

MEETING:	GERMANTOWN COMMUNITY LIBRARY BOARD
DATE AND TIME:	Wednesday, September 24, 2025 5:30 PM
LOCATION:	Germantown Community Library N112W16957 Mequon Road

AGENDA

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:**
- III. **APPROVAL OF AGENDA:**
- IV. **MEETING MINUTES:**
 - A. August 27, 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:**
 - A. Monarch Library System Membership Agreement: Appendix F (Action)
- X. **ADJOURNMENT:**

The next regular meeting of the Germantown Community Library Board will be on Wednesday, October 22, 2025 at 5:30 p.m.

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

LIBRARY BOARD AGENDA

September 24, 2025

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appropriate aids and services. For additional information or to request this service, please contact the Assistant Director at (262) 253-7760, ext. 2002 or clloyd@germantownlibrarywi.org at least 48 hours prior to the meeting.

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

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: September 24, 2025

PLACEMENT: Action Item

ITEM TITLE: August 27, 2025, Meeting Minutes - DRAFT (Action)

SUBMITTED BY: Connie Lloyd, Asst. Director

SUMMARY EXPLANATION:

Review the attached Library Board meeting minutes for August 27, 2025.

ATTACHMENT:

1. August 27, 2025 Meeting Minutes - DRAFT

STAFF RECOMMENDATION:

Approve the August 27 Library Board meeting minutes as presented.

ACTION BY COMMITTEE:

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

MINUTES

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
The regular meeting of the Germantown Community Library was called to order by President Joyce Nelson at 05:31 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
Absent:
Excused: School District Representative Katie Kohel
Also present: Library Director Trisha Smith, Assistant Library Director Connie Lloyd
- III. **APPROVAL OF AGENDA:**
Motion: Approve as presented
Motioned By: Sarah Larson
Seconded By: Jolene Pieper

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

Motion Passed (Yes 6, No 0, Abstained 0)
- IV. **MEETING MINUTES:**

A. July 23, 2025, Meeting Minutes - DRAFT (Action)
Motion: Approve with a change of the School District representative from Jacob Misiak to Katie Kohel for attendance and voting.
Motioned By: Jolene Pieper
Seconded By: Joletta Kerpan

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

No: None
Abstain: None

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

V. **CITIZEN INPUT:** *(Please be advised per 19.84(2) that information and comment will be received from the public. It is the policy of this municipality that public input be limited to a 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

Vosen reported the donation plaque was received and hung in the lobby. She is ready to submit the final brick donations order to be installed by DPW in the fall. Pieper recommended that the blank bricks that are removed for the newly engraved bricks in the fall be saved for potential future replacements due to damage. Vosen indicated she planned to store them in the library storage section of the DPW Garage #4.

Motion: Approve as presented
Motioned By: Joyce Nelson
Seconded By: Jolene Pieper

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

No: None
Abstain: None

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

B. Accounts Payable

Smith clarified the Walgreen's expense of \$200 was for gift cards for the Summer Reading Program winners.

Motion: Approve as presented
Motioned By: Jolene Pieper
Seconded By: Darlene Vosen

On roll call vote:

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

No: None
Abstain: None

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

C. Budget Reports

Smith reviewed the submitted monthly budget reports.

VII. REPORTS (Discussion Unless Otherwise Noted):

A. Correspondence

Nelson sent thank-you letters to the following donors:

- Thomas Barney - \$100 - Patio Project
- John & Natalie Bartoszewicz - \$100 - Patio Project
- Julie Brooks - \$100 - Patio Project
- Germantown Chamber of Commerce (Joletta Kerpan) - \$100 - Patio Project
- Melissa Hansen - \$100 Patio Project
- Leadership Germantown (Joletta Kerpan) - \$100 - Patio Project
- Jessica Mayer - \$100 - Patio Project
- Jan Miller - \$200 - Patio Project
- Jessica Mullins - \$100 - Patio Project
- Pam Ozimek - \$100 - Patio Project
- Jolene Pieper - \$100 - Patio Project
- Shorewest Realtors (Justin Voisin) - \$100 - Patio Project
- Gary Stroik - \$100 - Patio Project
- Teen Advisory Board - \$100 - Patio Project & Teen Furniture
- Mark & Joan Weyer - \$100 - Patio Project

B. Village Reports

Pieper reported that work on the 2026 budget preparation continues.

C. County Reports

Smith reviewed items covered in the Director's Report.

D. System Reports

Smith reported the Monarch Library System Directors met on Thursday, August 14 at the Frank L. Weyenberg Library in Mequon. She also reviewed items covered in the Director's Report.

E. President's Report

F. Director's Report

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

VIII. UNFINISHED BUSINESS:

A. 2026 Library Budget (Action)

Smith reviewed the submitted 2026 proposed library budget materials. The Village Board will be meeting on September 2 to review initial proposed budget information. Smith will be presenting library budget information to the Village Board at a later meeting in September. The Library Board elected to officially approve the library budget at the September or October meeting after confirming the Village Board does not make any additional changes to the library portion of the proposed 2026 budget.

IX. **NEW BUSINESS:**

X. **ADJOURNMENT:**

Nelson announced the next Library Board meeting will be held on Wednesday, September 24, 2025, at 5:30 PM.
Nelson adjourned the meeting at 06:27 PM.

DRAFT

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: September 24, 2025

PLACEMENT: Action Item

ITEM TITLE: Treasurer's Report

SUBMITTED BY: Darlene Vosen, Library Board Member

SUMMARY EXPLANATION:

Review the attached 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 September 16, 2025

By Darlene Vosen

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

Balance 8/19/25 per online statement		\$9,365.86
8/29 Deposit bricks//credit card & jugs	+\$545.21	
9/9 Check 1612/Vverville/craft supplies	-\$75.00	
9/15 Transfer from Building for plaque cost	+\$9.50	
Balance 9/16/25 per on-line statement		\$9,845.57*

***Early Literacy Fund: \$484.17 + \$19.34(donation jug) = \$503.51**

***Programming Supplies: \$320.78 - \$75.00 = \$245.78**

***Patio Expansion 2025: \$8,250.46 + \$481.75 (bricks) + \$19.12 (donation jug) + \$25 (cash) = \$8,776.33(-brick/delivery costs)**

Bank Five Nine GCL Board Savings Account (4029)

Balance 8/19/25 per on-line statement		\$4,766.59
Interest August	+\$0.38	
Balance 9/16/25 per on-line statement		\$4,766.97

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

Balance 8/19/25 per on-line statement		\$16,591.45
Transfer to checking for plaque cost	-\$9.50	
Interest August	+\$1.98	
Balance 9/16/25 per on-line statement		\$16,583.93**

****Book & Materials: \$9,306.27 - \$9.50(plaque cost) = \$9,296.77**

****Expansion: \$2,323.34**

****Un-designated: \$4,961.84 + \$1.98 (interest) = \$4,963.82 (need \$2,500 to keep account active)**

Bank Five Nine Furniture/Building Fund CD Accounts:

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

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

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: September 24, 2025

PLACEMENT: Action Item

ITEM TITLE: Accounts Payable

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the attached Accounts Payable report.

ATTACHMENT:

1. Accounts Payable

STAFF RECOMMENDATION:

Approve the attached Accounts Payable report as presented.

ACTION BY COMMITTEE:

Village of Germantown, WI - PRODUCTION



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/8 TO 2025/8										
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION		
10570000								Library		
10570000 462900								Library Fines & Fees		
100365 FRIENDS OF	FGCL073125	0	2025 8	INV	P	236.30	25.08.20	12408 July Friends Credit		
101309 GERMANTOWN COMMUNITY BOARD	073125	0	2025 8	INV	P	481.75	25.08.20	12412 July Library Board		
						ACCOUNT TOTAL		718.05		
10570000 521400								Library Life Insurance		
100933 SECURIAN FINANCIAL G	002832L SEPT 25	0	2025 8	INV	P	123.62	25.08.13	12375 LIFE INSURANCE		
						ACCOUNT TOTAL		123.62		
10570000 531000								Library Gen Supplies & Expense		
101036 VERNON LIBRARY SUPPL	750319	0	2025 8	INV	P	11,010.89	25.08.27	12507 General Supplies		
						ACCOUNT TOTAL		11,010.89		
10570000 531010								Library Office Supplies		
101095 UNITED STATES POSTAL	20250801	0	2025 8	INV	P	436.00	25.08.06	12318 PO BOX 670		
101336 NORTHWOODS LASER & E	19705	0	2025 8	INV	P	264.00	25.08.06	12287 Office Supplies		
101624 STAPLES	6036531139	0	2025 8	INV	P	135.60	25.08.27	12504 Office Supplies		
101624 STAPLES	6036531140	0	2025 8	INV	P	6.24	25.08.27	12504 Office Supplies		
101624 STAPLES	6036961579	0	2025 8	INV	P	74.28	25.08.06	12309 office Supplies		
101624 STAPLES	6036961580	0	2025 8	INV	P	81.00	25.08.06	12309 Office Supplies		
101624 STAPLES	6038096967	0	2025 8	INV	P	61.53	25.08.27	12504 Office Supplies		
101624 STAPLES	6039486924	0	2025 8	INV	P	74.28	25.08.27	12504 office Supplies		
101624 STAPLES	6039486926	0	2025 8	INV	P	185.40	25.08.27	12504 Office Supplies		
						618.33				
						ACCOUNT TOTAL		1,318.33		
10570000 531100								Library Books		
100092 BAKER & TAYLOR	2039180822	0	2025 8	INV	P	377.57	25.08.06	12249 Collection Material		
100092 BAKER & TAYLOR	2039189891	0	2025 8	INV	P	422.36	25.08.06	12249 Collection Material		
100092 BAKER & TAYLOR	2039197928	0	2025 8	INV	P	498.84	25.08.06	12249 Collection Material		
100092 BAKER & TAYLOR	2039201787	0	2025 8	INV	P	585.00	25.08.06	12249 Collection Material		
100092 BAKER & TAYLOR	2039202004	0	2025 8	INV	P	149.80	25.08.06	12249 Collection Material		
100092 BAKER & TAYLOR	2039205825	0	2025 8	INV	P	401.00	25.08.06	12249 Collection Material		
100092 BAKER & TAYLOR	2039214113	0	2025 8	INV	P	321.51	25.08.06	12249 Collection Material		
100092 BAKER & TAYLOR	2039217311	0	2025 8	INV	P	90.41	25.08.20	12396 Collection Material		
100092 BAKER & TAYLOR	2039227764	0	2025 8	INV	P	368.39	25.08.20	12396 Collection Material		
100092 BAKER & TAYLOR	2039239936	0	2025 8	INV	P	256.05	25.08.27	12456 Collection Material		
						3,470.93				
100167 CAVENDISH SQUARE	CAL352986I	0	2025 8	INV	P	186.03	25.08.27	12462 Collection Material		
100477 INGRAM LIBRARY SERVI	89300513	0	2025 8	INV	P	32.38	25.08.06	12272 Collection Material		

Village of Germantown, WI - PRODUCTION



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/8 TO 2025/8		ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
100477	INGRAM LIBRARY SERVI	89459980		0	2025 8	INV	P	19.19	25.08.06	12272 Collection Material
								51.57		
101265	PLAYAWAY	506636		0	2025 8	INV	P	217.77	25.08.20	12431 Collection Material
101265	PLAYAWAY	507114		0	2025 8	INV	P	885.86	25.08.20	12431 Collection Material
101265	PLAYAWAY	508116		0	2025 8	INV	P	479.64	25.08.20	12431 Collection Material
101265	PLAYAWAY	508575		0	2025 8	INV	P	158.38	25.08.27	12490 Collection Material
101265	PLAYAWAY	509065		0	2025 8	INV	P	378.84	25.08.27	12490 Collection Material
								2,120.49		
								ACCOUNT TOTAL	5,829.02	
10570000	531430									Library Book Processing
100032	AMAZON CAPITAL SERVI	13Y3-CVD7-6QDF		0	2025 8	INV	P	36.81	25.08.06	12247 Book Processing Sup
100246	DEMCO	7671867		0	2025 8	INV	P	284.71	25.08.06	12256 Book Processing Sup
100246	DEMCO	7678946		0	2025 8	INV	P	125.50	25.08.20	12403 Book Processing Sup
100246	DEMCO	7681098		0	2025 8	INV	P	187.41	25.08.27	12466 Book Processing Sup
								597.62		
100735	MONARCH LIBRARY SYST	416531		0	2025 8	INV	P	1,884.52	25.08.27	12486 Book Processing Sup
101593	BRODART	661005		0	2025 8	INV	P	469.32	25.08.06	12252 Book Processing Sup
								ACCOUNT TOTAL	2,988.27	
10570000	531440									Library Periodicals
101231	WT COX INFORMATION S	3151028		0	2025 8	INV	P	2,649.13	25.08.06	12326 Periodical Material
								ACCOUNT TOTAL	2,649.13	
10570000	531460									Library Audio Visual
100032	AMAZON CAPITAL SERVI	136Q-W4R9-3TYL		0	2025 8	INV	P	2,490.50	25.08.06	12247 Audio/Visual Materi
								ACCOUNT TOTAL	2,490.50	
10570000	531470									Library Computer Service
100402	GORDON FLESCH COMPAN	I01040346		0	2025 8	INV	P	1,204.32	25.08.06	12263 Computer Services
100402	GORDON FLESCH COMPAN	IN15236878		0	2025 8	INV	P	186.02	25.08.06	12264 Computer Services
100402	GORDON FLESCH COMPAN	IN15275852		0	2025 8	INV	P	7.50	25.08.27	12474 Computer Services
								1,397.84		
101071	TRAF-SYS INC	0037465		0	2025 8	INV	P	360.00	25.08.06	12314 Computer Services
								ACCOUNT TOTAL	1,757.84	
10570000	531490									Library Program Supplies & Exp
100032	AMAZON CAPITAL SERVI	1T7V-94GM-473T		0	2025 8	INV	P	1,184.55	25.08.06	12247 Programming Supplie

