

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

January 25, 2023

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, January 25, 2023. **Members present:** Joyce Nelson, Darlene Vosen, Christa Potratz (online), Joletta Kerpan, Charlene Brady, Jan Miller, Jacob Misiak (online), Library Director Trisha Smith, Assistant Library Director Connie Lloyd. **Members absent:** None. **Also present:** None. Proper notification of the meeting had been given.

MOTION (Vosen, Brady): Motion to approve agenda as printed. Motion carried (7-0).

MOTION (Kerpan, Vosen): Approve the minutes of the December 21, 2022, meeting as printed. Motion carried (7-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of January 24, 2023:

Board Checking Account - \$2,691.92

Board Savings Account - \$5,067.77

GCL Building Account - \$13,129.65

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

Brady questioned if some of these funds could be moved into a CD with a higher interest rate.

Vosen explained that non-designated funds plus interest earned on existing CDs could be pooled together for a new CD targeted for building expansion once the amount reaches at least \$10,000.

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

Vosen renewed CD #1 on 1/5/2023 at 3.64/3.70% interest for 13 months with one bump

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)*

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)*

MOTION (Nelson, Kerpan): Accept the Treasurer's Report as printed. Motion carried (7-0). Submitted report is attached.

Vosen was notified that a cut check to Lerner was lost and was asked to reissue the check. The Board recommended Vosen not issue a 'Stop Payment' to avoid the associated fees. Vosen indicated it is time for the annual review of the 2022 Treasurer records. Potratz is unavailable so Nelson will review the records.

ACCOUNTS PAYABLE. MOTION (Vosen, Brady): Approve the schedule of operating vouchers and credit card transactions for December 2022 and forward them to Village Hall for payment. ROLL CALL VOTE: Trustee Vosen, aye; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee Brady, aye; Trustee Miller, aye; Trustee Misiak, aye; President Nelson, aye. Motion carried (7-0).

BUDGET PRINTOUT. The 2022 Year End and the January Revenue & Expense Report and YTD Impact Fees Report were reviewed.

REPORTS

CORRESPONDENCE. Nelson. A Thank you was emailed to Deena Altschwager for a \$500 donation in memory of Donald & Gloria Neu.

VILLAGE. Miller. The Village Board met on January 16, 2023. Miller attended the Utility Commission meeting and provided highlights. Matthew Uselding, Budget Manager provided three options to fund the Library Condenser project. It was voted to move the discussion to the February Village Board meeting after they receive an update on the status of the ARPA funds from the General Government & Finance Committee.

COUNTY. Smith. Smith identified the library did not receive approximately \$9,000 of 2022 Washington County reimbursement funds. She is working with West Bend Public Library and Washington County to have the funds issued.

SYSTEM. Nelson and Smith. The Monarch Library System Directors met in-person at the West Bend Public Library on January 12. Marketing materials for the new service, Universal Class is expected in the next week. Vega project updates were provided.

PRESIDENT'S. Nelson. Nelson reported Roberta Olson, former Library Director of 20 years, passed away on January 13, 2023. She was surrounded by family in her final days. Establishing a patio brick or wall plaque in her memory was discussed. Nelson will reach out to Roberta's family for consent on the options available.

DIRECTOR'S. Smith. December physical circulation decreased -4.6% over December of 2021 and increased 1.2% YTD. Combined physical and digital circulation decreased -1.8% over December of 2021 and increased 2.1% YTD. Last month there were 503 checkouts from Outreach activities. Smith received a check for \$340.51 from Fond du Lac County for 2021 Cross-County Library Use. All performance reviews have been delivered by supervisors to their staff. After the November meeting, Misiak sent Nelson for consideration the "Rounding" question survey that is administered at the school district in addition to performance reviews. They collect feedback in October, January, and May of the school year. Smith will provide the Village employee survey results next month. Smith summarized the many programs offered in January at the library. The new 'Make It 2 Go Checkout Craft Kits' became available to patrons for checkout on January 2, 2023. A seasonal all-staff meeting was held January 10th before library normal hours. Storytime sessions resumed January 17. The Lego Party with Park & Rec had 400 attendees. The Indoor Snowball Fight had 60 attendees. Outreach and Youth Services are researching options to expand the children patio. Three new popular adult programs began in January: Stitch With Me, Spice It Up, and Adult Puzzle Day. Outreach launched the new Home Delivery program. The Winter Checkout Club began January 9. Additional programs and projects are outlined in the Director's Report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

2022 Annual Report – Smith provided the State of Wisconsin Department of Public Instruction required annual report for review and approval. Smith also provided several handouts that highlighted 2022 statistics on library services and usage by patrons. The reports reflected a very positive year of services

for the library. Smith will be presenting a summary of the annual report and annual statistics and the February Village Board meeting.

MOTION (Vosen, Brady): Approve the 2022 Annual Report to be submitted to the State of Wisconsin DPI as presented after Smith and Nelson sign the official copy. ROLL CALL VOTE: Trustee Vosen, aye; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee Brady, aye; Trustee Miller, aye; Trustee Misiak, aye; President Nelson, aye. Motion carried (7-0).

ANNOUNCEMENTS

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

Meeting adjourned at 7:22 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Library Director
Germantown Community Library

Germantown Community Library Board

Financial Report Jan. 24, 2023

By Darlene Vosen

Bank Five Nine GCL Board Checking Account

Balance 12/19/22 per online statement		\$3,886.68
Check #1584 Capstone/donations	-\$1,258.39	
Check #1585 Lerner/donations	-\$883.60	
Check #1586 Lerner/donations	-\$27.99	
Check #1587 Ingram/donations	-\$21.59	
Deposit 12/29 Early Literacy donations	+\$383.51	
Deposit 12/30 Eventbrite Checks/Usborne	+\$613.30	
Balance 1/24/23		\$2,691.92

Bank Five Nine GCL Board Savings Account

Balance 12/19/22 per on-line statement		\$5,067.35
Interest December	+\$.42	
Balance 1/24/23 per on-line statement		\$5,067.77

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

Balance 12/19/22 per on-line statement		\$7,822.73
Interest December	+\$.67	
Deposit 12/29 Pagliaro, Altschwager Expansion/cks	+\$5,306.25	
Balance 1/24/23 per on-line statement		\$13,129.65

***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 = \$5,306.90 (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)	
Interest earned - \$125.73	
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)	
Total Furniture & Equipment =	\$75,990.24

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)

*Schmidt Donation (6/3/21 - large print): \$700.00 – (Ck#1576) \$140.87 = \$559.13 - (Ck #1581 & #1582) \$483.83 = \$75.30 - \$75.30 (Ck#1584) = 0

*Johnson Donation (2/1/22): \$50 - \$50 (Ck# 1584) = 0

*Machine Knitters (3/25/22): \$100 - \$100 (Ck#1584) = 0

*Lloyd Brick (3/25/22): \$200 - \$36.05 (brick cost) = \$163.95 – 163.95 (Ck#1584) = 0

*Briet Donation (5/26/22): \$500 - \$9.50 (plaque cost) = \$490.50 - \$490.50 (Ck#1584) = 0

*Neveln Memorial (6/9/22): \$30 - \$30 (Ck#1584) = 0

*Pintor Brick (6/13/22): \$150 - \$36.05 (brick cost) = \$113.95 - \$113.95 (Ck#1584) = 0

*Schultz Memorial Brick (8/2/22): \$250 – \$56.65 (brick cost) = \$193.35 - \$193.35 (Ck#1584) = 0

*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)