

MEETING:	GERMANTOWN COMMUNITY LIBRARY BOARD
DATE AND TIME:	Wednesday, January 28, 2026 5:30 PM
LOCATION:	Germantown Community Library N112W16957 Mequon Road

AGENDA

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:**
- III. **APPROVAL OF AGENDA:**
- IV. **MEETING MINUTES:**
 - A. December 17, 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)
 - B. 2025 Library Annual Report (Action)
 - C. 2026 Library Director Goals (Action)
 - D. Overdrive Advantage Account (Discussion)
- X. **ADJOURNMENT:**

LIBRARY BOARD AGENDA

January 28, 2026

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The next regular meeting of the Germantown Community Library Board will be on Wednesday, February 25, 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: January 28, 2026

PLACEMENT: Action Item

ITEM TITLE: December 17, 2025 Meeting Minutes - DRAFT

SUBMITTED BY: Connie Lloyd, Asst. Director

SUMMARY EXPLANATION:

Review the submitted draft Library Board meeting minutes for December 17, 2025.

ATTACHMENT:

1. December 17, 2025 Meeting Minutes - DRAFT

STAFF RECOMMENDATION:

Approve the December 17, 2025, Library Board meeting minutes as presented.

ACTION BY COMMITTEE:

MEETING:	GERMANTOWN COMMUNITY OF THE LIBRARY BOARD
DATE AND TIME:	Wednesday, December 17, 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 05:30 PM.

- II. **ROLL CALL:**
Present: Library Board President Joyce Nelson, Library Board Member Darlene Vosen, Library Board Member Charlene Brady, Member Joletta Kerpan, Library Board Member Sarah Larson, Trustee Jolene Pieper (arrived at 5:42 PM), School District Representative Katie Kohel
Absent:
Excused:
Also Present: Library Director Trisha Smith, Assistant Library Director Connie Lloyd

- III. **APPROVAL OF AGENDA:**
Motion: Approve as presented
Motioned By: Charlene Brady
Seconded By: Darlene Vosen

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Sarah Larson, Katie Kohel
No: None
Abstain: Jolene Pieper (was not present for the vote)

Motion Passed (Yes 6, No 0, Abstained 1)

- IV. **MEETING MINUTES:**

A. November 19, 2025 Meeting Minutes - DRAFT
Motion: Approve as presented
Motioned By: Sarah Larson
Seconded By: Joletta Kerpan

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

No: None

Abstain: Jolene Pieper (was not present for the vote)

Motion Passed (Yes 6, No 0, Abstained 1)

- 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

Vosen reviewed the submitted 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: Jolene Pieper (was not present for the vote)

Motion Passed (Yes 6, No 0, Abstained 1)

B. Accounts Payable

Smith reviewed the submitted Accounts Payable report.

Motion: Approve as presented

Motioned By: Sarah Larson

Seconded By: Joyce Nelson

On roll call vote:

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

No: None

Abstain: Jolene Pieper (was not present for the vote)

Motion Passed (Yes 6, No 0, Abstained 1)

C. Budget Reports

Smith reviewed the submitted Budget Reports.

VII. REPORTS (Discussion Unless Otherwise Noted):

A. Correspondence

Nelson noted there was no correspondence last month.

B. Village Reports

Nelson noted the Village Board approved the 3.5% Merit Increase pool for all Village employees, which includes the library staff.

C. County Reports

Refer to the Director's Report for updates.

D. System Reports

Refer to the Director's Report for updates.

E. President's Report

None.

F. Director's Report

Smith reviewed the submitted Director's Report and attachments.

VIII. UNFINISHED BUSINESS:

IX. NEW BUSINESS:

A. Job Description Updates (ACTION)

Lloyd provided a summary of the proposed job description updates.

The following changes were suggested by Brady:

- Modify the sentence structure for picking up the mail outside the library.
- Add back the word 'accuracy' in the cash handling sentence.
- Verify the consistency of weight to be lifted between 40 and 50 pounds.

Motion: Approve items IX. A. 1-14 with suggested changes

Motioned By: Jolene Pieper

Seconded By: Sarah Larson

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

No: None

Abstain: None

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

1. Page I
2. Page II
3. Library Specialist
4. Technical Services Specialist
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)
Smith reviewed the submitted 2026 goal documents.

X. CLOSED SESSION:

Since no public was present, it was decided not to enter closed session for item X. A.

A. Approval of 2026 Merit Increases for Library Staff

Motion: Approve as presented

Motioned By: Jolene Pieper

Seconded By: Darlene Vosen

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

No: None

Abstain: None

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

B. Reconvene into Open Session with Possible Action

XI. ADJOURNMENT:

Nelson announced the next Library Board meeting will be held on Wednesday, January 28, 2026.

Nelson adjourned the meeting at 06:23 PM.

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: January 28, 2026

PLACEMENT: Action Item

ITEM TITLE: Treasurer's Report

SUBMITTED BY: Darlene Vosen, Library Board Member

SUMMARY EXPLANATION:

Review the submitted Treasurer's Report.

ATTACHMENT:

1. Treasurer's Report

STAFF RECOMMENDATION:

Approve the submitted Treasurer's Report.

ACTION BY COMMITTEE:

Germantown Community Library Board

Financial Report January 20, 2026

By Darlene Vosen

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

Balance 12/8/25 per online statement		\$1,741.38
12/23 Deposit Donation jars	+\$92.35	
Balance 1/20/26 per online statement		\$1,833.73

***Early Literacy Fund:** \$559.20 + \$9.45 = \$568.65

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

***Programming Supplies:** \$318.78 + \$20.34 (Dec. crafts) + \$82.90 (crafts) = \$422.02

Bank Five Nine GCL Board Savings Account (4029)

Balance 12/8/25 per on-line statement		\$4,768.16
Interest December	+\$.43	
Balance 1/20/26 per on-line statement		\$4,768.59

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

Balance 12/8/25 per on-line statement		\$19,156.36
12/23 Deposit cash/materials	+\$50.00	
Interest December	+\$2.59	
12/29 Deposit Jaccard/materials	+\$500.00	
Balance 1/20/26 per on-line statement		\$19,708.95**

****Book & Materials:** \$14,185.07 + \$550.00 = \$14,735.07

****Un-designated:** \$4,971.29 + \$2.59 = \$4,973.88 (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: January 28, 2026

PLACEMENT: Action Item

ITEM TITLE: Accounts Payable

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Accounts Payable reports for 2025 and 2026.

ATTACHMENT:

1. Accounts Payable (pt. 1 - 2025)
2. Accounts Payable (pt. 2 - 2026)

STAFF RECOMMENDATION:

Approved the submitted Accounts Payable reports.

ACTION BY COMMITTEE:

Village of Germantown, WI - PRODUCTION

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/12 TO 2025/12									
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP S	CHECK	RUN	CHECK	DESCRIPTION
10570000									Library
10570000	462900								Library Fines & Fees
100365	FRIENDS OF	FGCL113025	0	2025 12	INV P	2,869.21	25.12.10	13480	Reimbursement
100365	FRIENDS OF	FGCL123125	0	2025 12	INV P	1,584.71	26.01.15	13800	Reimbursement
						4,453.92			
ACCOUNT TOTAL						4,453.92			
10570000	521400								Library Life Insurance
100933	SECURIAN FINANCIAL G	002832L JANUARY 26	0	2025 12	INV P	123.62	25.12.10	13529	LIFE INSURANCE
ACCOUNT TOTAL						123.62			
10570000	531010								Library Office Supplies
101624	STAPLES	6049579045	0	2025 12	INV P	161.28	25.12.10	13531	Office Supplies
101624	STAPLES	6050600793	0	2025 12	INV P	78.98	25.12.23	13671	Office Supplies
101624	STAPLES	6050600795	0	2025 12	INV P	261.56	25.12.23	13671	Office Supplies
						501.82			
999999	DOLLAR TREE	20447	0	2025 12	INV P	14.24			Dollar Tree
999999	DOLLAR TREE	20448	0	2025 12	INV P	39.56			Dollar Tree
999999	DOLLAR TREE	20454	0	2025 12	INV P	200.00			Dollar Tree
999999	TARGET	000086 20495	0	2025 12	INV P	50.00			Target
999999	STARBUCKS STORE 0263	20496	0	2025 12	INV P	50.00			Starbucks
999999	STARBUCKS STORE 0961	20497	0	2025 12	INV P	60.00			Starbucks
999999	CULVERS MENOMONEE FA	20498	0	2025 12	INV P	50.00			Culver's
999999	KWIK TRIP #631	20499	0	2025 12	INV P	50.00			Kwik Trip
999999	CINTAS CORP	20527	0	2025 12	INV P	44.00			Cintas Corp
999999	CINTAS CORP	20528	0	2025 12	INV P	44.00			Cintas Corp
999999	CINTAS CORP	20529	0	2025 12	INV P	44.00			Cintas Corp
999999	CINTAS CORP	20530	0	2025 12	INV P	44.00			Cintas Corp
999999	REALLY USEFUL BOXES	20531	0	2025 12	INV P	271.63			Really Useful Boxes
						961.43			
ACCOUNT TOTAL						1,463.25			
10570000	531080								Library Professional Dev
100587	KIWANIS CLUB OF GERM	GCL10082025	0	2025 12	INV P	150.00	25.12.23	13641	Professional Develo
101267	SMITH, TRISHA	GCLTS11262025	0	2025 12	INV P	382.69	25.12.03	13441	Professional Develo
ACCOUNT TOTAL						532.69			
10570000	531100								Library Books
100032	AMAZON CAPITAL SERVI	13TL-DJ1G-RNK7	0	2025 12	INV P	259.74	25.12.10	13451	Collection Material
100032	AMAZON CAPITAL SERVI	1CNT-PNR6-JTTP	0	2025 12	INV P	96.36	26.01.15	13781	Collection Material
100032	AMAZON CAPITAL SERVI	1J7N-9QH1-GRK4	0	2025 12	INV P	1,285.94	26.01.15	13781	Collection Material
100032	AMAZON CAPITAL SERVI	1JFH-Y4L1-1TJM	0	2025 12	INV P	5,479.67	25.12.10	13450	Collection Material

Village of Germantown, WI - PRODUCTION



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/12 TO 2025/12										
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
							7,121.71			
100205	CONLEY MEDIA	20532	0	2025 12	INV	P	264.00			Conley Publishing G
100368	FUN EXPRESS LLC	74015309301	0	2025 12	INV	P	249.84	25.12.10	13481	Collection Material
100477	INGRAM LIBRARY SERVI	91892309	0	2025 12	INV	P	15.59	25.12.10	13496	Collection Material
100477	INGRAM LIBRARY SERVI	93209234	0	2025 12	INV	P	32.38	26.01.15	13812	Collection Material
							47.97			
100798	OLLIS BOOK CORPORATI	249261	0	2025 12	INV	P	1,065.76	25.12.23	13652	Collection Material
101039	PENWORTHY CO	0613501-IN	0	2025 12	INV	P	913.25	25.12.23	13653	Collection Material
101039	PENWORTHY CO	0613530-IN	0	2025 12	INV	P	559.72	25.12.23	13653	Collection Material
101039	PENWORTHY CO	0613534-IN	0	2025 12	INV	P	420.85	25.12.23	13653	Collection Material
101039	PENWORTHY CO	0613537-IN	0	2025 12	INV	P	153.85	25.12.23	13653	Collection Material
101039	PENWORTHY CO	0613543-IN	0	2025 12	INV	P	600.14	25.12.23	13653	Collection Material
101039	PENWORTHY CO	0613807-IN	0	2025 12	INV	P	147.80	26.01.15	13836	Collection Material
							2,795.61			
101571	LIBRARY IDEAS LLC	121120	0	2025 12	INV	P	314.43	25.12.23	13644	Collection Material
101571	LIBRARY IDEAS LLC	121165	0	2025 12	INV	P	103.86	25.12.23	13644	Collection Material
101571	LIBRARY IDEAS LLC	121713	0	2025 12	INV	P	294.62	26.01.15	13821	Collection Material
							712.91			
101690	SIGNWORKS	23743	0	2025 12	INV	P	602.18	25.12.23	13667	Collection Material
999999	TARGET.COM *	20445	0	2025 12	INV	P	54.85			Target
999999	TARGET.COM *	20446	0	2025 12	INV	P	17.92			Target
999999	AMAZON MKTPL*B255S0Y	20449	0	2025 12	INV	P	34.58			Amazon
999999	CCI*CONSTANT-CONTACT	20450	0	2025 12	INV	P	96.01			Constant Contact
999999	SP DIY ART CLUB	20451	0	2025 12	INV	P	699.00			DIY Art Club
999999	TARGET.COM *	20452	0	2025 12	INV	P	41.11			Target
999999	TARGET.COM *	20453	0	2025 12	INV	P	40.92			Target
999999	AMAZON MKTPL*B25ZC47	20455	0	2025 12	INV	P	66.59			Amazon
999999	LEGO	20456	0	2025 12	INV	P	38.15			Lego Store
999999	TARGET	000121 20457	0	2025 12	INV	P	49.56			Target
999999	DOLLAR TREE	20458	0	2025 12	INV	P	175.65			Dollar Tree
999999	CANVA* I04722-119107	20459	0	2025 12	INV	P	119.40			Canva
999999	TARGET.COM	20460	0	2025 12	INV	P	47.08			Target
999999	TARGET.COM *	20461	0	2025 12	INV	P	4.71			Target
999999	DOLLAR TREE	20471	0	2025 12	INV	P	22.50			Dollar Tree
999999	PICK N SAVE #357	20472	0	2025 12	INV	P	60.92			Pick N Save
999999	WAL-MART #1515	20473	0	2025 12	INV	P	17.96			Wal-Mart
999999	PICK N SAVE #357	20474	0	2025 12	INV	P	21.96			Pick N Save
999999	DOMINO'S 2110	20475	0	2025 12	INV	P	82.25			Domino's
999999	SQ *BETTY BRINN CHIL	20500	0	2025 12	INV	P	1,000.00			Betty Brinn
999999	SQ *GERMANTOWN COMMU	20501	0	2025 12	INV	P	35.00			Germantown Communit

Village of Germantown, WI - PRODUCTION



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/12 TO 2025/12				ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
									2,726.12		
ACCOUNT TOTAL									15,586.10		
10570000	531190					0	Marketing & Promotion				
100735	MONARCH LIBRARY SYST	416648			0	2025 12	INV P	30.03	25.12.10	13514	Collection Material
ACCOUNT TOTAL									30.03		
10570000	531240						Library Travel				
101267	SMITH, TRISHA	20251126TS			0	2025 12	INV P	215.04	25.12.03	13441	Travel
101267	SMITH, TRISHA	GCL12222025			0	2025 12	INV P	42.70	25.12.23	13668	Travel
									257.74		
ACCOUNT TOTAL									257.74		
10570000	531430						Library Book Processing				
100032	AMAZON CAPITAL SERVI	17JG-FNTT-YC1N			0	2025 12	INV P	118.73	25.12.10	13451	Book Processing Sup
100246	DEMCO	7745629			0	2025 12	INV P	100.72	26.01.15	13793	Book Processing Sup
100955	SHOWCASES	331235			0	2025 12	INV P	439.03	25.12.10	13530	Book Processing Sup
ACCOUNT TOTAL									658.48		
10570000	531470						Library Computer Service				
100402	GORDON FLESCH COMPAN	I01073822			0	2025 12	INV P	1,204.32	25.12.10	13484	Computer Services
100402	GORDON FLESCH COMPAN	I01082186			0	2025 12	INV P	1,204.32	26.01.15	13804	Computer Services
100402	GORDON FLESCH COMPAN	IN15431889			0	2025 12	INV P	148.27	25.12.23	13625	Computer Services
									2,556.91		
100984	STATE OF WISCONSIN	505-0000107428			0	2025 12	INV P	600.00	25.12.23	13672	Computer Services
ACCOUNT TOTAL									3,156.91		
10570000	531490						Library Program Supplies & Exp				
100280	MILLER, DEBRA	GCL12092025			0	2025 12	INV P	446.00	25.12.03	13436	Programming Supplie
ACCOUNT TOTAL									446.00		
10570000	561400						Library Telephone				
101082	US CELLULAR	20489			0	2025 12	INV P	24.02		0	
ACCOUNT TOTAL									24.02		
ORG 10570000 TOTAL									26,732.76		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/12 TO 2025/12							
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
FUND 10	General Fund	TOTAL:		26,732.76			

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

Village of Germantown, WI - PRODUCTION



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2026/1 TO 2026/1											
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION	
10570000										Library	
10570000	521400									Library Life Insurance	
100933	SECURIAN FINANCIAL	G 002832L FEB26	0	2026	1	INV P	123.62	26.01.22	13933	LIFE INSURANCE	
							ACCOUNT TOTAL			123.62	
10570000	531010									Library Office Supplies	
101624	STAPLES	6052815885	0	2026	1	INV P	78.98	26.01.22	13935	office supplies	
							ACCOUNT TOTAL			78.98	
10570000	531100									Library Books	
100032	AMAZON CAPITAL SERVI	1C97-KYWX-MR6C	0	2026	1	INV P	5,437.13	26.01.15	13781	Collection Material	
101265	PLAYAWAY	521808	0	2026	1	INV P	205.17	26.01.22	13927	Collection Material	
101265	PLAYAWAY	522088	0	2026	1	INV P	383.34	26.01.22	13927	Collection Material	
							588.51				
							ACCOUNT TOTAL			6,025.64	
10570000	531490									Library Program Supplies & Exp	
100207	RUSSELL, DARLENE	GCL012826	0	2026	1	INV P	480.00	26.01.22	13932	Programming Supplie	
100279	FIRST IMPRESSIONS	GCL020326	0	2026	1	INV P	175.00	26.01.22	13902	Programming Supplie	
							ACCOUNT TOTAL			655.00	
							ORG 10570000 TOTAL			6,883.24	
FUND 10	General Fund			TOTAL:			6,883.24				

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

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: January 28, 2026

PLACEMENT: Presentation

ITEM TITLE: Budget Reports

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Budget Reports for 2025 and 2026.

