

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

Wednesday, April 17, 2019 - 6:30 P.M.

AGENDA

1. Call to Order: President Linda Hiland called the meeting to order at 6:30 pm. Those present, in addition to Hiland, were Bob Bergum. Jody Hoesly (joined meeting at 6:34), Kevin Budsberg, Petra Streiff (left meeting at 7:35 pm), Shelly Truttmann, Suzi Janowiak, and Library Director Holly Lague.
2. Approval of Agenda: Bob Bergum moved to approve, 2nd by Shelly Truttmann. Motion carried
3. Comments & Questions from the Public: None.
4. Old Business
 - A. Discussion and Consideration: Library Building Project: President Hiland reported that the Ad Hoc Committee will meet on April 22, 2019 at 4 pm. The report from Dimension IV will be presented. President Hiland asked all trustees to again review the five criteria established by the Task Force as the next decisions are made in partnership with the Village Board.
 - B. Discussion and Consideration: Sale of West Side Site: Nothing to report.
5. Bills & Finance Report
 - A. Bills: Bills were presented and approved dated 4/8/2019 totaling \$669.04, 3/19/19 totaling \$1653.10, and 3/26/19 and totaling \$1788.85.
 - B. Financial Statement
6. Director's Report: The Board reviewed and approved the report.
7. Approval of Minutes
 - A. March 6, 2019: Kevin Budsberg moved to approve, 2nd by Bob Bergum. Motion carried.
 - B. March 20, 2019: Bob Bergum moved to approve, 2nd by Petra Streiff. Motion carried.
8. Reports/Discussion/Consideration:
 - A. Administration Team: Kevin Budsberg has been in contact with CFSW in regards to processing and sharing of reports. He is working with the Director on ideas for improvement.
 - CFSW Financial Report
 - B. Building Committee: No report.
 - C. Co-chairs Team: No report.
 - D. Communication Team: No report.
 - E. Grants Team: Meeting regularly.
 - F. Partnership Team: Will be attending May 6 meeting at 5:30 p.m. at Swiss Center. We are hoping to meet with the Home staff in the near future. Will reach out to the Chamber soon as well. Holly's meeting at the Lions Club went well and resulted in upcoming vision screening events at the Library.
 - G. Village Board Liaison: Petra Streiff reported that she is looking forward to the upcoming Ad Hoc Committee meeting and to hear the results of the study. She reported on the last Ad Hoc Committee meeting which included many of the local day care providers. Holly Lague has been researching how other community libraries partner with their local day care centers and home providers. Petra Streiff reported that there are still two vacancies on the Village Board and they are looking for applicants for trustee positions. New Village Administrator Drake Daily has started and will be invited to a Library Board meeting as soon as possible. The second May meeting of the Library Board will be moved from May 15 to May 22.
 - H. Friends of the Library: Holly Lague reported that Trivia Night was well attended and a success in raising money for the Friends/programming.
 - I. President's Report: Discussion of the new group email account/distribution list for the Library Board trustees. Holly Lague discussed various technical aspects of the software and beta testing

continues. Linda Hiland suggested a training session for trustees when we have finalized the testing phase.

9. Adjournment: President Hiland adjourned the meeting at 7:37 pm.

Respectfully submitted, Suzi Janowiak, Secretary

April 2019 Director's Report

Holly Lague, Director

Weekly 1:1 Meetings and Staff Evaluations

I've shared with staff the new forms I'll be using for annual reviews. Skills and tasks are grouped into sections like Customer Service, Teamwork, Librarianship, etc; some sections apply to everyone and some are role-specific. Weekly 1:1 meetings will begin mid-late April, and we'll kick things off by looking through the review forms in detail to set expectations and get on the same page before the formal reviews. The ongoing intention of the weekly meetings is to have dedicated time to touch base on deadlines, successes and road blocks.

Statistics in the Director's Report

Jody and I met April 11th to map out a New Glarus-specific dashboard. The goal is to have something that's useful not only for the Director's Report statistics but also as a quick reference for meetings and community questions, providing monthly and annual comparisons and context for the data.

Events in May and Beyond

Erica is doing a DIY bath and beauty product session on Thursday, May 9th. It's geared toward adults and teens, and we hope it will appeal as a Mother's Day gift-making session.

The library is a Music Fest location! We'll have a "Parlor Dance" of old time music with Ron Kittleson, Rosalie Huntington, and Emily Hefty on Friday May 24th, 6-7pm in the library proper. Free dessert!

Milo Parker will do the Lions Club vision screening for homeschooling families on Wednesday, May 8th and Saturday, May 11th, (coincides nicely with Police Department's Bike Rodeo), as drop-in sessions from 10:00am-1:00pm. We're happy to do this in the library (our YA section passed the lighting/distance test) where families should feel more comfortable and have options for siblings to play while they wait.

We're doing a couple of events to support the Heidi Play in June. On Saturday, June 1st we're planning to show the most recent (2015) version of the *Heidi* movie outdoors, in Village Park. We're working with Jackie Judd to get some of the cast members there before the movie, to talk with people and promote the play. The weekend of the festival, on Saturday June 29th the library will have a table at the craft fair in the Town Hall parking lot, and Ignacia will do a couple of readings from *Heidi* books. In July we're partnering with the new Chamber of Commerce director, Bekah Stauffacher, on "shop local" events for Independent Retailer Month. We've discussed offering fine forgiveness/free prints when you show a receipt from a local shop, having local merchants do a display, and offering a speaker for business owners (ex, a UW-Extension demographics expert to discuss marketing to Madison).

Summer Reading 2019

Of the \$1500 listed in the budget, Ignacia has received \$750 from businesses and organizations so far, with another \$850 pledged. We'll be asking our Friends for another \$500 in hopes of booking a cool but expensive indoor "dome planetarium". Events booked so far are Circus Dogs (6/11), Comedy Magician (6/19), *Wall-E* and *Treasure Planet* movie screenings (6/25 and 7/16), Art Exploration Thursdays in June-July, and a Star Wars themed final party (7/30). School visits are planned for May 24th.

New Glarus Public Library 2019	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	234	251	5594	1113	2546	940	497	318	180
February	220	279	6101	1328	2520	1147	614	313	179
March	152	102	5906	1744	2380	1260	15	321	186
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total:	606	632	17601	4185	7446	3347	1126	952	545
2019	Patron ILL Requests	ILL Requests Rec'd	ILL Requests Unable to Fill	# Unique Website Visitors	# Website Sessions	WiFi Sessions	Public Computer Sessions	Public Computer Hours	New Patrons Register
January	19	3	2	1185	1643	1627	115		12
February	12	9	0	1133	1510	1652	207		7
March	13	5	0	1098	1528	2007	109		13
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total:	44	17	2	3416	4681		431		32
2019	Patron Visits	Hours Open	Patrons/Hour	# Adult Program s	# Adults Count	# Children Programs	# Children Count	Total Programs	Total # Attend
January	2209	160	14	4	17	7	64c / 25a	11	106
February	2359	160	15	5	14	11	85c / 32a	16	131
March	2720	160	17	5	15	13	142c / 49a	18	204
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total:	7288	480	46	14	46	31	149c / 57a	45	441

**New Glarus Public Library Program Attendance
March 2019**

Event	Date	<u>Number of Attendees</u>	
		Children	Adults
Story Time	Friday, March 1 st	12	4
Music & Movement	Monday, March 4 th	9	3
Scrabble	Tuesday, March 5 th	--	0
Free Play	Thursday, March 7 th	0	0
Story Time	Friday, March 8 th	11	4
Music & Movement	Monday, March 11 th	19	8
Scrabble	Tuesday, March 12 th	--	2
Book Club	Wednesday, March 13 th	--	7
Free Play	Thursday, March 14 th	5	3
Story Time	Friday, March 15 th	12	3
Music & Movement	Monday, March 18 th	12	8
Scrabble	Tuesday, March 19 th	--	2
Free Play	Thursday, March 21 st	2	1
Story Time	Friday, March 22 nd	13	4
Sensory Play	Monday, March 25 th	11	5
Scrabble	Tuesday, March 26 th	--	2
Free Play	Thursday, March 28 th	0	0
Story Time	Friday, March 29 th	36	6
<i>TOTAL</i>	<i>13 Youth, 5 Adult, 18 Total</i>	<i>142</i>	<i>62</i>

LIBRARY**SAVINGS #2775 (APY .10%)**

Beg. Balance	38,019.04	
Interest	2.42	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		38,021.46

Savings #2763 [25-11520] (APY .10%)

Beg. Balance	434.67	
Withdrawal (2018 mowing)		
Deposit		
Interest	0.03	
End. Balance		434.70

SUBTOTAL [25-11520]		38,456.16
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UB&TMM#183483-EMPLOYEE BENEFIT [25-11300]

Beg. Balance	19,538.65	
Interest	49.17	
End Balance		19,587.82

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

Beg. Balance (funded 9/28) [Town Impact fees]	35,627.44	
Donation	1,000.00	
Interest	92.18	
End Balance		36,719.62

TOTAL LIBRARY INVESTMENTS		94,763.60
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FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)**Community Foundation of Southern WI [most recent information available]**

Library Capital Campaign Fund		
CASH Deposits thru 1/31/19		921,494.11
Interest/Dividend Income from Feb.		1,629.65
Less fees from Feb.		-61.18
Gifts/Pledges received		1,200.00
CASH Available 2/28/19		924,262.58
Library Operations Fund [CFSW sending statements quarterly]		
Balance 1/31/19		26,747.31
Gifts/Pledges received		
Interest Income		46.24
Disbursements (Fees)		-0.03
Balance 2/28/19		26,793.52
Spendable Balance 2/28/19		26,193.52
Library Endowment Fund [CFSW sending statements quarterly]		
Beginning Balance 1/31/19		23,548.44
Contributions		
Investment Activity		623.27
Investment fees		-11.07
BALANCE 2/28/19 [NON-CASH]		24,160.64
Spendable Balance 2/28/19		261.88