

MEETING:	GERMANTOWN COMMUNITY LIBRARY BOARD
DATE AND TIME:	Wednesday, April 22, 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. March 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:**
 - A. Code of Conduct Policy Update (ACTION)
- IX. **NEW BUSINESS:**
 - A. Study Pods (PRESENTATION)
- X. **ADJOURNMENT:**

The next regular meeting of the Germantown Community Library Board will be on Wednesday, May 27, 2026 at 5:30 p.m.

LIBRARY BOARD AGENDA

April 22, 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: April 22, 2026

PLACEMENT: Action Item

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

SUBMITTED BY: Connie Lloyd, Asst. Director

SUMMARY EXPLANATION:

Review the submitted March 25, 2026, meeting minutes.

ATTACHMENT:

1. March 25, 2026, Meeting Minutes - DRAFT

STAFF RECOMMENDATION:

Approve the submitted minutes.

ACTION BY COMMITTEE:

MEETING:	GERMANTOWN COMMUNITY OF THE LIBRARY BOARD
DATE AND TIME:	Wednesday, March 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 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, Library Board Member Sarah Larson, School District Representative Katie Kohel

Absent:

Excused: Member Joletta Kerpan, Trustee Jolene Pieper

Also present: Library Director Trisha Smith, Assistant Library Director Connie Lloyd

III. **APPROVAL OF AGENDA:**

Motion: Approve as presented

Motioned By: Charlene Brady

Seconded By: Sarah Larson

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

No: None

Abstain: None

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

IV. **MEETING MINUTES:**

A. February 25, 2026, Meeting Minutes - DRAFT

Motion: Approve as presented

Motioned By: Darlene Vosen

Seconded By: Sarah Larson

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, 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 reported that Larson has reviewed the 2025 Treasurer records. Larson confirmed the 2025 records were found in good order.

Motion: Approve as presented

Motioned By: Joyce Nelson

Seconded By: Sarah Larson

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

No: None

Abstain: None

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

B. Accounts Payable

Motion: Approve as presented

Motioned By: Sarah Larson

Seconded By: Katie Kohel

On roll call vote:

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

No: None

Abstain: None

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

C. Budget Reports

Smith presented the monthly budget report.

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

A. Correspondence

B. Village Reports

The Village Administrator position is now vacant with Administrator Kreklow's departure. The Village Board has contracted with Mitch Reynolds as the Interim Village Administrator. Tim Zimmerman, the Village's Wastewater Superintendent, was hired as the new Public Works Director. The Village provided training on Open Meeting Laws for Village staff and trustees.

C. County Reports

D. System Reports

E. President's Report

President Nelson extended a thank you to Vice President Larson for running the February Library Board meeting on her behalf.

F. Director's Report

Smith reviewed the submitted Director's Report and attachments.

VIII. **UNFINISHED BUSINESS:**

IX. **NEW BUSINESS:**

A. 2026 Amended Budget (ACTION)

Smith reviewed the submitted 2026 Amended Budget documents.

Motion: Approve as presented

Motioned By: Sarah Larson

Seconded By: Joyce Nelson

On roll call vote:

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

No: None

Abstain: None

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

B. Code of Conduct Policy Update (ACTION)

Smith reviewed the proposed changes to the Code of Conduct Policy. There was discussion regarding the wording and policy pertaining to "support" versus "therapy" animals permitted in the library. The Board requested Smith update the wording to add in and address "therapy" animals in addition to "service" animals and bring the updates back to the April 22, 2026, Library Board meeting for final review.

X. **ADJOURNMENT:**

Nelson announced the next Library Board meeting will be held on Wednesday, April 22, 2026, at 5:30 PM at the Germantown Community Library. Nelson adjourned the meeting at 05:56 PM.

DRAFT

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: April 22, 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 April 14, 2026

By Darlene Vosen

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

Balance 3/16/26 per online statement		\$1,940.98
3/24 Transfer from Building (books & materials)	+\$14,000.00	
3/30 Deposit Donation jugs	+\$94.47	
4/3 Ck. #1616 to GCL (patio/books/materials/ELF)	-\$15,000.00	
Balance 4/14/26 per online statement		\$1,035.45

***Early Literacy Fund:** \$617.78 - **\$476.89** + **\$58.69**= **\$199.58**

***Patio Expansion 2025:** \$523.11 - **\$523.11** = **0**

***Programming Supplies:** \$480.09 + **\$35.78** (crafts) = **\$515.87**

Bank Five Nine GCL Board Savings Account (4029)

Balance 3/16/26 per on-line statement		\$4,769.35
Interest March	+\$0.42	
Deposit \$.25 to keep account active	+\$0.25	
Balance 4/14/26 per on-line statement		\$4,770.02

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

Balance 3/16/26 per on-line statement		\$19,713.65
3/24 Transfer to Checking (book & materials)	-\$14,000.00	
Interest March	+\$2.07	
Balance 4/14/26 per on-line statement		\$5,715.72**

****Book & Materials:** \$14,735.07 - \$14,000.00 = **\$735.07**

****Un-designated:** \$4,978.58 + **\$2.07** (interest) = **\$4,980.65** (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: April 22, 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: 2026/3 TO 2026/3										
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION		
10570000								Library		
10570000 462900								Library Fines & Fees		
100365 FRIENDS OF	FGCL022826	0	2026 3	INV	P	270.07	25.03.11	14381 Reimbursement		
						ACCOUNT TOTAL		270.07		
10570000 521400								Library Life Insurance		
100933 SECURIAN FINANCIAL G	002832L APRIL 26	0	2026 3	INV	P	123.62	25.03.11	14421 LIFE INSURANCE		
						ACCOUNT TOTAL		123.62		
10570000 531010								Library Office Supplies		
101624 STAPLES	6056456460	0	2026 3	INV	P	389.03	26.03.04	14336 Office Supplies		
101624 STAPLES	6057604666	0	2026 3	INV	P	38.07	25.03.11	14426 Office Supplies		
101624 STAPLES	6058106050	0	2026 3	INV	P	144.45	26.04.01	14623 Office Supplies		
101624 STAPLES	6059033797	0	2026 3	INV	P	141.44	26.04.01	14623 Office Supplies		
101624 STAPLES	6059690985	0	2026 3	INV	P	141.44	26.04.01	14623 TONER		
101624 STAPLES	6059690986	0	2026 3	CRM	P	-141.44	26.04.01	14623 RETURN TONER		
						712.99				
						ACCOUNT TOTAL		712.99		
10570000 531100								Library Books		
100032 AMAZON CAPITAL SERVI	166J-6MPN-NJ3K	0	2026 3	INV	P	4,413.73	25.03.11	14357 Collection Material		
100667 OVERDRIVE INC	00669CO26037221	0	2026 3	INV	P	409.48	26.03.04	14326 Collection Material		
100667 OVERDRIVE INC	00669CP26029365	0	2026 3	INV	P	56.02	26.03.04	14326 Collection Material		
100667 OVERDRIVE INC	00669CP26030356	0	2026 3	INV	P	512.77	26.03.04	14326 Collection Material		
100667 OVERDRIVE INC	00669CP26031436	0	2026 3	INV	P	99.75	26.03.04	14326 Collection Material		
						1,078.02				
100798 OLLIS BOOK CORPORATI	1539	0	2026 3	INV	P	686.55	26.03.04	14324 Collection Material		
100798 OLLIS BOOK CORPORATI	1540	0	2026 3	INV	P	211.72	26.03.04	14324 Collection Material		
100798 OLLIS BOOK CORPORATI	1541	0	2026 3	INV	P	1,407.95	26.03.04	14324 Collection Material		
						2,306.22				
101571 LIBRARY IDEAS LLC	124365	0	2026 3	INV	P	298.94	26.03.04	14312 Collection Material		
						ACCOUNT TOTAL		8,096.91		
10570000 531190								Marketing & Promotion		
100322 EXPRESS NEWS	189861	0	2026 3	INV	P	120.00	25.03.11	14376 Marketing & Promoti		
						ACCOUNT TOTAL		120.00		
10570000 531430								Library Book Processing		
100032 AMAZON CAPITAL SERVI	1V9P-1JJT-QQG1	0	2026 3	INV	P	6.64	25.03.11	14357 Book Processing Sup		
100032 AMAZON CAPITAL SERVI	1WYW-Y9K9-HPJJ	0	2026 3	INV	P	129.00	25.03.11	14357 Book Processing Sup		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2026/3 TO 2026/3		ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
									135.64
101036	VERNON LIBRARY SUPPL	774326		0	2026 3	INV P	26.03.04	14343	Book Processing Sup
						ACCOUNT TOTAL			291.69
10570000	531490					Library Program Supplies & Exp			
100032	AMAZON CAPITAL SERVI	13T3-NYNX-WDNJ		0	2026 3	INV P	25.03.11	14357	Programming Supplie
						ACCOUNT TOTAL			3,710.40
10570000	571000					Library Insurance & Bonds			
100184	CITIES AND VILLAGES	467		0	2026 3	INV P	26.03.04	14291	2026 CVMIC Premiums
						ACCOUNT TOTAL			5,864.19
						ORG 10570000 TOTAL			19,189.87
FUND 10	General Fund					TOTAL:			19,189.87

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

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: April 22, 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 03									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT	
10 General Fund	APPROP	ADJSTMTS	BUDGET	YTD	ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
10570000 Library									
10570000 432600	County Library	-342,000	0	-342,000	-176,835.55	.00	-165,164.45	51.7%	
10570000 462900	Library Fines &	-12,000	0	-12,000	-1,855.42	.00	-10,144.58	15.5%	
10570000 471700	Library Donatio	0	0	0	-51,000.00	.00	51,000.00	100.0%	
10570000 511000	Library Reg Sal	306,124	0	306,124	73,326.06	.00	232,797.94	24.0%	
10570000 511100	Library PT Sala	320,807	0	320,807	72,858.30	.00	247,948.70	22.7%	
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	10,901.57	.00	37,058.43	22.7%	
10570000 521100	Library State R	40,336	0	40,336	9,134.87	.00	31,201.13	22.6%	
10570000 521200	Library Health	98,978	0	98,978	24,744.84	.00	74,233.16	25.0%	
10570000 521300	Library Dental	5,050	0	5,050	1,463.42	.00	3,586.58	29.0%	
10570000 521400	Library Life In	1,557	0	1,557	370.86	.00	1,186.14	23.8%	
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	980.39	.00	5,019.61	16.3%	
10570000 531080	Library Profess	5,000	0	5,000	.00	.00	5,000.00	.0%	
10570000 531100	Library Books	76,000	0	76,000	16,104.72	.00	59,895.28	21.2%	
10570000 531190	Marketing & Pro	6,000	0	6,000	120.00	.00	5,880.00	2.0%	
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	1,408.60	.00	6,591.40	17.6%	
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	5,220.94	.00	14,779.06	26.1%	
10570000 552300	Library System	26,000	0	26,000	.00	.00	26,000.00	.0%	
10570000 561000	Library Buildin	70,000	0	70,000	743.28	.00	69,256.72	1.1%	
10570000 561400	Library Telepho	3,408	0	3,408	.00	.00	3,408.00	.0%	
10570000 571000	Library Insuran	8,283	0	8,283	7,492.74	.00	790.26	90.5%	
TOTAL Library		732,203	0	732,203	-231.04	.00	732,434.04	.0%	
TOTAL General Fund		732,203	0	732,203	-231.04	.00	732,434.04	.0%	
TOTAL REVENUES		-354,000	0	-354,000	-229,690.97	.00	-124,309.03		
TOTAL EXPENSES		1,086,203	0	1,086,203	229,459.93	.00	856,743.07		

YEAR-TO-DATE BUDGET REPORT

FOR 2026 03							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	732,203	0	732,203	-231.04	.00	732,434.04	.0%

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

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: April 22, 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 - Kiwanis Donation)
4. Director's Report (pt. 3 - Circulation Statistics)
5. Director's Report (pt. 4 - Summer Programming Brochure)

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

Director's Report: April 2026

STATE OF WISCONSIN

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, April 9 in Iron Ridge.
- Discussion included migration of Polaris to the cloud in mid-June, ADA website accessibility, use of AI in libraries, new trends in phishing emails, changes in Message Bee notification and the creation of a new Overdrive Advantage work group.
- Matthew Mueller has been hired as the Monarch IT Network Administrator following the retirement of Carl Demmin.
- Tim Jorsch, Data, Grants and Project Coordinator left his position on March 31.
- Agendas and minutes: <https://monarchlibraries.org/library-director-meetings/>

WASHINGTON COUNTY

VILLAGE OF GERMANTOWN:

- Previous meetings:
 - Village Board (4/16) – canceled due to the elections
 - Government & Finance Committee (4/20)
 - V. A. Proposal to adopt the 2026 pay rate chart, including recommended classification modifications aligned with market analysis and organizational needs (ACTION)
 - Village Board (4/20)
- Elections were held on Tuesday, April 7. New trustees include Scott Hefle (District 1), Jim Stout (District 2) & Patrick Kaiser (District 4). Jolene Pieper (District 3) was also reelected.
- Matthew Uselding will be leaving his position as Village Finance Director on Friday, May 8.
- 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 donated \$34,000 for 2026 library materials and programs.
- There will be no pop-up sale in April due to the Germantown School District Art Show.

DONATIONS:

Donor	Amount	Department	Plaque	Address
Friends of the Germantown Community Library	\$34,000	\$17,000 – Materials \$17,000 - Programs (Village Accounts)	n/a	Germantown, WI 53022
Kettle Moraine Art Guild (Art Show Sales – 20%)	\$29.00	Materials	n/a	n/a
Kiwanis of Germantown	\$2,000	\$1,000 – Storytime \$1,000 – Play Kitchen (Village Accounts)	Play Kitchen	Germantown, WI 53022
Shanks, Steve & Porubsky, Kristie (donations in honor of Jocelyn's Forever Sparkling)	\$100	Materials	Leaf	Menomonee Falls, WI 53051

- Donation Jars / Giving Tree:
 - Early Literacy: \$18.55
 - Programming Supplies: \$64.15

Monthly Donations Total: \$82.70

DEPOSITS:

- Friends of the Germantown Community Library (Donation): \$34,000
- Kiwanis of Germantown (Donation): \$2,000 (attached)
 - Request to add plaque to Play Kitchen

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

STATISTICS:

- Circulation Statistics (see attached)
 - Physical: **25,067 (-3.2% from 2025 / -2.8% YTD)**
 - Digital: **6,142 (2.6% from 2025 / 10.2% YTD)**
 - Total: **31,209 (-0.4% from 2025 / -2.1% YTD)**

PROGRAMMING:

- May – August Programming Brochure is now available (attached)
- Ongoing Programs (number of monthly offerings):
 - Youth: Storytime (17), Miss Julies Music (4) (May), Family Fun Night, Lego @ the Library, Adventure Academy (4), Who Was Book Club, Thursday Performances & Saturday Programs
 - Tween/Teen: Tween Programs, Teen Programs, Teen Advisory Board & Craft Workshops (3)
 - Adult: Job Service 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, Enchanted Library (3), Kid’s Klub (4) & Book Delivery
- Upcoming Programs & Outreach Calendar: <https://germantownlibrarywi.events.mylibrary.digital/>
 - Highlighted Upcoming Special Events:
 - Wed, May 6, 13, 20 & 27 – Miss Julie’s Music & Book Fun
 - Tues, May 12 – The Mind Readers
 - Tues, May 26 – Home Improvement Contracts
 - Sat, May 30 – Puzzle Race

IN THE NEWS (ATTACHED):

- “Germantown Community Library reminds public of open Wi-Fi locations” (Wash. Co. Daily, Apr 16)

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

DIRECTOR MEETINGS, PROGRAMS & OUTREACH (PAST):

- Mon, Apr 6 – Wash. Co. Directors
- Tues, Apr 7 – Printing Contract Vendor
- Wed, Apr 8 – LEGO @ the Library
- Thurs, Apr 9 – Monarch Directors (Iron Ridge)
- Mon, Apr 13 – Make It @ the Library (3)
- Mon, Apr 13 – Department of Public Works
- Tues, Apr 14 – Study Pod Library Visits
- Mon, Apr 14 – Versiti Blood Center

- Wed, Apr 16 – Village Support Services Manager
- Wed, Apr 16 – Village Finance Director
- Mon, Apr 20 – GGF & Village Board (online)
- Wed, Apr 22 – Library Board
- Mon, Apr 27 – Friends of the Library
- Mon, Apr 27 – Wed, Apr 29 – WAPL Conference (Elkhart Lake)

DEPARTMENT UPDATES

ADMIN & ALL STAFF

- The library closed 30 minutes early on Tuesday, April 14 due to the timing of tornado warnings for the Germantown area.
- The library will be closed on Thursday, May 7 for our annual all-staff meeting & training day.

YOUTH, ADULT & OUTREACH SERVICES

- Outreach is participating in Early Literacy events at Rockfield Elementary and Amy Belle Elementary.
- Kasey Leaf has been hired as an Adult Services Specialist.
- Youth Services Manager presented to Germantown Kiwanis requesting a donation to replace the early literacy play kitchen.

CIRCULATION & TECHNICAL SERVICES

- Kailey Kudronowicz and Amy Kulik have been cross-trained to help cover Library Specialist, Page II, and Page I shifts as needed. Both Kailey and Amy will have no change to their normal hours as Page I and Page II respectively.

TECHNOLOGY, BUILDING & GROUNDS

- 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.
- The library experience high temperatures the week of April 13 due to a broken air handling unit.
- Water was turned off the morning of Friday, April 17 due to fire suppression maintenance.

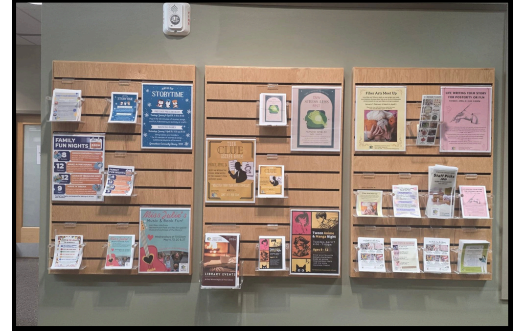
Library Highlights (Apr 2026)



Gables of Germantown residents joined us for Meet Your Neighbor Storytime.



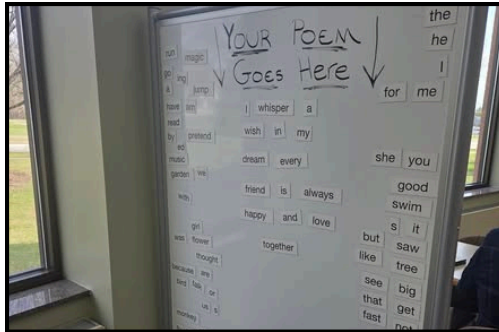
Our first year of the Reading Dragons program ended on March 31.



We always have lots of flyers for programs available for patrons at the front desk.



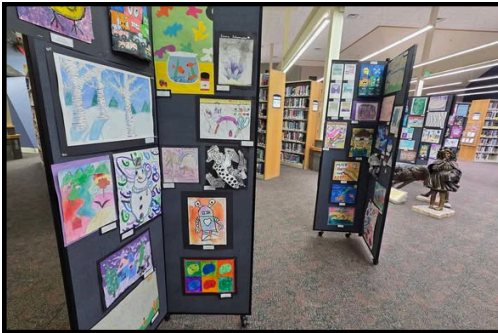
Our annual Chick-fil-A fundraiser was held on April 7.



We have a variety of activities available for National Poetry month.



We have had great groups at both Tuesday & Wednesday storytimes.



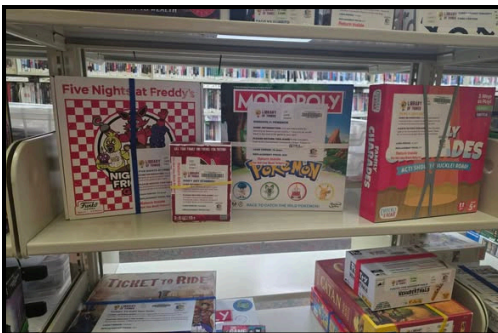
The Annual Germantown School District Art Show is going on now.



Legoes are on display from our monthly Lego @ the Library programs.



Our patio area is starting to get a lot of use as the weather warms up.



New board games have been added to the Library of Things collection.



Staff are getting ready for summer and are preparing our programming brochures.



We love posting staff recommendations on social media.

GERMANTOWN COMMUNITY LIBRARY EARLY LITERACY PROGRAMS

PRESENTED BY: JACKIE MOLITOR - YOUTH SERVICES MANAGER
JMOLITOR@GERMANTOWNLIBRARYWI.ORG (262) 253-7760 EXT 2014



STORYTIME ATTENDANCE IN 2025:

Preschool Storytime (50): 2,356

Baby/Toddler Storytime (50): 2,119

Meet Your Neighbor Storytime (12): 296

Special Storytimes (5): 196

- 117 Storytime Programs Offered
- 4,967 Total Attendees

\$1,000 - STORYTIME



EARLY LITERACY PLAY KITCHEN REPLACEMENT GOAL:

- Current play kitchen donated in 2017 by Mom's Club
- Total cost \$1,399 from Lakeshore Learning



\$1,000 - PLAY KITCHEN



GERMANTOWN
COMMUNITY LIBRARY



THANK YOU FOR YOUR CONTINUED
SUPPORT OF LIBRARY PROGRAMS AND SERVICES!

GCL Statistical Trends 2016-2025

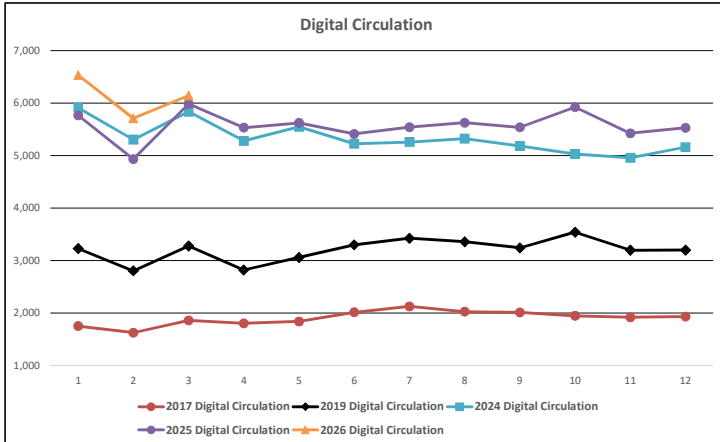
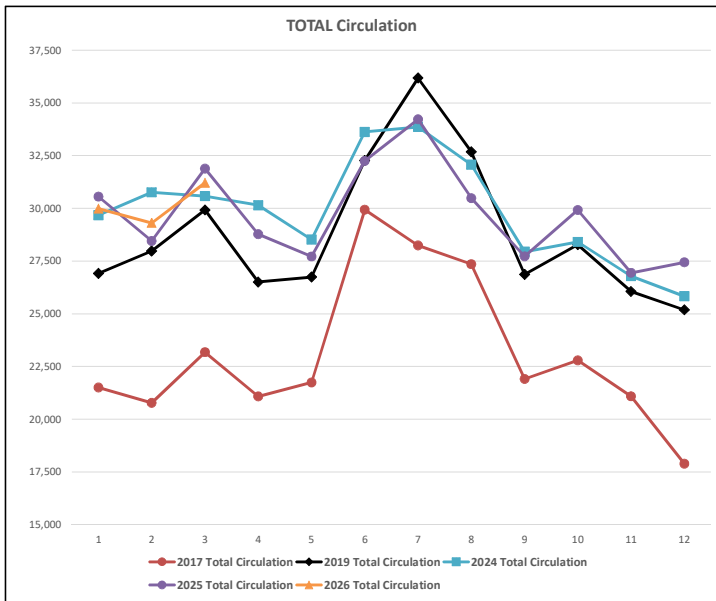
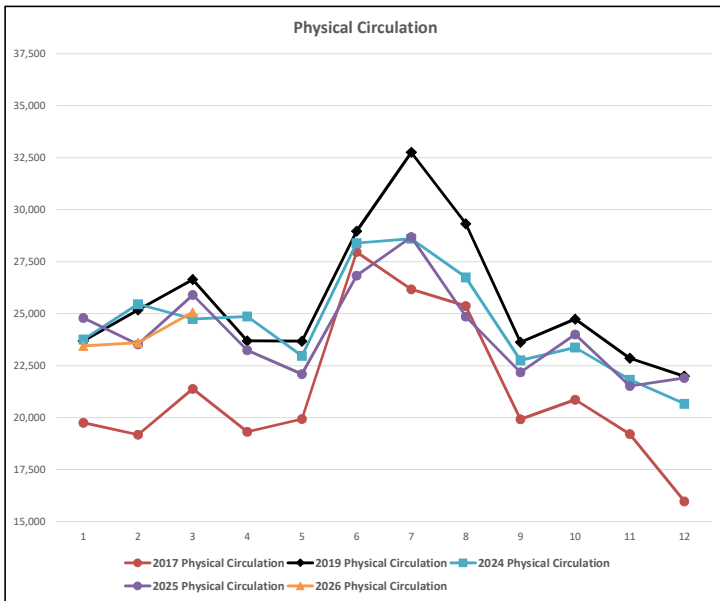
Stats	YTD	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov*	Dec
2026 Physical Circulation	72,120	23,455	23,598	25,067									
% over 2025	-2.8%	-5.4%	0.3%	-3.2%									
2026 Overdrive - eBook	7,332	3,110	2,034	2,188									
2026 Overdrive - Audio	8,186	2,420	2,785	2,981									
2026 Overdrive - Magazine	2,869	1,006	890	973									
2026 Digital Circulation	18,387	6,536	5,709	6,142									
% over 2025	10.2%	13.4%	15.8%	2.6%									
2026 Total Circulation	90,507	29,991	29,307	31,209									
% over 2025	-0.4%	-1.8%	3.0%	-2.1%									

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	277,878	21,506	20,799	23,245	21,124	21,770	29,980	28,298	27,389	21,931	22,804	21,128	17,904



MAY - AUGUST
2026



GERMANTOWN
COMMUNITY LIBRARY



LIBRARY EVENTS

Your summer adventure begins here!



Germantown Community Library

N112 W16957 Mequon Rd
Germantown, WI 53022

(262) 253-7760

www.germantownlibrarywi.org

Library Hours:

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

Friday: 9:00am - 5:00pm

Saturday: 9:00am - 4:00pm

E-newsletter Sign Up:

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



Follow Us:

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



Library Programming:

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



ADULT

Workshops & Book Groups

Fiber Arts Meet Up

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

GEARED FOR AGES 9+ & ADULTS

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

Make It Crafts:

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

GEARED FOR AGES 9+ & ADULTS

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



May 11:
Mini Bookshelf



July 13:
Diamond Dotz Keychain



June 8:
Mini Patriotic Pallet



Aug 10:
Mini Twine Wreath

Adult Crafts:

Select Wednesdays (usually) at 1:00pm

FOR ADULTS ONLY

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



May 13:
Paint by Number



July 8:
Sourdough Basics



May 27:
Pressed Bookmark



July 22:
Stencil Tote Bag



June 10:
Tile Coaster



Aug 12:
Painted Flower Glasses or Jars



June 24:
Watermelon Pots



Aug 26:
Butterfly Garland

Job Service Assistance:

Mondays at 1:00pm - 3:00pm
by drop-in or appointment

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

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

MONTHLY BOOK GROUPS

IN-PERSON:

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

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

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

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

What Are You Reading Book Group:

1st Thursday at 10:00am

Share books that you have read and loved

VIRTUAL:

Mystery Book Group:

4th Thursday at 10:00am

Meets online through Zoom - registration required



Visit our website for all book group details!

ADULT Programs

Home Improvement Contracts

Tuesday, May 26 @ 6:00pm

Know the consumer protection laws that protect you before you enter into a contract. Get tips on hiring a contractor, contractor requirements, and required contract provisions. Home improvement resources will be available to all attendees.

Puzzle Race:

Saturday, May 30 at 10:30am

Race to complete a 500 piece puzzle. Maximum of 5 people per team. Registration required & opens 5/2.

Fiber Arts Meet Up

Tuesday, June 9 at 5:00pm

This special evening session Fiber Arts Meet Up is for adults only.

Bingo

Friday, July 24 at 10:00am

Join us for some fun as we play Bingo at the library! Enjoy light refreshments as you play. Open to all ages; children should be accompanied by an adult.

Board Game Saturdays:

10:00am-2:00pm

Saturday, June 20

Saturday, August 15

Learn Something New:

The Mind Readers:

Tuesday, May 12 at 6:00pm

How did so-called "Mind Readers" perform feats so extraordinary that witnesses were dismissed as foolish, or even insane? The mystery behind their skills was so difficult to solve it challenged science, disturbed religion, and bewildered experts in legerdemain. Magician William Pack will reveal the remarkable lives of these "psychic" performers and you'll experience some of their most baffling feats.



Wehr the Birds Are: Joys of Birding

Wednesday, June 17 at 6:00pm

Do you know the birds that live in our area? Find out where birds are found within their habitats in Wisconsin. Learn about bird diversity from Wehr staff with a lifetime experience of birding. Advice on how to attract birds to your yard will be given. Bring your birding questions!

Adult Puzzle Days:

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

May 11

June 8

July 13

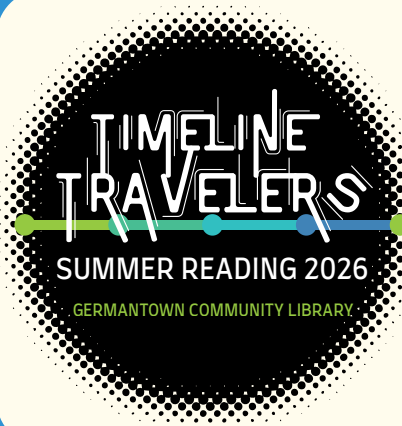
August 10

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



SUMMER READING CHALLENGES 2026

JUNE 8 - AUGUST 8



HEY, READER!

Join the summer reading challenge to begin your timeline adventure and earn some awesome prizes!

Youth & Teens Ages 0-18:

Pick up your reading log at the youth services desk starting June 8th!

ADULT READING CHALLENGE

Our Adult Summer Reading Challenge is your chance to win great prizes.

Every item you read is an opportunity to win a gift card.

One lucky person will win a Kindle e-reader!



SUMMER Storytimes

Preschool Storytime

BEST FOR AGES 3-5
WITH THEIR FAMILIES

Tuesdays at 9:30am & 10:30am

June 9-August 11

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



Baby/Toddler Storytime:

BEST FOR AGES 0-2
WITH THEIR FAMILIES

Wednesdays at 9:30am & 10:30am

June 10-August 12

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



Meet Your Neighbor Storytime

BEST FOR AGES 3-5
WITH THEIR FAMILIES



Third Friday of each month at 10:00am

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



Friday, May 15- Tonya Kleppin
Forte Bank



Friday, June 19 - Molly Simon
St. Boniface School



Friday, July 17 - Kristi Bonnell
American Legion/VFW



Friday, August 21 - Josh Lemke
Local Author

Storytime tips...

You're a model!

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

♥ We're nuts about you!



Miss Julie's Music & Book Fun

FOR AGES 0-5 & CAREGIVERS

Join Miss Julie from Germantown Park and Rec for a special musical storytime at the library!

Wednesdays at 10:00am
May 6, 13, 20 & 27



The Enchanted Library SUMMER 2026

Jackson

Tuesday, June 30: 11:30am-12:30pm

Jackson Community Center

Tuesday, July 14: 11:30am -12:30pm

Jackson Community Center

Thursday, August 6: 11:30am -12:30pm

Jackson Community Center



Richfield

Saturday, June 27: 10:00pm -1:00pm

Richfield Farmers Market

Tuesday, July 7: 9:30am-11:00am

Richfield Village Hall

Saturday, August 1: 10:00am-1:00pm

Richfield Farmers Market



Germantown

Friday, June 26: 2:00pm-3:00pm

Fireman's Park

Wednesday, July 29: 1:00pm-3:00pm

Amy Belle School

Friday, July 31: 2:00pm-3:00pm

Fireman's Park



ALL AGES WELCOME!

Puzzle Race

Saturday, May 30 at 10:30am

Race to complete a 500 piece puzzle. Maximum of 5 people per team. Registration required & opens 5/2.



Bingo

Friday, July 24 at 10:00am

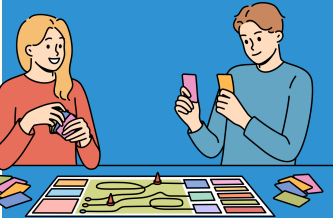
Join us for some fun as we play bingo at the library. Open to all ages; children should be accompanied by an adult. No registration necessary.



Board Game Saturdays

Saturdays, June 20 and August 15 from 10:00am-2:00pm

Drop in at the library to play a variety of board games. Enjoy free hot chocolate, coffee and light snacks while you play. Games will be available for a variety of ages but most will be geared for ages 8 and up. No registration necessary.



Interested in **SUPPORTING THE LIBRARY?**
Join us for a fundraiser night!

MONDAY, JULY 27 4:00PM-8:00PM

YOUTH Programs

SATURDAYS

Kettle Moraine Symphony

Saturday, June 6 at 10:00am - 11:00am

GEARED FOR AGES 3+ AND FAMILIES



Enjoy a performance by a string quartet from the Kettle Moraine Symphony. Stories will be read accompanied by music from four musicians from the symphony. Children will learn that music inspires many feelings. This program is funded through a grant from the National Exchange Bank.

Summer Kick-Off Party

Saturday, June 13 at 1:00pm-2:30pm

GEARED FOR AGES 5+ AND FAMILIES



School's out for the summer! Join us as we travel back in time all summer long at the library starting with the Prehistoric Era! Journey through our time travel wormhole, enjoy dinosaur themed activities and sign up for the summer reading challenge!

A Play in a Day

Saturday, June 27 at 10:00am - 2:00pm

AGES 8-12; REGISTRATION REQUIRED

Join us as we literally create "A Play in a Day!" Participants will create a set, get into character and practice lines to perform a mini play based on the book, 'I Want My Hat Back' by Jon Klassen for family and friends!

- Play creation and rehearsal 10:00am - 1:45pm
Pizza lunch provided for play participants.
- Performance of the play at 1:45pm and open to the public to attend!



Summer KinderMarket

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

AGES 8-12; VENDOR REGISTRATION FORM REQUIRED

Our KinderMarket is back for the summer! Kidtrepreneurs will be selling their hand crafted items. Interested in being a vendor? See our website for details! Vendor spots are limited. **CASH ONLY, PLEASE.**

End of Summer Foam Party

Saturday, August 8 at 1:00pm - 2:30pm

AGES 5-12



Enjoy an amazing foam party and a popsicle! Make sure to wear a swimsuit and bring a towel with you!

WEEKLY

Adventure Academy:

Tales from the Past

Tuesdays at 1:00pm

AGES 6-12, REGISTRATION REQUIRED

Enjoy hands-on activities learning about history!

- June 9: **Discovering Dinosaurs** - Dino Skeletons
- June 16: **Olympian Artists** - Greek Vase Painting
- June 23: **Gladiator Grub** - Eat like the Romans
- June 30: **Here Be Dragons** - Renaissance Dragons
- July 7: **All Hands on Deck** - Pirate activities
- July 14: **Through the Lens** - DNA Candy Activity
- July 21: **Your Story** - Create a timeline of your life
- July 28: **Dump the Tea Into the Sea** - Paint with Tea
- August 4: **Iceberg Ahead!** - Titanic activities
- August 11: **One Giant Leap** - Space Exploration

MONTHLY

Lego @ the Library

Wednesdays at 4:00 - 6:00pm

AGES 5-12 AND FAMILY, ALL AGES WELCOME

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

May 13: Places to Go

June 10: **Take Me to the Zoo**

July 8: **Dinosaurs**
(free take-home Dinosaur Lego kit to the first 75 participants under age 18)

August 12: **At the Movies**



'Who Was' Book Club

Thursdays at 1:30pm - 2:30pm

AGES 7-10; REGISTRATION REQUIRED

Copies of the book will be available for participants to keep!

Meets June 18, July 16 & August 13



LET'S HAVE A SUMMER FULL OF FUN AT THE LIBRARY!

TWEEN & TEEN PROGRAMS

FUN FOR THE WHOLE FAMILY

Thursday Performances:

Thursdays at 10:30am



June 18: Wanakia Wildlife
Meet and learn about local animal ambassadors who help teach about their natural behaviors and how to peacefully coexist with their species.



July 16: Science Heroes: Digging It!
Unearth your curiosity as we dig into the incredible science that's all around us!



August 13: The Mammoth Hunter
Explore the challenges and triumphs of Ice Age survival. Learn about the remarkable skills that allowed our ancestors to thrive.



FOR THE LITTLES

Timeline Traveler Nights:

Thursdays at 4:30pm-6:30pm

AGES 3+; DROP-IN PROGRAM

Travel back in time to explore different hands-on moments in history!

June 11: Cave Painting

June 25: Olympics

July 2: Night at the Museum Movie Bingo

July 9: Mini Renaissance Faire

August 6: Guess the Tech Touch Museum



Tea Party:

Thursday, July 23 at 10:30am - 12:00pm
AGES 3-6; REGISTRATION REQUIRED

Wear your favorite fancy clothes and join us for a yummy cup of lemonade, snacks, crafts and activities!



Tape Town:

Thursday, July 30 10:30am-7:00pm
AGES 3+; DROP-IN PROGRAM

Drive toy vehicles around a mini village with tape roads and parking spaces!



TWEEN TUESDAYS:

for AGES 9 - 12

Marble Dipped Mugs

Tuesday, May 5 at 6:00pm - 7:00pm



Dip a Mug in swirling paint to create a one of a kind gift or keepsake.

Squeegee Art

Tuesday, June 2 at 6:00pm - 7:00pm

Create your own pattern or trace from a template and then squeegee to reveal a masterpiece.

Dessert Sushi



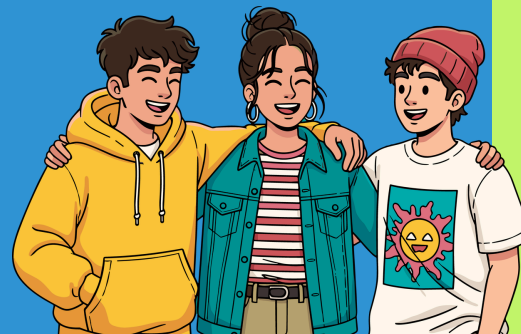
Tuesday, July 7 at 6:00pm - 7:00pm

Don your Sushi Chef hat for this sweet take on Sushi. The only fish we'll be using is Candy Fish.

Tissue Paper Art

Tuesday, August 4 at 6:00pm - 7:00pm

Express yourself with colorful art that "magically" reveals your unique design.



TEEN MONDAYS:

for AGES 13 - 18

Germantown High School Robotics

Monday, May 18 at 6:00pm - 7:00pm

Come see what The Teutonic Force team has been doing this year and explore robotics for yourself.

Found Poetry Buttons



Monday, June 15 at 6:00pm - 7:00pm

Discover the hidden poetry in every page of text and turn it into a button to wear or give away.

Galaxy Jars

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

Create a galaxy in a jar to celebrate National Space Exploration Day.

Bee Watering Stations



Monday, August 17 at 6:00pm - 7:00pm

Lets make a safe place for Honeybees to stop and get a cool drink of water. Take yours home to share with the Bees in your neighborhood.

Teen Lock-in



Friday, June 26 at 6:00pm - 8:00pm
Ages 13-18; Registration Required

Play Jackbox games on the big screen, crazy minute to win it games and enjoy a special grilled cheese sandwich and other snacks!

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: April 22, 2026

PLACEMENT: Action Item

ITEM TITLE: Code of Conduct Policy Update (ACTION)

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

This second draft of the Code of Conduct Policy includes the requested addition of therapy animals to the previously submitted changes in March.

ATTACHMENT:

1. Code of Conduct Policy - DRAFT

STAFF RECOMMENDATION:

Approve the submitted Code of Conduct policy.

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, **therapy 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 12 or older, must supervise and remain within eyesight of all children 8 and under. Library staff reserve the right to determine if a caregiver 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 police involvement for violations of Village ordinances. Staff members observing unacceptable behavior shall take appropriate action as outlined below.

STEPS TO BE TAKEN IN A DISCIPLINARY SITUATION

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.

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; 4/22/26

DRAFT

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: April 22, 2026

PLACEMENT: Presentation

ITEM TITLE: Study Pods (PRESENTATION)

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Smith and Lloyd have started the evaluation process of soundproof Study Pods for the library. The goal is to implement one or two Study Pods in the fall of 2026. This project has the following approved capital funding: \$20,000 Library Board donation, \$10,000 Village Capital funding, and \$10,000 Washington County Capital library funding.

The initial evaluation includes the following 16 manufacturers that have been recommended by various sources.

1. Bureau
2. Your Space
3. ROOM
4. The Pillar
5. Framery
6. Friant/ReddiSpace
7. Hush Office
8. SpaceWorx
9. Poppin Pods
10. Streaming Pods
11. Juunoo
12. Zen Booth
13. Talkbox
14. Cubicall
15. Nook
16. Office

The evaluation criteria list is provided below.

1. Dimensions
2. Price
3. Installation Team Provided
4. Esthetics
5. Pod functionality
6. Sound Reduction level
7. Fan and Temperature Controls
8. Lighting Controls
9. Furniture included

10. Fire suppression
11. Electrical connections and requirements
12. Color options
13. Warranty
14. Service/Support Team location and hours
15. Manufacturer location
16. Delivery lead time
17. Installation time

Smith and Lloyd visited implementations of study pods at the Whitefish Bay, Wauwatosa, and Muskego public libraries on Tuesday, April 14, 2026. The visits included viewing single and double-sized units and discussing the implementation and patron use at each library. Attached are photos of the units that were reviewed at these libraries.

Smith will provide an updated review and possible recommendation at the May Library Board meeting. At this time, we would like input from the Library Board if there are additional vendors or evaluation criteria that should be considered.

ATTACHMENT:

1. Study Pod Evaluation Visits

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

Germantown Computer Library
Study Pod Evaluation Visits
April 14, 2026

Wauwatosa Public Library – The Pillar

1. Single Model (4 units installed side-by-side)
 - a. The tables are the full width of the pod and adjustable in height
 - b. Chairs are not included
 - c. The exterior marketing wrap is custom and was an extra expense



Whitefish Bay Public Library – The Pillar

1. Single Model (1 unit installed)
2. They are considering purchasing an additional unit



Muskego Public Library – Framery

1. Single Model (1 unit installed)
2. Double Model (3 units installed)
3. ADA Meeting Room Model (1 unit installed)
4. The front and back walls are glass

