

<b>MEETING:</b>	<b>GERMANTOWN COMMUNITY LIBRARY BOARD</b>
<b>DATE AND TIME:</b>	<b>Wednesday, October 22, 2025 5:30 PM</b>
<b>LOCATION:</b>	<b>Germantown Community Library N112W16957 Mequon Road</b>

### AGENDA

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:**
- III. **APPROVAL OF AGENDA:**
- IV. **MEETING MINUTES:**
  - A. September 24, 2025 Meeting Minutes - DRAFT
- 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. 2026 Library Calendar (Action)
  - B. Circulation Policy Update (Action)
  - C. Computer/Internet Use Policy Update (Action)
- X. **ADJOURNMENT:**

LIBRARY BOARD AGENDA

October 22, 2025

Page 2

**The next regular meeting of the Germantown Community Library Board will be on Wednesday, November 19, 2025 at 5:30 p.m.**

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

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

**BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: October 22, 2025

PLACEMENT: Action Item

ITEM TITLE: September 24, 2025 Meeting Minutes - DRAFT

SUBMITTED BY: Connie Lloyd, Asst. Director

SUMMARY EXPLANATION:

Review the submit Library Board September 24, 2025, meeting minutes.

ATTACHMENT:

1. September 24, 2025 Meeting Minutes - DRAFT

STAFF RECOMMENDATION:

Approve the meeting minutes as presented.

ACTION BY COMMITTEE:

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

**MINUTES**

I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*  
 The regular meeting of the Germantown Community Library was called to order by President Joyce Nelson at 05:30 PM.

II. **ROLL CALL:**  
**Present:** Library Board President Joyce Nelson, Library Board Member Darlene Vosen, Library Board Member Charlene Brady, Library Board Member Sarah Larson  
**Absent:** Trustee Pieper  
**Excused:** Member Joletta Kerpan, School District Representative Katie Kohel  
**Also present:** Library Director Trisha Smith, Circulation Manager Catherine Lee

III. **APPROVAL OF AGENDA:**  
**Motion:** Approve as presented  
**Motioned By:** Darlene Vosen  
**Seconded By:** Charlene Brady  
  
**Yes:** Joyce Nelson, Darlene Vosen, Charlene Brady, Sarah Larson  
**No:** None  
**Abstain:** None  
  
**Motion Passed (Yes 4, No 0, Abstained 0)**

IV. **MEETING MINUTES:**  
  
 A. August 27, 2025, Meeting Minutes - DRAFT (Action)  
**Motion:** Approve as presented  
**Motioned By:** Sarah Larson  
**Seconded By:** Charlene Brady  
  
**Yes:** Joyce Nelson, Darlene Vosen, Charlene Brady, Sarah Larson  
**No:** None  
**Abstain:** None  
  
**Motion Passed (Yes 4, 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 CD #3 for \$15,000 that is designated for library furniture, will mature on October 4, 2025. The CD will not be renewed and the \$15,000 initial CD investment will be deposited in the Library Board checking account to reimburse the library for library furniture purchases. The interest earned on the CD will be added to the Library Board Building Fund and marked as 'Un-designated'.

**Motion:** Approve as presented

**Motioned By:** Joyce Nelson

**Seconded By:** Sarah Larson

**Yes:** Joyce Nelson, Darlene Vosen, Charlene Brady, Sarah Larson

**No:** None

**Abstain:** None

**Motion Passed (Yes 4, No 0, Abstained 0)**

B. Accounts Payable

**Motion:** Approve as presented

**Motioned By:** Darlene Vosen

**Seconded By:** Sarah Larson

**On roll call vote:**

**Yes:** Joyce Nelson, Darlene Vosen, Charlene Brady, Sarah Larson

**No:** None

**Abstain:** None

**Motion Passed (Yes 4, No 0, Abstained 0)**

C. Budget Reports

Smith presented the monthly library budget report.

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

A. Correspondence

Nelson sent thank-you letters to the following donors:

- Germantown Library Teen Advisory Board - \$82.76 - Patio and Teen Furniture
- Mike & Linda Kons - \$100 - Patio
- Donna Ott - \$100 - Patio
- Robert's Frozen Custard (Darren Stamm) - \$325 (July Fundraiser) - Patio and Teen Furniture

B. Village Reports

Smith provided Village updates in the Director's Report.

C. County Reports

Smith provided County updates in the Director's Report.

D. System Reports

Smith provided System updates in the Director's Report.

E. President's Report

None.

F. Director's Report

Smith reviewed the presented Director's Report.

**VIII. UNFINISHED BUSINESS:**

A. 2026 Library Budget (Action)

Smith presented the proposed 2026 library budget. It will also be discussed at Committee of the Whole meetings on October 8, 2025, and October 14, 2025. The final budget will be presented and voted on by the Village Board on Monday, November 17, 2025, at 7:00 p.m.

**Motion:** Approve as presented

**Motioned By:** Sarah Larson

**Seconded By:** Darlene Vosen

**On roll call vote:**

**Yes:** Joyce Nelson, Darlene Vosen, Charlene Brady, Sarah Larson

**No:** None

**Abstain:** None

**Motion Passed (Yes 4, No 0, Abstained 0)**

**IX. NEW BUSINESS:**

A. Monarch Library System Membership Agreement: Appendix F (Action)

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

**On roll call vote:**

**Yes:** Joyce Nelson, Darlene Vosen, Charlene Brady, Sarah Larson

**No:** None

**Abstain:** None

**Motion Passed (Yes 4, No 0, Abstained 0)**

**X. ADJOURNMENT:**

Nelson announced the next Library Board meeting will be held on Wednesday, October 22, 2025, at 5:30 p.m. at the Germantown Community Library. Nelson adjourned the meeting at 06:30 PM.

DRAFT

**BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: October 22, 2025

PLACEMENT: Action Item

ITEM TITLE: Treasurer's Report

SUBMITTED BY: Darlene Vosen, Library Board Member

SUMMARY EXPLANATION:

Review the submitted monthly Treasurer's Report.

ATTACHMENT:

1. Treasurer's Report

STAFF RECOMMENDATION:

Approved the Treasurer's Report as presented.

ACTION BY COMMITTEE:

**Germantown Community Library Board**

Financial Report October 15, 2025

By Darlene Vosen

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

Balance 9/16/25 per online statement		\$9,845.57
8/29 Deposit D&K Foods Patio & jugs	+\$704.55	
10/10 Check 1613 Creative Brick & Concrete	-\$959.95	
Balance 10/15/25		\$9,590.17
<b>*Early Literacy Fund: \$503.51 + \$7.91(donation jug) = \$511.42</b>		
<b>*Programming Supplies: \$245.78</b>		
<b>*Patio Expansion 2025: \$8,776.33 + \$686.22 (D&amp;K Foods) + \$10.42 (donation jug) = \$9,472.97 - \$959.95 (brick/delivery costs) = \$8,513.02 (left)</b>		

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

Balance 9/16/25 per on-line statement		\$4,766.97
Interest September	+\$0.42	
Balance 10/15/25 per on-line statement		\$4,767.39

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

Balance 9/16/25 per on-line statement		\$16,583.93
10/7 Deposit CD #3	+\$16,024.62	
Interest September	+\$2.18	
Balance 9/16/25 per on-line statement		\$32,610.73**

**\*\*Book & Materials: \$9,296.77 +1024.62 = \$10,321.39**  
**\*\*Expansion: \$2,323.34**  
**\*\*Un-designated: \$4,963.82 + \$2.18 (interest) = \$4,966.00 (need \$2,500 to keep account active)**  
**\*\* CD Furniture #3 - \$15,000.00**

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

<b>CD #1 Furniture (4025)</b> Balance 3/4/25 per bank statement	\$15,000.00
4.72/4.81% Interest 17 months ( <b>mature 8/4/26</b> )	
<b>CD #2 Furniture (5608)</b> Balance 2/06/25 per bank statement	\$15,000.00
4.72/4.81% Interest 17 months ( <b>mature 7/6/26</b> )	
<b>CD #3 Furniture (3991) Closed 10/7/25 – total \$16,024.62</b>	\$0.00
Transferred to Building Account	
<b>CD #4 Furniture (8801)</b> Balance 11/30/23 per bank statement	\$10,000.00
5.39/5.50% Interest 23 months ( <b>mature 10/31/25</b> )	
<b>CD #5 Expansion (8989)</b> Balance 7/27/24 per bank statement	\$10,000.00
5.29%/5.40% Interest 15 months ( <b>mature 10/27/25</b> )	

**Furniture & Equipment (\$40,000.00) + Expansion (\$10,000.00) = \$50,000.00**

**BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: October 22, 2025

PLACEMENT: Action Item

ITEM TITLE: Accounts Payable

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Accounts Payable report.

ATTACHMENT:

1. Accounts Payable

STAFF RECOMMENDATION:

Approve the Accounts Payable report as presented.

ACTION BY COMMITTEE:

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/9 TO 2025/9									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
10570000								Library	
10570000 462900								Library Fines & Fees	
100365 FRIENDS OF	FGCL083125	0	2025 9	INV	P	221.01	25.09.17	12694 August Friends Cred	
						ACCOUNT TOTAL		221.01	
10570000 521400								Library Life Insurance	
100933 SECURIAN FINANCIAL G	002832L OCT25	0	2025 9	INV	P	123.62	25.09.10	12654 LIFE INSURANCE	
						ACCOUNT TOTAL		123.62	
10570000 531000								Library Gen Supplies & Expense	
100236 K-LOG INC	25-335322-1	0	2025 9	INV	P	3,211.22	25.10.03	12836 General Supplies	
100513 JB'S JANITORIAL SERV	3428	0	2025 9	INV	P	400.00	25.09.17	12711 General Supplies	
100625 LIBRARY FURNITURE IN	2025-343	0	2025 9	INV	P	3,783.00	25.10.03	12843 General Supplies	
101234 YERGES VAN LINERS, I	M-25-6816	0	2025 9	INV	P	1,032.50	25.10.03	12891 General Supplies	
						ACCOUNT TOTAL		8,426.72	
10570000 531010								Library Office supplies	
101624 STAPLES	6039996823	0	2025 9	INV	P	130.78	25.09.24	12793 INK	
101624 STAPLES	6041599407	0	2025 9	INV	P	51.74	25.09.10	12659 Office Supplies	
101624 STAPLES	6042546719	0	2025 9	INV	P	74.28	25.10.03	12873 PAPER	
						256.80			
						ACCOUNT TOTAL		256.80	
10570000 531080								Library Professional Dev	
100242 CITY OF GREENFIELD	0002025046	0	2025 9	INV	P	305.20	25.10.03	12810 Professional Develo	
101267 SMITH, TRISHA	SMITH08072025	0	2025 9	INV	P	141.00	25.09.03	12590 Professional Develo	
						ACCOUNT TOTAL		446.20	
10570000 531100								Library Books	
100092 BAKER & TAYLOR	2039237779	0	2025 9	INV	P	433.17	25.09.10	12610 Collection Material	
100092 BAKER & TAYLOR	2039239935	0	2025 9	INV	P	87.44	25.09.03	12520 Collection Material	
100092 BAKER & TAYLOR	2039246319	0	2025 9	INV	P	421.96	25.09.03	12520 Collection Material	
100092 BAKER & TAYLOR	2039256405	0	2025 9	INV	P	264.38	25.09.03	12520 Collection Material	
100092 BAKER & TAYLOR	2039265586	0	2025 9	INV	P	186.08	25.09.17	12675 Collection Material	
100092 BAKER & TAYLOR	2039275758	0	2025 9	INV	P	159.53	25.10.03	12802 Collection Material	
100092 BAKER & TAYLOR	2039278968	0	2025 9	INV	P	26.07	25.10.03	12802 Collection Material	
						1,578.63			
100477 INGRAM LIBRARY SERVI	90093666	0	2025 9	INV	P	27.55	25.09.10	12631 Collection Material	
101265 PLAYAWAY	509159	0	2025 9	INV	P	32.40	25.10.03	12860 Collection Material	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/9 TO 2025/9										
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION		
101265 PLAYAWAY	509851	0	2025 9	INV	P	159.28 25.09.10	12643	Collection Material		
101265 PLAYAWAY	511005	0	2025 9	INV	P	63.99 25.09.17	12733	Collection Material		
						255.67				
				ACCOUNT TOTAL		1,861.85				
10570000 531190				Marketing & Promotion						
100735 MONARCH LIBRARY SYST	416544	0	2025 9	INV	P	32.00 25.10.03	12849	Marketing & Promoti		
				ACCOUNT TOTAL		32.00				
10570000 531240				Library Travel						
101267 SMITH, TRISHA	SMITH08282025	0	2025 9	INV	P	51.10 25.09.03	12590	Travel		
				ACCOUNT TOTAL		51.10				
10570000 531430				Library Book Processing						
100032 AMAZON CAPITAL SERVI	1NLD-HJFX-L46N	0	2025 9	INV	P	209.77 25.09.10	12608	Book Processing Sup		
100246 DEMCO	7688892	0	2025 9	INV	P	233.90 25.09.10	12616	Book Processing Sup		
				ACCOUNT TOTAL		443.67				
10570000 531460				Library Audio Visual						
100032 AMAZON CAPITAL SERVI	1X6X-KMTK-J1XG	0	2025 9	INV	P	1,598.75 25.09.10	12608	Audio/Visual Materi		
				ACCOUNT TOTAL		1,598.75				
10570000 531470				Library Computer Service						
100402 GORDON FLESCH COMPAN	I0048697	0	2025 9	INV	P	1,204.32 25.09.10	12624	Computer Services		
100402 GORDON FLESCH COMPAN	IN15314704	0	2025 9	INV	P	2.57 25.10.03	12826	Computer Services		
						1,206.89				
				ACCOUNT TOTAL		1,206.89				
10570000 531490				Library Program Supplies & Exp						
100032 AMAZON CAPITAL SERVI	1ML6-4H37-J1HM	0	2025 9	INV	P	426.62 25.09.10	12608	Programming Supplie		
100247 PARANORMAL INVESTIGA	GCL101525	0	2025 9	INV	P	200.00 25.10.03	12859	Programming Supplie		
100517 MILWAUKEE BALLET	GCL09202025	0	2025 9	INV	P	150.00 25.09.17	12723	Programming Supplie		
100920 SCHLITZ AUDUBON NATU	GCL101825	0	2025 9	INV	P	375.00 25.10.03	12869	Programming Supplie		
				ACCOUNT TOTAL		1,151.62				
10570000 552300				Library System Automation						
100735 MONARCH LIBRARY SYST	416553	0	2025 9	INV	P	23,330.48 25.09.17	12724	System Services		
				ACCOUNT TOTAL		23,330.48				

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/9 TO 2025/9	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
				ORG 10570000	TOTAL			39,150.71
	FUND 10	General Fund			TOTAL:			39,150.71

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

**BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: October 22, 2025

PLACEMENT: Presentation

ITEM TITLE: Budget Reports

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted monthly Budget Report.

ATTACHMENT:

1. Budget Report

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

# Village of Germantown, WI - PRODUCTION



## YEAR-TO-DATE BUDGET REPORT

FOR 2025 09			ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
ACCOUNTS	FOR:	FUND	APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL
10	General								
<b>10570000 Library</b>									
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	-9,856.27	.00	-143.73	98.6%*
10570000	471700	Library Donatio	0	-93,207	-93,207	-71,788.42	.00	-21,419.00	77.0%*
10570000	511000	Library Reg Sal	286,998	8,918	295,916	222,860.87	.00	73,055.13	75.3%
10570000	511100	Library PT Sala	306,460	9,042	315,502	222,978.12	.00	92,523.88	70.7%
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	32,743.77	.00	14,130.23	69.9%
10570000	521100	Library State R	39,984	619	40,603	27,621.68	.00	12,981.32	68.0%
10570000	521200	Library Health	95,128	0	95,128	74,234.52	.00	20,893.48	78.0%
10570000	521300	Library Dental	5,050	0	5,050	5,006.67	.00	43.33	99.1%
10570000	521400	Library Life In	1,600	0	1,600	981.64	.00	618.36	61.4%
10570000	531000	Library Gen Sup	10,000	39,000	49,000	44,201.66	.00	4,798.34	90.2%
10570000	531010	Library Office	6,000	0	6,000	3,820.10	.00	2,179.90	63.7%
10570000	531080	Library Profess	2,000	2,000	4,000	1,813.64	.00	2,186.36	45.3%
10570000	531100	Library Books	56,000	17,000	73,000	40,808.07	.00	32,191.93	55.9%
10570000	531190	Marketing & Pro	5,000	0	5,000	4,712.70	.00	287.30	94.3%
10570000	531240	Library Travel	1,000	0	1,000	588.70	.00	411.30	58.9%
10570000	531430	Library Book Pr	10,000	0	10,000	8,383.60	.00	1,616.40	83.8%
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	17,635.43	.00	7,364.57	70.5%
10570000	531470	Library Compute	22,139	0	22,139	13,347.26	.00	8,791.74	60.3%
10570000	531490	Library Program	20,000	31,000	51,000	39,878.56	.00	11,121.44	78.2%
10570000	552300	Library System	24,000	0	24,000	23,330.48	.00	669.52	97.2%
10570000	561000	Library Buildin	65,000	0	65,000	49,083.12	.00	15,916.88	75.5%
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	437,140.87	861.49	273,122.22	61.6%
TOTAL General Fund			690,379	20,746	711,125	437,140.87	861.49	273,122.22	61.6%
TOTAL REVENUES			-349,000	-93,207	-442,207	-409,787.96	.00	-32,419.46	
TOTAL EXPENSES			1,039,379	113,953	1,153,332	846,928.83	861.49	305,541.68	

## YEAR-TO-DATE BUDGET REPORT

FOR 2025 09							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	690,379	20,746	711,125	437,140.87	861.49	273,122.22	61.6%

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

## **BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: October 22, 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 - 2026 Washington County Tax Exemption)
3. Director's Report (pt. 2 - 9-23 Village Finance - Budget Discussion A)
4. Director's Report (pt. 3 - 9-23 Village Finance - Budget Discussion B)
5. Director's Report (pt. 4 - 10-6 Village Board - Update on Budget A)
6. Director's Report (pt. 5 - 10-6 Village Board - Update on Budget B)
7. Director's Report (pt. 6 - 10-6 Village Board - CIP Plan A)
8. Director's Report (pt. 7 - 10-6 Village Board - CIP Plan B)
9. Director's Report (pt. 8 - 10-8 Committee of the Whole - 2026 Budget A)
10. Director's Report (pt. 9 - 10-8 Committee of the Whole - 2026 Budget B)
11. Director's Report (pt. 10 - 10-8 Committee of the Whole - 2026 Budget C)
12. Director's Report (pt. 11 - 10-8 Committee of the Whole - 2026 Capital)
13. Director's Report (pt. 12 - 10-8 Committee of the Whole - 2026 State Aid A)
14. Director's Report (pt. 13 - 10-8 Committee of the Whole - 2026 State Aid B)
15. Director's Report (pt. 14 - 10-14 Committee of the Whole - 2026 Budget A)
16. Director's Report (pt. 15 - 10-14 Committee of the Whole - 2026 Budget B)
17. Director's Report (pt. 16- Circulation Statistics)
18. Director's Report (pt. 17 - Daily News - Oct 8)
19. Director's Report (pt. 18 - Behind the Scenes Blog Post)
20. Director's Report (pt. 19 - Library Highlights)

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

# Director's Report: October 2025

## STATE OF WISCONSIN

- Ben Miller, the Wisconsin State Librarian of the Wisconsin Department of Public Instruction visited the library on Wednesday, September 22. We discussed library projects and services, toured the library building, and discussed state involvement in libraries. The visit also included Joyce Nelson (Library Board President) Riti Grover (Monarch Library System Director), Steve Kreklow (Village Administrator) and Dennis Myers (Germantown Resident and Council on Library and Network Development member).
- Baker & Taylor, one of the largest suppliers of library material, is facing closure after financial difficulties over the past two years. The library previously used Baker & Taylor as our primary source for book, large print and audiobook material for youth, teen and adult collections. As of mid-September, we have canceled all of our orders through Baker & Taylor – as new material was not being shipped to the library. Staff reordered items from other vendors and the library is currently looking into alternative options for 2026. More information: <https://americanlibrariesmagazine.org/2025/10/08/baker-taylor-to-cess-operations/>
- The Speak Up for Libraries postcard campaign has ended. The website will remain up and contains a lot of information regarding the importance of libraries in Wisconsin and how funds are used: <https://mywisconsinlibrary.org/>

## MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, October 9, 2025 at Germantown Community Library in Germantown. Discussion included alternative vendors due to the Baker & Taylor closure, Youth Services retreat, updating of account information through the Monarch public access catalog, and Advantage Accounts options through Overdrive/Libby.
- Agendas and minutes: <https://monarchlibraries.org/library-director-meetings/>

## WASHINGTON COUNTY

- The 2026 Washington County Library Services exemption from county tax letter was submitted on Wednesday, October 15 (attached).

## VILLAGE OF GERMANTOWN:

- Agendas and minutes: <https://germantownwi.portal.civicclerk.com/>
  - Government & Finance (9/23): V. A. 2026 Budget – Department Review: Library (attached)
  - Village Board (10/6):
    - X. C. Update on the 2026 Budget Process (attached)
    - X. D. 5-Year Capital Improvement Plan (attached)
      - 2028: Design Second Floor Addition
      - 2029: Construct Second Floor
  - Committee of the Whole (10/8):
    - VI. A. 2026 Budget – GGF Committee Overview & Recommended Changes (attached)
    - VI. D. 2026 Capital Budget Project Review (attached)
    - VI. E. Allocation of Additional 2026 State Aid Revenues (attached)
  - Committee of the Whole (10/14):
    - VI. B. 2026 General Fund Budget Wrap Up (attached)
- 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.
- The Annual Holiday Friends Book & Basket sale will run Saturday, November 8 – Tuesday, December 30.

**DONATIONS:**

Donor	Amount	Department	Brick/Plaque Address	
D&K Food Germantown, LLC (Jersey Mike's Library Fundraiser Night)	\$686.22	Patio	n/a	Fall River, WI
Old North State Trust, LLC (Grand Appliance, Inc Donation for Teen Zombie Run in October)	\$150.00	n/a (library funds)	n/a	Charlotte, NC
Schmidt, Paul (donation for new puzzle table)	\$1,000	Materials	n/a	Germantown, WI
Trebatoski, Dawn (memorial of father, Bill Stueckroth)	\$100	Materials	n/a	Mequon, WI

- Donation Jars / Giving Tree:
  - Patio Expansion: \$10.09
  - Early Literacy: \$33.26
  - Programming Supplies: \$40.00

Monthly Donations Total: \$2,019.57

**DEPOSITS:**

- Friends of the Library: \$20,000 (2025 Library Programs, Material & Teen Furniture)
- Old North State Trust, LLC (2025 Teen Zombie Run)

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

- Germantown Community Library: \$8,000 (Patio Project)
- Germantown Community Library: \$15,000 (Furniture)

**STATISTICS:**

- Circulation Statistics (see attached)
  - Physical: **22,185 (-2.5% from 2024 / -2.7% YTD)**
  - Digital: **5,537 (6.9% from 2024 / 2.2% YTD)**
  - Total: **27,722 (-0.8% from 2024 / -2.0% YTD)**

**PROGRAMMING:**

- Ongoing Programs (number of monthly offerings):
  - Youth: Storytime (16), Family Fun Night, Lego @ the Library & The Big Build
  - Tween/Teen: Tween Programs, Teen Programs, Teen Advisory Board & Craft Workshops (3)
  - Adult: Job Service Assistance, Blood Drives, Adult Puzzle Days, Craft Workshops (3), Adult Crafts (2) & Book Groups (6)
  - Outreach: Senior Living Facility Visits (6), Adult Day Center (2), Home Delivery, Book Drop-Offs & Preschool Readings
  - Community Events: Fire Safety Fair
- Upcoming Programs & Outreach Calendar: <https://germantownlibrarywi.events.mylibrary.digital/>
  - Highlighted Upcoming Special Events:
    - Sat, Nov 8 @ 11am-2pm: Antique Appraisals
    - Sat, Nov 15: Germantown Christmas Parade & Festival @ Kinderburg Park
    - Thurs, Nov 20: Mrs. Charles Dickens
    - Sat, Nov 22 @ 10:30am-12:30pm: Which Witch: Elphaba vs. Glinda

**IN THE NEWS (ATTACHED):**

- “AARP Foundation to open two Tax-Aide sites in Washington County” (Wash. Co. Daily News, Oct 8)

**DIRECTOR CONTINUING EDUCATION HOURS (100 HOURS EVERY 5 YEARS – EXPIRES IN 12/2027)****DIRECTOR MEETINGS, PROGRAMS & OUTREACH (PAST):**

- Wed, Oct 1 – Village Department Heads
- Mon, Oct 6 – Friends of the Library Officers
- Mon, Oct 6 – Village Board (online)
- Tues, Oct 7 – Village Administrator
- Tues, Oct 7 – Washington County Directors
- Wed, Oct 8 - LEGO @ the Library
- Wed, Oct 8 – Village Committee of the Whole
- Thurs, Oct 9 – Monarch Directors (Germantown)
- Mon, Oct 13 – Make It @ the Library (3)
- Tues, Oct 14 – Village Committee of the Whole
- Wed, Oct 15 – Village Department Heads
- Mon, Oct 20 – Haunted Road Trip Program
- Mon, Oct 20 – GGF & Village Board (online)
- Wed, Oct 22 – Library Board
- Mon, Oct 27 – Friends of the Library
- Tues, Oct 28 – Fri, Oct 31 – WLA Conference (Middleton)

**DEPARTMENT UPDATES****ADMIN & ALL STAFF**

- Staff Job Descriptions reviews and updates continue.
- On our monthly library blog, staff wrote a post titled “Behind the Shelves: A Look at What Really Happens at Your Library” (attached).

**YOUTH, ADULT & OUTREACH SERVICES**

- Staff attended Association of Bookmobiles & Outreach Services (ABOS) conference virtually.
- The Phantom Festival events ran throughout October offering programs for all ages.
- New printed copies of the Fall Programming Booklet were available in mid-September.

**CIRCULATION & TECHNICAL SERVICES**

- Completed updates on the Circulation Policy.
- Completed updates on the Computer/Internet Use Policy.
- Refined procedures related to donation processing amongst Technical Services and Collection Managers.

**TECHNOLOGY, BUILDING & GROUNDS**

- Play houses and play items on the outdoor patio were moved to storage for the season. They will be put back to the patio in early May.
- The public internet computer pool of 10 computers were replaced because they could not support an upgrade from Windows 10 (whose security expired in October) to Windows 11.
- Empty shelving units were dismantled and moved to storage or were recycled. The shelving units were empty as a result of collection changes and the creation of a new Young Adult seating area.

Ms. Ashley Reichert  
Washington County Clerk  
432 E. Washington PO Box 1986  
West Bend, WI 53095-7986  
(262) 335-4301  
ashley.reichert@co.washington.wi.us

October 13, 2025

Dear Ms. Reichert,

The Village of Germantown hereby requests an exemption from the Washington County Library Tax under Wis. Stat. 42.64(02) for the Fiscal Year of 2026.

The Village of Germantown understands that it must maintain and expend funds for public library service at a rate above the defined minimum of \$629,596.

The Village of Germantown FY2026 will include \$850,263 of Village funding for the Germantown Community Library budget that includes \$10,000 allocated for Capital expenses. The library operating budget without Capital expenses equals \$840,263.

The total library budget presented totals \$1,192,263 which includes estimated self-generated revenues, County funds, and Village funds. The final hearing for the Village of Germantown budget will be held on Monday, November 17, 2025 at 7:00pm.

If you have any questions or concerns regarding our request for exemption, please feel free to contact myself or the Village Administrator, Steve Kreklow.

Sincerely,

A handwritten signature in black ink that reads "Patricia A. Smith". The signature is written in a cursive, flowing style.

Patricia A. Smith  
Library Director  
Germantown Community Library

Cc Steve Kreklow, Village Administrator  
Donna Ott, Village Clerk  
Matthew Uselding, Village Budget Manager  
Joyce Nelson, Library Board President

**MEETING: SPECIAL MEETING OF THE GENERAL GOVERNMENT & FINANCE COMMITTEE**

**DATE & TIME: Tuesday, September 23, 2025 at 6:30 PM**

**LOCATION: Germantown Village Hall Board Room  
N112 W17001 Mequon Road**

Any member of the body and/or citizen may attend the meeting virtually through the WebEx platform, Meeting #: **2558 603 2243** Password: fhXyebfj236 which can be accessed by phone at **408-418-9388** or by logging on at <https://villageofgermantown.my.webex.com/villageofgermantown.my/j.php?MTID=m04325dab9ccdb33fe8e4ecbedfa48b86>

Citizens not wishing to attend the meeting personally or virtually may submit any public comments by sending an email to [comments@germantownwi.gov](mailto:comments@germantownwi.gov) by 4 p.m. on the day of the meeting so that it can be provided to the members of the body for their consideration.

Previously recorded Village Board Meeting Videos can be viewed at [https://www.youtube.com/channel/UCOYp0EgELzTCa9X\\_iCohyhQ](https://www.youtube.com/channel/UCOYp0EgELzTCa9X_iCohyhQ).

### **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. 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.*

**IV. UNFINISHED BUSINESS:**

**V. NEW BUSINESS:**

**A. 2026 Budget – Departmental Review**

- Recreation
- Senior Center
- Library
- Impact Fees
- Special Revenue Funds
- Tax Increment Districts
- Health Fund
- Dental Fund
- Debt Service Fund

**VI. ADJOURNMENT:**

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the Village Clerk at (262)250-4745 at least 2 days 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

GENERAL GOVERNMENT & FINANCE COMMITTEE AGENDA

September 23, 2025

Page 2

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 GENERAL GOVERNMENT & FINANCE COMMITTEE**

MEETING DATE: September 23, 2025

PLACEMENT: Action Item

ITEM TITLE: **2026 Budget – Departmental Review**

- Recreation
- Senior Center
- Library
- Impact Fees
- Special Revenue Funds
- Tax Increment Districts
- Health Fund
- Dental Fund
- Debt Service Fund

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

1. GGF Budget Review 09.23.25

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:



09.23.25

# General Government & Finance

Page 4 of 36

## Agenda



RECREATION



SENIOR CENTER



LIBRARY



IMPACT FEES



SPECIAL  
REVENUE FUNDS



TAX INCREMENT  
DISTRICTS



HEALTH FUND



DENTAL FUND



DEBT SERVICE  
FUND

Page 5 of 36

# Library Department – Revenues

	2024 Actual	2025 Budget	2025 YTD	2026 Recommended	Change (\$)	Change (%)
Intergovern Revenue	\$ (351,211)	\$ (339,000)	\$(328,143)	\$ (342,000)	\$ (3,000)	0.88%
Public Charge for Services	\$ (70,112)	\$ (10,000)	\$ (9,457)	\$ (12,000)	\$ (2,000)	20.00%
Misc Revenues	\$ -	\$ -	\$ (51,788)	\$ -	\$ -	0.00%
<b>GRAND TOTAL</b>	<b>\$ (421,323)</b>	<b>\$ (349,000)</b>	<b>\$(389,388)</b>	<b>\$ (354,000)</b>	<b>\$ (5,000)</b>	<b>1.43%</b>

Page 14 of 36

# Library Department - Expenses

	2024 Actual	2025 Budget	2025 YTD	2026 Recommended	Change (\$)	Change (%)
Salaries & Wages	\$ 571,141	\$ 594,658	\$ 442,289	\$ 628,131	\$ 33,473	5.63%
Benefits	\$ 179,987	\$ 187,262	\$ 140,588	\$ 193,881	\$ 6,619	3.53%
Operating Expenses	\$ 321,183	\$ 257,459	\$ 250,365	\$ 258,191	\$ 732	0.28%
<b>GRAND TOTAL</b>	<b>\$ 1,072,439</b>	<b>\$ 1,039,379</b>	<b>\$ 833,264</b>	<b>\$ 1,080,203</b>	<b>\$ 40,824</b>	<b>3.93%</b>

Page 15 of 36

## Library Department – Budgeted Changes

- Increase hours for Circulation Manager
- Decrease in Library Program Supplies



## Library Department - Positions

<u>Position Number</u>	<u>Position Title</u>	<u>FTE</u>	<u>Pay Grade</u>
70	Library Director	1.0	5
71	Assistant Director	1.0	3
74	Circulation Manger	1.0	1
73	Youth Services Manager	1.0	2
72	Adult Services Manager	1.0	2
N/A	Part-time Positions (21 regular/4 flex)	10.93	N/A

# Library Impact Fees

Fund Balance: \$102,487

Library Impact Fee Revenue	Description	2023 Actuals	2024 Actuals	2025 YTD	2025 Budget	2026 Recommended	Change (\$)	Change (%)
23570000	444000 Lib Impact Public Site Fees	\$ (13,207)	\$ (9,554)	\$ (17,907)	\$ (8,000)	\$ (13,000)	\$ (5,000)	62.50%
23570000	471000 Lib Impact Int on Invest	\$ (792)	\$ (1,229)	\$ (672)	\$ (650)	\$ (650)	\$ -	0.00%
23570000	471100 Interest on Invoices	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>TOTAL</b>	<b>REVENUES</b>	<b>\$ (13,999)</b>	<b>\$ (10,783)</b>	<b>\$ (18,579)</b>	<b>\$ (8,650)</b>	<b>\$ (13,650)</b>	<b>\$ (5,000)</b>	<b>62.5%</b>

Library Impact Fee Expense	Description	2023 Actuals	2024 Actuals	2025 YTD	2025 Budget	2026 Recommended	Change (\$)	Change (%)
23570000	500000 Inter Fund Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
23570000	582900 Lib Impact Refunds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>TOTAL</b>	<b>EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

Page 20 of 36

# Library Capital

Library Capital Revenues	Description	2025 Original Budget	2026 Departmental Budget	Change (\$)	Change (%)
41570000	433100 County Library Capital	\$ (23,000)	\$ (23,000)	\$ -	0.00%
41570000	471000 Interest of Investments	\$ (7,500)	\$ (7,500)	\$ -	0.00%
<b>TOTAL</b>	<b>REVENUES</b>	<b>\$ (30,500)</b>	<b>\$ (30,500)</b>	<b>\$ -</b>	<b>0.00%</b>

Library Capital Expenses	Description	2025 Original Budget	2026 Departmental Budget	Change (\$)	Change (%)
41570000	591800 Major Repairs - Library	\$ -	\$ 10,000	\$ 10,000	0.00%
<b>TOTAL</b>	<b>EXPENSES</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>0.00%</b>

Page 29 of 36

**MEETING: REGULAR MEETING OF THE VILLAGE BOARD**

**DATE & TIME: Monday, October 6, 2025 at 7:00 PM**

**LOCATION: Germantown Village Hall Board Room  
N112 W17001 Mequon Road**

Any member of the body and/or citizen may attend the meeting virtually through the WebEx platform, Meeting #:2551 455 8667 Password: ywM4qU5krp2 which can be accessed by phone at 408-418-9388 or by clicking the link below: <https://villageofgermantown.my.webex.com/villageofgermantown.my/j.php?MTID=m49bcd70fc98c6f1696315d2744b3586a>

Citizens not wishing to attend the meeting personally or virtually may submit any public comments by sending an email to [comments@germantownwi.gov](mailto:comments@germantownwi.gov) by 4 p.m. on the day of the meeting so that it can be provided to the members of the body for their consideration. Previously recorded VillageBoard Meeting Videos can be viewed at [https://www.youtube.com/channel/UCOYp0EgELzTCa9X\\_iCohyhQ](https://www.youtube.com/channel/UCOYp0EgELzTCa9X_iCohyhQ)

### **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. **PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE:**
- IV. **PRESIDENT'S REPORT:**
- V. **ANNOUNCEMENTS OF FORTHCOMING EVENTS OF PUBLIC INTEREST / COMMITTEE AND DEPARTMENT REPORTS:**
- VI. **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.*
- VII. **CONSENT AGENDA:**
  - A. September 22, 2025, Minutes (ACTION)
  - B. Fleet Farm Octoberfest Outdoor Entertainment Permit Application - N96W18200 County Line Rd (ACTION)
- VIII. **UNFINISHED BUSINESS:**
- IX. **PUBLIC HEARINGS:**
- X. **NEW BUSINESS:**
  - A. A Resolution joining Washington County to support the reversal of the EPA non-attainment designation for portions of Washington County. (ACTION)
  - B. Impact General, Agent for Grant Dr Germantown WI LLC, Property Owner, and TCI Allient Power. Certified Survey Map (CSM) to combine two (2) existing parcels into one (1) parcel totaling 12.45 acres. Property located at W132N10611 Grant Drive in the Germantown Business Park. (ACTION)
  - C. Update on the 2026 Budget Process (DISCUSSION)
  - D. 5-Year Capital Improvement Plan (ACTION)

**XI. ADJOURNMENT:**

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the Village Clerk at (262)250-4745 at least 2 days 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 VILLAGE BOARD**

MEETING DATE: October 6, 2025

PLACEMENT: Presentation

ITEM TITLE: Update on the 2026 Budget Process (DISCUSSION)

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

1. 2026 Budget Update 10.06.25

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

# 2026 BUDGET UPDATE

Page 49 of 69

## BUDGET TIMELINE

Budget Preview -  
June 2025

Departmental  
Budget  
Development -  
June - July 2025

Admin Budget  
Review - August  
2025

Recommended  
Budget Presented -  
September 2025

5 Committee  
Meetings on  
Recommended  
Budget

2 Committee of the  
Whole Meetings  
scheduled for  
October

Public Hearing and  
Adoption on Nov  
17th

2  
Page 50 of 69

# COMMITTEE OF THE WHOLE PLAN

01

Review recommended changes made by the Oversight Committees

02

Review 2026 Capital Projects

03

Allocate any additional projected revenue

04

Move to public the Public Hearing Notice.

3  
Page 51 of 69

# STATE TRANSPORTATION AID

Aid from the State to support municipal road maintenance and repairs

Village allocates State Transportation Aid to the Highway Department's Budget

Village spends 3.2 million in the Highway Budget

- \$1.07 million salaries and benefits
- \$0.250 million in seal coating
- \$0.190 million in salt and snow removal
- \$0.300 million in general maintenance

4  
Page 52 of 69

# STATE TRANSPORTATION AID

Recommended Budget projected \$1.63 million in aid

DOT estimated aid is \$1.80 million

\$170,000 of unallocated revenue

Options for available funds

- Reduce tax levy
- Restore seal coating to pre 2024 levels
- Increase Recreation program funding
- Move capital items back to general fund

# THANK YOU

## **BUSINESS OF THE VILLAGE BOARD**

MEETING DATE: October 6, 2025

PLACEMENT: Action Item

ITEM TITLE: 5-Year Capital Improvement Plan (ACTION)

SUBMITTED BY: Matthew Mortwedt, Public Works Director

SUMMARY EXPLANATION:

The attached 5-Year Capital Improvement Plan identifies needs across Village departments. It is a document that evolves year-over-year and serves as an input into the annual budget process. It does not allocate dollars, it only identifies need.

In terms of Public Works:

The 5-Year Capital Improvement Plan identifies consistent spending is needed to stay on top of fleet maintenance. The 10-year equipment plan produced significant savings over the plan period (2026-2035), and even with those savings, the 5-Year CIP shows that annual funding for equipment needs to be at an average of approximately \$552,000 annually in the upcoming 5-year period.

In the Engineering Division, the plan proposes to keep pace with road improvements. In 2025, the Village-wide PASER rating made a slight improvement for the first time in several rating cycles. Continuing with road improvements should allow bigger gains in overall condition.

The 5-year plan also highlights major needs in terms of stormwater and drainage. From pond maintenance, dredging, stormwater conveyance, CCTV and condition assessment, and funding for historical and persistent drainage issues around the Village.

In the utilities, large obligations in the Wastewater Utility are in the 5-year window with proposed upgrades to Old Farm and Main Street Lift Stations, as well as a potential move of Lift Station 6 and subsequent elimination of Lift Station 3.

ATTACHMENT:

1. 2026-2030 5 Year Capital Plan
2. 2026-2030 5 Year CIP Presentation

STAFF RECOMMENDATION:

Staff are requesting recommendation of the 5-Year Capital Improvement Plan to the Village Board.

ACTION BY COMMITTEE:

**Village of Germantown**  
**SUMMARY OF C.I.P. EXPENDITURES (years 2026 - 2030)**

by Department

Rev 9/11/25 MJM

Department- Project Category	2026	2027	2028	2029	2030	Total Cost
<b>Data Processing</b>						
Technology Hardware	\$ 50,000	\$ 50,000				\$ 100,000
	\$ 50,000	\$ 50,000	\$ -	\$ -		\$ 100,000
<b>Police Department</b>						
Patrol Squads (24 total in Fleet/replace 3/yr; add 2%/yr)	\$ 338,000	\$ 245,000	\$ 252,350	\$ 259,921	\$ 267,718	\$ 1,095,271
<b>New Police Department Campus</b>						
Building - Design	\$ 3,000,000					\$ 3,000,000
Building - Construction		\$ 30,000,000				\$ 30,000,000
Replace weapons & equipment	\$ 50,600	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,600
	\$ 3,388,600	\$ 30,270,000	\$ 277,350	\$ 284,921		\$ 34,220,871
<b>Fire Department</b>						
<b>Equipment Replacement</b>						
Replace Pumper Truck (#1764; yr mnfr 2012) replace in 2032						\$ -
Replace Ambulance (#1751; yr mnfr 2021) replace in 2031				\$ 600,000		\$ 600,000
Replace Ambulance (#1754 yr mnfr 2011)						\$ -
Replace Staff Vehicle (#1785; yr mnfr 2013)						\$ -
Replace Pumper Truck (#1762; yr mnfr 2015) replace in 2035						\$ -
Replace Ladder Truck (#1771; yr mnfr 2001) replace in 2028			\$ 3,000,000			\$ 3,000,000
Replace Ambulance (#1752; yr mnfr 2022) replace in 2034						\$ -
Replace Staff Vehicle (#1741; yr mnfr 2016)	\$ 137,500					\$ 137,500
Replace Staff Vehicle	\$ 137,500					\$ 137,500
Fire Station #2 - Construction	\$ 6,100,000					\$ 6,100,000
New Fire Station - Design		\$ 3,000,000				\$ 3,000,000
New Fire Station - Construction			\$ 30,000,000			\$ 30,000,000
	\$ 6,375,000	\$ 3,000,000	\$ 33,000,000	\$ 600,000		\$ 42,975,000
<b>Library</b>						
Design Second Floor Addition			\$ 800,000			\$ 800,000
Construct Second Floor				\$ 8,000,000		\$ 8,000,000
	\$ -	\$ -	\$ 800,000	\$ 8,000,000		\$ 8,800,000
<b>Street &amp; Highway</b>						
Street Light Upgrades - cobra heads (134), shoe box (81) fixtures - Village-wide	\$ 114,000					\$ 114,000
Street Light Upgrades - pole and fixture repl/upgrade (53) - Business Park		\$ 95,000	\$ 95,000			\$ 190,000
Traffic Signal Camera Upgrades	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000		\$ 140,000
Single Axle Patrol Truck				\$ 332,000		\$ 332,000
Tandem Axle Patrol Truck	\$ 341,000					\$ 341,000
Sidewalk Tractor	\$ 272,000				\$ 315,000	\$ 587,000
Concrete Form Trailer		\$ 21,500				\$ 21,500
Rubber Tire Roller			\$ 132,000			\$ 132,000
Ditch Mower Tractor		\$ 276,000				\$ 276,000
Blower			\$ 274,000			\$ 274,000
Pick-up Replacements	\$ 72,000	\$ 68,000	\$ 126,000			\$ 266,000
One Ton Replacements		\$ 75,000	\$ 78,000		\$ 84,000	\$ 237,000
Air Compressor	\$ 30,000					\$ 30,000
Trailer Replacements				\$ 35,000	\$ 12,000	\$ 47,000
Forklift			\$ 50,000			\$ 50,000
Manlift			\$ 20,000			\$ 20,000
Zero Turn Mower Replacements	\$ 36,000				\$ 37,000	\$ 73,000
Commercial Blower	\$ 50,000					\$ 50,000
Scissors Lift	\$ 23,000					\$ 23,000
	\$ 950,000	\$ 570,500	\$ 810,000	\$ 402,000	\$ 448,000	\$ 3,180,500
<b>Wastewater Utility</b>						
<b>**LIFTS**</b>						
<b>Lift 3</b>						
<b>Old Farm Lift</b>						
Old Farm & Main Street Rehab and Force Main Upgrade - Design	\$ 660,000					\$ 660,000
Old Farm Rehab and Force Main Project		\$ 9,000,000				\$ 9,000,000
<b>Main St. Lift</b>						
Main St. Rehab and Force Main Project			\$ 7,000,000			\$ 7,000,000
<b>Lift 6</b>						
Lift 6 Land Purchase	\$ 1,200,000					\$ 1,200,000
Lift 3 eleim.lift 6 recon, 18" interceptor				\$ 5,010,000		\$ 5,010,000
<b>Lift 7</b>						
<b>Wrenwood Lift</b>						
<b>Brookside Meadows</b>						
Telemetry Cabinet	\$ 20,000					\$ 20,000
<b>**CONVEYANCE SYSTEM**</b>						
Kuhn's Subdivision Relay			\$ 2,200,000			\$ 2,200,000
Relining & Manhole Maint sewer lines	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000		\$ 280,000
<b>**EQUIPMENT**</b>						
Truck (557) 2020 Jet Vac Replacement	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 200,000
Field Mobile Work Stations				\$ 3,500		\$ 3,500
Bybass Pump	\$ 64,000					\$ 64,000
Enclosed Trailer				\$ 13,600		\$ 13,600
	\$ 2,054,000	\$ 9,110,000	\$ 9,310,000	\$ 5,137,100	\$ 40,000	\$ 25,611,100
<b>Water Utility</b>						
Well House and Tower Security Upgrades (all)			\$ 125,000			\$ 125,000
<b>**WELLS**</b>						
Well House Shingle Replacement (all)						\$ -
<b>Well 2</b>						
Well 2 Rehab (2016)		\$ 200,000				\$ 200,000
<b>Well 3</b>						
Well #3 (2018) Rehab			\$ 275,000			\$ 275,000
Well 3 VFD Replacement		\$ 45,000				\$ 45,000
<b>Well 4</b>						
Well 4 Generator, Standpipe, Prelube Line, VFD, Transfer Switch		\$ 600,000				\$ 600,000
<b>Well 5</b>						
Well #5 (2013) (2018 motor) Rehab						\$ -
Roof Replacement	\$ 20,000					\$ 20,000

**Village of Germantown**  
**SUMMARY OF C.I.P. EXPENDITURES (years 2026 - 2030)**  
by Department

Rev 9/11/25 MJM

Department- Project Category	2026	2027	2028	2029	2030	Total Cost
<b>Well 7</b>						\$ -
						\$ -
<b>Well 11</b>						\$ -
Well #11 (2020)					\$ 250,000	\$ 250,000
						\$ -
<b>Well 12</b>						\$ -
						\$ -
<b>**TOWERS**</b>						
<b>Tower 1</b>						\$ -
Interior / Exterior Blast and Paint				\$ 700,000		\$ 700,000
						\$ -
<b>Tower 2</b>						\$ -
Interior Blast and Paint / Exterior Overcoat			\$ 450,000			\$ 450,000
						\$ -
<b>Tower 3</b>						\$ -
						\$ -
<b>Tower 4</b>						\$ -
<b>**DISTRIBUTION**</b>						
Replace Curbstops (Mayflower, North Way, Colonial Dr, Concord)			\$ 150,000			\$ 150,000
Gettysburg WM Relay		\$ 240,000				\$ 240,000
Loop Sunny View, Daniels, Kurt, Williams & Roberts			\$ 1,000,000			\$ 1,000,000
Hydrant and Valve Work Due to Road Construction	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000		\$ 300,000
Meter Replacement Program	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000

**Village of Germantown**  
**SUMMARY OF C.I.P. EXPENDITURES (years 2026 - 2030)**

by Department

Rev 9/11/25 MIM

Department- Project Category	2026	2027	2028	2029	2030	Total Cost
<b>**EQUIPMENT**</b>						
Trailer				\$ 22,600		\$ 22,600
Utility Pickup Truck Replacement					\$ 70,000	\$ 70,000
	\$ 245,000	\$ 1,310,000	\$ 2,225,000	\$ 947,600	\$ 470,000	\$ 5,197,600
<b>Yard Waste</b>						
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Parks and Recreation</b>						
Kinderberg Park – fencing project	\$ 55,000					\$ 55,000
Community Splashpad & All-Inclusive Playground		\$ 1,500,000				\$ 1,500,000
Friedenfeld Park Utilities & Restroom/shelter Building	\$ -			\$ 1,500,000		\$ 1,500,000
Sidewalk & Pathway Project - Menomonee River Pathway - Design Study Report		\$ 50,000		\$ 150,000		\$ 200,000
Sidewalk & Pathway Project - Menomonee River Pathway - Design and Construction					\$ 2,000,000	\$ 2,000,000
Sidewalk & Pathway Project - Goldendale Trail Extension - Design	\$ 50,000					\$ 50,000
Sidewalk & Pathway Project - Goldendale Trail Extension - Construction			\$ 250,000	\$ 250,000		\$ 500,000
	\$ 105,000	\$ 1,550,000	\$ 250,000	\$ 1,900,000	\$ 2,000,000	\$ 5,805,000
<b>Engineering</b>						
Roads Program - Local Mill/Overlay and Puv/Reconst	\$ 1,622,400	\$ 1,687,296	\$ 1,754,788	\$ 1,824,979	\$ 1,879,728	\$ 8,769,191
Roads Program - Sealcoating	\$ 250,000	\$ 375,000	\$ 375,000	\$ 400,000	\$ 400,000	\$ 1,800,000
Roads - WisDOT (SISP) County Line & Lannon Signals Upgrade	\$ 85,000					\$ 85,000
Roads - WisDOT - (SMFA) Mequon Rd - I41 to STH 145 - Resurface	\$ 275,000					\$ 275,000
Roads - WisDOT STH 145 - FDL / Main St Intersection Improvement - Easement/Land Acquisition/Design	\$ 25,000	\$ 25,000				\$ 50,000
Roads - WisDOT STH 145 - FDL / Main St Intersection Improvement - Construction			\$ 200,000			\$ 200,000
Roads - Division Road Reconstruction (South Leg - Phase 2)		\$ 250,000				\$ 250,000
Bridge - Maple Road Bridge Repair - Design and Construction	\$ 275,000					\$ 275,000
Sidewalk Program (condition based replacements and/or improvements)		\$ 25,000		\$ 25,000		\$ 50,000
Sidewalk Project - Design and Construction Church Street to Fond du Lac Ave		\$ 50,000				\$ 50,000
Sidewalk Project - Fond du Lac Ave/ STH 145 Firemen's Park to Pilgrim			\$ 50,000			\$ 50,000
Sidewalk Project - Design and Construction - Pilgrim Rd / FDL Int. Curb Ramp Improvements		\$ 50,000				\$ 50,000
Stormwater - System Inventory, Condition Assessment (CCTV), and GIS updates	\$ 75,000					\$ 75,000
Stormwater - Future relay projects		TBD	TBD	TBD	TBD	\$ -
Stormwater - Utility Feasibility Analysis		\$ 75,000				\$ 75,000
Stormwater - Village Pond Maintenance			\$ 25,000		\$ 25,000	\$ 50,000
Stormwater - Village Pond Dredging Study		\$ 25,000				\$ 25,000
Stormwater - Jefferson Ponds Dredging			\$ 750,000			\$ 750,000
Stormwater - Dredging - Other ponds					\$ 300,000	\$ 300,000
Stormwater - Drainage Improvements - Starlite/East of Pilgrim - Design	\$ 10,000					\$ 10,000
Stormwater - Drainage Improvements - Starlite/East of Pilgrim - Construction		\$ 100,000				\$ 100,000
Stormwater - Drainage Improvements - Glenwood Heights - Design		\$ 10,000				\$ 10,000
Stormwater - Drainage Improvements - Glenwood Heights - Construction			\$ 100,000			\$ 100,000
Stormwater - Drainage Improvements - Willow Creek Heights - Design			\$ 10,000			\$ 10,000
Stormwater - Drainage Improvements - Willow Creek Heights - Construction				\$ 100,000		\$ 100,000
Stormwater - Drainage Improvements - Jefferson Ditch by Pilgrim/Donges - Design				\$ 10,000		\$ 10,000
Stormwater - Drainage Improvements - Jefferson Ditch by Pilgrim/Donges - Construction					\$ 100,000	\$ 100,000
Stormwater - Drainage Improvements - Catskill to Sylvan - Design					\$ 10,000	\$ 10,000
Stormwater - Drainage Improvements - Maple Rd - Reditching		\$ 10,000				\$ 10,000
Stormwater - Drainage Improvements - Taylor Trail - Reditching			\$ 10,000			\$ 10,000
Stormwater - Drainage Improvements - Oriole Ct. - Add catch basin / storm sewer				\$ 15,000		\$ 15,000
GIS - System Conversion (New UI and Document Storage system)	\$ 30,000					\$ 30,000
GIS - Survey Data Collection (Roads, Traffic Control, Street Lighting, Curbstops)	\$ 20,000					\$ 20,000
Equipment - DPW-Engineering (New GPS)	\$ 20,000					\$ 20,000
	\$ 2,687,400	\$ 2,682,296	\$ 3,274,788	\$ 2,374,979	\$ 2,714,728	\$ 13,734,191



# VILLAGE OF GERMANTOWN 5 YEAR CIP

Page 61 of 69



## AGENDA

Major Projects - 2026

Major Equipment Purchases - 2026

Major Programs - 2026

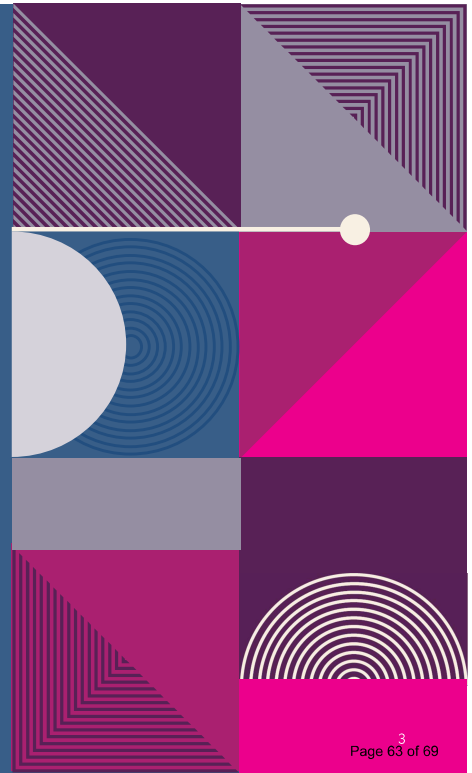
Studies, Plans, etc - 2026

The Plan 2027 - 2030

2  
Page 62 of 69

# MAJOR PROJECTS - 2026

- Police Building Design - \$3,000,000
- Fire Station #2 Construction - \$6,100,000
- Main Street and Old Farm Lift Station Design - \$660,000
- Mequon Road Resurfacing Design (WisDOT) - \$275,000
- Maple Road Bridge Design and Construction - \$275,000
- GIS System Transition - \$30,000



# MAJOR EQUIPMENT PURCHASES - 2026

- 4 Police Squads
- 2 Fire Department Staff Vehicles
- 1 Tandem Axle Patrol Truck (Plow Truck)
- 1 Sidewalk Tractor
- 1 Highway/Parks Pick-up



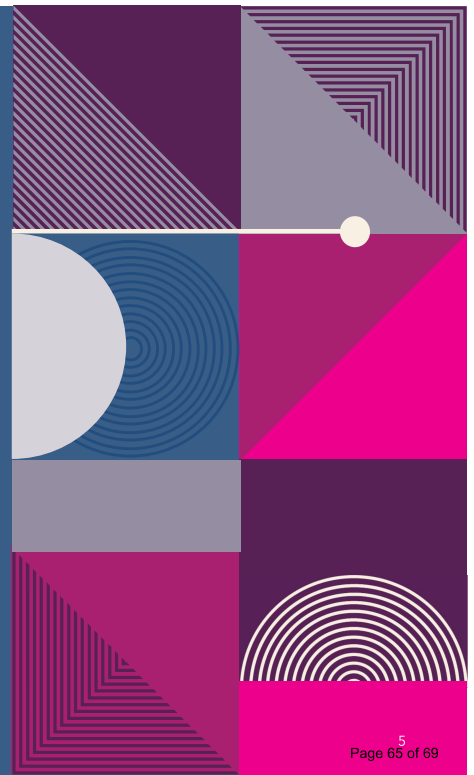
# MAJOR PROGRAMS - 2026

Technology Hardware - \$50,000 (No Increase)

Road Program - \$1,622,400 (3% Increase)

Road Sealcoating - \$250,000 (\$100,000 decrease from department request, no increase from 2025)

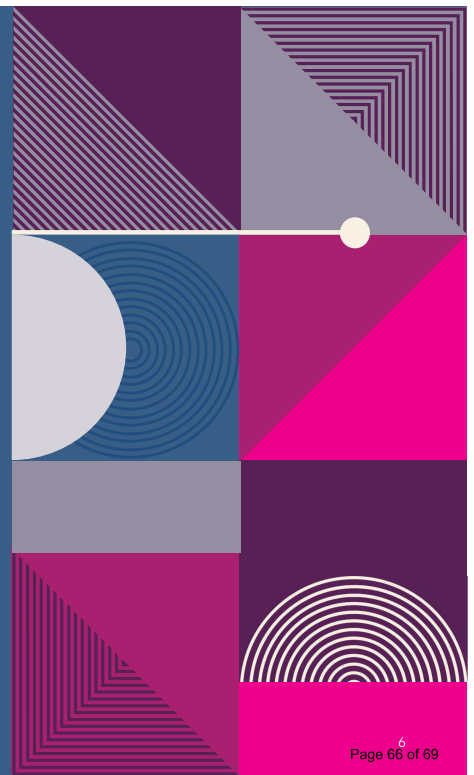
Comprehensive Stormwater Program



# STUDIES AND ASSESSMENTS - 2026

Stormwater System Inventory and Condition Assessment

Stormwater Funding Analysis

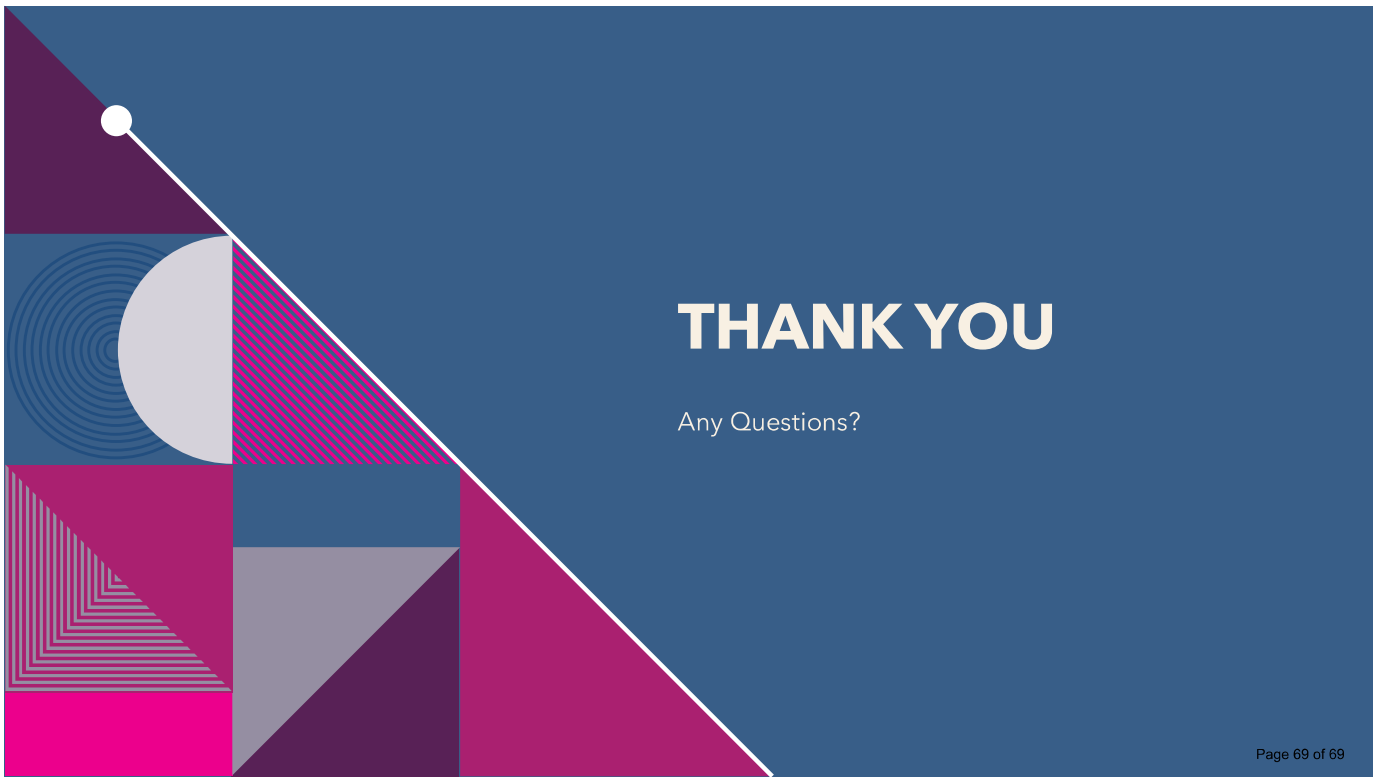


# 2027-2030

- Police building construction
- Library second floor
- Community splashpad and all-inclusive playground
- Old Farm and Main Street lift station construction
- Lift station 3 & 6 consolidation
- Village Hall improvements
- Well 2 and 3 rehabs
- Towers 1 and 2 paint

## ADOPTING THE PLAN

- Staff is seeking adoption of the plan.
- Adoption indicates we are tracking future needs appropriately.
- Adopting the plan is not approving capital or operating budgets for 2026 or future years.



# THANK YOU

Any Questions?

**MEETING:                   REGULAR MEETING OF THE COMMITTEE OF THE WHOLE**

**DATE & TIME:           Wednesday, October 8, 2025 at 6:30 PM**

**LOCATION:                   Germantown Village Hall Board Room  
N112 W17001 Mequon Road**

Any member of the body and/or citizen may attend the meeting virtually through the WebEx platform, Meeting #: **2552 130 5914** Password: **XRt6SUHxe36** which can be accessed by phone at 408-418-9388 or by logging on at <https://villageofgermantown.my.webex.com/villageofgermantown.my/j.php?MTID=m180aab72894ac558b4a3486ad1eee32>

Citizens not wishing to attend the meeting personally or virtually may submit any public comments by sending an email to [comments@germantownwi.gov](mailto:comments@germantownwi.gov) by 4 p.m. on the day of the meeting so that it can be provided to the members of the body for their consideration. Previously recorded Village Board Meeting Videos can be viewed at [https://www.youtube.com/channel/UCOYp0EgELzTCa9X\\_iCohyhQ](https://www.youtube.com/channel/UCOYp0EgELzTCa9X_iCohyhQ).

### **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.   **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.*
- IV.    **MEETING MINUTES:**
  - A.     October 15, 2024, Minutes (ACTION)
- V.     **UNFINISHED BUSINESS:**
- VI.    **NEW BUSINESS:**
  - A.     2026 Budget - GGF Committee Overview & Recommended Changes (ACTION)
  - B.     2026 Budget - PWHC Overview & Recommended Changes (ACTION)
  - C.     2026 Budget - Public Safety Committee Overview & Recommended Changes (ACTION)
  - D.     2026 Capital Budget Project Review (ACTION)
  - E.     Allocation of Additional 2026 State Aid Revenues (ACTION)
  - F.     Public Hearing Notice Publication (ACTION)
- VII.   **ADJOURNMENT:**

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service please contact the Village Clerk at (262)250-4740 at least 2 days prior to the meeting.

COMMITTEE OF THE WHOLE AGENDA

October 8, 2025

Page 2

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 COMMITTEE OF THE WHOLE**

MEETING DATE: October 8, 2025

PLACEMENT: Action Item

ITEM TITLE: 2026 Budget - GGF Committee Overview & Recommended Changes (ACTION)

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

1. COW - 10.08.25

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:



# COMMITTEE OF THE WHOLE

10.08.25  
Page 9 of 30

## GENERAL GOVERNMENT & FINANCE

- Budget Reviews on 09/15 & 09/23
- Administration, Clerk, Finance, Special Revenues, TIDs, Community Development, Recreation, Library
- Recommendations:
  - Increase Board Professional Development from \$500 to \$2000
    - Allow Trustee to attend more local events
      - Chamber, Mid-Moraine Municipal Dinner, etc
    - Funding could be allocated from State Shared Revenue or State Transportation Aid

2  
Page 10 of 30

## PUBLIC WORKS AND HIGHWAY

- Budget Reviews on 09/03 & 09/23
- Engineering, Highway, Parks, Buildings & Grounds, Water Utility, Sewer Utility
- Recommendations:
  - Increase Hwy Privatized Services from \$5,000 to \$6,500
    - Install pump at Weidenbach Pond
    - Funding could be allocated from State Shared Revenue or State Transportation Aid

## PUBLIC SAFETY

- Budget Review on 09/30
- Police Department & Fire Department
- Recommendations:
  - No recommended change
  - Requested additional information regarding Police Communication and IT Budget Lines (provided on 10.03.25)
  - Extensive review of capital requests

# 2026 CAPITAL PROJECTS



Historically Budget \$3.5 million dollars for capital projects



Increased Capital Needs + Larger Ticket Items



2026 Budget includes 13.87 million in new capital projects



Total Borrowing estimated at \$17.37 million

Division Road (\$3.0 million)  
2024 Ambulance (500K)

# 2026 CAPITAL PROJECTS

Staff is looking at different debt structures to minimize tax impact and limit interest expense

5, 10, 20-year notes to spread-out tax impact

# 5-YEAR NOTE PROJECTS

<i>Cost</i>	<i>Project</i>
\$ 338,000	5 cars, 4 set-ups, 1 car K9(set-up \$ by K9)
\$ 275,000	New Battalion Chief and Inspection vehicles
\$ 30,000	Trailer air compressor (30K)
\$ 6,000	Maintenance shop welder
\$ 8,000	Truck #408 hydrolic lineset
\$ 4,000	Additional hanging baskets Mequon Road
\$ 25,000	DPW Scissors Lift
\$ 10,000	Village Hall Water Heater
\$ 6,000	Police Annex Office Doors
\$ 20,000	Library Gutter Seam Repair
\$ 36,000	2X Zero Turn Mowers
\$ 50,000	Enclosed Snow Blower
\$ 10,500	25 Rifle Lights
\$ 25,000	25 Rifle Suppressors
\$ 8,100	5 Rifles(5 year CIP)
\$ 7,000	Drone
<b>\$ 858,600</b>	<b>Total</b>

# 10-YEAR NOTE PROJECTS

<i>Cost</i>	<i>Project</i>
\$ 17,000	Election Trailer
\$ 1,622,400	Annual Road Program
\$ 40,000	GIS Upgrade/Transition to ArcGIS Online
\$ 75,000	Storm Sewer
\$ 275,000	Mequon Rd Resurface Engineering - DOT SMFA
\$ 85,000	County Line and Lannon Signal Improvements
\$ 25,000	Main Street and 145 Intersection Study
\$ 275,000	Maple Rd Bridge Repair - Desing and Const.
\$ 10,000	Maple Rd Drainage Improvement - Design
\$ 20,000	Equipment - DPW-Engineering GPS Unit Repl.
\$ 341,000	Patrol truck (341K)
\$ 114,000	Street lighting fixture replacement (\$114K)
\$ 54,000	Kinderberg south path & drainage (54K)
\$ 344,000	Pick-up truck (72K), Sidewalk tractor (272K)
\$ 30,000	"No Traffic" signalized intersection detection system
\$ 30,000	Trees
\$ 16,000	Splash Pad Power Coat and Benches
\$ 55,500	Kinderberg Fence and Tennis
\$ 22,500	Senior Center AV Upgrade
\$ 50,000	Trail Improvements (Impact Fees)
\$ 10,000	40K Total, Library Study Pods
<b>\$ 3,511,400</b>	<b>Total</b>
\$ 3,000,000	Division Road Reconstructon
\$ 500,000	2024 Ambulance
<b>\$ 3,500,000</b>	<b>Total</b>

## 20-YEAR NOTE PROJECTS

Cost

Project

\$ 3,000,000

PD Design

\$ 6,500,000

Fire Station #2 Renovation

---

**\$ 9,500,000**

**Total**

## PROJECTED TAX IMPACT - 2027

### Mill Rate Comparison

- 2026 Mill Rate: \$4.5795
- 2027 Mill Rate: \$5.0161
- Difference: \$0.4366

Impact on an Average Home: \$197.34

# IMPACT BY ISSUANCE

## Issuance      Mill Rate Impact      \$ Impact on Avg Home

<b>5 Year Note</b>	\$0.05	\$21.33
<b>10 Year Note</b>	\$0.21	\$94.57
<b>20 Year Note</b>	\$0.18	\$81.43

# STATE TRANSPORTATION AID

Aid from the State to support municipal road maintenance and repairs

Village allocates State Transportation Aid to the Highway Department's Budget

Village spends 3.2 million in the Highway Budget

- \$1.07 million salaries and benefits
- \$0.250 million in seal coating
- \$0.190 million in salt and snow removal
- \$0.300 million in general maintenance

# STATE TRANSPORTATION AID

Recommended Budget projected \$1.63 million in aid

DOT estimated aid is \$1.80 million

\$170,000 of unallocated revenue

Options for available funds

- Reduce tax levy
- Restore seal coating to pre 2024 levels
- Increase Recreation program funding
- Move capital items back to general fund

13  
Page 21 of 30

# THANK YOU

Page 22 of 30

# Village of Germantown

## 2026 Recommended Budget Cheat Sheet

### Budget Overview

- Total Recommended 2026 General Fund Budget: **\$22.78 million**
- Change from 2025: **+3.27%**

### **Primary Funding Sources**

- Property Taxes – \$13.1 million (57%)
- State Aid – \$4.26 million (19%)
- Fees & Charges – \$2.56 million (11%)
- Other Revenues – 13%

### **Property Tax Impact**

- 2025 Mill Rate: **\$4.54**
- 2026 Recommended Mill Rate: **\$4.58**
- Change: **+\$0.04 per \$1,000** of assessed value
- Impact on Average Home (\$452,000 value): **\$25 per year (\$2 per month)**

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### Major Investments in 2026

#### **Public Safety – \$12.45 million (55%)**

- 42 sworn Police Department personnel
- 27 sworn Fire Department personnel

#### **Public Works – \$5.95 million (26%)**

- Road maintenance and reconstruction
- Snow removal
- Tree, building, and park maintenance

## Debt & Capital Planning

### Borrowing planned for 2026 projects:

Department	Cost	Major Projects
Clerk	\$17,000	<i>Divisions Road - \$3.0 Million</i>
DPW	\$6,551,400	<i>Road Program - \$1.62 Million</i>
Library	\$10,000	<i>Fire Station Renovation – \$6.5 million</i>
Parks & Recreation	\$128,000	<i>PD Building Design – \$3.0 million</i>
Public Safety	\$10,663,600	
<b>Total</b>	<b>\$17,370,000</b>	

### 2027 Tax Impact from 2026 Borrowing

- 2026 Mill Rate: 4.5795
- 2027 Mill Rate: 5.0161
- Difference: 0.4366
- Impact on Average Home: **\$197.34 per year**

*Debt service is spread over 5, 10, and 20 years to limit tax impact.*

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### Resident Engagement

- Budget discussions at Committee of the Whole and Finance Committee (broadcast and recorded)
- Public Hearing: **November 17, 2025 at 7:00 PM, Village Hall Boardroom**
- Residents are encouraged to share feedback with staff and elected officials

**BUSINESS OF THE COMMITTEE OF THE WHOLE**

MEETING DATE: October 8, 2025

PLACEMENT: Action Item

ITEM TITLE: 2026 Capital Budget Project Review (ACTION)

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

1. 2026 Capital - Debt Service Spreadsheet
2. 2026 Capital Mill Rate Comparison

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

5-Year Note

Cost	Project
\$ 338,000	5 cars, 4 set-ups, 1 car K9(set-up \$ by K9)
\$ 275,000	New Battalion Chief and Inspection vehicles
\$ 30,000	Trailer air compressor (30K)
\$ 6,000	Maintenance shop welder
\$ 8,000	Truck #408 hydrolic lineset
\$ 4,000	Additional hanging baskets Mequon Road
\$ 25,000	DPW Scissors Lift
\$ 10,000	Village Hall Water Heater
\$ 6,000	Police Annex Office Doors
\$ 20,000	Library Gutter Seam Repair
\$ 36,000	2X Zero Turn Mowers
\$ 50,000	Enclosed Snow Blower
\$ 10,500	25 Rifle Lights
\$ 25,000	25 Rifle Suppressors
\$ 8,100	5 Rifles(5 year CIP)
\$ 7,000	Drone
<b>\$ 858,600</b>	<b>Total</b>

10-Year Note

Cost	Project
\$ 17,000	Election Trailer
\$ 1,622,400	Annual Road Program
\$ 40,000	GIS Upgrade/Transition to ArcGIS Online
\$ 75,000	Storm Sewer
\$ 275,000	Mequon Rd Resurface Engineering - DOT SMFA
\$ 85,000	County Line and Lannon Signal Improvements
\$ 25,000	Main Street and 145 Intersection Study
\$ 275,000	Maple Rd Bridge Repair - Desing and Const.
\$ 10,000	Maple Rd Drainage Improvement - Design
\$ 20,000	Equipment - DPW-Engineering GPS Unit Repl.
\$ 341,000	Patrol truck (341K)
\$ 114,000	Street lighting fixture replacement (\$114K)
\$ 54,000	Kinderberg south path & drainage (54K)
\$ 344,000	Pick-up truck (72K), Sidewalk tractor (272K)
\$ 30,000	"No Traffic" signalized intersection detection system
\$ 30,000	Trees
\$ 16,000	Splash Pad Power Coat and Benches
\$ 55,500	Kinderberg Fence and Tennis
\$ 22,500	Senior Center AV Upgrade
\$ 50,000	Trail Improvements (Impact Fees)
\$ 10,000	40K Total, Library Study Pods
<b>\$ 3,511,400</b>	<b>Total</b>
\$ 3,000,000	Division Road Reconstruction
\$ 500,000	2024 Ambulance
<b>\$ 3,500,000</b>	<b>Total</b>

20-Year Note

Cost	Project
\$ 3,000,000	PD Design
\$ 6,500,000	Fire Station #2 Renovation
<b>\$ 9,500,000</b>	<b>Total</b>

**BUSINESS OF THE COMMITTEE OF THE WHOLE**

MEETING DATE: October 8, 2025

PLACEMENT: Action Item

ITEM TITLE: Allocation of Additional 2026 State Aid Revenues (ACTION)

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

**To:** Village Board

**From:** Matthew Uselding, Finance Director

**Date:** October 8, 2025

**Subject:** Allocation Options for Additional State Transportation Aid

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As part of the 2026 Recommended Budget, staff projected **\$1.63 million** in State Transportation Aid. The Wisconsin Department of Transportation (DOT) has since released an updated estimate indicating the Village will receive **\$1.80 million**, resulting in approximately **\$170,000** in additional, unallocated revenue.

Staff has identified several options for the use of these available funds. The Village Board may consider one or a combination of the following approaches:

- Reduce the tax levy to lessen the overall property tax impact on residents.
- Restore seal coating funding to pre-2024 levels to address deferred road maintenance.
- Increase Recreation program funding to support expanded community programming.
- Reallocate select capital items back to the General Fund to reduce borrowing or preserve future debt capacity.

**Staff Recommendation**

<b>Description</b>	<b>Amount</b>
Additional State Transportation Aid	<b>\$170,000</b>
<b>Proposed Allocations:</b>	
Village Board Professional Development	\$1,500
Install Pump at Weidenbach Pond	\$1,500
Move Interest to Capital Reserve	\$109,000
Recreation Program Supplies	\$11,060
Library Program Supplies & Expenses	\$6,000
Library Gutter Seam Repair	\$20,000

<b>Description</b>	<b>Amount</b>
Village Hall Water Heater	\$10,000
5 Rifles (5-Year CIP)	\$8,100
<b>Total</b>	<b>\$167,160</b>

**Summary:**

The proposed allocation utilizes \$167,160 of the additional \$170,000 in State Transportation Aid, leaving a small balance for contingency or minor adjustments during budget adoption.

**MEETING: REGULAR MEETING OF THE COMMITTEE OF THE WHOLE**

**DATE & TIME: Tuesday, October 14, 2025 at 6:30 PM**

**LOCATION: Germantown Village Hall Board Room  
N112 W17001 Mequon Road**

Any member of the body and/or citizen may attend the meeting virtually through the WebEx platform, Meeting #: **2558 173 6399** Password: **kWqfSjt3Z35** which can be accessed by phone at 408-418-9388 or by logging on at <https://villageofgermantown.my.webex.com/villageofgermantown.my/j.php?MTID=mb255b11c3acfa16514c74f81be73f2f2>

Citizens not wishing to attend the meeting personally or virtually may submit any public comments by sending an email to [comments@germantownwi.gov](mailto:comments@germantownwi.gov) by 4 p.m. on the day of the meeting so that it can be provided to the members of the body for their consideration.

Previously recorded Village Board Meeting Videos can be viewed at [https://www.youtube.com/channel/UCOYp0EgELzTCa9X\\_iCohyQ](https://www.youtube.com/channel/UCOYp0EgELzTCa9X_iCohyQ).

### **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. **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.*
- IV. **MEETING MINUTES:**
  - A. October 8, 2025, Minutes (ACTION)
- V. **UNFINISHED BUSINESS:**
  - A. Public Hearing Notice Publication (ACTION)
- VI. **NEW BUSINESS:**
  - A. 2026 Capital Reserve Fund Budget (ACTION)
  - B. 2026 General Fund Budget Wrap Up (ACTION)
- VII. **ADJOURNMENT:**

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service please contact the Village Clerk at (262)250-4740 at least 2 days 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 COMMITTEE OF THE WHOLE**

MEETING DATE: October 14, 2025

PLACEMENT: Action Item

ITEM TITLE: 2026 General Fund Budget Wrap Up (ACTION)

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

1. COW 10.14.25 Budget Overview

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

# 2026 GENERAL FUND BUDGET OVERVIEW

Page 14 of 27

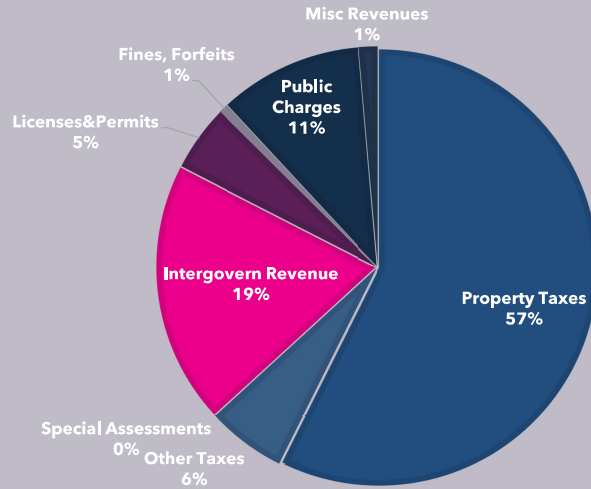
## GENERAL FUND REVENUES

Category	2025 Budget	2026 Budget	Change (\$)	Change (%)
Taxes	\$ (14,144,838)	\$ (14,429,634)	\$ (284,796)	2.01%
Special Assessments	\$ -	\$ -	\$ -	0.00%
Intergovern Revenue	\$ (4,015,091)	\$ (4,427,395)	\$ (412,304)	10.27%
Licenses& Permits	\$ (923,280)	\$ (1,123,285)	\$ (200,005)	21.66%
Fines, Forfeits	\$ (155,500)	\$ (150,500)	\$ 5,000	-3.22%
Public Charges	\$ (2,431,788)	\$ (2,415,988)	\$ 15,800	-0.65%
Misc Revenues	\$ (366,593)	\$ (298,621)	\$ 67,972	-18.54%
Other Fin Sources	\$ (30,000)	\$ -	\$ 30,000	-100.00%
<b>Total</b>	<b>\$ (22,067,090)</b>	<b>\$ (22,845,423)</b>	<b>\$ (778,333)</b>	<b>3.53%</b>

2  
Page 15 of 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 \$1,805,522; up 13.5% over 2025
- County EMS Grant \$177,000
  - County provides dollars to municipalities as part of their EMS grant program
  - Committed for FY26 & FY27

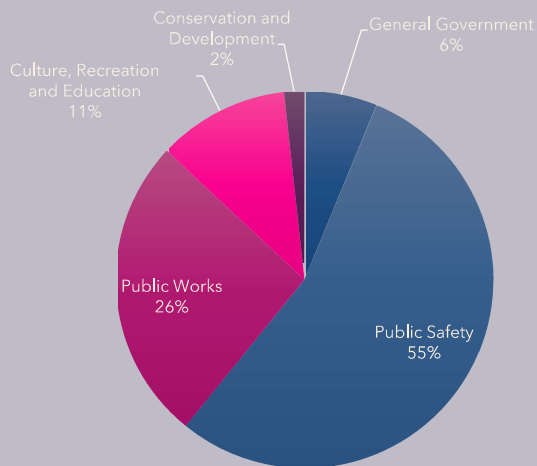
## REVENUE OVERVIEW

- 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>	<b>2025 Budget</b>	<b>2026 Budget</b>	<b>Changes (\$)</b>	<b>Changes (%)</b>
<i>Salaries &amp; 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	\$ 7,031,685	\$ 107,896	1.56%
<i>Capital Expenses</i>	\$ 238,000	\$ 48,100	\$ (189,900)	-79.79%
<b>Total Expenditures</b>	<b>\$ 22,067,090</b>	<b>\$ 22,845,423</b>	<b>\$ 778,333</b>	<b>3.53%</b>

# GENERAL FUND EXPENDITURES



# GENERAL FUND EXPENDITURES

Department	2025 Budget	2026 Budget	Change (\$)	Change (%)
Non-Departmental	\$ (32,912)	\$ 91,969	\$ 124,881	-379.44%
Village Board	\$ 136,853	\$ 198,344	\$ 61,491	44.93%
Administrator's Office	\$ 177,343	\$ 185,030	\$ 7,687	4.33%
Information Technology	\$ 242,264	\$ 226,170	\$ (16,094)	-6.64%
Clerk's Office	\$ 295,315	\$ 345,931	\$ 50,616	17.14%
Treasurer's Office	\$ 250,704	\$ 261,759	\$ 11,055	4.41%
Assessor	\$ 105,296	\$ 108,830	\$ 3,534	3.36%
Police Administration	\$ 2,994,434	\$ 3,184,479	\$ 190,045	6.35%
Patrol	\$ 3,601,954	\$ 3,613,410	\$ 11,456	0.32%
Detective	\$ 386,686	\$ 418,454	\$ 31,768	8.22%
Emergency Government	\$ 19,563	\$ 19,564	\$ 1	0.01%
Fire Administration	\$ 1,320,943	\$ 1,337,219	\$ 16,276	1.23%
Fire Protection Service	\$ 3,228,028	\$ 3,434,405	\$ 206,377	6.39%
Engineering	\$ 239,685	\$ 227,031	\$ (12,654)	-5.28%
Highway	\$ 3,330,116	\$ 3,202,829	\$ (127,287)	-3.82%
Buildings & Grounds	\$ 1,059,466	\$ 1,085,907	\$ 26,441	2.50%
Parks	\$ 1,013,288	\$ 987,061	\$ (26,227)	-2.59%
Recycling	\$ 459,316	\$ 474,917	\$ 15,601	3.40%
Library	\$ 1,039,379	\$ 1,086,203	\$ 46,824	4.50%
Inspection and Permit	\$ 358,168	\$ 456,030	\$ 97,862	27.32%
Planning and Zoning	\$ 311,724	\$ 315,845	\$ 4,121	1.32%
Municipal Development	\$ 81,900	\$ 81,900	\$ -	0.00%
Recreation	\$ 1,323,151	\$ 1,375,295	\$ 52,144	3.94%
Senior Center	\$ 124,426	\$ 126,841	\$ 2,415	1.94%
<b>Total</b>	<b>\$ 22,067,090</b>	<b>\$ 22,845,423</b>	<b>\$ 778,333</b>	<b>3.53%</b>

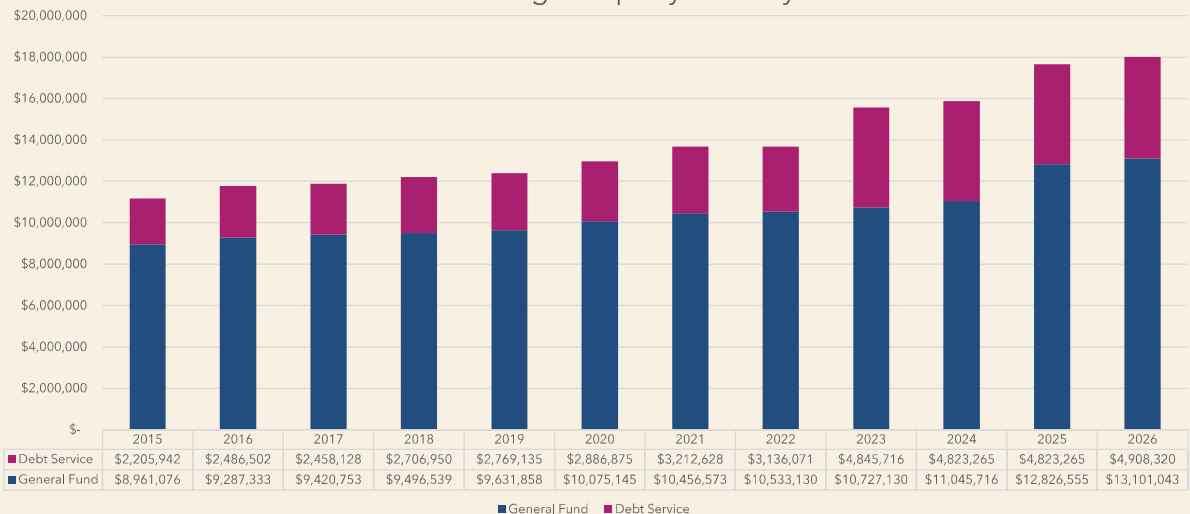
## EXPENDITURE OVERVIEW

- 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
  - Majority of Non-Borrow Capital has been removed from the 2026 Recommended Budget

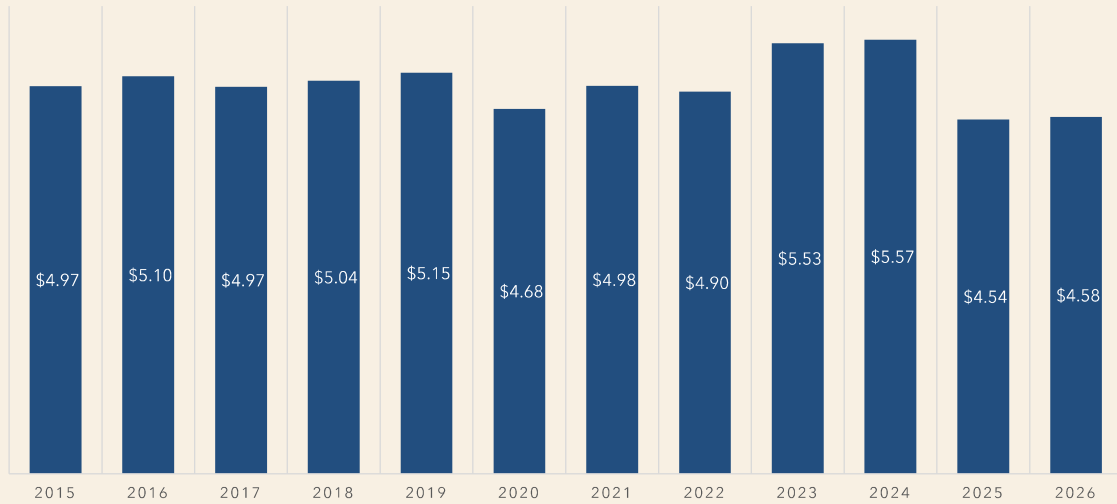
### Village Property Tax Levy



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

## TAX RATE

■ Village of Germantown



13  
Page 26 of 27

## TAX BILL - VILLAGE'S PORTION

	2025 Adopted	2026 Recommended	Change (\$)	Change (%)
<i>Total General Fund Budget</i>	\$22,067,090	\$22,845,423	\$778,333	3.53%
<i>Tax Levy</i>	\$12,826,555	\$13,101,043	\$274,488	2.14%
<i>Other Revenues</i>	\$9,240,535	\$9,744,380	\$503,845	5.45%
<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

14  
Page 27 of 27

### GCL Statistical Trends 2016-2025

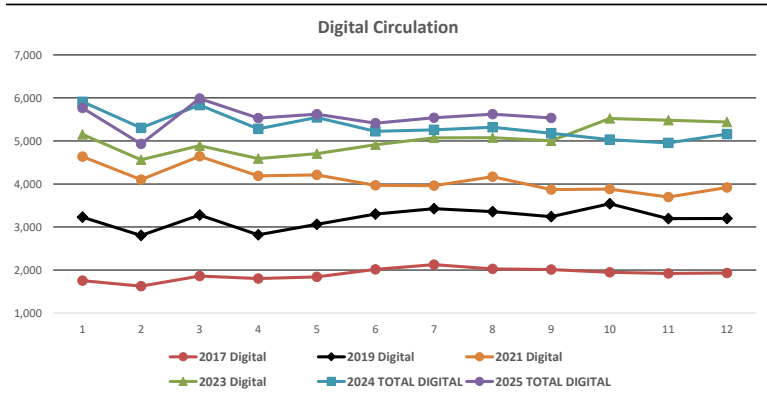
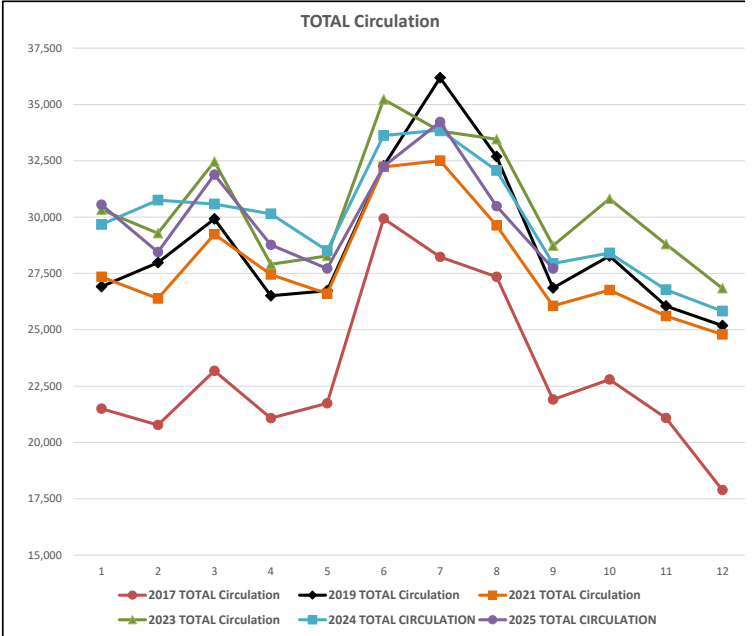
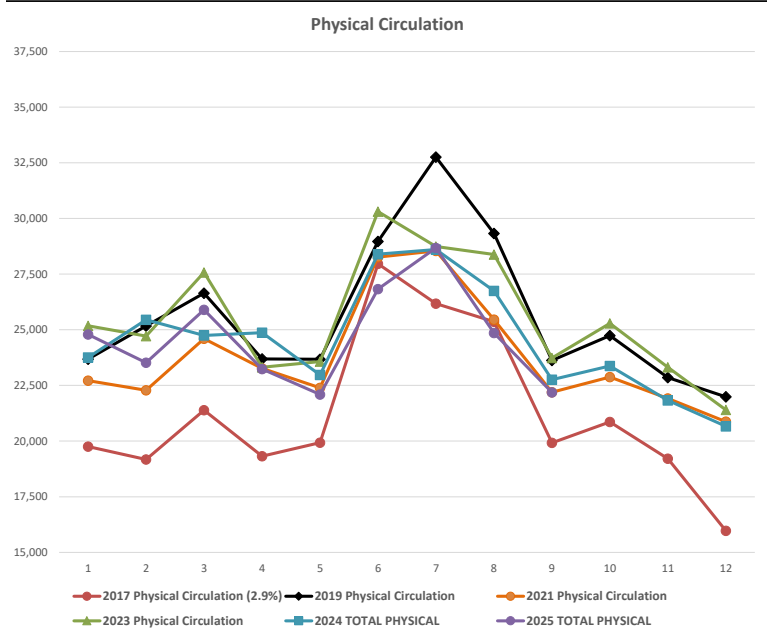
Stats	YTD	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov*	Dec
<b>2025 TOTAL PHYSICAL</b>	<b>222,094</b>	<b>24,788</b>	<b>23,519</b>	<b>25,896</b>	<b>23,239</b>	<b>22,096</b>	<b>26,831</b>	<b>28,680</b>	<b>24,860</b>	<b>22,185</b>			
% over 2024	-2.7%	4.3%	-7.6%	4.7%	-6.6%	-3.8%	-5.5%	0.3%	-7.1%	-2.5%	0.0%	0.0%	0.0%
2025 Overdrive - eBook	18,508	2,157	1,907	2,285	2,000	1,993	1,999	2,097	2,102	1,968			
2025 Overdrive - Audio	23,472	2,663	2,310	2,672	2,640	2,686	2,582	2,651	2,641	2,627			
2025 Overdrive - Magazine	7,968	945	714	1,028	892	943	831	792	881	942			
<b>2025 TOTAL DIGITAL</b>	<b>49,948</b>	<b>5,765</b>	<b>4,931</b>	<b>5,985</b>	<b>5,532</b>	<b>5,622</b>	<b>5,412</b>	<b>5,540</b>	<b>5,624</b>	<b>5,537</b>			
% over 2024	2.2%	-2.5%	-7.0%	2.6%	4.8%	1.4%	3.6%	5.4%	5.7%	6.9%	0.0%	0.0%	0.0%
<b>2025 TOTAL CIRCULATION</b>	<b>272,042</b>	<b>30,553</b>	<b>28,450</b>	<b>31,881</b>	<b>28,771</b>	<b>27,718</b>	<b>32,243</b>	<b>34,220</b>	<b>30,484</b>	<b>27,722</b>			
% over 2024	-2.0%	3.0%	-7.5%	4.3%	-4.6%	-2.8%	-4.1%	1.1%	-4.9%	-0.8%	0.0%	0.0%	0.0%

Stats	YTD	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov*	Dec
<b>2024 TOTAL PHYSICAL</b>	<b>294,178</b>	<b>23,760</b>	<b>25,453</b>	<b>24,744</b>	<b>24,868</b>	<b>22,970</b>	<b>28,397</b>	<b>28,606</b>	<b>26,751</b>	<b>22,761</b>	<b>23,375</b>	<b>21,827</b>	<b>20,666</b>
% over 2023	-3.7%	-5.6%	3.0%	-10.3%	6.7%	-2.6%	-6.3%	-0.5%	-5.7%	-4.1%	-7.6%	-6.4%	-3.4%
2024 Overdrive - eBook	26,367	2,337	2,176	2,363	2,308	2,203	2,137	2,292	2,331	2,150	2,021	2,008	2,041
2024 Overdrive - Audio	28,326	2,449	2,232	2,466	2,417	2,569	2,418	2,399	2,392	2,340	2,254	2,179	2,211
2024 Overdrive - Magazine	9,313	1,126	896	1,006	556	775	668	566	597	690	757	767	909
<b>2024 TOTAL DIGITAL</b>	<b>64,006</b>	<b>5,912</b>	<b>5,304</b>	<b>5,835</b>	<b>5,281</b>	<b>5,547</b>	<b>5,223</b>	<b>5,257</b>	<b>5,320</b>	<b>5,180</b>	<b>5,032</b>	<b>4,954</b>	<b>5,161</b>
% over 2023	7.1%	14.8%	16.2%	19.3%	15.0%	17.9%	6.3%	3.7%	4.8%	3.5%	-8.9%	-8.2%	-5.1%
<b>2024 TOTAL CIRCULATION</b>	<b>358,184</b>	<b>29,672</b>	<b>30,757</b>	<b>30,579</b>	<b>30,149</b>	<b>28,517</b>	<b>33,620</b>	<b>33,863</b>	<b>32,071</b>	<b>27,941</b>	<b>28,407</b>	<b>26,781</b>	<b>25,827</b>
% over 2023	-1.8%	-2.2%	5.0%	-5.8%	8.0%	0.8%	-4.6%	0.1%	-4.1%	-2.8%	-7.8%	-7.0%	-3.8%

<b>2023 TOTAL CIRCULATION</b>	<b>365,947</b>	<b>30,327</b>	<b>29,284</b>	<b>32,465</b>	<b>27,906</b>	<b>28,278</b>	<b>35,225</b>	<b>33,815</b>	<b>33,458</b>	<b>28,736</b>	<b>30,811</b>	<b>28,800</b>	<b>26,842</b>
<b>2021 TOTAL Circulation</b>	<b>334,643</b>	<b>27,351</b>	<b>26,389</b>	<b>29,240</b>	<b>27,455</b>	<b>26,604</b>	<b>32,233</b>	<b>32,505</b>	<b>29,631</b>	<b>26,064</b>	<b>26,763</b>	<b>25,614</b>	<b>24,794</b>
<b>2019 TOTAL Circulation</b>	<b>345,570</b>	<b>26,916</b>	<b>27,977</b>	<b>29,921</b>	<b>26,507</b>	<b>26,737</b>	<b>32,268</b>	<b>36,183</b>	<b>32,685</b>	<b>26,861</b>	<b>28,276</b>	<b>26,052</b>	<b>25,187</b>
<b>2017 TOTAL Circulation</b>	<b>277,461</b>	<b>21,499</b>	<b>20,774</b>	<b>23,179</b>	<b>21,078</b>	<b>21,738</b>	<b>29,934</b>	<b>28,236</b>	<b>27,352</b>	<b>21,906</b>	<b>22,793</b>	<b>21,082</b>	<b>17,890</b>



## **AARP Foundation to open two Tax-Aide sites in Washington County**

### **In need of volunteers to help older adults secure tax refunds**

WASHINGTON COUNTY — The AARP Foundation will be opening two sites, in West Bend and Germantown, through its Tax-Aide program to aid older adults with low- to moderate-income file their taxes and secure tax refunds next tax season.

While tax season is still months away, the AARP Foundation is looking for volunteers to serve their community at the Tax-Aide sites, according to a news release.

“Tax-Aide volunteers provide free tax preparation and filing services to taxpayers. Some of the roles in addition to preparing taxes include assisting taxpayers at our site, helping taxpayers schedule appointments, and working with technology,” the release said. “Volunteers are trained, and classes are held in December and January for the upcoming tax filing season. The amount of training required depends on the position.”

During tax filing season, which goes from February through April, volunteers will assist taxpayers while the site is in operation. According to the release, hours may range from a few to 40 per week during the tax filing season.

“All levels and types of experience are welcome. Volunteers come from a variety of industries, ranging from retirees to college students, and do not need to be AARP members,” the release said. “Tax-Aide volunteers make a meaningful difference in the lives of vulnerable older adults right in their communities by helping build their financial resilience.”

There are two types of roles open for volunteers to serve in, including tax counselors and client facilitators, according to the release.

“Tax Counselors prepare Federal and State returns on Tax Aide supplied computers. Over 40 hours of training is supplied on-line and in person during December and January. After training you must pass an IRS open book, on-line test with at least 80% accuracy,” said the release. “Client Facilitators don’t prepare returns but act as the entry point to verify their ID’s and assist taxpayers organize their intake forms and tax documentation and answer questions.”

Each type of position requires one day per week when the volunteer works between 9 a.m. and 3 or 4 p.m., depending on the site. In Germantown it will be Thursdays and in West Bend it will be Wednesdays.

“No weekend or evenings but it is understood there are some winter vacations that can take you away for a while,” the release said. “Both sites will operate in the community libraries.”

For further information about the Tax-Aide program, how to make an appointment, where they will be located during the tax filing season and how to volunteer, visit [tinyurl.com/mrd7jh6p](https://tinyurl.com/mrd7jh6p).

🕒 [October 10, 2025](#) 📁 [Behind the Scenes](#), [Library Collections](#), [Staff Writer](#)

When most people think of the library, they picture books, quiet reading areas, librarians getting to read all day long, and maybe a friendly face at the checkout desk. But behind the scenes? **There's much more to the story.**

At the Germantown Community Library, a lot of what we do never gets seen by the public—but it's what makes your library run smoothly. Here's a peek at what's really happening **behind the shelves.**

### **Programs, Programs, Programs**

Multiple members of our library staff are constantly in planning mode. Storytimes, craft days, teen events, family nights, informational presentations—you name it, they're working on it. Most of these programs are planned months in advance, with careful attention to age levels, learning goals, fun factor, community needs, and logistics. That's also why, if an event has to be canceled due to illness or weather, rescheduling isn't always immediate—many outside presenters are booked months ahead, so finding a new date can take just as long. When you walk into a well-organized event, just know it probably took many hours of brainstorming, prepping, and fine-tuning to make it happen.

### **Managing the Collection**

We all love finding something new to read, watch, or listen to—but have you ever thought about how the right books and items end up on the shelves? Both our Youth Services and Adult Services teams spend a lot of time researching upcoming releases, award winners, and popular trends to keep the collection fresh. We also weed through what's already on our shelves, removing damaged or outdated books and items and making room for new titles. And yes, we're always watching those hold requests to make sure we've got enough copies to meet demand! If there's a title you'd love to see at the library, we want to hear your suggestions—just fill out the [Make a Recommendation](#) form on our website to let us know what you'd like to see in our collection.

### **The Book's Journey: Returns and Reshelving**

When you drop a book in the return bin, it kicks off a whole process. First, our Circulation staff checks it in and inspects it to make sure it's in good condition and nothing is missing, sending it to Technical Services if it needs some extra attention. Then, a page checks it in again and returns it to its exact spot on the shelf—alphabetized, categorized, and ready for the next person to find it with ease.

### **Repairs and Labeling**

Books get a lot of love—and that means they sometimes need repairs. Our Technical Services team spends a surprising amount of time mending, cleaning, and restoring books so they can be borrowed again and again. They also handle every new book that comes in, carefully cataloging and labeling it before it reaches the shelf. (Nope, they don't arrive ready to go!) That little sticker on the spine? It's just one small step in the detailed process that ensures every book is easy to find and ready for checkout.

And it's not just books—CDs and DVDs go through a lot, too! Popular titles, especially in the children's section, can circulate hundreds of times. (We have a Paw Patrol DVD that has gone out 238 times over 10 years!) With that kind of use, wear and tear is inevitable, but our team does their best to extend their life by buffing out scratches and keeping them in the best shape possible for the next borrower.

### **Finding Your Next Favorite Read**

When you ask for a book recommendation, or when you pick up a flyer for one of our book clubs, there's been a lot of research going on behind the scenes. Our Youth and Adult Services librarians stay up to date on publishing trends, book reviews, and literary awards so they can help you find just the right read—or come up with thoughtful picks for the many different book clubs we host here at the library.

**So the next time you visit** to check out a book, attend a program, or get a great recommendation from a librarian, just know there's a whole team working behind the scenes to make your library experience the best it can be. We love what we do—and we love sharing it with you!

*Erin L., Staff Writer*

# Library Highlights (Oct 2025)



Joletta from the Germantown Chamber joined us for Meet Your Neighbor Storytime



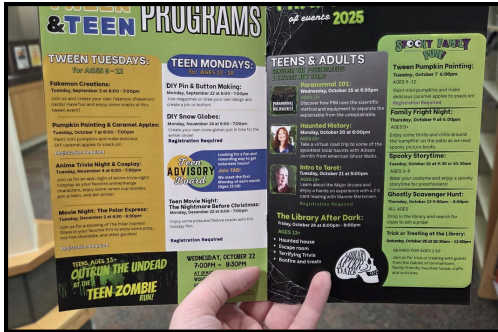
Storytime with the Milwaukee Ballet was held on Sat, Sept 20



The State Librarian toured the Germantown Library on Wed, Sept 24



Adult craft workshops continue to be very popular



New programming booklets are available at the library for Sept - Dec programs



The library held a food drive for the St. Boniface Food Pantry



Village staff were at the library on Wed, Oct 8 to answer budget questions



Staff filmed a video to advertise our Halloween-theme events in October



Staff wrote a blog article on what goes on behind the scenes at the library



Families enjoyed spooky stories on the patio during Family Fun Night



Kids had a great time building at our monthly The Big Build event



Ages 9+ and adult created wooden scarecrows at Make It @ the Library

## **BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: October 22, 2025

PLACEMENT: Action Item

ITEM TITLE: 2026 Library Budget (Action)

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted 2026 Budget attachments.

ATTACHMENT:

1. 2026 Library Budget
2. 2026 Budget (pt. 1 - 2026 Library Expenses)

STAFF RECOMMENDATION:

Approve the proposed 2026 Budget as presented.

ACTION BY COMMITTEE:

## **Germantown Community Library Board**

**MEETING DATE:**           October 22, 2025

**PLACEMENT:**            Old Business

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

**SUBMITTED BY:**         Trisha Smith, Library Director

**SUMMARY EXPLANATION:**

Documentation on the Village of Germantown 2026 budget is attached under Village updates.

Since the Library Board meeting on Wednesday, September 24 the following meetings took place:

- Tuesday, September 23: General Government & Finance Meeting
  - Village Finance presented the Library budget at the Special General Government & Finance Committee Meeting. There were no questions asked on the library operating budget. A few questions were asked regarding the \$10,000 capital request for Library Study Pods. The Library Director gave a brief overview on the Library Study Pods, what they are planned to be used for and the shared cost between the Village, Washington County Capital Fund and Library Board donations.
- Wednesday, October 8: Committee of the Whole
  - The Library Director answered questions regarding the \$10,000 capital request for Library Study Pods.
  - An additional \$6,000 was added to the Library Program Supplies & Expenses line from part of the additional \$170,000 in State Transportation Aid.
  - The Library Gutter Seam Repair was moved from Capital funds to operating funds.
- Tuesday, October 14: Committee of the Whole
- Monday, November 17: Village Public Hearing for Budget scheduled for approval at the Village Board meeting

The updated 2026 Library Expenses spreadsheet is attached.

**RECOMMENDATION:**

Approve the 2026 Germantown Community Library Budget as presented with the addition of \$6,000 in Library Program Supplies & Expenses.

**LIBRARY EXPENSES**

Account	Organization	Object	Account Description	2023 Actuals	2024 Actuals	2025 YTD	2025 Adopted Budget	2025 Amended	2026 Department	Change (\$)	Change (%)
<b>Salaries &amp; Wages</b>											
10570000	511000	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	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	511200	Library Board	\$ 1,100.00	\$ 1,122.00	\$ 808.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ -	0.00%
<b>TOTAL SALARIES &amp; WAGES</b>				<b>\$ 580,377.34</b>	<b>\$ 571,140.86</b>	<b>\$ 366,659.94</b>	<b>\$ 594,658.00</b>	<b>\$ 612,618.00</b>	<b>\$ 628,131.00</b>	<b>\$ 33,473.00</b>	<b>5.63%</b>
<b>Fringe Benefits</b>											
10570000	521000	521000	Library Social Security	\$ 42,766.34	\$ 42,230.25	\$ 27,144.18	\$ 45,500.00	\$ 46,874.00	\$ 47,960.00	\$ 2,460.00	5.41%
10570000	521100	521100	Library State Retirement	\$ 34,608.29	\$ 34,942.02	\$ 23,019.31	\$ 39,984.00	\$ 40,603.00	\$ 40,336.00	\$ 352.00	0.88%
10570000	521200	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	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	521400	Library Life Insurance	\$ 1,439.86	\$ 1,719.12	\$ 1,655.20	\$ 1,600.00	\$ 1,600.00	\$ 1,557.00	\$ (43.00)	-2.69%
<b>TOTAL FRINGE BENEFITS</b>				<b>\$ 180,424.85</b>	<b>\$ 179,986.94</b>	<b>\$ 117,844.80</b>	<b>\$ 187,262.00</b>	<b>\$ 189,255.00</b>	<b>\$ 193,881.00</b>	<b>\$ 6,619.00</b>	<b>3.53%</b>
<b>Operating Supplies &amp; Exp</b>											
10570000	531000	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	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	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	531100	Library Material	\$ 72,160.85	\$ 93,048.20	\$ 54,003.60	\$ 76,000.00	\$ 98,000.00	\$ 76,000.00	\$ -	0.00%
10570000	531100	531100	Library Books						\$ -	\$ -	#DIV/0!
10570000	531190	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	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	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	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	531460	Library Audio Visual						\$ -	\$ -	#DIV/0!
10570000	531470	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	531490	Library Program Supplies & Exp	\$ 34,341.96	\$ 57,165.47	\$ 38,726.94	\$ 20,000.00	\$ 51,000.00	\$ 20,000.00	\$ -	0.00%
10570000	552300	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	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	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	571000	Library Insurance & Bonds	\$ 5,323.23	\$ 6,513.08	\$ 7,311.51	\$ 7,320.00	\$ 7,320.00	\$ 8,283.00	\$ 963.00	13.16%
<b>TOTAL OPERATING SUPP &amp; EXF</b>				<b>\$ 279,586.80</b>	<b>\$ 321,183.14</b>	<b>\$ 199,106.29</b>	<b>\$ 257,459.00</b>	<b>\$ 351,459.00</b>	<b>\$ 264,191.00</b>	<b>\$ 6,732.00</b>	<b>2.61%</b>
<b>Capital Items</b>											
10570000	591000	591000	Library Misc. Equipment	\$ 34.77	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	#DIV/0!
<b>TOTAL CAPITAL ITEMS</b>				<b>\$ 34.77</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>	<b>#DIV/0!</b>
<b>TOTAL EXPENSES</b>											
				<b>\$ 1,040,423.76</b>	<b>\$ 1,072,310.94</b>	<b>\$ 683,611.03</b>	<b>\$ 1,039,379.00</b>	<b>\$ 1,153,332.00</b>	<b>\$ 1,096,203.00</b>	<b>\$ 56,824.00</b>	<b>5.47%</b>

Village Reduction Request \$ 9,056.95

## **BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: October 22, 2025

PLACEMENT: Action Item

ITEM TITLE: 2026 Library Calendar (Action)

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the attached proposed 2026 Library Calendar. Considerations include days of major holidays and consistency with the Village of Germantown.

ATTACHMENT:

1. 2026 Library Calendar

STAFF RECOMMENDATION:

Approve the 2026 Library Calendar as presented.

ACTION BY COMMITTEE:

# Germantown Community Library

## Closed Date and Library Board Meetings

Legend:

<b>Holidays - Closed (12 Days)</b>
<b>Additional Library Closed Dates:</b>
<b>Thursday 5/7 - All-Staff Training Day</b>
<b>All-staff meetings</b>

<b>Board Meetings</b>
<b>Pay Period End Date</b>

# 2026 - DRAFT as of 10/14

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1/13 - All Staff Mtg (7:30-8:30 am)						

February						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
4/3-5 - Easter Weekend						

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
5/7 - All Staff Training (8:45 - TBD)						

June						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
9/2 - All Staff Mtg (7:30-8:30 am)						

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## **BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: October 22, 2025

PLACEMENT: Action Item

ITEM TITLE: Circulation Policy Update (Action)

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Circulation Policy updates summary and attachments.

ATTACHMENT:

1. Circulation Policy Update Summary
2. Circulation Policy - DRAFT 10-22-25

STAFF RECOMMENDATION:

Approve the updated Circulation Policy as presented.

ACTION BY COMMITTEE:

## Germantown Community Library Board

MEETING DATE: October 22, 2025  
PLACEMENT: New Business  
AGENDA ITEM(S): IX. B. Circulation Policy  
SUBMITTED BY: Trisha Smith, Library Director

### SUMMARY EXPLANATION:

The Circulation Policy was last updated in February 2023.

Library staff have conducted a review of the 'Circulation Policy' and suggest the changes highlighted on the attachment draft policy to better reflect our current library collections and procedures.

### Summary of Changes:

- Public Internet Computer Use Only Cards
  - The proposed changes include specifying this card is renewable every 18 months and patrons under 18 must have parental/guardian permission to register for this card.
- Online Digital Materials Only Account
  - This proposed addition outlines the account available to patrons who register on-line and only access the library's online digital materials. Further details about account renewal, patron minimum age (18) to apply on-line, and checking out physical material are included in the policy.
- Check-Out Limits: DVDs
  - The proposed changes include combining new and non-new DVDs into one category and increasing the check-out limit to 25.
- Check-Out Limits: Hotspots
  - This proposed addition limits a household to one hotspot check-out per calendar month.
- Replacement Cost and Damage Examples
  - The proposed additions include specifying the default Playaway/VOX Book/Wonderbook item charge and providing examples of how charges may be assessed on damaged books with audio components.
- Verbiage Continuity
  - This proposed change replaces occurrences of "reserves" with "hold" throughout the policy.

### RECOMMENDATION:

Approve the changes as presented on the Circulation Policy.

## **GERMANTOWN COMMUNITY LIBRARY CIRCULATION POLICY**

A primary function of any public library is to circulate materials to the users, i.e., allow library users to “check out” library materials for a defined period. Policies and procedures surrounding the circulation process should be flexible enough to accommodate special needs and unusual circumstances, yet firm enough to ensure fairness of access to materials. These policies and procedures should also attempt to fairly balance the needs of the user with the needs of the library. They should also be as “user-friendly” as possible, without sacrificing library organization and efficiency.

**NOTE: All circulation policies and procedures are subject to the judgement of the Library Director under special circumstances. Any decision by the Library Director, which is disputed, may be taken to the Library Board for a decision. Decisions made by the Library Board are final.**

### **LIBRARY CARD REGISTRATION**

1. Individuals wishing to check out materials from the Germantown Community Library must have a valid public library card from a library within the Monarch Library System. Any patron will be eligible to obtain a Germantown Community Library card and will be subject to all policies and procedures as outlined in this document.
  - *Patrons may hold only one valid library card from the libraries participating in the Monarch Library System with the exception of Business or Teacher Cards.*
  - A custodial parent is required to sign his/her child’s library card application for all children under age 18. Alternate methods of consent, such as separate notes, phone calls or caregiver’s signature will not be accepted.
2. Adults (age 18 and over) and custodial parents of minors are required to present a current form of identification including their photo and current address when applying for a new library card or requesting a replacement card. Examples of such identification can be in print or electronic format and include:
  - Current driver’s license, state photo ID, passport, employee ID or student ID
  - Checkbook or bank statement
  - Piece of personal mail or online statement
  - Property title or lease
3. Library cards applied for on-line can only be used for digital materials until proof of residency is provided and the physical card is issued from the library.
4. Digital materials are available to patrons that have a primary or secondary address in Washington County or an adjacent county (Waukesha, Milwaukee, Dodge, Fond du Lac, Ozaukee, or Sheboygan).
5. Special exceptions are at the discretion of the Library Director or designee.
6. Patrons are required to update their information every 18 months.
7. A proper form of identification with current address is required when their address has changed.
8. Library card accounts will be purged three years after the account has expired as part of ongoing database maintenance if the patron does not have outstanding fees from other libraries. Library cardholders who attempt to use a library card after its record has been purged will be required to re-register.

## SPECIAL CARD POLICY

**Provisions for Public Internet Computer Use Only Cards:** Patrons that only need access to the library's public internet computers on a regular basis have the option to register for an 'Internet Use Only' card. This card is authorized to be used only at Germantown Community Library. The patron cannot have another account in the Monarch Library System. **The 'Library Card Registration' section in this policy also applies for an 'Internet Use Only' card.** ~~A patron is required to provide a form of identification~~

**Provisions for Guest Internet Access:** Patrons that would like temporary access to the library's public internet computers will be provided guest access.

**Provisions for Online Digital Materials Only Accounts:** Patrons that only need access to the library's online digital materials have the option to register for an 'Online' account through the library's catalog website or in-person.

**If the patron applies in-person, regular application policy applies as outlined in the 'Library Card Registration' section in this policy.**

**If the patron applies on-line they must be 18 or older and cannot have another account in the Monarch Library System. They will be assigned an account number that may have limited privileges. The account is renewable every 18 months. If the patron decides to check out physical material, they are required to provide proof of address in person at the library.**

**Provisions for Businesses:** Written confirmation and acceptance of responsibility from the business owner must be obtained before the card is issued. The card will not "be kept on file"; it will be physically issued on a "one card per business" basis. It will be the responsibility of the business owner to make the card available to employees.

**Provisions for Teacher Cards:** The Library offers teacher cards as a service to teachers, preschools, licensed childcare centers, homeschool families and public and private schools serving students in grade K-12. A teacher card makes it possible to have a library card for professional use as well as one for personal use. The Library reserves the right to withdraw this privilege if abused.

1. To apply for a teacher card, you will need:
  - If you have a personal library card within the Monarch Library System, it must be in good standing.
  - Proof of employment at an educational facility, a homeschool state certificate, or a childcare license. (Updated documents must be provided at renewal to continue services.)
2. Teacher cards have the following exceptions to the standard policy.
  - The card will not be charged overdue fines.
  - The teacher is responsible for charges related to lost or damaged items.
  - The teacher card is only valid at the Germantown Community Library.

## LOST/REPLACEMENT CARDS

Cardholders reporting lost cards or requesting a new card will be charged a replacement fee of \$3.00. If the patron has moved within the Monarch Library System, the fee will be waived.

**PHYSICAL MATERIAL LOANS REQUIREMENT**

1. Registered Monarch Library System patron adults aged 18 and older may use a current photo I.D. in the form of a valid driver’s license, state issued I.D., passport, or green card to check out items if they do not have their library card.
2. For minors without their library card, the Library will accept current school ID cards, driver’s license or learners permit as alternate IDs. For minors without any acceptable alternative ID, such as elementary school aged children, Library staff shall ask for the minor’s full name, home address, phone number and birthday, including year, to verify minor’s identification.
3. Library staff may refuse to accept alternative IDs.
4. If a cardholder does not have their library card or proof of identification at checkout, staff should offer to put the materials on **reserve-hold**.

**PHYSICAL MATERIAL LOAN PERIODS AND LIMITS**

1. Items that have been checked out may be kept for varying periods of time, depending on the item and the owning library. The chart below illustrates the different items and their loan periods for Germantown materials.

LOAN PERIODS	ITEMS
4 weeks	Fiction & Non-Fiction Books/Audiobooks
2 weeks	New Adult Fiction books/ Non-fiction DVDs & Blu-rays/ TV series DVDs & Blu-rays/ Music CDs/ Magazines/ Video Games
1 week	Feature Film DVDs/Blu-rays
Varies	Library of Things

2. The number of items that can be checked out per card may be limited depending on the item. The chart below illustrates the different items and their limits.

LIMIT	ITEMS
100	Books
25	Music CDs
25	Magazines
25	Audiobooks
<del>10</del> 25	DVDs/Blu-rays (total)
<del>5</del>	DVDs/Blu-rays (new)
5	Video Games
Varies	Library of Things
1 per calendar month per household	Hotspots

**PHYSICAL MATERIAL RENEWALS**

Any library item may be renewed twice for the original loan period from the renewal date provided there are no reserves on that item. Renewals may be done in person, over the telephone or online if provided by automation vendor. Some ‘Library of Things’ materials (e.g., Adventure Passes and Hotspots) cannot be renewed.

**PHYSICAL MATERIAL RESERVES-HOLDS**

1. Cardholders may **reserve-hold** (be put on a waiting list) any item that is in the catalog and marked as holdable. Up to fifty items may be reserved. No item may be reserved by or for a specific date.
2. Cardholders will be notified by telephone, e-mail, or text message when **reserved-held** items are available for pick up.

3. Once a cardholder has been contacted regarding the availability of a reserved held item, that item will be held for seven scheduled days of operation.

**FINES, OVERDUES, DAMAGED AND LOST PHYSICAL MATERIALS**

1. All materials receive a one-day grace period to allow staff sufficient time to process returned materials. In addition, overdue fines are not assessed for days the library is closed to the public.
2. Fines are charged on materials that are not returned on time. The overdue fine rate is \$0.10 per item per day for all adult material. Exceptions include several adult 'Library of Things' items like Adventure Passes and Hotspots which have higher rates that vary. Overdue fines are not charged for youth and teen materials. At no time shall the amount of the fine exceed \$5.00, except for 'Library of Things' items that have fines greater than \$5.00. Fines are accumulated on scheduled days of operation.
3. Reminder notices on delinquent materials are sent via phone or email according to the following schedule:
 

1 <sup>st</sup> notice:	7 days after due date
2 <sup>nd</sup> notice:	14 days after due date
3 <sup>rd</sup> notice:	28 days after due date
4. Items not returned by the 60<sup>th</sup> day after the due date will be declared lost. The cardholder account will have the overdue charges removed and be billed the full value of the item according to the following schedule.
 

Final notice/bill:	60 days after due date
May send to collection agency:	74 days after due date
5. If the cost of the item is not in the item record, the charges will be assessed as follows:
 

\$75.00	Audiobook/Playaway/VOX Book/Wonderbook/Video Game
\$30.00	DVD/Blu-ray
\$30.00	Adult Book
\$20.00	Children/YA Book
\$20.00	Music CD
\$10.00	Individual Audiobook CD
\$ 8.00	Paperback Book
Varies	Library of Things

**NO REFUNDS WILL BE GIVEN FOR MATERIALS THAT ARE LOST, PAID FOR AND THEN RECOVERED**

6. Charges may be assessed on library materials that are returned damaged. If an item has been damaged to the point of complete physical unattractiveness, is beyond repair, and or is no longer usable, charges shall be assessed according to the item record. Examples of this would include, but are not limited to:
  - Books with numerous torn pages
  - Heavily warped book
  - Books with more than 2 pages which have been defaced
  - Warped or deeply scratched discs
  - **Book with audio component and either the book or audio component cannot be circulated.**

EXCEPTIONS: If the cosmetic appearance of an item has not been fundamentally affected, if damage can be repaired, and or if the item can still be used for its intended purpose, no charges shall be made. Examples of this would include, but are not limited to:

- Minor pen or pencil marks, especially in the case of children's books
- Minor surface scratches on discs

- Very slight water damage (NOTE: in most cases, water damage will render a book unusable due to the weakening of the binding and the subsequent loss of pages.)
7. Miscellaneous charges will be assessed on the following items:
 

\$20.00	Library of Things container
\$7.00	Audiobook case
\$5.00	Music CD/Video Game booklet/liner notes
\$3.00	Music CD/DVD/Blu-ray/Video Game case (multi)
\$1.00	Music CD/DVD/Blu-ray/Video Game case (single)
\$2.00	Music CD/DVD/Blu-ray/Video Game/Audiobook cover or insert
\$1.00	Barcode
Varies	Library of Things
  8. Library borrowing privileges may be suspended to any cardholder who has more than \$5.00 in fines/fees.
  9. Any damage/replacement/processing fines or fees accumulated from items not owned by the Germantown Community Library are under discretion of the owning library.
  10. Waiving of replacement or damage fines incurred on materials not owned by Germantown Community Library are at the discretion of the owning library.

**ADOPTED:** 8/24/94

**REVISED AND ADOPTED:** 3/26/97; 4/23/97; 8/26/98; 6/28/00; 7/26/00; 5/22/02; 2/22/06; 10/27/10; 8/24/11; 11/16/16; 9/27/17; 12/13/17; 5/23/18; 7/24/19; 10/28/20; 6/23/21; 1/26/22; 5/25/22; 2/22/23; 10/22/25

## **BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: October 22, 2025

PLACEMENT: Action Item

ITEM TITLE: Computer/Internet Use Policy Update (Action)

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Computer/Internet Use Policy update summary and attachments.

ATTACHMENT:

1. Computer/Internet Use Policy Update Summary
2. Computer/Internet Use Policy - DRAFT 10-22-25
3. Computer/Internet Use Policy - Price Spreadsheet

STAFF RECOMMENDATION:

Approve the changes to the Computer/Internet Use Policy as presented.

ACTION BY COMMITTEE:

## **Germantown Community Library Board**

**MEETING DATE:** October 22, 2025  
**PLACEMENT:** New Business  
**AGENDA ITEM(S):** IX. C. Computer/Internet Use Policy  
**SUBMITTED BY:** Trisha Smith, Library Director

**SUMMARY EXPLANATION:**

The Circulation Policy was last updated in April 2023.

Library staff have conducted a review of the Computer/Internet Use Policy and suggest the changes highlighted on the attached draft policy to better reflect our current procedures.

Summary of Changes:

- Patron Use of Library Computers
- Black and White Printing
  - A proposed change to increase the price of black and white printing to \$0.25 per page.
- Library Staff's Patron Assistance Limit
  - Due to staff constraints, library staff will assist patrons for up to approximately 15 minutes as time permits and to the extent of their knowledge. If additional support is needed, library staff will refer patrons to appropriate additional support to the best of their ability.

A chart is also attached that includes library and local business comparisons for printing/copying and faxing use.

**RECOMMENDATION:**

Approve the changes as presented on the Computer/Internet Use Policy

## **GERMANTOWN COMMUNITY LIBRARY COMPUTER/INTERNET USE POLICY**

Internet access is available at the Germantown Community Library on public workstations. It is also available on library laptops and patron's personal devices using the library's WiFi service. Internet access via desktop or WiFi is unsecured and unfiltered.

Information accessible on the internet may be current and reputable; some may be obsolete, illegal, and even offensive. It is the patron's responsibility to determine the validity and appropriateness of the information. By accessing the Internet through the library, patrons agree that the library will not be responsible for any direct, indirect, consequential, special, or punitive damages or losses which may arise in connection with such use.

Use of the Internet at Germantown Community Library is a privilege, not a right. Inappropriate use or failure to follow this policy may result in revocation of this privilege and/or legal prosecution. Violators of this agreement will have their Internet privileges revoked for six (6) months on the first offense and for 12 months on subsequent offenses. Illegal acts involving library computing resources may also be subject to prosecution by local, state, or federal authorities.

**To use the public Internet at the Germantown Community Library you must agree to the following guidelines:**

1. Internet service is available during library open hours. However, the library cannot guarantee the service will be operational at any specific time.
2. Limited WiFi service is available from the outside patio next to the building between 6 am – 9 pm.
3. Use of Internet services are for educational, informational, and recreational purposes only. The Internet is not to be used for illegal, unauthorized, or unethical purposes. All rules and regulations set forth by the library are to be followed.
4. Patrons may not misrepresent themselves as another user by seeking unauthorized access to any computer system, files, passwords, data belonging to others, damaging, or altering software components or any network or database.
5. Patrons may not send, receive, or display graphic materials depicting **full** nudity and/or sexual acts which are portrayed obviously and exclusively for sensational or pornographic purposes.
6. Patrons may not display threatening, harassing, or abusive language and images.
7. Game playing may be prohibited if it severely diminishes the speed of the library consortium's network.
8. Virus, security, and privacy protection are the responsibility of the patron.

**To use the Germantown Community Library public computers you must agree to the following guidelines:**

1. Patrons can **only** use **the public internet** library computers **or library laptops/tablets** **using with** their **own** library card. For guest use, ~~see requirements below~~ **patrons must provide a legal form of identification with a current address.**
2. **Patrons Youth** under 18 **must** have parental/guardian permission to use the **public** internet **computers. If they do not already have permission activated on their account,** the 'Internet User Agreement and Permission Form' must be signed by the parent or legal guardian. This form must be signed in front of a staff member. The signature on this form is legally binding and indicates the party has read and understands its significance. The Germantown Community Library assumes no responsibility for the use of the Internet by children.
3. Patrons under 18 may sign out a laptop with a parent/guardian present and using the parent/guardian's library card **or identification.**
4. Patrons must respect the privacy of others using public workstations at the library by not interfering with their use. This includes distracting behavior as determined by library staff **or by the library 'Code of Conduct' policy.**
5. ~~Patrons must adhere to the established time limits.~~
6. Patrons must provide their own storage device for documents created or downloaded. The computer storage is erased when a patron logs off the computer.
7. Per the Copyright Law of the United States (Title 17, United States Code) patrons can only make authorized copies of copyrighted or licensed materials.
8. **Patrons must provide their own use headsets to listen to audio content. Patrons may use their own headsets, checkout a shared set from the Information Desk, or purchase ear buds at the Information Desk.**
9. Patrons may not install/download software or applications on the library's desktop or laptop computers.
10. Patrons may not change the setup or configuration of the library's software or hardware.
11. Software, documents and email may contain a virus. The library is not responsible for damage to a patron's equipment, for any loss of data, damage or liability that may occur from the individual's use of the Internet or library computer equipment.
12. Users are liable for costs arising from malicious damage to library equipment and/or software.

**Time Limits for Library Computers:**

1. **Public Workstations** – ~~Patrons can automatically log themselves into the public workstations using their library barcode and pin.~~ Patrons are initially allocated two hours. A patron may auto extend their time by 30-minute increments if at least three computers are available. Additional time may be granted at the Information Desk staff's discretion. Computers are automatically shutdown 10 minutes prior to closing.
2. **Public Laptops/Tablets** – Patrons may check out a public laptop/tablet with their library card or **formal ID** for use inside the library for up to two hours. Additional time may be granted at the Circulation Desk staff's discretion. Equipment must be returned 10 minutes before closing.

### **Guest Use of Library Computers:**

Guest use is available on a single use basis. Guests must abide by the same policy as library card holders. To use the resources on a regular daily or weekly basis, the patron must register for a library card. Exceptions are available per the Library Director or designee.

### **Other Computer Services:**

Black and white printing is available and charged \$~~.10~~ \$.25 per side printed.

Color printing is available and charged \$.50 per side printed.

Library staff will assist patrons as time permits and to the extent of their knowledge. However, staff will not configure or download applications to patron's equipment. Staff are not trained on all hardware and software that are available to patrons.

Computer assistance for patrons is limited to approximately 15 minutes. If more extensive support is required, library staff will attempt to provide additional resources and/or contact information. Staff are permitted to help patrons access technology but are restricted to complete the required task on the patron's behalf. Examples include filling out job applications and filing tax returns.

**Adopted:** 10/21/98

**Reviewed and Revised:** 2/27/02; 3/28/12; 6/23/21; 9/22/21; 1/26/22; 4/26/23; 10/22/25

## Germantown Community Library Printing/Copying & Faxing Price Comparisons

AREA LIBRARIES	Printing/Copying Black & White	Printing/Copying Color
West Bend	\$0.25	\$0.50
Menomonee Falls	\$0.15	\$0.50
Germantown	\$0.25	\$0.50
Mequon	\$0.25	not available
Hartford	\$0.10	\$0.50
Sussex	\$0.10	\$0.50
Cedarburg	\$0.20	\$0.50
Slinger	\$0.20	\$0.25

BUSINESSES	Printing/Copying Black & White	Printing/Copying Color
FedEx	\$0.26	\$0.71
Office Depot/Max	\$0.25	\$0.65
UPS Store	\$0.16	\$0.69