

MEETING:	GERMANTOWN COMMUNITY LIBRARY BOARD
DATE AND TIME:	Wednesday, July 22, 2026 5:30 PM
LOCATION:	Germantown Community Library N112W16957 Mequon Road

AGENDA

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:**
- III. **APPROVAL OF AGENDA:**
- IV. **MEETING MINUTES:**
 - A. June 24, 2026, 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:**
- IX. **NEW BUSINESS:**
 - A. Study Room Policy Update
 - B. 2027 Budget Update
- X. **ADJOURNMENT:**

The next regular meeting of the Germantown Community Library Board will be on Wednesday, August 26, 2026 at 5:30 p.m.

LIBRARY BOARD AGENDA

July 22, 2026

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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, Connie Lloyd, at (262) 253-7760, ext. 2002 or clloyd@germantownlibrarywi.org at least 48 hours prior to the meeting.

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

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: July 22, 2026

PLACEMENT: Action Item

ITEM TITLE: June 24, 2026, Meeting Minutes - DRAFT

SUBMITTED BY: Connie Lloyd, Asst. Director

SUMMARY EXPLANATION:

Review the submitted Library Board June 24, 2026, draft meeting minutes.

ATTACHMENT:

1. June 24, 2026, Meeting Minutes - DRAFT

STAFF RECOMMENDATION:

Approve the meeting minutes as presented.

ACTION BY COMMITTEE:

MEETING:	GERMANTOWN COMMUNITY OF THE LIBRARY BOARD
DATE AND TIME:	Wednesday, June 24, 2026 5:30 PM
LOCATION:	Germantown Community Library N112W16957 Mequon Road

MINUTES

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
The regular meeting of the Germantown Community Library was called to order by President Joyce Nelson at 05:30 PM.
- II. **ROLL CALL:**
Present: Library Board President Joyce Nelson, Library Board Member Darlene Vosen, Library Board Member Charlene Brady, Member Joletta Kerpan, Trustee Patrick Kaiser
Absent:
Excused: Library Board Member Sarah Larson, School District Representative Katie Kohel
Also present: Library Director Trisha Smith, Assistant Library Director Connie Lloyd
- III. **APPROVAL OF AGENDA:**
Motion: Approve as presented
Motioned By: Darlene Vosen
Seconded By: Joletta Kerpan

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Patrick Kaiser
No: None
Abstain: None

Motion Passed (Yes 5, No 0, Abstained 0)
- IV. **MEETING MINUTES:**

A. May 27, 2026, Meeting Minutes - DRAFT
Motion: Approve as presented
Motioned By: Joletta Kerpan
Seconded By: Darlene Vosen

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Patrick Kaiser
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 suggested liquidating CD #2 for \$15,000 and \$5,000 of CD #1 when they expire in July and August, respectively, to cover the \$20,000 investment in the Library Study Pods previously approved by the Library Board.

Motion: Approve as presented

Motioned By: Charlene Brady

Seconded By: Patrick Kaiser

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Patrick Kaiser

No: None

Abstain: None

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

B. Accounts Payable

Motion: Approve as presented

Motioned By: Darlene Vosen

Seconded By: Charlene Brady

On roll call vote:

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Patrick Kaiser

No: None

Abstain: None

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

C. Budget Reports

Smith reviewed the submitted Budget Report.

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

A. Correspondence

President Nelson sent thank-you letters to the following donors:

- Chick-fil-A - \$250 - Programs
- Terri Kaminski - \$38 - Materials

B. Village Reports

Smith reported the new Village Administrator will start on Monday, June 22, and the new Finance Director will start mid-July.

C. County Reports

D. System Reports

E. President's Report

President Nelson thanked Smith for volunteering to participate in the Monarch OverDrive workgroup.

F. Director's Report

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

VIII. **UNFINISHED BUSINESS:**

IX. **NEW BUSINESS:**

A. Study Pods (ACTION)

Smith and Lloyd reviewed the top three vendor options for library study pods.

Motion: Approve the purchase of 3 single and 1 double study pods from Bureau.

Motioned By: Darlene Vosen

Seconded By: Charlene Brady

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Patrick Kaiser

No: None

Abstain: None

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

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

The Germantown Community Library Board may go into closed session as per Wis. Stats. 19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and then re-enter open session to take action as it deems appropriate.

Motion: Enter into Closed Session to Discuss the 'Library Director Mid-Year Performance'

Motioned By: Joyce Nelson
Seconded By: Darlene Vosen

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Patrick Kaiser
No: None
Abstain: None

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

At 6:20 PM, President Nelson entered Closed Session to discuss the Library Director's Mid-Year Performance.

Motion: Return to Open Session
Motioned By: Joyce Nelson
Seconded By: Darlene Vosen

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Patrick Kaiser
No: None
Abstain: None

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

- C. Posting of Assistant Director Position (Action).
The Germantown Community Library Board may go into closed session as per Wis. Stats. 19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and then re-enter open session to take action as it deems appropriate.

Motion: Enter into Closed Session to discuss the 'Posting of Assistant Director Position'.
Motioned By: Joyce Nelson
Seconded By: Darlene Vosen

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Patrick Kaiser
No: None
Abstain: None

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

At 6:40 PM, President Nelson entered Closed Session to discuss the 'Posting of Assistant Director Position'.

Motion: Return to Open Session.
Motioned By: Joyce Nelson
Seconded By: Darlene Vosen

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Patrick Kaiser
No: None

Abstain: None

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

Motion: Approve the internal posting of Assistant Director position with a salary range of \$72,463 - \$83,008.

Motioned By: Joyce Nelson

Seconded By: Charlene Brady

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Patrick Kaiser

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, July 22, 2026, at 5:30 PM at the Germantown Community Library.

Nelson adjourned the meeting at 06:50 PM.

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: July 22, 2026

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 monthly Treasurer's Report as presented.

ACTION BY COMMITTEE:

Germantown Community Library Board

Financial Report July 14, 2026

By Darlene Vosen

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

Balance 6/15/26 per online statement		\$1,448.44
6/30 Deposit Donation jugs	+\$171.01	
Balance 7/14/26 per online statement		\$1,619.45

***Early Literacy Fund:** \$244.98 + \$24.00 = \$268.98

***Programming Supplies:** \$883.46 + \$47.01 (crafts) + \$100 (SRP/Glaser) = \$1,030.47

Bank Five Nine GCL Board Savings Account (4029)

Balance 6/15/26 per on-line statement		\$4,770.79
Interest June	+\$.42	
Balance 7/14/26 per on-line statement		\$4,771.21

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

Balance 6/15/26 per on-line statement		\$14,680.28
Interest June	+\$1.14	
6/30 Deposit materials/cash	+\$50.00	
7/7 Deposit CD #2	+\$16,028.10	
Balance 7/14/26 per on-line statement		\$30,759.52**

****Book & Materials:** \$9,698.70 + \$50 = \$9,748.70

****Study Pods:** \$16,028.10

****Un-designated:** \$4,981.58 + \$1.14 (interest) = \$4,982.72 (need \$2,500 to keep account active)

Bank Five Nine Furniture/Building Fund CD Accounts:

CD #1 Furniture (4025) Balance 3/4/25 per bank statement	\$15,000.00
4.72/4.81% Interest 17 months (mature 8/4/26)	
CD #2 Furniture (5608) Balance 2/06/25 per bank statement	0.00
7/7 Closed/study pods \$15,000.00 + \$1,028.10 (interest) = \$16,028.10	
CD #4 Furniture (8801) Balance 10/31/25 per bank statement	\$10,000.00
4.09/4.15% Interest 19 months (mature 5/31/27)	
CD #5 Expansion (8989) Balance 10/27/25 per bank statement	\$12,323.34 (new base)
4.09%/4.15% Interest 13 months (mature 11/27/26)	

Furniture & Equipment (\$25,000.00) + Expansion (\$12,323.34) = \$37,323.34

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: July 22, 2026

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:

Village of Germantown, WI - PRODUCTION

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2026/6 TO 2026/6		ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
10570000				Library							
10570000	462900			Library Fines & Fees							
100365	FRIENDS OF	FGCL060226	0	2026 6 INV P		106.95	26.06.10		15276	Reimbursement	
				ACCOUNT TOTAL		106.95					
10570000	521400			Library Life Insurance							
100933	SECURIAN FINANCIAL G	002832L JULY 2026	0	2026 6 INV P		111.92	26.06.24		15462	LIFE INSURANCE	
				ACCOUNT TOTAL		111.92					
10570000	531010			Library Office Supplies							
101624	STAPLES	6065408895	0	2026 6 INV P		60.89	26.06.10		15323	Office Supplies	
101624	STAPLES	6065919820	0	2026 6 INV P		291.77	26.06.17		15410	Office Supplies	
101624	STAPLES	6066355286	0	2026 6 INV P		40.99	26.07.01		15550	Office Supplies	
						393.65					
				ACCOUNT TOTAL		393.65					
10570000	531100			Library Materials							
100032	AMAZON CAPITAL SERVI	1697-Y1YJ-WL7C	0	2026 6 INV P		5,313.87	26.06.17		15343	Collection Material	
100134	BLACKSTONE PUBLISHIN	2235384	0	2026 6 INV P		38.94	26.06.10		15260	Collection Material	
100134	BLACKSTONE PUBLISHIN	2235915	0	2026 6 INV P		159.37	26.06.10		15260	Collection Material	
100134	BLACKSTONE PUBLISHIN	2237090	0	2026 6 INV P		42.55	26.07.01		15481	Collection Material	
100134	BLACKSTONE PUBLISHIN	2237698	0	2026 6 INV P		155.73	26.07.01		15481	Collection Material	
						396.59					
100477	INGRAM LIBRARY SERVI	95778287	0	2026 6 INV P		59.37	26.07.01		15511	Collection Material	
100477	INGRAM LIBRARY SERVI	95933362	0	2026 6 INV P		17.39	26.07.01		15511	Collection Material	
100477	INGRAM LIBRARY SERVI	96592863	0	2026 6 INV P		16.19	26.07.01		15511	Collection Material	
100477	INGRAM LIBRARY SERVI	97032280	0	2026 6 INV P		31.78	26.07.01		15511	Collection Material	
100477	INGRAM LIBRARY SERVI	97314271	0	2026 6 INV P		16.19	26.07.01		15511	Collection Material	
						140.92					
100667	OVERDRIVE INC	00669C026151512	0	2026 6 INV P		369.87	26.06.10		15304	Collection Material	
100667	OVERDRIVE INC	00669C026172595	0	2026 6 INV P		297.70	26.06.10		15304	Collection Material	
100667	OVERDRIVE INC	00669CP26185044	0	2026 6 INV P		90.71	26.06.10		15304	Collection Material	
100667	OVERDRIVE INC	00669CP26186872	0	2026 6 INV P		89.12	26.06.10		15304	Collection Material	
100667	OVERDRIVE INC	00669DA2617852	0	2026 6 INV P		84.99	26.06.10		15304	Collection Material	
						932.39					
101039	PENWORTHY CO	0618256-IN	0	2026 6 INV P		991.64	26.06.10		15306	Collection Material	
101039	PENWORTHY CO	0618311-IN	0	2026 6 INV P		1,471.19	26.06.10		15306	Collection Material	
101039	PENWORTHY CO	0618321-IN	0	2026 6 INV P		814.56	26.06.10		15306	Collection Material	
101039	PENWORTHY CO	0618324-IN	0	2026 6 INV P		313.07	26.06.10		15306	Collection Material	
101039	PENWORTHY CO	1618319-IN	0	2026 6 INV P		157.84	26.06.10		15306	Collection Material	

