

MEETING:	GERMANTOWN COMMUNITY LIBRARY BOARD
DATE AND TIME:	Wednesday, March 26, 2025 5:30 PM
LOCATION:	Germantown Community Library N112W16957 Mequon Road

AGENDA

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:**
- III. **APPROVAL OF AGENDA:**
- IV. **APPROVAL OF MINUTES:**
 - A. February 26, 2025, Meeting Minutes
- 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 three (3) 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.)*
- VI. **FINANCIAL MATTERS:**
 - A. Treasurer's Report
 - B. Accounts Payable
 - C. Budget Reports
- VII. **REPORTS:**
 - A. Correspondence
 - B. Village Reports
 - C. County Reports
 - D. System Reports
 - E. President's Report
 - F. Director's Report
- VIII. **UNFINISHED BUSINESS:**
 - A. Patio Project
- IX. **NEW BUSINESS:**
 - A. Job Description Updates
 - 1. Library Page I
 - 2. Library Page II
 - 3. Library Specialist
 - 4. Technical Services Specialist

5. Circulation Manager

- X. CLOSED SESSION:** *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.*

A. Library Director 360 Performance Review

XI. ADJOURNMENT:

The next regular meeting of the Germantown Community Library Board will be on Wednesday, April 23, 2025 at 5:30 p.m.

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

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: March 26, 2025

PLACEMENT: Action Item

ITEM TITLE: February 26, 2025, Meeting Minutes

SUBMITTED BY: Connie Lloyd, Asst. Director

SUMMARY EXPLANATION:

Review the submitted Library Board meeting minutes for February 26, 2025.

ATTACHMENT:

1. February 26, 2025 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, February 26, 2025 5:30 PM
LOCATION:	Germantown Community Library N112W16957 Mequon Road

MINUTES

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
The regular meeting of the Germantown Community Library was called to order by Vice President Meg Cutts at 05:31 PM.

- II. **ROLL CALL:**
Present: Library Board Member Darlene Vosen, Member Joletta Kerpan, Library Board Member Jacob Misiak, Trustee Meg Cutts, Library Board Member Sarah Larson
Absent:
Excused: Library Board President Joyce Nelson, Library Board Member Charlene Brady
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: Joletta Kerpan

Yes: Darlene Vosen, Joletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson
No: None
Abstain: None

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

- IV. **APPROVAL OF MINUTES:**

A. January 22, 2025, Meeting Minutes
Motion: Approve as presented
Motioned By: Sarah Larson
Seconded By: Joletta Kerpan

Yes: Darlene Vosen, Joletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson
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 three (3) 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.)*

VI. **FINANCIAL MATTERS:**

A. Treasurer's Report

Vosen reviewed the submitted Treasurer's Report. It was reported that Cutts audited the Treasurer's books and all looked good with one minor typo which did not impact any balances.

Vosen noted CD #3 was renewed for 17 months at 4.72/4.81%. Interest earned of \$1,022.60 was added to the 'Un-designated' funds in the Building Account. Vosen noted this brings the 'Un-designated' funds to the \$2,500 minimum to keep the account open without fees. This allows the designated funds to be spent without impact on the status of the Building Account.

Motion: Approve as presented

Motioned By: Joletta Kerpan

Seconded By: Sarah Larson

Yes: Darlene Vosen, Joletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson

No: None

Abstain: None

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

Vosen noted CD #2 expires 3/4/25 and requested input on renewal preferences. The options were 9, 17, or 24 months, all at a rate of 4.43% as of 2/18/25.

Motion: Renew CD #2 for 17 months

Motioned By: Sarah Larson

Seconded By: Meg Cutts

Yes: Darlene Vosen, Joletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson

No: None

Abstain: None

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

Smith and Vosen noted DPW hung the refurbished donation wood tree in the lobby. Vosen has four additional leaves which she will add to the tree.

B. Accounts Payable

Motion: Approve as presented

Motioned By: Sarah Larson

Seconded By: Joletta Kerpan

On roll call vote:

Yes: Darlene Vosen, Joletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson

No: None

Abstain: None

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

C. Budget Reports

Smith reviewed the submitted 2024 and 2025 Budget Reports. Smith was asked what the \$1,350 entry on the Capital Funds report represented. Smith will report back at the March meeting.

VII. REPORTS:

A. Correspondence

Cutts reported that Nelson sent out the following thank-you letters:

1. Berg, Rolf and Barbara - \$25 - Patio Project
2. Neu, Gloria - \$125 - Patio Project
3. Scherer, Erna (letter acknowledging Berg and Neu donation for George Scherer) - \$25 - Patio Project
4. Jaccard, Shirley - \$250 - Materials
5. Hoff, Sharon and Bob - \$100 - Patio Project
6. Koch, James - \$30 - Materials
7. Wasicek, Tim and Jane - \$100 - Patio Project

B. Village Reports

Cutts provided highlights from the Village Board meetings that impact library operations.

C. County Reports

Smith reported the Washington County Library Directors met on February 25.

D. System Reports

Smith reported the Director's Council met on Thursday, February 13, online. Additional information can be found on the link in the Director's Report.

E. President's Report

Cutts reported on behalf of President Nelson. Nelson emailed the Library Director's direct reports on February 2 requesting evaluation input by March 1. Results will be presented at the March Library Board meeting.

F. Director's Report

Smith reviewed the presented Director's Report and attachments.

VIII. UNFINISHED BUSINESS:

IX. NEW BUSINESS:

A. 2025 Amended Budget

Smith reviewed the submitted material and the recommendation to amend the 2025 library budget to account for increased salaries and benefits for the approved 2025 wage increases for library staff and for donations and grants received.

A typo was noted in the proposed recommendation. It was determined \$5=77,953 should be \$77,953 and 2024 should be 2025.

Motion: Approve the proposed amended 2025 library budget in the amount of \$77,953 additional funding for various accounts submitted.

- 10570000-511000 (SALARIES-FULL TIME): \$8,918
- 10570000-511100 (SALARIES-PART TIME): \$9,042
- 10570000-521000 (SOCIAL SECURITY): \$1,374
- 10570000-521000 (STATE RETIREMENT): \$619
- 10570000-531000 (GEN SUPPLIES & EXPENSES): \$11,000
- 10570000-531080 (PROFESSIONAL DEV): \$2,000
- 10570000-531100 (BOOKS): \$17,000
- 10570000-531460 (AUDIO VISUAL): \$5,000
- 10570000-531490 (PROGRAM SUPPLIES & EXP): \$23,000

Motioned By: Darlene Vosen

Seconded By: Sarah Larson

On roll call vote:

Yes: Darlene Vosen, Joletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson

No: None

Abstain: None

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

B. 2024 Annual Report

Smith reviewed the submitted library 2024 annual report. It was noted that page 7 - Governance, needed to be corrected to reflect Sarah Larson instead of Christa Potratz.

Motion: Approve the 2024 Library Annual Report with noted corrections.

Motioned By: Darlene Vosen

Seconded By: Sarah Larson

On roll call vote:

Yes: Darlene Vosen, Joletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson

No: None

Abstain: None

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

X. **ADJOURNMENT:**

Cutts announced the next Library Board meeting will be held on Wednesday, March 26, 2025, at 5:30 PM.

Cutts adjourned the meeting at 06:19 PM.

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: March 26, 2025

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 as presented.

ACTION BY Committee:

Germantown Community Library Board

Financial Report March 17, 2025

By Darlene Vosen

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

Balance 2/18/25 per online statement		\$8,768.30
Transfer from Savings/wood plaques	+\$43.00	
Deposit patio bricks/plaque, jars	+\$2,474.86	
Balance 3/17/25 per on-line statement		\$11,286.16*

***Early Literacy Fund - \$332.12 + \$22.04 = \$354.16**

***Programming Supplies - \$32.28 + \$38.50 = \$70.78**

***Patio Expansion 2024 - \$4,411.37**

***Patio Expansion 2025 - \$3,715.53 + \$14.32 + \$2,400.00 = \$6,129.85 (-brick cost)**

Bank Five Nine GCL Board Savings Account (4029)

Balance 2/18/25 per on-line statement		\$4,837.23
Interest February	+\$0.37	
Transfer to Checking for wood plaques	-\$43.00	
Balance 3/17/25 per on-line statement		\$4,794.60

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

Balance 2/18/25 per on-line statement		\$12,983.10
Interest February	+\$0.98	
Deposit Interest CD 4025	+\$1,017.88	
Balance 3/17/25 per on-line statement		\$14,001.96**

****Book & Materials - \$7,750.29**

****Expansion - \$2,323.34**

****Un-designated - \$2,909.47 + \$0.98(interest) + \$1,017.88 = \$3,928.33
(need \$2,500 to keep account active)**

Bank Five Nine Furniture/Building Fund CD Accounts:

CD #1 Furniture (5708) Balance 2/5/24 per bank statement	\$15,000.00
5.29%/5.40% Interest 15 months (mature 5/5/25)	
CD #2 Furniture (4025) Balance 3/4/25 per bank statement	\$15,000.00
4.72/4.81% Interest 17 months (mature 8/4/26)	
Interest earned = \$1,017.88 (transferred to GCLB Building)	
CD #3 Furniture (5608) Balance 2/06/25 per bank statement	\$15,000.00
4.72/4.81% Interest 17 months (mature 7/6/26)	
CD #4 Furniture (3991) Balance 7/4/24 per bank statement	\$15,000.00
5.29/5.40% Interest 15 months (mature 10/4/25)	
CD #5 Furniture (8801) Balance 11/30/23 per bank statement	\$10,000.00
5.39/5.50% Interest 23 months (mature 10/31/25)	
CD #6 Expansion (8989) Balance 7/27/24 per bank statement	\$10,000.00
5.29%/5.40% Interest 15 months (mature 10/27/25)	

Furniture & Equipment (\$70,000.00) + Expansion (\$10,000.00) = \$80,000.00

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: March 26, 2025

PLACEMENT: Action Item

ITEM TITLE: Accounts Payable

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Accounts Payable Report.

ATTACHMENT:

1. Accounts Payable (Invoices)
2. Accounts Payable (Jan Credit Cards)
3. Accounts Payable (Feb Credit Cards)

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: 2025/2 TO 2025/2		ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
10570000				Library								
10570000	521400			Library Life Insurance								
100933	SECURIAN FINANCIAL	G 002832L	MARCH 25	0	2025	2	INV	P	77.87	25.02.19	10538	LIFE INSURANCE
				ACCOUNT TOTAL					77.87			
10570000	531000			Library Gen Supplies & Expense								
100322	EXPRESS NEWS		183142	0	2025	2	INV	P	300.00	25.02.12	10446	General Supplies
				ACCOUNT TOTAL					300.00			
10570000	531010			Library Office Supplies								
101624	STAPLES		6023170714	0	2025	2	INV	P	63.69	25.02.12	10490	Office Supplies
101624	STAPLES		6023170715	0	2025	2	INV	P	68.50	25.02.12	10490	Office Supplies
101624	STAPLES		6023170720	0	2025	2	INV	P	126.68	25.02.12	10490	Office Supplies
101624	STAPLES		6023668908	0	2025	2	CRM	P	-23.99	25.02.12	10490	RETURN MAGAZINE HOL
									234.88			
				ACCOUNT TOTAL					234.88			
10570000	531100			Library Books								
100092	BAKER & TAYLOR		2038830290	0	2025	2	INV	P	348.50	25.02.12	10434	Collection Material
100092	BAKER & TAYLOR		2038839507	0	2025	2	INV	P	313.86	25.02.12	10434	Collection Material
100092	BAKER & TAYLOR		2038841824	0	2025	2	INV	P	143.11	25.02.12	10434	Collection Material
100092	BAKER & TAYLOR		2038841964	0	2025	2	INV	P	117.50	25.02.12	10434	Collection Material
100092	BAKER & TAYLOR		2038842005	0	2025	2	INV	P	57.11	25.02.12	10434	Collection Material
100092	BAKER & TAYLOR		2038850657	0	2025	2	INV	P	445.43	25.02.12	10434	Collection Material
100092	BAKER & TAYLOR		2038855471	0	2025	2	INV	P	484.65	25.02.12	10434	Collection Material
									1,910.16			
				ACCOUNT TOTAL					1,910.16			
10570000	531430			Library Book Processing								
100032	AMAZON CAPITAL SERVI	1DJ7-QHX3-P367		0	2025	2	INV	P	125.93	25.02.12	10432	Book Processing Sup
100246	DEMCO		7592906	0	2025	2	INV	P	482.04	25.02.12	10443	Book Processing Sup
				ACCOUNT TOTAL					607.97			
10570000	531460			Library Audio Visual								
100032	AMAZON CAPITAL SERVI	1QDQ-41XJ-P9PL		0	2025	2	INV	P	2,005.63	25.02.12	10432	Audio/Visual Materi
				ACCOUNT TOTAL					2,005.63			
10570000	531470			Library Computer Service								
100402	GORDON FLESCH COMPAN	I00989790		0	2025	2	INV	P	1,204.32	25.02.12	10456	Computer Services
				ACCOUNT TOTAL					1,204.32			
10570000	531490			Library Program Supplies & Exp								

Village of Germantown, WI - PRODUCTION



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/2 TO 2025/2		ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
100032	AMAZON CAPITAL SERVI	1RNG-67NL-TCLF	0	2025	2	INV	P		1,003.69	25.02.12	10432 Programming Supplie
ACCOUNT TOTAL									1,003.69		
ORG 10570000 TOTAL									7,344.52		
FUND 10		General Fund		TOTAL:					7,344.52		

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

PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
549	**1553	Patricia Smith	5700	2501-Jan	New	2025/01	327.63
GL Effective Date: 01/10/2025		Invoice Date: 01/10/2025					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
3512	0	ONE TIME PAY VENDOR		01/07/2025	01/08/2025	01/21/2025	252.63
3513	Registration - 2025 Chambe	GERMANTOWN AREA CHAMBER OF COM		01/07/2025	01/08/2025	01/21/2025	75.00
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
10570000	5PCARD	UNALLOCATED PCARD PURCHASE		Y-Apprv	N	327.63	
553	**4045	Connie Lloyd	5700	2501-Jan	New	2025/01	484.58
GL Effective Date: 01/10/2025		Invoice Date: 01/10/2025					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
3518	0	ONE TIME PAY VENDOR		01/08/2025	01/09/2025	01/21/2025	263.77
3519	0	ONE TIME PAY VENDOR		01/07/2025	01/08/2025	01/21/2025	174.39
3520	WATERBREAK COOLER AGRMENT	ONE TIME PAY VENDOR		01/06/2025	01/07/2025	01/21/2025	46.42
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
10570000	5PCARD	UNALLOCATED PCARD PURCHASE		Y-Apprv	N	484.58	
556	**5685	GERMANTOWN LIBRARY	5700	2501-Jan	New	2025/01	281.93
GL Effective Date: 01/10/2025		Invoice Date: 01/10/2025					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
3528	All Purpose Canvas Drop Cl	ONE TIME PAY VENDOR		01/07/2025	01/08/2025	01/21/2025	281.93
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
10570000	5PCARD	UNALLOCATED PCARD PURCHASE		Y-Apprv	N	281.93	
557	**5716	CARA REIMER	5700	2501-Jan	New	2025/01	113.76
GL Effective Date: 01/10/2025		Invoice Date: 01/10/2025					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
3529	0	ONE TIME PAY VENDOR		01/03/2025	01/06/2025	01/21/2025	54.48
3530	Crayola pk Silly Scents Sm	ONE TIME PAY VENDOR		01/08/2025	01/09/2025	01/21/2025	45.46
3531	0	ONE TIME PAY VENDOR		01/08/2025	01/09/2025	01/21/2025	13.82
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
10570000	5PCARD	UNALLOCATED PCARD PURCHASE		Y-Apprv	N	113.76	

PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
** END OF REPORT - Generated by Trisha Smith **							

Village of Germantown, WI - PRODUCTION



PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
596	**0028	JACQUELINE MOLITOR	5700	250210	Approved	2025/02	169.42
GL Effective Date: 02/10/2025		Invoice Date: 02/10/2025					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
3763	0	ONE TIME PAY VENDOR		02/05/2025	02/06/2025	02/11/2025	21.76
3764	0	ONE TIME PAY VENDOR		02/07/2025	02/10/2025	02/11/2025	147.66

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
10570000	531490	Library Program Supplies & Exp		N	N	169.42

602	**1553	Patricia Smith	5700	250210	Approved	2025/02	2,206.13
GL Effective Date: 02/10/2025		Invoice Date: 02/10/2025					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
3792	0	ONE TIME PAY VENDOR		01/12/2025	01/13/2025	02/11/2025	99.48
3793	0	ONE TIME PAY VENDOR		01/12/2025	01/13/2025	02/11/2025	62.43
3794	VALENTINES STRAWBERRY SHOR	ONE TIME PAY VENDOR		01/13/2025	01/14/2025	02/11/2025	86.78
3795	0	ONE TIME PAY VENDOR		01/15/2025	01/15/2025	02/11/2025	30.53
3796	0	ONE TIME PAY VENDOR		01/15/2025	01/16/2025	02/11/2025	28.75
3797	0	ONE TIME PAY VENDOR		01/16/2025	01/17/2025	02/11/2025	87.95
3798	0	ONE TIME PAY VENDOR		01/17/2025	01/20/2025	02/11/2025	4.78
3799	0	ONE TIME PAY VENDOR		01/17/2025	01/20/2025	02/11/2025	59.85
3800	0	ONE TIME PAY VENDOR		01/21/2025	01/22/2025	02/11/2025	36.91
3801	0	ONE TIME PAY VENDOR		01/24/2025	01/24/2025	02/11/2025	150.00
3802	SPINZEL PRETZEL TUB 32 O	MENARDS INC		01/25/2025	01/27/2025	02/11/2025	23.96
3803	SHARPIE PK PERMANENT MARKE	ONE TIME PAY VENDOR		01/26/2025	01/27/2025	02/11/2025	65.08
3804	0	ONE TIME PAY VENDOR		01/26/2025	01/27/2025	02/11/2025	55.95
3805	0	ONE TIME PAY VENDOR		01/27/2025	01/28/2025	02/11/2025	175.00
3806	0	ONE TIME PAY VENDOR		01/27/2025	01/28/2025	02/11/2025	82.00
3807	0	ONE TIME PAY VENDOR		01/28/2025	01/29/2025	02/11/2025	173.69
3808	0	ONE TIME PAY VENDOR		01/28/2025	01/29/2025	02/11/2025	63.29
3809	0	ONE TIME PAY VENDOR		01/31/2025	02/03/2025	02/11/2025	360.00
3810	Facebook Ads	ONE TIME PAY VENDOR		01/31/2025	02/03/2025	02/11/2025	99.98
3811	0	ONE TIME PAY VENDOR		02/03/2025	02/04/2025	02/11/2025	47.03
3812	0	ONE TIME PAY VENDOR		02/06/2025	02/07/2025	02/11/2025	63.29
3813	0	ONE TIME PAY VENDOR		02/09/2025	02/10/2025	02/11/2025	180.02
3814	0	ONE TIME PAY VENDOR		02/09/2025	02/10/2025	02/11/2025	169.38

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
10570000	531190	Marketing & Promotion		N	N	866.98
10570000	531490	Library Program Supplies & Exp		N	N	1339.15

PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
610	**5685	GERMANTOWN LIBRARY	5700	250210	New	2025/02	34.90
GL Effective Date: 02/10/2025		Invoice Date: 02/10/2025					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
3849	Milw Journal Daily	ONE TIME PAY VENDOR		01/13/2025	01/14/2025	02/11/2025	3.49
3850	Milw Journal Daily	ONE TIME PAY VENDOR		01/14/2025	01/15/2025	02/11/2025	3.49
3851	Milw Journal Daily	ONE TIME PAY VENDOR		01/16/2025	01/17/2025	02/11/2025	3.49
3852	Milw Journal Daily	ONE TIME PAY VENDOR		01/17/2025	01/20/2025	02/11/2025	3.49
3853	Milw Journal Daily	ONE TIME PAY VENDOR		01/20/2025	01/21/2025	02/11/2025	3.49
3854	Milw Journal Daily	ONE TIME PAY VENDOR		01/23/2025	01/24/2025	02/11/2025	3.49
3855	Milw Journal Daily	ONE TIME PAY VENDOR		01/24/2025	01/27/2025	02/11/2025	3.49
3856	Milw Journal Daily	ONE TIME PAY VENDOR		01/27/2025	01/28/2025	02/11/2025	3.49
3857	Milw Journal Daily	ONE TIME PAY VENDOR		01/28/2025	01/29/2025	02/11/2025	3.49
3858	Milw Journal Daily	ONE TIME PAY VENDOR		01/30/2025	01/31/2025	02/11/2025	3.49

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
10570000	531000		Library Gen Supplies & Expense		N	N	34.90

611	**5716	CARA REIMER	5700	250210	Approved	2025/02	35.97
GL Effective Date: 02/10/2025		Invoice Date: 02/10/2025					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
3859	0	ONE TIME PAY VENDOR		01/16/2025	01/17/2025	02/11/2025	35.97

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
10570000	531490		Library Program Supplies & Exp		N	N	35.97

612	**5936	LYNN RATZMANN	5700	250210	Approved	2025/02	268.47
GL Effective Date: 02/10/2025		Invoice Date: 02/10/2025					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
3860	0	ONE TIME PAY VENDOR		01/12/2025	01/13/2025	02/11/2025	4.49
3861	0	ONE TIME PAY VENDOR		01/16/2025	01/17/2025	02/11/2025	255.00
3862	0	ONE TIME PAY VENDOR		01/26/2025	01/27/2025	02/11/2025	4.49
3863	0	ONE TIME PAY VENDOR		02/02/2025	02/03/2025	02/11/2025	4.49

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
10570000	531490		Library Program Supplies & Exp		N	N	268.47

PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
619	**8262	Connie Lloyd	5700	250210	New	2025/02	190.83
GL Effective Date: 02/10/2025		Invoice Date: 02/10/2025					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
3908	0	ONE TIME PAY VENDOR		01/07/2025	02/03/2025	02/11/2025	-174.39
3909	0	ONE TIME PAY VENDOR		01/08/2025	02/03/2025	02/11/2025	-263.77
3910	0	ONE TIME PAY VENDOR		01/16/2025	01/17/2025	02/11/2025	330.23
3911	0	ONE TIME PAY VENDOR		01/16/2025	02/03/2025	02/11/2025	-330.23
3912	Milw Journal Daily	ONE TIME PAY VENDOR		01/21/2025	01/22/2025	02/11/2025	3.49
3913	0	ONE TIME PAY VENDOR		01/21/2025	01/22/2025	02/11/2025	327.59
3914	0	ONE TIME PAY VENDOR		01/21/2025	02/03/2025	02/11/2025	-327.59
3915	Hot Spot Replacement	ONE TIME PAY VENDOR		02/03/2025	02/04/2025	02/11/2025	66.00
3916	Flags2024 Stamps - 4 rolls/1	ONE TIME PAY VENDOR		02/04/2025	02/05/2025	02/11/2025	292.00
3917	USPS Grnd Advtg - Playaway R	ONE TIME PAY VENDOR		02/04/2025	02/05/2025	02/11/2025	5.50
3918	PO Box 670 6-Month Renewal	ONE TIME PAY VENDOR		02/04/2025	02/05/2025	02/11/2025	218.00
3919	WATERBREAK COOLER AGRMENT	ONE TIME PAY VENDOR		02/06/2025	02/07/2025	02/11/2025	44.00

Org	Object	Proj	Account Description	PA Account	GL	OVR?	PA	OVR?	Amount
10570000	531000		Library Gen Supplies & Expense		N		N		47.49
10570000	531010		Library Office Supplies		N		N		515.50
10570000	531470		Library Computer Service		N		N		66.00
10570000	5PCARD		UNALLOCATED PCARD PURCHASE		Y-Apprv		N		657.82
10570000	5PCARD		UNALLOCATED PCARD PURCHASE		N		N		-1095.98

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

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: March 26, 2025

PLACEMENT: Presentation

ITEM TITLE: Budget Reports

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Budget Reports.

ATTACHMENT:

1. Budget Report

STAFF RECOMMENDATION:

ACTION BY Committee:

Village of Germantown, WI - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2025 02									
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	-339,000	0	-339,000	.00	.00	-339,000.00	.0%
10570000	462900	Library Fines &	-10,000	0	-10,000	-2,108.99	.00	-7,891.01	21.1%
10570000	511000	Library Reg Sal	286,998	0	286,998	38,636.31	.00	248,361.69	13.5%
10570000	511100	Library PT Sala	306,460	0	306,460	38,050.92	.00	268,409.08	12.4%
10570000	511200	Library Board	1,200	0	1,200	243.00	.00	957.00	20.3%
10570000	521000	Library Social	45,500	0	45,500	5,677.80	.00	39,822.20	12.5%
10570000	521100	Library State R	39,984	0	39,984	4,843.99	.00	35,140.01	12.1%
10570000	521200	Library Health	95,128	0	95,128	16,496.56	.00	78,631.44	17.3%
10570000	521300	Library Dental	5,050	0	5,050	1,101.64	.00	3,948.36	21.8%
10570000	521400	Library Life In	1,600	0	1,600	414.62	.00	1,185.38	25.9%
10570000	531000	Library Gen Sup	10,000	0	10,000	520.00	.00	9,480.00	5.2%
10570000	531010	Library Office	6,000	0	6,000	234.88	.00	5,765.12	3.9%
10570000	531080	Library Profess	2,000	0	2,000	.00	.00	2,000.00	.0%
10570000	531100	Library Books	56,000	0	56,000	5,291.41	.00	50,708.59	9.4%
10570000	531190	Marketing & Pro	5,000	0	5,000	.00	.00	5,000.00	.0%
10570000	531240	Library Travel	1,000	0	1,000	.00	.00	1,000.00	.0%
10570000	531430	Library Book Pr	10,000	0	10,000	345.29	.00	9,654.71	3.5%
10570000	531440	Library Periodi	5,000	0	5,000	.00	.00	5,000.00	.0%
10570000	531460	Library Audio V	20,000	0	20,000	2,005.63	.00	17,994.37	10.0%
10570000	531470	Library Compute	22,139	0	22,139	1,204.32	.00	20,934.68	5.4%
10570000	531490	Library Program	20,000	0	20,000	1,003.69	.00	18,996.31	5.0%
10570000	552300	Library System	24,000	0	24,000	.00	.00	24,000.00	.0%
10570000	561000	Library Buildin	65,000	0	65,000	11,326.75	.00	53,673.25	17.4%
10570000	561400	Library Telepho	4,000	0	4,000	.00	.00	4,000.00	.0%
10570000	571000	Library Insuran	7,320	0	7,320	1,642.19	.00	5,677.81	22.4%
TOTAL Library			690,379	0	690,379	126,930.01	.00	563,448.99	18.4%
TOTAL General Fund			690,379	0	690,379	126,930.01	.00	563,448.99	18.4%
TOTAL REVENUES			-349,000	0	-349,000	-2,108.99	.00	-346,891.01	
TOTAL EXPENSES			1,039,379	0	1,039,379	129,039.00	.00	910,340.00	



YEAR-TO-DATE BUDGET REPORT

FOR 2025 02							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	690,379	0	690,379	126,930.01	.00	563,448.99	18.4%
** END OF REPORT - Generated by Trisha Smith **							

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: March 26, 2025

PLACEMENT: Presentation

ITEM TITLE: Director's Report

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Director's Report.

ATTACHMENT:

1. Director's Report
2. Director's Report (pt. 1 - Library Highlights)
3. Director's Report (pt. 2 - Executive Order)
4. Director's Report (pt. 3 - WLA Response to Executive Order)
5. Director's Report (pt. 4 - Monarch Hold Ratio)
6. Director's Report (pt. 5 - Monarch 2024 Annual Report)
7. Director's Report (pt. 6 - Monarch Annual Report Data)
8. Director's Report (pt. 7 - Village Board Presentation)
9. Director's Report (pt. 8 - Village Board Powerpoint)
10. Director's Report (pt. 9 - Circulation Statistics)
11. Director's Report (pt. 10 - Cherry Blossom Festival Events)
12. Director's Report (pt. 11 - Winter Reading Statistics)

STAFF RECOMMENDATION:

ACTION BY Committee:

Director's Report: March 2025

STATE OF WISCONSIN

- The Wisconsin Library Association released an email responding to the Executive Order involving the Institute of Museum and Library Services (IMLS) that was written on March 14, 2025 (attached).
- The 2025 Annual Report was successfully submitted to the State of Wisconsin Department of Public Instructions on Thursday, February 27, 2025.

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, March 13 in Cedarburg. Topics included delivery options for schools through public libraries, review of Director's Chat and renewal of Network Equipment and Replacement Agreement.
- Annual changes to the hold routing sequence for Monarch delivery was updated on Tuesday, March 4, 2025. Germantown was moved from position #6 to #5 (attached).
- The Monarch Library System Annual Report was presented (attached). Highlights include increase of digital material (especially in digital audiobooks and digital magazines) and increase in WiFi use.
- Agendas and minutes: <https://monarchlibraries.org/library-director-meetings/>

WASHINGTON COUNTY

VILLAGE OF GERMANTOWN:

- The Village of Germantown Meetings:
 - Village Board (3/3): XI. H. 2024 Germantown Community Library Annual Report (attached)
- Agendas and minutes: <https://germantownwi.portal.civicclerk.com/>
- Recordings: <https://www.youtube.com/@villageofgermantownwiscons871/streams>

FRIENDS OF THE GERMANTOWN COMMUNITY LIBRARY

- The Friends of the Library \$0.50 sale will run in April.

DONATIONS:

Donor	Amount	Department	Brick/Plaque	Address
Andersen, Ted	\$100	Patio Project	Brick	Germantown, WI 53022
Beattie, Bob & Judy	\$500	Patio Project	Plaque	Hubertus, WI 53033
Fedel, Monica	\$100	Patio Project	Brick	Germantown, WI 53022
Feiertag, Kathryn	\$200	Patio Project	Brick	Germantown, WI 53022
Franzmeier, Lisa	\$100	Patio Project	Brick	Germantown, WI 53022
Friends of the Library (reimbursement for Kreuser brick order)	\$400	Patio Project	4 Bricks (previously on order)	n/a
Germantown Community Coalition (Carol Kline)	\$100	Patio Project	Brick	Colgate, WI 53017
Girl Scout Troop #11059 (Brittany Weed)	\$100	Patio Project	Brick	Colgate, WI 53017
Guttu, Meredith	\$100	Patio Project	Brick	Germantown, WI 53022
Hanson, Kristin	\$100	Patio Project	Brick	Germantown, WI 53022

Kiwanis of Germantown	\$1,000	Patio Project & Early Literacy	Name on Sign	Germantown, WI 53022
Kline, Carol	\$150	Patio Project	Brick	Germantown, WI 53022
Mehlos, Erika	\$100	Patio Project	Brick	Hubertus, WI 53033
Poppy, Laurel	\$100	Patio Project	Brick	Germantown, WI 53022
Tenneti, Phani	\$101	Patio Project	Brick	Slinger, WI 53086

- Donation Jars / Giving Tree:
 - Patio Expansion: \$36.58
 - Early Literacy: \$17.99
 - Programming Supplies: \$0.00

Monthly Donations Total: \$3,305.57

DEPOSITS:

- Dodge County 2025 Reimbursement for 2023: \$736.16
- Fond du Lac County 2025 Reimbursement for 2023: \$113.61
- Washington County 2025 Reimbursement for 2023: \$161,464.79
- Waukesha County 2025 Reimbursement for 2023: \$2,479.00

REQUEST FOR FUNDING:

STATISTICS:

- Circulation Statistics (see attached)
 - Physical: **23,519 (-7.6% from 2024 / -1.8% YTD)**
 - Digital: **4,931 (-7.0% from 2024 / -4.7% YTD)**
 - Total: **28,450 (-7.5% from 2024 / -2.4% YTD)**

PROGRAMMING:

- Ongoing Programs (monthly):
 - Youth: Storytime (8), Family Fun Nights, Lego @ the Library & Saturday programs
 - Tween/Teen: Tween Programs, Teen Programs, Teen Advisory Board & Craft Workshops (3)
 - Adult: Adult Puzzle Days, Craft Workshops (3), Adult Crafts (2) & Special Programs
 - Outreach: Senior Living Facility Visits (6), Home Delivery, Book Drop-Offs, Preschool Readings, Meet Your Neighbor Storytime & Special Events
- Upcoming Programs & Outreach Calendar: <https://germantownlibrarywi.events.mylibrary.digital/>

IN THE NEWS (ATTACHED):

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

DIRECTOR MEETINGS, PROGRAMS & OUTREACH (PAST):

- Mon, Mar 3 – Village Board
- Tues, Mar 4 – Village Administrator
- Mon, Mar 10 – Make It Crafts (3)
- Wed, Mar 12 – Village Department Heads
- Wed, Mar 12 – LEGO @ the Library
- Thurs, Mar 13 – Monarch Directors (Cedarburg)
- Mon, Mar 17 – GGF & Village Board (online)

- Wed, Mar 26 – Village Department Heads
- Wed, Mar 26 – Library Board

DEPARTMENT UPDATES

ADMIN & ALL STAFF

- Rounding has been completed for all regular staff members.
- Managers are editing and reviewing job descriptions with input from all staff.
- Staff are working through options for procedures related to the Library Door Access Project.

YOUTH, ADULT & OUTREACH SERVICES

- Youth and Outreach Staff are hosting 2nd grade field trips for local schools.
- Outreach Specialist created ten “Storytime on the Go Kits” for use at preschools, homeschools and special needs classrooms.
- Staff are holding a series of Japanese –themed programs for Cherry Blossom Festival the week of March 24 – March 29, 2025 (attached).

CIRCULATION & TECHNICAL SERVICES

- The 2025 Winter Check-Out Incentive ran during January – February. A total of 3,515 raffle cards were turned in (41.5% increase from 2023) (attached).
- Staff created a new catalog and processing procedures for “Storytime on the Go Kits.”

TECHNOLOGY, BUILDING & GROUNDS

- All staff computers were upgraded from Windows 10 to Windows 11
- All staff computers were upgraded from Polaris 7.5 to 7.7
- Work has started on the Library Door Access Project.

Library Highlights



We had a very full house with 65+ people at our first Breakfast on Sat, Jan 4



Weekly storytimes continues to be popular every Tuesday & Wednesday @ 10am



Staff visits a local adult day center twice a month to read books to adults



Monthly LEGO @ the Library continues to be popular with 100+ people



Battle of the Books finished with almost 200 students from 5 Germantown schools



We loved hosting the annual Art Show for Germantown students in K5 – 12th grade



Guest instructor have been scheduled to teach adult crafting classes on 2nd & 4th Wednesdays



Teens had a blast at our annual Teen Lock-In on Fri, Feb 18



Stuffed Animals had fun overnight at the library at our Stuffed Animal Sleepover!



Germantown Superintendent Chris Reuter joins us for Meet Your Neighbor Storytime



Residents at local senior living facilities received hand-made cards from our Valentine's for Seniors program



Blood pressure screening equipment is now available in the library and for checkout

PRESIDENTIAL ACTIONS
CONTINUING THE REDUCTION OF THE FEDERAL BUREAUCRACY

The White House

March 14, 2025

By the authority vested in me as President by the Constitution and the laws of the United States of America, it is hereby ordered:

Section 1. Purpose. This order continues the reduction in the elements of the Federal bureaucracy that the President has determined are unnecessary.

Sec. 2. Reducing the Scope of the Federal Bureaucracy.

(a) Except as provided in subsection (b) of this section, the non-statutory components and functions of the following governmental entities shall be eliminated to the maximum extent consistent with applicable law, and such entities shall reduce the performance of their statutory functions and associated personnel to the minimum presence and function required by law:

- (i) the Federal Mediation and Conciliation Service;
- (ii) the United States Agency for Global Media;
- (iii) the Woodrow Wilson International Center for Scholars in the Smithsonian Institution;
- (iv) the Institute of Museum and Library Services;
- (v) the United States Interagency Council on Homelessness;
- (vi) the Community Development Financial Institutions Fund; and
- (vii) the Minority Business Development Agency.

(b) Within 7 days of the date of this order, the head of each governmental entity listed in subsection (a) of this section shall submit a report to the Director of the Office of Management and Budget confirming full compliance with this order and explaining which components or functions of the governmental entity, if any, are statutorily required and to what extent.

(c) In reviewing budget requests submitted by the governmental entities listed in subsection (a) of this section, the Director of the Office of Management and Budget or the head of any executive department or agency charged with reviewing grant requests by such entities shall, to the extent consistent with applicable law and except insofar as necessary to effectuate an expected termination, reject funding requests for such governmental entities to the extent they are inconsistent with this order.

Sec. 3. General Provisions. (a) Nothing in this order shall be construed to impair or

The WHITE HOUSE

- (i) the authority granted by law to an executive department, agency, or the head thereof; or
- (ii) the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.
- (b) This order shall be implemented consistent with applicable law and subject to the availability of appropriations.
- (c) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

THE WHITE HOUSE,
March 14, 2025.

NEWS

ADMINISTRATION

ISSUES

CONTACT

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THE WHITE HOUSE

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Washington, DC 20500

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Executive Order Impacting IMLS Funding

WA

Wisconsin Library Association

To:

Trisha Smith

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You forwarded this message on Wed 3/19/2025 3:19 PM

[VISIT OUR WEBSITE](#) | [EMAIL US](#) | [RENEW YOUR MEMBERSHIP](#)

The logo for the Wisconsin Library Association. It features a stylized 'WLA' monogram on the left, where the 'W' and 'L' are orange and the 'A' is yellow, all set against a black rectangular background. To the right of the monogram, the words 'WISCONSIN LIBRARY ASSOCIATION' are written in a dark, sans-serif, all-caps font, stacked in three lines.

Greetings, WLA Members

Late last week, President Trump signed an Executive Order involving the Institute of Museum and Library Services (IMLS) and other federal agencies. [Original White House Executive Order](#)

There are still unanswered questions about this order and its potential impact on federal funding for libraries nationally as well as here closer to home.

While we wait for the IMLS to release its plan of compliance with the order, WLA leadership and its Library Development & Legislation (LD&L) Committee are communicating with our partners at the Wisconsin Department of Public Instruction, leaders within the 15 public library systems around the state, other state library associations, and the American Library Association. We will share more information as it becomes available to us.

What can you do now? A very positive thing you can do is to share a story with your federal elected officials about how Wisconsin libraries have a positive impact in your community. If possible, the story should illustrate libraries' support for literacy, school success, employment and workforce development, disaster recovery, services for veterans, etc. Let your elected officials know that federal funding helps libraries deliver essential services and ask them to protect funding for the Institute of Museum and Library Services.

Unique personalized communications using the online congressional office portals linked below will have a much greater impact than auto-signed petitions and identical pre-written statements. Your approach should be reflective of WLA's ongoing thoughtful, politically neutral legislative advocacy campaign supporting state library aid in the 2025-27 budget.

[Wisconsin U.S. Senators](#)
[Senator Ron Johnson](#)
[Senator Tammy Baldwin](#)

[Wisconsin Congressional Delegation](#) ([Find your representative](#))
1st District - [Bryan Steil](#)
2nd District - [Mark Pocan](#)
3rd District - [Derrick Van Orden](#)
4th District - [Gwen Moore](#)
5th District - [Scott Fitzgerald](#)
6th District - [Glenn Grothman](#)
7th District - [Thomas Tiffany](#)
8th District - [Tony Wied](#)

If you have questions, please contact WLA Executive Director Laura Sauser at sauser@wisconsinlibraries.org.

Thank you for your support of Wisconsin's libraries.

Katharine Clark
WLA President

Peter Loeffel
LD&L Chair

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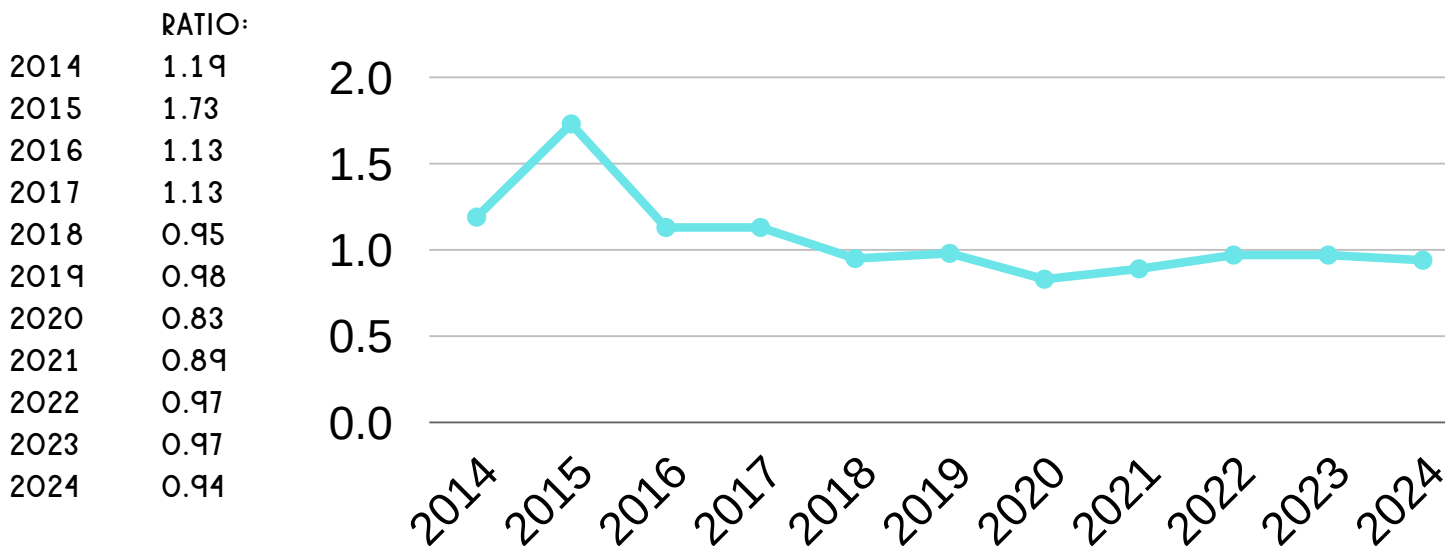
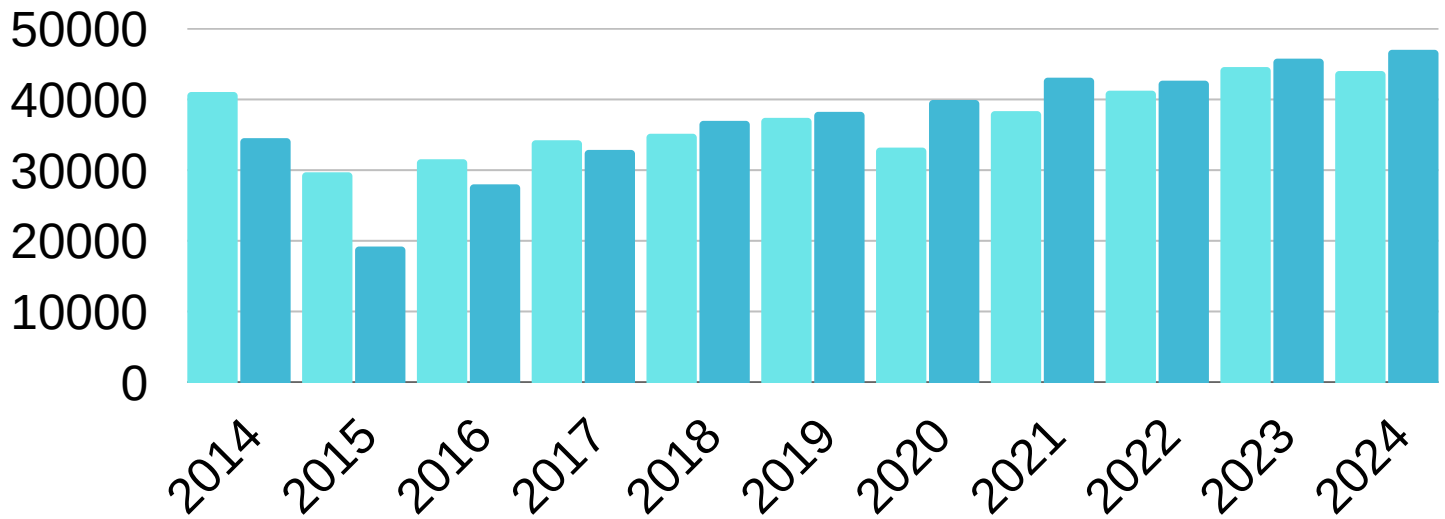
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GERMANTOWN COMMUNITY LIBRARY

HOLDS RATIO (2014-2024)

	LOANED (PROVIDED TO):	RECEIVED (BORROWED FROM):
2014	41,054	34,525
2015	29,696	19,192
2016	31,541	27,991
2017	37,229	32,861
2018	35,148	36,972
2019	37,397	38,246
2020	33,189	39,925
2021	38,350	43,082
2022	41,242	42,659
2023	44,582	45,776
2024	44,022	47,024



NOTE WORTHY DATES:

2017: GERMANTOWN BECAME PART OF THE MONARCH LIBRARY SYSTEM

2020: START OF COVID-19 PANDEMIC

New Routing Sequence as of 3/4/2025		
data from Jan 2024-Dec. 2024		
Library Grade	Library	RatioAvg
1	Mead Public Library (Sheboygan)	1.62
1	Cedarburg Public Library	0.55
1	W.J. Niederkorn Library (Port Washington)	0.63
1	Grafton Public Library	0.79
1	Germantown Community Library	0.81
1	West Bend Community Memorial Library	0.81
1	Frank L. Weyenberg Library of Mequon-Thiensville	0.87
1	Plymouth Public Library	1.03
1	Sheboygan Falls Memorial Library	1.08
1	Jack Russell Memorial Library (Hartford)	1.28
1	Lakeland University Library	1.95
1	Beaver Dam Community Library	2.07
1	Waupun Public Library	2.33
2	Slinger Community Library	0.35
2	Bookmobile	0.44
2	Oostburg Public Library	0.72
2	Lakeview Community Library (Random Lake)	0.84
2	Kewaskum Public Library	0.90
2	Oscar Grady Public Library (Saukville)	1.02
2	Ted and Grace Bachhuber Memorial Library-Mayville	1.78
2	Horicon Public Library	2.63
3	Kohler Public Library	0.56
3	Hustisford Community Library	0.82
3	Lomira QuadGraphics Community Library	0.82
3	Cedar Grove Public Library	0.84
3	Juneau Public Library	0.84
3	Brownsville Public Library	0.87
3	Reeseville Public Library	1.06
3	Elkhart Lake Public Library	1.17
3	Iron Ridge Public Library	2.65
3	Theresa Public Library	3.15
3	Fox Lake Public Library	3.91

*The Holds Routing Sequence is calculated by an average of the ratio of all hold items and the ratio of new holds items. The Ratio Average is then broken down in to libraries by library Grade - with the exception of Mead Public Library that is always at the top of the sequence.

**A Ratio of 1.00 means that the library borrowed the same number of items that it loaned out.



"Transforming Library Service"

2024

Monarch LIBRARY SYSTEM

Monarch Catalog Connects 32 Libraries in Dodge • Ozaukee • Sheboygan • Washington Counties

3,134,445

Books • Audio (Audiobooks | CDs | Vinyl) • Video (DVDs | Blu-Ray)

Library Items Checked Out

Magazines • Newspapers • Video Games • Software
Library of Things (Misc. items available at the libraries)

303,755

Digital Books Checked Out

329,802

Digital Audiobooks Checked Out

93,433

Digital Magazines Checked Out

3,861,435

Total Circulation

• Physical & Digital •

Cardholders **182,351**



1,667,785 Total Library Visits

• 28 Libraries Reporting Library Visits •

Includes In-Person &
Virtual (Live & Pre-Recorded)
& Self-Directed
Programming

Programs @
Monarch Libraries

10,635

361,182

People (All Ages) Attended or
Participated in Programs

3 Routes Deliver Items
• 5 Days a Week •

593,403

Total Items Shared
Between Monarch
Catalog Libraries



1,530,809

Children's Materials
Checked Out



39.6% of Circulation
is Children's Materials

DIGITAL
data

LIBRARY APP
Monarch2Go
WAS LAUNCHED

577,735

TIMES ON

13,735

Devices



POPULARITY OF
**Digital
Audiobooks**
HAS INCREASED!

CHECKOUTS ARE UP

95%

OVER THE
LAST 5 YEARS



**45%
MORE**

**DIGITAL
Magazines**

ENJOYED BY
CARDHOLDERS
IN THE
LAST YEAR



WiFi USE
INCREASED BY

1,326

CONNECTIONS

377,472

WiFi Connections

• All Libraries Reporting •



Monarch Library System • 4632 South Taylor Drive • Sheboygan, WI 53081 • 920-208-4900

Icons made by Freepik from www.flaticon.com

The following chart is taken from Annual Report data and shows the difference in Monarch Library System and Germantown Community Library services in 2023 and 2024.

Monarch Library System

Germantown Community Library

Services	% Change	2024 Data	2023 Data	% Change	2024 Data	2023 Data
Physical Items Checked Out	-0.5%	3,134,445	3,150,499	-3.7%	294,178	305,539
eBooks Checked Out	-2.4%	303,755	311,452	-2.0%	26,367	26,902
eAudiobooks Checked Out	8.1%	329,802	305,002	5.6%	28,326	26,814
eMagazines Checked Out	45.2%	93,433	64,348	52.1%	9,313	6,121
Total Circulation	0.8%	3,861,435	3,831,301	-2.0%	358,184	365,376
Cardholders	0.1%	182,351	182,105	-3.7%	11,799	12,256
Total Library Visits	7.6%	1,667,785	1,550,247	1.4%	103,707	102,274
Programs @ Libraries	31.8%	10,635	8,070	-25.9%	530	715
Items through Delivery	3.0%	593,403	576,197	0.8%	91,046	90,358
Children's Items Checked Out	6.0%	1,530,809	1,529,218	-4.4%	143,728	150,316
Monarch2Go App	0.1%	577,735	n/a	n/a	n/a	n/a
Program Attendance (total)	n/a	361,182	n/a	-4.1%	57,762	60,216
Wi-Fi Connections	0.4%	377,472	376,146	54.0%	15,197	9,865

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: March 3, 2025

PLACEMENT: Presentation

ITEM TITLE: 2024 Germantown Community Library Annual Report

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The data is reported annually to the library division of the Wisconsin Department of Public Instruction and includes numbers for library collections, services, governance, finances, staffing technology and programming. The final report was presented at the Germantown Community Library Board meeting on Wednesday, February 26, 2025. Data will be reviewed by the state and used to calculate library reimbursement in 2026 from Washington and adjacent counties for circulation by residents of non-librariated municipalities.

ATTACHMENT:

1. GT 2024 Annual Report

STAFF RECOMMENDATION:

ACTION BY Committee:

2024 BY THE NUMBERS

GERMANTOWN COMMUNITY LIBRARY



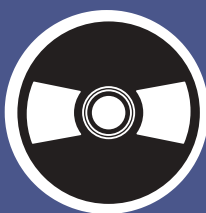
225,000+
PRINT

+



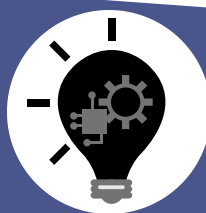
64,000+
DIGITAL

+



56,000+
AUDIO / VISUAL

+



13,000+
LIBRARY OF
THINGS

=

358,184

ITEMS CHECKED OUT

& 5,200+

NEW ITEMS
ADDED



11,799
REGISTERED
LIBRARY CARDS



37,080
SERVICE
QUESTIONS



103,707
LIBRARY VISITS
IN 2024!