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/8 TO 2025/8									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
999999 SUSAN LAURENT	SL080125	0	2025 8	INV	P	41.99 25.08.06	12289	REIMBURSEMENT - CAK	
				ACCOUNT TOTAL		1,226.54			
10570000 571000				Library Insurance & Bonds					
100184 CITIES AND VILLAGES	347	0	2025 8	INV	P	861.50 25.08.20	12399	Cities and Villages	
				ACCOUNT TOTAL		861.50			
				ORG 10570000 TOTAL		30,973.69			
FUND 10	General Fund			TOTAL:		30,973.69			

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

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: September 24, 2025

PLACEMENT: Presentation

ITEM TITLE: Budget Reports

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the attached Library Budget Report.

ATTACHMENT:

1. Budget Report

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

Village of Germantown, WI - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2025 08

ACCOUNTS FOR: 10	General Fund	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10570000 Library								
10570000	432600	County Library	-339,000	0	-339,000	-328,143.27	.00	-10,856.73 96.8%*
10570000	462900	Library Fines &	-10,000	0	-10,000	-8,243.90	.00	-1,756.10 82.4%*
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	193,748.77	.00	102,167.23 65.5%
10570000	511100	Library PT Sala	306,460	9,042	315,502	198,517.64	.00	116,984.36 62.9%
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	29,102.74	.00	17,771.26 62.1%
10570000	521100	Library State R	39,984	619	40,603	24,609.90	.00	15,993.10 60.6%
10570000	521200	Library Health	95,128	0	95,128	65,986.24	.00	29,141.76 69.4%
10570000	521300	Library Dental	5,050	0	5,050	4,455.85	.00	594.15 88.2%
10570000	521400	Library Life In	1,600	0	1,600	858.02	.00	741.98 53.6%
10570000	531000	Library Gen Sup	10,000	39,000	49,000	35,774.94	.00	13,225.06 73.0%
10570000	531010	Library Office	6,000	0	6,000	3,563.30	.00	2,436.70 59.4%
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	38,946.22	.00	34,053.78 53.4%
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	7,939.93	.00	2,060.07 79.4%
10570000	531440	Library Periodi	5,000	0	5,000	3,441.13	.00	1,558.87 68.8%
10570000	531460	Library Audio V	20,000	5,000	25,000	16,036.68	.00	8,963.32 64.1%
10570000	531470	Library Compute	22,139	0	22,139	12,140.37	.00	9,998.63 54.8%
10570000	531490	Library Program	20,000	31,000	51,000	38,726.94	.00	12,273.06 75.9%
10570000	552300	Library System	24,000	0	24,000	.00	.00	24,000.00 .0%
10570000	561000	Library Buildin	65,000	0	65,000	41,611.50	.00	23,388.50 64.0%
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	7,311.51	861.49	-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	343,327.43	861.49	366,935.66	48.4%
TOTAL General Fund		690,379	20,746	711,125	343,327.43	861.49	366,935.66	48.4%
TOTAL REVENUES		-349,000	-93,207	-442,207	-388,175.59	.00	-54,031.83	
TOTAL EXPENSES		1,039,379	113,953	1,153,332	731,503.02	861.49	420,967.49	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 08							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	690,379	20,746	711,125	343,327.43	861.49	366,935.66	48.4%

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

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: September 24, 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 - County Library Budget)
3. Director's Report (pt. 2 - County Library Tax Exemption)
4. Director's Report (pt. 3 - 9-2 Village Board - Budget Discussion)
5. Director's Report (pt. 4 - 9-2 Village Board - Budget Presentation)
6. Director's Report (pt. 5 - Programming Statistics)
7. Director's Report (pt. 6 - Summer Reading Challenge)
8. Director's Report (pt. 7 - Phantom Festival)
9. Director's Report (pt. 8 - Shelving Project)
10. Director's Report (pt. 9 - Library Highlights)

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

Director's Report: September 2025

STATE OF WISCONSIN

- Kara Sullivan has been named the new Executive Director of the Wisconsin Library Association effective Tuesday, September 22. More information can be found on the Wisconsin Library Association website: <https://www.wisconsinlibraries.org/>
- Throughout the state of Wisconsin there were 35,335 website visits to mywisconsinlibrary.org, 29 media interviews and a total of 11,840 postcards sent in a total of three bulk mailings to Federal elected officials in support of library services. Subcommittees in both the Senate and the House have voted to continue funding the Institute of Museum and Library Services (IMLS) in the new budget. More information can be found on the Speak Up for Libraries website: <https://mywisconsinlibrary.org/>

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, September 11, 2025 at USS Library Memorial Public Library in Grafton. Discussion included bringing back the in-person Youth & Teen Services annual workshop for staff in the fall, new portals available in Message Bee for individual libraries, testing of the Mango languages database and Advantage Accounts through Overdrive/Libby. A Best Practices for Outreach document was sent out from the Circulation Committee.
- Agendas and minutes: <https://monarchlibraries.org/library-director-meetings/>

WASHINGTON COUNTY

- The 2026 Washington County Library Services Budget and 2026 Amount for Exemption of Library Tax was provided by Ashley Reichert, County Clerk (attached).
- The Kewaskum Public Library has hired Stephanie Frey as the new Library Director.
- Washington County Library Directors are meeting monthly.

VILLAGE OF GERMANTOWN:

- Agendas and minutes: <https://germantownwi.portal.civicclerk.com/>
 - Village Board (9/2): X. A. Update on 2025 Storm Response including Debris Collection, FEMA Information Request and Well #7 (discussion)
 - Village Board (9/2): X. H. Presentation of 2026 Recommended Budget (discussion) (attached)
 - Village Board (9/15): VI. B. 2026 Budget – Department Review (Non-Departmental, Village Board, Administration, Information Technology, Clerk's Office, Treasurer's Office, Assessor's Office, Community Development, Municipal Development & Impact Fees).
- 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 September – October.
- Monthly Friends of the Library meetings resumed on September 22 @ 10:00am and meets the fourth Mondays of every month September – May.

DONATIONS:

Donor	Amount	Department	Brick/Plaque Address
None			

- Donation Jars / Giving Tree:
 - Patio Expansion: \$10.42
 - Early Literacy: \$7.91
 - Programming Supplies: \$0.00

Monthly Donations Total: \$18.33

DEPOSITS:

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

- Germantown Community Library: \$8,000 (Patio Project) – defer to October meeting due to brick invoice
- Germantown Community Library: \$15,000 (Furniture) – defer to October meeting due to CD schedule

STATISTICS:

- Circulation Statistics (see attached)
 - Physical: **24,860 (-7.1% from 2024 / -2.7% YTD)**
 - Digital: **5,624 (5.7% from 2024 / 1.7% YTD)**
 - Total: **34,220 (-4.9% from 2024 / -12.0% YTD)**

PROGRAMMING:

- Programs were well attended this summer (attached):
 - January-August: 9,377 people attended 323 programs in the library
 - 63.2% increase in program attendance & 50.2% increase in programs offered
 - January-August: 8,280 people attended 152 programs outside the library
- This summer, the library had a total of 1,545 people participate in the Summer Reading Challenge and a total of 11,221 logs were turned in (attached):
 - Ages 0-5: 270 people turned in 2,233 logs
 - Ages 6-11: 1,000 people turned in 6,223 logs
 - Ages 12-17: 132 people turned in 1,024 logs
 - Ages 18+: 143 people turned in 1,741 logs
- The library will be offering a series of “Phantom Festival” events in October for all ages (attached)
- 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
- Highlighted October Events
 - Tues, Oct 14 @ 6pm: German Community Life @ Traditions in Wisconsin
 - Fri, Oct 17 @ 10am: Meet Your Neighbor Storytime with Dana Croatt, Rockfield Elementary Principal
 - Sat, Oct 18 @ 10:30am: Owls Designed for Darkness with Schlitz Audubon
 - Wed, Oct 22 @ 7-8:30pm: Teen Zombie Run @ Spassland Park
 - Fri, Oct 24 @ 6-8pm: The Library After Dark (Teens & Adults)
- Upcoming Programs & Outreach Calendar: <https://germantownlibrarywi.events.mylibrary.digital/>

IN THE NEWS (ATTACHED):

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

- Tues, Sept 16 – CVMIC/Village Training (Managing Mindsets to Build Success)

DIRECTOR MEETINGS, PROGRAMS & OUTREACH (PAST):

- Mon, Sept 2 – Village Board (online)
- Fri, Sept 6 – Washington County Directors
- Mon, Sept 8 – Make It @ the Library (3)
- Wed, Sept 10 – LEGO @ the Library
- Thurs, Sept 11 – Monarch Directors (Grafton)
- Mon, Sept 15 – GGF & Village Board (online)
- Wed, Sept 17 – Village Department Heads
- Mon, Sept 22 – Friends of the Library
- Wed, Sept 24 - Village Department Heads
- Wed, Sept 24 – Library Board

DEPARTMENT UPDATES

ADMIN & ALL STAFF

- Staff Job Descriptions reviews and updates continue.

YOUTH, ADULT & OUTREACH SERVICES

- Regular storytime resumed with added sessions each week on Tuesdays and Wednesdays at 9:30am & 10:30am (original times in 2023).
- Adult CD collection was weeded by about 50% to make room for the new Library of Things shelving.

CIRCULATION & TECHNICAL SERVICES

- There is an opening for a Page I position on Tuesday evenings due to an employee resignation. Candidates from the previous round of Page I interviews in August are being considered.

TECHNOLOGY, BUILDING & GROUNDS

- Library sidewalk project is complete. This included the replacement of 42 individual sidewalk squares. Many were in need of major repair for several years and included large chunks of sidewalk damaged and missing.
- Sealcoating of Village and library parking lots is complete.
- New shelving was installed on Wednesday, September 17 (attached):
 - One unit of shelving (6 individual shelves) was moved from the Beginning Reader collection to meet ADA requirements by the emergency exit of the Patio Area door to the Library of Things, Jr. Collection.
 - One new shelving unit (6 individual shelves) was added to the Library of Things, Jr. Collection.
 - Adult CD collection was weeded by about 50% and moved after the Adult DVDs and Adult Audiobooks collections.
 - Library of Things shelving units were moved to the front of the library near the Circulation Desk. Two new shelving units (20 individual shelves) were added to the Library of Things Collection.
 - Library of Things, Jr. and Library of Things items were reorganized and relabeled. The library will be looking for suggestions from patrons on new items to add (funding 100% by Friends of the Library).
 - Video Game collection was moved to the front of the library at the end of the Library of Things shelving.