Village of Germantown, WI - PRODUCTION

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2026/6 TO 2026/6													
ACCOUNT/VENDOR				INVOICE	PO	YEAR/PR	TYP	S		CHECK	RUN	CHECK	DESCRIPTION
									3,748.30				
101265	PLAYAWAY	PRODUCTS	534488	0	2026	6	INV	P	287.95	26.06.10		15307	Collection Material
101265	PLAYAWAY	PRODUCTS	536408	0	2026	6	INV	P	72.89	26.06.17		15387	Collection Material
101265	PLAYAWAY	PRODUCTS	536611	0	2026	6	INV	P	221.37	26.06.17		15387	Collection Material
101265	PLAYAWAY	PRODUCTS	538155	0	2026	6	INV	P	148.63	26.07.01		15534	Collection Material
101265	PLAYAWAY	PRODUCTS	539125	0	2026	6	INV	P	1,193.82	26.07.01		15534	Collection Material
									1,924.66				
ACCOUNT TOTAL									12,456.73				
10570000	531240				Library Travel								
100646	RATZMANN, LYNN	LR061026	0	2026	6	INV	P	58.00	26.06.17		15391	Travel	
ACCOUNT TOTAL									58.00				
10570000	531430				Library Book Processing								
100032	AMAZON	CAPITAL SERVI	14NC-4LNW-XWNJ	0	2026	6	INV	P	107.35	26.06.10		15254	Book Processing Sup
100246	DEMCO	7807864	0	2026	6	INV	P	103.90	26.06.10		15274	Book Processing Sup	
100246	DEMCO	7809303	0	2026	6	INV	P	185.01	26.06.10		15274	Book Processing Sup	
									288.91				
ACCOUNT TOTAL									396.26				
10570000	531470				Library Computer Service								
100402	GORDON	FLESCH COMPAN	I562830	0	2026	6	INV	P	1,235.32	26.06.10		15283	Computer Services
100402	GORDON	FLESCH COMPAN	I573422	0	2026	6	INV	P	1,235.32	26.07.01		15503	Computer Services
100402	GORDON	FLESCH COMPAN	IN15622826	0	2026	6	INV	P	639.31	26.06.10		15284	Computer Services
100402	GORDON	FLESCH COMPAN	IN15657666	0	2026	6	INV	P	201.62	26.07.01		15504	Computer Services
									3,311.57				
ACCOUNT TOTAL									3,311.57				
10570000	531490				Library Program Supplies & Exp								
100032	AMAZON	CAPITAL SERVI	16LN-3MJG-CWJW	0	2026	6	INV	P	2,088.63	26.06.10		15254	Programming Supplie
100368	FUN EXPRESS LLC	74242744901	0	2026	6	INV	P	158.24	26.06.10		15277	Programming Supplie	
100425	HOPEFULLY HOMESTEADI	GCL060826	0	2026	6	INV	P	190.00	26.07.01		15508	Programming Supplie	
ACCOUNT TOTAL									2,436.87				
ORG 10570000 TOTAL									19,271.95				
FUND 10 General Fund									TOTAL:	19,271.95			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2026/6 TO 2026/6									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION

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

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: July 22, 2026

PLACEMENT: Presentation

ITEM TITLE: Budget Reports

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Budget Reports.

ATTACHMENT:

1. Budget Report (pt. 1 - Monthly Report)
2. Budget Report (pt. 2 - Impact Fees)
3. Budget Report (pt. 3 - Capital Fund)
4. Budget Report (pt. 4 - Building Utilities)

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

Village of Germantown, WI - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2026 06									
ACCOUNTS 10	FOR: General	Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10570000 Library									
10570000 432600	County Library		-342,000	0	-342,000	-177,799.43	.00	-164,200.57	52.0%*
10570000 462900	Library Fines &		-12,000	0	-12,000	-7,192.35	.00	-4,807.65	59.9%*
10570000 471700	Library Donatio		0	-51,000	-51,000	-51,251.54	.00	251.54	100.5%
10570000 511000	Library Reg Sal		306,124	21,717	327,841	158,775.66	.00	169,064.86	48.4%
10570000 511100	Library PT Sala		320,807	0	320,807	161,496.55	.00	159,310.45	50.3%
10570000 511200	Library Board		1,200	0	1,200	710.00	.00	490.00	59.2%
10570000 511600	Library Overtim		0	0	0	217.31	.00	-217.31	100.0%*
10570000 521000	Library Social		47,960	1,661	49,621	23,899.08	.00	25,722.23	48.2%
10570000 521100	Library State R		40,336	811	41,147	20,342.78	.00	20,804.09	49.4%
10570000 521200	Library Health		98,978	0	98,978	55,035.05	.00	43,942.95	55.6%
10570000 521300	Library Dental		5,050	0	5,050	2,928.56	.00	2,121.44	58.0%
10570000 521400	Library Life In		1,557	0	1,557	733.91	.00	823.09	47.1%
10570000 531000	Library Gen Sup		4,000	0	4,000	1,764.03	.00	2,235.97	44.1%
10570000 531010	Library Office		6,000	0	6,000	2,043.85	.00	3,956.15	34.1%
10570000 531080	Library Profess		5,000	0	5,000	895.84	.00	4,104.16	17.9%
10570000 531100	Library Materia		76,000	28,000	104,000	43,430.40	.00	60,569.60	41.8%
10570000 531190	Marketing & Pro		6,000	0	6,000	1,123.72	.00	4,876.28	18.7%
10570000 531240	Library Travel		1,500	0	1,500	371.93	.00	1,128.07	24.8%
10570000 531430	Library Book Pr		8,000	0	8,000	3,427.79	.00	4,572.21	42.8%
10570000 531440	Library Periodi		6,000	0	6,000	918.00	.00	5,082.00	15.3%
10570000 531470	Library Compute		24,000	0	24,000	7,206.10	.00	16,793.90	30.0%
10570000 531490	Library Program		20,000	23,000	43,000	14,149.73	.00	28,850.27	32.9%
10570000 552300	Library System		26,000	0	26,000	437.15	.00	25,562.85	1.7%
10570000 561000	Library Buildin		70,000	0	70,000	30,582.15	.00	39,417.85	43.7%
10570000 561400	Library Telepho		3,408	0	3,408	1,132.16	.00	2,275.84	33.2%
10570000 571000	Library Insuran		8,283	0	8,283	7,603.74	.00	679.26	91.8%
10570000 5PCARD	UNALLOCATED PCA		0	0	0	85.76	.00	-85.76	100.0%*
TOTAL Library			732,203	24,189	756,392	303,067.93	.00	453,323.77	40.1%
TOTAL General Fund			732,203	24,189	756,392	303,067.93	.00	453,323.77	40.1%
TOTAL REVENUES			-354,000	-51,000	-405,000	-236,243.32	.00	-168,756.68	
TOTAL EXPENSES			1,086,203	75,189	1,161,392	539,311.25	.00	622,080.45	