21,356

PEOPLE
ATTENDED

530

PROGRAMS

10,000+ PEOPLE AT PROGRAMS
AT THE LIBRARY

11,000+ PEOPLE AT PROGRAMS
HELD OUTSIDE THE LIBRARY

36,406

PARTICIPANTS IN
SELF-DIRECTED
ACTIVITIES

THE VALUE OF MATERIAL CHECKED OUT BY
PATRONS AT THE GERMANTOWN
COMMUNITY LIBRARY IN 2024 WAS



\$5,803,819

LAUNCHED IN 2022, OUR
OUTREACH SERVICES
DEPARTMENT CHECKED OUT

12,223

ITEMS

Enchanted
Library

9,898 PUBLIC
COMPUTER
LOGINS

15,197 WIRELESS
LOGINS

1,370 COMMUNITY
& STUDY
SPACES USED

4,842 LESSONS &
VIDEOS VIEWED
ON UNIVERSAL
CALSS

1,052 PEOPLE
WORKED ON
COMMUNITY
PUZZLES

1,115 VOLUNTEER
HOURS
COMPLETED

BUILD CONNECTIONS, ENRICH LIVES

GERMANTOWN COMMUNITY LIBRARY

NEW
SERVICES

APR

NEW PROGRAM
CALENDAR
AVAILABLE FOR
PROGRAM & ROOM
SCHEDULING

JUNE

EXPANDED PATIO
AREA AVAILABLE
& RIBBON
CUTTING HELD

AUG

NEW MONARCH
CATALOG
AVAILABLE

SEPT

EXPANDED YOUTH
AUDIO COLLECTIONS
INCLUDES CHAPTER
BOOK & TONIES

ADDITIONAL FACILITY & SERVICES UPDATES:

- JAN: WINTER READING PROGRAM HELD WITH 2,400+ PARTICIPANTS
- APR: HOSTED KETTLE MORAINÉ FINE ARTS GUILD SHOW IN ADDITIONAL TO THE ART SHOW FOR THE GERMANTOWN SCHOOL DISTRICT
- APRIL: LIBRARY'S 60TH ANNIVERSARY CELEBRATION HELD
- JUNE: SUMMER READING CHALLENGE HELD WITH 1,500+ PARTICIPANTS AND 8,500+ LOGS TURNED IN (18+ INCREASE FROM LAST YEAR)
- JULY: LIBRARY WAS THE GRAND MARSHAL IN THE GERMANTOWN PARADE
- OCT: HELD FALL HOLIDAY STORYTIMES WITH LOCAL SENIOR LIVING FACILITIES
- SEPT: CREATED ADDITIONAL STAFF WORKSPACE & STORAGE AREAS
- SEPT: \$45,000+ IN FUNDING WAS RAISED FROM LOCAL BUSINESSES, ORGANIZATIONS & INDIVIDUALS FOR OUR PATIO EXPANSION PROJECT TO INCLUDE EXPANDED AREA, PICNIC TABLES/UMBRELLAS, EARLY LITERACY ITEMS, MUSICAL INSTRUMENT GARDEN, ADA-ACCESS, YEAR-ROUND BIKE RACK & UPDATED LANDSCAPING/DONOR BRICK AREA
- 2024: IN ITS THIRD YEAR, OUTREACH SERVICES CHECKED OUT 12,000+ ITEMS TO SCHOOL, SENIOR LIVING FACILITIES & COMMUNITY ORGANIZATIONS
- 2024: WORKED THROUGH PROCEDURES & ADJUSTMENTS IN RESPONSE TO REDUCED LIBRARY HOURS, STAFFING & SERVICES

THANK YOU
FOR USING THE
GERMANTOWN
COMMUNITY
LIBRARY!



OUR LIBRARY OF THINGS & LIBRARY OF THINGS, JR. COLLECTIONS INCLUDE DOZENS OF PUZZLES, BOARD GAMES, EARLY LITERACY KITS, TONIES, MEREREADERS, CRAFT KITS, DISCGOLF, HIKING, ADVENTURES PASSES & MORE!

WHAT'S NEXT IN 2025?

- RETURN TO NORMAL HOURS
- EXPANDED COLLECTIONS
- NEW PROGRAMS INCLUDING YOUTH SUMMER PROGRAMS & PROGRAMS FOR TEENS!

PROGRAM HIGHLIGHTS

GERMANTOWN
COMMUNITY LIBRARY



WE HELD OUR 60TH ANNIVERSARY CELEBRATION IN APRIL WITH LIBRARY HISTORY DISPLAYS, A SLIDE SHOW, COLLABORATIVE ART PROJECT & CAKE!



EVERY FEBRUARY, THE LIBRARY WELCOMES 2ND GRADES FROM LOCAL SCHOOLS FOR OUR ANNUAL LIBRARY FIELD TRIPS!



THE FRIENDS OF THE GERMANTOWN COMMUNITY LIBRARY SOLD OVER 350 BASKETS THIS YEAR AND DONATED \$40,000 TO THE LIBRARY TO BE USED FOR PROGRAMS, MATERIAL & SERVICES IN 2025!

WE HELD OUR FIRST HOLIDAY KINDERMART VENDOR FAIR EVENT AT THE LIBRARY IN DECEMBER. WE HAD OVER 24 YOUTH VENDOR TABLES AND OVER 250 PEOPLE STOP BY TO SHOP AT THIS EVENT!

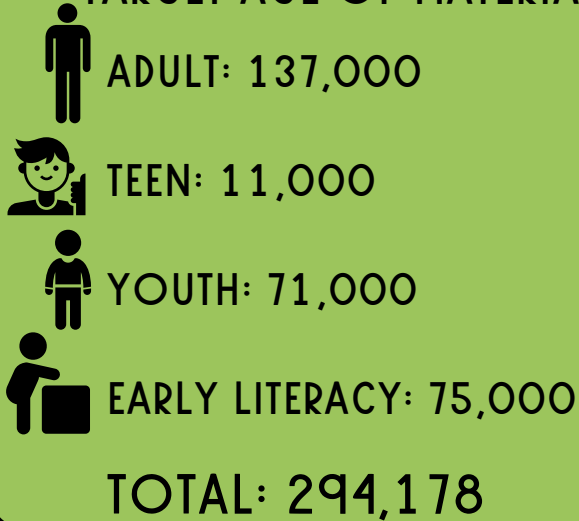


GERMANTOWN COMMUNITY LIBRARY

2024 CIRCULATION BY THE NUMBERS

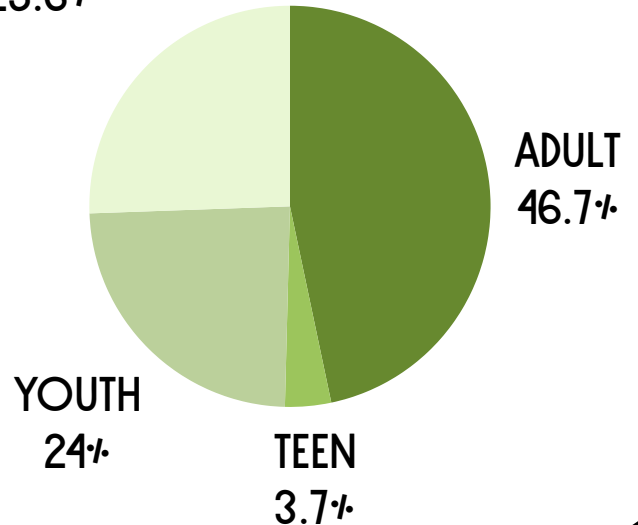
*ESTIMATED AMOUNTS TO THE NEAREST 1,000

PHYSICAL CIRCULATION BY TARGET AGE OF MATERIAL*

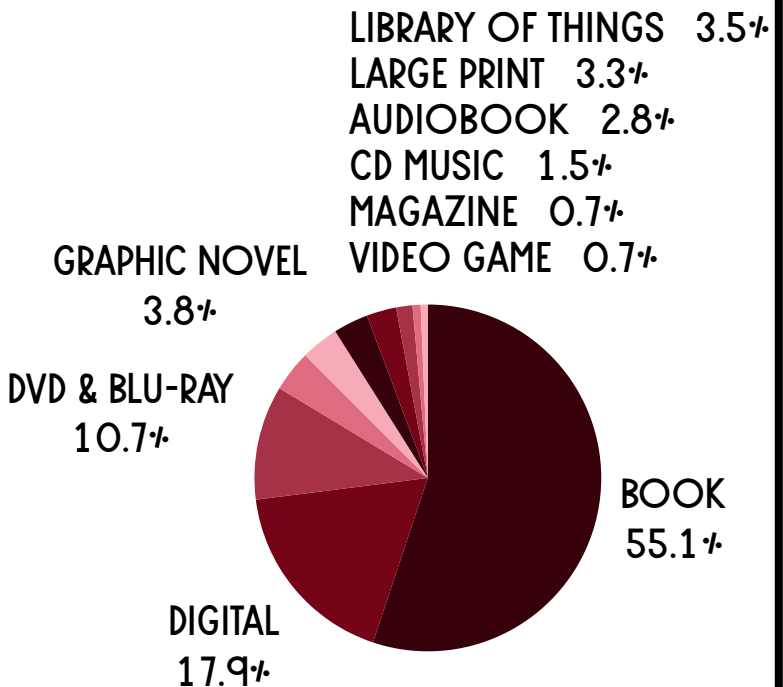


EARLY LITERACY

25.6%



TOTAL CIRCULATION BY TYPE OF MATERIAL*



GERMANTOWN COMMUNITY LIBRARY

2024 CIRCULATION BY THE NUMBERS

PHYSICAL CIRCULATION BY MUNICIPALITY

GERMANTOWN (V): 189,222

RICHFIELD: 51,879

JACKSON (V): 11,247

JACKSON (T): 10,183

WASHINGTON CO. (OTHER): 12,753

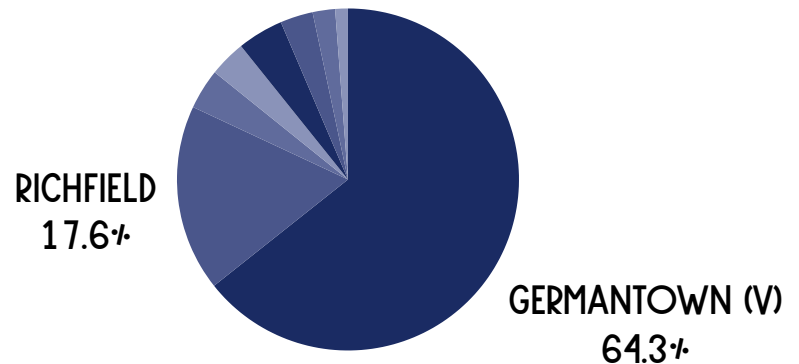
WAUKESHA CO.: 9,115

OZAUKEE CO.: 6,245

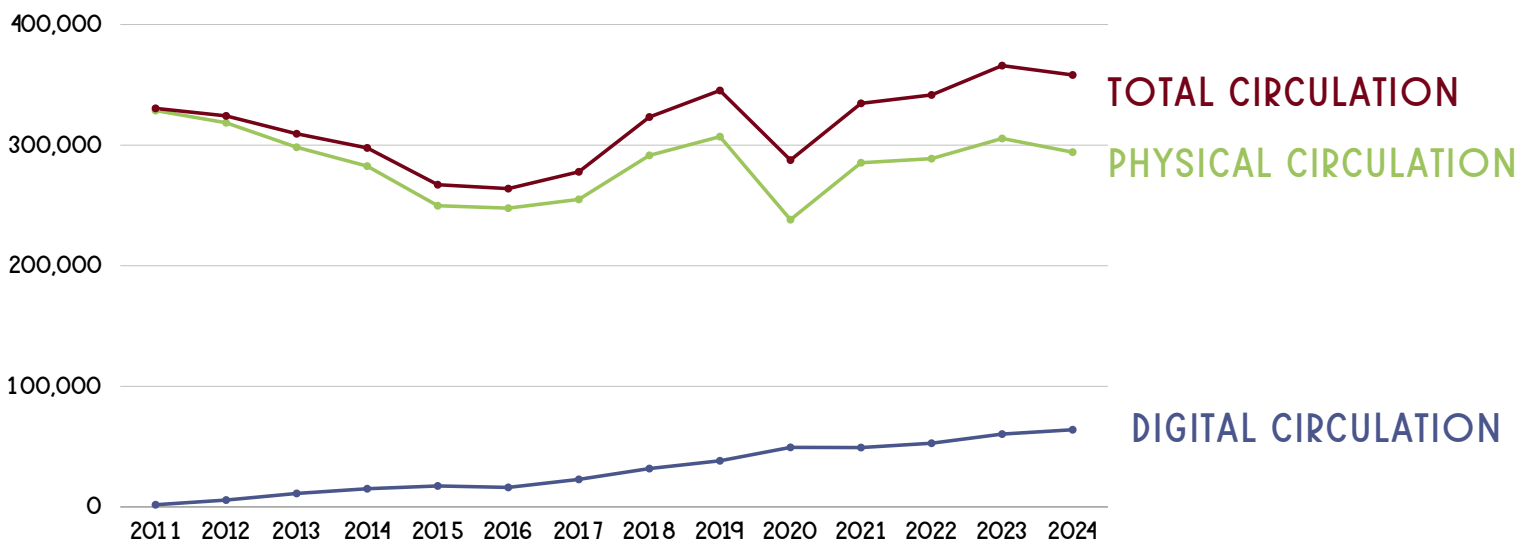
OTHER: 3,534

TOTAL: 294,178

JACKSON (V) 3.8%
JACKSON (T) 3.5%
WASHINGTON CO. (OTHER) 4.3%
WAUKESHA CO. 3.1%
OZAUKEE CO. 2.1%
OTHER 1.2%



PHYSICAL CIRCULATION TRENDS (2011 - 2024)



GERMANTOWN COMMUNITY LIBRARY

2024 REVENUE & EXPENDITURES

LIBRARY REVENUE

GERMANTOWN: \$719,000

WASHINGTON COUNTY: \$346,000

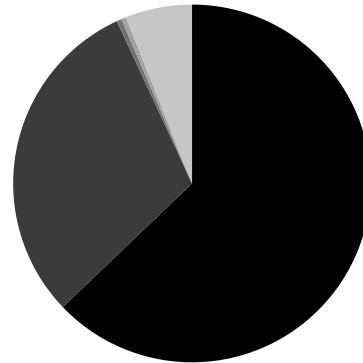
ADJACENT COUNTIES: \$5,000

GRANTS: \$4,000

DONATIONS: \$69,000

TOTAL: \$1,143,000

WASHINGTON COUNTY 30.3%
ADJACENT COUNTIES 0.4%
GRANTS 0.3%
DONATION 6.0%
GERMANTOWN 62.8%



LIBRARY EXPENDITURES

SALARIES: \$571,000

BENEFITS: \$180,000

PUBLIC WORKS: \$83,000

UTILITIES: \$71,000

COLLECTION MATERIAL: \$99,000

PROGRAMMING: \$62,000

COMPUTER SERVICES: \$29,000

SYSTEM AUTOMATION: \$24,000

SUPPLIES: \$21,000

PRINTING & MARKETING: \$10,000

STAFF DEVELOPMENT: \$5,000

TOTAL: \$1,155,000

COMPUTER SERVICES 2.5%
SYSTEM AUTOMATION 2.1%
SUPPLIES 1.8%
PRINTING & MARKETING 0.9%
STAFF DEVELOPMENT 0.4%

PROGRAMMING 5.4%

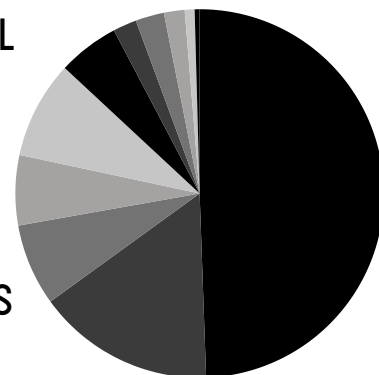
MATERIAL 8.6%

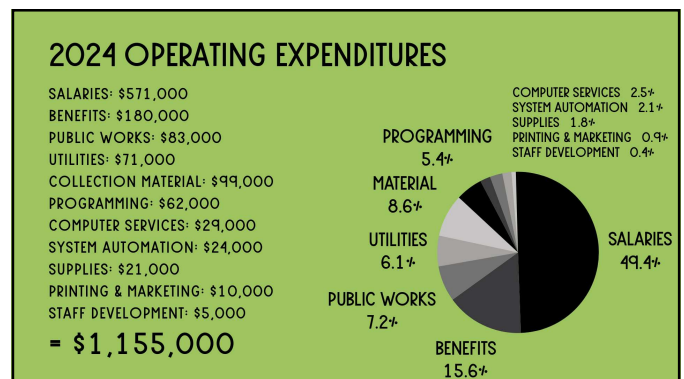
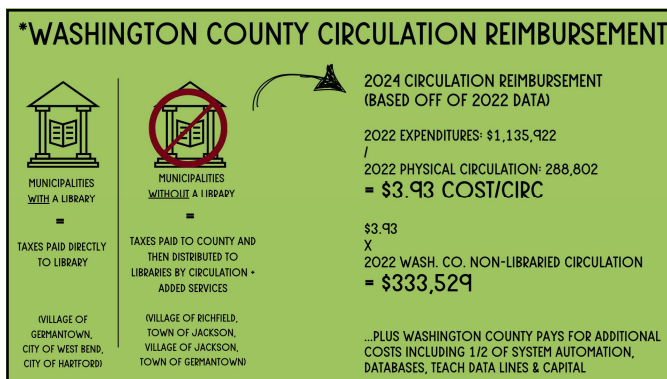
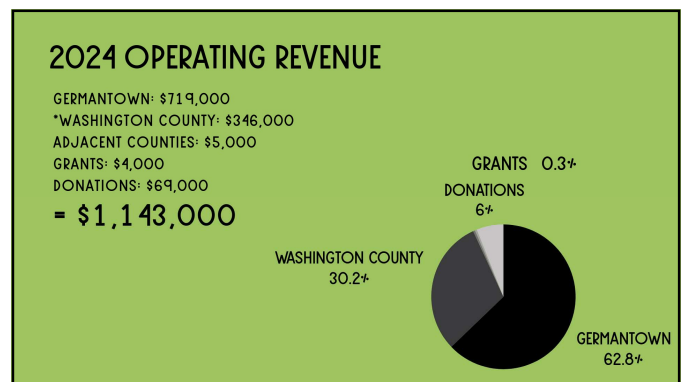
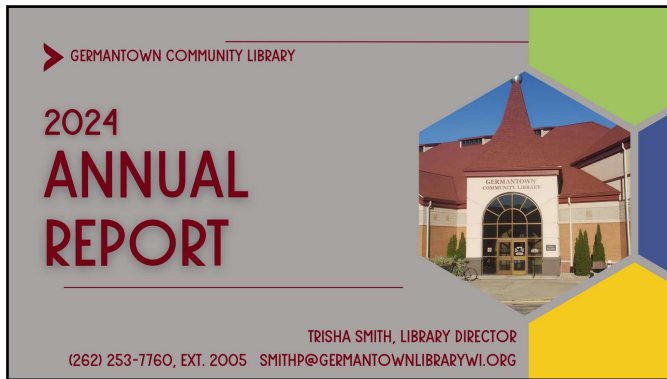
UTILITIES 6.1%

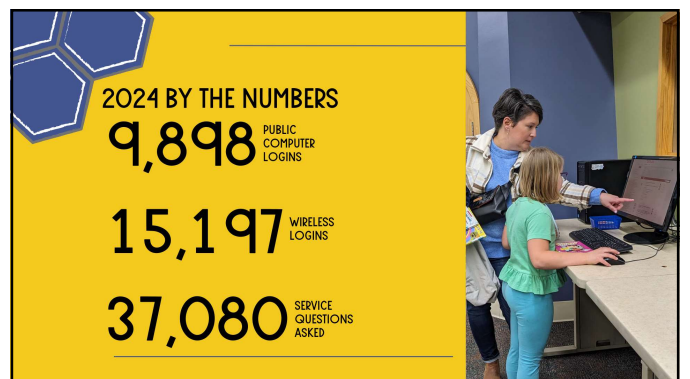
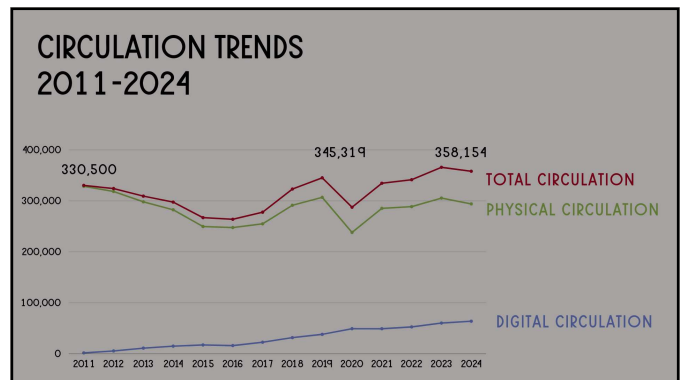
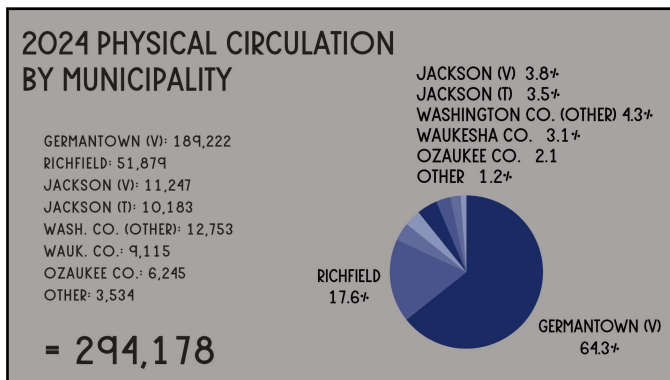
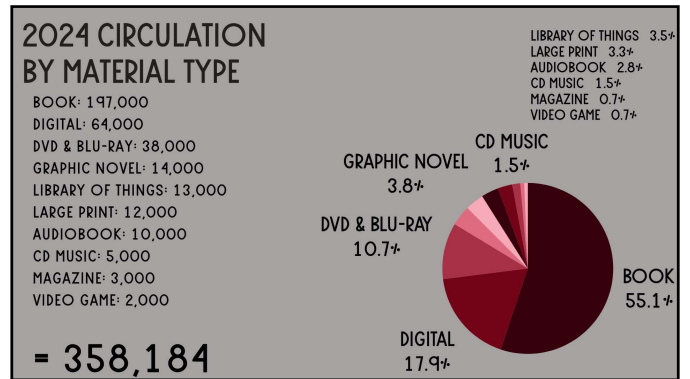
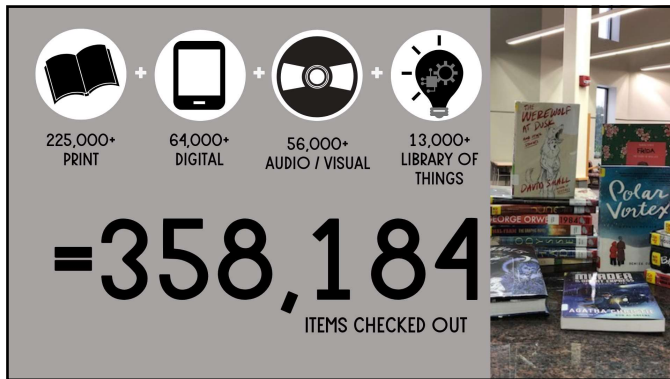
PUBLIC WORKS 7.2%

BENEFITS 15.6%

SALARIES 49.4%









21,356
PEOPLE ATTENDED

530
PROGRAMS!

1,500+
SUMMER READING
PARTICIPANTS



2024 HIGHLIGHTS

- NEW PROGRAM CALENDAR & MONARCH CATALOG
- CELEBRATED 60TH ANNIVERSARY
- GRAND MARSHAL IN 4TH OF JULY PARADE
- EXPANDED YOUTH BOOK + READALONG MATERIALS
- \$45,000+ RAISED FOR EXPANDED PATIO PROJECT AREA TO INCLUDE ADA-ACCESS, PICNIC TABLES, EARLY LITERACY AREA & MUSICAL INSTRUMENT GARDEN



WHAT'S NEXT?

- RETURN TO NORMAL HOURS IN 2025
- FINALIZING OUTDOOR PATIO PROJECT AREA IN MAY
- EXPANDED COLLECTIONS
- CHEERY BLOSSOM FESTIVAL EVENTS IN MARCH 2025
- NEW PROGRAMS INCLUDING MORE SUMMER PERFORMERS, MEET YOUR NEIGHBOR STORYTIME, LEGO @ THE LIBRARY, PROGRAMS FOR TWEENS (AGES 9-12), CRAFT EVENTS & MORE!

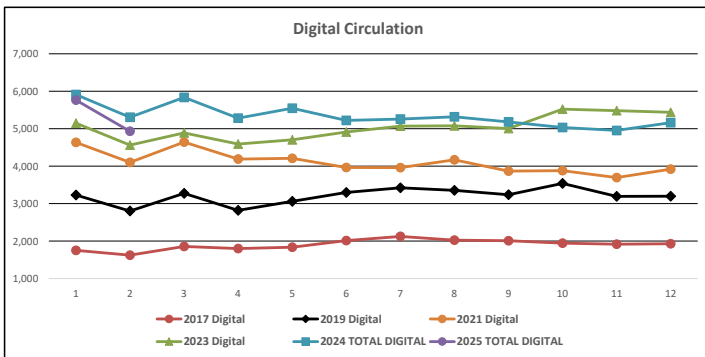
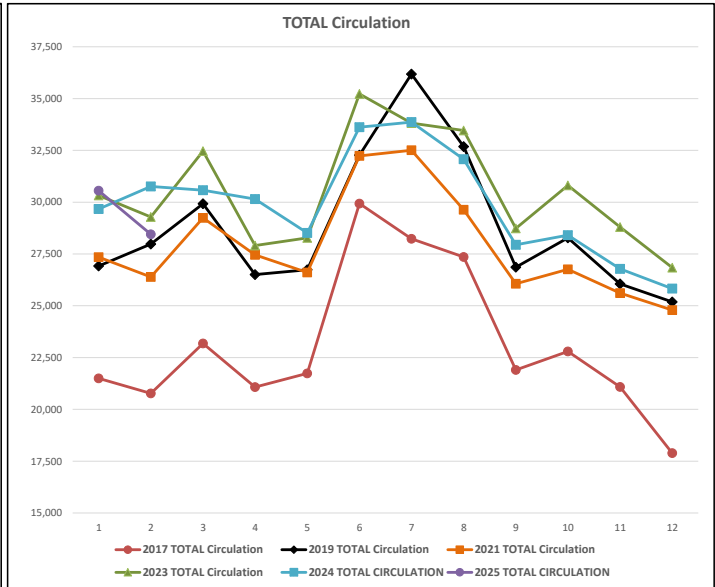
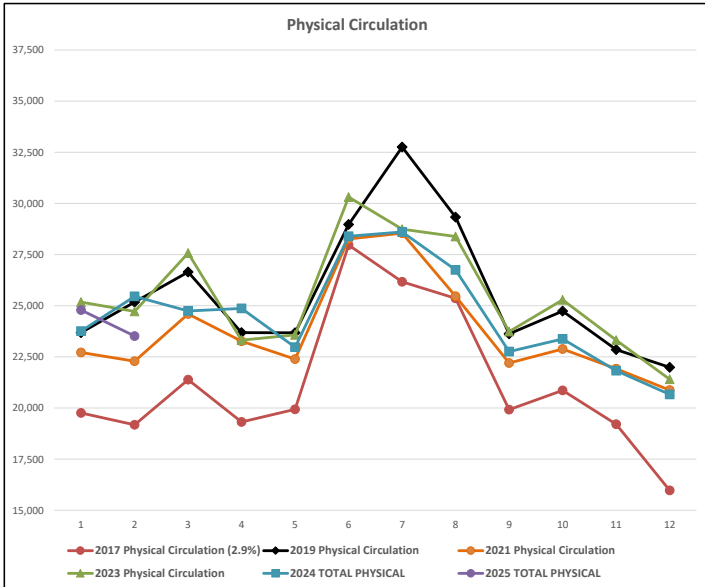


THANK YOU

TRISHA SMITH, LIBRARY DIRECTOR
(262) 253-7760, EXT. 2005 SMITHP@GERMANTOWNLIBRARYWI.ORG

GCL Statistical Trends 2016-2025

Stats	YTD	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov*	Dec
2025 TOTAL PHYSICAL	48,307	24,788	23,519										
% over 2024	-1.8%	4.3%	-7.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2025 Overdrive - eBook	4,064	2,157	1,907										
2025 Overdrive - Audio	4,973	2,663	2,310										
2025 Overdrive - Magazine	1,659	945	714										
2024 Overdrive Total	10,696	5,765	4,931	0	0	0	0						
2025 TOTAL DIGITAL	10,696	5,765	4,931										
% over 2024	-4.7%	-2.5%	-7.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2025 TOTAL CIRCULATION	59,003	30,553	28,450										
% over 2024	-2.4%	3.0%	-7.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2024 TOTAL PHYSICAL	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
% over 2023	-3.7%	-5.6%	3.0%	-10.3%	6.7%	-2.6%	-6.3%	-0.5%	-5.7%	-4.1%	-7.6%	-6.4%	-3.4%
2024 Overdrive - eBook	26,367	2,337	2,176	2,363	2,308	2,203	2,137	2,292	2,331	2,150	2,021	2,008	2,041
2024 Overdrive - Audio	28,326	2,449	2,232	2,466	2,417	2,569	2,418	2,399	2,392	2,340	2,254	2,179	2,211
2024 Overdrive - Magazine	9,313	1,126	896	1,006	556	775	668	566	597	690	757	767	909
2024 Overdrive Total	64,006	5,912	5,304	5,835	5,281	5,547	5,223						
2024 TOTAL DIGITAL	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
% over 2023	7.1%	14.8%	16.2%	19.3%	15.0%	17.9%	6.3%	3.7%	4.8%	3.5%	-8.9%	-8.2%	-5.1%
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
% over 2023	-2.1%	-2.2%	5.0%	-5.8%	8.0%	0.8%	-4.6%	0.1%	-4.1%	-2.8%	-7.8%	-7.0%	-3.8%
2023 TOTAL CIRCULATION	365,947	30,327	29,284	32,465	27,906	28,278	35,225	33,815	33,458	28,736	30,811	28,800	26,842
2022 TOTAL Circulation	341,631	27,057	26,503	29,815	27,446	26,151	33,733	33,401	32,747	27,325	26,807	26,295	24,351
2021 TOTAL Circulation	334,643	27,351	26,389	29,240	27,455	26,604	32,233	32,505	29,631	26,064	26,763	25,614	24,794
2020 TOTAL Circulation	287,663	29,057	29,114	19,148	6,609	13,676	29,172	29,547	29,547	27,676	27,911	22,287	24,892
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
2018 TOTAL Circulation	323,423	24,800	23,134	25,729	26,407	25,795	32,103	32,769	31,169	25,550	27,809	25,189	22,974
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
2016 TOTAL Circulation	263,946	20,667	21,738	22,806	22,100	21,582	27,724	26,586	25,274	19,889	20,099	20,140	15,341



Cherry Blossom Festival

EVENTS

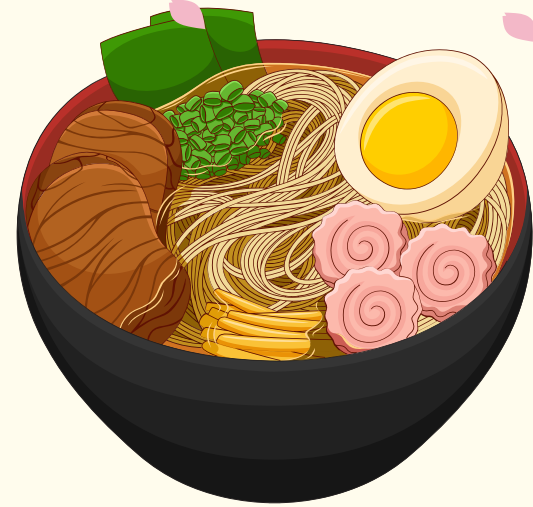
MARCH 24 - 29

Teen Ramen Bowls & Mini Zen Gardens

Monday, March 24 at 6:00pm

Create your perfect bowl of ramen and create your own mini zen garden to take home

***DROP - IN EVENT; AGES 13-18**



Cherry Blossom Preschool Storytime

Tuesday, March 25 at 10:00am

We will read books focused on Japanese authors and complete a special cherry blossom craft together.

***DROP - IN EVENT; AGES 3-5**

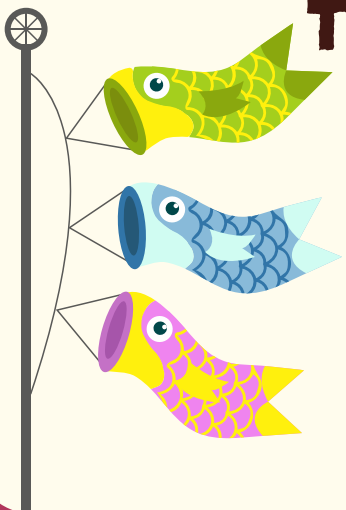


The Art of Paper: Connect and Craft

Tuesday, March 25 at 1:00pm - 3:00pm

Participants will have the opportunity to create three different types of paper crafts: origami, a folding fan and a koinobori. Open to all ages.

***DROP - IN EVENT; ALL AGES WELCOME**

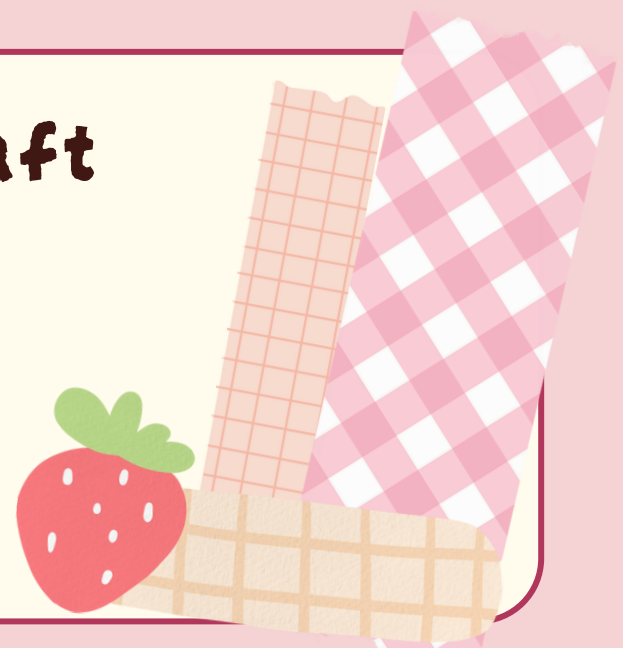


Washi Tape Bookmark Adult Craft

Wednesday, March 26 at 1:00pm

Make a beautiful bookmark with washi tape as a keepsake or a special gift for a friend.