LIBRARY CONTRACT - EXHIBIT "A"
(2026)

		<u>LEVY</u>
Circulation (483001)	TOTAL:	\$1,636,651.36
Germantown	323692.78	
Hartford	338792.00	
Kewaskum	103282.71	
Slinger	211897.79	
West Bend	658986.08	
 West Bend Community Memorial Library		 \$1,964.27
<i>Universal Class - Database</i>		
 Capital Offset (491063)		 \$116,553.00
Germantown Community Library	20681.24	
Jack Russell Memorial (Hartford) Library	27293.08	
Kewaskum Public Library	11532.29	
Slinger Community Library	5535.50	
West Bend Community Memorial Library	51510.89	
 Other Administrative Expenses (491001)		 -
<i>No longer a budgeted expense</i>		
 Outreach Librarian & Services (491064)		 \$73,147.78
<i>Invoice Total 1040 Hours @ \$69.24=\$72009.60</i>		
<i>Vehicle Maintenance, Lease, Fuel @ 40% = \$1138.18</i>		
 Automation (491065) (Estimated 10% increase per year)		 \$41,107.46
<i>Overdrive E-Content</i>	\$1,782.11	
<i>Overdrive E-Magazines</i>	\$1,085.70	
<i>OCLC -</i>	\$7,943.65	
<i>ILS -</i>	\$11,947.99	
<i>ILS Replacement -</i>	\$2,708.33	
<i>ILS Upgrade -</i>	\$325.00	
<i>ILS Admin -</i>	\$6,662.33	
<i>ILS Products -</i>	\$2,052.36	
<i>TEACH Data -</i>	\$6,600.00	
 InterCounty Payments (491110)		 \$186,251.71
<i>Payments based on 2024 circulation at 70% reimbursement - paid to libraries outside of Washington County (Act 420)</i>		
 TOTAL 2026 LIBRARY LEVY BUDGET		 <u>\$ 2,055,675.58</u>

2025 \$1,910,884.54

2025 for 2026

	2025 Equal. Value	Min. amt. In order to be Exempt in 2026	2024 Equal. Value
Village of Germantown	4,424,654,900	629,596	4,195,679,600
Village of Kewaskum	636,980,600	90,638	568,063,800
Village of Slinger	1,146,618,700	163,155	1,054,890,500
City of Hartford	2,289,778,700	325,819	2,092,983,400
City of West Bend	<u>4,974,787,900</u>	<u>707,876</u>	<u>4,626,487,300</u>
	13,472,820,800		12,538,104,600
County Total Equal. Value:	<u>26,921,507,900</u>		<u>24,913,232,000</u>
Less: Libr Munic total	<u>13,472,820,800</u>		<u>12,538,104,600</u>
Total co. less Libr. Munic	13,448,687,100		12,375,127,400

Total County Libr. Levy (2025)	\$1,910,884.54	2024	\$1,877,442.13
Less: Capital Offset (2025)	116,553	2024	116,553
Total Co. appropriation for (2025)	1,794,332	2024	1,760,889

0.00014229260622

43.64(2)(b)1.1. Divide the amount of tax levied by the county for public library service under sub. (1) in the prior year, less the amount levied for public library capital expenditures, by the equalized valuation of property in that area of the county that was subject to the county property tax levy for public library services in the prior year.

2. Multiply the amount determined under subd. 1. by the equalized valuation of property in the city, village, town or school district for the current year.

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: September 2, 2025

PLACEMENT: Presentation

ITEM TITLE: Presentation of 2026 Recommended Budget (DISCUSSION)

SUBMITTED BY:

SUMMARY EXPLANATION:

Overview

At the direction of the General Government and Finance Committee, Village staff has prepared and is presenting the Recommended General Fund and Capital Fund Budgets for Fiscal Year 2026. These budgets represent the culmination of several months of collaboration between staff and the Committee to review revenue projections, expenditure requests, and funding priorities that align with the Village's strategic objectives.

General Fund

The General Fund budget provides for the core operations of the Village, including public safety, public works, administration, and other essential services. The recommended budget reflects the following key considerations:

- **Revenue Forecasts:** Updated projections based on state shared revenues, property tax levy limits, and user fees.
- **Expenditure Controls:** Departmental requests were reviewed and adjusted to maintain fiscal responsibility while continuing to deliver high-quality services.
- **Balanced Budget Goal:** The recommended General Fund budget achieves balance without reliance on fund balance appropriations, consistent with best financial practices.

Capital Fund

The Capital Fund budget focuses on long-term investments in infrastructure, equipment, and facilities to support the Village's growth and operational needs. Highlights include:

- **Street and Infrastructure Improvements**
- **Public Safety Equipment Replacement**

The proposed Capital Fund plan seeks to leverage available resources and prioritize projects with the greatest impact on service delivery and community safety.

Next Steps

The remaining budgets—including Special Revenue, Utility, and Internal Service Funds—along with supporting documentation are being finalized and will be submitted no later than September 15, 2025.

The Village Board will need to determine the time and manner in which to review the budget ahead of the public hearing in November. Based on discussions with the Village Administrator, Village President, and the Chairperson of the General Government and Finance Committee, staff is recommending two options:

Option 1 – Committee of the Whole (COW) Meetings

The Village Board would meet as a Committee of the Whole to review each budget and vote on any changes. The recommended dates for COW meetings are:

- **Monday, September 29, 2025** – Committee of the Whole
- **Tuesday, October 7, 2025** – Committee of the Whole
- **Tuesday, October 14, 2025** – Committee of the Whole
- **Wednesday, October 15, 2025** – Committee of the Whole

Option 2 – Standing Committees & Park & Recreation Commission Review

Each Standing Committee and the Park & Recreation Commission would review the budgets of the departments they oversee at a special committee meeting. At these meetings, the committees would vote on recommended changes to departmental budgets, which would then be brought forward for consideration at one Committee of the Whole meeting.

The General Government and Finance Committee has recommended Option 2 as the preferred approach for the 2026 budget review process.

Public Hearing and Final Adoption

Following the Board’s review of the budget, a public hearing will be held on Monday, November 17, 2025, after which the Board will vote to approve the 2026 Budget and Tax Levy.

ATTACHMENT:

1. 2026 Rev
2. 2026 Exp

STAFF RECOMMENDATION:

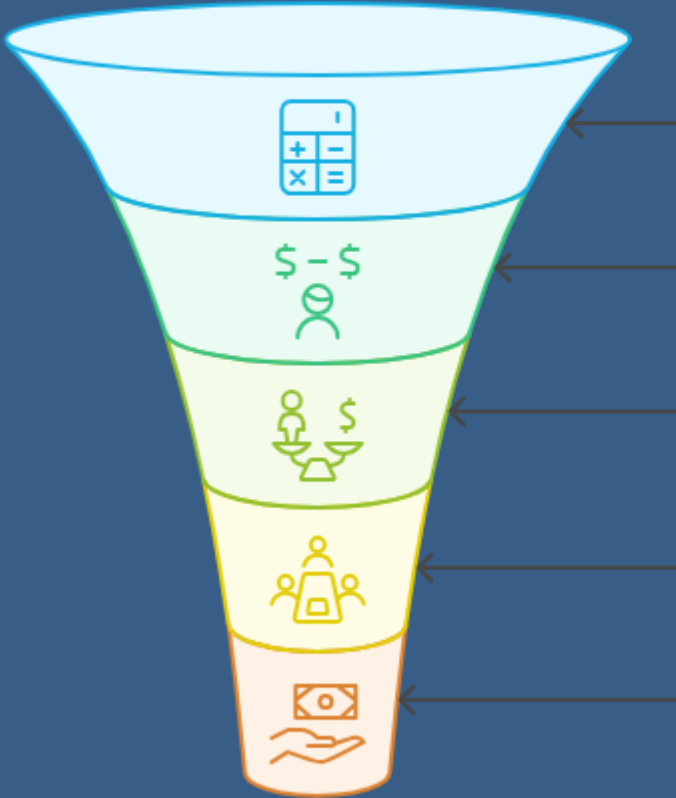
ACTION BY COMMITTEE:



2026 RECOMMENDED BUDGET

Village Budget Development Process

Initial Budget Materials



Compile Materials

Department Drafting

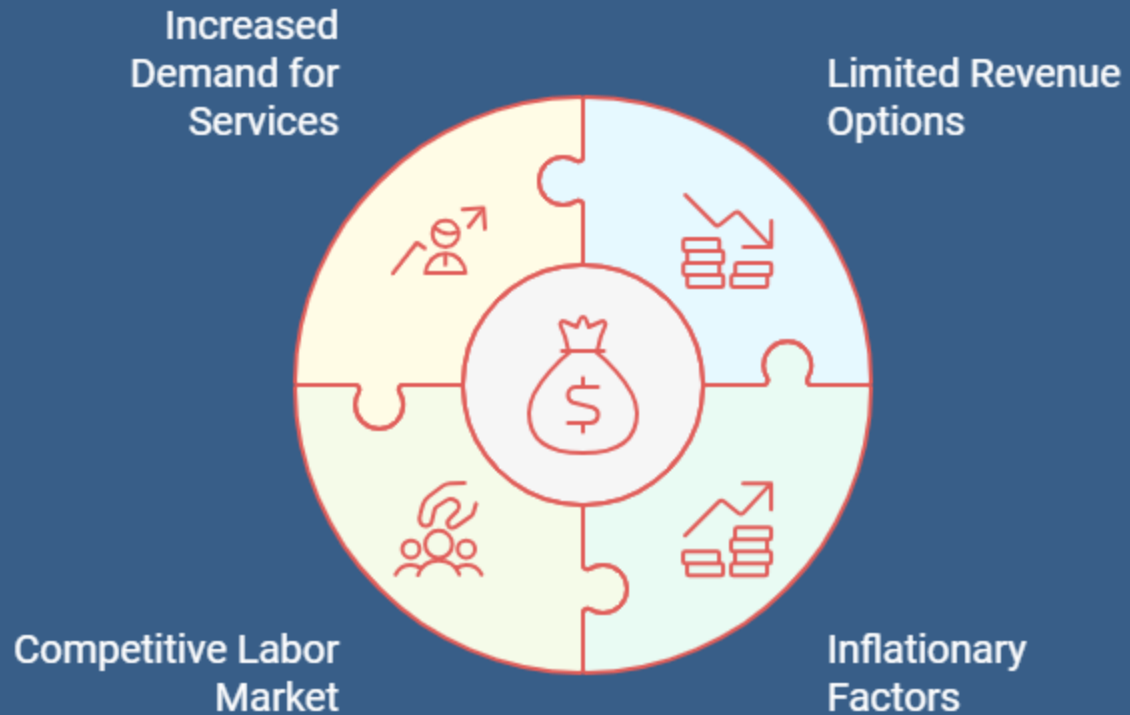
Review and Balance

Presentation and Changes

Adoption

Adopted Budget and Levy

BUDGET CHALLENGES

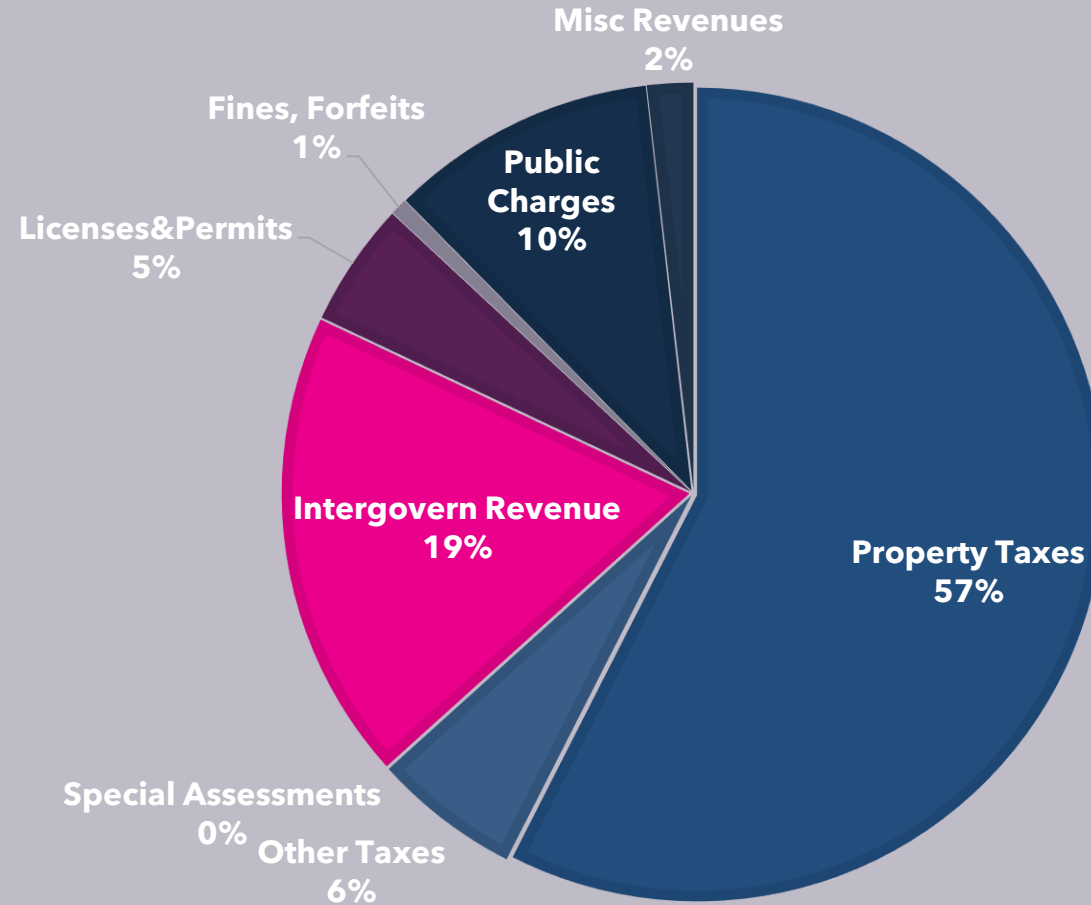


GENERAL FUND REVENUES

Description	2025 Original Budget	2026 Recommended Budget	Change (\$)	Change (%)
<i>Taxes</i>	\$ (14,144,838)	\$ (14,429,634)	\$ (284,796)	2.01%
<i>Special Assessments</i>	\$ -	\$ -	\$ -	0.00%
<i>Intergovern Revenue</i>	\$ (4,015,091)	\$ (4,261,658)	\$ (246,567)	6.14%
<i>Licenses&Permits</i>	\$ (923,280)	\$ (1,123,285)	\$ (200,005)	21.66%
<i>Fines, Forfeits</i>	\$ (155,500)	\$ (150,500)	\$ 5,000	-3.22%
<i>PublicChargeforSrvcs</i>	\$ (2,431,788)	\$ (2,415,988)	\$ 15,800	-0.65%
<i>Misc Revenues</i>	\$ (366,593)	\$ (407,698)	\$ (41,105)	11.21%
<i>Other Financing Sources</i>	\$ (30,000)	\$ -	\$ 30,000	-100.00%
TOTAL	\$ (22,067,090)	\$ (22,788,763)	\$ (721,673)	3.27%

GENERAL FUND REVENUES

- Property Taxes
- Other Taxes
- Special Assessments
- Intergovern Revenue
- Licenses&Permits
- Fines, Forfeits
- Public Charges
- Misc Revenues



REVENUE OVERVIEW

- Net New Construction (2.14%) - \$274,488
 - State caps the general property tax levy increase to net new construction

Category	New Construction Value	% of Total	Amount
<i>TID Parcels</i>	\$21,292,500	23.70%	\$64,998.86
<i>General Parcels</i>	\$68,625,100	76.30%	\$209,489.42

REVENUE OVERVIEW

- Increase in State Aid Projections
 - Shared Revenue \$744,119; up 2% over 2025
 - Transportation Aid \$1,633,556; up 2.7% over 2025
- County EMS Grant \$177,000
 - County provides dollars to municipalities as part of their EMS grant program
 - Committed for FY26 & FY27

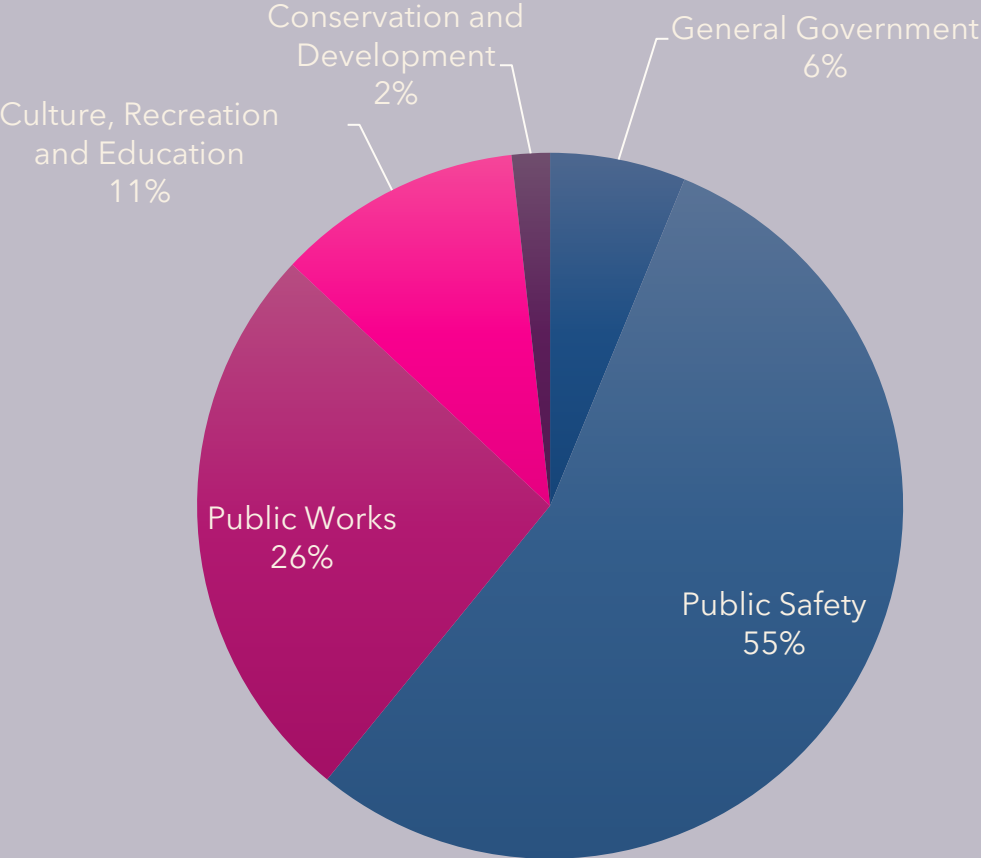
REVENUE OVERVIEW

- Increase in Permit Revenue \$197,000
 - Projected increase in development activity in 2026
 - Building Permits \$515,000
 - Electrical Permits \$79,000
 - Plan Review Fees \$59,000

GENERAL FUND EXPENDITURES

<i>Description</i>	2025 Budget	2026 Budget	Changes (\$)	Changes (%)
<i>Salaries & Wages</i>	\$ 10,692,749	\$ 11,513,153	\$ 820,404	7.67%
<i>Fringe Benefits</i>	\$ 4,212,552	\$ 4,252,485	\$ 39,933	0.95%
<i>Operating Expenses</i>	\$ 6,923,789	\$ 7,013,125	\$ 89,336	1.29%
<i>Capital Expenses</i>	\$ 238,000	\$ 10,000	\$ (228,000)	-95.80%
Total Expenditures	\$ 22,067,090	\$ 22,788,763	\$ 721,673	3.27%

GENERAL FUND EXPENDITURES



GENERAL FUND EXPENDITURES

Description	2025 Original Budget	2026 Departmental Budget	Change (\$)	Change (%)
<i>Non-Departmental</i>	\$ (32,912)	\$ 91,969	\$ 124,881	-379.44%
<i>Village Board</i>	\$ 136,853	\$ 198,344	\$ 61,491	44.93%
<i>Administrator's Office</i>	\$ 177,343	\$ 185,030	\$ 7,687	4.33%
<i>Information Technology</i>	\$ 242,264	\$ 226,170	\$ (16,094)	-6.64%
<i>Clerk's Office</i>	\$ 295,315	\$ 345,931	\$ 50,616	17.14%
<i>Treasurer's Office</i>	\$ 250,704	\$ 261,759	\$ 11,055	4.41%
<i>Assessor</i>	\$ 105,296	\$ 108,830	\$ 3,534	3.36%
<i>Police Administration</i>	\$ 2,994,434	\$ 3,176,379	\$ 181,945	6.08%
<i>Patrol</i>	\$ 3,601,954	\$ 3,613,410	\$ 11,456	0.32%
<i>Detective</i>	\$ 386,686	\$ 418,454	\$ 31,768	8.22%
<i>Emergency Government</i>	\$ 19,563	\$ 19,564	\$ 1	0.01%
<i>Fire Administration</i>	\$ 1,320,943	\$ 1,337,219	\$ 16,276	1.23%
<i>Fire Protection Services</i>	\$ 3,228,028	\$ 3,434,405	\$ 206,377	6.39%
<i>Engineering</i>	\$ 239,685	\$ 227,031	\$ (12,654)	-5.28%
<i>Highway</i>	\$ 3,330,116	\$ 3,201,329	\$ (128,787)	-3.87%
<i>Buildings & Grounds</i>	\$ 1,059,466	\$ 1,055,907	\$ (3,559)	-0.34%
<i>Parks</i>	\$ 1,013,288	\$ 987,061	\$ (26,227)	-2.59%
<i>Res Yard Waste</i>	\$ 459,316	\$ 474,917	\$ 15,601	3.40%
<i>Library</i>	\$ 1,039,379	\$ 1,080,203	\$ 40,824	3.93%
<i>Inspection and Permitting</i>	\$ 358,168	\$ 456,030	\$ 97,862	27.32%
<i>Planning and Zoning</i>	\$ 311,724	\$ 315,845	\$ 4,121	1.32%
<i>Municipal Development</i>	\$ 81,900	\$ 81,900	\$ -	0.00%
<i>Recreation</i>	\$ 1,323,151	\$ 1,364,235	\$ 41,084	3.11%
<i>Senior Center</i>	\$ 124,426	\$ 126,841	\$ 2,415	1.94%
TOTAL	\$ 22,067,090	\$ 22,788,763	\$ 721,673	3.27%

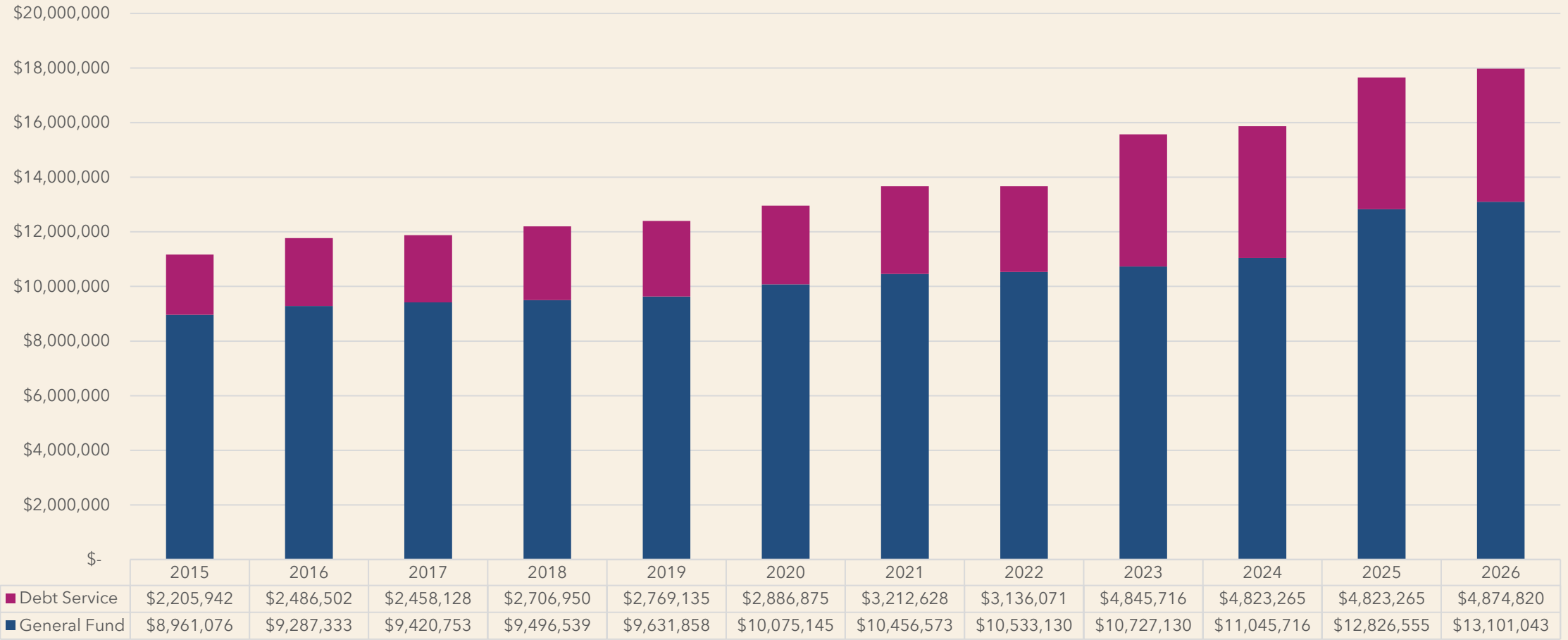
EXPENDITURE OVERVIEW

- Salaries & Wages
 - Salaries & Wages increased by \$820,404 (7.67%) from 2025 to 2026.
 - Union increases of 3.5% and 4% respectively + step increase
 - \$516,000 or 63% of increase if for public safety
 - Performance Adjustments of 3.5% for non-union staff
- Fringe Benefits
 - Health & Dental premiums held flat
 - WRS employee & employer contribution increased for Non-Public Safety Employees

EXPENDITURE OVERVIEW

- Operating Expenses
 - Modest increase in operating expenses
 - Largely driven by increases in WE Energies Cost
 - Projected increase in insurance premiums
- Capital Outlay
 - Non-Borrow Capital has been removed from the 2026 Recommended Budget
 - Included in 2026 Capital Budget
 - Analyzing different funding options and strategies

Village Property Tax Levy

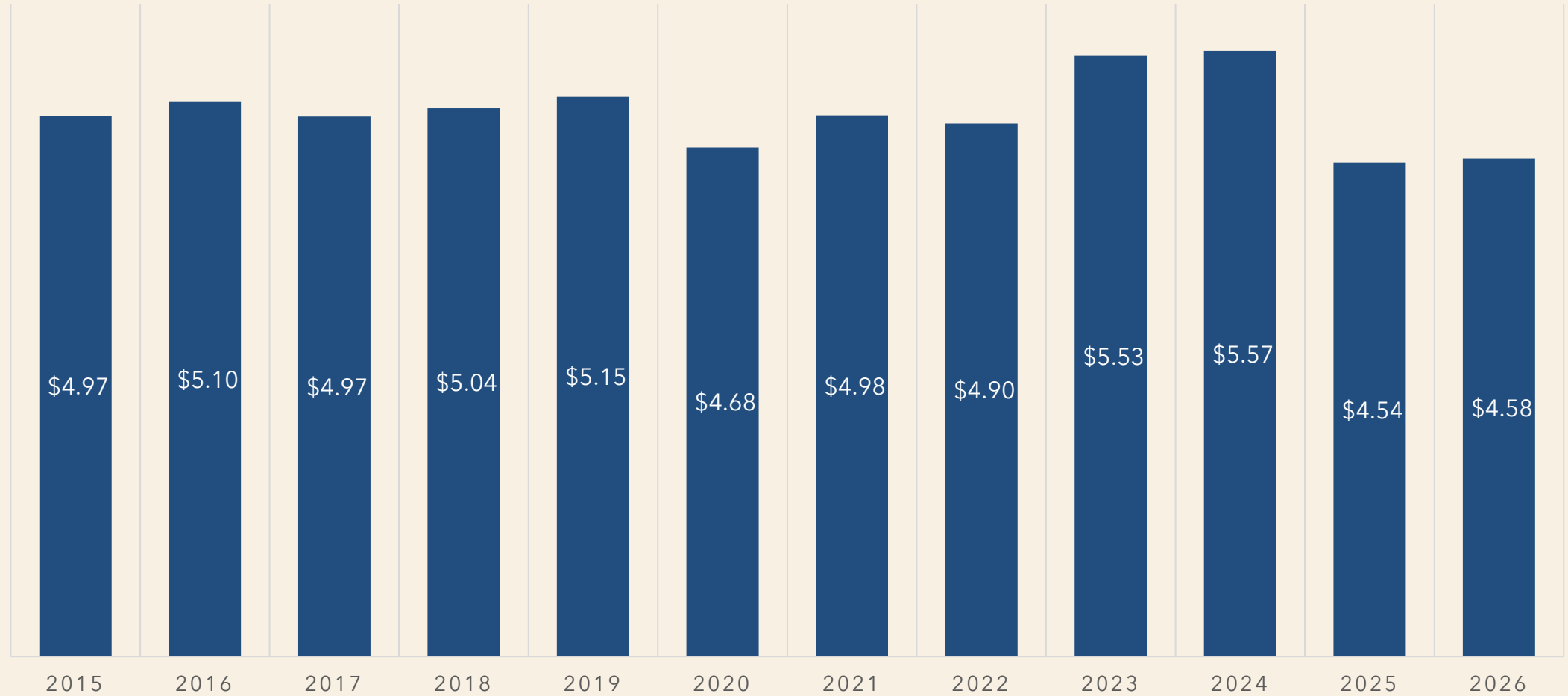


■ General Fund ■ Debt Service

*2023 increase for DPW Building Debt Service
 *2025 increase for Public Safety Referendum

TAX RATE

■ Village of Germantown



TAX BILL - VILLAGE'S PORTION

	2025 Adopted	2026 Recommended	Change (\$)	Change (%)
<i>Total General Fund Budget</i>	\$22,067,090	\$22,788,763	\$721,673	3.27%
<i>Tax Levy</i>	\$12,826,555	\$13,101,043	\$274,488	2.14%
<i>Other Revenues</i>	\$9,240,535	\$9,687,720	\$447,185	4.84%
<i>Assessed Value</i>	\$4,205,520,900	\$4,308,577,100	\$103,056,200	2.45%
<i>Local Tax Rate</i>	\$4.54	\$4.58	\$0.04	0.77%
<i>Estimated Residential Tax Bill*</i>	\$2,045	\$2,070	\$25	1.22%

*Village portion on a \$452,000 Assessed Single Family Property

2025 CAPITAL PROJECTS OVERVIEW

Public Safety – \$9,763,600

- **Fire Station #2 Renovation:** \$6,100,000
- **Police Department (PD) Design:** \$3,000,000
- **Vehicles:** \$613,000
 - 5 cars (includes K9 setup): \$338,000
 - New Battalion Chief & Inspection vehicles: \$275,000
- **Equipment:**
 - 25 Rifle Lights: \$10,500
 - 25 Rifle Suppressors: \$25,000
 - 5 Rifles (5-year CIP): \$8,100
 - Drone: \$7,000

Department of Public Works (DPW) – \$3,571,400

- **Annual Road Program:** \$1,622,400
- **Major Projects:**
 - Patrol Truck: \$341,000
 - Pick-up Truck & Sidewalk Tractor: \$344,000
 - Maple Rd Bridge Repair: \$275,000
 - Mequon Rd Resurface Engineering: \$275,000
- **Other Items:**
 - GIS Upgrade: \$40,000
 - Street lighting fixture replacement: \$114,000
 - Kinderberg south path & drainage: \$54,000
 - Equipment & facility repairs: approx. \$500,000

Recreation & Library– \$138,000

- **Kinderberg Fence and Tennis:** \$55,500
- **Trail Improvements (Impact Fees):** \$50,000
- **Senior Center AV Upgrade:** \$22,500
- **Study Pods:** \$40,000 (\$10,000 Capital)

NEXT STEEPS

Option #1 - Committee of the Whole Meetings

The Village Board would meet as a Committee of the Whole to review each budget and vote on any changes.

The recommended dates for COW meetings are:

- Monday, September 29, 2025
- Tuesday, October 7, 2025
- Tuesday, October 14, 2025
- Wednesday, October 15, 2025

Option #2 - Standing Committees Review

Each Standing Committee and the Park & Recreation Commission would review the budgets of the departments they oversee at a committee meeting.

Committees would vote on recommended changes to departmental budgets, which would then be brought forward for consideration at one Committee of the Whole meeting.

**The General Government and Finance Committee has recommended Option 2 as the preferred approach for the 2026 budget review process.*

The background features a complex geometric design. A diagonal line runs from the top-left to the bottom-right. The area above and to the left of this line is divided into several sections: a dark purple triangle at the top-left containing a white circle; a blue square with concentric circles; a pink square with a white semi-circle; a pink square with diagonal lines; a blue square; a pink square with a white triangle; and a dark purple triangle. The area below and to the right of the diagonal line is a solid blue triangle. The text 'THANK YOU' is centered in the blue area.

THANK YOU

GERMANTOWN COMMUNITY LIBRARY

2025 IN-LIBRARY PROGRAMS

(NUMBER OF PROGRAMS IN PARENTHESES)
(JAN - AUG)



9,377

People
Attended

323

Programs

PRESCHOOL

Preschool
Storytime (24): 1,352
Baby/Toddler
Storytime (24): 1,305
Neighbor (8): 240
Special (4): 143
= (60)
3,040

YOUTH

Family Night (7): 272
Lego (8): 946
Adventure (9): 183
Performers (15): 779
Field Trips (8): 317
Special (7): 481
= (54)
2,978

TEENS

Advisory (8): 87
Tween (7): 232
Teen (10): 123
Crafts (24): 162
= (49)
604

ADULTS

Book Groups (48): 322
Crafts (43): 1,156
Puzzle/Games (8): 17
Friends (5): 54
Blood Drive (4): 153
Work Force (34): 68
Special (8): 132
= (150)
1,912

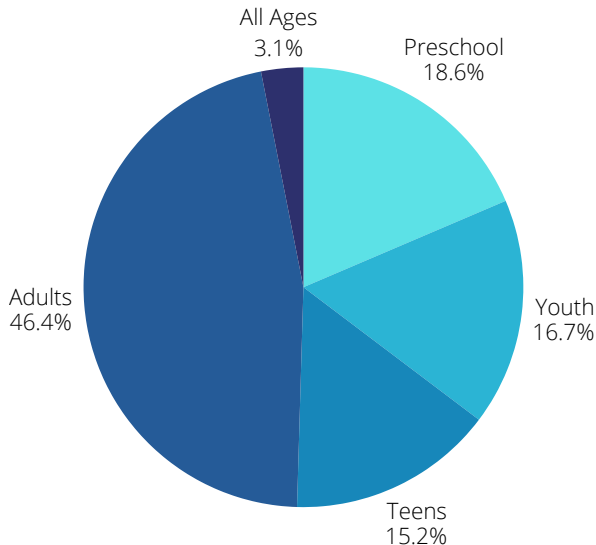
ALL AGES

Puzzle (3): 127
Bingo (1): 65
Special (6): 651
= (10)
843

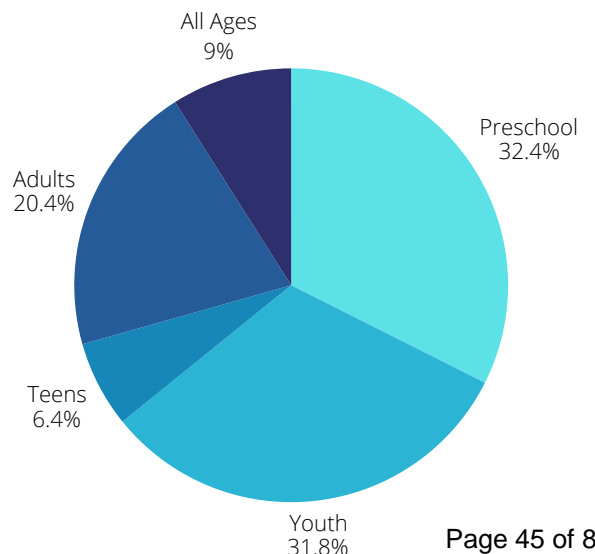
Past Attendance:

- 2024: 9,814
- 2023: 12,804
- 2022: 11,149
- 2021: 4,316
- 2020: 7,066
- 2019: 29,623

PROGRAMS OFFERED BY TARGET AGE



ATTENDANCE BY TARGET AGE



GERMANTOWN COMMUNITY LIBRARY

2025 IN-LIBRARY PROGRAMS

(COMPARISON OF JAN - AUG 2024 TO 2025)



9,377

People
Attended

323

Programs

PRESCHOOL

Preschool
Storytime: (24): 1,352
Baby/Toddler
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YOUTH

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Lego (8): 946
Adventure (9): 183
Performers (15): 779
Field Trips (8): 317
Special (7): 481
= (54)
2,978

TEENS

Advisory (8): 87
Tween (7): 232
Teen (10): 123
Crafts (24): 162
= (49)
604

ADULTS

Book Groups (48): 322
Crafts (43): 1,156
Puzzle/Games (8): 17
Friends (5): 54
Blood Drive (4): 153
Work Force (34): 68
Special (8): 132
= (150)
1,912

ALL AGES

Puzzle (3): 127
Bingo (1): 65
Special (6): 651
= (10)
843

Past Attendance: (Total)

2024: 9,814
2023: 12,804
2022: 11,149
2021: 4,316
2020: 7,066
2019: 29,623

2024 (Jan-Aug)
= (215)
5,684

2024 (Jan-Aug)
= (46)
2,418

2024 (Jan-Aug)
= (32)
2,105

2024 (Jan-Aug)
= (29)
250

Adult & All Ages
2024 (Jan-Aug)
= (108)
911



+50.2% Programs
+63.2% Attendance

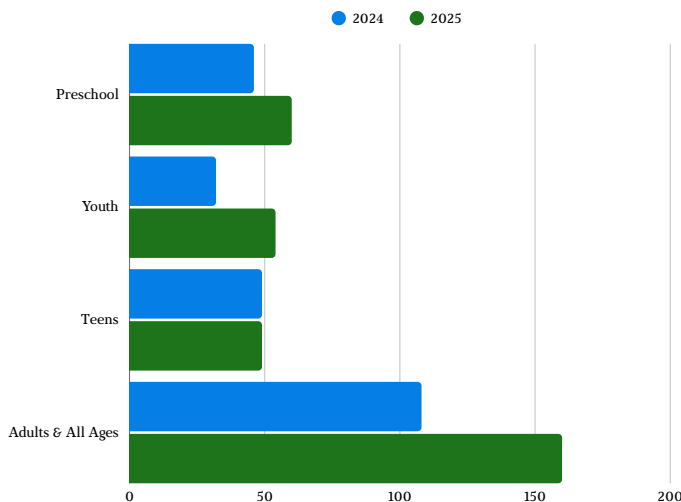
+30.4% Programs
+25.7% Attendance

+68.6% Programs
+41.5% Attendance

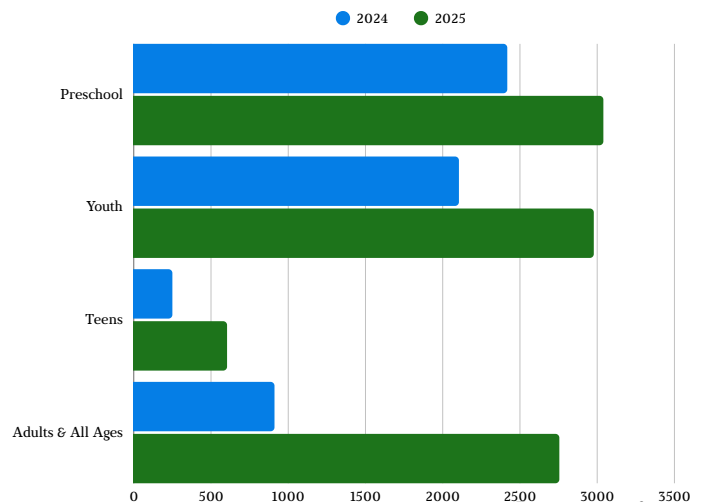
+69.0% Programs
+141.6% Attendance

+48.1% Programs
+202.4% Attendance

PROGRAMS OFFERED BY TARGET AGE



ATTENDANCE BY TARGET AGE



GERMANTOWN COMMUNITY LIBRARY

2025 OUTSIDE OF THE LIBRARY

(NUMBER OF PROGRAMS IN PARENTHESES)
JAN - APR 2025



8,280

People
Attended

152

Programs

PRESCHOOL

Storytime: (12): 257
Delivery (5): 10
= (17)
267

YOUTH

Kid's Klub (7): 227
Battle (6): 156
Field Trips (38): 2,153
Special (6): 3,802
= (57)
6,338

TEENS

Band (1): 120
Book Group (5): 85
Battle (4): 43
= (10)
243

ADULTS

Senior Living Facilities
(32): 170
Adult Day Center
(16): 182
Homebound (8): 41
Book Groups (8): 280
Special (2): 202
= (66)
875

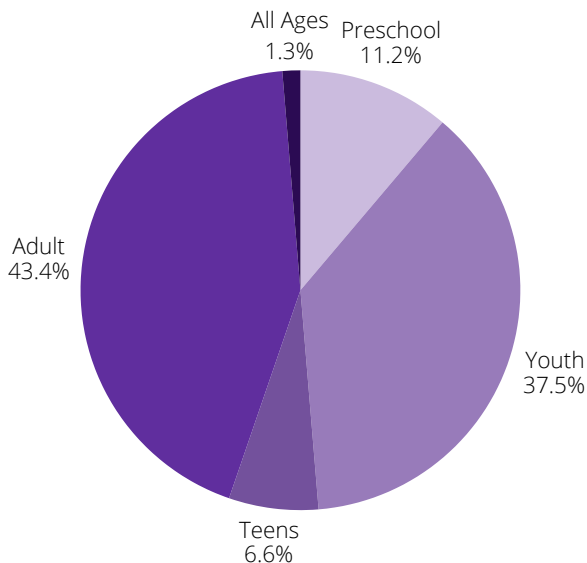
ALL AGES

Fundraisers (2): 557
= (2)
557

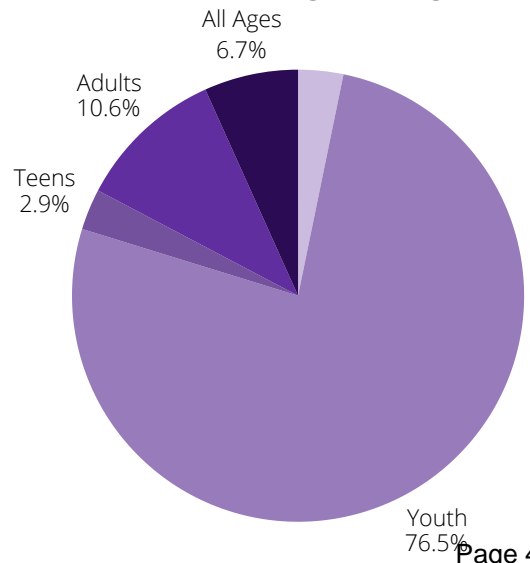
Past Attendance:

2024: 11,542
2023: 14,480
2022: 10,695
2021: 6082

PROGRAMS OFFERED BY TARGET AGE



ATTENDANCE BY TARGET AGE



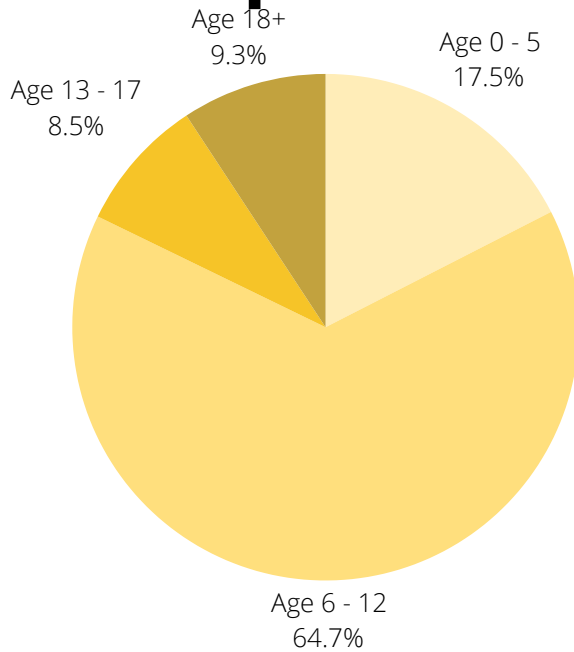
2025 SUMMER READING CHALLENGE

GERMANTOWN COMMUNITY LIBRARY

2025

*Some numbers are based on averages by total participants

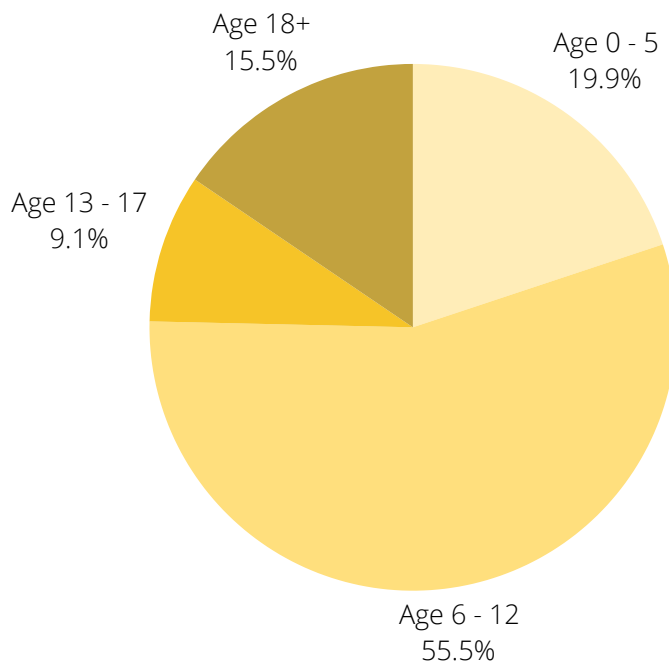
Total Participants



1,545

PEOPLE PARTICIPATED
-3.1% DECREASE

Logs Turned In



11,221*

LOGS TURNED IN
30.0% INCREASE

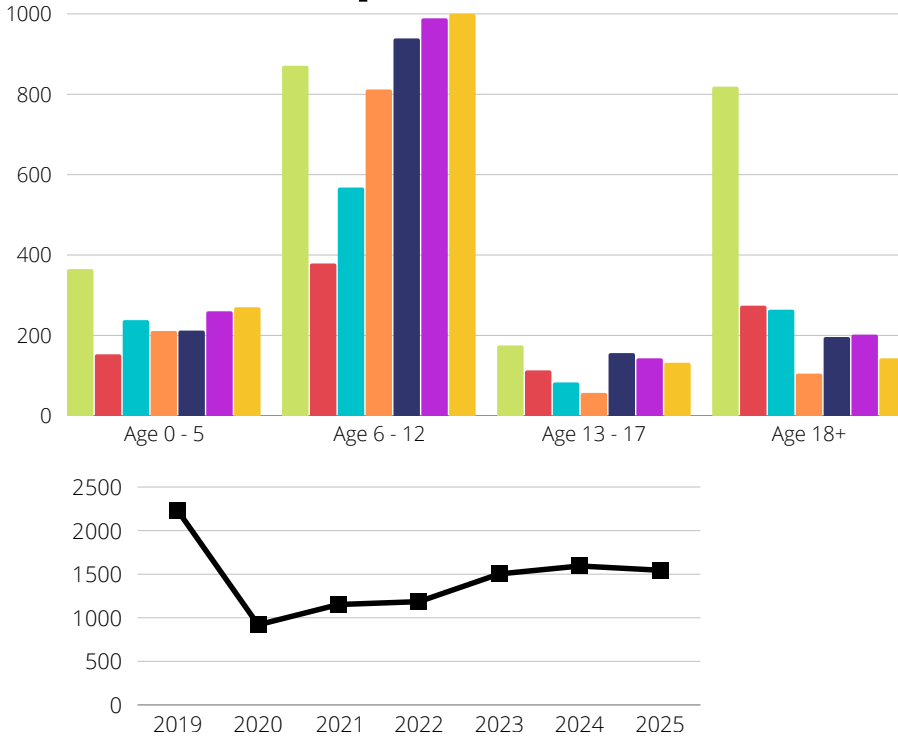
2019-2025 SUMMER READING CHALLENGE

GERMANTOWN COMMUNITY LIBRARY

*Some numbers are based on averages by total participants



Total Participants

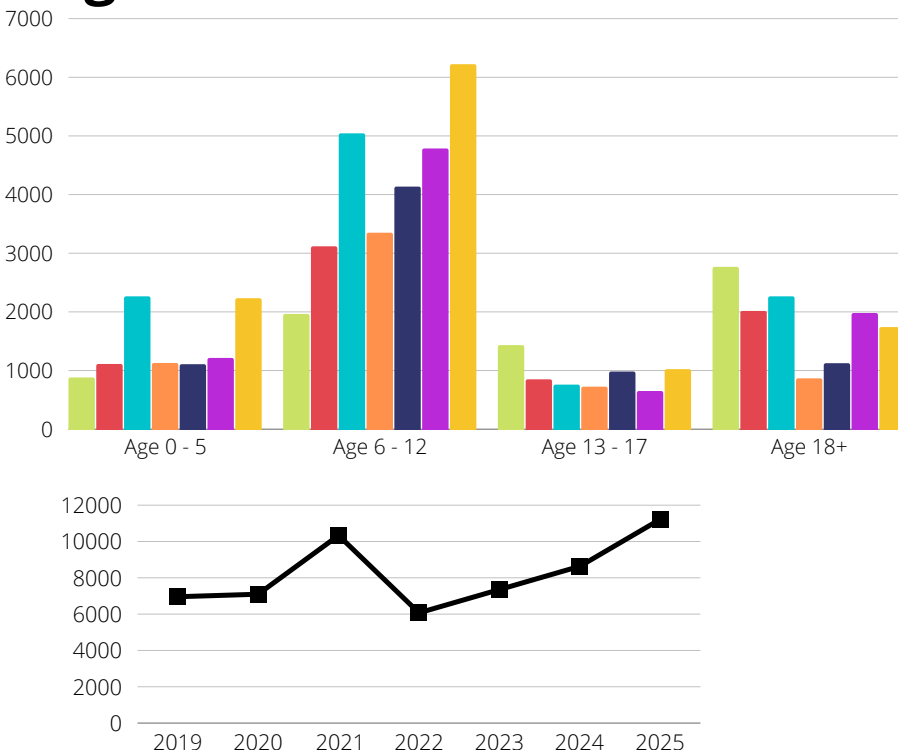


1,545

PEOPLE PARTICIPATED
-3.1% DECREASE

(1,594 IN 2024)
(1,503 IN 2023)
(1,185 IN 2022)
1,152 IN 2021
(919 IN 2020)
(2,230 IN 2019)

Logs Turned In



11,221

LOGS TURNED IN
30.0% INCREASE

(8,683 IN 2024)
(7,352 IN 2023)
(6,071 IN 2022)
10,334 IN 2021
(7,096 IN 2020)
(6,958 IN 2019)

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!

Trick or Treating at the Library:

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

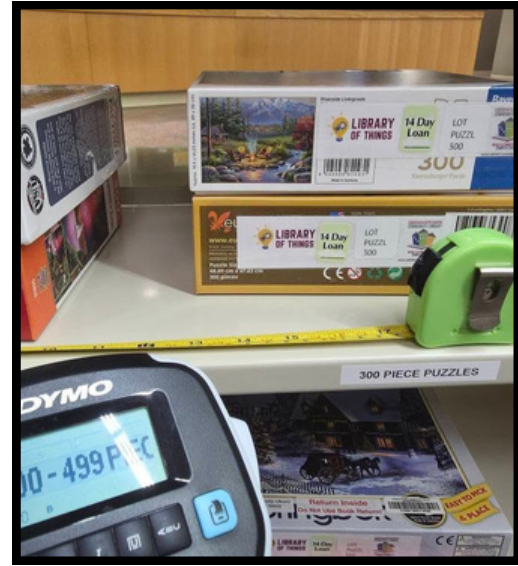
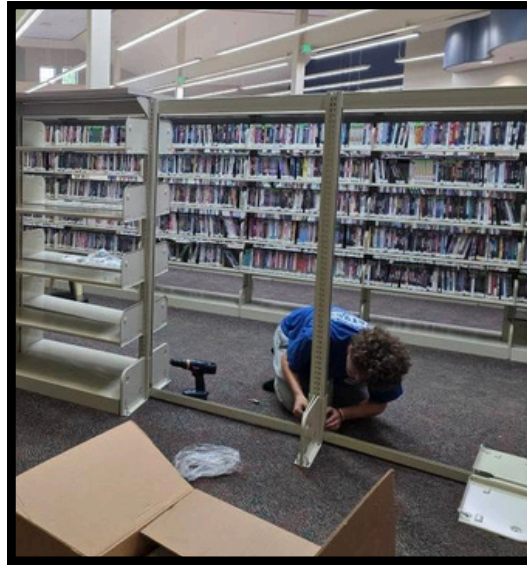
GEARED FOR AGES 2-10

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

On Wednesday, September 17, 2025 - the library installed shelving units to expand both the Adult & Youth Library of Things Collection. Collections were reorganized and relabeled.

This will give us 32 new shelves to hold puzzles, board games, craft kits, literacy kits, MeReaders, Tonies, & more for our patrons!

The Adult CDs were weeded in half and moved to the end of the DVD/Audiobook collections.



Library Highlights (Sept 2025)



Fundraiser was held at Jersey Mike's to raise money for Teen Furniture



The Enchanted Library visited Richfield Farmer's Market



Puzzle Race was held with 15 teams at 48 people in attendance



Weekly storytime resumes at 9:30am & 10:30am on Tuesdays and Wednesdays



Charging cords are now available for checkout in the Library of Things



Mark Muellenbach presented on the Ice Age Trail on Tues, Sept 16



The theme this month for LEGO@ the Library was "Things That Go"



State of Wisconsin Job Service Assistance is available on most Mondays from 1-3pm



Adult Craft Classes continue to fill up and are held twice a month



Make It 2 Go Checkout Craft Kits are put out at on the first of each month



Adult Fiction highlighted books about libraries and books for Library Card Month



New shelving was installed on Wed, Sept 17 and collections were moved

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: September 24, 2025

PLACEMENT: Action Item

ITEM TITLE: 2026 Library Budget (Action)

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Budget Summary and attachments

ATTACHMENT:

1. 2026 Budget Summary
2. 2026 Budget (pt. 1 - 2026 Library Revenue)
3. 2026 Budget (pt. 2 - 2026 Library Expenses)
4. 2026 Budget (pt. 3 - 2026 Library Expense Detail)
5. 2026 Budget (pt. 4 - 2026 Library Expense Detail - DPW)
6. 2026 Budget (pt. 5 - 2026 Computer Rotation Plan)
7. 2026 Budget (pt. 6 - 2026 Library Capital)
8. 2026 Budget (pt. 7 - 2026 Library Capital - Detail)

STAFF RECOMMENDATION:

Approve the proposed library budget as presented.

ACTION BY COMMITTEE:

Germantown Community Library Board

MEETING DATE: September 24, 2025

PLACEMENT: Old Business

AGENDA ITEM(S): VIII. A. 2026 Library Budget

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Since the Library Board meeting on Wednesday, August 27 there have been no new updates to the library budget. Budget document are attached.

2026 Budget Timeline:

- Friday, February 28: Library Annual Report submitted to the Wisconsin Department of Public Instruction. This report includes 2024 total expenditures and circulation by municipality that are used in calculation for the Village and County budgets for 2026.
- June-July: Tentative budget estimates provided by Village of Germantown Finance. Library Director begins to create a draft budget and work with village and library staff on individual line items.
- Monday, June 16: Village Finance Director presented at the Village Board meeting for discussion (X. B. 2026 Budget Process, Expectations, and Outlook).
- Wednesday, July 23: Library Director and Assistant Director met with Village Public Works Superintendent of Buildings, Highways, and Grounds to discuss budget numbers for building line items.
- Wednesday, July 23: Budget presented at Library Board meeting for discussion (IX. C. 2026 Budget).
- Wednesday, August 20: Library Director and Library Board President met Village Administration and Village Finance to discuss the draft library budget.
- Wednesday, August 27: Budget presented at Library Board meeting for discussion (VIII. A. 2026 Budget).
- Monday, September 2: Village Finance Director presented at the Village Board meeting for discussion (X. H. Presentation of 2026 Recommended Budget).
- Friday, September 12: The 2026 Washington County Library Services Budget and 2026 Amount for Exemption of Library Tax was provided by Ashley Reichert, County Clerk.
- Tuesday, September 23: Village Finance presented the Library budget at the Special General Government & Finance Committee Meeting.
- Wednesday, September 24: Library budget will be discussed for approval at the Library Board meeting.
- Wednesday, October 8: Committee of the Whole meeting.
- Tuesday, October 14: Committee of the Whole meeting.
- Monday, November 17: Village Public Hearing for Budget approved at the Village Board meeting.

LIBRARY REVENUES

Account	Organization	Object	Account Description	2023 Actuals	2024 Actuals	2025 YTD	2025 Adopted	2026 Departm	Change (\$)	Change (%)
Intergovernmental										
	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%
			TOTAL INTERGOVERNMENTAL	\$308,347.25	\$351,211.42	\$166,678.48	\$339,000.00	\$342,000.00	\$ 3,000.00	0.88%
Public Charges for Services										
	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!
			TOTAL PUBLIC CHARGES	\$ 21,192.05	\$ 70,111.75	\$ 24,682.55	\$ 10,000.00	\$ 12,000.00	\$ 2,000.00	20.00%
Misc Revenues										
	10570000	471700	Library Donations	\$ -	\$ -	\$ -	\$ -		\$ -	#DIV/0!
			TOTAL MISC REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
			TOTAL REVENUES	\$329,539.30	\$421,323.17	\$191,361.03	\$349,000.00	\$354,000.00	\$ 5,000.00	1.43%

LIBRARY EXPENSES

Account	Organization	Object	Account Description	2023 Actuals	2024 Actuals	2025 YTD	2025 Adopted Budget	2025 Amended	2026 Departmental	Change (\$)	Change (%)
Salaries & Wages											
	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%
			TOTAL SALARIES & WAGES	\$ 580,377.34	\$ 571,140.86	\$ 366,659.94	\$ 594,658.00	\$ 612,618.00	\$ 628,131.00	\$ 33,473.00	5.63%
Fringe Benefits											
	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%
			TOTAL FRINGE BENEFITS	\$ 180,424.85	\$ 179,986.94	\$ 117,844.80	\$ 187,262.00	\$ 189,255.00	\$ 192,934.00	\$ 5,672.00	3.03%
Operating Supplies & Exp											
	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%
			TOTAL OPERATING SUPP & EXP	\$ 279,586.80	\$ 321,183.14	\$ 199,106.29	\$ 257,459.00	\$ 351,459.00	\$ 258,191.00	\$ 732.00	0.28%
Capital Items											
	10570000	591000	Library Misc. Equipment	\$ 34.77	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	#DIV/0!
			TOTAL CAPITAL ITEMS	\$ 34.77	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	#DIV/0!
			TOTAL EXPENSES	\$ 1,040,423.76	\$ 1,072,310.94	\$ 683,611.03	\$ 1,039,379.00	\$ 1,153,332.00	\$ 1,089,256.00	\$ 49,877.00	4.80%

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

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

2026 Budget

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

2026 Budget

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

2026 Budget

10570000-591800	MAJOR REPAIRS	\$27,000.00
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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						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							x	
	Children 2			x					x		x							x	
	Internet 1		x					x		x					x				
	Internet 2		x					x		x					x				
	Internet 3		x					x		x					x				
	Internet 4		x					x		x					x				
	Internet 5		x					x		x					x				
	Internet 6		x					x			x							x	
	Internet 7					x					x							x	
	Internet 8		x					x			x							x	
Public Copier/Printer Payment Kiosk					New					?									
Laptops	Public 1					x					x							x	
	Public 2					x					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

Account	Organization	Object	Account Description	2025 Adopted Budget	2026 Departmental Budget	Change (\$)	Change (%)	Notes
Capital Items								
	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!	
			TOTAL CAPITAL ITEMS	\$ -	\$ 10,000.00	\$ 10,000.00	#DIV/0!	
			TOTAL CAPITAL ITEMS	\$ -	\$ 10,000.00	\$ 10,000.00	#DIV/0!	

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 as 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.

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: September 24, 2025

PLACEMENT: Action Item

ITEM TITLE: Monarch Library System Membership Agreement: Appendix F (Action)

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Appendix F of the Monarch Library System Membership Agreement has been drafted for member libraries to give the Monarch Library System reasonable notice of new information technology (IT) and Integrated Library System (ILS) project. Appendix F gives guidelines for advance notice of project planning and also includes a "New Project Planning Form."

The Monarch Library System Membership Agreement was last approved by the Germantown Community Library Board in October of 2019 (attached).

Appendix F was approved by the Monarch Library System Board on Thursday, September 12, 2025 (attached).

ATTACHMENT:

1. Monarch Agreement Appendix F (pt. 1 - Monarch Agreement)
2. Monarch Agreement Appendix F (pt. 2 - Appendix F)

STAFF RECOMMENDATION:

Approve Appendix F of the Monarch Library System Membership Agreement as presented.

ACTION BY COMMITTEE:

Monarch Library System Membership Agreement

Between the Monarch Library System And _____ Library

Article I General

1. This agreement is entered into by and between the Board of the _____ Library and the Monarch Library System Board of Trustees.

Article II Definitions

1. The Board of Trustees is the body established by the Boards of Supervisors of Dodge, Ozaukee, Sheboygan, and Washington Counties to provide and administer the Monarch Library System in accordance with Wisconsin Statutes. [Wis. Stat. 43.15 & Wis. Stat. 43.19].
2. The _____ Library Board is the body, established under Wisconsin Statutes [Wis. Stat. 43.54] which administers the _____ Library as an agency established by the _____ to provide public library service. [Wis. Stat. 43.52 & 43.53]
 - a. The term public library shall include municipal or joint libraries.
3. This agreement shall become effective _____ 20__ and shall continue in force until superseded by a new agreement or until terminated.
4. This agreement may be altered or amended by approval of the system board and a 67% majority vote of system member libraries, provided that the text of the amendment(s) is made available to all member institutions sixty (60) days prior to the meeting at which the amendment(s) is to be decided.
5. Members will abide by the terms specified in the appendices which are binding to this agreement.
6. The shared services, provided by the system, utilized by member libraries is provided on a fee basis.
7. A system member is a library that has signed this system membership agreement and paid all associated fees.
8. The fees collected from member libraries annually in accordance with this document are understood to fund a part of any and all system services with the exception of ILS costs and can be found in appendix A.

Article III Member Responsibilities

IT IS THEREFORE AGREED ON THE PART OF THE _____ LIBRARY BOARD THAT THIS LIBRARY SHALL:

1. Be properly established under Wis. Stats. Ch. 43.
2. Be located in a county that participates with the Monarch Library System.
3. Be authorized by its governing body or board to participate in the public library system.
4. Enter into a written agreement with the library system to participate in the services, projects and activities of the library system's annual plan submitted to the Division for Libraries and Technology, and approved by the System Board.
5. Provide to any resident of the system area the same library services, on the same terms, that are provided to the residents of the libraries' municipality or municipalities subject to those exceptions established by statute, regulation, administrative rule, Department of Public Instructions/Division for Libraries and Technology Information Bulletin, attorney general's opinion, or judicial decision. This does not prohibit a member public library from giving preference to its residents for library group programs if the library limits the number of persons who may participate in the group program, or from limiting remote access to a library's electronic database to its residents.
6. Provide interlibrary loans of materials to local library patrons and to other member libraries when requested in concert with applicable interlibrary loan protocols as well as with extant agreements between the library and its vendors.
7. Employ a head librarian who is certified as a public librarian by the Department of Public Instruction and whose employment requires that he or she be present in the library for at least ten (10) hours of each week that the library is open to the public, less leave time. [Wis. Stat. 43.15(4)(c)6].
8. Annually be open to the public an average of at least twenty (20) hours each week. [Wis. Stat. 43.15(4)(c)7].
9. Annually spend at least \$2,500.00 on library materials. [Wis. Stat. 43.15(4)(c)8].
10. Have the director (or designated representatives) participate in the various library committees and councils which serve as a conduit to advise the System Board about the status and needs of and to make recommendations to the Library System Board.
11. Participate in any intersystem reciprocal borrowing agreements that the Library System signs with other library systems and follow appropriate exceptions if there is no intersystem reciprocal borrowing agreement with a library system [Wis. Stat. 43.14(10) and 43.27(11)].
12. File an annual report as specified by the Division for Libraries and Technology [Wis. Stat. 43.17(5)].
13. Provide upon request of the county clerk(s), access to all books and records used to determine the number of materials loaned to non-librarian residents of the county and the total number of materials loaned.
14. Plan for library services and activities using the standards for public libraries recommended by the Department of Public Instruction.

Article IV Library System Responsibilities

IT IS ALSO AGREED ON THE PART OF THE MONARCH LIBRARY SYSTEM BOARD THAT THE SYSTEM SHALL, AS STATED IN ITS ANNUAL PLAN:

1. Provide interlibrary loan service, interlibrary loan referrals to and from Library System libraries, and to and from the state interloan network.
2. Provide backup interlibrary loan service, reference referrals, and access to its specialized collections through a resource library.
3. Provide continuing education and training programs of system-wide interest and consultant services in selected areas for member library staff and trustees.
4. Provide an electronic information delivery system and a rapid and regular physical materials delivery system among member libraries in the Library System.
5. Provide agreements with adjacent library systems for member library participation in continuing education programs and other services of benefit to member libraries.
6. Promote and facilitate library service to patrons with special needs.
7. Plan cooperative activities with libraries in the library system which provide for the appropriate sharing of library resources and improved public library service.

Article V Member Library Committee Responsibilities

1. The system member directors, or if applicable, designated representatives, will participate in various councils and committees and shall attend all meetings to which they are appointed.
2. Standing library committees of the member libraries are the following:
 - a. Directors Council. This council shall have the authority to transact the necessary business of the system members in the management of the affairs of the system that are assigned to the libraries. All recommendations from the other committees will be decided before this body by a majority of a vote as noted in appendix B. Decisions may be appealed using the process outlined in appendix D and E.
 - b. ILS Committee. The ILS committee shall set policies, standards, and plans and oversee the development, implementation, and maintenance for the ILS.
 - c. Governance Committee. The governance committee shall set policies and standards, and oversee the development, implementation, and planning of all other non-ILS related areas.
 - d. Circulation Committee. Create procedures for consistency throughout the ILS with circulation of materials and patron records.
 - e. *Ad Hoc* Advisory Committees: Ad hoc committees shall consider appropriate matters, make reports to the Directors Council, and fulfill such other advisory functions as may be designated.

Article VI Termination of Membership by the Library

1. Any member may terminate its system membership by providing written notice to the system board prior to June 1st of a given calendar year. Said termination shall be effective January 1st of the following year.
2. A member terminating its membership shall do so according to a schedule mutually agreed upon by the member library and the system director prior to the following January 1st.
3. A member terminating its participation shall not cast votes during their remaining time of membership on issues having future budget impact.
4. The member terminating its participation shall be liable for all fees pertaining to being a member as of the beginning of the year and all payments made will not be refunded and shall remain the property of the system.
5. A library that has terminated its membership shall have no claim on, or rights or obligations with respect to any property provided that the property described above shall remain the property of the withdrawing library.
6. The Monarch Library System shall have no claim on, or rights or obligations with respect to any local equipment, software, or assets owned by any library terminating its membership or any substitutions, replacement, or improvements thereto provided that the property described above shall remain the property of the system.

Article VII Termination of Membership by the System

1. Membership in the system may be terminated for cause and will require the approval of the system board and a 67% majority vote of the member libraries. Such cause is limited to failure to pay related debts owed to the system or failure to adhere to the terms of this agreement or other stated policies.
2. A minimum of one (1) year notice must be given to a member that is to be terminated for cause. Notice must be given in writing by the system board to the board of the member library to be terminated.
3. The Monarch Library System shall have claim on any debts or fees owed it by the member so terminated.
4. In all other respects the termination of membership by the System Board and the Directors Council shall be handled according to the provisions listed above.

Representing the Monarch Library System

Representing the Library

Board President

Board President

System Director

Library Director

Date

Date

Appendix A System Member Fees

E-Content. The total cost of usage-based digital content provided each year is divided by a simple per-capita calculation using the most recent ten-year population census for the city, village, or township in which the library resides.

OCLC/ILS/ILS Replacement/ILS Admin. The total cost of these provided services shall be distributed according to library size when dividing the associated costs for these platforms. Each library shall be responsible for the number of shares determined by the tier it is assigned using the following model:

1. A Grade 1 library (libraries with populations of 6,000 or more persons) is tier 3 and has 3 shares.
2. A Grade 2 library (libraries with populations of 3,000-5,999 persons) is tier 2 and has 2 shares.
3. A Grade 3 library (libraries with populations of up to 2,999 persons) is tier 1 and has 1 share.

The total cost for the service shall then be divided by the total number of shares and distributed accordingly.

- **NOTE:** ILS costs only applies if the member has signed the ILS membership agreement.
- **NOTE:** These fees structures are taken from the ELSL/MWFLS merger committee final recommendation report and can be found on page 3-4 and in appendix D of the document.

Appendix B System Member Voting Structure

The Directors Council will operate by a consensus governance model.

When it is not possible or feasible to reach consensus, the Directors Council will use a weighted voting model based on a reverse of the state libraries certification levels, which are based on population.

1. A Grade 1 library (libraries with populations of 6,000 or more persons) is tier 3 and has 3 shares.
2. A Grade 2 library (libraries with populations of 3,000-5,999 persons) is tier 2 and has 2 shares.
3. A Grade 3 library (libraries with populations of up to 2,999 persons) is tier 1 and has 1 share.

A threshold of 75% of total weighted votes must be reached for approval of an item that does not reach general consensus which, of necessity, will require a minimum support of more than half of the libraries in the system.

- **Note:** The voting structure is taken from the ELSL/MWFLS merger committee final recommendation report and can be found in appendix D of that document.

Appendix C Technology Responsibilities

Monarch Library System staff may recommend technology purchases to standardize library system services. System-wide technology purchases may be funded by the Monarch Library System, by the libraries, or by a combination of both the Monarch Library System and the libraries. Any recommendations that include member library costs will be voted on by the Directors Council.

On or before July 1st of each year, member libraries will be informed of costs associated with any Monarch Library System technology-related purchases for the following year. The purchases may be made by the Monarch Library System before the following year; however the member libraries will not be invoiced until January 1st of the following year, with total payment due from the member library within sixty (60) days.

Member libraries are expected to respond to requests and participate in technology-related upgrades to hardware and software by the deadlines stated in Monarch Library System office communication about such work. Libraries opting out of recommended upgrades to hardware and software may experience a reduced level of technology support.

Member libraries will designate a staff member to communicate with Monarch Library System staff in regards to technology-related purchases and upgrades. This library staff member will be the library director or his/her designee.

Appendix D Appeal Process

The appeal process begins when the appeal form (appendix E) is completed and submitted to the Directors Council. The Directors Council shall also respond to the member(s) making the appeal in writing, addressing the issue within thirty (30) days of receiving the notice. If the appellant is still dissatisfied with the decision after the appeal has been heard by the Directors Council, the matter can be referred to the system director to be heard by the System Board for a final decision.

Appendix E Appeal Form

Member Library(s); _____

Address: _____

Telephone: _____

Name of person(s) filing the appeal: _____

1. To what decision of the Directors Council do you object?

- *Be specific: Cite the motion, action, and date (attach additional pages or documentation as needed).*

2. *What is the reason you are appealing this decision?*

- *Be specific: How does the decision affect your library? How does it affect other libraries?*

3. *Did you attend the meeting at which the decision under appeal was made?*

4. *If not, did you assign a proxy and instruct the proxy how to vote on your behalf?*

5. *What would you recommend as a resolution to the disagreement to this decision?*

Signature(s); _____

Date: _____

Date Received by Directors Council: _____

APPENDIX F

NEW IT & ILS PROJECTS

Member libraries agree to give Monarch Staff reasonable notice before specifying, purchasing, or receiving their Board's approval (whichever comes first), for any significant projects that may interface with Monarch IT or ILS network.

Refer to the timeframes for project planning listed below for minimum notice periods required. If the Member Library does not give sufficient notice, Monarch Staff may not be able to accommodate the project. Member Libraries should submit the New Project Planning Form (below) as soon as they are aware of the project.

Advance notice required for project planning:

- New library: Six (6) months prior to launch to move TEACH LINE.
- Large Equipment Installation: Four (4) months prior to installation (e.g., Self Check Kiosks, Automated Materials Handlers, Outdoor Lockers).
- All Other Equipment Installation or Relocation: Three (3) months prior to installation or move.

New Project Planning Form

1. Library Name:

2. Your Name and Title:

3. Phone Number:

4. Email Address:

5. Please describe the full scope of your project:

6. Do you need support from Monarch IT or ILS staff, or do you have expertise in-house or from your municipality? (please explain):

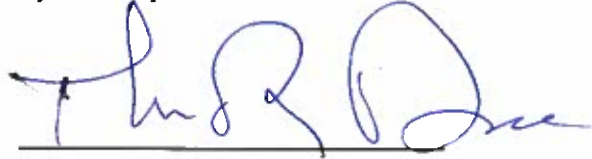
7. Does it need an API, SIP license, or other interface with Polaris? If yes, please specify:

Signature Page

The above Appendix has been approved by the Monarch Library System Board to be included in the existing agreement between Monarch Library System and your library.



Monarch Library System Director
Date: September 12, 2025



Monarch Board of Trustees President
Date: September 12, 2025

The above Appendix has been approved by the _____ Library Board of Trustees to be included in the existing agreement between Monarch Library System and your library.

On behalf of the _____ Library, I agree to the use of the above stated New Project Planning form.

Director

Library Board President

Date

Date