YEAR-TO-DATE BUDGET REPORT

FOR 2026 06							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	732,203	24,189	756,392	303,067.93	.00	453,323.77	40.1%
** 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
2026	06	78	06/10/2026	CRP 1			1,422.00	Y		0			
2026	06	48	06/03/2026	CRP 1			2,844.00	Y		0			
2026	05	60	05/12/2026	CRP 1			1,422.00	Y		0			
2026	04	196	04/30/2026	CRP 1			711.00	Y		0			
2026	04	137	04/16/2026	CRP 1			711.00	Y		0			
2026	04	54	04/08/2026	CRP 1			711.00	Y		0			
2026	04	35	04/06/2026	CRP 1			1,422.00	Y		0			
2026	04	34	04/02/2026	CRP 1			711.00	Y		0			
2026	03	108	03/25/2026	CRP 1			1,422.00	Y		0			
2026	03	102	03/19/2026	CRP 1			711.00	Y		0			
2026	03	52	03/06/2026	CRP 1			1,422.00	Y		0			
2026	02	154	02/27/2026	CRP 1			711.00	Y		0			
2026	02	99	02/12/2026	CRP 1			711.00	Y		0			
2026	01	266	01/23/2026	CRP 1			711.00	Y		0			
2026	00	6	01/01/2026	SOY 1		SOY BAL	112,962.57	Y		0			OPENING B

Total Amount: 128,604.57

** 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
2026	03	101	03/19/2026	CRP 1	110377	2026	-20,681.24	Y		0	WASHINGTON COUNTY	MISCELLAN
2026	03	101	03/19/2026	CRP 1			20,681.24	Y		0		
2026	00	6	01/01/2026	SOY 1		SOY BAL	952,525.43	Y		0		OPENING B

Total Amount: 952,525.43

** 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
2026	06	86	06/19/2026	CRP	1	Q -Q0226	UB AR GEN	57.00	Y		0			2026 UB U
2026	06	86	06/19/2026	CRP	1	Q -Q0226	UB AR GEN	117.45	Y		0			2026 UB U
2026	06	86	06/19/2026	CRP	1	Q -Q0226	UB AR GEN	220.00	Y		0			2026 UB U
2026	06	86	06/19/2026	CRP	1	Q -Q0226	UB AR GEN	106.10	Y		0			2026 UB U
2026	06	86	06/19/2026	CRP	1	Q -Q0226	UB AR GEN	242.73	Y		0			2026 UB U
2026	05	131	05/28/2026	GEN	1		260528USB	5,986.25	Y		0			071069353
2026	04	150	04/24/2026	GNI	1		2604WE	5,422.76	Y		0			WE ENERG
2026	03	142	03/16/2026	GNI	1		2603WE	5,223.91	Y		0			WE ENERG
2026	03	91	03/25/2026	CRP	1	Q -Q0326	UB AR GEN	57.00	Y		0			2026 UB U
2026	03	91	03/25/2026	CRP	1	Q -Q0326	UB AR GEN	117.45	Y		0			2026 UB U
2026	03	91	03/25/2026	CRP	1	Q -Q0326	UB AR GEN	220.00	Y		0			2026 UB U
2026	03	91	03/25/2026	CRP	1	Q -Q0326	UB AR GEN	106.10	Y		0			2026 UB U
2026	03	91	03/25/2026	CRP	1	Q -Q0326	UB AR GEN	242.73	Y		0			2026 UB U
2026	02	167	02/02/2026	GNI	1		2602WE	5,774.88	Y		0			WE ENERG
2026	02	167	02/20/2026	GNI	1		2602WE	6,687.79	Y		0			WE ENERG

Total Amount: 30,582.15

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

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: July 22, 2026

PLACEMENT: Presentation

ITEM TITLE: Director's Report

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Director's Report and attachments.

ATTACHMENT:

1. Director's Report
2. Director's Report (pt. 1 - Library Highlights)
3. Director's Report (pt. 2 - Circulation Statistics)
4. Director's Report (pt. 3 - Wash. Co. - Jul 16)

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

Director's Report: July 2026

STATE OF WISCONSIN

- Trustee Training Week for Library Boards will be held on Monday, August 10 – Thursday, August 13, 2026. Additional information and registration can be found here: <https://www.wistrusteetraining.com/>

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, July 9 at the Kohler Public Library. Monarch received an LSTA Accessibility Grant that will help member libraries evaluate and address website accessibility requirements in compliance with new state mandates that will go into effect in April 2028. Directors received 2025 salary data that will be shared at the August library board meeting. The Polaris upgrade scheduled for June has been delayed until at least August.
- Agendas and minutes: <https://monarchlibraries.org/library-director-meetings/>

WASHINGTON COUNTY

VILLAGE OF GERMANTOWN:

- Previous meetings:
 - Village Board (7/6)
 - Special Government & Finance Committee (7/16)
- The Village Support Services Manager position is currently vacant.
- Agendas and minutes: <https://germantownwi.portal.civicclerk.com/>
- Recordings: <https://www.youtube.com/@villageofgermantownwiscons871/streams>

FRIENDS OF THE GERMANTOWN COMMUNITY LIBRARY

- The Friends Kids & Teen sale will start on Thursday, June 25 and go through mid-August. This is in collaboration with the library's Summer Reading Program.

DONATIONS:

Donor	Amount	Department	Plaque	Address
Lemanczyk, Bonnie	\$25	Materials	n/a	Germantown, WI 53022

- Donation Jars:
 - Early Literacy: \$34.78
 - Programming Supplies: \$30.25

Monthly Donations Total: \$90.03

DEPOSITS:

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

STATISTICS:

- Circulation Statistics (see attached)
 - Physical: **30,069 (12.1% from 2025 / 1.0% YTD)**
 - Digital: **6,231 (15.1% from 2025 / 11.0% YTD)**
 - Total: **36,300 (12.6% from 2025 / 2.8% YTD)**

PROGRAMMING:

- The Summer Reading Challenge for all ages will run on Monday, June 8 – Saturday, August 8.

- Ongoing Programs (number of monthly offerings):
 - Youth: Storytime (17), Family Fun Night, Lego @ the Library, Adventure Academy (4), Who Was Book Club, Thursday Performances & Saturday Programs
 - Tween/Teen: Tween Programs, Teen Programs, Teen Advisory Board & Craft Workshops (3)
 - Adult: Job Service Assistance, Blood Drives, Adult Puzzle Days, Fiber Arts Meet Up, Craft Workshops (3), Adult Crafts (2) & Book Groups (6)
 - Outreach: Senior Living Facility Visits (6), Adult Day Center (2), Home Delivery, Preschool Readings, Enchanted Library (3), Kid's Klub (4) & Book Delivery
- Upcoming Programs & Outreach Calendar: <https://germantownlibrarywi.events.mylibrary.digital/>
 - Highlighted Upcoming Special Events:
 - Fri, July 24 @ 10am – Breakfast Bingo
 - Mon, July 27 @ 4-7pm – Robert's Fundraiser
 - Sat, Aug 8 @ 1-3pm – End of Summer Party
 - Thurs, Aug 13 @ 10:30am – Youth Performer: Mammoth Hunter

IN THE NEWS (ATTACHED):

- "Library Friends group donates \$34K in support of the Germantown Community Library" (Wash. Co. Daily, Jul 16)

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

DIRECTOR MEETINGS, PROGRAMS & OUTREACH (PAST):

- Wed, July 1 – Village Administrator & Department Heads
- Mon, July 6 – Village Board (online)
- Wed, July 8 – LEGO @ the Library
- Thurs, July 9 – Monarch Directors (Kohler)
- Mon, July 13 – Village Support Services Manager
- Mon, July 13 – Make It @ the Library (3)
- Wed, July 15 – Village Administrator & Department Heads
- Thurs, July 16 – Monarch Director's Chat (online)
- Mon, July 20 – GGF & Village Board (online)
- Wed, July 22 – Village Administrator
- Mon, July 27 – Washington & Dodge County Directors (West Bend)
- Tues, July 28 – Monarch Marketing Committee
- Wed, July 29 – Village Administrator & Department Heads

DEPARTMENT UPDATES

ADMIN & ALL STAFF

- The library has posted the Assistant Director position internally through the Village of Germantown. Applications are due by Monday, July 27.

YOUTH, ADULT & OUTREACH SERVICES

- Library staff participated in the parade and festival at Fireman's Park for the 4th of July celebration.
- A very active Youth Kindermarket was held outside the library on Saturday, July 11.

CIRCULATION & TECHNICAL SERVICES

- The Circulation Team is hiring a Page I to replace a team member that is leaving for college. The job posting is open until Friday, July 24 at 9:00 a.m.

TECHNOLOGY, BUILDING & GROUNDS

- Tuesday, July 14 - The main library cooling unit experienced a part failure which shut down the air conditioning. Due to the need for air conditioning in the library on this extremely hot day, a bypass to the failed part allowed temporary cooling until the part could be replaced the following morning.
- Thursday, July 16 - Due to severe air quality warnings, as a result of Canadian wildfire smoke in the area, DPW shut off pulling in outside air for our HVAC system to prevent the smoke-filled air from coming into the building.

Library Highlights (July 2026)



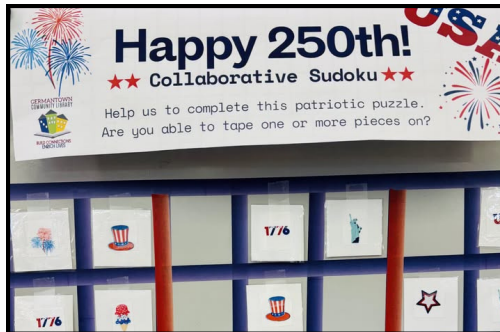
The Friends of the Library donated \$34,000 for 2026 library programs & materials.



The library held a coloring contest for the 4th of July with 200+ entries ages 0-18+. Judges included Joyce Nelson & Bob Soderberg.



The Enchanted Library has been busy this summer - including visits to Richfield Farmer's Market.



The library had a large Sudoku activity for the 4th of July.



Library staff had a great time at the 4th of July Parade & Festival.



Our Youth Kindermarket was held outside on Saturday, July 11.



Patrons learned all about animals with Wanakia Wildlife.



Teens had a great time at our Teen Lock-In.



Patrons learned how to make Sourdough bread at an Adult Workshop.



Tweens made Squeegie art at our monthly Tween event.



We had a fantastic Play in a Day at our annual summer performance.



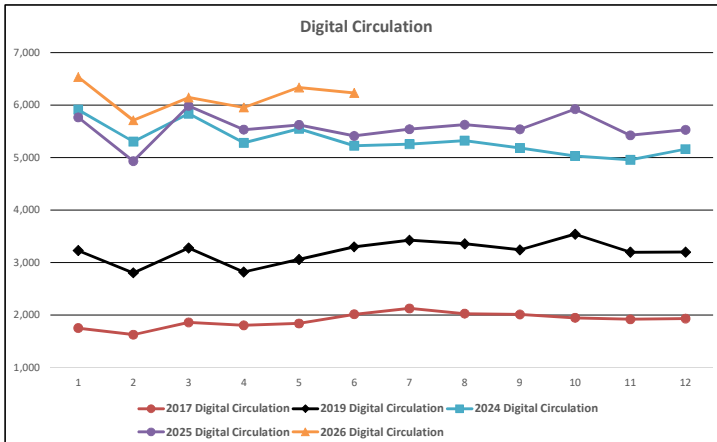
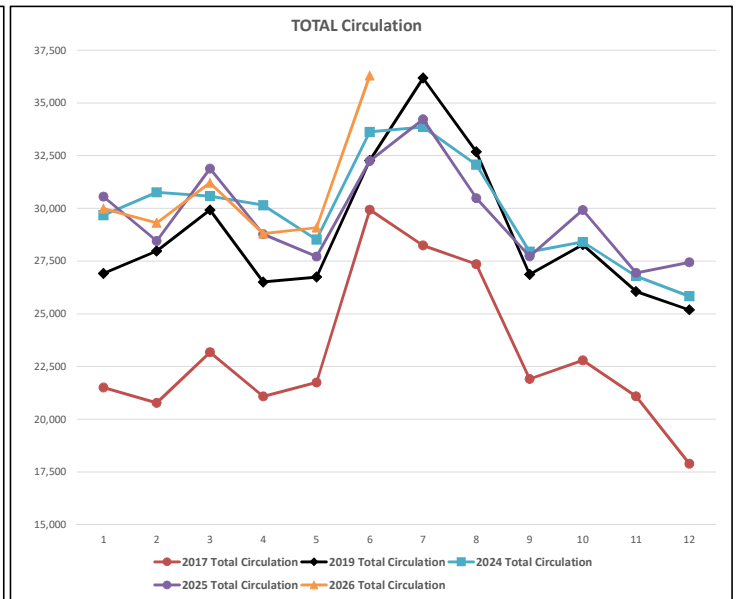
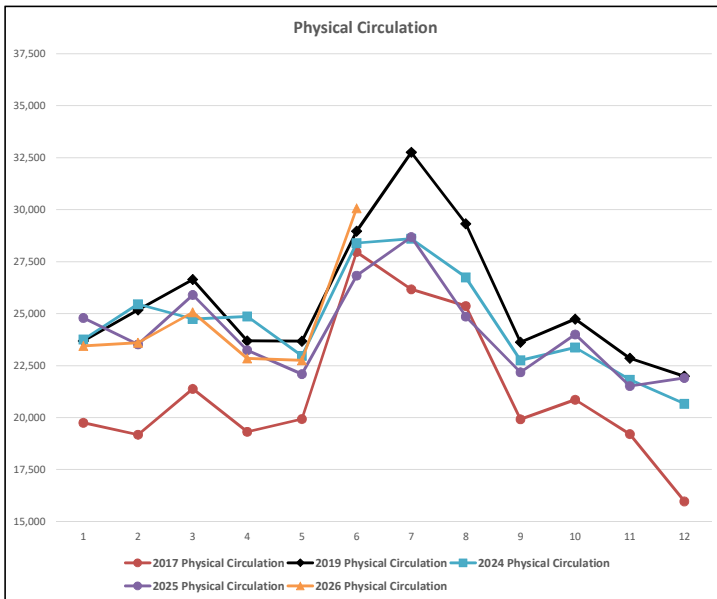
Our youngest library patrons have been having a great time at summer storytimes.

GCL Statistical Trends 2016-2025

Stats	YTD	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov*	Dec
2026 Physical Circulation	147,786	23,455	23,598	25,067	22,848	22,749	30,069						
% over 2025	1.0%	-5.4%	0.3%	-3.2%	-1.7%	3.0%	12.1%						
2026 Overdrive - eBook	13,673	3,110	2,034	2,188	2,034	2,181	2,126						
2026 Overdrive - Audio	17,426	2,420	2,785	2,981	2,923	3,211	3,106						
2026 Overdrive - Magazine	5,806	1,006	890	973	995	943	999						
2026 Digital Circulation	36,905	6,536	5,709	6,142	5,952	6,335	6,231						
% over 2025	11.0%	13.4%	15.8%	2.6%	7.6%	12.7%	15.1%						
2026 Total Circulation	184,691	29,991	29,307	31,209	28,800	29,084	36,300						
% over 2025	2.8%	-1.8%	3.0%	-2.1%	0.1%	4.9%	12.6%						
2025 Physical Circulation	289,525	24,788	23,519	25,896	23,239	22,096	26,831	28,680	24,860	22,185	24,003	21,517	21,911
% over 2024	-1.6%	4.3%	-7.6%	4.7%	-6.6%	-3.8%	-5.5%	0.3%	-7.1%	-2.5%	2.7%	-1.4%	6.0%
2025 Overdrive - eBook	24,702	2,157	1,907	2,285	2,000	1,993	1,999	2,097	2,102	1,968	2,066	2,015	2,113
2025 Overdrive - Audio	31,213	2,663	2,310	2,672	2,640	2,686	2,582	2,651	2,641	2,627	2,666	2,553	2,522
2025 Overdrive - Magazine	10,906	945	714	1,028	892	943	831	792	881	942	1,189	855	894
2025 Digital Circulation	66,821	5,765	4,931	5,985	5,532	5,622	5,412	5,540	5,624	5,537	5,921	5,423	5,529
% over 2024	4.4%	-2.5%	-7.0%	2.6%	4.8%	1.4%	3.6%	5.4%	5.7%	6.9%	17.7%	9.5%	7.1%
2025 Total Circulation	356,346	30,553	28,450	31,881	28,771	27,718	32,243	34,220	30,484	27,722	29,924	26,940	27,440
% over 2024	-0.5%	3.0%	-7.5%	4.3%	-4.6%	-2.8%	-4.1%	1.1%	-4.9%	-0.8%	5.3%	0.6%	6.2%
2024 Physical Circulation	294,178	23,760	25,453	24,744	24,868	22,970	28,397	28,606	26,751	22,761	23,375	21,827	20,666
2024 Digital Circulation	64,006	5,912	5,304	5,835	5,281	5,547	5,223	5,257	5,320	5,180	5,032	4,954	5,161
2024 Total Circulation	358,184	29,672	30,757	30,579	30,149	28,517	33,620	33,863	32,071	27,941	28,407	26,781	25,827

2019 Physical Circulation	307,128	23,686	25,174	26,645	23,688	23,677	28,968	32,758	29,329	23,622	24,736	22,856	21,989
2019 Digital Circulation	38,442	3,230	2,803	3,276	2,819	3,060	3,300	3,425	3,356	3,239	3,540	3,196	3,198
2019 Total Circulation	345,570	26,916	27,977	29,921	26,507	26,737	32,268	36,183	32,685	26,861	28,276	26,052	25,187
2017 Physical Circulation	255,030	19,755	19,174	21,386	19,321	19,932	27,965	26,173	25,364	19,920	20,858	19,209	15,973
2017 Digital Circulation	22,848	1,751	1,625	1,859	1,803	1,838	2,015	2,125	2,025	2,011	1,946	1,919	1,931
2017 Total Circulation	277,461	21,499	20,774	23,179	21,078	21,738	29,934	28,236	27,352	21,906	22,793	21,082	17,890

2018



Library Friends group donates \$34K in support of the Germantown Community Library

GERMANTOWN — The Friends of the Germantown Community Library donated \$34,000 in funds to the library for 2026 at their recent monthly meeting.

According to a recent press release from the library, the funding will go to support over 100 library programs this year such as adult craft classes, Lego Club, and tween and teen programs. The donation will also go toward supporting special programs, such as:

- Science Heroes on July 16 at 10:30 a.m.
- End of the Year Foam Party on August 8 at 1-2:30 p.m.
- The Mammoth Hunter on August 13 at 10:30 a.m.

This donation will also support materials in the Library of Things and Library of Things, Jr. collections. These items include video games, board games, puzzles, craft kits, Wonderbooks and Vox Books and adventure passes where families can visit local attractions free of charge with their library card.

The Friends of the Germantown Community Library is a nonprofit organization that provides support and funding for library activities and projects that are not covered in the library's annual operating budget. The group is always accepting new members and meets on the fourth Monday of the month at 10 a.m. from September through May.

The Friends raise money primarily through ongoing book sales, monthly pop-up book sales and their annual Holiday Book & Basket Sale in mid-November into December that includes over 250 themed gift baskets for purchase. Donations of new and used books, DVDs, music CDs and puzzles are accepted throughout the year and can be dropped off at the Circulation Desk anytime during regular library hours.

"We are so thankful for the continued support of the Friends of the Germantown Community Library," said Library Director Trisha Smith. "This donation will allow the library to expand library materials, programs and services for all residents in our community."

To learn more about the Friends of the Germantown Community Library, visit germantownlibraryfriends.org.

To learn more about Germantown library programs, visit germantownlibrarywi.org.



The Friends of the Germantown Community Library recently donated \$34,000 to the library. From left: Angel Thompson, Kristi Bonnell, Diane Truckenmiller, Mary Neveln, Christine Micka, Judy Fleiss, and Norine Janzen.

Photo courtesy of Germantown Community Library

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: July 22, 2026

PLACEMENT: Action Item

ITEM TITLE: Study Room Policy Update

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The current Study Room Policy has been reviewed. It was last updated on March 22, 2023.

Major changes include:

- Addition of four study pods (in addition to the three current study rooms)
- Ability to reserve study rooms/pods up to 30 days in advance
- Ability for patrons to sign themselves in to use the study rooms/pods (instead of having to check in at the Circulation Desk)

ATTACHMENT:

1. Study Room Use Policy (pt. 1 - 2023 Policy)
2. Study Room and Study Pod Use Policy (pt. 2 - 2026 DRAFT)

STAFF RECOMMENDATION:

Approve the updated Study Room and Study Pod Use Policy – to be effective when the new study pods are installed and ready for use (estimated August or September).

ACTION BY COMMITTEE:

GERMANTOWN COMMUNITY LIBRARY STUDY ROOM USE POLICY

The Germantown Community Library provides three study rooms for use by the public. Two of the three rooms accommodate up to two people. The third room accommodates up to six people. The purpose for providing these rooms is to allow patrons to work together and to do so without disrupting library patrons. Library policies regarding the use of cell phones as well as food and drink will be enforced by those using the Study Rooms.

NOTE: All study room use policies are subject to the judgment 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.

- Rooms are available on a first come-first served basis. No reservations will be accepted for the use of the rooms. The Library Director or designee has the authority to reserve any study room under special circumstances.
- No person or group will be allowed to dominate or monopolize any of the Study Rooms. If this appears to be occurring, restrictions may be placed on the amount of time and number of times any group or individual may use the Study Rooms.
- Users of the Study Rooms will not be allowed to move chairs from another part of the Library, sit on the floor or counters, etc. to allow more people to use the room.
- No more than two people will be allowed to use the two-person Study Rooms. No more than six people will be allowed to use the large Study Room.
- Users of the Study Rooms will sign up for the rooms at the Circulation Desk. There will be a limit of **two hours** per visit. Additional time may be allowed at the discretion of the Circulation Desk staff.
- Study Rooms are only available for use during normal Library hours.
- The rooms will be vacated when the Library closes.

ADOPTED: 5/22/02

REVISED AND ADOPTED: 5/25/03; 4/24/13; 11/16/16; 3/22/23

GERMANTOWN COMMUNITY LIBRARY
STUDY ROOM and STUDY POD USE POLICY

The Germantown Community Library provides study rooms and study pods for use by the public and staff. The purpose for these rooms is to provide private areas to study and work. In addition, study pods provide an option that offers significant sound reduction from normal library noise.

I. FACILITIES

- A. There are three study rooms and four study pods.
- B. All available furniture and equipment is included in each study room/pod.
Furniture cannot be moved to or from other locations within the library.
- C. Public Wi-Fi is accessible during regular library hours but is not guaranteed.

Room /Pod	# of people	Furniture	Amenities
Study Room 1 (7' x 9')	2	2 chairs with one permanent counter	ADA Accessible <i>Located near the Circulation Desk and DVD Collection</i>
Study Room 2 (7' x 9')	2	2 chairs with one permanent counter	ADA Accessible <i>Located near the Circulation Desk and DVD Collection</i>
Study Room 3 (12' x 11.5')	6	6 chairs with one round table	ADA Accessible Portable White board (22" x 38") <i>Located near the Circulation Desk and DVD Collection</i>
Study Pod 1 (39"W x 42"D x 77"H)	1	1 bench seat with a 15" x 31" table	<i>Located near the Information Desk</i>
Study Pod 2 (39"W x 42"D x 77"H)	1	1 bench seat with a 15" x 31" table	<i>Located near the Information Desk</i>
Study Pod 3 (39"W x 42"D x 77"H)	1	1 bench seat with a 15" x 31" table	<i>Located near the Adult Non-Fiction Collection in the designated Quiet Area</i>
Study Pod 4 (82"W x 46"D x 86"H)	2 adults or up to 4 youth	2 bench seats with a 23.5" x 35.5" table in the middle	<i>Located near the Adult Non-Fiction Collection in the designated Quiet Area</i>

II. RESERVATIONS

- A. Study rooms/pods can be used on a walk-in basis or with an advanced booking.
- B. Patrons that walk in without an advanced booking can:
 - i. Sign in at the Circulation Desk or Information Desk where staff will create a booking or
 - ii. Can independently book a space using the 'Book a Room/Pod' scheduling system on the library website.
- C. Creating a booking is required before occupying any study room/pod. This is to prevent someone from entering a space that may already be booked but the patron has not arrived yet.
- D. Patrons that arrive more than 15 minutes late for their booking may have their booking cancelled.
- E. Booking can be:
 - i. Made online and in advance using the 'Book a Room/Pod' scheduling system on the library website
 - ii. Made by calling the library for assistance
 - iii. Made up to 30 days in advance.
- F. Bookings require a first and last name, a current email address and phone number.
- G. No patron should assume that a study room/pod will always be available.
- H. There is a limit of **two hours** per booking. Up to three two-hour renewals per space is allowed per day (i.e. maximum of 8 hours). If additional time is needed, you may book another space and relocate.

III. HOURS OF USE

The study rooms/pods are available during normal library hours. Spaces must be cleaned up and vacated 15 minutes before the library closes. Exceptions are at the discretion of library staff.

IV. FEES

A cleaning fee of \$25 will be charged if extra cleaning is required by the library or custodial staff. A replacement fee will be charged if any furniture or equipment is damaged beyond normal wear and tear.

V. CONDITIONS OF USE

Patrons using any study pod must be at least fourteen (14) years old or must be accompanied by at least one adult, age 18 or older. Study rooms/pods are not intended to be a permanent location of a patron's office space.

VI. CONDUCT EXPECTATIONS

Individuals, groups or organizations using the study rooms/pods must fulfill their obligations enumerated in this policy and the Library Code of Conduct Policy. Failure to abide by the Library's policies may result in the cancellation of, or refusal of future bookings.

The Library is a public facility; therefore, behavior in and around the study rooms/pods that is disruptive to the regular operations of the Library or that could possibly be dangerous to others will not be tolerated. Individuals may be asked to vacate the premises immediately if it is deemed that behavior is disruptive. If an individual is asked to vacate, their study room/pod use privileges could be suspended for a minimum of 6 months.

VII. LIABILITY

The Village of Germantown and the Germantown Community Library assume no responsibility whatsoever for any property in connection with study room/pod use that the Village of Germantown and the Germantown Community Library are hereby expressly released from and discharged for any and all liability for any loss, injury or damage to person or property which may be sustained by reason of use or a study room/pod, including use of Library owned furniture and equipment of such study room/pod.

This policy is subject to the judgment of the Library Director or designee 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.

ADOPTED: 5/22/02

REVISED AND ADOPTED: 5/25/03; 4/24/13; 11/16/16; 3/22/23; 7/22/26

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: July 22, 2026

PLACEMENT: Presentation

ITEM TITLE: 2027 Budget Update

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the attached 2027 Budget Update summary.

ATTACHMENT:

1. 2027 Budget Summary

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

Germantown Community Library Board

MEETING DATE: July 22, 2026

PLACEMENT: New Business

AGENDA ITEM(S): IX. B. 2027 Budget Update (Discussion)

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Due to the recent hiring of the Village of Germantown Administrator and Finance Director, the budget is behind schedule compared to previous years. Department heads have received budget worksheets that are due on Friday, July 31. There are no additional updates on the 2027 budget timeline at this time.

2027 library budget will *potentially* include

- Every attempt to implement the results of the 2026 Pay Rate Chart approved by the Village Board to bring the identified positions at least up to the minimum of their new pay range
- Annual wage increase (to be determined by the Village Board)
- Flat operating budget (with the exception of salaries/benefits and increase in Washington County revenue)
- Increase in Washington County Capital Funding by **\$30,000** (based on 2025 data)
 $\$1,253,290$ (total expenditures) / $289,525$ (physical circulation)
 = **\$4.3288** (cost/circ)

 $\$4.3288$ (cost/circ) x $81,762$ (home county circulation to those without a library)
 = **\$353,931** (Washington County circulation reimbursement)

History of Washington County Reimbursement (2020-2027)

	Expenditures (VI. 6.)	Physical Circ (III. 1a.)	Cost/Circ*	Wash. Co. Circ (XI. 2b.)	Wash. Co. Reimbursement
2025 (paid in 2027)	\$1,253,290	289,252	\$4.3288	81,762	\$353,931
2024 (paid in 2026)	\$1,154,806	294,178	\$3.9255	82,519	\$323,928
2023 (paid in 2025)	\$1,128,896	305,539	\$3.6948	87,546	\$323,645
2022 (paid in 2024)	\$1,135,922	288,802	\$3.9332	84,798	\$333,527
2021 (paid in 2023)	\$1,028,366	285,400	\$3.6032	78,052	\$281,237
2020 (paid in 2022)	\$969,299	238,222	\$4.0889	65,033	\$265,913
** (paid in 2021)					\$319,286
** (paid in 2020)					\$303,881
** (paid in 2019)					\$294,589
** (paid in 2018)					\$255,978
** (paid in 2017)					\$222,848

*2023 Cost/Circ State Average: \$7.76 & Monarch Library System Average: \$7.24

**Washington County Contract & reimbursement formula was changed in 2022

RECOMMENDATION:

None.