

MEETING:	GERMANTOWN COMMUNITY LIBRARY BOARD
DATE AND TIME:	Wednesday, August 26, 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. July 22, 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:**
 - A. Study Room Policy Update (ACTION)
 - B. 2027 Budget Update (DISCUSSION)
- IX. **NEW BUSINESS:**
- X. **CLOSED SESSION:**
 - A. Interim Director (ACTION)
- XI. **ADJOURNMENT:**

LIBRARY BOARD AGENDA

August 26, 2026

Page 2

The next regular meeting of the Germantown Community Library Board will be on Wednesday, September 23, 2026 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 at least 48 hours prior to the meeting.

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



BUSINESS OF THE LIBRARY BOARD

MEETING DATE: August 26, 2026

PLACEMENT: Action Item

ITEM TITLE: July 22, 2026, Meeting Minutes - DRAFT

SUBMITTED BY: Connie Lloyd, Asst. Director

SUMMARY EXPLANATION:

Review the attached draft meeting minutes for July 22, 2026.

ATTACHMENT:

1. July 22, 2026, Meeting Minutes DRAFT

STAFF RECOMMENDATION:

Approve the attached draft meeting minutes for July 22, 2026.

ACTION BY COMMITTEE:

Village of



Germantown

MEETING: GERMANTOWN COMMUNITY OF THE LIBRARY BOARD

DATE & TIME: Wednesday, July 22, 2026 at 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, Library Board Member Sarah Larson, School District Representative Katie Kohel, Trustee Patrick Kaiser
Absent:
Excused:
Also Present: Library Director Trisha Smith, Assistant Library Director Connie Lloyd
- III. **APPROVAL OF AGENDA:**
Motion: Approve as presented
Motioned By: Sarah Larson
Seconded By: Darlene Vosen

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

Motion Passed (Yes 7, No 0, Abstained 0)
- IV. **MEETING MINUTES:**
 - A. June 24, 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, Sarah Larson, Katie Kohel, Patrick Kaiser

No: None

Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

- V. **CITIZEN INPUT:** *(Please be advised per 19.84(2) that information and comment will be received from the public. It is the policy of this municipality that public input be limited to a four (4) minute period per person with a time extension granted at the discretion of the Chairperson. Be advised that there may be limited discussion of the information received but no action will be taken under public comments.) Comments that may be injurious to village personnel or other individuals will not be allowed.*

VI. **FINANCIAL MATTERS:**

A. Treasurer's Report

Motion: Approve as presented
Motioned By: Sarah Larson
Seconded By: Patrick Kaiser

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Sarah Larson, Katie Kohel, Patrick Kaiser

No: None

Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

Motion: Renew CD #1 for 23 months at 4.0%

Motioned By: Joyce Nelson
Seconded By: Sarah Larson

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Sarah Larson, Katie Kohel, Patrick Kaiser

No: None

Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

B. Accounts Payable

Motion: Approve as presented

Motioned By: Charlene Brady

Seconded By: Sarah Larson

On roll call vote:

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Sarah Larson, Katie Kohel, Patrick Kaiser

No: None

Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

C. Budget Reports

Smith reviewed the submitted budget reports.

VII. REPORTS (Discussion Unless Otherwise Noted):

A. Correspondence

President Nelson sent out three thank you letters to the following donors:

- Sean & Hailey Glaser - \$100 - Summer Reading Programming
- Jennifer Chamberlain - \$50 - Materials
- Dan Pagliaro - \$8,796.63 - Materials

B. Village Reports

Kaiser provided an update on the new police building project.

C. County Reports

See Director's Report.

D. System Reports

See Director's Report.

E. President's Report

F. Director's Report

Smith reviewed the submitted Director's Report and attachments.

VIII. UNFINISHED BUSINESS:

IX. NEW BUSINESS:

A. Study Room Policy Update

Smith and Lloyd reviewed the submitted Study Room Policy updates draft document. Library Board members suggested several changes including consideration of requiring a library card or ID to use the study rooms/pods. It was asked to bring the document back to the August meeting for further review.

B. 2027 Budget Update

Smith reviewed the submitted materials for the 2027 Library Budget.

X. **ADJOURNMENT:**

President Nelson announced the next Library Board meeting will be held on August 26, 2026, at 5:30 PM.

President Nelson adjourned the meeting at 06:29 PM.

DRAFT



BUSINESS OF THE LIBRARY BOARD

MEETING DATE: August 26, 2026

PLACEMENT: Action Item

ITEM TITLE: Treasurer's Report

SUBMITTED BY: Darlene Vosen, Library Board Member

SUMMARY EXPLANATION:

Review the submitted Treasurer's Report.

ATTACHMENT:

1. Treasurer's Report

STAFF RECOMMENDATION:

Approve the submitted Treasurer's Report.

ACTION BY COMMITTEE:

Germantown Community Library Board

Financial Report Aug. 18, 2026

By Darlene Vosen

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

Balance 7/14/26 per online statement		\$1,619.45
7/14 Transfer from Building/Study pods	+\$20,000.00	
7/17 Check #1617 Inbox Booths	-\$20,000.00	
7/29 Deposit Donation jugs	+\$65.03	
8/17 Deposit Roberts Custard/programming	+\$308.71	
Balance 8/18/26 per online statement		\$1,993.19

***Early Literacy Fund:** \$268.98 + \$65.03 = \$334.01

***Programming Supplies:** \$1,030.47 + \$308.71 = \$1,339.18

Bank Five Nine GCL Board Savings Account (4029)

Balance 7/14/26 per on-line statement		\$4,771.21
Interest July	+\$.41	
Balance 8/18/26 per on-line statement		\$4,771.62

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

Balance 7/14/26 per on-line statement		\$30,759.52
7/14 Transfer to Checking for study pods	-\$20,000.00	
7/29 Deposit materials/Lemanczyk	+\$25.00	
Interest July	+\$1.66	
8/6 Deposit from CD#1 for study pods	+\$3,971.90	
Balance 8/18/26 per on-line statement		\$14,758.08**

****Book & Materials:** \$9,748.70 + \$25 = \$9,773.70

****Study Pods:** \$16,028.10 + \$3,971.90 = \$20,000.00 - \$20,000.00 = 0

****Un-designated:** \$4,982.72 + \$1.66 (interest) = \$4,984.38 (need \$2,500 to keep account active)

Bank Five Nine Furniture/Building Fund CD Accounts:

CD #1 Furniture (4025) Balance \$12,062.22 per bank statement \$12,062.22
3.94/4.00% Interest 23 months (**mature 7/4/28**)

Note: \$16,034.12 (\$15,000 base/\$1,034.12 interest) - \$3,971.90 (study pods) = \$12,062.22

CD #2 Furniture (8801) Balance 10/31/25 per bank statement \$10,000.00
4.09/4.15% Interest 19 months (**mature 5/31/27**)

CD #3 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 (\$22,062.22) + Expansion (\$12,323.34) = \$34,385.56



BUSINESS OF THE LIBRARY BOARD

MEETING DATE: August 26, 2026

PLACEMENT: Action Item

ITEM TITLE: Accounts Payable

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Accounts Payable.

ATTACHMENT:

1. Accounts Payable

STAFF RECOMMENDATION:

Approve the submitted Accounts Payable.

ACTION BY COMMITTEE:

Village of Germantown, WI - PRODUCTION



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2026/7 TO 2026/7		ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
10570000				Library							
10570000	462900			Library Fines & Fees							
100365	FRIENDS OF	FGCL070426	0	2026 7 INV P		367.69	26.07.23	15743	Reimbursement		
				ACCOUNT TOTAL		367.69					
10570000	531010			Library Office Supplies							
101624	STAPLES	6068652237	0	2026 7 INV P		40.99	26.07.23	15780	office supplies		
				ACCOUNT TOTAL		40.99					
10570000	531080			Library Professional Dev							
101267	SMITH, TRISHA	GCLTS063026	0	2026 7 INV P		26.00	26.07.28	15861	TRAVEL		
				ACCOUNT TOTAL		26.00					
10570000	531100			Library Materials							
100032	AMAZON CAPITAL SERVI	1T3F-14WD-4P4N	0	2026 7 INV P		4,729.88	26.07.15	15655	Collection Material		
100134	BLACKSTONE PUBLISHIN	2233777	0	2026 7 INV P		38.91	26.07.28	15795	Collection Material		
100134	BLACKSTONE PUBLISHIN	2236129	0	2026 7 INV P		35.31	26.07.28	15795	Collection Material		
100134	BLACKSTONE PUBLISHIN	2238248	0	2026 7 INV P		90.49	26.07.15	15658	Collection Material		
100134	BLACKSTONE PUBLISHIN	2238701	0	2026 7 INV P		155.76	26.07.15	15658	Collection Material		
100134	BLACKSTONE PUBLISHIN	2239674	0	2026 7 INV P		35.34	26.07.23	15725	Collection Material		
100134	BLACKSTONE PUBLISHIN	2240020	0	2026 7 INV P		126.69	26.07.28	15795	Collection Material		
						482.50					
100667	OVERDRIVE INC	00669C026189507	0	2026 7 INV P		98.90	26.07.23	15763	Collection Material		
100667	OVERDRIVE INC	00669C026208902	0	2026 7 INV P		386.56	26.07.23	15763	Collection Material		
100667	OVERDRIVE INC	00669CP2617639	0	2026 7 INV P		162.56	26.07.23	15763	Collection Material		
100667	OVERDRIVE INC	00669CP26219460	0	2026 7 INV P		97.89	26.07.23	15763	Collection Material		
100667	OVERDRIVE INC	00669CP26222314	0	2026 7 INV P		98.23	26.07.23	15763	Collection Material		
						844.14					
101265	PLAYAWAY PRODUCTS	540755	0	2026 7 INV P		129.98	26.07.23	15764	Collection Material		
101265	PLAYAWAY PRODUCTS	542267	0	2026 7 INV P		72.89	26.07.28	15846	Collection Material		
						202.87					
101571	LIBRARY IDEAS LLC	130594	0	2026 7 INV P		48.36	26.07.15	15679	Collection Material		
				ACCOUNT TOTAL		6,307.75					
10570000	531240			Library Travel							
100603	LLOYD, CONNIE	GCLCL061626	0	2026 7 INV P		195.00	26.07.28	15832	Travel		
101267	SMITH, TRISHA	GCLTS063026	0	2026 7 INV P		81.20	26.07.28	15861	TRAVEL		
				ACCOUNT TOTAL		276.20					

Village of Germantown, WI - PRODUCTION



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2026/7 TO 2026/7												
ACCOUNT/VENDOR		INVOICE		PO	YEAR/PR		TYP S		CHECK	RUN	CHECK	DESCRIPTION
10570000	531430											
100032	AMAZON CAPITAL SERVI	1QNP-3DDH-DMYV	0	2026	7	INV	P	489.57	26.07.23	15720	Book Processing Sup	
100246	DEMCO	7824383	0	2026	7	INV	P	504.99	26.07.23	15735	Book Processing Sup	
100294	ELM USA INC	87086	0	2026	7	INV	P	30.90	26.07.28	15804	Book Processing Sup	
ACCOUNT TOTAL								1,025.46				
10570000	531470											
100402	GORDON FLESCH COMPAN	IN15692385	0	2026	7	INV	P	39.75	26.07.28	15813	Computer Services	
100984	STATE OF WISCONSIN	505-0000112193	0	2026	7	INV	P	600.00	26.07.23	15782	Computer Services	
ACCOUNT TOTAL								639.75				
10570000	531490											
100032	AMAZON CAPITAL SERVI	11DJ-MFHX-CKGX	0	2026	7	INV	P	1,831.47	26.07.23	15720	Programming Supplie	
ACCOUNT TOTAL								1,831.47				
ORG 10570000 TOTAL								10,515.31				
FUND 10		General Fund	TOTAL:		10,515.31							

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



BUSINESS OF THE LIBRARY BOARD

MEETING DATE: August 26, 2026

PLACEMENT: Presentation

ITEM TITLE: Budget Reports

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Budget Report.

ATTACHMENT:

1. Budget Report

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

Village of Germantown, WI - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2026 07									
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	-7,548.12	.00	-4,451.88	62.9%*
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	183,197.16	.00	144,643.36	55.9%
10570000 511100	Library PT Sala		320,807	0	320,807	187,851.68	.00	132,955.32	58.6%
10570000 511200	Library Board		1,200	0	1,200	710.00	.00	490.00	59.2%
10570000 511600	Library Overtim		0	0	0	296.91	.00	-296.91	100.0%*
10570000 521000	Library Social		47,960	1,661	49,621	27,668.30	.00	21,953.01	55.8%
10570000 521100	Library State R		40,336	811	41,147	23,428.55	.00	17,718.32	56.9%
10570000 521200	Library Health		98,978	0	98,978	64,075.53	.00	34,902.47	64.7%
10570000 521300	Library Dental		5,050	0	5,050	3,416.94	.00	1,633.06	67.7%
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	2,084.84	.00	3,915.16	34.7%
10570000 531080	Library Profess		5,000	0	5,000	921.84	.00	4,078.16	18.4%
10570000 531100	Library Materia		76,000	28,000	104,000	49,738.15	.00	54,261.85	47.8%
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	648.13	.00	851.87	43.2%
10570000 531430	Library Book Pr		8,000	0	8,000	4,453.25	.00	3,546.75	55.7%
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	7,845.85	.00	16,154.15	32.7%
10570000 531490	Library Program		20,000	23,000	43,000	15,981.20	.00	27,018.80	37.2%
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	43,644.96	.00	26,355.04	62.3%
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	393,162.67	.00	363,229.03	52.0%
TOTAL General Fund			732,203	24,189	756,392	393,162.67	.00	363,229.03	52.0%
TOTAL REVENUES			-354,000	-51,000	-405,000	-236,599.09	.00	-168,400.91	
TOTAL EXPENSES			1,086,203	75,189	1,161,392	629,761.76	.00	531,629.94	



YEAR-TO-DATE BUDGET REPORT

FOR 2026 07							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	732,203	24,189	756,392	393,162.67	.00	363,229.03	52.0%
** END OF REPORT - Generated by Trisha Smith **							



BUSINESS OF THE LIBRARY BOARD

MEETING DATE: August 26, 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 - Programming Brochure)
5. Director's Report (pt. 4 - Summer Reading)
6. Director's Report (pt. 5 - Wash. Co. - Jul 25)

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

Director's Report: August 2026

STATE OF WISCONSIN

- Trustee Training Week for Library Boards was held on Monday, August 10 – Thursday, August 13, 2026. Recordings can be found here: <https://www.wistrusteetraining.com/archive>

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, August 13, at the Frank L. Weyenburg Library in Mequon. Andrea Bloom, founder & CEO of ConnectWell did a presentation on grant opportunities for libraries through the Rural Health Transformation Program. Updates were given on digital accessibility options, Vega Promote and Leap. The Polaris upgrade scheduled for June has been delayed until at least September.
- Agendas and minutes: <https://monarchlibraries.org/library-director-meetings/>

WASHINGTON COUNTY

VILLAGE OF GERMANTOWN:

- Previous meetings:
 - Village Board (8/3)
 - Special Government & Finance Committee (8/17)
 - Village Board (8/17)
- The hiring process has begun for the Village Support Services Manager.
- Agendas and minutes: <https://germantownwi.portal.civicclerk.com/>
- Recordings: <https://www.youtube.com/@villageofgermantownwiscons871/streams>

FRIENDS OF THE GERMANTOWN COMMUNITY LIBRARY

- August pop-up sales included the youth/teen sale as well as a "2 for \$1" youth/teen sale and a puzzle sale.
- Piggly Wiggly donated \$2,862.40 for the Friends of the Library from their round-up campaign for area libraries in July.
- Regular monthly meetings will resume in September.

DONATIONS:

Donor	Amount	Department	Plaque	Address
SNS Restaurant Inc Robert's Frozen Custard Attn: Talat Khau (July Fundraiser)	\$308.71	Programs	n/a	Germantown, WI 53022

- Donation Jars:
 - Early Literacy: \$31.52
 - Programming Supplies: \$29.24

Monthly Donations Total: \$369.47

DEPOSITS:

- 2026 Washington County (Circulation, pt. 1 of 2): \$161,846.39

REQUEST FOR CHECK (PREVIOUSLY VOTED ON):

STATISTICS:

- Circulation Statistics (see attached)
 - Physical: **28,789 (0.4% from 2025 / 0.9% YTD)**
 - Digital: **6,324 (14.2% from 2025 / 11.5% YTD)**
 - Total: **35,113 (2.6% from 2025 / 1.8% YTD)**

PROGRAMMING:

- The 2026 Fall Programming Brochure is available online & in the library (attached)
- This summer, the library had a total of 1,408 people participate in the Summer Reading Challenge and a total of 10,542 logs were turned in (attached):
 - Ages 0-5: 218 people turned in 1,235 logs
 - Ages 6-11: 900 people turned in 6,499 logs
 - Ages 12-17: 137 people turned in 945 logs
 - Ages 18+: 153 people turned in 1,863 logs
- Ongoing Programs (number of monthly offerings):
 - Youth: Storytime (17), Family Fun Night, Lego @ the Library & 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) & Special Programs
 - Outreach: Senior Living Facility Visits (6), Adult Day Center (2), Home Delivery, Preschool Readings, Book Delivery & Special Events
- Upcoming Programs & Outreach Calendar: <https://germantownlibrarywi.events.mylibrary.digital/>
 - Highlighted Upcoming Special Events:
 - Tues, Sept 8 @ 10am – Storytime in the Barn @ Homestead Hallow County Park
 - Tues, Sept 8 @ 1pm – Butterflies in the Backyard
 - Thurs, Sept 17 @ 6pm – Exploring the Ice Age Trail
 - Fri, Sept 18 @ 10am – Meet Your Neighbor Storytime with Germantown School District
 - Sat, Sept 19 @ 10am – Instrument Petting Zoo
 - Tues, Sept 22 @ 6pm – Identifying Aquatic Plants
 - Sat, Sept 26 @ 9am-12pm – Apple-y Ever After Enchanted Fall Festival @ Spassland Park
 - Mon, Sept 28 @ 1pm – Oktoberfest at the Library

IN THE NEWS (ATTACHED):

- “FEMA to open in-person support services site in Germantown” (Wash. Co. Daily, Jul 25)

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

- SEWI Director’s Retreat (Franklin, WI) – 6 hours

DIRECTOR MEETINGS, PROGRAMS & OUTREACH (PAST):

- Mon, Aug 3 – Wash. Co. Directors (Sussex)
- Mon, Aug 3 – Village Board (online)
- Fri, Aug 7 – SEWI Director’s Retreat (Franklin)
- Mon, Aug 10 – Make It @ the Library (3)
- Wed, Aug 11 – Village Administrator & Finance Director
- Wed, Aug 11 – LEGO @ the Library
- Thurs, Aug 13 – Monarch Directors (Mequon)
- Mon, Aug 17 – GGF & Village Board (online)
- Tues, Aug 25 – Monarch Marketing Committee

- Wed, Aug 26 – Village Administrator & Department Heads
- Wed, Aug 27 – Library Board

DEPARTMENT UPDATES

ADMIN & ALL STAFF

- The library hired Catherine Lee, current Circulation Manager, as the new Assistant Director effective November 30.
- The library will post for a replacement Circulation Manager in the coming months.

YOUTH, ADULT & OUTREACH SERVICES

- An End of Summer Foam Party was held on Saturday, August 8 with over 125 kids in attendance.

CIRCULATION & TECHNICAL SERVICES

- Lucy G. has been hired as a Library Page I. Her first day will be on Monday, August 31.

TECHNOLOGY, BUILDING & GROUNDS

- FEMA had in-person services available in the library's Community Room for residents on Monday July 27 – Wednesday, July 29.
- The Village of Germantown Community Development department has held several open houses in the library's Community Room regarding the Holy Hill Gateway District and the Village Center District.
- The library gutter resealing project has begun. DPW hired Noffke Roofing for the project. This was necessary due to many leaks at the seams, especially above doorways. It began on August 24 and is expected to take one week to complete.

Library Highlights (Aug 2026)



Meet Your Neighbor Storytime with Kristie from the American Legion & VFW



Library table at A Taste of Germantown



New "book themed" board games added to the Library of Things collection



\$2,862 was donated to the Friends of the Library from Piggly Wiggly



Puzzles are for sale until the end of August



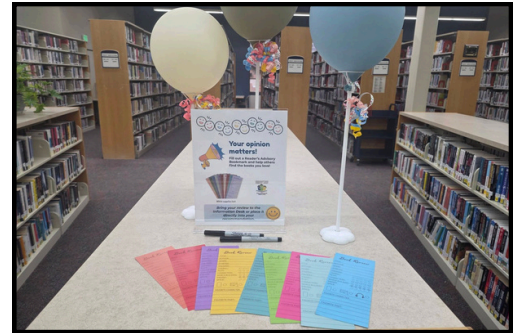
Family Fun Night



Summer Storytime



Art projects at Tween Tuesdays



Reader's advisory book mark activity in the Adult Collections



Staff picks shared weekly on Facebook



Make It @ the Library craft day



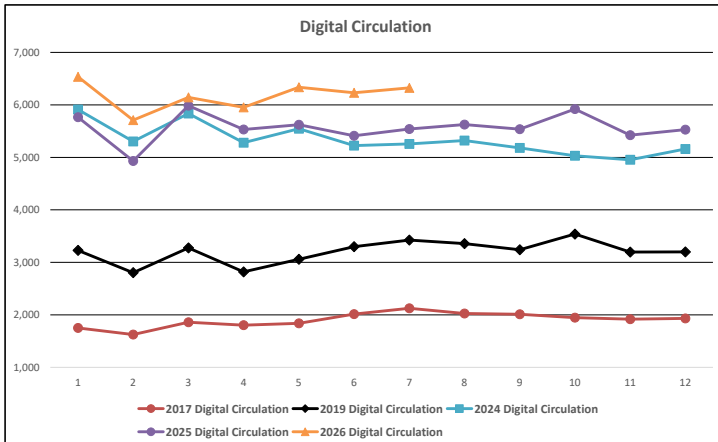
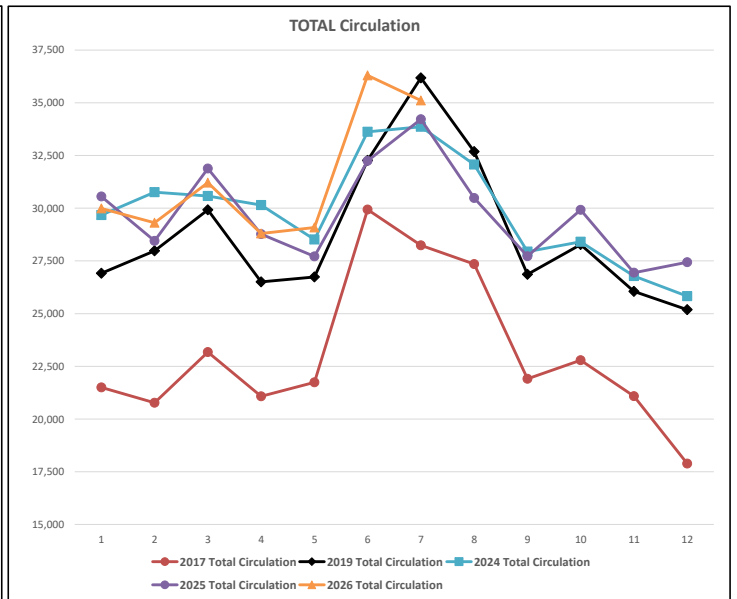
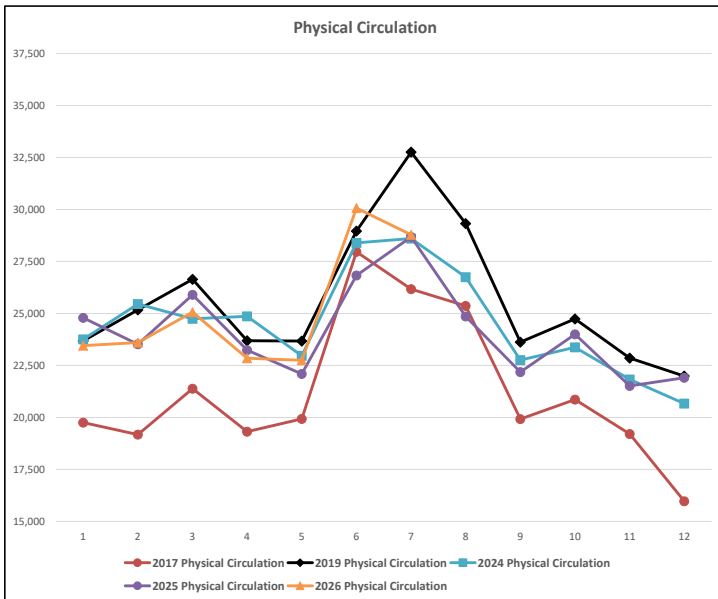
A few of the creations from LEGO @ the Library

GCL Statistical Trends 2017 - 2026

Stats	YTD	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov*	Dec
2026 Physical Circulation	176,575	23,455	23,598	25,067	22,848	22,749	30,069	28,789					
% over 2025	0.9%	-5.4%	0.3%	-3.2%	-1.7%	3.0%	12.1%	0.4%					
2026 Overdrive - eBook	15,795	3,110	2,034	2,188	2,034	2,181	2,126	2,122					
2026 Overdrive - Audio	20,631	2,420	2,785	2,981	2,923	3,211	3,106	3,205					
2026 Overdrive - Magazine	6,803	1,006	890	973	995	943	999	997					
2026 Digital Circulation	43,229	6,536	5,709	6,142	5,952	6,335	6,231	6,324					
% over 2025	11.5%	13.4%	15.8%	2.6%	7.6%	12.7%	15.1%	14.2%					
2026 Total Circulation	219,804	29,991	29,307	31,209	28,800	29,084	36,300	35,113					
% over 2025	1.8%	-1.8%	3.0%	-2.1%	0.1%	4.9%	12.6%	2.6%					
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	277,878	21,506	20,799	23,245	21,124	21,770	29,980	28,298	27,389	21,931	22,804	21,128	17,904



SEPTEMBER-DECEMBER

2026



GERMANTOWN
COMMUNITY LIBRARY



LIBRARY EVENTS

Leaves are falling, books are calling!



September is

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

Replace your Germantown Library card

FOR FREE

Page 22 of 57



Germantown Community Library

N112 W16957 Mequon Rd
Germantown, WI 53022

(262) 253-7760

www.germantownlibrarywi.org

Library Hours:

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

Friday: 9:00am - 5:00pm

Saturday: 9:00am - 4:00pm

Be in the Know!

E-newsletter Sign Up:

Sign up for our e-newsletter for up-to-date programs, readers advisory ideas and library news.



Library Programming:

Some library programs require registration. Register using the online calendar or by contacting the library.



Follow Us:

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



LET'S GET SPOOKY!

AGES 13+ & ADULTS

BIGFOOT: A DEEPER LOOK

Tuesday, October 20 6:00pm

Join us as we dive into the zoological data, eyewitness accounts and anomalies that challenge official scientific recognition.



with
Barnaby Jones

PARANORMAL 101:

Wednesday, October 28 6:30pm

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



ANOTHER YEAR...

...OF HAUNTING

VAMPIRE MASQUERADE BALL & HAUNTED HOUSE

FRIDAY, OCTOBER 23 2026

6:00PM - 8:00PM

YOU ARE CORDIALLY INVITED TO JOIN US FOR AN ALL
NEW HAUNTED HOUSE & MASQUERADE BALL.

- EXPLORE OUR HAUNTED HOUSE WITH LIVE ACTORS
- ENJOY A BLOODY GOOD MOCKTAIL AND HORS D'OEUVRES
- CREATE A CUSTOM MASQUERADE MASK THAT IS UNIQUELY YOURS
- DANCE IN THE BALLROOM

COSTUMES ENCOURAGED

AGES 13+ & ADULTS

STORYTIMES

Preschool Storytime

BEST FOR AGES 3-5
WITH THEIR FAMILIES

Tuesdays at 9:30am & 10:30am
September 15 - December 1

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



Baby/Toddler Storytime:

BEST FOR AGES 0-2
WITH THEIR FAMILIES

Wednesdays at 9:30am & 10:30am
September 16 - December 2

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



Meet Your Neighbor Storytime

BEST FOR AGES 3-5
WITH THEIR FAMILIES

Third Friday of each month at 10:00am

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



**Friday,
September 18**

Kathryn Hennekens
Germantown School District



**Friday,
October 16**

Patti Heinen & Sandra Doss
Germantown Park and Recreation



**Friday,
November 20**

Staff from the
Germantown Fire Department



**Friday,
December 18**

Elizabeth Ortin
Foamania

YOUTH Programs

SATURDAYS

Instrument Petting Zoo

Saturday, September 19 10:00am - 11:00am

BEST FOR AGES 5+ AND FAMILIES

Try out all kinds of musical instruments and see which is the best fit for you! Will it be bold brass? Wonderful woodwinds? Spectacular strings? Brass Bell Music Store staff will help you find the perfect fit!



TRICK or TREAT
AT THE LIBRARY!

SATURDAY, OCTOBER 24

10:00AM - 12:30PM

JOIN US FOR SOME FAMILY-FRIENDLY
SPOOKTACULAR FUN!

Stay cozy warm inside Trick or Treating with members of the community, walk through our lights-on haunted house and enjoy spooky activities!



Relax & Read with Therapy Dogs

Saturday, November 7 10:00am - 11:30am

Ages 5+

Meet and read to registered therapy dogs and also enjoy dog-themed crafts and other activities.

Books provided or bring your own to read to the dogs!

Best for independent readers or those that need a boost in reading confidence.

Youth KinderMarket

Saturday, December 5 10:00am - 12:30pm

Best for ages 5+

Bring your Christmas list and cash to get a head start on your holiday shopping.

Kidtrepreneurs will be selling their hand crafted items.

MONTHLY

Family Fun Nights

Thursdays at 6:00 - 7:00pm

AGES 5-10 AND FAMILIES

September 10: Glow Back To School

Blacklight activities for school-season!

October 8: Ghost Stories on the Patio

November 12: Maze Craze 2.0!

More jumbo and life-size floor mazes!

December 10: The Save Santa Challenge!

Search for clues that will save Santa!

Lego @ the Library

Wednesdays at 4:00 - 6:00pm

AGES 5-12 AND FAMILY

Drop in anytime between 4-6pm for Lego building and snacks. Lego builds will be on display in the library in the Children's Area until the end of each month.

Sept 9: Back to School

Oct 14: Pumpkin Patch

Nov 11: My Favorite Food

Dec 9: Holiday Party

(free take-home holiday ornament Lego kit to the first 75 participants under age 18)



TWEEN & TEEN PROGRAMS

TWEEN TUESDAYS: for AGES 9 - 12

Desk or Locker Pets



Tuesday, September 1 at 6:00pm - 7:00pm

Adopt a “pet” from the Library to keep you company in your locker or your desk.

