

<b>MEETING:</b>	<b>GERMANTOWN COMMUNITY LIBRARY BOARD</b>
<b>DATE AND TIME:</b>	<b>Wednesday, June 25, 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. May 28, 2025, Meeting Minutes - DRAFT (Action)
- V. **CITIZEN INPUT:** *(Please be advised per 19.84(2) that information and comment will be received from the public. It is the policy of this municipality that public input be limited to a four (4) minute period per person with a time extension granted at the discretion of the Chairperson. Be advised that there may be limited discussion of the information received but no action will be taken under public comments.) Comments that may be injurious to village personnel or other individuals will not be allowed.*
- VI. **FINANCIAL MATTERS:**
  - A. Treasurer's Report (Action)
  - B. Accounts Payable (Action)
  - C. Budget Reports (Discussion)
- VII. **REPORTS (Discussion Unless Otherwise Noted):**
  - A. Correspondence
  - B. Village Reports
  - C. County Reports
  - D. System Reports
  - E. President's Report
  - F. Director's Report
- VIII. **UNFINISHED BUSINESS:**
- IX. **NEW BUSINESS:**
  - A. Election of Library Board Officers (Action)
  - B. Job Description Updates
    1. Youth Services Librarian (Action)
    2. Youth Services Specialist (Action)
    3. Outreach Specialist (Action)
    4. Youth Services Intern (Action)

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

**X. ADJOURNMENT:**

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

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

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

## **BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: June 25, 2025

PLACEMENT: Action Item

ITEM TITLE: May 28, 2025, Meeting Minutes - DRAFT (Action)

SUBMITTED BY: Connie Lloyd, Asst. Director

SUMMARY EXPLANATION:

Review the submitted May 28, 2025, meeting minutes.

ATTACHMENT:

1. May 28 2025 Meeting Minutes - DRAFT

STAFF RECOMMENDATION:

Approved the May 28, 2025 Meeting Minutes as presented.

ACTION BY Committee:

<b>MEETING:</b>	<b>GERMANTOWN COMMUNITY OF THE LIBRARY BOARD</b>
<b>DATE AND TIME:</b>	<b>Wednesday, May 28, 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, Library Board Member Joletta Kerpan, Library Board Member Sarah Larson, Library Board Member Jacob Misiak  
**Absent:** Trustee Pieper  
**Excused:**  
**Also present:** Library Director Trisha Smith, Assistant Library Director Connie Lloyd
- III. **APPROVAL OF AGENDA:**  
**Motion:** Approve as presented  
**Motioned By:** Charlene Brady  
**Seconded By:** Sarah Larson  
  
Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Sarah Larson, Jacob Misiak  
No: None  
Abstain: None  
  
**Motion Passed (Yes 6, No 0, Abstained 0)**
- IV. **APPROVAL OF MINUTES:**  
  
A. April 23, 2025, Meeting Minutes (Action)  
**Motion:** Approve as presented  
**Motioned By:** Sarah Larson  
**Seconded By:** Charlene Brady  
  
Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Sarah Larson, Jacob Misiak  
No: None

**Abstain: None**

**Motion Passed (Yes 6, 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.) Comments that may be injurious to village personnel or other individuals will not be allowed.*

VI. **FINANCIAL MATTERS:**

- A. Treasurer's Report (Action)

**Motion:** Approve as presented

**Motioned By:** Joyce Nelson

**Seconded By:** Sarah Larson

**Yes:** Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Sarah Larson, Jacob Misiak

**No:** None

**Abstain:** None

**Motion Passed (Yes 6, No 0, Abstained 0)**

- B. Accounts Payable (Action)

Smith noted that credit card expenses are now included in the Account's Payable report and reflected with an account number of 999999.

**Motion:** Approve as presented

**Motioned By:** Joyce Nelson

**Seconded By:** Sarah Larson

**On roll call vote:**

**Yes:** Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Sarah Larson, Jacob Misiak

**No:** None

**Abstain:** None

**Motion Passed (Yes 6, No 0, Abstained 0)**

- C. Budget Reports (Discussion)

Smith reviewed the submitted Budget Report.

VII. **REPORTS:**

- A. Correspondence (Discussion)

Nelson reported she did not have any thank you letters this month.

B. Village Reports (Discussion)

C. County Reports (Discussion)

Smith reported that Nicole Mszal was hired as the new Slinger Community Library Director and the Kewaskum Public Library Director had resigned.

D. System Reports (Discussion)

Monarch System Library Directors met on May 8 at Mead Public Library. Smith noted the Message Bee software implementation for text and phone notices is expected to be completed in late May, the Monarch Library System Strategic Plan is currently being drafted and the Speak Up For Libraries postcard education campaign will be released next month.

E. President's Report (Discussion)

Nelson wanted to thank the School District Library Board Representative, Misiak, for his service on the Library Board. The Germantown School District is replacing Misiak with Katie Kohel effective June 26, 2025, after the June meeting.

F. Director's Report (Discussion)

Smith reviewed her submitted Director's Report and attachments.

**VIII. UNFINISHED BUSINESS:**

A. Review Funding Options for new Library Shelving and Furniture (Action)

**Motion:** Approve remaining items for purchase from Library Board CDs in an amount not to exceed \$27,000 (originally fundraised for furniture with the building project).

**Motioned By:** Joyce Nelson

**Seconded By:** Sarah Larson

**Motion:** Amended motion to approve expenditures not to exceed \$17,000 since \$10,000 has been previously approved.

**Motioned By:** Joyce Nelson

**Seconded By:** Sarah Larson

**Yes:** Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Sarah Larson, Jacob Misiak

**No:** None

**Abstain:** None

**Motion Passed (Yes 6, No 0, Abstained 0)**

**IX. NEW BUSINESS:**

**A. Review Proposed Library Budget Amendments (Action)**

Smith reviewed the submitted proposed 2025 budget amendments due to additional fundraising for the 2023-2025 Patio Project and purchasing of library furniture with Library Board CDs. She noted the request for check for Germantown Community Library Board donations will be presented at a future meeting.

**STAFF RECOMMENDATION:**

Approve the 2025 Amended Library Budget in the amount of \$36,000 in additional funding from various accounts as listed below:

- 10570000-531000 (GEN SUPPLIES & EXPENSES): \$28,000
- 10570000-531490 (PROGRAM SUPPLIES & EXP): \$8,000

**Motion:** Approve the budget amendments as recommended.

**Motioned By:** Joyce Nelson

**Seconded By:** Joletta Kerpan

**Yes:** Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Sarah Larson, Jacob Misiak

**No:** None

**Abstain:** None

**Motion Passed (Yes 6, No 0, Abstained 0)**

**X. ADJOURNMENT:**

Nelson announced the next Library Board meeting will be held on Wednesday, June 25, 2025, at 5:30.

Nelson adjourned the meeting at 06:10 PM.

**BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: June 25, 2025

PLACEMENT: Action Item

ITEM TITLE: Treasurer's Report (Action)

SUBMITTED BY: Darlene Vosen, Library Board Member

SUMMARY EXPLANATION:

Review the submitted Treasurer's Report.

ATTACHMENT:

1. Treasurer's Report

STAFF RECOMMENDATION:

Approve the submitted Treasurer's Report as presented.

ACTION BY Committee:

**Germantown Community Library Board**

Financial Report June 17, 2025

By Darlene Vosen

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

Balance 5/20/25 per online statement		\$14,304.85
6/2 Gift Bricks check #1608	-\$1,558.15	
6/4 Deposit Brick, patio, jars, programming	+\$407.62	
Balance 6/17/25 per on-line statement		\$13,154.32*

\*Early Literacy Fund - \$397.32 + \$26.14(jar) = \$423.46

\*Programming Supplies - \$70.78 + \$250.00 = \$320.78

\*Patio Expansion 2024 - \$4,411.37

\*Patio Expansion 2025- \$9,105.38-\$1,558.15(brick cost) = \$7,547.23+\$31.48(jar) +\$100=\$7,678.71

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

Balance 5/20/25 per on-line statement		\$4,765.40
Interest May	+\$0.39	
Balance 6/17/25 per on-line statement		\$4,765.79

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

Balance 5/20/25 per on-line statement		\$30,024.17
Interest May	+\$3.28	
6/4 Deposit Books & Materials	+\$125.00	
6/11 Deposit Mindock/bks & materials	+\$1,000.00	
Balance 6/17/25 per on-line statement		\$31,152.45**

\*\*Book & Materials - \$7,750.29 + \$125.00 + \$1,000.00 = \$8,875.29

\*\*Furniture & Equipment - \$15,000.00

\*\*Expansion - \$2,323.34

\*\*Un-designated - \$4,950.54 + \$3.28 (interest) = \$4,953.82

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

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

<b>CD #1 Furniture (4025)</b> Balance 3/4/25 per bank statement	\$15,000.00
4.72/4.81% Interest 17 months ( <b>mature 8/4/26</b> )	
<b>CD #2 Furniture (5608)</b> Balance 2/06/25 per bank statement	\$15,000.00
4.72/4.81% Interest 17 months ( <b>mature 7/6/26</b> )	
<b>CD #3 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 #4 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 #5 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 (\$55,000.00) + Expansion (\$10,000.00) = \$65,000.00**

**BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: June 25, 2025

PLACEMENT: Action Item

ITEM TITLE: Accounts Payable (Action)

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Accounts Payable Report.

ATTACHMENT:

1. Accounts Payable

STAFF RECOMMENDATION:

Approve the submitted Accounts Payable Report as presented.

ACTION BY Committee:

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/5 TO 2025/5	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
10570000		Library							
10570000	521400								Library Life Insurance
	100933	SECURIAN FINANCIAL G 002832L JUNE 2025	0	2025	5	INV P	113.44	25.05.14	11373 LIFE INSURANCE
							113.44		ACCOUNT TOTAL
10570000	531000								Library Gen Supplies & Expense
	100381	GERMANTOWN CHAMBER O 14907	0	2025	5	INV P	135.00		Germantown Area Cha
	101234	YERGES VAN LINERS, I M-25-6778	0	2025	5	INV P	1,194.00	25.05.14	11394 General Supplies
	101592	JL BUSINESS INTERIOR 38153	0	2025	5	INV P	1,140.00	25.05.14	11344 General Supplies
	999999	VILLAGE GARDEN LLC 14900	0	2025	5	INV P	14.08		village Garden
	999999	CANVA* I04504-491497 14916	0	2025	5	INV P	-135.00		0
	999999	CANVA* I04504-491497 14917	0	2025	5	INV P	135.00		Canva
	999999	PANERA BREAD #601553 14919	0	2025	5	INV P	286.92		Panera Bread
	999999	SPICES OF SHEBOYGAN 14921	0	2025	5	INV P	29.24		Spices of Sheboygan
	999999	CANVA* I04512-632548 14923	0	2025	5	INV P	463.00		Canva
	999999	MICHAELS #9490 14924	0	2025	5	INV P	345.32		Michaels
	999999	MICHAELS #9490 14925	0	2025	5	INV P	27.92		Michaels
	999999	MICHAELS #9490 14926	0	2025	5	INV P	6.98		Michaels
	999999	CINTAS CORP 14971	0	2025	5	INV P	44.00		Cintas Corp
							1,217.46		
							3,686.46		ACCOUNT TOTAL
10570000	531010								Library Office Supplies
	101624	STAPLES 6031880640	0	2025	5	INV P	44.69	25.05.28	11484 Office Supplies
							44.69		ACCOUNT TOTAL
10570000	531080								Library Professional Dev
	101190	WI LIBRARY ASSOCIATI 14950	0	2025	5	INV P	147.00		WI Library Associat
	101267	SMITH GCLTS05072025	0	2025	5	INV P	157.50	25.05.14	11374 Professional Develo
	999999	BKG*HOTEL AT BOOKING 14913	0	2025	5	INV P	285.50		Hotel at Booking.co
	999999	BAYMONT BY WYNDHAM O 14914	0	2025	5	INV P	90.00		Baymount by wyndham
	999999	BAYMONT BY WYNDHAM O 14915	0	2025	5	INV P	-90.00		0
							285.50		
							590.00		ACCOUNT TOTAL
10570000	531100								Library Books
	100092	BAKER & TAYLOR 2039021834	0	2025	5	INV P	208.48	25.05.14	11311 Collection Material
	100092	BAKER & TAYLOR 2039024774	0	2025	5	INV P	401.04	25.05.14	11311 Collection Material
	100092	BAKER & TAYLOR 2039031757	0	2025	5	INV P	765.85	25.05.14	11311 Collection Material
	100092	BAKER & TAYLOR 2039038093	0	2025	5	INV P	731.04	25.05.14	11311 Collection Material
	100092	BAKER & TAYLOR 2039041096	0	2025	5	INV P	333.91	25.05.14	11311 Collection Material

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/5 TO 2025/5										
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION		
100092 BAKER & TAYLOR	2039048142	0	2025 5	INV	P	484.16	25.05.14	11311 Collection Material		
100092 BAKER & TAYLOR	2039053647	0	2025 5	INV	P	295.75	25.05.14	11311 Collection Material		
100092 BAKER & TAYLOR	2039056398	0	2025 5	INV	P	78.77	25.05.28	11460 Collection Material		
100092 BAKER & TAYLOR	2039058477	0	2025 5	INV	P	64.08	25.05.28	11460 Collection Material		
100092 BAKER & TAYLOR	2039069259	0	2025 5	INV	P	439.28	25.05.28	11460 Collection Material		
100092 BAKER & TAYLOR	2039076424	0	2025 5	INV	P	276.30	25.05.28	11460 Collection Material		
						<b>4,078.66</b>				
100477 INGRAM LIBRARY SERVI	87626836	0	2025 5	INV	P	15.59	25.05.14	11341 Collection Material		
101265 PLAYAWAY	498572	0	2025 5	INV	P	857.86	25.05.14	11365 Collection Material		
101265 PLAYAWAY	498703	0	2025 5	INV	P	215.97	25.05.14	11365 Collection Material		
101265 PLAYAWAY	499023	0	2025 5	INV	P	56.69	25.05.14	11365 Collection Material		
101265 PLAYAWAY	499448	0	2025 5	INV	P	380.64	25.05.14	11365 Collection Material		
101265 PLAYAWAY	499883	0	2025 5	INV	P	148.18	25.05.28	11482 Collection Material		
						<b>1,659.34</b>				
101707 FLUTTERBEE	INV112447	0	2025 5	INV	P	62.91	25.05.28	11469 Collection Material		
						<b>ACCOUNT TOTAL</b>	<b>5,816.50</b>			
10570000 531190								Marketing & Promotion		
999999 EIG*CONSTANTCONTACT.	14912	0	2025 5	INV	P	82.00		Constant Contact		
						<b>ACCOUNT TOTAL</b>	<b>82.00</b>			
10570000 531240								Library Travel		
100646 RATZMANN, LYNN	GCLLR04172025	0	2025 5	INV	P	72.10	25.05.14	11370 Travel		
101267 SMITH	GCLTS04172025	0	2025 5	INV	P	228.20	25.05.14	11374 Travel		
						<b>ACCOUNT TOTAL</b>	<b>300.30</b>			
10570000 531430								Library Book Processing		
100032 AMAZON CAPITAL SERVI	1VXR-3PFN-GRVD	0	2025 5	INV	P	99.62	25.05.14	11310 Book Processing Sup		
100246 DEMCO	7638388	0	2025 5	INV	P	142.12	25.05.14	11321 Book Processing Sup		
100246 DEMCO	7643524	0	2025 5	INV	P	1,731.26	25.05.14	11321 Book Processing Sup		
						<b>1,873.38</b>				
						<b>ACCOUNT TOTAL</b>	<b>1,973.00</b>			
10570000 531460								Library Audio Visual		
100032 AMAZON CAPITAL SERVI	1M3R-47TY-HP34	0	2025 5	INV	P	1,881.77	25.05.14	11310 Audio/Visual Materi		
						<b>ACCOUNT TOTAL</b>	<b>1,881.77</b>			
10570000 531470								Library Computer Service		
100402 GORDON FLESCH COMPAN	I01014873	0	2025 5	INV	P	1,204.32	25.05.14	11331 Computer Services		

# Village of Germantown, WI - PRODUCTION



## INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/5 TO 2025/5												
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION				
ACCOUNT TOTAL						1,204.32						
10570000 531490	Library Program Supplies & Exp											
100032 AMAZON CAPITAL SERVI	1VXR-3PFN-LCY7	0	2025 5	INV	P	1,802.30	25.05.14	11310	Programming Supplie			
100555 THOMPSON	GCLJT02262025	0	2025 5	INV	P	350.00	25.05.14	11380	Programming Supplie			
100693 MENARDS	14875	0	2025 5	INV	P	23.97			Menards			
101687 ABRACADABRA ENT	GCL20250204	0	2025 5	INV	P	550.00	25.05.14	11308	OUTDOOR BOMBASTIC B			
999999 PICK N SAVE #357	14876	0	2025 5	INV	P	48.66			Pick N Save			
999999 WM SUPERCENTER #1515	14877	0	2025 5	INV	P	60.96			Wal-Mart			
999999 HOBBY LOBBY #621	14878	0	2025 5	INV	P	17.94			Hobby Lobby			
999999 CANVA* I04504-493314	14879	0	2025 5	INV	P	135.00			Canva			
999999 ANN*ANNIES 800282664	14901	0	2025 5	INV	P	30.53			Ann Annies			
999999 MICHAELS #9490	14902	0	2025 5	INV	P	40.18			Michaels			
999999 MICHAELS #9490	14903	0	2025 5	INV	P	34.54			Michaels			
999999 SP PATCHED WORKS	14904	0	2025 5	INV	P	107.02			Patched Works			
999999 DOLLAR TREE. INC.	14905	0	2025 5	INV	P	53.89			Dollar Tree			
999999 SP SOUTHERN COMFORT	14906	0	2025 5	INV	P	44.48			Southern			
999999 MICHAELS #9490	14908	0	2025 5	INV	P	27.93			Michaels			
999999 MICHAELS #9490	14909	0	2025 5	INV	P	31.92			Michaels			
999999 MICHAELS #9490	14910	0	2025 5	INV	P	21.60			Michaels			
999999 MICHAELS #9490	14911	0	2025 5	INV	P	108.00			Michaels			
999999 MICHAELS #9490	14918	0	2025 5	INV	P	52.35			Michaels			
999999 TARGET	000086 14920	0	2025 5	INV	P	70.86			Target			
999999 LEGO MAYFAIR	14922	0	2025 5	INV	P	605.15			Lego Mayfair			
999999 BARNES & NOBLE #2944	14951	0	2025 5	INV	P	200.00			Barnes & Noble			
999999 AMAZON MKTPL*T68RZ83	14968	0	2025 5	INV	P	70.38			Amazon			
999999 AMAZON MKTPL*A35KI8P	14969	0	2025 5	INV	P	219.99			Amazon			
999999 AMAZON MKTPL*863HU2Q	14970	0	2025 5	INV	P	28.49			Amazon			
						<b>2,009.87</b>						
ACCOUNT TOTAL						4,736.14						
10570000 561400	Library Telephone											
101082 US CELLULAR	14889	0	2025 5	INV	P	5.01		0				
999999 ATT*BILL PAYMENT	14885	0	2025 5	INV	P	521.43		2622538270500				
ACCOUNT TOTAL						526.44						
10570000 571000	Library Insurance & Bonds											
100193 CNA SURETY	15279526 - 2025-2026	0	2025 5	INV	P	111.00	25.05.28	11465	BOND			
ACCOUNT TOTAL						111.00						
ORG 10570000 TOTAL						21,066.06						

## INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/5 TO 2025/5	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
FUND 10	General Fund			TOTAL:				21,066.06

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

**BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: June 25, 2025

PLACEMENT: Presentation

ITEM TITLE: Budget Reports (Discussion)

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted library budget report.

ATTACHMENT:

1. Budget Report

STAFF RECOMMENDATION:

ACTION BY Committee:

# Village of Germantown, WI - PRODUCTION



## YEAR-TO-DATE BUDGET REPORT

FOR 2025 05									
ACCOUNTS FOR:	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	-166,678.48	.00	-172,321.52	49.2%
10570000	462900	Library Fines &	-10,000	0	-10,000	-5,392.92	.00	-4,607.08	53.9%
10570000	463000	Library System	0	0	0	-20,000.00	.00	20,000.00	100.0%
10570000	471700	Library Donatio	0	-57,207	-57,207	.00	.00	-57,207.42	.0%
10570000	511000	Library Reg Sal	286,998	8,918	295,916	108,106.47	.00	187,809.53	36.5%
10570000	511100	Library PT Sala	306,460	9,042	315,502	110,394.13	.00	205,107.87	35.0%
10570000	511200	Library Board	1,200	0	1,200	243.00	.00	957.00	20.3%
10570000	521000	Library Social	45,500	1,374	46,874	16,154.93	.00	30,719.07	34.5%
10570000	521100	Library State R	39,984	619	40,603	13,798.16	.00	26,804.84	34.0%
10570000	521200	Library Health	95,128	0	95,128	41,241.40	.00	53,886.60	43.4%
10570000	521300	Library Dental	5,050	0	5,050	2,754.10	.00	2,295.90	54.5%
10570000	521400	Library Life In	1,600	0	1,600	1,021.86	.00	578.14	63.9%
10570000	531000	Library Gen Sup	10,000	11,000	21,000	14,570.69	4,820.00	1,609.31	92.3%
10570000	531010	Library Office	6,000	0	6,000	1,711.12	.00	4,288.88	28.5%
10570000	531080	Library Profess	2,000	2,000	4,000	1,040.00	.00	2,960.00	26.0%
10570000	531100	Library Books	56,000	17,000	73,000	23,632.38	.00	49,367.62	32.4%
10570000	531190	Marketing & Pro	5,000	0	5,000	3,236.60	.00	1,763.40	64.7%
10570000	531240	Library Travel	1,000	0	1,000	300.30	.00	699.70	30.0%
10570000	531430	Library Book Pr	10,000	0	10,000	3,734.78	.00	6,265.22	37.3%
10570000	531440	Library Periodi	5,000	0	5,000	792.00	.00	4,208.00	15.8%
10570000	531460	Library Audio V	20,000	5,000	25,000	7,211.09	.00	17,788.91	28.8%
10570000	531470	Library Compute	22,139	0	22,139	5,489.01	.00	16,649.99	24.8%
10570000	531490	Library Program	20,000	23,000	43,000	28,283.96	.00	14,716.04	65.8%
10570000	552300	Library System	24,000	0	24,000	.00	.00	24,000.00	.0%
10570000	561000	Library Buildin	65,000	0	65,000	16,584.81	.00	48,415.19	25.5%
10570000	561400	Library Telepho	4,000	0	4,000	788.63	.00	3,211.37	19.7%
10570000	571000	Library Insuran	7,320	0	7,320	6,450.01	1,722.99	-853.00	111.7%
10570000	5PCARD	UNALLOCATED PCA	0	0	0	21.50	.00	-21.50	100.0%
TOTAL Library			690,379	20,746	711,125	215,489.53	6,542.99	489,092.06	31.2%
TOTAL General Fund			690,379	20,746	711,125	215,489.53	6,542.99	489,092.06	31.2%
TOTAL REVENUES			-349,000	-57,207	-406,207	-192,071.40	.00	-214,136.02	
TOTAL EXPENSES			1,039,379	77,953	1,117,332	407,560.93	6,542.99	703,228.08	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 05							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	690,379	20,746	711,125	215,489.53	6,542.99	489,092.06	31.2%

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

## **BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: June 25, 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 (Circulation Statistics)
3. Director's Report (Express News - May 24)
4. Director's Report (Express News - June 7)

STAFF RECOMMENDATION:

ACTION BY Committee:

## Director's Report: June 2025

### STATE OF WISCONSIN

- Germantown is participating in the Wisconsin Public Library System Speak Out for Libraries postcard campaign. The Monarch Library System has coordinated ordering post cards and making information available. The deadline for turning in postcards to the Germantown library is Saturday, July 19. More information can be found at <https://mywisconsinlibrary.org/>

### MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, June 5 in Brownsville. Message Bee service went live on Tuesday, June 10 to replace text and phone notifications.
- Agendas and minutes: <https://monarchlibraries.org/library-director-meetings/>

### WASHINGTON COUNTY

#### VILLAGE OF GERMANTOWN:

- 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 Youth & Teen Sale will run through mid-June through mid-August.

### DONATIONS:

Donor	Amount	Department	Brick/Plaque Address	
Amy Belle Girl Scout Troop #36108 (Karyn Dietzler)	\$100	Patio	Brick	Hubertus, WI
Cattani, Katie	\$100	Patio	Brick	Colgate, WI
Guerin, Mary (in Memory of Lois Mindock)	\$50	Materials (books on CD)	n/a	Germantown, WI
Hofer, Glenn & Michelle (in Memory of Lois Mindock)	\$100	Materials (books on CD)	n/a	Merrimac, WI
Kettle Moraine Fine Arts Guild (percentage from art show)	\$58	Patio	n/a	Hartford, WI
Kiwanis of Germantown	\$1,000	Teen Furniture	n/a	Germantown, WI
Koral, Chris	\$100	Patio	Brick	Seattle, WA
Luech, Amie	\$100	Patio	Brick	Germantown, WI
Mannion, Kathleen	\$100	Patio	Brick	Germantown, WI
Marshall, James (local author visit in May – giving profits of books sold to library)	\$50	Materials	n/a	Mequon, WI
Mindock, Mark & Karie (in Memory of Lois Mindock)	\$100	Materials (books on CD)	n/a	Kaukauna, WI
Mindock, Rae (in Memory of Lois Mindock) (daughter of Lois - \$1,125 in total memorial donations)	\$700	Materials (books on CD)	n/a	Chicago, IL
Mindock, Scott (in Memory of Lois Mindock)	n/a	Materials (books on CD)	Brick	Verona, WI

(daughter of Lois - \$1,125 in total memorial donations)				
Mohns, Cindy & Jim (in Memory of Hazel Mohns) Postl, Jill (in Memory of Hazel Mohns) Dickerson, Stephanie (in Memory of Hazel Mohns)	\$645	Materials	Plaque & Brick	Colgate, WI Germantown, WI Colgate, WI
Pagliari, Dan	\$7,735.98	Materials	n/a	Hubertus, WI
Richfield Lions Club (Ray Tweedale)	\$600	Patio	Plaque & Brick	Richfield, WI
Stiever, John (in Memory of Lois Mindock)	\$50	Materials (books on CD)	n/a	Germantown, WI
Thompson, Julie	\$100	Patio	Brick	Milwaukee, WI

- Donation Jars / Giving Tree:
  - Patio Expansion: \$13.95
  - Early Literacy: \$16.95
  - Programming Supplies: \$0.00

Monthly Donations Total: \$11,719.88

**DEPOSITS:**

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

**STATISTICS:**

**PROGRAMMING:**

- Summer Reading Challenge for all ages runs through Saturday, August 9.
- Ongoing Programs (monthly programs):
  - 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), Book Groups (6) & Special Programs
  - Outreach: Senior Living Facility Visits (6), Adult Day Center (2), 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):**

- “Local author discussing new book at Germantown library” (Express News, May 24, 2025)
- “Library Friends Group Donated \$40,000 to Germantown Library” (Express News, June 7, 2024)

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

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

- Mon, June 2 – Village Board (online)
- Tues, June 3 – Village Administrator

- Mon, June 9 – Make It @ the Library (3)
- Tues, June 10 – Village Department Heads
- Wed, June 11 – LEGO @ the Library
- Thurs, June 12 – Monarch Directors (Brownsville)
- Sat, June 13 – Summer Reading Kick-Off Party
- Mon, June 16 – GGF & Village Board (online)
- Wed, June 18 – Village Employee Lunch
- Thurs, June 19 – Village Payroll
- Tues, June 24 – CVMIC Training
- Wed, June 25 – Village Department Heads
- Wed, June 25 – Library Board

#### **DEPARTMENT UPDATES**

##### **ADMIN & ALL STAFF**

- Staff Job Descriptions reviews and updates continue.

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

- Summer youth programs series started on Monday, June 16.
- The Enchanted Library started regular summer visits the month including Germantown Kids Klub, Golden Pearl and public stops in Germantown, Richfield & Jackson.
- The annual Summer Kick-Off Party was held on Saturday, June 14.
- The Adult Services department has hired a part-time Adult Services Specialist.

##### **CIRCULATION & TECHNICAL SERVICES**

- Library administration has hired a new Circulation Manager who will be replacing our retiring manager and they will begin July 14.

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

- Final programming for staff access to the new Library Keyless Door Access System was completed.
- We are in our final stages of completing the 2023-2025 Patio Project. The \$55,000 was fundraised by local residents, businesses and organizations. The next batch of 45 bricks were installed the week of June 10. We are waiting on shipping for the final musical instrument.
  - There are currently about 15 bricks left to purchase starting at \$100. This last batch of bricks will be installed in fall 2025.

### GCL Statistical Trends 2016-2025

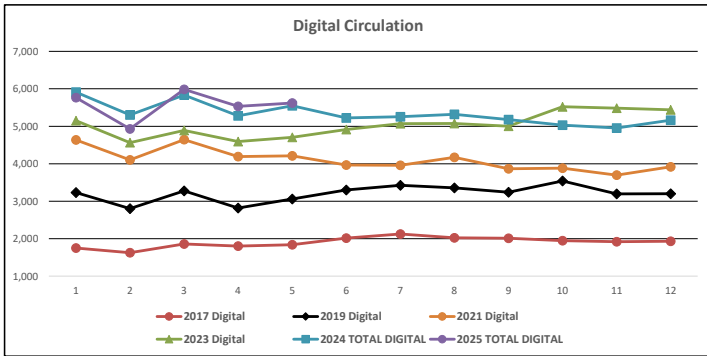
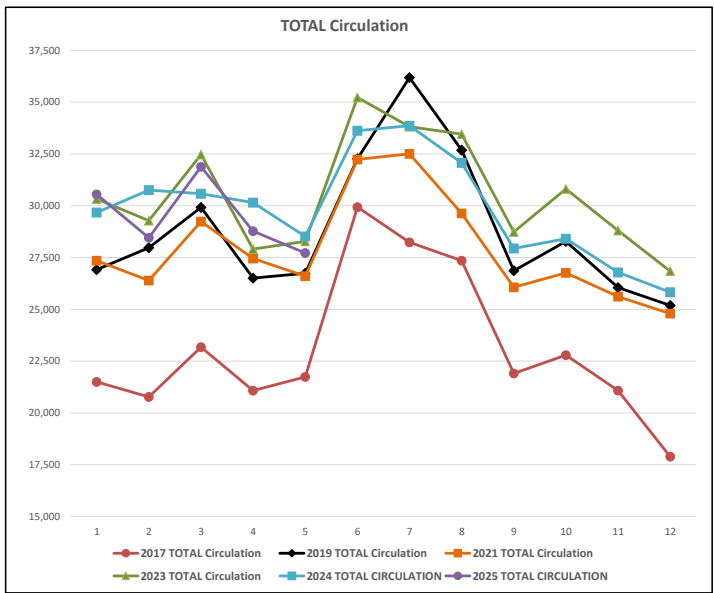
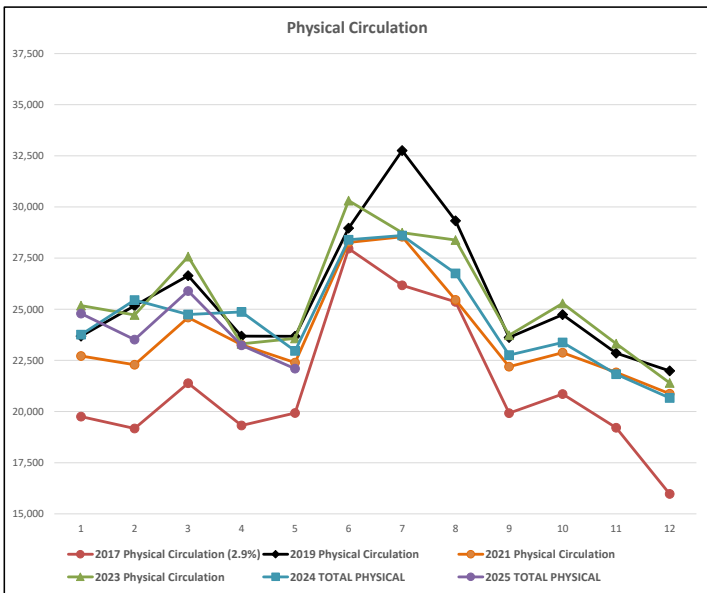
Stats	YTD	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov*	Dec
<b>2025 TOTAL PHYSICAL</b>	<b>119,538</b>	<b>24,788</b>	<b>23,519</b>	<b>25,896</b>	<b>23,239</b>	<b>22,096</b>							
% over 2024	-1.9%	4.3%	-7.6%	4.7%	-6.6%	-3.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2025 Overdrive - eBook	10,342	2,157	1,907	2,285	2,000	1,993							
2025 Overdrive - Audio	12,971	2,663	2,310	2,672	2,640	2,686							
2025 Overdrive - Magazine	4,522	945	714	1,028	892	943							
<b>2025 TOTAL DIGITAL</b>	<b>27,835</b>	<b>5,765</b>	<b>4,931</b>	<b>5,985</b>	<b>5,532</b>	<b>5,622</b>							
% over 2024	-0.2%	-2.5%	-7.0%	2.6%	4.8%	1.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>2025 TOTAL CIRCULATION</b>	<b>147,373</b>	<b>30,553</b>	<b>28,450</b>	<b>31,881</b>	<b>28,771</b>	<b>27,718</b>							
% over 2024	-1.5%	3.0%	-7.5%	4.3%	-4.6%	-2.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

<b>2024 TOTAL PHYSICAL</b>	<b>294,178</b>	<b>23,760</b>	<b>25,453</b>	<b>24,744</b>	<b>24,868</b>	<b>22,970</b>	<b>28,397</b>	<b>28,606</b>	<b>26,751</b>	<b>22,761</b>	<b>23,375</b>	<b>21,827</b>	<b>20,666</b>
% over 2023	-3.7%	-5.6%	3.0%	-10.3%	6.7%	-2.6%	-6.3%	-0.5%	-5.7%	-4.1%	-7.6%	-6.4%	-3.4%
2024 Overdrive - eBook	26,367	2,337	2,176	2,363	2,308	2,203	2,137	2,292	2,331	2,150	2,021	2,008	2,041
2024 Overdrive - Audio	28,326	2,449	2,232	2,466	2,417	2,569	2,418	2,399	2,392	2,340	2,254	2,179	2,211
2024 Overdrive - Magazine	9,313	1,126	896	1,006	556	775	668	566	597	690	757	767	909
<b>2024 TOTAL DIGITAL</b>	<b>64,006</b>	<b>5,912</b>	<b>5,304</b>	<b>5,835</b>	<b>5,281</b>	<b>5,547</b>	<b>5,223</b>	<b>5,257</b>	<b>5,320</b>	<b>5,180</b>	<b>5,032</b>	<b>4,954</b>	<b>5,161</b>
% over 2023	7.1%	14.8%	16.2%	19.3%	15.0%	17.9%	6.3%	3.7%	4.8%	3.5%	-8.9%	-8.2%	-5.1%
<b>2024 TOTAL CIRCULATION</b>	<b>358,184</b>	<b>29,672</b>	<b>30,757</b>	<b>30,579</b>	<b>30,149</b>	<b>28,517</b>	<b>33,620</b>	<b>33,863</b>	<b>32,071</b>	<b>27,941</b>	<b>28,407</b>	<b>26,781</b>	<b>25,827</b>
% over 2023	-2.1%	-2.2%	5.0%	-5.8%	8.0%	0.8%	-4.6%	0.1%	-4.1%	-2.8%	-7.8%	-7.0%	-3.8%

<b>2023 TOTAL CIRCULATION</b>	<b>365,947</b>	<b>30,327</b>	<b>29,284</b>	<b>32,465</b>	<b>27,906</b>	<b>28,278</b>	<b>35,225</b>	<b>33,815</b>	<b>33,458</b>	<b>28,736</b>	<b>30,811</b>	<b>28,800</b>	<b>26,842</b>
<b>2021 TOTAL Circulation</b>	<b>334,643</b>	<b>27,351</b>	<b>26,389</b>	<b>29,240</b>	<b>27,455</b>	<b>26,604</b>	<b>32,233</b>	<b>32,505</b>	<b>29,631</b>	<b>26,064</b>	<b>26,763</b>	<b>25,614</b>	<b>24,794</b>
<b>2019 TOTAL Circulation</b>	<b>345,570</b>	<b>26,916</b>	<b>27,977</b>	<b>29,921</b>	<b>26,507</b>	<b>26,737</b>	<b>32,268</b>	<b>36,183</b>	<b>32,685</b>	<b>26,861</b>	<b>28,276</b>	<b>26,052</b>	<b>25,187</b>
<b>2017 TOTAL Circulation</b>	<b>277,461</b>	<b>21,499</b>	<b>20,774</b>	<b>23,179</b>	<b>21,078</b>	<b>21,738</b>	<b>29,934</b>	<b>28,236</b>	<b>27,352</b>	<b>21,906</b>	<b>22,793</b>	<b>21,082</b>	<b>17,890</b>





### Music at Maifest

Traditional German music with pop favorites mixed in were part of the Maifest celebration held at Fireman's Park in Germantown from May 16-18. Among the bands playing at Maifest were the DANK Dancers (pictured left), and Ed Wagner's Lustige Blaskapelle (pictured right).

PHOTOS BY THOMAS J. MCKILLEN

### Local author discussing new book at Germantown library

The Germantown Community Library will host local author Jim Marshall on June 10 at 6 p.m. Marshall will be discussing his book *The American Tailwind: Warren Buffett and the History of American Resilience*, which explores themes of Warren Buffett's investment philosophy and features 60 local soldier stories of American resilience.

Jim Marshall is the founder of Spectrum Investment Advisors, an SEC registered investment

adviser that provides comprehensive financial planning and retirement plan services. A resident of Germantown, Jim serves as Spectrum's Ambassador. He is a key figure in the community, holding leadership positions in organizations like the Mequon-Thiensville Chamber of Commerce and OED over the past several years.

In addition to being available for purchase at the library event, *The American Tailwind* is available at

Spectrum's office in Mequon, WI and online at [www.theamericantailwind.com](http://www.theamericantailwind.com).

The Germantown Community Library is a cornerstone of our community that provides services, ideas, and resources that enrich lives, build connections, and grow the community. The event will take place at

N112W169 5 7 Mequon Road, Germantown WI, an free and open to the public.

### Waukesha, Washington County Assembly Republicans submit budget amendment for more assistant District Attorney posts

State Representatives Jim Piwowarczyk and Dan Knodl, along with other area representatives, submitted budget amendments to provide critical prosecutorial support by adding 10 Assistant District Attorney (ADA) positions in Waukesha County and 2.6 ADA positions in Washington County. This proposal addresses rising caseloads, increased crime spilling over from Milwaukee, and the urgent need to restore public trust in our justice

system. Rep. Jim Piwowarczyk said, "Waukesha and Washington Counties are a great place to raise a family and to live and work, and we must ensure it stays that way by giving our public safety partners the resources they need to hold the line on crime and to hold criminals accountable. Our strong conservative DAs Barry Braatz and Lesli Boese work in conjunction with our great police chiefs and sheriffs to do just that, and I am proud to support their efforts. As a former law enforcement officer, I know how vitally important it is that we strengthen public safety. It's an issue I campaigned

on and that I will always work hard to deliver."

Washington County District Attorney Barry J. Braatz stated, "For years, prosecutors have been working under enormous pressure, handling more cases with fewer resources. We are seeing more violent crime, more complex investigations, and more victims who need our help. A deficient number of prosecutors is not just a strain on our attorneys - it is a threat to public safety. Oversized caseloads have led to backlogs, longer wait times for trial, delayed justice for victims, and growing frustration among law enforcement and the community. The Washington County

District Attorney's Office is committed to working side-by-side with law enforcement to combat crime and provide safe streets and neighborhoods for Washington County families, and I applaud and appreciate Rep. Piwowarczyk, Knodl, Melotik, and Gundrums's support for these critical positions in Washington County, as they recognize the need to invest in public safety, justice, and protection of our communities."

Rep. Dan Knodl said, "As criminal activity spreads outward from Milwaukee into neighboring areas, Washington County must reinforce its commitment to public safety.

**SAVE WHEN YOU PROTECT MORE THAN ONE DREAM WITH US**

CALL (262) 338-3767 TODAY FOR YOUR FREE PERSONAL INSURANCE REVIEW.



American Family Mutual Insurance Company, S.I. & its Operating Companies, 6000 American Parkway, Madison, WI 53783 ©2015 006441 - Rev. 5/23 - 24786618



**Don Patnode Agency Inc**  
Don Patnode, Agent  
West Bend  
(262) 338-3767  
dpatnode@amfam.com

**HANSEN AUCTION GROUP ONLINE AUCTION**

**FIREARMS & SPORTING GOODS AUCTION IN OBSERVANCE OF MEMORIAL DAY**

**ONLINE BIDDING ENDS TUESDAY, MAY 27TH**

Nice Selection of Guns, Wide Variety of Ammo, Hunting & Sporting Good Accessories, And Much More!  
**Many Favorite Brands - Remington, Winchester, Federal & More!**



**MULTIPLE LOCATIONS - OPEN HOUSE BY APPOINTMENT ONLY**

**FOR MORE INFORMATION CALL 715-607-4088**

Terms: 10% Buyers Fee. Bryce Hansen. Wisconsin Registered Auctioneer License #225.

**BID NOW AT HANSENAUCTIONGROUP.COM**

ADVERTISE IT IN EXPRESS NEWS  
**CALL TODAY!**  
(262) 238-NEWS (6397)

**Carol Ann's PIZZA**

2935 Hubertus Rd., Hubertus  
262-628-8237

**FRIDAY Fish Fry \$15.99**  
Shrimp available Wed and Fri  
Check out our website for specials:  
[www.carolannspizzawi.com](http://www.carolannspizzawi.com)

WE ARE OPEN 7 DAYS A WEEK  
Sun-Thurs 4-7:30  
Fri & Sat 4-8

DELIVERY AVAILABLE FRI-SAT

# Library Friends Group Donated \$40,000 to Germantown Library

The Friends of the Germantown Community Library generously donated \$40,000 in funds to the library for 2025 at their monthly friends meeting.

Funding will go to support over 100 library programs this year such as adult craft classes, Lego Club, Thursday summer performers, Tween/Teen programs and the annual Summer Reading Kick-Off on Saturday June 14 @ 12:30-2:30pm. Funding will also support materials in the Library of Things and Library of Things, Jr. collections. These items include video games, board games, puzzles, craft kits, Wonderbooks & Vox Books and adventures passes where families can visit local attractions free of charge with their library card.

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

The Friends raise money primarily through ongoing book sales, monthly pop-up book sales and their annual



**SUBMITTED PHOTO**  
Pictured during a recent check presentation by the Friends of the Germantown Community Library are Kay Antoine, Norine Janzen, Angel Thompson, Judith Fleiss, and Chris Micka.

Holiday Book & Basket Sale that includes over 250 themed gift baskets for purchase. Donations of new and used

books, DVDs and music CDs are accepted throughout the year and can be dropped off at the Circulation Desk anytime

during regular library hours.

The Friends of the Germantown Community Library is a non-profit organization that provides support and funding for library activities and projects that are not covered in the library's annual operating budget. The group is always accepting new members and meets on the fourth Monday of the month at 10:00am in September - May.

To learn more about the Friends of the Germantown Community Library, please visit: <https://germantownlibraryfriends.org/>

To learn more about Germantown library programs, please visit: <https://germantownlibrarywi.events.mylibrary.digital/>

## World War II Days at Old Falls Village June 13-15

History comes alive once again as Old Falls Village Park prepares to host its annual WWII Days event from June 13, Flag Day June 13 to June 15, Father's Day Weekend.

Admission for June 13 and 15 is \$10 for adults, \$5 for children under age 12, \$5 for Veterans and free to Children under age 5. Old Falls Village Park is located at the southwest corner of Pilgrim and County Line roads.

This immersive experience offers attendees a unique opportunity to journey back to the era of World War II.

Visitors will be transported back in time to the 1940s, where they can witness captivating reenactments,

explore authentic military encampments, and engage with knowledgeable historians who bring this pivotal moment in history to life.

Throughout the weekend, attendees will have the chance to experience a wide array of activities and attractions, including:

**Historical Reenactments:** Witness thrilling reenactments of key battles and skirmishes, expertly staged to provide an authentic glimpse into the challenges faced by soldiers on both sides of the conflict.

**Weapons Demonstration:** Witness first hand and close up the weapons of WWII. Soldiers will explain the details and

differences of the guns used in WWII. See an assault on a bunker. Battle reenactments both days at 2 p.m.

Presentation by the author of the book Tailspin on Saturday: Listen to a story about survival told by author John Armbruster. Hear the account of a World War II B-17 tail gunner, Gene Moran, who fell four miles through the sky without a parachute and lived after his plane was shot down.

**Living History Displays:** Explore meticulously recreated military encampments, where reenactors will demonstrate period-specific equipment,

See 'WW2' PAGE 14

**ONLINE & LIVE AUCTION**  
**BITCOIN MINER ASIC MINING RIG**  
**BRISTOL MORGAN BANK**  
**FOND DU LAC, WI**  
**Friday, June 13, 2025 | 10:00 a.m.**

**LOCATION: N6451 PIONEER RD., FOND DU LAC AT THE FISH STORAGE UNITS. NOTE: Inspection Day of Sale only. Sales tax applies.**  
**ANTMINER RIGS, CABLES, SWITCHES, BIG ASS & PORTABLE FANS, FLOOR SWEEPER & MORE**  
**SEE LIST, RIG SPECS, PHOTOS, TERMS & ONLINE BIDDING LINK ON WEBSITE:**  
**www.RitgerDrendel.com**  
**AUCTIONEER: Rod Drendel (RWA #2017), Fond du Lac, WI, 920.960.7777; SALE MANAGER: James Seamanson, Stoughton, WI, 608.575.3325; AUCTION CONDUCTED BY: Ritger & Drendel Auction Specialists, LLC (RWAC #516) 116 N Main St., Fond du Lac, WI 54935**  
**Ritger & Drendel AUCTION SPECIALISTS**

# HELLO SUMMER!



**Sandi Blackwell**  
 414.378.1448  
 sblackwell@firstweber.com  
 sandiblackwell.com

**FIRST WEBER REALTORS**

**OFFER ACCEPTED**



**Slinger**  
 3BR/2 BA  
 2,800 SQ. FT  
 .34 Acres

**SOLD**



**Sussex**  
 3BR/2.5BA Condo  
 2800 SQ. FT.  
 .93 Acres

**COMING SOON**



**Menasha**  
 4BR/2BA  
 2500 SQ. FT.  
 .28 Acres



Contact me to find out what your home could sell for in today's market.

*Let's Chat!*

CONNECT WITH US



"I don't just sell houses, I sell HOMES!"

**BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: June 25, 2025

PLACEMENT: Action Item

ITEM TITLE: Election of Library Board Officers (Action)

SUBMITTED BY: Joyce Nelson, Library Board President

SUMMARY EXPLANATION:

Accept nominations and conduct the annual vote for Library Board Officer positions of President, Vice President, and Treasurer.

ATTACHMENT:

STAFF RECOMMENDATION:

ACTION BY Committee:

## **BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: June 25, 2025

PLACEMENT: Action Item

ITEM TITLE: Job Description Updates

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The library would like to update the following job descriptions:

- Youth Services Librarian
- Youth Services Specialist
- Outreach Specialist
- Youth Services Intern

Attached shows how the staff organizational chart has changed from 2016 to the current 2025 structure.

ATTACHMENT:

1. Staff Organizational Chart

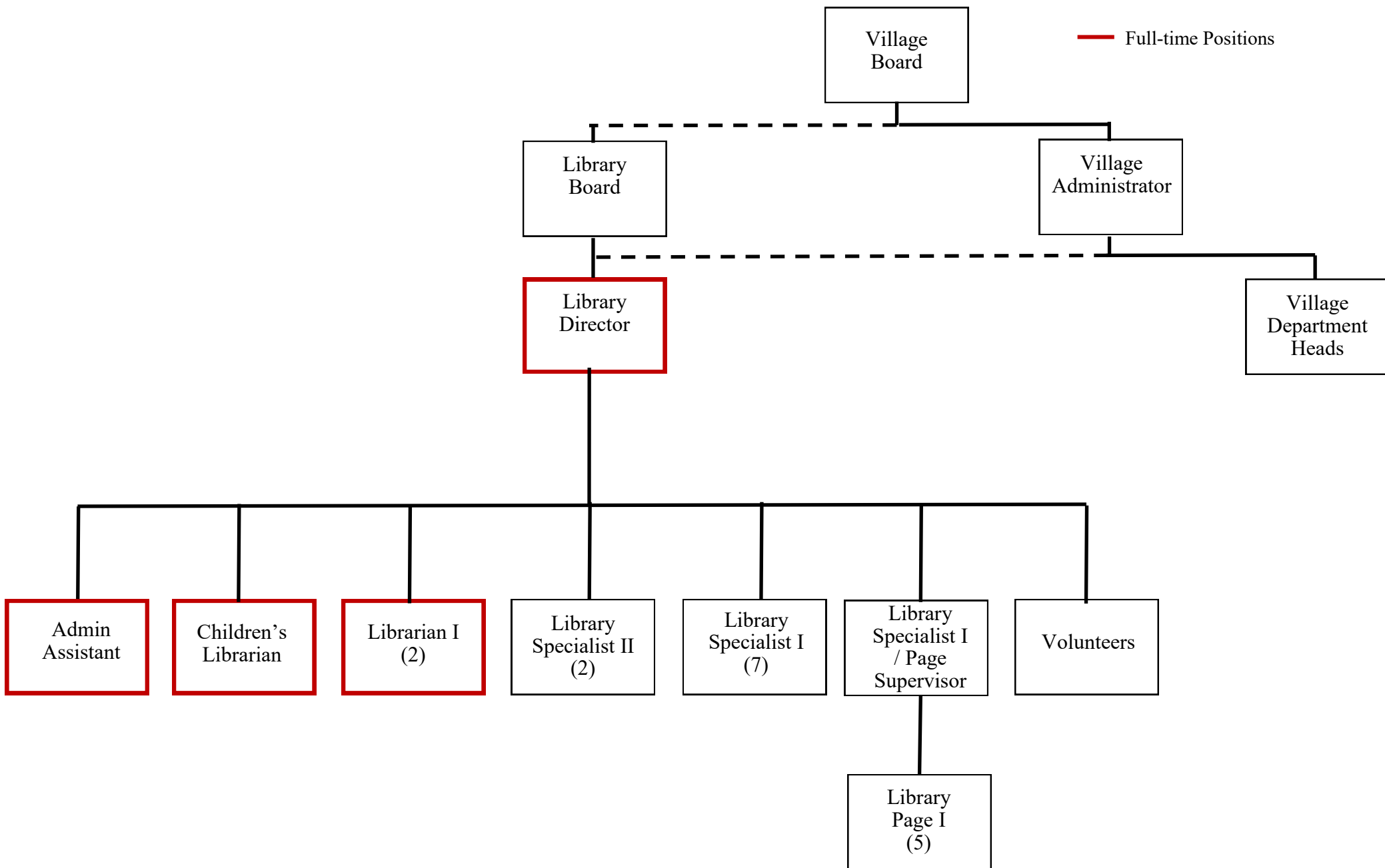
STAFF RECOMMENDATION:

Approve the updated library job descriptions as presented in each item.

ACTION BY Committee:

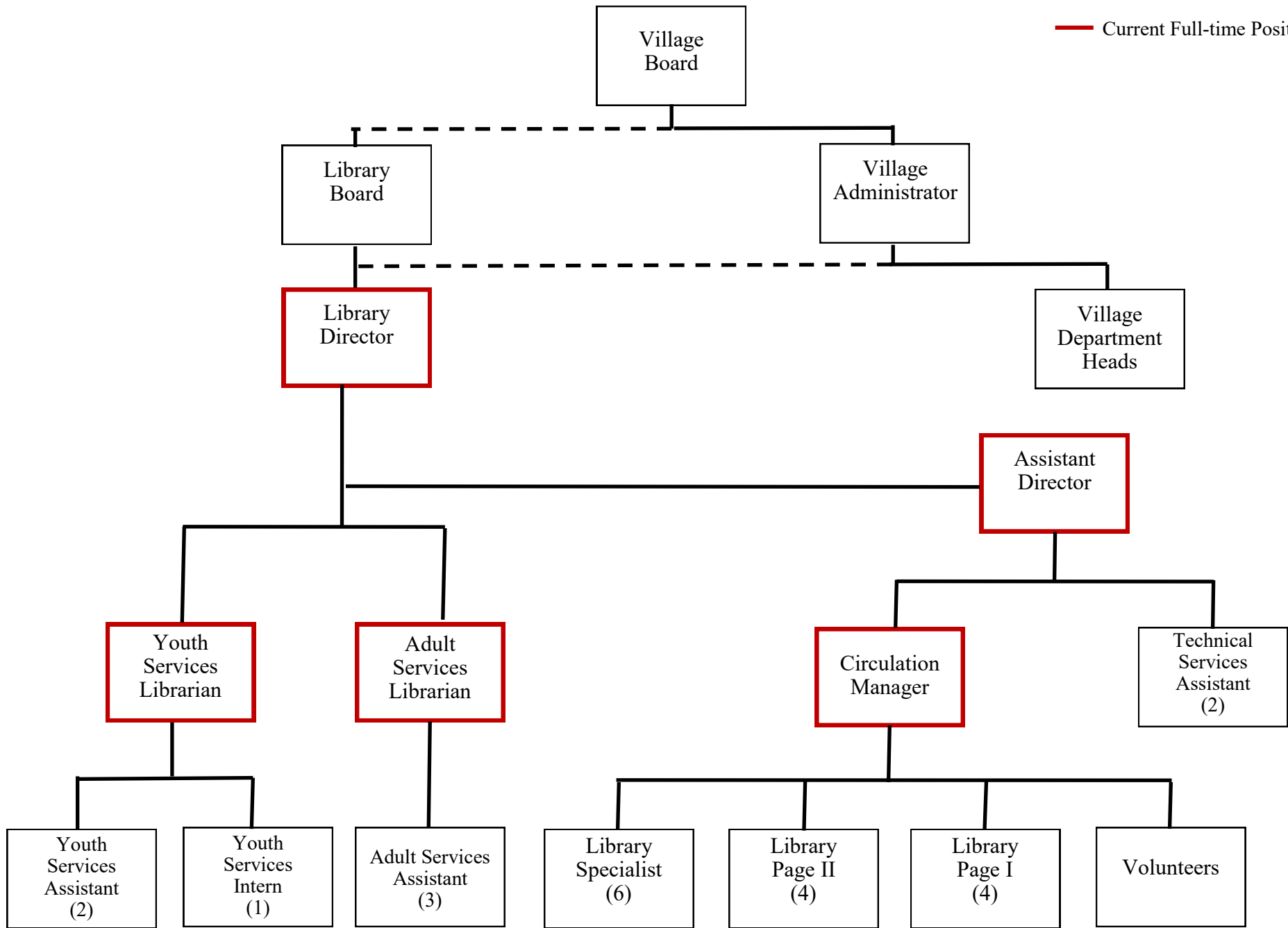
# Germantown Community Library Staff Chart (2016)

— Full-time Positions

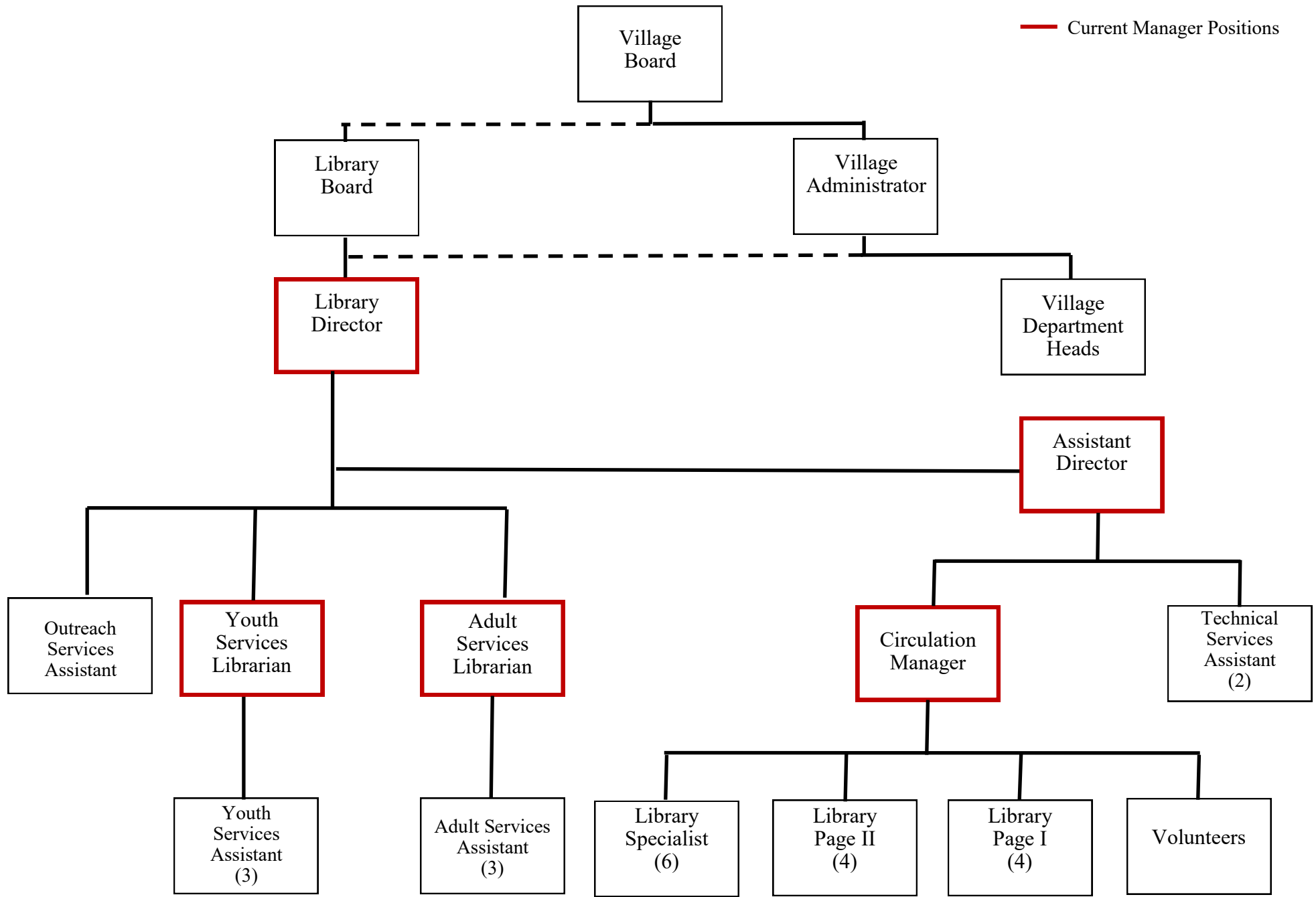


# Germantown Community Library Staff Chart (2019)

— Current Full-time Positions

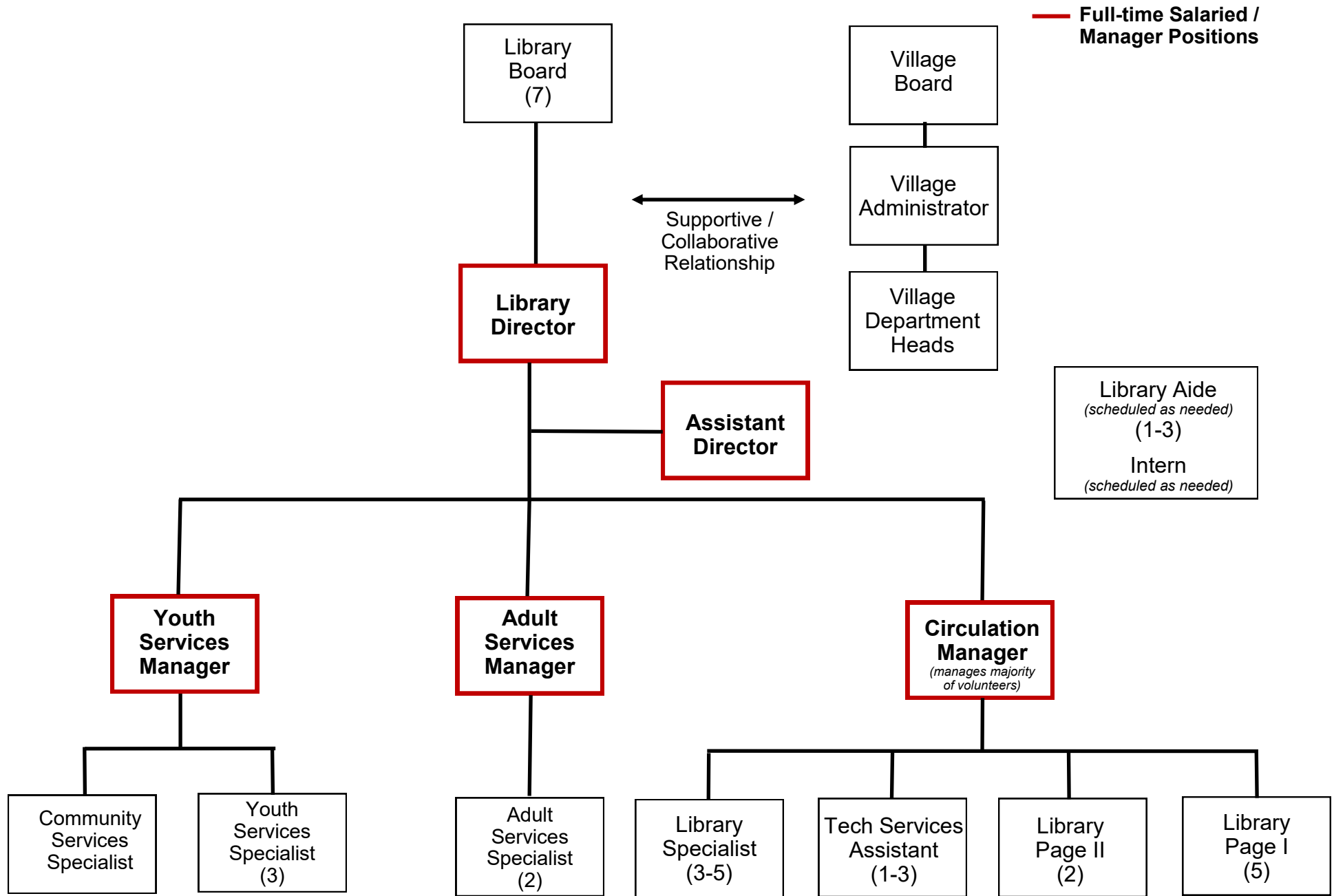


# Germantown Community Library Staff Chart (2021)



— Current Manager Positions

# Germantown Community Library Staff Chart (2025)



## **BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: June 25, 2025

PLACEMENT: Action Item

ITEM TITLE: Youth Services Librarian (Action)

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Youth Services Librarian job description changes and name change. Due to the significant amount of changes, the original and proposed copies are attached. The significant changes or additions are highlighted in yellow.

ATTACHMENT:

1. Youth Services Librarian Position Description - Original
2. Youth Services Librarian Position Description - DRAFT 06-25-25

STAFF RECOMMENDATION:

Approve the submitted Youth Services Librarian job description changes and name change.

ACTION BY Committee:

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

<b>Position Title:</b>	Youth 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

---

**General Position Description**

The Youth Services Librarian is responsible for performing a variety of professional Library duties in the area of Youth Services. This includes collection development, programming, reference, reader’s advisory, and instruction for all children ages 0-18 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 youth ages 0-18.
- Assist youth and adults in the selection and access of information in all formats including print and audio/visual material, digital resources, library applications and databases at the Youth Services Desk.
- Assist youth and adults in using technology including a computer, the Internet, printer, scanner, copier and electronic devices.
- Plan and implement fun and enriching programs for youth and families that encourage reading, literacy skills, and general library use including the Summer Reading Program.
- Market and promote programs and services in the Youth 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 Youth 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 schools, daycares, 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 youth 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 Adult Services Desk and with Adult 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 3 years of public library experience in youth services department or related field including a thorough understanding and knowledge of children's and young adult literature and public service.
- Some management experience preferred.
- Knowledge of public library practices, operations, and collection organization.
- Knowledge of youth literature, literacy skills, and adolescent growth and development.
- 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**  
**Youth Services **Manager** Position Description**

**Position Title:** Youth Services **Manager**  
**Reports To:** Library Director  
**Employment Category:** Full-time (Non-Exempt Salaried)  
**Department:** Library  
**Pay Grade:** **2**

---

**General Position Description**

The Youth Services **Manager** is responsible for **managing the operations of the Youth and Community Services Team**. This position supervises a team of part-time Youth and Community Services Specialists. This position oversees programming, the Youth Services Desk, Community Services, and collection development with a focus on material for ages 0-18. 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 Youth **and Community Services 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 Youth **and Community 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 **ages 0-18** 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.
- **Provide monthly statistics and reports of **Youth and Community Services department activities.****
- 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 material **for ages 0-18.**
- **Follow current library circulation trends and technologies and collaborate with the Library Director to assess the impact and application at the library.**
- Work with the Library Director to develop and maintain a budget for the Youth **and Community Services department.**

- Participate in Library, Village, County, System, and state-wide programs and meetings.
- Collaborate with the Library leadership team and staff on policies and procedures and general functioning of the library to align with the Library Mission and Strategic Plan.
- 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 Qualification

- 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) is preferred.
- At least 2 years of public library experience or related field including a thorough understanding and knowledge of collection material for ages 0-18, 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 collection material for ages 0-18.
- 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 organizations in a positive manner.

- Ability to engage in a warm and friendly manner with people of all ages, abilities, and backgrounds and is dedicated to providing exemplary service.
- Must have excellent scheduling and organizational skills with the ability to pivot with changing deadlines and priorities.
- Ability to **lead and** 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 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 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: 6/25/25

**BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: June 25, 2025

PLACEMENT: Action Item

ITEM TITLE: Youth Services Specialist (Action)

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Youth Services Specialist job description changes. Due to the significant amount of changes, the original and proposed copies are attached. The significant changes or additions are highlighted in yellow.

ATTACHMENT:

1. Youth Services Specialist Job Description - Original
2. Youth Services Specialist Job Description - DRAFT 06-25-25

STAFF RECOMMENDATION:

Approve the submitted Youth Services Specialist job description changes.

ACTION BY Committee:

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

**Position Title:** Youth Services Specialist  
**Reports To:** Youth Services Librarian  
**Employment Category:** Part-time  
**Department:** Library

---

**Job Summary**

The Youth Services Specialist assists the Youth Services Librarian in collection management, programming, marketing, and outreach. Assists patrons at the Youth Services 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 youth ages 0-18.
- Assist youth and adults 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 Youth Services Desk or Information Desk.
- Assist youth and adults in accessing library technology 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 fun and enriching programs for youth and families that encourage reading, literacy skills, and general library use including the Summer Reading Program.
- Market and promote programs and services in the Youth Services Department through all media formats including displays, booklists, posters, library website, print media, local channels, and social media.
- Perform outreach services to local schools, daycares, 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 Information Desk and with Adult Services programming and outreach. Must be familiar with standard Adult 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 may pose a 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.

---

Applicant Signature

---

Date

---

Supervisor Signature

---

Date

ADOPTED: 1/23/19  
REVISED and ADOPTED: 9/22/21; 8/24/22

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

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

---

**Job Summary**

The Youth Services Specialist performs program planning and implementation, customer service at service desks, and collection management with a focus on materials for ages 0-18. The position assists other teams and performs special tasks as requested by the Youth 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 ages 0-18 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 material for ages 0-18.
- 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, customer service 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 scheduled 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.
- 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: 9/22/21; 8/24/22; 6/25/25

PROPOSED

**BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: June 25, 2025

PLACEMENT: Action Item

ITEM TITLE: Outreach Specialist (Action)

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Outreach Specialist job description changes and name change. Due to the significant amount of changes, the original and proposed copies are attached. The significant changes or additions are highlighted in yellow.

ATTACHMENT:

1. Outreach Services Specialist Job Description - Original
2. Outreach Services Specialist Job Description - DRAFT 06-25-25

STAFF RECOMMENDATION:

Approve the changes to the Outreach Specialist job description and name change as presented.

ACTION BY Committee:

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

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

---

**Job Summary**

The Outreach Services Specialist is responsible for assisting the Library Director in the area of Outreach Services. This includes providing programs and library services to areas in the Village of Germantown and surrounding communities in the library service area including the Town of Germantown, Village of Richfield and Village & Town of Jackson.

**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 outreach services for all ages to local day cares, schools, senior living facilities, businesses and other groups including storytimes, book groups, crafts and activities, material checkout, using digital resources and general promotion of library services.
- Plan and implement outreach services for homebound patrons that are not able to visit the physical library location.
- Plan and implement outreach services for all ages at community events.
- Plan and implement outreach services for all ages in non-librariated areas that are served by the Germantown Community Library.
- Participating in special and regular meetings with local community groups and organizations.
- 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 outreach programs and events.
- Answer patron and public questions about library services and programming and account information at outreach events.
- Market and promote outreach programs and services through all media formats including displays, booklists, posters, library website, print media, local channels, and social media.
- Facilitate a positive environment for all patrons using the library and accessing library materials.
- Collaborate with the Youth Services Librarian and Adult Services Librarian on general library programs and services.
- May supervise volunteers for ongoing services, events or projects.
- May assist with duties at the Youth Services Desk or Adult Services Desk.
- May assist with Youth Services and Adult Services programming in the library.
- Follow System, Village and Library practices, procedures and policies and be able to exhibit sound judgment in their interpretation.

- Requires a flexible schedule to meet the demands of the library. May include evening and weekend hours on a regular basis or as needed.

### **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 is 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.
- Must be able to work independently.
- Must be punctual, dependable, and follow a flexible schedule as assigned.
- Valid state driver's license or ability to obtain one within 4 months and ability to travel on a regular basis.

### **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 or on location outside the library. Part or all of the workday may be spent outdoors with varied temperature and humidity range.
- Ability to work under generally safe and comfortable conditions, however, exposure to environmental factors such as repetitive computer keyboard use, may-pose risk of injury.
- The majority of tasks are performed outside the library. Some work may be required to be completed 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.

**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: 8/25/21  
REVISED: 9/22/21; 8/24/22

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

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

---

### Job Summary

The Community Services Specialist is responsible for creating and strengthening community partnerships and performs program planning and implementation, customer service, and collection management with a focus on outreach materials. The position assists other teams and performs special tasks as requested by the Youth 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. Programs may be located inside or outside the library and may include work in surrounding communities.
- 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 material for the Enchanted Library.
- 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, customer service preferred.
- Requires a flexible schedule to meet the demands of the library. May include evening and weekend hours on a regular basis as needed.

- 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 **including library trailer** during scheduled 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.*

- Some duties will be performed in the library and/or office setting with some 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 outside the library while providing a programming event in view of the public. Some tasks are performed inside the library or while covering a service desk 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: 8/25/21  
REVISED: 9/22/21; 8/24/22, 6/25/25

PROPOSED

**BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: June 25, 2025

PLACEMENT: Action Item

ITEM TITLE: Youth Services Intern (Action)

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the proposed changes and title change for the Youth Services Intern job description. Due to the significant amount of changes, the original and proposed copies are attached. The significant changes or additions are highlighted in yellow.

ATTACHMENT:

1. Youth Services Intern Position Description - Original
2. Youth Services Intern Position Description - DRAFT 06-25-25

STAFF RECOMMENDATION:

Approve the proposed job description changes and title change as presented.

ACTION BY Committee:

**Germantown Community Library  
Youth Services Intern Position Description**

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

---

**Job Summary**

The Youth Services Assistant is responsible for assisting the Youth Services Librarian in the area of Youth Services. This includes collection development, programming, reference, reader's advisory, and instruction for all children ages 0-18 at the Germantown Community Library. The Youth Services Intern is a seasonal position with the majority of the hours worked during the months of May through August.

**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 fun and enriching programs for youth and families that encourage reading, literacy skills, and general library use including the Summer Reading Program.
- Market and promote programs and services in the Youth Services Department through all media formats including displays, booklists, posters, library website, print media, local channels, and social media.
- Perform outreach services to local schools, daycares, and other community groups.
- Facilitate a positive environment for all patrons using the library and accessing library materials.
- May assist with additional duties at the Youth Services Desk.
- May assist the Library Director or other staff members with special projects.
- 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.*

- Must have high school diploma or equivalent.
- Some work or volunteer experience in a library youth services department, school or daycare setting, or related field is preferred.

- Knowledge of basic computer and electronic equipment operations including Microsoft Office software.
- Knowledge of common print, electronic and social media platforms including newspapers, websites, and Facebook.
- 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, however, exposure to environmental factors such as repetitive computer keyboard use, irate 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 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**  
**Library Intern Position Description**

**Position Title:** Library Intern  
**Reports To:** Library Management as assigned  
**Employment Category:** Part-time  
**Department:** Library

---

**Job Summary**

The Library Intern is responsible for performing tasks as assigned by one of the assigned library managers. This may include assisting with program planning and implementation, customer service, or collection development. The Library Intern is a limited, part-time position.

**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 planning and implementing educational and recreational programs for all ages that encourage lifelong learning and general library use. Programs may be located inside or outside of the library.
- Assist with marketing and promoting programs and services through all media formats, including print, digital, video, and social media.
- 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.
- Assist with collection management for material at all ages.
- 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.
- May assist the Library Director or other staff members with special projects.

**Required Qualification,**

- Must have high school diploma or equivalent.
- Some work or volunteer experience in a library, school or daycare setting, or related field is preferred.

- Requires at least 1-2 evenings per week, 1-2 Saturdays per month, and flexibility to meet the demands of the library.
- Follow System, Village and Library 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.

### **Required Knowledge, Skills & Abilities**

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

- Must be 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 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.
- 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.
- 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: 6/25/25

## **BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: June 25, 2025

PLACEMENT: Presentation

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

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Library Director Mid-Year Performance Check-In is attached. Comments can be provided at the Library Board meeting in Closed Session.

Competencies and objectives are attached that include comments on progress so far on each objective. An outline of the 2023-2027 Strategic Plan is also attached.

ATTACHMENT:

1. Library Director Mid-Year Performance Check-in (pt. 1 - Competencies)
2. Library Director Mid-Year Performance Check-in (pt. 2 - Objectives)
3. Library Director Mid-Year Performance Check-in (pt. 3 - Strategic Plan)

STAFF RECOMMENDATION:

None

ACTION BY Committee:

<b>2025 Employee Performance Evaluation (Mid-Year)</b>					
<b>Employee Name: Patricia A. Smith</b>		<b>Date: 6/25/2025</b>			
		<b>2023-2027 Strategic Plan</b>	<b>Current Rating</b>	<b>Employee Comments</b>	<b>Library Board Comments</b>
<b>Competency 1: Organization Understanding</b>	<ul style="list-style-type: none"> <li>* Understands the organizational implications of programs, services, and procedures.</li> <li>* Demonstrates awareness of goals of other units including Monarch Library System, Washington County Library Services Board, Germantown Community Library Board, Village of Germantown Board and surrounding non-served communities, Village departments, school systems, and community groups and makes requests or decisions in support of this awareness.</li> <li>* Keeps objectives that are related to organizational priorities in mind when determining tasks for oneself and team members.</li> </ul>	<ul style="list-style-type: none"> <li>Goal 1.A&amp;B</li> <li>Goal 2.A.&amp;B.</li> <li>Goal 3.A.,B.&amp;C.</li> <li>Goal 4.A.,B.&amp;C.</li> <li>Goal 5.A,B.,C.&amp;D.</li> </ul>		<ul style="list-style-type: none"> <li>* Continues to make adjustments to services and programs to meet post-COVID expectations for patrons and the community with \$75,000 budget cuts and adjusting to returning opening hours and staffing levels.</li> <li>* Continues to network and partner with system libraries, Washington County, Village of Germantown/surrounding communities and schools/businesses. Always looking for new ways to connect with organizations.</li> <li>* Keeps patrons priorities in mind when working to adjust programs and services.</li> </ul>	
<b>Competency 2: Planning &amp; Organizing</b>	<ul style="list-style-type: none"> <li>* Effectively prioritizes own work such that she/he is prepared and able to meet work objectives.</li> <li>* Manages own time and others efficiently to meet goals and achieve maximum productivity.</li> <li>* Delegates specific tasks to team members.</li> <li>* Evaluates the team members ability to set-up, organize and keep track of responsibilities accurately and on a timely basis.</li> <li>* Provides high level value in helping groups plan and organize.</li> </ul>	Goal 5.C.&D.		<ul style="list-style-type: none"> <li>* Works to prioritize day-to-day tasks with long-term projects.</li> <li>* Delegates tasks to staff members and departments.</li> <li>* Facilitates discussions with staff, library board and community on long-term planning and library projects.</li> </ul>	
<b>Competency 3: Team Development</b>	<ul style="list-style-type: none"> <li>* Actively grows a group of people who have common/complimentary skills.</li> <li>* Regularly meets with staff individually and as a team to ensure commitment to fulfilling their common purpose.</li> </ul>	Goal 5.C.&D.		<ul style="list-style-type: none"> <li>* Continues bi-monthly management meetings and seasonal all-staff meetings including all-staff training day in May. Oversaw coordination of new monthly meeting of Adult, Youth &amp; Outreach team meetings in addition to monthly Circulation Teams meetings.</li> <li>* Regularly met with direct staff members to address concerns, plan projects and ensure that patrons and organizational needs are balanced with day-to-day tasks.</li> </ul>	
<b>Competency 4: Customer Focus</b>	<ul style="list-style-type: none"> <li>* Discovers, understands and meets the needs of customers, both internal and external.</li> <li>* Builds positive customer relationships by giving patron needs priority.</li> <li>* Constructively deals with challenging customers by listening and moving toward a satisfactory resolution.</li> </ul>	<ul style="list-style-type: none"> <li>Goal 1 A.&amp;B</li> <li>Goal 2.A.&amp;B.</li> <li>Goal 3.A.,B.&amp;C.</li> <li>Goal 4.A.,B.&amp;C.</li> </ul>		<ul style="list-style-type: none"> <li>* Continues to add and change services to meet the needs of patrons. Made efforts to balance needs of patrons including print/digital material, active/passive programs, in-library/outreach events, lack of space for patrons and staff, and technology needs.</li> <li>* Listens to patrons needs and encourages management team and staff to provide great customer service in all area.</li> </ul>	
<b>Competency 5: Communication</b>	<ul style="list-style-type: none"> <li>* Clearly, accurately and effectively conveys information and ideas to library users.</li> <li>* Provides timely and accurate information to team members as appropriate.</li> <li>* Demonstrates effective written, oral and listening skills.</li> <li>* Maintains a positive attitude consistently despite difficult or challenging circumstances.</li> </ul>	<ul style="list-style-type: none"> <li>Goal 3.A.,B.&amp;C.</li> <li>Goal 4.A.,B.&amp;C.</li> </ul>		<ul style="list-style-type: none"> <li>* Continues to communication with patrons through online newsletter, website, social media, print material and press releases.</li> <li>* Communicates with management staff and team members.</li> <li>* Maintained a positive attitude through difficult situations during and after 10% budget cuts and sets an example of prioritizing the needs of patrons and the community.</li> </ul>	

<b>2025 Employee Performance Evaluation (Mid-Year)</b>					
<b>Employee Name: Patricia A. Smith</b>		<b>Date: 6/25/2025</b>			
		<b>2023-2027 Strategic Plan</b>	<b>Current Rating</b>	<b>Employee Comments</b>	<b>Library Board Comments</b>
<b>Customer Objective</b>	1. Implement changes to Library of Things collections to allow for patrons to place holds on items and create additional avenues for accessing information about these collections. 2. Evaluate and implement moving collections and furniture in high-use areas including Library of Things, Youth Media, Graphic Novels, Spanish/German and Teen Services. 3. Implement additional Reader's Advisory resources in Adult Services to include genre brochures. 4. Facilitate implementation of Vega Promote online newsletter. 5. Improve communication between library and residents in areas including marketing and outreach with an emphasis on patrons in schools and new residents to the community.	1. Goal 1. A. & B. 2. Goal 2. B. 3. Goal 4. A. 4. Goal 4. A. 5. Goal 4. A.		1. In progress - implementation TBD 2. In progress - shelves on order & implementation in Fall 2025 3. Completed April 2025 - 20+ Adult genre brochures added 4. In progress - implementation TBD due to Monarch Library System 5. In progress/ongoing - partnered with Germantown Chamber to reach new residents & provide Germantown School District elementary students with monthly flyers	
<b>Process Objective</b>	1. Provide patrons with opportunities for literacy, growth, and life-long learning with an emphasis returning to pre-COVID programming including additional programming options for teen & tween programming and summer programming and providing opportunities for additional all-age type programs. 2. Evaluate and implement additional options for staff work areas in Youth Services. 3. Implement review of library organization and job descriptions. 4. Digitize and archive all library director and administrative records.	1. Goal 1. A. 2. Goal 2. B. 3. Goal 5. C. 4. Goal 5. C.		1. In progress/ongoing - oversaw implementation of new/returning programs in a variety of age groups: A. Teens/Tweens: Added monthly Tween programs & teen art night (summer) B. Youth: Added LEGO @ the Library, return of weekly summer performers & weekly summer youth program, added The Big Build (fall) C. All Ages: Added Cherry Blossom Festival programs in March & Halloween Festival programs in October as well as many individual programs D. Total Programs: 19.5% increase in programs offered & 31.3% increase in program attendance 2. Completed May 2025 - Moved Youth Services Manager desk & work room to previous storytime room. Repurposed Youth Services Manager office as workspace for Youth Services staff. 3. In progress - implementation July/Aug 2025 4. In progress - implementation Sept 2025	
<b>Growth Objective</b>	1. Attend Wisconsin Public Library Conference in May. 2. Attend Wisconsin Library Conference in October. 3. Participate in additional professional development opportunities through library-related organizations and the Village of Germantown.	1. Goal 5. D. 2. Goal 5. D. 3. Goal 5. D.		1. Completed May 2025 2. In progress - implementation Oct 2025 3. In progress/ongoing	
<b>Financial Objective</b>	1. Increase trends of overall circulation of print and digital material especially in relation to libraries in Washington County to meet County revenue requirements. 2. Implement Message Bee service to more accurately communicate with patrons and save staff time. 3. Evaluate and implement additional staffing hours for flexible positions and internships.	1. Goal 1. A. & B. 2. Goal 1. B. 3. Goal 5. B.		1. In progress - A. Print: -3.8% (Jan - May 2025) B. Digital: -0.2% (Jan - May 2025) C. Total Circulation: -2.8% (Jan - May 2025) D. Washington County: -3.2% (Jan-May 2025) 2. Completed June 2025 3. In progress/ongoing - Oversaw implementation of Summer intern for Youth Services team. Currently working with 2 additional staff members that are leaving/retiring to be "on-call" to create additional coverage for planning & unplanned absences	
		<b>Average:</b>			
<b>Employee Signature:</b>		<b>Supervisor Signature:</b>		<b>Date:</b>	

# **Germantown Community Library**

## **2023-2027 Strategic Plan**

### **Goal 1: Growing Services**

**Collection care and customer service are fundamental to the library's success. Cultivating the collection and providing excellent service will increase accessibility to and use of the Germantown Community Library.**

#### **Objectives**

- A. Develop and maintain collection management policies and procedures for materials and resources, both physical and digital, which reflect the needs and interests of the community.
- B. Strengthen and maintain a positive patron experience through programming and services that are responsive and appealing to the community we serve.

### **Goal 2: Growing Spaces**

**Flexible, multi-purpose spaces and a presence in and around the community means Germantown Community Library meets people where they are, and appeals to a wide variety of audiences and their needs.**

#### **Objectives**

- A. Develop pathways for expansion of the library's footprint
- B. Improve visitor and staff satisfaction within the physical library space

### **Goal #3: Growing Collaborations & Community**

**Through careful practices and meaningful community relationships and partnerships, the Germantown Community Library will bring people and groups together to learn, accomplish goals, and build connections.**

#### **Objectives**

- A. Improve, document, and share internal processes and practices to identify, define, and evaluate relationships and partnerships.
- B. Expand and strengthen connections and partnerships among existing and new community networks, especially those that help members of the Germantown area and surrounding communities to learn, build relationships, and connect with each other.
- C. Expand outreach services of material and programming outside of the library building to residents in Germantown, Richfield and Jackson.

### **Goal #4: Growing Community Awareness**

**The library, the Germantown community, and the surrounding area have an abundance of events, opportunities, and resources to offer and the Germantown Community Library can improve awareness of these through thoughtful partnerships and impactful communications.**

#### **Objectives**

- A. Increase patron and community awareness of the resources and services offered by the library and Monarch Library System.
- B. Develop and implement communication tools to connect with different government boards and officials throughout the Germantown area, non-librariated communities and Washington County.
- C. Create a marketing plan that incorporates local communication channels.

### **Goal #5: Growing Organizational Wellbeing**

**The state of the Germantown Community Library depends on the financial and wellbeing of the library and of the library's staff. Both will be prioritized through careful practices and meaningful action.**

#### **Objectives**

- A. Create and cultivate new philanthropic partnerships, sponsorships, and pathways to ensure the financial health of the library.
- B. Expand organizational capacity to maintain and grow service areas.
- C. Develop internal infrastructure to document and train on library activities, processes, and practices.
- D. Continuously promote an internal culture that focuses on staff wellbeing.