

**MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES**  
**New Glarus Village Hall – Board Room**  
**Wednesday, August 21, 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, Petra Streiff, Beth Blahut, Shelly Truttman, and Library Director Holly Lague. Absent: Suzi Janowiak
2. Approval of Agenda: Kevin Budsberg moved to approve, 2<sup>nd</sup> by Petra Streiff. Motion carried.
3. Comments & Questions from the Public: None.
4. Old Business
  - A. Discussion and Consideration: Preliminary Draft 2020 Library Budget: Director Lague noted Village Administrator Drake Daly asked all departments to make all possible cuts to reduce a total Village budget increase of \$60,000 to \$10,000. Director Lague further indicated that Village Administrator Daly is committed to a 2% wage increase for all Village employees. A discussion point was the only line items in the Library budget that have increased over the last several years are salary and benefits. With the recent changes in staff (beginning at hiring Director Lague) it is likely our benefit costs line item will increase and we will need to request funding from the Village Board. Additional discussion continued with details of unemployment compensation. Director Lague will draft a memo to Administrator Daly with a request to delay submitting the Library Draft Budget for a week until new staff is hired.
  - B. Discussion and Consideration: Library Building Project
    - i. *Finalize C&BR and review presentation to Village Board:* The Building Committee met with Jim Gersich of Dimension IV to modify the concept plan presented at the August 7, 2019 Library Board meeting to a 12,000 square foot footprint, with a net of 10,000 square feet of usable space. This concept design, along with a memo requesting endorsement and a resolution for financial support, will be drafted by Linda Hiland, Kevin Budsberg, and Suzi Janowiak. The information will be presented at the September 3<sup>rd</sup> meeting of the Village Board. Jim Gersich and the Construction Manager at Risk suggested beginning Civil Engineering work to gain a better understanding of the cost of site work. Kevin Budsberg moved to contract with Maas Brothers to proceed with Civil Engineering with an estimated cost of \$20,000. Second by Petra Streiff. Motion carried. Kevin Budsberg moved to direct the Library Board Treasurer to contact the Community Foundation of Southern Wisconsin (CFSW) to learn how to access capital funds. Second by Petra Streiff. Motion carried. Kevin Budsberg moved to authorize the Library Board Treasurer to pay \$28,685 to Dimension IV for design fees and Civil Engineering fees of approximately \$20,000 from CFSW. Motion carried.
5. New Business
  - A. Discussion and Consideration: Election of Officers: Kevin Budsberg nominated Linda Hiland for President and moved to close nominations and cast a unanimous ballot for Hiland as President of the New Glarus Public Library Board of Trustees, 2<sup>nd</sup> by Jody Hoesly. Motion carried. Jody Hoesly nominated Shelly Truttman for Vice President and moved to close nominations and cast a unanimous ballot for Truttman as Vice President of the New Glarus Public Library Board of Trustees, 2<sup>nd</sup> by Petra Streiff. Motion carried. Jody Hoesly nominated Suzi Janowiak for Secretary and, based on her acceptance, moved to close nominations and cast a unanimous ballot for Janowiak as Secretary of the New Glarus Public Library Board of Trustees, 2<sup>nd</sup> by Petra Streiff. Motion carried. Jody Hoesly nominated Kevin Budsberg for Treasurer and moved to close nominations and cast a unanimous ballot for Budsberg as Treasurer of the New Glarus Public Library Board of Trustees, 2<sup>nd</sup> by Petra Streiff. Motion carried.
6. 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.
7. Director's Report: Attached. Kevin Budsberg noted with great appreciation that CFSW remitted a \$651 dividend for the previous fiscal year and lowered the endowment service fees.
8. Approval of Minutes
  - A. July 17, 2019: Kevin Budsberg moved to approve, 2<sup>nd</sup> by Jody Hoesly. Motion carried.
  - B. August 7, 2019: Jody Hoesly moved to approve 2<sup>nd</sup> by Beth Blahut. Motion carried.
9. Adjournment: President Hiland adjourned the meeting at 8:40 p.m.

Respectfully submitted, Shelly Truttman, Vice President

**New Glarus Public Library**  
**Director's Report – Presented August 21, 2019**  
**Holly Lague, Director**

**Library Staffing Update**

We posted our new Youth Services Librarian and Library Clerk positions online (our website, the scls-announce email list, Wisconsin Library Association jobs board, and Youth Services also went on the UW-Madison and UW-Milwaukee library school job boards) on Thursday August 1<sup>st</sup> and an ad was included in the Post Messenger Recorder on August 5<sup>th</sup> and 12<sup>th</sup>. We've received several promising applications for both positions and began scheduling interviews on August 15<sup>th</sup>. The positions are listed as open until filled, but we hope to have at least one start in early September.

**Summer Library Program**

Final statistics for SLP:

- 8 weeks of prizes and activities
- 291 participants turned in 1813 reading logs!
  - 73 preschoolers read 3732 books
  - 116 elementary age read 1538 hours
  - 102 teens/tweens read 1326 hours
- 13 events attended by 558 people (362 kids and 196 adults)

**Fall Events**

Although recurring children's events are on hold until the new Youth Services Librarian settles in, Erica has planned several fun activities beginning in October, including a return of our Halloween Costume Exchange, a movie screening, possibly a Halloween party and some drop-in crafts.

For adults, we plan to get the scanning kit from SCLS to digitize photos, we'll be offering a four-class Yoga series again this year, a finance seminar, and we still hope to do at least one outdoor fall movie. The Tell documentary is now slated for July 2020, as a lead-up to New Glarus's 175<sup>th</sup> anniversary celebrations. We will be working with Tell via the Friends at this year's festival; the library is providing the popcorn machine and supplies so the Friends can sell it at the DJ portion of Saturday night's street dance and promote the book sale.

<b>New Glarus Public Library 2019</b>	<b>Items Added</b>	<b>Items Deleted</b>	<b>Circulation</b>	<b>Circ. by PSTAT Other</b>	<b>Village of New Glarus</b>	<b>Town of New Glarus</b>	<b>Town of York</b>	<b>Town of Exeter</b>	<b>Dane Co. No Library</b>
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	165	85	6145	931	2701	1524	574	220	195
August									
September									
October									
November									
December									
<b>Total:</b>	<b>1279</b>	<b>904</b>	<b>40671</b>	<b>8302</b>	<b>17845</b>	<b>8447</b>	<b>3031</b>	<b>1876</b>	<b>1170</b>
<b>2019</b>	<b>Patron ILL Requests</b>	<b>ILL Requests Rec'd</b>	<b>ILL Requests Unable to Fill</b>	<b># Unique Website Visitors</b>	<b># Website Sessions</b>	<b>WiFi Sessions</b>	<b>Public Computer Sessions</b>	<b>Public Computer Hours</b>	<b>New Patrons Registered</b>
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	24	12	0	950	1399	2187	119		10
August									
September									
October									
November									
December									
<b>Total:</b>	<b>103</b>	<b>50</b>	<b>3</b>	<b>7302</b>	<b>10166</b>		<b>913</b>		<b>75</b>
<b>2019</b>	<b>Patron Visits</b>	<b>Hours Oper</b>	<b>Patrons/Hour</b>	<b># Adult Programs</b>	<b># Adults Count</b>	<b># Children Programs</b>	<b># Children Count</b>	<b>Total Programs</b>	<b>Total # Attend</b>
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	153c / 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	3757	236	16	7	41	14	301c / 137a	21	479
August									
September									
October									
November									
December									
<b>Total:</b>	<b>19967</b>	<b>1455</b>	<b>14</b>	<b>43</b>	<b>260</b>	<b>83</b>	<b>450c / 179a</b>	<b>126</b>	<b>2622</b>

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

Event	Date	Number of Attendees	
		Children	Adults
Heidi Fair Readings & Craft	Saturday, June 29 <sup>th</sup>	24	10
Scrabble	Tuesday, July 2 <sup>nd</sup>		0
Music & Movement	Monday, July 8 <sup>th</sup>	10	3
Scrabble	Tuesday, July 9 <sup>th</sup>		0
Book Club	Wednesday, July 10 <sup>th</sup>		11
Art Explorations	Thursday, July 11 <sup>th</sup>	21	12
Planetarium	Friday, July 12 <sup>th</sup>	64	28
Music & Movement	Monday, July 15 <sup>th</sup>	19	8
Scrabble	Tuesday, July 16 <sup>th</sup>		0
Movie: Treasure Planet	Tuesday, July 16 <sup>th</sup>	4	5
Business Seminar	Wednesday, July 17 <sup>th</sup>		7
Art Explorations	Wednesday, July 18 <sup>th</sup>	9	6
Story Time	Friday, July 19 <sup>th</sup>	3	3
Music & Movement	Monday, July 22 <sup>nd</sup>	11	5
Scrabble	Tuesday, July 23 <sup>rd</sup>		2
Race to Space	Tuesday, July 23 <sup>rd</sup>	6	7
Art Explorations	Thursday, July 25 <sup>th</sup>	9	5
Story Time	Friday, July 26 <sup>th</sup>	31	8
Music & Movement	Monday, July 29 <sup>th</sup>	24	8
Star Wars Party	Tuesday, July 30 <sup>th</sup>	66	29
Independent Retailers Month Receipts	(All month)		21
	<b>Children's Events: 14 Adult Events: 7</b>	<b>301</b>	<b>178</b>

**TOTAL REVOLVING LOAN FUND** 58,348.55

**LIBRARY**

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

Beg. Balance	38,029.04	
Interest	2.50	
Deposit	718.17	
Fundraising expense (Dimension IV)	-10,165.00	
End. Balance		28,584.71

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

Beg. Balance	378.78	
Withdrawal	-251.00	
Deposit	2,000.00	
Interest	0.13	
End. Balance		2,127.91

**SUBTOTAL [25-11520]** 30,712.62

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

Beg. Balance	19,733.42	
Interest	49.24	
End Balance		19,782.66

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

Beg. Balance (funded 9/28) [Town Impact fees]	36,992.57	
Interest	92.30	
End Balance		37,084.87

**TOTAL LIBRARY INVESTMENTS** 87,580.15

**FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)**

**Community Foundation of Southern WI [most recent information available]**

Library Capital Campaign Fund		
CASH Deposits thru 5/31/19		930,048.43
Interest/Dividend Income from June		1,760.94
Less fees from June		-41.97
Gifts/Pledges received		450.00
CASH Available 6/30/19		932,217.40
Library Operations Fund		
Balance 5/31/19		26,876.17
Gifts/Pledges received		
Interest Income		49.76
Disbursements (Fees)		-73.67
Balance 6/30/19		26,852.26
Spendable Balance 6/30/19		26,252.26
Library Endowment Fund		
Beginning Balance 5/31/19		24,015.27
Contributions		
Investment Activity		1,143.33
Investment fees		-50.87
BALANCE 6/30/19 [NON-CASH]		25,107.73
Spendable Balance 6/30/19		261.88