Registration Required

Manga Keytags

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

Keytags with images from favorite Manga or Pokemon cards are sure to delight every fan!

Registration Required

Improv night with the Teen Advisory Board

Tuesday, November 3 at 6:00pm - 7:00pm

Get ready to have some laughs with the teens from the Teen Advisory Board. Skits will be performed by all attending.



Pony Bead Christmas Trees

Tuesday, December 1 at 6:00pm - 7:00pm

Make a beaded Christmas tree to add to yours or to give away as a gift.

Registration Required



TEEN MONDAYS: for AGES 13 - 18

Indoor Miniature Golf



Monday, September 21 at 6:00pm - 7:00pm

Let's create an indoor mini golf course using items from around the Library.

Beaded Pens

Monday, October 19 at 6:00pm - 7:00pm

Design your new favorite pen using beads of all colors and shapes!

Registration Required

Bedazzled Books



Monday, November 16 at 6:00pm - 7:00pm

Bring your favorite book and let's make the title sparkle! Diamond dots and glue will be provided.

Registration Required

Christmas Sweater Ornaments

Monday, December 21 at 6:00pm - 7:00pm

Imprint Air Dry Clay with sweater textures to hang from your tree or give away as a gift.

Registration Required

Teen Lock-in

Friday, November 13 at 6:00pm - 8:00pm

Celebrate National Nacho Day! Enjoy a nacho bar with all the fixings and watch a movie while you eat.



**Online
Registration Required**

SWEATER WEATHER **IS BETTER TOGETHER!**

FUN FOR THE WHOLE FAMILY

Oktoberfest at the Library

Monday, September 28 at 1:00pm

Join us as we celebrate Oktoberfest at the library! Learn about fantastic European traditions and learn a little bit of the German language during this exciting musical program that's fun for all ages!

Halloween Bingo

Friday, October 30 at 10:00am

Join us for some fun as we play Bingo at the library! Costumes encouraged. Open to all ages; children should be accompanied by an adult. Light refreshments will be provided.

Puzzle Race

Saturday, November 21 at 10:30am

Join us for a fun-filled Puzzle Race! You and your team will race against other teams to see who can complete a 500 piece puzzle the quickest. Light refreshments provided.
Registration Required

Taste the Movie: Elf

Thursday, December 17 at 5:30pm

Join us for an interactive movie experience where you eat what you see on the screen. As Buddy the Elf travels from the North Pole to New York City, we will follow along in real-time to enjoy perfectly paired, Buddy-approved bites. Best for ages 5+.
Registration Required



FOR THE LITTLES

Storytime in the Barn

Tuesday, September 8

10:00am - 11:00am Ages 3-5

Join us at Homestead Hollow County Park for a special storytime in the barn! Enjoy free access to the park with the library's partnership with Washington County Park systems. Checkout with the Enchanted Library will also be available!

Autumn

COMMUNITY ENGAGEMENT EVENTS 2026

Enchanted Library

Saturday, Sept 5 at 10:00am-1:00pm

Richfield Farmers Market

Saturday, Sept 26 at 9:00am-12:00pm

'Apple-y Ever After Enchanted Fall Festival
at Spassland Park - Germantown

Community Events

Saturday, Oct 10: 10:00am-12:00pm

Fire Safety Fair

Saturday, Nov 14: 9:00am-4:45pm

Christmas Festival

Nov 28 - Dec 31

Tannenbaum Tree

Sunday, Dec 13: 8:00am-12:00pm

Kiwanis Breakfast with Santa

Sunday, Dec 13: 9:00am-1:00pm

Richfield Breakfast With Santa



In the Library Events

Sept 14 - Sept 26

St. Boniface/St. Gabriel Food Drive

Dec 1 - Dec 12

Letters to Santa



ADULT PROGRAMS

Slow Down and Relax

GETTING COZY

Sourdough Starters & Basic Baking

Tuesday, November 10 at 6:00pm

Learn how to grow your own sourdough starter, tips and tricks, and a basic bread recipe. Participants will sample a variety of sourdough breads and leave with your very own sourdough starter!

REGISTRATION REQUIRED

Stress Reduction & Relaxation

Saturday, November 14 at 9:30am

Stress is any demand to change or adapt. Learn how to manage and reduce stress in this two hour class with Judy Walz, MSN, RN, a community educator with over 20 years of clinical experience counseling and teaching wellness.

REGISTRATION REQUIRED

Paint & Sip at the Library

Tuesday, December 8 at 6:00pm

Join us for an evening painting and socializing.

Light refreshments provided (no alcohol).

REGISTRATION REQUIRED



NATURE LOVERS

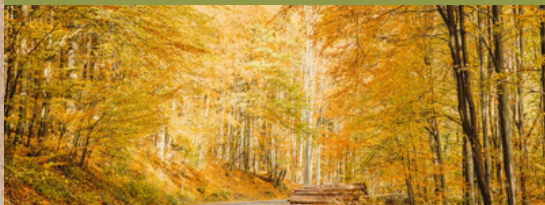
Learn with a Master Gardener (3-Part Series):

- **Butterflies in the Backyard**
Tuesday, September 8 at 1:00pm
- **Spring Ephemerals**
Thursday, October 15 at 1:00pm
- **Natural Landscaping**
Thursday, November 19 at 1:00pm

Exploring the Ice Age National Scenic Trail

Thursday, September 17 at 6:00pm

Make 2026 the year you complete the Mammoth Hike Challenge! Learn how you can participate in this month-long event, and how to explore the Trail.



Identifying Aquatic Plants: Knowing What's Growing

Tuesday, September 22 at 6:00pm

Dive into the hidden world beneath the water's surface! This workshop teaches you how to identify common submerged, floating, and emergent plant species, as well as their roles in the ecosystem.

ADULT PROGRAMS

Learn Something New!

Fiber Arts Meet Up

Wednesday, September 16 at 5:00pm

This special evening session Fiber Arts Meet Up is for adults only.

Artificial Intelligence and Consumer Protection

Thursday, October 1 @ 6:00pm

Learn the pros and cons of AI, how it impacts consumers, including modern threats such as how generative AI has empowered scammers to expand their reach with deepfake videos, convincing phishing scams, and much more.

Leadership Lessons from the Battle of the Bulge

Tuesday, December 15 at 6:00pm

The Ardennes Offensive (aka the Battle of the Bulge) in December 1944 was the largest battle ever fought by the US Army. Using case studies from the battle and exhibits at the Wisconsin Veterans Museum, this presentation explores important lessons for leaders of any organization.

Adult Puzzle Days:

2nd Mondays at 9:00am - 12:00pm

September 14

October 12

November 9

December 14

Join us to work on a variety of puzzles alone or with a group.

Coffee, tea and cocoa provided.



What's It Worth? Antique Appraisals with Mark Moran

Saturday, October 3 at 11:00am-2:00pm

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

Registration opens 4 weeks prior to event; limited spaces available. One item per person. See website for more details.



ADULT

Workshops & Book Groups

Fiber Arts Meet Up

1st Wednesdays at 12:00pm – 3:00pm

GEARED FOR AGES 9+ & ADULTS

12–1pm adults only; 1–3pm ages 9+

Bring your fiber arts projects – knit, crochet, cross-stitch, embroidery, hook rugs, etc. to work on. This event has no teacher or planned craft; it's just an opportunity for you to work on your project in the company of others.

Make It Crafts:

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

GEARED FOR AGES 9+ & ADULTS

Registration required and opens four weeks before each date. Drop-in anytime during the 2-hour time slot. Take-home option is usually available on the day of the event from 1:00–7:00pm.



Sept 14:
Fall
Suncatchers



Nov 9:
Felted
Acorns



Oct 12:
Wooden
Pumpkins



Dec 14:
Book Page
Ornaments

Adult Crafts:

Select Wednesdays at 1:00pm

FOR ADULTS ONLY

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



Sept 9:
Button Tree
Art



Nov 11:
Hoop
Pumpkins



Sept 23:
Embroidery
Felt Leaves



Nov 18:
Fall Leaf
Trivet



Oct 14:
Flower
Bookmark



Dec 9:
Felted Holiday
Ornaments



Oct 28:
Fall Leaf
Gnome



Dec 16:
Book Page
Trees

Job Service Assistance:

4th Thursday of each month

Drop-in or appointment

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

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

MONTHLY BOOK GROUPS

IN-PERSON

Evening Book Group: 1st Wednesday at 6:00pm

Morning Book Group: 2nd Thursday at 10:00am

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

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

What Are You Reading Book Group:

1st Thursday at 10:00am

Share books that you have read and loved

VIRTUAL

Mystery Book Group:

4th Thursday at 10:00am

Meets online through Zoom – registration required



Visit our website for all book group details!

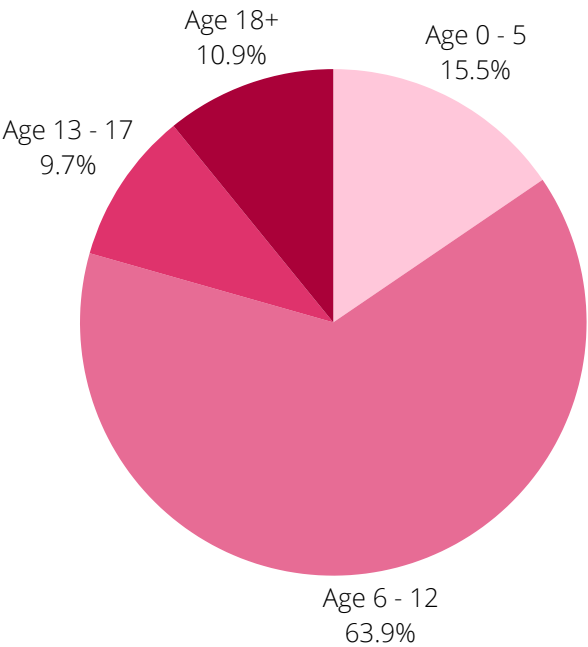
2026 SUMMER READING CHALLENGE

GERMANTOWN COMMUNITY LIBRARY

2026

*Some numbers are based on averages by total participants

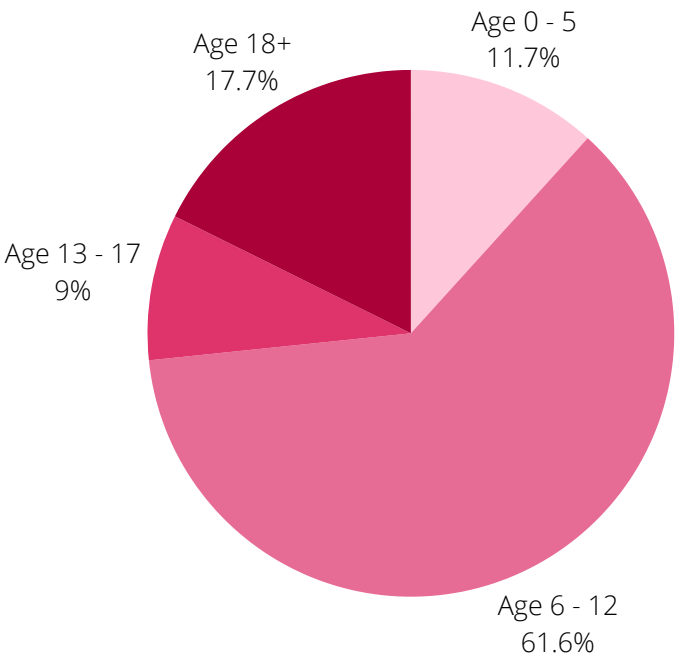
Total Participants



1,408

PEOPLE PARTICIPATED

Logs Turned In



10,542*

LOGS TURNED IN
(*estimates based on percentages of total)

