

MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES
New Glarus Village Hall – Boardroom

January 16, 2019 - 6:30 P.M.

AGENDA

1. Call to Order: President Linda Hiland called the meeting to order at 6:35 pm. Those present, in addition to Hiland, were Bob Bergum, Jody Hoesly, Kevin Budsberg, Shelly Truttman, Suzi Janowiak, and Acting Director Erica Loeffelholz. Absent: Petra Streiff.
2. Approval of the Agenda: Bob Bergum moved to approve, 2nd by Kevin Budsberg. Motion carried.
3. Comments & Questions from the Public: None.
4. Old Business
 - A. Discussion and Consideration: Library Building Project: Shelly Truttman reported on the January 15, 2019 meeting of the Ad Hoc Committee, which is making a recommendation to the Village Board regarding a study of the present Village Hall. The next meeting will take place later in January.
5. New Business
 - A. Discussion and Consideration: Resolution 19-01 Appointment of Full-Time Library Director: Kevin Budsberg moved to adopt Resolution 19-01 naming Holly Lague as the new Director of the Library with slight language change regarding the start date. 2nd by Shelly Truttman. Motion carried.
6. Reports/Discussion/Consideration:
 - A. Administration Team: No report.
 - CFSW Financial Report
 - B. Building Committee: No report.
 - C. Co-chairs Team: No report.
 - D. Communication Team: We would like to get an article in the paper welcoming Holly as the new Library Director. Linda Hiland to confer with Holly on that.
 - E. Grants Team: Will meet in early February. They continue to look for grant opportunities.
 - F. Partnership Team: We will ask our community partners if we can meet with them to introduce the new Director.
 - G. Village Board Liaison: No report.
 - H. Friends of the Library: January meeting will be January 31st. Adopt a Book fundraiser brought in donations during the holidays.
 - I. Director's report: Reviewed and approved. Acting Director Erica Loeffelholz has been interviewing Page candidates and working on the annual report. She has been working on a digitization project with materials lent from the Swiss Historical Society. The Summer Reading Program is already getting sponsors.
 - J. Financial statement: Attached.
7. Adjournment: President Hiland adjourned the meeting at 7:17 pm.

Respectfully submitted, Suzi Janowiak, Secretary

New Glarus Public Library
Directors Report January 16, 2019
Erica Loeffelholtz, Interim Director

Database Updates: We've made a few adjustments to our database subscriptions for 2019. Since SCLS voted to remove Flipster as a system-wide resource, we now offer it at the local level. Login still looks the same for computer users, but anyone using the app on a smartphone or tablet requires a username and password. We've been working to get the word out in person and on social media to inform patrons of the change. We have also added Transparent Languages to our database subscriptions. The tentative go-live date for this service is February 1st. Transparent Languages will offer patrons access to instruction in over 100 different languages!

Page Hiring: Samantha has had to take a leave of absence, and Ellawyn's last day will be March 15th. At this time neither girl is sure if she'll be returning for the summer or not. The page position was posted just after the New Year, and as of January 9th we've received 5 applications. Erica & Ignacia are planning interviews for the afternoon of January 15th with three of the candidates. Our hope is to get at least one page hired before the end of January so we can start training. If not all of the candidates pan out, we can keep the position open to new applicants and do another round of interviews in February.

Preparations for the New Director: The salaried staff is very excited to have the opportunity to work with Holly! Erica is currently pulling together a binder of information that Holly can use as a starting point – information on things like collection development, programming, scheduling, etc. (We consider it an added bonus that Holly is already proficient with Koha.) Erica is also signed up for the January 10th informational webinar on the annual report. Since Holly will have just a month to prepare the annual report, I thought it would be nice if I could pull together some of the required info and have it ready for her.

Local History Project: During the winter months while the Historical Village is closed, Erica is working to catalog and digitize a large box of slides that Ann Marie Ott lent to the library. Erica has also touched base with the WI Historical Society in regards to the newspaper digitization project – we are waiting on a formal quote and tentative start date. We will need to have the first stage of this project invoiced by the end of July to meet the terms of our Community Foundation grant.

**New Glarus Public Library Program Attendance
December 2018**

Event	Date	Number of Attendees
Music & Movement	Monday, December 3 rd	20 C / 8 A
Scrabble	Tuesday, December 4 th	0 C / 2 A
Free Play	Thursday, December 6 th	6 C / 3 A
Story Time	Friday, December 7 th	6 C / 3 A
Music & Movement	Monday, December 10 th	22 C / 10 A
Scrabble	Tuesday, December 11 th	0 C / 2 A
Book Club Discussion	Wednesday, December 12 th	0 C / 11 A
Free Play	Thursday, December 13 th	6 C / 3 A
Story Time	Friday, December 14 th	10 C / 2 A
Sensory Play	Monday, December 17 th	7 C / 6 A
Scrabble	Tuesday, December 18 th	0 C / 2 A
Adventsfenster	Wednesday, December 19 th	20 C / 40 A
Free Play	Thursday, December 20 th	2 C / 3 A

New Glarus Public Library 2018	Items Added	Items Deleted	Circulation	Circ. by PSTAT Other	Village of New Glarus	Town of New Glarus	Town of York	Town of Exeter	Dane Co. No Library
January	230	904	6179	1267	2596	1219	469	251	377
February	172	151	5064	1295	1970	1019	404	220	156
March	221	19	5644	1451	2198	1244	301	256	194
April	248	336	5571	1116	2322	1315	451	145	222
May	200	811	5279	783	2345	1137	636	203	175
June	166	372	6655	1242	2597	1601	637	344	234
July	178	45	6612	1108	2636	1568	720	354	226
August	176	458	6318	1221	2528	1505	574	289	201
September	131	1	5170	964	2047	1058	560	343	198
October	150	45	5931	1327	2503	1245	439	245	172
November	160	365	5484	1245	2180	1089	491	286	193
December	339	118	4775	829	2036	1029	410	251	220
Total:	2371	3625	68682	13848	27958	15029	6092	3187	2568
2018	Patron ILL Requests	ILL Requests Rec'd	ILL Requests Unable to Fill	# Unique Website Visitors	# Website Visits	WiFi Sessions	Public Computer Sessions	Public Computer Hours	New Patrons Register
January	4	4	0	964	1059	1741	231	???	5
February	10	4	1	1034	1552	2004	207	???	6
March	7	11	0	1008	1418	2074	224	???	10
April	8	7	1	961	1390	2382	254	???	12
May	8	6	1	1194	1597	2217	227	???	10
June	11	9	2	964	1079	2533	206	???	16
July	5	3	1	918	1056	621(ERROR)	134	???	12
August	19	7	0	1800	1358	23(ERROR)	251	???	30
September	14	10	0	894	1208	2239	252	???	8
October	18	11	2	1199	1588	2342	249	???	16
November	10	7	1	2169	2941	2243	207	???	3
December	4	3	0	1917	2384	1845	167	???	8
Total:	118	82	9	15022	18630	22,264	2609	???	136
2018	Patron Visit	Hours Open	Patrons/Hour	# Adult Program	# Adults Count	# Children Programs	# Children Count	Total Programs	Total # Attend
January	2632	200	13	7	33	4	49C/19A	10	101
February	2557	209	12	5	11	10	69C/45A	15	125
March	2853	214	13	6	22	15	196C/103A	21	321
April	2795	205	14	5	14	13	99C/50A	18	63
May	3813	218	17	8	53	19	819C/110A	27	892
June	3,815	214	18	5	14	16	309C/142A	21	465
July	3539	209	17	6	14	18	209C/103A	24	325
August	3637	227	16	4	11	3	22C/8A	7	30
September	2515	196	13	5	15	7	118C/48A	12	181
October	3,430	227	15	11	69	11	261C/131A	22	461
November	2,481	192	13	4	12	11	207C/105A	15	324
December	2,283	186	12	4	17	9	99C/78A	13	194
Total:	36350	2497	173	70	285	136	2457C/942A	205	3482

LIBRARY

[BNG statements to 10/26/18]

SAVINGS #402521390 (APY .10%)

Beg. Balance	38,011.55	
Interest	2.58	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		38,014.13

Savings #2088077 [25-11520] (APY .10%)

Beg. Balance	714.58	
Withdrawal (2018 mowing)	-280.00	
Deposit		
Interest	0.03	
End. Balance		434.61

SUBTOTAL [25-11520]

38,448.74

UB&T MM#183483-EMPLOYEE BENEFIT [25-11300]

Beg. Balance	19,402.53	
Interest	45.31	
End Balance		19,447.84

UB&T MM#209786-CAPITAL (TOWN) [25-11520-000-004]

Beg. Balance (funded 9/28) [Town Impact fees]	35,379.23	
Interest	82.62	
End Balance		35,461.85

TOTAL LIBRARY INVESTMENTS

93,358.43

FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)**Community Foundation of Southern WI [most recent information available]**

Library Capital Campaign Fund		
CASH Deposits thru 10/31/18		906,807.12
Interest Income from Nov.		1,182.85
Less fees from Nov.		-1.68
Gifts/Pledges received		
CASH Available 11/30/18		907,988.29
Library Operations Fund [CFSW sending statements quarterly]		
Balance 10/31/18		26,484.41
Gifts/Pledges received		
Interest Income		33.51
Disbursements (Fees)		0.05
Balance 11/30/18		26,517.97
Spendable Balance 11/30/18		25,717.87
Library Endowment Fund [CFSW sending statements quarterly]		
Beginning Balance 10/31/18		23,174.02
Contributions		
Investment Activity		291.49
Investment fees		0.00
BALANCE 11/30/18 [NON-CASH]		23,465.51
Spendable Balance 11/30/18		261.88