

Village of New Glarus  
Meeting of the New Glarus Public Library Board of Trustees  
New Glarus Village Hall - Board Room  
319nd Street, New Glarus, WI 53574  
June 26, 2024 6:30 PM

## MINUTES

**Call to Order:** Ramirez called the meeting to order at 6:32 PM. Those present, in addition to Ramirez, were trustees, Shelly Truttman, Kelly Ruschman, Joanne Landry, and Library Director Amy Trumble. Absent: Trustees Tiffany Kuenzie, Beth Blahut, and Village Liaison Larry Stuessy.

**Approval of Agenda:** Truttman made a motion to approve the agenda. Ruschman seconded. Motion carried.

**Comments & Questions from the Public:** Gof Thomson presented statistics from the Belleville library regarding wages and operating costs for consideration regarding our pending project. Although wages and insurance costs rise annually, operating costs are the real issue for sustaining any future library, particularly maintenance of high-tech equipment the new library is liable to need. Thomson urged the Trustees to pay attention to these issues when creating an operating budget for the grant submission. Thomson will continue researching other area libraries.

### **Building Project Update:**

A. Per Library Director Trumble, the grant narrative was edited by the grant committee and sent back to Vierbicher for review, and then back to Trumble, who will reissue it for review. Attention to be paid to hitting all points the grant requires. Vierbicher continues to work on the Sustainability aspect.

B. Village Administrator, Lauren Freeman and Director Trumble met with Todd Schluesche to review the final counter offer from the USCC. Landry expressed concern over contingency #8 involving a, (as yet unappointed) Cemetery Committee that the Library Board has no control over, being included in the offer to sell. Contingency is also open-ended with no clear way to satisfy the requirement. Discussion concluded that the Village Board is okay with this contingency and plans to satisfy it in the near future,

per Gof Thomson. Motion to approve the Swiss Church's counter offer made by Ruschmann, seconded by Landry. Motion carried.

C. The Town accepted the Village's offer to purchase their property, striking on the \$5000 daily penalty for vacating by May 1. Village Administrator Freeman will get the offer to the Library Board as soon as possible. A quick meeting will be necessary to approve the offer once received. Ruschmann wanted it clarified that the Library Board's offer did not make any promises with regards to relocation, but instead offered assistance facilitating their move.

D. Dimension IV submitted revised numbers to include update site acquisition costs, among other things. Library Director Trumble will meet with insurance provider to discuss increased costs and environmental reviews.

#### **New Business:**

A. The Library incurred an overage of \$1,665.75 to cover attorney fees, P.O Box rental, and consults for parking for the new library, and will need those funds to be transferred from Lake Ridge Bank into the Library account. Motion to transfer \$1,665.75 from Lake Ridge to Library account made by Truttmann, seconded by Ruschman. Motion carried.

B. Survey results - 129 responses overall show the need for private spaces is high, with 81% of respondents stating it is a need. (35% of all respondents saying it is a Very High need, and 76% of regular library users saying it is a Very High Need.) Hot spots seem to be less needed.

Discussion to possibly exclude hot spots due to cost and lack of use. 59% of responses say their bandwidth at home is adequate. Survey will be shut off tomorrow by Trumble. Survey also highlighted lack of awareness of library programming by the greater community. This will be addressed after grant application is submitted.

#### **Building Committee Update:**

Freeman agreed to serve on this committee, which is still unformed. The Library Board agrees to allow Owner Representatives authority to approve expenditures which increase the project cost by up to \$2,000 and the Building Committee authority to approve expenditures from \$2,001-\$5,000

to be made by the committee. Motion made to update the Building Resolution form to include a job description and responsibilities, made by Truttman, seconded by Landry. Motion carried.

Discussion followed about potential candidates for the Building Committee.

### **Bills & Finance**

A. Bills erected, presented and approved as follows:

\$1,134.49 dated June 11, 2024

\$5,009.40 dated May 28, 2024

B. Financial statement

**Directors Report:** See Attached

### **Approval of Minutes:**

Past minutes approved as distributed.

### **Reports/Discussion/Consideration:**

A. Administration: Received letter from the Bank of NG confirming \$500,000 in acct.

B. Communication Team: Nothing to report.

C. Grants Team: Nothing to report.

D. Partnership: Ice cream social very popular at the NG Home, and looking for more ideas.

E. Village Board Liaison: Not present.

F. Friends of the Library: Will collect garbage at this week's festival for \$500.

G. Presidents Report: Nothing to report.

**Adjournment:** Ramirez adjourned meeting at 7:43 PM



**Director's Report –June 26, 2024**  
**Amy Trumble**

**Adult Craft Nights**

Patrons have been requesting more opportunities for adult crafts. In 2020 and 2021, we provided occasional craft kits for adults that could be picked up in the library and taken home. Now patrons are looking for opportunities to get together and engage in creative activities. Erica hosted her first in a series of craft nights in the month of May and it was an overwhelming success. Requests have been made for future craft activity evenings.

**Friends of the Library Book Sale**

The Friends of the New Glarus Public Library have an ongoing booksale within the library for patrons to browse and purchase books for a free will donation. This sale has been a huge success this year, often bringing in up to \$200 a month. All proceeds go to help meet needs outside of our normal operating budget. On June 29<sup>th</sup>, they will be working the Blues, Brews, & Food Trucks event to raise additional funds. We are grateful for all that the Friends do for us!

**Summer Reading Prep**

May is traditionally a slower month for library activities, but not a slow month for staff, especially our Children's Librarian, Brooke. She works hard to get everything prepared for the busy summer months, from coordinating programming, ordering prizes, and gathering the materials needed for all of the activities that will be taking place during June, July, and into August. This May she was planning for two additional weeks of Summer Reading compared to previous years.



Program Participation	2024 May Participants	2024 Total
Children's/Teen Events "live"	260	1,694
Adult/General Events "live"	85	774
Children's/Teen "self-serve"	0	278
Adults "self-serve"	0	59



STATISTICS		2024 May	2024 YTD	2023 YTD
	<b>Items Borrowed</b>	2,969	15,731	17,221
	% Village of New Glarus	56%	51%	50%
	% Town of New Glarus	23%	22%	18%
	% Town of York	5%	11%	9%
	% Other Green County	7%	8%	7%
	% Dane County	8%	7%	7%
	% Other	<1%	<1%	9%
	<b>OLL Requests Filled</b>	1	43	31
	<b>OverDrive Borrowed (all formats)</b>	971	5,338	4,091
	<b>Public WiFi Sessions</b>	5,498	25,758	23,514
	<b>Public Computer Sessions</b>	52	335	262
	<b>Online Tools &amp; Databases</b>	22	330	525
	<b>Website Visits</b>	1,623	7,581	5,783
	<b>Library Visits</b>	1,958	9,847	7,422
	<b>Average visits Per Day</b>	75	81	61
	<b>Patrons Added</b>	6	61	43
	<b>Items Added</b>	183	822	1,043
	<b>Items Deleted</b>	108	918	1,734

# May 2024 Financials

<b>LIBRARY</b>		
<b>SAVINGS #2775 (APY .10%)</b>		
Beg. Balance	11,258.04	
Interest	0.96	
Deposit		
Withdrawal (Dimension IV)	0.00	
End. Balance		11,259.00
<b>Savings #2763 [25-11520] (APY .10%)</b>		
Beg. Balance	747.18	
Withdrawal		
Deposit		
Interest	0.06	
End. Balance		747.24
<b>SUBTOTAL [25-11520]</b>		<b>12,006.24</b>
<b>LR MM#183483-RESERVE OPERATIONS FUND [25-11300]</b>		
Beg. Balance	21,929.32	
Interest	101.13	
End Balance		22,030.45
<b>LR MM#209786-CAPITAL (TOWN) [25-11520-000-004]</b>		
Beg. Balance (funded 9/28) [Town Impact fees]	203,029.13	
Deposit (Exeter donation)		
Interest	936.33	
End Balance		203,965.46
<b>TOTAL LIBRARY INVESTMENTS</b>		<b>238,002.15</b>
<b>FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)</b>		
Community Foundation of Southern WI [most recent information available]		
Library Capital Campaign Fund		
CASH Deposits thru 4/30/24		1,026,291.09
Interest/Dividend Income		4,360.88
Less fees		0.00
Less Withdrawals		
Gifts/Pledges received		0.00
SPENDABLE CASH Available 4/31/24		<b>1,030,651.97</b>
Library Operations Fund		
Balance 3/31/24		27,760.21
Gifts/Pledges received		
Interest Income		118.14
Disbursements (Fees)		0.00
Balance 4/30/24		27,878.35
Spendable Balance 4/30/24		<b>27,878.35</b>
Library Endowment Fund		
Beginning Balance 3/31/24		35,664.00
Contributions		
Investment Activity		-1,079.29
Investment fees		-0.53
BALANCE 4/30/24 [NON-CASH]		34,584.18
Spendable Balance 4/30/24		<b>2,910.00</b>