## VILLAGE OF NEW GLARUS MEETING OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES

New Glarus Village Hall - Community Room 319 2nd Street, New Glarus WI 53574

Wednesday, January 19, 2022 - 6:30 P.M.

- 1. <u>Call to Order</u>: Hiland called the meeting to order at 6:32 P.M. Those present, in addition to Hiland, were trustees Beth Blahut, Shelly Truttmann, Daniel Ramirez, Jody Hoesly, Village Liaison Henry Janisch and Interim Library Director Erica Loeffelholtz. Absent: trustee Suzi Janowiak.
- 2. <u>Approval of Agenda:</u> Truttmann moved to approve the agenda. 2<sup>nd</sup> by Ramirez. Motion carried.
- 3. Announcement:
  - A. The Library Board will convene into closed session called under WI State Statute 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Review applications for library director candidates).
- 4. Comments & Questions from the Public: None.
- 5. Old Business:
  - A. Discussion and Consideration: Library Director Search

It has come to the attention of the Board that to comply with SCLS rules, Loeffelholtz needs to apply for a Grade II temporary certificate for the library director position. Loeffelhotz is speaking with SCLS's Continuing Education Coordinator Jean Anderson on Jan 20th to discuss the certification process.

B. Discussion and Consideration: Library Building Project - Request from Swiss Church Consistory

In December Hiland and Truttmann met with Bonnie Klassy, president of Swiss Church's consistory. Klassy requested that the Board provide a sketch of the new library building on the Swiss Church site to share with the congregation. The architects would provide a sketch without extra costs at this time. If we use the sketch for the project it will then be included in the cost of a building project. There was further discussion, including the idea of using salvaged materials from the Zwingli building for the new construction (perhaps the bricks) to retain a historic connection to the old building. Records have been reviewed and there are no limitations due to the historic status of the Zwingli building. Hiland will contact the architects to ask if the lot size is adequate for the new building and if so, she'll ask them to draw a sketch of the building's footprint.

C. Discussion: Payment of Dimension IV Invoice

The Board was mistakenly sent an invoice for services that were already paid for. After the error was discovered, the check that had been sent was voided and now everything is squared away.

#### 6. New Business:

A. Discussion and Consideration: Library Board meeting schedule
Janisch made a motion to meet once a month for two months and then the Board
would review the plan in March; meetings would occur as follows: Feb 16 and March
16. 2<sup>nd</sup> by Truttmann. Motion carried.

#### 7. Bills and Finance Report:

A. Bills

Bills were presented and approved as follows:

Expenses for 2021:

\$5,551.86 dated December 27, 2021; \$19,401.16 dated January 10, 2022 Expenses for 2022:

\$248.98 dated December 27, 2021

- B. Financial Statement
- 8. Director's Report: See attached.
- 9. Approval of Minutes:
  - A. December 15, 2021

Hiland moved to approve the minutes. 2<sup>nd</sup> by Truttmann. Motion carried.

- 10. Reports / Discussion / Consideration:
  - A. Administration Team: Nothing to report.
    - CFSW Financial Report
  - B. Communication Team: Nothing to report.
  - C. Grants Team: Nothing to report.
  - D. Partnership Team: Nothing to report.
  - E. Village Board Liaison: Nothing to report.
  - F. Friends of the Library: Meeting on Jan 20th. They'll discuss Trivia events.
  - G. President's Report: Nothing to report.
- 11. The Board will Convene into Closed Session:

Janisch made a motion to go into closed session, 2nd by Ramirez. Motion carried by unanimous roll-call vote

12. The Board will Convene into Open Session:

Hoesly made a motion to go into open session, 2nd by Truttmann. Motion carried by unanimous roll-call vote

A. Results of Closed Session: Discussion & Consideration: Review applications for library director candidates

Blahut will contact the candidate with the Board's decision. The Board will continue its search for Library Director.

13. Adjournment: Hiland adjourned the meeting at 7:51 pm.

Respectfully submitted, Beth Blahut, Secretary



#### Director's Report – January 13, 2022 Erica Loeffelholtz

#### **Director Certification**

On January 12<sup>th</sup> I received an email from Jean Anderson at SCLS regarding director certification. DPI is recommending that, as interim, I apply for certification so that we remain in compliance with IMLS rules. Non-compliance could put us at risk of losing eligibility for grants and other funding. I will be meeting with Jean via Zoom on January 20<sup>th</sup> to go over the process.

#### **Winter-Spring Programming Plans**

The winter reading program is off to a great start! Less than two weeks in we already have 18 participants, including several new faces. Patrons seem to really be enjoying the offering. Our programming plans for January-May also include:

- Virtual story time returns January 24<sup>th</sup>. The spring session will continue to meet virtually on Mondays and Wednesdays at 10 AM on our story time Facebook page, and will run through May 11<sup>th</sup>. Brooke will also be posting "story time shorts" videos every Friday.
- Weekly preschool grab & go kits will also run January 24<sup>th</sup> through May 11<sup>th</sup>.
- We'll offer special holiday kits for school-agers and teens during the week of Valentine's Day.
- Adult craft kits will be offered again in March, April, and May.
- During the week of spring break, we're planning a book giveaway day, and we'll also have springtime craft kits for school-agers and teens.
- We're working on setting up a scavenger hunt that can also be done independently during the week of spring break.
- Brooke has been working on creating escape room kits that patrons can check out to do at home. The first kit is Harry Potter-themed, and has been tested and approved by Tucker and friends.
- The library will be hosting an elementary "art show" sometime this spring (dates to be determined), in cooperation with art teacher Sarah Kranz.

I would like to bring in presenter Eleanor Brinsko, VP of the Dane County Genealogical Society, to do a genealogy presentation, possibly in cooperation with our historical society. Given our lackluster participation in adult virtual programs, I'm hoping to be able to schedule something in person once covid numbers are lower – or possibly in late spring/early summer when we can meet outdoors.



### December 2021 Highlights

| Program Participation        | 2021<br>December<br>Participants | 2021<br>Total |
|------------------------------|----------------------------------|---------------|
| Children's/Teen Events       | 11                               | 1,075         |
| Adult/General Events         | 13                               | 94            |
| Children's/Teen "self-serve" | 520                              | 3,690         |
| Adults "self-serve"          | 25                               | 285           |

Christmas Donations!

During the month of December we received \$775 in donations from library patrons.

We also received a very generous donation of winter reading prizes from Sheri at the Bramble Patch.

| STATIS  | псѕ                      | 2021<br>December | 2021<br>Total | 2020<br>Total |
|---------|--------------------------|------------------|---------------|---------------|
|         | Items Borrowed           | 2,543            | 30,571        | 28,029        |
| 9-0     | % Village of New Glarus  | 45%              | 49%           | 47.3%         |
|         | % Town of New Glarus     | 24%              | 23%           | 22.5%         |
|         | % Town of York           | 12%              | 13%           | 11.5%         |
|         | % Other Green County     | 10%              | 8%            | 11.3%         |
|         | % Dane County            | 5%               | 6%            | 5.6%          |
|         | % Other                  | 4%               | 1%            | 1.8%          |
| igm     | eBooks/e-Audio Borrowed  | 743              | 9,291         | 9,164         |
| <b></b> | Public WiFi sessions     | 3,521            | 49,989        | 48,480        |
|         | Public computer sessions | 12               | 76            | 250           |
| ₩,      | Online Tools & Databases | 227              | 1,843         | 617           |
|         | Website Visits           | 1,287            | 18,458        | 17,309        |
|         | Library Visits           | 832              | 10,057        | 10,034        |
|         | Average Patrons per Day  | 38               | 34            | 47            |
| ≛≣      | Patrons Added            | 2                | 64            | 63            |
| +7      | Items Added              | 328              | 2,113         | 2,096         |
| V-      | Items Deleted            | 332              | 3,041         | 1,840         |

| LIBRARY  | l               |  |
|--|-----------------|--|
| SAVINGS #2775 (APY .10%)   |                 |  |
| Beg. Balance   | 12,552.78       |  |
| Interest   | 0.78            |  |
| Deposit  |                 |  |
| Withdrawal   | -1,320.00       |  |
| End. Balance   |                 | 11,233.56  |
| Savings #2763 [25-11520] (APY .10%)  |                 |  |
| Beg. Balance   | 1,008.83        |  |
| Withdrawal   |                 |  |
| Deposit  |                 |  |
| Interest   | 0.07            |  |
| End. Balance   |                 | 1,008.90   |
| SUBTOTAL [25-11520]  |                 | 12,242.46  |
| SBCP MM#183483-RESERVE OPERATIONS FUND [25-1]  | 1300]           |  |
| Beg. Balance   | 20,228.36       |  |
| Interest   | 2.23            |  |
| End Balance  | 1000001         | 20,230.59  |
| SBCP MM#209786-CAPITAL (TOWN) [25-11520-000-004]   |                 |  |
| Beg. Balance (funded 9/28) [Town Impact fees]  | 137,428.90      |  |
| Deposit (Exeter donation)  |                 |  |
|  | (AS20VE)        |  |
| Interest   | 15.17           |  |
| Interest<br>End Balance  | 15.17           | 137,444.07   |
| Interest End Balance TOTAL LIBRARY INVESTMENTS   |                 | 137,444.07<br>169,917.12   |
| Interest End Balance TOTAL LIBRARY INVESTMENTS FOR INFORMATIONAL PURPOSES (Not recorded in VIII)   | age accounting) | 11557.001035   |
| Interest End Balance TOTAL LIBRARY INVESTMENTS FOR INFORMATIONAL PURPOSES (Not recorded in VIII) Community Foundation of Southern WI [most recent information of the community foundation of the commu | age accounting) | 11501001000  |
| Interest End Balance TOTAL LIBRARY INVESTMENTS FOR INFORMATIONAL PURPOSES (Not recorded in VIII) Community Foundation of Southern WI [most recent informationary Capital Campaign Fund   | age accounting) | 169,917.12   |
| Interest End Balance TOTAL LIBRARY INVESTMENTS FOR INFORMATIONAL PURPOSES (Not recorded in Villicommunity Foundation of Southern WI [most recent informationary Capital Campaign Fund CASH Deposits thru 10/31/21  | age accounting) | 169,917.12<br>948,739.51   |
| Interest End Balance TOTAL LIBRARY INVESTMENTS FOR INFORMATIONAL PURPOSES (Not recorded in Villicommunity Foundation of Southern WI [most recent informationary Capital Campaign Fund CASH Deposits thru 10/31/21 Interest/Dividend Income   | age accounting) | 169,917.12   |
| Interest End Balance TOTAL LIBRARY INVESTMENTS FOR INFORMATIONAL PURPOSES (Not recorded in Villa Community Foundation of Southern WI [most recent informationary Capital Campaign Fund CASH Deposits thru 10/31/21 Interest/Dividend Income Less fees  | age accounting) | 169,917.12<br>948,739.51   |
| Interest End Balance TOTAL LIBRARY INVESTMENTS FOR INFORMATIONAL PURPOSES (Not recorded in Villicommunity Foundation of Southern WI [most recent informationary Capital Campaign Fund CASH Deposits thru 10/31/21 Interest/Dividend Income Less fees Less Withdrawals  | age accounting) | 169,917.12<br>948,739.51   |
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| Interest End Balance TOTAL LIBRARY INVESTMENTS FOR INFORMATIONAL PURPOSES (Not recorded in VIII. Community Foundation of Southern WI [most recent informationary Capital Campaign Fund CASH Deposits thru 10/31/21 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 11/30/21  | age accounting) | 169,917.12<br>948,739.51   |
| Interest End Balance  TOTAL LIBRARY INVESTMENTS  FOR INFORMATIONAL PURPOSES (Not recorded in VIII. Community Foundation of Southern WI [most recent information Capital Campaign Fund  CASH Deposits thru 10/31/21 Interest/Dividend Income  Less fees  Less Withdrawals  Gifts/Pledges received   | age accounting) | 948,739.51<br>10.82  |
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| Interest End Balance  TOTAL LIBRARY INVESTMENTS  FOR INFORMATIONAL PURPOSES (Not recorded in Villa Community Foundation of Southern WI [most recent informationary Capital Campaign Fund  CASH Deposits thru 10/31/21  Interest/Dividend Income  Less fees  Less Withdrawals  Gifts/Pledges received  SPENDABLE CASH Available 11/30/21  Library Operations Fund  Balance 10/31/21   | age accounting) | 948,739.51<br>10.82  |
| Interest End Balance  TOTAL LIBRARY INVESTMENTS  FOR INFORMATIONAL PURPOSES (Not recorded in VIII. Community Foundation of Southern WI [most recent information of Sou | age accounting) | 948,739.51<br>10.82<br>948,750.33<br>26,503.24   |
| Interest End Balance TOTAL LIBRARY INVESTMENTS FOR INFORMATIONAL PURPOSES (Not recorded in Villa Community Foundation of Southern WI [most recent informationary Capital Campaign Fund CASH Deposits thru 10/31/21 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 11/30/21 Library Operations Fund Balance 10/31/21 Gifts/Pledges received  | age accounting) | 948,739.51<br>10.82<br>948,750.33<br>26,503.24<br>0.30   |
| Interest End Balance  TOTAL LIBRARY INVESTMENTS  FOR INFORMATIONAL PURPOSES (Not recorded in VIII. Community Foundation of Southern WI [most recent informationary Capital Campaign Fund  CASH Deposits thru 10/31/21 Interest/Dividend Income  Less fees  Less Withdrawals  Gifts/Pledges received  SPENDABLE CASH Available 11/30/21  Library Operations Fund  Balance 10/31/21  Gifts/Pledges received Interest Income Disbursements (Fees) Balance 11/30/21  | age accounting) | 948,739.51<br>10.82<br>948,750.33<br>26,503.24<br>0.30<br>26,503.54                                      |
| Interest End Balance  TOTAL LIBRARY INVESTMENTS  FOR INFORMATIONAL PURPOSES (Not recorded in Villicommunity Foundation of Southern WI [most recent informationary Capital Campaign Fund CASH Deposits thru 10/31/21 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 11/30/21 Library Operations Fund Balance 10/31/21 Gifts/Pledges received Interest Income Disbursements (Fees) Balance 11/30/21 Spendable Balance 11/30/21  | age accounting) | 948,739.51<br>10.82<br>948,750.33<br>26,503.24<br>0.30   |
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| Interest End Balance  TOTAL LIBRARY INVESTMENTS  FOR INFORMATIONAL PURPOSES (Not recorded in VIII. Community Foundation of Southern WI [most recent informs Library Capital Campaign Fund CASH Deposits thru 10/31/21 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 11/30/21 Library Operations Fund Balance 10/31/21 Gifts/Pledges received Interest Income Disbursements (Fees) Balance 11/30/21 Spendable Balance 11/30/21 Library Endowment Fund Beginning Balance 10/31/21  | age accounting) | 948,739.51<br>10.82<br>948,750.33<br>26,503.24<br>0.30<br>26,503.54                                      |
| Interest End Balance  TOTAL LIBRARY INVESTMENTS  FOR INFORMATIONAL PURPOSES (Not recorded in VIII. Community Foundation of Southern WI [most recent informs Library Capital Campaign Fund CASH Deposits thru 10/31/21 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 11/30/21 Library Operations Fund Balance 10/31/21 Gifts/Pledges received Interest Income Disbursements (Fees) Balance 11/30/21 Spendable Balance 11/30/21 Library Endowment Fund Beginning Balance 10/31/21 Contributions  | age accounting) | 948,739.51<br>10.82<br>948,750.33<br>26,503.24<br>0.30<br>26,503.54<br>26,503.54                         |
| Interest End Balance  TOTAL LIBRARY INVESTMENTS  FOR INFORMATIONAL PURPOSES (Not recorded in VIII. Community Foundation of Southern WI [most recent informationary Capital Campaign Fund CASH Deposits thru 10/31/21 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 11/30/21 Library Operations Fund Balance 10/31/21 Gifts/Pledges received Interest Income Disbursements (Fees) Balance 11/30/21 Spendable Balance 11/30/21 Library Endowment Fund Beginning Balance 10/31/21 Contributions Investment Activity   | age accounting) | 948,739.51<br>10.82<br>948,750.33<br>26,503.24<br>0.30<br>26,503.54                                      |
| Interest End Balance  TOTAL LIBRARY INVESTMENTS  FOR INFORMATIONAL PURPOSES (Not recorded in VIII. Community Foundation of Southern WI [most recent informationary Capital Campaign Fund  CASH Deposits thru 10/31/21 Interest/Dividend Income Less fees Less Withdrawals  Gifts/Pledges received SPENDABLE CASH Available 11/30/21 Library Operations Fund  Balance 10/31/21  Gifts/Pledges received Interest Income Disbursements (Fees) Balance 11/30/21 Spendable Balance 11/30/21 Library Endowment Fund  Beginning Balance 10/31/21 Contributions Investment Activity Investment fees  | age accounting) | 948,739.51<br>10.82<br>948,750.33<br>26,503.24<br>0.30<br>26,503.54<br>26,503.54<br>34,152.47<br>-525.80 |
| Interest End Balance  TOTAL LIBRARY INVESTMENTS  FOR INFORMATIONAL PURPOSES (Not recorded in VIII. Community Foundation of Southern WI [most recent informationary Capital Campaign Fund CASH Deposits thru 10/31/21 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 11/30/21 Library Operations Fund Balance 10/31/21 Gifts/Pledges received Interest Income Disbursements (Fees) Balance 11/30/21 Spendable Balance 11/30/21 Library Endowment Fund Beginning Balance 10/31/21 Contributions Investment Activity   | age accounting) | 948,739.51<br>10.82<br>948,750.33<br>26,503.24<br>0.30<br>26,503.54<br>26,503.54                         |