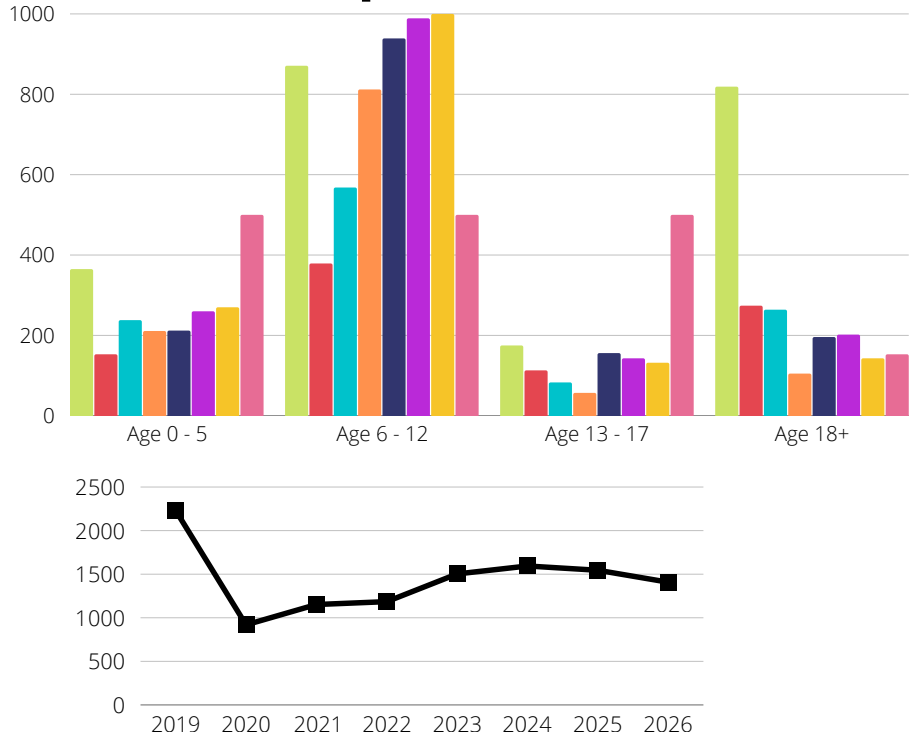
2019-2026 SUMMER READING CHALLENGE

GERMANTOWN COMMUNITY LIBRARY

*Some numbers are based on averages by total participants



Total Participants

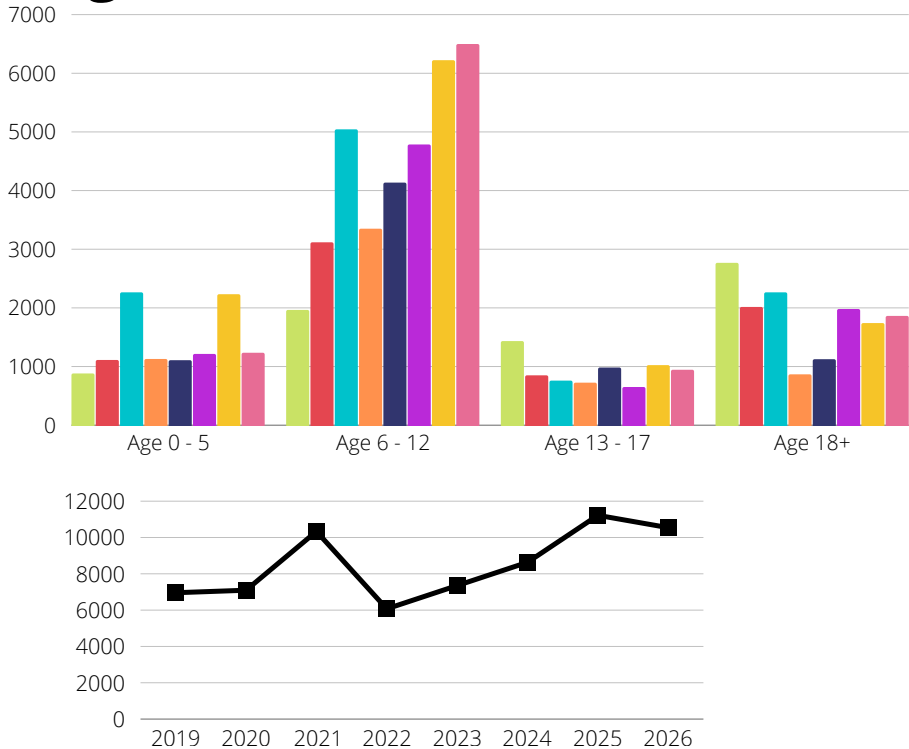


1,408

PEOPLE PARTICIPATED

(1,545 IN 2025)
(1,594 IN 2024)
(1,503 IN 2023)
(1,185 IN 2022)
1,152 IN 2021
(919 IN 2020)
(2,230 IN 2019)

Logs Turned In



10,542

LOGS TURNED IN
(*estimates based on percentages of total)

(11,221 IN 2025)
(8,683 IN 2024)
(7,352 IN 2023)
(6,071 IN 2022)
10,334 IN 2021
(7,096 IN 2020)
(6,958 IN 2019)

FEMA to open in-person support services site in Germantown

GERMANTOWN — A FEMA In-Person Support Services site will open next week at Germantown Community Library, N112 W16957 Mequon Road.

The in-person site will open with the goal of supporting disaster applications from the April 2026 severe weather and flooding, according to a news release from the Washington County Emergency Management Department. The site will have representatives available to help with FEMA Individual Assistance and Small Business Administration applications or other disaster-related questions.

These in-person teams support disaster survivors by helping them apply for federal assistance, identifying immediate needs and providing referrals to community resources.

FEMA support site: Next week's hours of operation for the site will be from 10 a.m. to 6 p.m. Monday, Tuesday and Wednesday.

Community members and organizations are encouraged to monitor the Village of Germantown's website and social media accounts for potential change in hours for the IPSS team's availability.

The fastest way to apply is online at [DisasterAssistance.gov](https://disasterassistance.gov). For more information or additional help, community members can call the FEMA Helpline at [1-800-621-3362](tel:1-800-621-3362) for assistance in multiple languages.

Visit the Washington County Department of Emergency Management website at <https://shorturl.at/7B7xj> for more information about Disaster Relief assistance.

[Copyright © 2026 Conley Publishing Group. All Rights Reserved. 7/25/2026](#)
[Powered by TECNAVIA](#)



BUSINESS OF THE LIBRARY BOARD

MEETING DATE: August 26, 2026

PLACEMENT: Action Item

ITEM TITLE: Study Room Policy Update (ACTION)

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The Library Board reviewed the recommended changes to the 'Study Room Policy' at the July 22, 2026, meeting. The policy is being updated to reflect the newly purchased study pods and has been renamed to 'Study Room and Study Pod Use Policy'. The major changes to the policy stated at last month's summary are:

- *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 study rooms/pods (instead of having to come to the Circulation Desk)*

Several suggestions were recommended and applied as reflected in **Attachment #1 – Updated Study Room and Study Pod Use Policy Draft**. Some members of the Board requested consideration of requiring a library card or ID to use the rooms/pods. The purpose was to have a means to make patrons accountable for damage. The assumption was the library would have more contact information and the patron would be blocked from other library services until damage fees were paid. Smith agreed to review this as an option.

Smith and staff evaluated the system and procedural aspects of requiring a library card or ID to use the study rooms/pods keeping in mind the initial goals:

1. Provide advance booking
2. Provide self-service

Staff surveyed other local libraries and **Attachment #2 – Study Room/Pod Policy Local Library Comparison** is a spreadsheet summarizing the policies of those libraries. While the majority of libraries do not require a library card or ID to use their rooms/pod, their procedures and booking systems have considerable variation.

After reviewing other library policies for facility use, the library currently does not require a library card or ID to enter the building and use any facilities, including the meeting rooms. The library is a public building and open to all that may reside in the area or be in the community as a visitor.

In the past, the library has experienced damage to facilities and furniture beyond normal wear and tear. Damage can vary from clean-up that staff can address to repairs that require DPW or vendor expertise to resolve. Smith is currently working with the police department to establish procedures and guidelines for filing police reports when the situation deems necessary. Many times the staff does not know who caused the damage. This would be the same situation with the study rooms/pods unless staff inspect every unit after each patron has left, or it is reported by the responsible patron.

The final area of review was the computer system through Monarch Library System (Vega) that the library staff and patrons use for meeting room booking, curbside appointment booking, and event signup. Currently, this system provides the ability for advance booking and self-service for those services. The intention was to apply this same system to accomplish the same goals for the study room/pods. Based on the functionality of this system, ***Attachment #3 – Library Card or ID Requirement Impact*** shows the implication of requiring a library card or ID for advance booking and self-service functionality for patrons.

ATTACHMENT:

1. Study Room and Study Pod Use Policy DRAFT 08-26-26
2. Library Card or ID Requirement Impact
3. Study Room/Pod Policy Local Library Comparison

STAFF RECOMMENDATION:

Approve the updated 'Study Room and Study Pod Use Policy' – effective when new study pods are ready for use (estimated August or September). Do not require a library card or ID to use these facilities. Library administration can re-evaluate this new policy if it insufficiently addresses concerns.

