

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

October 27, 2021

Germantown Community Library

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:00 p.m. on Wednesday, October 27, 2021. **Members present:** Joyce Nelson, Charlene Brady, Darlene Vosen, Christa Potratz, Joletta Kerpan, Jan Miller, Brenda O'Brien. **Members absent:** None. **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd, Strategic Planning Committee Member, Dan Ho. Proper notification of the meeting had been given.

MOTION (Vosen, Miller): Motion to defer the Closed Session Director Review until December and approve remaining agenda as printed. Motion carried (7-0).

MOTION (Kerpan, Vosen): Approve the minutes of the September 22, 2021 as printed. Motion carried (7-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of October 27, 2021: Board Checking Account - \$5,912.22; Board Savings Account - \$5,061.25; GCL Building Account - \$7,635.07 [Penny Jug - \$2,000.41] [RAO Account - \$2,752.44]; Building Fund CD Account #1- \$16,666.87; Building Fund CD Account #2- \$16,468.13; Building Fund CD Account #3- \$16,329.59; Building Fund CD Account #4- \$16,112.76; Building Fund CD Account #5- \$10,000.00. MOTION (Nelson, Miller): Move to have Vosen renew CD #4 maturing on 11/25/21 for 25 months. Motion carried (7-0). MOTION (Nelson, Miller): Accept the Treasurer's Report as printed. Motion carried (7-0). Submitted report is attached.

ACCOUNTS PAYABLE. MOTION (Vosen, Miller): Approve the schedule of operating vouchers and credit card transactions for October and forward them to Village Hall for payment. ROLL CALL VOTE: Trustee Brady, aye; Trustee Miller, aye; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee Vosen, aye; Trustee O'Brien, aye; President Nelson, aye. Motion carried (7-0).

BUDGET PRINTOUT. The monthly Revenue & Expense Report and the General Ledger Trial Balance – Capital Project Fund Report for October were reviewed.

REPORTS

CORRESPONDENCE. Nelson. None.

VILLAGE. Miller. Miller provided a summary of the recent Village Board meetings. As of 2022 the village will be coordinating the 4th of July parade and festivities. ARPA Funds use will be discussed in December and January. The funds need to be used by December 31, 2024. The Washington County Library Services Agreement was approved. The village proposed employee health plan and benefit changes were approved. November 1 will be the Committee of the Whole meeting for the budget review. November 15 will be the public hearing for the budget. The Village Administration has added capital funding for the requested library building second floor design work to 2026.

COUNTY. Vosen and Smith. The Washington County Library Services Board met October 21. There are two new board members and they represent the non-librariated communities of Trenton and the Town of

West Bend. The new county agreement approval is for one year anticipating further adjusts may be needed for the following year.

SYSTEM. Nelson and Smith. The Monarch Library System Directors met virtually on October 7. The new Library System Director, Riti Grover, started on October 4. The system applied for ARPA grants which included the projects RFID security/checkout systems and patron pick-up lockers for non-librarians communities or outside existing libraries to provide 24/7 pickup.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. September monthly circulation statistics were provided. Comparisons to 2020 and 2019 follow. Overall physical + electronic: 2020 = -5.8%, 2019 = -3.0%; Physical items: 2020 = -5.8%, 2019 = -6.0%; Digital items: 2020 = -6.0%, 2019 = 19.4%. Hoopla had 265 checkouts. The Holiday Book & Basket Sale will start November 13. We received a deposit of \$78,316 from Washington County for 2nd quarter circulation reimbursement and \$600 for the TEACH Data Line reimbursement. Adult Services received a grant of \$745.98 to purchase East Asia materials. The library handed out over 1,600 Grab & Go Kits the past month. In-person programming includes Family Craft Circle, STEAM Club, Preschool & Baby/Toddler weekly storytimes, Teen Advisory Board and monthly programs, Make-it Crafts, Friday Films, Tech Talks, Scrip Reading, four book groups, and a Washington County History Center presentation series. Special upcoming events include Elf Festivities passive three-day event, several performers, participation in the Jackson Ghouls Gala and the Germantown Christmas Parade, Festival, and 5K Walk/Run. We are currently hiring for an Adult Services Specialist and a Youth Services Specialist. We completed the September 'Show Us Your Library Card' promotion. Began processing and cataloging materials for the new Library of Things, Jr. collection. Began setup of adding Square credit card processing services. New indoor and outdoor signage was installed. The 'Library After Dark – Deep Waters' program on October 23 was a success with 300 patrons. The library received \$100 in anonymous donations. The only challenge was having limited services available. Therefore, it was requested the library be closed next year instead of being partially open. The board approved this plan. Additional programming and accomplishments are highlighted in the Director's report.

UNFINISHED BUSINESS

STRATEGIC / FACILITY PLANNING – Progress from the Strategic Planning Ad-Hoc Committee was reviewed which included the commitment to engage in the WiLS strategic planning process. A review of the current building feasibility survey and a summary of the library tours the committee took was presented. The next step is to participate in the WiLS Strategic Planning project. Miller recapped the village adding the 2nd floor design work to the five-year village capital fund project list for 2026.

2022 LIBRARY BUDGET – MOTION (Nelson, Vosen): Move to accept the 2022 library budget as printed. Motion not carried (1-6). There was discussion of the fire suppression replacement project line item of \$60,000 should be funded from the county capital reserve funding. Smith indicated this was a necessary project and has already been completed in the Police and Village Hall buildings. The board agreed this was a required project but discussed whether the Village should cover the full amount as they did for the other village buildings. They discussed the purpose of the library capital fund is to be targeted to complete the original building plans. However, this fund is gradually being reduced as the library board has contributed 50% to needed projects over the past few years. MOTION (Nelson, Vosen): Move to accept the 2022 library budget without the \$60,000 match to the Village to replace the library fire suppression system. Motion carried (7-0).

NEW BUSINESS

NONE

CLOSED SESSION

DIRECTOR'S ANNUAL REVIEW – Deferred to December meeting.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, December 15, 2021, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 7:30 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Director
Germantown Community Library

Germantown Community Library Board
Financial Report Oct. 26, 2021
By Darlene Vosen

Bank Five Nine GCL Board Checking Account

Balance 9/21/21 per on-line statement		\$6,508.87
9/23 Deposit Usborne BS	+\$77.89	
9/23 check #1565 Lorrie Reimer/Usborne BS	-\$674.54	
Balance 10/26/21 per on-line statement		\$5,912.22

Bank Five Nine GCL Board Savings Account

Balance 9/21/21 per on-line statement		\$5,060.83
Interest September	+\$42	
Balance 10/26/21 per on-line statement		\$5,061.25

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

Balance 9/21/21 per on-line statement		\$7,634.44
Interest September	+\$63	
Balance 10/26/21 per on-line statement		\$7,635.07

*** Penny Jug Fund (Penny Jug Deposit 6/3/21 + \$76.88) = \$2,000.41 (total)**

***RAO Account (technology/from Guaranty 7/27/18) \$6,984.96 - \$4,232.52 = \$2752.44 (total left)**

Bank Five Nine Building Fund CD Account

CD #1 (5708) Balance 7/5/21 per bank statement	\$16,666.87
.50/.50% Interest 18 months (mature 1/5/23)	
CD #2 (7285) Balance 5/31/21 per bank statement	\$16,468.13
.60/.60% Interest 25 months (mature 6/30/23)	
CD #3 (5608) Balance 1/06/21 per bank statement	\$16,329.59
0.60/0.60% Interest 13 months (mature 2/6/22)	
CD #4 (1404) Balance 10/25/20 per bank statement	\$16,112.76
0.60/.60% Interest 13 months (mature 11/25/21)	
CD #5 (8801) Balance 04/30/21 per bank statement	\$10,000.00
0.50/.50% Interest 18 months (mature 10/31/22)	

2019 GCLB Checking Account:

2019 GCL Usborne Book Sale SRP Funds (in GCLB checking account): \$553.32 - \$122.41 (Ck 1556) = \$430.91 - \$300 (ck. #1564 8/12/21) = **\$130.91 + \$640.00 (2021 Usborne) = \$770.91 (left)**

Early Literacy Fund: (in GCLB check account) \$113.04 + \$293.92 (Chamber/xmas) = \$406.96 - \$102.88 (Ck 1557) = \$304.08 - (Cks. 1561, 1562, & 1563) = **\$1.83 (left)**

2020/21 Funds for Books &/or Materials (in GCLB checking account)

- *Library Staff Brick (7/21/20): \$100 - (cost of \$100 brick = \$34.80) = \$65.20 (left)**
- *Kugel Donation (1/29/21): \$500 - \$253.87 (Ck. 1560) = \$246.13 (left)**
- *Schmidt Donation (6/3/21 - large print): \$700.00 - (brick or plaque?) = \$650.00 +/-**
- *\$20 Cash Anonymous Donation 8/5: \$20.00**
- *Pagliaro Donation (8/27/21): \$3,745.00**
- TOTAL = \$4,726.33* (left to spend for 2021)**