

<b>MEETING:</b>	<b>GERMANTOWN COMMUNITY LIBRARY BOARD</b>
<b>DATE AND TIME:</b>	<b>Wednesday, April 23, 2025 5:30 PM</b>
<b>LOCATION:</b>	<b>Germantown Community Library N112W16957 Mequon Road</b>

### AGENDA

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:**
- III. **APPROVAL OF AGENDA:**
- IV. **APPROVAL OF MINUTES:**
  - A. March 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:**
- IX. **NEW BUSINESS:**
  - A. Request Funding For New Library Shelves
  - B. Job Descriptions Updates
    1. Adult Services Librarian
    2. Adult Services Specialist
- X. **ADJOURNMENT:**

The next regular meeting of the Germantown Community Library Board will be on Wednesday, May 28, 2025 at 5:30 p.m.

LIBRARY BOARD AGENDA

April 23, 2025

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

## **BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: April 23, 2025

PLACEMENT: Action Item

ITEM TITLE: March 26, 2025, Meeting Minutes

SUBMITTED BY: Connie Lloyd, Asst. Director

SUMMARY EXPLANATION:

Review submitted meeting minutes from March 26, 2025.

ATTACHMENT:

1. March 26, 2025, Meeting Minutes - DRAFT

STAFF RECOMMENDATION:

Approve the minutes as presented.

ACTION BY Committee:

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

**MINUTES**

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*

The regular meeting of the Germantown Community Library was called to order by President Joyce Nelson at 05:31 PM.

II. **ROLL CALL:**

**Present:** Library Board President Joyce Nelson, Library Board Member Darlene Vosen, Library Board Member Charlene Brady, Trustee Meg Cutts, Library Board Member Sarah Larson

**Absent:**

**Excused:** Library Board Member Joletta Kerpan, Library Board Member Jacob Misiak

**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:** Charlene Brady

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

**No:** None

**Abstain:** None

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

IV. **APPROVAL OF MINUTES:**

A. February 26, 2025, Meeting Minutes

**Motion:** Approve as presented

**Motioned By:** Sarah Larson

**Seconded By:** Meg Cutts

**Yes:** Joyce Nelson, Darlene Vosen, Charlene Brady, 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 pointed out the interest earned from CD#2 was deposited in the Building Account as 'Un-designated'.

**Motion:** Approve as presented

**Motioned By:** Meg Cutts

**Seconded By:** Sarah Larson

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

**No:** None

**Abstain:** None

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

B. Accounts Payable

**Motion:** Approve as presented

**Motioned By:** Joyce Nelson

**Seconded By:** Sarah Larson

**On roll call vote:**

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

**No:** None

**Abstain:** None

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

C. Budget Reports

Smith reviewed submitted budget report.

VII. **REPORTS:**

A. Correspondence

Nelson sent thank-you letters to the following donors:

- Kristi Bonnell - \$500 - Materials

- Carol King - \$100 - Patio Project
- Celeste LaJeunesse - \$150 - Patio Project

B. Village Reports

Cutts provided updates from the Village Board meetings.

C. County Reports

D. System Reports

Smith reported that the Director's Council met on 3/13/25 at Cedarburg Public Library. The Board discussed digital resource access. Smith noted that Libby is a digital resource available statewide via the Department of Public Instruction (DPI). It provides unlimited checkouts by patrons. Germantown is charged \$8,000 annually for this service. However, Washington County covers 50% of this expense.

E. President's Report

Nelson extended a thank you to Vice President Meg Cutts for running the February meeting in her absence.

F. Director's Report

Smith reviewed her submitted Director's Report and attachments.

**VIII. UNFINISHED BUSINESS:**

A. Patio Project

Smith provided an update on the Patio Project and reviewed the presented information on the last musical item and donor sign proposed to be purchased.

**Motion:** Approve as presented

**Motioned By:** Joyce Nelson

**Seconded By:** Sarah Larson

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

**No:** None

**Abstain:** None

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

**IX. NEW BUSINESS:**

A. Job Description Updates

Smith reviewed the proposed five submitted job description updates. Smith noted that all library job descriptions are being reviewed and batches of updates will be presented over the next couple of months.

**Motion:** Approve as presented

**Motioned By:** Sarah Larson

**Seconded By:** Meg Cutts

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

**No:** None

**Abstain:** None

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

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.***

**Motion:** Enter into Closed Session to Review Item A as presented

**Motioned By:** Meg Cutts

**Seconded By:** Sarah Larson

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

**No:** None

**Abstain:** None

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

The Library Board entered into Closed Session at 6:25 PM.

A. Library Director 360 Performance Review

**Motion:** Reconvene into Open Session as presented

**Motioned By:** Meg Cutts

**Seconded By:** Joyce Nelson

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

**No:** None

**Abstain:** None

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

The Library Board returned to Open Session at 7:44 PM.

**XI. ADJOURNMENT:**

Nelson announced the next Library Board meeting will be held on Wednesday, April 23, at 5:30 PM.

Nelson adjourned the meeting at 07:45 PM.

**BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: April 23, 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 Treasurer's Report as presented.

ACTION BY Committee:

**Germantown Community Library Board**

Financial Report April 14, 2025

By Darlene Vosen

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

Balance 3/17/25 per online statement		\$11,286.16
4/2 Deposit bricks, patio, donation jars	+\$1,443.77	
Transfer from Savings/wood leaves	+\$30.00	
Check #1607 Nalt. Trophy (leaves/plaque)	-\$39.50	
Balance 4/14/25 per on-line statement		\$12,720.43*

\*Early Literacy Fund - \$354.16 + \$17.99 = \$372.15

\*Programming Supplies - \$70.78

\*Patio Expansion 2024 - \$4,411.37

\*Patio Expansion 2025 - \$6,129.85+\$36.58(jar)+\$1,425.78-\$9.50(plaque) = \$7,582.71(-brick cost)

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

Balance 3/17/25 per on-line statement		\$4,794.60
Interest March	+\$0.41	
Transfer to Checking for wood leaves	-\$30.00	
Balance 4/14/25 per on-line statement		\$4,765.01

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

Balance 3/17/25 per on-line statement		\$14,001.96
Interest March	+\$1.16	
Balance 4/14/25 per on-line statement		\$14,003.12**

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

\*\*Expansion - \$2,323.34

\*\*Un-designated - \$3,928.33 + \$1.16(interest) = \$3,929.49

(need \$2,500 to keep account active)

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

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

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

## **BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: April 23, 2025

PLACEMENT: Action Item

ITEM TITLE: Accounts Payable

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Accounts Payable reports.

ATTACHMENT:

1. Accounts Payable - Invoices
2. Accounts Payable - Credit Cards

STAFF RECOMMENDATION:

Approve the Accounts Payable Reports as presented.

ACTION BY Committee:

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/3 TO 2025/3									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
10570000								Library	
10570000 462900								Library Fines & Fees	
100365 FRIENDS OF	FGCL013125	0	2025 3	INV	P		846.91 25.03.12	10696 January Friends Cre	
100365 FRIENDS OF	FGCL022825	0	2025 3	INV	P		188.99 25.03.12	10696 February Friends Cr	
							<b>1,035.90</b>		
101390 GERMANTOWN LIBRARY B BOARD	022825	0	2025 3	INV	P		389.20 25.03.12	10698 February Library Bo	
							<b>1,425.10</b>	ACCOUNT TOTAL	
10570000 521400								Library Life Insurance	
100933 SECURIAN FINANCIAL G	002832L APRIL 2025	0	2025 3	INV	P		122.33 25.03.12	10725 LIFE INSURANCE	
							<b>122.33</b>	ACCOUNT TOTAL	
10570000 531000								Library Gen Supplies & Expense	
101690 SIGNWORKS	22591	0	2025 3	INV	P		3,729.36 25.04.03	10946 DOWN PAYMENT 2 DEDI	
							<b>3,729.36</b>	ACCOUNT TOTAL	
10570000 531010								Library Office Supplies	
100201 COMPLETE OFFICE	882395	0	2025 3	INV	P		40.24 25.03.12	10685 office Supplies	
100728 MINUTEMAN PRESS	85437	0	2025 3	INV	P		64.94 25.03.12	10714 Office Supplies	
101624 STAPLES	6024112913	0	2025 3	INV	P		118.89 25.03.12	10728 Office Supplies	
101624 STAPLES	6026081563	0	2025 3	INV	P		458.83 25.03.12	10728 Office Supplies	
101624 STAPLES	6026968567	0	2025 3	INV	P		93.82 25.04.03	10948 office Supplies	
							<b>671.54</b>		
							<b>776.72</b>	ACCOUNT TOTAL	
10570000 531100								Library Books	
100092 BAKER & TAYLOR	2038862680	0	2025 3	INV	P		336.19 25.03.12	10678 Collection Material	
100092 BAKER & TAYLOR	2038871229	0	2025 3	INV	P		470.87 25.03.12	10678 Collection Material	
100092 BAKER & TAYLOR	2038880959	0	2025 3	INV	P		465.98 25.03.12	10678 Collection Material	
100092 BAKER & TAYLOR	2038889261	0	2025 3	INV	P		470.58 25.03.12	10678 Collection Material	
100092 BAKER & TAYLOR	2038893664	0	2025 3	INV	P		216.75 25.03.12	10678 Collection Material	
100092 BAKER & TAYLOR	2038901570	0	2025 3	INV	P		323.27 25.03.12	10678 Collection Material	
100092 BAKER & TAYLOR	2038908210	0	2025 3	INV	P		360.50 25.03.12	10678 Collection Material	
100092 BAKER & TAYLOR	2038914296	0	2025 3	INV	P		852.76 25.03.12	10678 Collection Material	
100092 BAKER & TAYLOR	2038922573	0	2025 3	INV	P		337.54 25.03.12	10678 Collection Material	
100092 BAKER & TAYLOR	2038930310	0	2025 3	INV	P		476.44 25.04.03	10903 Collection Material	
100092 BAKER & TAYLOR	2038938021	0	2025 3	INV	P		594.81 25.04.03	10903 Collection Material	
100092 BAKER & TAYLOR	2038947071	0	2025 3	INV	P		408.83 25.04.03	10903 Collection Material	
100092 BAKER & TAYLOR	2038954405	0	2025 3	INV	P		326.47 25.04.03	10903 Collection Material	
100092 BAKER & TAYLOR	2038956114	0	2025 3	INV	P		51.65 25.04.03	10903 Collection Material	
100092 BAKER & TAYLOR	2038964676	0	2025 3	INV	P		522.38 25.04.03	10903 Collection Material	
							<b>6,215.02</b>		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/3 TO 2025/3		ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
100477	INGRAM LIBRARY SERVI	86386434	0	2025	3	INV	P	37.78	25.03.12	10706 Collection Material
100477	INGRAM LIBRARY SERVI	86729329	0	2025	3	INV	P	24.59	25.03.12	10706 Collection Material
100477	INGRAM LIBRARY SERVI	87105395	0	2025	3	INV	P	15.59	25.04.03	10920 Collection Material
								<b>77.96</b>		
100798	OLLIS BOOK CORPORATI	249259	0	2025	3	INV	P	450.55	25.04.03	10934 Collection Material
100798	OLLIS BOOK CORPORATI	549560	0	2025	3	INV	P	210.92	25.04.03	10934 Collection Material
								<b>661.47</b>		
101265	PLAYAWAY	490738	0	2025	3	INV	P	24.99	25.03.12	10717 Collection Material
101265	PLAYAWAY	490798	0	2025	3	INV	P	157.48	25.03.12	10717 Collection Material
101265	PLAYAWAY	491251	0	2025	3	INV	P	67.49	25.03.12	10717 Collection Material
101265	PLAYAWAY	492490	0	2025	3	INV	P	472.92	25.03.12	10717 Collection Material
101265	PLAYAWAY	492558	0	2025	3	INV	P	58.49	25.03.12	10717 Collection Material
101265	PLAYAWAY	492593	0	2025	3	INV	P	56.99	25.03.12	10717 Collection Material
								<b>838.36</b>		
ACCOUNT TOTAL								7,792.81		
10570000	531190			Marketing & Promotion						
100322	EXPRESS NEWS	97685	0	2025	3	INV	P	120.00	25.03.12	10692 Marketing & Promoti
100497	JACKSON PARK & REC	2025GCLRENEWAL	0	2025	3	INV	P	500.00	25.04.03	10922 Marketing & Promoti
ACCOUNT TOTAL								620.00		
10570000	531430			Library Book Processing						
100032	AMAZON CAPITAL SERVI	143G-H7T6-3JPT	0	2025	3	INV	P	151.55	25.03.12	10676 Book Processing Sup
100246	DEMCO	7600399	0	2025	3	INV	P	137.46	25.03.12	10688 Book Processing Sup
100246	DEMCO	7616138	0	2025	3	INV	P	241.24	25.04.03	10909 Book Processing Sup
								<b>378.70</b>		
100294	ELM USA INC	74648	0	2025	3	INV	P	46.85	25.03.12	10690 Book Processing Sup
ACCOUNT TOTAL								577.10		
10570000	531440			Library Periodicals						
100735	MONARCH LIBRARY SYST	416460	0	2025	3	INV	P	792.00	25.04.03	10929 Periodical Material
ACCOUNT TOTAL								792.00		
10570000	531460			Library Audio Visual						
100032	AMAZON CAPITAL SERVI	143G-H7T6-6M9J	0	2025	3	INV	P	1,486.14	25.03.12	10676 Audio/Visual Materi
ACCOUNT TOTAL								1,486.14		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/3 TO 2025/3											
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION			
10570000 531470				Library Computer Service							
100402 GORDON FLESCH COMPAN	I00997999	0	2025 3	INV	P	1,204.32	25.03.12	10701	Computer Services		
100402 GORDON FLESCH COMPAN	IN15043809	0	2025 3	INV	P	125.59	25.03.12	10701	Computer Services		
100402 GORDON FLESCH COMPAN	IN15083533	0	2025 3	INV	P	37.17	25.04.03	10918	Computer Services		
						1,367.08					
				ACCOUNT TOTAL		1,367.08					
10570000 531490				Library Program Supplies & Exp							
100032 AMAZON CAPITAL SERVI	1JRG-6D1F-4JHD	0	2025 3	INV	P	1,341.05	25.03.12	10676	Programming Supplie		
100368 FUN EXPRESS LLC	73608381401	0	2025 3	INV	P	191.51	25.03.12	10697	Programming Supplie		
100368 FUN EXPRESS LLC	73637561801	0	2025 3	INV	P	624.20	25.04.03	10916	Programming Supplie		
100368 FUN EXPRESS LLC	73650105701	0	2025 3	INV	P	419.64	25.04.03	10916	Programming Supplie		
						1,235.35					
100971 SPOON MAN INC	GCL20250301	0	2025 3	INV	P	100.00	25.03.19	10805	DEPOSIT PERFORMANCE		
101684 EVENT ENTERTAINMENT	GCL20250303	0	2025 3	INV	P	130.00	25.03.19	10761	DEPOSIT - EVENT 6/1		
				ACCOUNT TOTAL		2,806.40					
				ORG 10570000 TOTAL		21,495.04					
FUND 10	General Fund			TOTAL:		21,495.04					

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

**PURCHASE CARD STATEMENTS**

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
629	**0028	JACQUELINE MOLITOR	5700	250310	Approved	2025/03	512.65
GL Effective Date: 03/10/2025		Invoice Date: 03/10/2025					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
3988	Pick N Save	ONE TIME PAY VENDOR		02/13/2025	02/14/2025	03/11/2025	4.98
3989	Domino's	ONE TIME PAY VENDOR		02/13/2025	02/14/2025	03/11/2025	210.25
3990	Wal-Mart	ONE TIME PAY VENDOR		02/25/2025	02/26/2025	03/11/2025	3.38
3991	Pick N Save	ONE TIME PAY VENDOR		02/26/2025	02/27/2025	03/11/2025	11.99
3992	Domino's	ONE TIME PAY VENDOR		02/27/2025	02/28/2025	03/11/2025	86.47
3993	Pick N Save	ONE TIME PAY VENDOR		03/04/2025	03/05/2025	03/11/2025	28.32
3994	Hello Tokyo	ONE TIME PAY VENDOR		03/08/2025	03/10/2025	03/11/2025	29.14
3995	Mitsuwa Marketplace	ONE TIME PAY VENDOR		03/08/2025	03/10/2025	03/11/2025	138.12

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
10570000	531490	Library Program Supplies & Exp		N	N	512.65

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
636	**1553	Patricia Smith	5700	250310	Approved	2025/03	2,112.95
GL Effective Date: 03/10/2025		Invoice Date: 03/10/2025					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
4028	Ann Annies	ONE TIME PAY VENDOR		02/14/2025	02/14/2025	03/11/2025	30.53
4029	ABOS Membership	ONE TIME PAY VENDOR		02/14/2025	02/17/2025	03/11/2025	135.00
4030	Michaels Stores	ONE TIME PAY VENDOR		02/15/2025	02/17/2025	03/11/2025	83.71
4031	Pick N Save	ONE TIME PAY VENDOR		02/20/2025	02/21/2025	03/11/2025	62.12
4032	Venmo - Local Author	ONE TIME PAY VENDOR		02/21/2025	02/24/2025	03/11/2025	30.90
4033	Panera Bread	ONE TIME PAY VENDOR		02/25/2025	02/26/2025	03/11/2025	17.38
4034	Constant Contact	ONE TIME PAY VENDOR		02/27/2025	02/28/2025	03/11/2025	82.00
4035	Joann Stores	ONE TIME PAY VENDOR		02/28/2025	03/03/2025	03/11/2025	131.94
4036	Michaels	ONE TIME PAY VENDOR		02/28/2025	03/03/2025	03/11/2025	61.68
4037	Michaels	ONE TIME PAY VENDOR		02/28/2025	03/03/2025	03/11/2025	60.08
4038	Facebook	ONE TIME PAY VENDOR		02/28/2025	03/03/2025	03/11/2025	49.60
4039	Target	ONE TIME PAY VENDOR		03/02/2025	03/03/2025	03/11/2025	5.39
4040	Target	ONE TIME PAY VENDOR		03/02/2025	03/03/2025	03/11/2025	1.08
4041	Michaels	ONE TIME PAY VENDOR		03/02/2025	03/04/2025	03/11/2025	56.85
4042	Canva	ONE TIME PAY VENDOR		03/03/2025	03/04/2025	03/11/2025	102.00
4043	Michaels	ONE TIME PAY VENDOR		03/03/2025	03/04/2025	03/11/2025	56.64
4044	Canva	ONE TIME PAY VENDOR		03/04/2025	03/05/2025	03/11/2025	52.75
4045	Target	ONE TIME PAY VENDOR		03/04/2025	03/05/2025	03/11/2025	37.37
4046	Michaels	ONE TIME PAY VENDOR		03/04/2025	03/05/2025	03/11/2025	39.14
4047	Lego Store	ONE TIME PAY VENDOR		03/05/2025	03/06/2025	03/11/2025	75.96
4048	Novoprint USA Inc	ONE TIME PAY VENDOR		03/06/2025	03/07/2025	03/11/2025	795.00
4049	Target	ONE TIME PAY VENDOR		03/08/2025	03/10/2025	03/11/2025	4.26
4050	Michaels	ONE TIME PAY VENDOR		03/08/2025	03/10/2025	03/11/2025	141.57

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
10570000	531080	Library Professional Dev		N	N	135.00
10570000	531190	Marketing & Promotion		N	N	1028.60
10570000	531490	Library Program Supplies & Exp		N	N	949.35

**PURCHASE CARD STATEMENTS**

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
642	**5685	GERMANTOWN LIBRARY	5700	250310	Approved	2025/03	3.49
GL Effective Date: 03/10/2025		Invoice Date: 03/10/2025					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
4081	walgreens	ONE TIME PAY VENDOR		02/24/2025	02/25/2025	03/11/2025	3.49

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
10570000	531010	Library Office Supplies		N	N	3.49

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
643	**5716	CARA REIMER	5700	250310	Approved	2025/03	1,431.38
GL Effective Date: 03/10/2025		Invoice Date: 03/10/2025					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
4082	0	ONE TIME PAY VENDOR		02/20/2025	02/21/2025	03/11/2025	6.49
4083	0	ONE TIME PAY VENDOR		02/25/2025	02/26/2025	03/11/2025	11.52
4084	Pacific Aluminum Sport Bot	4IMPRINT INC		03/04/2025	03/05/2025	03/11/2025	1413.37

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
10570000	531000	Library Gen Supplies & Expense		N	N	1413.37
10570000	531490	Library Program Supplies & Exp		N	N	18.01

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
649	**8262	Connie Lloyd	5700	250310	New	2025/03	49.99
GL Effective Date: 03/10/2025		Invoice Date: 03/10/2025					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
4124	Prime Video	ONE TIME PAY VENDOR		02/21/2025	02/24/2025	03/11/2025	5.99
4125	Cintas Corp Water Agreement	ONE TIME PAY VENDOR		03/06/2025	03/07/2025	03/11/2025	44.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
10570000	531000	Library Gen Supplies & Expense		N	N	49.99

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

**BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: April 23, 2025

PLACEMENT: Presentation

ITEM TITLE: Budget Reports

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Budget Report.

