

MEETING:	GERMANTOWN COMMUNITY LIBRARY BOARD
DATE AND TIME:	Wednesday, December 17, 2025 5:30 PM
LOCATION:	Germantown Community Library N112W16957 Mequon Road

AGENDA

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:**
- III. **APPROVAL OF AGENDA:**
- IV. **MEETING MINUTES:**
 - A. November 19, 2025 Meeting Minutes - DRAFT
- V. **CITIZEN INPUT:** *(Please be advised per 19.84(2) that information and comment will be received from the public. It is the policy of this municipality that public input be limited to a four (4) minute period per person with a time extension granted at the discretion of the Chairperson. Be advised that there may be limited discussion of the information received but no action will be taken under public comments.) Comments that may be injurious to village personnel or other individuals will not be allowed.*
- VI. **FINANCIAL MATTERS:**
 - A. Treasurer's Report
 - B. Accounts Payable
 - C. Budget Reports
- VII. **REPORTS (Discussion Unless Otherwise Noted):**
 - A. Correspondence
 - B. Village Reports
 - C. County Reports
 - D. System Reports
 - E. President's Report
 - F. Director's Report
- VIII. **UNFINISHED BUSINESS:**
- IX. **NEW BUSINESS:**
 - A. Job Description Updates (ACTION)
 1. Page I
 2. Page II
 3. Library Specialist
 4. Technical Services Specialist

LIBRARY BOARD AGENDA

December 17, 2025

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5. Adult Services Specialist
6. Youth Services Specialist
7. Community Services Specialist
8. Library Intern
9. Library Aide
10. Circulation Manager
11. Adult Services Manager
12. Youth Service Manager
13. Assistant Director
14. Library Director

B. Review 2026 Library Director Goals (DISCUSSION)

X. CLOSED SESSION:

A. Approval of 2026 Merit Increases for Library Staff

B. Reconvene into Open Session with Possible Action

XI. ADJOURNMENT:

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

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

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: December 17, 2025

PLACEMENT: Action Item

ITEM TITLE: November 19, 2025 Meeting Minutes - DRAFT

SUBMITTED BY: Connie Lloyd, Asst. Director

SUMMARY EXPLANATION:

Review the submitted November 19, 2025, Library Board meeting minutes draft.

ATTACHMENT:

1. November 19, 2025 Meeting Minutes - DRAFT

STAFF RECOMMENDATION:

Approve the meeting minutes as presented.

ACTION BY COMMITTEE:

MEETING:	GERMANTOWN COMMUNITY OF THE LIBRARY BOARD
DATE AND TIME:	Wednesday, November 19, 2025 5:30 PM
LOCATION:	Germantown Community Library N112W16957 Mequon Road

MINUTES

I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
 The regular meeting of the Germantown Community Library was called to order by President Joyce Nelson at 05:32 PM.

II. **ROLL CALL:**
Present: Library Board President Joyce Nelson, Library Board Member Darlene Vosen, Library Board Member Charlene Brady, Member Jolletta Kerpan, Library Board Member Sarah Larson, School District Representative Katie Kohel
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: Sarah Larson
Seconded By: Charlene Brady

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

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

IV. **MEETING MINUTES:**

A. October 22, 2025, Meeting Minutes (Action)
Motion: Approve as presented
Motioned By: Darlene Vosen
Seconded By: Jolletta Kerpan

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Jolletta Kerpan, Sarah Larson, Katie Kohel

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 four (4) minute period per person with a time extension granted at the discretion of the Chairperson. Be advised that there may be limited discussion of the information received but no action will be taken under public comments.) Comments that may be injurious to village personnel or other individuals will not be allowed.*

VI. **FINANCIAL MATTERS:**

A. Treasurer's Report
Motion: Approve as presented
Motioned By: Joyce Nelson
Seconded By: Sarah Larson

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

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

B. Accounts Payable
Motion: Approve as presented
Motioned By: Sarah Larson
Seconded By: Katie Kohel

On roll call vote:
Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Sarah Larson, Katie Kohel
No: None
Abstain: None

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

C. Budget Reports
Smith reviewed the submitted budget reports. It was noted that 'Utilities' will run over budget for 2025 due to the increase in utility costs. The 2026 budget for utilities includes an increase to account for this change.

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

A. Correspondence

Nelson sent thank-you letters to the following donors:

- D&K Food Germantown, LLC (Jersey Mike's Library Fundraiser Night) - \$686.22 (Patio)
- Old North State Trust, LLC (Grand Appliance for Teen Zombie Run) - \$150.00 (Undesignated)
- Paul Schmidt (new puzzle table) - \$1,000.00 (Materials)
- Dawn Trebatoski (memorial for father Bill Stueckroth) - \$100 (Materials)

B. Village Reports

Smith reported the Village Government and Finance committee deferred the vote for the proposed 3.5% Village employee merit increase until December. The Village Board did approve the proposed 2026 Village budget. No changes were made to the library portion of the proposed budget. Additional village updates are covered in the Director's Report.

C. County Reports

Smith reviewed Washington County news that was presented in the Director's Report.

D. System Reports

Smith reviewed Monarch System news that was presented in the Director's Report.

E. President's Report

Nelson recognized Library Board member, Kerpan, and the library for their efforts on the Germantown Christmas Parade and Festival.

F. Director's Report

Smith reviewed highlights from her submitted Director's Report.

VIII. UNFINISHED BUSINESS:

A. 2026 Library Budget (Possible Action)

The Village Board approved the proposed 2026 annual village budget. No changes were made to the library portion. Therefore, no further action is needed by the Library Board.

IX. NEW BUSINESS:

X. CLOSED SESSION:

Motion: Enter into Closed Session to discuss items A. & B. as presented

Motioned By: Darlene Vosen

Seconded By: Jolitta Kerpan

On roll call vote:

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

No: None

Abstain: None

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

Nelson called the meeting into closed session at 5:58 PM to discuss items A. & B.

A. Library Director Annual Performance Review (Action)

B. Approval of Wage Increase for Library Director (Action)

C. Reconvene into Open Session with Possible Action (Action)

Motion: Reconvene to open session for action on Items A. & B. as presented

Motioned By: Joletta Kerpan

Seconded By: Sarah Larson

On roll call vote:

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

No: None

Abstain: None

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

Nelson reconvened the meeting into open session at 6:32 PM to vote on the Library Director's Annual Performance Review and Merit Increase.

Motion: Approve the submitted Director's Annual Performance Review

Motioned By: Darlene Vosen

Seconded By: Joletta Kerpan

On roll call vote:

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

No: None

Abstain: None

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

Voting for Item B (Approval of Wage Increase for Library Director) was deferred to the December 17 Library Board meeting when all staff annual merit increases will be

reviewed.

XI. ADJOURNMENT:

Nelson announced the next Library Board meeting will be held on Wednesday, December 17, 2025, at 5:30 PM.

Nelson adjourned the meeting at 06:34 PM.

DRAFT

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: December 17, 2025

PLACEMENT: Action Item

ITEM TITLE: Treasurer's Report

SUBMITTED BY: Darlene Vosen, Library Board Member

SUMMARY EXPLANATION:

Review the submitted monthly Treasurer's Report.

ATTACHMENT:

1. Treasurer's Report

STAFF RECOMMENDATION:

Approve the submitted Treasurer's Report as presented.

ACTION BY COMMITTEE:

Germantown Community Library Board

Financial Report December 8, 2025

By Darlene Vosen

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

Balance 11/11/25 per online statement		\$1,674.52
12/2 Deposit Donation jars	+\$66.86	
Balance 12/8/25 per online statement		\$1,741.38

***Crafts: \$20.34**

***Early Literacy Fund: \$545.68 + \$13.52 = \$559.20**

***Patio Expansion 2025: \$523.11**

***Programming Supplies: \$285.78 + \$33.00 = \$318.78**

Bank Five Nine GCL Board Savings Account (4029)

Balance 11/11/25 per on-line statement		\$4,767.79
Interest November	+\$0.37	
Balance 12/8/25 per on-line statement		\$4,768.16

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

Balance 11/11/25 per on-line statement		\$18,154.27
12/2 Deposit Kurol (WEA distribution)	+\$1,000.00	
Interest November	+\$2.09	
Balance 12/8/25 per on-line statement		\$19,156.36**

****Book & Materials: \$13,185.07 + \$1,000.00 = \$14,185.07**

****Un-designated: \$4,969.20 + \$2.09 = \$4,971.29 (need \$2,500 to keep account active)**

Bank Five Nine Furniture/Building Fund CD Accounts:

CD #1 Furniture (4025) Balance 3/4/25 per bank statement	\$15,000.00
4.72/4.81% Interest 17 months (mature 8/4/26)	
CD #2 Furniture (5608) Balance 2/06/25 per bank statement	\$15,000.00
4.72/4.81% Interest 17 months (mature 7/6/26)	
CD #4 Furniture (8801) Balance 10/31/25 per bank statement	\$10,000.00
4.09/4.15% Interest 19 months (mature 5/31/27)	
CD #5 Expansion (8989) Balance 10/27/25 per bank statement	\$12,323.34 (new base)
4.09%/4.15% Interest 13 months (mature 11/27/26)	

Furniture & Equipment (\$40,000.00) + Expansion (\$12,323.34) = \$52,323.34

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: December 17, 2025

PLACEMENT: Action Item

ITEM TITLE: Accounts Payable

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Accounts Payable Report.

ATTACHMENT:

1. Accounts Payable

STAFF RECOMMENDATION:

Approve the Accounts Payable Report as presented.

ACTION BY COMMITTEE:

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/11 TO 2025/11									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION		
10570000				Library					
10570000 462900				Library Fines & Fees					
100365 FRIENDS OF	FGCL103125	0	2025 11	INV P	374.88	25.11.12	13249 Reimbursement		
				ACCOUNT TOTAL	374.88				
10570000 521400				Library Life Insurance					
100933 SECURIAN FINANCIAL G	002832L DEC 25	0	2025 11	INV P	123.62	25.11.12	13284 LIFE INSURANCE		
				ACCOUNT TOTAL	123.62				
10570000 531000				Library Gen Supplies & Expense					
100735 MONARCH LIBRARY SYST	416587	0	2025 11	INV P	2,874.00	25.11.05	13203 Computer Services		
101592 JL BUSINESS INTERIOR	39142	0	2025 11	INV P	780.30	25.11.19	13328 General Supplies		
				ACCOUNT TOTAL	3,654.30				
10570000 531010				Library Office Supplies					
100735 MONARCH LIBRARY SYST	416593	0	2025 11	INV P	75.90	25.11.12	13272 office Supplies		
101624 STAPLES	6045099274	0	2025 11	INV P	142.99	25.11.12	13287 TONER		
101624 STAPLES	6046305926	0	2025 11	CRM P	-142.99	25.11.12	13287 RETURN - TONER		
101624 STAPLES	6047715275	0	2025 11	INV P	78.98	25.11.19	13367 COPY PAPER		
					78.98				
				ACCOUNT TOTAL	154.88				
10570000 531080				Library Professional Dev					
101210 WI LIBRARY ASSOC	24510	0	2025 11	INV P	115.80	25.11.12	13294 Professional Develo		
				ACCOUNT TOTAL	115.80				
10570000 531100				Library Books					
100032 AMAZON CAPITAL SERVI	1GDH-DMX7-XNTD	0	2025 11	INV P	3,159.30	25.11.12	13233 Collection Material		
100477 INGRAM LIBRARY SERVI	90201230	0	2025 11	INV P	67.29	25.11.05	13192 Collection Material		
100477 INGRAM LIBRARY SERVI	90261046	0	2025 11	INV P	32.98	25.11.05	13192 Collection Material		
100477 INGRAM LIBRARY SERVI	90372531	0	2025 11	INV P	25.79	25.11.05	13192 Collection Material		
100477 INGRAM LIBRARY SERVI	91097984	0	2025 11	INV P	55.18	25.11.05	13192 Collection Material		
100477 INGRAM LIBRARY SERVI	91267962	0	2025 11	INV P	19.49	25.11.05	13192 Collection Material		
100477 INGRAM LIBRARY SERVI	91313439	0	2025 11	INV P	28.25	25.11.05	13192 Collection Material		
100477 INGRAM LIBRARY SERVI	91379664	0	2025 11	INV P	52.15	25.11.05	13192 Collection Material		
100477 INGRAM LIBRARY SERVI	91470492	0	2025 11	INV P	51.40	25.11.12	13259 Collection Material		
100477 INGRAM LIBRARY SERVI	91510809	0	2025 11	INV P	19.47	25.11.12	13259 Collection Material		
100477 INGRAM LIBRARY SERVI	91552027	0	2025 11	INV P	19.50	25.11.12	13259 Collection Material		
100477 INGRAM LIBRARY SERVI	91569211	0	2025 11	CRM P	-6.00	25.11.12	13259 CREDIT - FREIGHT AD		
100477 INGRAM LIBRARY SERVI	91569212	0	2025 11	CRM P	-6.00	25.11.12	13259 CREDIT - FRIEGHT AD		
100477 INGRAM LIBRARY SERVI	91580895	0	2025 11	INV P	15.59	25.11.12	13259 Collection Material		
					375.09				

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/11 TO 2025/11									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
101265 PLAYAWAY	513678	0	2025 11	INV	P	77.39	25.11.12	13277 Collection Material	
101265 PLAYAWAY	515428	0	2025 11	INV	P	931.86	25.11.05	13210 Collection Material	
101265 PLAYAWAY	516072	0	2025 11	INV	P	450.84	25.11.12	13277 Collection Material	
101265 PLAYAWAY	516857	0	2025 11	INV	P	233.37	25.11.19	13354 Collection Material	
101265 PLAYAWAY	517602	0	2025 11	INV	P	68.99	25.11.25	13415 Collection Material	
						1,762.45			
			ACCOUNT TOTAL			5,296.84			
10570000 531430								Library Book Processing	
100032 AMAZON CAPITAL SERVI 1W4H-KNTP-T64P		0	2025 11	INV	P	354.61	25.11.12	13233 Book Processing Sup	
100246 DEMCO	7718587	0	2025 11	INV	P	86.29	25.11.25	13393 Book Processing Sup	
100246 DEMCO	7722498	0	2025 11	INV	P	326.56	25.11.19	13307 Book Processing Sup	
						412.85			
			ACCOUNT TOTAL			767.46			
10570000 531440								Library Periodicals	
100735 MONARCH LIBRARY SYST 416626		0	2025 11	INV	P	499.00	25.11.25	13409 Periodical Material	
			ACCOUNT TOTAL			499.00			
10570000 531460								Library Audio Visual	
100032 AMAZON CAPITAL SERVI 1GDH-DMX7-XNTD		0	2025 11	INV	P	4,345.76	25.11.12	13233 Collection Material	
			ACCOUNT TOTAL			4,345.76			
10570000 531470								Library Computer Service	
100402 GORDON FLESCH COMPAN I01065440		0	2025 11	INV	P	1,204.32	25.11.12	13254 Computer Services	
100402 GORDON FLESCH COMPAN IN15355400		0	2025 11	INV	P	62.22	25.11.05	13186 Computer Services	
100402 GORDON FLESCH COMPAN IN15395110		0	2025 11	INV	P	7.50	25.11.25	13399 Computer Services	
						1,274.04			
100735 MONARCH LIBRARY SYST 416587		0	2025 11	INV	P	4,000.00	25.11.05	13203 Computer Services	
100735 MONARCH LIBRARY SYST 416592		0	2025 11	INV	P	225.00	25.11.25	13409 Computer Services	
						4,225.00			
			ACCOUNT TOTAL			5,499.04			
10570000 531490								Library Program Supplies & Exp	
100032 AMAZON CAPITAL SERVI 1X76-NXQC-XD96		0	2025 11	INV	P	2,044.32	25.11.12	13233 Programming Supplie	
100279 FIRST IMPRESSIONS GCL11202025		0	2025 11	INV	P	175.00	25.12.10	13475 Programming Supplie	
100283 MARK F MORAN APPRAIS GCL10082025		0	2025 11	INV	P	450.00	25.11.05	13199 Programming Supplie	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/11 TO 2025/11									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION		
100381 GERMANTOWN CHAMBER O	6582208	0	2025 11	INV P	60.00 25.11.12	13251	Programming Supplie		
101381 POCKAT, JEFF	GCL120225	0	2025 11	INV P	350.00 25.11.25	13416	Programming Supplie		
				ACCOUNT TOTAL	3,079.32				
10570000 571000				Library Insurance & Bonds					
100184 CITIES AND VILLAGES	413	0	2025 11	INV P	861.49 25.11.12	13240	Cities and Villages		
				ACCOUNT TOTAL	861.49				
				ORG 10570000 TOTAL	24,772.39				
FUND 10	General Fund			TOTAL:	24,772.39				

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

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: December 17, 2025

PLACEMENT: Presentation

ITEM TITLE: Budget Reports

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the attached monthly budget report.

ATTACHMENT:

1. Budget Report

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

Village of Germantown, WI - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2025 11

ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10570000 Library							
10570000 432600 County Library	-339,000	0	-339,000	-328,246.53	.00	-10,753.47	96.8%*
10570000 462900 Library Fines &	-10,000	0	-10,000	-11,912.32	.00	1,912.32	119.1%
10570000 471700 Library Donatio	0	-93,207	-93,207	-94,938.42	.00	1,731.00	101.9%
10570000 511000 Library Reg Sal	286,998	8,918	295,916	269,956.37	.00	25,959.63	91.2%
10570000 511100 Library PT Sala	306,460	9,042	315,502	271,598.24	.00	43,903.76	86.1%
10570000 511200 Library Board	1,200	0	1,200	808.00	.00	392.00	67.3%
10570000 511600 Library Overtim	0	0	0	109.88	.00	-109.88	100.0%*
10570000 521000 Library Social	45,500	1,374	46,874	39,827.19	.00	7,046.81	85.0%
10570000 521100 Library State R	39,984	619	40,603	33,404.09	.00	7,198.91	82.3%
10570000 521200 Library Health	95,128	0	95,128	90,731.08	.00	4,396.92	95.4%
10570000 521300 Library Dental	5,050	0	5,050	6,108.31	.00	-1,058.31	121.0%*
10570000 521400 Library Life In	1,600	0	1,600	1,228.88	.00	371.12	76.8%
10570000 531000 Library Gen Sup	10,000	39,000	49,000	49,170.26	.00	-170.26	100.3%*
10570000 531010 Library Office	6,000	0	6,000	4,504.48	.00	1,495.52	75.1%
10570000 531080 Library Profess	2,000	2,000	4,000	2,797.14	.00	1,202.86	69.9%
10570000 531100 Library Books	56,000	17,000	73,000	46,842.32	.00	26,157.68	64.2%
10570000 531190 Marketing & Pro	5,000	0	5,000	4,808.71	.00	191.29	96.2%
10570000 531240 Library Travel	1,000	0	1,000	658.70	.00	341.30	65.9%
10570000 531430 Library Book Pr	10,000	0	10,000	9,254.44	.00	745.56	92.5%
10570000 531440 Library Periodi	5,000	0	5,000	3,940.13	.00	1,059.87	78.8%
10570000 531460 Library Audio V	20,000	5,000	25,000	25,000.00	.00	.00	100.0%
10570000 531470 Library Compute	22,139	0	22,139	20,050.62	.00	2,088.38	90.6%
10570000 531490 Library Program	20,000	31,000	51,000	50,649.58	.00	350.42	99.3%
10570000 552300 Library System	24,000	0	24,000	23,330.48	.00	669.52	97.2%
10570000 561000 Library Buildin	65,000	0	65,000	60,866.19	.00	4,133.81	93.6%
10570000 561400 Library Telepho	4,000	0	4,000	1,805.38	.00	2,194.62	45.1%
10570000 571000 Library Insuran	7,320	0	7,320	8,173.00	.00	-853.00	111.7%*
10570000 5PCARD UNALLOCATED PCA	0	0	0	87.24	.00	-87.24	100.0%*
TOTAL Library	690,379	20,746	711,125	590,613.44	.00	120,511.14	83.1%
TOTAL General Fund	690,379	20,746	711,125	590,613.44	.00	120,511.14	83.1%
TOTAL REVENUES	-349,000	-93,207	-442,207	-435,097.27	.00	-7,110.15	
TOTAL EXPENSES	1,039,379	113,953	1,153,332	1,025,710.71	.00	127,621.29	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 11							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	690,379	20,746	711,125	590,613.44	.00	120,511.14	83.1%

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

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: December 17, 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 (pt. 1 - Library Highlights)
3. Director's Report (pt. 2 - Monarch Resource Agreement)
4. Director's Report (pt. 3 - Monarch Resource 2025)
5. Director's Report (pt. 4 - Village Board 12-1 Pay Adjustments, pt. 1)
6. Director's Report (pt. 5 - Village Board 12-1 Pay Adjustments, pt. 2)
7. Director's Report (pt. 6 - Village Board 12-1 Pay Adjustments, pt. 3)
8. Director's Report (pt. 7 - Village Board 12-1 2026 Merit Pay)
9. Director's Report (pt. 8 - Circulation Statistics)
10. Director's Report (pt. 9 - 2026 Jan-Apr Program Brochure)
11. Director's Report (pt. 10 - Express News - Nov 15)
12. Director's Report (pt. 11 - Wash. Co. - Nov 18)
13. Director's Report (pt. 12 - Wash. Co. - Nov 20)

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

Director's Report: December 2025

STATE OF WISCONSIN

- The American Library Association (ALA) announced that as of Wednesday, December 3, 2025, the Institute of Museum and Library Services (IMLS) has reinstated the agency's grants, including those to libraries and library organizations across the county: <https://www.ala.org/news/2025/12/ala-welcomes-reinstatement-all-federal-imals-grants-libraries>

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, December 11, 2025 at Cedarburg Public Library. Discussion included Advantage Accounts options through Overdrive/Libby, options to move to a cloud server for Polaris and updates on Vega Promote (hopefully coming in 2026). The meeting was followed by the annual Holiday Celebration.
- The number of checkouts per year on digital items through Overdrive/Libby continues to rise each year throughout the State of Wisconsin. The Monarch Library System, system libraries and libraries across Wisconsin are working to add funding to Overdrive Advantage accounts to cut down on long wait times that patrons are experiencing when placing holds on digital books and audiobooks.
 - The 2026-2030 Joint County Library Service Plan for Ozaukee and Sheboygan Counties was approved. The plan includes reimbursing libraries in Ozaukee and Sheboygan counties for digital circulation as well as reimbursement for physical circulation at 100%: https://monarchlibraries.org/wp-content/uploads/2025/10/Joint-County-Library-Plan-2025_Sheboygan-and-Ozaukee-County_FINAL-DRAFT.pdf
 - In 2026, the Monarch Library System Overdrive Advantage account funding will increase from \$40,000 per year to \$75,000 per year. This does not include funding by Sheboygan and Ozaukee County as well as any funding contributed by individual libraries in the system (attached).
- Agendas and minutes: <https://monarchlibraries.org/library-director-meetings/>

WASHINGTON COUNTY

- The Jack Russell Community Memorial library in Hartford will be closed on Monday, December 15 – Monday, December 22 for repairs.

VILLAGE OF GERMANTOWN:

- Village Board (11/17): X. A. Resolution Adopting the 2026 Village Budget (2026 budget was passed with no changes to the library budget)
- Village Board (12/1):
 - X. E. Procedures for Pay Adjustment for Non-Represented Employees (attached)
 - X. F. Resolution to Authorize 2026 Merit Pay Plan (attached)
- Agendas and minutes: <https://germantownwi.portal.civicclerk.com/>
- Recordings: <https://www.youtube.com/@villageofgermantownwiscons871/streams>

FRIENDS OF THE GERMANTOWN COMMUNITY LIBRARY

- The Annual Holiday Friends Book & Basket sale will run Saturday, November 8 – Tuesday, December 30. The sale includes 300+ gift-quality baskets as well as gently used books and other material.

DONATIONS:

Donor	Amount	Department	Plaque	Address
Korol, Robert	\$1,000	Materials	n/a	Richfield, WI 53076
Merten, Jane	\$25	Programs (crafts)	n/a	Richfield, WI 53076
Porubsky, Steve & Kristie (for Emerald Falls Apartment Management)	\$50	Materials	Leaf	Menomonee Falls, WI 53051

- Donation Jars / Giving Tree:
 - Crafts: \$57.90
 - Early Literacy: \$9.45
 - Programming Supplies: \$0.00

Monthly Donations Total: \$1,142.35

DEPOSITS:

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

STATISTICS:

- Circulation Statistics (see attached)
 - Physical: **21,517 (-1.4% from 2024 / -2.2% YTD)**
 - Digital: **5,423 (9.5% from 2024 / 4.2% YTD)**
 - Total: **26,940 (0.6% from 2024 / -1.0% YTD)**

PROGRAMMING:

- Programs for January – April 2026 have been scheduled (attached).
- Ongoing Programs (number of monthly offerings):
 - Youth: Storytime (16), Family Fun Night & Lego @ the Library, Saturday Programs
 - Tween/Teen: Tween Programs, Teen Programs, Teen Advisory Board & Craft Workshops (3)
 - Adult: Job Service Assistance, Tax Assistance, Blood Drives, Adult Puzzle Days, Fiber Arts Meet Up, Craft Workshops (3), Adult Crafts (2) & Book Groups (6)
 - Outreach: Senior Living Facility Visits (6), Adult Day Center (2), Home Delivery, Book Drop-Offs & Preschool Readings
- Upcoming Programs & Outreach Calendar: <https://germantownlibrarywi.events.mylibrary.digital/>
 - Highlighted Upcoming Special Events:
 - Sun, Dec 13: Breakfast with Santa @ The Florian
 - Tues, Dec 30 @ 9:30am: Breakfast Bingo
 - Sat, Jan 24 @ 10:30am: Explore the Northern Lights Family Program
 - Thurs, Jan 29 @ 1pm: Identify Theft

IN THE NEWS (ATTACHED):

- “Germantown library hosts historical impressionist Jessica Michna on Nov. 20” (Express News, Nov 15)
- “Germantown library to host Mrs. Charles Dickens impersonator” (Wash. Co. Daily, Nov 18)
- “Germantown book and basket sale” (Wash. Co., Nov 20)

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

DIRECTOR MEETINGS, PROGRAMS & OUTREACH (PAST):

- Mon, Dec 1 – Washington County Directors
- Mon, Dec 1 – Village Board (online)

- Tues, Dec 2 – Village Administrator
- Mon, Dec 8 – Make It @ the Library (3)
- Wed, Dec 10 – Village Department Heads
- Wed, Dec 10 – LEGO @ the Library
- Thurs, Dec 11 – Monarch Directors (Cedarburg)
- Mon, Dec 15 – Friends of the Library
- Mon, Dec 15 – GGF & Village Board (online)
- Tues, Dec 16 – Overdrive Advantage
- Wed, Dec 17 – Library Board
- Fri, Dec 19 – Meet Your Neighbor Storytime
- Tues, Dec 29 - Village Department Heads

DEPARTMENT UPDATES

ADMIN & ALL STAFF

- The library closed at 12:00 PM on Saturday, November 29, due to a Germantown Storm Emergency starting at 11:00 AM.
- The library will be closed on December 24, 25 & 31 and January 1 for the holidays.
- Staff Job Descriptions updates were completed.
- Annual performance reviews were completed for all staff.

YOUTH, ADULT & OUTREACH SERVICES

- The library will be offering Income Tax Assistance through the AARP for the first time this year. Individual appointment run every Thursday from February 5 – April 16 from 9am-3pm. Registration is required online.
- A new Reading Dragons Club for ages 6-14 will run Monday, January 5 – Tuesday, March 31. This includes reading incentives as trading cards and events.

CIRCULATION & TECHNICAL SERVICES

- The Winter Check-Out Incentive will run on Monday, January 5 – Saturday, February 28 at the Circulation Desk. Patrons will receive a raffle card for every 5 items checked out.
- A new Workforce Development intern started on December 3 and will be helping out at the library until the end of February.
- The first Heart & Homestead participant has begun volunteering.

TECHNOLOGY, BUILDING & GROUNDS

- The Large Community Meeting Room had a special carpet cleaning on Friday, December 5.

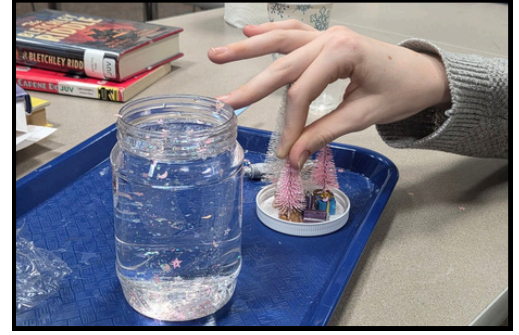
Library Highlights (Dec 2025)



Our 80s theme float won 1st place at the Germantown Chamber Christmas Festival.



Battle of the Books are available for checkout for all Germantown schools.



Teens had fun making holiday snow globes.



Cheri from Bank FiveNine joined us for Meet Your Neighbor Storytime.



Letters to Santa are available in the library lobby.



Our library tree is part of the Chamber Tannenbaum Trail at Fireman's Park.



We had 22 youth vendors at our Kindermarket event.



Kids ages 9+ and adults joined us for holiday card and gift making.



We had a great holiday lego event.



Debra Miller joined us for a presentation as Jane Austen to celebrate her 250th year.



Our storytime kids helped to decorate the library holiday tree.



Over 300 baskets are available for sale at the Friends Holiday Book & Basket Sale.



System Resource Library Agreement between Monarch Library System and Mead Public Library January 2026 – December 2026

This agreement is entered into by the Board of Trustees, Mead Public Library (LIBRARY) and the Board of Trustees, Monarch Library System (SYSTEM) under the authority of Wisconsin Statutes Section 43.16 and 66.0301 as amended.

WHEREAS, the Mead Public Library is legally established, lies within a participating county of, and is a member of the Monarch Library System, and

WHEREAS the Mead Public Library meets the statutory requirements to serve and to be compensated for its services as the resource library in the Monarch Library System, and

WHEREAS the Monarch Library System is organized as a federated library system to provide improved services to libraries and residents of Dodge, Ozaukee, Sheboygan, and Washington counties, and

WHEREAS the Monarch Library System reviewed Resource Library Services with its member libraries based on information collected by the shared library automation system, now.

IT IS THEREFORE AGREES, by the Mead Public Library and the Monarch Library System:

That the Mead Public Library shall serve as the Resource Library of the Monarch Library System and the provisions contained in the contract shall cover the period of January 1, 2026, through December 31, 2026.

That the Mead Public Library agrees to provide staff, space, and support to meet the library system service requirement [Wis. Stat. 43.2412Mb], as well as additional mutually agreed upon services including:

- Sharing expertise, training, and documentation of traditional library functions such as collection development and acquisitions, readers advisory, reference and information literacy, youth and adult services, and shared electronic collection such as Overdrive, RB Digital, and online courses.
- Selecting and purchasing for shared collections: acquiring a physical in-demand collection to reduce system hold times, building specialized nonfiction collections to enhance breath, and supporting a shared e-book and e-audio collection by selecting additional copies for the adult and JV e/e-audiobook collections per guidelines, providing technical support, and fiscal management.

- Testing or trialing new products or services beyond the current scope of the consortium that provides innovative solutions to member libraries. Sharing training documentation and workflows for new resources acquired by the system.
- Offering subject experts to consult with member library staff in areas such as marketing/public relations, strategic planning and board relations, human resources, financial services, technology, volunteer management, and facility security. Participating as active contributors in system-wide communications including committees, meetups or forums, and other methods.
- Reporting semi-annually on services provided to the system and an accounting of funds expended.
- Serving member libraries by remaining in the 2nd position on the holds queue (behind the In-Demand Library), while other member libraries' positions continue to be adjusted regularly.

That the Monarch Library System agrees to:

- Communicate member library needs to the resource library on an annual basis and take the lead in renewing or modifying this agreement annually in March of each year.
- Compensate Mead Public Library for collection development of popular materials to offset demand throughout the system.
- Tap into expertise at Mead and help connect member libraries with subject experts.
- Compensate Mead Public Library for selected professional and clerical services.
- Provide payment in the amount of \$100,000, and

That the Mead Public Library and the Monarch Library System will mutually exchange expertise in providing library services to member libraries, and

That the public records of the Mead Public Library and the Monarch Library System will be freely available to each other when requested, and

That the board of the Mead Public Library and the board of the Monarch Library System may jointly amend this agreement through formal resolution, and

That failure of the contracting parties to reach agreement for these services for the following year will be Wisconsin State Statute cause this agreement to automatically be extended, provided the Mead Public Library is a member of the Monarch Library System, and that both parties may ask the Division for Libraries and Community Learning to mediate the process pursuant to the aforementioned Wisconsin Statutes if an agreed upon resolution is not reached.

Compensation summary:

(System and Resource Library may mutually agree to redistribute funds from one line to another as needed)

Item/Service	2026 Compensation
In-Demand collection (books, DVDs, etc.)	\$15,000
System Advantage e-book & e-audio holds reduction account (WPLC/Overdrive)	\$75,000
Specialized collections (non-fiction & reference)	n/a effective 1/1/2026
Support staff (paying invoices, reporting, processing of materials or any specialized expertise)	\$10,000.
Special projects (RFID, technology, etc.)	n/a effective 1/1/2026
TOTAL	\$100,000

Representing Mead Public Library

Representing Monarch Library System

Board President/Date Signed

Board President/Date Signed

Library Director/Date Signed

System Director/Date Signed

Date: November 7, 2025
 To: Monarch Library System Directors
 From: Rachel Muchin Young
 Re: 2026 System & Resource Library Agreement

Riti Grover, Garrett Erickson, and I met Monday, October 13, to discuss a mutually agreeable redistribution of the funds paid to the Resource Library, Mead Public Library.

We discussed the changing needs of libraries and the critical need to reduce digital holds lists.

To achieve this goal, it was determined that our recommendation is two-fold:

1. Establish a Collection Development Committee which will be charged with purchasing Overdrive Advantage titles.
 - a. Efforts will be made to automate ordering (how many holds will trigger the purchase of another copy)
 - b. Lists will be developed to automate ordering of popular authors' materials.
2. The Resource Library budget will be reallocated to achieve the stated goals, as follows:

Item/Service	2025 Compensation	2026 Compensation
In -Demand Collection (Books, DVDs, etc.)	\$ 20,000	\$ 15,000
System Advantage e-book & e-audio holds reduction account (WPLC/Overdrive)	\$ 40,000	\$ 75,000
Specialized collections (nonfiction & reference)	\$ 20,000	-0-
Marketing or other professional consultation	\$ 5,000	\$ 10,000
Support staff (paying invoices, reporting, processing materials, cataloging)	\$ 5,000	
Special projects (RFID, technology, etc.)	\$ 10,000	-0-
TOTAL	\$ 100,000	\$ 100,000

Because of the changes in library services, there is no longer a need for the Resource Library to maintain a reference collection for use by system libraries. Furthermore, special projects, are generally handled by committees that are comprised of staff from a variety of libraries.

The physical in-demand collections will be reduced by \$5,000. Those funds will be moved to the Overdrive Advantage account because digital media is where the greatest need lies. Funds for specialized collections (\$20,000) and special projects (\$10,000) will also be allocated to digital media.

The Collection Development Committee will automate what they can and regularly purchase materials so the \$75,000 allotted will be regularly spent (roughly \$6,250 per month).

Resource Library Report Jan 1-Dec 9, 2025

2025 Budget & Services

Item/Service	Compensation
In-demand collection budget	\$20,000
System Overdrive Advantage e-book & e-audio holds reduction account budget	\$40,000
Specialized collections - nonfiction & reference budget	\$20,000
<u>Marketing or other professional consultation</u> <i>Reference, IT, & maker-space support, budgeting, collection development & reporting - 13 staff</i>	\$5,000
<u>Support Staff</u> <i>Acquisitions, processing, weeding - 2 staff</i>	\$5,000
<u>Special Projects</u> <i>Deployable Polaris Update File - complete In Demand Floating Collection - complete System-level catalog cleanup work - ongoing Vega Discover database work - ongoing</i>	\$10,000
TOTAL	\$100,000

Continued on the following pages

In Demand Details:

In-Demand Expenditures 1/1/25-12/09/25 (\$20,000 budget, \$16,818.37 spent/encumbered)

In Demand				
Budgeted Amount	Encumbered	Expended	Available	Used(%)
\$20,000.00	\$3,333.16	\$13,485.21	\$3,181.63	84.09%

In Demand Copies Purchased 1/01/25 - 12/09/25

Row Labels	Sum of POQtyReceived
AD In-Demand DVD	107
AD In-Demand Fiction	371
AD In-Demand Nonfiction	72
Grand Total	550

In Demand Circulation 1/01/25 - 12/09/25 (includes all items in collection *at time of report*, Mead had full year of items on browsing shelf, Brownsville, Cedarburg, Horicon, Hustisford, Juneau, Saukville, Plymouth, & Mayville added browsing collections later in the year)

Row Labels	Sum of Total
Mead Public Library (Sheboygan)	4565
West Bend Community Memorial Library	497
Cedarburg Public Library	469
Germantown Community Library	447
Grafton Public Library	384
Frank L. Weyenberg Library of Mequon-Thiensville	359
Plymouth Public Library	309
W.J. Niederkorn Library (Port Washington)	211
Jack Russell Memorial Library (Hartford)	204
Slinger Community Library	203
Sheboygan Falls Memorial Library	183
Oscar Grady Public Library (Saukville)	151
Waupun Public Library	151
Beaver Dam Community Library	133
Bookmobile	132
Kewaskum Public Library	100
Oostburg Public Library	99
Ted and Grace Bachhuber Memorial Library-Mayville	92
Kohler Public Library	87
Horicon Public Library	83
Brownsville Public Library	82
Juneau Public Library	70
Lakeview Community Library (Random Lake)	53
Elkhart Lake Public Library	46
Hustisford Community Library	46
Cedar Grove Public Library	38
Lomira QuadGraphics Community Library	27
Reeseville Public Library	17
Fox Lake Public Library	15
Iron Ridge Public Library	10
Theresa Public Library	10
West Bend Outreach Branch	1
Monarch Cataloging	1
Lakeland University Library	1
Grand Total	9276

Overdrive Advantage Details:

Overdrive Advantage Expenditures 1/01/25 - 12/09/25

(\$40,000 budget + spending down leftover funds from previous year)

Advantage purchased titles	
Standard titles purchased	702
Preorder titles purchased	2
Standard copies purchased	18,929
Preorder copies purchased	106
Standard expenditures	\$55,023.55 USD
Preorder expenditures (est.)	\$173.65 USD

Overdrive Advantage Title Usage Stats 1/01/25 - 12/09/25

Advantage titles & Monarch users

Branch (31)	Checkouts (59,243)
Monarch Library System - West Bend Community Memorial Library	8,304
Monarch Library System - Mead Public Library (Sheboygan)	7,264
Monarch Library System - Frank L. Weyenberg Library of Mequon-Thiensville	6,194
Monarch Library System - Germantown Community Library	5,907
Monarch Library System - Grafton Public Library	4,165
Monarch Library System - Cedarburg Public Library	3,885
Monarch Library System - Jack Russell Memorial Library (Hartford)	3,684
Monarch Library System - W.J. Niederkorn Library	2,502
Monarch Library System - Beaver Dam	2,181
Monarch Library System - Plymouth Public Library	2,055
Monarch Library System - Slinger Community Library	1,986
Monarch Library System - Sheboygan Falls Memorial Library	1,561
Monarch Library System - Waupun Public Library	1,368
Monarch Library System - Oscar Grady Public Library (Saukville)	1,104
Monarch Library System - Oostburg Public Library	935
Monarch Library System - Mayville Public Library	855
Monarch Library System - Lakeview Community Library	801
Monarch Library System - Kewaskum Public Library	698
Monarch Library System - Kohler Public Library	621
Monarch Library System - Cedar Grove Public Library	447
Monarch Library System - Elkhart Lake Public Library	443
Monarch Library System - Lomira QuadGraphics Community Library	442
Monarch Library System - Horicon Public Library	389
Monarch Library System - Hustisford Community Library	352
Monarch Library System - Juneau Public Library	274
Monarch Library System - Fox Lake Public Library	233
Monarch Library System - Theresa Public Library	189
Monarch Library System - Brownsville Public Library	147
Monarch Library System - ESLS Bookmobile	115
Monarch Library System - Iron Ridge Public Library	84
Monarch Library System - Reeseville Public Library	58

Specialized Collection Details:

Specialized Collection Expenditures 1/1/25-12/09/25 (\$20,000 budget)

NonFiction + Special Collections (all circulating)		
Row Labels	Count of Items Purchased	Expenditures+ Encumbrances
Grand Total	971	\$ 19,923.79

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: December 1, 2025

PLACEMENT: Action Item

ITEM TITLE: Procedures for Pay Adjustments for Non-Represented Employees
(ACTION)

SUBMITTED BY: Steve Kreklow, Administrator

SUMMARY EXPLANATION:

As requested, I am providing additional information about procedures for pay adjustments for non-represented employees and alternatives for improving these processes. I have attached a PowerPoint presentation for the Committee's review as well as a legal opinion recently provided by the Village Attorney regarding those processes, and a copy of the equity adjustment form we currently use to review and consider requests for pay adjustments.

ATTACHMENT:

1. Procedures for Pay Adjustments 251117
2. Legal Opinion re Administrator's Authority over Salaries 251023
3. Germantown Equity Adjustment Request Form

STAFF RECOMMENDATION:

Forward the Administrator's recommendations for improvements to the processes for making adjustment to the pay of non-represented employees to the Village Board with a positive recommendation.

ACTION BY COMMITTEE:

The General Government & Finance Committee approved a motion recommending that the Village Administrator's authority to approve pay adjustments be limited to \$5,000, by a vote of 2-1.

Procedures for Pay Adjustments For Non-Represented Employees

General Government & Finance Committee
November 17, 2025

Page 733 of 754

Overview of Pay Range System

- All non-represented positions* are assigned to one of 8 pay ranges.
- Pay ranges are reviewed and approved by the Village Board from time to time.
- Each position is approved in the budget at a specific pay range by the Board as part of the budget process.
- Village Board approves overall salary budget annually.
- Village Board approves changes to pay ranges of positions.
- Pay Ranges were first adopted by the Board in 2021 for 2022.
- Administrator authorized to make in pay range adjustments. Village Board has not reviewed/approved in range pay adjustments since adoption of pay ranges.
- Related Procedures Developed in 2023 and 2024.

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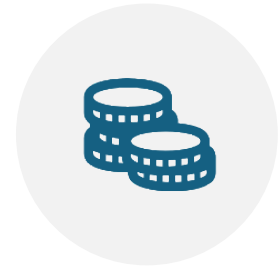
Controls within the Pay Range System



POSITION
AUTHORIZATION



PAY RANGE



SALARY BUDGET

Page 735 of 754

Administration of Pay Range System

New Employees: Salaries of new non-represented employees must be within the adopted pay range and approved by the Village Administrator or Support Services Manager.

Merit Pay: Non-represented employees are eligible for annual merit pay increases. All merit pay increases must be within the adopted pay range and are reviewed and approved by the Support Services Manager and the Village Administrator.

Adjustments: Non-represented employees or their managers may request equity or market adjustments. Requests within the pay range are reviewed and approved by the Finance Director, Support Services Manager and Village Administrator. Requests outside the pay range require Village Board approval.

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Adjustment Review Process

Support Services Manager: Reviews the request to determine if the request is justified based on internal or external comparables.

Finance Director: Reviews the request to determine if the department is able to fit the request in their current and future budgets.

Village Administrator: Reviews the analysis of the Support Services Manager and Finance Director, and checks for unintended consequences. Responsible for final approval.

Review of 2025 Adjustments

- Approved requests for 4 adjustments in 2025 (Total of \$25,226)
 - Public Works Foreman
 - Administrative Assistant
 - Accounting Manager
 - Finance Director

Recommendations for Improvement

Administrator's Recommendations

1. Add procedures to Employee Handbook
2. Board Review and Approval of Adjustment Request Form
3. Village Administrator Reports Approved Adjustments to Village President and Chair of General Government & Finance Committee

Other Alternatives

1. Require Village Board approval of all non-merit salary increases.
2. Allow increases under \$15,000 to be approved by Administrator. Greater increases approved by Board
3. Board approves director level salaries.

Village of Germantown

ADMINISTRATION DEPARTMENT



N112 W17001 Mequon Rd
Germantown, WI 53022



(262) 250-4750

www.germantownwi.gov



ehirn@germantownwi.gov

Equity Request

Equity increases are not intended to replace, or supplement, merit or reclassification increases, nor are they given solely on the basis of longevity, performance, or workload. Refer to Page 2 for appropriate criteria to potentially justify an equity increase.

Section 1 | Employee & Position Information

Employee Name:

Department/Division:

Position Title:

Supervisor:

Section 2 | Equity Adjustment Request Information

Equity Type: Internal Inequity External Inequity Retention Concerns

Salary Compression Additional duties and/or responsibilities

Proposed Increase: \$

Hourly

Annually

Please provide justification to support this request, including where the funding for the increase will come from. Use additional attachments as needed.

Section 3 | Approval Process

Finance Director

Approved

Not Approved

Request Meeting

Reviews the request to determine if it meets the policy criteria and that appropriate documentation is submitted.

Comments:

Signature:

Date:

Support Services Manager

Approved

Not Approved

Request Meeting

Reviews the request to determine if appropriate funds exist.

Comments:

Signature:

Date:

Village Administrator

Approved

Not Approved

Request Meeting

Final approval.

Comments:

Signature:

Date:

Purpose: To establish a process to help departments balance competitive pay with divisional, departmental and organizational equity.

Criteria: To be eligible for an equity increase, an employee must be actively working (not on leave), be an employee in good standing and meet one or more of the below criteria:

1. Internal salary inequity between employees in the same job title within the same division or department as applicable.
2. Internal salary inequity between new hires and current employees in the same job title within the same division or department as applicable.
3. External market inequity, as evidenced by one or more of the below situations:
 - a. Valid market data showing that our competition pays higher salaries for similar work
 - b. Recruitment difficulties
 - c. Sharp increase in turnover for similar work within the division/department (as a result of compensation)
4. Immediate retention concerns, such as an external job offer made to an employee.
5. Salary compression between supervisors and those whom they supervise
6. Additional duties and/or responsibilities have been added to the position that increase the complexity or scope but do not warrant a reclassification. Changes to the job must be substantial and on-going and will typically represent at least 20% of the overall position. An updated job description is required to substantiate the request for an equity increase.

Process: If a department is concerned about possible salary inequity, they should contact the Support Services Manager. The Support Services Manager may run internal salary reports and request external market comparable data to help assess the possible salary inequity. After review with the Support Services Manager, if the department director would like to submit an equity increase request, they must follow the process above.

Effective Date: Equity increases may be effective the first of the pay period following approval of the request or other date as deemed appropriate during the approval process.

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: December 1, 2025

PLACEMENT: Action Item

ITEM TITLE: Resolution to Authorize 2026 Merit Pay Plan (ACTION)

SUBMITTED BY: Steve Kreklow, Administrator

SUMMARY EXPLANATION:

In the 2026 budget proposal that will be presented today, a 3.5% merit adjustment has been included for base wage increases. The proposed budget includes \$229,000 to cover increases to base pay and related taxes and required pension contributions. The performance review evaluation process will be utilized to determine the specific merit-based increases for each employee, based on individual performance. We believe this approach encourages high performance while maintaining equitable pay adjustments across departments. We respectfully request that the Village Board review and approve the table below, which establishes the parameters for merit-based pay increases for the 2026 fiscal year.

ATTACHMENT:

1. 31-2025 Approving 2026 Merit Pay Plan for Non Represented Employees

STAFF RECOMMENDATION:

Forward the resolution authorizing the 2026 Merit Pay Plan to the Village Board with a positive recommendation.

ACTION BY COMMITTEE:

RESOLUTION NO. 31-2025

A RESOLUTION APPROVING THE 2026 MERIT PAY PLAN FOR NON-REPRESENTED EMPLOYEES

WHEREAS, the Village of Germantown has created a performance evaluation and merit pay system to determine annual pay increases for non-represented employees; and,

WHEREAS, the Village of Germantown is dedicated to promote the hard work of its staff and has budgeted \$229,000 which includes an average pay increase of 3.5% and related taxes and required pension contributions to be used for pay increases for non-represented employees; and,

WHEREAS, the Village of Germantown Board has been presented with a merit pay chart, as shown below, which will be used during the evaluation process to determine potential pay increases for non-represented employees.

NOW THEREFORE, BE IT RESOLVED by the (Village Board) of the Village of Germantown does hereby approve the 2026 Merit Compensation Plan for non-represented employees.

Evaluation Score	Max Base Pay Increase
0-2.4	0.0%
2.5-2.9	1.5%
3.0-3.9	3.5%
4.0-4.5	4.0%
4.6-5.0	5.0%

Adopted: December 1, 2025

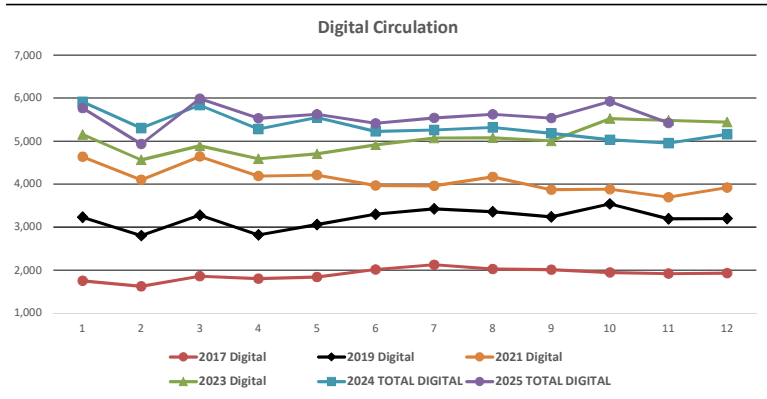
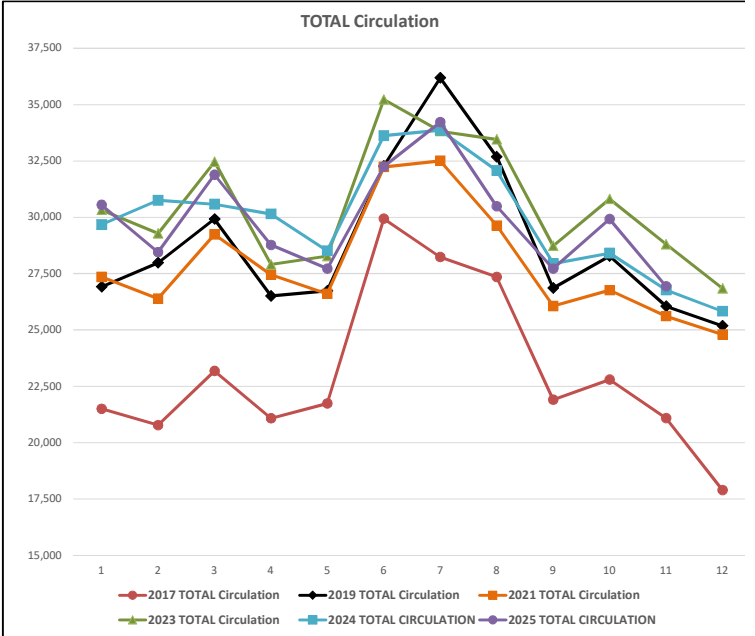
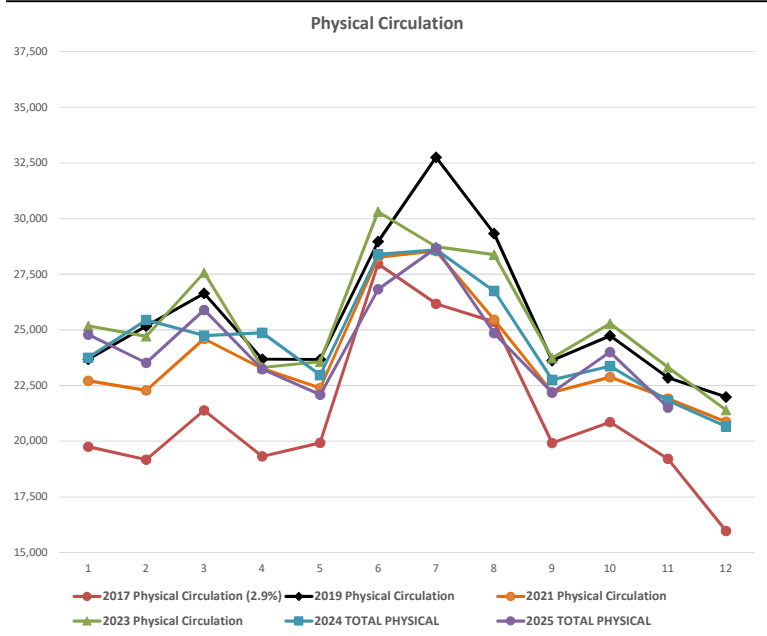
Robert A. Soderberg, Village President

ATTEST:

Donna Ott, Village Clerk

GCL Statistical Trends 2016-2025

Stats	YTD	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov*	Dec
2025 TOTAL PHYSICAL	267,614	24,788	23,519	25,896	23,239	22,096	26,831	28,680	24,860	22,185	24,003	21,517	
% over 2024	-2.2%	4.3%	-7.6%	4.7%	-6.6%	-3.8%	-5.5%	0.3%	-7.1%	-2.5%	2.7%	-1.4%	
2025 Overdrive - eBook	22,589	2,157	1,907	2,285	2,000	1,993	1,999	2,097	2,102	1,968	2,066	2,015	
2025 Overdrive - Audio	28,691	2,663	2,310	2,672	2,640	2,686	2,582	2,651	2,641	2,627	2,666	2,553	
2025 Overdrive - Magazine	10,012	945	714	1,028	892	943	831	792	881	942	1,189	855	
2025 TOTAL DIGITAL	61,292	5,765	4,931	5,985	5,532	5,622	5,412	5,540	5,624	5,537	5,921	5,423	
% over 2024	4.2%	-2.5%	-7.0%	2.6%	4.8%	1.4%	3.6%	5.4%	5.7%	6.9%	17.7%	9.5%	
2025 TOTAL CIRCULATION	328,906	30,553	28,450	31,881	28,771	27,718	32,243	34,220	30,484	27,722	29,924	26,940	
% over 2024	-1.0%	3.0%	-7.5%	4.3%	-4.6%	-2.8%	-4.1%	1.1%	-4.9%	-0.8%	5.3%	0.6%	
2024 TOTAL PHYSICAL	294,178	23,760	25,453	24,744	24,868	22,970	28,397	28,606	26,751	22,761	23,375	21,827	20,666
% over 2023	-3.7%	-5.6%	3.0%	-10.3%	6.7%	-2.6%	-6.3%	-0.5%	-5.7%	-4.1%	-7.6%	-6.4%	-3.4%
2024 Overdrive - eBook	26,367	2,337	2,176	2,363	2,308	2,203	2,137	2,292	2,331	2,150	2,021	2,008	2,041
2024 Overdrive - Audio	28,326	2,449	2,232	2,466	2,417	2,569	2,418	2,399	2,392	2,340	2,254	2,179	2,211
2024 Overdrive - Magazine	9,313	1,126	896	1,006	556	775	668	566	597	690	757	767	909
2024 TOTAL DIGITAL	64,006	5,912	5,304	5,835	5,281	5,547	5,223	5,257	5,320	5,180	5,032	4,954	5,161
% over 2023	7.1%	14.8%	16.2%	19.3%	15.0%	17.9%	6.3%	3.7%	4.8%	3.5%	-8.9%	-8.2%	-5.1%
2024 TOTAL CIRCULATION	358,184	29,672	30,757	30,579	30,149	28,517	33,620	33,863	32,071	27,941	28,407	26,781	25,827
% over 2023	-1.8%	-2.2%	5.0%	-5.8%	8.0%	0.8%	-4.6%	0.1%	-4.1%	-2.8%	-7.8%	-7.0%	-3.8%
2023 TOTAL CIRCULATION	365,947	30,327	29,284	32,465	27,906	28,278	35,225	33,815	33,458	28,736	30,811	28,800	26,842
2021 TOTAL Circulation	334,643	27,351	26,389	29,240	27,455	26,604	32,233	32,505	29,631	26,064	26,763	25,614	24,794
2019 TOTAL Circulation	345,570	26,916	27,977	29,921	26,507	26,737	32,268	36,183	32,685	26,861	28,276	26,052	25,187
2017 TOTAL Circulation	277,461	21,499	20,774	23,179	21,078	21,738	29,934	28,236	27,352	21,906	22,793	21,082	17,890





**GERMANTOWN
COMMUNITY LIBRARY**
BUILD CONNECTIONS ENRICH LIVES

JANUARY - APRIL

2026



LIBRARY EVENTS

A Cozy Winter Begins at Your Library



Germantown Community Library

N112 W16957 Mequon Rd
Germantown, WI 53022

(262) 253-7760

www.germantownlibrarywi.org

Library Hours:

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

Friday: 9:00am - 5:00pm

Saturday: 9:00am - 4:00pm

E-newsletter Sign Up:

Be in the know! Sign up for our e-newsletter for up-to-date programs, readers advisory ideas and library news.



Follow Us:

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



Library Programming:

Some library programming requires registration. Register using the online calendar or by contacting the library.



WHAT IS

HYGGE?

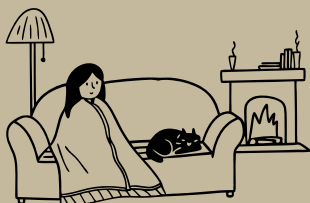
Hygge (Pronounced Hoo-gah)

is a Danish-rooted philosophy of creating a warm, cozy atmosphere and enjoying life's comfort, contentment, togetherness and being present in the moment. It emphasizes creating an experience rather than acquiring things all aimed at fostering well-being and happiness.

This can include activities such as:

- snuggling under blankets
- drinking warm beverages
- reading together
- sharing thoughtful conversations
- board games nights
- cooking together

The Library invites you to join us this winter for programs and activities that embody the spirit of hygge.