# VILLAGE OF NEW GLARUS MEETING OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES New Glarus Village Hall – Community Room 319 2<sup>nd</sup> Street, New Glarus WI 53574

#### Wednesday, February 16, 2022 - 6:30 P.M.

- <u>Call to Order:</u> Hiland called the meeting to order at 6:32 P.M. Those present, in addition to Hiland, were trustees Beth Blahut, Shelly Truttmann, Suzi Janowiak, Daniel Ramirez, Jody Hoesly, and Interim Library Director Erica Loeffelholtz. Absent: Village Liaison Henry Janisch.
- 2. <u>Approval of Agenda:</u> Truttmann moved to approve the agenda. 2<sup>nd</sup> by Janowiak. Motion carried.
- 3. Comments & Questions from the Public: None.
- 4. Old Business:
  - a. Discussion and Consideration: Library Director Search: The Board plans to repost the job listing soon. Hiland will call SCLS for advice about re-posting.
  - b. Discussion and Consideration: Library Building Project: Update from Dimension IV: The architects sent the Board six conceptual sketches showing a library building of 12,000 SF, sited on the Swiss Church's Zwingli site. The sketches will be shown to the Swiss Church's consistory as well as the ad hoc committee that will discuss plans for the Zwingli building and property. The sketches do not represent a final design, rather, they will help the church committee to visualize a new building on the site.

#### 5. New Business:

a. Annual Report: Loeffelholtz will submit the report to SCLS later this week. Blahut made a motion to agree to the statement on the Public Library Annual Report, "The New Glarus Public Library Board of Trustees states that in 2021 the South Central Library System did provide effective leadership and adequately met the needs of the library." 2<sup>nd</sup> by Ramirez. Motion carried. Janowiak made a motion to approve the annual report. 2<sup>nd</sup> by Truttmann. Motion carried.

#### 6. Bills and Finance Report:

- a. Bills were presented and approved as follows:\$1,955.13 dated January 26, 2022; \$5,015.35 dated February 8, 2022
- b. Financial Statement
- 7. <u>Director's Report:</u> See attached. Also, Loeffelholtz stated that starting March 1, the library will be open until 7 P.M. on Mondays and Turesdays.
- 8. Approval of Minutes:
  - a. January 19, 2022: Hosely moved to approve the minutes. 2<sup>nd</sup> by Truttmann. Motion carried.
- 9. Reports / Discussion / Consideration:
  - a. Administration Team: Nothing to report.
    - CFSW Financial Report

- b. Communication Team: Nothing to report.
- c. Grants Team: Middle school artwork is underway and an exhibit of the work is being planned.
- d. Partnership Team: Nothing to report.
- e. Village Board Liaison: Liaison not present.
- f. Friends of the Library: They are looking to raise funds at local festivals this season.
- g. President's Report: Nothing to report.
- 10. Adjournment: Hiland adjourned the meeting at 7:51 P.M.



#### Director's Report – February 14, 2022 Erica Loeffelholtz

#### **Website Changes Coming**

SCLS will be migrating all of their Drupal-based websites to Drupal 9 this year. (That's a total of 48 library websites!) We were able to delay our migration until mid-August, when the busy-ness of summer reading will be over and things are usually a bit slower. Erica will be attending the February 18<sup>th</sup> webinar on the migration to learn what to expect and what steps we'll need to complete.

#### **Summer Reading**

We are planning on a hybrid programming model this year, with a mixture of grab & go crafts, virtual storytimes, and in-person outdoor events. We are hopeful that in-person storytimes in the park might attract some new families, especially since the park is usually full of the swimming-lessons crowd on weekday mornings. (Parks and Rec mistakenly sent out our 2016 event lineup in this year's summer brochure, but that mistake has since been corrected.)

#### Friends of the Library

The Friends met virtually on January 20<sup>th</sup> to discuss 2022 fundraising efforts. Since Erica doesn't currently have time to devote to writing trivia questions, the trivia event will be postponed. Rachel Frye is looking into selling Kwik Trip gift cards as a fundraising option. The Friends are also looking into participating in the Blues, Brews & Food Trucks festival and Beer, Bacon & Cheese as a way to earn extra money.



## January 2022 Highlights

| Program Participation        | 2022<br>January<br>Participants | 2022<br>Total |
|------------------------------|---------------------------------|---------------|
| Children's/Teen Events       | 11                              | 11            |
| Adult/General Events         | 11                              | 11            |
| Children's/Teen "self-serve" | 194                             | 194           |
| Adults "self-serve"          | 36                              | 36            |

The winter reading program is off to a fantastic start! In January alone we had 36 participants turn in 122 book reviews! We have more people participating now than in the years prior to the pandemic.

| STATIS  | псѕ                              | 2022<br>January | 2022<br>YTD | 2021<br>YTD |
|---|----------------------------------|-----------------|-------------|-------------|
| <b>(</b>  | Items Borrowed                   | 3397            | 3397        | 3087        |
| \ <del>\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\</del> | % Village of New Glarus          | 45%             | 45%         | 42%         |
|   | % Town of New Glarus             | 28%             | 28%         | 19%         |
|   | % Town of York                   | 13%             | 13%         | 19%         |
|   | % Other Green County             | 6%              | 6%          | 11%         |
|   | % Dane County                    | 6%              | 6%          | 8%          |
|   | % Other                          | 2%              | 2%          | 1%          |
|   | OLL Requests Filled              | 3               | 3           | 2           |
| ighn  | OverDrive Borrowed (all formats) | 855             | 855         | 743         |
| <b></b>   | Public WiFi sessions             | 4056            | 4056        | 3594        |
|   | Public computer sessions         | 21              | 21          | 0           |
| ₩   | Online Tools & Databases         | 44              | 44          | 46          |
|   | Website Visits                   | 1277            | 1277        | 1482        |
|   | Library Visits                   | 1041            | 1041        | 635         |
|   | Average visits per day           | 43              | 43          | 29          |
| <b>≟</b> ≡  | Patrons Added                    | 10              | 10          | 5           |
|   | Items Added                      | 149             | 149         | 183         |
| 7-  | Items Deleted                    | 227             | 227         | 512         |

| LIBRARY  |                     |  |
|--|---------------------|--|
| SAVINGS #2775 (APY .10%)   |                     |  |
| Beg. Balance   | 11,233.56           |  |
| Interest   | 0.76                |  |
| Deposit  |                     |  |
| Withdrawal   |                     |  |
| End. Balance   |                     | 11,234,32  |
| Savings #2763 [25-11520] (APY .10%)  |                     | 11,234,32  |
| Beg. Balance   | 1,008.90            |  |
| Withdrawal   | 1,000.50            |  |
| Deposit  |                     |  |
| Interest   | 0.07                |  |
| End. Balance   | 0.07                | 7.00.00  |
|  |                     | 1,008.97   |
| SUBTOTAL [25-11520]  |                     | 12,243.29  |
| SBCP MM#183483-RESERVE OPERATIONS FUND [25   | 5-11300]            |  |
| Beg, Balance   | 20,230.59           |  |
| Interest   | 1.89                |  |
| End Balance  |                     | 20,232.48  |
| SBCP MM#209786-CAPITAL (TOWN) [25-11520-000-0  | 04]                 |  |
| Beg. Balance (funded 9/28) [Town Impact fees] Deposit (Exeter donation)  | 137,444.07          |  |
| Interest   | 12.84               |  |
|  | 12.04               | - HILLIANS TO A STATE OF THE ST |
| End Balance  |                     | 137 456 91   |
|  |                     | 137,456.91   |
| TOTAL LIBRARY INVESTMENTS  | /illaga 20counting) | 137,456.91<br>169,932.68   |
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| TOTAL LIBRARY INVESTMENTS FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent infor Library Capital Campaign Fund   |                     | 169,932.68   |
| TOTAL LIBRARY INVESTMENTS FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent infor Library Capital Campaign Fund CASH Deposits thru 10/31/21   |                     | 169,932,68<br>948,750.33   |
| TOTAL LIBRARY INVESTMENTS FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent infor Library Capital Campaign Fund CASH Deposits thru 10/31/21 Interest/Dividend Income  |                     | 169,932,68<br>948,750.33   |
| TOTAL LIBRARY INVESTMENTS FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent infor Library Capital Campaign Fund CASH Deposits thru 10/31/21 Interest/Dividend Income Less fees  |                     | 169,932.68   |
| FOR INFORMATIONAL PURPOSES (Not recorded in V<br>Community Foundation of Southern WI [most recent infor<br>Library Capital Campaign Fund<br>CASH Deposits thru 10/31/21<br>Interest/Dividend Income<br>Less fees<br>Less Withdrawals   |                     | 169,932,68<br>948,750.33   |
| FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent infor Library Capital Campaign Fund CASH Deposits thru 10/31/21 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received  | rmation available]  | 169,932,68<br>948,750.33   |
| FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent infor Library Capital Campaign Fund CASH Deposits thru 10/31/21 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 11/30/21  | rmation available]  | 169,932,68<br>948,750.33   |
| FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent infor Library Capital Campaign Fund CASH Deposits thru 10/31/21 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received  | rmation available]  | 948,750.33<br>10.82  |
| FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent infor Library Capital Campaign Fund CASH Deposits thru 10/31/21 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 11/30/21  | rmation available]  | 948,750.33<br>10.82  |
| FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent infor Library Capital Campaign Fund CASH Deposits thru 10/31/21 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 11/30/21 Library Operations Fund Balance 10/31/21   | rmation available]  | 948,750.33<br>10.82  |
| FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent infor Library Capital Campaign Fund CASH Deposits thru 10/31/21 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 11/30/21 Library Operations Fund Balance 10/31/21 Gifts/Pledges received  | rmation available]  | 948,750.33<br>10.82<br>948,761.15<br>26,503.54   |
| FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent infor Library Capital Campaign Fund CASH Deposits thru 10/31/21 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 11/30/21 Library Operations Fund Balance 10/31/21 Gifts/Pledges received Interest Income  | rmation available]  | 948,750.33<br>10.82  |
| FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent infor Library Capital Campaign Fund CASH Deposits thru 10/31/21 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 11/30/21 Library Operations Fund Balance 10/31/21 Gifts/Pledges received Interest Income Disbursements (Fees)   | rmation available]  | 948,750.33<br>10.82<br>948,761.15<br>26,503.54<br>0.30   |
| FOR INFORMATIONAL PURPOSES (Not recorded in Victorial Community Foundation of Southern WI [most recent information Cash Deposits thru 10/31/21 interest/Dividend Income  Less fees  Less Withdrawals  Gifts/Pledges received  SPENDABLE CASH Available 11/30/21  Library Operations Fund  Balance 10/31/21  Gifts/Piedges received  Interest Income  Disbursements (Fees)  Balance 11/30/21  | rmation available]  | 948,750.33<br>10.82<br>948,761.15<br>26,503.54<br>0.30<br>26,503.84  |
| FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent infor Library Capital Campaign Fund CASH Deposits thru 10/31/21 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 11/30/21 Library Operations Fund Balance 10/31/21 Gifts/Piedges received Interest Income Disbursements (Fees) Balance 11/30/21 Spendable Balance 11/30/21   | rmation available]  | 948,750.33<br>10.82<br>948,761.15<br>26,503.54<br>0.30   |
| TOTAL LIBRARY INVESTMENTS FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent infor Library Capital Campaign Fund CASH Deposits thru 10/31/21 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 11/30/21 Library Operations Fund Balance 10/31/21 Gifts/Piedges received Interest Income Disbursements (Fees) Balance 11/30/21 Spendable Balance 11/30/21 Library Endowment Fund  | rmation available]  | 948,750.33<br>10.82<br>948,761.15<br>26,503.54<br>0.30<br>26,503.84<br>26,503.54   |
| FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent infor Library Capital Campaign Fund CASH Deposits thru 10/31/21 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 11/30/21 Library Operations Fund Balance 10/31/21 Gifts/Pledges received Interest Income Disbursements (Fees) Balance 11/30/21 Spendable Balance 10/31/21 Library Endowment Fund Beginning Balance 10/31/21   | rmation available]  | 948,750.33<br>10.82<br>948,761.15<br>26,503.54<br>0.30<br>26,503.84  |
| FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent infor Library Capital Campaign Fund CASH Deposits thru 10/31/21 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 11/30/21 Library Operations Fund Balance 10/31/21 Gifts/Pledges received Interest Income Disbursements (Fees) Balance 11/30/21 Spendable Balance 11/30/21 Library Endowment Fund Beginning Balance 10/31/21 Contributions                                     | rmation available]  | 948,750.33<br>10.82<br>948,761.15<br>26,503.54<br>0.30<br>26,503.84<br>26,503.54   |
| FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent infor Library Capital Campaign Fund CASH Deposits thru 10/31/21 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 11/30/21 Library Operations Fund Balance 10/31/21 Gifts/Pledges received Interest Income Disbursements (Fees) Balance 11/30/21 Spendable Balance 11/30/21 Library Endowment Fund Beginning Balance 10/31/21 Contributions Investment Activity                 | rmation available]  | 948,750.33<br>10.82<br>948,761.15<br>26,503.54<br>0.30<br>26,503.84<br>26,503.54   |
| FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent infor Library Capital Campaign Fund CASH Deposits thru 10/31/21 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 11/30/21 Library Operations Fund Balance 10/31/21 Gifts/Piedges received Interest Income Disbursements (Fees) Balance 11/30/21 Spendable Balance 11/30/21 Library Endowment Fund Beginning Balance 10/31/21 Contributions Investment Activity Investment fees | rmation available]  | 948,750.33<br>10.82<br>948,761.15<br>26,503.54<br>0.30<br>26,503.84<br>26,503.54<br>33,626.67<br>-525.80   |
| FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent infor Library Capital Campaign Fund CASH Deposits thru 10/31/21 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 11/30/21 Library Operations Fund Balance 10/31/21 Gifts/Pledges received Interest Income Disbursements (Fees) Balance 11/30/21 Spendable Balance 11/30/21 Library Endowment Fund Beginning Balance 10/31/21 Contributions Investment Activity                 | rmation available]  | 948,750.33<br>10.82<br>948,761.15<br>26,503.54<br>0.30<br>26,503.84<br>26,503.54<br>33,626.67  |

VILLAGE OF NEW GLARUS
MEETING OF THE NEW GLARUS PUBLIC LIBRARY
BOARD OF TRUSTEES
New Glarus Village Hall – Community Room
319 2<sup>nd</sup> Street, New Glarus WI 53574

Wednesday, March 16, 2022 - 6:30 P.M.

- 1. <u>Call to Order:</u> Hiland called the meeting to order at 6:42 P.M. Those present, in addition to Hiland, were trustees Beth Blahut, Shelly Truttmann, Suzi Janowiak, and Interim Library Director Erica Loeffelholtz. Absent: Trustees Daniel Ramirez, and Jody Hoesly, and Village Liaison Henry Janisch.
- 2. <u>Approval of Agenda:</u> Truttmann moved to approve the agenda. 2<sup>nd</sup> by Janowiak. Motion carried.
- 3. Comments & Questions from the Public: None.

#### 4. Old Business:

- a. Discussion and Consideration: Library Director Search: The Board will continue to list the job until filled.
- Discussion and Consideration: Library Board meeting schedule: The Board will continue to meet once a month and will call special meetings as needed. Next meeting will be April 20, 2022.

#### 5. New Business:

- a. Discussion and Consideration: Mowing of West side property: Joe Cockroft will continue to mow the property. Truttmann will reach out to the adjacent property owner to discuss options about what to do with the hay.
- b. Discussion and Consideration: Digital storage of library board files: Former Board treasurer Kevin Budsberg would like to transfer some financial records from his personal BOX account to the Board. Truttmann will contact Budsberg to discuss which platform would be the most practical (Google or BOX).

#### 6. Bills and Finance Report

- a. Bills were presented and approved as follows:\$ 423.15 dated February 22, 2022; \$2,073.92 dated March 8, 2022
- b. Financial Statement
- 7. Director's Report: See attached.

#### 8. Approval of Minutes

 February 16, 2022: Janowiak moved to approve the minutes. 2<sup>nd</sup> by Truttmann. Motion carried.

- 9. Reports / Discussion / Consideration:
  - a. Administration Team: Nothing to report.
    - CFSW Financial Report
  - b. Communication Team: Nothing to report.
  - c. Grants Team: Nothing to report.
  - d. Partnership Team: Working on programs in collaboration with the Historical Museum.
  - e. Village Board Liaison: Not present.
  - f. Friends of the Library: Nothing to report.
  - g. President's Report: Nothing to report.
- 10. Adjournment: Hiland adjourned the meeting at 7:27 P.M.

Respectfully submitted, Beth Blahut, Secretary



#### Director's Report – March 10, 2022 Erica Loeffelholtz

#### Community Presentation on Critical Race Theory

Corrine Hendrickson & Gregg Jamison approached the library to ask about partnering with us for a community presentation. Gregg is a professor of anthropology at UW-Milwaukee (Waukesha) campus, and covers race, racism, and critical race theory regularly in his classes. Given the current debates swirling around the topic, Gregg is interested in presenting an apolitical information session to interested community members. The presentation will define the terms race, racism, and critical race theory, to talk about what they are and what they are not, and to discuss why they matter. His goal is to promote awareness and understanding, not shame or guilt. There will be time for questions after the lecture

The presentation will be held on Tuesday, April 5th at 7 PM, in the upstairs room at Toffler's.

#### Spark Joy Green County

Green County libraries are working together to offer a virtual event on the weekend of March 18<sup>th</sup>. Shannon Huneycutt, a certified KonMari specialist, will be teaching folks all about the "life-changing magic of tidying up" in a one-hour virtual class. Zoe Buehl at Belleville has coordinated the event and created all promotional materials, and the class will be paid for out of this year's Green County shared programming funds.

#### Friends of the Library

The Friends will be holding another book donation drop-off day on Saturday, April 23<sup>rd</sup>. The community room has been reserved from 10 AM-3 PM, and the goal is to get donations boxed and loaded onto trucks during the event, so that everything can be taken straight to our off-site storage location.

#### Phased Reopening Update

On March 8th the Village Hall updated their mask policy to "masks welcome" instead of "masks required." The library has followed suit by making masks optional for patrons, and we still continue to offer disposable masks for anyone who would like one. While the updated guidelines from the CDC place Green County in a low covid transmission area, Wisconsin DHS still puts Green County and the New Glarus school district at high transmission. For this reason, staff will continue to mask, as not everyone feels safe working unmasked at this time. We have brought back the Hatch table in the children's area, and are in the process of adding two more patron computer stations.



### February 2022 Highlights

| Program Participation        | 2022<br>February<br>Participants | 2022<br>Total |
|------------------------------|----------------------------------|---------------|
| Children's/Teen Events       | 29                               | 40            |
| Adult/General Events         | 13                               | 24            |
| Children's/Teen "self-serve" | 1380                             | 1574          |
| Adults "self-serve"          | 36                               | 72            |

The grand total for this year's winter reading program was 46 participants and 310 books read, making it our most successful year to date!

| TATIS      | TICS                             | 2022<br>February | <b>2022</b><br>YTD | 2021<br>YTD |
|------------|----------------------------------|------------------|--------------------|-------------|
| <b>***</b> | Items Borrowed                   | 3134             | 6531               | 5849        |
| 9          | % Village of New Glarus          | 46%              | 45%                | 44%         |
|            | % Town of New Glarus             | 29%              | 29%                | 21%         |
|            | % Town of York                   | 11%              | 12%                | 15%         |
|            | % Other Green County             | 7%               | 6%                 | 11%         |
|            | % Dane County                    | 6%               | 6%                 | 8%          |
|            | % Other                          | 1%               | 2%                 | 1%          |
|            | OLL Requests Filled              | 6                | 9                  | 7           |
| -jan       | OverDrive Borrowed (all formats) | 719              | 1574               | 1509        |
| <b></b>    | Public WiFi sessions             | 3818             | 7874               | 7033        |
|            | Public computer sessions         | 19               | 40                 | 0           |
| ₩          | Online Tools & Databases         | 23               | 67                 | 93          |
|            | Website Visits                   | 1081             | 2358               | 3062        |
|            | Library Visits                   | 1114             | 2155               | 1300        |
|            | Average visits per day           | 48               | 46                 | 29          |
| <b>≛</b> ≣ | Patrons Added                    | 1                | 11                 | 10          |
|            | Items Added                      | 195              | 344                | 373         |
| /-         | Items Deleted                    | 8                | 235                | 591         |

| WEST CONTROL OF CONTRO |                                 |  |
|--|---------------------------------|--|
| SAVINGS #2775 (APY .10%)   |                                 |  |
| Beg. Balance   | 11,234.32                       |  |
| Interest   | 0.69                            |  |
| Deposit  |                                 |  |
| Withdrawal   |                                 |  |
| End. Balance   |                                 | 11,235.01  |
| Savings #2763 [25-11520] (APY .10%)  |                                 | 404707075501   |
| Beg. Balance   | 1,008.97                        |  |
| Withdrawal   | 7,000.07                        |  |
| Deposit  |                                 |  |
| Interest   | 0.06                            |  |
| End. Balance   | 0.00                            | 1,009.03   |
| SUBTOTAL [25-11520]  |                                 | 12,244.04  |
|  | 2001                            | 12,244.04  |
| SBCP MM#183483-RESERVE OPERATIONS FUND [25-11:   | 11 \$50,000 (CO) (CO) (CO) (CO) |  |
| Beg. Balance   | 20,232.48                       |  |
| Interest   | 1.86                            |  |
| End Balance  |                                 | 20,234.34  |
| SBCP MM#209786-CAPITAL (TOWN) [25-11520-000-004]   | # 8280 000 000 o                |  |
| Beg. Balance (funded 9/28) [Town Impact fees]  | 137,456.91                      |  |
| Deposit (Exeter donation)  | 1,000.00                        |  |
| Interest   | 12.70                           |  |
| End Balance  |                                 | 138,469.61   |
|  |                                 |  |
| TOTAL LIBRARY INVESTMENTS FOR INFORMATIONAL PURPOSES (Not recorded in Villa Community Foundation of Southern Will most recent information  |                                 | 170,947.99   |
| FOR INFORMATIONAL PURPOSES (Not recorded in Villa<br>Community Foundation of Southern WI [most recent informat<br>Library Capital Campaign Fund - 1667<br>CASH Deposits thru 1/31/22<br>Interest/Dividend Income<br>Less fees<br>Less Withdrawals  |                                 | 952,193.21<br>17.33  |
| FOR INFORMATIONAL PURPOSES (Not recorded in Villa<br>Community Foundation of Southern WI [most recent informat<br>Library Capital Campaign Fund - 1667<br>CASH Deposits thru 1/31/22<br>Interest/Dividend Income<br>Less fees  |                                 | 952,193.21<br>17.33  |
| FOR INFORMATIONAL PURPOSES (Not recorded in Villa Community Foundation of Southern WI [most recent informat Library Capital Campaign Fund - 1667 CASH Deposits thru 1/31/22 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received BALANCE 1/31/22 [NON-CASH]  |                                 | 952,193.21<br>17.33<br>952,210.54  |
| FOR INFORMATIONAL PURPOSES (Not recorded in Villa Community Foundation of Southern WI [most recent informat Library Capital Campaign Fund - 1667 CASH Deposits thru 1/31/22 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received BALANCE 1/31/22 [NON-CASH] SPENDABLE CASH Available 11/30/21  |                                 | 952,193.21<br>17.33  |
| FOR INFORMATIONAL PURPOSES (Not recorded in Villa Community Foundation of Southern WI [most recent informat Library Capital Campaign Fund - 1667 CASH Deposits thru 1/31/22 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received BALANCE 1/31/22 [NON-CASH] SPENDABLE CASH Available 11/30/21 Library Operations Fund - 1670   |                                 | 952,193.21<br>17.33<br>952,210.54<br>950,010.54  |
| FOR INFORMATIONAL PURPOSES (Not recorded in Villa Community Foundation of Southern WI [most recent informat Library Capital Campaign Fund - 1667 CASH Deposits thru 1/31/22 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received BALANCE 1/31/22 [NON-CASH] SPENDABLE CASH Available 11/30/21 Library Operations Fund - 1670 Balance 1/31/22   |                                 | 952,193.21<br>17.33<br>952,210.54  |
| FOR INFORMATIONAL PURPOSES (Not recorded in Villa Community Foundation of Southern WI [most recent informat Library Capital Campaign Fund - 1667 CASH Deposits thru 1/31/22 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received BALANCE 1/31/22 [NON-CASH] SPENDABLE CASH Available 11/30/21 Library Operations Fund - 1670 Balance 1/31/22 Gifts/Pledges received  |                                 | 952,193.21<br>17.33<br>952,210.54<br>950,010.54<br>26,421.30   |
| FOR INFORMATIONAL PURPOSES (Not recorded in Villa Community Foundation of Southern WI [most recent informat Library Capital Campaign Fund - 1667 CASH Deposits thru 1/31/22 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received BALANCE 1/31/22 [NON-CASH] SPENDABLE CASH Available 11/30/21 Library Operations Fund - 1670 Balance 1/31/22 Gifts/Pledges received Interest Income  |                                 | 952,193.21<br>17.33<br>952,210.54<br>950,010.54  |
| FOR INFORMATIONAL PURPOSES (Not recorded in Villa Community Foundation of Southern WI [most recent informat Library Capital Campaign Fund - 1667 CASH Deposits thru 1/31/22 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received BALANCE 1/31/22 [NON-CASH] SPENDABLE CASH Available 11/30/21 Library Operations Fund - 1670 Balance 1/31/22 Gifts/Pledges received Interest Income Disbursements (Fees)   |                                 | 952,193.21<br>17.33<br>952,210.54<br>950,010.54<br>26,421.30<br>0.48   |
| FOR INFORMATIONAL PURPOSES (Not recorded in Villa Community Foundation of Southern WI [most recent informat Library Capital Campaign Fund - 1667 CASH Deposits thru 1/31/22 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received BALANCE 1/31/22 [NON-CASH] SPENDABLE CASH Available 11/30/21 Library Operations Fund - 1670 Balance 1/31/22 Gifts/Pledges received Interest Income Disbursements (Fees) BALANCE 1/31/22 [NON-CASH]  |                                 | 952,193.21<br>17.33<br>952,210.54<br>950,010.54<br>26,421.30<br>0.48<br>26,421,78  |
| FOR INFORMATIONAL PURPOSES (Not recorded in Villa Community Foundation of Southern WI [most recent informat Library Capital Campaign Fund - 1667 CASH Deposits thru 1/31/22 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received BALANCE 1/31/22 [NON-CASH] SPENDABLE CASH Available 11/30/21 Library Operations Fund - 1670 Balance 1/31/22 Gifts/Pledges received Interest Income Disbursements (Fees) BALANCE 1/31/22 [NON-CASH] SPENDABLE CASH Available 1/31/22   |                                 | 952,193.21<br>17.33<br>952,210.54<br>950,010.54<br>26,421.30<br>0.48   |
| FOR INFORMATIONAL PURPOSES (Not recorded in Villa Community Foundation of Southern WI [most recent informat Library Capital Campaign Fund - 1667 CASH Deposits thru 1/31/22 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received BALANCE 1/31/22 [NON-CASH] SPENDABLE CASH Available 11/30/21 Library Operations Fund - 1670 Balance 1/31/22 Gifts/Pledges received Interest Income Disbursements (Fees) BALANCE 1/31/22 [NON-CASH] SPENDABLE CASH Available 1/31/22 Library Endowment Fund - 1668   |                                 | 952,193.21<br>17.33<br>952,210.54<br>950,010.54<br>26,421.30<br>0.48<br>26,421.78  |
| FOR INFORMATIONAL PURPOSES (Not recorded in Villa Community Foundation of Southern WI [most recent informat Library Capital Campaign Fund - 1667 CASH Deposits thru 1/31/22 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received BALANCE 1/31/22 [NON-CASH] SPENDABLE CASH Available 11/30/21 Library Operations Fund - 1670 Balance 1/31/22 Gifts/Pledges received Interest Income Disbursements (Fees) BALANCE 1/31/22 [NON-CASH] SPENDABLE CASH Available 1/31/22 Library Endowment Fund - 1668 Beginning Balance 1/31/22   |                                 | 952,193.21<br>17.33<br>952,210.54<br>950,010.54<br>26,421.30<br>0.48<br>26,421.78<br>26,421.78   |
| FOR INFORMATIONAL PURPOSES (Not recorded in Villa Community Foundation of Southern WI [most recent informat Library Capital Campaign Fund - 1667 CASH Deposits thru 1/31/22 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received BALANCE 1/31/22 [NON-CASH] SPENDABLE CASH Available 11/30/21 Library Operations Fund - 1670 Balance 1/31/22 Gifts/Pledges received Interest Income Disbursements (Fees) BALANCE 1/31/22 [NON-CASH] SPENDABLE CASH Available 1/31/22 Library Endowment Fund - 1668 Beginning Balance 1/31/22 Divided Income, plus Accrued  |                                 | 952,193.21<br>17.33<br>952,210.54<br>950,010.54<br>26,421.30<br>0.48<br>26,421.78<br>26,421.78   |
| FOR INFORMATIONAL PURPOSES (Not recorded in Villa Community Foundation of Southern WI [most recent informat Library Capital Campaign Fund - 1667 CASH Deposits thru 1/31/22 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received BALANCE 1/31/22 [NON-CASH] SPENDABLE CASH Available 11/30/21 Library Operations Fund - 1670 Balance 1/31/22 Gifts/Pledges received Interest Income Disbursements (Fees) BALANCE 1/31/22 [NON-CASH] SPENDABLE CASH Available 1/31/22 Library Endowment Fund - 1668 Beginning Balance 1/31/22 Divided Income, plus Accrued Interest Income, plus Accrued  |                                 | 952,193,21<br>17.33<br>952,210.54<br>950,010.54<br>26,421.30<br>0.48<br>26,421,78<br>26,421,78<br>34,491,77<br>29,17<br>0.41                     |
| FOR INFORMATIONAL PURPOSES (Not recorded in Villa Community Foundation of Southern WI [most recent informat Library Capital Campaign Fund - 1667 CASH Deposits thru 1/31/22 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received BALANCE 1/31/22 [NON-CASH] SPENDABLE CASH Available 11/30/21 Library Operations Fund - 1670 Balance 1/31/22 Gifts/Pledges received Interest Income Disbursements (Fees) BALANCE 1/31/22 [NON-CASH] SPENDABLE CASH Available 1/31/22 Library Endowment Fund - 1668 Beginning Balance 1/31/22 Divided Income, plus Accrued Interest Income, plus Accrued  |                                 | 952,193,21<br>17.33<br>952,210.54<br>950,010.54<br>26,421.30<br>0.48<br>26,421.78<br>26,421.78<br>34,491.77<br>29.17<br>0.41<br>-14.75           |
| FOR INFORMATIONAL PURPOSES (Not recorded in Villa Community Foundation of Southern WI [most recent informat Library Capital Campaign Fund - 1667 CASH Deposits thru 1/31/22 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received BALANCE 1/31/22 [NON-CASH] SPENDABLE CASH Available 11/30/21 Library Operations Fund - 1670 Balance 1/31/22 Gifts/Pledges received Interest Income Disbursements (Fees) BALANCE 1/31/22 [NON-CASH] SPENDABLE CASH Available 1/31/22 Library Endowment Fund - 1668 Beginning Balance 1/31/22 Divided Income, plus Accrued Interest Income, plus Accrued Interest Income, plus Accrued Interest Income, plus Accrued Investment Fees Realized Gains (Losses)  |                                 | 952,193,21<br>17.33<br>952,210.54<br>950,010.54<br>26,421.30<br>0.48<br>26,421.78<br>34,491.77<br>29.17<br>0.41<br>-14.75<br>318.52              |
| FOR INFORMATIONAL PURPOSES (Not recorded in Villa Community Foundation of Southern WI [most recent informat Library Capital Campaign Fund - 1667 CASH Deposits thru 1/31/22 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received BALANCE 1/31/22 [NON-CASH] SPENDABLE CASH Available 11/30/21 Library Operations Fund - 1670 Balance 1/31/22 Gifts/Pledges received Interest Income Disbursements (Fees) BALANCE 1/31/22 [NON-CASH] SPENDABLE CASH Available 1/31/22 Library Endowment Fund - 1668 Beginning Balance 1/31/22 Divided Income, plus Accrued Interest Income, plus Accrued  |                                 | 952,193,21<br>17.33<br>952,210.54<br>950,010.54<br>26,421.30<br>0.48<br>26,421.78<br>26,421.78<br>34,491.77<br>29.17<br>0.41<br>-14.75           |
| FOR INFORMATIONAL PURPOSES (Not recorded in Villa Community Foundation of Southern WI [most recent informat Library Capital Campaign Fund - 1667 CASH Deposits thru 1/31/22 Interest/Dividend Income Less fees Less Withdrawals Gifts/Pledges received BALANCE 1/31/22 [NON-CASH] SPENDABLE CASH Available 11/30/21 Library Operations Fund - 1670 Balance 1/31/22 Gifts/Pledges received Interest Income Disbursements (Fees) BALANCE 1/31/22 [NON-CASH] SPENDABLE CASH Available 1/31/22 Library Endowment Fund - 1668 Beginning Balance 1/31/22 Divided Income, plus Accrued Interest Income, plus Accrued Interest Income, plus Accrued Interest Income, plus Accrued Investment Fees Realized Gains (Losses)  |                                 | 952,193,21<br>17.33<br>952,210.54<br>950,010.54<br>26,421.30<br>0.48<br>26,421.78<br>26,421.78<br>34,491.77<br>29.17<br>0.41<br>-14.75<br>318.52 |

#### **VILLAGE OF NEW GLARUS**

#### MEETING OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES

New Glarus Village Hall – Community Room 319 2<sup>nd</sup> Street, New Glarus WI 53574 Wednesday, April 20, 2022 - 6:30 P.M.

- 1. <u>Call to Order:</u> Hiland called the meeting to order at 6:34 P.M. Those present, in addition to Hiland, were trustees Beth Blahut, Daniel Ramirez, Jody Hoesly, Suzi Janowiak, & Interim Library Director Erica Loeffelholtz. Absent: Trustees Shelly Truttmann & Village Liaison Henry Janisch.
- 2. <u>Approval of Agenda:</u> Janowiak moved to approve the agenda. 2<sup>nd</sup> by Ramirez. Motion carried.
- 3. Comments & Questions from the Public: None
- 4. Old Business:
  - Discussion and Consideration: Library Director Search: We will move the notice
    of the job opening for a director to the front page of the library website for more
    visibility.
- 5. New Business: None
- 6. Bills and Finance Report:
  - a. Bills were presented and approved as follows:\$ 3,182.77 dated March 28, 2022; \$2,200.53 dated April 12, 2022
  - b. Financial Statement
- 7. Director's Report: See attached.
- 8. Approval of Minutes:
  - a. March 16, 2022: Janowiak moved to approve the minutes. 2<sup>nd</sup> by Ramirez. Motion carried.
- 9. Reports / Discussion / Consideration:
  - a. Administration Team: Nothing to report.
  - b. CFSW Financial Report
  - c. Communication Team: Truttmann and Hoesly wlll work with former treasurer Kevin Budsberg to archive financial data and all development materials that currently is stored on Budsberg's personal system. Most likely we will store data in BOX. Patty Gunderson is stepping down from her role as our development thank-you-note-writer. She will prepare notes for whoever takes over the role.
  - d. Grants Team: The team sent a proposal to the Green County Board in support of using a portion of the ARPA funds to build the new library. The proposal did not gain approval. Blahut is preparing for an art exhibit of middle school artwork made for the future library building. The show will take place at the Monroe Clinic in New Glarus.
  - e. Partnership Team: Nothing to report.
  - f. Village Board Liaison: Not present.
  - g. Friends of the Library: Book donation day on Sat. in the Community Room.
  - h. President's Report: Nothing to report.
- 10. <u>The Board will Convene into Closed Session:</u> Blahut made a motion to go into closed session, 2nd by Ramirez. Motion carried by unanimous roll-call vote.
- 11. <u>The Board will Convene into Open Session:</u> Janowiak made a motion to go into open session, 2nd by Blahut. Motion carried by unanimous roll-call vote.

- 12. <u>Results of Closed Session:</u> Discussion & Consideration: Review applications for library director candidates: The Library Board will offer to interview the current candidates.
- 13. Hiland adjourned the meeting at 7:18 P.M. Respectfully submitted, Beth Blahut, secretary



#### Director's Report - April 14, 2022 Erica Loeffelholtz

#### **Community Presentation on Critical Race Theory**

Dr. Jamison's presentation on April 5<sup>th</sup> was very well attended by a variety of community members. The audience was respectful and engaged, and seemed genuinely interested in learning more. While the space at Toffler's wasn't ideal for recording or live-streaming, Gregg is working on a video of the presentation, which we will host on the library's YouTube channel once he's finished it.

#### **SCLS ARPA Grant**

The South Central Library System has received a generous ARPA grant for 2022. Our library now has the opportunity to receive an outdoor charging station for free. The charging stations are solar-powered and equipped with weather-resistant batteries, to maximize charging power even on cloudy days. The station has 5 rapid-charge dual USB ports, which includes one port placed lower on the pole for dedicated handicap access.

An outdoor charging pole would be a great service to offer, not just for residents of our community, but for visitors as well. Since it is solar powered it would not need any sort of electrical access, which is an added bonus. I think Village Park would be an ideal location for the charging station – perhaps somewhere near the gazebo. This of course would require Village Board approval, so I've asked Drake to add it to the agenda for the May 3<sup>rd</sup> meeting. Once approval is granted, we would just need to work with public works to install the pole, as it has to be bolted to a concrete surface.

Product information on the charging pole can be found here: http://sunchargesystems.com/charging-pole.

#### Author event for Ukraine with Dr. Ruslana Westerlund

We are currently working with Mary Anne Oemichen at Home of Our Own to bring Dr. Ruslana Westerlund to New Glarus in June. Dr. Westerlund is a local Ukrainian whose family is still in Ukraine and who has appeared on all major Wisconsin TV networks (NBC 15, PBS, Channel 3000, WKOW) and newspapers (WSJ, CapTimes, Time Tribune) in sharing about her country, her resilient fearless people, and this unjust war. In this talk, she will talk about the war and read from her *memoir From Borsch to Burgers*, which she published before the war started. She'll share stories about Ukraine and show pictures of her peaceful agrarian country briefly covering the history of Ukraine's fight against the Russian aggressor for more than a century. All the proceeds from her book sales will go to support Ukrainians in Ukraine, specifically to purchase medical supplies. This event will be held in the community room at Prairie Haus.



### March 2022 Highlights

| Program Participation         | 2022<br>March<br>Participants | 2022<br>Total |
|-------------------------------|-------------------------------|---------------|
| Children's/Teen Events "live" | 83                            | 123           |
| Adult/General Events "live"   | 37                            | 61            |
| Children's/Teen "self-serve"  | 1,660                         | 3,234         |
| Adults "self-serve"           | 35                            | 107           |

Our spring break book giveaway day was a big success, with a total of 63 children and teens stopping by to choose a book to keep!

| TATIS      | TICS                             | 2022<br>March | 2022<br>YTD | 2021<br>YTD |
|------------|----------------------------------|---------------|-------------|-------------|
|            | Items Borrowed                   | 3,332         | 5,849       | 8,621       |
| 65         | % Village of New Glarus          | 50%           | 47%         | 46%         |
|            | % Town of New Glarus             | 26%           | 28%         | 22%         |
|            | % Town of York                   | 9%            | 11%         | 13%         |
|            | % Other Green County             | 9%            | 7%          | 10%         |
|            | % Dane County                    | 5%            | 6%          | 7%          |
|            | % Other                          | 1%            | 1%          | 2%          |
|            | OLL Requests Filled              | 10            | 19          | 11          |
| -jan       | OverDrive Borrowed (all formats) | 857           | 2,431       | 2,357       |
| <b></b>    | Public WiFi sessions             | 4,882         | 12,756      | 10,772      |
|            | Public computer sessions         | 35            | 75          | 3           |
| <b>(4)</b> | Online Tools & Databases         | 35            | 102         | 273         |
|            | Website Visits                   | 1,252         | 3,610       | 4,957       |
| $\Box$     | Library Visits                   | 1,327         | 3,482       | 2,115       |
|            | Average visits per day           | 49            | 47          | 29          |
| <b>*</b> = | Patrons Added                    | 11            | 22          | 12          |
|            | Items Added                      | 167           | 511         | 554         |
| /-         | Items Deleted                    | 20            | 255         | 627         |

#### March 2022 Financial Report

| LIBRARY   | 1                  |  |
|---|--------------------|--|
|   |                    |  |
| SAVINGS #2775 (APY .10%)  |                    |  |
| Beg. Balance  | 11,235.01          |  |
| Interest  | 0.76               |  |
| Deposit   |                    |  |
| Withdrawal  |                    |  |
| End. Balance  |                    | 11,235.77  |
| Savings #2783 [25-11520] (APY .10%)   |                    |  |
| Beg. Balance  | 1,009.03           |  |
| Withdrawal  |                    |  |
| Deposit   |                    |  |
| Interest  | 0.07               |  |
| End. Balance  |                    | 1,009.10   |
| SUBTOTAL [25-11520]   |                    | 12,244.87  |
| SBCP MM#183483-RESERVE OPERATIONS FUND [25-   | -11300]            |  |
| Beg. Balance  | 20,234.34          |  |
| Interest  | 2.41               |  |
| End Balance   |                    | 20,236.75  |
| SBCP MM#209786-CAPITAL (TOWN) [25-11520-000-00  | 4]                 |  |
| Beg. Balance (funded 9/28) [Town Impact fees]   | 138,469.61         |  |
| Deposit (Exeter donation)   |                    |  |
| Interest  | 16.46              |  |
| End Balance   |                    | 138,486.07   |
|   |                    |  |
| TOTAL LIBRARY INVESTMENTS   |                    | 170,967.69   |
| FOR INFORMATIONAL PURPOSES (Not recorded in V   | illage accounting) | 170,967.69   |
|   | •                  | 170,967.69   |
| FOR INFORMATIONAL PURPOSES (Not recorded in V   | •                  | 170,967.69   |
| FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent information of the community Foundation of the | •                  | 170,967.69<br>952,210.54   |
| FOR INFORMATIONAL PURPOSES (Not recorded in V<br>Community Foundation of Southern WI [most recent information of Southern WI [most recent information capital Campaign Fund<br>CASH Deposits thru 2/2/22<br>Debits (negative)   | •                  | 952,210.54<br>0.00   |
| FOR INFORMATIONAL PURPOSES (Not recorded in V<br>Community Foundation of Southern WI [most recent information of Southern WI [most recent information capital Campaign Fund CASH Deposits thru 2/2/22   | •                  | 952,210.54   |
| FOR INFORMATIONAL PURPOSES (Not recorded in V<br>Community Foundation of Southern WI [most recent information of Southern WI [most recent information of CASH Deposits thru 2/2/22 Debits (negative) Credits (positive) BALANCE 2/28/2022   | •                  | 952,210.54<br>0.00   |
| FOR INFORMATIONAL PURPOSES (Not recorded in V<br>Community Foundation of Southern WI [most recent information of Southern WI [most recent information of Capital Campaign Fund CASH Deposits thru 2/2/22 Debits (negative) Credits (positive)   | •                  | 952,210.54<br>0.00<br>52.38  |
| FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent inforr Library Capital Campaign Fund CASH Deposits thru 2/2/22 Debits (negative) Credits (positive) BALANCE 2/28/2022 SPENDABLE CASH Available 2/28/21   | •                  | 952,210.54<br>0.00<br>52.38<br>952,262.92  |
| FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent inform Library Capital Campaign Fund CASH Deposits thru 2/2/22 Debits (negative) Credits (positive) BALANCE 2/28/2022 SPENDABLE CASH Available 2/28/21 Library Operations Fund   | •                  | 952,210.54<br>0.00<br>52.38<br>952,262.92<br>950,062.92  |
| FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent inform Library Capital Campaign Fund CASH Deposits thru 2/2/22 Debits (negative) Credits (positive) BALANCE 2/28/2022 SPENDABLE CASH Available 2/28/21  Library Operations Fund Balance 2/28/2022  | •                  | 952,210.54<br>0.00<br>52.38<br>952,262.92<br>950,062.92  |
| FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent inform Library Capital Campaign Fund CASH Deposits thru 2/2/22 Debits (negative) Credits (positive) BALANCE 2/28/2022 SPENDABLE CASH Available 2/28/21 Library Operations Fund   | •                  | 952,210.54<br>0.00<br>52.38<br>952,262.92<br>950,062.92  |
| FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent inform Library Capital Campaign Fund CASH Deposits thru 2/2/22 Debits (negative) Credits (positive) BALANCE 2/28/2022 SPENDABLE CASH Available 2/28/21  Library Operations Fund Balance 2/28/2022  | •                  | 952,210.54<br>0.00<br>52.38<br>952,262.92<br>950,062.92  |
| FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent inform Library Capital Campaign Fund CASH Deposits thru 2/2/22 Debits (negative) Credits (positive) BALANCE 2/28/2022 SPENDABLE CASH Available 2/28/21  Library Operations Fund Balance 2/28/2022 Dividend Income, plus Accrued  | •                  | 952,210.54<br>0.00<br>52.38<br>952,262.92<br>950,062.92<br>28,421.78<br>1.36<br>0.09<br>0.00   |
| FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent inform Library Capital Campaign Fund CASH Deposits thru 2/2/22 Debits (negative) Credits (positive) BALANCE 2/28/2022 SPENDABLE CASH Available 2/28/21  Library Operations Fund Balance 2/28/2022 Dividend Income, plus Accrued Interest Income Disbursements (Fees) Balance 2/28/21   | •                  | 952,210.54<br>0.00<br>52.38<br>952,262.92<br>950,062.92<br>26,421.78<br>1.36<br>0.09   |
| FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent inform Library Capital Campaign Fund CASH Deposits thru 2/2/22 Debits (negative) Credits (positive) BALANCE 2/28/2022 SPENDABLE CASH Available 2/28/21  Library Operations Fund Balance 2/28/2022 Dividend Income, plus Accrued Interest Income Disbursements (Fees) Balance 2/28/21 Spendable Balance 2/28/21   | •                  | 952,210.54<br>0.00<br>52.38<br>952,262.92<br>950,062.92<br>28,421.78<br>1.36<br>0.09<br>0.00   |
| FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent inform Library Capital Campaign Fund CASH Deposits thru 2/2/22 Debits (negative) Credits (positive) BALANCE 2/28/2022 SPENDABLE CASH Available 2/28/21  Library Operations Fund Balance 2/28/2022 Dividend Income, plus Accrued Interest Income Disbursements (Fees) Balance 2/28/21 Spendable Balance 2/28/21 Library Endowment Fund  | •                  | 952,210.54<br>0.00<br>52.38<br>952,262.92<br>950,062.92<br>26,421.78<br>1.36<br>0.09<br>0.00<br>26,423.23<br>26,423.23                                   |
| FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent inform Library Capital Campaign Fund CASH Deposits thru 2/2/22 Debits (negative) Credits (positive) BALANCE 2/28/2022 SPENDABLE CASH Available 2/28/21  Library Operations Fund Balance 2/28/2022 Dividend Income, plus Accrued Interest Income Disbursements (Fees) Balance 2/28/21 Spendable Balance 2/28/21 Library Endowment Fund Beginning Balance 1/31/21  | •                  | 952,210.54<br>0.00<br>52.38<br>952,262.92<br>950,062.92<br>26,421.78<br>1.36<br>0.09<br>0.00<br>26,423.23<br>26,423.23<br>33,105.39                      |
| FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent inform Library Capital Campaign Fund CASH Deposits thru 2/2/22 Debits (negative) Credits (positive) BALANCE 2/28/2022 SPENDABLE CASH Available 2/28/21  Library Operations Fund Balance 2/28/2022 Dividend Income, plus Accrued Interest Income Disbursements (Fees) Balance 2/28/21 Spendable Balance 2/28/21 Library Endowment Fund  | •                  | 952,210.54<br>0.00<br>52.38<br>952,262.92<br>950,062.92<br>26,421.78<br>1.36<br>0.09<br>0.00<br>26,423.23<br>26,423.23<br>33,105.39<br>-883.85           |
| FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent inform Library Capital Campaign Fund CASH Deposits thru 2/2/22 Debits (negative) Credits (positive) BALANCE 2/28/2022 SPENDABLE CASH Available 2/28/21  Library Operations Fund Balance 2/28/2022 Dividend Income, plus Accrued Interest Income Disbursements (Fees) Balance 2/28/21 Spendable Balance 2/28/21 Library Endowment Fund Beginning Balance 1/31/21  | •                  | 952,210.54<br>0.00<br>52.38<br>952,262.92<br>950,062.92<br>26,421.78<br>1.36<br>0.09<br>0.00<br>26,423.23<br>26,423.23<br>33,105.39                      |
| FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent inform Library Capital Campaign Fund CASH Deposits thru 2/2/22 Debits (negative) Credits (positive) BALANCE 2/28/2022 SPENDABLE CASH Available 2/28/21  Library Operations Fund Balance 2/28/2022 Dividend Income, plus Accrued Interest Income Disbursements (Fees) Balance 2/28/21 Spendable Balance 2/28/21 Library Endowment Fund Beginning Balance 1/31/21 Debits (negative)  | •                  | 952,210.54<br>0.00<br>52.38<br>952,262.92<br>950,062.92<br>26,421.78<br>1.36<br>0.09<br>0.00<br>26,423.23<br>26,423.23<br>33,105.39<br>-883.85           |
| FOR INFORMATIONAL PURPOSES (Not recorded in V Community Foundation of Southern WI [most recent inform Library Capital Campaign Fund CASH Deposits thru 2/2/22 Debits (negative) Credits (positive) BALANCE 2/28/2022 SPENDABLE CASH Available 2/28/21  Library Operations Fund Balance 2/28/2022 Dividend Income, plus Accrued Interest Income Disbursements (Fees) Balance 2/28/21 Spendable Balance 2/28/21  Library Endowment Fund Beginning Balance 1/31/21 Debits (negative) Credits (positive)  | •                  | 952,210.54<br>0.00<br>52.38<br>952,262.92<br>950,062.92<br>26,421.78<br>1.36<br>0.09<br>0.00<br>26,423.23<br>26,423.23<br>33,105.39<br>-683.85<br>169.18 |

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

Wednesday, May 4, 2022 - 6:30 P.M.

- Call to Order: Hiland called the meeting to order at 4:04 P.M. Those present, in addition to Hiland, were trustees Beth Blahut, Daniel Ramirez, Jody Hoesly, Suzi Janowiak, & Shelly Truttmann. Absent: Village Liaison Henry Janisch.
- 2. Approval of Agenda: Truttmann moved to approve the agenda. 2<sup>nd</sup> by Ramirez. Motion carried.
- 3. Announcement:
  - A. The Library Board will convene into closed session called under WI State Statute 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Interview questions for library director candidates).
- 4. Comments & Questions from the Public: None.
- 5. Old Business
  - A. Discussion and Consideration: Library Director Search: Blahut will contact candidates to schedule a date for interviews and inform them of the details regarding the interview process.
- 6. The Board will Convene into Closed Session: Blahut made a motion to go into closed session, 2nd by Truttman. Motion carried by unanimous roll-call vote.
- 7. The Board will Convene into Open Session: Blahut made a motion to go into open session, 2nd by Ramirez. Motion carried by unanimous roll-call vote.
  - 8. Adjournment: Hiland adjourned the meeting at 4:55

Respectfully submitted, Beth Blahut, Secretary

## VILLAGE OF NEW GLARUS SPECIAL MEETING OF THE LIBRARY BOARD OF TRUSTEES NEW GLARUS PUBLIC LIBRARY

New Glarus Village Hall - Board Room 319 2nd Street, New Glarus, WI 53574 Monday, May 16 - 6:50 p.m.

#### **MINUTES**

- 1. Call to order: Linda Hiland called the meeting to order at 6:57 P.M. Those present, in addition to Hiland, were trustees Beth Blahut, Shelly Truttmann, Suzi Janowiak, Daniel Ramirez, Jody Hoesly, and Village Liaison Henry Janisch.
- 2. Approval of Agenda: Hoesly moved to approve the agenda. 2<sup>nd</sup> by Ramirez. Motion carried.
- 3. Announcement: The Library Board will be meeting in a Closed Session called under Wisconsin State Statue 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Library Director Interviews)
- 4. Hoesly made a motion to go into closed session, 2nd by Janowiak. Motion carried by unanimous roll-call vote.
- 5. Janowiak made a motion to go into closed session, 2nd by Truttmann. Motion carried by unanimous roll-call vote.
- 6. Hiland adjourned the meeting at 9:34 P.M.

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

Wednesday, May 18, 2022 - 6:30 P.M.

#### **AGENDA**

#### Amended Monday, May 16, 2022

- Call to Order: Linda Hiland called the meeting to order at 6:31 P.M. Those present, in addition to Hiland, were trustees Beth Blahut, Daniel Ramirez, Jody Hoesly, Suzi Janowiak, Shelly Truttmann, Village Liaison Henry Janisch & Interim Library Director Erica Loeffelholtz.
- 2. Approval of Agenda: Janowiak moved to approve the agenda, with the elimination of item 9.c. 2<sup>nd</sup> by Janisch. Motion carried.
- 3. Announcement:
  - A. The Library Board will convene into closed session called under WI State Statute 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Possible hiring of Library director).
- 4. Comments & Questions from the Public: None.
- 5. Old Business
  - A. Discussion and Consideration: Library Director Search to be discussed in closed session.
  - B. Discussion and Consideration: Library Board meeting schedule, location, masking: The Board will continue to meet once a month on the 3rd Wednesday of the month at 6:30 in the Board Room, wearing masks whenever the Board feels it prudent to do so.
  - C. Discussion and Consideration: Mowing of West side property: Truttmann reported that Roger Arn agrees to mow the property.
  - Discussion and Consideration: Digital storage of library board files: Truttmann and Hoesly will meet to further discuss details of the data storage and they will create a procedures document and share it with the Board at the July meeting.
  - E. Discussion and Consideration: Library Building Project update and selection of ad hoc: If the Library Board does not receive any updates from the Swiss Church's ad hoc committee about the Zwingli site by the end of May, Hiland will reach out to the Church's committee. The Library Board shall form a negotiating committee, composed of Hiland, Ramirez, & Janowiak to interact with the Swiss Church's ad hoc committee. The Board will reach out to the Village Board to ask if one trustee would join the negotiating committee.

#### 6. New Business

A. Discussion and Consideration: Allocation of donation: The Library received a large donation and Janisch made a motion to allocate the funds as follows: 70% to the capital fund and 30% to the endowment. 2<sup>nd</sup> by Truttmann, followed by discussion. Janisch amended, making a motion that the donation shall be deposited in total to the capital account at State Bank of Cross Plains for now and eventually the Board will deposit 30% of the funds in an endowment fund. 2<sup>nd</sup> by Truttmann. Motion carried.

- 7. Bills and Finance Report
  - A. Bills were presented and approved as follows:
    - \$ 1,539.22 dated April 26, 2022
    - \$ 1,384.29 dated May 10, 2022
  - B. Financial statement
- 8. Director's Report: The Village Board approved the installation of the charging pole at Village Park. See attached for the entire report.
- 9. Approval of Minutes:
  - A. April 20, 2022: Janisch made a motion to approve the minutes.

2nd by Janowiak. Motion carried.

- B. May 4, 2022: Janisch made a motion to approve the minutes. 2nd by Ramirez. Motion carried.
- C. May 16, 2022: Janisch made a motion to approve the minutes. 2nd by Ramirez. Motion carried.
- 10. Reports / Discussion / Consideration:
  - A. Administration: The Board will plan to discuss the overall investment strategy in the near future
    - CFSW Financial Report
    - B. Communication Team: A press release will go out soon regarding the middle school map art exhibit
    - C. Grants Team: Nothing to report.
    - D. Partnership Team: The Library has partnered with other local entities in their summer programming this year.
    - E. Village Board Liaison: Nothing to report.
    - F. Friends of the Library: Book donation day was successful-the National Honors Society students assisted in hauling the books to storage. Friends will volunteer at various festivals this season.
    - G. President's Report: Hiland will not be able to attend the June meeting.

      Blahut will send thank you notes to the Swiss Center and the Village Crew for assisting with the used furniture storage and disposal this week.
  - 11. The Board will Convene into Closed Session: Truttmann made a motion to go into closed session, 2nd by Janisch. Motion carried by unanimous roll-call vote.
  - 12. The Board will Convene into Open Session: Blahut made a motion to go into open session, 2nd by Janisch. Motion carried by unanimous roll-call vote.
  - 13. Adjournment: Hiland adjourned the meeting at 7:49 P.M.



#### Director's Report – May 13, 2022 Erica Loeffelholtz

#### **Phased Reopening Update**

While we still aren't seeing too many visitors between the hours of 5 and 7 PM, with summer approaching we wanted to add more evening hours and hopefully make it a bit easier for folks to visit the library. Starting June 1<sup>st</sup> the library will be open Mondays, Tuesdays, and Wednesdays until 7 PM. Once we're able to hire and train a new clerk we look forward to adding more evening hours.

#### **SCLS ARPA Grant Update**

Erica presented the proposal for the solar charging pole to the Parks & Rec committee at the May 11<sup>th</sup> meeting. The committee members liked the plan and will be recommending it for full Village Board approval at the May 17<sup>th</sup> meeting. Chuck Phillipson agreed that the area near the gazebo and little free library seemed like a good location. It was noted that public works will have to pour a small patch of concrete in order to install the pole. We don't yet have a delivery date for the charging pole.

#### Partner Events with the Swiss Historical Village

The museum board approved the library's request to use the museum for summer events.

- Wednesday, June 22<sup>nd</sup> @ 6 PM Folk Art Drawing & Painting Workshop with local artist Beth Blahut. (We will require advanced registration for this event, as space in the schoolhouse is limited.)
- Thursday, July 7th @ 6 PM Midwestern Genealogy Basics class with Eleanor Brinsko
- Tuesday, August 16<sup>th</sup> @ 6 PM Green County Master Gardeners Event. Native Prairie Gardening with Linda Uttech & Swiss Herbalism with Lula Miller.

We are in the process of getting all event promotions ready to publish.



### **April 2022 Highlights**

| Program Participation         | 2022 April<br>Participants | 2022<br>Total |
|-------------------------------|----------------------------|---------------|
| Children's/Teen Events "live" | 23                         | 146           |
| Adult/General Events "live"   | 65                         | 126           |
| Children's/Teen "self-serve"  | 1,367                      | 4,601         |
| Adults "self-serve"           | 22                         | 129           |

Brooke's "Story Time Shorts" series on YouTube has picked up quite a few faithful viewers! The school librarian at Riverdale reached out to say her classes love the videos and watch every week!

| STATIS     | rics                             | 2022<br>April | <b>2022</b><br>YTD | 2021<br>YTD |
|------------|----------------------------------|---------------|--------------------|-------------|
| (E),       | Items Borrowed                   | 3,090         | 8,939              | 11,049      |
| ₩          | % Village of New Glarus          | 49%           | 47%                | 46%         |
|            | % Town of New Glarus             | 24%           | 27%                | 23%         |
|            | % Town of York                   | 12%           | 11%                | 12%         |
|            | % Other Green County             | 9%            | 8%                 | 10%         |
|            | % Dane County                    | 5%            | 6%                 | 7%          |
|            | % Other                          | 1%            | 1%                 | 2%          |
|            | OLL Requests Filled              | 12            | 31                 | 18          |
| ighn       | OverDrive Borrowed (all formats) | 873           | 3,304              | 3,138       |
| <b></b>    | Public WiFi sessions             | 4,735         | 17,491             | 15,361      |
|            | Public computer sessions         | 28            | 103                | 6           |
| ₩,         | Online Tools & Databases         | 51            | 153                | 405         |
|            | Website Visits                   | 1,666         | 5,276              | 6,689       |
|            | Library Visits                   | 1,329         | 4,811              | 2,864       |
|            | Average visits per day           | 55            | 49                 | 29          |
| <b>≛</b> ≣ | Patrons Added                    | 11            | 33                 | 15          |
|            | Items Added                      | 176           | 687                | 724         |
| 7-         | Items Deleted                    | 149           | 404                | 1,222       |

| LIBRARY   | I          |  |
|---|------------|--|
| SAVINGS #2775 (APY .10%)  | _          |  |
| Beg. Balance  | 11,235,77  |  |
| Interest  | 0.71       |  |
| Deposit   | 0.71       |  |
| Withdrawal  |            |  |
| End. Balance  |            | 11.236.48  |
| Savings #2763 [25-11520] (APY .10%)   |            | 11,230.40  |
| Beg. Balance  | 1,009.10   |  |
| Withdrawal  | 1,008.10   |  |
| Deposit   |            |  |
| Interest  | 0.08       |  |
| End. Balance  | 0.00       | 1,009.16   |
|   |            | 12,245.64  |
| SUBTOTAL [25-11520]   |            | 12,245.04  |
| SBCP MM#183483-RESERVE OPERATIONS FUND [25-   | •          |  |
| Beg. Balance  | 20,236.75  |  |
| Interest  | 3.38       |  |
| End Balance   |            | 20,240.13  |
| SBCP MM#209786-CAPITAL (TOWN) [25-11520-000-004   | •          |  |
| Beg. Balance (funded 9/28) [Town Impact fees]   | 138,486.07 |  |
| Deposit (Exeter donation)   |            |  |
| Interest  | 23.11      |  |
| End Balance   |            | 138,509.18   |
|   |            |  |
| TOTAL LIBRARY INVESTMENTS   |            | 170,994.95   |
| FOR INFORMATIONAL PURPOSES (Not recorded in Vi  |            | 170,994.95   |
| FOR INFORMATIONAL PURPOSES (Not recorded in Vii<br>Community Foundation of Southern WI [most recent inform  |            | 170,994.95   |
| FOR INFORMATIONAL PURPOSES (Not recorded in Vi<br>Community Foundation of Southern WI [most recent inform<br>Library Capital Campaign Fund  |            |  |
| FOR INFORMATIONAL PURPOSES (Not recorded in Vi<br>Community Foundation of Southern WI [most recent inform<br>Library Capital Campaign Fund<br>CASH Deposits thru 3/31/2022  |            | 952,262.92   |
| FOR INFORMATIONAL PURPOSES (Not recorded in Vi<br>Community Foundation of Southern WI [most recent inform<br>Library Capital Campaign Fund<br>CASH Deposits thru 3/31/2022<br>Interest/Dividend Income  |            | 952,262.92<br>113.43   |
| FOR INFORMATIONAL PURPOSES (Not recorded in Vi<br>Community Foundation of Southern WI [most recent inform<br>Library Capital Campaign Fund<br>CASH Deposits thru 3/31/2022<br>Interest/Dividend Income<br>Less fees   |            | 952,262.92   |
| FOR INFORMATIONAL PURPOSES (Not recorded in Vi<br>Community Foundation of Southern WI [most recent inform<br>Library Capital Campaign Fund<br>CASH Deposits thru 3/31/2022<br>Interest/Dividend Income<br>Less fees<br>Less Withdrawals   |            | 952,262.92<br>113.43<br>0.00   |
| FOR INFORMATIONAL PURPOSES (Not recorded in Vi<br>Community Foundation of Southern WI [most recent inform<br>Library Capital Campaign Fund<br>CASH Deposits thru 3/31/2022<br>Interest/Dividend Income<br>Less fees<br>Less Withdrawals<br>BALANCE 3/31/22  |            | 952,262.92<br>113.43<br>0.00<br>952,376.35   |
| FOR INFORMATIONAL PURPOSES (Not recorded in Vi<br>Community Foundation of Southern WI [most recent inform<br>Library Capital Campaign Fund<br>CASH Deposits thru 3/31/2022<br>Interest/Dividend Income<br>Less fees<br>Less Withdrawals<br>BALANCE 3/31/22<br>SPENDABLE CASH Available 3/31/21  |            | 952,262.92<br>113.43<br>0.00   |
| FOR INFORMATIONAL PURPOSES (Not recorded in Vi Community Foundation of Southern WI [most recent inform Library Capital Campaign Fund CASH Deposits thru 3/31/2022 Interest/Dividend Income Less fees Less Withdrawals BALANCE 3/31/22 SPENDABLE CASH Available 3/31/21 Library Operations Fund  |            | 952,262.92<br>113.43<br>0.00<br>952,376.35<br>950,176.35   |
| FOR INFORMATIONAL PURPOSES (Not recorded in Vi Community Foundation of Southern WI [most recent inform Library Capital Campaign Fund CASH Deposits thru 3/31/2022 Interest/Dividend Income Less fees Less Withdrawals BALANCE 3/31/22 SPENDABLE CASH Available 3/31/21 Library Operations Fund Balance 3/31/2022  |            | 952,262.92<br>113.43<br>0.00<br>952,376.35   |
| FOR INFORMATIONAL PURPOSES (Not recorded in Vi Community Foundation of Southern WI [most recent inform Library Capital Campaign Fund CASH Deposits thru 3/31/2022 Interest/Dividend Income Less fees Less Withdrawals BALANCE 3/31/22 SPENDABLE CASH Available 3/31/21 Library Operations Fund Balance 3/31/2022 Gifts/Pledges received   |            | 952,262.92<br>113.43<br>0.00<br>952,376.35<br>950,176.35   |
| FOR INFORMATIONAL PURPOSES (Not recorded in Vi Community Foundation of Southern WI [most recent inform Library Capital Campaign Fund CASH Deposits thru 3/31/2022 Interest/Dividend Income Less fees Less Withdrawals BALANCE 3/31/22 SPENDABLE CASH Available 3/31/21 Library Operations Fund Balance 3/31/2022  |            | 952,262.92<br>113.43<br>0.00<br>952,376.35<br>950,176.35   |
| FOR INFORMATIONAL PURPOSES (Not recorded in Vi Community Foundation of Southern WI [most recent inform Library Capital Campaign Fund CASH Deposits thru 3/31/2022 Interest/Dividend Income Less fees Less Withdrawals BALANCE 3/31/22 SPENDABLE CASH Available 3/31/21 Library Operations Fund Balance 3/31/2022 Gifts/Pledges received Dividend/Interest Income Disbursements (Fees)   |            | 952,262.92<br>113,43<br>0.00<br>952,376.35<br>950,176.35<br>26,423.23<br>3.15<br>-82.59  |
| FOR INFORMATIONAL PURPOSES (Not recorded in Vi Community Foundation of Southern WI [most recent inform Library Capital Campaign Fund CASH Deposits thru 3/31/2022 Interest/Dividend Income Less fees Less Withdrawals BALANCE 3/31/22 SPENDABLE CASH Available 3/31/21 Library Operations Fund Balance 3/31/2022 Gifts/Pledges received Dividend/Interest Income  |            | 952,262.92<br>113.43<br>0.00<br>952,376.35<br>950,176.35<br>26,423.23<br>3.15  |
| FOR INFORMATIONAL PURPOSES (Not recorded in Vi Community Foundation of Southern WI [most recent inform Library Capital Campaign Fund CASH Deposits thru 3/31/2022 Interest/Dividend Income Less fees Less Withdrawals BALANCE 3/31/22 SPENDABLE CASH Available 3/31/21 Library Operations Fund Balance 3/31/2022 Gifts/Pledges received Dividend/Interest Income Disbursements (Fees)   |            | 952,262.92<br>113,43<br>0.00<br>952,376.35<br>950,176.35<br>26,423.23<br>3.15<br>-82.59  |
| FOR INFORMATIONAL PURPOSES (Not recorded in Vii Community Foundation of Southern WI [most recent inform Library Capital Campaign Fund CASH Deposits thru 3/31/2022 Interest/Dividend Income Less fees Less Withdrawals BALANCE 3/31/22 SPENDABLE CASH Available 3/31/21 Library Operations Fund Balance 3/31/2022 Gifts/Pledges received Dividend/Interest Income Disbursements (Fees) Balance 3/31/22  |            | 952,262.92<br>113.43<br>0.00<br>952,376.35<br>950,176.35<br>26,423.23<br>3.15<br>-82.59<br>26,343.79   |
| FOR INFORMATIONAL PURPOSES (Not recorded in Vii Community Foundation of Southern WI [most recent inform Library Capital Campaign Fund CASH Deposits thru 3/31/2022 Interest/Dividend Income Less fees Less Withdrawals BALANCE 3/31/22 SPENDABLE CASH Available 3/31/21 Library Operations Fund Balance 3/31/2022 Gifts/Pledges received Dividend/Interest Income Disbursements (Fees) Balance 3/31/22 Spendable Balance 3/31/22  |            | 952,262.92<br>113.43<br>0.00<br>952,376.35<br>950,176.35<br>26,423.23<br>3.15<br>-82.59<br>26,343.79   |
| FOR INFORMATIONAL PURPOSES (Not recorded in Vii Community Foundation of Southern WI [most recent inform Library Capital Campaign Fund CASH Deposits thru 3/31/2022 Interest/Dividend Income Less fees Less Withdrawals BALANCE 3/31/22 SPENDABLE CASH Available 3/31/21 Library Operations Fund Balance 3/31/2022 Gifts/Pledges received Dividend/Interest Income Disbursements (Fees) Balance 3/31/22 Spendable Balance 3/31/22 Library Endowment Fund   |            | 952,262.92<br>113,43<br>0.00<br>952,376.35<br>950,176.35<br>26,423.23<br>3.15<br>-82.59<br>26,343.79   |
| FOR INFORMATIONAL PURPOSES (Not recorded in Vii Community Foundation of Southern WI [most recent inform Library Capital Campaign Fund CASH Deposits thru 3/31/2022 Interest/Dividend Income Less fees Less Withdrawals BALANCE 3/31/22 SPENDABLE CASH Available 3/31/21 Library Operations Fund Balance 3/31/2022 Gifts/Pledges received Dividend/Interest Income Disbursements (Fees) Balance 3/31/22 Spendable Balance 3/31/22 Library Endowment Fund Beginning Balance 3/31/22   |            | 952,262.92<br>113,43<br>0.00<br>952,376.35<br>950,176.35<br>26,423.23<br>3.15<br>-82.59<br>26,343.79   |
| FOR INFORMATIONAL PURPOSES (Not recorded in Vii Community Foundation of Southern WI [most recent inform Library Capital Campaign Fund CASH Deposits thru 3/31/2022 Interest/Dividend Income Less fees Less Withdrawals BALANCE 3/31/22 SPENDABLE CASH Available 3/31/21 Library Operations Fund Balance 3/31/2022 Gifts/Pledges received Dividend/Interest Income Disbursements (Fees) Balance 3/31/22 Spendable Balance 3/31/22 Library Endowment Fund Beginning Balance 3/31/22 Contributions                                     |            | 952,262.92<br>113,43<br>0.00<br>952,376.35<br>950,176.35<br>26,423.23<br>3.15<br>-82.59<br>26,343.79<br>26,343.79<br>32,590.72                     |
| FOR INFORMATIONAL PURPOSES (Not recorded in Vii Community Foundation of Southern WI [most recent inform Library Capital Campaign Fund CASH Deposits thru 3/31/2022 Interest/Dividend Income Less fees Less Withdrawals BALANCE 3/31/22 SPENDABLE CASH Available 3/31/21 Library Operations Fund Balance 3/31/2022 Gifts/Pledges received Dividend/Interest Income Disbursements (Fees) Balance 3/31/22 Spendable Balance 3/31/22 Library Endowment Fund Beginning Balance 3/31/22 Contributions Investment Activity                 |            | 952,262.92<br>113,43<br>0.00<br>952,376.35<br>950,176.35<br>26,423.23<br>3.15<br>-82.59<br>26,343.79<br>26,343.79<br>32,590.72                     |
| FOR INFORMATIONAL PURPOSES (Not recorded in Vil Community Foundation of Southern WI [most recent inform Library Capital Campaign Fund CASH Deposits thru 3/31/2022 Interest/Dividend Income Less fees Less Withdrawals BALANCE 3/31/22 SPENDABLE CASH Available 3/31/21 Library Operations Fund Balance 3/31/2022 Gifts/Pledges received Dividend/Interest Income Disbursements (Fees) Balance 3/31/22 Spendable Balance 3/31/22 Library Endowment Fund Beginning Balance 3/31/22 Contributions Investment Activity Investment fees |            | 952,262.92<br>113,43<br>0.00<br>952,376.35<br>950,176.35<br>26,423.23<br>3.15<br>-82.59<br>26,343.79<br>26,343.79<br>32,590.72<br>221.15<br>-73.28 |

## VILLAGE OF NEW GLARUS SPECIAL MEETING OF THE LIBRARY BOARD OF TRUSTEES NEW GLARUS PUBLIC LIBRARY

New Glarus Village Hall Community Room 319 2nd St, New Glarus WI 53574 Wednesday, June 1, 2022 at 7:00 PM

- 1. Call to order: Linda Hiland called the meeting to order at 7:02 P.M. Those present, in addition to Hiland, were trustees Beth Blahut, Daniel Ramirez, Jody Hoesly, Shelly Truttmann, Village Liaison Henry Janisch & newly hired Library Director Amy Trumble. Absent: trustee Suzi Janowiak.
- 2. Approval of the agenda: Hoesly moved to approve the agenda, 2<sup>nd</sup> by Janisch. Motion carried.
- 3. New Business
  - A. Discussion and Consideration: Resolution 22-01 Hiring of Library Director: Janisch made a motion to approve the resolution, 2<sup>nd</sup> by Hoesly. Motion carried.
  - B. Discussion and Consideration: Resolution 22-02 Hiring of Library Page C: Janisch made a motion to approve the resolution, 2<sup>nd</sup> by Ramirez. Motion carried.
  - C. Discussion and Consideration: Resolution 22-03 Temporary Revised Compensation for Assistant Director: Blahut made a motion to approve the resolution, 2<sup>nd</sup> by Truttmann. Motion carried.
- 4. Adjournment: Hiland adjourned the meeting at 7:06 P.M.

Respectfully submitted, Beth Blahut, Secretary

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

Wednesday, June 15, 2022 - 7:00 P.M.

#### **AGENDA**

- 1. <u>Call to Order:</u> Vice President Suzi Janowiak called the meeting to order at 7:02 P.M. Those present, in addition to Janowiak, were trustees Beth Blahut, Daniel Ramirez, Jody Hoesly, Shelly Truttmann, Director Amy Trumble, and Assistant Library Director Erica Loeffelholtz. Village Liaison Henry Janisch joined the meeting at 7:11. Absent: President Linda Hiland.
- 2. <u>Approval of Agenda:</u> Truttmann moved to approve the agenda. 2<sup>nd</sup> by Ramirez. Motion carried.
- 3. Comments & Questions from the Public: None.
- 4. <u>Discussion: Library Building Project Update:</u> Prior to the Board meeting, Linda Hiland spoke to Bonnie Klassy from the Swiss Church; they discussed setting up a meeting between the church's ad hoc committee and the Library Board in July to discuss the Zwingli site. Library Board trustees will send Hiland questions about the potential building site to assist her in preparing for the meeting.
- 5. New Business:
- 6. Bills and Finance Report:
  - A. Bills were presented and approved as follows:
    - \$ 3,0423.25 dated May 27, 2022
    - \$ 2,500.37 dated June 14, 2022
  - B. Financial statement
- 7. Director's Report: See attached.
- 8. Approval of Minutes:
  - A. May 16, 2022: Janisch made a motion to approve the minutes. 2nd by Truttmann. Motion carried.
  - B. May 18, 2022: Truttmann made a motion to approve the minutes. 2nd by Ramirez. Motion carried.
  - C. June 1, 2022: Truttmann made a motion to approve the minutes. 2nd by Ramirez. Motion carried.
- 9. Reports / Discussion / Consideration:
  - A. Administration
    - CFSW Financial Report: Hoesly and Truttmann will soon meet to discuss the data transfer to BOX.
  - B. Communication Team: A press release to introduce the new director will go to the paper soon.
  - C. Grants Team: Folk Art painting & drawing workshop will be on June 22-using extra materials purchased through a Community Foundation grant. The original grant was for the "Mapping Our Community" art project and there were leftover materials.
  - D. Partnership Team: Nothing to report.
  - E. Village Board Liaison: Nothing to report.
  - F. Friends of the Library: There's a fundraiser underway selling Kwik Trip gift cards.
  - G. President's Report: No report this month.
- 10. Adjournment: Janowiak adjourned the meeting at 7:19 P.M.



#### Director's Report – June 10, 2022 Erica Loeffelholtz & Amy Trumble

#### **Pioneer Churches of Wisconsin Presentation**

Michael Cooney, author of the recently released book *Pioneer Churches of Wisconsin*, is tentatively scheduled to give a presentation on his book on Thursday, September 8<sup>th</sup> at 5:30 PM in the community room. While there may be some reference to "praying, singing and preaching" there will also be "fighting, heresy, and struggles of all kinds," including colorful and informative stories that offer insight into the settlement of Wisconsin. We had initially hoped to host the event in the log church at the historical village, but given the presenter's technical needs, it will work better to host the event here. The historical society will still partner with us on promoting the event.

#### **Kwik Trip Fundraiser**

The Friends of the Library kicked off the Kwik Trip Fundraiser on June 2<sup>nd</sup> and we have been selling ten dollar Kwik Trip gift cards at the desk. Friends members purchased ten cards to sell outside of the library. In addition, we have sold fourteen cards to patrons in the library. Off the top we earn \$.50 per card and an additional ten percent on cards used for in store purchases. Cards can be used in Wisconsin, Minnesota, and Iowa. Great for coffee, breakfasts on the go, or Kwik Trip take home meals. The fundraiser is being promoted on the NGPL Facebook and at the front desk.

#### Phased reopening

Last week we started tracking the number of patrons coming in between 5pm and 7pm, Monday through Wednesday. This will help establish the value of evening hours and will aid in the decision-making and timing of the phased reopening in the evenings. It is the current plan to add more evening hours once a new clerk is hired. Tracking visits will provide more information on which to base future decisions.



## May 2022 Highlights

| Program Participation         | 2022 May<br>Participants | 2022<br>Total |
|-------------------------------|--------------------------|---------------|
| Children's/Teen Events "live" | 12                       | 158           |
| Adult/General Events "live"   | 5                        | 131           |
| Children's/Teen "self-serve"  | 4,476                    | 9,077         |
| Adults "self-serve"           | 18                       | 147           |

The May adult craft kits for teacup gardens were so popular we ran out within 2 days! The craft was so well received that we're planning to offer it again next spring.

| TATIS   | TICS                             | 2022<br>May | 2022<br>YTD | <b>2021</b><br>YTD |
|---------|----------------------------------|-------------|-------------|--------------------|
|         | Items Borrowed                   | 2,871       | 15,824      | 13,173             |
| ₩       | % Village of New Glarus          | 49%         | 48%         | 46%                |
|         | % Town of New Glarus             | 27%         | 27%         | 23%                |
|         | % Town of York                   | 10%         | 11%         | 12%                |
|         | % Other Green County             | 7%          | 8%          | 10%                |
|         | % Dane County                    | 7%          | 6%          | 7%                 |
|         | % Other                          | 0%          | <1%         | 2%                 |
| 521 (54 | OLL Requests Filled              | 7           | 43          | 33                 |
| jan     | OverDrive Borrowed (all formats) | 827         | 4,131       | 3,925              |
| <b></b> | Public WiFi sessions             | 5,524       | 23,015      | 19,719             |
|         | Public computer sessions         | 21          | 124         | 8                  |
| ₩,      | Online Tools & Databases         | 59          | 212         | 517                |
|         | Website Visits                   | 1,334       | 6,610       | 8,319              |
|         | Library Visits                   | 1,148       | 5,959       | 3,525              |
|         | Average visits per day           | 46          | 48          | 26                 |
| ≛≣      | Patrons Added                    | 11          | 44          | 17                 |
|         | Items Added                      | 232         | 919         | 891                |
| /-      | Items Deleted                    | 86          | 490         | 1,492              |

#### May 2022 Financial Report

| LIBRARY   |                     |   |
|---|---------------------|---|
| SAVINGS #2775 (APY .10%)  |                     |   |
| Beg. Balance  | 11,236.48           |   |
| Interest  | 0.79                |   |
| Deposit   |                     |   |
| Withdrawal (Dimension IV)   | 0.00                |   |
| End. Balance  | 100                 | 11,237.27   |
| Savings #2763 [25-11520] (APY .10%)   |                     |   |
| Beg. Balance  | 1,009.16            |   |
| Withdrawal  | -62.00              |   |
| Deposit   |                     |   |
| Interest  | 0.07                |   |
| End. Balance  | 8                   | 947.23  |
| SUBTOTAL [25-11520]   |                     | 12,184.50   |
| SBCP MM#183483-RESERVE OPERATIONS FUND [2   | 25-113001           |   |
| Beg. Balance  | 20,240.13           |   |
| Interest  | 6.13                |   |
| End Balance   | 0.15                | 20,246.26   |
| SBCP MM#209786-CAPITAL (TOWN) [25-11520-000-  | 0041                | 20,240.20   |
| Beg. Balance (funded 9/28) [Town Impact fees]   | 138,509.18          |   |
| Deposit (Exeter donation)   | 130,309.10          |   |
| Interest  | 41.97               |   |
| End Balance   | 41.87               | 138.551.15  |
|   |                     | 7,  |
| TOTAL LIBRARY INVESTMENTS   |                     | 170,981.91  |
| FOR INFORMATIONAL PURPOSES (Not recorded in   |                     |   |
| Community Foundation of Southern WI [most recent info   | ormation available] |   |
| Library Capital Campaign Fund   |                     | 000 470 00  |
| CASH Deposits thru 4/30/22  |                     | 950,176.35  |
| Interest/Dividend Income  |                     |   |
|   |                     | 235.80  |
| Less fees   |                     | 235.80<br>0.00  |
| Less Withdrawals  |                     | 0.00  |
| Less Withdrawals<br>Gifts/Pledges received  |                     | 0.00  |
| Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 4/31/22  | i.                  | 0.00  |
| Less Withdrawals<br>Gifts/Pledges received  |                     | 0.00  |
| Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 4/31/22  | ı                   | 0.00  |
| Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 4/31/22 Library Operations Fund  |                     | 0.00<br>0.00<br>950,412.15  |
| Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 4/31/22 Library Operations Fund Balance 3/31/22  |                     | 0.00<br>0.00<br>950,412.15  |
| Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 4/31/22 Library Operations Fund Balance 3/31/22 Gifts/Pledges received   |                     | 0.00<br>0.00<br>950,412.15<br>26,343.79   |
| Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 4/31/22 Library Operations Fund Balance 3/31/22 Gifts/Pledges received Interest Income   |                     | 0.00<br>0.00<br>950,412.15<br>26,343.79<br>6.54   |
| Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 4/31/22 Library Operations Fund Balance 3/31/22 Gifts/Pledges received Interest Income Disbursements (Fees)  |                     | 0.00<br>0.00<br>950,412.15<br>26,343.79<br>6.54<br>0.00   |
| Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 4/31/22 Library Operations Fund Balance 3/31/22 Gifts/Pledges received Interest Income Disbursements (Fees) Balance 4/30/22 Spendable Balance 4/30/22  |                     | 0.00<br>950,412.15<br>26,343.79<br>6.54<br>0.00<br>26,350.33  |
| Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 4/31/22 Library Operations Fund Balance 3/31/22 Gifts/Pledges received Interest Income Disbursements (Fees) Balance 4/30/22 Spendable Balance 4/30/22 Library Endowment Fund   |                     | 0.00<br>950,412.15<br>26,343.79<br>6.54<br>0.00<br>26,350.33  |
| Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 4/31/22 Library Operations Fund Balance 3/31/22 Gifts/Pledges received Interest Income Disbursements (Fees) Balance 4/30/22 Spendable Balance 4/30/22  |                     | 0.00<br>950,412.15<br>26,343.79<br>6.54<br>0.00<br>26,350.33<br>26,350.33                                   |
| Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 4/31/22 Library Operations Fund Balance 3/31/22 Gifts/Pledges received Interest Income Disbursements (Fees) Balance 4/30/22 Spendable Balance 4/30/22 Library Endowment Fund Beginning Balance 3/31/21 Contributions                                     |                     | 0.00<br>950,412.15<br>26,343.79<br>6.54<br>0.00<br>26,350.33<br>26,350.33                                   |
| Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 4/31/22 Library Operations Fund Balance 3/31/22 Gifts/Pledges received Interest Income Disbursements (Fees) Balance 4/30/22 Spendable Balance 4/30/22 Library Endowment Fund Beginning Balance 3/31/21 Contributions Investment Activity                 |                     | 0.00<br>950,412.15<br>26,343.79<br>6.54<br>0.00<br>26,350.33<br>26,350.33<br>32,738.59<br>0.00              |
| Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 4/31/22 Library Operations Fund Balance 3/31/22 Gifts/Pledges received Interest Income Disbursements (Fees) Balance 4/30/22 Spendable Balance 4/30/22 Library Endowment Fund Beginning Balance 3/31/21 Contributions Investment Activity Investment fees |                     | 0.00<br>950,412.15<br>26,343.79<br>6.54<br>0.00<br>26,350.33<br>26,350.33<br>32,738.59<br>0.00<br>-1,975.12 |
| Less Withdrawals Gifts/Pledges received SPENDABLE CASH Available 4/31/22 Library Operations Fund Balance 3/31/22 Gifts/Pledges received Interest Income Disbursements (Fees) Balance 4/30/22 Spendable Balance 4/30/22 Library Endowment Fund Beginning Balance 3/31/21 Contributions Investment Activity                 |                     | 0.00<br>950,412.15<br>26,343.79<br>6.54<br>0.00<br>26,350.33<br>26,350.33<br>32,738.59<br>0.00              |