

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

February 22, 2023

Germantown Community Library

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:06 p.m. on Wednesday, February 22, 2023. **Members present:** Joyce Nelson (online), Darlene Vosen (online), Joletta Kerpan (online), Charlene Brady (online), Jan Miller (online), Jacob Misiak (online), Library Director Trisha Smith, Assistant Library Director Connie Lloyd (online). **Members absent:** Christa Potratz (exc.). **Also present:** None. Proper notification of the meeting had been given. Due to inclement weather the library closed at 3:00 p.m. but provided notice to news outlets, on social media, website, phone recording, and signs on the building that the building would be open for the public to attend the meeting in person or online. Trisha Smith was present at the library to let public into the building for the meeting. All other members attended the meeting virtually.

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

MOTION (Kerpan, Miller): Approve the minutes of the January 25, 2023, meeting as printed. Motion carried (6-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of February 20, 2023:

Board Checking Account - \$2,663.42

Board Savings Account - \$5,068.46

GCL Building Account - \$13,909.81

[Penny Jug - \$2,180.30] [RAO Account - \$2,752.44] [Furniture & equipment - \$2,890.00]

[Expansion - \$5,794.96] [Patio Expansion - \$292.10]

Building Fund CD Account #1- \$16,792.60 *(\$15,000 designated for library Furniture & Equipment)*

Building Fund CD Account #2- \$16,468.13 *(\$15,000 designated for library Furniture & Equipment)*

Building Fund CD Account #3- \$16,436.15 *(\$15,000 designated for library Furniture & Equipment)*

CD #3 matures on 3/6/23, Vosen will renew \$15,000 and place the remaining balance in the Expansion category of the Building Account for a future new CD.

Building Fund CD Account #4- \$16,217.92 *(\$15,000 designated for library Furniture & Equipment)*

Building Fund CD Account #5- \$10,075.44 *(Has one interest bump available)*

The Board recommended Vosen exercise the interest bump for this CD when renewing CD #3.

MOTION (Nelson, Miller): Accept the Treasurer's Report as printed. Motion carried (6-0). Submitted report is attached.

ACCOUNTS PAYABLE. MOTION (Vosen, Miller): Approve the schedule of operating vouchers and credit card transactions for January and February 2023 and forward them to Village Hall for payment. ROLL CALL VOTE: Trustee Vosen, aye; Trustee Kerpan, aye; Trustee Brady, aye; Trustee Miller, aye; Trustee Misiak, aye; President Nelson, aye. Motion carried (6-0).

BUDGET PRINTOUT. The 2022 Year End and the February Revenue & Expense Reports were reviewed. Smith noted that the 2022 report is almost finalized. Several expenses were included on the February Report that should have been coded for 2022. She is working with Village Hall to make the corrections. Smith also noted that a new marketing line (3120) has been split off of the General line item for better tracking of expenses.

REPORTS

CORRESPONDENCE. Nelson.

VILLAGE. Miller. The Village Board met on February 6, 2023. Miller noted the General Government & Finance Committee recommended use of ARPA funds to fund the Library Condenser Project. The Village Board approved the use of ARPA funds with a 4-3 vote. Miller also noted that Village Clerk, Deanna Braunschweig has resigned as Village Clerk/Treasurer. Her last day will be March 10, 2023. Matthew Uselding has been named the Interim Treasurer. Angel Rettler has been named the Interim Village Clerk. Katie Roger from Park & Recreation has accepted the position of Project Manager in the Highway, Parks, Buildings, and Grounds Department. Smith presented the library annual report and new strategic plan to the Village Board with Nelson also in attendance. The Village Board and public that attended the meeting provided positive feedback and support for the library's 2022 accomplishments. Smith also provided the presentation to the Richfield Village Board meeting on February 16. The Richfield Trustees appreciated learning the extent to which their residents use the library and the many services beyond books that are available. They expressed interest in expanding the services brought to their community.

COUNTY. Smith. Smith notified the Board that the libraries were notified on February 13, 2023 that West Bend Public Library has amended their 2021 Annual Report with DPI, Monarch, and Washington County. The cost of the Outreach Services Librarian serving non-librariated areas also increased from the amount that was originally budgeted. Both of these factors have an impact on the the 2023 Washington County budget for the Resource Fund that is shared between the five librariated. Germantown Community Library will be impacted by a decrease in planned county revenue of approximately \$13,000 due to this amendment. In addition, Washington County has indicated they will also remove funding of shared resource monies to the libraries. This would make the total reduction in revenue from the County for Germantown approximately \$26,000 less than budgeted for 2023. Smith has indicated all four Library Directors are working with their Municipality Administrator to communicate the budget implications to Washington County Administration. Vosen spoke from her long tenure as a former Washington County Library Services Board Member that she wants the Administrators to know that the actions of West Bend Public Library was not and should not be how the Washington County Libraries work together. Communication to Washington County will be needed by each Library Board since this affects the approved budgets. Smith will provide the Library Board with the information as it becomes available.

SYSTEM. Nelson and Smith. The Monarch Library System Directors met in Port Washington on February 9, 2023. Smith highlighted the topics discussed in her written Director's Report. Topics included approval of Polaris Upgrade to Version 7.3 on March 12, 2023, automatically update system Routing List annual in March, update on the annual report timeline, the Wisconsin Public Library Staff Compensation Survey, Universal Class statistics, banned use of Tik Tok on DPI owned devices, pending legislation LRB-1095/1 and a cyber security workgroup update. Library Legislative Day was February 7. Library directors from Washington and Ozaukee Counties were invited to the Mid-Moraine Legislative Committee on February 8. Smith was unable to attend but Library/Village Trustee Miller and Village Trustee Myers did attend as well as library directors from several Washington and Ozaukee Counties.

PRESIDENT'S. Nelson. Nelson mentioned how nice the three new plaques that Vosen ordered and installed for recent donors. She indicated we should continue to look for new lobby bench ideas to replace existing benches that are worn and dedicate them in memory of former Library Director Roberta Olson.

DIRECTOR'S. Smith. January physical circulation increased 11.2% over January 2022 and increased 11.2% YTD. Combined physical and digital circulation increased 12.1% over January 2022 and increased 12.1% YTD. This is a correction from the Director's Report. Last month there were 720 checkouts from Outreach activities. Smith provided information regarding her approved WI Department of Public Instruction Regular Grade 1 Public Librarian Certificate. This certificate will expire in December of 2027. Smith summarized the many programs offered at the library during the past month. Adult Services has filled an open part-time Adult Services Specialist position with a former library employee. Youth Services and Outreach hosted 2nd grade field trips from local public schools. Circulation continues to promote our Winter Checkout Club, Checkout Crafts, and assist with process and policy improvement suggestions. Assistant Director assisted DPW coordination with library operations during the completion of Phase I of the Library Condenser Project. Outreach and Youth Services continue plans for the Children's Patio Expansion project. Additional programs and projects are outlined in the Director's Report.

UNFINISHED BUSINESS

STRATEGIC / FACILITY PLANNING UPDATE – Smith provided a copy of the library 5-year Strategic Plan and the presentation she provided to the Germantown Village Board on February 6 and the Richfield Village Board on February 16, 2023. The plan was well received at both meetings. Smith also provided an update on the facility expansion project. It is planned to have Engberg Andersen Architects and Smith present the Conceptual Design plans at the May or June Village Board meeting in preparation for the 2024 budget. It is recommended to request \$50,000 composed of 50% Village Funding and 50% Library Washington County Capital Reserve Funds. If this is approved, it is recommended to move forward with fundraising in 2025. Smith and Miller continue to work to establish a 501(c)(3) for fundraising. Smith is scheduled to attend a Capital Planning Workshop on Tuesday, March 14, 2023 with Jody Sweeney, local library fundraising expert recommended by Engberg Anderson Architects and FEH Architects.

LIBRARY CONDENSER REPLACEMENT – Smith indicated the funding for the Library Condenser Replacement project was brought back to the Village Board by Matthew Uselding on February 6, 2023. The Village Board voted 4-3 to pay for the project out of the Village ARPA funds.

2022 ANNUAL REPORT – Smith reported the Germantown Community Library 2022 Annual Report was submitted to the Department of Public Instruction on February 9, 2023. Smith also presented highlights from the report to the Germantown Village Board on February 6 and the Richfield Village Board on February 16, 2023. Her presentation was well received by both boards and residents. Richfield trustees were surprised to see that approximately 20% of library use is from their community. Smith also made the information available through displays within the library, on the library website and through social media. Smith has also reached out to the Town of Germantown, Village of Jackson, and the Town of Jackson to present the annual report information at their future board meetings.

CHILDREN'S PATIO PROJECT – Smith provided copies of proposed design from Johnson's Nursery and Wendland's Nursery to expand the Children's Patio. There were questions regarding what the Village would approve in a design. The board members agreed that the final design must keep the existing patio paver bricks in the current design. Smith indicated the total project is expected to be approximately \$55,000 for labor and materials. Donors so far include Leadership Germantown and Kiwanis. Smith has several other organizations to approach for donations. Nelson suggested board members submit their comments and questions to Smith. Library staff will then take the drawings and comments to Village DPW and Community Development Departments for further input. Miller suggested contacting a local landscaper of hardscapes, Josh Wirth, for additional input.

NEW BUSINESS

CIRCULATION POLICY – Smith and Lloyd presented an updated Circulation Policy with changes to reflect the expanded Library of Things collection, align the Teacher Card with the same expiration timeframe as regular cards, and to adjust wording in several areas to better reflect the intent of the policy.

MOTION (Vosen, Miller): Approve the recommended changes to the Circulation Policy as printed.
Motion carried (6-0).

VILLAGE EMPLOYEE SATISFACTION SURVEY & STAFF ENGAGEMENT – Smith provided the results of the Village administered Employee Satisfaction Survey. Results were provided for village-wide employees and also included a breakdown of just library employees. The library employee results were considered positive.

Smith reviewed the suggested Staff Engagement rounding questions the school district uses. She made several adjustments and reviewed with the library department heads. It was recommended this engagement survey with employees be conducted in March/April and September/October to not conflict with Performance Evaluation feedback that occurs in May/June and November/December.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, March 22, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 7:21 p.m.
Respectfully submitted,

Connie Lloyd
Assistant Library Director
Germantown Community Library

Germantown Community Library Board

Financial Report Feb. 20, 2023

By Darlene Vosen

Bank Five Nine GCL Board Checking Account

Balance 1/24/23 per online statement		\$2,691.92
Check #1589 Nalt. Trophy (3 plaques)	-\$28.50	
Balance 2/20/23 per on-line statement		\$2,663.42

Bank Five Nine GCL Board Savings Account

Balance 1/24/23 per on-line statement		\$5,067.77
Interest January	+\$.44	
Deposit 1/26 (to keep acct. active)	+\$.25	
Balance 2/20/23 per on-line statement		\$5,068.46

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

Balance 1/20/23 per on-line statement		\$13,129.65
Interest January	+\$1.16	
Deposit Schultz-Expansion, Leadership/Patio	+\$779.00	
Balance 2/20/23 per on-line statement		\$13,909.81

***Penny Jug Fund/Art Work (Penny Jug Deposit 11/1/2022 +\$102.95) = \$2,180.30 (total)**

***RAO Account (technology/from Guaranty 7/27/18) = \$2,752.45 (total)**

***Furniture & equipment = \$2,890.00 (total)**

***Expansion = \$5,794.96 (total)**

***Patio Expansion = \$292.10 (total)**

Bank Five Nine Building Fund CD Account

CD #1 (5708) Balance 1/5/23 per bank statement	\$16,792.60
3.65/3.70% Interest 13 months (w/1 bump) (mature 2/5/24)	
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 10/31/22 per bank statement	\$10,075.44
2.77/2.8% Interest 13 months (w/1 bump) (mature 11/30/23)	

Furniture & Equipment = \$70,000.00

Expansion = \$5,990.24

2022 GCLB Checking Account:

GCL Usborne Book Sale SRP Funds (in GCLB check acct): \$130.91 + \$640.00 (2021 Usborne) = \$770.91 + \$460.80 (2022 Usborne profits) = **\$1,231.71 + \$613.30 (Eventbrite Cks.) = \$1,845.01 (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 + \$383.51 (Becker, 1st Cit., Café Zupas) = \$ 468.76 (left)**

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

***Glunz Donation (10/03/22): \$1,000 – \$9.50(plaque cost) = \$990.50 – \$ 974.52 (Ck#1584,
#1585, #1586, #1587) = \$15.98 (left)**
***Cash anonymous donation (10/03/22): \$50.00**
TOTAL= \$65.98* (left to spend for 2023)