ACTION BY COMMITTEE:

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/BOOKINGS

- 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 Additional two-hour renewals per space is are allowed per day (i.e. maximum of 8 hours).** **If additional time is needed, you may book another space and relocate. if there are open spaces for walk-in bookings.**

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. **The name on the booking will be the responsible party for payment of fees to the library.**

Equipment	Replacement Cost
Dry Erase Board Supplies	\$10
Cleaning Fee	Minimum \$25 or cost of outside services
Furniture or Equipment Replacement/Repair	Cost of replacement or repair

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~~ **may** be suspended **per the Library Code of Conduct Policy** ~~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 **and** 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.

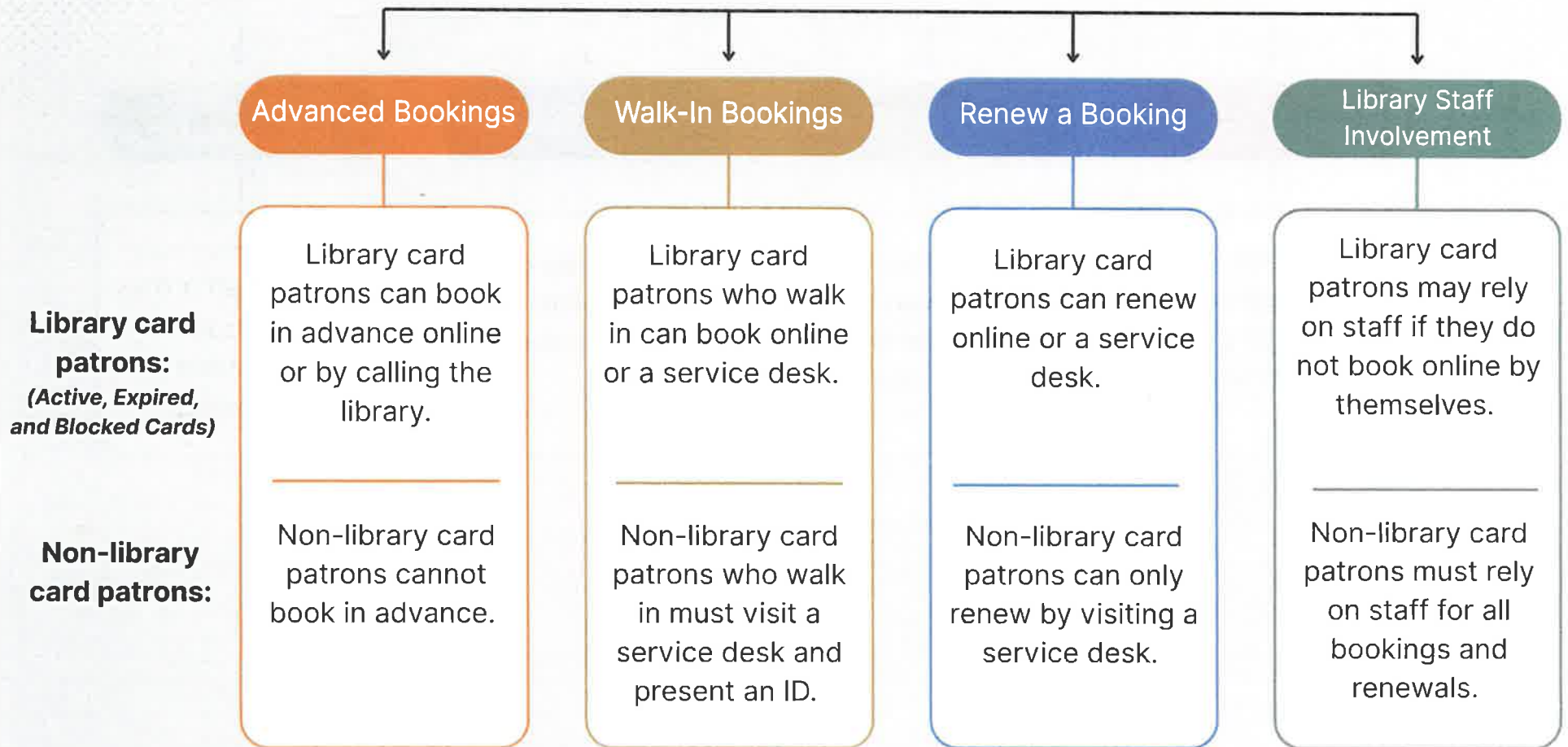
This policy is subject to the judgment of the Library Director or designee under special circumstances. Any decision by the Library Director, which is disputed, may be taken to the Library Board for a decision. Decisions made by the Library Board are final.

ADOPTED: 5/22/02

REVISED AND ADOPTED: 5/25/03; 4/24/13; 11/16/16; 3/22/23; 8/26/26

Scenario #1

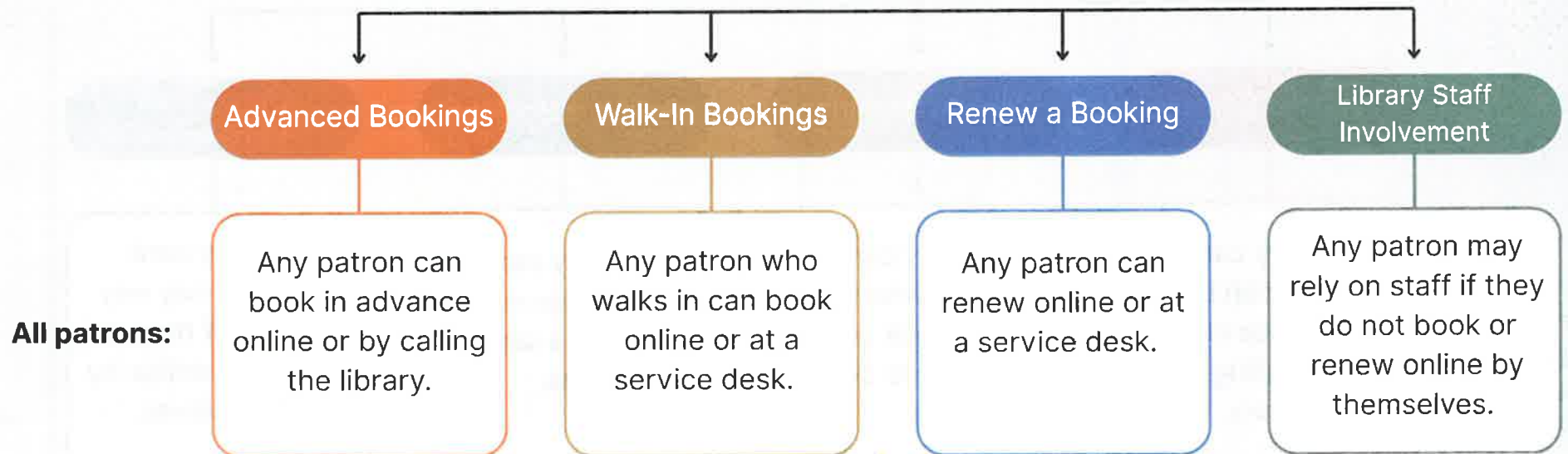
Advanced Bookings: Library Card Required Walk-In Bookings: Library Card or ID Required



This would be the first instance of the Germantown Library requiring a library card to book a space of any kind.

Scenario #2

Advanced Bookings: No Library Card Required Walk-In Bookings: No Library Card or ID Required



Study Room and Study Pod Scenario Review

Germantown Community Library

This document examines two scenarios and how different elements of the library are impacted within those scenarios. The two scenarios are:

- 1) Requiring a library card for advance bookings and requiring a library card or an ID for walk-in bookings.
- 2) Not requiring a library card for advance bookings and not requiring an ID for walk-in bookings.

Each scenario explores how library systems, library card patrons, non-library card patrons, and library staff are impacted. Each scenario concludes with a brief summary.

The Germantown Community Library currently has three study rooms that are available on a first-come, first-served basis. There is no advance booking option and library cards or IDs are not required. Adding four study pods to the library and offering advance booking options are changes intended to benefit patrons. Allowing any patron, regardless of library card status, to utilize this library resource is a step towards accessibility, community, and providing open access.

Defining Terms:

Walk-in Booking = a booking made at the start date/time when the study pod or study room is being used. Not in advance.

Advance Booking = a booking made prior to the start date/time.

Vega = the system that will be used for all study room and pod bookings (advance and walk-in) by both library staff and patrons at Germantown Community Library. This system is currently being used for study room bookings, meeting room bookings, curbside bookings, and event signups.

Scenario #1: A Library Card is Required for Advance Bookings and a Library Card or ID is Required for Walk-In Bookings.

What This Means for Vega:

- Vega's parameters can require a patron to login using a Monarch library card barcode and password to make an advance booking. Any Monarch library card will be accepted by Vega, including expired and blocked library cards. This is due to a system parameter and cannot be modified.
- When an advance booking is made, Vega pulls contact information (name, phone number, and email) from Polaris to auto-fill fields. These fields can be required, but the information itself is not verified for accuracy (ex: if an invalid phone number is in Polaris, it will still be accepted by Vega). Inaccurate or outdated information in Polaris will be accepted by Vega, which is beyond the control of library systems and staff.
- When a walk-in booking is made, information is either entered into Vega by a Staff member or information is auto-populated from Polaris. This depends if the walk-in booking is for a library card patron or a non-library card patron with an ID. In either case, the information entered is not verified for accuracy.

What This Means for Library Card Patrons:

- Library card patrons can make advance bookings by using Vega to book themselves, by calling the library, or by visiting a service desk. Library card patrons can also make walk-in bookings at a service desk. Renewals can be made using Vega by themselves or at a service desk.

What This Means for Non-Library Card Patrons with an ID:

- Non-Library card patrons with an ID can make walk-in bookings by visiting a service desk. They cannot make advance bookings in any capacity. Renewals can only be made by going in-person to a service desk and using an ID.

What This Means for Non-Library Card Patrons Without an ID:

- A non-library card patron without an ID or the means to apply for a library card cannot use a study room or pod in any capacity.

What This Means for Library Staff:

- Library staff will manage all walk-in bookings and renewals for non-library card patrons who have an ID. Library staff will have to decline advance booking requests from non-library card patrons. This may cause friction and create challenging customer service situations for both patrons and staff.
- Library staff will manage bookings and renewals for library card patrons who choose to not book or renew independently through Vega. This includes requests made in-person and over the phone.
- Library staff will absorb the probable influx of library card applications. Circulation Desk staff process all library card applications, requiring more patrons to be re-directed from the Information Desk. Increased congestion at any service desk impacts wait times for all other patrons who are seeking assistance both in-person and over the phone.
- Study Room statistics show an average of 31 bookings per week for three study rooms. The volume of bookings has the potential to at least double when considering four more spaces will be added.
- Library staff will address instances where a patron is using a study room or pod but has not booked the study room or pod when it conflicts with a different patron's booking.

Summary:

- Patrons with a Monarch library card (active, expired, blocked) can book in advance or walk-in and book a study room or pod. Non-library card patrons with an ID can use the study rooms and pods on a walk-in basis only, relying on library staff for all bookings and renewals. Non-library card patrons without an ID cannot use the study room or pods in any capacity. Library staff involvement would significantly increase. This would be the first instance of the Germantown Library requiring a library card to book a space of any kind.

Scenario #2: A Library Card is Not Required for Advance Bookings and a Library Card or ID is Not Required for Walk-In Bookings.

What This Means for Vega:

- Vega's parameters can allow patrons to make an advance booking or walk-in booking using a guest login or Monarch library card. Any Monarch library card will be accepted by Vega, including expired and blocked library cards. This is due to a system parameter and cannot be modified.
- Vega can require fields such as name, phone number, email, etc. These fields can be required, but the information itself is not verified for accuracy. Inaccurate or outdated information (whether it is auto-populated from Polaris or entered by a patron) will be accepted by Vega, which is beyond the control of library systems and staff.

What This Means for All Patrons:

- All patrons can make an advance booking by using Vega, by calling the library, or by visiting a service desk. All patrons can make a walk-in booking by visiting a service desk. Renewals can be made independently through Vega or at a service desk.
- All patrons will be required to provide their full name, phone number, and email address to use a study room or pod.

What this Means for Library Staff:

- Library staff will manage bookings and renewals for patrons who choose to not book or renew independently through Vega. This includes requests made in-person and over the phone.
- Library staff will address instances where a patron is using a study pod but has not booked the study pod when it conflicts with a different patron's booking.

Summary:

- Any patron can use a study room or pod in advance or on a walk-in basis. Any patron can book online, over the phone, or at a service desk. Any patron can renew online, over the phone, or at a service desk. This would be similar to other Library policies and procedures for the Large Community Room and study rooms, which do not require a library card to book a space of any kind.

STUDY ROOM & POD LIBRARY COMPARISON CHART

FEATURES	WAUPUN	MUSKEGO	WAWATOSA	CEDARBURG	MENOMONEE FALLS	
	1 POD 0 ROOMS	5 PODS 4 ROOMS	4 PODS 5 ROOMS	0 PODS 4 ROOMS	8 STUDY ROOMS	2 COLAB ROOMS
Is a library card or ID required for use?	No	No	No	No	No	Yes
Advance Booking Requirements	Requires name, email, and patron signature before first use	Requires name, phone or email	No advance bookings	Requires name, phone, email	No advance bookings	Cafe or Bridges library card
Advance Booking Limits	No time limit No quantity limit	4 hour limit 2x per month	No advance bookings	4 hour limit 20x per month	No advance bookings	3 hour limit 2x per week
Walk-In Booking Requirements	Requires name, email, and patron signature before first use	Walk-in use does not require a booking	Walk-in use does not require a booking	Requires name, phone, email	Walk-in use does not require a booking	Cafe or Bridges library card
Walk-In Booking Limits	No time limit No quantity limit	N/A	N/A	4 hour limit 20x per month	N/A	3 hour limit 2x per week
Digital Booking System	Vega	LibCal	N/A	LibCal	N/A	LibCal
Library System	Monarch	Bridges	Milwaukee	Monarch	Bridges	Bridges

STUDY ROOM & POD LIBRARY COMPARISON CHART

FEATURES	SUSSEX 0 POD 5 ROOMS	MEQUON 0 PODS 4 ROOMS	WEST BEND 0 PODS 5 ROOMS	WHITEFISH BAY 1 POD 2 ROOMS	SHEBOYGAN 0 PODS 5 ROOMS	HARTFORD 0 PODS 3 ROOMS
Is a library card or ID required for use?	No	No	Yes	No	No	No
Advance Booking Requirements	Requires name	No advance bookings	No advance bookings	No advance bookings	Requires name and phone number	Requires name and phone number
Advance Booking Limits	1.5 hour limit 1x a day	No advance bookings	No advance bookings	No advance bookings	2 hour limit 3x per week	No time limit No quantity limit
Walk-In Booking Requirements	Walk-in use does not require a booking	Walk-in use does not require a booking	Requires patron name and ID or library card	Requires name	Requires name and phone number	Requires name and phone number
Walk-In Booking Limits	N/A	N/A	2 hour limit, renewals depend on availability	1 hour limit, renewals depend on availability	2 hour limit, renewals depend on availability	No time limit No quantity limit
Digital Booking System	Advance bookings are made via phone or in-person. Staff track bookings manually.	N/A	Staff track walk-in bookings manually.	Staff track walk-in bookings using LibCal.	Advance bookings are made via phone or in-person. Staff track bookings digitally.	Advance bookings are made via phone or in-person. Staff track bookings digitally.
Library System	Bridges	Monarch	Monarch	Milwaukee	Monarch	Monarch



BUSINESS OF THE LIBRARY BOARD

MEETING DATE: August 26, 2026

PLACEMENT: Presentation

ITEM TITLE: 2027 Budget Update (DISCUSSION)

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Budget Summary and attachments.

ATTACHMENT:

1. 2027 Budget Summary
2. 2027 Budget (pt. 1 - Budget Calendar)
3. 2027 Budget (pt. 2 - Library Revenue)
4. 2027 Budget (pt. 3 - Library Expenses)
5. 2027 Budget (pt. 4 - DPW Expenses)

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

Germantown Community Library Board

MEETING DATE: August 26, 2026

PLACEMENT: Old Business

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

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Work has begun on the Village of Germantown 2027 budget. Department heads received budget worksheets that were due on Friday, July 31. Individual department meetings will occur in August with Committee of the Whole meetings in September and October. The Library Director met with the Village of Germantown Administrator and Finance Director on Wednesday, August 12 to discuss in the library budget.

The following documents are attached:

- 2027 Budget Calendar
- 2027 Library Revenues
 - \$30,000 increase in County Library Revenue
- 2027 Library Expenses
 - \$10,000 increase in library operating
 - Items in red = no longer used
 - Items in yellow = waiting on final numbers from Village Finance Department
- 2027 DPW Expenses for Library Building

Documents not yet available:

- Updated 2027 Library Expenses
 - Will include Salaries & Wages, Fringe Benefits, Library Building Utilities & Library Insurance & Bonds
- 2027–2011 Computer Rotation Plan
- 2027 Washington County Library Budget
- 2027 Washington County Tax Exemption Calculation
- 2027 Monarch Library System Fees

Documents will be updated for final budget approval at the September Library Board Meeting.

RECOMMENDATION:

None.

2027 BUDGET CALENDAR

Date, Time, Location	Budget Preparation
July 9, 2026	2027 Operating Budget instructions and materials released to Departments
July 17, 2026	2027 Capital Budget instructions and materials released to Departments
July 31, 2026	2027 Department Operating and Capital Budget requests due
Department Budget Meetings with Village Administrator and Finance Director	
August 12, 2026 at 1:00 pm	Library
August 12, 2026 at 2:30 pm	Fire / EMS
August 14, 2026 at 9:00 am	Recreation / Senior Center
August 14, 2026 at 10:30 am	Police / Emergency Management
August 24, 2026 at 1:00 pm	Highway / Buildings & Grounds / Parks
August 24, 2026 at 3:30 pm	Planning & Zoning / Inspections
August 25, 2026 at 9:00 am	Engineering / Storm Water
August 25, 2026 at 10:30 am	Water
August 25, 2026 at 2:00 pm	Sanitary Sewer / Yard Waste Facility
August 26, 2026 at 9:00 am	Clerk

Date, Time, Location	Budget Preparation
August 26, 2026 at 10:30 am	Village Board / Administration / Human Resources
August 26, 2026 at 1:00 pm	Finance / Information Technology
August 26, 2026 at 3:00 pm	Assessor / Non-Departmental
Village Board – Committee of the Whole Budget Workshop Sessions	
September 16, 2026	Capital Budget Submitted to Committee of the Whole
September 23, 2026 5:30 – 7:30 pm Village Board Room	Committee of the Whole – Capital Budget Workshop
September 24, 2026 5:30 – 7:30 pm Village Board Room	Committee of the Whole – Capital Budget Workshop continued
October 7, 2026	Operating Budget Submitted to Committee of the Whole
October 13, 2026 at 5:30 – 8:00 pm, Village Board Room	Committee of the Whole – Operating Budget Workshop
October 14, 2026 at 5:30 – 8:00 pm, Village Board Room	Committee of the Whole – Operating Budget Workshop continued
October 15, 2026 at 5:30 – 8:00 pm, Village Board Room	Committee of the Whole – Operating Budget Workshop continued, if needed
Public Hearing Notices & Budget Adoption	
October 16, 2026	Final Changes to Budget Notice
October 19, 2026 by 12 pm	Public Hearing Notice sent to Publisher
October 28, 2026	Public Hearing Notice Published
November 16, 2026 at 7:00 pm, Village Board Room	Public Hearing & Village Board Adoption of 2027 Budget & Tax Levy

LIBRARY REVENUES

								2027		
Account	Organization	Object	Account Description	2024 Actuals	2025 Actuals	2026 YTD	2026 Adopted Budget	Departmental Budget	Change (\$)	Change (%)
Intergovernmental										
10 -000-570-000-0000-000-432600-	10570000	432600	County Library Revenue	\$ (351,211.42)	\$ (339,526.61)	\$ (177,799.43)	\$ (342,000.00)	\$ (372,000.00)	\$ (30,000.00)	8.77%
TOTAL INTERGOVERNMENTAL				\$ (351,211.42)	\$ (339,526.61)	\$ (177,799.43)	\$ (342,000.00)	\$ (372,000.00)	\$ (30,000.00)	8.77%
Public Charges for Services										
10 -000-570-000-0000-000-462900-	10570000	462900	Library Fines & Fees	\$ (12,279.80)	\$ (13,843.58)	\$ (7,192.35)	\$ (12,000.00)	\$ (12,000.00)	\$ -	0.00%
10 -000-570-000-0000-000-463000-	10570000	463000	Library System Revenue	\$ (57,831.95)	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
TOTAL PUBLIC CHARGES				\$ (70,111.75)	\$ (13,843.58)	\$ (7,192.35)	\$ (12,000.00)	\$ (12,000.00)	\$ -	0.00%
Misc Revenues										
10 -000-570-000-0000-000-471700-	10570000	471700	Library Donations	\$ -	\$ (95,256.07)	\$ (51,251.54)	\$ -	\$ -	\$ -	#DIV/0!
TOTAL MISC REVENUES				\$ -	\$ (95,256.07)	\$ (51,251.54)	\$ -	\$ -	\$ -	#DIV/0!
TOTAL REVENUES								\$ (12,000.00)	\$ 342,000.00	-96.61%

LIBRARY EXPENSES

Account	Organization	Object	Account Description	2024 Actuals	2025 Actuals	2026 YTD	2026 Adopted Budget	2027 Departmental Budget	Change (\$)	Change (%)	Notes
Salaries & Wages											
10 -000-570-000-0000-000-511000-	10570000	511000	Library Reg Salaries & Wages	\$ 276,113.26	\$ 313,920.38	\$ 158,775.66	\$ 306,124.00	\$ -	\$ (306,124.00)	-100.00%	
10 -000-570-000-0000-000-511100-	10570000	511100	Library PT Salaries & Wages	\$ 293,905.60	\$ 314,390.55	\$ 161,496.55	\$ 320,807.00	\$ -	\$ (320,807.00)	-100.00%	
10 -000-570-000-0000-000-511200-	10570000	511200	Library Board	\$ 1,122.00	\$ 1,315.14	\$ 710.00	\$ 1,200.00	\$ -	\$ (1,200.00)	-100.00%	
10 -000-570-000-0000-000-511600-	10570000	511600	Library Overtime	\$ -	\$ 172.67	\$ 217.31	\$ -	\$ -	\$ -	#DIV/0!	
			TOTAL SALARIES & WAGES	\$ 571,140.86	\$ 629,798.74	\$ 321,199.52	\$ 628,131.00	\$ -	\$ (628,131.00)	-100.00%	
Fringe Benefits											
10 -000-570-000-0000-000-521000-	10570000	521000	Library Social Security	\$ 42,230.25	\$ 46,308.25	\$ 23,899.08	\$ 47,960.00	\$ -	\$ (47,960.00)	-100.00%	
10 -000-570-000-0000-000-521100-	10570000	521100	Library State Retirement	\$ 34,942.02	\$ 38,690.29	\$ 20,342.78	\$ 40,336.00	\$ -	\$ (40,336.00)	-100.00%	
10 -000-570-000-0000-000-521200-	10570000	521200	Library Health Insurance	\$ 95,111.08	\$ 101,925.17	\$ 55,035.05	\$ 98,978.00	\$ -	\$ (98,978.00)	-100.00%	
10 -000-570-000-0000-000-521300-	10570000	521300	Library Dental Insurance	\$ 5,984.47	\$ 6,832.94	\$ 2,928.56	\$ 5,050.00	\$ -	\$ (5,050.00)	-100.00%	
10 -000-570-000-0000-000-521400-	10570000	521400	Library Life Insurance	\$ 1,719.12	\$ 1,352.50	\$ 733.91	\$ 1,557.00	\$ -	\$ (1,557.00)	-100.00%	
			TOTAL FRINGE BENEFITS	\$ 179,986.94	\$ 195,109.15	\$ 102,939.38	\$ 193,881.00	\$ -	\$ (193,881.00)	-100.00%	
Operating Supplies & Exp											
10 -000-570-000-0000-000-531000-	10570000	531000	Library Gen Supplies & Expense	\$ 12,437.10	\$ 49,170.26	\$ 2,344.65	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%	misc replacements, furniture, cleaning and repairs
10 -000-570-000-0000-000-531010-	10570000	531010	Library Office Supplies	\$ 5,755.68	\$ 5,982.73	\$ 2,043.85	\$ 6,000.00	\$ 6,000.00	\$ -	0.00%	library staff & library office supplies
10 -000-570-000-0000-000-531030-	10570000	531030	Library Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	line item no longer used
10 -000-570-000-0000-000-531080-	10570000	531080	Library Professional Dev	\$ 2,865.43	\$ 3,329.83	\$ 2,205.25	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%	staff conferences, courses & annual memberships
10 -000-570-000-0000-000-531100-	10570000	531100	Library Books (changed to Material)	\$ 65,634.61	\$ 70,990.66	\$ 45,296.36	\$ 76,000.00	\$ 82,000.00	\$ 6,000.00	7.89%	library print collection material
10 -000-570-000-0000-000-531190-	10570000	531190	Marketing & Promotion	\$ 8,108.63	\$ 4,934.75	\$ 1,556.28	\$ 6,000.00	\$ 6,000.00	\$ -	0.00%	library print & digital marketing
10 -000-570-000-0000-000-531240-	10570000	531240	Library Travel	\$ 1,039.64	\$ 916.44	\$ 371.93	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%	staff mileage to conferences & meetings
10 -000-570-000-0000-000-531430-	10570000	531430	Library Book Processing	\$ 9,674.47	\$ 9,912.92	\$ 3,679.74	\$ 8,000.00	\$ 8,000.00	\$ -	0.00%	library material processing supplies
10 -000-570-000-0000-000-531440-	10570000	531440	Library Periodicals	\$ 4,906.68	\$ 5,285.67	\$ 953.85	\$ 6,000.00	\$ 6,000.00	\$ -	0.00%	library magazines & newspaper subscriptions
10 -000-570-000-0000-000-531460-	10570000	531460	Library Audio Visual	\$ 27,413.59	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	#DIV/0!	line item merged with 531100: Library Material
10 -000-570-000-0000-000-531470-	10570000	531470	Library Computer Service	\$ 22,201.27	\$ 23,207.53	\$ 7,206.10	\$ 24,000.00	\$ 26,000.00	\$ 2,000.00	8.33%	library computer replacements (5-year plan), printing contract & tech services
10 -000-570-000-0000-000-531490-	10570000	531490	Library Program Supplies & Exp	\$ 57,165.47	\$ 51,095.58	\$ 14,842.01	\$ 20,000.00	\$ 22,000.00	\$ 2,000.00	10.00%	library program contracts & supplies
10 -000-570-000-0000-000-531510-	10570000	531510	Library Donations - Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	line item no longer used
10 -000-570-000-0000-000-532050-	10570000	532050	Library Other Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	line item no longer used
10 -000-570-000-0000-000-532060-	10570000	532060	Library Library Board Exp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	line item no longer used
10 -000-570-000-0000-000-532080-	10570000	532080	Library Outreach	\$ 135.00	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	line item no longer used
10 -000-570-000-0000-000-552300-	10570000	552300	Library System Automation	\$ 24,124.14	\$ 23,330.48	\$ 437.15	\$ 26,000.00	\$ 27,000.00	\$ 1,000.00	3.85%	library system services & fees
10 -000-570-000-0000-000-561000-	10570000	561000	Library Building Utilities	\$ 70,953.43	\$ 71,536.26	\$ 30,582.15	\$ 70,000.00	\$ -	\$ (70,000.00)	-100.00%	
10 -000-570-000-0000-000-561400-	10570000	561400	Library Telephone	\$ 2,254.92	\$ 1,865.40	\$ 1,153.28	\$ 3,408.00	\$ 2,500.00	\$ (908.00)	-26.64%	library system notifications
10 -000-570-000-0000-000-571000-	10570000	571000	Library Insurance & Bonds	\$ 6,513.08	\$ 8,173.00	\$ 7,603.74	\$ 8,283.00	\$ -	\$ (8,283.00)	-100.00%	
10 -000-570-000-0000-000-5PCARD-	10570000	5PCARD	UNALLOCATED PCARD PURCHASI	\$ 128.49	\$ 87.24	\$ 83.67	\$ -	\$ -	\$ -	#DIV/0!	
			TOTAL OPERATING SUPP & EXP	\$ 321,311.63	\$ 354,818.75	\$ 120,360.01	\$ 264,191.00	\$ 196,000.00	\$ (68,191.00)	-25.81%	
Capital Items											
10 -000-570-000-0000-000-591000-	10570000	591000	Library Misc. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
			TOTAL CAPITAL ITEMS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
			TOTAL EXPENSES	\$ 1,072,439.43	\$ 1,179,726.64	\$ 544,498.91	\$ 1,086,203.00	\$ 196,000.00	\$ (890,203.00)	-81.96%	

DPW EXPENSES FOR LIBRARY BUILDING

(these are not approved by the library board and are approved & manages as part of the Department of Public Works Budget)

Account	Organization	Object	Account Description	2024 Actuals	2025 Actuals	2026 YTD	2026 Adopted Budget	2027 Departmental Budget	Change (\$)	Change (%)	Notes
Operating Supplies & Exp											
10 -000-570-000-0000-000-531040-	10570000	531040	Cleaning Supplies	\$ 3,000.00	\$ 3,000.00		\$ 3,000.00	\$ 3,000.00	\$ -	0.00%	
10 -000-570-000-0000-000-541000-	10570000	541000	Cleaning Supplies	\$ 32,757.24	\$ 39,060.00		\$ 39,060.00	\$ 39,060.00	\$ -	0.00%	
10 -000-570-000-0000-000-531900-	10570000	531900	General Maintenance	\$ 31,419.06	\$ 30,897.67		\$ 40,000.00	\$ 38,000.00	\$ (2,000.00)	-5.00%	
10 -000-570-000-0000-000-591800-	10570000	591800	Major Repairs	\$ 10,880.00	\$ 27,000.00		\$ 27,000.00	\$ 62,000.00	\$ 35,000.00	129.63%	water heater, HVAC frequency drive & AHU
TOTAL DPW OPERATING SUPP & EXP				\$ 78,056.30	\$ 99,957.67	\$ -	\$ 109,060.00	\$ 142,060.00	\$ 33,000.00	30.26%	



BUSINESS OF THE LIBRARY BOARD

MEETING DATE: August 26, 2026

PLACEMENT: Action Item

ITEM TITLE: Interim Director (ACTION)

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Interim Director Summary

ATTACHMENT:

1. Interim Director Summary

STAFF RECOMMENDATION:

Approve the submitted Interim Director Summary

ACTION BY COMMITTEE: