

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

AGENDA

Amended Monday, May 16, 2022

1. 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 Truttman, Village Liaison Henry Janisch & Interim Library Director Erica Loeffelholz.
2. Approval of Agenda: Janowiak moved to approve the agenda, with the elimination of item 9.c. 2nd 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: Truttman reported that Roger Arn agrees to mow the property.
 - D. Discussion and Consideration: Digital storage of library board files: Truttman 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. 2nd by Truttman, 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. 2nd by Truttman. 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 Loeffelholz

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 1st 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 11th meeting. The committee members liked the plan and will be recommending it for full Village Board approval at the May 17th 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 22nd @ 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 16th @ 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.



Program Participation	2022 April Participants	2022 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!

STATISTICS		2022 April	2022 YTD	2021 YTD
	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
	OverDrive Borrowed (all formats)	873	3,304	3,138
	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
	Patrons Added	11	33	15
	Items Added	176	687	724
	Items Deleted	149	404	1,222

April 2022 Financial Report

LIBRARY		
SAVINGS #2775 (APY .10%)		
Beg. Balance	11,235.77	
Interest	0.71	
Deposit		
Withdrawal		
End. Balance		11,236.48
Savings #2763 [25-11520] (APY .10%)		
Beg. Balance	1,009.10	
Withdrawal		
Deposit		
Interest	0.06	
End. Balance		1,009.16
SUBTOTAL [25-11520]		12,245.64
SBCP MM#183483-RESERVE OPERATIONS FUND [25-11300]		
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 Village accounting)

Community Foundation of Southern WI [most recent information available]		
Library Capital Campaign Fund		
CASH Deposits thru 3/31/2022		952,262.92
Interest/Dividend Income		113.43
Less fees		0.00
Less Withdrawals		
BALANCE 3/31/22		952,376.35
SPENDABLE CASH Available 3/31/21		950,176.35
Library Operations Fund		
Balance 3/31/2022		26,423.23
Gifts/Pledges received		
Dividend/Interest Income		3.15
Disbursements (Fees)		-82.59
Balance 3/31/22		26,343.79
Spendable Balance 3/31/22		26,343.79
Library Endowment Fund		
Beginning Balance 3/31/22		32,590.72
Contributions		
Investment Activity		221.15
Investment fees		-73.28
BALANCE 3/31/22 [NON-CASH]		32,738.59
Spendable Balance 3/31/22		2,957.88

March 2022 Financial Report

LIBRARY		
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) [25-11520-000-004]		
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 Village accounting)		
Community Foundation of Southern WI [most recent information available]		
Library Capital Campaign Fund		
CASH Deposits thru 2/2/22		952,210.54
Debits (negative)		0.00
Credits (positive)		52.38
BALANCE 2/28/2022		952,262.92
SPENDABLE CASH Available 2/28/21		950,082.92
Library Operations Fund		
Balance 2/28/2022		26,421.78
Dividend Income, plus Accrued		1.36
Interest Income		0.09
Disbursements (Fees)		0.00
Balance 2/28/21		26,423.23
Spendable Balance 2/28/21		26,423.23
Library Endowment Fund		
Beginning Balance 1/31/21		33,105.39
Debits (negative)		-683.85
Credits (positive)		169.18
BALANCE 1/31/21 [NON-CASH]		32,590.72
Spendable Balance 1/31/21		2,957.88