ATTACHMENT:

1. Budget Report (pt. 1 - 2025)
2. Budget Report (pt. 2 - 2026)

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

Village of Germantown, WI - PRODUCTION

YEAR-TO-DATE BUDGET REPORT

FOR 2025 12									
ACCOUNTS 10	FOR: General	Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10570000 Library									
10570000	432600	County Library	-339,000	0	-339,000	-328,246.53	.00	-10,753.47	96.8%*
10570000	462900	Library Fines &	-10,000	0	-10,000	-13,789.58	.00	3,789.58	137.9%
10570000	471700	Library Donatio	0	-93,207	-93,207	-95,256.07	.00	2,048.65	102.2%
10570000	511000	Library Reg Sal	286,998	8,918	295,916	313,920.38	.00	-18,004.38	106.1%*
10570000	511100	Library PT Sala	306,460	9,042	315,502	314,390.55	.00	1,111.45	99.6%
10570000	511200	Library Board	1,200	0	1,200	1,315.14	.00	-115.14	109.6%*
10570000	511600	Library Overtim	0	0	0	172.67	.00	-172.67	100.0%*
10570000	521000	Library Social	45,500	1,374	46,874	46,308.25	.00	565.75	98.8%
10570000	521100	Library State R	39,984	619	40,603	38,690.29	.00	1,912.71	95.3%
10570000	521200	Library Health	95,128	0	95,128	101,925.17	.00	-6,797.17	107.1%*
10570000	521300	Library Dental	5,050	0	5,050	6,832.94	.00	-1,782.94	135.3%*
10570000	521400	Library Life In	1,600	0	1,600	1,352.50	.00	247.50	84.5%
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	5,982.73	.00	17.27	99.7%
10570000	531080	Library Profess	2,000	2,000	4,000	3,329.83	.00	670.17	83.2%
10570000	531100	Library Books	56,000	17,000	73,000	62,998.85	.00	10,001.15	86.3%
10570000	531190	Marketing & Pro	5,000	0	5,000	4,934.75	.00	65.25	98.7%
10570000	531240	Library Travel	1,000	0	1,000	916.44	.00	83.56	91.6%
10570000	531430	Library Book Pr	10,000	0	10,000	9,912.92	.00	87.08	99.1%
10570000	531440	Library Periodi	5,000	0	5,000	4,625.79	.00	374.21	92.5%
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	23,207.53	.00	-1,068.53	104.8%*
10570000	531490	Library Program	20,000	31,000	51,000	51,095.58	.00	-95.58	100.2%*
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	66,034.28	.00	-1,034.28	101.6%*
10570000	561400	Library Telepho	4,000	0	4,000	1,865.40	.00	2,134.60	46.6%
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	728,280.79	.00	-17,156.21	102.4%
TOTAL General Fund			690,379	20,746	711,125	728,280.79	.00	-17,156.21	102.4%
TOTAL REVENUES			-349,000	-93,207	-442,207	-437,292.18	.00	-4,915.24	
TOTAL EXPENSES			1,039,379	113,953	1,153,332	1,165,572.97	.00	-12,240.97	



YEAR-TO-DATE BUDGET REPORT

FOR 2025 12							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	690,379	20,746	711,125	728,280.79	.00	-17,156.21	102.4%
** END OF REPORT - Generated by Trisha Smith **							

Village of Germantown, WI - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2026 01									
ACCOUNTS 10	FOR: General	Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10570000 Library									
10570000	432600	County Library	-342,000	0	-342,000	-203.11	.00	-341,796.89	.1%
10570000	462900	Library Fines &	-12,000	0	-12,000	-132.56	.00	-11,867.44	1.1%
10570000	511000	Library Reg Sal	306,124	0	306,124	24,332.71	.00	281,791.29	7.9%
10570000	511100	Library PT Sala	320,807	0	320,807	22,872.07	.00	297,934.93	7.1%
10570000	511200	Library Board	1,200	0	1,200	710.00	.00	490.00	59.2%
10570000	511600	Library Overtim	0	0	0	67.85	.00	-67.85	100.0%
10570000	521000	Library Social	47,960	0	47,960	3,525.90	.00	44,434.10	7.4%
10570000	521100	Library State R	40,336	0	40,336	2,958.98	.00	37,377.02	7.3%
10570000	521200	Library Health	98,978	0	98,978	8,248.28	.00	90,729.72	8.3%
10570000	521300	Library Dental	5,050	0	5,050	486.66	.00	4,563.34	9.6%
10570000	521400	Library Life In	1,557	0	1,557	123.62	.00	1,433.38	7.9%
10570000	531000	Library Gen Sup	4,000	0	4,000	.00	.00	4,000.00	.0%
10570000	531010	Library Office	6,000	0	6,000	78.98	.00	5,921.02	1.3%
10570000	531080	Library Profess	5,000	0	5,000	.00	.00	5,000.00	.0%
10570000	531100	Library Books	76,000	0	76,000	6,025.64	.00	69,974.36	7.9%
10570000	531190	Marketing & Pro	6,000	0	6,000	.00	.00	6,000.00	.0%
10570000	531240	Library Travel	1,500	0	1,500	.00	.00	1,500.00	.0%
10570000	531430	Library Book Pr	8,000	0	8,000	.00	.00	8,000.00	.0%
10570000	531440	Library Periodi	6,000	0	6,000	.00	.00	6,000.00	.0%
10570000	531470	Library Compute	24,000	0	24,000	.00	.00	24,000.00	.0%
10570000	531490	Library Program	20,000	0	20,000	655.00	.00	19,345.00	3.3%
10570000	552300	Library System	26,000	0	26,000	.00	.00	26,000.00	.0%
10570000	561000	Library Buildin	70,000	0	70,000	.00	.00	70,000.00	.0%
10570000	561400	Library Telepho	3,408	0	3,408	.00	.00	3,408.00	.0%
10570000	571000	Library Insuran	8,283	0	8,283	.00	.00	8,283.00	.0%
TOTAL Library			732,203	0	732,203	69,750.02	.00	662,452.98	9.5%
TOTAL General Fund			732,203	0	732,203	69,750.02	.00	662,452.98	9.5%
TOTAL REVENUES			-354,000	0	-354,000	-335.67	.00	-353,664.33	
TOTAL EXPENSES			1,086,203	0	1,086,203	70,085.69	.00	1,016,117.31	

Village of Germantown, WI - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2026 01							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	732,203	0	732,203	69,750.02	.00	662,452.98	9.5%
** END OF REPORT - Generated by Trisha Smith **							

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: January 28, 2026

PLACEMENT: Presentation

ITEM TITLE: Director's Report

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Director's Report and following attachments.

ATTACHMENT:

1. Director's Report
2. Director's Report (pt. 1 - Circulation Statistics)
3. Director's Report (pt. 2 - Programming Statistics)
4. Director's Report (pt. 3 - Library Policy Review)

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

Director's Report: January 2026

STATE OF WISCONSIN

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, January 8, 2026 in West Bend. Ben Miller, State Librarian for the Division for Libraries and Technology gave a presentation followed by questions. Discussion included 2026 Monarch Committee and Work Group appointments, Annual Report timelines, and Advantage Accounts options through Overdrive/Libby.
- Agendas and minutes: <https://monarchlibraries.org/library-director-meetings/>

WASHINGTON COUNTY

VILLAGE OF GERMANTOWN:

- Previous meetings:
 - Village Board (12/15)
 - Government & Finance Committee (12/15):
 - VI. A. 5-Year Forecast on General Fund Revenues and expenditures, Debt Service Levy, and association Tax Impact (discussion)
 - Village Board (1/5)
 - Government & Finance Committee (1/19):
 - VI. C. Proposed 2026 Handbook Changes
 - Village Board (1/19)
- Agendas and minutes: <https://germantownwi.portal.civicclerk.com/>
- Recordings: <https://www.youtube.com/@villageofgermantownwiscons871/streams>

FRIENDS OF THE GERMANTOWN COMMUNITY LIBRARY

- The Friends of the Library Holiday Book & Basket Sale raised \$6,000-\$7,000 in November & December.

DONATIONS:

Donor	Amount	Department	Plaque	Address
Jaccard, Shirley	\$500	Materials	n/a	Richfield, WI 53076

- Donation Jars / Giving Tree:
 - Early Literacy: \$31.41
 - Programming Supplies: \$40.68

Monthly Donations Total: \$572.09

DEPOSITS:

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

STATISTICS:

- Circulation Statistics (see attached)
 - Physical: 21,911 (6.0% from 2024 / -1.6% YTD)
 - Digital: 5,529 (7.1% from 2024 / 4.4% YTD)
 - Total: 27,440 (6.2% from 2024 / -0.5% YTD)

PROGRAMMING:

- 2025 Programming Statistics (see attached)
 - 27,287 people attended 741 programs (**39.8% & 27.8% increase from 2024**)
 - In-Library: 14,038 people attended 507 programs
 - Outside-Library: 13,249 people attended 234 programs
 - Passive Activities: 38,155 participants
- Ongoing Programs (number of monthly offerings):
 - Youth: Storytime (17), Family Fun Night, Lego @ the Library, Saturday Programs
 - Tween/Teen: Tween Programs, Teen Programs, Teen Advisory Board & Craft Workshops (3)
 - Adult: Job Service Assistance, 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, Preschool Readings & Book Delivery
- Upcoming Programs & Outreach Calendar: <https://germantownlibrarywi.events.mylibrary.digital/>
 - Highlighted Upcoming Special Events:
 - Tues, Feb 3 @ 1pm: Abigail Adams with Jessica Michna
 - Sat, Feb 28 @ 1-3pm: 30 Years of Pokémon

IN THE NEWS (ATTACHED):

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

DIRECTOR MEETINGS, PROGRAMS & OUTREACH (PAST):

- Mon, Jan 5 – Washington County Directors
- Mon, Jan 5 – Village Board (online)
- Tues, Jan 6 – Village Administrator
- Thurs, Jan 8 – Monarch Directors (West Bend)
- Mon, Jan 12 – Friends of the Library Board
- Mon, Jan 12 – Make It @ the Library (3)
- Wed, Jan 14 – Village Department Heads
- Wed, Jan 14 – LEGO @ the Library
- Mon, Jan 19 – GGF & Village Board (online)
- Mon, Jan 26 – Friends of the Library
- Tues, Jan 27 – Monarch Marketing Committee
- Wed, Jan 28 – Village Department Heads
- Wed, Jan 28 – Library Board

DEPARTMENT UPDATES

ADMIN & ALL STAFF

- Goals for 2026 were completed for all library management staff.
- Final updates for all library job descriptions were completed.
- The Library Policy Review Schedule was updated for 2026.

YOUTH, ADULT & OUTREACH SERVICES

- The library will be offering Income Tax Assistance through AARP for the first time this year. Individual appointments run every Thursday, February 5 – April 16, from 9am-3pm. Registration is required online and opened on Saturday, January 17. The library had an in-person volunteer on the first day registration opened and had about 50 people attend.

- Reading Dragons Club for ages 6-14 runs through Tuesday, March 31 and is going very well. This includes reading incentives as trading cards and events.

CIRCULATION & TECHNICAL SERVICES

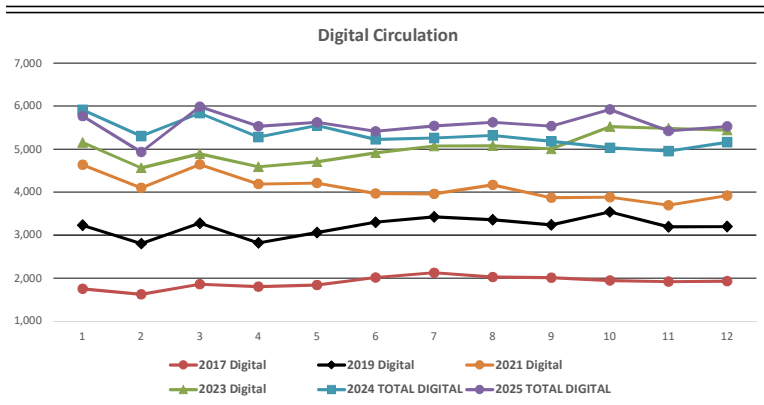
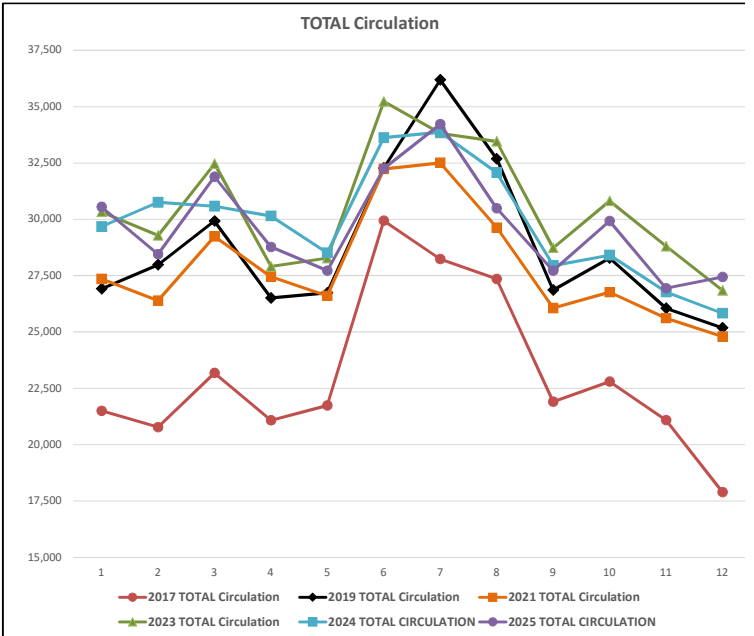
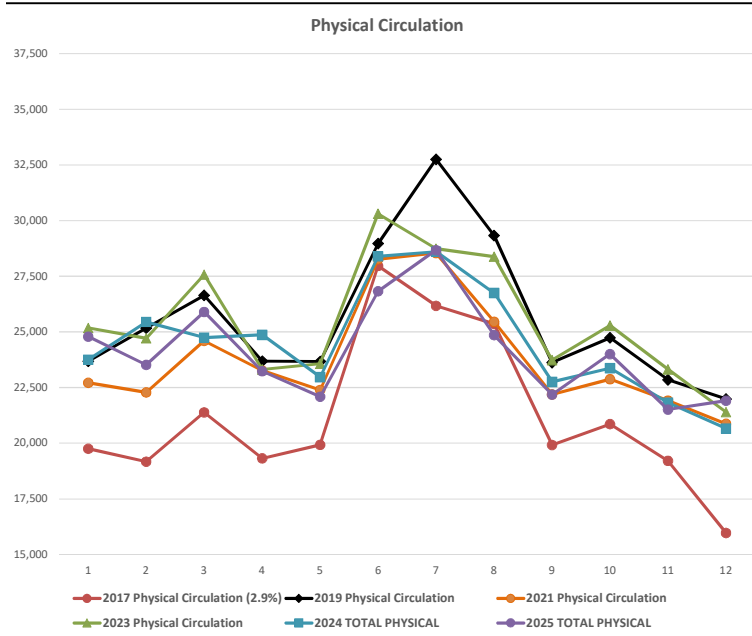
- The Winter Check-Out Incentive will run through Saturday, February 28 at the Circulation Desk. Patrons will receive a raffle card for every 5 items checked out. Over 600 cards have been submitted so far!
- Staff virtually attended a Monarch monthly cataloging meeting to be better equipped with cataloging skills, share insights, and receive the most up-to-date processing information.
- 2025 tax forms will be available in the lobby by the end of January.

TECHNOLOGY, BUILDING & GROUNDS

-

GCL Statistical Trends 2016-2025

Stats	YTD	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov*	Dec
2025 TOTAL PHYSICAL	289,525	24,788	23,519	25,896	23,239	22,096	26,831	28,680	24,860	22,185	24,003	21,517	21,911
% over 2024	-1.6%	4.3%	-7.6%	4.7%	-6.6%	-3.8%	-5.5%	0.3%	-7.1%	-2.5%	2.7%	-1.4%	6.0%
2025 Overdrive - eBook	24,702	2,157	1,907	2,285	2,000	1,993	1,999	2,097	2,102	1,968	2,066	2,015	2,113
2025 Overdrive - Audio	31,213	2,663	2,310	2,672	2,640	2,686	2,582	2,651	2,641	2,627	2,666	2,553	2,522
2025 Overdrive - Magazine	10,906	945	714	1,028	892	943	831	792	881	942	1,189	855	894
2025 TOTAL DIGITAL	66,821	5,765	4,931	5,985	5,532	5,622	5,412	5,540	5,624	5,537	5,921	5,423	5,529
% over 2024	4.4%	-2.5%	-7.0%	2.6%	4.8%	1.4%	3.6%	5.4%	5.7%	6.9%	17.7%	9.5%	7.1%
2025 TOTAL CIRCULATION	356,346	30,553	28,450	31,881	28,771	27,718	32,243	34,220	30,484	27,722	29,924	26,940	27,440
% over 2024	-0.5%	3.0%	-7.5%	4.3%	-4.6%	-2.8%	-4.1%	1.1%	-4.9%	-0.8%	5.3%	0.6%	6.2%
2024 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

2025 IN-LIBRARY PROGRAMS

(NUMBER OF PROGRAMS IN PARENTHESES)



14,038

People
Attended

507

Programs

Past Attendance:

2024: 9,814
2023: 12,804
2022: 11,149
2021: 4,316
2020: 7,066
2019: 29,623

PRESCHOOL

Preschool
Storytime (50): 2,356
Baby/Toddler
Storytime (50): 2,119
Neighbor (12): 296
Special (5): 196
= (117)
4,967

YOUTH

Family Night (15): 388
Lego (12): 1,313
Adventure (9): 183
Performers (15): 779
Field Trips (9): 327
Special (11): 1,316
= (71)
4,306

TEENS

Advisory (12): 121
Tween (11): 307
Teen (14): 210
Crafts (36): 241
= (73)
879

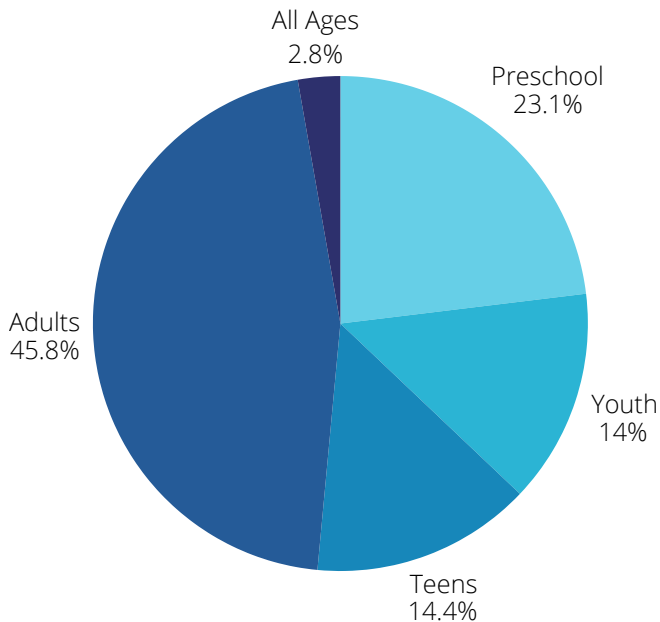
ADULTS

Book Groups (72): 459
Crafts (66): 1,299
Puzzle Day (12): 30
Friends (9): 100
Blood Drive (6): 229
Work Force (48): 271
Special (19): 503
= (232)
2,891

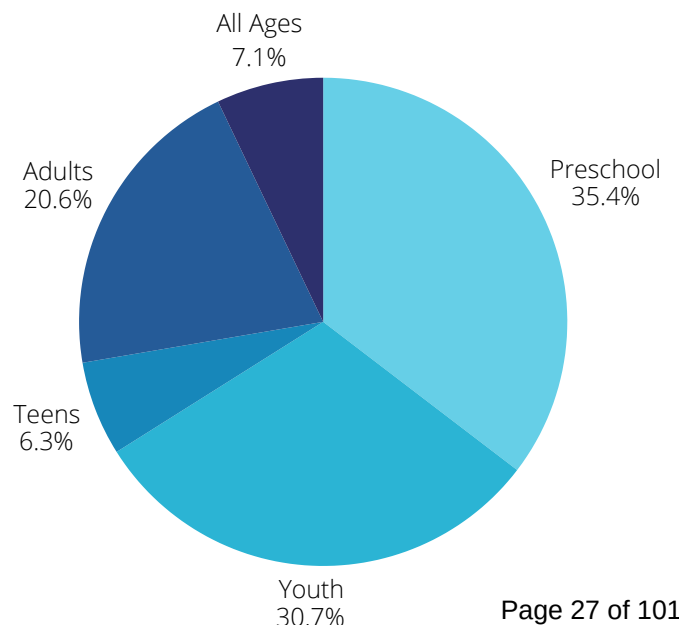
ALL AGES

Puzzle (4): 175
Bingo (2): 140
Special (8): 680
= (14)
995

PROGRAMS OFFERED BY TARGET AGE



ATTENDANCE BY TARGET AGE



GERMANTOWN COMMUNITY LIBRARY

2025 OUTSIDE OF THE LIBRARY

(NUMBER OF PROGRAMS IN PARENTHESES)
JAN - APR 2025



13,249

People
Attended

234

Programs

PRESCHOOL

Storytime: (20): 416

Special (1): 24

= (21)

440

YOUTH

Kid's Klub (8): 360

Battle (6): 156

School Visits (39):
2,153

Special (10): 2,035

= (63)

4,704

TEENS

Book Group (9): 153

Battle (2): 43

Special (1): 50

= (12)

246

ADULTS

Senior Living Facilities
(51): 285

Adult Day Center
(24): 246

Homebound (12): 71

Book Groups (36): 612

Special (6): 267

= (129)

1,481

ALL AGES

Fundraisers (3): 1,243

Special (6): 5,135

= (9)

6,378

Past Attendance:

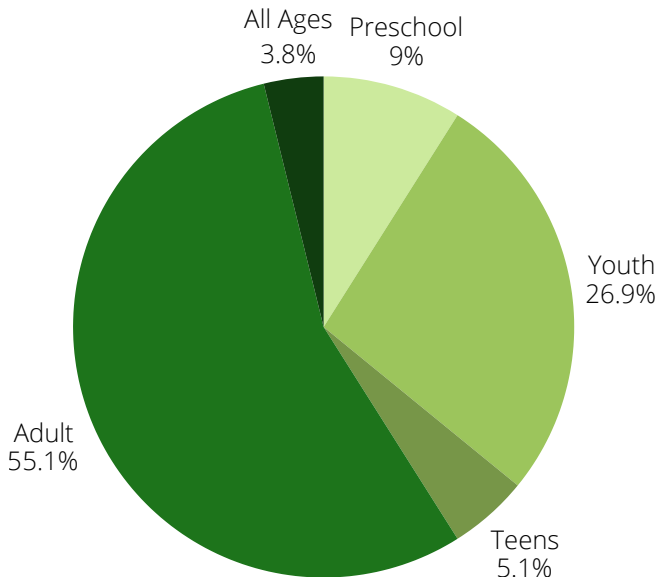
2024: 11,542

2023: 14,480

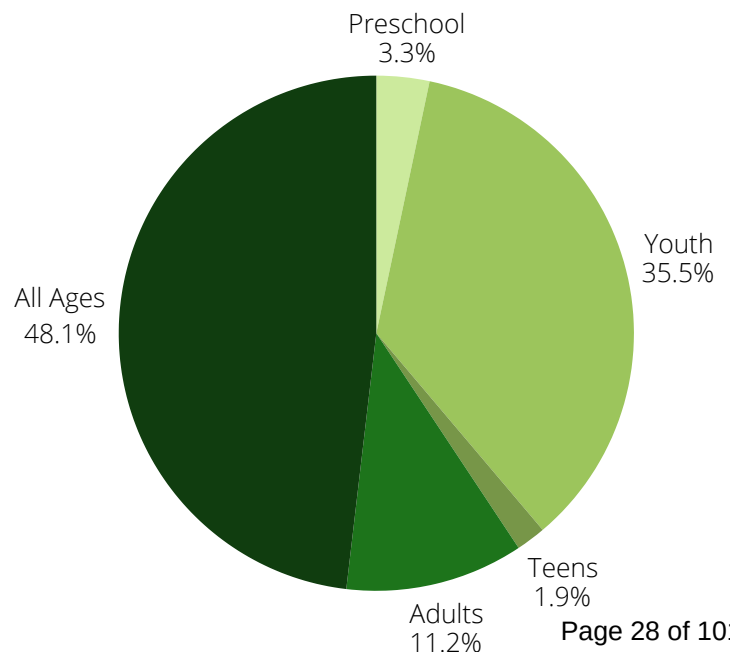
2022: 10,695

2021: 6082

PROGRAMS OFFERED BY TARGET AGE



ATTENDANCE BY TARGET AGE



GERMANTOWN COMMUNITY LIBRARY

2025 TOTAL PROGRAMS

(COMPARISONS)

PRESCHOOL

2024 (106): 4,822
2025 (138): 5,407

+30.2% Programs
+12.1% Attendance

YOUTH

2024 (93): 5,213
2025 (134): 9,010

+44.1% Programs
+72.8% Attendance

TEENS

2024 (47): 561
2025 (85): 1,125

+80.9% Programs
+100.5% Attendance

ADULTS

2024 (276): 3,660
2025 (361): 4,372

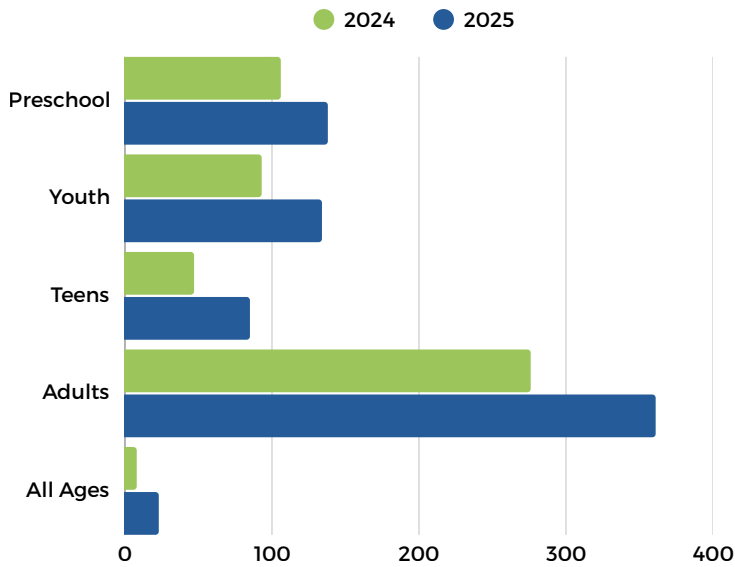
+30.8% Programs
+19.5% Attendance

ALL AGES

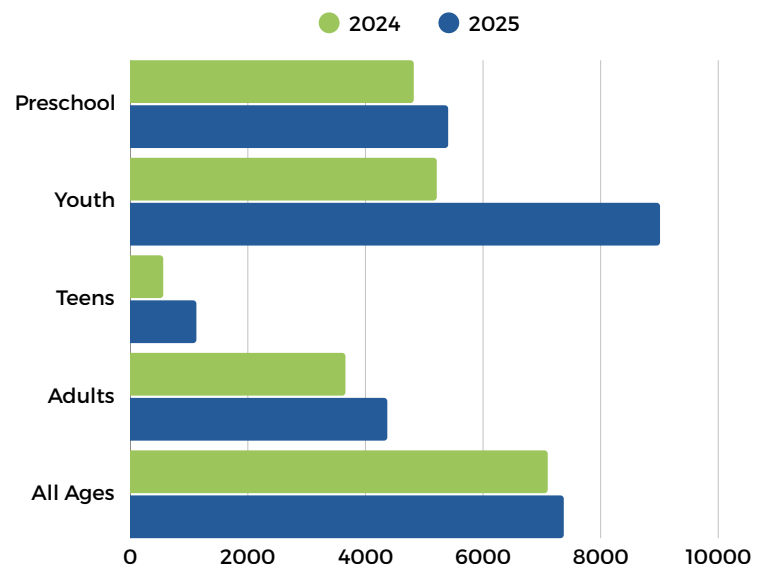
2024 (8): 7,100
2025 (23): 7,373

+187.5% Programs
+3.8% Attendance

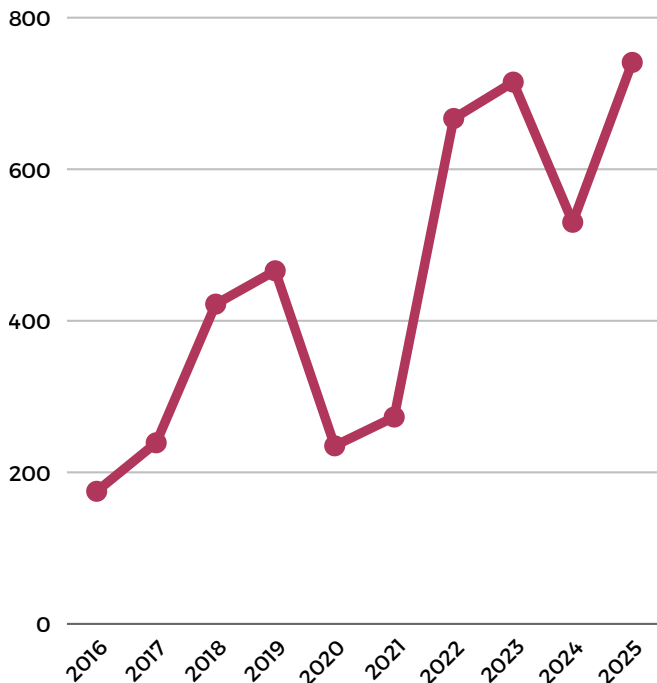
PROGRAMS OFFERED BY TARGET AGE



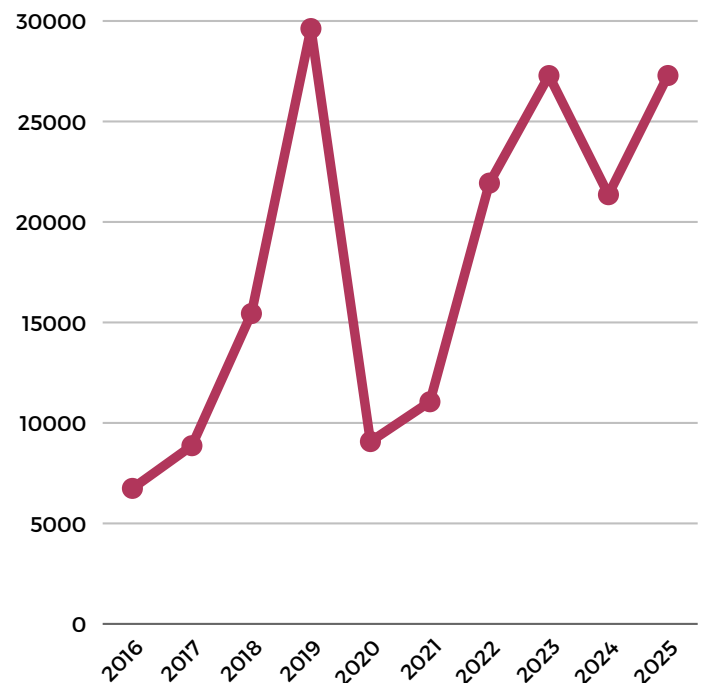
ATTENDANCE BY TARGET AGE



PROGRAMS OFFERED BY TARGET AGE



ATTENDANCE BY TARGET AGE



GERMANTOWN COMMUNITY LIBRARY 2025 SELF-DIRECTED ACTIVITIES



Challenges
& Surveys

14,746

PRESCHOOL

Winter: 448
Summer: 2,233
2,681

YOUTH

Winter: 932
Summer: 6,233
7,165

TEENS

Winter: 145
Summer: 1,024
1,169

ADULTS

Winter: 1,990
Summer: 1,741
3,731

ALL AGES



Self-Directed
(in-Library)

11,087

Coloring: 2,283
Monthly: 1,061
1000 Books: 108
Santa Letters: 105
3,557

Coloring: 2,283
Monthly: 1,062
Battle: 317
Screen Free: 55
3,662

Coloring: 766
Battle: 87
853

Coloring: 767
Puzzle: 1,234
Blood Pressure: 314
2,315

Curbside: 290
Supply Drives: 410
700



Self-Directed
(outside library)

8,981

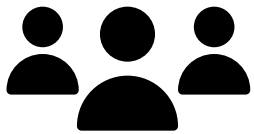
Book Delivery: 24
24

School Events: 1,668
Book Delivery: 108
1,776

School Events: 200
200

Book Delivery: 24
1,481

Parades: 5,000
Little Free Library: 500
5,500



34,814
Activities

Total:
6,262

Total:
12,603

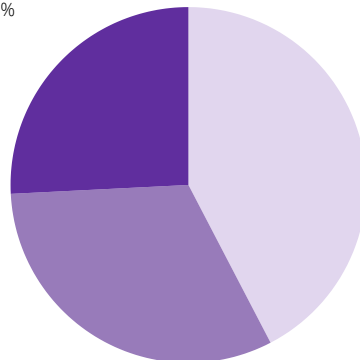
Total:
2,222

Total:
7,527

Total:
6,200

BY TYPE OF ACTIVITY

Self-Directed (outside library)
25.8%



Challenge
42.4%

Self-Directed (in-library)
31.8%

BY TARGET AGE

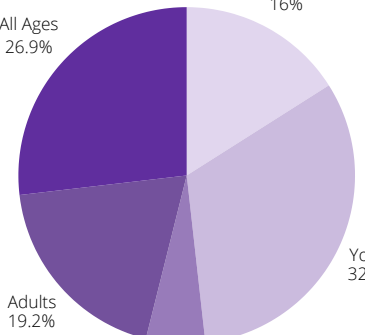
All Ages
26.9%

Preschool
16%

Adults
19.2%

Teens
5.7%

Youth
32.2%



Past Activities:

2024: 37,396
2023: 32,932
2022: 35,398
2021: 94,112
2020: 55,180
2019: 34,738

GCL Library Board Policies

* Required by DPI

DPI Name	GCL Name	Last Update / Review	Scheduled Review	Notes
* Bulletin Board	Display, Exhibit, and Posting Policy	Sept 2022	2025	Scheduled 02/26
Circulation Policy	Circulation Policy	Oct 2025	2028	
* Computer/Internet Use Policy	Computer Internet Use Policy	Oct 2025	2028	
* Public Behavior (Rules of Conduct) Policy	Code of Conduct	March 2023	2026	Scheduled 03/26
Collection Management Policy	Collection and Program Management Policy	May 2023	2026	Scheduled 06/26
Meeting Room Use Policy	Community Meeting Room Policy	Mar 2024	2027	
*	Study Room Use Policy	Mar 2023	2026	Will need to add study pods Scheduled review 08/26
* Bylaws	Bylaws	Oct 2023	2027	
Handling of Gifts	Gifts Policy	Aug 2024	2027	
* Inclement Weather	Library Emergency Closing Policy	Feb 2024	2027	
* Personnel Policy	Library Personnel Policy - Village Employee Policy & Procedure Handbook	Jan 2023	annually	
Public Records	Patron Privacy and Confidentiality			
Publ Libr General Records Retention Schedule	Records Retention Policy			Scheduled 07/26
	Purpose, Mission, Goals			

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: January 28, 2026

PLACEMENT: Action Item

ITEM TITLE: Job Description Updates (Action)

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The library job descriptions have been updated with recommendations from the Village of Germantown Support Services Manager to reflect changes in current human resource practices.

ATTACHMENT:

1. Library Page I Job Description
2. Library Page II Job Description
3. Library Specialist Job Description
4. Technical Services Specialist Job Description
5. Youth Services Specialist Job Description
6. Adult Services Specialist Job Description
7. Community Services Specialist Job Description
8. Library Aide Job Description
9. Library Intern Job Description
10. Circulation Manager Job Description
11. Youth Services Manager Job Description
12. Adult Services Manager Job Description
13. Assistant Director Job Description
14. Library Director Job Description

STAFF RECOMMENDATION:

Approve the updated job descriptions as presented.

ACTION BY COMMITTEE:

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

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

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 fundamental to the position. These are not to be considered as exclusive or all-inclusive; other related duties may be required and assigned as needed.

- Shelf all library materials in proper location and order.
- Double check all materials before shelving.
- Assist with library opening and closing procedures.
- 'Shelf read' to ensure materials are in proper order.
- Assist with pulling and processing patron hold requests as directed.
- Perform inventory as directed.
- Assist patrons with finding the location of library services.
- Perform other related duties and special projects as assigned.

Required Qualifications

- Must be at least 15 years of age.
- Ability to work a schedule that includes 1-2 evenings per week, 1-2 Saturdays per month with flexibility to meet the operational needs of the library.

Preferred Qualifications

- Familiarity with some library materials and/or services.

Knowledge, Skills & Abilities

The requirements below represent the knowledge, skills, and abilities needed to successfully perform the essential duties of the position.

- Working knowledge of computer usage including internet browsers and email software.
- Knowledge of the English alphabet and decimal numbers.
- Alphabetical and numeric sorting and filing skills.
- Ability to communicate effectively in English, verbally and in writing.
- Ability to understand, follow, and appropriately apply Library, Village, and System policies, procedures, and practices using sound judgment
- Ability to maintain confidentiality of patron information
- Ability to pay attention to detail and accuracy.
- Ability to work independently while contributing positively within a collaborative team environment.

- Ability to prioritize tasks, meet deadlines, and work with minimal supervision.
- Ability to work efficiently under pressure, handle stressful situations, and navigate conflicts, escalating concerns to management when appropriate.
- Ability to maintain regular attendance, punctuality, and dependability, with flexibility to meet library needs.
- Ability to engage in a warm, friendly, and professional manner with patrons and coworkers.

Physical Requirements

The physical demands described here are representative of those required to successfully perform the essential functions of this job, with or without reasonable accommodation.

- The employee is regularly required to stand for periods of up 1-2 hours, sit, walk, crouch, bend, twist, and reach. Occasional climbing of stairs and use of step stools may be required.
- Frequent use of hands and fingers to handle, feel, and operate objects, tools or controls such as typing, writing, filing, shelving, processing or handling library materials.
- Ability to communicate effectively in person and by telephone.
- Ability to visually review printed materials and computer screens, including prolonged use of a computer monitor.
- Ability to frequently lift or move materials weighing up to 20 pounds; and push or pull carts or 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.

- Work is generally performed in the library and/or office setting with the majority of the workday spent indoors in an area with a normal temperature and humidity range.
- Work is generally performed in safe and comfortable conditions where exposure to environmental factors such as repetitive tasks may cause discomfort and pose limited risk of injury.
- Work is performed in public areas, with many duties conducted in view of patrons.
- Employees are expected to adhere to appropriate attire standards as outlined in the Village Employee Handbook.
- The noise level in the work environment ranges from moderately quiet to moderately loud.
- Employees may be required to carry a FOB or use work-related applications 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 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: 6/24/20; 3/26/25; 12/17/25; 1/28/26

Germantown Community Library
Library Page II Position Description

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

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 fundamental to the position. These are not to be considered as exclusive or all-inclusive; other related duties may be required and assigned as needed.

- 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.
- Provide Circulation Desk assistance and answer phones during staff breaks and peak volume.
- Fill-in for Circulation Desk shifts when there are staff shortages.
- Assist with library opening and closing procedures.
- Provide courteous, knowledgeable, and responsive customer service to patrons of all ages, abilities, and backgrounds.
- Create and maintain a welcoming, respectful, and inclusive environment for all patrons accessing library services and materials.
- Assist patrons with basic library services, including circulation transactions, account inquiries, and general use of library resources.
- Use library systems, computers, and office equipment to complete daily tasks and support library operations.
- Provide backup support for Page I duties as needed.
- Perform other related duties and special projects as assigned.

Required Qualifications

- High school diploma or equivalent.
- Ability to work a schedule that includes 1-2 Saturdays per month with flexibility to meet the operational needs of the library.

Preferred Qualifications

- Familiarity with some library materials and/or services.
- Experience in libraries, education, retail or customer service.

Knowledge, Skills & Abilities

The requirements below represent the knowledge, skills, and abilities needed to successfully perform the essential duties of the position.

- Working knowledge of computer usage including internet browsers and email software.
- Knowledge of the English alphabet and decimal numbers.
- Alphabetical and numeric sorting and filing skills.
- Ability to communicate effectively in English, verbally and in writing.
- Ability to manage multiple tasks simultaneously in a public-facing environment.
- Ability to understand, follow, and appropriately apply Library, Village, and System policies, procedures, and practices using sound judgment
- Ability to maintain confidentiality of patron information
- Ability to pay attention to detail and accuracy.
- Ability to work independently while contributing positively within a collaborative team environment.
- Ability to prioritize tasks, meet deadlines, and work with minimal supervision.
- Ability to work efficiently under pressure, handle stressful situations, and navigate conflicts, escalating concerns to management when appropriate.
- Ability to maintain regular attendance, punctuality, and dependability, with flexibility to meet library needs.
- Ability to engage in a warm, friendly, and professional manner with patrons and coworkers.

Physical Requirements

The physical demands described here are representative of those required to successfully perform the essential functions of this job, with or without reasonable accommodation.

- The employee is regularly required to stand for periods of up 1-2 hours, sit, walk, crouch, bend, twist, and reach. Occasional climbing of stairs and use of step stools may be required.
- Frequent use of hands and fingers to handle, feel, and operate objects, tools or controls such as typing, writing, filing, shelving, processing or handling library materials.
- Ability to communicate effectively in person and by telephone.
- Ability to visually review printed materials and computer screens, including prolonged use of a computer monitor.
- Ability to frequently lift or move materials weighing up to 40 pounds; and push or pull carts or 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.

- Work is generally performed in the library and/or office setting with the majority of the workday spent indoors in an area with a normal temperature and humidity range.
- Work is generally performed in safe and comfortable conditions where exposure to environmental factors such as repetitive tasks may cause discomfort and pose limited risk of injury.
- Work is performed in public areas, with many duties conducted in view of patrons.
- Employees are expected to adhere to appropriate attire standards as outlined in the Village Employee Handbook.

- Employees frequently multitask by balancing assigned duties while serving patrons.
- The noise level in the work environment ranges from moderately quiet to moderately loud.
- Employees may be required to carry a FOB or use work-related applications 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; 1/28/26

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

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 fundamental to the position. These are not to be considered as exclusive or all-inclusive; other related duties may be required and assigned as needed.

- Check-out and renew materials for patrons.
- Add and update patron accounts.
- Perform patron record maintenance.
- 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 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.
- Provide courteous, knowledgeable, and responsive customer service to patrons of all ages, abilities, and backgrounds.
- Create and maintain a welcoming, respectful, and inclusive environment for all patrons accessing library services and materials.
- Assist patrons with basic library services, including circulation transactions, account inquiries, and general use of library resources.
- Support promotion of library services and programs, including assisting with social media content or department highlights as assigned.
- Accurately performs cashiering duties, including handling cash and credit card transactions.
- Use library systems, computers, and office equipment to complete daily tasks and support library operations.
- Serve as backup support for the Library Page I, Library Page II, or Technical Services positions as needed.
- Perform other related duties and special projects as assigned.

Required Qualifications

- High school diploma or equivalent.

- Ability to work a schedule that includes 1-2 evenings per week, 1-2 Saturdays per month with flexibility to meet the operational needs of the library.

Preferred Qualifications

- Experience in libraries, education, retail, or customer service.

Knowledge, Skills & Abilities

The requirements below represent the knowledge, skills, and abilities needed to successfully perform the essential duties of the position.

- Working knowledge of basic computer applications, including internet browsers, Microsoft Office (or equivalent), email, social media platforms, and Canva, or the ability to learn these tools.
- Knowledge of customer service principles and practices.
- Strong customer service and interpersonal skills.
- Cash handling and point-of-sale transaction skills
- Basic computer operation and data entry skills.
- Ability to communicate effectively in English, verbally and in writing.
- Ability to manage multiple tasks simultaneously in a public-facing environment.
- Ability to understand, follow, and appropriately apply Library, Village, and System policies, procedures, and practices using sound judgment
- Ability to maintain confidentiality of patron information
- Ability to pay attention to detail and accuracy.
- Ability to work independently while contributing positively within a collaborative team environment.
- Ability to prioritize tasks, meet deadlines, and work with minimal supervision.
- Ability to work efficiently under pressure, handle stressful situations, and navigate conflicts, escalating concerns to management when appropriate.
- Ability to maintain regular attendance, punctuality, and dependability, with flexibility to meet library needs.
- Ability to engage in a warm, friendly, and professional manner with patrons and coworkers.

Physical Requirements

The physical demands described here are representative of those required to successfully perform the essential functions of this job, with or without reasonable accommodation.

- The employee is regularly required to stand for periods of up 1-2 hours, sit, walk, crouch, bend, twist, and reach. Occasional climbing of stairs and use of step stools may be required.
- Frequent use of hands and fingers to handle, feel, and operate objects, tools or controls such as typing, writing, filing, shelving, processing or handling library materials.
- Ability to communicate effectively in person and by telephone.
- Ability to visually review printed materials and computer screens, including prolonged use of a computer monitor.
- Ability to frequently lift or move materials weighing up to 40 pounds; and push or pull carts or 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.

- Work is generally performed in the library and/or office setting with the majority of the workday spent indoors in an area with a normal temperature and humidity range.
- Work is generally performed in safe and comfortable conditions where exposure to environmental factors such as repetitive tasks may cause discomfort and pose limited risk of injury.
- Work is performed in public areas, with many duties conducted in view of patrons.
- Employees are expected to adhere to appropriate attire standards as outlined in the Village Employee Handbook.
- Employees frequently multitask by balancing assigned duties while serving patrons.
- The noise level in the work environment ranges from moderately quiet to moderately loud.
- Employees may be required to carry a FOB or use work-related applications 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: 8/24/22; 3/26/25; 12/17/25;1/28/26

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

Job Summary

The Technical Services Specialist is responsible for 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 the Circulation Team and performs special tasks as requested by the Circulation Manager, Assistant Director, or Library Director.

Essential Duties & Responsibilities

The following are fundamental to the position. These are not to be considered as exclusive or all-inclusive; other related duties may be required and assigned as needed.

- 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.
- Receive and sort donated materials.
- Provide courteous, knowledgeable, and responsive customer service to patrons of all ages, abilities, and backgrounds.
- Create and maintain a welcoming, respectful, and inclusive environment for all patrons accessing library services and materials.
- Assist patrons with basic library services, including circulation transactions, account inquiries, and general use of library resources.
- Support promotion of library services and programs, including assisting with social media content or department highlights as assigned.
- Accurately performs cashiering duties, including handling cash and credit card transactions.
- Use library systems, computers, and office equipment to complete daily tasks and support library operations.
- Serve as a backup to the Library Specialist, Page II, and Page I positions as needed.
- Perform other related duties and special projects as assigned.

Required Qualifications

- High school diploma or equivalent.
- Ability to work a schedule that includes 1-2 evenings per week, 1-2 Saturdays per month with flexibility to meet the operational needs of the library.

Preferred Qualifications

- Experience in libraries, education, or museums.

Knowledge, Skills & Abilities

The requirements below represent the knowledge, skills, and abilities needed to successfully perform the essential duties of the position.

- Working knowledge of basic computer applications, including internet browsers, Microsoft Office (or equivalent), email, social media platforms, and Canva, or the ability to learn these tools.
- Knowledge of customer service principles and practices.
- Strong customer service and interpersonal skills.
- Cash handling and point-of-sale transaction skills
- Basic computer operation and data entry skills.
- Strong organizational skills.
- Ability to communicate effectively in English, verbally and in writing.
- Ability to manage multiple tasks simultaneously in a public-facing environment.
- Ability to understand, follow, and appropriately apply Library, Village, and System policies, procedures, and practices using sound judgment
- Ability to maintain confidentiality of patron information
- Ability to pay attention to detail and accuracy.
- Ability to work independently while contributing positively within a collaborative team environment.
- Ability to prioritize tasks, meet deadlines, and work with minimal supervision.
- Ability to work efficiently under pressure, handle stressful situations, and navigate conflicts, escalating concerns to management when appropriate.
- Ability to maintain regular attendance, punctuality, and dependability, with flexibility to meet library needs.
- Ability to engage in a warm, friendly, and professional manner with patrons and coworkers.

Physical Requirements

The physical demands described here are representative of those required to successfully perform the essential functions of this job, with or without reasonable accommodation.

- The employee is regularly required to stand for periods of up 1-2 hours, sit, walk, crouch, bend, twist, and reach. Occasional climbing of stairs and use of step stools may be required.
- Frequent use of hands and fingers to handle, feel, and operate objects, tools or controls such as typing, writing, filing, shelving, processing or handling library materials.
- Ability to communicate effectively in person and by telephone.
- Ability to visually review printed materials and computer screens, including prolonged use of a computer monitor.
- Ability to frequently lift or move materials weighing up to 40 pounds; and push or pull carts or 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.

- Work is generally performed in the library and/or office setting with the majority of the workday spent indoors in an area with a normal temperature and humidity range.
- Work is generally performed in safe and comfortable conditions where exposure to environmental factors such as repetitive tasks may cause discomfort and pose limited risk of injury.
- Work is performed in public areas, with many duties conducted in view of patrons.
- Employees are expected to adhere to appropriate attire standards as outlined in the Village Employee Handbook.
- Employees frequently multitask by balancing assigned duties while serving patrons.
- The noise level in the work environment ranges from moderately quiet to moderately loud.
- Employees may be required to carry a FOB or use work-related applications 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; 1/28/26

**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 fundamental to the position. These are not to be considered as exclusive or all-inclusive; other related duties may be required and assigned as needed.

- 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.
- Support promotion of library services and programs, including assisting with social media content or department highlights as assigned.
- Partner with other agencies and special interest groups to implement and promote library programs and outreach services to the community.
- Select, manage, and withdraw materials within assigned collections with a focus on material for ages 0-18.
- Provide a positive reflection of the library when participating in community programming and events on behalf of the library.
- Provide courteous, knowledgeable, and responsive customer service to patrons of all ages, abilities, and backgrounds.
- Create and maintain a welcoming, respectful, and inclusive environment for all patrons accessing library services and materials.
- Assist patrons with basic library services and general use of library resources on library computers and personally owned mobile devices, both in-person and on the phone.
- Accurately performs cashiering duties, including handling cash and credit card transactions.
- Use library systems, computers, and office equipment to complete daily tasks and support library operations.
- Serve as backup support for other service desk coverage, programming, and events as needed.
- Perform other related duties and special projects as assigned.

Required Qualifications

- High school diploma or equivalent.
- Ability to work a schedule that includes 1-2 evenings per week, 1-2 Saturdays per month with flexibility to meet the operational needs of the library.

- 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.

Preferred Qualifications

- Experience in libraries, education, or customer service.

Knowledge, Skills & Abilities

The requirements below represent the knowledge, skills, and abilities needed to successfully perform the essential duties of the position.

- Working knowledge of basic computer applications, including internet browsers, Microsoft Office (or equivalent), email, social media platforms, and Canva, or the ability to learn these tools.
- Knowledge of customer service principles and practices.
- Strong customer service and interpersonal skills.
- Cash handling and point-of-sale transaction skills
- Basic computer operation and data entry skills.
- Strong organizations skills.
- Ability to communicate effectively in English, verbally and in writing.
- Ability to manage multiple tasks simultaneously in a public-facing environment.
- Ability to understand, follow, and appropriately apply Library, Village, and System policies, procedures, and practices using sound judgment
- Ability to maintain confidentiality of patron information
- Ability to pay attention to detail and accuracy.
- Ability to work independently while contributing positively within a collaborative team environment.
- Ability to prioritize tasks, meet deadlines, and work with minimal supervision.
- Ability to work efficiently under pressure, handle stressful situations, and navigate conflicts, escalating concerns to management when appropriate.
- Ability to maintain regular attendance, punctuality, and dependability, with flexibility to meet library needs.
- Ability to engage in a warm, friendly, and professional manner with patrons and coworkers.

Physical Requirements

The physical demands described here are representative of those required to successfully perform the essential functions of this job, with or without reasonable accommodation.

- The employee is regularly required to stand for periods of up 1-2 hours, sit, walk, crouch, bend, twist, and reach. Occasional climbing of stairs and use of step stools may be required.
- Frequent use of hands and fingers to handle, feel, and operate objects, tools or controls such as typing, writing, filing, shelving, processing or handling library materials.
- Ability to communicate effectively in person and by telephone.
- Ability to visually review printed materials and computer screens, including prolonged use of a computer monitor.
- Ability to frequently lift or move materials weighing up to 40 pounds; and push or pull carts or 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.

- Work is generally performed in the library and/or office setting with the majority of the workday spent indoors in an area with a normal temperature and humidity range.
- Some duties require work outside of the library at partnering facilities and include outdoor locations with seasonal temperature variations.
- Work is generally performed in safe and comfortable conditions where exposure to environmental factors such as repetitive tasks may cause discomfort and pose limited risk of injury.
- Work is performed in public areas, with many duties conducted in view of patrons.
- Employees are expected to adhere to appropriate attire standards as outlined in the Village Employee Handbook.
- Employees frequently multitask by balancing assigned duties while serving patrons.
- The noise level in the work environment ranges from moderately quiet to moderately loud.
- Employees may be required to carry a FOB or use work-related applications 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: 9/22/21; 8/24/22; 6/25/25; 12/17/25; 1/28/26

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 fundamental to the position. These are not to be considered as exclusive or all-inclusive; other related duties may be required and assigned as needed.

- 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.
- Support promotion of library services and programs, including assisting with social media content or department highlights as assigned.
- Partner with other agencies and special interest groups to implement and promote library programs and outreach services to the community.
- Select, manage, and withdraw materials within assigned collections with a focus on adult material.
- Provide a positive reflection of the library when participating in community programming and events on behalf of the library.
- Provide courteous, knowledgeable, and responsive customer service to patrons of all ages, abilities, and backgrounds.
- Create and maintain a welcoming, respectful, and inclusive environment for all patrons accessing library services and materials.
- Assist patrons with basic library services and general use of library resources on library computers and personally owned mobile devices, both in-person and on the phone.
- Accurately performs cashiering duties, including handling cash and credit card transactions.
- Use library systems, computers, and office equipment to complete daily tasks and support library operations.
- Serve as backup support for other service desk coverage, programming, and events as needed.
- Perform other related duties and special projects as assigned.

Required Qualifications

- High school diploma or equivalent.
- Ability to work a schedule that includes 1-2 evenings per week, 1-2 Saturdays per month with flexibility to meet the operational needs of the library.
- 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.

Preferred Qualifications

- Experience in libraries, education, or customer service.

Knowledge, Skills & Abilities

The requirements below represent the knowledge, skills, and abilities needed to successfully perform the essential duties of the position.

- Working knowledge of basic computer applications, including internet browsers, Microsoft Office (or equivalent), email, social media platforms, and Canva, or the ability to learn these tools.
- Knowledge of customer service principles and practices.
- Strong customer service and interpersonal skills.
- Cash handling and point-of-sale transaction skills
- Basic computer operation and data entry skills.
- Strong organizations skills.
- Ability to communicate effectively in English, verbally and in writing.
- Ability to manage multiple tasks simultaneously in a public-facing environment.
- Ability to understand, follow, and appropriately apply Library, Village, and System policies, procedures, and practices using sound judgment
- Ability to maintain confidentiality of patron information
- Ability to pay attention to detail and accuracy.
- Ability to work independently while contributing positively within a collaborative team environment.
- Ability to prioritize tasks, meet deadlines, and work with minimal supervision.
- Ability to work efficiently under pressure, handle stressful situations, and navigate conflicts, escalating concerns to management when appropriate.
- Ability to maintain regular attendance, punctuality, and dependability, with flexibility to meet library needs.
- Ability to engage in a warm, friendly, and professional manner with patrons and coworkers.

Physical Requirements

The physical demands described here are representative of those required to successfully perform the essential functions of this job, with or without reasonable accommodation.

- The employee is regularly required to stand for periods of up 1-2 hours, sit, walk, crouch, bend, twist, and reach. Occasional climbing of stairs and use of step stools may be required.
- Frequent use of hands and fingers to handle, feel, and operate objects, tools or controls such as typing, writing, filing, shelving, processing or handling library materials.
- Ability to communicate effectively in person and by telephone.
- Ability to visually review printed materials and computer screens, including prolonged use of a computer monitor.
- Ability to frequently lift or move materials weighing up to 40 pounds; and push or pull carts or 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.

- Work is generally performed in the library and/or office setting with the majority of the workday spent indoors in an area with a normal temperature and humidity range.

- Some duties require work outside of the library at partnering facilities and include outdoor locations with seasonal temperature variations.
- Work is generally performed in safe and comfortable conditions where exposure to environmental factors such as repetitive tasks may cause discomfort and pose limited risk of injury.
- Work is performed in public areas, with many duties conducted in view of patrons.
- Employees are expected to adhere to appropriate attire standards as outlined in the Village Employee Handbook.
- Employees frequently multitask by balancing assigned duties while serving patrons.
- The noise level in the work environment ranges from moderately quiet to moderately loud.
- Employees may be required to carry a FOB or use work-related applications 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; 4/26/25; 12/17/25; 1/28/26

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 fundamental to the position. These are not to be considered as exclusive or all-inclusive; other related duties may be required and assigned as needed.

- 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 of the library, including work in surrounding communities.
- Support promotion of library services and programs, including assisting with social media content or department highlights as assigned.
- Partner with other agencies and special interest groups to implement and promote library programs and outreach services to the community.
- Select, manage, and withdraw materials within assigned collections with a focus on material for the Enchanted Library.
- Provide a positive reflection of the library when participating in community programming and events on behalf of the library.
- Provide courteous, knowledgeable, and responsive customer service to patrons of all ages, abilities, and backgrounds.
- Create and maintain a welcoming, respectful, and inclusive environment for all patrons accessing library services and materials.
- Assist patrons with basic library services and general use of library resources on library computers and personally owned mobile devices, both in-person and on the phone.
- Accurately performs cashiering duties, including handling cash and credit card transactions.
- Use library systems, computers, and office equipment to complete daily tasks and support library operations.
- Serve as backup support for other service desk coverage, programming, and events as needed.
- Perform other related duties and special projects as assigned.

Required Qualifications

- High school diploma or equivalent.
- Ability to work a flexible schedule to meet the operational needs of the library. May include evening and weekend hours on a regular basis.

- Valid state driver's license. May be required to use personal or library vehicle including library trailer during scheduled hours.

Preferred Qualifications

- Experience in libraries, education, or customer service.

Knowledge, Skills & Abilities

The requirements below represent the knowledge, skills, and abilities needed to successfully perform the essential duties of the position.

- Working knowledge of basic computer applications, including internet browsers, Microsoft Office (or equivalent), email, social media platforms, and Canva, or the ability to learn these tools.
- Knowledge of customer service principles and practices.
- Strong customer service and interpersonal skills.
- Cash handling and point-of-sale transaction skills
- Basic computer operation and data entry skills.
- Strong organizations skills.
- Ability to communicate effectively in English, verbally and in writing.
- Ability to manage multiple tasks simultaneously in a public-facing environment.
- Ability to understand, follow, and appropriately apply Library, Village, and System policies, procedures, and practices using sound judgment
- Ability to maintain confidentiality of patron information
- Ability to pay attention to detail and accuracy.
- Ability to work independently while contributing positively within a collaborative team environment.
- Ability to prioritize tasks, meet deadlines, and work with minimal supervision.
- Ability to work efficiently under pressure, handle stressful situations, and navigate conflicts, escalating concerns to management when appropriate.
- Ability to maintain regular attendance, punctuality, and dependability, with flexibility to meet library needs.
- Ability to engage in a warm, friendly, and professional manner with patrons and coworkers.

Physical Requirements

The physical demands described here are representative of those required to successfully perform the essential functions of this job, with or without reasonable accommodation.

- The employee is regularly required to stand for periods of up 1-2 hours, sit, walk, crouch, bend, twist, and reach. Occasional climbing of stairs and use of step stools may be required.
- Frequent use of hands and fingers to handle, feel, and operate objects, tools or controls such as typing, writing, filing, shelving, processing or handling library materials.
- Ability to communicate effectively in person and by telephone.
- Ability to visually review printed materials and computer screens, including prolonged use of a computer monitor.
- Ability to frequently lift or move materials weighing up to 40 pounds; and push or pull carts or 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.

- Some duties are performed in the library and/or office setting with the some of the workday spent indoors in an area with a normal temperature and humidity range.
- The majority of duties require work outside of the library at partnering facilities and include outdoor locations with seasonal temperature variations.
- Work is generally performed in safe and comfortable conditions where exposure to environmental factors such as repetitive tasks may cause discomfort and pose limited risk of injury.
- Work is performed in public areas, with the majority of duties conducted in view of patrons.
- Employees are expected to adhere to appropriate attire standards as outlined in the Village Employee Handbook.
- Employees frequently multitask by balancing assigned duties while serving patrons.
- The noise level in the work environment ranges from moderately quiet to moderately loud.
- Employees may be required to carry a FOB or use work-related applications 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: 8/25/21

REVISED: 9/22/21; 8/24/22, 6/25/25; 12/17/25; 1/28/26

Germantown Community Library Library Aide Position Description

Position Title:	Library Aide
Reports To:	Library Director or Department Supervisor
Employment Category:	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, Assistant Director or Library Director.

Essential Duties & Responsibilities

The following are fundamental to the position. These are not to be considered as exclusive or all-inclusive; other related duties may be required and assigned as needed.

- May performed limited duties as a backup for any library position.
- Hours and hourly rate will be determined for each assignment based on job duties. No weekly, monthly or annual hours are guaranteed.
- Provide a positive reflection of the library when participating in community programming and events on behalf of the library.
- Provide courteous, knowledgeable, and responsive customer service to patrons of all ages, abilities, and backgrounds.
- Create and maintain a welcoming, respectful, and inclusive environment for all patrons accessing library services and materials.
- Assist patrons with basic library services and general use of library resources on library computers and personally owned mobile devices, both in-person and on the phone.
- Use library systems, computers, and office equipment to complete daily tasks and support library operations.
- Perform other related duties and special projects as assigned.

Required Qualifications

- High school diploma or equivalent.
- Ability to work a flexible schedule to meet the operational needs of the library. May include evening and weekend hours on a regular basis.

Preferred Qualifications

- Experience in libraries, education, or customer service.

Knowledge, Skills & Abilities

The requirements below represent the knowledge, skills, and abilities needed to successfully perform the essential duties of the position.

- Working knowledge of basic computer applications, including internet browsers, Microsoft Office (or equivalent), email, social media platforms, and Canva, or the ability to learn these tools.
- Knowledge of customer service principles and practices.
- Strong customer service and interpersonal skills.
- Cash handling and point-of-sale transaction skills
- Basic computer operation and data entry skills.
- Strong organizational skills.
- Ability to communicate effectively in English, verbally and in writing.
- Ability to manage multiple tasks simultaneously in a public-facing environment.
- Ability to understand, follow, and appropriately apply Library, Village, and System policies, procedures, and practices using sound judgment
- Ability to maintain confidentiality of patron information
- Ability to pay attention to detail and accuracy.
- Ability to work independently while contributing positively within a collaborative team environment.
- Ability to prioritize tasks, meet deadlines, and work with minimal supervision.
- Ability to work efficiently under pressure, handle stressful situations, and navigate conflicts, escalating concerns to management when appropriate.
- Ability to maintain regular attendance, punctuality, and dependability, with flexibility to meet library needs.
- Ability to engage in a warm, friendly, and professional manner with patrons and coworkers.

Physical Requirements

The physical demands described here are representative of those required to successfully perform the essential functions of this job, with or without reasonable accommodation.

- The employee is regularly required to stand for periods of up to 1-2 hours, sit, walk, crouch, bend, twist, and reach. Occasional climbing of stairs and use of step stools may be required.
- Frequent use of hands and fingers to handle, feel, and operate objects, tools or controls such as typing, writing, filing, shelving, processing or handling library materials.
- Ability to communicate effectively in person and by telephone.
- Ability to visually review printed materials and computer screens, including prolonged use of a computer monitor.
- Ability to frequently lift or move materials weighing up to 40 pounds; and push or pull carts or 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.

- Work is generally performed in the library and/or office setting with the majority of the workday spent indoors in an area with a normal temperature and humidity range.
- Some duties require work outside of the library at partnering facilities and include outdoor locations with seasonal temperature variations.
- Work is generally performed in safe and comfortable conditions where exposure to environmental factors such as repetitive tasks may cause discomfort and pose limited risk of injury.

- Work is performed in public areas, with many duties conducted in view of patrons.
- Employees are expected to adhere to appropriate attire standards as outlined in the Village Employee Handbook.
- Employees frequently multitask by balancing assigned duties while serving patrons.
- The noise level in the work environment ranges from moderately quiet to moderately loud.
- Employees may be required to carry a FOB or use work-related applications 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: 04/28/21

REVISED and ADOPTED: 12/17/25; 1/28/26

**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.

Essential Duties & Responsibilities

The following are fundamental to the position. These are not to be considered as exclusive or all-inclusive; other related duties may be required and assigned as needed.

- Plan and implement educational and recreational programs for all ages that encourage lifelong learning and general library use with a focus on all ages. Programs may be located inside or outside of the library.
- Support promotion of library services and programs, including assisting with social media content or department highlights as assigned.
- Partner with other agencies and special interest groups to implement and promote library programs and outreach services to the community.
- Select, manage, and withdraw materials within assigned collections with a focus on material for all ages.
- Provide a positive reflection of the library when participating in community programming and events on behalf of the library.
- Provide courteous, knowledgeable, and responsive customer service to patrons of all ages, abilities, and backgrounds.
- Create and maintain a welcoming, respectful, and inclusive environment for all patrons accessing library services and materials.
- Assist patrons with basic library services and general use of library resources on library computers and personally owned mobile devices, both in-person and on the phone.
- Accurately performs cashiering duties, including handling cash and credit card transactions.
- Use library systems, computers, and office equipment to complete daily tasks and support library operations.
- Serve as backup support for other service desk coverage, programming, and events as needed.
- Perform other related duties and special projects as assigned.

Required Qualification,

- High school diploma or equivalent.

- Ability to work a flexible schedule to meet the operational needs of the library. May include evening and weekend hours on a regular basis.

Preferred Qualifications

- Experience in libraries, education, customer service.
- Valid state driver's license or ability to obtain one within 4 months.

Knowledge, Skills & Abilities

The requirements below represent the knowledge, skills, and abilities needed to successfully perform the essential duties of the position.

- Working knowledge of basic computer applications, including internet browsers, Microsoft Office (or equivalent), email, social media platforms, and Canva, or the ability to learn these tools.
- Knowledge of customer service principles and practices.
- Strong customer service and interpersonal skills.
- Cash handling and point-of-sale transaction skills
- Basic computer operation and data entry skills.
- Strong organizations skills.
- Ability to communicate effectively in English, verbally and in writing.
- Ability to manage multiple tasks simultaneously in a public-facing environment.
- Ability to understand, follow, and appropriately apply Library, Village, and System policies, procedures, and practices using sound judgment
- Ability to maintain confidentiality of patron information
- Ability to pay attention to detail and accuracy.
- Ability to work independently while contributing positively within a collaborative team environment.
- Ability to prioritize tasks, meet deadlines, and work with minimal supervision.
- Ability to work efficiently under pressure, handle stressful situations, and navigate conflicts, escalating concerns to management when appropriate.
- Ability to maintain regular attendance, punctuality, and dependability, with flexibility to meet library needs.
- Ability to engage in a warm, friendly, and professional manner with patrons and coworkers.

Physical Requirements

The physical demands described here are representative of those required to successfully perform the essential functions of this job, with or without reasonable accommodation.

- The employee is regularly required to stand for periods of up 1-2 hours, sit, walk, crouch, bend, twist, and reach. Occasional climbing of stairs and use of step stools may be required.
- Frequent use of hands and fingers to handle, feel, and operate objects, tools or controls such as typing, writing, filing, shelving, processing or handling library materials.
- Ability to communicate effectively in person and by telephone.
- Ability to visually review printed materials and computer screens, including prolonged use of a computer monitor.
- Ability to frequently lift or move materials weighing up to 50 pounds; and push or pull carts or 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.

- Work is generally performed in the library and/or office setting with the majority of the workday spent indoors in an area with a normal temperature and humidity range.
- Some duties require work outside of the library at partnering facilities and include outdoor locations with seasonal temperature variations.
- Work is generally performed in safe and comfortable conditions where exposure to environmental factors such as repetitive tasks may cause discomfort and pose limited risk of injury.
- Work is performed in public areas, with many duties conducted in view of patrons.
- Employees are expected to adhere to appropriate attire standards as outlined in the Village Employee Handbook.
- Employees frequently multitask by balancing assigned duties while serving patrons.
- The noise level in the work environment ranges from moderately quiet to moderately loud.
- Employees may be required to carry a FOB or use work-related applications to access business-required systems.

Selection Guidelines, Reasonable Accommodations & Receipt

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

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

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Applicant Signature

Date

Supervisor Signature

Date

ADOPTED: 1/23/19

REVISED and ADOPTED: 6/25/25; 12/17/25; 1/28/26

**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 the operations of the Circulation and Technical Services Teams. This position supervises a team of part-time-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 fundamental to the position. These are not to be considered as exclusive or all-inclusive; other related duties may be required and assigned as needed.

- Supervise the work of library staff (permanent and temporary) on the Circulation and Technical Services Team including hiring, training, development, scheduling, and evaluating performance.
- Supervise the work of library volunteers.
- 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 of library services and programs, including assisting with social media content or department highlights as assigned.
- Provide monthly statistics and reports of circulation and technical services activity.
- Evaluate effectiveness of department activities by monitoring circulation statistics and survey results.
- Manage library staffing schedules.
- Manage library patron and collection material records in the System database.
- Manage billing patrons of lost, overdue or damaged materials.
- Manage the library revenue reporting.
- Manage supply ordering, invoices, and receiving mail, newspaper and incoming orders.
- Work with the Library Director to develop and maintain a budget for library supplies and Circulation Team staffing.
- Follow current library 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 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.
- Provide courteous, knowledgeable, and responsive customer service to patrons of all ages, abilities, and backgrounds.
- Create and maintain a welcoming, respectful, and inclusive environment for all patrons accessing library services and materials.
- Assist patrons with basic library services and general use of library resources on library computers and personally owned mobile devices, both in-person and on the phone.
- Accurately performs cashiering duties, including handling cash and credit card transactions.
- Use library systems, computers, and office equipment to complete daily tasks and support library operations.
- Serve as backup support for other service desk coverage, programming, and events as needed.
- Perform other related duties and special projects as assigned.

Required Qualification

- Bachelor's Degree, Associate's Degree, or equivalent college experience.
- Ability to work a schedule that includes 1-2 evenings per week, 1-2 Saturdays per month with flexibility to meet the operational needs of the library.
- Ability to attend offsite meetings, trainings, and events within Washington County and adjacent counties.

Preferred Qualifications

- Master's Degree in Library and Information Science (MLIS) from an accredited American Library Association (ALA).
- At least 2 years of library experience or equivalent experience working in a customer service or management setting.
- At least 1 year of management experience.

Knowledge, Skills & Abilities

The requirements below represent the knowledge, skills, and abilities needed to successfully perform the essential duties of the position.

- Working knowledge of basic computer applications, including internet browsers, Microsoft Office (or equivalent), email, social media platforms, and Canva, or the ability to learn these tools.
- Knowledge of customer service principles and practices.
- Knowledge of library practices, operations, and collection organization.
- Knowledge of library systems, cataloging concepts, and the Dewey Decimal System.
- Strong leadership and team building skills.
- Strong customer service and interpersonal skills.
- Strong scheduling and organizational skills.
- Cash handling and point-of-sale transaction skills
- Basic computer operation and data entry skills.
- Ability to communicate effectively in English, verbally and in writing.
- Ability to manage multiple tasks simultaneously in a public-facing environment.

- Ability to understand, follow, and appropriately apply Library, Village, and System policies, procedures, and practices using sound judgment.
- Ability to maintain confidentiality of patron and staff information.
- Ability to direct and supervise the work of others.
- Ability to effectively present information and respond to questions from patrons.
- Ability to pay attention to detail and accuracy.
- Ability to work independently while contributing positively within a collaborative team environment.
- Ability to prioritize tasks, meet deadlines, pivot with changing deadlines and priorities, and work with minimal supervision.
- Ability to lead and work efficiently under pressure, handle stressful situations, and navigate conflicts, escalating concerns to upper management when appropriate.
- Ability to maintain regular attendance, punctuality, and dependability, with flexibility to meet library needs.
- Ability to engage in a warm, friendly, and professional manner with patrons and coworkers.

Physical Requirements

The physical demands described here are representative of those required to successfully perform the essential functions of this job, with or without reasonable accommodation.

- The employee is regularly required to stand for periods of up 1-2 hours, sit, walk, crouch, bend, twist, and reach. Occasional climbing of stairs and use of step stools may be required.
- Frequent use of hands and fingers to handle, feel, and operate objects, tools or controls such as typing, writing, filing, shelving, processing or handling library materials.
- Ability to communicate effectively in person and by telephone.
- Ability to visually review printed materials and computer screens, including prolonged use of a computer monitor.
- Ability to frequently lift or move materials weighing up to 40 pounds; and push or pull carts or 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.

- Work is generally performed in the library and/or office setting with the majority of the workday spent indoors in an area with a normal temperature and humidity range.
- Some duties require work outside of the library at partnering facilities and include outdoor locations with seasonal temperature variations.
- Work is generally performed in safe and comfortable conditions where exposure to environmental factors such as repetitive tasks may cause discomfort and pose limited risk of injury.
- Work is performed in public areas, with many duties conducted in view of patrons.
- Employees are expected to adhere to appropriate attire standards as outlined in the Village Employee Handbook.
- Employees frequently multitask by balancing assigned duties while serving patrons.
- The noise level in the work environment ranges from moderately quiet to moderately loud.
- Employees may be required to carry a FOB or use work-related applications 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 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: 3/26/25; 12/17/25; 1/28/26

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

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 the Youth Services Desk, Community Services, and is responsible for programming and collection development with a focus on ages 0-18. This position works with administration as part of the library leadership team.

Essential Duties & Responsibilities

The following are fundamental to the position. These are not to be considered as exclusive or all-inclusive; other related duties may be required and assigned as needed.

- Supervise the work of library staff (permanent and temporary) on the Youth and Community Services team including hiring, training, development, scheduling, and evaluating performance.
- 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 library services and programs, including assisting with social media content or department highlights as assigned.
- 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 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.
- Provide courteous, knowledgeable, and responsive customer service to patrons of all ages, abilities, and backgrounds.
- Create and maintain a welcoming, respectful, and inclusive environment for all patrons accessing library services and materials.
- Assist patrons with basic library services and general use of library resources on library computers and personally owned mobile devices, both in-person and on the phone.
- Accurately performs cashiering duties, including handling cash and credit card transactions.
- Use library systems, computers, and office equipment to complete daily tasks and support library operations.
- Serve as backup support for other service desk coverage, programming, and events as needed.
- Perform other related duties and special projects as assigned.

Required Qualification

- Bachelor's Degree or equivalent college experience.
- At least 2 years of library experience or related field including a thorough understanding and knowledge of collection material for ages 0-18, programming, and public service.
- Ability to work a schedule that includes 1-2 evenings per week, 1-2 Saturdays per month with flexibility to meet the operational needs of the library.
- Valid state driver's license or ability to obtain one within 4 months. May be required to use personal or library vehicle.

Preferred Qualifications

- Master's Degree in Library and Information Science (MLIS) from an accredited American Library Association (ALA), will also consider equivalent education, training, and work experience.
- At least 1 year of management experience.

Knowledge, Skills & Abilities

The requirements below represent the knowledge, skills, and abilities needed to successfully perform the essential duties of the position.

- Working knowledge of basic computer applications, including internet browsers, Microsoft Office (or equivalent), email, social media platforms, and Canva, or the ability to learn these tools.
- Knowledge of customer service principles and practices.
- Knowledge of collection material for ages 0-18.
- Knowledge of library practices, operations, and collection organization.
- Knowledge of library systems, cataloging concepts, and the Dewey Decimal System.
- Strong leadership and team building skills.
- Strong customer service and interpersonal skills.
- Strong scheduling and organizational skills.
- Cash handling and point-of-sale transaction skills
- Basic computer operation and data entry skills.

- Ability to communicate effectively in English, verbally and in writing.
- Ability to manage multiple tasks simultaneously in a public-facing environment.
- Ability to understand, follow, and appropriately apply Library, Village, and System policies, procedures, and practices using sound judgment.
- Ability to maintain confidentiality of patron and staff information.
- Ability to direct and supervise the work of others.
- Ability to effectively present information and respond to questions from patrons.
- Ability to pay attention to detail and accuracy.
- Ability to work independently while contributing positively within a collaborative team environment.
- Ability to prioritize tasks, meet deadlines, pivot with changing deadlines and priorities, and work with minimal supervision.
- Ability to lead and work efficiently under pressure, handle stressful situations, and navigate conflicts, escalating concerns to upper management when appropriate.
- Ability to maintain regular attendance, punctuality, and dependability, with flexibility to meet library needs.
- Ability to engage in a warm, friendly, and professional manner with patrons and coworkers.

Physical Requirements

The physical demands described here are representative of those required to successfully perform the essential functions of this job, with or without reasonable accommodation.

- The employee is regularly required to stand for periods of up 1-2 hours, sit, walk, crouch, bend, twist, and reach. Occasional climbing of stairs and use of step stools may be required.
- Frequent use of hands and fingers to handle, feel, and operate objects, tools or controls such as typing, writing, filing, shelving, processing or handling library materials.
- Ability to communicate effectively in person and by telephone.
- Ability to visually review printed materials and computer screens, including prolonged use of a computer monitor.
- Ability to frequently lift or move materials weighing up to 50 pounds; and push or pull carts or 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.

- Work is generally performed in the library and/or office setting with the majority of the workday spent indoors in an area with a normal temperature and humidity range.
- Some duties require work outside of the library at partnering facilities and include outdoor locations with seasonal temperature variations.
- Work is generally performed in safe and comfortable conditions where exposure to environmental factors such as repetitive tasks may cause discomfort and pose limited risk of injury.
- Work is performed in public areas, with many duties conducted in view of patrons.
- Employees are expected to adhere to appropriate attire standards as outlined in the Village Employee Handbook.
- Employees frequently multitask by balancing assigned duties while serving patrons.
- The noise level in the work environment ranges from moderately quiet to moderately loud.

- Employees may be required to carry a FOB or use work-related applications 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; 1/28/26

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 Information Desk, and is responsible for programming and collection development with a focus on adults. This position works with administration as part of the library leadership team.

Essential Duties & Responsibilities

The following are fundamental to the position. These are not to be considered as exclusive or all-inclusive; other related duties may be required and assigned as needed.

- Supervise the work of library staff (permanent and temporary) on the Adult Service team including hiring, training, development, scheduling, and evaluating performance.
- 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 library services and programs, including assisting with social media content or department highlights as assigned.
- 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 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.
- Provide courteous, knowledgeable, and responsive customer service to patrons of all ages, abilities, and backgrounds.
- Create and maintain a welcoming, respectful, and inclusive environment for all patrons accessing library services and materials.
- Assist patrons with basic library services and general use of library resources on library computers and personally owned mobile devices, both in-person and on the phone.
- Accurately performs cashiering duties, including handling cash and credit card transactions.
- Use library systems, computers, and office equipment to complete daily tasks and support library operations.
- Serve as backup support for other service desk coverage, programming, and events as needed.
- Perform other related duties and special projects as assigned.

Required Qualifications

- Bachelor's Degree or equivalent college experience.
- At least 2 years of library experience or related field including a thorough understanding and knowledge adult collection material, programming, and public service.
- Ability to work a schedule that includes 1-2 evenings per week, 1-2 Saturdays per month with flexibility to meet the operational needs of the library.
- Valid state driver's license or ability to obtain one within 4 months. May be required to use personal or library vehicle.

Preferred Qualifications

- Master's Degree in Library and Information Science (MLIS) from an accredited American Library Association (ALA), will also consider equivalent education, training, and work experience.
- At least 1 year of management experience.

Knowledge, Skills & Abilities

The requirements below represent the knowledge, skills, and abilities needed to successfully perform the essential duties of the position.

- Working knowledge of basic computer applications, including internet browsers, Microsoft Office (or equivalent), email, social media platforms, and Canva, or the ability to learn these tools.
- Knowledge of customer service principles and practices.
- Knowledge of adult collection material.
- Knowledge of library practices, operations, and collection organization.
- Knowledge of library systems, cataloging concepts, and the Dewey Decimal System.
- Strong leadership and team building skills.
- Strong customer service and interpersonal skills.
- Strong scheduling and organizational skills.
- Cash handling and point-of-sale transaction skills
- Basic computer operation and data entry skills.
- Ability to communicate effectively in English, verbally and in writing.

- Ability to manage multiple tasks simultaneously in a public-facing environment.
- Ability to understand, follow, and appropriately apply Library, Village, and System policies, procedures, and practices using sound judgment.
- Ability to maintain confidentiality of patron and staff information.
- Ability to direct and supervise the work of others.
- Ability to effectively present information and respond to questions from patrons.
- Ability to pay attention to detail and accuracy.
- Ability to work independently while contributing positively within a collaborative team environment.
- Ability to prioritize tasks, meet deadlines, pivot with changing deadlines and priorities, and work with minimal supervision.
- Ability to lead and work efficiently under pressure, handle stressful situations, and navigate conflicts, escalating concerns to upper management when appropriate.
- Ability to maintain regular attendance, punctuality, and dependability, with flexibility to meet library needs.
- Ability to engage in a warm, friendly, and professional manner with patrons and coworkers.

Physical Requirements

The physical demands described here are representative of those required to successfully perform the essential functions of this job, with or without reasonable accommodation.

- The employee is regularly required to stand for periods of up 1-2 hours, sit, walk, crouch, bend, twist, and reach. Occasional climbing of stairs and use of step stools may be required.
- Frequent use of hands and fingers to handle, feel, and operate objects, tools or controls such as typing, writing, filing, shelving, processing or handling library materials.
- Ability to communicate effectively in person and by telephone.
- Ability to visually review printed materials and computer screens, including prolonged use of a computer monitor.
- Ability to frequently lift or move materials weighing up to 40 pounds; and push or pull carts or 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.

- Work is generally performed in the library and/or office setting with the majority of the workday spent indoors in an area with a normal temperature and humidity range.
- Some duties require work outside of the library at partnering facilities and include outdoor locations with seasonal temperature variations.
- Work is generally performed in safe and comfortable conditions where exposure to environmental factors such as repetitive tasks may cause discomfort and pose limited risk of injury.
- Work is performed in public areas, with many duties conducted in view of patrons.
- Employees are expected to adhere to appropriate attire standards as outlined in the Village Employee Handbook.
- Employees frequently multitask by balancing assigned duties while serving patrons.
- The noise level in the work environment ranges from moderately quiet to moderately loud.
- Employees may be required to carry a FOB or use work-related applications 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: 4/26/25; 12/17/25; 1/28/26

**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:	3

Job Summary

The Assistant Director is responsible for providing 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 fundamental to the position. These are not to be considered as exclusive or all-inclusive; other related duties may be required and assigned as needed.

- Provide project management for library technical, operational and facility related initiatives.
- Oversee the day-to-day operations of the library.
- 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.
- Manage the Germantown Community Library aspect of the integrated library system and database.
- Oversee 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.
- Coordinate building service needs with Germantown Department of Public Works staff and necessary contractors.
- Provide administrative support to the Library Director and Library Board.
- Provide backup services to all library departments.
- Assist with collection development and management.
- 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.

- Provide courteous, knowledgeable, and responsive customer service to patrons of all ages, abilities, and backgrounds.
- Create and maintain a welcoming, respectful, and inclusive environment for all patrons accessing library services and materials.
- Assist patrons with basic library services and general use of library resources on library computers and personally owned mobile devices, both in-person and on the phone.
- Accurately performs cashiering duties, including handling cash and credit card transactions.
- Use library systems, computers, and office equipment to complete daily tasks and support library operations.
- Serve as backup support for other service desk coverage, programming, and events as needed.
- Perform other related duties and special projects as assigned.

Required Qualification

- Bachelor's Degree, Associate's Degree, or equivalent college experience.
- Ability to work a schedule that includes 1-2 evenings per week, 1-2 Saturdays per month with flexibility to meet the operational needs of the library.
- Ability to attend offsite meetings, trainings, and events within Washington County and adjacent counties.

Preferred Qualifications

- Master's Degree in Library and Information Science (MLIS) from an accredited American Library Association (ALA), will also consider equivalent education, training, and work experience.
- At least 2 years of library experience or related field working in a project management, administrative, or management setting.
- At least 1 year of management experience.

Knowledge, Skills & Abilities

The requirements below represent the knowledge, skills, and abilities needed to successfully perform the essential duties of the position.

- Working knowledge of basic computer applications, including internet browsers, Microsoft Office (or equivalent), email, social media platforms, and Canva, or the ability to learn these tools.
- Knowledge of customer service principles and practices.
- Knowledge of library practices, operations, and collection organization.
- Knowledge of integrated library systems, digital material and database resources.
- Knowledge of computer and technology usage and infrastructure.
- Strong leadership and team building skills.
- Strong customer service and interpersonal skills.
- Strong scheduling, organizational, and project management skills.
- Cash handling and point-of-sale transaction skills
- Ability to communicate effectively in English, verbally and in writing.
- Ability to manage multiple tasks simultaneously in a public-facing environment.
- Ability to understand, follow, and appropriately apply Library, Village, and System policies, procedures, and practices using sound judgment.
- Must maintain confidentiality of sensitive information.
- Ability to direct and supervise the work of others.
- Ability to effectively present information and respond to questions from patrons.

- Ability to pay attention to detail and accuracy.
- Ability to work independently while contributing positively within a collaborative team environment.
- Ability to prioritize tasks, meet deadlines, pivot with changing deadlines and priorities, and work with minimal supervision.
- Ability to gather, analyze, interpret, and present data in clear and concise reports and make recommendations.
- Ability to share knowledge and provide training to serve the needs of the library.
- Ability to lead and work efficiently under pressure, handle stressful situations, and navigate conflicts, escalating concerns to upper management when appropriate.
- Ability to maintain regular attendance, punctuality, and dependability, with flexibility to meet library needs.
- Ability to engage in a warm, friendly, and professional manner with patrons and coworkers.

Physical Requirements

The physical demands described here are representative of those required to successfully perform the essential functions of this job, with or without reasonable accommodation.

- The employee is regularly required to stand for periods of up 1-2 hours, sit, walk, crouch, bend, twist, and reach. Occasional climbing of stairs and use of step stools may be required.
- Frequent use of hands and fingers to handle, feel, and operate objects, tools or controls such as typing, writing, filing, shelving, processing or handling library materials.
- Ability to communicate effectively in person and by telephone.
- Ability to visually review printed materials and computer screens, including prolonged use of a computer monitor.
- Ability to frequently lift or move materials weighing up to 40 pounds; and push or pull carts or 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.

- Work is generally performed in the library and/or office setting with the majority of the workday spent indoors in an area with a normal temperature and humidity range.
- Some duties require work outside of the library at partnering facilities and include outdoor locations with seasonal temperature variations.
- Work is generally performed in safe and comfortable conditions where exposure to environmental factors such as repetitive tasks may cause discomfort and pose limited risk of injury.
- Work is performed in public areas, with many duties conducted in view of patrons.
- Employees are expected to adhere to appropriate attire standards as outlined in the Village Employee Handbook.
- Employees frequently multitask by balancing assigned duties while serving patrons.
- The noise level in the work environment ranges from moderately quiet to moderately loud.
- Employees may be required to carry a FOB or use work-related applications 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: 12/17/25; 1/28/26

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:	5

Job Summary

The Library Director is responsible for administration and overseeing all day-to-day operations of the library. This includes library staff, circulation, technical services, collection management, patron services, technology, programming, 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 fundamental to the position. These are not to be considered as exclusive or all-inclusive; other related duties may be required and assigned as needed.

- 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.
- 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 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 staff.
- Directly supervises the positions of Assistant Director, Circulation Manager, Youth Services Manager, and Adult Services Manager.
- Provide backup services to all library departments.

- Respond to citizen requests and concerns regarding library programs and facilities.
- Attend regular meetings of the Germantown Community Library Board, Friends of the Germantown Community Library, Village of Germantown, Washington County, System, and State and serves as advisor keeping them informed of current trends in the library services and offering recommendations for future growth and development of the library.
- Work cooperatively with Village of Germantown 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.

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 5 years of library experience or related field including a thorough understanding and knowledge of library policies and services.
- At least 2 years of administration in a public library or related field including progressive supervisory experience.
- Requires evenings, weekends, and a flexible schedule to meet the operational needs of the library.
- Valid state driver's license or ability to obtain one within 4 months. Required to use personal or library vehicle.

Preferred Qualifications

Knowledge, Skills & Abilities

The requirements below represent the knowledge, skills, and abilities needed to successfully perform the essential duties of the position.

- Knowledge of library practices, operations, and collection organization.
- Knowledge of integrated library systems, digital material and database resources.
- Knowledge of computer and technology usage and infrastructure.
- Strong organizational and project management skills.
- Ability to communicate effectively in English, verbally and in writing.
- Ability to manage multiple tasks simultaneously in a public-facing environment.
- Must maintain confidentiality of sensitive information.
- Ability to direct and supervise the work of others.
- Ability to effectively present information and respond to questions from patrons.
- Ability to prioritize tasks, meet deadlines, and pivot with changing deadlines and priorities.
- Ability to organize and prioritize a large number of projects with day-to-day operations at one time.
- Ability to gather, analyze, interpret, and present data in clear and concise reports and make recommendations.

- Ability to lead knowledge sharing and training to serve the needs of the library.
- Ability to lead and work efficiently under pressure, handle stressful situations, and navigate conflicts.
- Ability to engage in a warm, friendly, and professional manner with patrons and coworkers and is dedicated to providing exemplary service.
- Must be dependable with flexibility to meet the scheduling needs of the library.
- 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.

Physical Requirements

The physical demands described here are representative of those required to successfully perform the essential functions of this job, with or without reasonable accommodation.

- The employee is regularly required to stand for periods of up 1-2 hours, sit, walk, crouch, bend, twist, and reach. Occasional climbing of stairs and use of step stools may be required.
- Frequent use of hands and fingers to handle, feel, and operate objects, tools or controls such as typing, writing, filing, shelving, processing or handling library materials.
- Ability to communicate effectively in person and by telephone.
- Ability to visually review printed materials and computer screens, including prolonged use of a computer monitor.
- Ability to frequently lift or move materials weighing up to 40 pounds; and push or pull carts or 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.

- Work is generally performed in the library and/or office setting with the majority of the workday spent indoors in an area with a normal temperature and humidity range.
- Some duties require work outside of the library at partnering facilities and include outdoor locations with seasonal temperature variations.
- Work is generally performed in safe and comfortable conditions where exposure to environmental factors such as repetitive tasks may cause discomfort and pose limited risk of injury.
- Work is performed in public areas, with many duties conducted in view of patrons.
- Employees are expected to adhere to appropriate attire standards as outlined in the Village Employee Handbook.
- Employees frequently multitask by balancing assigned duties while serving patrons.
- The noise level in the work environment ranges from moderately quiet to moderately loud.
- Employees may be required to carry a FOB or use work-related applications 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 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; 1/28/26

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: January 28, 2026

PLACEMENT: Action Item

ITEM TITLE: 2025 Library Annual Report (Action)

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The 2025 Annual Report is due to be submitted to the Wisconsin Department of Public Instruction. The official report will be sent in a separate email after it is approved by staff at the Monarch Library System prior to the Library Board Meeting on Wednesday, January 28, 2026.

The 2025 Annual Report graphic will be published as a press release as well as on the library's website, newsletter and social media sites (attached). Additional graphics will be sent as a separate email.

ATTACHMENT:

1. 2025 Annual Report (Annual Report Graphic)

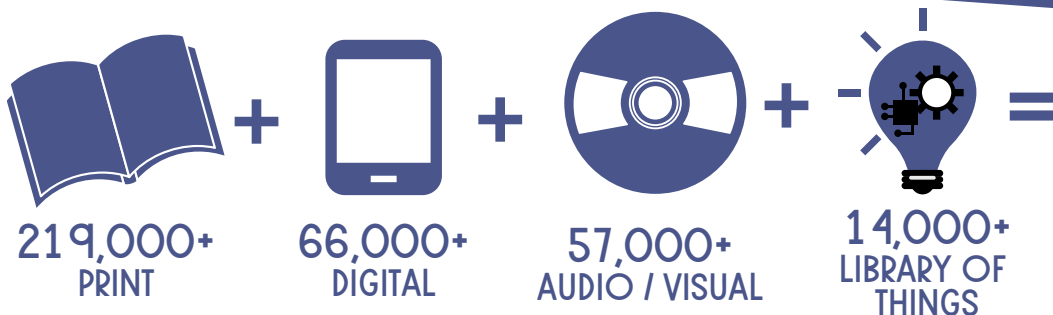
STAFF RECOMMENDATION:

Approve the 2025 Annual Report as presented.

ACTION BY COMMITTEE:

2025 BY THE NUMBERS

GERMANTOWN COMMUNITY LIBRARY



356,377

ITEMS CHECKED OUT

& 5,000+
NEW ITEMS
ADDED



12,715

REGISTERED
LIBRARY CARDS



36,703

SERVICE
QUESTIONS



111,925

LIBRARY VISITS
IN 2025!

27,000+

PEOPLE
ATTENDED

740

PROGRAMS

34,000+

PARTICIPANTS IN
SELF-DIRECTED
ACTIVITIES



15,000+

WIRELESS LOGINS

11,000+

PUBLIC COMPUTER LOGINS

1,600+

COMMUNITY & STUDY SPACES USED

1,400+

NEW LIBRARY CARDS ISSUED

1,300+

PEOPLE WORKED ON
COMMUNITY PUZZLES

1,200+

VOLUNTEER HOURS COMPLETED



\$5,927,956

THE VALUE OF MATERIAL CHECKED
OUT BY PATRONS IN 2025!

OUR OUTREACH SERVICES
DEPARTMENT CHECKED OUT

7,000+

ITEMS



BUSINESS OF THE LIBRARY BOARD

MEETING DATE: January 28, 2026

PLACEMENT: Action Item

ITEM TITLE: 2026 Library Director Goals (Action)

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The 2026 Performance Goals for the Library Director are attached for approval.

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

ATTACHMENT:

1. 2026 Library Director Goals (pt. 1 - 2023-2027 Strategic Plan Summary)
2. 2026 Library Director Goals (pt. 2 - 2026 Goals - Competencies)
3. 2026 Library Director Goals (pt. 3 - 2026 Goals - Objectives)

STAFF RECOMMENDATION:

Approve the 2026 Performance Goals for the Library Director.

ACTION BY COMMITTEE:

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.

2026 Employee Performance Evaluation					
Employee Name: Patricia A. Smith			Date:		
		2023-2027 Strategic Plan	Current Rating	Employee Comments	Library Board Comments
Competency 1: Organization Understanding	* 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 1A & 1B Goal 2A & 2B Goal 3A, 3B & 3C Goal 4A, 4B & 4C Goal 5A, 5B, 5C & 5D			
Competency 2: Planning & Organizing	* 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 5C & 5D			
Competency 3: Team Development	* 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 5C & 5D			
Competency 4: Customer Focus	* 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	* 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 3A, 3B & 3C Goal 4A, 4B & 4C			

2026 Employee Performance Evaluation					
Employee Name: Patricia A. Smith			Date:		
		2023-2027 Strategic Plan	Current Rating	Employee Comments	Library Board Comments
Customer Objective	1. Evaluate and implement collection wayfinding options to better display library material. 2. Facilitate implementation of Vega Promote online newsletter. 3. Evaluate and increase ordering for high-demand digital titles through Overdrive Advantage to decrease wait times and increase circulation. 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.	1. Goal 1A & 2B 2. Goal 4 A 3. Goal 1B & 2B 4. Goal 2A & 2B			
Process Objective	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.	1. Goal 1A 2. Goal 4A ,4B & 4C 3. Goal 5C			
Growth Objective	1. Attend Wisconsin Public Library Conference in May. 2. Attend Wisconsin Library Conference in October. 3. Participate in additional professional development opportunities through library-related organizations and the Village of Germantown.	1. Goal 5D 2. Goal 5D 3. Goal 5D			
Financial Objective	1. Maintain or increase 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.	1. Goal 1A & 1B 2. Goal 5A 2. Goal 5A			
			Average:		
Employee Signature:			Supervisor Signature:		
			Date:		

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: January 28, 2026

PLACEMENT: Presentation

ITEM TITLE: Overdrive Advantage Account (Discussion)

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Overdrive Advantage Account Summary and attachments.

ATTACHMENT:

1. Overdrive Advantage Account
2. 2026 Overdrive Advantage Accounty (pt. 1 - Overdrive Advantage Presentation)

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

Germantown Community Library Board

MEETING DATE: January 28, 2025

PLACEMENT: New Business

AGENDA ITEM(S): IX. D. Overdrive Advantage Account

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The following presentation provides additional information on digital material trends and processes through Overdrive. This information is for discussion only to provide the Germantown Community Library Board with information on how digital material collections operate and how Germantown is looking at funding additional items for patrons.

- Digital material collections and funding is very different from traditional physical collections
- The state of Wisconsin has traditionally not been increasing the amount of funding from Wisconsin libraries to meet the high demands of digital items and holds
- Putting more funding into digital collections can reduce wait times for Germantown patrons on high demand items

Goals of Additional Funding

- Cut down number of titles with high holds
 - 0 to 4 holds: 3,368 items
 - 5 to 9 holds: 80 items
 - 10 to 14 holds: 10 items
 - 15 to 19 holds: 11 items
 - 20-25 holds: 3 items
- Cut down on the long wait time of holds
 - Current average wait time: 70.41 days
 - 1st current hold: March 2024
- Continue to monitor holds lists
- Continue to look for ways to put additional funding toward digital material

RECOMMENDATION:

None

➤ 2026 Overdrive/Libby Additional Funding

GERMANTOWN COMMUNITY LIBRARY



Trisha Smith, Library Director
(262) 253-7760, ext. 2005 smithp@germantownlibrarywi.org

What is Overdrive?

- **Overdrive** is a national company that provides borrowing of ebooks, audiobooks & magazines for libraries
- The **Wisconsin's Digital Library** is the digital collection for all public libraries in Wisconsin
 - This is managed by the WPLC (Wisconsin Public Library Consortium) and WiLS
 - The collection is currently funded by libraries through Library Systems
- **Libby** is the free Overdrive app



GERMANTOWN COMMUNITY LIBRARY



What is Overdrive Advantage?

- **Overdrive Advantage** is a program through Overdrive that allows members of a consortium (WI & Monarch) to offer additional titles exclusively for their patrons (Germantown)
- It can offer patrons:
 - Reduced wait times
 - Additional titles
 - Custom collection
 - Continued access to titles in the main collection



GERMANTOWN COMMUNITY LIBRARY



2026 Overdrive Funding

- Overdrive is funded in a variety of different ways



STATE OF WI

- \$1,000,000 ANNUALLY FOR ALL WI RESIDENTS
- CHARGED BY SYSTEM FEES AND PAID FOR BY LIBRARIES
- 2+ ESTIMATED INCREASE IN COST EACH YEAR HAS NOT KEPT UP WITH HIGH DEMAND FOR TITLES
- GERMANTOWN PAID \$4,500 IN 2025



MONARCH

- \$75,000 IN ADDITIONAL SYSTEM FUNDING FOR MONARCH RESIDENTS
- INCREASED BY \$35,000 IN 2026



OZAUKEE & SHEBOYGAN

- ADDITIONAL COUNTY FUNDING IN 2026 FOR MONARCH RESIDENTS



GERMANTOWN

- NO ADDITIONAL FUNDING PRIOR TO 2026
- BUDGETED \$6,000 IN 2026 FOR TITLES FOR GERMANTOWN CARD HOLDERS ONLY

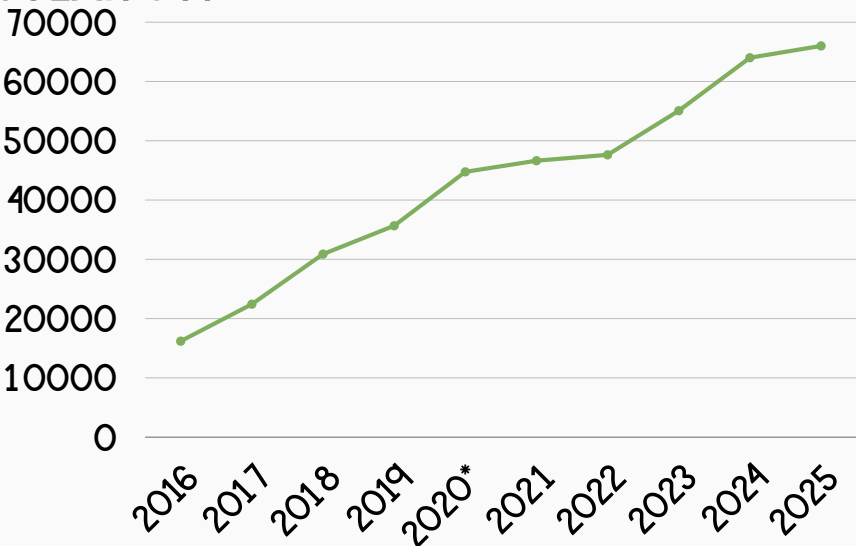
GERMANTOWN COMMUNITY LIBRARY



Overdrive/Libby Circulation

GERMANTOWN OVERDRIVE CIRCULATION

2016 - 16,193
2017 - 22,431
2018 - 30,873
2019 - 35,660
*2020 - 44,753
2021 - 46,634
2022 - 47,628
2023 - 55,064
2024 - 64,006
2025 - 66,821



4.4% INCREASE FROM 2024 TO 2025
87.4% INCREASE FROM 2019 TO 2025

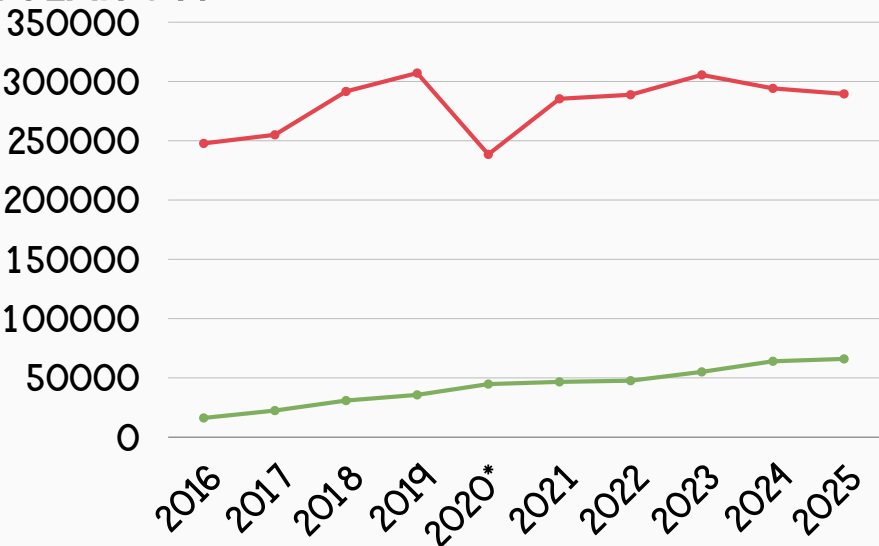
7.9% INCREASE FROM 2024 TO 2025 (MONARCH)
71.4% INCREASE FROM 2019 TO 2025 (MONARCH)



Overdrive vs. Physical Circulation

GERMANTOWN PHYSICAL CIRCULATION

2016 - 247,753
2017 - 255,030
2018 - 291,601
2019 - 307,128
*2020 - 238,494
2021 - 285,400
2022 - 288,802
2023 - 305,539
2024 - 294,178
2025 - 289,525



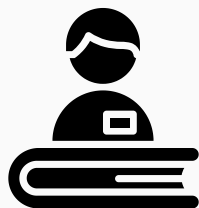
-1.6% DECREASE FROM 2024 TO 2025
-5.7% DECREASE FROM 2019 TO 2025

-2.0% DECREASE FROM 2024 TO 2025 (MONARCH)
-16.6% DECREASE FROM 2019 TO 2025 (MONARCH)



Overdrive Advantage Funding

- Digital items do not check out like physical books
- Checkout limits are set by the publishers
- Many publishers offer more than one option



ONE CHECKOUT / ONE USER

- ONE CHECKOUT AT A TIME
- LIBRARY OWNS THE COPY INDEFINITELY
- SIMILAR TO CHECKOUT MODEL OF PHYSICAL LIBRARY BOOKS



ONE CHECKOUT / ONE USER (24 MONTHS)

- ONE CHECKOUT AT A TIME
- ITEM NO LONGER AVAILABLE AFTER 24 MONTHS



ONE CHECKOUT / ONE USER (12 MONTHS)

- ONE CHECKOUT AT A TIME
- ITEM NO LONGER AVAILABLE AFTER 12 MONTHS



COST PER CIRC

- MULTIPLE USERS PER TITLE AT A TIME
- LIBRARY PAYS A SET FEE PER CHECKOUT BASED ON A SET BUDGET
- EACH ITEM HAS A DIFFERENT COST
- LIBRARY DOES NOT OWN THE COPY AND PAYS FOR EACH CHECKOUT
- SIMILAR TO HOOPLA



Average Costs per Model

- Average cost of physical books: **\$30.00**
- Average cost of physical audiobooks: **\$50.00**
- Purchasing the item for 12-24+ months is more cost-efficient, but users will have to wait longer to checkout

\$74

ONE CHECKOUT / ONE USER (PERMANENT)

- COST PER CIRC: \$2.14 (2 YEARS)
- COST PER CIRC: \$1.34 (3 YEARS)

\$62

ONE CHECKOUT / ONE USER (24 MONTHS)

- COST PER CIRC: \$1.79

\$38

ONE CHECKOUT / ONE USER (12 MONTHS)

- COST PER CIRC: \$2.20

\$6

COST PER CIRC

- (AVERAGE - PRICE VARIES FROM \$0.99 TO \$15.00)



*Average cost based on average cost of top hold items at the Germantown Community Library

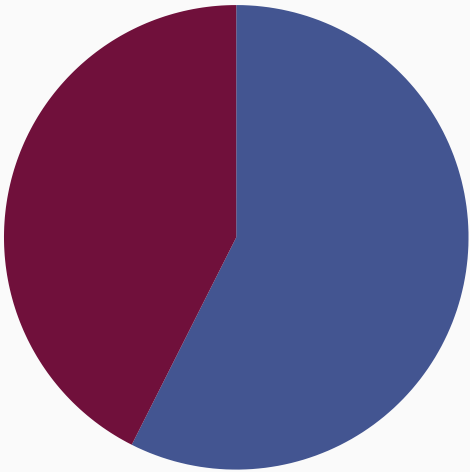
** Cost per Circ calculations based on 3-week checkout period

Current Overdrive Holds

- 5,492 total holds
- 3,472 total titles

**TOTAL HOLDS
(BY ITEM TYPE)**
EBOOKS: 2,338
EAUDIOBOOKS: 3,154

EBOOKS
42.6%



EAUDIOBOOKS
57.4%

*Holds report run on December 26, 2025

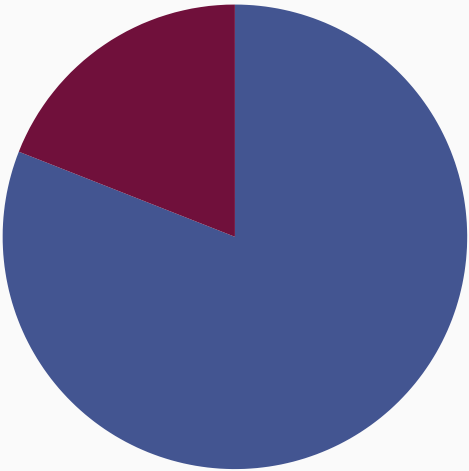


Current Overdrive Holds

- 5,492 total holds
- 3,472 total titles

**TOTAL HOLDS
(BY GENRE)**
FICTION: 4,447
NONFICTION: 1,045

NONFICTION
19%



FICTION
81%

*Holds report run on December 26, 2025

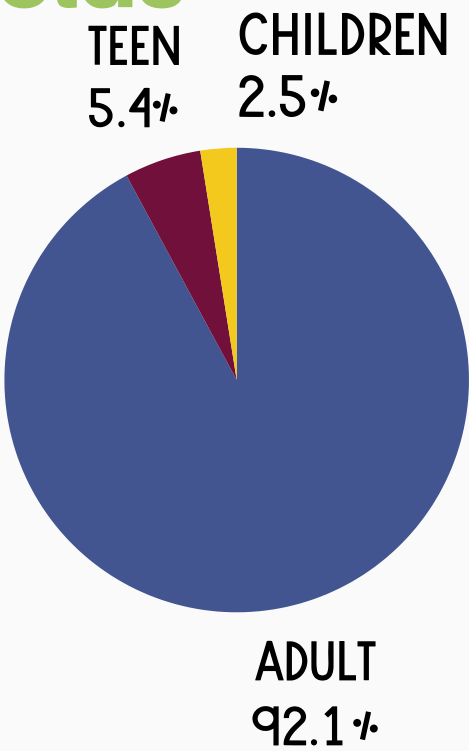


Current Overdrive Holds

- 5,492 total holds
- 3,472 total titles

TOTAL HOLDS (BY AUDIENCE)

ADULT: 5,060
YOUNG ADULT: 294
CHILDREN: 138



*Holds report run on December 26, 2025

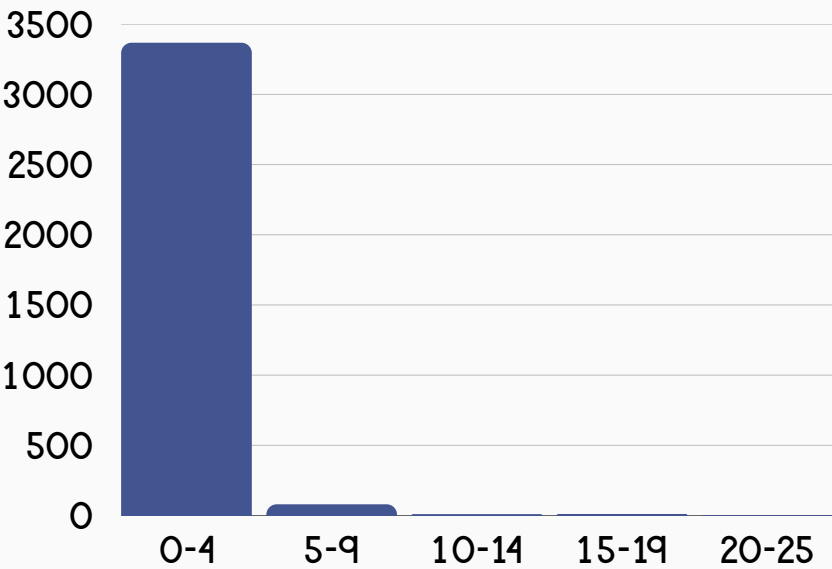


Current Overdrive Holds

- 3,472 total titles on holds

TOTAL HOLDS PER TITLE

0-4 HOLDS: 3,368 TITLES
5-9 HOLDS: 80 TITLES
10-14 HOLDS: 10 TITLES
15-19 HOLDS: 11 TITLES
20-25 HOLDS: 3 TITLES



*Holds report run on December 26, 2025



Top Hold Titles (Report)

Page 1 of 70 50								
	Title	Creator	Publisher	ISBN	Format	Audience/Rating	Street date	All holds ▾
1	The Anxious Generation: How the Great Rewiring of Childhood Is C...	Jonathan Haidt, ...	Books on Tape	9780593829103	📖	Adult Nonfiction	3/26/2024	23
2	The Frozen River	Ariel Lawhon, J...	Books on Tape	9780593748992	📖	Adult Fiction	12/5/2023	21
3	My Friends: A Novel (unabridged)	Fredrik Backma...	Simon & Schust...	9781668131602	📖	Adult Fiction	5/6/2025	21
4	Atmosphere	Taylor Jenkins R...	Books on Tape	9780593614204	📖	Adult Fiction	6/3/2025	19
5	Wild Dark Shore: Reese's Book Club Pick (A Novel) (unabridged)	Charlotte McCo...	Macmillan Audio	9781250381538	📖	Adult Fiction	3/4/2025	19
6	Broken Country	Clare Leslie Hall	Simon & Schust...	9781668078204	📖	Adult Fiction	3/4/2025	18
7	Great Big Beautiful Life	Emily Henry, Jul...	Books on Tape	9798217063994	📖	Adult Fiction	4/22/2025	18
8	Great Big Beautiful Life	Emily Henry	Penguin Group ...	9780593441244	📖	Adult Fiction	4/22/2025	18
9	The Correspondent: A Novel (unabridged)	Virginia Evans, ...	Books on Tape	9798217066384	📖	Adult Fiction	4/29/2025	17
10	The Frozen River	Ariel Lawhon	Random House,...	9780385546881	📖	Adult Fiction	12/5/2023	17
11	My Friends: A Novel	Fredrik Backman	Simon & Schust...	9781982112844	📖	Adult Fiction	5/6/2025	16
12	The Perfect Marriage	Jeneva Rose, N...	Dreamscape Me...	9781666543568	📖	Adult Fiction	12/29/2020	16
13	The Secret of Secrets	Dan Brown	Random House,...	9780385546928	📖	Adult Fiction	9/9/2025	16
14	The Let Them Theory	Mel Robbins, Sa...	Random House,...	9781401971373	📖	Adult Nonfiction	12/24/2024	15
15	The Nightingale: A Novel (unabridged)	Kristin Hannah, ...	Macmillan Audio	9781427252388	📖	Adult Fiction	2/3/2015	14
16	Atmosphere	Taylor Jenkins R...	Random House,...	9780593158722	📖	Adult Fiction	6/3/2025	13
17	Project Hail Mary: A Novel	Andy Weir	Random House,...	9780593135211	📖	Adult Fiction	5/4/2021	13
18	Gone Before Goodbye	Harlan Coben, ...	Hachette Audio	9781668650684	📖	Adult Fiction	10/14/2025	12
19	The God of the Woods: A Novel (unabridged)	Liz Moore, Saski...	Books on Tape	9780593867808	📖	Adult Fiction	7/2/2024	11
20	We Are All Guilty Here	Karin Slaughter, ...	HarperCollins P...	9780063336797	📖	Adult Fiction	8/12/2025	11
21	The Correspondent: A Novel	Virginia Evans	Random House,...	9780593798447	📖	Adult Fiction	4/29/2025	10
22	Gone Before Goodbye	Harlan Coben, ...	Hachette Digital...	9781538774717	📖	Adult Fiction	10/14/2025	10
23	The Seven Rings	Nora Roberts	Macmillan Publi...	9781250288806	📖	Adult Fiction	11/18/2025	10
24	The Wedding People: A Novel	Alison Espach	Macmillan Publi...	9781250899569	📖	Adult Fiction	7/30/2024	10

*Holds report run on December 26, 2025

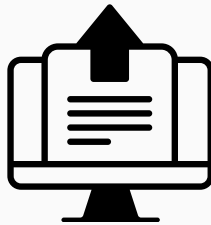


FAQ: Why are there so many holds & Why do I have to wait so long?