ATTACHMENT:

1. Budget Report

STAFF RECOMMENDATION:

ACTION BY Committee:

# Village of Germantown, WI - PRODUCTION



## YEAR-TO-DATE BUDGET REPORT

FOR 2025 03

ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>10570000 Library</b>							
10570000 432600 County Library	-339,000	0	-339,000	-164,793.56	.00	-174,206.44	48.6%
10570000 462900 Library Fines &	-10,000	0	-10,000	-2,366.56	.00	-7,633.44	23.7%
10570000 511000 Library Reg Sal	286,998	0	286,998	61,552.93	.00	225,445.07	21.4%
10570000 511100 Library PT Sala	306,460	0	306,460	62,821.30	.00	243,638.70	20.5%
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	9,201.99	.00	36,298.01	20.2%
10570000 521100 Library State R	39,984	0	39,984	7,827.28	.00	32,156.72	19.6%
10570000 521200 Library Health	95,128	0	95,128	24,744.84	.00	70,383.16	26.0%
10570000 521300 Library Dental	5,050	0	5,050	1,652.46	.00	3,397.54	32.7%
10570000 521400 Library Life In	1,600	0	1,600	643.71	.00	956.29	40.2%
10570000 531000 Library Gen Sup	10,000	0	10,000	4,249.36	4,820.00	930.64	90.7%
10570000 531010 Library Office	6,000	0	6,000	1,011.60	.00	4,988.40	16.9%
10570000 531080 Library Profess	2,000	0	2,000	.00	.00	2,000.00	.0%
10570000 531100 Library Books	56,000	0	56,000	13,084.22	.00	42,915.78	23.4%
10570000 531190 Marketing & Pro	5,000	0	5,000	620.00	.00	4,380.00	12.4%
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	922.39	.00	9,077.61	9.2%
10570000 531440 Library Periodi	5,000	0	5,000	792.00	.00	4,208.00	15.8%
10570000 531460 Library Audio V	20,000	0	20,000	3,491.77	.00	16,508.23	17.5%
10570000 531470 Library Compute	22,139	0	22,139	2,571.40	.00	19,567.60	11.6%
10570000 531490 Library Program	20,000	0	20,000	4,340.09	.00	15,659.91	21.7%
10570000 552300 Library System	24,000	0	24,000	.00	.00	24,000.00	.0%
10570000 561000 Library Buildin	65,000	0	65,000	12,025.21	.00	52,974.79	18.5%
10570000 561400 Library Telepho	4,000	0	4,000	.00	.00	4,000.00	.0%
10570000 571000 Library Insuran	7,320	0	7,320	5,477.51	2,584.49	-742.00	110.1%
TOTAL Library	690,379	0	690,379	50,112.94	7,404.49	632,861.57	8.3%
TOTAL General Fund	690,379	0	690,379	50,112.94	7,404.49	632,861.57	8.3%
TOTAL REVENUES	-349,000	0	-349,000	-167,160.12	.00	-181,839.88	
TOTAL EXPENSES	1,039,379	0	1,039,379	217,273.06	7,404.49	814,701.45	

## YEAR-TO-DATE BUDGET REPORT

FOR 2025 03							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	690,379	0	690,379	50,112.94	7,404.49	632,861.57	8.3%

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

## **BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: April 23, 2025

PLACEMENT: Presentation

ITEM TITLE: Director's Report

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Director's Report and attachments.

ATTACHMENT:

1. Director's Report
2. Director's Report - IMLS Paid Leave
3. Director's Report - Federal Funding Map
4. Director's Report - LSTA Funding
5. Director's Report - Express News - March 22
6. Director's Report - Wash. Co. Daily - April 5
7. Director's Report - Summer Brochure

STAFF RECOMMENDATION:

ACTION BY Committee:

# Director's Report: April 2025

## STATE OF WISCONSIN

- On Monday, March 31, 2025, all of its approximately 75 employees at the Institute of Museum and Library Services (IMLS) were put on paid administrative leave (attached).
- The Wisconsin Department of Public Instruction released information regarding federal funding at public libraries and the Library Services and Technology Act (LSTA) funding. Sections include information regarding LSTA funding and a map that shows federal funding by library system (attached). More information can be found at: <https://dpi.wi.gov/policy-budget/federal-funding>
- The Wisconsin state Marketing Cohort, in partnership with the System and Resource Library Administrators' Association of Wisconsin (SRLAAW), has launched the "Speak Up for Libraries" advocacy campaign to support IMLS and libraries across Wisconsin. A website was also created that includes information on IMLS funding, how the public show support of public libraries and how libraries are funded: <https://mywisconsinlibrary.org/>

## MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, April 10, in Juneau. Topics included system technology protocols, best practices for circulating kits, testing of an in-demand floating collection and approval of Message Bee wording for text and phone messages.
- Agendas and minutes: <https://monarchlibraries.org/library-director-meetings/>

## WASHINGTON COUNTY

### VILLAGE OF GERMANTOWN:

- The Village of Germantown Meetings:
  - At the April 4, 2025, Village of Germantown Election, Bob Soderberg was voted Village President and Kristen Borst was voted Village Trustee District #4.
- 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 Adult Paperback Fiction Sale will run in May through mid-June.

### DONATIONS:

Donor	Amount	Department	Brick/Plaque	Address
Kettle Moraine Art Guild	\$25	Patio Project	n/a	n/a (no thank you needed)
SC Wave 2014 (Brittany Weed)	\$100	Patio Project	Brick	Colgate, WI (Thank you sent in March)
Tenneti, Phani	\$201	Patio Project	n/a	Slinger, WI (Thank you sent in March)

- Donation Jars / Giving Tree:
  - Patio Expansion: \$10.33
  - Early Literacy: \$25.17
  - Programming Supplies: \$0.00

Monthly Donations Total: \$336.50

**DEPOSITS:**

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

**STATISTICS:**

- Circulation Statistics (see attached)
  - Physical: **25,896 (4.7% from 2024 / -0.3% YTD)**
  - Digital: **5,985 (2.6% from 2024 / -2.2% YTD)**
  - Total: **31,881 (4.3% from 2024 / -0.1% YTD)**

**PROGRAMMING:**

- The May-August programming brochure is now available (attached).
- Ongoing Programs (monthly):
  - Youth: Storytime (8), Thursday Performers (4), Family Fun Nights, Lego @ the Library, Adventure Academy (4) & Saturday programs
  - Tween/Teen: Tween Programs, Teen Programs, Teen Art Night, Teen Advisory Board & Tween/Teen/Adult 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, Enchanted Library Events (2), Kid's Klub (4) & Special Events
- Upcoming Programs & Outreach Calendar: <https://germantownlibrarywi.events.mylibrary.digital/>

**IN THE NEWS (ATTACHED):**

- "Cherry Bloom Festival events at Germantown Library" (Express News, March 22, 2025)
- "Germantown Community Library now offering blood pressure resources" (Wash. Co. Daily, April 5, 2025)

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

- Village Training: Incivility in the Workplace (CVMIC) (1.5 hours)

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

- Tues, Apr 1 – Village Administrator
- Wed, Apr 2 – Village Department Heads
- Mon, Apr 7 – Village Board (online)
- Mon, Apr 8 – Village Department Heads Training
- Wed, Apr 9 – Lego @ the Library
- Thurs, Apr 10 – Monarch Directors (Juneau)
- Mon, Apr 14 – Make It Crafts (3)
- Wed, Apr 16 – Village Department Heads & Trustee Orientation
- Wed, Apr 16 – Polaris Self-Checkout Demo
- Wed, Mar 12 – LEGO @ the Library
- Mon, Apr 21 – GGF & Village Board (online)
- Wed, Apr 23 – Library Board
- Mon, Apr 28 – Friends of the Library
- Tues, Apr 29 – Fri, May 2 – WAPL Conference (Oshkosh)

## **DEPARTMENT UPDATES**

### **ADMIN & ALL STAFF**

- Managers are editing and reviewing job descriptions with input from all staff.
- All Staff training day will take place on Tuesday, May 6.

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

- Over 660 patrons attended a series of eight events for our Japanese themed “Cherry Blossom Festival” programs that were held over spring break week on Monday, March 24 – Saturday, March 29.
- Youth and Outreach Staff continued to host 2<sup>nd</sup> grade field trips for local public and private schools with 232 students in attendance.
- Fundraiser with Chick-Fil-A was held on Thursday, April 10. Money raised will go toward teen area furniture.
- Outreach staff partnered with Germantown School Social Worker, Kathryn Hennekens, to host a school supply drive on Monday, April 21-Wednesday, April 30.

### **CIRCULATION & TECHNICAL SERVICES**

- The Circulation Manager retirement for August 2025 was announced. The position was posted on April 17.
- Staff are working up updating all procedures.


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

- The Library Fire Panel Replacement Project with DPW and O&W was completed on Friday, April 11.
- Youth Services Picture Book and Beginning Reader shelving was moved to meet ADA compliance.
- Onsite work for the Library Keyless Door Access Project began on Monday, April 14, with a projected completion date of May 30.
- Germantown School District Art Show at the library was completed on Thursday, March 20.
- Germantown High School Rain barrel silent auction is on display in the library lobby until Wednesday, April 23.
- The Germantown Wisconsin Regional Art Program (WRAP) art show is currently on display in the library until Saturday, May 3.

From **Milwaukee**

One-way as low as\* **\$109**

\*First travel date available 5/6/2025 with 30 travel days in schedule. Seats/days/mkts lmted; restr./excl. apply.




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WORKFORCE Listen Live ▾ 

### Agency funding libraries and museums puts all employees on leave ahead of major cuts

The Institute of Museum and Library Services is one of seven agencies President Donald Trump is looking to cut "to the maximum extent."



Jory Heckman | @jheckmanWFED  
 March 31, 2025 3:50 pm ⌚ 4 min read

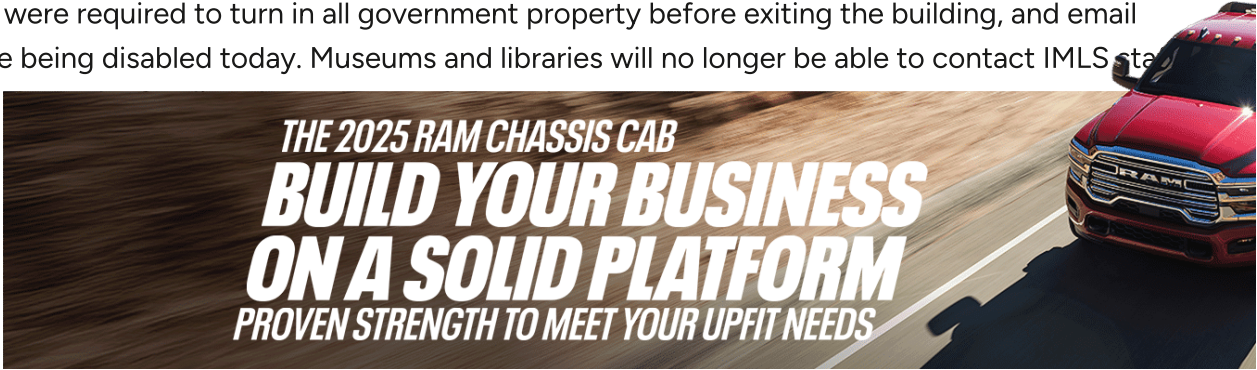
[in](#) [f](#) [e](#) [✉](#) [🖨](#)

A small federal agency that funds libraries and museums is telling employees to hand in their government-issued equipment and putting them on leave — a sign that major cuts to its operations are coming.

The Institute of Museum and Library Services (IMLS) put all of its approximately 75-employee workforce on paid administrative leave Monday, according to several IMLS employees.

The American Federation of Government Employees Local 3403 said in a statement that IMLS notified all employees that they would be placed on paid administrative leave, effective "immediately," following a brief meeting between staff from the Department of Government Efficiency and IMLS leadership.

"Employees were required to turn in all government property before exiting the building, and email accounts are being disabled today. Museums and libraries will no longer be able to contact IMLS staff for updates





— [How can agencies effectively recruit and hire the right employees? Find out in our new ebook, sponsored by Yello. Download today!](#)

([https://federalnewsnetwork.com/cme-event/federal-insights/how-to-modernize-federal-hiring-to-attract-next-gen-employees/?utm\\_medium=referral&utm\\_source=in-article\\_promo&utm\\_campaign=yello&utm\\_content=in-articlepromo](https://federalnewsnetwork.com/cme-event/federal-insights/how-to-modernize-federal-hiring-to-attract-next-gen-employees/?utm_medium=referral&utm_source=in-article_promo&utm_campaign=yello&utm_content=in-articlepromo))

AFGE Local 3403 said all work processing 2025 grant applications has ended, “in the absence of staff.”

“The status of previously awarded grants is unclear. Without staff to administer the programs, it is likely that most grants will be terminated,” the union wrote.

IMLS employees expect the agency will soon cut more than half its workforce, and will be reduced to only core statutory functions, under a recent executive order.

President Donald Trump [signed an executive order \(https://www.whitehouse.gov/presidential-actions/2025/03/continuing-the-reduction-of-the-federal-bureaucracy/\)](https://www.whitehouse.gov/presidential-actions/2025/03/continuing-the-reduction-of-the-federal-bureaucracy/) on March 14 eliminating IMLS “to the maximum extent consistent with applicable law.”

The executive order also targets six other small agencies and programs — the Federal Mediation and Conciliation Service, U.S. Agency for Global Media, Woodrow Wilson International Center for Scholars in the Smithsonian Institution, U.S. Interagency Council on Homelessness, Community Development Financial Institutions Fund and the Minority Business Development Agency.

“Such entities shall reduce the performance of their statutory functions and associated personnel to the minimum presence and function required by law,” the executive order states.

#### [The Federal Mediation & Conciliation Service](#)

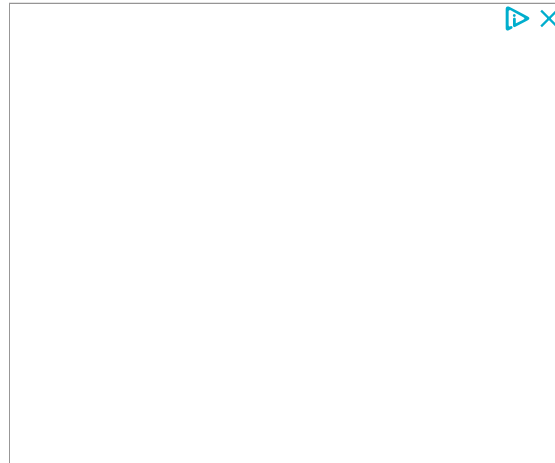
(<https://federalnewsnetwork.com/workforce/2025/03/federal-labor-mediation-agency-cuts-staff-down-to-skeleton-crew/>) last week terminated most of its employees and services, according to four employees who spoke to Federal News Network.

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(<https://federalnewsnetwork.com/email-alerts/>)

The agency saves about \$500 million a year by resolving and preventing strikes and labor disputes in the private sector and across the federal workforce.

FMCS will go from a workforce of about 220 employees to a "skeleton crew" of approximately a dozen employees.



An IMLS employee [recently told Federal News Network](https://federalnewsnetwork.com/workforce/2025/03/agency-funding-libraries-and-museums-puts-all-employees-on-leave-ahead-of-major-cuts/) (<https://federalnewsnetwork.com/workforce/2025/03/agency-funding-libraries-and-museums-puts-all-employees-on-leave-ahead-of-major-cuts/>) that the agency may be cut down to 30 people and that some remaining staff may be moving to the Labor Department.

Deputy Labor Secretary Keith Sonderling was sworn in as the acting IMLS director on March 20, after Trump designated him to serve in the role. An IMLS employee said Sonderling briefly returned to IMLS last Friday

According to employees, IMLS staffers were told in a March 17 town hall that the agency would soon look very different under Trump's executive order, and "could be down to the studs," in terms of overall staffing.

IMLS employees had until March 19 to apply for Voluntary Early Retirement Authority (VERA) or Voluntary Separation Incentive Payments (VSIP).

Many agencies across the federal government are making the same offer to employees, before proceeding with layoffs through a nonvoluntary Reduction in Force.

IMLS is the primary source of federal support for U.S. libraries and museums. The agency supports them through grants, research and policy development. The agency has about 75 employees. As of fiscal 2024, it had an [annual budget of nearly \\$295 million](https://www.imls.gov/sites/default/files/2024-05/imls-budget-table-fy-2023-2025.pdf) (<https://www.imls.gov/sites/default/files/2024-05/imls-budget-table-fy-2023-2025.pdf>).

Among its services, IMLS issues library grants to each state and territory, based on population.

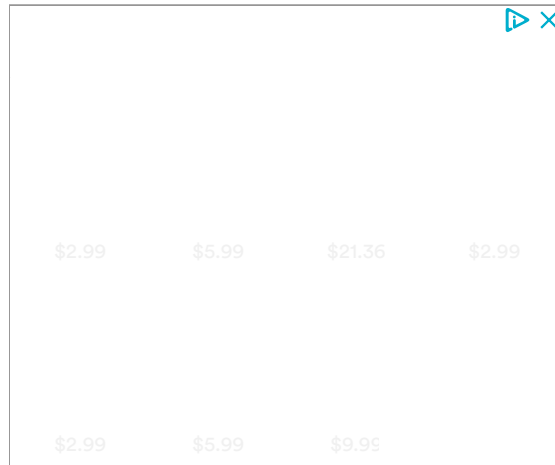
[Read more: Workforce](#)

(<https://federalnewsnetwork.com/category/workforce/>)

Those grants go toward a variety of state and local services — including workforce development, digital literacy, after-school programs for children, and field trips for students to visit museums and historical sites.

An IMLS employee said the agency is also a major source of funding for internet connectivity programs in rural areas.

An employee of a state library agency previously told Federal News Network that cuts to IMLS would have a ripple effect on her state’s library spending.



Congress passed the Museum and Library Services Act (MLSA) in 2018, reauthorizing IMLS. Trump signed the bill into law during his first term in office.

Sens. Jack Reed (D-R.I.) Kirsten Gillibrand (D-N.Y.), Susan Collins (R-Maine), and Lisa Murkowski (R-Alaska), co-authors of the reauthorization bill, [wrote a letter \(https://www.reed.senate.gov/news/releases/reed-leads-bipartisan-effort-to-preserve-support-for-public-libraries-and-museums\)](https://www.reed.senate.gov/news/releases/reed-leads-bipartisan-effort-to-preserve-support-for-public-libraries-and-museums) to Sonderling last week, “to remind the Administration of its obligation to faithfully execute the provisions of the law as authorized.”

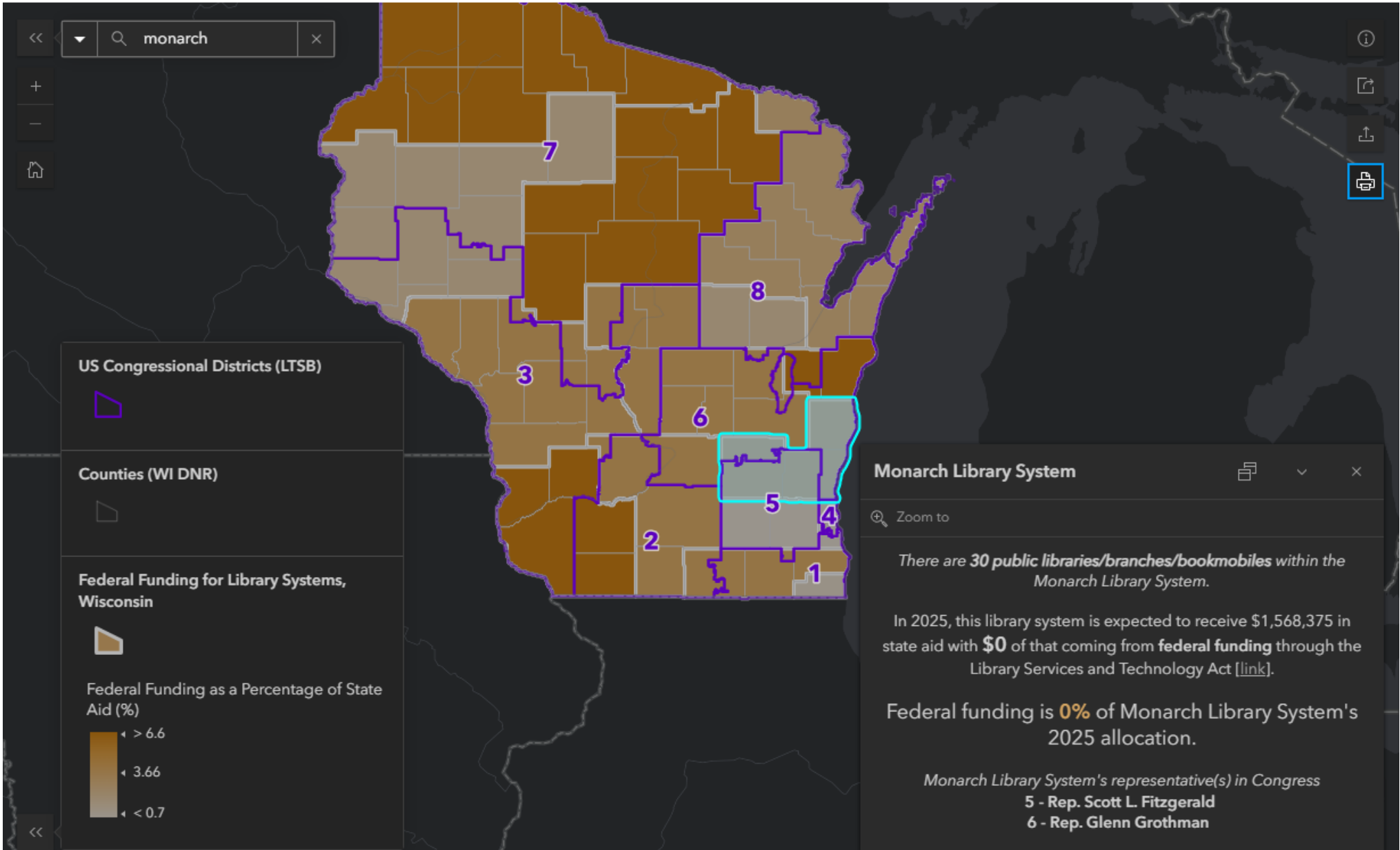
“We also expect that the Administration will allow the IMLS to engage with and support both libraries and museums as Congress intended and as authorized in the MLSA,” the lawmakers wrote.

**If you would like to contact this reporter about recent changes happening in the federal government, please email [JHeckman@FederalNewsNetwork.com](mailto:JHeckman@FederalNewsNetwork.com) (<mailto:JHeckman@FederalNewsNetwork.com>) or reach out on Signal at: JHeckman. 29**

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# Federal Funding for Wisconsin Library Systems



# Where the Money Goes

# LSTA Funding



## What is LSTA

The Library Services and Technology Act 'Grants to States Program' is the largest source of federal funding support for library services in the U.S. **Wisconsin received \$3.23 Million in 2024**, which equals \$.55 spent annually per resident!

## LSTA Funding Supports Resources for:

- Workforce development
- All-age literacy
- Summer reading programs
- Civic engagement
- Tribal history preservation



## Wisconsin Public Libraries

- 467 Public Libraries
- 15 Public Library Systems
- 2.2 Million Wisconsin Library Card Holders
- 46.6 Million Books, Videos, Electronic Materials Used
- 106,000 Child, Teen, Adult Library Programs
- 15.7 Million Wi-Fi Sessions

## Direct Benefits of LSTA

- 15 million library materials loaned between libraries through Wisconsin's **Interlibrary Loan Program**. Allows for broadening collections, especially in our rural libraries.
- \$50,000 developed **Cooperative Cataloging** to make finding titles of materials easier.
- \$66,884 created Wisconsin's **Internet Discount Finder**, which helps people find discounted and more affordable residential internet service.
- Piloted new programs which have become self-sustaining like the shared **Wisconsin Public Library Consortium Digital Library**, which sees 9 million eBooks and eAudio materials checked out each year.



**LETTER** from page 12

read and well spoken, thoughtful in her approach to discussions and educating others, and in doing so speaks from a position of knowledge not opinion. Her strong sense of integrity and doing what's right not necessarily what's popular sets her apart from

groupthink, and would offer greater potential for improved engagement with faculty and community members, as well as among board members, leading to more positive outcomes.

Given Sharon's background in, engagement with, and passion for education, in my view she's the candidate most qualified to earn Seat #4 on the

Germantown School Board. Her advocacy for student academic achievement and programs, and support of faculty in their teaching efforts will help ensure the district continues to meet or exceed its consistently high state and national rankings - markers that equate to sending successful adults into the world who will represent our community well.

Experience matters! I encourage you to vote for Sharon Kiernan, Germantown School Board Seat #4, on Tuesday, April 1.

Amy Reid  
Germantown

## Cherry Bloom Festival events at Germantown Library

Japanese fiction in translation has been growing in popularity, and it will be highlighted at the Germantown Community Library. Whether you are drawn to heartfelt slice-of-life stories, mind-bending mysteries, or quiet, thought-provoking fiction, these books offer something unique for every reader.

What better time to explore Japanese literature than during the Cherry Blossom Festival, happening March 24-29 here at the library. The library, located at

N112W16957 Mequon Rd will be celebrating Japanese culture with a variety of events throughout the week, from art and food to hands-on activities. Be sure to check out the full schedule below-we have something new happening each day!

**Cherry Blossom Festival Events**  
(Find more information about the events below at <https://germantownlibrarywi.events.mylibrary.digital/>. Please note that some events below require registration.)

- Teen Ramen Bowls & Mini Zen Gardens (Monday, March 24 at 6 p.m.)
- Cherry Blossom Preschool Storytime (Tuesday, March 25 at 10 a.m.)
- The Art of Paper: Connect and Craft (Tuesday, March 25 at 1-3 p.m.)
- Washi Tape Bookmark Adult Craft (Wednesday, March 26 at 1 p.m.)

- Tween Manga Drawing Workshop & Japanese Candy (Thursday, March 27 at 6 p.m.)
- Nippon Nibbles: Snacks & Sweets (Friday, March 28 at 1-2 p.m.)
- Taiko Drumming Performance by Milwaukee Taiko Group Hibiki (Saturday, March 29 at 1 p.m.)

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## Germantown Community Library now offering blood pressure resources

GERMANTOWN — The Milwaukee American Heart Association recently announced its addition of Germantown Community Library as participating members of its “Libraries with Heart” initiative. Patrons who visit the Germantown Community Library will now be able to access American Heart Association-guided materials, such as a validated monitor and cuff.

According to a news release from the American Heart Association, nearly half of American adults (about 120 million people) have high blood pressure, or hypertension, which can lead to deadly health consequences such as stroke, heart disease, kidney disease, vision loss and sexual dysfunction if left untreated. High blood pressure is commonly known as the “silent killer” because as many as 36% of patients with uncontrolled high blood pressure are not aware of their condition.

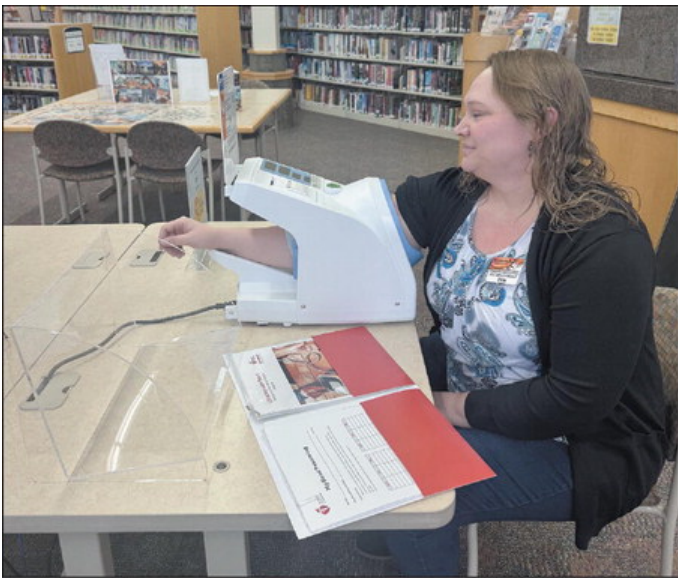
According to the release, there are now 18 sites in Southeastern Wisconsin with screen-and-refer blood pressure hubs. The Germantown location, N112-W16957 Mequon Road, unveiled the program during American Heart Month in February. In just weeks since its debut, the stationary monitor was used 30 times and the portable unit was checked out twice, according to Adult Service Librarian Lynn Ratzmann. Included in the educational materials are instructions about how to take blood pressure at home, what those numbers mean, a log for recording numbers and a list of local health care providers ready to answer questions.

“Germantown Community Library is very excited to support our community’s health needs by partnering with the AHA to provide a convenient way to check blood pressure,” Ratzmann said. “The relationship between the library and the AHA has meant our organizations are able to demonstrate to the community our commitment to health and service in a new and important way.”

Germantown joins 14 locations within the Milwaukee Public Library System, along with three previous sites in Menomonee Falls, Waukesha and Racine, which all have debuted since 2022.

“We are so excited to bring our ‘Libraries with Heart’ program at the Germantown Community Library,” said American Heart Association Community Impact Senior Director Susan Hjelsand. “By working together with the library, and our many collaborators, we are providing life-saving education and resources to patrons at the center of community gathering spaces. We are very excited to see the libraries add this resource to their shelves. Knowing your personal blood pressure numbers is a huge step toward taking heart health into your own hands.”

For more about the library, including its hours of operation and the services and resources available there, visit <https://germantownlibrarywi.org>.



A Germantown Community Library employee tests out the library’s new blood pressure monitor and cuff, donated as part of the Milwaukee American Heart Association’s “Libraries with Heart” initiative.

Photo courtesy of Germantown Community Library

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# COLOR OUR WORLD™

Summer Reading Challenge  
June 2 - August 9

## Summer Kick-Off Party:

Saturday, June 14 at 12:30 - 2:30pm

Let's kick off a summer full of fun at the library with face paint, ice cream, art and signing up for summer reading!



## Saturday Fun:

Play in a Day: Sat, June 21, 10:00am - 2:00pm

- Performance at 1:30pm \*Registration Required

Instrument Petting Zoo:

- Saturday, July 12 10:00am - 11:00am

End of Summer Bash:

- Saturday, August 9 1:00 - 2:30pm



## Youth Performers:

Thursdays at 10:30am or 1:30pm



- June 19: Fox & Branch - Kids Folk Music
- June 26: Platinum Sky Farm - Petting Zoo
- July 3: Spoon Man - Music with Spoons
- July 10: Kidsplay - Funny Improv Show
- July 17: Storytime with Elephant & Piggie
- July 24: Hale O Malo - Polynesian Dance
- July 31: Science Heroes: Color Science Show
- August 7: Zack Percell - Magic Show

## COMMUNITY ENGAGEMENT



### Enchanted Library Events:

- June 28, 10:00am-2:00pm Richfield Farmers Market
- June 30, 11:30am-12:30pm Jackson Community Center
- July 10, 2:00pm-3:00pm Fireman's Park
- July 14, 11:30am-12:30pm Jackson Community Center
- July 30, 11:00am-1:00pm Richfield Village Hall
- August 11, 11:30am-12:30pm Jackson Community Center
- August 14, 2:00pm-3:00pm Fireman's Park

## Community Events

Chamber Golf Outing (register with Chamber)  
• Wednesday, June 11

Independence Day Parade  
• Friday, July 4

Taste of Germantown  
• Thursday, July 24, 5pm -9pm

NAC Night  
• Tuesday, August 5 5:00pm-9:00pm

Richfield Days Parade  
• Sunday, August 24 11:00am



## Robert's Fundraiser



Monday, July 14  
4:00pm-8:00pm

All proceeds go toward improving the library's teen space!

## Thank you to our sponsors!

- Domino's - Germantown location
- Kiwanis of Germantown
- Kwik Trip
- Milwaukee Public Museum
- Wendy's

a full list of sponsors will be listed on our social media!

# SUMMER LIBRARY EVENTS

May - August 2025

## GERMANTOWN COMMUNITY LIBRARY



BUILD CONNECTIONS  
ENRICH LIVES

N112 W16957 Mequon Rd  
Germantown, WI 53022

(262) 253-7760

[www.germantownlibrarywi.org](http://www.germantownlibrarywi.org)

## Library Hours:

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

Friday: 9:00am - 5:00pm

Saturday: 9:00am - 4:00pm



**Miss Julie's Music and Book Fun!**  
 Wednesdays at 10:00am ages 0-5  
 • meets May 7, 21 & 28

**Preschool Storytime:**

Tuesdays at 10:00am  
 • meets June 17 - August 12

**Baby/Toddler Storytime:**

Wednesdays at 10:00am  
 • meets June 18 - August 13

**Meet Your Neighbor Storytime:**

Fridays at 10:00am  
 • meets May 16, June 20, July 18, August 15



**Family Fun Nights:**

Ages 5-10 & family Thursdays @ 6:00-7:00pm

June 12: Bubble Trouble! Lots o' wands & sizes!

July 10: Quiz Quest! Outdoor quiz-will you pass?

Aug. 14: Super Hero Training! Wear your super hero stuff. Build speed and strength!



**LEGO at the Library:**

Ages 5-12. Wednesdays @ 4:00-6:00pm  
 May 14, June 11, July 9 & Aug 13



**Adventure Academy:**

Ages 7-10. Tuesdays at 2:00 - 3:00pm  
 \*Registration Required

June 17: Plant & Decorate Flower Pots

June 24: Chalk the Walk

July 1: Notes of Kindness

July 8: Improv Games

July 15: Collaborative Writing Workshop

July 22: Glow in the Dark Bingo


July 29: Suncatchers

August 5: Taste Test Challenge

August 12: Giant Twister Game



**Teen Programs**

**Teen Lock-in:**  **Ages 13 - 18**  
 Friday, June 20 at 6:00 - 8:00pm

**Wicked (Movie) Watch Party:**  
 Saturday, July 19 at 1:30pm - 3:30pm

**College Q&A:**  
 Friday, August 8 1:00pm - 2:00pm

**Gogh With The Flow Teen Art Nights:**  
 Mondays at 4:00pm - 6:00pm

June 16: Canvas Chaos  
 July 21: Blabbering & Bean Art  
 August 18: Vision Board and Collage



**Teen Advisory Board (TAB):**

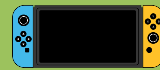
meets the first Monday of each month at 6:00pm



New members are welcome! Ages 14 -18  
 TAB is a great way to get volunteer hours, make friends and have your voice heard at the library.

**Tween Programs**

Thursdays at 4:00pm-5:00pm **Ages 10 - 12**  
 June 26: Nintendo Switch Open Play & Snacks  
 July 24: Blacklight Sip & Paint  
 August 28: DIY Locker Magnets



All library programs were kindly sponsored by:



**Special Programs:**

**Adult Programs**

**Author Marty Peck (One Country Club Drive)**

• Tues, May 20 at 1:00pm

**Author Jim Marshall (The American Tailwind)**

• Tues, June 10 at 6:00pm

**Genealogy: Underground Railroad**

• Wed, June 18 at 1:00pm

**Author Kevin Kluesner (Cole Huebsch series)**

• Tues, July 15 at 6:00pm

**Monarch Butterfly Magic**

• Wed, Aug 6 at 1:00pm



**Adult Puzzle Days:**

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

May 12, June 9, July 14 & Aug 11

**Adult Book Clubs:**

Dates and times vary

**FIND A BOOK GROUP TO JOIN HERE!**



**Ongoing Programs:**

**\*Crafts (9+ & adult):** 2nd Mon at 1:00, 3:00 or 5:00pm

May 12: Painted Glasses July 14: Beach Signs

June 9: Suncatchers Aug 17: String Art

**\*Adult Crafts (ages 18+):** 2nd & 4th Wed at 1:00pm

May 14: Button Frame July 9: Clothes Pin Mirror

May 28: Flower Painting July 23: Embroidery

June 11: Flower Gnome Aug 13: Leaf Macramé

June 25: Book Pillows Aug 27: Cross-Stitch

**\*Registration Required to attend these events**

**All Age Programs:**

**Spring Open House:**

Saturday, May 24 at 10:00am - 1:00pm

**Puzzle Race:**

\*Saturday, May 31 at 10:30am

\*Saturday, July 26 at 10:30am



## **BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: April 23, 2025

PLACEMENT: Action Item

ITEM TITLE: Request Funding For New Library Shelves

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The library has experienced continued growth in the Juvenile and Adult 'Library of Things' collections. See the attached collection circulation summary. Therefore, additional shelving and movement of shelving units are needed. Attached are floor layouts of the areas that are affected by the proposed changes. Final quotes for this project have been requested. It is estimated the cost of the shelving, shipping, installation and moving will be under \$10,000.

ATTACHMENT:

1. New Library Shelves - LOT Collection Circulation
2. New Library Shelves - LOT Adult Shelving
3. New Library Shelves - LOT Youth Shelving

STAFF RECOMMENDATION:

Approve the purchase and movement of new shelves from the Library Board Funds not to exceed \$10,000.

ACTION BY Committee:

## Library of Things & Video Game Circulation 2021-2024

	JV LOT	AD LOT	Passes	Video Games	Total
2021	166	0	0	970	166
2022	885	136	248	1,340	1,269
2023	1,302	1,381	711	2,132	3,394
2024	1,673	1,763	878	2,424	4,314

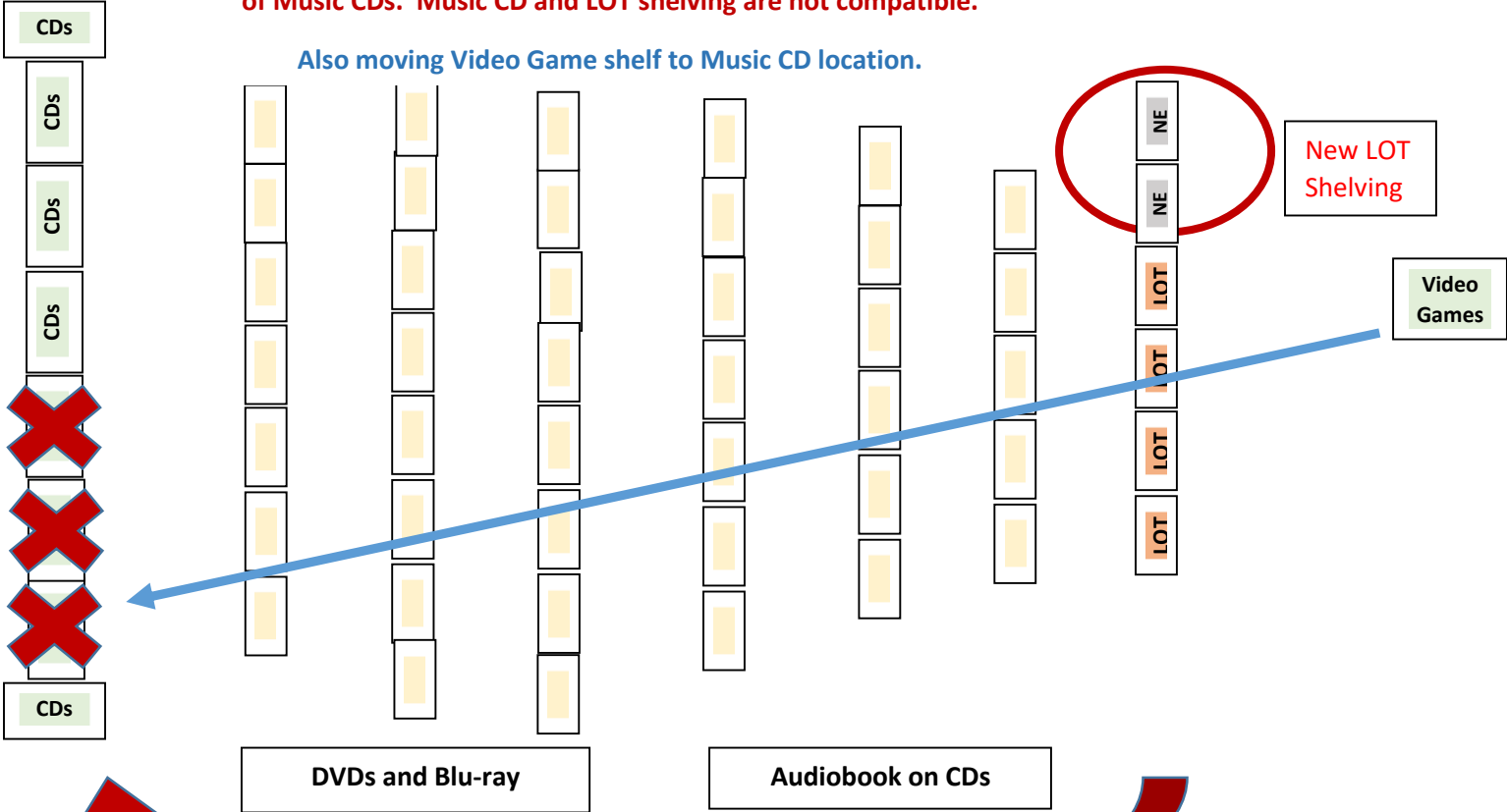
% Increase 2021/2022-2024	908%	1196%	254%	150%	2499%
% Increase 2023-2024	29%	28%	23%	14%	27%

# Germantown Community Library

Swap location of Music CDs with Library of Things (LOT). Requires adding two new shelving units to LOTs and deleting three sections of Music CDs. Music CD and LOT shelving are not compatible.

Also moving Video Game shelf to Music CD location.

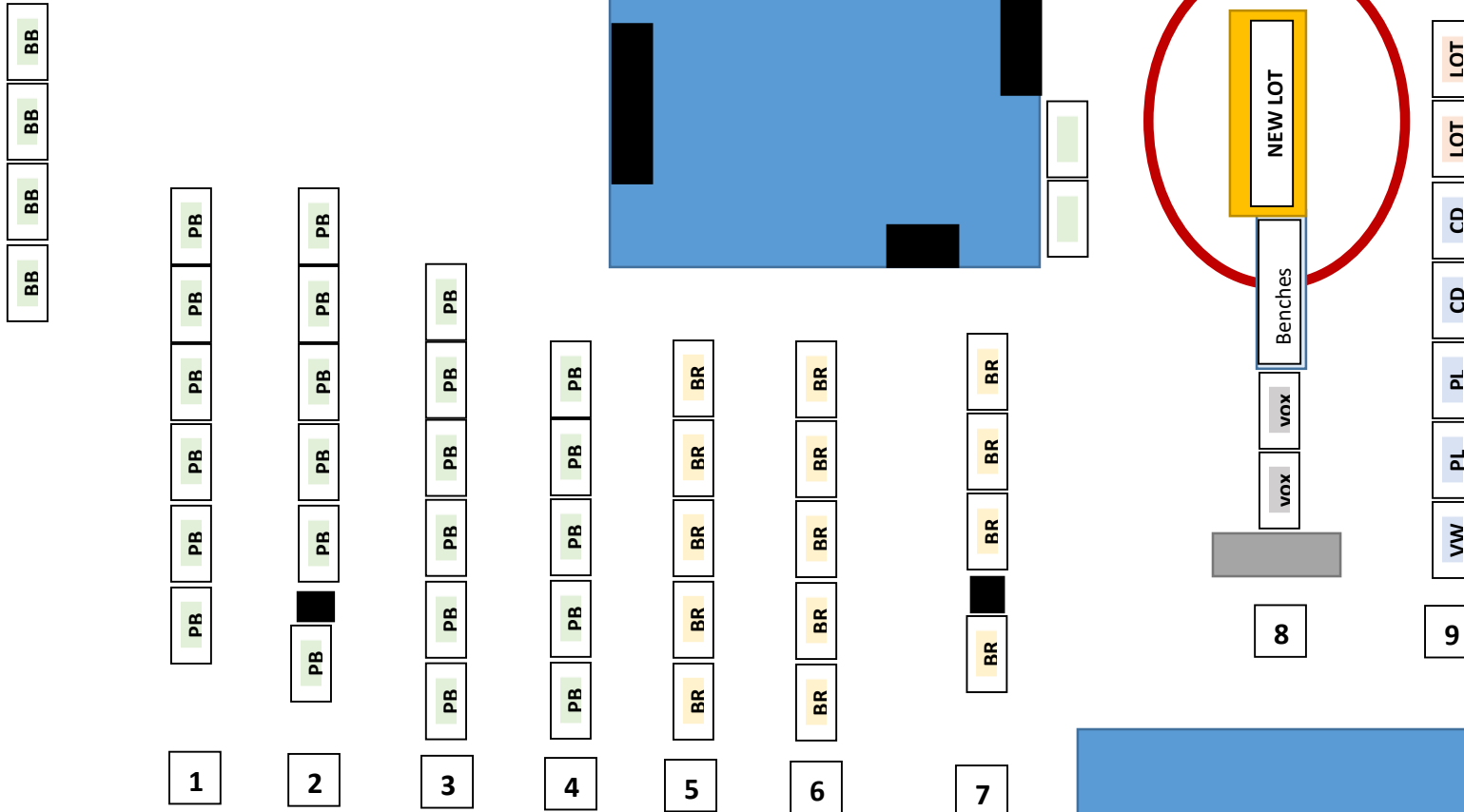
Circulation Desk



Study Rooms

# Patio

## Germantown Community Library New Juvenile LOT Shelving Summer 2025



# Youth Desk and Offices

## **BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: April 23, 2025

PLACEMENT: Action Item

ITEM TITLE: Job Descriptions Updates

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The library would like to update the following job descriptions:

- Adult Services Specialist
- Adult Services Librarian

Due to the number of changes and reorganization, a revised version is not readable. Therefore, for each position, the original and proposed copies are included.

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

ATTACHMENT:

STAFF RECOMMENDATION:

Approve the submitted proposed job descriptions as presented.

ACTION BY Committee:

## **BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: April 23, 2025

PLACEMENT: Action Item

ITEM TITLE: Adult Services Librarian

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the attached updated Adult Services Librarian original and proposed job descriptions.

ATTACHMENT:

1. Adult Services Librarian Job Description - Original
2. Adult Services Librarian Job Description - Proposed

STAFF RECOMMENDATION:

Approved the proposed Adult Services Librarian job description.

ACTION BY Committee:

**Germantown Community Library**  
**Adult Services Librarian Position Description**

<b>Position Title:</b>	Adult Services Librarian
<b>Reports To:</b>	Library Director
<b>Employment Category:</b>	Full-time (Non-Exempt Salaried)
<b>Department:</b>	Library
<b>Pay Grade:</b>	8

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**Job Summary**

The Adult Services Librarian is responsible for performing a variety of professional Library duties in the area of Adult Services. This includes collection development, programming, reference, reader's advisory, and instruction for all adults at the Germantown Community Library.

**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.*

- Oversee and assist with evaluating, selecting, classifying, cataloging, processing, and withdrawing of print, audio/visual, and electronic materials for adults.
- Assist adults and youth in the selection and access of information in all formats including print and audio/visual material, digital resources, library applications and databases at the Adult Reference Desk.
- Assist adults and youth in using technology including a computer, the Internet, printer, scanner, copier and electronic devices.
- Plan and implement educational and enriching programs for adults and that encourage reading, literacy skills, lifelong learning, and general library use including the Summer Reading Program.
- Market and promote programs and services in the Adult Services Department through all media formats including displays, booklists, posters, library website, print media, local channels, and social media.
- Work with the Library Director to develop and maintain a budget for the Adult Services Department including purchasing of all material and programming supplies.
- Collaborate with other agencies and special interest groups to promote library programs and services to the community.
- Perform outreach services to local businesses, senior living facilities, and other community groups.
- Participate in Washington County, System, and state-wide programs and meetings.
- Collaborate with the Library Director and library staff on policies and procedures and general functioning of the library.
- Provide monthly statistics and reports of programming and collections.
- Facilitate a positive environment for all patrons using the library and accessing library materials.
- Supervise adult services staff in all aspects on a daily basis including filling in for job duties and desk hours as needed.
- May also supervise pages, interns, and volunteers for special programming or projects.

- May assist with duties at the Youth Services Desk and with Youth Services programming and outreach.
- Requires at least 1-2 evenings per week, 1-2 Saturdays per month, and flexibility 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.
- Master's Degree in Library Science from an ALA-accredited institution preferred, will also consider equivalent education, training, and work experience.
- At least 1 year of public library experience or related field including a thorough understanding and knowledge of children and young adult literature and public service.
- Some management experience preferred.
- Knowledge of public library practices, operations, and collection organization.
- Knowledge of adult literature, literacy skills.
- Knowledge of Polaris, OCLC, cataloging procedures, and the Dewey Decimal System.
- 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.
- 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.

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

ADOPTED: 1/23/19

**Germantown Community Library**  
**Adult Services Manager Position Description**

<b>Position Title:</b>	Adult Services Manager
<b>Reports To:</b>	Library Director
<b>Employment Category:</b>	Full-time (Non-Exempt Salaried)
<b>Department:</b>	Library
<b>Pay Grade:</b>	2

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**Job Summary**

The Adult Services Manager is responsible for managing the operations of the Adult Services Team. This position supervises a team of part-time Adult Services Specialists. This position oversees programming, Information Desk, and collection development with a focus on adult material. 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 (permanent and temporary) on the Adult Service team including hiring, training, development, scheduling, and evaluating performance.
- Develop, modify, and implement department procedures to support Library, Village, County, and System policies.
- Provide assistance to the Adult Services team responsibilities as needed.
- Oversee the planning and implementation of educational and recreational programs for all ages that encourage lifelong learning and general library use with a focus on adults and families. These programs may be inside or outside the library.
- Market and promote programs and services through all media formats, including print, digital, video, and social media.
- Partner with other agencies and special interest groups to promote library programs and services to the community.
- Assist all patrons in the selection and access of information and materials.
- Assist all patrons with the use of library technology and library applications used on library computers, and personally owned mobile devices and e-readers.
- Oversee and assist with selecting, cataloging, processing, and withdrawing of collection materials with a focus on adult material.
- Follow current library circulation trends and technologies and collaborate with the Library Director to assess the impact and application at the library.
- Participate in Library, Village, County, System, and state-wide programs and meetings.
- Collaborate with the Library Director, leadership team, and library staff on policies and procedures and general functioning of the library.
- Lead as a positive and collaborative team player with the ability to coach and inspire others to accomplish their goals, build teams, and enhance a service-oriented culture.

## Required Qualifications

- Bachelor's Degree or equivalent college experience is required.
- Master's Degree in Library and Information Science (MLIS) from an accredited American Library Association (ALA) preferred.
- At least 2 years of public library experience or related field including a thorough understanding and knowledge adult collection material, programming, and public service.
- At least 1 year of management experience preferred.
- Valid state driver's license or ability to obtain one within 4 months. May be required to use personal or library vehicle during work hours.
- Requires at least 1-2 evenings per week, 1-2 Saturdays per month, and flexibility to meet the needs 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 in English, both verbal and written.
- Must be punctual, dependable, and follow a regular set schedule with flexibility to meet the needs of the library.
- Must have knowledge of public library practices, operations, and collection organization.
- Must have knowledge of adult collection material.
- Must have knowledge of library systems, cataloging concepts, and the Dewey Decimal System.
- Must have knowledge of computer and technology usage including internet browsers, Microsoft Office (or equivalent), e-mail, social media, and Canva 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 collaborative environment and be a positive team player.
- Must maintain confidentiality of patron and staff information.
- Must have good interpersonal skills and ability to maintain cooperative and courteous working relations with patrons, library staff, management, and individuals in related organization in a positive manner.
- Must have excellent scheduling and organizational skills with the ability to pivot with changing deadlines and priorities.
- Ability to work efficiently under pressure, manage stressful situations, and redirect conflicts to upper management when appropriate.
- Ability to multi-task in a customer service environment.
- 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 manage stressful situations, including prioritizing and completing tasks in order to meet deadlines with minimal 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 using 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 50 pounds; and push or pull objects weighing up to 200 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.
- Some duties will require work outside of the library at partnering facilities and will include outdoor locations with seasonal temperature variations.
- Ability to work under generally safe and comfortable condition, however, exposure to environmental factors such as repetitive computer keyboard use may pose limited risk of injury.
- Some tasks are performed while covering a service desk or providing a programming event in view of the public. Appropriate attire as outlined in the Village Employee Handbook is required.
- 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.
- May need to install apps on personal smartphones 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: 4/26/25

## **BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: April 23, 2025

PLACEMENT: Action Item

ITEM TITLE: Adult Services Specialist

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the attached updated Adult Services Specialist original and proposed job descriptions.

ATTACHMENT:

1. Adult Services Specialist Job Description - Original
2. Adult Services Specialist Job Description - Proposed

STAFF RECOMMENDATION:

Approved the proposed Adult Services Specialist job description as presented.

ACTION BY Committee:

**Germantown Community Library**  
**Adult Services Specialist Position Description**

<b>Position Title:</b>	Adult Services Specialist
<b>Reports To:</b>	Adult Services Librarian
<b>Employment Category:</b>	Part-time
<b>Department:</b>	Library

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**Job Summary**

The Adult Services Specialist assists the Adult Services Librarian in collection management, programming, marketing, and outreach. Assists patrons at the Information Desk with information and material requests, and the use of library resources in-person and on the telephone.

**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.*

- Assist with evaluating, selecting, classifying, cataloging, processing, and withdrawing of print, audio/visual, and electronic materials for adults.
- Assist adults and youth in the selection and access of information in all formats including print and audio/visual material, digital resources, library applications and databases, and the Internet. at the Information Desk or Youth Services Desk.
- Assist adults and youth in accessing library technology resources including public computers, printer, scanner, copier and portable electronic devices (ex. hot spot, Kindle, iPad).
- Answer patron and public questions, in-person and on the phone, about library services and programming and account information.
- Plan and implement educational and enriching programs for adults that encourage reading, literacy skills, lifelong learning, and general library use including the Summer Reading Program.
- Market and promote programs and services in the Adult Services Department through all media formats including displays, booklists, posters, library website, print media, local channels, and social media.
- Perform outreach services to local businesses, senior living facilities, and other community groups.
- Facilitate a positive environment for all patrons using the library and accessing library materials.
- May supervise pages, interns or volunteers for special programming or projects.
- May assist with duties at the Youth Services Desk and with Youth Services programming and outreach. Must be familiar with standard Youth Services programs.
- 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 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.*

- 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.
- Knowledge of computer and electronic equipment operations including Microsoft Office software.
- Excellent organization skills.
- Attention to detail.
- 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.

## **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, however, exposure to environmental factors such as repetitive computer keyboard use, ~~irrate individuals and intimidation~~ may ~~cause discomfort and~~ pose a ~~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 working 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.

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.

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Applicant Signature

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Date

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Supervisor Signature

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Date

ADOPTED: 1/23/19

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

**Germantown Community Library**  
**Adult Services Specialist Position Description**

**Position Title:** Adult Services Specialist  
**Reports To:** Adult Services Manager  
**Employment Category:** Part-time  
**Department:** Library

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**Job Summary**

The Adult Services Specialist performs program planning and implementation, customer service at service desks, and collection management with a focus on adult materials. The position assists other teams and performs special tasks as requested by the Adult Services 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.*

- Plan and implement educational and recreational programs for all ages that encourage lifelong learning and general library use with a focus on adults and families. Programs may be located inside or outside of the library.
- Market and promote programs and services through all media formats, including print, digital, video, and social media.
- Partner with other agencies and special interest groups to implement and promote library programs and outreach services to the community.
- Assist all patrons in the selection and access of information and materials, in-person and on the phone.
- Assist all patrons with the use of library technology and library applications used on library computers, personally owned mobile devices, and e-readers, both in-person and on the phone.
- Assist patrons with library material or service concerns, thoughtfully listen with an attempt to resolve the concern and redirect to co-workers or management when appropriate.
- Select, manage, and withdraw materials within assigned collections with a focus on adult material.
- Provide backup for other service desk coverage, programming, and events.
- Provide a positive environment for all patrons using the library and accessing library materials.
- Provide a positive reflection of the library when participating in programming and events on behalf of the library.

**Required Qualifications**

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

- Valid state driver's license or ability to obtain one within 4 months. May be required to use personal or library vehicle during work hours.

### **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 in English, both verbal and written.
- Must be punctual, dependable, and follow a regular set schedule with flexibility to meet the needs of the library.
- Must have knowledge of computer usage including, internet browsers, Microsoft Office (or equivalent), e-mail, social media, and Canva 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 collaborative environment and be a positive team player.
- 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.
- Must have excellent organizational skills.
- 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, manage stressful situations, and redirect conflicts to management when appropriate.
- Ability to prioritize and complete tasks in order to meet deadlines with minimal 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 50 pounds; and push or pull objects weighing up to 200 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.
- Some duties will require work outside of the library at partnering facilities and will include outdoor locations with seasonal temperature variations.
- Ability to work under generally safe and comfortable conditions, however, exposure to environmental factors such as repetitive computer keyboard use may pose a limited risk of injury.
- The majority of tasks are performed while covering a service desk or providing a programming event in view of the public. Appropriate attire as outlined in the Village Employee Handbook is required.
- Work is performed at a shared service desk visible to the public with access to an individually assigned cart. Personal items may be limited to individual lockers or cart.
- 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.
- May need to install apps on personal smartphones 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.

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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.

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Applicant Signature

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Date

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Supervisor Signature

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Date

ADOPTED: 1/23/19

REVISED and ADOPTED: 9/22/21; 8/24/22; 4/26/25

PROPOSED