***REGISTRATION REQUIRED**



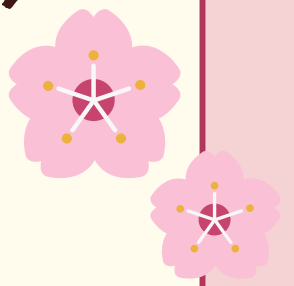


Tween Manga Drawing Workshop & Japanese Candy

Thursday, March 27 at 6:00pm

Learn how to draw manga in a 60-minute workshop with artist Dan Gogh and sample Japanese candy!

****REGISTRATION REQUIRED; AGES 9-14***



Nippon Nibbles: Snacks & Sweets

Friday, March 28 at 1:00pm - 2:00pm

Try a variety of Japanese snacks, beverages and sweet treats!

****DROP - IN; ALL AGES WELCOME***
Food is limited



Taiko Drumming Performance

Saturday, March 29 at 1:00pm

Enjoy an hour long performance by Milwaukee Taiko Group Hibiki.

****DROP - IN EVENT; ALL AGES WELCOME***

Sakura Scavenger Hunt:

All week long, look for hidden Sakura blossoms throughout the library for a special prize! Prizes can be picked up at the Youth Services Desk or Information Desk.

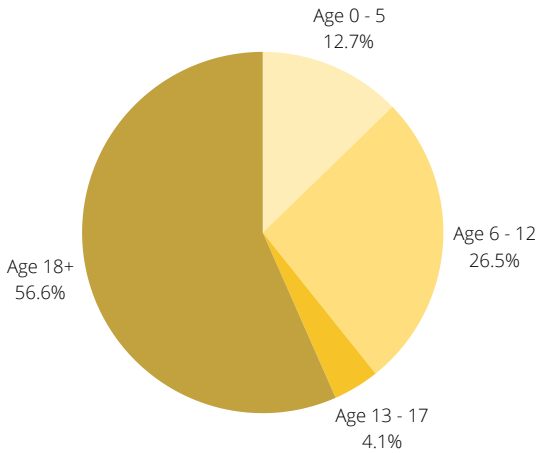
2025 WINTER READING CHALLENGE

GERMANTOWN COMMUNITY LIBRARY

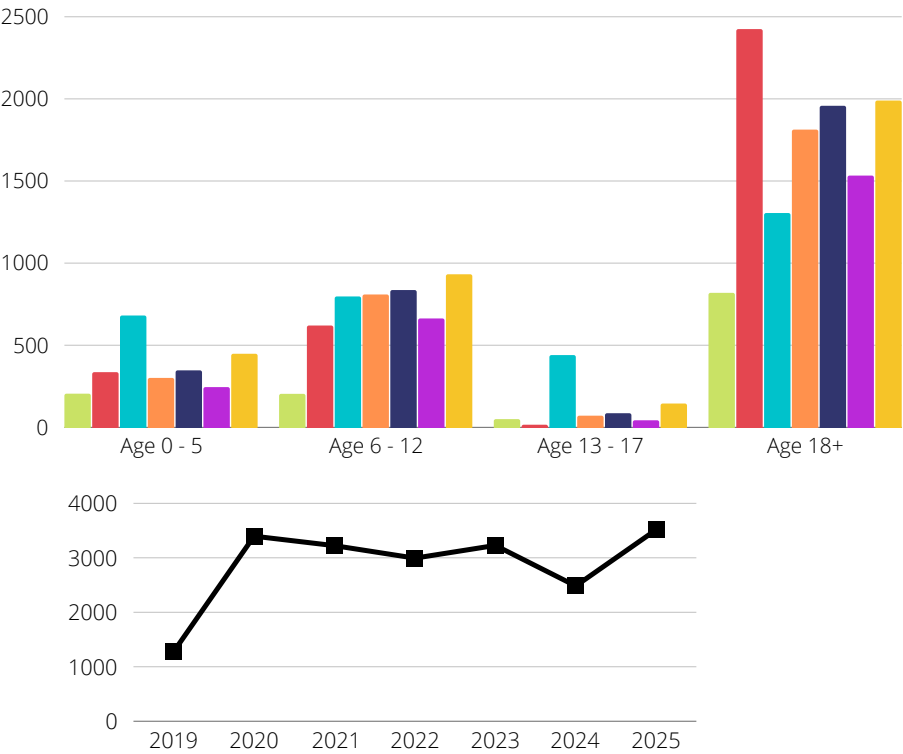
2025

*Some numbers are based on averages by total participants

Raffle Cards Turned In



Logs Turned In



3,515

RAFFLES CARDS
TURNED IN
41.5% INCREASE

(2,484 IN 2024)
(3,227 IN 2023)
(2,994 IN 2022)
(3,223 IN 2021)
(3,397 IN 2020)
(1,278 IN 2019)

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: March 26, 2025

PLACEMENT: Action Item

ITEM TITLE: Patio Project

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The Patio Project was started in 2023 to raise funding for the renovation and expansion of the library's outdoor patio space. The library has raised almost \$50,000 and was 100% fundraised by local businesses, organizations and community members.

The next batch of 47 bricks was ordered this month and will be installed in May 2025. There are currently 26 small bricks that are available for purchase starting at \$100. Patrons can also donate to the project through our donor wall starting at \$500. The library accepts cash, check or credit card and order forms are available at the library or online.

Remaining items to purchase include the fifth and final musical garden instrument (see attached) and donor signs (see attached). Additional early literacy items will be purchased with extra funds on an as needed basis and can be absorbed by the library's annual operating budget.

ATTACHMENT:

1. Patio Project (Liberty Bells)
2. Patio Project (Donor Sign Quote)
3. Patio Project (Donor Sign)

STAFF RECOMMENDATION:

Approve remaining items for purchase for the Patio Project.

ACTION BY Committee:

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: March 26, 2025

PLACEMENT: Action Item

ITEM TITLE: Patio Project

SUBMITTED BY: Trisha Smith, Library Director

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ATTACHMENT:

1. Patio Project (Liberty Bells)
2. Patio Project (Donor Sign Quote)
3. Patio Project (Donor Sign)

STAFF RECOMMENDATION:

Approve remaining items for purchase for the Patio Project.

ACTION BY Committee:





Liberty Bells

C Major Pentatonic C4-C5

Reminiscent of the small grassland mushrooms, our new Liberty Bells will allow players to experience something magical and bring a little enchantment to the local music park or garden.

Expertly crafted, the aluminum musical bells, tuned to the pentatonic c-major scale, 'sing' when struck with the attached mallets. The stainless-steel 'gill' on the underside of the cap completes the look.

The cluster of six powder-coated conical 'caps' in bright colors and wiggly-shaped stainless steel 'stems' positioned at different heights and angles is an eye-catching piece that will quickly become an instant favorite.

Product Highlights

- Multi-generational Fun
- Pentatonic Tuning - No Wrong Notes!
- Visually stimulating
- Colorful design, easy fixing, and great sound
- Engaging sensory resources
- Toxic-free, guaranteed fun-gi

Made to order in 4 Weeks

Share

Ground Install

MSRP (Manufacturer's Suggested Retail Price)	\$4,345.00
Shipping	\$521.40
Total	\$4,866.40

Add to cart

Surface Mounted

MSRP (Manufacturer's Suggested Retail Price)	\$5,015.00
Shipping	\$601.80
Total	\$5,616.80

Add to cart

Shipping to USA, including Import Duties and Taxes (Delivered Duty Paid)

Product Information

Downloads





Estimate #27537

3/7/2025

Prepared For:

Village of Germantown

Prepared By:

Dan Schaefer
Signworks
501 W Sumner Street
Hartford, WI 53027

Phone:**Fax:****Phone:** 262-673-7318**Fax:** 262-673-0718**Alt. Phone:****Alt. Phone:****Email:****Email:** sales@signworkswi.com**Description:** Plaque Options R2

Quantity	Description	Each	Total	Taxable
1	OPTION B - Setup and furnish (1) 36" x 45" x 5/16" deep - precision tooled aluminum plaque - painted edges, raised copy, leatherette background with painted surface, single line border and rosette 1.5" diameter screws. & Setup and furnish (1) 8" x 12" x 5/16" deep - precision tooled aluminum plaque - painted edges, raised copy, leatherette background with painted surface, single line border - with blind mounting.	6,468.72	\$6,468.72	
1	Installation - Install (2) plaques to wall.	990.00	\$990.00	
		Subtotal	\$7,458.72	
		Total	\$7,458.72	

PERMITS ARE NOT INCLUDED

Sign permit(s) are not included and are the responsibility of the customer if needed. Please note that all communities process sign permit applications on their own schedule. Many communities require multiple meetings and submittals, which can cause delays in the production process. It is recommended that the customer reaches out to their municipality to explain the process. Many times, a local building owner or tenant will have an advantage when applying for a sign permit.

Normal Wall Installation

This proposal assumes a normal wall installation.

Surfaces which are not typical such as marble, tile, granite, decorative plaster, glass products or other surfaces which may require special tools or hardware or are risk of damage from drilling, pounding or boring will be re quoted upon inspection.

This quote assumes that Signworks will have access to the wall or surface in a way sufficient to complete our installation and that access is provided during normal work hours of 8am - 5pm

FINAL SIGNATURES NEEDED

Production will begin once SIGNworks recieved final signatures on proof and quote and permit approval (where applicable). Those signatures are your approval to us that you have check all the information and have confirmed that the the following info can include but no limited to colors, quanity, spelling, and sign information is all correct and is ready for production.

DOWN PAYMENT REQUIRED

A half-down down payment is required to start the permitting and production process.

Please sign and date all estimates and proofs and return to us.

We will send you a down payment invoice for your records after we receive the final signatures needed.



Estimate #27537

3/7/2025

Terms:

I authorize work to begin and agree to pay the above amount according to the terms on this agreement. I understand and agree that my custom items are not returnable, except in the case of manufacturer defect.

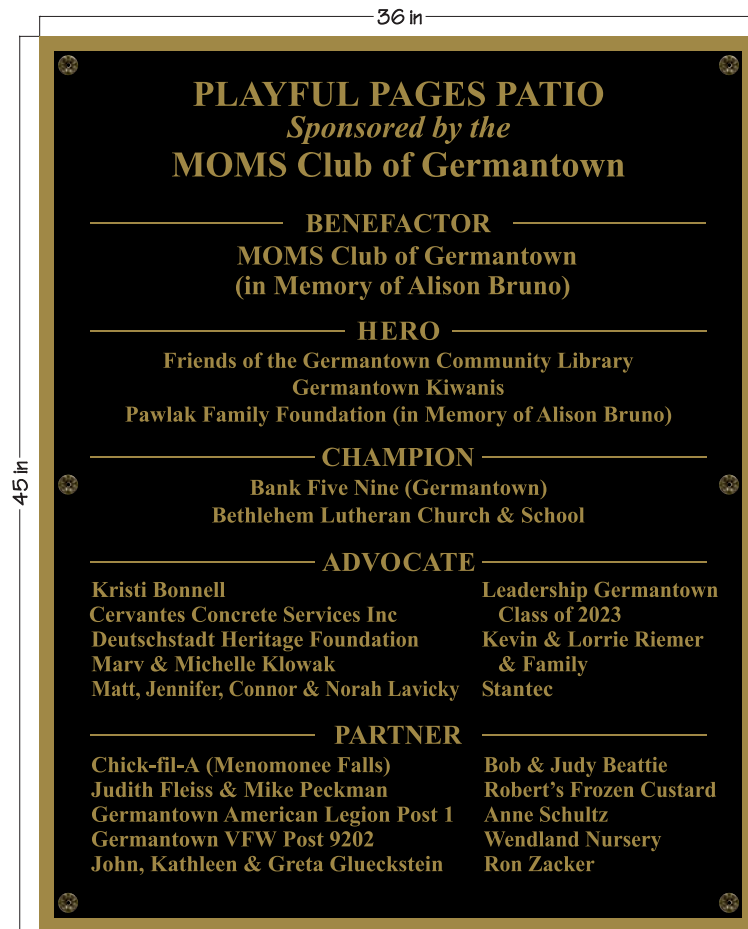
I have reviewed this estimate and the specifications meet my approval. Written approval is required to begin work on your project. You may fax or mail a signed copy of this document or you may email your approval.

Signed by

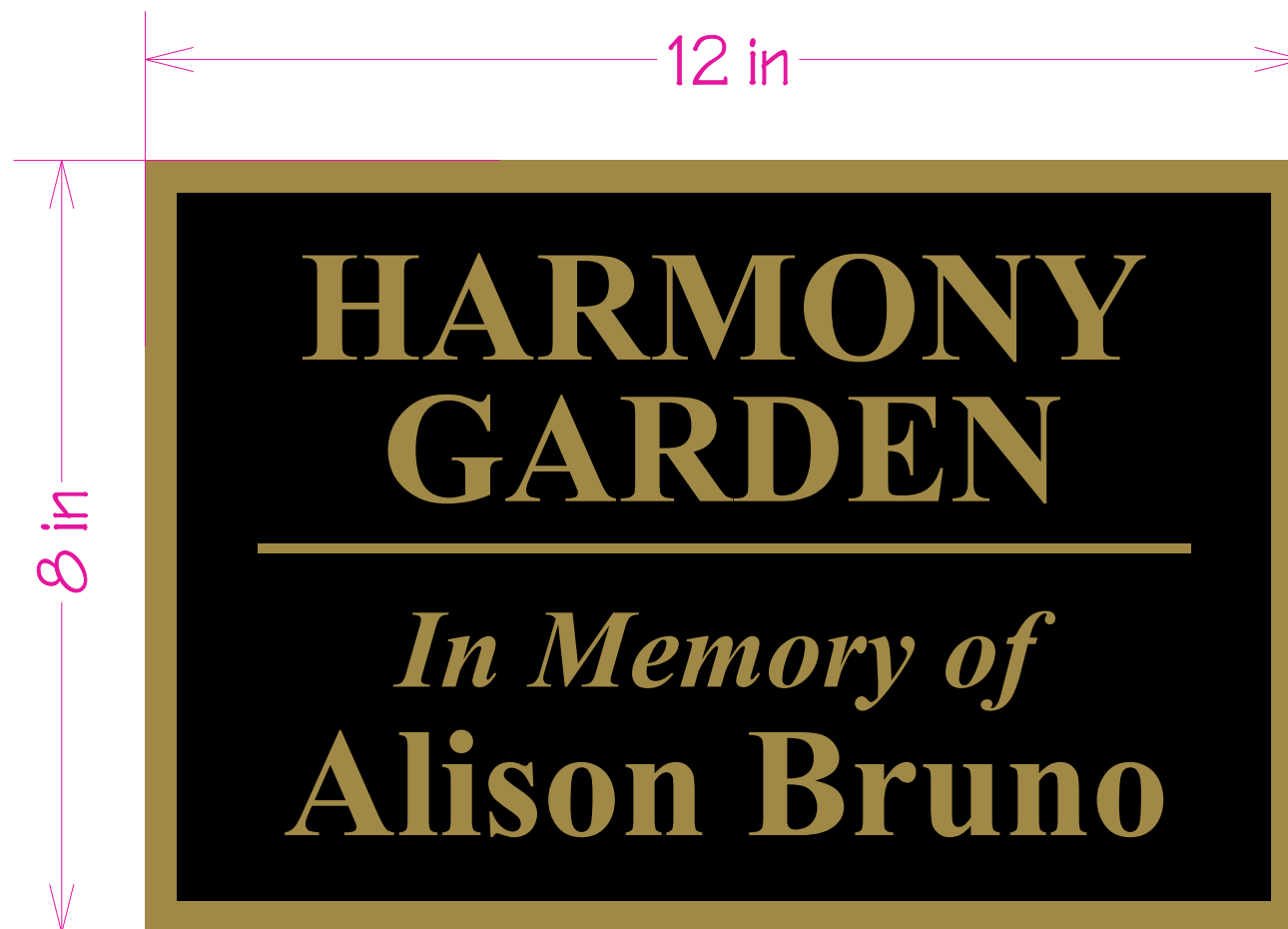
Date

Amt. Paid Today

5/16" Prec.Tooled ALUMINUM Plaque
 Rectangle - Raised Copy with Painted Edges
 - Painted 2756 Metallic Gold
 Sand Texture-Painted Finish
 - Painted 1315 Dark Oxide
 Single Line Border Painted 2756 Metallic Gold
 Satin Finish. With 1-1/2" Rosettes



5/16" Prec.Tooled ALUMINUM Plaque
Rectangle - Raised Copy with Painted Edges
- Painted 2756 Metallic Gold
Sand Texture-Painted Finish
- Painted 1315 Dark Oxide
Single Line Border Painted 2756 Metallic Gold
Satin Finish. With 1-1/2" Rosettes



BUSINESS OF THE LIBRARY BOARD

MEETING DATE: March 26, 2025

PLACEMENT: Action Item

ITEM TITLE: Job Description Updates

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The library is looking to update the following job descriptions:

- Library Page I
- Library Page II
- Library Specialist
- Tech Services Specialist
- Circulation Manager

For each position, a copy is included of the original and the edited job description.

The remaining job descriptions will be updated in the next couple of months.

ATTACHMENT:

STAFF RECOMMENDATION:

Approve proposed job descriptions as presented.

ACTION BY Committee:

Germantown Community Library Library Page I Position Description

Position Title:	Library Page I
Reports To:	Circulation Manager
Employment Category:	Part-time
Department:	Library

General Position Description

The Library Page returns library materials to their designated area within the Library and performs special tasks as requested by the Circulation Manager, Assistant Director or Library Director.

Essential Duties & Responsibilities

The following are the fundamental job duties and responsibilities. These are not to be considered as exclusive or all-inclusive; other duties may be required and assigned, as management deems necessary.

- Shelf all library materials in proper location and order.
- Double check all materials before shelving.
- Assist with pulling and processing patron hold requests as directed by the Circulation Manager or Assistant Director.
- 'Shelf read' to ensure materials are in proper order.
- Perform inventory as directed by the Circulation Manager or Assistant Director.
- Assist with library open and close procedures.
- Clean AV materials before shelving when volunteers are not available.
- Must follow System, Village and Library practices, procedures and policies and be able to exhibit sound judgment in their interpretation.
- Requires at least 1-2 evenings per week, 1-2 Saturdays per month and flexibility to meet the demands of the library.

Required Qualifications, Knowledge, Skills & Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be at least 15 years of age.
- Must be punctual, dependable, and follow a regular set schedule.
- Basic knowledge of computers.
- Basic knowledge of internet browsers.
- Ability to communicate effectively, both verbal and written in English.
- Attention to detail.
- Ability to learn the Dewey Decimal system, alphabetical order, and other library filing systems.
- Ability to follow written and oral instructions.
- Ability to work independently.

- Ability to work well and communicate effectively with the public and staff.
- Ability to work in a team environment.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand for periods of 1-2 hours, sit, walk, crouch, bend, twist, and reach. Climbing stairs and step stools are occasionally necessary.
- Use of hands to feel, handle, finger or operate objects, tools or controls such as typing, writing, filing, shelving, processing or picking up materials and ability to reach with hands and arms.
- Ability to speak and hear within normal limits in order to answer and provide information both over the telephone and in person.
- Far vision at 20 feet or further, near vision at 20 inches or less, and prolonged use of a computer monitor.
- Ability to frequently lift or move up to 25-50 pounds; and push or pull objects weighing 50-80 pounds on wheels.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is generally performed in the library and/or office setting with the majority of the workday spent indoors in an area having a normal temperature and humidity range.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.
- Some duties are performed in view of the public. Appropriate attire as outlined by the Director is required.
- The noise level in the work environment ranges from moderately quiet to moderately loud.

Selection Guidelines, Reasonable Accommodations & Receipt

The selection process may include formal application, rating of qualifications and experience, oral interviews, reference checks, background examination, and job-related tests.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and applicant and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village of Germantown is an Equal Opportunities Employer. In compliance with state and federal law, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicant Signature

Date

Supervisor Signature

Date

Original

ADOPTED: 1/23/19
REVISED and ADOPTED: 6/24/20

**Germantown Community Library
Library Page I Position Description**

Position Title:	Library Page I
Reports To:	Circulation Manager
Employment Category:	Part-time
Department:	Library

General Position Description

The Library Page I returns library materials to their designated area within the Library and performs special tasks as requested by the Circulation Manager, Assistant Director or Library Director.

Essential Duties & Responsibilities

The following are the fundamental job duties and responsibilities. These are not to be considered as exclusive or all-inclusive; other duties may be required and assigned, as management deems necessary.

- Shelf all library materials in proper location and order.
- Double check all materials before shelving.
- Assist with library open and close procedures.
- 'Shelf read' to ensure materials are in proper order.
- Assist with pulling and processing patron hold requests as directed.
- Perform inventory as directed.

Required Qualifications

- Must be at least 15 years of age.
- Requires at least 1-2 evenings per week, 1-2 Saturdays per month, and flexibility to meet the demands of the library.
- Must follow Library, Village, and System practices, procedures, and policies and be able to exhibit sound judgment in their interpretation.

Required Knowledge, Skills & Abilities

The requirements listed below are representative of the knowledge, skill, and/or ability required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to communicate effectively, both verbal and written in English.
- Must be punctual, dependable, and follow a regular set schedule.
- Must have a basic knowledge of computer-use, internet browsers, and email software.
- Must pay attention to detail.
- Must be able to follow written and oral instructions.
- Must be able to work independently within a team environment.

- Must have good interpersonal skills and ability to maintain cooperative and courteous working relationships with patrons, library staff, supervisors, and individuals in related organizations in a positive manner.
- Have the ability to learn the Dewey Decimal system, alphabetical order, and other library filing systems.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand for periods of 1-2 hours, sit, walk, crouch, bend, twist, and reach. Climbing stairs and step stools are occasionally necessary.
- Use of hands to feel, handle, finger or operate objects, tools or controls such as typing, writing, filing, shelving, processing or picking up materials and ability to reach with hands and arms.
- Ability to speak and hear within normal limits in order to answer and provide information both over the telephone and in person.
- Far vision at 20 feet or further, near vision at 20 inches or less, and prolonged use of a computer monitor.
- Ability to frequently lift or move up to 20 pounds; and push or pull objects weighing up to 80 pounds on wheels.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is generally performed in the library and/or office setting with the majority of the workday spent indoors in an area having a normal temperature and humidity range.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.
- Most duties are performed in view of the public. Appropriate attire as outlined in the Village Employee Handbook is required.
- The noise level in the work environment ranges from moderately quiet to moderately loud.
- May need to install apps on personal smartphone or carry a FOB to access business required systems.

Selection Guidelines, Reasonable Accommodations & Receipt

The selection process may include formal application, rating of qualifications and experience, oral interviews, reference checks, background examination, and job-related tests.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The duties listed above are intended only as illustrations of the various types of work that may be

performed. The omission of specific statements of duties does not exclude them from the position if the work is similar related or a logical assignment to the position.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicant Signature

Date

Supervisor Signature

Date

ADOPTED: 1/23/19

REVISED and ADOPTED: 6/24/20; 3/26/25

Germantown Community Library Library Page II Position Description

Position Title: Library Page II
Reports To: Circulation Manager
Employment Category: Part-time
Department: Library

General Position Description

The Library Page II processes items received from other libraries, full-fills hold requests from patrons for our items, shelves library materials to their designated area within the Library, serves as backup to the Circulation Desk, and performs special tasks as requested by the Circulation Manager, Assistant Director or Library Director.

Essential Duties & Responsibilities

The following are the fundamental job duties and responsibilities. These are not to be considered as exclusive or all-inclusive; other duties may be required and assigned, as management deems necessary.

- Check-in materials from the System van delivery service for returns of our items and items that full-full patron requests from other libraries.
- Pull materials requested by patrons from the shelves and process for local or transit holds.
- Cover Circulation Desk and phones during lunch breaks and peak volume. Cover Circulation Desk when there are staff shortages during sick and vacation absences.
- Shelf all library materials in proper location and order.
- Double check all materials before shelving.
- 'Shelf read' to ensure materials are in proper order.
- Perform inventory as directed by the Circulation Manager or Assistant Director.
- Assist with library open and close procedures.
- Clean AV materials before shelving when volunteers are not available.
- Must follow System, Village and Library practices, procedures and policies and be able to exhibit sound judgment in their interpretation.
- Requires at least 1-2 evenings per week, 1-2 Saturdays per month and flexibility to meet the demands of the library.

Required Qualifications, Knowledge, Skills & Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have high school diploma or equivalent.
- Experience in a library, retail or customer service environment is preferred.
- Must be punctual, dependable, and follow a regular set schedule.
- Basic knowledge of computers.

- Basic knowledge of Internet browsers.
- Basic knowledge of Microsoft Office products including Microsoft Outlook.
- Knowledge of library materials, terminology, procedures and operations is preferred.
- Experience with Library System software is preferred.
- Ability to communicate effectively, both verbal and written in English.
- Attention to detail.
- Ability to learn the Dewey Decimal system, alphabetical order, and other library filing systems.
- Ability to follow written and oral instructions.
- Ability to work independently.
- Ability to work well and communicate effectively with the public and staff.
- Ability to work in a team environment.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand for periods of 1-2 hours, sit, walk, crouch, bend, twist, and reach. Climbing stairs and step stools are occasionally necessary.
- Use of hands to feel, handle, finger or operate objects, tools or controls such as typing, writing, filing, shelving, processing or picking up materials and ability to reach with hands and arms.
- Ability to speak and hear within normal limits in order to answer and provide information both over the telephone and in person.
- Far vision at 20 feet or further, near vision at 20 inches or less, and prolonged use of a computer monitor.
- Ability to frequently lift or move up to 25-50 pounds; and push or pull objects weighing 50-80 pounds on wheels.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is generally performed in the library and/or office setting with the majority of the workday spent indoors in an area having a normal temperature and humidity range.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.
- Some duties are performed in view of the public. Appropriate attire as outlined by the Director is required.
- The noise level in the work environment ranges from moderately quiet to moderately loud.

Selection Guidelines, Reasonable Accommodations & Receipt

The selection process may include formal application, rating of qualifications and experience, oral interviews, reference checks, background examination, and job-related tests.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar related or a logical assignment to the position.

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Applicant Signature

Date

Supervisor Signature

Date

ADOPTED: 1/23/19

REVISED and ADOPTED: 6/24/20

**Germantown Community Library
Library Page II Position Description**

Position Title:	Library Page II
Reports To:	Circulation Manager
Employment Category:	Part-time
Department:	Library

General Position Description

The Library Page II processes items received from other libraries, fulfills hold requests from patrons for our items, serves as backup to the Circulation Desk and Page I positions, and performs special tasks as requested by the Circulation Manager, Assistant Director or Library Director.

Essential Duties & Responsibilities

The following are the fundamental job duties and responsibilities. These are not to be considered as exclusive or all-inclusive; other duties may be required and assigned, as management deems necessary.

- Check-in materials from the System van delivery service for returns of our items and items that fulfill patron requests from other libraries.
- Pull materials requested by patrons from the shelves and process for local or transit holds.
- Cover Circulation Desk and phones during breaks and peak volume. May cover Circulation Desk shifts when there are staff shortages.
- Assist with library open and close procedures.

Required Qualifications

- Must have a high school diploma or equivalent.
- Requires 1-2 Saturdays per month and flexibility to meet the demands of the library.
- Must follow Library, Village, and System practices, procedures, and policies and be able to exhibit sound judgment in their interpretation.
- Experience in a library, retail or customer service environment is preferred.

Required Knowledge, Skills & Abilities

The requirements listed below are representative of the knowledge, skill, and/or ability required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to communicate effectively, both verbal and written in English.
- Must be punctual, dependable, and follow a regular set schedule.
- Must have a basic knowledge of computer-use, internet browsers, and email software.
- Must pay attention to detail.
- Must be able to follow written and oral instructions.
- Must be able to work independently within a team environment.

- Must have good interpersonal skills and ability to maintain cooperative and courteous working relationships with patrons, library staff, supervisors, and individuals in related organizations in a positive manner.
- Ability to learn the Dewey Decimal system, alphabetical order, and other library filing systems.
- Knowledge of library materials, terminology, procedures and operations is preferred.
- Experience with Library System software is preferred.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand for periods of 1-2 hours, sit, walk, crouch, bend, twist, and reach. Climbing stairs and step stools are occasionally necessary.
- Use of hands to feel, handle, finger or operate objects, tools or controls such as typing, writing, filing, shelving, processing or picking up materials and ability to reach with hands and arms.
- Ability to speak and hear within normal limits in order to answer and provide information both over the telephone and in person.
- Far vision at 20 feet or further, near vision at 20 inches or less, and prolonged use of a computer monitor.
- Ability to frequently lift or move up to 40 pounds; and push or pull objects weighing up to 80 pounds on wheels.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is generally performed in the library and/or office setting with the majority of the workday spent indoors in an area having a normal temperature and humidity range.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.
- Many duties are performed in view of the public. Appropriate attire as outlined in the Village Employee Handbook is required.
- The noise level in the work environment ranges from moderately quiet to moderately loud.
- May need to install apps on personal smartphone or carry a FOB to access business required systems.

Selection Guidelines, Reasonable Accommodations & Receipt

The selection process may include formal application, rating of qualifications and experience, oral interviews, reference checks, background examination, and job-related tests.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar related or a logical assignment to the position.

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Applicant Signature

Date

Supervisor Signature

Date

ADOPTED: 1/23/19

REVISED and ADOPTED: 6/24/20; 3/26/25

Germantown Community Library Library Specialist Position Description

Position Title:	Library Specialist
Reports To:	Circulation Manager
Employment Category:	Part-time
Department:	Library

General Position Description

The Library Specialist provides first line customer service to library patrons at the Circulation Desk and performs special tasks as requested by the Circulation Manager, Assistant Director or Library Director.

Essential Duties & Responsibilities

The following are the fundamental job duties and responsibilities. These are not to be considered as exclusive or all-inclusive; other duties may be required and assigned, as management deems necessary.

- Check-out materials to patrons.
- Renew materials for patrons.
- Add and update patron cards and information.
- Collect money for payment of fines, fees, and special purchases.
- Charge patron's account for lost items.
- Empty book drops.
- Inspect and check-in returned materials.
- Assist patrons to determine if materials are available.
- Answer patron and public questions, in-person and on the phone, about library services and programming and account information.
- Assist patrons in the use of library equipment checked out at the Circulation Desk.
- Assist patrons with registration and use of study rooms, community meeting rooms, curbside pickup, self-checkout, and other public resources.
- May performed duties as a backup to the Library Page I or Library Page II position.
- Assist with special projects as assigned.
- Follow System, Village and Library practices, procedures and policies and be able to exhibit sound judgment in their interpretation
- Requires at least 1-2 evenings per week, 1-2 Saturdays per month and flexibility to meet the demands of the library.

Required Qualifications, Knowledge, Skills & Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Previous experience in libraries, education, museums, retail, and/or hospitality.
- Warm and friendly and enjoys helping people of all ages, abilities, and backgrounds.

- Engages well with others and is dedicated to providing exemplary service.
- Maintains confidentiality of patron information.
- High school diploma or equivalent required.
- Must be punctual, dependable, and follow a regular set schedule.
- Knowledge of computer and electronic equipment operations including Microsoft Office software.
- Ability to communicate effectively, both verbal and written in English.
- Excellent organization skills.
- Attention to detail.
- Ability to work effectively and cooperate with direct supervisor, staff members, employees at other libraries, patrons, and others in the community.
- Ability to work efficiently under pressure and handle stressful situations, including prioritizing and completing tasks in order to meet deadlines with minimum supervision and assistance.
- Ability to perform cashier and customer service duties accurately and in a timely manner.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand for periods of 1-2 hours, sit, walk, crouch, bend, twist, and reach. Climbing stairs and step stools are occasionally necessary.
- Use of hands to feel, handle, finger or operate objects, tools or controls such as typing, writing, filing, shelving, processing or picking up materials and ability to reach with hands and arms.
- Ability to speak and hear within normal limits in order to answer and provide information both over the telephone and in person.
- Far vision at 20 feet or further, near vision at 20 inches or less, and prolonged use of a computer monitor.
- Ability to frequently lift or move up to 25-50 pounds; and push or pull objects weighing 50-80 pounds on wheels.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is generally performed in the library and/or office setting with the majority of the workday spent indoors in an area having a normal temperature and humidity range.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, may pose risk of injury.
- The majority of tasks are performed in view of the public.
- The noise level in the work environment ranges from moderately quiet to moderately loud.

Selection Guidelines, Reasonable Accommodations & Receipt

The selection process may include formal application, rating of qualifications and experience, oral interviews, reference checks, background examination, and job-related tests.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and applicant and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Applicant Signature

Date

Supervisor Signature

Date

ADOPTED: 1/23/19

REVISED and ADOPTED: 8/24/22

Germantown Community Library Library Specialist Position Description

Position Title:	Library Specialist
Reports To:	Circulation Manager
Employment Category:	Part-time
Department:	Library

General Position Description

The Library Specialist provides first line customer service to library patrons at the Circulation Desk. The position also processes material returned in the book drops, assists other Circulation Team positions, and performs special tasks as requested by the Circulation Manager, Assistant Director, or Library Director.

Essential Duties & Responsibilities

The following are the fundamental job duties and responsibilities. These are not to be considered as exclusive or all-inclusive; other duties may be required and assigned as management deems necessary.

- Check-out and renew materials for patrons.
- Add and update patron cards and record information.
- Charge and collect money for payment of fines, fees, and purchases.
- Process returned materials.
- Provide in-person, phone, and email customer service, and direct to appropriate staff accordingly.
- Assist patrons in the checkout of library equipment available at the Circulation Desk.
- Assist patrons with registration and access of study rooms, community meeting rooms, curbside pickup, self-checkout, and other public resources.
- Receive donated materials.
- May perform duties as a backup to the Library Page I, Library Page II, or Technical Services positions.
- Assist with special projects as assigned.

Required Qualifications

- High school diploma or equivalent required.
- Requires at least 1-2 evenings per week, 1-2 Saturdays per month, and flexibility to meet the demands of the library.
- Follow Library, Village, and System practices, procedures, and policies and be able to exhibit sound judgment in their interpretation.
- Previous experience in libraries, education, museums, retail, and/or hospitality is preferred.

Required Knowledge, Skills & Abilities

The requirements listed below are representative of the knowledge, skill, and/or ability required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to communicate effectively, both verbal and written in English.

- Must be punctual, dependable, and follow a regular set schedule.
- Must have knowledge of computer-use, internet browsers, Microsoft Office and email software.
- Must pay attention to detail and accuracy.
- Must be able to follow written and oral instructions.
- Must be able to work independently within a team environment.
- Must maintain confidentiality of patron information.
- Must have good interpersonal skills and ability to maintain cooperative and courteous working relationships with patrons, library staff, supervisors, and individuals in related organizations in a positive manner.
- Ability to engage in a warm and friendly manner with people of all ages, abilities, and backgrounds and is dedicated to providing exemplary service.
- Ability to multi-task in a customer service environment.
- Ability to work efficiently under pressure, handle stressful situations, and navigate conflicts with the ability to redirect to management accordingly.
- Ability to prioritize and complete tasks in order to meet deadlines with minimum supervision and assistance.
- Ability to perform cashier (cash and credit card) and customer service duties accurately in a timely manner.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand for periods of 1-2 hours, sit, walk, crouch, bend, twist, and reach. Climbing stairs and step stools are occasionally necessary.
- Use of hands to feel, handle, finger or operate objects, tools or controls such as typing, writing, filing, shelving, processing or picking up materials and ability to reach with hands and arms.
- Ability to speak and hear within normal limits in order to answer and provide information both over the telephone and in person.
- Far vision at 20 feet or further, near vision at 20 inches or less, and prolonged use of a computer monitor.
- Ability to frequently lift or move up to 40 pounds; and push or pull objects weighing up to 80 pounds on wheels.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is generally performed in the library and/or office setting with the majority of the workday spent indoors in an area having a normal temperature and humidity range.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, may pose risk of injury.

- Many duties are performed in view of the public. Appropriate attire as outlined in the Village Employee Handbook is required.
- The noise level in the work environment ranges from moderately quiet to moderately loud.
- May need to install apps on personal smartphone or carry a FOB to access business required systems.

Selection Guidelines, Reasonable Accommodations & Receipt

The selection process may include formal application, rating of qualifications and experience, oral interviews, reference checks, background examination, and job-related tests.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and applicant and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village of Germantown is an Equal Opportunity Employer. In compliance with state and federal law, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicant Signature

Date

Supervisor Signature

Date

ADOPTED: 1/23/19

REVISED and ADOPTED: 8/24/22; 3/26/25

Germantown Community Library
Technical Services Specialist Position Description

Position Title: Technical Services Specialist
Reports To: Assistant Director
Employment Category: Part-time or Full-time
Department: Library

General Position Description

The Technical Services Specialist is responsible for all cataloging, processing, and mending of library materials. This position provides backup to the Circulation Team as needed and performs special tasks as requested by the Assistant Director, Circulation Manager or Library Director.

Essential Duties & Responsibilities

The following are the fundamental job duties and responsibilities. These are not to be considered as exclusive or all-inclusive; other duties may be required and assigned, as management deems necessary.

- Catalog new items into the library system software.
- Modify existing catalog records.
- Process materials.
- Mend materials.
- Order replacement items as necessary.
- Charge patrons for damaged or lost items as necessary.
- Sort and process donated materials.
- Distribute incoming mail and newspapers.
- Unpack and distribute received packages.
- Assist with database and collection clean-up and reorganization projects.
- Assist with procedure updates.
- Assist with computer updates, maintenance and training.
- Assist with ILS system updates, upgrades, maintenance and training.
- Perform duties as a backup to the Library Specialist or Page II positions.
- Assist with special projects as assigned.
- Must follow System, Village and Library practices, procedures and policies and be able to exhibit sound judgment in their interpretation.
- Requires at least 1-2 evenings per week, 1-2 Saturdays per month and flexibility to meet the demands of the library.

Required Qualifications, Knowledge, Skills & Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Previous experience in libraries, education, museums, retail, and/or hospitality.
- Warm and friendly and enjoys helping people of all ages, abilities, and backgrounds.
- Engages well with others and is dedicated to providing exemplary service.
- Maintains confidentiality of patron information.
- High school diploma or equivalent required.
- High school diploma or equivalent required.
- Knowledge of computer and electronic equipment operations including Microsoft Office software.
- Excellent organization skills.
- Ability to communicate effectively, both verbal and written in English.
- Ability to work effectively and cooperate with direct supervisor, staff members, employees at other libraries, patrons, and others in the community.
- Ability to work efficiently under pressure and handle stressful situations, including prioritizing and completing tasks in order to meet deadlines with minimum supervision and assistance.
- Ability to perform cashier and customer service duties accurately and in a timely manner.
- Must be punctual, dependable, and follow a regular set schedule.
- Attention to detail.
- Ability to work independently.
- Ability to multi-task in a customer service environment.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand for periods of 1-2 hours, sit, walk, crouch, bend, twist, and reach. Climbing stairs and step stools are occasionally necessary.
- Use of hands to feel, handle, finger or operate objects, tools or controls such as typing, writing, filing, shelving, processing or picking up materials and ability to reach with hands and arms.
- Ability to speak and hear within normal limits in order to answer and provide information both over the telephone and in person.
- Far vision at 20 feet or further, near vision at 20 inches or less, and prolonged use of a computer monitor.
- Ability to frequently lift or move up to 25-50 pounds; and push or pull objects weighing 50-80 pounds on wheels.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is generally performed in the library and/or office setting with the majority of the workday spent indoors in an area having a normal temperature and humidity range.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use may cause discomfort and poses limited risk of injury.
- The noise level in the work environment ranges from moderately quiet to moderately loud.

Selection Guidelines, Reasonable Accommodations & Receipt

The selection process may include formal application, rating of qualifications and experience, oral interviews, reference checks, background examination, and job-related tests.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar related or a logical assignment to the position.

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Applicant Signature

Date

Supervisor Signature

Date

ADOPTED: 1/23/19

REVISED and ADOPTED: 9/22/21; 8/24/22

Germantown Community Library
Technical Services Specialist Position Description

Position Title:	Technical Services Specialist
Reports To:	Circulation Manager
Employment Category:	Part-time
Department:	Library

General Position Description

The Technical Services Specialist is responsible for all cataloging, processing, and mending of library materials. In addition, they are responsible for ordering supplies, processing incoming orders, handling daily mail, newspapers, and donations. This position provides backup to the Circulation Team as needed and performs special tasks as requested by the Circulation Manager, Assistant Director, or Library Director.

Essential Duties & Responsibilities

The following are the fundamental job duties and responsibilities. These are not to be considered as exclusive or all-inclusive; other duties may be required and assigned, as management deems necessary.

- Catalog, process and mend materials.
- Perform item record maintenance.
- Order general supplies and special requests.
- Process incoming orders.
- Pick-up and process daily mail and newspapers from the Post Office and Village Hall.
- Receive and sort donated materials.
- Perform duties as a backup to the Library Specialist, Page II, and Page I positions.
- Assist with special projects as assigned.

Required Qualifications

- High school diploma or equivalent required.
- Previous experience in libraries, education, and museums is preferred.
- Requires at least 1-2 evenings per week, 1-2 Saturdays per month, and flexibility to meet the demands of the library.
- Must follow Library, Village, and System practices, procedures, and policies and be able to exhibit sound judgment in their interpretation.

Required Knowledge, Skills & Abilities

The requirements listed below are representative of the knowledge, skill, and/or ability required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to communicate effectively, both verbal and written in English.
- Must be punctual, dependable, and follow a regular set schedule.
- Must have knowledge of computer-use, internet browsers, Microsoft Office and email software.

- Must pay attention to detail and accuracy.
- Must be able to follow written and oral instructions.
- Must be able to work independently within a team environment.
- Must maintain confidentiality of patron information.
- Must have good interpersonal skills and ability to maintain cooperative and courteous working relationships with patrons, library staff, supervisors, and individuals in related organizations in a positive manner.
- Ability to engage in a warm and friendly manner with people of all ages, abilities, and backgrounds and is dedicated to providing exemplary service.
- Ability to multi-task in a customer service environment.
- Ability to work efficiently under pressure, handle stressful situations, and navigate conflicts with the ability to redirect to management accordingly.
- Ability to prioritize and complete tasks in order to meet deadlines with minimum supervision and assistance.
- Ability to perform cashier (cash and credit card) and customer service duties accurately in a timely manner.
- Ability to drive personal vehicle to the Post Office to pick up library mail and newspapers.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand for periods of 1-2 hours, sit, walk, crouch, bend, twist, and reach. Climbing stairs and step stools are occasionally necessary.
- Use of hands to feel, handle, finger or operate objects, tools or controls such as typing, writing, filing, shelving, processing or picking up materials and ability to reach with hands and arms.
- Ability to speak and hear within normal limits in order to answer and provide information both over the telephone and in person.
- Far vision at 20 feet or further, near vision at 20 inches or less, and prolonged use of a computer monitor.
- Ability to frequently lift or move up to 40 pounds; and push or pull objects weighing up to 80 pounds on wheels.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is generally performed in the library and/or office setting with the majority of the workday spent indoors in an area having a normal temperature and humidity range.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use may cause discomfort and poses limited risk of injury.

- Many duties are performed in view of the public. Appropriate attire as outlined in the Village Employee Handbook is required.
- The noise level in the work environment ranges from moderately quiet to moderately loud.
- May need to install apps on personal smartphone or carry a FOB to access business required systems.

Selection Guidelines, Reasonable Accommodations & Receipt

The selection process may include formal application, rating of qualifications and experience, oral interviews, reference checks, background examination, and job-related tests.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar related or a logical assignment to the position.

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Applicant Signature

Date

Supervisor Signature

Date

ADOPTED: 1/23/19

REVISED and ADOPTED: 9/22/21; 8/24/22;3/26/25

Germantown Community Library Circulation Manager Position Description

Position Title:	Circulation Manager
Reports To:	Assistant Director
Employment Category:	Full-time (salaried, non-exempt)
Department:	Library
Pay Grade:	9

Job Summary

The Circulation Manager is responsible for overseeing the operations in the Circulation Department. This position supervises staff on the Circulation, Page I, and Page II teams along with volunteers. They must also work closely with the Technical Services, Adult Services and Youth Services Teams to provide quality patron services.

Essential Duties & Responsibilities

The following are the fundamental job duties and responsibilities. These are not to be considered as exclusive or all-inclusive; other duties may be required and assigned, as management deems necessary.

- Supervises the work of library staff working in the Circulation Department including hiring, training, development, scheduling, and reviewing.
- Evaluates effectiveness of department activities including the results of output measurements.
- Assists in developing and implementing circulation procedures to support Library, County and System policies.
- Provides input to the Library Director and Assistant Director about changes needed in Library, County and System policies as it pertains to the Circulation Department.
- Assists in managing the patron database and outstanding issues regarding patrons and policies.
- Manages billing patrons of lost, overdue or damaged materials.
- Manages daily balancing of cash register revenues.
- Collaborates with the Library Director and Assistant Director with general library operations, adult and youth programming, and special projects as it affects patron circulation services and staff training.
- Works with the Library Director to develop and maintain a budget for library supplies.
- Follows current library circulation trends and technologies and collaborates with the Library Director and Assistant Director to assess the impact and application at the library.
- Participates in Washington County, System, and state-wide programs and meetings.
- Requires 1-2 evenings per week, 1-2 Saturdays per month, and a flexible schedule to meet the demands of the library.

Required Qualification, Knowledge, Skills & Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree, Associate's Degree, or equivalent college experience.
- At least 2 years of public library experience or equivalent experience working in a customer service or management setting preferred.
- Knowledge of public library practices, operations, and collection organization.
- Knowledge of basic computer and electronic equipment operations including Microsoft Office software.
- Excellent organization skills.
- Ability to direct and supervise the work of others.
- Ability to effectively present information and respond to questions from patrons.
- Ability to understand library policies and procedures and apply them to library operations.
- Ability to use knowledge and training to serve the needs of the library.
- Ability to communicate effectively, both verbal and written in English.
- Ability to work effectively and cooperate with direct supervisor, staff members, employees at other libraries, patrons, and others in the community.
- Ability to work efficiently under pressure and handle stressful situations, including prioritizing and completing tasks in order to meet deadlines with minimum supervision and assistance.
- Ability to perform cashier and customer service duties accurately and in a timely manner.
- Valid state driver's license or ability to obtain one within 4 months.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand for periods of 1-2 hours, sit, walk, crouch, bend, twist, and reach. Climbing stairs and step stools are occasionally necessary.
- Use of hands to feel, handle, finger or operate objects, tools or controls such as typing, writing, filing, shelving, processing or picking up materials and ability to reach with hands and arms.
- Ability to speak and hear within normal limits in order to answer and provide information both over the telephone and in person.
- Far vision at 20 feet or further, near vision at 20 inches or less, and prolonged use of a computer monitor.
- Ability to frequently lift or move up to 25-50 pounds; and push or pull objects weighing 50-80 pounds on wheels.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is generally performed in the library and/or office setting with the majority of the workday spent indoors in an area having a normal temperature and humidity range.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.

- The majority of tasks are performed while covering a service desk in view of the public. Employees are often required to multi-task by performing required duties or assignments between serving patrons.
- The noise level in the work environment ranges from moderately quiet to moderately loud.
- Some duties will require work outside of the library.

Selection Guidelines, Reasonable Accommodations & Receipt

The selection process may include formal application, rating of qualifications and experience, oral interviews, reference checks, background examination, and job-related tests.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar related or a logical assignment to the position.

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Applicant Signature

Date

Supervisor Signature

Date

ADOPTED: 1/23/19

Germantown Community Library Circulation Manager Position Description

Position Title:	Circulation Manager
Reports To:	Library Director
Employment Category:	Full-time (salaried, non-exempt)
Department:	Library
Pay Grade:	2

Job Summary

The Circulation Manager is responsible for overseeing the operations on the Circulation Team. This position supervises the Library Specialist, Technical Services Specialist, Page I, and Page II positions along with volunteers. This position works with administration as part of the library leadership team.

Essential Duties & Responsibilities

The following are the fundamental job duties and responsibilities. These are not to be considered as exclusive or all-inclusive; other duties may be required and assigned, as management deems necessary.

- Supervise the work of library staff working on the Circulation Team including hiring, training, development, scheduling, and evaluating performance.
- Evaluate effectiveness of department activities by monitoring circulation statistics and survey results.
- Develop, modify, and implement circulation procedures to support Library, Village, County and System policies.
- Manage the library staffing schedules.
- Provide assistance to the Circulation Team responsibilities as needed.
- Manage the library's patron records in the System database.
- Manage billing patrons of lost, overdue or damaged materials.
- Manage cataloging records in the System database.
- Manage the library revenue reporting.
- Manage supply ordering, invoices, and receiving mail, newspaper and incoming orders.
- Manage Circulation Team operating procedures to align with the Library Mission and Strategic Plan.
- Collaborate with the Library leadership team with library operations, programming, and special projects as it affects patron circulation services and staff training.
- Work with the Library Director and Assistant Director to develop and maintain a budget for library supplies and Circulation Team staffing.
- Follow current library circulation trends and technologies and collaborate with the Library Director and Assistant Director to assess the impact and application at the library.
- Participate in Library, Village, County and System programs and meetings as directed.
- Market and promote circulation and tech services events and additions through displays and print and social media formats.
- Provide monthly statistics and reports of circulation and technical services activity.

Required Qualification

- Master's Degree is preferred, Bachelor's Degree, Associate's Degree, or equivalent college experience is accepted.
- At least 2 years of public library experience or equivalent experience working in a customer service or management setting preferred.
- Knowledge of public library practices, operations, and collection organization.
- Valid state driver's license or ability to obtain one within 4 months.
- Requires 1-2 evenings per week, 1-2 Saturdays per month, and a flexible schedule to meet the demands of the library.

Required Knowledge, Skills & Abilities

The requirements listed below are representative of the knowledge, skill, and/or ability required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to communicate effectively, both verbal and written in English.
- Must be punctual, dependable, and follow a regular set schedule.
- Must have knowledge of computer-use, internet browsers, Microsoft Office, email software, reporting and marketing software tools.
- Must have excellent organizational skills.
- Must pay attention to detail and accuracy.
- Must be able to follow written and oral instructions.
- Must be able to work independently within a team environment.
- Must maintain confidentiality of patron information.
- Must have good interpersonal skills and ability to maintain cooperative and courteous working relationships with patrons, library staff, supervisors, and individuals in related organizations in a positive manner.
- Ability to direct and supervise the work of others.
- Ability to effectively present information and respond to questions from patrons.
- Ability to understand library policies and procedures and apply them to library operations.
- Ability to engage in a warm and friendly manner with people of all ages, abilities, and backgrounds and is dedicated to providing exemplary service.
- Ability to multi-task in a customer service environment.
- Ability to lead and work efficiently under pressure, handle stressful situations, and navigate conflicts with the ability to redirect to management accordingly.
- Ability to prioritize and complete tasks in order to meet deadlines with minimum supervision and assistance.
- Ability to perform cashier (cash and credit card) and customer service duties accurately in a timely manner.

Physical Requirements

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- Use of hands to feel, handle, finger or operate objects, tools or controls such as typing, writing, filing, shelving, processing or picking up materials and ability to reach with hands and arms.
- Ability to speak and hear within normal limits in order to answer and provide information both over the telephone and in person.
- Far vision at 20 feet or further, near vision at 20 inches or less, and prolonged use of a computer monitor.
- Ability to frequently lift or move up to 40 pounds; and push or pull objects weighing up to 80 pounds on wheels.

Work Environment

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- Some tasks are performed while covering a service desk in view of the public. Employees are often required to multi-task by performing required duties or assignments between serving patrons.
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The selection process may include formal application, rating of qualifications and experience, oral interviews, reference checks, background examination, and job-related tests.

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Applicant Signature

Date

Supervisor Signature

Date

ADOPTED: 1/23/19

REVISED and ADOPTED: 3/26/25

Proposed

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: March 26, 2025

PLACEMENT: Presentation

ITEM TITLE: Library Director 360 Performance Review

SUBMITTED BY: Joyce Nelson, Library Board President

SUMMARY EXPLANATION:

The Library Board will be discussing 360 Reviews for the Library Director from staff that report directly to the Director. This will be done annually when library managers are completing rounding with library staff.

ATTACHMENT:

STAFF RECOMMENDATION:

ACTION BY Committee: