

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

March 22, 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, March 22, 2023. **Members present:** Joyce Nelson, Darlene Vosen, Christa Potratz (online), Charlene Brady, Jan Miller, Jacob Misiak, Library Director Trisha Smith, Assistant Library Director Connie Lloyd. **Members absent:** Joletta Kerpan (exc.) **Also present:** None. Proper notification of the meeting had been given.

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

MOTION (Miller, Brady): Approve the minutes of the February 22, 2023, meeting as printed. Motion carried (6-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

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

Board Checking Account - \$2,663.42

Board Savings Account - \$5,068.85

GCL Building Account - \$15,417.93

[Penny Jug - \$2,180.30] [RAO Account - \$2,752.45] [Furniture & equipment - \$2,890.00]

[Expansion - \$7,303.08] [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- \$15,000.00 *(\$15,000 designated for library Furniture & Equipment, interest of \$1,507.05 removed and added to GCL Building Account/Expansion)*

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)*

Vosen report the current CD interest rate bump information is 3.21-3.25% as of 3/21/23. It was 2.97% two weeks prior. To utilize the bump it requires a 24 month rate. Board members recommended applying the bump to CD #5 which has a current rate of 2.77/2.8% interest rate. Board members also requested Vosen inquire if we can renew CDs #2 & #4 with an interest rate of 0.60% prior to their mature dates of 6/30/23 and 12/25/23, respectively.

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

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

BUDGET PRINTOUT. The March Revenue & Expense Reports were reviewed. Smith noted there are still several errors with 2022 expenses recorded in 2023 by mistake that are being fixed. She will continue to monitor to ensure the reports reflex her records.

REPORTS

CORRESPONDENCE. Nelson. None.

VILLAGE. Miller. The Village Board met on March 6 and 20, 2023. Smith noted the Administrator 2023 Performance Goals were reviewed. Miller noted the 2021 Audit results are ready for review. Baker & Tilly will be reporting on the results at the April 17, 2023 Village Board meeting. WebEx and You Tube are working again for meeting access. Channel 25 is still a work in progress. The April 3, 2023 has been cancelled in advance due to staffing shortages preparing for Election Day.

COUNTY. Smith. Washington County Library Directors and municipal administrators met with Washington County Clerk on March 16, 2023 to discuss the Washington County Libraries budget and contract. It was agreed that Washington County libraries will be reimbursed for Hoopla until the budgeted Resource Fund of \$52,724.55 is depleted. Due to increased cost in circulation and other areas, no funding for the Resources Fund will be budgeted in 2024. Procedural changes also included library directors sending invoices to Washington County for payment instead of all invoices going through the West Bend Community Memorial Library.

SYSTEM. Nelson and Smith. The Monarch Library System Directors met in Port Washington on March 9, 2023. Topics included delaying the Polaris Upgrade to Version 7.3 scheduled for March 12, 2023, to a staffing replacement made for Collin Berke. Additional topics included Vega updates, Universal Class marketing material, and the annual update to the holds routing sequence. The April Directors meeting will be held at the Germantown Community Library on April 13, 2023.

PRESIDENT'S. Nelson. Nelson discussion about replacement options for the library benches and the memorial to former Director Roberta Nelson will be discussed next month.

DIRECTOR'S. Smith. February physical circulation increased 9.7% over February 2022 and increased 10.5% YTD. Combined physical and digital circulation increased 10.5% over February 2022 and increased 11.3% YTD. Last month there were 741 checkouts from Outreach activities. Smith summarized the many programs offered at the library during the past month. Smith provided a copy of a news article that highlight the library's 2023 circulation closer to Pre-COVID levels. Library highlights included the completion of management 2023 Goals and Objectives, the launch of Universal Class, Transparent Languages, and "this Week at the Library" Facebook posts. Youth and Teen events that saw great turnout were; Teen Lock-In, Indoor Putt-Putt and two special guests at storytime. Adult Services partnered with Library Memory Project to survey patron interests and needs, began a full weed of adult non-fiction materials and collaborating with Youth Services to update the library Collection Management Policy. Outreach activities included partnering with local school events, planning for the summer Enchanted Library Neighborhood visits, the Great See Giveaway, working on the patio update project with community partners, and hosted the Washington County Interactive Networking meeting on May 17, 2023. Circulation facilitated distributing the March Craft Kits, March Seed Giveaway, assisting with policy and procedures updates, and received 3,227 entries for the Winter Checkout Club. This was a 7.8% participation increase over 2022 entries. Tech Services processed and cataloged the new supply of jigsaw puzzles for the Library of Things collection and assisted with modifying the procedure for storing Video Games. Assisted Monarch with the Firewall upgrade as it pertaining to our library. The library hosted the Germantown School District Art Show in all areas of the library. Another phase of the Condenser project was completed. Began display the Germantown High School Rain Barrel Project display in the library lobby. This will continue until April 20, 2023.

UNFINISHED BUSINESS

CHILDREN'S PATIO PROJECT – Smith provided an update on the status of the Children's Patio Project. She summarized that the goals for the project include: 1) Safety, 2) Accessibility, and 3) Better utilization of the current space. The library has reached out to three local landscapers for designs and estimates. On March 1, 2023, Smith and our Outreach Services Specialist met with Scott Anderson from DPW to review the designs, provide input, and ask additional questions. There was no recommendation for action at this time.

NEW BUSINESS

CODE OF CONDUCT POLICY – Smith and Lloyd presented an updated Code of Conduct Policy with minor changes to better reflect the intent of the current policy and incorporate the new Outreach service activities. It was recommended the Code of Conduct be approved with highlighted changes.

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

STUDY ROOM POLICY – Smith and Lloyd presented an updated Study Room Policy with minor changes to better reflect the intent of the current policy and to further clarify the use of these rooms for business purposes. It was recommended the Study Room Policy be approved with highlighted changes.

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

MEETING ROOM POLICY – Smith and Lloyd presented an updated Meeting Room Policy with minor changes to better reflect the intent of the current policy. It was recommended the Meeting Room Policy be approved with highlighted changes.

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

DIRECTOR 2023 PERFORMANCE GOALS – Smith provided provide a copy of a draft of 2023 Performance Goals for her 2023 annual performance review. It was recommended the 2023 Performance Goals be approved as printed. Board members asked Smith to update the performance goals to incorporate the new Library Strategic Plan in addition to the Village format of goals and bring back to the next meeting.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, April 26, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 7:20 p.m.
Respectfully submitted,

Connie Lloyd
Assistant Library Director
Germantown Community Library

Germantown Community Library Board
Financial Report March 20, 2023
By Darlene Vosen

Bank Five Nine GCL Board Checking Account

Balance 2/20/23 per online statement	\$2,663.42
No activity	
Balance 3/20/23 per on-line statement	\$2,663.42

Bank Five Nine GCL Board Savings Account

Balance 2/20/23 per on-line statement	\$5,068.46
Interest February	+\$.39
Balance 3/20/23 per on-line statement	\$5,068.85

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

Balance 2/20/23 per on-line statement	\$13,909.81
Interest February	+\$1.07
Deposit Interest CD#3 (for expansion)	+\$1,507.05
Balance 3/20/23 per on-line statement	\$15,417.93

***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 + (CD #3 Interest) \$1,507.05 + \$1.07 = \$7,303.08**

***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 3/7/23 per bank statement	\$15,000.00
3.94/4% Interest 8 months (mature 11/6/23)	
Interest earned \$289.13/total interest moved to Bldg. Acct. (\$1,507.05)	
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 = \$4,554.09	

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)3