

## Graham Public Library Board

### Monthly Meeting Minutes –December 10, 2025

President Loppnow called the meeting to order at 5:00 pm.

Board members present: Kris Bernstein, Gretchen Hansen, Gayle Kerzner, Rachel Loppnow, Glen Miller, and Jan Winget. Absent: Steve Peterson. Also present: Sara Swanson, Library Director

Comments by Citizens Present: None

The minutes of the November 12, 2025 meeting were approved on a motion by Winget, seconded by Bernstein. Carried.

The November Income and Operating Report and Balance Sheet were presented and reviewed. Winget moved to approve the financials, seconded by Miller. Carried.

The vouchers for December were presented and reviewed. Loppnow moved to approve the vouchers, seconded by Winget. Carried.

#### New Business

Swanson presented a policy review spreadsheet, indicating which policies should be created and which should be updated/reviewed.

#### Village of Union Grove Board Representative Report N/A

#### Library Director Report

##### *Programs:*

~On November 18, we launched our new 1,000 Books Before Kindergarten program. The Prairie Lakes System developed the materials and we adapted them to fit our library. All children under the age of 5 may participate. Each child receives a WI-themed log book to color and also receives prizes (a placemat, a set of phonics flashcards, and a hand puppet) after reaching 250, 500, and 750 books. Once they reach 1,000 books they earn a certificate, a button, and a tote bag. To showcase their progress, Sara G designed a roadmap on the side of our circulation desk where each child has a car they can move when they reach a milestone. We're really excited about this program, and are eager to help support families' reading journeys.

~Our adult show and tell was a hit. 7 people attended and shared their hobbies and collections with each other. One patron even brought in his small motorcycle! It was a great time to learn about our community.

*Outreach:*

~On November 24, Sara G visited the 3rd and 4th graders at Kansasville Grade School. The teacher saw the flyer Sara handed out at their open house this August, and contacted her for a visit. It went great! She shared Thanksgiving stories and activities. Given the success of this visit, their kindergarten teacher would also like Sara to visit her class, possibly monthly.

*PLLS:*

~On November 17, four Racine County library directors and the system director met with the County Executive Ralph Malicki at his office in Racine. We each introduced ourselves and spoke a bit about the services we offer to county residents. I mentioned that we serve many non-Union Grove residents and thanked him for the county's funding. This meeting was a good opportunity to meet him and to share the work we are doing.

~At our December directors' meeting, the directors voted on and approved the purchase of new catalog software for 2026. Implementation will take several months, but eventually, the way patrons search for materials online will have a different look and different options.

*Misc:*

~Due to the snow, I decided to close the library on Saturday, November 29. It's always hard to make this decision, but given the amount of snow, I did not want staff nor patrons to risk the conditions to come to the library.

~The Village DPW crew is doing a great job keeping our parking lot and sidewalks clear of snow. I'm so thankful for their work!

~The library will be closing at 5:00 pm on Tuesday, December 23 and will be fully closed December 24, 25, and 31; and January 1.

*Upcoming Programs:*

Legos & Games—Mondays at 3-6pm

Story Time—Tuesdays at 10am and 1pm

Homeschool STEAM—Wednesdays at 1pm

Dec 11 at 10am—Board Games

Dec 15 at 10am-- Movie: *The Best Christmas Pageant Ever*

Dec 15 at 4pm—Youth Makerspace

Dec 18 at 1pm—Adult Craft: Christmas cards and tags

Dec 18 at 6pm—Pajama Story Time

The meeting was adjourned at 5:55 pm.

The next monthly meeting of the Graham Public Library Board will be Wednesday, January 14, 2026 at 5:00 pm, at the Library.