GERMANTOWN COMMUNITY LIBRARY BOARD
REGULAR MEETING
January 26, 2022
Germantown Community Library

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:02 p.m. on Wednesday, January 26, 2022. **Members present:** Joyce Nelson, Charlene Brady, Darlene Vosen, Christa Potratz, Joletta Kerpan, Jan Miller. **Members absent:** None. **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd. Proper notification of the meeting had been given.

MOTION (Vosen, Brady): Motion to approve agenda as printed. Motion carried (6-0).

MOTION (Kerpan, Vosen): Approve the minutes of the December 15, 2021 as printed. Motion carried (6-0).

MOTION (Miller, Brady): Approve the minutes of the January 14, 2022 special board meeting as printed. Motion carried (6-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS
TREASURER'S REPORT. Balances as of January 25, 2022: Board Checking Account - $5,964.91; Board Savings Account - $5,062.51; GCL Building Account - $7,636.99 [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- $16,217.92; Building Fund CD Account #5- $10,000.00. It was requested to change the heading '2019 GCLB Checking Account' and '2019 GCL Usborne Book Sale SRP Funds' to 2021 in both headings. Vosen also noted the $700 donation does not require a brick or plaque so that should be removed in the description under 2020/21 Funds for Books &/or Materials breakdown. MOTION (Brady, Miller): Accept the Treasurer's Report with noted changes. Motion carried (6-0). Submitted report is attached. Vosen noted CD #3 will mature on 2/6/22. MOTION (Nelson, Miller): Renew CD #3 for 13 months at .40%. Motion carried (6-0).

ACCOUNTS PAYABLE. MOTION (Miller, Vosen): Approve the schedule of operating vouchers and credit card transactions for December 2021 and January 2022 and forward them to Village Hall for payment. ROLL CALL VOTE: Trustee Brady, aye; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee Vosen, aye; Trustee Miller, aye; President Nelson, aye. Motion carried (6-0).

BUDGET PRINTOUT. The monthly Revenue & Expense Report and the General Ledger Trial Balance – Capital Project Fund Report for December 2021 and January 2022 were reviewed.

REPORTS
CORRESPONDENCE. Nelson. Sent former Trustee O'Brien a thank you note for her years of service on the Library Board.

VILLAGE. Miller. The Committee of the Whole (COW) budget meeting approved no increase in the Village tax levy. It was approved to use $60,000 out of the 2020 surplus to fund the library fire suppression maintenance/replacement project. The overall budget was approved. The Village held ARPA Fund community listening sessions. Five people attended to voice support for the Library to receive $300,000 for architectural design work and $100,000 to expand the outdoor patio to support outside library performances and events. The Kiwanis organization is no longer running the 4th of July community events. The Village Board Trustees will assume responsibility. Dennis Myers, Phil Hudson and Jan Miller will participate in the committee.

COUNTY. Vosen and Smith. The Washington County Library Services Board met on January 19, 2022. The next meeting will be April 24. The county 2021 circulation numbers will be available at that time so the county and library directors will have a good idea of their county funding based on the revised contract. The 2022 library county budget will be based on an actual cost per circ times the 2020 actual circulation.

SYSTEM. Nelson and Smith. The Monarch Library System Board will meet in February. The Monarch Library System Directors met virtually on January 13.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. December monthly circulation statistics were provided. Comparisons to 2020 and 2019 follow. Overall physical + electronic: 2020 = -0.4%, 2019 = -1.6%; Physical items: 2020 = 0.1%, 2019 = -5.1%; Digital items: 2020 = -2.8%, 2019 = 22.6%. Hoopla had 365 checkouts (limit was temporarily increased from 5 to 10 checkouts per month per patron). The Friends Holiday Book & Basket Sale completed December 30 and went very well. Final sales will be available next month. The Friends are selling Adult Fiction at the January Pop-Up Sale. The following four donations were received: Anonymous ($20), Rodell Johnson ($50), Robert Korol ($500), and Water Stone Bank ($1,500 towards the mobile book trailer). The Winter Reading Program runs through February 26. Winter brochures are now available and outline the ongoing programs and special weekly programs. A traveling banners display on service animals in the military is on display in the library during the month of January. Youth Services conducted field trips for three groups of 2nd grade students. Annual performance reviews were completed for all staff. We currently have an open Youth Services Specialist position. Square credit card implementation, new staff and patron laptops were installed, and preparations for the staff and patron copier upgrades were completed. Strategic Planning continues. Library street and book drop signage is complete.

UNFINISHED BUSINESS

STRATEGIC / FACILITY PLANNING – The January Ad-hoc Strategic Planning Committee meeting was held Tuesday, January 18. WiLS led the staff SOAR session on January 11, at the library. Steve Kreklow will attend the next meeting February 15 to provide budget and funding information. The Community Service will end on February 7. The goal was to receive 600 responses. We have 700 responses to date.

VILLAGE OF GERMANTOWN EMPLOYEE MANUAL – Smith provided a copy of the proposed Village of Germantown Employee Manual that includes recommended changes for the library staff approved at the December Library Board meeting. This was approved by the Village Board on January 17, 2022. A final version will be available at the February Library Board meeting.

NEW BUSINESS

CIRCULATION POLICY – Proposed to include replacement and damage costs for the new Library of Things collections. MOTION (Vosen, Nelson): Approve the revised Circulation Policy as printed. Motion carried (6-0).

COMPUTER/INTERNET POLICY – Proposed to increase the cost of color copies/printouts from $.25 per page to $.50 per page to better align with other libraries and the actual cost of the new service. MOTION (Vosen, Miller): Approve the revised Computer/Internet Policy as printed. Motion carried (6-0).

MEETING ROOM POLICY – Proposed to remove the Small Community Room for public reservations, to add the acceptance of credit card payments and to increase the laptop replacement cost from $900 to $1,000. MOTION (Vosen, Nelson): Approve the revised Meeting Room Policy as printer. Motion carried (6-0).

ACCEPTABLE LIBRARY BEHAVIOR POLICY – Proposed to rename this policy to 'Code of Conduct' and reconstruct the contents to be clearer and to include changes that designate quiet areas within the library. This will include new three new table signs of red, yellow and green color coded messages identifying the noise level permitted in each area. Examples were provided. MOTION (Miller, Vosen): Approved the revised Acceptable Library Behavior Policy as the Code of Conduct as printed. Motion carried (6-0).

CAPITAL FUND BALANCE – Miller reviewed the steps she has taken to review the deposit and withdrawal activity of the Library Capital Fund account. She has found out the Village account which includes the library portion is managed by Ehlers Financial Management. This account is approximately $11 million of which $821,000-$850,000 is designated for the library. Miller has requested rate of return information of the account from 2012-2021. She is able to calculate the rate of return between 1998-2011 based on the records from Steve Kreklow. She is requesting the library funds be separated into a library only account to be managed separately. MOTION (Nelson, Vosen): Move to have Miller meet with the Village Administrator to request the separate the library capital fund balance from the Village Fund with the estimate earned interest. Motion carried (6-0). MOTION (Potraz, Nelson): Move to have Miller meet with the Village Administrator and Village President to inquire if the funds the library contributed to the roof replacement of approximately $62,000 of the total $124,475 cost could be returned to the Library Capital Fund account.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, February 23, 2022, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 8:11 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Director
Germantown Community Library

Germantown Community Library Board
Financial Report Jan. 25, 2022
By Darlene Vosen

Bank Five Nine GCL Board Checking Account

Balance 12/14/21 per online statement		$6,012.22
1/19/22 Check 1566 Gift bricks/Lynch	-$47.31	
Balance 12/14/22 per on-line statement		$5,964.91

Bank Five Nine GCL Board Savings Account

Balance 12/14/21 per on-line statement		$5,062.09
Interest December	+$.42	
Balance 1/25/22 per on-line statement		$5,062.51

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

Balance 12/14/21 per on-line statement		$7,636.35
Interest December	+$.64	
Balance 1/25/22 per on-line statement		$7,636.99

***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 11/25/21 per bank statement	$16,217.92
0.60/.60% Interest 25 months (mature 12/25/23)	
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 & $100 Cash Anonymous Donation 8/5; 10/21: $120.00**
***Pagliaro Donation (8/27/21): $3,745.00**
TOTAL= $4,826.33* (left to spend for 2022)