

**MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES**  
**New Glarus Village Hall – Board Room**  
**Wednesday, September 18, 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: Jody Hoesly moved to approve, 2<sup>nd</sup> by Kevin Budsberg. Motion carried.
3. Comments & Questions from the Public: None.
4. Old Business
  - A. Discussion and Consideration: Library Building Project- The New Glarus Village Board committed \$1 million to the building project at their September 17<sup>th</sup>, 2019 meeting. The Village Board will consider issuing a \$500,000 matching grant at their October 1<sup>st</sup>, 2019 meeting. President Hiland noted that she will meet with the co-chairs to begin reorganizing the capital campaign.
  - B. Discussion and Consideration: 2020 Library Budget Draft: Director Holly Lague noted that the Village Board will review the Village Administrator's 2020 budget proposal at the October 1<sup>st</sup> meeting, with a final review to take place at the October 15<sup>th</sup> meeting.
  - C. Discussion and Consideration: Policy updates for Paid Holidays, Vacation and Sick Leave: Director Lague presented proposed policy updates for Library employees in the Personnel Handbook under sections 34 (Paid Holidays) 35 (Vacation) and 36 (Sick Leave). Beth Blahut moved to approve the updates; 2<sup>nd</sup> by Petra Streiff. Motion carried.
5. New Business
  - A. Discussion and Consideration: Policy for Information Requests: Director Lague noted the New Glarus Public Library Information Request policy is the same as the Village of New Glarus Information Request policy. Lague indicated that she will outline the procedures for information requests and relay the information to Library Staff.
6. Bills & Finance Report
  - A. Bills: Bills were presented and approved dated 8/27/2019 totaling \$1683.63, and 9/10/2019 totaling \$4812.47.
  - B. Financial Statement: Attached.

*Trustee Petra Streiff left the meeting at 7:35 p.m.*
7. Director's Report: Attached.
8. Approval of Minutes
  - A. August 21, 2019: Kevin Budsberg moved to approve, 2<sup>nd</sup> by Jody Hoesly. Motion carried.
  - B. September 4, 2019: Kevin Budsberg moved to approve 2<sup>nd</sup> by Shelly Truttman. Motion carried.
9. Adjournment: President Hiland adjourned the meeting at 7:50 p.m.

Respectfully submitted, Shelly Truttman, Vice President

**New Glarus Public Library**  
**Director's Report – Presented September 18, 2019**  
**Holly Lague, Director**

**New Employees On Board**

Brooke Mathews, Youth Services Librarian, and Wendy Jacobson, Library Clerk, started work at the beginning of September. Both are coming up to speed quickly and we're happy to have them aboard!

**Children's Programs**

Brooke is already hard at work planning and preparing a new lineup of children's programs, set to begin September 23<sup>rd</sup>. Recurring programs include:

- **Story Time at 10:00 am on Mondays with a repeat on Wednesdays**, so patrons can choose the time that works best for them. These sessions will include a mix of elements from both our traditional story times and our popular Music & Movement series, such as finger plays, songs, rhymes, hands-on activities and of course, books.
- **Mini Makers at 10:00 am on Fridays** will have different centers each week ranging from games, puzzles, building projects, concept play (such as ABC's and 123's) and hands-on learning through exploration.
- **Free Play, one Thursday per month from 10:00-Noon**: Our standing library playdate giving kids and caregivers a chance to socialize and explore developmentally appropriate play materials in a safe, warm and joyful environment.

**Construction Projects**

We've received word that not only will 2<sup>nd</sup> Street be closed in front of Village Hall beginning September 30<sup>th</sup> but also Village Hall is potentially getting a new roof. These projects are both weather-dependent so they might happen concurrently. We're proactively working with the Village on dumpster placement and the potential for unlocking the Community Room doors during library hours to ensure that patrons can still access the library.

<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	144	12	5294	702	2190	1417	470	314	201
September									
October									
November									
December									
<b>Total:</b>	<b>1423</b>	<b>916</b>	<b>45965</b>	<b>9004</b>	<b>20035</b>	<b>9864</b>	<b>3501</b>	<b>2190</b>	<b>1371</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	7	17	0	1132	1596	2106	114		15
September									
October									
November									
December									
<b>Total:</b>	<b>110</b>	<b>67</b>	<b>3</b>	<b>8434</b>	<b>11762</b>		<b>1027</b>		<b>90</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	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	3757	236	16	7	41	14	301c / 137a	21	479
August	3274	223	15	6	15	2	28c / 13a	8	56
September									
October									
November									
December									
<b>Total:</b>	<b>23241</b>	<b>1678</b>	<b>14</b>	<b>49</b>	<b>275</b>	<b>85</b>	<b>450c / 179a</b>	<b>134</b>	<b>2678</b>

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

Event	Date	Number of Attendees	
		Children	Adults
Art Explorations	Thursday, August 1 <sup>st</sup>	11	4
Toddler Story Time	Friday, August 2 <sup>nd</sup>	17	9
Scrabble	Tuesday, August 6 <sup>th</sup>		0
Scrabble	Tuesday, August 13 <sup>th</sup>		0
Book Club Discussion	Wednesday, August 14 <sup>th</sup>	2	10
Scrabble	Tuesday, August 20 <sup>th</sup>		0
1-on-1 Computer Training	Monday, August 26 <sup>th</sup>		1
Scrabble	Tuesday, August 27 <sup>th</sup>		2
	<b>Children's Events: 2 Adult Events: 6</b>	<b>30</b>	<b>26</b>

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

Beg. Balance	28,584.71	
Interest	1.88	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		28,586.59

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

Beg. Balance	2,127.91	
Withdrawal		
Deposit		
Interest	0.14	
End. Balance		2,128.05

**SUBTOTAL [25-11520]****30,714.64****UB&T MM#183483-EMPLOYEE BENEFIT [25-11300]**

Beg. Balance	19,782.66	
Interest	48.73	
End Balance		19,831.39

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

Beg. Balance (funded 9/28) [Town Impact fees]	37,084.87	
Interest	91.35	
End Balance		37,176.22

**TOTAL LIBRARY INVESTMENTS****87,722.25****FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)****Community Foundation of Southern WI [most recent information available]**

Library Capital Campaign Fund		
CASH Deposits thru 6/30/19		932,217.40
Interest/Dividend Income from July		1,811.56
Less fees from July		-16.57
Gifts/Pledges received		200.00
CASH Available 7/31/19		<b>934,212.39</b>
Library Operations Fund		
Balance 6/30/19		26,852.26
Gifts/Pledges received		
Interest Income		48.40
Disbursements (Fees)		-0.05
Balance 7/31/19		26,900.61
Spensible Balance 7/31/19		<b>26,300.61</b>
Library Endowment Fund		
Beginning Balance 6/30/19		25,107.73
Contributions		
Investment Activity		195.23
Investment fees		0.00
BALANCE 7/31/19 [NON-CASH]		25,302.96
Spensible Balance 7/31/19		<b>912.88</b>