

**DRAFT MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES**  
**New Glarus Village Hall – Board Room**

**Wednesday, June 19, 2019 - 6:30 P.M.**

**AGENDA**

1. Call to Order: President Linda Hiland called the meeting to order at 6:34 pm. Those present, in addition to Hiland, were Bob Bergum, Jody Hoesly, Kevin Budsberg, Petra Streiff, Shelly Truttmann, Suzi Janowiak, and Library Director Holly Lague.
2. Approval of Agenda: Bob Bergum moved to approve, 2<sup>nd</sup> by Petra Streiff. Motion carried.
3. Comments & Questions from the Public: None.
4. Old Business
  - A. Discussion and Consideration: Library Building Project: Linda Hiland reported on the latest Co-Chairs meeting. Discussion of our old banner and the picture on it, which renders it unusable at this time. Discussion of getting a new one to say “Future Home of NG Public Library” to erect on the site. Cost will be \$130. Consensus to put this up so that people know exactly where the location will be, as there is still an element of confusion in some people’s minds. Kevin Budsberg mentioned the cost of this plus the cost of printing a new brochure will necessitate transfer of funds to the library account he uses to pay bills. Linda Hiland also reported on the additional discussion at the Co-Chairs meeting. We currently have 3 Co-Chairs (Mark Janowiak, Mary Funseth, and Mark Renner). They are ready to get back to work on fundraising. Next meeting is June 26<sup>th</sup>. Linda Hiland distributed a draft timeline for discussion that arose from the discussion of the last Building Committee meeting. The architects are already at work on a revised design for the site. Tim Usher has rejoined the Building Committee. He and Linda Hiland will be the new Owner Representatives. Bob Bergum moved to approve Tim Usher and Linda Hiland as Owner Representative for the project, 2<sup>nd</sup> by Shelly Truttmann. Motion carried.
5. New Business
  - A. Discussion and Consideration: Best use of estate gift: Linda Hiland reported we have received a donation from the estate of a former patron and supporter, to be used at the Library Board’s discretion. She asked the board for direction as to which account the funds should be allocated. Motion by Bob Bergum to allocate the funds to the Building (Capital) account, 2<sup>nd</sup> by Kevin Budsberg. Discussion of how our accounts with CFSW are performing and of our savings accounts. Bob Bergum amended his motion to deposit the money in the Bank of New Glarus savings account, 2<sup>nd</sup> by Kevin Budsberg. Kevin Budsberg asked Bob Bergum if his intention is that the use of the funds should remain at the discretion of the Library Board, and Bob Bergum replied affirmatively. Motion carried.
6. Bills & Finance Report
  - A. Bills: Bills were presented and approved dated 5/15/19 totaling \$1148.00, 5/28/19 totaling \$2420.00, and 6/11/19 totaling \$1291.81.
  - B. Financial Statement: Attached.
7. Director’s Report: Attached. Holly Lague updated the board on the new Hotspots program, and it is in a trial phase. She will see how this service goes before finalizing the policy on it. When the draft policy is finished, the Library Board will approve it. She also reported on the Summer Reading Program, her interactions with the Retailer’s Roundtable group, and the next planned Outdoor Movie Night. Attendance at recent programming events has been robust.
8. Approval of Minutes
  - A. May 22, 2019: Kevin Budsberg moved to approve, 2<sup>nd</sup> by Shelly Truttmann. Motion carried.
  - B. June 5, 2019: Petra Streiff moved to approve as amended, 2<sup>nd</sup> by Bob Bergum. Motion carried.

9. Adjournment: President Hiland adjourned the meeting at 8:00 pm.

Respectfully submitted, Suzi Janowiak, Secretary

## **May 2019 Director's Report**

**Holly Lague, Director**

### **Hotspots Trial**

We're planning a pilot program with two mobile internet hotspots for patrons to borrow. Sprint is the carrier, and there is no data throttling or limits, no charge for the equipment or for replacements, and no charge to cancel. The only cost is \$23/month per hotspot. However, we have our doubts that their coverage is as good as they claim, particularly for our rural patrons. I'd like to run the trial through September or October, so we can see if usage changes when school is in session. We'll ask patrons to share their feedback with a short survey available online and in paper.

### **Summer Library Program**

So far, we have 207 kids participating (50 preschoolers, 74 elementary students, 83 teens/tweens), and as of noon Friday they've logged 463 hours and 354 books read. This is fairly in line with last year, where we had 200 active participants who turned in 513 hours and 342 books in Week 1. In related news, Green County library directors teamed up, organized by Monticello, to do radio Big Radio/WEKZ interviews with Mike Zweifel highlighting our various summer reading programs.

### **Independent Retailers Month**

On June 11<sup>th</sup> Bekah and I talked about our plans for July's Indie Retailers Month at the Retailers Roundtable meeting. Reps from 11 businesses were in attendance and Bekah promised to follow up with a detailed email and event invitation from the Chamber. In consultation with our own Jody Hoesly, I'm working on a business resources handout to supplement Kristi Smith's presentation that we'll host on July 17<sup>th</sup>, and that we will also try to share with the Green County Board to raise awareness of how libraries serve the business community.

### **Outdoor Movie for July**

Plans are underway for another outdoor movie. The screen and sound setup were great in June, but hopefully the weather will cooperate and let us actually host it outdoors this time. We're going for more of the date night crowd, since the timing with *Heidi* was tough for families. Title to be announced, but possibly a throw-back that is in the public domain so we can avoid licensing fees.

<b>New Glarus Public Library 2019</b>	<b>Items Added</b>	<b>Items Deleted</b>	<b>Circulation</b>	<b>Circ. by PSTAT Other</b>	<b>Village of New Glarus</b>	<b>Town of New Glarus</b>	<b>Town of York</b>	<b>Town of Exeter</b>	<b>Dane Co. No Library</b>
January	234	251	5594	1113	2546	940	497	318	180
February	220	279	6101	1328	2520	1147	614	313	179
March	152	102	5906	1744	2380	1260	15	321	186
April	181	25	5580	1170	2465	1088	498	176	183
May	174	139	5660	1192	2595	1037	431	272	133
June									
July									
August									
September									
October									
November									
December									
Total:	961	796	28841	6547	12506	5472	2055	1400	861
<b>2019</b>	<b>Patron ILL Requests</b>	<b>ILL Requests Rec'd</b>	<b>ILL Requests Unable to Fill</b>	<b># Unique Website Visitors</b>	<b># Website Sessions</b>	<b>WiFi Sessions</b>	<b>Public Computer Sessions</b>	<b>Public Computer Hours</b>	<b>New Patrons Register</b>
January	19	3	2	1185	1643	1627	115		12
February	12	9	0	1133	1510	1652	207		7
March	13	5	0	1098	1528	2007	109		13
April	14	5	0	935	1299	2168	126		10
May	8	5	0	1085	1480	2135	115		3
June									
July									
August									
September									
October									
November									
December									
Total:	66	27	2	5436	7460		672		45
<b>2019</b>	<b>Patron Visits</b>	<b>Hours Open</b>	<b>Patrons/Hour</b>	<b># Adult Program s</b>	<b># Adults Count</b>	<b># Children Programs</b>	<b># Children Count</b>	<b>Total Programs</b>	<b>Total # Attend</b>
January	2209	191	14	4	17	7	64c / 25a	11	106
February	2359	182	13	5	14	11	85c / 32a	16	131
March	2720	214	13	5	15	13	142c / 49a	18	204
April	2843	209	14	7	46	15	159c / 73a	22	278
May	2718	227	12	9	85	11	782c / 61a	20	928
June									
July									
August									
September									
October									
November									
December									
Total:	12849	1023	13	30	177	57	450c / 179a	87	1647

**New Glarus Public Library Program Attendance  
April 2019**

Event	Date	Number of Attendees	
		Children	Adults
Story Time	Friday, May 3 <sup>rd</sup>	7	2
Music & Movement	Monday, May 6 <sup>th</sup>	19	8
Scrabble	Tuesday, May 7 <sup>th</sup>	0	2
Vision Screening	Wednesday, May 8 <sup>th</sup>	11	4
Book Club	Wednesday, May 8 <sup>th</sup>	0	9
Spa Workshop	Thursday, May 9 <sup>th</sup>	4	14
Story Time	Friday, May 10 <sup>th</sup>	23	5
Vision Screening	Saturday, May 11 <sup>th</sup>	1	1
Music & Movement	Monday, May 13 <sup>th</sup>	20	7
Scrabble	Tuesday, May 14 <sup>th</sup>	0	2
iPhone Lessons	Tuesday, May 14 <sup>th</sup>	0	1
Story Time	Friday, May 17 <sup>th</sup>	18	5
Middle School Visit	Friday, May 17 <sup>th</sup>	40	5
Middle School Visit	Monday, May 20 <sup>th</sup>	78	5
Scrabble	Tuesday, May 21 <sup>st</sup>	1	1
iPhone Lessons	Tuesday, May 21 <sup>st</sup>	0	0
Middle School Visit	Friday, May 24 <sup>th</sup>	77	12
Parlor Dance	Friday, May 24 <sup>th</sup>	8	56
Scrabble	Tuesday, May 28 <sup>th</sup>	0	0
Elementary School Visit	Friday, May 24	475	7
<b>TOTAL</b>	<b>Adult events: 9 Children's events: 11</b>	<b>782</b>	<b>146</b>

**LIBRARY****SAVINGS #2775 (APY .10%)**

Beg. Balance	38,024.13	
Interest	2.58	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		38,026.71

**Savings #2763 [25-11520] (APY .10%)**

Beg. Balance	434.73	
Withdrawal (PO Box) Bank withdrew funds on 6/5/19- originally withdrew from wrong acct	-56.00	
Deposit		
Interest	0.03	
End. Balance [bank bal shows \$434.76]		378.76

**SUBTOTAL [25-11520]**

38,405.47

**UB&T MM#183483-EMPLOYEE BENEFIT [25-11300]**

Beg. Balance	19,635.59	
Interest	49.78	
End Balance		19,685.37

**UB&T MM#209786-CAPITAL (TOWN) [25-11520-000-004]**

Beg. Balance (funded 9/28) [Town Impact fees]	36,809.18	
Interest	93.31	
End Balance		36,902.49

**TOTAL LIBRARY INVESTMENTS 94,993.33****FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)****Community Foundation of Southern WI [most recent information available]****Library Capital Campaign Fund**

CASH Deposits thru 3/31/19	926,082.65
Interest/Dividend Income from April	1,760.60
Less fees from April	-8.77
Gifts/Pledges received	100.00
CASH Available 4/30/19	927,934.48

**Library Operations Fund [CFSW sending statements quarterly]**

Balance 3/31/19	26,774.24
Gifts/Pledges received	
Interest Income	49.86
Disbursements (Fees)	-0.02
Balance 4/30/19	26,824.08
Spendable Balance 4/30/19	26,224.08

**Library Endowment Fund [CFSW sending statements quarterly]**

Beginning Balance 3/31/19	24,390.83
Contributions	
Investment Activity	603.44
Investment fees	-8.70
BALANCE 4/30/19 [NON-CASH]	24,985.57
Spendable Balance 4/30/19	261.88