

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

**Wednesday, January 18, 2023 6:30 P.M.
MINUTES**

1. Call to Order: Hiland called the meeting to order at 6:31 P.M. Those present, in addition to Hiland, were trustees Beth Blahut, Daniel Ramirez, Shelly Truttmann, Tiffany Kuenzi, outgoing trustee Jody Hoesly, & Library Director Amy Trumble. Absent: Trustee Suzi Janowiak & Village Liaison Henry Janisch.
2. 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 (Library Director Evaluation).
3. Approval of Agenda: Blahut made a motion to approve the agenda. Motion carried.
4. Comments & Questions from the Public: None.
5. New Business:
 - A. Discussion and Consideration: Resolution 23-01 Recognizing Library Board Trustee Jody Hoesly: Resolution approved by unanimous consent vote. (resolution is attached).
 - B. Discussion and Consideration: Final 2023 Library Budget: Truttmann made a motion to approve the Library's 2023 Budget. Motion carried.
 - C. Discussion and Consideration: DPI Annual Report: Trumble will complete it by the Feb deadline.
6. Bills and Finance Report:
 - A. Bills were presented and approved as follows:
 - \$18,456.90 dated Jan. 11, 2023
 - B. Financial statement
7. Director's Report: See attached.
8. Approval of Minutes: Approved as distributed with one minor correction.
 - A. December 12, 2022
9. Reports / Discussion / Consideration:
 - A. Ad Hoc Report: The church's consistory voted on the Zwingli site options on Jan. 9th. The congregation will vote on Feb 19th.
 - B. Administration: The administration of CFSW funds has gone through technological and organizational changes over the past 10 years; Hoesly and Truttmann consolidated and organized various files for current and future management. Truttmann motioned to grant access to both the Library Board's Admin Box Account & the CFSW Fund Portal for the Board's Treasurer & Admin Member. Motion carried. The Board will consider a new admin member in the next couple of months to replace Hoesly in that role.
 - CFSW Financial Report
 - C. Communication Team: Nothing to report.
 - D. Grants Team: Nothing to report.
 - E. Partnership Team: Nothing to report.
 - F. Village Board Liaison. No report.
 - G. Friends of the Library: Hosting movie night in Community Room Feb 10th. Considering helping to fund cement for the public charging station.

H. President's Report: Nothing to report.

10. The Board will Convene into Closed Session: Truttmann made a motion to go into closed session, 2nd by Ramirez. Motion carried by unanimous roll-call vote.
11. The Board will Convene into Open Session: Blahut made a motion to go into open session, 2nd by Truttmann. Motion carried by unanimous roll-call vote.
 - A. Results of Closed Session: Discussion and Consideration: Library Director Evaluation: Hiland moved that the Board of Trustees is very pleased with Amy Trumble's performance as Library Director. She has successfully completed the probationary period and the Board supports her tenure as director. Motion carried.
12. Adjournment: Hiland adjourned the meeting at 7:44 P.M.

Beth Blahut, Secretary



**Director's Report –January 18, 2023
Amy Trumble**

Christkindli Market and Adventfenster

Brooke put together 200 craft kits to donate to the Christkindli Santa Chalet. Santa distributed all 200 kits to kids in just over one day at the market. The Adventsfenster window reveal, on December 7th, was attended by 14 people. Erica read the story Snowflakes Fall by Patricia McLachlan. Hot chocolate, cider, and treats were enjoyed by all in the library following the reveal.

Curbside Window is now Closed

Over the course of 2022, curbside window use dropped dramatically. We started 2022 with 293 window visits in January, averaging just over 12 window pick-ups per day. In December of 2022, that number dropped to 57 visits, averaging just under 3 visits per day. Conversely, we began 2022 with 805 patrons coming into the library during the month of January, and we ended the year with 1170 patrons coming into the library for service in December. Further, with an increase in the number of patrons coming into the library we felt the need to improve the flow within the library. In order to use the window for transactions we had to rearrange furniture, which made other areas of the library more crowded. Closing the window has allowed us to reevaluate the flow pattern in the library. Finally, with more patrons seeking assistance at the desk and within the library, our attentions were split when help was needed at the window. This was especially difficult when fewer staff members were working. Thus far, patrons who had been using the window have been receptive to the change and are pleased to be back in the library browsing.

Library Reorganization










At our staff meeting, plans were made to open up some space in the library to make it more inviting for patrons. Initial steps are underway to make better use of our collection space by consolidating genres, using the overflow shelving for seasonal items as well as non-fiction DVD's/audiobooks, and weeding of some lesser used materials. This will allow us to move three movable carts into storage, widen walkways, and bring back two chairs that were previously in storage. While we remain in this space we hope to make it a welcoming and useful space for patrons.

Equipment Purchases

The library purchased an upgraded laminator that arrived in December. It will be able to handle the high volume of laminating done to create Story Walks and programming materials. This may allow us to consider offering laminating as a service to patrons, with a set fee per foot. A Cricut machine was also purchased as we had been using a staff member's personal machine in order to create programming materials.

Program Participation	2022 December Participants	2022 Total
Children's/Teen Events "live"	72	1,376
Adult/General Events "live"	56	664
Children's/Teen "self-serve"	1,081	14,353
Adults "self-serve"	27	275

The Dulcimer Gathering has been a well received program. We began with a group of 4. By the end of December there were 9, with many incoming inquiries.

STATISTICS		2022 December	2022 YTD	2021 YTD
	Items Borrowed	2,874	37,320	30,571
	% Village of New Glarus	51%	48%	49%
	% Town of New Glarus	22%	26%	23%
	% Town of York	10%	10%	13%
	% Other Green County	8%	8%	8%
	% Dane County	4%	7%	7%
	% Other	5%	<1%	<1%
	OLL Requests Filled	7	74	73
	OverDrive Borrowed (all formats)	774	9,658	9,291
	Public WiFi sessions	4,391	60,621	49,989
	Public computer sessions	30	369	76
	Online Tools & Databases	184	1223	1,954
	Website Visits	1040	15,126	18,458
	Library Visits	1,227	16,328	8,733
	Average visits per day	61	55	38
	Patrons Added	5	134	64
	Items Added	270	2,109	2,113
	Items Deleted	54	1,491	3,041

December Financials

LIBRARY		
SAVINGS #2775 (APY .10%)		
Beg. Balance	11,242.11	
Interest	0.92	
Deposit		
Withdrawal		
End. Balance		11,243.03
Savings #2763 [25-11520] (APY .10%)		
Beg. Balance	947.64	
Withdrawal		
Deposit		
Interest	0.08	
End. Balance		947.72
SUBTOTAL [25-11520]		12,190.75
SBCP MM#183483-RESERVE OPERATIONS FUND [25-11300]		
Beg. Balance	20,431.65	
Interest	63.31	
End Balance		20,494.96
SBCP MM#209786-CAPITAL (TOWN) [25-11520-000-004]		
Beg. Balance (funded 9/28) [Town Impact fees]	139,819.83	
Deposit (Exeter donation)		
Interest	433.25	
End Balance		140,253.08
TOTAL LIBRARY INVESTMENTS		172,938.79
FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)		
Community Foundation of Southern WI [most recent information available]		
Library Capital Campaign Fund		
CASH Deposits thru 10/31/22		958,476.71
Interest/Dividend Income		53.91
Less fees		
Less Withdrawals		2,540.04
Gifts/Pledges received		
SPENDABLE CASH Available 11/30/22		961,070.66
Library Operations Fund		
Balance 10/31/22		26,396.20
Gifts/Pledges received		
Interest Income		71.43
Disbursements (Fees)		
Balance 11/30/22		26,467.63
Spendable Balance 11/30/22		26,467.63
Library Endowment Fund		
Beginning Balance 10/31/22		28,967.25
Contributions		
Investment Activity		1,551.25
Investment fees		-1.20
BALANCE 11/30/22 [NON-CASH]		30,517.30
Spendable Balance 11/30/22		3,558.00

