

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

October 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, October 26, 2022. **Members present:** Joyce Nelson, Darlene Vosen, Joletta Kerpan, Charlene Brady (online), Jacob Misiak (online), Library Director Trisha Smith, Assistant Library Director Connie Lloyd. **Members absent:** Christa Potratz (exc.), Jan Miller (exc.). **Also present:** None. Proper notification of the meeting had been given.

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

MOTION (Kerpan, Vosen): Approve the minutes of the September 28, 2022, meeting as printed. Motion carried (5-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of October 24, 2022: Board Checking Account - \$3,912.02; Board Savings Account - \$5,066.53; GCL Building Account - \$7,718.54 [Penny Jug - \$2,077.35] [RAO Account - \$2,752.44] [Furniture & equipment - \$2,888.75]; 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 mentioned CD #5 is due October 31. Rates are currently 1.89% for 7 months, 2.08% for 10 months, 2.28% for 13 months, 2.58% for 18 months, or 2.1% for 37 months. The board suggested Darlene renew CD #5 for 13 months at 2.28%. MOTION (Nelson, Kerpan): Accept the Treasurer's Report as printed. Motion carried (5-0). Submitted report is attached.

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

BUDGET PRINTOUT. The October Revenue & Expense Report and YTD Impact Fees Report were reviewed. Braunschweig, Village Clerk, provided an updated Capital Projects Fund Report that reflects the updated balance for Account Number 40-100-110-3161 (Temp Invest – Library Ameritrade) \$836,769.80 (includes interest earned).

REPORTS

CORRESPONDENCE. Nelson. A thank you letter was sent to Erica Hughes and Cristen Bauman from North Shore Bank for their \$1,500 library donation and to Karl & Diana Glunz for their \$1,000 library donation.

VILLAGE. Miller and Smith. The village continues to recover data from the server crash last month. Department 2023 budgets are being reviewed by the Village Board. The funding recommendation of the Library Condenser Replacement project in the amount of \$202,000 through bonding was not approved. Alternative funding options will be discussed at the next Village Board meeting on November 7.

COUNTY. Smith. None.

SYSTEM. Nelson and Smith. The Monarch Library System Directors met in-person at Cedarburg Library on October 6. The Monarch Library System Board approved to pass the contract with Innovative for procurement of VEGA: Discover, Promote & Program. Monarch will discontinue paying for Gale Courses in 2023. The system is looking into individual library pricing and Universal Classes through Overdrive as alternatives. Nelson asked what our cost per course for Gale would be if we continued it as an individual library.

PRESIDENT'S. Nelson. Nelson inquired about Performance Appraisals. Smith indicated reviews are due to the Village by December 1. The Village Board is planning a 2% merit base pool for staff increases.

DIRECTOR'S. Smith. Smith received the following donations: Café Zupas (\$139.74 / Library Accounts) from fundraising event and Girl Scout Troop #10261 (\$143.77 / Library Accounts) for Little Free Library Books. September physical circulation increased 3.6% over September of 2021 and increased 2.1% YTD. Combined physical and digital circulation increased 4.8% over September of 2021 and 2.6% YTD. Last month there were 592 checkouts from Outreach activities. The library was closed on Saturday, October 22 for our Halloween programs. The afternoon family event had 675 attendees and the evening event had 350+ attendees. The events were well received and ran very well. The Fire Suppression project resumed and is expected to be completed by the end of the month. Outreach completed a tentative schedule for staff displays and partnerships for the large and small display cases for the remainder of 2022 and 2023. Outreach and Youth Services are coordinating 2nd grade classroom field trips to the library. Multiple technology upgrades were completed that included implementation of MFA, updating anti-virus software, installing additional wireless access points, and replacing one AWE youth computer. The Outreach Specialist and Director attended the Association of Bookmobiles and Outreach Services Conference in Scottsdale, AZ October 2-6. More details on the highlights and other items are outlined in the Director's Report and associated attachments.

UNFINISHED BUSINESS

STRATEGIC / FACILITY PLANNING – The Ad-hoc Strategic Planning Committee meeting was held October 18, 2022. The approved September 20, 2022, minutes were provided. Smith completed the 5-Year Strategic Plan. There are no further updates on ARPA designations. No further library tours were requested. With the completion of the Strategic Plan and the selection of the Conceptual Design architectural firm of Engberg Anderson, it was recommended and agreed the committee will now meet as needed rather than monthly.

VILLAGE OF GERMANTOWN ARPA REQUESTS – Smith indicated the distribution of the \$500,000 building ARPA funds have still not been discussed at the Village GGF meeting. It is being considered to use the ARPA funds to pay for the library condenser replacement cost of \$202,000.

2023 BUDGET – Smith needed to add \$14,254 to line 10-551-510-1800 (Salaries – Part Time) to meet the minimal Village funding to qualify for exemptions from the Washington County Tax. Smith and Nelson attended the Village Board budget meetings. The library's budget was reviewed on October 19. Smith and Nelson also reported the ask for \$50,000 for the library expansion Conceptual Design (\$25,000 from the Village and \$25,000 from the Library) was denied. The majority of the Village Board members indicated it was too soon considering the DPW and Police Department building projects that are scheduled before the library project. Nelson suggested the library follow the Village recommendation and include it in the budget process next year for work to be done in 2024. The final budget hearing is November 21, 2022.

WILS STRATEGIC PLAN – Smith provided the final draft of the 5-year strategic plan for review. It was recommended to add the published date and two corrections. MOTION (Nelson, Kerpan): Approve the Strategic Plan with the two recommended changes. Motion carried (5-0). Smith will present the plan to the Village Board in December.

NEW BUSINESS

CIRCULATION POLICY – Smith submitted a revised Circulation Policy which included minor updates to clarify several policy statements and to accurately reflect changes to the Library of Things collection. MOTION (Nelson, Vosen): Approve the revised Circulation Policy as printed. Motion carried (5-0).

2023 LIBRARY CALENDAR – Smith presented the proposed 2023 calendar. She mentioned the close dates align with the Village closed dates with the exception around New Year Eve and New Year's Day. In addition, the library will be closed May 10 for an all day staff meeting and training day and Saturday, October 21 for the Haunted Library events. MOTION (Nelson, Kerpan): Approve the proposed 2023 calendar as printed. Motion carried (5-0).

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, November 16, 2022, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 7:00 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Library Director
Germantown Community Library

Germantown Community Library Board

Financial Report Oct. 24, 2022

By Darlene Vosen

Bank Five Nine GCL Board Checking Account

Balance 9/27/22 per online statement		\$2,468.89
10/3 Deposit Glunz \$1,000 / \$50 cash	+\$1,050.00	
10/11 Deposit Usborne Sale(June credit sales)	+\$521.87	
10/14 Check #1580 Creative Brick (bricks/patio)	-\$128.74	
Balance 10/24/22 per online statement		\$3,912.02

Bank Five Nine GCL Board Savings Account

Balance 9/27/22 per on-line statement		\$5,066.20
Interest September	+\$0.33	
Balance 10/24/22 per on-line statement		\$5,066.53

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

Balance 9/27/22 per on-line statement		\$7,718.03
Interest September	+\$0.51	
Balance 10/24/22 per on-line statement		\$7,718.54

***Penny Jug Fund/Art Work (Penny Jug Deposit 2/25/2022 +\$76.94) = \$2,077.35 (total)**

***RAO Account (technology/from Guaranty 7/27/18) \$6,984.96 - \$4,232.52 = \$2,752.44 (total left)**

***Furniture & equipment = \$2,888.75**

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
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)	

Total Furniture & Equipment = \$75,789.07

2022 GCLB Checking Account:

GCL Usborne Book Sale SRP Funds (in GCLB check acct): \$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 + \$83.42 (5/2) = \$85.25 (left)**

2020/21/22 Funds for Books &/or Materials (in GCLB checking account)

***Schmidt Donation (6/3/21 - large print): \$700.00 – (Ck#1576) \$140.87 = \$559.13(left)**

***Johnson Donation (2/1/22): \$50**

***Machine Knitters (3/25/22): \$100**

***Lloyd Brick (3/25/22): \$200 - \$36.05 (brick cost) = \$163.95**

***Briet Donation (5/26/22): \$500 - \$9.50 (plaque cost) = \$490.50**
***Neveln Memorial (6/9/22): \$30**
***Pintor Brick (6/13/22): \$150 - \$36.05(brick cost) = \$113.95**
***Schultz Memorial Brick (8/2/22): \$250 – \$56.65(brick cost) = \$193.35**
***Glunz Donation (10/03/22): \$1,000 – (plaque cost) = +/- \$990.00**
***Cash anonymous donation (10/03/22): \$50.00**
TOTAL= \$2,740.88* (left to spend for 2022)