans). Framery's products can be plugged into a wall socket. The pods have their own power supplies that give 24 V DC to the lights and 12 V DC to the fans. The lights and fans are operated by a motion detector. Inside the pods, there are country-specific power outlets for charging mobile devices.

## SPECIFICATIONS

### FRAMERY Q FLIP N' FOLD

#### Weight

700 kg / 1543 lb

#### Exterior

221 cm × 220 cm × 120 cm (height, width, depth)  
7.2 ft × 7.2 ft × 3.9 ft (height, width, depth)

#### Interior

210 cm × 200 cm × 110 cm (height, width, depth)  
6.8 ft × 6.5 ft × 3.6 ft (height, width, depth)

#### Doorway

Clear opening width 91,5 cm / 3 ft

#### Wheelchair platform

99 cm × 60 cm (width, depth)

3.25 ft × 1.9 ft (width, depth)

Framery Q Flip n' Fold features ADA 2010 compliant T-shaped turning space and threshold.

#### Power

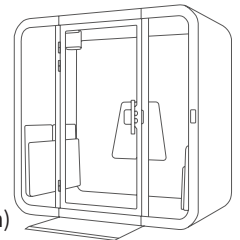
Power consumption

23 W while in use (Standard configuration)

- LED lights: 13,5 W

- Fans in total: 8,6 W

2 power sockets, USB-A+C



## Library Budget – Additional Information

At the Library Board meeting on Wednesday, July 23, 2025, several ideas were proposed. Information is provided below regarding several suggestions that were made.

### Utility Costs

- The Library Director reviewed the past two years of utility expenses with the Village Finance Director to estimate the currently budget amount of \$70,000 in utilities.
  - This includes not only monthly WE Energy costs, but quarterly water & sewer costs (not always included in the library budget lines prior to 2024).
- It was estimated by Village of Germantown Department of Public Works that an energy study on the library building would cost about \$10,000.
- Several projects have been previously completed to help lower the utility cost:
  - LED light replacement project
  - New boiler
  - New condensers / cooling units
- The current library building temperature settings are set to:
  - AHU-1:
    - Occupied 6:00am – 9:45pm / Unoccupied 9:45pm – 6:00am
    - Main space: 71 / Office: 71 / Children's: 73
    - Night time heating set point: 60 / night time cooling set point: 80
  - AHU-2:
    - Occupied 7:00am – 10:55pm / Unoccupied 10:55pm – 7:00am
    - Lobby / Meeting Rooms: 71.5
    - Night time heating set point: 60 / night time cooling set point: 85

### Telephone Costs

- The Library Director reviewed the past two years of utility expenses with the Village Finance Director to estimate the current budget amount of \$3,400 in telephone charges.
- Replacing the Village-wide landlines with VoIP service has significantly lowered the cost, but there are still a few charges from AT&T that are currently being evaluated
- The Monarch System Message Bee service is also an additional quarterly charge that has been added to the telephone expenses

### Youth Service Office Windows

- This project was suggested in order to providing staff working the Youth Services Office natural lighting in the area.
- The Library Director has reviewed the project with the Department of Public Works.
- It was estimated that the cost of the project would be about \$800 to \$1,200 per window. The room currently has 11 false windows.
- Factors to consider include unknown location of utility wiring in the walls and the changes in the structure of the walls if windows are added.