DEMAND EXCEEDING FUNDING LEVELS

- HIGH DEMAND AND CIRCULATION/HOLDS GROWING AT A FASTER RATE THE CURRENT FUNDING LEVELS



PUBLISHER LIMITS

- DIGITAL MATERIALS OFTEN HAVE A SHORTER LIFESPAN (12 OR 24 MONTHS)
- ITEMS HAVE PUBLISHER RESTRICTIONS ON CHECKOUT LIMITS
- SOME ITEMS CAN BE VERY EXPENSIVE

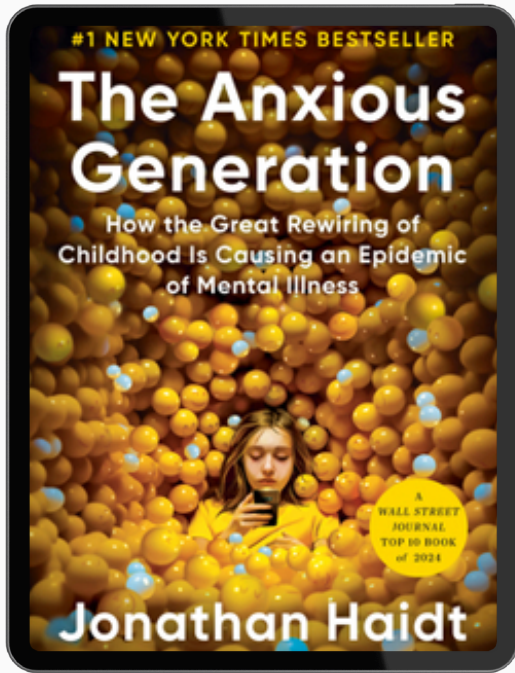


NOT ENOUGH COPIES

- THERE ARE NOT ENOUGH COPIES OF HIGH-HOLD TITLES TO KEEP UP WITH DEMANDS FROM PATRONS



Title Example #1

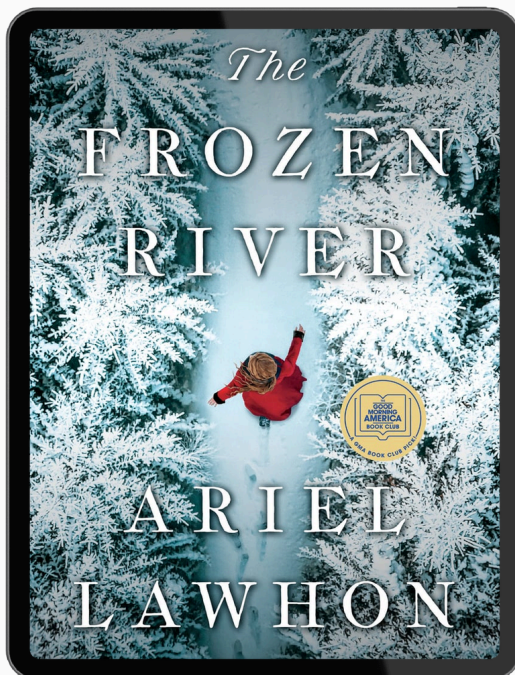


*Release date: March 2024



PHYSICAL	DIGITAL
AUDIOBOOK: GT HOLDS: 1 MONARCH HOLDS: 8 GT COPIES: 0 MONARCH COPIES: 1 PRICE: \$45.00 GT CHECKOUTS: 0 BOOK: GT HOLDS: 0 MONARCH HOLDS: 4 GT COPIES: 3 MONARCH COPIES: 58 PRICE: \$30.00 GT CHECKOUTS: 35	E-AUDIOBOOK: GT HOLDS: 23 WI HOLDS: 1,845 = 28.9 / ITEM GT COPIES: 1 WI COPIES: 64 PRICE: \$8.55 / \$42.75(12) GT CHECKOUTS: 37 E-BOOK: GT HOLDS: 0 WI HOLDS: 417 GT COPIES: 1 WI COPIES: 48 PRICE: \$5.50 / \$27.50 GT CHECKOUTS: 11

Title Example #2

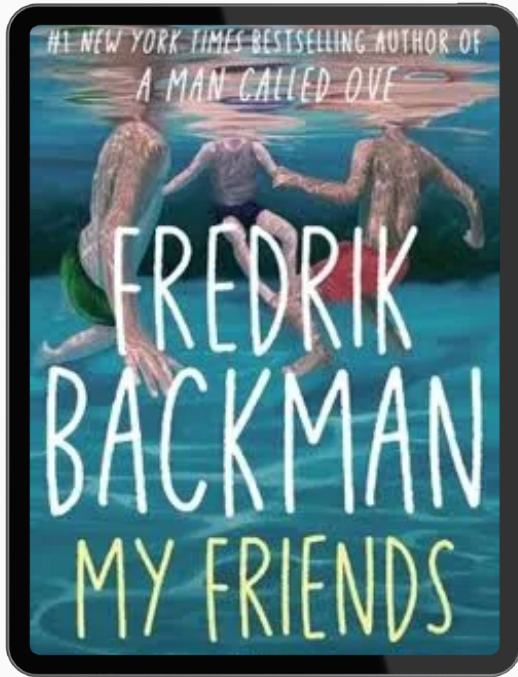


*Release date: December 2023



PHYSICAL	DIGITAL
AUDIOBOOK: GT HOLDS: 0 MONARCH HOLDS: 0 GT COPIES: 1 MONARCH COPIES: 3 PRICE: \$50.00 GT CHECKOUTS: 0 BOOK: GT HOLDS: 1 MONARCH HOLDS: 7 GT COPIES: 3 MONARCH COPIES: 56 PRICE: \$30.00 GT CHECKOUTS: 60	E-AUDIOBOOK: GT HOLDS: 21 WI HOLDS: 1,518 = 40.0 / ITEM GT COPIES: 1 WI COPIES: 34 PRICE: \$9.50 / \$47.50(12) GT CHECKOUTS: 23 E-BOOK: GT HOLDS: 17 WI HOLDS: 1,522 GT COPIES: 1 WI COPIES: 38 PRICE: \$5.50 / \$27.50(12) GT CHECKOUTS: 15

Title Example #3



*Release date: May 2025

PHYSICAL	DIGITAL
AUDIOBOOK: GT HOLDS: 0 MONARCH HOLDS: 0 GT COPIES: 1 MONARCH COPIES: 7 PRICE: \$30.00 GT CHECKOUTS: 25 BOOK: GT HOLDS: 9 MONARCH HOLDS: 57 GT COPIES: 3 MONARCH COPIES: 71 PRICE: \$45.00 GT CHECKOUTS: 7	E-AUDIOBOOK: GT HOLDS: 21 WI HOLDS: 2,951 = 84.3 / ITEM GT COPIES: 1 WI COPIES: 35 PRICE: \$84.99 (24) GT CHECKOUTS: 9 E-BOOK: GT HOLDS: 16 WI HOLDS: 2,123 GT COPIES: 1 WI COPIES: 36 PRICE: \$59.99(24) GT CHECKOUTS: 11



Title Example #4



*Release date: June 2025

PHYSICAL	DIGITAL
AUDIOBOOK: GT HOLDS: 0 MONARCH HOLDS: 0 GT COPIES: 0 MONARCH COPIES: 5 PRICE: \$50.00 GT CHECKOUTS: 0 BOOK: GT HOLDS: 0 MONARCH HOLDS: 2 GT COPIES: 4 MONARCH COPIES: 58 PRICE: \$30.00 GT CHECKOUTS: 47	E-AUDIOBOOK: GT HOLDS: 19 WI HOLDS: 3,120 = 64.7 / ITEM GT COPIES: 1 WI COPIES: 36 PRICE: \$8.55 / \$42.75(12) GT CHECKOUTS: 18 E-BOOK: GT HOLDS: 13 WI HOLDS: 2,419 GT COPIES: 1 WI COPIES: 35 PRICE: \$5.50 / \$27.50 GT CHECKOUTS: 13



Title Example #5



PHYSICAL	DIGITAL
AUDIOBOOK: GT HOLDS: 0 MONARCH HOLDS: 0 GT COPIES: 1 MONARCH COPIES: 6 PRICE: \$50.00 GT CHECKOUTS: 2 BOOK: GT HOLDS: 14 MONARCH HOLDS: 143 GT COPIES: 4 MONARCH COPIES: 54 PRICE: \$32.00 GT CHECKOUTS: 17	E-AUDIOBOOK: GT HOLDS: 13 WI HOLDS: 1,635 = 46.8 / ITEM GT COPIES: 1 WI COPIES: 35 PRICE: \$75.00(24) GT CHECKOUTS: 6 E-BOOK: GT HOLDS: 10 WI HOLDS: 1,022 GT COPIES: 1 WI COPIES: 35 PRICE: \$75.00(24) GT CHECKOUTS: 4

*Release date: October 2025



December 26, 2025 Purchasing

TOTAL SPENT

\$1,700

ITEM FUNDING:

\$1,200 = 25 TITLES*

- 5 PERMANENT
- 8 WITH 24 MONTH LIMIT
- 12 WITH 12 MONTH LIMIT

COST PER CIRC FUNDING

\$500 LIMIT = 14 TITLES

TOTAL CIRCULATION IN ONE WEEK

133 ITEMS**

11 12-24+ MONTH TITLES

122 COST PER CIRC TITLES

****CIRCULATION FROM FUNDING OF \$1,200 WILL CONTINUE FOR 1-2+ YEARS AFTER PURCHASE (WITH NO ADDITIONAL COST):**

YEAR 1 CIRCULATION ESTIMATE: 433

YEAR 2 CIRCULATION ESTIMATE: 225

YEAR 3 CIRCULATION ESTIMATE: 87

YEAR 4 CIRCULATION ESTIMATE: 87

*Report Run: January 2, 2026 (one week later)



After Purchasing Examples (audio)



HOLD START	23	21	21	19	13
1 WEEK	13	7	19	9	12
4 WEEKS	5	8	25	14	12
3 +	0 +	0 +	3 +	0 +	
13 ADVANTAGE CHECKOUTS	18 ADVANTAGE CHECKOUTS	3 ADVANTAGE CHECKOUTS	13 ADVANTAGE CHECKOUTS	4 ADVANTAGE CHECKOUTS	
= 16	= 18	= 3	= 16	= 4	
		(NO COST/CIRC)		(NO COST/CIRC)	

**Report Run: January 2, 2026 (one week later) & January 22 (four weeks later)



Ratio Purchasing Estimates

0-4 HOLDS: 3,368 TITLES

- NO ADDITIONAL COPIES NEEDED

5-9 HOLDS: 80 TITLES

- 1 ADDITIONAL COPY NEEDED
- $80 \times \$50.85 = \$4,052$

10-14 HOLDS: 10 TITLES

- 2 ADDITIONAL COPIES NEEDED
- $10 \times \$50.85 \times 2 = \$1,017$

15-19 HOLDS: 11 TITLES

- 3 ADDITIONAL COPIES NEEDED
- $11 \times \$50.85 \times 3 = \$1,678.05$

20-24: 3

- 4 ADDITIONAL COPIES NEEDED
- $3 \times \$50.85 \times 4 = \610.20

TOTAL: \$7,357.25*

(TOTAL NEEDED TO SPEND TO ALLIGN WITH 5:1 RATIO STANDARDS AT THIS TIME)

***THIS WILL INCREASE EACH MONTH**

*Holds report run on December 26, 2025

**Estimates calculated based on average price using the 5:1 ratio guidelines (similar to physical print & audiobook on CD ratios used for the Monarch Library System agreement)



Future Funding Plan (2026+)

\$2,000*

JAN 2026: \$500 COST PER CIRC TITLES
APR 2026: \$500 COST PER CIRC TITLES
JUL 2026: \$500 COST PER CIRC TITLES
SEPT 2026: \$500 COST PER CIRC TITLES

GOAL: SPEND \$500 QUARTERLY ON COST PER CIRC TITLES

- DECREASE ITEMS WITH 10+ HOLDS
- HIGHER COST PER ITEM, BUT WILL QUICKLY CUT DOWN ON HOLDS

\$4,000*

JAN 2026: \$1,000 ON 1-2 YEAR TITLES
APR 2026: \$1,000 ON 1-2 YEAR TITLES
JUL 2026: \$1,000 ON 1-2 YEAR TITLES
SEPT 2026: \$1,000 ON 1-2 YEAR TITLES

GOAL: SPEND \$1,000 QUARTERLY ON 1-2 YEAR TITLES (INCLUDING FUTURE HIGH DEMAND TITLES)

- DECREASE ITEMS WITH 10+ HOLDS

\$?

CONTINUE TO EXPLORE WAYS FOR INCREASED FUNDING IN THE FUTURE TO BETTER MEET DEMANDS WITH THE GOAL OF A 5:1 TO 10:1 HOLDS RATIO

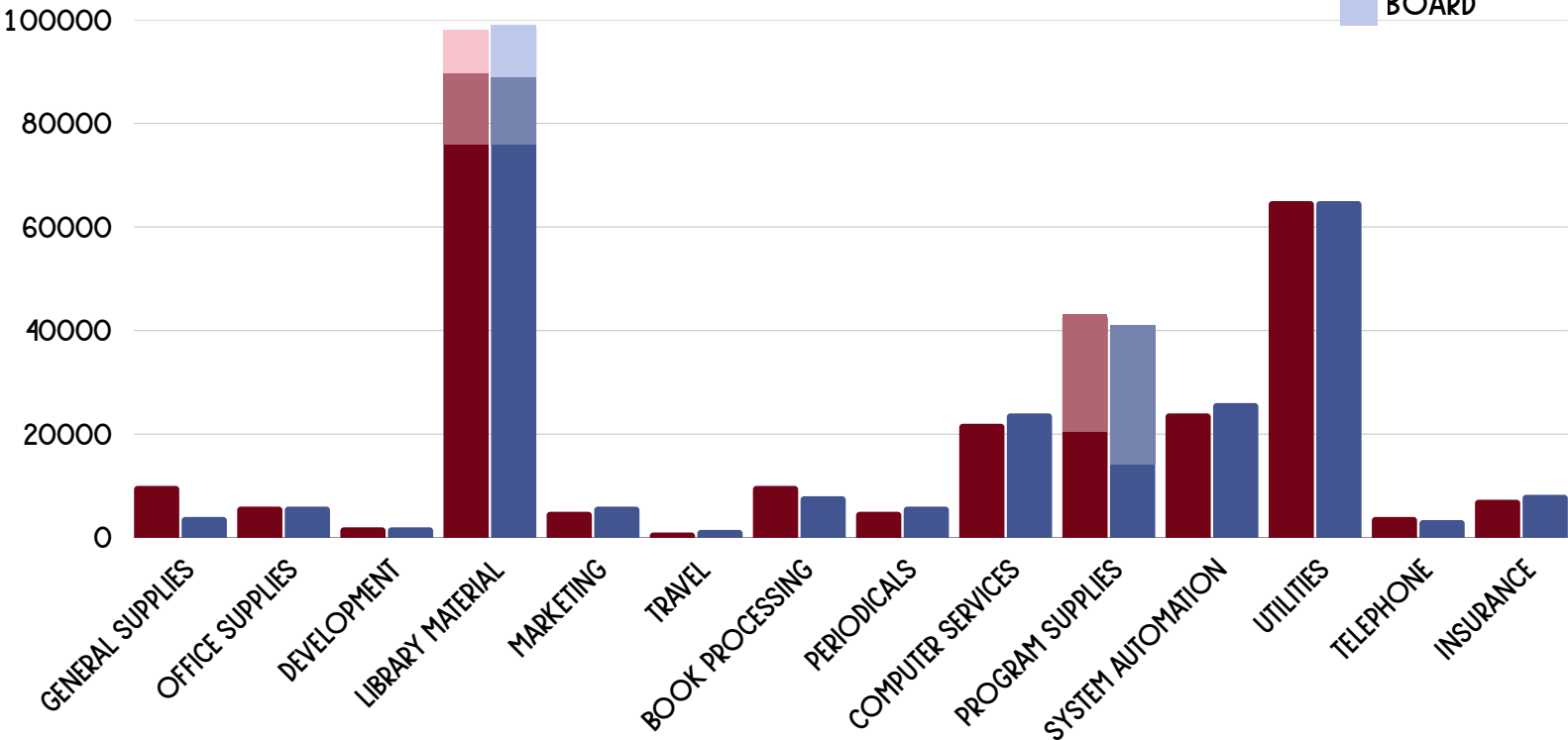


*\$6,000 funding taken from 2026 physical material budget

2026 Library Budget - Operating

2025 2026

FRIENDS
FRIENDS
BOARD
BOARD

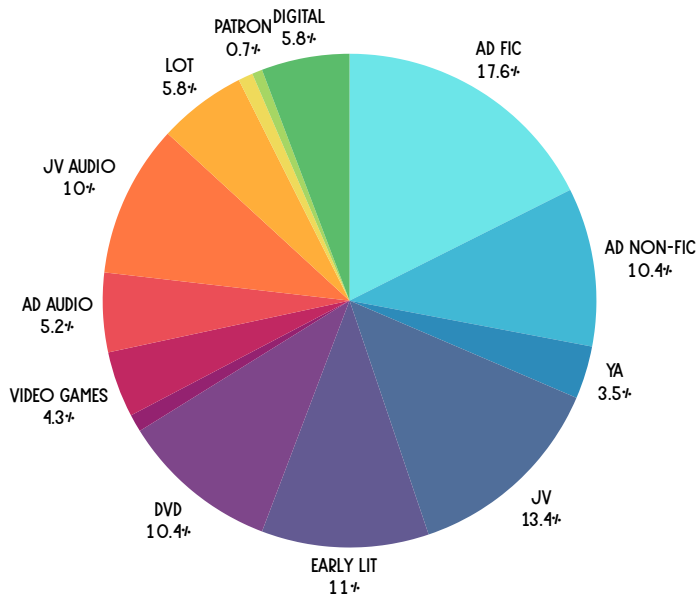


2026 Library Budget - Materials

2026 MATERIAL BUDGET

VILLAGE: \$76,000 / FRIENDS: \$14,000 / BOARD: \$14,000

TOTAL: \$104,000



2026 MATERIALS (BY COLLECTION)

\$18,300: ADULT FICTION
\$10,800: ADULT NON-FICTION
\$3,600: YOUNG ADULT
\$13,900: JUVENILE
\$11,400: EARLY LITERACY
\$10,800: DVDS
\$1,200: MUSIC CDS
\$4,500: VIDEO GAMES
\$5,400: ADULT AUDIO
\$10,400: JUVENILE AUDIO
\$6,000: LIBRARY OF THINGS
\$1,000: OUTREACH
\$700: PATRON REQUESTS
\$6,000: DIGITAL

Key Takeaways

- Demand for digital material continues to **INCREASE**
- Wisconsin & Monarch will be putting additional funding into digital material, but demand continues to increase
- Goals:
 - Start putting additional funding into digital material
 - Continue to monitor:
 - High holds (10 to 25) & 1st hold start date (3/2024)
 - Explore opportunities to put **ADDITIONAL FUNDING** into digital material - without taking too much away from current material & services

