

VILLAGE OF NEW GLARUS

JOINT MEETING OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES

New Glarus Village Hall – Board Room

319 2nd Street, New Glarus WI 53574

June 23, 2025 6:30P.M.

MINUTES

1. Call to Order: President Daniel Ramirez called the meeting to order at 6:30 P.M. Those present in addition to Ramirez were trustees Shelly Truttmann, Beth Blahut, Tiffany Kuenzi, and Joanne Landry; Village Liaison Larry Stuessy; Building Committee members Tim Usher and John Anderson; Library Director Amy Trumble; Dylan Riley of CG Schmidt. Absent: trustee Kelly Ruschman.
2. Approval of Agenda: Stuessy moved to approve the agenda. Seconded by Kueinzi. Motion carried.
3. Comments & Questions from the Public: None.
4. New Business:

- A. Discussion and Consideration: Bid Package 2 Recommendations – CG Schmidt

Truttmann moved to accept CGS's recommendations for bid package 2, the low bid in each category: Iconic Foundations for cast and site concrete; AM Construction Services, Inc. for carpentry; Hooper for plumbing; 1901 Inc. for HVAC; and Specialized Electric Inc. for electric. Seconded by Landry. Motion carried.

- B. Discussion and Consideration: Building Project Update

Water main:

It's not necessary to reroute the lateral water main across the northern portion of the property, a cost savings for the project. The main runs along the west edge on the Swiss Church property. The main at the corner of 5th and Railroad will still be moved out along Railroad in the right-of-way.

Used Shelving:

Sun Prairie Library's used shelving is now in storage in New Glarus. Thanks to generous community members, storing the shelving here will save more than \$600 per month.

Timeline details:

WE energies will cap off the gas line for demolition on 6/30. RG Huston will remove the bells and take down the building on the 24th and 25th, with earthwork and utility capping to follow.

Sole Source Bidding:

The concrete work only received one bid for bid package 2. Although at least 2 bids are required, CGS will file a sole source request form for this contract; the bid came in under the estimated cost for the work and is from a reputable contractor who will be awarded a contract for another portion of the construction. This will expedite the concrete.

FFP Budget Form:

The Village's contribution of \$500,000 will not be available until 2026. To ensure we won't need those funds before then, some line items in FFP and match funding have been switched for the purposes of the FFP budget. We also addressed some potential future issues related to competitive procurement of computers, by moving technology purchases to match funds. This was advised by DOA Representative, Amanda Knack.

DNR:

We continue to work with the DNR on the letter regarding parking in the lot next to Kennedy's and an easement for the sidewalk on the east side of Railroad Street.

Sidewalk Adjustment:

The jog in the sidewalk and the fire hydrant will be moved south to be more in line with the northern edge of the library property. Both will remain in the right-of-way.

- C. Discussion and Consideration: FFP Pay Request Process
Kuenzi moved to begin the FFP pay request process prior to Library Board approval. Seconded by Stuessy. Motion carried.
- D. Discussion and Consideration: Library Donations
We will prepare a list of items that are outside the scope of the project's budget but are needed to fully furnish the new building. We'll be prepared if potential donors inquire about project needs.
- E. Discussion and Consideration: Library Clerk Position
Kuenzi moved to approve Resolution 25-03 LB for appointment of Library Clerk Amalia Morrison. Seconded by Landry. Motion carried.
- F. Discussion and Consideration: Student Trustee

Ramirez, Kuenzi and Trumble will review the resumes that have been received and we'll vote on it next meeting.

5. Bills and Finance Report:

A. Bills were presented and approved as follows:

June 11 \$ 956.19

B. Financial Statement

6. Director's Report: See attachment.

7. Reports / Discussion / Consideration:

A. Administration

a. CFSW Financial Report

B. Communication Team: Nothing to report.

C. Grants Team: Planning to meet on Thurs.

D. Art Team: Planning to meet on Sat.

E. Partnership Team: POW talk at Swiss Center was well attended.

F. Village Board Liaison: The process to hire a Village Administrator led to Kelsey Jenson filling the position. Now the Board will need to fill the Village Clerk vacancy.

G. Friends of the Library: They collected book donations at Zwingli House this past weekend.

H. President's Report: Nothing to report.

8. Approval of Minutes:

A. May 28, June 9

Stuessy moved to approve the minutes with minor edits.

Seconded by Kuenzi. Motion carried.

9. Adjournment: President Ramirez adjourned the meeting at 8:00 P.M.



Director's Report – June 23, 2025

Gnome Hunt

During our programming break before the start of Summer Reading, the library hosted our always popular scavenger hunt event. This time the theme was 'Rainbow Gnome Hunt' as we prepared for our summer reading theme 'Color Our World'. Kids swarmed the library to find all six colors of gnomes, earn a treat, and enter their name into the grand prize drawing. Those finding a rainbow gnome won an additional treat- Skittles! As always, there are still some gnomes that have not been found, so for some determined kids the fun continues!

Weeding Project

With book donation day coming up on June 21st, we have been doing some extra weeding of the collections to make room for our new books and to be ready to send boxes of books for the sale to the Zwingli House. This event gives us some breathing room on our shelves as well as in our storage area.










Glen Gerard Magic Show

The library brought the Glen Gerard Magic show to the elementary school students as a way to promote the Summer Reading Program. The energy and noise level in the gymnasium was high as always!! Summer reading flyers were sent home with each student highlighting the Summer Reading schedule and special events. May's display case was filled with all the prizes kids can win by turning in their weekly reading logs. Weekly winners in each age category will get to choose a prize from our display case!



Program Participation	2025 May Participants	2025 Total
Children's/Teen Events "live"	681	1544
Adult/General Events "live"	71	460
Children's/Teen "self-serve"	0	0
Adults "self-serve"	0	81



STATISTICS		2025 May	2025 YTD	2024 YTD
	Items Borrowed	2935	14,903	15,731
	% Village of New Glarus	55%	58%	51%
	% Town of New Glarus	19%	19%	22%
	% Town of York	11%	8%	11%
	% Other Green County	6%	7%	8%
	% Dane County	6%	6%	7%
	% Other	3%	2%	1%
	OLL Requests Filled	5	37	43
	OverDrive Borrowed (all formats)	1,006	5,511	5,338
	Public WiFi Sessions	3,818	17,746	25,758
	Public Computer Sessions	55	216	335
	Online Tools & Databases	61	290	347
	Website Visits	1,777	8,244	7,581
	Library Visits	1,788	8,549	9,847
	Average visits Per Day	69	69	81
	Patrons Added	6	38	61
	Items Added	137	906	822
	Items Deleted	205	1,558	918

Awaiting April Financials from the Village