

VILLAGE OF NEW GLARUS
MEETING OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES
New Glarus Village Hall – Board Room
319 2nd Street, New Glarus WI 53574

Wednesday, July 20, 2022 – 6:30 P.M.

AGENDA

1. Call to Order: President Linda Hiland called the meeting to order at 6:33 P.M. Those present, in addition to Hiland, were trustees Beth Blahut, Daniel Ramirez, Jody Hoesly, Shelly Truttman; Director Amy Trumble. Village Liaison Henry Janisch. Absent: Suzi Janowiak. Also present was New Glarus resident Gof Thompson.
2. Approval of Agenda: Hoesly moved to approve the agenda. 2nd by Ramirez. Motion carried.
3. Comments & Questions from the Public: Gof Thompson introduced himself and offered to volunteer to assist with the building project. He stated that he believes that the site near the Swiss Church is the best option. Thompson offered to help negotiate to get the project moving forward and he is committed to helping the Library Board in this endeavor.
4. Old Business:
 - A. Discussion and Consideration: Digital storage of library board files: Hoesly and Truttman are working with former treasurer Kevin Budsberg to restructure the document storage of financial documents, building plans, donor information, grants, etc. . .
 - B. Discussion and Consideration: Building project update: Hiland asked the trustees to send her their questions for the Swiss Church's ad hoc committee regarding the building project.

5. New Business:

A. Discussion and Consideration: Election of officers:

1. Hoesly moved to close nominations and cast a unanimous ballot for Linda Hiland as President. 2nd by Truttmann. Motion carried.
2. Truttmann moved to close nominations and cast a unanimous ballot for Daniel Ramirez as Vice-President. 2nd by Janisch. Motion carried.
3. Hoesly moved to close nominations and cast a unanimous ballot for Beth Blahut as Secretary. 2nd by Janisch. Motion carried.
4. Janisch moved to close nominations and cast a unanimous ballot for Shelly Truttmann as Treasurer. 2nd by Blahut. Motion carried.

B. Discussion and Consideration: Clerk position hours:

Hiland stated that Trumble is allowed to adjust the staffing as she sees fit as long as the changes are within the budget.

Trumble stated that she will change the job listing from offering two clerk positions of 12 hours/week to reflect one clerk position of 24 hours/week.

C. Discussion and Consideration: 2022/2023 budget: Trumble asked why there were no funds budgeted for the summer reading program. Hiland informed her that in the past the library has asked local businesses to support the program. Trumble stated that she would like to gather data on library staff wages throughout the county in addition to village staff wages and local business's wages. This data would be used to set budgetary goals in order to attract and maintain staff in the library. Hiland suggested gradually increasing wages in an effort to achieve a minimum wage of \$15/hour which could potentially become the new statewide minimum wage. Trumble has some surplus funds due to the vacancy in the director position for a number of months in 2021/2022 and she will use that surplus to purchase some needed equipment.

D. Discussion and Consideration: Library Director vacation clarification: Hiland stated that Trumble's vacation hours should be tabulated as 1.5 weeks for 2022 and 3 weeks for 2023.

6. Bills and Finance Report:

A. Bills were presented and approved as follows:

\$1,525.62 dated June 28, 2022

\$ 969.03 dated July 13, 2022

B. Financial statement

7. Director's Report: See attached

8. Approval of Minutes:

A. June 15, 2022: Truttmann made a motion to approve the minutes with one edit to the "Bills" on June 14. 2nd by Janisch. Motion carried.

9. Reports / Discussion / Consideration:

A. Administration: Data storage is discussed above.

- CFSW Financial Report

B. Communication Team: Blahut wrote an article for the Post Messenger-Recorder, introducing Director Trumble.

C. Grants Team: Elementary school art teacher Sarah Kranz will wait to commence the ceramic tiles project for the new library building. She received an EIP grant for the project but there is no hurry to complete the tiles at this time.

D. Partnership Team: Hiland introduced Director Trumble at the Village Board meeting.

E. Village Board Liaison: Nothing to report.

F. Friends of the Library: They are working on their book sale and a bake sale for Labor Day.

G. President's Report: Nothing to report.

10. Adjournment: Hiland adjourned the meeting at 8:02 PM



Director's Report – July 20, 2022
Amy Trumble

Summer Programming events

Both adult and children's programming events have been well attended over the past month and feedback has been extremely positive. Brooke had record attendance at her 'Turtles to Go' event on June 30th. There was much interest in the Folk Art workshop, Ukrainian author visit, and Genealogy presentation.

Multifunction copier quotes

We are in the process of receiving quotes for a new copier with faxing and scanning capabilities. Our current unit was purchased in 2014 and is beginning to show signs that it is needing replacement. This would be a one-time purchase in addition to a service contract which would allow for a certain amount of black and white and color copies along with a service agreement for regular maintenance. The cost 8 years ago for our unit was \$2495.

Meraki Wifi port for Community Room

Dan Clark is scheduled to give us quotes on the installation of a Meraki wifi port which we already own. If feasible, we are hoping to install it in the Community Room which will strengthen the wifi signal for future presentations and programming.

Epson Digital Scanner










We received the laptop that will operate the Epson digital scanner that we received earlier this year as a part of a grant. We are in the process of getting software loaded onto the computer so that we can begin in house digitization projects for the library, the historical society, and for community members wishing to preserve their photos and documents through digitization. In addition, we have purchased a carrying case for the unit so that we can take it to other locations if needed.

Microfilm Machine

The microfilm machine has been out of service for some time. We are in the process of getting it up and running again as the New Glarus Post digitization project has only been completed from 1922-1933. Further digitization is on hold at this time as WILS is researching a more user friendly platform for digital newspapers.

Program Participation	2022 June Participants	2022 Total
Children's/Teen Events "live"	248	406
Adult/General Events "live"	170	301
Children's/Teen "self-serve"	486	9,563
Adults "self-serve"	0	147



STATISTICS		2022 June	2022 YTD	2021 YTD
	Items Borrowed	3,312	19,136	15,923
	% Village of New Glarus	50%	48%	48%
	% Town of New Glarus	27%	27%	23%
	% Town of York	9%	11%	12%
	% Other Green County	7%	8%	8%
	% Dane County	7%	6%	7%
	% Other	0%	<1%	2%
	OLL Requests Filled	7	43	32
	OverDrive Borrowed (all formats)	735	4,866	4,601
	Public WiFi sessions	5,721	28,736	24,494
	Public computer sessions	35	159	11
	Online Tools & Databases	54	266	763
	Website Visits	1,984	8,594	9,751
	Library Visits	1,548	7,507	4,054
	Average visits per day	60	50	32
	Patrons Added	32	76	23
	Items Added	158	1077	1073
	Items Deleted	56	546	1,891

June 2022 Financial Report

LIBRARY

SAVINGS #2775 (APY .10%)

Beg. Balance	11,237.27	
Interest	0.74	
Deposit		
Withdrawal	0.00	
End. Balance		11,238.01

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

Beg. Balance	947.23	
Withdrawal		
Deposit		
Interest	0.06	
End. Balance		947.29

SUBTOTAL [25-11520] 12,185.30

SBCP MM#183483-RESERVE OPERATIONS FUND [25-11300]

Beg. Balance	20,246.26	
Interest	11.15	
End Balance		20,257.41

SBCP MM#209786-CAPITAL (TOWN) [25-11520-000-004]

Beg. Balance (funded 9/28) [Town Impact fees]	138,551.15	
Deposit (Exeter donation)		
Interest	76.30	
End Balance		138,627.45

TOTAL LIBRARY INVESTMENTS 171,070.16

FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)

Community Foundation of Southern WI [most recent information available]

Library Capital Campaign Fund

CASH Deposits thru 4/30/21	952,612.15
Interest/Dividend Income	418.61
Less fees	
Less Withdrawals	-10.00
Gifts/Pledges received	0.00
SPENDABLE CASH Available 5/31/21	<u>951,020.76</u>

Library Operations Fund

Balance 4/30/21	26,350.33
Gifts/Pledges received	
Interest Income	11.61
Disbursements (Fees)	0.00
Balance 5/31/21	<u>26,361.94</u>
Spendable Balance 5/31/21	<u>26,361.94</u>

Library Endowment Fund

Beginning Balance 4/30/21	30,763.47
Contributions	
Investment Activity	123.80
Investment fees	0.00
BALANCE 5/31/21 [NON-CASH]	<u>30,887.27</u>
Spendable Balance 5/31/21	<u>2,957.88</u>

