

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

February 23, 2022

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, February 23, 2022. **Members present:** Joyce Nelson, Charlene Brady, Darlene Vosen, Christa Potratz, Joletta Kerpan. **Members absent:** Jan Miller, exc., Library Director Trisha Smith, exc., Assistant Director Connie Lloyd, exc. **Also present:** Adult Services Supervisor Lynn Ratzmann. Proper notification of the meeting had been given.

MOTION (Vosen, Brady): Motion to approve agenda as printed. Motion carried (5-0).

APPROVAL OF MINUTES

Approval of the minutes of the January 26, 2022 meeting will be approved at the March 23, 2022 board meeting.

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of February 22, 2022: Board Checking Account - \$6,525.41; Board Savings Account - \$5,058.85; GCL Building Account - \$7,637.51 [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- \$16,436.15; Building Fund CD Account #4- \$16,217.92; Building Fund CD Account #5- \$10,000.00. Vosen renewed CD #3 on 2/6/21 for 13 months at .40% maturing on 3/6/23. Donations totalling \$570 from Korol, Johnson & anonymous donor were deposited. MOTION (Nelson, Brady): Accept the Treasurer's Report as printed. Motion carried (5-0). Submitted report is attached.

ACCOUNTS PAYABLE. MOTION (Vosen, Brady): Approve the schedule of operating vouchers and credit card transactions for January and forward them to Village Hall for payment. ROLL CALL VOTE: Trustee Brady, aye; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee Vosen, aye; President Nelson, aye. Motion carried (5-0).

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

REPORTS

CORRESPONDENCE. Nelson. Thank you cards were sent for the following donations: Rodell Johnson (\$50), Robert Korol (\$500) and WaterStone Bank and Waukesha County Community Foundation (\$1,500 trailer purchase).

VILLAGE. Miller. None.

COUNTY. Vosen. The Washington County Library Services Board will meet in April 2022.

SYSTEM. Nelson. None.

PRESIDENT'S Nelson. Attended February 21, 2022 Village Board meeting. Provided Village trustee comments on potential use of American Rescue Plan funds (ARPA).

DIRECTOR'S Ratzmann. See attached Director's Report.

UNFINISHED BUSINESS

STRATEGIC / FACILITY PLANNING – The February Ad-hoc Strategic Planning Committee meeting was held February 15, 2022. The Village Administrator provided the options for funding: General Obligation Borrowing by the Village, American Rescue Plan funds, Impact Fee funds and Grants/Donations (Individual/Corporate). The Village Administrator will work on alternatives for funding. Trisha will provide the current second floor estimates to the Administrator.

UPDATES FOR VILLAGE EMPLOYEE MANUAL – MOTION (Vosen, Kerpan): Approve the Germantown Employee manual for Library employees as printed. Motion carried (5-0).

NEW BUSINESS

2021 ANNUAL REPORT – MOTION (Vosen, Brady): Approve the 2021 Annual report as printed. Motion carried (5-0).

2021 CARRYOVER FUNDS TO 2022 – MOTION (Brady, Kerpan): Approve 2021 Carryover funds as presented. Motion carried (5-0).

ANNOUNCEMENTS

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

Meeting adjourned at 6:45 p.m.

Respectfully submitted,

Joyce Nelson
President
Germantown Community Library Board

Germantown Community Library Board
Financial Report Feb. 22, 2022
By Darlene Vosen

Bank Five Nine GCL Board Checking Account

Balance 1/25/22 per online statement		\$5,964.91
2/1 Deposit Korol, Johnson, & \$20 donation	+\$570.00	
2/16 Chk. #1567 National Trophy/Korol plaque	-\$9.50	
Balance 2/22/22		\$6,525.41

Bank Five Nine GCL Board Savings Account

Balance 1/25/22 per on-line statement		\$5,062.51
Interest January	+.34	
1/31/22 Bank service charge	-\$2.00	
2/22/22 Bank hold	-\$2.00	
Balance 2/23/22 per on-line statement		\$5,058.85

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

Balance 1/25/22 per on-line statement		\$7,636.99
Interest January	+.52	
Balance 1/22/22 per on-line statement		\$7,637.51

***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 2/06/21 per bank statement	\$16,436.15
Interest earned - \$105.56	
Renewed 0.40/0.40% Interest 13 months (mature 3/6/23)	
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:

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 (left)**
- *\$20 & \$20 & \$100 Cash Anonymous Donation 8/5; 10/21; 2/1: \$140.00**
- *Pagliaro Donation (8/27/21): \$3,745.00**
- *Korol Donation (2/1/22): \$500 - \$9.50 (plaque cast) = \$490.50 (left)**
- *Johnson Donation (2/1/22): \$50 (left)**
- TOTAL= \$5,436.83* (left to spend for 2022)**