

MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES
New Glarus Village Hall – Board Room
Wednesday, July 17, 2019 - 6:30 P.M.

AGENDA

1. Call to Order: President Linda Hiland called the meeting to order at 6:33 pm. Those present, in addition to Hiland, were Jody Hoesly, Kevin Budsberg, Shelly Truttman, Suzi Janowiak, and Library Director Holly Lague. Absent: Bob Bergum and Petra Streiff.
2. 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 Restructuring Based on Performance Evaluation Review).
3. Approval of Agenda: Kevin Budsberg moved to approve, 2nd by Jody Hoesly . Motion carried.
4. Comments & Questions from the Public: None.
5. Old Business
 - A. Discussion and Consideration: Library Building Project: Linda Hiland reported on the July Building Committee meeting, where they met with the architects and a preliminary design was selected from the three options given. Discussion of various design elements (such as solar panels) and how these might be opportunities for grants. Discussion of possibly having to move our stored items (shelving, etc.) from the basement of the SCNA. Discussion of options for new locations in which to store the items, and how to move them. Linda Hiland to contact Beth Zurbuchen to go to the SCNA to and assess how much space is needed.
 - i. *Change Order #2*: The Building Committee has recommended approving the change order. Kevin Budsberg moved to approve Change Order #2 for Design Phase of the Durst Road site in the amount of 70,803.00, 2nd by Jody Hoesly. Motion carried.
 - ii. *Edge Proposal for Stormwater Management and Erosion Control Services*: The estimated price may change as it is based on actual expenses. Jody Hoesly moved to approve Edge Proposal for Stormwater Management and Erosion Control in the amount of up to \$9800.00, 2nd by Shelly Truttman. Motion carried.
6. New Business
 - A. Discussion and Consideration: Resolution 19-06LB Recognizing Bob Bergum as Library Board Trustee: Motion to adopt by Kevin Budsberg, 2nd by Shelly Truttman. Motion carried.
 - B. Discussion and Consideration: 2020 Fees for SCLS Technology, Delivery, and OverDrive: Holly Lague reviewed her analysis with the board members present and is considering some changes to our subscription services based on usage and patron requests. Jody Hoesly suggested some other new services that could be investigated as well. The board authorized her to make any changes she deems will benefit library services.
 - C. Discussion and Consideration: Preliminary Draft 2020 Library Budget: Discussion of our bigger benefits costs, and how to approach the Village for increased funding to cover them. Kevin Budsberg noted that the library board has no control over health insurance costs, for example, and feels it is fair to ask for increased funding as a department of the Village. Discussion of other line items and consensus that they appear reasonable and consistent. Kevin Budsberg suggested Holly ask the clerk treasurer about how much in budgeted funds were saved in salary and benefit expenses from 2018 and early 2019 since we were without a Director for some months. The board complimented Holly on her excellent work preparing her first budget as Director.
7. Bills & Finance Report
 - A. Bills: Bills were presented and approved dated 6/21/2019 totaling \$796.75 and 7/9/2019 totaling \$1661.34.
 - B. Financial Statement: Attached.
8. Director's Report: Attached.
9. Approval of Minutes
 - A. June 19, 2019: Kevin Budsberg moved to approve, 2nd by Shelly Truttman. Motion carried.
 - B. July 3, 2019: Suzi Janowiak moved to approve with some clarifications, 2nd by Kevin Budsberg. Motion carried.
10. The Board will Convene into Closed Session: Shelly Truttman moved to go into closed session, 2nd by Jody Hoesly. Motion carried by unanimous roll call vote.

11. The Board will Convene into Open Session: Kevin Budsberg moved to go into open session, 2nd by Jody Hoesly. Motion carried by unanimous roll call vote.
 - A. Results of Closed Session: Discussion & Consideration: Possible Restructuring Based on Performance Evaluation Review : Linda Hiland moved to approve the restructuring and new job descriptions for Youth Services Librarian and Library Clerk, 2nd by Jody Hoesly. Motion carried unanimously.
12. Adjournment: President Hiland adjourned the meeting at 9:38 pm.

Respectfully submitted, Suzi Janowiak, Secretary

**New Glarus Public Library
Director's Report – Presented July 17, 2019
Holly Lague, Director**

Summer Library Program

We've reached the halfway mark! There are 277 participants:

- Listeners (babies and preschoolers) have read 2,178 books
- Elementary students have read 780 hours
- Teens/tweens have read 663 with 7th graders in the lead having read 291 of the total

Sixty kids and caregivers signed up for the portable planetarium shows, and our Friends are stopping by to take good pictures for their brochure and library use. Invitations have been sent for our final Star Wars-themed party, and an intergalactic army of volunteers are ready to man the activity stations.

Summer/Fall Event Update

Independent Retailer Month – 16 merchants loaned us items for display, many expressing appreciation for the effort and agreeing to put up flyers for our receipts-for-fines promo. Going door-to-door was a nice opportunity for me to interact with many business owners and to talk up the marketing speaker we're hosting this month.

Hotspots Trial – Kicked off last week, and one is going to Alaska!

Outdoor Movies – We decided to hold off on the July movie plans because we have a possible collaboration with Larry Daehn to provide live music for a silent film and need more time to prepare. I'm also working on getting copyright permission to play the Tell documentary from 1986, hopefully in August to help promote the play. This could be the kickoff for a fall series of outdoor "date night" movies if all goes well.

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	181	25	5580	1170	2465	1088	498	176	183
May	174	139	5660	1192	2595	1037	431	272	133
June	153	23	5685	824	2638	1451	402	256	114
July									
August									
September									
October									
November									
December									
Total:	1114	819	34526	7371	15144	6923	2457	1656	975
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	14	5	0	935	1299	2168	126		10
May	8	5	0	1085	1480	2135	115		3
June	13	11	1	916	1307	2342	122		20
July									
August									
September									
October									
November									
December									
Total:	79	38	3	6352	8767		794		65
2019	Patron Visits	Hours Open	Patrons/Hour	# Adult Programs	# Adults Count	# Children Programs	# Children Count	Total Programs	Total # Attend
January	2209	191	14	4	17	7	64c/25a	11	106
February	2359	182	13	5	14	11	85c / 32a	16	131
March	2720	214	13	5	15	13	142c / 49a	18	204
April	2843	209	14	7	46	15	159c / 73a	22	278
May	2718	218	12	9	85	11	782c / 61a	20	928
June	3,361	205	16	6	42	12	311c / 143a	18	496
July									
August									
September									
October									
November									
December									
Total:	16210	1219	13	36	219	69	450c / 179a	105	2143

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

Event	Date	Number of Attendees	
		Children	Adults
Heidi movie in the park	Saturday, June 1 st	20	26
Scrabble	Tuesday, June 4 th	0	2
Music & Movement	Monday, June 10 th	28	9
Scrabble	Tuesday, June 11 th	0	0
Dash & Copper: Circus Dogs!	Tuesday, June 11 th	47	35
Book Club	Wednesday, June 12 th	0	12
Art Explorations	Thursday, June 13 th	19	9
Toddler Story Time	Friday, June 14 th	5	2
Music & Movement	Monday, June 17 th	37	13
Scrabble	Tuesday, June 18 th	0	2
Jeff McMullen	Wednesday, June 19 th	64	36
Art Explorations	Thursday, June 20 th	16	12
Toddler Story Time	Friday, June 21 st	19	8
Music & Movement	Monday, June 24 th	16	6
Scrabble	Tuesday, June 25 th	0	0
Wall-E Movie	Tuesday, June 25 th	22	5
Art Explorations	Thursday, June 27 th	15	7
Toddler Story Time	Friday, June 28 th	3	1
TOTAL	Adult events: 6 Children's events: 12	311	185

LIBRARY

SAVINGS #2775 (APY .10%)

Beg. Balance	38,026.71	
Interest	2.33	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		38,029.04

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

Beg. Balance	378.76	
Withdrawal		
Deposit		
Interest	0.02	
End. Balance		378.78

SUBTOTAL [25-11520] 38,407.82

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

Beg. Balance	19,685.37	
Interest	48.05	
End Balance		19,733.42

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

Beg. Balance (funded 9/28) [Town Impact fees]	36,902.49	
Interest	90.08	
End Balance		36,992.57

TOTAL LIBRARY INVESTMENTS **95,133.81**

FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)

Community Foundation of Southern WI [most recent information available]

Library Capital Campaign Fund		
CASH Deposits thru 4/30/19		927,934.48
Interest/Dividend Income from May		1,843.78
Less fees from May		-14.83
Gifts/Pledges received		285.00
CASH Available 5/31/19		<u>930,048.43</u>
Library Operations Fund [CFSW sending statements quarterly]		
Balance 4/30/19		26,824.08
Gifts/Pledges received		
Interest Income		52.11
Disbursements (Fees)		-0.02
Balance 5/31/19		<u>26,876.17</u>
Spendable Balance 5/31/19		<u>26,276.17</u>
Library Endowment Fund [CFSW sending statements quarterly]		
Beginning Balance 4/30/19		24,985.57
Contributions		
Investment Activity		-970.30
Investment fees		
BALANCE 5/31/19 [NON-CASH]		<u>24,015.27</u>
Spendable Balance 5/31/19		<u>261.88</u>