

MEETING:	GERMANTOWN COMMUNITY LIBRARY BOARD
DATE AND TIME:	Wednesday, March 25, 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. February 25, 2026, 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. 2026 Amended Budget (ACTION)
 - B. Code of Conduct Policy Update (ACTION)
- X. **ADJOURNMENT:**

The next regular meeting of the Germantown Community Library Board will be on Wednesday, April 22, 2026 at 5:30 p.m.

LIBRARY BOARD AGENDA

March 25, 2026

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UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the Assistant Director at (262) 253-7760, ext. 2002 or clloyd@germantownlibrarywi.org 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: March 25, 2026

PLACEMENT: Action Item

ITEM TITLE: February 25, 2026, Meeting Minutes - DRAFT

SUBMITTED BY: Connie Lloyd, Asst. Director

SUMMARY EXPLANATION:

Review the submitted February 25, 2026, Library Board draft meeting minutes.

ATTACHMENT:

1. February 25, 2026 Meeting Minutes - DRAFT

STAFF RECOMMENDATION:

Approve the minutes as presented.

ACTION BY COMMITTEE:

MEETING:	GERMANTOWN COMMUNITY OF THE LIBRARY BOARD
DATE AND TIME:	Wednesday, February 25, 2026 5:30 PM
LOCATION:	Germantown Community Library N112W16957 Mequon Road

MINUTES

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

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

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

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

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

IV. **MEETING MINUTES:**

A. January 28, 2026 Meeting Minutes - DRAFT
Motion: Approve as presented
Motioned By: Darlene Vosen
Seconded By: Katie Kohel

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

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

V. **CITIZEN INPUT:** *(Please be advised per 19.84(2) that information and comment will be received from the public. It is the policy of this municipality that public input be*

limited to a 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: Charlene Brady

Seconded By: Joletta Kerpan

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

No: None

Abstain: None

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

B. Accounts Payable

Smith reviewed the submitted Accounts Payable.

Motion: Approve as presented

Motioned By: Darlene Vosen

Seconded By: Joletta Kerpan

On roll call vote:

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

No: None

Abstain: None

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

C. Budget Reports

Smith reviewed the submitted Budget Report.

VII. REPORTS (Discussion Unless Otherwise Noted):

A. Correspondence

Nelson submitted a notification that a thank-you card was sent to Shirley Jaccard for a \$500 donation for materials.

B. Village Reports

Smith and Larson noted that Village Administrator Kreklow and Public Works Director Mortwedt submitted their resignations. Kerpan noted the Chamber of Commerce will be hosting a candidate forum before the elections.

C. County Reports

See Director's Report.

D. System Reports

See Director's Report.

E. President's Report

F. Director's Report

Smith reviewed the submitted Director's Report.

VIII. UNFINISHED BUSINESS:

IX. NEW BUSINESS:

A. Display, Exhibit, and Posting Policy Review (ACTION)

Motion: Approve as presented

Motioned By: Darlene Vosen

Seconded By: Joletta Kerpan

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

No: None

Abstain: None

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

B. Library Board Request for Funding (ACTION)

Motion: Approve as presented

Motioned By: Sarah Larson

Seconded By: Darlene Vosen

On roll call vote:

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

No: None

Abstain: None

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

X. ADJOURNMENT:

Larson announced the next Library Board meeting will be held on March 25, 2026, at 5:30 PM. Kerpan noted she will not be in attendance for the March meeting.

Larson adjourned the meeting at 05:51 PM.

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: March 25, 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 March 16, 2026

By Darlene Vosen

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

Balance 2/17/26 per online statement		\$1,905.82
3/4 Deposit Donation jugs	+\$35.16	
Balance 3/16/26 per online statement		\$1,940.98

***Early Literacy Fund: \$609.33 + \$8.45 = \$617.78**

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

***Programming Supplies: \$453.43 + \$18.00 + \$8.66 (crafts) = \$480.09**

Bank Five Nine GCL Board Savings Account (4029)

Balance 2/17/26 per on-line statement		\$4,768.98
Interest February	+\$0.37	
Balance 3/16/26 per on-line statement		\$4,769.35

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

Balance 2/17/26 per on-line statement		\$19,711.38
Interest February	+\$2.27	
Balance 3/16/26 per on-line statement		\$19,713.65**

****Book & Materials: \$14,735.07**

****Un-designated: \$4,976.31 + \$2.27 (interest) = \$4,978.58 (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: March 25, 2026

PLACEMENT: Action Item

ITEM TITLE: Accounts Payable

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Accounts Payable report.

ATTACHMENT:

1. Accounts Payable

STAFF RECOMMENDATION:

Approve the submitted Accounts Payable report.

ACTION BY COMMITTEE:

Village of Germantown, WI - PRODUCTION



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2026/2 TO 2026/2											
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION			
10570000											Library
10570000 462900											Library Fines & Fees
100365 FRIENDS OF	FGCL013126	0	2026 2	INV	P	26.02.12	14092	1,442.92	26.02.12		Reimbursement
								ACCOUNT TOTAL		1,442.92	
10570000 521400											Library Life Insurance
100933 SECURIAN FINANCIAL G	002832L MARCH 26	0	2026 2	INV	P	26.02.25	14266	123.62	26.02.25		LIFE INSURANCE
								ACCOUNT TOTAL		123.62	
10570000 531010											Library Office Supplies
101624 STAPLES	6053366315	0	2026 2	INV	P	26.02.12	14151	39.68	26.02.12		Office Supplies
101624 STAPLES	6053366317	0	2026 2	INV	P	26.02.12	14151	69.76	26.02.12		Office Supplies
101624 STAPLES	6055997712	0	2026 2	INV	P	26.02.25	14270	78.98	26.02.25		Office Supplies
										188.42	
								ACCOUNT TOTAL		188.42	
10570000 531100											Library Books
100032 AMAZON CAPITAL SERVI	1F9V-VXKP-QHPV	0	2026 2	INV	P	26.02.12	14067	4,590.37	26.02.12		Collection Material
100167 CAVENDISH SQUARE	CAL354841I	0	2026 2	INV	P	26.02.12	14077	186.03	26.02.12		Collection Material
100477 INGRAM LIBRARY SERVI	93396393	0	2026 2	INV	P	26.02.12	14107	41.97	26.02.12		Collection Material
100477 INGRAM LIBRARY SERVI	93701022	0	2026 2	INV	P	26.02.12	14107	62.36	26.02.12		Collection Material
										104.33	
100667 OVERDRIVE INC	00669CO26006054	0	2026 2	INV	P	26.02.12	14134	426.44	26.02.12		Collection Material
100667 OVERDRIVE INC	00669CO26014760	0	2026 2	INV	P	26.02.12	14134	135.49	26.02.12		Collection Material
100667 OVERDRIVE INC	00669CP26030547	0	2026 2	INV	P	26.02.12	14134	454.09	26.02.12		Collection Material
100667 OVERDRIVE INC	00669DA26016961	0	2026 2	INV	P	26.02.12	14134	134.99	26.02.12		Collection Material
100667 OVERDRIVE INC	00669DA26023965	0	2026 2	INV	P	26.02.12	14134	74.99	26.02.12		Collection Material
										1,226.00	
101265 PLAYAWAY	523153	0	2026 2	INV	P	26.02.25	14261	63.89	26.02.25		Collection Material
101265 PLAYAWAY	523571	0	2026 2	INV	P	26.02.12	14135	257.96	26.02.12		Collection Material
101265 PLAYAWAY	523616	0	2026 2	INV	P	26.02.12	14135	516.92	26.02.12		Collection Material
101265 PLAYAWAY	524323	0	2026 2	INV	P	26.02.12	14135	67.49	26.02.12		Collection Material
101265 PLAYAWAY	524327	0	2026 2	INV	P	26.02.12	14135	72.89	26.02.12		Collection Material
										979.15	
101571 LIBRARY IDEAS LLC	123474	0	2026 2	INV	P	26.02.25	14251	608.42	26.02.25		Collection Material
								ACCOUNT TOTAL		7,694.30	
10570000 531430											Library Book Processing
100032 AMAZON CAPITAL SERVI	1DWL-THNU-WTNQ	0	2026 2	INV	P	26.02.12	14067	168.41	26.02.12		Book Processing Sup

Village of Germantown, WI - PRODUCTION



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2026/2 TO 2026/2									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
100962 SIRSIDYNIX	INV21197	0	2026 2	INV	P	948.50	26.02.12	14149 Book Processing Sup	
ACCOUNT TOTAL						1,116.91			
10570000 531440								Library Periodicals	
100735 MONARCH LIBRARY SYST	416706	0	2026 2	INV	P	828.00	26.02.25	14255 Periodical Material	
ACCOUNT TOTAL						828.00			
10570000 531470								Library Computer Service	
100402 GORDON FLESCH COMPAN	I01090892	0	2026 2	INV	P	1,235.32	26.02.12	14095 Computer Services	
100402 GORDON FLESCH COMPAN	IN15506555	0	2026 2	INV	P	182.64	26.02.25	14242 Computer Services	
						1,417.96			
ACCOUNT TOTAL						1,417.96			
10570000 531490								Library Program Supplies & Exp	
100032 AMAZON CAPITAL SERVI	1NYV-VNTP-WL1N	0	2026 2	INV	P	461.59	26.02.12	14067 Programming Supplie	
100368 FUN EXPRESS LLC	74114304301	0	2026 2	INV	P	200.44	26.02.25	14236 Programming Supplie	
ACCOUNT TOTAL						662.03			
10570000 571000								Library Insurance & Bonds	
101384 MUNICIPAL PROPERTY I	48-10568 26-27	0	2026 2	INV	P	1,628.55	26.02.12	14126 2026 MPIC PROPERTY	
ACCOUNT TOTAL						1,628.55			
ORG 10570000 TOTAL						15,102.71			
FUND 10 General Fund		TOTAL:				15,102.71			

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

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: March 25, 2026

PLACEMENT: Presentation

ITEM TITLE: Budget Reports

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Budget Report.

ATTACHMENT:

1. Budget Report

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

Village of Germantown, WI - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2026 02

ACCOUNTS FOR: 10 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	-1,335.14	.00	-10,664.86	11.1%
10570000 511000 Library Reg Sal	306,124	0	306,124	36,704.79	.00	269,419.21	12.0%
10570000 511100 Library PT Sala	320,807	0	320,807	34,723.38	.00	286,083.62	10.8%
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	5,329.91	.00	42,630.09	11.1%
10570000 521100 Library State R	40,336	0	40,336	4,461.48	.00	35,874.52	11.1%
10570000 521200 Library Health	98,978	0	98,978	12,372.42	.00	86,605.58	12.5%
10570000 521300 Library Dental	5,050	0	5,050	730.85	.00	4,319.15	14.5%
10570000 521400 Library Life In	1,557	0	1,557	247.24	.00	1,309.76	15.9%
10570000 531000 Library Gen Sup	4,000	0	4,000	1,565.53	.00	2,434.47	39.1%
10570000 531010 Library Office	6,000	0	6,000	267.40	.00	5,732.60	4.5%
10570000 531080 Library Profess	5,000	0	5,000	.00	.00	5,000.00	.0%
10570000 531100 Library Books	76,000	0	76,000	8,007.81	.00	67,992.19	10.5%
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	1,116.91	.00	6,883.09	14.0%
10570000 531440 Library Periodi	6,000	0	6,000	828.00	.00	5,172.00	13.8%
10570000 531470 Library Compute	24,000	0	24,000	1,417.96	.00	22,582.04	5.9%
10570000 531490 Library Program	20,000	0	20,000	1,510.54	.00	18,489.46	7.6%
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	1,628.55	5,864.19	790.26	90.5%
TOTAL Library	732,203	0	732,203	110,152.37	5,864.19	616,186.44	15.8%
TOTAL General Fund	732,203	0	732,203	110,152.37	5,864.19	616,186.44	15.8%
TOTAL REVENUES	-354,000	0	-354,000	-1,538.25	.00	-352,461.75	
TOTAL EXPENSES	1,086,203	0	1,086,203	111,690.62	5,864.19	968,648.19	

YEAR-TO-DATE BUDGET REPORT

FOR 2026 02							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	732,203	0	732,203	110,152.37	5,864.19	616,186.44	15.8%

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

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: March 25, 2026

PLACEMENT: Presentation

ITEM TITLE: Director's Report

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Director's Report and attachments.

ATTACHMENT:

1. Director's Report
2. Director's Report (pt. 1 - Library Highlights)
3. Director's Report (pt. 2 - Circulation Statistics)
4. Director's Report (pt. 3 - Wash. Co. - Mar 13)
5. Director's Report (pt. 4 - Express News - Mar 14)
6. Director's Report (pt. 5 - Winter Reading Challenge)

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

Director's Report: March 2026

STATE OF WISCONSIN

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, March 12 in Sheboygan. Sara Gold from WiLS gave a presentation on discounted benefits to WiLS members (Monarch pays for all libraries to have an annual subscription). Discussion included updates on Overdrive Advantage, RFID and Youth Services workgroups.
- Agendas and minutes: <https://monarchlibraries.org/library-director-meetings/>

WASHINGTON COUNTY

VILLAGE OF GERMANTOWN:

- Previous meetings:
 - Village Board (3/2)
 - Village Board (3/16)
- Agendas and minutes: <https://germantownwi.portal.civicclerk.com/>
- Recordings: <https://www.youtube.com/@villageofgermantownwiscons871/streams>
- Mitch Reynolds will be serving as the Interim Village Administrator.

FRIENDS OF THE GERMANTOWN COMMUNITY LIBRARY

- The Friends of the Library "Everything's \$0.50" sale will be held in through Tuesday, April 7.

DONATIONS:

Donor	Amount	Department	Plaque	Address

- Donation Jars / Giving Tree:
 - Early Literacy: \$58.69
 - Programming Supplies: \$35.78

Monthly Donations Total: \$94.47

DEPOSITS:

- 2025 Washington County (50% Reimbursement for Monarch System Fees, Universal Class and TEACH Lines): \$11,280.08
- 2026 Washington County (Library Capital Offset): \$20,681.24
- 2026 Washington County (Circulation, pt. 1 of 2): \$161,846.39
- Dodge County (Reimbursement for 2024 Non-Libraried Circulation): \$799.04
- Fond du Lac County (Reimbursement for 2024 Non-Libraried Circulation): \$43.93
- Waukesha County (Reimbursement for 2024 Non-Libraried Circulation): \$2,663.00

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

STATISTICS:

- Circulation Statistics (see attached)
 - Physical: **23,598 (0.3% from 2025 / -2.6% YTD)**
 - Digital: **5,709 (15.8% from 2025 / 14.5% YTD)**
 - Total: **29,307 (3.0% from 2025 / 0.5% YTD)**

PROGRAMMING:

- 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, Apr 7 @ 4-8pm – Chick-fil-A Fundraiser (mobile orders only)
 - Sat, Apr 11 @ 1pm – Reading Dragons Tournament
 - Tues, Apr 21 @ 1pm – Life Writing Your Story
 - Fri, Apr 24 @ 10am-2:30pm – Clue Escape Room

IN THE NEWS (ATTACHED):

- “Maple sugaring presentation set at Germantown library” (Wash. Co., Mar 13)
- “Germantown Community Library hosts Mar 20 maple sugaring presentation (Express News, Mar 14)

DIRECTOR CONTINUING EDUCATION HOURS (100 HOURS EVERY 5 YEARS – EXPIRES IN 12/2027)**DIRECTOR MEETINGS, PROGRAMS & OUTREACH (PAST):**

- Mon, Mar 2 – Village Board (online)
- Tues, Mar 3 – Village Administrator
- Wed, Mar 4 – Wash. Co. Directors
- Mon, Mar 9 – Make It @ the Library (3)
- Tues, Mar 10 – CVMIC Annual Meeting
- Wed, Mar 11 – Village Department Heads
- Wed, Mar 11 – LEGO @ the Library
- Wed, Mar 11 – Candidate Forum (online)
- Thurs, Mar 12 – Monarch Directors (Sheboygan) (online)
- Thurs, Mar 12 – Village Opening Meeting Procedures (online)
- Mon, Mar 16 – GGF & Village Board (online)
- Thurs, Mar 19 – Monarch Directors Chat
- Thurs, Mar 19 – Interim Village Administrator & Departments Heads
- Mon, Mar 23 – Friends of the Library
- Tues, Mar 24 – Monarch Marketing
- Wed, Mar 25 – Library Board
- Wed, Mar 28 – League of Women Voters Brunch
- Fri, Mar 27 – Wed, Apr 1 - Vacation

DEPARTMENT UPDATES**ADMIN & ALL STAFF**

- The library was closed on Monday, March 16 due to inclement weather.
- The library will be closed on Friday, April 3 & Saturday, April 4 due to the Easter holiday.

YOUTH, ADULT & OUTREACH SERVICES

- AARP Tax Service continues to go very well. Over 96 people received service in February. Service will run through Thursday, April 9.
- 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. To date, 125 kids are participating. A Reading Dragons tournament playing with other card collectors will be held on Saturday, April 11.
- Youth Services Manager is hiring a Library Intern position to assist with Outreach summer programming.
- Adult Services Manager is interviewing applicants for the open Adult Services Specialist position.
- Outreach partnered with the Germantown School District to provide books for the districts' 'Battle of the Books' program. There were 86 teams with a total of 301 students that participated.

CIRCULATION & TECHNICAL SERVICES

- There were 2,996 raffle cards submitted for the 2026 Winter Reading Check-Out Incentive. There was a negative 14.8% participation from 2025 (attached). Of those submitted cards, patron age groups were:
 - Age 18+: 56.6%
 - Age 13-17: 4.1%
 - Age 6-12: 26.5%
 - Age 0-5: 12.7%

TECHNOLOGY, BUILDING & GROUNDS

- Library carpets will be cleaned over the Easter holiday weekend, Friday, April 3 – Saturday, April 4, as part of the regular cleaning schedule.
- The Germantown WRAP (Wisconsin Regional Arts Program) Art Show is on display in the library through Saturday, March 28.
- A portion of the annual Germantown High School Rain Barrel silent auction is on display in the library lobby between Wednesday, March 18 and Thursday, April 23.
- The Germantown School District Art Show will be on display in the library from Wednesday, April 8 through Thursday, April 30.

Library Highlights (Mar 2026)



The library donated 140 books and a cake for the MacArthur Carnival.



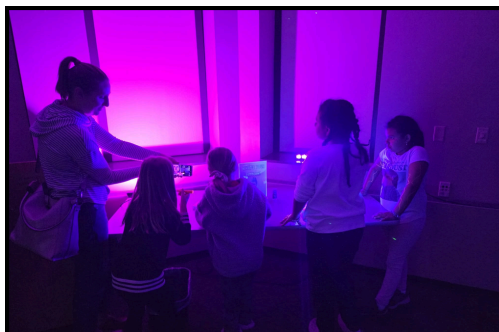
Local artwork is on display from the Kettle Moraine Fine Arts Guild.



The Friends had a busy puzzle sale in addition to monthly pop-up book sales.



Patrons had a fun time at our 30 Years of Pokemon celebration.



Tweens had fun at our K-Pop Demon Hunters party.



We always enjoy having the Gables residents attend monthly craft programs.



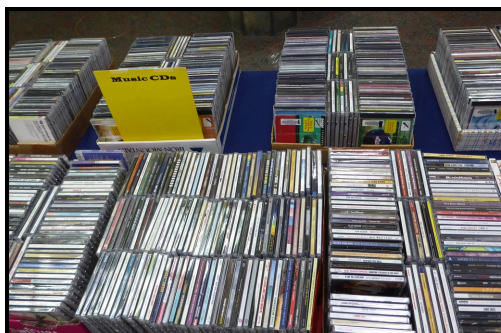
Family Fun Fest was held as our monthly Saturday event for families.



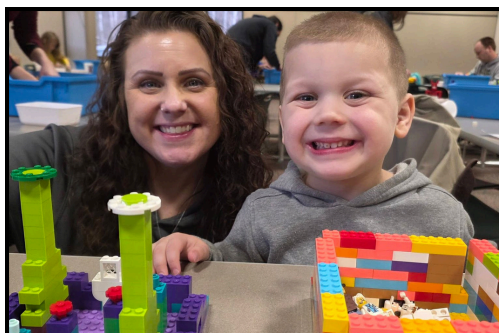
Weekly tax assistance is offered every Thursday during tax season.



Germantown High School rain barrels are on display in the lobby for bidding.



The Friends "Everything's \$0.50" sale has been very popular.



Our theme for monthly Lego @ the Library was "Grow a Garden."



Preschool storytime celebrated St. Patrick's Day with a parade at the library.

GCL Statistical Trends 2016-2025

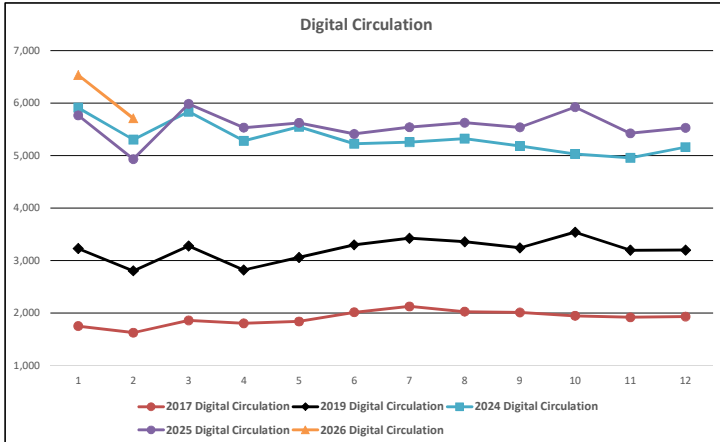
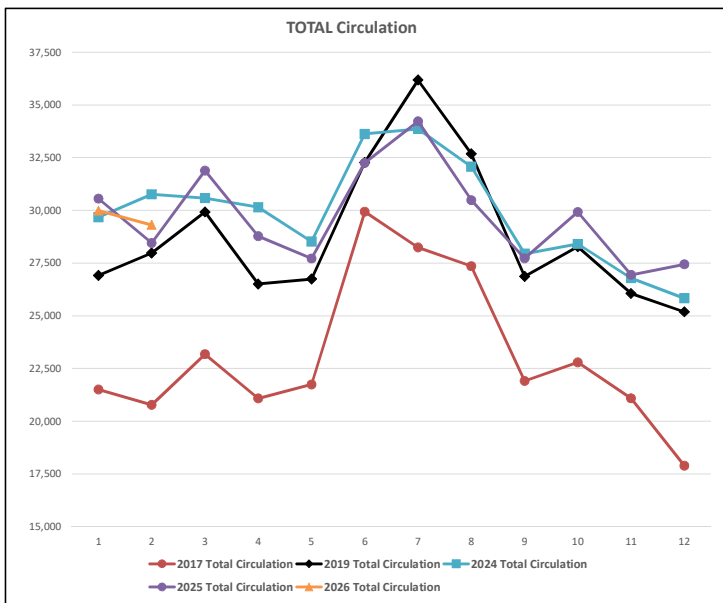
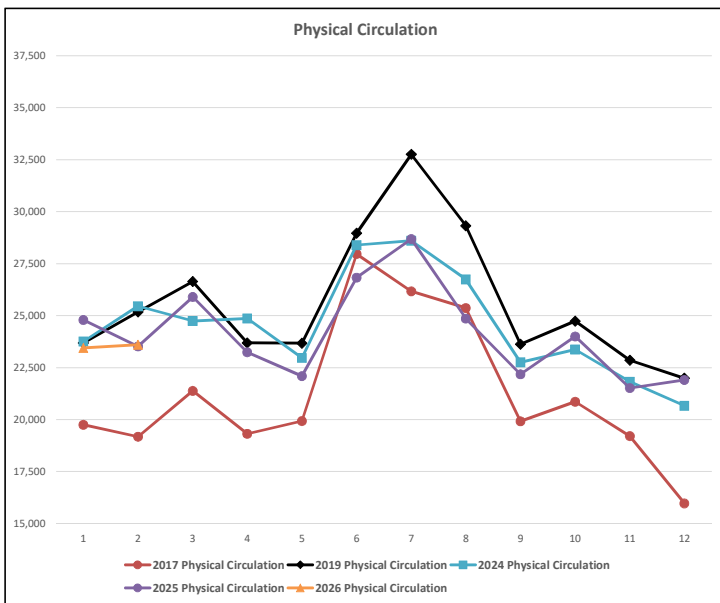
Stats	YTD	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov*	Dec
2026 Physical Circulation	47,053	23,455	23,598										
% over 2025	-2.6%	-5.4%	0.3%										
2026 Overdrive - eBook	5,895	3,110	2,785										
2026 Overdrive - Audio	4,454	2,420	2,034										
2026 Overdrive - Magazine	1,896	1,006	890										
2026 Digital Circulation	12,245	6,536	5,709										
% over 2025	14.5%	13.4%	15.8%										
2026 Total Circulation	59,298	29,991	29,307										
% over 2025	0.5%	-1.8%	3.0%										

2025 Physical Circulation	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 Digital Circulation	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 Physical Circulation	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
2024 Digital Circulation	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
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

2019 Physical Circulation	307,128	23,686	25,174	26,645	23,688	23,677	28,968	32,758	29,329	23,622	24,736	22,856	21,989
2019 Digital Circulation	38,442	3,230	2,803	3,276	2,819	3,060	3,300	3,425	3,356	3,239	3,540	3,196	3,198
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 Physical Circulation	255,030	19,755	19,174	21,386	19,321	19,932	27,965	26,173	25,364	19,920	20,858	19,209	15,973
2017 Digital Circulation	22,848	1,751	1,625	1,859	1,803	1,838	2,015	2,125	2,025	2,011	1,946	1,919	1,931
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



Maple sugaring presentation set at Germantown library

GERMANTOWN — The Germantown Community Library, N112W16957 Mequon Road, has put out an invitation to the community to join it for a Schlitz Audubon Nature Center presentation about maple sugaring on March 20.

The program will begin at 1 p.m. and is set to cover the entire process of sugar maple tree growth, along with providing a historical overview of sugaring in Wisconsin, according to an announcement from the library.

The announcement also included a little preview of the information to be provided that the sugar maple is Wisconsin's state tree. The trees often live for over 200 years, reaching heights of over 60 feet. In the autumn, they change from shades of green to vibrant oranges, yellows and reds, according to a news release from the Germantown library. The climate and seasons in Wisconsin are ideal for the sugar maple, which is why the state is a top producer of maple syrup. Additionally, sugar maple trees provide homes to birds and other small animals.

The sap of the sugar maple was first tapped by Native Americans and then European settlers, according to the release. Additionally, the presentation will include various artifacts and will offer attendees a taste of real maple syrup candy.

To learn more about the sugar maple tree, community members are encouraged to attend the event. It is free and open to the public. For additional information about the library and the events they host, visit its website at germantownlibrarywi.org or follow its Facebook page at tinyurl.com/2p8ydt96.

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Germantown Community Library hosts March 20 maple sugaring presentation

The Germantown Community Library will host a Schlitz Audubon Nature Center presentation on Maple Sugaring on Friday, March 20 at 1 p.m.

The beautiful Sugar Maple is the State Tree of Wisconsin for good reason. Reaching heights of over 60 feet and life spans over 200 years, these picturesque

trees turn beautiful shades of orange, yellow and red in the fall. They also provide homes for many birds and other animals. The sweet and tasty sap of the sugar maple was first tapped by Native Americans and later by European settlers. The climate and seasons of Wisconsin are perfect for this tree to thrive and every

year, our state ranks among the very top producers of maple syrup. This program will highlight the entire process from sugar maple tree growth to an historical overview of sugaring in the state, include various artifacts and offer a sweet taste of real maple syrup candy.

The Germantown Community Library is

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

N112W16957 Mequon Road, Germantown WI, and is free and open to the public.

Two challengers seek open Seat 5 on Germantown School Board

Two Germantown School District residents are seeking to succeed Eric Brown in Seat 5 on the Germantown School Board.

The general election is April 7. Brown opted not to seek re-election, and Molly Bussie and Richard Yu are seeking the seat. Both answered questions submitted by the Express News. Below are their responses to the first two questions (responses to the next two questions will run in next week's Express News. Responses to all four questions will be posted at www.discoverhometown.com.

Personal information: How long have you been a resident of the district? What is your professional and educational background? What past experience do you have serving in elected positions or community organizations?

In response to the question, Bussie stated: "I have lived in Germantown with my husband, Chad, for almost nine years. We have three daughters, a sixth grader at Kennedy and a fourth and second grader at MacArthur.

"I earned my bachelor's degree from Northwestern University in education and social policy. After working for a few years, I started law school at Marquette part-time while continuing to work and raise our family. We had all three girls while I was in law school - our oldest about a month before I started, our middle daughter during finals week of my second year, and our youngest during my last semester - an experience that honed my ability to prioritize, work efficiently and solve problems quickly and calmly."

She then added: "I graduated summa cum laude in 2018 and practiced at a law firm for two years. Since January 2021, I have worked in-house at a publicly-traded, global investment management firm. My work focuses on advising on a wide range of regulatory and compliance matters related to investment management, securities law and corporate governance. The skills I use daily in my career translate directly to board work."

She further stated: "While I have not held an elected position before, I previously served on the board of the private school where I attended high school. I also work regularly with boards and committees of various entities as part of my job, and I would bring a practical governance and policy focus to the Germantown School Board. I volunteer in our daughters' schools and activities, regularly chaperoning and helping out however I can. I served as team manager for my daughter's Destination Imagination (DI) team for two years and also piloted the Girls on the Run program at MacArthur."

In response to the question Yu stated: "I have been a resident of the district for 11 years. Our children are currently spread

amongst all three school levels with my oldest a freshman at Germantown High School, my middle child a 6th grader at Kennedy Middle School and my youngest a third grader at Rockfield Elementary. My wife also happens to be the front office administrative assistant at Rockfield!"

He then added: "I have a bachelor of science degree in computer science from the University of Wisconsin-Madison. I currently am in a role where I help design, architect and deploy complex software infrastructure for a financial services company."

He further stated: "I don't have any experience in publicly elected positions but I have experience with community organizations. From 2017-2021, I served as Rockfield PTA President. Our group of moms and dads were able to put on great all school events like Rocktober and we even raised money for playground equipment. I am currently the Treasurer the Kennedy Middle School PTA and have been serving since 2024. Our organization in the past year have donated items such as a 3D printer, graphing calculators and even funded an anti-bullying assembly. In addition, I am a graduate of the Leadership Germantown class of 2023 where our group raised funds that contributed to the patio at the Germantown Community Library. I want our kids to be aware of the many options to success after high school and have been presenting at the Kennedy Middle School career day for the past few years. I am hoping to inspire the next generation of Software Engineers that will one day take my place in the future."

Why are you seeking election to the Germantown School Board?

In response to the question, Yu stated: "I am seeking election to the Germantown School Board because I want to give back to the community and be the School Board member that Germantown families, volunteers, and taxpayers trust. My family is fully vested in the school district with a

child in elementary, middle school and high school. Adding my experience in PTAs, other volunteer activities and my wife as an employee of the district, I provide a perspective that is unique amongst anyone."

He then added: "With my motivation, I will drive change to make this a premier district. We will attract and keep the best teachers and staff, provide an exceptional educational experience for our children, boost the capabilities and effectiveness of our nonprofits like PTAs, all while keeping an eye on our taxes."

In response to the question, Bussie stated: "I'm running because I care deeply about the day-to-day experience our kids are having in Germantown schools, and because the board plays a critical role in setting the tone and direction for the district. I am passionate about being an active parent and using my skill set in capacities that benefit the community."

She then added: "I believe the district would benefit from a fresh perspective and stronger focus on governance and policymaking. I believe there needs to be a stronger focus on how decisions are made, not just what the decisions are, and consistent and clear communication. I also believe the board should feel accessible and understandable to the community. Families and educators shouldn't need to be insiders to know what the board is prioritizing and why certain choices are being made. I want to help build a respectful, collaborative culture where communication is straightforward and the board is a visible partner with educators, families and the community in general."

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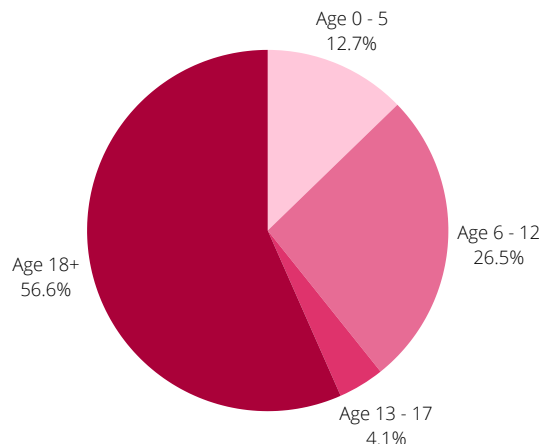
2026 WINTER READING CHALLENGE

GERMANTOWN COMMUNITY LIBRARY

2026

*Some numbers are based on averages by total participants

Raffle Cards Turned In

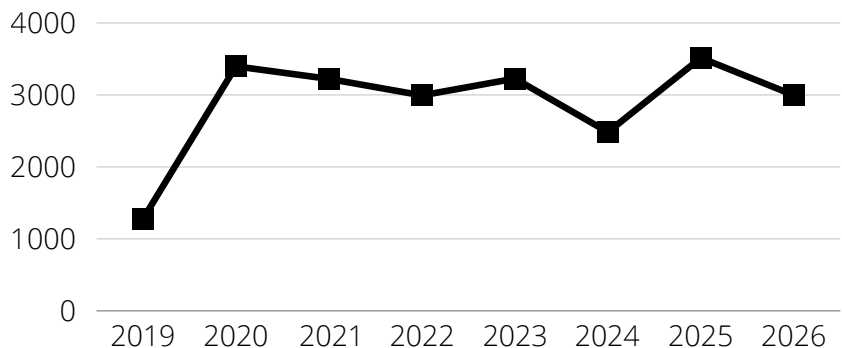
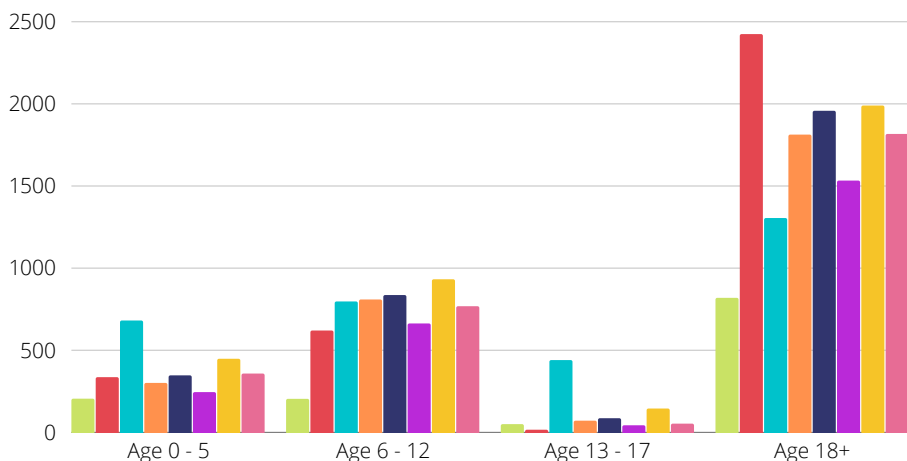


2,996

**RAFFLES CARDS
TURNED IN
-14.8% DECREASE FROM
2025**

- (3,515 IN 2025)
- (2,484 IN 2024)
- (3,227 IN 2023)
- (2,994 IN 2022)
- (3,223 IN 2021)
- (3,397 IN 2020)
- (1,278 IN 2019)

Logs Turned In



BUSINESS OF THE LIBRARY BOARD

MEETING DATE: March 25, 2026

PLACEMENT: Action Item

ITEM TITLE: 2026 Amended Budget (ACTION)

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

A spreadsheet is attached that includes additional changes to the 2026 library budget due to donations from organizations including the Germantown Community Library Board and the Friends of the Germantown Community Library.

Increases in salaries, social security and state retirement are also added due to the 3.5% increase for all staff in 2026.

ATTACHMENT:

1. 2026 Amended Budget (pt. 1 - Spreadsheet)
2. 2026 Amended Budget (pt. 2 - Donation List)

STAFF RECOMMENDATION:

Approve the 2026 Amended Library Budget with \$75,188.70 in additional funding from various accounts as listed below:

- 10570000-511000 (SALARIES-FULL TIME): \$11,262.06
- 10570000-511100 (SALARIES-PART TIME): \$10,454.46
- 10570000-521000 (SOCIAL SECURITY): \$1,661.31
- 10570000-521100 (STATE RETIREMENT): \$810.87
- 10570000-531100 (BOOKS): \$28,000.00
- 10570000-531490 (PROGRAM SUPPLIES & EXP): \$23,000.00

ACTION BY COMMITTEE:

2026 Amended Budget (March 2026)

LIBRARY FUND		STARTING BUDGET	WAGE INCREASES (3.5%)	BOARD (see attached)	FRIENDS (see attached)	KIWANS (see attached)	AMMENDED BUDGET
10570000-511000	SALARIES-FULL TIME	\$306,124.00	\$11,262.06				\$317,386.06
10570000-511100	SALARIES-PART TIME	\$320,807.00	\$10,454.46				\$331,261.46
10570000-521000	SOCIAL SECURITY	\$47,960.00	\$1,661.31				\$49,621.31
10570000-521100	STATE RETIREMENT	\$40,336.00	\$810.87				\$41,146.87
10570000-531100	BOOKS (MATERIAL)	\$76,000.00		\$14,000.00	\$14,000.00		\$104,000.00
10570000-531490	PROGRAM SUPPLIES & EXP	\$20,000.00		\$1,000.00	\$20,000.00	\$2,000.00	\$43,000.00
		\$1,039,379	\$24,189	\$15,000	\$34,000	\$2,000	\$1,114,568

2026 Amended Budget (Donation List)

Request of Funding from Library Board January - December 2026 *(approved 2/25/2026)*

	ITEM	BOARD ACCOUNT	BUDGET
PROGRAM SUPPLIES & EXP	Patio Area Enrichment	<i>Checking - Early Literacy</i>	\$476.89
	Patio Area Enrichment	<i>Checking - 2025 Patio</i>	\$523.11
			\$1,000.00

LIBRARY MATERIAL	Adult Fiction & Large Print Titles	<i>Building - Materials</i>	\$5,000.00
	Youth Titles	<i>Building - Materials</i>	\$5,000.00
	Youth Read-Along Titles (book + audio)	<i>Building - Materials</i>	\$4,000.00
			\$14,000.00

Total: \$15,000.00

Request of Funding from Friends of the Germantown Community Library January - December 2026 *(approved 2/23/2026)*

PROGRAM SUPPLIES & EXP	Teen/Adult Programs	<i>Building - Programs</i>	\$8,000
	Youth Programs	<i>Building - Programs</i>	\$8,000
	Enchanted Library Programs (12)	<i>Building - Programs</i>	\$1,000
	Make It 2 Go Craft Kits	<i>Building - Programs</i>	\$3,000
			\$20,000

LIBRARY MATERIAL	Youth Outreach Collection	<i>Building - Materials</i>	\$1,000
	Adventure Passes (1/2 of total cost)	<i>Building - Materials</i>	\$2,000
	Youth Book with Read-along	<i>Building - Materials</i>	\$6,000
	Video Games	<i>Building - Materials</i>	\$3,000
	Library of Things (board games, craft kits, puzzles, literacy kits, etc.)	<i>Building - Materials</i>	\$2,000
			\$14,000

Total: \$34,000.00

Request of Funding from Donations January - December 2026

PROGRAM SUPPLIES & EXP	Early Literacy Programs	<i>Building - Programs</i>	\$1,000
	Early Literacy Play Kitchen	<i>Building - Programs</i>	\$1,000

Total: \$2,000.00

Total: \$51,000.00

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: March 25, 2026

PLACEMENT: Action Item

ITEM TITLE: Code of Conduct Policy Update (ACTION)

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The Code of Conduct Policy is due for its three-year review. Review the proposed changes in the attached draft policy noted in red.

ATTACHMENT:

1. Code of Conduct Policy - DRAFT

STAFF RECOMMENDATION:

Approve the proposed changes as included in the attached policy draft.

ACTION BY COMMITTEE:

GERMANTOWN COMMUNITY LIBRARY CODE OF CONDUCT

Under the provisions of Chapter 43 of the Wisconsin State Statutes, Section 43.52(1), the Germantown Community Library Board may enact regulations that serve to ensure the safety of library staff and patrons, protect the collection and maintain order in the library. The policy is committed to providing an atmosphere that welcomes all ages and ability levels to partake of the library's services and activities while providing guidelines to preserve the safety and comfort for all individuals. Staff and library patrons share responsibilities to ensure this atmosphere is maintained at all times.

Library grounds are defined as the property between the library building and the sidewalk along Mequon Road or other adjacent property lines including library parking lots. This policy also applies to patron activity outside of the physical library building when staff are conducting planned Outreach activities offsite.

Specific inappropriate conduct inside the library and on the library grounds includes but is not limited to the following list of behaviors. Additional situations will be at the discretion of the Library Director or designee.

1. Misrepresenting identity and/or eligibility for library services.
2. Harassing, fighting, threatening, physically harming, or interfering with library staff or patrons.
3. Using offensive language or gestures.
4. Engaging in rowdy or unsafe behavior including excessive yelling, running, and climbing or jumping on library furniture or structures.
5. Smoking or tobacco use (including e-cigarettes or chewing tobacco) and using alcohol, drugs, and other regulated illegal substances.
6. Processing or selling tobacco products, alcoholic beverages, drugs or other regulated illegal substances.
7. Entering the library with an animal, with the exception of service animals as defined by the Americans with Disabilities Act (ADA) or unless part of an official library program. **Service animals must be trained to perform a task directly related to a person's disability. Emotional support animals and pets are not permitted.**
8. Using the library without shoes and in any other manner of indecent exposure.
9. Ignoring Village of Germantown public health directives.
10. Entering unauthorized staff or storage areas in the library building.
11. Remaining in the library after regular closing time or when requested to leave.
12. Throwing items or littering.
13. Damaging, defacing, or misusing library materials, equipment or facilities.
14. Posting of materials or creating displays in the library building or on library grounds.
15. Petitioning, interviewing or campaigning including handing out literature, engaging in discussions regarding political platforms, or any other activity disruptive to the workflow or to the patrons. Candidates are allowed to reserve the Community Meeting Room.

NOISE LEVEL IN THE BUILDING

Due to the nature of the library as a public building and in order to meet the needs of all patrons to the best of our ability, staff do not monitor the noise level of patrons using the library with the exception of the following:

1. Engaging in rowdy or unsafe behavior including excessive yelling, running, and climbing or jumping on library furniture or structures is not allowed.
2. Patrons engaging in listening to music or media, cell phone usage, virtual meetings, or other types of sound equipment must have devices on silent or use headphones.
3. The seating areas at the East side of the building (near the Adult Nonfiction area) are monitored as quiet areas. This area should be used only for quiet study or activities. Any individual or groups engaged in activities that create noise, including the following, will be asked to leave this area and find a different location in the library:
 - a. Noisy group work
 - b. Noisy conversations
 - c. Noisy cell phone or computer equipment usage

UNACCOMPANIED MINORS

Parents, guardians, and caregivers are responsible for the behavior of their children.

1. A responsible party, age ~~11~~ 12 or older, must ~~accompany and~~ supervise ~~and remain within eyesight of~~ all children ~~under the age of 7~~ 8 and under. Library staff reserve the right to determine if a caregiver ~~between the ages of 11-17~~ is not providing appropriate supervision while using the library building.
2. The library does not accept responsibility for any unsupervised children.
3. The parent/guardians of unsupervised children will be contacted to pick up the children. Unresolved or repeated situations may be referred to the Germantown Police Department.

EATING AND DRINKING

1. Beverages must be covered.
2. No food or beverages are allowed near any Germantown Community Library computer equipment.
3. Patrons are responsible for cleaning up their area.
4. Food and beverages should not disturb other patrons. This may be at the discretion of library staff.

Unacceptable behavior may result in the suspension of library privileges, expulsion from the library and/or possible ~~arrest police involvement~~ for violations of Village ordinances. Staff members observing unacceptable behavior shall take appropriate action as outlined below. ~~At their discretion, staff members shall also fill out an incident report and forward it to the Library Director or designee.~~

STEPS TO BE TAKEN IN A DISCIPLINARY SITUATION

- ~~1. Verbal Warning: Staff members shall issue one verbal warning to anyone violating the rules of behavior as listed above.~~
- ~~2. If there is not a positive response to the verbal warning, managerial staff or a designee may ask the offender to leave the premises.~~
- ~~3. If the offender resists, the Library Director, managerial staff or designee should contact the Police Department for assistance.~~
- ~~4. In the event that expulsion from the premises is necessary, staff should provide the patron with written notification if possible and should fill out an Incident Report and forward it to the Library Director or designee.~~

Serious misconduct (e.g., violence, threats, illegal activity) may result in law enforcement involvement, immediate suspension and/or permanent ban. An Incident Report will be filled out by the managerial staff or designee on duty after the second violation.

First Violation: Verbal warning

Second Violation: Patron may be asked to leave the premises for the remainder of the day

Third Violation: Patron may be suspended from premises for 1 to 6 months

Fourth Violation: Patron may be suspended from premises for up to one year or permanently banned

The final decision regarding revoking library privileges **for the day** rests with the managerial staff or designee on duty. The Library Director **or designee** will review the Incident Report **and a written letter will be given to the patron for third and fourth violations.**

~~Appeals can be made to the Library Board.~~ If the patron is not satisfied with the decision, the patron may submit an appeal to the full Library Board for review. The Library Board will make the final decision. The Library Director or designee will inform the patron of the decision.

ADOPTED: 5/25/05

REVISED and APPROVED: 8/23/17; 9/22/21; 1/26/22; 3/22/23; 3/25/26