WINTER Storytimes

Preschool Storytime

BEST FOR AGES 3-5
WITH THEIR FAMILIES

Tuesdays at 9:30am & 10:30am
January 6 - April 28



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

Baby/Toddler Storytime:

BEST FOR AGES 0-2
WITH THEIR FAMILIES

Wednesdays at 9:30am & 10:30am
January 7 - April 29



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

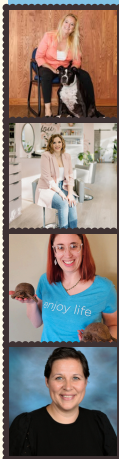
Meet Your Neighbor Storytime

BEST FOR AGES 3-5
WITH THEIR FAMILIES



Third Friday of each month at 10:00am

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



Friday, January 16 - Lori Jo Kaczmarak
Washington County Humane Society

Friday, February 20 - Chevelle Smith,
Belle Salon

Friday, March 20 - Joan Rider
Gables of Germantown

Friday, April 17 - Kelly Schultz,
County Line Elementary

Storytime tips...

At storytime we are learning how to sit quietly and listen. We understand when exploring and noises occur. It's okay! However, if a little one is disrupting the activity for others, please sit closely with them or use the lobby to take a small break.

You're a model!

When grown ups model good listening and engagement, kids follow their lead and learn how to participate nicely in a group setting!

♥ We're
nuts about
you!



YOUTH Programs

SATURDAYS

Explore the Northern Lights

Saturday, January 24 at 10:30am - 12:30pm

GEARED FOR AGES 5-18

Join us for a magical drop-in event dedicated to the beauty and wonder of the Northern Lights. Enjoy a serene escape where you can immerse yourself in the enchanting world of the aurora borealis.

Gotta Catch 'Em All: 30 Years of Pokémon

Saturday, February 28 at 1:00 - 3:00pm

GEARED FOR AGES 5 & Up



Calling all Pokémon fans! We are celebrating 30 fun-filled years of Pokémon! Come dressed as a trainer or as your favorite Pokémon as we enjoy crafts and activities all about this beloved franchise.

Family FunFest

Saturday, March 14 10:00am - 12:00pm

GEARED FOR AGES 3 & Up

Enjoy a carnival that will be fun for the whole family! Enjoy games, fresh popped popcorn and try to win prizes!

Reading Dragons Tournament

Saturday, April 11 at 1:00 - 3:00pm

GEARED FOR INDEPENDENT READERS AGES 6 - 14

Battle other readers in the ultimate Reading Dragons tournament!



New this year!

Reading Dragons Club

January 5th - March 31st

Read to evolve special dragon collectable cards!

MONTHLY

Family Fun Nights

Thursdays at 6:00 - 7:00pm

AGES 5-10 AND FAMILY

January 8 Indoor Snowball Fight

The snowball fight that never gets old, or cold! Come play and enjoy some hot cocoa!

February 12 Make-a-Pin-Mania

Make pins for your backpack or your room!

March 12 Luckiest Treasure Hunt

Follow the clues around the library to find some treasure!

April 9 Make & Break

Build and bust your creations made with our big variety of building sets!

Lego @ the Library

Wednesdays at 4:00 - 6:00pm

AGES 5-12 AND FAMILY, ALL AGES WELCOME

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

January 14: Build a Snowman

& Take Home Snowman Kit
(take-home kit available to the first 75 participants under 18, white supplies last)

February 11: Mini Figure Mania

March 11: Grow a Garden

April 8: Mosaic Lego Art



TWEEN & TEEN PROGRAMS

TWEEN TUESDAYS: for AGES 9 - 12

Indoor Snowball Fight

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

Build a fort, play various snowball games and enjoy a warm cup of cocoa with the best toppings.

Nintendo Switch Night

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

Play tournament style on our big screen or bring your own Switch to play with other players!

K-Pop Demon Hunters Night

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

Join us for a kpop themed night of art, music, games and treats celebrating everyone's favorite trio of demon hunters!

Anime & Manga Night!

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

Draw your favorite manga characters, make an anime inspired key chain and try some Japanese treats!

TEEN MONDAYS:

for AGES 13 - 18

Bad Movie Night - Snow White

Monday, January 19 at 5:30 - 7:30pm

Have you ever watched a movie adaptation that just made you groan? Have some popcorn, and get ready to openly boo as we watch the 2025 movie.

Design a Mug

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

Design a mug to keep and fill it with chocolate treats to take home!

Grilled Cheese Challenge

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

Think you have the best grilled cheese sandwich in Germantown? Face off with other teens to create the perfect gourmet grilled cheese sandwich and vote for your favorites! **Registration Required**

Stress Less Fest

Monday, April 20 at 6:00-7:00pm

Exams are stressful, so come take a relaxing break at the library! Make your own sugar scrub, aromatherapy mists and enjoy snacks and cocoa.

Teen Lock-in



Friday, February 20 6:00 - 8:00pm

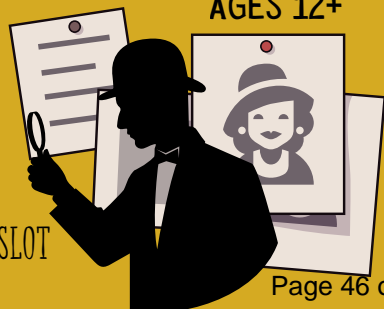
Enjoy Jackbox games on the big screen, a make your own ramen station and an indoor snowball fight in the library! **Registration Required**

TEEN
CLUE
ESCAPE ROOM

FRIDAY, APRIL 24

REGISTER YOUR TEAM FOR A TIMESLOT

LIMIT OF 5 PER TEAM



AGES 12+

WINTER CHECK-OUT INCENTIVE

JANUARY 5 - FEBRUARY 28

For every 5 items checked out, you can enter
for a chance to win a gift card!

All ages are welcome to participate.



Reading Dragons Club

Read to evolve special dragon collectable cards!

January 5 - March 31

Dragon Power-Up Events

Attend and earn special cards for the tournament

Monday, January 19 at 1:00pm - 3:30pm

Monday, February 23 at 1:00pm - 3:30pm

Monday, March 30 at 1:00pm - 3:30pm

Reading Dragons Tournament

Saturday, April 11 at 1:00pm - 3:00pm



**Stop by the library's youth services
desk to get started!**

Ages 6 - 14

Page 47 of 131

THERE'S SOMETHING FOR EVERYONE AT THE LIBRARY!

FUN FOR THE WHOLE FAMILY

Board Game Bash

Saturday, January 3 at 10:00am - 2:00pm

ALL AGES WELCOME

Drop in and play board games.

Most are geared for ages 8+.



Puzzle Race

Saturday, February 14 at 10:30am

ALL AGES WELCOME

Race to complete a 500 piece puzzle.

Maximum of 5 people per team.

Registration Required & Starts 1/14

Maple Sugaring

Friday, March 20 at 1:00pm

ALL AGES WELCOME

Learn about making maple sugar with the Schlitz Audubon Nature Center.



Hygge Read-In at the Library

Tuesday, March 31 All Day

ALL AGES WELCOME

Join us for a day celebrating reading with fun activities, treats, and a chance to win a fabulous hygge. [Page 48 of 131](#)

COMMUNITY ENGAGEMENT



GIVING BACK

Pet Supply Drive

January 12 - 17

All donations will support the Washington County Humane Society.



School Supply Drive

April 20 - 30

All donations will support students in the Germantown School District.



Fundraiser Night!

Tuesday, April 7
at 4:00 - 8:00pm

All proceeds go toward improving the library's SOMETHING



JOIN US

Valentines for Seniors:

Saturday, February 7
at 10:30am - 12:00pm

Create a special Valentine for a local senior who could use a little extra love.

We will be delivering these to local senior facilities.

DID YOU KNOW...

the library offers home delivery?



Do you want to get library books, but find yourself home-bound or unable to come to the library? Patrons can request materials be delivered monthly right to their homes!



ADULT

Programs

Identity Theft:

Thursday, January 29 at 1:00pm

Learn how to protect yourself from identity theft with tips from Ben Merens, Consumer Protection Specialist with the WIDATCP.

Maple Sugaring:

Friday, March 20 at 1:00pm

Experts from the Schlitz Audubon Nature Center reveal the maple syrup process and provide artifacts for viewing .

Life Writing Your Story:

Tuesday, April 21 at 1:00pm

Genealogist Vicki Ruthe Hahn teaches you how to record your important life events.

Hygge Read-In at the Library:

Tuesday, March 31 All Day

Join us for a day celebrating reading with fun activities, treats, and a chance to win a fabulous hygge gift basket!

My Vietnam Tour:

Thursday, April 30 at 6:00pm

Local veteran Jerry Nelson discusses his tour in Vietnam.

Learn Something New:

Abigail Adams: A Lifeline of Letters

Tuesday, February 3 at 1:00pm

Jessica Michna portrays Abigail Adams, wife of our second president. Referring to letters written between the Adams, Mrs. Adams brings to life the early days of Washington, D.C. as seen from the windows of an unfinished White House.



Confessions of a Black Thumb: Plants That I Have Killed (or at Least Seriously Maimed)

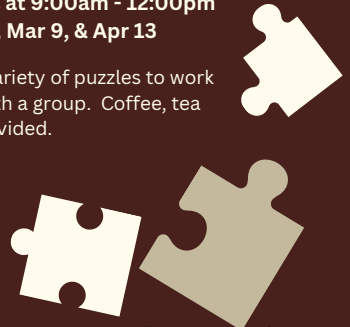
Tuesday, April 28 at 6:00pm

UW plant disease expert Brian Hudelson shares humorous stories proving even experts make mistakes in the garden.

Adult Puzzle Days:

2nd Mondays at 9:00am - 12:00pm
Jan 12, Feb 9, Mar 9, & Apr 13

Join us for a variety of puzzles to work on alone or with a group. Coffee, tea and cocoa provided.



ADULT

Workshops & Book Groups

Fiber Arts Meet Up

1st Wednesdays at 12:00pm - 3:00pm

GEARED FOR AGES 9+ & ADULTS

Bring your fiber arts projects - knit, crochet, cross-stitch, embroidery, hook rugs, etc. to work on. This event has no teacher or planned craft; it's just a opportunity for you to work on your project in the company of others. 12-1pm adults only. 1-3pm adults & children ages 9+ welcome.

Make It Crafts:

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

GEARED FOR AGES 9+ & ADULTS

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



Jan 12:
Wooden
Snowflakes



Mar 9:
Painted
Bunnies



Feb 9:
Paint by
Number
Bookmarks



Apr 13:
Foil
"Stained
Glass"

Adult Crafts:

Select Wednesdays (usually) at 1:00pm

FOR ADULTS ONLY

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



Jan 14:
Winter
Luminaries



Mar 11
Mandala
Rocks



Jan 28:
Zentangle
Workshop



Mar 25:
Mini Book
Necklace



Feb 11:
Needle Felt
Hearts



Apr 8
Glass Bird
Art



Feb 25:
Sweater
Snowman



Apr 22
String Art
Vases

Job Service Assistance:

Mondays at 1:00 - 3:00pm

by drop-in or appointment

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

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

AARP Income Tax Assistance

Thursdays at 9:00am - 3:00pm

AARP and IRS volunteers will be available at the library on Thursdays Feb 5 - Apr 16 to assist seniors and other needing help with income tax returns.

Appointments are required and will open online on Sat, Jan 17: <https://tinyurl.com/GTownTaxAide>

Patrons can also call the library Information Desk at (262) 253-7760 for assistance in scheduling. Participants must also pick up a pre-appointment packet from the Library Information Desk prior to scheduled appointments.

BOOK GROUPS

IN-PERSON:

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

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

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

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

What Are You Reading Book Group:

1st Thursday @ 10:00am

Share books that you have read and loved

VIRTUAL:

Mystery Book Group:

3rd Thursday at 10:00am

Meets online through Zoom - registration required



Visit our website for all book group details!

Stay Strong This Season: 5 supplements to support your immune system

The holidays are a time for joy, connection, and celebration—but they can also take a toll on your body. Between travel, late nights, sugar-filled treats, and extra stress, your immune system works overtime to keep you healthy.

At Total Health, we believe prevention starts with giving your body what it needs to defend, repair, and thrive. Here are five key supplements to help your immune system stay strong this holiday season—and beyond.

1. VITAMIN D — THE WINTER SHIELD When the sun disappears, so does one of your body's most powerful immune allies: vitamin D. Known as the "sunshine vitamin," it helps activate the cells that fight off viruses and bacteria.

Why it matters: Low vitamin D is linked to higher risks of colds, flu, and fatigue.

Total Health Tip: Most adults benefit from 1,000–2,000 IU daily during the winter, but your ideal dose depends on your blood levels. Ask about our in-clinic testing for a personalized plan.

2. VITAMIN C — THE CLASSIC DEFENDER Vitamin C supports immune cell production, protects against

oxidative stress, and even strengthens your skin barrier—the body's first line of defense.

Why it matters: Stress and sugar deplete vitamin C quickly, just when your body needs it most.

Total Health Tip: Take 500–1,000 mg daily and add colorful foods like citrus, peppers, and berries to your meals.

3. ZINC — THE IMMUNE ACTIVATOR

Zinc is essential for creating and activating white blood cells that help fight infection. Even mild zinc deficiency can weaken immune defense.

Why it matters: It's your body's "on switch" for immune response.

Total Health Tip: Aim for 15–30 mg daily. Use zinc lozenges at the first sign of a cold for faster recovery.

4. PROBIOTICS — THE GUT-IMMUNE CONNECTION

Did you know about 70% of your immune system lives in your gut? A healthy microbiome helps regulate inflammation, support digestion, and strengthen immune balance.

Why it matters: Holiday stress, alcohol, and processed foods can disrupt your gut bacteria.

Total Health Tip: Choose a multi-strain probiotic

with Lactobacillus and Bifidobacterium species for full-spectrum gut support.

5. ELDERBERRY — NATURE'S HOLIDAY SECRET

Elderberry is packed with antioxidants that help your body respond faster to infections. Studies show it may reduce the severity and duration of colds and flu.

Why it matters: It's a natural, safe way to give your immune system an edge.

Total Health Tip: Look for sugar-free syrup or capsules standardized for consistent potency.

BUILD YOUR HOLIDAY HEALTH PLAN Supplements work best alongside the basics: sleep, hydration, stress management, and balanced nutrition. Combine these with targeted immune support, and you'll have the energy and resilience to fully enjoy the season.

At Total Health, we take the guesswork out of wellness. Whether you want to boost immunity, balance hormones, or jump-start your metabolism, our clinical team can design a personalized plan that helps your body function at its best. Stay healthy. Stay strong.

Learn more: www.totalhealthinc.com

Life Saving AED installed in Firemen's Park Indoor Pavilion

On Oct. 2, Germantown Park and Recreation installed a lifesaving AED machine inside the Firemen's Park Pavilion. Cooper Jansen led the project as part of the process to become an Eagle Scout with Scouting America.

This indoor AED uses keyless entry and will be available for emergency use during Germantown's events or rentals. In case of emergency, those giving aid can call 911 to receive the entry code and then follow the operator's instructions.

Jansen, with Troop 271, was inspired to install an AED when traveling to Mexico. Jansen assisted someone having a medical emergency without an AED

present. This incident gave Jansen the idea of installing an AED in an active area in Germantown.

According to the American Heart Association, with more than 15 cardiac arrests occurring in a public location, the immediate use of an AED or conducting CPR can more than double survival rates. "You don't want to have to use it, but it's better to have it and not need it than to need it and not have it available," Jansen said.

After deciding on the location with Germantown Park and Recreation, Janen, a scout since kindergarten, began fundraising for the project. Donors of the project include Mike Lowney & Cindy

Zimmer from Delta Defense LLC, Ryan Schmidt from CGSchmidt, & Mike Olwig from Fox Bro's Piggly Wiggly.

"Germantown Park and Recreation would like to thank Cooper for his hard work on this project," said Gil Standridge, Germantown Park and Recreation Director. "With Firemen's Indoor Pavilion being a hub for community events and serving as a popular rental location, this addition can help save lives in case of an emergency."

This is the third AED installed by Germantown Park and Recreation. Current AED locations include the Germantown Senior Center, Friedenfeld Park, and Fire Station #1.



SUBMITTED PHOTO
Eagle Scout Cooper Jansen is pictured next to a recently installed AED at the Fireman's Park Indoor Pavilion.

Hoff's Deer Hunter Specials
PLAIN OR SEASONED
BNLS Angus Prime Rib Roast \$18.99 Lb.
BNLS Angus Ribeye Steak \$19.99 Lb.
PLAIN, SEASONED OR SEASONED WITH ONIONS
Ground Round \$8.99 Lb.
Baby Back Ribs \$4.99 Lb.
SPECIALTY BRAT OF THE WEEK!
The Jamaican Jerk Brat \$5.99 Lb.

Hoff's Thanksgiving Specials
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HOFF'S
Real Mashed Potatoes \$5.79 Lb.
HOFF'S OWN
Stuffing \$5.79 Lb.
HOFF'S
Sweet Mashed Potatoes \$5.79 Lb.
HOFF'S
Green Bean Casserole \$5.29 Lb.

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CLOSED THANKSGIVING
Brownsville, Lamira

Germantown library hosts historical impressionist Jessica Michna on Nov. 20

The Germantown Community Library will host historical impressionist Jessica Michna as Catherine Dickens, the long suffering wife of author Charles Dickens, on Thursday, Nov. 20 at 1 pm. Mrs. Dickens will relate her life with "Charlie" as he becomes perhaps England's greatest author. Mrs. Dickens will also introduce the audience to such women as Nancy from "Oliver Twist", Miss Havisham from "Great Expectations", Betsey Trotwood from "David Copperfield" and others.

Jessica Michna has been performing impressions of historical figures for 25

years. In 2016 she was awarded the Presidential Service Center's Distinguished Service award for her riveting portrayals of First Ladies.

The Germantown Community Library is a cornerstone of our community that provides services, ideas, and resources that enrich lives and build connections. The event will take place at N112W16957 Mequon Road, Germantown WI, and is free and open to the public. For more information, go to <https://germantownlibrarywi.events.mylibrary.digital/event?id=161>

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Germantown library to host Mrs. Charles Dickens impersonator

GERMANTOWN — The Germantown Community Library, N112-W16957 Mequon Road, will welcome historical impressionist Jessica Michna, who will be portraying Catherine Dickens, the wife of Charles Dickens, during a free event at the library at 1 p.m. Thursday.

“Mrs. Dickens will relate her life with ‘Charlie’ as he becomes perhaps England's greatest author,” said the release. “Mrs. Dickens will also introduce the audience to such women as Nancy from ‘Oliver Twist’, Miss Havisham from ‘Great Expectations’, Betsey Trotwood from ‘David Copperfield’ and others.”

Michna has been performing impressions of historical figures for 25 years, and in 2016 she was awarded the Presidential Service Center’s Distinguished Service award for her portrayals of first ladies. For more information about this free event from the Germantown library, visit tinyurl.com/4dhujrwp.

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Germantown book and basket sale

GERMANTOWN — The Germantown Community Library, N112-W16957 Mequon Road, is hosting its annual Friends Holiday Book & Basket Sale at the library through Tuesday, Dec. 30.

The sale runs during regularly scheduled library hours. Cash, check or credit card are accepted at the library’s front desk. The Holiday Book & Basket Sale includes 220plus gift-quality baskets — all generously put together by members of the Friends of the Germantown Community Library. The sale also includes gently used holiday and gift-quality books, music, movies and stocking stuffers. All funds raised will support programs and materials at the Germantown Community library.

For further information, community members can contact Trisha Smith, library director, at [262-253-7760](tel:262-253-7760) or smithp@germantownlibrarywi.org.



The Germantown Community Library is hosting its annual book and basket sale through the end of December.

Photo courtesy of the Germantown Community Library

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BUSINESS OF THE LIBRARY BOARD

MEETING DATE: December 17, 2025

PLACEMENT: Action Item

ITEM TITLE: Job Description Updates (ACTION)

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

A review of all of the job descriptions at the Germantown Community Library has been completed for the submitted positions.

Also included is the Germantown Community Library Staff Chart and the Village of Germantown 2024 Pay Rate Chart. Please note that the Pay Rate Chart is scheduled to be updated in the first quarter of 2026. The Circulation Manager position was also changed to a pay rate of 2 in 2024. Library positions that are non-management are not included on the pay rate chart.

These job descriptions are being brought to the Germantown Community Library Board after an extensive review for updated content as well as consistency among departments and similar level positions. The Village of Germantown Support Services Manager provided updated EEOC and ADA verbiage to align with current human resources standards and ADA compliancy.

The library is asking for approval for content of each job description. We are recommending that job descriptions will be brought back again in January for an additional review of language consistency (especially when using “must” vs. “ability to”). At the January Library Board meeting, the Library Board will be provided with clean copies of each job description.

ATTACHMENT:

1. Job Description Updates (pt. 1 - Staff Organizational Chart)
2. Job Description Updates (pt. 2 - Village of Germantown Pay Rate Chart)

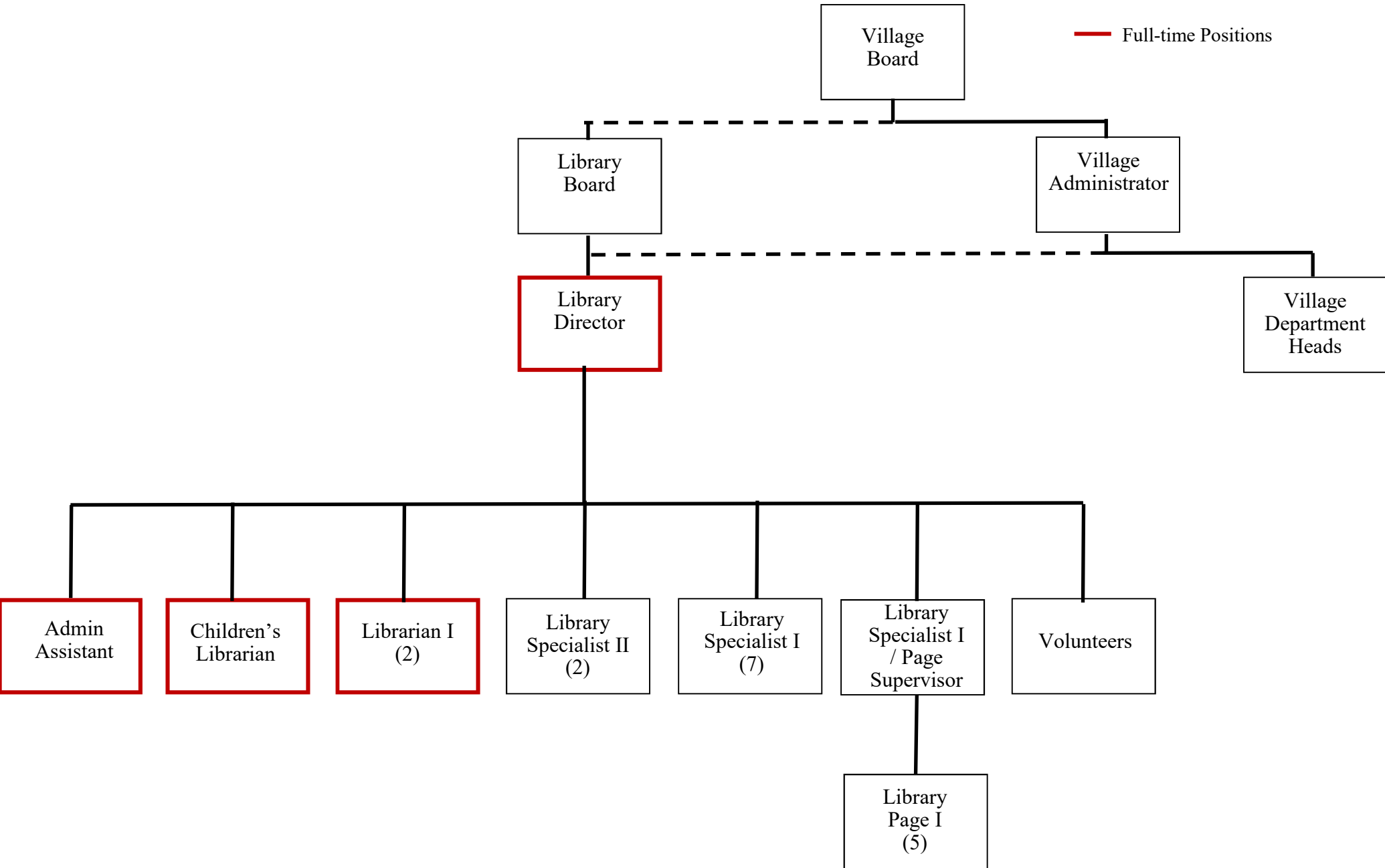
STAFF RECOMMENDATION:

Approval Germantown Community Library Job Descriptions for positions 1-14.

ACTION BY COMMITTEE:

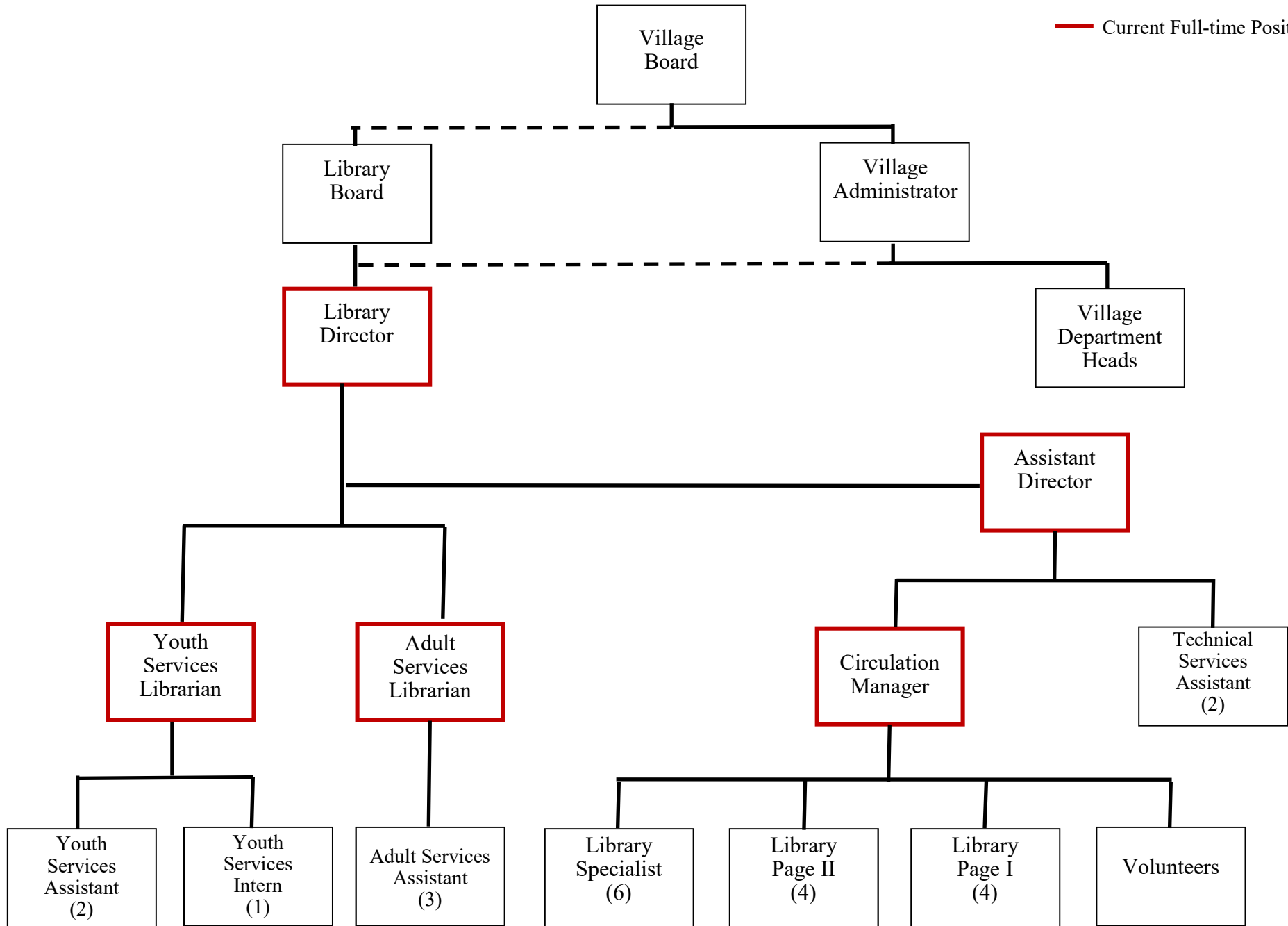
Germantown Community Library Staff Chart (2016)

— Full-time Positions

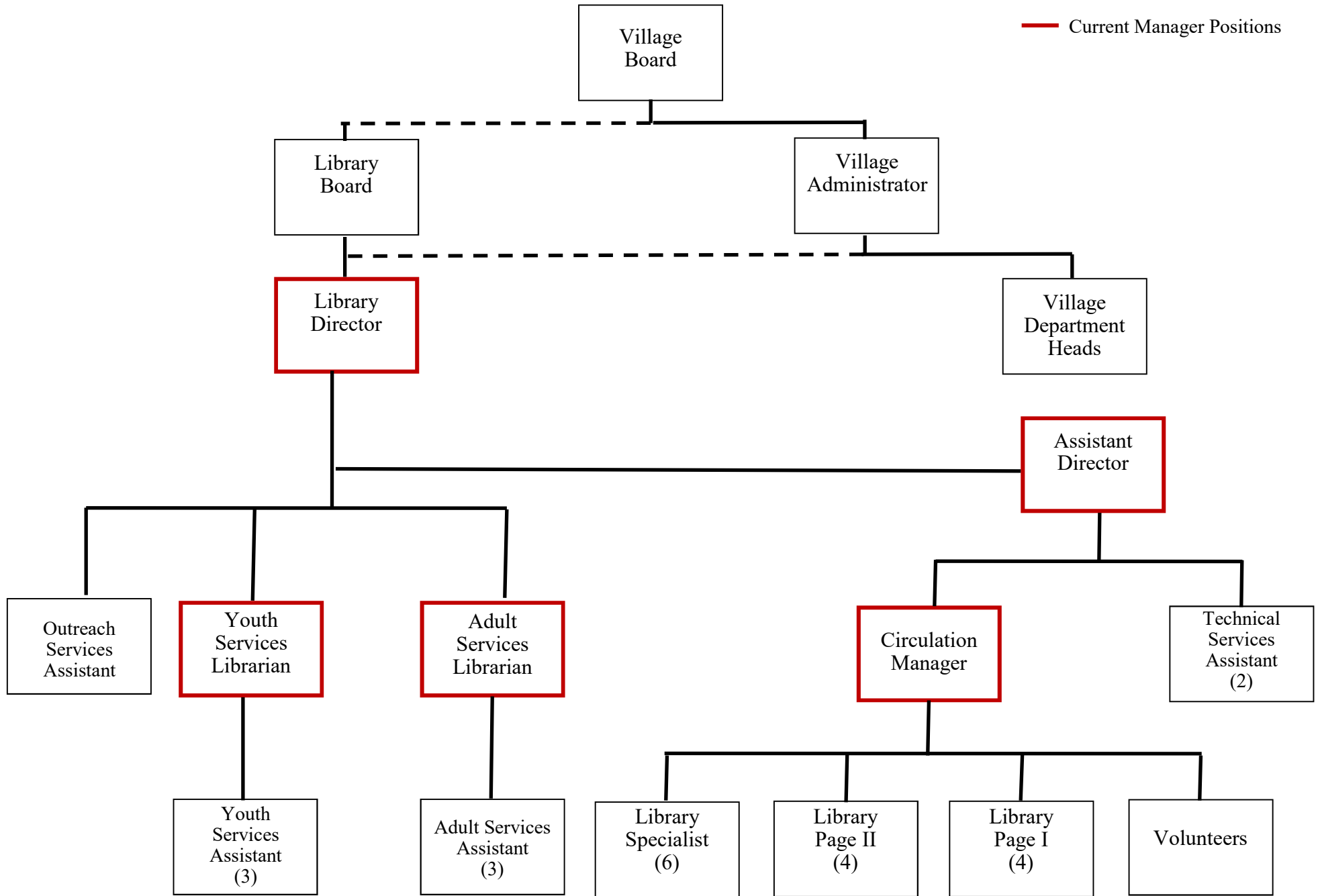


Germantown Community Library Staff Chart (2019)

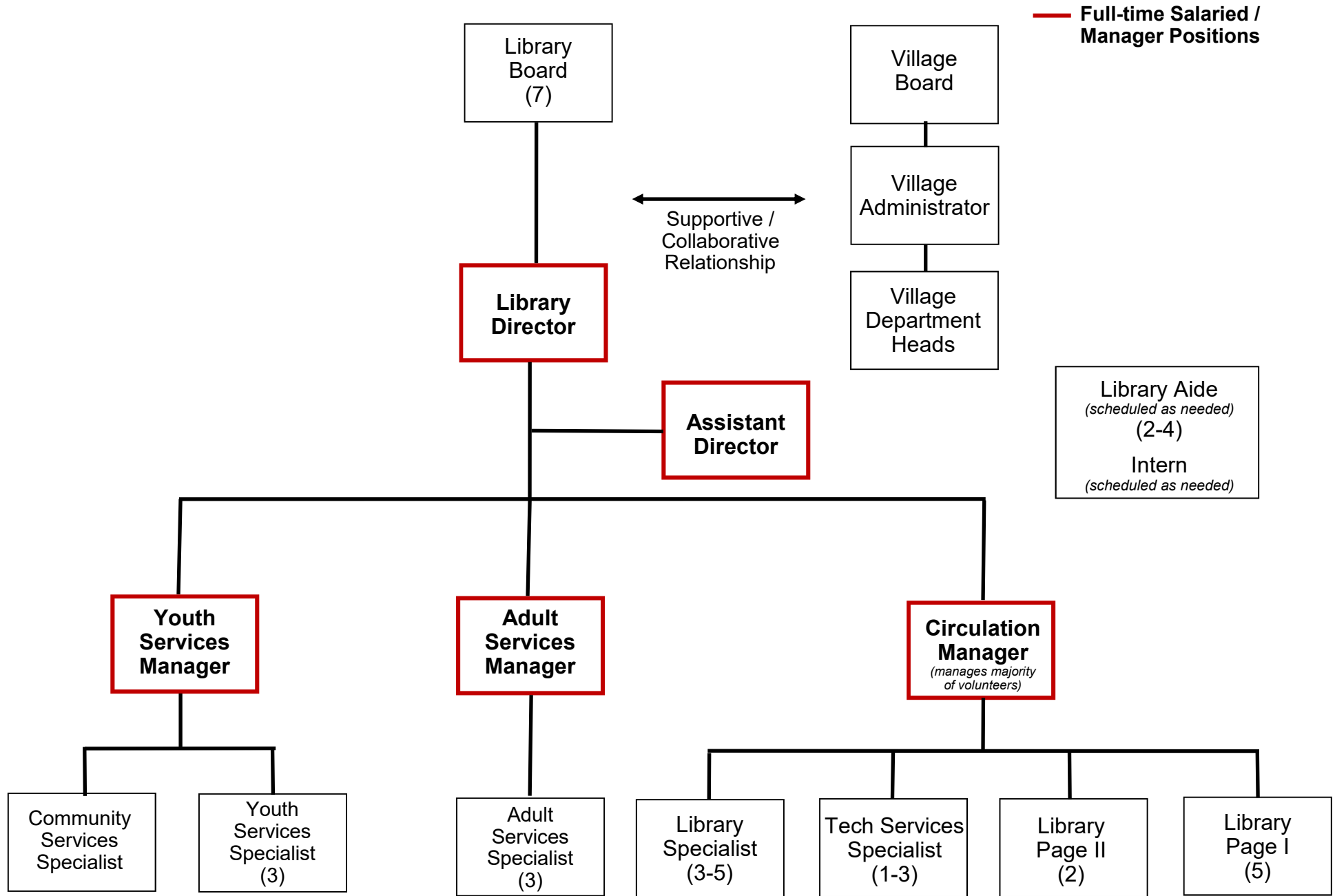
— Current Full-time Positions



Germantown Community Library Staff Chart (2021)



Germantown Community Library Staff Chart (2025)



Village of Germantown 2024 Pay Rate Chart

Position	Minimum	Midpoint	Max
Administrative Assistant-Recreation Communication Coordinator Police Department Clerk Administrative Assistant-Police Administrative Assistant to the Fire Chief Senior Coordinator Administrative Assistant-Public Works Utility Accounts Clerk Police Records Clerk Circulation Manager*	\$33,942	\$44,625	\$53,666
2 Communications Officer Deputy Clerk Planning Assistant Accounting Clerk Adult Service Librarian* Youth Services Librarian*	\$45,869	\$54,547	\$62,387
3 Engineering Technician Recreation Supervisor Accountant Senior Deputy Treasurer Assistant Library Director*	\$53,324	\$63,413	\$76,259
4 Land Surveyor Associate Planner / Zoning Administrator Foreman Village Clerk Accountant (CPA, CPFO, or CGFM)	\$65,181	\$77,513	\$88,653
5 Sergeant Battalion Chief Superintendent Support Services Manager Village Clerk + CMC Director of Finance Library Director*	\$75,774	\$90,110	\$103,061
6 Police Lieutenant Director of Park & Recreation Director of Finance (CPFO, CPA, or CGFM)	\$83,777	\$99,626	\$108,366
7 Police Captain Fire Chief Community Development Director Village Engineer	\$97,392	\$110,147	\$119,810
8 Police Chief Director of Public Works	\$107,677	\$121,779	\$136,620
0 Village Administrator	Per Contract		

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

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

General Position Description Job Summary

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

Essential Duties & Responsibilities

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

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

Required Qualifications

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

Required Knowledge, Skills & Abilities

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

- Must be able to communicate effectively **in English**, both verbal and written **in English**.
- Must be punctual, dependable, and follow a regular set schedule **with flexibility to meet the needs of the library**.
- Must have a basic knowledge of computer use **usage including**, internet browsers and email software.
- Must pay attention to detail **and accuracy**.
- ~~Must be able to follow written and oral instructions.~~

- Must be able to work independently within a team environment.
- **Must maintain confidentiality of patron information.**
- Must have good interpersonal skills and ability to maintain cooperative and courteous working relationships with patrons, library staff, supervisors, and individuals in related organizations in a positive manner.
- **Ability to work efficiently under pressure, handle stressful situations, and navigate conflicts with the ability to redirect to management accordingly.**
- **Must** have the ability to learn the Dewey Decimal system, alphabetical order, and other library filing systems.

Physical Requirements

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

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

Work Environment

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

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

Selection Guidelines, Reasonable Accommodations & Receipt

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

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

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

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The employee must be able to perform the essential functions of the job with or without reasonable accommodation. The Village of Germantown will provide reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA).

Applicant Signature

Date

Supervisor Signature

Date

ADOPTED: 1/23/19
REVISED and ADOPTED: 6/24/20; 3/26/25; 12/17/25

Germantown Community Library Library Page II Position Description

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

General Position Description Job Summary

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

Essential Duties & Responsibilities

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

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

Required Qualifications

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

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** **Ability** to communicate effectively **in English**, both verbal and written **in English.**
- Must be punctual, dependable, and follow a regular set schedule **with flexibility to meet the needs of the library.**
- Must have knowledge of computer **use** **usage including**, internet browsers and email software.
- **Must maintain confidentiality of patron information.**

- Must pay attention to detail **and accuracy.**
- ~~Must be able to follow written and oral instructions.~~
- Must be able to work independently within a team environment.
- Must have good interpersonal skills and ability to maintain cooperative and courteous working relationships with patrons, library staff, supervisors, and individuals in related organizations in a positive manner.
- **Ability to work efficiently under pressure, handle stressful situations, and navigate conflicts with the ability to redirect to management accordingly.**
- **Must be able** Ability to learn the Dewey Decimal system, alphabetical order, and other library filing systems.
- ~~Knowledge of library materials, terminology, procedures and operations is preferred.~~
- ~~Experience with Library System software is preferred.~~

Physical Requirements

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

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

Work Environment

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

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

Selection Guidelines, Reasonable Accommodations & Receipt

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

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

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The employee must be able to perform the essential functions of the job with or without reasonable accommodation. The Village of Germantown will provide reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA).

Applicant Signature

Date

Supervisor Signature

Date

ADOPTED: 1/23/19
REVISED and ADOPTED: 6/24/20; 3/26/25; 12/17/25

**Germantown Community Library
Library Specialist Position Description**

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

General Position Description Job Summary

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

Essential Duties & Responsibilities

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

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

Required Qualifications

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

Required Knowledge, Skills & Abilities

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

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

Physical Requirements

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

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

Work Environment

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

- Work is generally performed in the library and/or office setting with the majority of the workday spent indoors in an area having a normal temperature and humidity range.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use may pose risk of injury.
- Many duties are performed in view of the public. Appropriate attire as outlined in the Village Employee Handbook is required.
- **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 smartphone or carry a FOB to access business required systems.

Selection Guidelines, Reasonable Accommodations & Receipt

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

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The employee must be able to perform the essential functions of the job with or without reasonable accommodation. The Village of Germantown will provide reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA).

Applicant Signature

Date

Supervisor Signature

Date

ADOPTED: 1/23/19

REVISED and ADOPTED: 8/24/22; 3/26/25; 12/17/25

Germantown Community Library
Technical Services Specialist Position Description

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

General Position Description Job Summary

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

Essential Duties & Responsibilities

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

- Catalog, process and mend materials.
- Perform item record maintenance.
- Order general supplies and special requests.
- Process incoming orders.
- Pick-up and process daily mail and newspapers **outside the library from the Post Office and Village Hall.**
- Receive and sort donated materials.
- **Market and promote new collection or processing highlights on social media.**
- Perform duties as a backup to the Library Specialist, Page II, and Page I positions.
- Assist with special projects as assigned.

Required Qualifications

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

Required Knowledge, Skills & Abilities

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

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

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

Physical Requirements

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

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

Work Environment

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

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

Selection Guidelines, Reasonable Accommodations & Receipt

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

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

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The employee must be able to perform the essential functions of the job with or without reasonable accommodation. The Village of Germantown will provide reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA).

Applicant Signature

Date

Supervisor Signature

Date

ADOPTED: 1/23/19

REVISED and ADOPTED: 9/22/21; 8/24/22;3/26/25; 12/17/25

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

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

Job Summary

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

Essential Duties & Responsibilities

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

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

Required Qualifications

- High school diploma or equivalent is required.
- Experience in libraries, education, museums, retail, or customer service hospitality is preferred.
- Position 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 **schedules work**-hours.

Required Knowledge, Skills & Abilities

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

- Must be able to communicate effectively in English, both verbal and written.
- Must be punctual, dependable, and follow a regular set schedule with flexibility to meet the needs of the library.
- Must have knowledge of computer usage including internet browsers, Microsoft Office (or equivalent), e-mail, social media, and Canva software.
- Must maintain confidentiality of patron information.
- Must pay attention to detail and accuracy.
- Must have excellent organizational skills.
- ~~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 have good interpersonal skills and ability to maintain cooperative and courteous working relationships with patrons, library staff, supervisors, and individuals in related organizations in a positive manner.
- Ability to engage in a warm and friendly manner with people of all ages, abilities, and backgrounds and is dedicated to providing exemplary service.
- Ability to multi-task in a customer service environment.
- Ability to work efficiently under pressure, manage stressful situations, and redirect conflicts to management when appropriate.
- Ability to prioritize and complete tasks in order to meet deadlines with minimal supervision and assistance.
- Ability to perform cashier (cash and credit card) and customer service duties **accurately** in a timely manner.

Physical Requirements

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

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

- Ability to frequently lift or move up to 50 pounds; and push or pull objects weighing up to 200 pounds on wheels.

Work Environment

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

- Work is generally performed in the library and/or office setting with the majority of the workday spent indoors in an area having a normal temperature and humidity range.
- Some duties will require work outside of the library at partnering facilities and will include outdoor locations with seasonal temperature variations.
- Ability to work under generally safe and comfortable conditions, however, exposure to environmental factors such as repetitive computer keyboard use may pose a limited risk of injury.
- The majority of tasks are performed while covering a service desk or providing a programming event in view of the public. Appropriate attire as outlined in the Village Employee Handbook is required.
- ~~Work is performed at a shared service desk visible to the public with access to an individually assigned cart. Personal items may be limited to individual lockers or cart.~~
- Employees are often required to multi-task by performing required duties or assignments between serving patrons.
- The noise level in the work environment ranges from moderately quiet to moderately loud.
- May need to install apps on personal smartphones or carry a FOB to access business required systems.

Selection Guidelines, Reasonable Accommodations & Receipt

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

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.~~

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The employee must be able to perform the essential functions of the job with or without reasonable accommodation. The Village of Germantown will provide reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA).

Applicant Signature

Date

Supervisor Signature

Date

ADOPTED: 1/23/19

REVISED and ADOPTED: 9/22/21; 8/24/22; 4/26/25; 12/17/25

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

Position Title: Youth Services Specialist
Reports To: Youth Services Manager
Employment Category: Part-time or Limited 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.
- Provide a positive reflection of the library when participating in programming and events on behalf of the library.
- Provide a positive environment for all patrons using the library and accessing library materials.
- 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.

Required Qualifications

- High school diploma or equivalent is required.
- Experience in libraries, education, or museums, customer service is preferred.
- Position 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 maintain confidentiality of patron information.
- Must pay attention to detail and accuracy.
- Must have excellent organizational skills.
- ~~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 have good interpersonal skills and ability to maintain cooperative and courteous working relationships with patrons, library staff, supervisors, and individuals in related organizations in a positive manner.
- Ability to engage in a warm and friendly manner with people of all ages, abilities, and backgrounds and is dedicated to providing exemplary service.
- Ability to multi-task in a customer service environment.
- Ability to work efficiently under pressure, 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.

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The employee must be able to perform the essential functions of the job with or without reasonable accommodation. The Village of Germantown will provide reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA).

Applicant Signature

Date

Supervisor Signature

Date

ADOPTED: 1/23/19

REVISED and ADOPTED: 9/22/21; 8/24/22; 6/25/25; 12/17/25

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

Position Title: Community Services Specialist
Reports To: Youth Services Manager
Employment Category: Part-time or Limited 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.
- Provide a positive reflection of the library when participating in programming and events on behalf of the library.
- Assist all patrons in the selection and access of information and materials, in-person and on the phone.
- Provide a positive environment for all patrons using the library and accessing library materials.
- 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.

Required Qualifications

- High school diploma or equivalent is required.
- Experience in libraries, education, museums, or customer service is 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 maintain confidentiality of patron information.
- Must pay attention to detail and accuracy.
- Must have excellent organizational skills.
- ~~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 have good interpersonal skills and ability to maintain cooperative and courteous working relationships with patrons, library staff, supervisors, and individuals in related organizations in a positive manner.
- Ability to engage in a warm and friendly manner with people of all ages, abilities, and backgrounds and is dedicated to providing exemplary service.
- Ability to multi-task in a customer service environment.
- Ability to work efficiently under pressure, 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.

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The employee must be able to perform the essential functions of the job with or without reasonable accommodation. The Village of Germantown will provide reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA).

Applicant Signature

Date

Supervisor Signature

Date

ADOPTED: 8/25/21
REVISED: 9/22/21; 8/24/22, 6/25/25; 12/17/25

**Germantown Community Library
Library Intern Position Description**

Position Title: Library Intern
Reports To: Library Management as assigned
Employment Category: **Seasonal / Temporary** 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.
- Provide a positive reflection of the library when participating in programming and events on behalf of the library.
- Assist all patrons in the selection and access of information and materials, in-person and on the phone.
- Provide a positive environment for all patrons using the library and accessing library materials.
- 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.
- May assist the Library Director or other staff members with special projects.

Required Qualification,

- **Must have** High school diploma or equivalent **is required.**
- **Some work or volunteer** Experience in a library, **ies, education, school or daycare setting, customer service** 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.**

- 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 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 is preferred.

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 maintain confidentiality of patron information.
- Must pay attention to detail and accuracy.
- Must have excellent organizational skills.
- ~~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 have good interpersonal skills and ability to maintain cooperative and courteous working relationships with patrons, library staff, supervisors, and individuals in related organizations in a positive manner.
- Ability to engage in a warm and friendly manner with people of all ages, abilities, and backgrounds and is dedicated to providing exemplary service.
- Ability to multi-task in a customer service environment.
- Ability to work efficiently under pressure, 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.

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

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The employee must be able to perform the essential functions of the job with or without reasonable accommodation. The Village of Germantown will provide reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA).

Applicant Signature

Date

Supervisor Signature

Date

ADOPTED: 1/23/19
REVISED and ADOPTED: 6/25/25; 12/17/25

Germantown Community Library
Library Aide ~~Temporary Part-Time~~ Position Description

Position Title: Library Aide
Reports To: Library Director or Department Supervisor
Employment Category: ~~Temporary~~ Seasonal / Temporary Part-time
Department: Library

Job Summary

The Library Aide is a utility position that is scheduled on an 'as needed' basis. This position may temporarily fill in during staff shortages or be assigned special short-term projects. The duties will match the position that is being covered. In addition, this position may perform special tasks as requested by the **department manager they are reporting to, Circulation Manager, Youth Services Librarian, Adult Services Librarian,** 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.

- May performed limited duties as a backup for any library position. ~~to the Page I, Page II, Library Specialist, Technical Services Assistant Youth Services Assistant or positions Adult Services Assistant.~~
- Must follow System, Village and Library practices, procedures and policies and be able to exhibit sound judgment in their interpretation.
- Hours and hourly rate will be determined for each assignment based on job duties. No weekly, monthly or annual hours are guaranteed.

Required Qualifications

- ~~Must have~~ High school diploma or equivalent **is required.**
- Experience in a ~~libraries, education, retail~~ or customer service ~~environment~~ is 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 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 ~~Qualifications,~~ Knowledge, Skills & Abilities

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

- ~~Experience with Library System software is preferred.~~

- ~~Must be punctual, dependable, and follow a regular set schedule.~~
- ~~Basic knowledge of computers.~~
- ~~Basic knowledge of Internet browsers.~~
- ~~Basic knowledge of Microsoft Office products including Microsoft Outlook.~~
- ~~Knowledge of library materials, terminology, procedures and operations is preferred.~~
- ~~Ability to communicate effectively, both verbal and written in English.~~
- ~~Attention to detail.~~
- ~~Ability to learn the Dewey Decimal system, alphabetical order, and other library filing systems.~~
- ~~Ability to follow written and oral instructions.~~
- ~~Ability to work independently.~~
- ~~Ability to work well and communicate effectively with the public and staff.~~
- ~~Ability to work in a team environment.~~
- 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 maintain confidentiality of patron information.
- Must pay attention to detail and accuracy.
- Must have excellent organizational skills.
- Must be able to work independently within a collaborative environment and be a positive team player.
- Must have good interpersonal skills and ability to maintain cooperative and courteous working relationships with patrons, library staff, supervisors, and individuals in related organizations in a positive manner.
- Ability to engage in a warm and friendly manner with people of all ages, abilities, and backgrounds and is dedicated to providing exemplary service.
- Ability to multi-task in a customer service environment.
- Ability to work efficiently under pressure, 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 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 ~~may be~~ 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 up to 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.
- 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, where exposure to environmental factors such as repetitive computer keyboard use, ~~irrate individuals and intimidation~~ may cause discomfort and poses 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. Some duties are performed in view of the public.~~ Appropriate attire as outlined by the Director is required.
- The noise level in the work environment ranges from moderately quiet to moderately loud.
- ~~Some duties may require work outside of the library.~~
- ~~May need to install apps on personal smartphones or carry a FOB to access business required systems.~~

Selection Guidelines, Reasonable Accommodations & Receipt

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

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

The Village of Germantown is an Equal Opportunity Employer and prohibits discrimination in all employment practices on the basis of race, color, religion, sex, national origin, age, disability, genetic information, marital status, military or veteran status, sexual orientation, gender identity, or any other characteristic protected by applicable federal, state, or local law.

The employee must be able to perform the essential functions of the job with or without reasonable accommodation. The Village of Germantown will provide reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA).

Applicant Signature

Date

Supervisor Signature

Date

ADOPTED: 04/28/21
REVISED and ADOPTED: 12/17/25

Germantown Community Library Circulation Manager Position Description

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

Job Summary

The Circulation Manager is responsible for **managing** ~~overseeing~~ the operations of the Circulation **and Technical Services** Teams. This position supervises **a team of part-time** ~~the~~ Library Specialists, Technical Services Specialists, Page I, and Page II positions along with volunteers. **This position manages the Circulation Desk and circulation related programming.** 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**) ~~working~~ on the Circulation **and Technical Services** Team including hiring, training, development, scheduling, and evaluating performance.
- ~~Develop, modify, and implement circulation procedures to support Library, Village, County and System policies.~~
- Collaborate with the Library Director, leadership team, and library staff on policies and procedures and general functioning of the library **to support Library, Village, County, and System policies and align with the Library Mission and Strategic Plan.**
- Provide assistance to the Circulation **and Technical Services** Team responsibilities as needed.
- **Oversee the planning and implementation of circulation desk programs for all ages that encourage lifelong learning and general library use.**
- Market and promote circulation and technical services events and additions through ~~displays and print and social media formats.~~ **displays and** all media formats, including print, digital, video, and social media.
- Provide monthly statistics and reports of circulation and technical services activity.
- Evaluate effectiveness of department activities by monitoring circulation statistics and survey results.
- Manage the library staffing schedules.
- Manage the library's patron records in the System database.
- Manage billing patrons of lost, overdue or damaged materials.
- Manage cataloging records in the System database.
- Manage the library revenue reporting.
- Manage supply ordering, invoices, and receiving mail, newspaper and incoming orders.

- Work with the Library Director and Assistant Director to develop and maintain a budget for library supplies and Circulation Team staffing.
- Manage Circulation Team operating procedures to align with the Library Mission and Strategic Plan.
- Collaborate with the Library leadership team with library operations, programming, and special projects as it affects patron circulation services and staff training.
- Follow current library circulation trends and technologies and collaborate with the Library Director and Assistant Director to assess the impact and application at the library.
- 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.
- Participate in Library, Village, County and System programs and meetings as directed.
- Attend continued education opportunities offered on the village, system, state, or national level in order to keep in touch with trends, best practices, technology, and systems.

Required Qualification

- Master's Degree is preferred, Bachelor's Degree, Associate's Degree, or equivalent college experience is accepted.
- 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 equivalent experience working in a customer service or management setting preferred.
- At least 1 year of management experience is preferred.
- Schedule requires 1-2 evenings per week, 1-2 Saturdays per month, and a flexible schedule to meet the demands of the library.
- Must follow Library, Village, and System practices, procedures, and policies and be able to exhibit sound judgment in their interpretation.
- Knowledge of public library practices, operations, and collection organization.
- Valid state driver's license or ability to obtain one within 4 months. May be required to use personal vehicle.

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 in English.
- Must be punctual, dependable, and follow a regular set schedule with flexibility to meet the needs of the library.
- Ability to understand library policies and procedures and apply them to library operations.
- Knowledge of library practices, operations, and collection organization is preferred.
- Knowledge of library systems, cataloging concepts, and the Dewey Decimal System is preferred.
- Must have knowledge of computer use and technology usage including internet browsers, Microsoft Office (or equivalent), email, social media, and Canva software, and reporting and marketing software tools.

- Must maintain confidentiality of patron and staff information.
- 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 team environment and be a positive team player.
- Must have good interpersonal skills and ability to maintain cooperative and courteous working relationships with patrons, library staff, supervisors, management, and individuals in related organizations in a positive manner.
- ~~Must have excellent organizational skills.~~
- Ability to direct and supervise the work of others.
- Must have excellent scheduling and organizational skills with the ability to pivot with changing deadlines and priorities.
- Ability to effectively present information and respond to questions from patrons.
- Ability to engage in a warm and friendly manner with people of all ages, abilities, and backgrounds and is dedicated to providing exemplary service.
- Ability to multi-task in a customer service environment.
- Ability to lead and work efficiently under pressure, handle stressful situations, and navigate conflicts with the ability to redirect to management accordingly.
- Ability to prioritize and complete tasks in order to meet deadlines with minimum supervision and assistance.
- Ability to perform cashier (cash and credit card) and customer service duties accurately in a timely manner.

Physical Requirements

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

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

Work Environment

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

- Work is generally performed in the library and/or office setting with the majority of the workday spent indoors in an area having a normal temperature and humidity range.
- Some duties will require work outside of the library.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, ~~irrate individuals and intimidation~~ may cause discomfort and poses limited risk of injury.
- Some tasks are performed while covering a service desk in view of the public.
- Employees are often required to multi-task by performing required duties or assignments between serving patrons.
- 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.

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The employee must be able to perform the essential functions of the job with or without reasonable accommodation. The Village of Germantown will provide reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA).

Applicant Signature

Date

Supervisor Signature

Date

ADOPTED: 1/23/19

REVISED and ADOPTED: 3/26/25; 12/17/25

Germantown Community Library Adult Services Manager Position Description

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

Job Summary

The Adult Services Manager is responsible for managing the operations of the Adult Services Team. This position supervises a team of part-time Adult Services Specialists. This position **manages the oversees programming, Information Desk, and is responsible for programming and** collection development with a focus on adults **material**. This position works with administration as part of the library leadership team.

Essential Duties & Responsibilities

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

- Supervise the work of library staff (permanent and temporary) on the Adult Service team including hiring, training, development, scheduling, and evaluating performance.
- **Develop, modify, and implement department procedures to support Library, Village, County, and System policies.**
- Collaborate with the Library Director, leadership team, and library staff on policies and procedures and general functioning of the library **to support Library, Village, County, and System policies and align with the Library Mission and Strategic Plan.**
- Provide assistance to the Adult Services team responsibilities as needed.
- Oversee the planning and implementation of educational and recreational programs for all ages that encourage lifelong learning and general library use with a focus on adults and families. These programs may be inside or outside the library.
- Market and promote programs and services through all media formats, including print, digital, video, and social media.
- Partner with other agencies and special interest groups to promote library programs and services to the community.
- **Provide monthly statistics and reports of Adult 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 adult material.
- **Work with the Library Director to develop and maintain a budget for the Adult Services department.**

- Collaborate with the Library Director, leadership team, and library staff on policies and procedures and general functioning of the library to support Library, Village, County, and System policies and align with the Library Mission and Strategic Plan.
- Follow current library circulation trends and technologies and collaborate with the Library Director to assess the impact and application at the library.
- Lead as a positive and collaborative team player with the ability to coach and inspire others to accomplish their goals, build teams, and enhance a service-oriented culture.
- Participate in Library, Village, County, System, and state-wide programs and meetings.
- Attend continued education opportunities offered on the village, system, state, or national level in order to keep in touch with trends, best practices, technology, and systems.

Required Qualifications

- Bachelor's Degree or equivalent college experience is required.
- Master's Degree in Library and Information Science (MLIS) from an accredited American Library Association (ALA) is preferred, will also consider equivalent education, training, and work experience.
- At least 2 years of public library experience or related field including a thorough understanding and knowledge adult collection material, programming, and public service.
- At least 1 year of management experience is preferred.
- Schedule requires at least 1-2 evenings per week, 1-2 Saturdays per month, and flexibility to meet the needs of the library.
- Must follow Library, Village, and System practices, procedures, and policies and be able to exhibit sound judgment in their interpretation.
- Valid state driver's license or ability to obtain one within 4 months. May be required to use personal or library vehicle during work hours.

Required Knowledge, Skills & Abilities

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

- Must be able to communicate effectively in English, both verbal and written.
- Must be punctual, dependable, and follow a regular set schedule with flexibility to meet the needs of the library.
- Must have knowledge of public library practices, operations, and collection organization is preferred.
- Must have knowledge of adult collection material.
- Must have knowledge of library systems, cataloging concepts, and the Dewey Decimal System is preferred.
- Must have knowledge of computer and technology usage including internet browsers, Microsoft Office (or equivalent), e-mail, social media, and Canva software.
- Must maintain confidentiality of patron and staff information.
- 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 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 direct and supervise the work of others.**
- Must have excellent scheduling and organizational skills with the ability to pivot with changing deadlines and priorities.
- **Ability to effectively present information and respond to questions from patrons.**
- **Ability to engage in a warm and friendly manner with people of all ages, abilities, and backgrounds and is dedicated to providing exemplary service.**
- Ability to multi-task in a customer service environment.
- Ability to **lead and** work efficiently under pressure, manage stressful situations, and redirect conflicts to upper 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.
- ~~Ability to work effectively and cooperate with direct supervisor, staff members, employees at other libraries, patrons, and others in the community.~~
- ~~Ability to work efficiently under pressure and manage stressful situations, including prioritizing and completing tasks in order to meet deadlines with minimal supervision and assistance.~~

Physical Requirements

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

- While performing the duties of this job, the employee is regularly required to stand for periods of 1-2 hours, sit, walk, crouch, bend, twist, and reach. Climbing stairs and using step stools are occasionally necessary.
- Use of hands to feel, handle, finger, or operate objects, tools or controls such as typing, writing, filing, shelving, processing, or picking up materials and ability to reach with hands and arms.
- Ability to speak and hear within normal limits in order to answer and provide information both over the telephone and in person.
- Far vision at 20 feet or further, near vision at 20 inches or less, and prolonged use of a computer monitor.
- Ability to frequently lift or move up to 50 pounds; and push or pull objects weighing up to 200 pounds on wheels.

Work Environment

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

- Work is generally performed in the library and/or office setting with the majority of the workday spent indoors in an area having a normal temperature and humidity range.
- Some duties will require work outside of the library at partnering facilities and will include outdoor locations with seasonal temperature variations.
- Ability to work under generally safe and comfortable condition, however, exposure to environmental factors such as repetitive computer keyboard use may pose limited risk of injury.
- Some tasks are performed while covering a service desk or providing a programming event in view of the public. Appropriate attire as outlined in the Village Employee Handbook is required.
- Employees are often required to multi-task by performing required duties or assignments between serving patrons.
- The noise level in the work environment ranges from moderately quiet to moderately loud.
- May need to install apps on personal smartphones or carry a FOB to access business required systems.

Selection Guidelines, Reasonable Accommodations & Receipt

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

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

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

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The employee must be able to perform the essential functions of the job with or without reasonable accommodation. The Village of Germantown will provide reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA).

Applicant Signature

Date

Supervisor Signature

Date

ADOPTED: 1/23/19

REVISED and ADOPTED: 4/26/25; 12/17/25

**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 Job Summary

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 **manages oversees programming**, the Youth Services Desk, Community Services, and **is responsible for programming 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.~~
- Collaborate with the Library **Director**, leadership team, and **library** staff on policies and procedures and general functioning of the library **to support Library, Village, County, and System policies and align with the Library Mission and Strategic Plan.**
- 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.
- Work with the Library Director to develop and maintain a budget for the Youth and Community Services department.

- Follow current library circulation trends and technologies and collaborate with the Library Director to assess the impact and application at the library.
- Lead as a positive and collaborative team player with the ability to coach and inspire others to accomplish their goals, build teams, and enhance a service-oriented culture.
- Participate in Library, Village, County, System, and state-wide programs and meetings.
- Attend continued education opportunities offered on the village, system, state, or national level in order to keep in touch with trends, best practices, technology, and systems.

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, will also consider equivalent education, training, and work experience.
- 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 is preferred.
- Schedule requires at least 1-2 evenings per week, 1-2 Saturdays per month, and flexibility to meet the needs of the library.
- Must follow Library, Village, and System practices, procedures, and policies and be able to exhibit sound judgment in their interpretation.
- Valid state driver's license or ability to obtain one within 4 months. May be required to use personal or library vehicle during work hours.

Required Knowledge, Skills & Abilities

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

- Must be able to communicate effectively in English, both verbal and written.
- Must be punctual, dependable, and follow a regular set schedule with flexibility to meet the needs of the library.
- Must have knowledge of public library practices, operations, and collection organization is preferred.
- Must have knowledge of collection material for ages 0-18.
- Must have knowledge of library systems, cataloging concepts, and the Dewey Decimal System is preferred.
- Must have knowledge of computer and technology usage including internet browsers, Microsoft Office (or equivalent), e-mail, social media, and Canva software.
- Must maintain confidentiality of patron and staff information.
- 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 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 direct and supervise the work of others.**
- Must have excellent scheduling and organizational skills with the ability to pivot with changing deadlines and priorities.
- **Ability to effectively present information and respond to questions from patrons.**
- Ability to engage in a warm and friendly manner with people of all ages, abilities, and backgrounds and is dedicated to providing exemplary service.
- Ability to multi-task in a customer service environment.
- Ability to lead and work efficiently under pressure, manage stressful situations, and redirect conflicts to upper 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 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.

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The employee must be able to perform the essential functions of the job with or without reasonable accommodation. The Village of Germantown will provide reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA).

Applicant Signature

Date

Supervisor Signature

Date

ADOPTED: 1/23/19

REVISED and ADOPTED: 6/25/25; 12/17/25

Germantown Community Library Assistant Director Position Description

Position Title:	Assistant Director
Reports To:	Library Director
Employment Category:	Full-time (Non-Exempt Salaried)
Department:	Library
Pay Grade:	10 3

Job Summary

The Assistant Director is responsible for supervising the Technical Services Department and overseeing the Circulation Department, providing administrative support, leadership, and project management to the Library Director, library leadership team and staff and serves as the Library Board Secretary. This position also oversees library daily operations and projects with an emphasis on human resources, technology, databases, and facilities.

Essential Duties & Responsibilities

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

- ~~Supervises the selection, training, scheduling, evaluation, and continuing education of library staff working in the Technical Services Department as well as the Circulation Manager.~~
- Provide project management support for library technical, operational and facility related initiatives.
- Oversee the day-to-day operations of the library Circulation Department.
- ~~Supervises the cataloging, processing, replacement and mending of most library collections.~~
- ~~Evaluates effectiveness of department activities including the results of output measurements.~~
- ~~Collaborates with staff to recommend changes in policies, procedures, and general functioning of the library to the Germantown Community Library Board.~~
- Collaborate with the Library Director, leadership team, and library staff on policies and procedures and general functioning of the library to support Library, Village, County, and System policies and align with the Library Mission and Strategic Plan.
- Assist with overall budget, staffing plans, and development of the library.
- ~~Oversee library financial reporting. Manages deposits, balancing and reporting of cash register revenues.~~
- Manage the Germantown Community Library aspect of the integrated library system and database.
- ~~Oversee Provides~~ database cleanup and collection data updates.
- Plan, recommend, maintain and implement technology hardware and software solutions for library operations.
- Create, maintain and run library reports for staff, the Library Director, County, System and State reporting needs and requirements.
- Provide first level Human Resources administrative support to Library staff. ~~for new hires and staffing changes.~~

- Coordinate building service needs with Germantown Department of Public Works staff and necessary **contractors vendors**.
- Provide administrative support to the Library Director and Library Board.
- ~~Prepares Library Board meeting minutes and monthly library statistics.~~
- Provide backup services to **all library departments**. **the Circulation Department and Adult Services Reference Desk.**
- Assist with collection development and management.
- ~~Participates in Friends of the Germantown Community Library, Village of Germantown, Washington County, System, and state-wide programs and meetings.~~
- ~~Requires evenings, weekends, and a flexible schedule to meet the demands of the library.~~
- Act as Interim Director as needed on a temporary or long-term basis.
- **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.**
- **Participate in Library, Village, County, System, and state-wide programs and meetings.**
- **Attend continued education opportunities offered on the village, system, state, or national level in order to keep in touch with trends, best practices, technology, and systems.**

Required Qualification

- Bachelor's Degree, Associate's Degree, or equivalent college experience **is required**.
- Master's Degree in Library **and Information Science (MLIS)** from an **ALA** accredited **American Library Association (ALA)** **institution** **is preferred**, will also consider equivalent education, training, and work experience.
- At least 2 years of **public** library experience **or related field equivalent experience** working in a **customer service, tech services, project management, administrative,** or management setting **is preferred**.
- **At least 1 year of management experience is preferred.**
- **Schedule requires evenings, weekends 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 vehicle during scheduled hours.**

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 be able** **Ability** to communicate effectively **in English**, both verbal and written **in English**.
- **Must be dependable with flexibility to meet the scheduling needs of the library.**
- Knowledge of **public** library practices, operations, and collection organization **is preferred**.
- Knowledge of **integrated library systems, digital material and database resources, Polaris, OCLC, cataloging procedures, and the Dewey Decimal System** **is preferred**.
- **Must have** knowledge of computer and **technology usage and infrastructure** **electronic equipment operations including Microsoft Office software.**

- **Must** Ability to maintain confidentiality of sensitive information.
- ~~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 direct and supervise the work of others.**
- Ability to effectively present information and respond to questions from patrons.
- **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 organizational and project management skills.
- Ability to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation of library services.
- Ability to gather, analyze, interpret, and present data in clear and concise reports and make recommendations.
- ~~Ability to understand library policies and procedures and apply them to library operations.~~
- Ability to **share** use knowledge and **provide** training to serve the needs of the library.
- ~~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 have knowledge of computer and technology usage including internet browsers, Microsoft Office (or equivalent), e-mail, social media, and Canva software.~~

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 **up to 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, **irrate individuals and intimidation** may **cause discomfort and** poses 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.
- Some duties will require work outside of the library.
- 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 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.~~

The Village of Germantown is an Equal Opportunity Employer and prohibits discrimination in all employment practices on the basis of race, color, religion, sex, national origin, age, disability, genetic information, marital status, military or veteran status, sexual orientation, gender identity, or any other characteristic protected by applicable federal, state, or local law.

The employee must be able to perform the essential functions of the job with or without reasonable accommodation. The Village of Germantown will provide reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA).

Applicant Signature

Date

Supervisor Signature

Date

ADOPTED: 1/23/19

REVISED and ADOPTED: 12/17/25

Germantown Community Library Library Director Position Description

Position Title:	Library Director
Reports To:	Library Board
Employment Category:	Full-time (Non-Exempt Salaried)
Department:	Library
Pay Grade:	18 5

Job Summary

The Library Director is responsible for administration and overseeing all day-to-day operations of the library. This includes library staff members, circulation, technical services, collection management, patron services, technology, programming, activities, budget and building maintenance. The Library Director is granted independent responsibilities and authority for the library functions while following general policy set forth by the Village of Germantown, the Germantown Community Library Board and WI. Stats. Chapter 43.

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.

- Administer the financial operations of all library funds per authority of the Germantown Community Library Board and according to Village of Germantown policy.
- Prepare the annual library operating budget including capital items and capital outlay and library revenues.
- Pursue opportunities to secure additional funds through public or private grants and donations.
- Compile and analyzes statistical trends on annual circulation, programming, and library usage numbers in order to meet the needs of the community.
- Prepare the Annual Report to the Library Board, Library System, Wisconsin Department of Public Instruction, and Germantown Village Board.
- ~~Collaborates with staff to recommend changes in policies, procedures, and general functioning of the library to the Germantown Community Library Board.~~
- Collaborate with the leadership team and library staff on policies and procedures and general functioning of the library to support Library, Village, County, and System policies and align with the Library Mission and Strategic Plan.
- Oversee the growth and development of all library collections and resources.
- Oversees information service to the public, including computer literacy and use of electronic sources and databases.
- Oversee development and coordination of all library programs, instruction, and outreach for patrons of all ages that encourage reading, literacy skills, lifelong learning, and general library usage.
- Oversee Maintains public relations to the community through print and electronic media sources regarding library resources, services and programs.
- Oversee the selection, training, scheduling, evaluation, and continuing education of all library departments and personnel staff.

- Directly supervises the positions of Assistant Director, **Circulation Manager**, Youth Services **Manager**, **Librarian** and Adult Services **Manager Librarian**.
- Provide backup services to **all library departments.** **the Circulation Desk, Adult Services Reference Desk, and Youth Services Reference Desk.**
- Respond to citizen requests and concerns regarding library programs and facilities.
- Attend **monthly regular meetings of the** Germantown Community Library Board, **Friends of the Germantown Community Library, Village of Germantown, Washington County, System, and State meetings** and serves as **technical advisor to the Library Board** keeping them informed of current trends in the library services and offering recommendations for future growth and development of the library.
- ~~Participates in Friends of the Germantown Community Library, Village of Germantown, Washington County, System, and state wide programs and meetings.~~
- Work cooperatively with Village of Germantown **departments and staff** in the utilization, preparation, and maintenance of library facility and information access.
- Collaborate with other agencies and special interest groups to promote library programs and services to the community.
- Attend continued education opportunities offered on system, state, or national level in order to keep in touch with trends in library services and maintain Wisconsin Grade I Public Library Certification.
- ~~Facilitates a positive environment for all patrons using the library and accessing library materials.~~

Required Qualification

- Master's Degree in Library Science from an ALA-accredited institution or ability to obtain within three months from hired date.
- Wisconsin Grade 1 Public Library Certification or ability to obtain within three months from hired date.
- At least **3-5** years of **public** library experience or related field including a thorough understanding and knowledge of library policies and services.
- At least **2-3** years of administration in a public library or related field including progressive supervisory experience.
- Requires evenings, weekends, and a flexible schedule to meet the demands of the library.
- Valid state driver's license or ability to obtain one within 4 months. **Required to use personal or library vehicle.**

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 be able Ability** to communicate effectively **in English**, both verbal and written **in English**.
- **Must be dependable with flexibility to meet the scheduling needs of the library.**
- **Must have** knowledge of **public** library practices, operations, and collection organization.

- Must have knowledge of integrated library systems, digital material and database resources, Polaris, OCLC, cataloging procedures, and the Dewey Decimal System.
- Must have knowledge of computer and technology usage and infrastructure electronic equipment operations including Microsoft Office software.
- Must Ability to maintain confidentiality of sensitive 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 direct and supervise the work of others.
- Must have excellent scheduling and organizational skills with the ability to pivot with changing deadlines and priorities.
- Ability to direct and supervise the work of others.
- Ability to effectively present information and respond to questions from patrons.
- Ability to engage in a warm and friendly manner with people of all ages, abilities, and backgrounds and is dedicated to providing exemplary service.
- Ability to multi-task in a customer service environment.
- Ability to lead and work efficiently under pressure and manage stressful situations.
- Must have excellent organizational and project management skills.
- Ability to work efficiently under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation of library services, and perform duties with minimum supervision and assistance.
- Ability to gather, analyze, interpret, and present data in clear and concise reports and make recommendations.
- Ability to work effectively and cooperate with direct supervisor, library and Village staff members, employees at other libraries, patrons, and others in the community.
- Ability to effectively meet and deal with the public.
- Ability to organize and prioritize a large number of projects with day-to-day operations at one time.
- Ability to lead knowledge sharing and training to serve the needs of the library.

Physical Requirements

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- Use of hands to feel, handle, finger or operate objects, tools or controls such as typing, writing, filing, shelving, processing or picking up materials and ability to reach with hands and arms.
- Ability to speak and hear within normal limits in order to answer and provide information both over the telephone and in person.
- Far vision at 20 feet or further, near vision at 20 inches or less, and prolonged use of a computer monitor.
- Ability to frequently lift or move up to 25-50 pounds; and push or pull objects weighing up to 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.
- 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 where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.
- Some 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.
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Applicant Signature

Date

Supervisor Signature

Date

ADOPTED: 1/23/19

REVISED and ADOPTED: 12/17/25

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: December 17, 2025

PLACEMENT: Presentation

ITEM TITLE: Review 2026 Library Director Goals (DISCUSSION)

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

A draft of the 2026 Performance Goals for the Library Director are attached for review and feedback from the Library Board. A final draft will be presented at the Library Board meeting on Wednesday, January 28, 2026.

A summary of the Germantown Community Library 2023-2027 Strategic Plan is attached.

Also attached is a Library Services Study using statistics from the 2024 Annual Report. This data can be used to see how data at the Germantown Community Library compares to other libraries in adjacent counties and the State of Wisconsin in areas such as circulation, programming and funding.

ATTACHMENT:

1. Review 2026 Library Director Goals (pt. 1 - Competencies)
2. Review 2026 Library Director Goals (pt. 2 - Goals)
3. Review 2026 Library Director Goals (pt. 3 - 2023-2027 Strategic Plan Summary)
4. Review 2026 Library Director Goals (pt. 4 - 2024 Library Services Data)
5. Review 2026 Library Director Goals (pt. 5 - General Services & Programs)
6. Review 2026 Library Director Goals (pt. 6 - Funding)

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

2026 Employee Performance Evaluation		
Employee Name: Patricia A. Smith		
		2023-2027 Strategic Plan
Competency 1: Organization Understanding	<ul style="list-style-type: none"> * Understands the organizational implications of programs, services, and procedures. * 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. * Keeps objectives that are related to organizational priorities in mind when determining tasks for oneself and team members. 	Goal 1.A&B Goal 2.A.&B. Goal 3.A.,B.&C. Goal 4.A.,B.&C. Goal 5.A,B.,C.& D.
Competency 2: Planning & Organizing	<ul style="list-style-type: none"> * Effectively prioritizes own work such that she/he is prepared and able to meet work objectives. * Manages own time and others efficiently to meet goals and achieve maximum productivity. * Delegates specific tasks to team members. * Evaluates the team members ability to set-up, organize and keep track of responsibilities accurately and on a timely basis. * Provides high level value in helping groups plan and organize. 	Goal 5.C.&D.
Competency 3: Team Development	<ul style="list-style-type: none"> * Actively grows a group of people who have common/complimentary skills. * Regularly meets with staff individually and as a team to ensure commitment to fulfilling their common purpose. 	Goal 5.C.&D.
Competency 4: Customer Focus	<ul style="list-style-type: none"> * Discovers, understands and meets the needs of customers, both internal and external. * Builds positive customer relationships by giving patron needs priority. * Constructively deals with challenging customers by listening and moving toward a satisfactory resolution. 	
Competency 5: Communication	<ul style="list-style-type: none"> * Clearly, accurately and effectively conveys information and ideas to library users. * Provides timely and accurate information to team members as appropriate. * Demonstrates effective written, oral and listening skills. * Maintains a positive attitude consistently despite difficult or challenging circumstances. 	Goal 3.A.,B.&C. Goal 4.A.,B.&C.

2026 Employee Performance Evaluation		
Employee Name: Patricia A. Smith		
		2023-2027 Strategic Plan
Customer Objective	<ol style="list-style-type: none"> 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 collection wayfinding and displays in Youth Services. 3. Facilitate implementation of Vega Promote online newsletter. 4. Add 1-2 quiet study pods to the library to create alternatives for patrons to have quiet spaces to read, study, work or virtual meetings. 	<ol style="list-style-type: none"> 1. Goal 1 A.&B. 2. Goal 1 A & 2 B. 3. Goal 4. A. 4. Goal 1.B. & 2.B.
Process Objective	<ol style="list-style-type: none"> 1. Provide patrons with opportunities for literacy, growth, and life-long learning with an emphasis on maintaining program offerings for all ages. 2. Evaluate library marketing procedures and create a marketing plan that incorporates local channels in the community. 3. Document procedures, hire & train for the Assistant Director position. 	<ol style="list-style-type: none"> 1. Goal 1. A. 2. Goal 4. A.,B.&C. 3. Goal 5. C.
Growth Objective	<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 1. Goal 5. D. 2. Goal 5. D. 3. Goal 5. D.
Financial Objective	<ol style="list-style-type: none"> 1. Increase of maintain within 2% trends of overall circulation of print and digital material especially in relation to libraries in Washington County to meet County revenue requirements. 2. Implement remote printing. 3. Evaluate printing contract and print marketing procedures. 	<ol style="list-style-type: none"> 1. Goal 1. A.&B. 2. Goal 5. A. 2. Goal 5. A.

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.

Germantown Community Library Library Services Study 2024

SUMMARY:

The following provides a summary of library services data at the Germantown Community Library in comparison to other libraries in adjacent counties and the state of Wisconsin. All statistics were taken from the 2024 Wisconsin Library Services Data as provided by Annual Reports. Numbers in **green** represent data where Germantown is higher than the average and numbers in **red** represent data where Germantown is lower than the average.

In comparison to libraries in the State of Wisconsin, all libraries were used with the exception of 12 libraries that have more than two branches.

The rank of the Germantown Community Library based on service population (largest to smallest) is 26. That means that 25 libraries in the state of Wisconsin have a higher service population than Germantown and 342 libraries in the State of Wisconsin have a lower service population than Germantown.

After reviewing the data, it is evident the Germantown Community Library falls much **higher in library services including physical items, circulation and programs** and **lower in funding area such as hours open per week, square footage, total funding and total operating expenditures**. The data shows that the library is providing a very high level of service despite the lower than average levels of funding.

The Germantown Community Library ranked very low in municipal resident support per capita (rank of 316 out of 368 with a total of \$34.41 compared to the state average of \$59.41. Even lower was the library's cost per circulation (rank of 357 out of 368 with a total of \$3.93 compared to the state average of \$9.74). The cost per circulation number represents that the library is overall low in funding and high in circulation. This can negatively affect the library's reimbursement in funding for county services.

It is also important to note that these statistics are from 2024. This is the year that the Germantown Community Library faced \$100,000 in budget cuts and had reduced hours, programs & materials. Many numbers were low this year in comparison to previous years. This data will be updated later next year when the 2025 annual report data is released.

ADJACENT COUNTY COMPARISONS

A total of 15 libraries with similar services populations (25,000 – 41,000) in Washington and adjacent counties were used as a comparison to the Germantown Community Library (services population: 34,719):

- Menomonee Falls Public Library: 41,266
- New Berlin Public Library: 40,897
- Oak Creek Public Library: 38,937
- Greenfield Public Library: 37,738
- Franklin Public Library: 36,428
- Oconomowoc Public Library: 29,914
- Beaver Dam Community Library: 29,640
- Frank L. Weyenberg Library/Mequon: 28,769
- Pewaukee Public Library: 28,385
- Muskego Public Library: 26,878
- North Shore Library/Glendale: 26,332
- Jack Russell Memorial Library/Hartford: 25,782
- Pauline Haas Public Library/Sussex: 25,681

GENERAL INFORMATION:

- Hours Open Per Week: **53**
On average, Germantown had **lower hours** in 2024 (this will change in 2025, when regular library hours were restored)
 - Adjacent Library Average: **61**
 - State of Wisconsin Grade 1 Average: **59**
 - State of Wisconsin Rank: **46**
 - Rank: **96 of 368**

- Square Footage of Library: **26,900**
Germantown has generally **lower square footage** of the library building
 - Adjacent Library Average: **34,011**
 - State of Wisconsin Grade 1 Average: **30,545**
 - State of Wisconsin Rank: **14,750**
 - Rank: **46 of 368**

- Physical Items in Collection: **141,314**
On average, Germantown has a **higher number of physical items in the collection**
 - Adjacent Library Average: **113,345**
 - State of Wisconsin Grade 1 Average: **93,218**
 - State of Wisconsin Rank: **41,801**
 - Rank: **18 of 368**

GENERAL SERVICES:

- Physical Circulation: **294,178**
On average, Germantown had a **higher number of physical circulation** in 2024
 - Adjacent Library Average: **261,950**
 - State of Wisconsin Grade 1 Average: **224,380**
 - State of Wisconsin Rank: **81,194**
 - Rank: **26 of 368**

- Digital Circulation: **64,006**
On average, Germantown had a **higher number of digital circulation** in 2024
 - Adjacent Library Average: **63,810**
 - State of Wisconsin Grade 1 Average: **58,261**
 - State of Wisconsin Rank: **21,068**
 - Rank: **28 of 368**

- Total Circulation: **358,184**
On average, Germantown had a **higher number of total circulation** in 2024
 - Adjacent Library Average: **325,760**
 - State of Wisconsin Grade 1 Average: **282,641**
 - State of Wisconsin Rank: **102,262**
 - Rank: **26 of 368**

- Registered Borrowers: **11,799**
On average, Germantown had a **higher number of registered borrowers** in 2024
 - Adjacent Library Average: **11,095**
 - State of Wisconsin Grade 1 Average: **11,434**
 - State of Wisconsin Rank: **4,320**
 - Rank: **30 of 368**

- Library Visits: **103,707**
On average, Germantown had a **lower number of library visits** in 2024
 - Adjacent Library Average: **131,724**
 - State of Wisconsin Grade 1 Average: **127,206**
 - State of Wisconsin Rank: **49,851**
 - Rank: **62 of 368**

- Total Programs Offered: **530**
On average, Germantown had a **higher number of programs offered** in 2024
 - Adjacent Library Average: **477**
 - State of Wisconsin Grade 1 Average: **493**
 - State of Wisconsin Rank: **257**
 - Rank: **45 of 368**

- Total Programs Attendance: **21,356**
On average, Germantown had a **higher number of people attending programs** in 2024
 - Adjacent Library Average: **15,376**
 - State of Wisconsin Grade 1 Average: **13,816**
 - State of Wisconsin Rank: **5,824**
 - Rank: **21 of 368**

FUNDING ALLOCATED:

Note that funding varies greatly from library to library. For example, Germantown has a generally higher extended county population, resulting in a higher amount of funding from Washington County. It is generally better to look at the total funding, than to compare types of funding for each library.

- Municipal Resident Support per Capita: **\$34.11**
On average, Germantown had **lower residential support per capita** in 2024
 - Adjacent Library Average: **\$43.76**
 - State of Wisconsin Grade 1 Average: **\$53.40**
 - State of Wisconsin Rank: **\$59.31**
 - Rank: **316 of 368**

- Municipal Funding Allocated: **\$722,266**
On average, Germantown had a **lower level of municipal funding allocated** in 2024
 - Adjacent Library Average: **\$1,168,013**
 - State of Wisconsin Grade 1 Average: **\$1,094,563**
 - State of Wisconsin Rank: **\$59.31**
 - Rank: **316 of 368**

- Home County Funding Allocated: **\$345,633**
On average, Germantown had a **higher level of home county funding allocated** in 2024
 - Adjacent Library Average: **\$150,897**
 - State of Wisconsin Grade 1 Average: **\$312,697**
 - State of Wisconsin Rank: **\$130,083**
 - Rank: **31 of 368**

- Other County Funding Allocated: **\$5,375**
On average, Germantown had a **lower level of other county funding allocated** in 2024
 - Adjacent Library Average: **\$31,080**
 - State of Wisconsin Grade 1 Average: **\$36,422**
 - State of Wisconsin Rank: **\$17,028**
 - Rank: **117 of 368**

- Total Allocated Funding: **\$1,142,754**
On average, Germantown had a **lower level of total funding allocated** in 2024
 - Adjacent Library Average: **\$1,445,435**
 - State of Wisconsin Grade 1 Average: **\$1,543,391**
 - State of Wisconsin Rank: **\$576,424**
 - Rank: **49 of 368**

OTHER FUNDING:

- Total Staff (Full-time Equivalent): **15**
On average, Germantown had **about the same level of staffing** in 2024
 - Adjacent Library Average: **15**
 - State of Wisconsin Grade 1 Average: **16**
 - State of Wisconsin Rank: **6**
 - Rank: **32 of 368**

- Total Operating Expenditures: **\$1,396,278**
On average, Germantown had **lower total expenditures** in 2024
 - Adjacent Library Average: **\$1,396,278**
 - State of Wisconsin Grade 1 Average: **\$1,479,400**
 - State of Wisconsin Rank: **\$549,826**
 - Rank: **45 of 368**

- Cost per Circulation: **\$3.93**
This formula takes the total library expenditures divided by the total physical circulation to find the cost per circulation. The number is used to calculate the amount of reimbursement of non-served physical circulation (Richfield, Jackson, etc.) from the library's home county and adjacent counties.
On average, Germantown had **lower cost per circulation** in 2024
 - Adjacent Library Average: **\$5.44**
 - State of Wisconsin Grade 1 Average: **\$6.92**
 - State of Wisconsin Rank: **\$9.74**
 - Rank: **357 of 368**

Germantonw Community Library Library Services Study 2024

Based on 2024 Wisconsin Library Services Data

Libraries in Adjacent County (Population: 25,000-41,000)

Library	Total Service Population	GENERAL INFORMATION			GENERAL SERVICES					PROGRAMS	
		Hours Open Per Week	Square Footage of Library	Physical Items in Collection	Physical Circulation	Digital Circulation	Total Circulation	Registered Borrowers	Library Visits	Total Programs Offered	Total Program Attendance
Menomonee Falls Public Library	41,266	64	52,951	137,017	374,298	86,139	460,437	16,806	168,607	620	16,388
New Berlin Public Library	40,897	67	55,117	145,518	266,422	78,264	344,686	15,577	195,421	460	14,900
Oak Creek Public Library	38,937	60	41,847	77,229	241,885	56,999	298,884	10,113	162,561	411	13,247
Greenfield Public Library	37,738	66	36,000	94,347	215,364	48,558	263,922	7,966	129,282	592	17,681
Franklin Public Library	36,428	62	40,000	118,469	303,712	67,027	370,739	10,740	165,171	604	25,452
Germantown Community Library	34,719	53	26,900	141,314	294,178	64,006	358,184	11,799	103,707	530	21,356
Oconomowoc Public Library	29,914	63	24,000	106,671	305,259	76,715	381,974	13,594	130,840	591	22,555
Beaver Dam Community Library	29,640	57	26,100	123,031	137,628	47,152	184,780	6,460	82,123	278	7,729
Frank L. Weyenberg Library	28,769	64	33,600	103,738	268,370	72,725	341,095	11,702	144,567	579	15,339
Pewaukee Public Library	28,385	59	24,558	101,995	261,935	55,324	317,259	10,286	53,737	369	13,312
Muskego Public Library	26,878	62	40,000	137,272	250,479	54,472	304,951	10,914	131,634	460	16,110
North Shore Library	26,332	54	16,160	68,774	187,904	85,740	273,644	8,585	87,447	407	7,745
Jack Russell Memorial Library	25,782	57	35,500	134,144	209,922	47,894	257,816	10,094	162,146	352	10,126
Pauline Haas Public Library	25,681	59	23,418	101,504	349,947	52,325	402,272	10,689	126,892	427	13,318
Average	32,240	61	34,011	113,645	261,950	63,810	325,760	11,095	131,724	477	15,376

Libraries in Wisconsin (Grade 1)

Library	Total Service Population	GENERAL INFORMATION			GENERAL SERVICES					PROGRAMS	
		Hours Open Per Week	Square Footage of Library	Physical Items in Collection	Physical Circulation	Digital Circulation	Total Circulation	Registered Borrowers	Library Visits	Total Programs Offered	Total Program Attendance
Germantown Community Library	34,719	53	26,900	141,314	294,178	64,006	358,184	11,799	103,707	530	21,356
State of Wisconsin Average (Grade 1)	29,156	59	30,545	93,218	224,380	58,261	282,641	11,434	127,206	493	13,816

Libraries in Wisconsin

Library	Total Service Population	GENERAL INFORMATION			GENERAL SERVICES					PROGRAMS	
		Hours Open Per Week	Square Footage of Library	Physical Items in Collection	Physical Circulation	Digital Circulation	Total Circulation	Registered Borrowers	Library Visits	Total Programs Offered	Total Program Attendance
Germantown Community Library	34,719	53	26,900	141,314	294,178	64,006	358,184	11,799	103,707	530	21,356
State of Wisconsin Average	11,407	46	12,750	41,801	81,194	21,068	102,262	4,320	49,851	257	5,824
State of Wisconsin Rank (368 libraries with 1 or 2 branches)	26	96	46	18	26	28	26	30	62	45	21

Library Services Study 2024

Based on 2024 Wisconsin Library Services Data

Libraries in Adjacent County (Population: 25,000-41,000)									
Library	Total Service Population	FUNDING ALLOCATED					OTHER FUNDING		
		Municipal Resident Support per Capita	Municipal Funding	Home County Funding	Other County Funding	Total Funding	Total Staff (FTE)	Total Operating Expenditures	Cost per Circ
Menomonee Falls Public Library	41,266	\$50.50	\$2,025,000	\$37,690	\$42,901	\$2,386,775	21	\$2,386,775	\$6.38
New Berlin Public Library	40,897	\$43.88	\$1,757,642	\$20,516	\$4,074	\$1,880,525	20	\$1,822,781	\$6.84
Oak Creek Public Library	38,937	\$31.38	\$1,219,473	\$0	\$0	\$1,255,318	16	\$1,177,795	\$4.87
Greenfield Public Library	37,738	\$37.14	\$1,399,517	\$0	\$0	\$1,547,773	15	\$1,406,518	\$6.53
Franklin Public Library	36,428	\$41.57	\$1,513,764	\$0	\$0	\$1,637,111	15	\$1,637,111	\$5.39
Germantown Community Library	34,719	\$34.41	\$722,266	\$345,633	\$5,375	\$1,142,754	15	\$1,154,806	\$3.93
Oconomowoc Public Library	29,914	\$40.11	\$790,074	\$342,289	\$129,745	\$1,303,120	14	\$1,303,120	\$4.27
Beaver Dam Community Library	29,640	\$48.08	\$797,485	\$251,542	\$25,521	\$1,091,144	12	\$989,464	\$7.19
Frank L. Weyenberg Library	28,769	\$43.88	\$1,243,067	\$9,418	\$5,737	\$1,317,452	13	\$1,191,775	\$4.44
Pewaukee Public Library	28,385	\$47.49	\$1,159,209	\$114,627	\$3,696	\$1,393,033	13	\$1,393,033	\$5.32
Muskego Public Library	26,878	\$48.61	\$1,245,609	\$91,958	\$93,045	\$1,486,090	14	\$1,458,444	\$5.82
North Shore Library	26,332	\$37.18	\$978,934	\$0	\$0	\$1,041,975	14	\$1,040,885	\$5.54
Jack Russell Memorial Library	25,782	\$47.03	\$746,750	\$319,315	\$97,569	\$1,317,833	14	\$1,195,516	\$5.70
Pauline Haas Public Library	25,681	\$61.34	\$753,399	\$579,575	\$27,459	\$1,435,182	16	\$1,389,862	\$3.97
Average	32,240	\$43.76	\$1,168,014	\$150,897	\$31,080	\$1,445,435	15	\$1,396,278	\$5.44

Libraries in Wisconsin (Grade 1)									
	Total Service Population	FUNDING ALLOCATED					OTHER FUNDING		
		Municipal Resident Support per Capita	Municipal Funding	Home County Funding	Other County Funding	Total Funding	Total Staff (FTE)	Total Operating Expenditures	Cost per Circ
Germantown Community Library	34,719	\$34.41	\$722,266	\$345,633	\$5,375	\$1,142,754	15	\$1,154,806	\$3.93
State of Wisconsin Average (Grade 1)	29,156	\$53.40	\$1,094,563	\$312,697	\$36,422	\$1,543,391	16	\$1,479,400	\$6.92

Libraries in Wisconsin									
	Total Service Population	FUNDING ALLOCATED					OTHER FUNDING		
		Municipal Resident Support per Capita	Municipal Funding	Home County Funding	Other County Funding	Total Funding	Total Staff (FTE)	Total Operating Expenditures	Cost per Circ
Germantown Community Library	34,719	\$34.41	\$722,266	\$345,633	\$5,375	\$1,142,754	15	\$1,154,806	\$3.93
State of Wisconsin Average	11,407	\$59.31	\$384,870	\$130,083	\$17,028	\$576,424	6	\$549,826	\$9.74
State of Wisconsin Rank (368 libraries with 1 or 2 branches)	26	316	55	31	117	49	32	45	357

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: December 17, 2025

PLACEMENT: Action Item

ITEM TITLE: Approval of 2026 Merit Increases for Library Staff

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

At the General Government & Finance and Village Board meetings on Monday, December 1, 2025, a 3.5% merit adjustment was approved for all Village non-union staff members as part of the 2026 budget. Wage adjustments will go into effect on January 1, 2026.

The library portion of the merit-based pool is \$21,719.00.

All library staff reviews have been completed.

Attached is information from the General Government & Finance meeting that includes a chart provided by the Village of Germantown Finance Department.

Separate charts that include all library staff positions, ratings and recommended wage increases and percentages for the Library Director position.

ATTACHMENT:

1. Approval of 2026 Merit Increases for Library Staff (pt. 1 - 2026 Non-Union Merit Pool)
2. Approval of 2026 Merit Increases for Library Staff (pt. 2 - 2026 Library Staff)
3. Approval of 2026 Merit Increases for Library Staff (pt. 3 - 2026 Library Director Pay Chart)

STAFF RECOMMENDATION:

Approve 2026 merit-based pay increases for library staff based on Performance Reviews.

ACTION BY COMMITTEE: