

<b>MEETING:</b>	<b>GERMANTOWN COMMUNITY LIBRARY BOARD</b>
<b>DATE AND TIME:</b>	<b>Wednesday, November 19, 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. October 22, 2025, Meeting Minutes (Action)
- V. **CITIZEN INPUT:** *(Please be advised per 19.84(2) that information and comment will be received from the public. It is the policy of this municipality that public input be limited to a four (4) minute period per person with a time extension granted at the discretion of the Chairperson. Be advised that there may be limited discussion of the information received but no action will be taken under public comments.) Comments that may be injurious to village personnel or other individuals will not be allowed.*
- VI. **FINANCIAL MATTERS:**
  - A. Treasurer's Report
  - B. Accounts Payable
  - C. Budget Reports
- VII. **REPORTS (Discussion Unless Otherwise Noted):**
  - A. Correspondence
  - B. Village Reports
  - C. County Reports
  - D. System Reports
  - E. President's Report
  - F. Director's Report
- VIII. **UNFINISHED BUSINESS:**
  - A. 2026 Library Budget (Possible Action)
- IX. **NEW BUSINESS:**
- X. **CLOSED SESSION:**
  - A. Library Director Annual Performance Review (Action)
  - B. Approval of Wage Increase for Library Director (Action)
  - C. Reconvene into Open Session with Possible Action (Action)
- XI. **ADJOURNMENT:**

**The next regular meeting of the Germantown Community Library Board will be on Wednesday, December 17, 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: November 19, 2025

PLACEMENT: Action Item

ITEM TITLE: October 22, 2025, Meeting Minutes (Action)

SUBMITTED BY: Connie Lloyd, Asst. Director

SUMMARY EXPLANATION:

Review the attached October 22, 2025, Library Board meeting minutes.

ATTACHMENT:

1. October 22, 2025 Meeting Minutes - DRAFT

STAFF RECOMMENDATION:

Approve the October 22, 2025, 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, October 22, 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.*
  
- II. **ROLL CALL:**  
**Present:** Library Board President Joyce Nelson, Library Board Member Darlene Vosen, Member Joletta Kerpan, Trustee Jolene Pieper, School District Representative Katie Kohel  
**Absent:**  
**Excused:** Library Board Member Charlene Brady, Library Board Member Sarah Larson  
**Also Present:** Library Director Trisha Smith (virtual), Assistant Library Director Connie Lloyd
  
- III. **APPROVAL OF AGENDA:**  
**Motion:** Approve as presented  
**Motioned By:** Darlene Vosen  
**Seconded By:** Joletta Kerpan  
  
**Yes:** Joyce Nelson, Darlene Vosen, Joletta Kerpan, Jolene Pieper, Katie Kohel  
**No:** None  
**Abstain:** None  
  
**Motion Passed (Yes 5, No 0, Abstained 0)**
  
- IV. **MEETING MINUTES:**  
  
A. September 24, 2025 Meeting Minutes - DRAFT  
**Motion:** Approve as presented  
**Motioned By:** Jolene Pieper  
**Seconded By:** Darlene Vosen  
  
**Yes:** Joyce Nelson, Darlene Vosen, Joletta Kerpan, Jolene Pieper, Katie Kohel  
**No:** None  
**Abstain:** None

**Motion Passed (Yes 5, 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 reviewed the submitted monthly Treasurer's Report and reported CD #3 had been closed. The interest was added to 'Books & Materials' while the \$15,000 balance will be used to pay for pre-approved library expenses.

**Motion:** Approve as presented

**Motioned By:** Joyce Nelson

**Seconded By:** Jolene Pieper

**Yes:** Joyce Nelson, Darlene Vosen, Joletta Kerpan, Jolene Pieper, Katie Kohel

**No:** None

**Abstain:** None

**Motion Passed (Yes 5, No 0, Abstained 0)**

Vosen also reported that CD #4 matures on 10/27/25 and CD #5 on 10/31/25. The renewal interest rate is currently 4.15% for 9, 13, and 19-month options. Vosen mentioned in the past that it has been the direction of the Library Board to stagger the maturity dates. Following that previous direction, she will renew one CD at 13 months and the other at 19 months. The Library Board was supportive of continuing this strategy and there was no preference regarding which CD should be renewed at which length. Vosen recommended the 'Library Expansion' designed funds of \$2,323.34 within the Building Fund be rolled into CD #5 when renewed. The Library Board supported this recommendation.

B. Accounts Payable

Smith reviewed the submitted monthly Accounts Payable.

**Motion:** Approve as presented

**Motioned By:** Darlene Vosen

**Seconded By:** Jolene Pieper

**On roll call vote:**

**Yes:** Joyce Nelson, Darlene Vosen, Joletta Kerpan, Jolene Pieper, Katie Kohel

**No:** None

**Abstain:** None

**Motion Passed (Yes 5, No 0, Abstained 0)**

C. Budget Reports

Smith reviewed the submitted monthly library budget reports.

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

A. Correspondence

Nelson reported there was no correspondence sent out this past month.

B. Village Reports

Pieper provided an update on the status of the Village budget process.

C. County Reports

Smith reported she had submitted the Library County Tax Exemption request paperwork with the County Clerk's office.

D. System Reports

Smith reported the Monarch Library Directors Council meeting was held at the Germantown Community Library on Thursday, October 9.

E. President's Report

None.

F. Director's Report

Smith reviewed the submitted Director's Report and attachments.

**VIII. UNFINISHED BUSINESS:**

A. 2026 Library Budget (Action)

Smith indicated there was a change by the Village Board to the proposed 2026 library budget. Due to increased State of Wisconsin Transportation Aide revenues for the Village, \$6,000 that was originally cut from the 2026 library budget was added back. This budget will be presented at the Village Board public hearing on November 17.

**Motion:** Approve as presented

**Motioned By:** Jolene Pieper

**Seconded By:** Darlene Vosen

**On roll call vote:**

**Yes:** Joyce Nelson, Darlene Vosen, Joletta Kerpan, Jolene Pieper, Katie Kohel

**No:** None

**Abstain: None**

**Motion Passed (Yes 5, No 0, Abstained 0)**

**IX. NEW BUSINESS:**

A. 2026 Library Calendar (Action)

Smith and Lloyd reviewed the submitted 2026 Library Calendar.

**Motion: Approve as presented**

**Motioned By: Jolene Pieper**

**Seconded By: Katie Kohel**

**Yes: Joyce Nelson, Darlene Vosen, Joletta Kerpan, Jolene Pieper, Katie Kohel**

**No: None**

**Abstain: None**

**Motion Passed (Yes 5, No 0, Abstained 0)**

B. Circulation Policy Update (Action)

Smith and Lloyd reviewed the proposed Circulation Policy updates.

**Motion: Approve as presented**

**Motioned By: Jolene Pieper**

**Seconded By: Joletta Kerpan**

**Yes: Joyce Nelson, Darlene Vosen, Joletta Kerpan, Jolene Pieper, Katie Kohel**

**No: None**

**Abstain: None**

**Motion Passed (Yes 5, No 0, Abstained 0)**

C. Computer/Internet Use Policy Update (Action)

Smith and Lloyd reviewed the proposed Computer/Internet Use Policy updates.

**Motion: Approve as presented**

**Motioned By: Jolene Pieper**

**Seconded By: Darlene Vosen**

**Yes: Joyce Nelson, Darlene Vosen, Joletta Kerpan, Jolene Pieper, Katie Kohel**

**No: None**

**Abstain: None**

**Motion Passed (Yes 5, No 0, Abstained 0)**

**X. ADJOURNMENT:**

Nelson announced the next Library Board meeting will be held on Wednesday, November 19 at 5:30 PM. This is the third Wednesday of the month instead of the

fourth due to the Thanksgiving holiday.

Nelson adjourned the meeting at 06:08 PM.

DRAFT

**BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: November 19, 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:

Approve the submitted monthly Treasurer's Report as presented.

ACTION BY COMMITTEE:

**Germantown Community Library Board**

Financial Report November 11, 2025

By Darlene Vosen

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

Balance 10/15/25 per online statement		\$9,590.17
10/23 Transfer from Building	+\$15,000.00	
10/29 Deposit donation jugs	+\$84.35	
11/3 Check #1614 to GCL (furniture/equipment)	-\$15,000.00	
11/3 Check #1615 to GCL (patio)	-\$8,000.00	
Balance 11/11/25 per online statement		\$1,674.52

**\*Early Literacy Fund: \$511.42 + \$34.26 (donation jug) = \$545.68**

**\*Programming Supplies: \$245.78 + \$40.00 (donation) = \$285.78**

**\*Patio Expansion 2025: \$8,513.02 + \$10.09 (donation jug) - \$8,000.00 = \$523.11**

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

Balance 10/15/25 per on-line statement		\$4,767.39
Interest October	+\$0.40	
Balance 11/11/25 per on-line statement		\$4,767.79

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

Balance 10/15/25 per on-line statement		\$32,610.73
10/23 Transfer to Checking CD #3(furniture)	-\$15,000.00	
10/29 Deposit CD 8989 Interest (materials)	+\$680.48	
10/29 Deposit Stueckroth/Schmidt(materials)	+\$1,100.00	
10/29 Transfer to CD #8989 (expansion)	-\$2,323.34	
10/31 Deposit CD 8801 Interest (materials)	+\$1,083.20	
Interest October	+\$3.20	
Balance 11/11/25 per on-line statement		\$18,154.27**

**\*\*Book & Materials: \$10,321.39 + \$680.48 + \$1,100.00 + \$1,083.20 = \$13,185.07**

**\*\*Expansion: \$2,323.34 - \$2,323.34 = 0**

**\*\*Un-designated: \$4,966.00 + \$3.20 = \$4,969.20 (need \$2,500 to keep account active)**

**\*\*CD Furniture #3 - \$15,000.00 - \$15,000.00 = 0**

**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 #4 Furniture (8801)</b> Balance 10/31/25 per bank statement	\$10,000.00
4.09/4.15% Interest 19 months ( <b>mature 5/31/27</b> )	
<b>CD #5 Expansion (8989)</b> Balance 10/27/25 per bank statement	\$12,323.34 (new base)
4.09%/4.15% Interest 13 months ( <b>mature 11/27/26</b> )	

**Furniture & Equipment (\$40,000.00) + Expansion (\$12,323.34) = \$52,323.34**

**BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: November 19, 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 submitted Accounts Payable report as presented.

ACTION BY COMMITTEE:

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/10 TO 2025/10									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION		
10570000				Library					
10570000 462900				Library Fines & Fees					
100365 FRIENDS OF	FGCL093025	0	2025 10	INV P	398.88	25.10.22	13036 September Friends C		
				ACCOUNT TOTAL	398.88				
10570000 521400				Library Life Insurance					
100933 SECURIAN FINANCIAL G	002832L-NOVEMBER 25	0	2025 10	INV P	123.62	25.10.15	12994 LIFE INSURANCE		
				ACCOUNT TOTAL	123.62				
10570000 531000				Library Gen Supplies & Expense					
100728 MINUTEMAN PRESS	83564	0	2025 10	INV P	1,270.30	25.10.08	12927 BOOKLETS		
				ACCOUNT TOTAL	1,270.30				
10570000 531010				Library Office Supplies					
101601 EMMONS BUISNESS	997033	0	2025 10	INV P	27.24	25.10.08	12906 Office Supplies		
101624 STAPLES	6044658607	0	2025 10	INV P	418.81	25.10.22	13075 office Supplies		
101624 STAPLES	6045099275	0	2025 10	INV P	78.98	25.10.22	13075 Office Supplies		
					497.79				
				ACCOUNT TOTAL	525.03				
10570000 531100				Library Books					
100092 BAKER & TAYLOR	2039283501	0	2025 10	INV P	38.66	25.10.08	12896 Collection Material		
100092 BAKER & TAYLOR	2039285421	0	2025 10	INV P	77.33	25.10.08	12896 Collection Material		
100092 BAKER & TAYLOR	2039290336	0	2025 10	INV P	17.33	25.10.22	13018 Collection Material		
					133.32				
101265 PLAYAWAY	512662	0	2025 10	INV P	127.78	25.10.08	12930 Collection Material		
101265 PLAYAWAY	514169	0	2025 10	INV P	74.97	25.10.22	13060 Collection Material		
101265 PLAYAWAY	514762	0	2025 10	INV P	401.34	25.10.22	13060 Collection Material		
					604.09				
				ACCOUNT TOTAL	737.41				
10570000 531240				Library Travel					
100646 RATZMANN, LYNN	GCL092925	0	2025 10	INV P	70.00	25.10.08	12931 Travel - SEWI Meeti		
				ACCOUNT TOTAL	70.00				
10570000 531430				Library Book Processing					
100032 AMAZON CAPITAL SERVI	1DKK-HHYC-NRYQ	0	2025 10	INV P	62.10	25.10.08	12892 SUPPLIES		
100246 DEMCO	7701322	0	2025 10	INV P	41.28	25.10.08	12904 Book Processing Sup		
				ACCOUNT TOTAL	103.38				

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/10 TO 2025/10									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION		
10570000 531460				Library Audio Visual					
100032 AMAZON CAPITAL SERVI	19CN-3JFH-1FJT	0	2025 10	INV P	2,518.81	25.10.08	12893 Audio/Visual Materi		
				ACCOUNT TOTAL	2,518.81				
10570000 531470				Library Computer Service					
100402 GORDON FLESCH COMPAN	I01057062	0	2025 10	INV P	1,204.32	25.10.08	12914 Computer Services		
				ACCOUNT TOTAL	1,204.32				
10570000 531490				Library Program Supplies & Exp					
100032 AMAZON CAPITAL SERVI	11TJ-3GQX-469G	0	2025 10	INV P	1,506.32	25.10.08	12893 Programming Supplie		
100251 MILWAUKEE GHOSTS LLC	GCL102025	0	2025 10	INV P	300.00	25.10.15	12979 Programming Supplie		
100257 MARTENSEN, MARENE	GCL102125	0	2025 10	INV P	200.00	25.10.15	12977 Programming Supplie		
100587 KIWANIS CLUB OF GERM	GCL121425	0	2025 10	INV P	300.00	25.10.22	13053 Programming Supplie		
				ACCOUNT TOTAL	2,306.32				
				ORG 10570000 TOTAL	9,258.07				
FUND 10	General Fund			TOTAL:	9,258.07				

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

## **BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: November 19, 2025

PLACEMENT: Presentation

ITEM TITLE: Budget Reports

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted monthly budget reports.

ATTACHMENT:

1. Budget Report (pt. 1)
2. Budget Report (pt. 2 - Library Impact)
3. Budget Report (pt. 3 - Library Capital)
4. Budget Report (pt. 4 - Library Utilities)

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

# Village of Germantown, WI - PRODUCTION



## YEAR-TO-DATE BUDGET REPORT

FOR 2025 10									
ACCOUNTS FOR: 10	General Fund	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
<b>10570000 Library</b>									
10570000	432600	County Library	-339,000	0	-339,000	-328,143.27	.00	-10,856.73	96.8%*
10570000	462900	Library Fines &	-10,000	0	-10,000	-11,147.32	.00	1,147.32	111.5%
10570000	471700	Library Donatio	0	-93,207	-93,207	-94,938.42	.00	1,731.00	101.9%
10570000	511000	Library Reg Sal	286,998	8,918	295,916	246,408.59	.00	49,507.41	83.3%
10570000	511100	Library PT Sala	306,460	9,042	315,502	247,541.24	.00	67,960.76	78.5%
10570000	511200	Library Board	1,200	0	1,200	808.00	.00	392.00	67.3%
10570000	511600	Library Overtim	0	0	0	54.94	.00	-54.94	100.0%*
10570000	521000	Library Social	45,500	1,374	46,874	36,304.60	.00	10,569.40	77.5%
10570000	521100	Library State R	39,984	619	40,603	30,545.63	.00	10,057.37	75.2%
10570000	521200	Library Health	95,128	0	95,128	82,482.80	.00	12,645.20	86.7%
10570000	521300	Library Dental	5,050	0	5,050	5,557.49	.00	-507.49	110.0%*
10570000	521400	Library Life In	1,600	0	1,600	1,105.26	.00	494.74	69.1%
10570000	531000	Library Gen Sup	10,000	39,000	49,000	45,515.96	.00	3,484.04	92.9%
10570000	531010	Library Office	6,000	0	6,000	4,349.60	.00	1,650.40	72.5%
10570000	531080	Library Profess	2,000	2,000	4,000	2,400.52	.00	1,599.48	60.0%
10570000	531100	Library Books	56,000	17,000	73,000	41,545.48	.00	31,454.52	56.9%
10570000	531190	Marketing & Pro	5,000	0	5,000	4,808.71	.00	191.29	96.2%
10570000	531240	Library Travel	1,000	0	1,000	658.70	.00	341.30	65.9%
10570000	531430	Library Book Pr	10,000	0	10,000	8,486.98	.00	1,513.02	84.9%
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	20,654.24	.00	4,345.76	82.6%
10570000	531470	Library Compute	22,139	0	22,139	14,551.58	.00	7,587.42	65.7%
10570000	531490	Library Program	20,000	31,000	51,000	44,887.96	.00	6,112.04	88.0%
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	60,866.19	.00	4,133.81	93.6%
10570000	561400	Library Telepho	4,000	0	4,000	1,777.58	.00	2,222.42	44.4%
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	117.51	.00	-117.51	100.0%*
TOTAL Library			690,379	20,746	711,125	501,283.67	861.49	208,979.42	70.6%
TOTAL General Fund			690,379	20,746	711,125	501,283.67	861.49	208,979.42	70.6%
TOTAL REVENUES			-349,000	-93,207	-442,207	-434,229.01	.00	-7,978.41	
TOTAL EXPENSES			1,039,379	113,953	1,153,332	935,512.68	861.49	216,957.83	

## YEAR-TO-DATE BUDGET REPORT

FOR 2025 10							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	690,379	20,746	711,125	501,283.67	861.49	208,979.42	70.6%

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

# Village of Germantown, WI - PRODUCTION



## G/L ACCOUNT DETAIL

Org: 23000000 Object: 110000  
 Library Impact Cash 23 -000-000-000-0000-000-110000-

YEAR	PER	JOURNAL	EFF DATE	SRC T	PO/REF2	REFERENCE	AMOUNT	P	CHECK NO	WARRANT	VDR NAME/ITEM	DESC	COMMENTS
2025	10	149	10/16/2025	CRP 1			711.00	Y		0			
2025	10	75	10/07/2025	CRP 1			2,844.00	Y		0			
2025	09	125	09/30/2025	GNI 1		2509INVINT	291.24	Y		0			SYSTEM GE
2025	09	120	09/26/2025	CRP 1			711.00	Y		0			
2025	09	75	09/12/2025	CRP 1			711.00	Y		0			
2025	09	47	09/05/2025	CRP 1			1,422.00	Y		0			
2025	08	125	08/29/2025	CRP 1			711.00	Y		0			
2025	08	110	08/22/2025	CRP 1			711.00	Y		0			
2025	08	83	08/15/2025	CRP 1			711.00	Y		0			
2025	08	59	08/08/2025	CRP 1			711.00	Y		0			
2025	07	253	07/25/2025	CRP 1			711.00	Y		0			
2025	07	99	07/11/2025	CRP 1			711.00	Y		0			
2025	07	52	07/02/2025	CRP 1			711.00	Y		0			
2025	06	152	06/30/2025	GEN 1		250630Int	672.40	Y		0			SYSTEM GE
2025	06	147	06/04/2025	CRP 1			-711.00	Y		0			
2025	06	106	06/20/2025	CRP 1			711.00	Y		0			
2025	06	71	06/13/2025	CRP 1			2,133.00	Y		0			
2025	06	44	06/04/2025	CRP 1			2,133.00	Y		0			
2025	05	72	05/09/2025	CRP 1			711.00	Y		0			
2025	04	143	04/25/2025	CRP 1			711.00	Y		0			
2025	04	61	04/11/2025	CRP 1			711.00	Y		0			
2025	04	43	04/04/2025	CRP 1			1,422.00	Y		0			
2025	03	78	03/14/2025	CRP 1			711.00	Y		0			
2025	03	53	03/07/2025	CRP 1			711.00	Y		0			
2025	02	159	02/28/2025	CRP 1			1,422.00	Y		0			
2025	02	148	02/19/2025	CRP 1			1,422.00	Y		0			
2025	01	77	01/06/2025	CRP 1			843.00	Y		0			
2025	00	6	01/01/2025	SOY 1		SOY BAL	83,734.62	Y		0			OPENING B

Total Amount: 109,004.26

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

# Village of Germantown, WI - PRODUCTION



## G/L ACCOUNT DETAIL

Org: 41000000 Object: 110000  
 Library Capital Cash 41 -000-000-000-0000-000-110000-

YEAR	PER	JOURNAL	EFF DATE	SRC T	PO/REF2	REFERENCE	AMOUNT	P	CHECK NO	WARRANT	VDR NAME/ITEM	DESC	COMMENTS
2025	09	125	09/30/2025	GNI 1		2509INVINT	3,173.56	Y		0			SYSTEM GE
2025	08	80	08/15/2025	CRP 1			23,293.50	Y		0			
2025	06	152	06/30/2025	GEN 1		250630Int	7,327.11	Y		0			SYSTEM GE
2025	00	6	01/01/2025	SOY 1		SOY BAL	914,336.45	Y		0			OPENING B

Total Amount: 948,130.62

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

# Village of Germantown, WI - PRODUCTION



## G/L ACCOUNT DETAIL

Org: 10570000 Object: 561000  
 Library Building Utilities 10 -000-570-000-0000-000-561000-

YEAR	PER	JOURNAL	EFF DATE	SRC T	PO/REF2	REFERENCE	AMOUNT	P	CHECK NO	WARRANT	VDR NAME/ITEM	DESC	COMMENTS
2025	10	188	10/23/2025	GNI 1		251023WE	5,278.99	Y		0			WE ENERGI
2025	09	124	09/25/2025	GNI 1		250925WE	6,504.08	Y		0			WE ENERGI
2025	09	80	09/23/2025	CRP 1 Q	-Q0325	UB AR GEN	57.00	Y		0			2025 UB U
2025	09	80	09/23/2025	CRP 1 Q	-Q0325	UB AR GEN	132.80	Y		0			2025 UB U
2025	09	80	09/23/2025	CRP 1 Q	-Q0325	UB AR GEN	220.00	Y		0			2025 UB U
2025	09	80	09/23/2025	CRP 1 Q	-Q0325	UB AR GEN	106.10	Y		0			2025 UB U
2025	09	80	09/23/2025	CRP 1 Q	-Q0325	UB AR GEN	287.68	Y		0			2025 UB U
2025	08	130	08/28/2025	GNI 1		250828WE	6,668.04	Y		0			WE ENERGI
2025	07	272	07/31/2025	GNI 1		250731WE	7,088.38	Y		0			WE ENERGI
2025	06	114	06/30/2025	GNI 1		2506WE	6,427.16	Y		0			WE ENERGI
2025	06	84	06/25/2025	CRP 1 Q	-Q0225	UB AR GEN	57.00	Y		0			2025 UB U
2025	06	84	06/25/2025	CRP 1 Q	-Q0225	UB AR GEN	120.35	Y		0			2025 UB U
2025	06	84	06/25/2025	CRP 1 Q	-Q0225	UB AR GEN	220.00	Y		0			2025 UB U
2025	06	84	06/25/2025	CRP 1 Q	-Q0225	UB AR GEN	106.10	Y		0			2025 UB U
2025	06	84	06/25/2025	CRP 1 Q	-Q0225	UB AR GEN	260.71	Y		0			2025 UB U
2025	05	190	05/09/2025	GNI 1		2505WE	5,212.63	Y		0			WE ENERGI
2025	05	190	05/28/2025	GNI 1		2505WE	5,534.36	Y		0			WE ENERGI
2025	03	159	03/26/2025	GNI 1		0331WE	4,559.60	Y		0			WE ENERGI
2025	03	103	03/27/2025	CRP 1 Q	-Q0125	UB AR GEN	57.00	Y		0			2025 UB U
2025	03	103	03/27/2025	CRP 1 Q	-Q0125	UB AR GEN	99.60	Y		0			2025 UB U
2025	03	103	03/27/2025	CRP 1 Q	-Q0125	UB AR GEN	220.00	Y		0			2025 UB U
2025	03	103	03/27/2025	CRP 1 Q	-Q0125	UB AR GEN	106.10	Y		0			2025 UB U
2025	03	103	03/27/2025	CRP 1 Q	-Q0125	UB AR GEN	215.76	Y		0			2025 UB U
2025	02	115	02/25/2025	GCR 1		0225WE	11,326.75	Y		0			WE ENERGI

Total Amount: 60,866.19

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

## **BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: November 19, 2025

PLACEMENT: Presentation

ITEM TITLE: Director's Report

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Director's Report and attachments.

ATTACHMENT:

1. Director's Report
2. Director's Report (pt. 1 - Library Highlights)
3. Director's Report (pt. 2 - Overdrive Advantage Account)
4. Director's Report (pt. 3 - 10-27 Village Finance - 2026 Pay Ranges)
5. Director's Report (pt. 4 - 10-27 Village Board - 2026 Budget)
6. Director's Report (pt. 5 - 11-17 Village Finance)
7. Director's Report (pt. 6 - 11-17 Village Board - Budget Discussion A)
8. Director's Report (pt. 7 - 11-17 Village Board - Budget Discussion B)
9. Director's Report (pt. 8 - 11-17 Village Board - Budget Discussion C)
10. Director's Report (pt. 9 - Circulation Statistics)
11. Director's Report (pt. 10 - Wash Co Daily - Oct 28)
12. Director's Report (pt. 11 - Wash Co Daily - Oct 29)
13. Director's Report (pt. 12 - Express News - Nov 8)

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

# Director's Report: November 2025

## STATE OF WISCONSIN

- The annual meeting with Monarch Library System director, Menomonee Falls Public Library Director and Bridges Library System director was held on Tuesday, November 11, 2025 to discuss Menomonee Falls denial of library services to Village of Germantown residents.

## MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, November 13, 2025 at Oostburg Public Library. Discussion included patron registration guidelines, the Monarch In-Demand Floating collection, 2026-2029 Joint County Library Service Plan for Ozaukee and Sheboygan Counties, Advantage Accounts options through Overdrive/Libby (attached) and the 2026 Monarch Library System Resource Library Agreement.
  - A draft has been created for the 2026-2039 Joint County Library Service Plan for Ozaukee and Sheboygan Counties: [https://monarchlibraries.org/wp-content/uploads/2025/10/Joint-County-Library-Plan-2025\\_Sheboygan-and-Ozaukee-County\\_FINAL-DRAFT.pdf](https://monarchlibraries.org/wp-content/uploads/2025/10/Joint-County-Library-Plan-2025_Sheboygan-and-Ozaukee-County_FINAL-DRAFT.pdf)
- Agendas and minutes: <https://monarchlibraries.org/library-director-meetings/>

## WASHINGTON COUNTY

- The first-ever Washington County Puzzle Race was held at the West Bend Community Library on Wednesday, October 22. Two teams competed from each county.
- Architecture agreement was approved for the expansion of the Slinger Community Library. The expansion includes a goal of \$3.25 million in fundraising.
- Former Germantown and Hartford library director Mike Gelhausen was inducted into the Wisconsin Library Hall of Fame at the Wisconsin Library Conference.
- West Bend Community Library's front entrance was reopened after closure to flooding from August.
- The Jack Russell Community Memorial library in Hartford will be closed on Monday, December 15 – Monday, December 22 for repairs.

## VILLAGE OF GERMANTOWN:

- Village Board Meetings:
  - Government & Finance (10/27): VI. A. Adoption of 2026 Pay Ranges for Non-Represented Employees (attached) (postponed until end of 1<sup>st</sup> quarter 2026)
    - Please note that the library Circulation Manager position was moved from Position 1 to Position 2 in 2024. The chart will reflect this change when it is discussed again in 2026.
  - Village Board (10/27): XI. B. Update on 2026 Proposed Budget (attached)
  - Village Board (11/3)
  - Government & Finance (11/17):
    - V. E. Procedures for Pay Adjustments for Non-Represented Employees
    - V. F. Resolution to Authorize 2026 Merit Pay Plan (attached)
    - V. H. Employee Handbook Revisions
  - Village Board (11/17): X. A. Resolution Adopting the 2026 Village Budget (attached)
- Agendas and minutes: <https://germantownwi.portal.civicclerk.com/>
- Recordings: <https://www.youtube.com/@villageofgermantownwiscons871/streams>

## FRIENDS OF THE GERMANTOWN COMMUNITY LIBRARY

- The Annual Holiday Friends Book & Basket sale will run Saturday, November 8 – Tuesday, December 30. The sale includes 220+ gift-quality baskets as well as gently used books and other material.

**DONATIONS:**

Donor	Amount	Department	Brick/Plaque Address
None			

- Donation Jars / Giving Tree:
  - Crafts: \$20.34
  - Early Literacy: \$13.52
  - Programming Supplies: \$33.00

Monthly Donations Total: \$66.86

**DEPOSITS:**

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

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

**STATISTICS:**

- Circulation Statistics (see attached)
  - Physical: **24,003 (2.7% from 2024 / -2.2% YTD)**
  - Digital: **5,921 (17.7% from 2024 / 3.7% YTD)**
  - Total: **29,924 (5.3% from 2024 / -1.2% 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
- Upcoming Programs & Outreach Calendar: <https://germantownlibrarywi.events.mylibrary.digital/>
  - Highlighted Upcoming Special Events:
    - Sat. Nov 15: Germantown Christmas Parade & Festival & Fireman’s Park
    - Sat, Dec 6 @ 10am-12pm: Youth KinderMarket
    - Tues, Dec 2 @ 1pm: Holiday Harp with Jeff Pockat
    - Tues, Dec 9 @ 1pm: A Visit with Jane Austen with Debra Miller

**IN THE NEWS (ATTACHED):**

- “Former Hartford library director inducted into Wisconsin Library Hall of Fame” (Wash Co Daily, Oct 28)
- “Germantown library welcomes Mark Moran for appraisal event” (Wash. Co. Daily, Oct 29)
- “Antiques expert Mark Moran at Germantown library Nov. 8” (Express News, Nov 1)

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

- Wisconsin Library Association Conference (Middleton, WI) (12 hours)

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

- Mon, Oct 27 – Special GGF & Village Board (online)
- Mon, Nov 3 – Village Board (online)
- Mon, Nov 10 – Germantown Kiwanis

- Mon, Nov 10 – Make It @ the Library (3)
- Tues, Nov 11 – Menomonee Falls Public Library
- Wed, Nov 12 – Village Department Heads
- Wed, Nov 12 – Village Administrator
- Wed, Nov 12 – Germantown Police Department
- Wed, Nov 12 – LEGO @ the Library
- Thurs, Nov 13 – Monarch Directors (Oostburg) (online)
- Mon, Nov 17 – GGF & Village Board (online)
- Wed, Nov 19 – Library Board
- Mon, Nov 24 – Friends of the Library
- Wed, Nov 26 - Village Department Heads

## **DEPARTMENT UPDATES**

### **ADMIN & ALL STAFF**

- The library will be closed on Thursday, November 27 & Friday, November 28 for Thanksgiving.
- Staff Job Descriptions reviews and updates continue.
- Library managers are working to complete annual reviews for all staff.

### **YOUTH, ADULT & OUTREACH SERVICES**

- Youth Services and Outreach team attended the annual Monarch Youth Services Workshop on Friday, November 7.
- Staff participated in the Germantown Christmas Parade & Festival on Saturday, November 15 and the Tannenbaum Trail at Fireman’s Park through January 1.
- The library hosted former PBS Antique Road show Mark Moran for an appraisal event. The 3-hour event included 40 appraised items from the public and had 70+ people in attendance.

### **CIRCULATION & TECHNICAL SERVICES**

- Procedural changes that reflect the updated Circulation Policy are being implemented.
- We have received 11 volunteer applications within the last four weeks - many helping hands!
- Technical Services team, Circulation Manager, and Assistant Director participated in Monarch cataloging training on Tuesday, November 11.

### **TECHNOLOGY, BUILDING & GROUNDS**

- New teen area furniture and reorganization of the teen space was completed.
- The public internet computer pool of 10 computers and monitors were replaced. 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.
- A new expanded puzzle table, with patron donations, was installed.

# Library Highlights (Nov 2025)



First annual Washington County Puzzle Race was held at the West Bend Library



Eleven Halloween-themed events were held in October and were very well attended.



Dr. Croatt from Rockfield Elementary School joined us at Meet Your Neighbor Storytime.



Teens had a blast at the first-ever Teen Zombie Run at Spassland Park.



Staff and volunteers held the Library After Dark event on Friday, October 24.



Patrons of all ages had fun finding clues in the library for our scavenger hunt.



The Friends Holiday Book & Basket sale runs through December 30.



Our first antique appraisal event was held with Mark Moran of Antique Road Show.



Adults learned how to make alcohol ink coasters at our Adult Craft event.



New furniture is up on our Teen Space.



A new (and larger!) puzzle table was added to our Information Desk area.



Kids have been busy adding to our turkey and writing what they are thankful for.

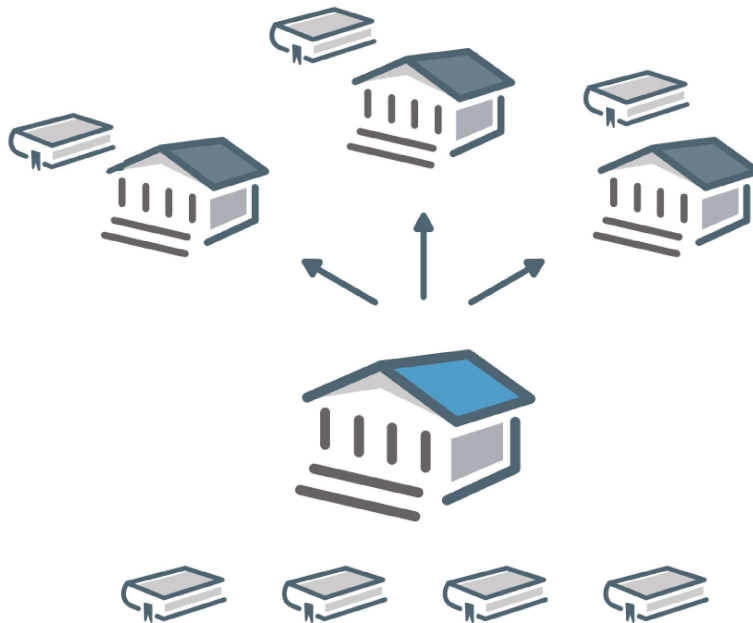
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# ADVANTAGE

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## Advantage and Advantage Plus in WPLC

- What is Advantage?
  - Advantage is an OverDrive program that allows member libraries in a consortium to purchase titles for their own patrons. This gives Advantage patrons access to titles and holds quicker rather than having to wait for the consortium copy to become available.
- How does Advantage work?
  - Libraries start by filling out and returning the Advantage Enrollment Form. The form requires a one-time fee of \$250 that will be converted into \$250 of content credit for the library to use as they see fit once the account is ready to use.
  - We set up the library with their own Advantage purchasing account in Marketplace, and map the library's patrons to the Advantage account so they have access to the titles.
- How do particular patrons have access to a collection?
  - When a library adds Advantage, we assign that library's patrons to the Advantage account using the branch code(s) associated with the account. A branch code is data returned through the authentication process that determines the library the patron belongs to.
  - Patrons can belong to more than one Advantage account. We can add branch codes to both a patron's home library and the regional system, so they have access to both.

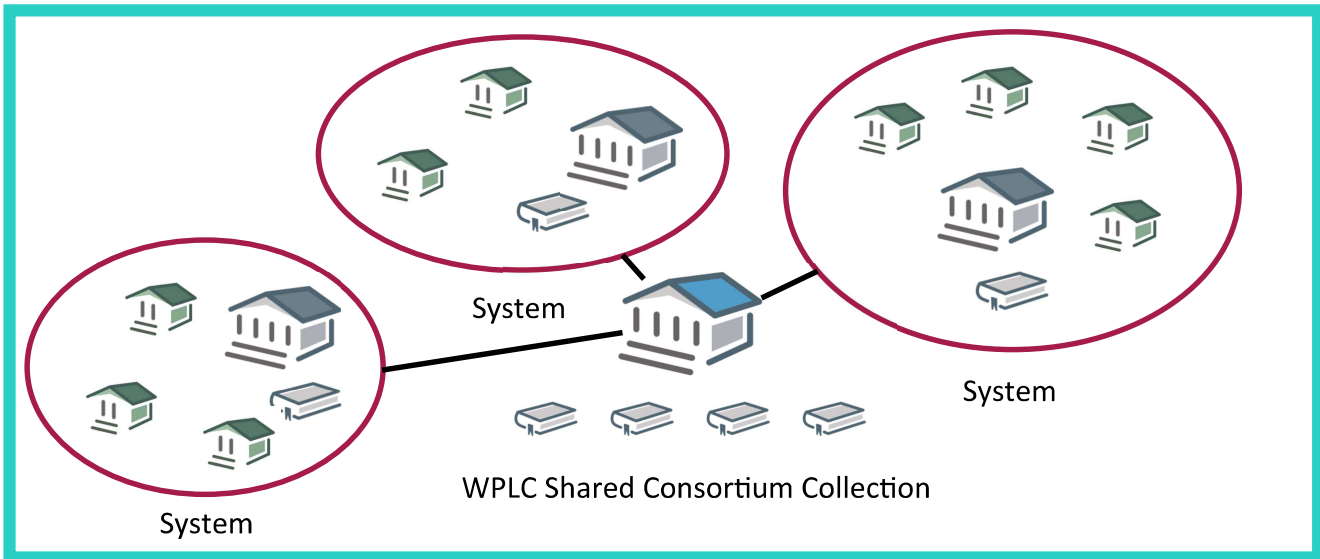


A standard consortium and Advantage setup. Library patrons have access to the shared consortium collection, as well as the titles that their own libraries have purchased in Advantage.

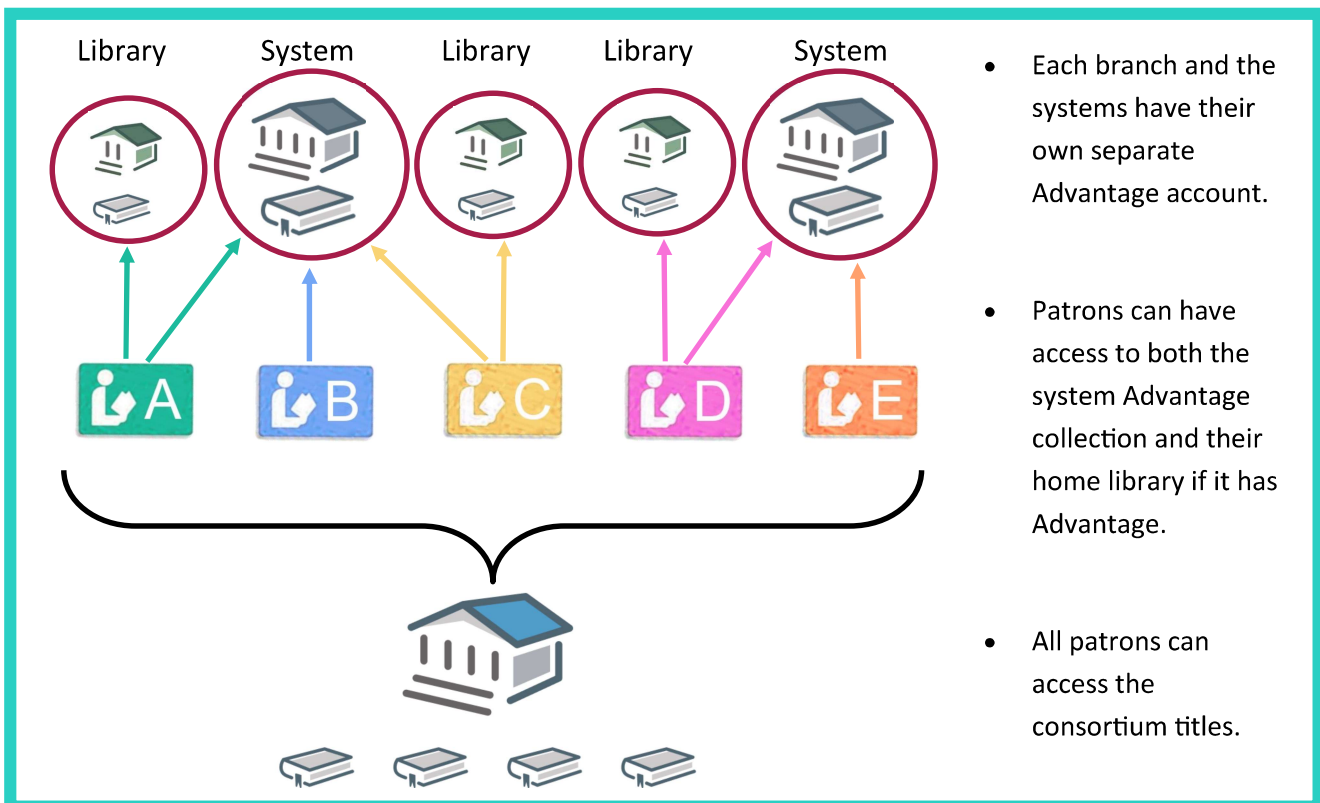
# Advantage setups in Wisconsin Public Library Consortium

Each system in WPLC has its own Advantage collection. Libraries within those systems can also have their own Advantage accounts for their patrons.

The physical library setup is different than the Advantage setup. The **physical system** might be represented like this:



But OverDrive's **Advantage setup** can be represented like this:



When patrons are waiting for a title that is owned by their Advantage accounts and the consortium, they will receive the copy that becomes available first. This can lower individual wait times significantly.

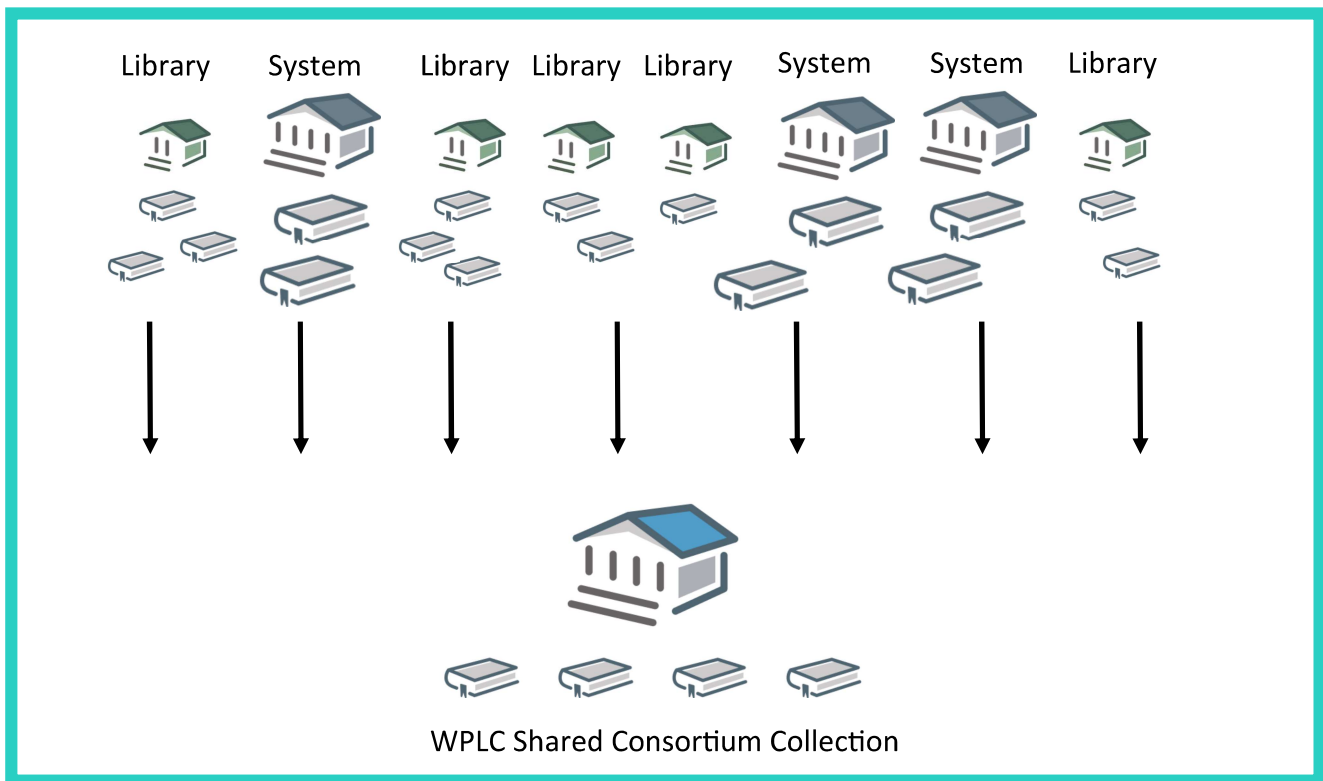
## Advantage Plus Sharing

Advantage Plus sharing also works separately from the regional systems. Sharing parameters are determined per the consortium-set policy. Advantage titles are automatically shared with the consortium if they meet the following criteria:

- Have no active checkouts or holds
- Are OC/OU or MA by time
- Are in the Advantage account for at least a month

Titles that meet these criteria are shared with the consortium automatically once per month. The Advantage account that purchased the titles always retains ownership, and their patrons always have priority if the title builds a holds list.

Advantage Plus sharing can be represented like this:



Titles are always shared from the Advantage account that purchased to the consortium. It's not possible to share in a hierarchical way with other Advantage accounts— for example, a library cannot share from an individual branch through a system Advantage account and then to the consortium.

Titles can be transferred from one Advantage account to another upon request, but then ownership is moved to the account the title is moved to, and the purchasing account loses priority for their patrons.

## **BUSINESS OF THE GENERAL GOVERNMENT & FINANCE COMMITTEE**

MEETING DATE: October 27, 2025

PLACEMENT: Action Item

ITEM TITLE: Adoption of 2026 Pay Ranges for Non-Represented Employees  
(ACTION)

SUBMITTED BY: Gosia Wormsbacher, Support Services Manager

### SUMMARY EXPLANATION:

The Village's pay rate chart has not been updated in more than two years, making this adjustment long overdue. Over that time, inflation and the cost of living have continued to rise, while a market study of over 30 comparable municipalities revealed that our current pay ranges fall well below the regional average. This puts the Village at a disadvantage in both recruiting and retaining qualified staff—particularly as many positions require skills that are also highly sought after in the private sector.

Updating the pay rate chart for 2026 will help the Village remain competitive, reduce turnover, and establish a fair and sustainable compensation baseline that supports the attraction and retention of talented employees who deliver essential services to the community.

### ATTACHMENT:

1. 2026 Pay Rate Chart - Pay Scale - Pay Range VOG - PROPOSED corrected
2. Pay Rate Chart 2024

### STAFF RECOMMENDATION:

The proposed 2026 Pay Rate Chart recommends a 10% increase across all pay categories. This adjustment is intended to address the significant lag between the Village's current compensation structure and market levels observed in comparable municipalities.

A recent compensation study indicates that, even with the proposed increase, our pay rates would remain below the municipal average. Nonetheless, this adjustment is critical to restoring the Village's competitive position in the labor market and providing a strategic tool for attracting and retaining highly qualified personnel.

While the proposed increase is substantial, it is long overdue. Implementing this adjustment will allow the Village to retain current talent, mitigate turnover risk, and ensure that employees are compensated in a manner that reflects both their contributions and prevailing market conditions.

ACTION BY COMMITTEE:

# PROPOSED

## Village of Germantown 2026 Pay Rate Chart

Position	Minimum	Midpoint	Max
1 Administrative Assistant-Recreation Communications Coordinator Police Department Clerk Administrative Assistant-Police Administrative Assistant to the Fire Chief Senior Coordinator Administrative Assistant-Public Works Utility Accounts Clerk Police Records Clerk Circulation Manager*	\$37,336	\$49,088	\$59,033
2 System Specialist Deputy Clerk Planning Assistant Accounting Clerk Adult Service Librarian/Manager* Youth Services Librarian/Manager*	\$50,456	\$60,002	\$68,626
3 Engineering Technician Recreation Supervisor Accountant Senior Deputy Treasurer/Payroll Accountant Assistant Library Director*	\$58,656	\$69,754	\$83,885
4 Land Surveyor/Civil Engineer Associate Planner / Zoning Administrator Foreman Village Clerk Accountant (CPA, CPFO, or CGFM) Asset Management & Operations Specialist	\$71,699	\$85,264	\$97,518
5 Sergeant Battalion Chief Superintendent Support Services Manager Village Clerk + CMC Director of Finance Library Director*	\$83,351	\$99,121	\$113,367
6 Police Lieutenant Director of Park & Recreation Director of Finance (CPFO, CPA, or CGFM)	\$92,155	\$109,589	\$119,203
7 Police Captain Fire Chief Community Development Director Village Engineer	\$107,131	\$121,162	\$131,791
8 Police Chief Director of Public Works	\$118,445	\$133,957	\$150,282
0 Village Administrator	Per Contract		

# Village of Germantown 2024 Pay Rate Chart

Position	Minimum	Midpoint	Max
Administrative Assistant-Recreation Communication Coordinator Police Department Clerk Administrative Assistant-Police Administrative Assistant to the Fire Chief Senior Coordinator Administrative Assistant-Public Works Utility Accounts Clerk Police Records Clerk Circulation Manager*	\$33,942	\$44,625	\$53,666
2 Communications Officer Deputy Clerk Planning Assistant Accounting Clerk Adult Service Librarian* Youth Services Librarian*	\$45,869	\$54,547	\$62,387
3 Engineering Technician Recreation Supervisor Accountant Senior Deputy Treasurer Assistant Library Director*	\$53,324	\$63,413	\$76,259
4 Land Surveyor Associate Planner / Zoning Administrator Foreman Village Clerk Accountant (CPA, CPFO, or CGFM)	\$65,181	\$77,513	\$88,653
5 Sergeant Battalion Chief Superintendent Support Services Manager Village Clerk + CMC Director of Finance Library Director*	\$75,774	\$90,110	\$103,061
6 Police Lieutenant Director of Park & Recreation Director of Finance (CPFO, CPA, or CGFM)	\$83,777	\$99,626	\$108,366
7 Police Captain Fire Chief Community Development Director Village Engineer	\$97,392	\$110,147	\$119,810
8 Police Chief Director of Public Works	\$107,677	\$121,779	\$136,620
0 Village Administrator	Per Contract		

## **BUSINESS OF THE VILLAGE BOARD**

**MEETING DATE:** October 27, 2025

**PLACEMENT:** Presentation

**ITEM TITLE:** Update on 2026 Proposed Budget (DISCUSSION)

**SUBMITTED BY:** Matthew Uselding, Finance Director

**SUMMARY EXPLANATION:**

### **Village of Germantown – 2026 Budget Update**

On October 8 and October 14, the Village Board held Committee of the Whole meetings to review recommended changes from the Oversight Committees in September. Key actions taken at these meetings are summarized below.

### **October 8 – State Transportation Aid Allocations**

The Board approved an amendment to the proposed 2026 Budget reflecting staff-recommended allocations of additional State Transportation Aid, as detailed in the State Transportation Aid Allocation Options Memo.

#### **Approved Allocations:**

- \$1,500 – Install pump at Weidenbach Pond
- \$109,000 – Move interest to Capital Reserve
- \$11,060 – Recreation Program Supplies
- \$6,000 – Library Program Supplies & Expenses
- \$20,000 – Library Gutter Seam Repair
- \$10,000 – Village Hall Water Heater
- \$8,100 – Five rifles included in the 5-Year CIP

In addition, the Village Board made changes to the 2026 Capital Budget.

#### **Corresponding Capital Budget Reductions:**

- Remove 25 Rifle Lights – \$10,500
- Remove Additional Drone – \$7,000
- Remove Police Annex Doors Replacement – \$6,000
- Remove Truck Hydraulic Lines – \$8,000
- Remove Enclosed Snow Blower – \$50,000
- Remove Mequon Road Hanging Baskets – \$4,000

- Remove Trailer Air Compressor – \$30,000
- Reduce Sidewalk Tractor Allocation – \$122,000

### **October 14 – General Fund Budget Adjustments**

Further changes to the **2026 General Fund Budget** were approved:

- Remove Recreation Copier Funds – \$(5,000)
- Reduce Highway Professional Development – \$(9,000)
- Reduce Highway Overtime Allocation – \$(15,000)
- Reallocated Capital Projects back to the General Fund to reduce Capital Borrowing

### **2026 General Fund Budget Overview**

- Total Budget: \$22.84 million (+3.53% from 2025)

#### Primary Funding Sources:

- Property Taxes: \$13.1 million (57%)
- State Aid: \$4.42 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 (+\$0.04 per \$1,000 of assessed value)
- Impact on Average Home (\$452,000): \$25/year (\$2/month)

### ***Major Investments in 2026***

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

- 42 sworn Police personnel
- 27 sworn Fire personnel

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

- Road maintenance & reconstruction
- Snow removal

- Tree, building, and park maintenance

***Debt & Capital Planning***

Planned 2026 Borrowing by Department:

<b>Department</b>	<b>Cost</b>
Clerk	\$17,000
DPW	\$6,276,400
Library	\$10,000
Parks & Recreation	\$78,000
Public Safety	\$10,638,000
<b>Total</b>	<b>\$17,019,000</b>

Major Projects:

- Divisions Road – \$3.0 million
- Road Program – \$1.62 million
- Fire Station Renovation – \$6.5 million
- PD Building Design – \$3.0 million

Estimated 2027 Tax Impact from 2026 Borrowing:

- 2026 Mill Rate: 4.5795
- 2027 Mill Rate: 5.0122 (+0.4327)
- Impact on Average Home: \$195.58/year
- Debt service is spread over 5, 10, and 20 years to limit tax impact.

***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 encouraged to share feedback with staff and elected officials

ATTACHMENT:

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

## **BUSINESS OF THE GENERAL GOVERNMENT & FINANCE COMMITTEE**

MEETING DATE: November 17, 2025

PLACEMENT: Action Item

ITEM TITLE: Resolution to Authorize 2026 Merit Pay Plan (ACTION)

SUBMITTED BY: Steve Kreklow, Administrator

SUMMARY EXPLANATION:

In the 2026 budget proposal that will be presented today, a 3.5% merit adjustment has been included for base wage increases. The proposed budget includes \$229,000 to cover increases to base pay and related taxes and required pension contributions. The performance review evaluation process will be utilized to determine the specific merit-based increases for each employee, based on individual performance. We believe this approach encourages high performance while maintaining equitable pay adjustments across departments. We respectfully request that the Village Board review and approve the table below, which establishes the parameters for merit-based pay increases for the 2026 fiscal year.

ATTACHMENT:

1. 2026 Merit Pay Plan Resolution

STAFF RECOMMENDATION:

Forward the resolution authorizing the 2026 Merit Pay Plan to the Village Board with a positive recommendation.

ACTION BY COMMITTEE:

RESOLUTION NO. \_\_\_\_\_-2025

A RESOLUTION (APPROVING THE 2026 MERIT PAY PLAN FOR NON-REPRESENTED EMPLOYEES)

---

WHEREAS, the Village of Germantown has created a performance evaluation and merit pay system to determine annual pay increases for non-represented employees; and,

WHEREAS, the Village of Germantown is dedicated to promote the hard work of its staff and has budgeted \$229,000 which includes an average pay increase of 3.5% and related taxes and required pension contributions to be used for pay increases for non-represented employees; and,

WHEREAS, the Village of Germantown Board has been presented with a merit pay chart, as shown below, which will be used during the evaluation process to determine potential pay increases for non-represented employees.

NOW THEREFORE, BE IT RESOLVED by the (Village Board) of the Village of Germantown does hereby approve the 2026 Merit Compensation Plan for non-represented employees.

Evaluation Score	Max Base Pay Increase
0-2.4	0.0%
2.5-2.9	1.5%
3.0-3.9	3.5%
4.0-4.5	4.0%
4.6-5.0	5.0%

Adopted:

\_\_\_\_\_  
Robert A. Soderberg, Village President

ATTEST:

\_\_\_\_\_  
Donna Ott, Village Clerk

## **BUSINESS OF THE VILLAGE BOARD**

MEETING DATE: November 17, 2025

PLACEMENT: Presentation

ITEM TITLE: 2026 Village of Germantown Budget and 2025 Tax Levy

SUBMITTED BY:

SUMMARY EXPLANATION:

### ATTACHMENT:

1. 2026 Public Hearing Presentation
2. Budet Cheat Sheet - Public Hearing
3. GF Water Sewer
4. Special Rev and Debt Service
5. Capital
6. Capital Reserve Fund
7. TIDs

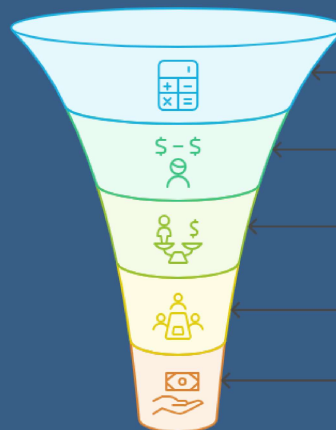
STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

# 2026 BUDGET - PUBLIC HEARING

## Village Budget Development Process

Initial Budget Materials



Compile Materials

Department Drafting

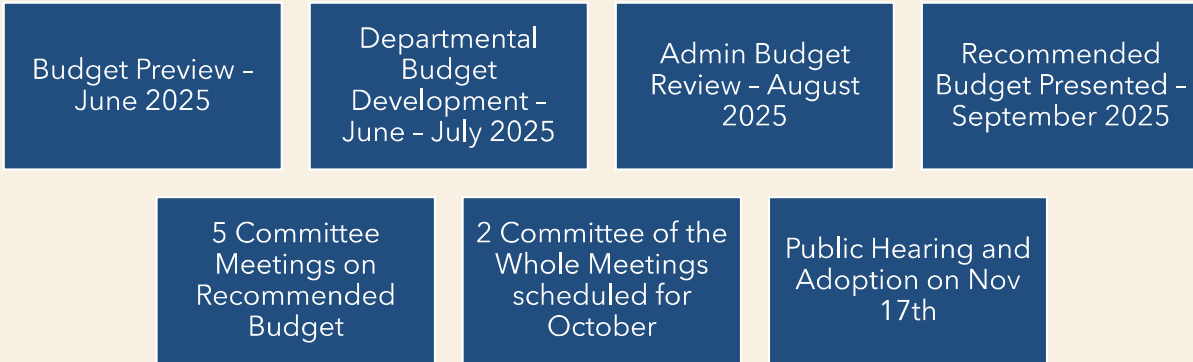
Review and Balance

Presentation and Changes

Adoption

Adopted Budget and Levy

# BUDGET TIMELINE



# COMMITTEE OF THE WHOLE PLAN

01

Review recommended changes made by the Oversight Committees

02

Review 2026 Capital Projects

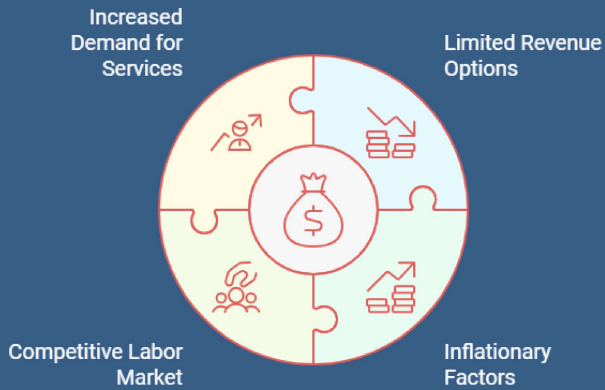
03

Allocate any additional projected revenue

04

Move to public the Public Hearing Notice.

# BUDGET CHALLENGES



## KEY CHANGES MADE TO BUDGET DURING COW MEETINGS



Allocated \$170,000 in Additional State Transportation Aid.



Reduced Capital Budget & Capital Borrowing by \$350,600



Reallocated \$29,000 of capital projects to the general fund, reducing 2026 borrowing.



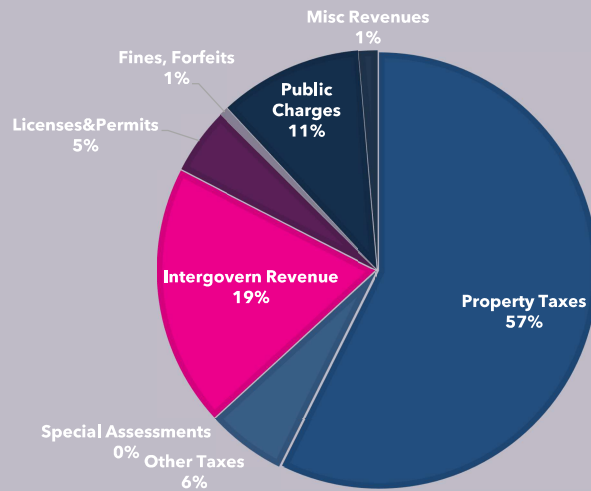
Reallocated Interest Earnings to fund a Capital Reserve Fund

# GENERAL FUND REVENUES

Description	2025 Original Budget	2026 Recommended Budget	Change (\$)	Change (%)
Taxes	\$ 14,144,838	\$ 14,429,634	\$ 284,796	2.0%
Special Assessments	\$ -	\$ -	\$ -	0.0%
Intergovern Revenue	\$ 4,015,091	\$ 4,427,395	\$ 412,304	10.3%
Licenses & Permits	\$ 923,280	\$ 1,123,285	\$ 200,005	21.7%
Fines, Forfeits	\$ 155,500	\$ 150,500	\$ (5,000)	-3.2%
Public Charge for Svcs	\$ 2,431,788	\$ 2,415,988	\$ (15,800)	-0.6%
Misc Revenues	\$ 366,593	\$ 294,621	\$ (71,972)	-19.6%
Other Financing Sources	\$ 30,000	\$ -	\$ (30,000)	-100.0%
<b>TOTAL</b>	\$ 22,067,090	\$ 22,841,423	\$ 774,333	3.5%

# 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
  - Shared Revenue \$737,890; up 1.15% over 2025
  - Transportation Aid \$1,805,522; up 13.51% over 2025
- County EMS Grant \$177,000
  - County provides dollars to municipalities as part of their EMS grant program
  - Committed for FY26 & FY27

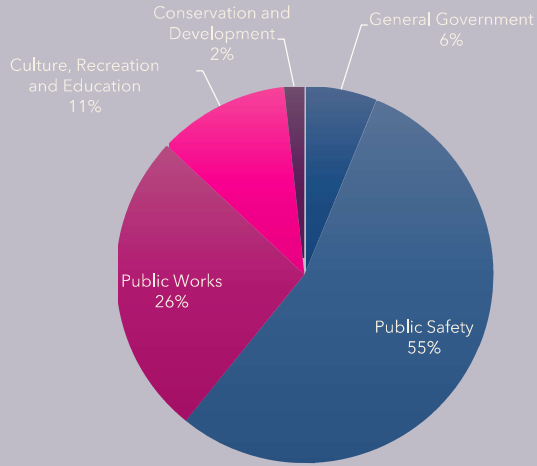
# REVENUE OVERVIEW

- 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

<b>Description</b>	<b>2025 Budget</b>	<b>2026 Budget</b>	<b>Changes (\$)</b>	<b>Changes (%)</b>
<i>Salaries &amp; Wages</i>	\$ 10,692,749	\$ 11,498,153	\$ 805,404	7.53%
<i>Fringe Benefits</i>	\$ 4,212,552	\$ 4,252,485	\$ 39,933	0.95%
<i>Operating Expenses</i>	\$ 6,923,789	\$ 7,017,685	\$ 93,896	1.36%
<i>Capital Expenses</i>	\$ 238,000	\$ 73,100	\$(164,900)	-69.29%
<b>Total Expenditures</b>	<b>\$ 22,067,090</b>	<b>\$ 22,841,423</b>	<b>\$ 774,333</b>	<b>3.51%</b>

# GENERAL FUND EXPENDITURES



# GENERAL FUND EXPENDITURES

Description	2025 Original Budget	2026 Departmental Budget	Change (\$)	Change (%)
<i>Non-Departmental</i>	\$ (32,912)	\$ 91,969	\$ 124,881	-379.4%
<i>Village Board</i>	\$ 136,853	\$ 198,344	\$ 61,491	44.9%
<i>Administrator's Office</i>	\$ 177,343	\$ 185,030	\$ 7,687	4.3%
<i>Information Technology</i>	\$ 242,264	\$ 226,170	\$ (16,094)	-6.6%
<i>Clerk's Office</i>	\$ 295,315	\$ 345,931	\$ 50,616	17.1%
<i>Treasurer's Office</i>	\$ 250,704	\$ 261,759	\$ 11,055	4.4%
<i>Assessor</i>	\$ 105,296	\$ 108,830	\$ 3,534	3.4%
<i>Police Administration</i>	\$ 2,994,434	\$ 3,184,479	\$ 190,045	6.3%
<i>Patrol</i>	\$ 3,601,954	\$ 3,613,410	\$ 11,456	0.3%
<i>Detective</i>	\$ 386,686	\$ 418,454	\$ 31,768	8.2%
<i>Emergency Government</i>	\$ -	\$ -	\$ -	0.0%
<i>Fire Administration</i>	\$ 19,563	\$ 19,564	\$ 1	0.0%
<i>Fire Protection Services</i>	\$ 1,320,943	\$ 1,337,219	\$ 16,276	1.2%
<i>Engineering</i>	\$ 3,228,028	\$ 3,434,405	\$ 206,377	6.4%
<i>Highway</i>	\$ 239,685	\$ 227,031	\$ (12,654)	-5.3%
<i>Buildings &amp; Grounds</i>	\$ 3,330,116	\$ 3,178,829	\$ (151,287)	-4.5%
<i>Parks</i>	\$ 1,059,466	\$ 1,110,907	\$ 51,441	4.9%
<i>Res Yard Waste</i>	\$ 1,013,288	\$ 987,061	\$ (26,227)	-2.6%
<i>Library</i>	\$ 459,316	\$ 474,917	\$ 15,601	3.4%
<i>Inspection and Permitting</i>	\$ 1,039,379	\$ 1,086,203	\$ 46,824	4.5%
<i>Planning and Zoning</i>	\$ 358,168	\$ 456,030	\$ 97,862	27.3%
<i>Municipal Development</i>	\$ 311,724	\$ 315,845	\$ 4,121	1.3%
<i>Recreation</i>	\$ 81,900	\$ 81,900	\$ -	0.0%
<i>Senior Center</i>	\$ 1,323,151	\$ 1,370,295	\$ 47,144	3.6%
<b>TOTAL</b>	\$ 124,426	\$ 126,841	\$ 2,415	1.9%

# EXPENDITURE OVERVIEW

- Salaries & Wages
  - Salaries & Wages increased by \$805,404 (7.53%) from 2025 to 2026.
  - Union increases of 3.5% and 4% respectively + step increase
  - \$516,000 or 64% 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

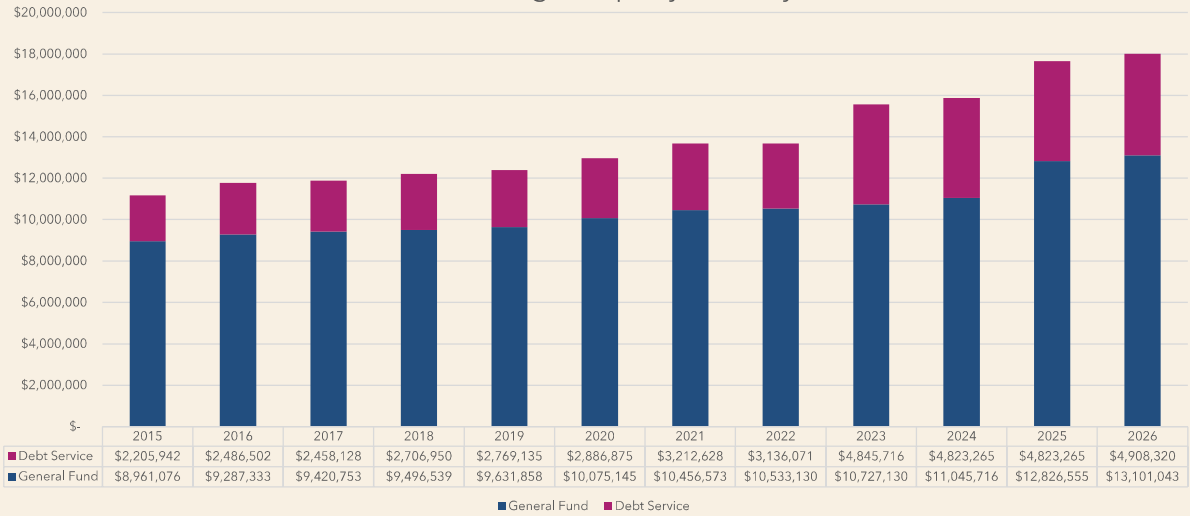
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# EXPENDITURE OVERVIEW

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

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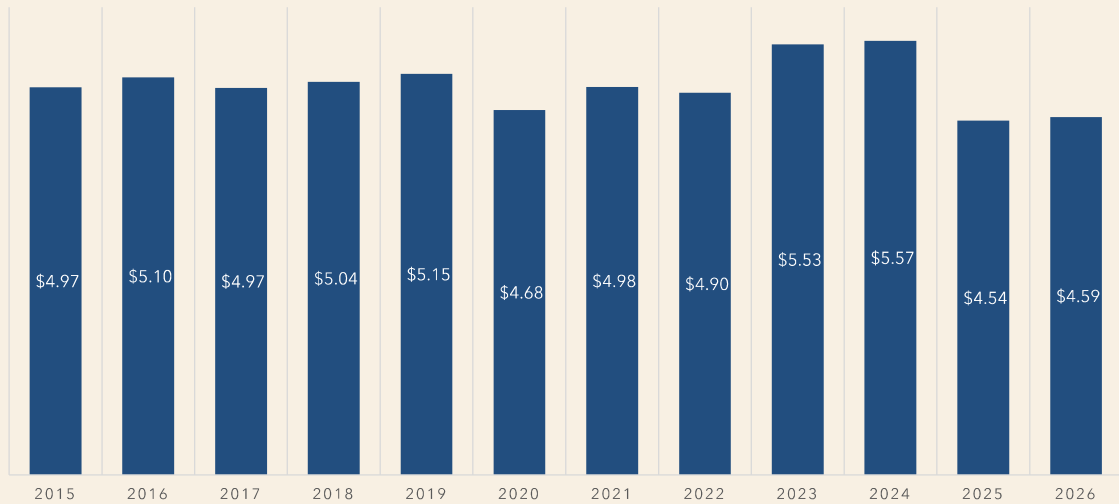
### Village Property Tax Levy



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

### TAX RATE

■ Village of Germantown



# 2025 CAPITAL PROJECTS OVERVIEW

## Public Safety – \$10,138,000

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

## Department of Public Works (DPW) – \$3,276,400

- **Annual Road Program:** \$1,622,400
- **Major Projects:**
  - Patrol Truck: \$341,000
  - Pick-up Truck & Sidewalk Tractor: \$222,000
  - Maple Rd Bridge Repair: \$275,000
  - Mequon Rd Resurface Engineering: \$275,000
- **Other Items:**
  - GIS Upgrade: \$40,000
  - Street lighting fixture replacement: \$114,000
  - Kinderberg south path & drainage: \$54,000
  - Equipment & facility repairs: approx. \$373,000

## Recreation/Library/Clerk – \$135,000

- **Kinderberg Fence and Tennis:** \$55,500
- **Senior Center AV Upgrade:** \$22,500
- **Study Pods:** \$40,000 (\$10,000 Capital)
- **Election Trailer:** \$17,000

# TAX BILL - VILLAGE'S PORTION

	2025 Adopted	2026 Recommended	Change (\$)	Change (%)
<i>Total General Fund Budget</i>	\$22,067,090	\$22,841,423	\$774,333	3.51%
<i>Tax Levy</i>	\$12,826,555	\$13,101,043	\$274,488	2.14%
<i>Other Revenues</i>	\$9,240,535	\$9,740,380	\$499,845	5.41%
<i>Assessed Value</i>	\$4,205,520,900	\$4,299,021,000	\$93,500,100	2.22%
<i>Local Tax Rate</i>	\$4.54388	\$4.59824	\$0.05436	1.10%
<i>Estimated Residential Tax Bill*</i>	\$2,053.83	\$2,078	\$24.57	1.20%

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

# PROJECTED TOTAL TAX RATE

Taxing Jurisdiction	2025 Budget Rate	2026 Budget Rate	Change (\$)	Change (%)
Washington County	\$ 1.5088	\$ 1.4411	\$ (0.068)	-4.49%
Village of Germantown	\$ 4.5439	\$ 4.5982	\$ 0.054	1.20%
GTSD*	\$ 6.6218	\$ 6.8645	\$ 0.243	3.67%
MATC	\$ 0.7988	\$ 0.7853	\$ (0.013)	-1.68%
<b>Total</b>	<b>\$ 13.4732</b>	<b>\$ 13.6892</b>	<b>\$ 0.2160</b>	<b>1.60%</b>

\*Estimated School Tax Levy Credit  
Included in rate

# IMPACT ON RESIDENTIAL PROPERTIES - ALL TAXING UNITS

Residential Assessed Value	2025 Taxes	2026 Taxes	Change (\$)
\$ 250,000	\$ 3,368.31	\$ 3,422.31	\$ 54.00
\$ 300,000	\$ 4,041.97	\$ 4,106.77	\$ 64.80
\$ 350,000	\$ 4,715.64	\$ 4,791.23	\$ 75.60
\$ 400,000	\$ 5,389.30	\$ 5,475.69	\$ 86.40
<b>\$ 450,000</b>	<b>\$ 6,062.96</b>	<b>\$ 6,160.16</b>	<b>\$ 97.20</b>
\$ 500,000	\$ 6,736.62	\$ 6,844.62	\$ 107.99
\$ 550,000	\$ 7,410.28	\$ 7,529.08	\$ 118.79
\$ 600,000	\$ 8,083.95	\$ 8,213.54	\$ 129.59
\$ 650,000	\$ 8,757.61	\$ 8,898.00	\$ 140.39
\$ 700,000	\$ 9,431.27	\$ 9,582.46	\$ 151.19

Median Assessed Value \$452,000



**THANK YOU**

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# Village of Germantown

## 2026 Recommended Budget Cheat Sheet

### Budget Overview

- Total Recommended 2026 General Fund Budget: **\$22.84 million**
- Change from 2025: **+3.53%**

### **Primary Funding Sources**

- Property Taxes – \$13.1 million (57%)
- State Aid – \$4.42 million (19%)
- Fees & Charges – \$2.56 million (11%)
- Other Revenues – 13%

### **Property Tax Impact**

- 2025 Mill Rate: **\$4.54**
- 2026 Recommended Mill Rate: **\$4.59**
- Change: **+\$0.05 per \$1,000** of assessed value
- Impact on Average Home (\$452,000 value): **\$25 per year (\$2 per month)**

---

### 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	\$6,276,400	<i>Road Program - \$1.62 Million</i>
Library	\$10,000	<i>Fire Station Renovation – \$6.5 million</i>
Parks & Recreation	\$78,000	<i>PD Building Design – \$3.0 million</i>
Public Safety	\$10,638,000	
<b>Total</b>	<b>\$17,019,400</b>	

### Projected 2027 Tax Impact from 2026 Borrowing

- 2026 Mill Rate: 4.5795
- 2027 Mill Rate: 5.0122
- Difference: 0.4327
- Impact on Average Home: **\$195.58 per year**

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

---

### Taxing Impact - All Taxing Jurisdictions

Taxing Jurisdiction	2025 Budget Rate	2026 Budget Rate	Change (\$)	Change (%)
Washington County	\$1.5088	\$1.4411	\$(0.068)	-4.49%
Village of Germantown	\$4.5439	\$4.5982	\$0.054	1.20%
GTSD*	\$6.6218	\$6.8645	\$0.243	3.67%
MATC	\$0.7988	\$0.7853	\$(0.013)	-1.68%
<b>Total</b>	<b>\$13.4732</b>	<b>\$13.6892</b>	<b>\$0.2160</b>	<b>1.60%</b>

\*Includes Projected School Tax Levy Credit

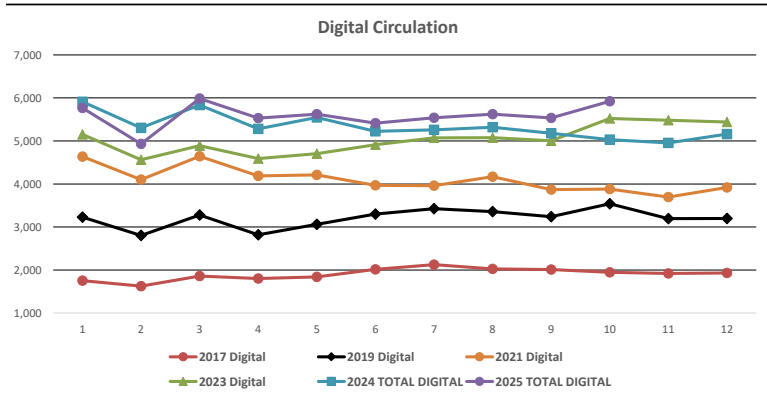
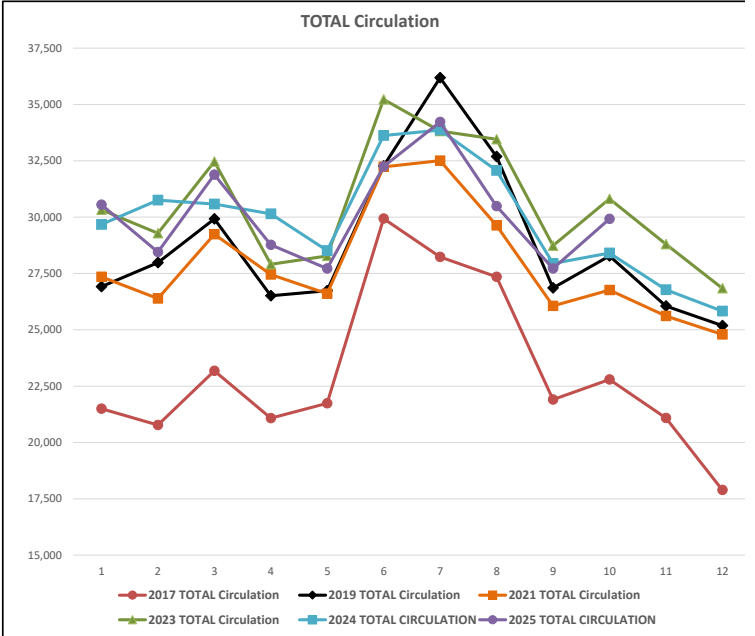
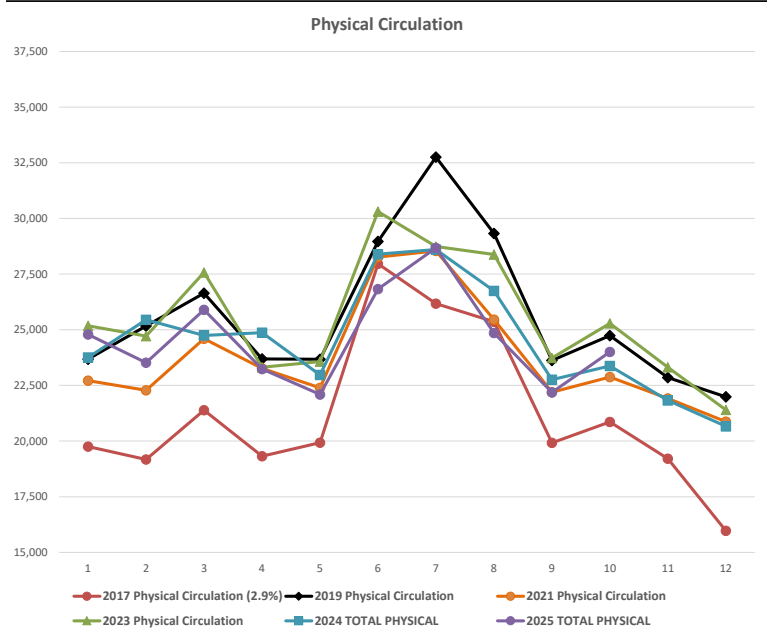
### Residential Property Tax Impact (2025 vs. 2026)

Residential Assessed Value	2025 Taxes	2026 Taxes	Change (\$)
\$250,000	\$3,368.31	\$3,422.31	\$54.00
\$300,000	\$4,041.97	\$4,106.77	\$64.80
\$350,000	\$4,715.64	\$4,791.23	\$75.60
\$400,000	\$5,389.30	\$5,475.69	\$86.40
\$450,000	\$6,062.96	\$6,160.16	\$97.20
\$500,000	\$6,736.62	\$6,844.62	\$107.99
\$550,000	\$7,410.28	\$7,529.08	\$118.79
\$600,000	\$8,083.95	\$8,213.54	\$129.59
\$650,000	\$8,757.61	\$8,898.00	\$140.39
\$700,000	\$9,431.27	\$9,582.46	\$151.19

\*Median Assessed Value is \$452,000

### 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>246,097</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>	<b>24,003</b>		
% over 2024	-2.2%	4.3%	-7.6%	4.7%	-6.6%	-3.8%	-5.5%	0.3%	-7.1%	-2.5%	2.7%	0.0%	0.0%
2025 Overdrive - eBook	20,574	2,157	1,907	2,285	2,000	1,993	1,999	2,097	2,102	1,968	2,066		
2025 Overdrive - Audio	26,138	2,663	2,310	2,672	2,640	2,686	2,582	2,651	2,641	2,627	2,666		
2025 Overdrive - Magazine	9,157	945	714	1,028	892	943	831	792	881	942	1,189		
<b>2025 TOTAL DIGITAL</b>	<b>55,869</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>	<b>5,921</b>		
% over 2024	3.7%	-2.5%	-7.0%	2.6%	4.8%	1.4%	3.6%	5.4%	5.7%	6.9%	17.7%	0.0%	0.0%
<b>2025 TOTAL CIRCULATION</b>	<b>301,966</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>	<b>29,924</b>		
% over 2024	-1.2%	3.0%	-7.5%	4.3%	-4.6%	-2.8%	-4.1%	1.1%	-4.9%	-0.8%	5.3%	0.0%	0.0%
<b>2024 TOTAL PHYSICAL</b>	<b>294,178</b>	<b>23,760</b>	<b>25,453</b>	<b>24,744</b>	<b>24,868</b>	<b>22,970</b>	<b>28,397</b>	<b>28,606</b>	<b>26,751</b>	<b>22,761</b>	<b>23,375</b>	<b>21,827</b>	<b>20,666</b>
% over 2023	-3.7%	-5.6%	3.0%	-10.3%	6.7%	-2.6%	-6.3%	-0.5%	-5.7%	-4.1%	-7.6%	-6.4%	-3.4%
2024 Overdrive - eBook	26,367	2,337	2,176	2,363	2,308	2,203	2,137	2,292	2,331	2,150	2,021	2,008	2,041
2024 Overdrive - Audio	28,326	2,449	2,232	2,466	2,417	2,569	2,418	2,399	2,392	2,340	2,254	2,179	2,211
2024 Overdrive - Magazine	9,313	1,126	896	1,006	556	775	668	566	597	690	757	767	909
<b>2024 TOTAL DIGITAL</b>	<b>64,006</b>	<b>5,912</b>	<b>5,304</b>	<b>5,835</b>	<b>5,281</b>	<b>5,547</b>	<b>5,223</b>	<b>5,257</b>	<b>5,320</b>	<b>5,180</b>	<b>5,032</b>	<b>4,954</b>	<b>5,161</b>
% over 2023	7.1%	14.8%	16.2%	19.3%	15.0%	17.9%	6.3%	3.7%	4.8%	3.5%	-8.9%	-8.2%	-5.1%
<b>2024 TOTAL CIRCULATION</b>	<b>358,184</b>	<b>29,672</b>	<b>30,757</b>	<b>30,579</b>	<b>30,149</b>	<b>28,517</b>	<b>33,620</b>	<b>33,863</b>	<b>32,071</b>	<b>27,941</b>	<b>28,407</b>	<b>26,781</b>	<b>25,827</b>
% over 2023	-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>



## Former Hartford library director inducted into Wisconsin Library Hall of Fame

HARTFORD — The Wisconsin Library Association has inducted Michael Gelhausen into the Wisconsin Library Hall of Fame in recognition of his five decades of extraordinary leadership, innovation and unwavering commitment to advancing public library service in Wisconsin.

Gelhausen's career began in the late 1960s as a student assistant in Antigo, Brown County, and Madison public libraries, according to the release from the WLA. After earning his MLS from the University of Wisconsin-Madison in 1976, Gelhausen became director of the Duerrwaechter Memorial Library in Germantown and later joined the Hartford Public Library, which eventually became the Jack Russell Memorial Library in Hartford, a position he served in for over 30 years. Over the course of his career, Gelhausen built a legacy of strengthening libraries through facility projects, technological innovation, legislative advocacy, and organizational leadership. Gelhausen's leadership extended statewide, serving in numerous roles with the WLA and Wisconsin Association of Public Libraries for nearly 50 years, including WAPL chair, WLA president (2001), WLA conference chair (1994), and long-term service on the Legislative and Library Development Committee. He helped select the WLA's first lobbyist, championed funding at biennium budget hearings, and organized Legislative Day events. He also served as Secretary of the WLA Foundation, supporting the Campaign for Wisconsin Libraries, and contributed to historic legislative and structural advances.

Gelhausen was also a key player in shaping library service across Washington County. According to the release, no county library service existed when he began his tenure in Germantown. However, over a decade which included two failed referenda, a successful LSTA demonstration grant, and deep community organizing he helped lead the 1986 county referendum that established countywide access. This achievement set the stage for decades of enhanced resource sharing and interlibrary collaboration.

Under Gelhausen's leadership, Jack Russell implemented Dynix in the early 1990s, leading the creation of a Washington County automation consortium and helping form the SHARE network which connected five counties. He then brought public internet access to Hartford in 1990, championing digital literacy before it became commonplace.

In addition to the technological advancements, Gelhausen oversaw three major capital projects, including the construction of Germantown's new facility in 1982, the renovation and expansion of the Hartford Public Library in 1986 and the construction of Jack Russell Memorial Library in 2012. His leadership in coordinating public hearings, managing feasibility studies, forging community partnerships, and securing funding was instrumental to each project's success, according to the release.

One of Gelhausen's most enduring legacies came at the end of his career as interim director of the Mid-Wisconsin Federated Library System. In that role, he led the 2016 merger with Eastern Shores to form Monarch, which is the first successful public library system merger in Wisconsin history. This strategic and collaborative achievement helped stabilize services for dozens of small libraries and set a precedent for future system collaborations.



**Gelhausen**

## **Germantown library welcomes Mark Moran for appraisal event**

GERMANTOWN — The Germantown Community Library, N112-W16957 Mequon Road, will host antiques expert Mark Moran for an antique appraisal event at the library from 11 a.m.-2 p.m. Nov. 8. While registration is already full to have an item appraised, members of the community are invited to watch Moran at work by attending the free appraisal event at the library.

“Moran bought and sold antiques for more than 30 years, specializing in vintage folk art, Americana, and fine art,” a news release said. “He has been active as an appraiser of antiques and fine art for more than 20 years.”

During that time, Moran worked as the senior editor of the “Antiques and Collectibles” books for Krause Publications in Iola; served as a guest expert on PBS’ “Antiques Roadshow” for nine seasons; was a contributing editor for “Antique Trader” magazine; and authored and co-authored over 25 books on antiques and collectibles.

While registration to have an item appraised is full, Moran does make home visits for people with large or fragile items, or lots of items. House calls cost \$75 an hour, and if it is within 10 miles of the Germantown Community Library, there is no mileage charge. If over 10 miles, a mileage charge will apply.

To arrange for Moran to appraise an item(s) in your home that could not be brought to the appraisal event on Nov. 8, call [715-281-5060](tel:715-281-5060) or email [moranm1953@gmail.com](mailto:moranm1953@gmail.com).

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**BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: November 19, 2025

PLACEMENT: Action Item

ITEM TITLE: 2026 Library Budget (Possible Action)

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The 2026 Germantown Community Library Budget was approved at the Library Board meeting on Wednesday, October 23, 2025 (attached).

The Village of Germantown Public Hearing and approval of the Village of Germantown 2026 budget will take place on Monday, November 17 @ 7pm (attached under Director's Report).

ATTACHMENT:

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

STAFF RECOMMENDATION:

None (unless changes were made at the November 17, 2025, Village Board meeting).

ACTION BY COMMITTEE:

**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	Library Reg Salaries & Wages	\$ 225,646.58	\$ 276,113.26	\$ 180,368.76	\$ 286,998.00	\$ 295,916.00	\$ 306,124.00	\$ 19,126.00	6.66%
	10570000	511100	Library PT Salaries & Wages	\$ 353,630.76	\$ 293,905.60	\$ 185,483.18	\$ 306,460.00	\$ 315,502.00	\$ 320,807.00	\$ 14,347.00	4.68%
	10570000	511200	Library Board	\$ 1,100.00	\$ 1,122.00	\$ 808.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ -	0.00%
			<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$ 580,377.34</b>	<b>\$ 571,140.86</b>	<b>\$ 366,659.94</b>	<b>\$ 594,658.00</b>	<b>\$ 612,618.00</b>	<b>\$ 628,131.00</b>	<b>\$ 33,473.00</b>	<b>5.63%</b>
<b>Fringe Benefits</b>											
	10570000	521000	Library Social Security	\$ 42,766.34	\$ 42,230.25	\$ 27,144.18	\$ 45,500.00	\$ 46,874.00	\$ 47,960.00	\$ 2,460.00	5.41%
	10570000	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	Library Health Insurance	\$ 96,315.36	\$ 95,111.08	\$ 61,862.10	\$ 95,128.00	\$ 95,128.00	\$ 98,978.00	\$ 3,850.00	4.05%
	10570000	521300	Library Dental Insurance	\$ 5,295.00	\$ 5,984.47	\$ 4,164.01	\$ 5,050.00	\$ 5,050.00	\$ 5,050.00	\$ -	0.00%
	10570000	521400	Library Life Insurance	\$ 1,439.86	\$ 1,719.12	\$ 1,655.20	\$ 1,600.00	\$ 1,600.00	\$ 1,557.00	\$ (43.00)	-2.69%
			<b>TOTAL FRINGE BENEFITS</b>	<b>\$ 180,424.85</b>	<b>\$ 179,986.94</b>	<b>\$ 117,844.80</b>	<b>\$ 187,262.00</b>	<b>\$ 189,255.00</b>	<b>\$ 193,881.00</b>	<b>\$ 6,619.00</b>	<b>3.53%</b>
<b>Operating Supplies &amp; Exp</b>											
	10570000	531000	Library Gen Supplies & Expense	\$ 7,033.78	\$ 12,437.10	\$ 24,764.05	\$ 10,000.00	\$ 49,000.00	\$ 4,000.00	\$ (6,000.00)	-60.00%
	10570000	531010	Library Office Supplies	\$ 3,904.21	\$ 5,755.68	\$ 3,100.25	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	0.00%
	10570000	531080	Library Professional Dev	\$ 6,414.45	\$ 2,865.43	\$ 1,367.44	\$ 2,000.00	\$ 4,000.00	\$ 5,000.00	\$ 3,000.00	150.00%
	10570000	531100	Library Material	\$ 72,160.85	\$ 93,048.20	\$ 54,003.60	\$ 76,000.00	\$ 98,000.00	\$ 76,000.00	\$ -	0.00%
	10570000	531100	Library Books							\$ -	#DIV/0!
	10570000	531190	Marketing & Promotion	\$ 10,559.74	\$ 8,108.63	\$ 4,680.70	\$ 5,000.00	\$ 5,000.00	\$ 6,000.00	\$ 1,000.00	20.00%
	10570000	531240	Library Travel	\$ 859.82	\$ 1,039.64	\$ 537.60	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	\$ 500.00	50.00%
	10570000	531430	Library Book Processing	\$ 10,179.41	\$ 9,674.47	\$ 5,868.00	\$ 10,000.00	\$ 10,000.00	\$ 8,000.00	\$ (2,000.00)	-20.00%
	10570000	531440	Library Periodicals	\$ 4,776.01	\$ 4,906.68	\$ 3,441.13	\$ 5,000.00	\$ 5,000.00	\$ 6,000.00	\$ 1,000.00	20.00%
	10570000	531460	Library Audio Visual							\$ -	#DIV/0!
	10570000	531470	Library Computer Service	\$ 37,760.71	\$ 22,201.27	\$ 12,132.87	\$ 22,139.00	\$ 22,139.00	\$ 24,000.00	\$ 1,861.00	8.41%
	10570000	531490	Library Program Supplies & Exp	\$ 34,341.96	\$ 57,165.47	\$ 38,726.94	\$ 20,000.00	\$ 51,000.00	\$ 20,000.00	\$ -	0.00%
	10570000	552300	Library System Automation	\$ 23,028.31	\$ 24,124.14	\$ -	\$ 24,000.00	\$ 24,000.00	\$ 26,000.00	\$ 2,000.00	8.33%
	10570000	561000	Library Building Utilities	\$ 52,876.19	\$ 70,953.43	\$ 41,611.50	\$ 65,000.00	\$ 65,000.00	\$ 70,000.00	\$ 5,000.00	7.69%
	10570000	561400	Library Telephone	\$ 5,910.07	\$ 2,254.92	\$ 1,560.70	\$ 4,000.00	\$ 4,000.00	\$ 3,408.00	\$ (592.00)	-14.80%
	10570000	571000	Library Insurance & Bonds	\$ 5,323.23	\$ 6,513.08	\$ 7,311.51	\$ 7,320.00	\$ 7,320.00	\$ 8,283.00	\$ 963.00	13.16%
			<b>TOTAL OPERATING SUPP &amp; EXP</b>	<b>\$ 279,586.80</b>	<b>\$ 321,183.14</b>	<b>\$ 199,106.29</b>	<b>\$ 257,459.00</b>	<b>\$ 351,459.00</b>	<b>\$ 264,191.00</b>	<b>\$ 6,732.00</b>	<b>2.61%</b>
<b>Capital Items</b>											
	10570000	591000	Library Misc. Equipment	\$ 34.77	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	#DIV/0!
			<b>TOTAL CAPITAL ITEMS</b>	<b>\$ 34.77</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>	<b>#DIV/0!</b>
			<b>TOTAL EXPENSES</b>	<b>\$ 1,040,423.76</b>	<b>\$ 1,072,310.94</b>	<b>\$ 683,611.03</b>	<b>\$ 1,039,379.00</b>	<b>\$ 1,153,332.00</b>	<b>\$ 1,096,203.00</b>	<b>\$ 56,824.00</b>	<b>5.47%</b>

Village Reduction Request \$ 9,056.95

## **BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: November 19, 2025

PLACEMENT: Action Item

ITEM TITLE: Library Director Annual Performance Review (Action)

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The Library Director Annual Performance Review is attached. A self-evaluation has been completed for Trisha Smith, Library Director.

Additional documents are included. The 2025 circulation, programming and attendance statistics are based on year-to-date numbers and/or ratios based on a twelve-month period.

Comments and final rating will be provided at the Library Board meeting in Closed Session.

ATTACHMENT:

1. Library Director Performance Reivew (pt. 1 - Smith Performance Evaluation - Competencies)
2. Library Director Performance Reivew (pt. 2 - Smith Performance Evaluation - Objectives)
3. Library Director Performance Reivew (pt. 3 - Village of Germantown Explanation of Performance Standards)
4. Library Director Performance Reivew (pt. 4 - 2025 Projects)
5. Library Director Performance Reivew (pt. 5 - Outline of 2023-2027 Strategic Plan)

STAFF RECOMMENDATION:

None.

ACTION BY COMMITTEE:

## **BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: November 19, 2025

PLACEMENT: Action Item

ITEM TITLE: Approval of Wage Increase for Library Director (Action)

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

At the Village of Germantown Government & Finance Committee Meeting on Monday, November 17, a 3.5% merit adjustment was discussed for all non-union Village of Germantown employees (attached).

Charts are also included to show the 2025 Pay Rate Chart and the rates for the Library Director salary.

It is recommended to approve the pay adjustment for the Library Director at this month's meeting and to approve pay adjustments for all other library staff at the December Library Board meeting. This will be brought back to the Library Board if a different amount for the 2026 merit adjustments are voted on.

ATTACHMENT:

1. Approval of Wage Increase for Library Director (pt. 1 - 2026 Non-Union Merit Pool)
2. Approval of Wage Increase for Library Director (pt. 2 - 2024 Pay Rate Chart)
3. Approval of Wage Increase for Library Director (pt. 3 - 2024 Grade 1 Salary Study)
4. Approval of Wage Increase for Library Director (pt. 4 - 2025 Library Director Pay Chart)

STAFF RECOMMENDATION:

Approve 2025 merit-based pay increase for Library Director based on Performance Review based on the chart provided.

ACTION BY COMMITTEE: