

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

Wednesday, October 16, 2019 - 6:30 P.M.

AGENDA

1. Call to Order: Vice President Shelly Truttmann called the meeting to order at 6:34 pm. Trustees present, in addition to Truttmann, were Beth Blahut, Jody Hoesly, Kevin Budsberg, Petra Streiff, and Suzi Janowiak. Absent: Linda Hiland. Also present was Library Director Holly Lague.
2. Approval of Agenda: Jody Hoesly 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: Jody Hoesly asked the board for feedback on the notes of our last meeting. Discussion of individual tasks and team assignments. Vice President Truttmann mentioned recent communications between the architects/CMAR and Building Committee and noted that there were no action items for this meeting. Discussion of first donations to the Schenk Family Foundation Challenge grant. Kevin Budsberg mentioned that the Communications team is working on new printed materials for the campaign and made a motion to budget up to \$1,000 for design and printing costs from the Bank of New Glarus account. 2nd by PS. Motion carried. Discussion of slogan ideas.
 - B. Discussion and Consideration: 2020 Village Budget: Petra Streiff reported on the October 15 Village Board meeting. There was discussion at that meeting of the additional \$500,000 commitment to the library project from the village. The overall village budget includes repaying the library board for expenses related to Glarner Park (design fees, etc.). Holly Lague reported that there is a small shortfall in our draft library budget and handed out a spreadsheet addressing her suggested adjustments. Petra Streiff suggested trustees attend the November 19th public hearing for the village budget.
5. New Business: None.
6. Bills & Finance Report
 - A. Bills Bills were presented and approved dated 9/23/2019 totaling \$258.94 and 10/4/2019 totaling \$4,206.06.
 - B. Financial Statement
7. Director's Report: Attached. Director Lague added that they will be hiring a new page. There were 60 attendees at the Read with a Firefighter program. We have applied for a CFSW grant for AV equipment.
8. Approval of Minutes
 - A. September 18, 2019: Petra Streiff moved to approve, 2nd by Beth Blahut . Motion carried.
 - B. October 2, 2019: Jody Hoesly moved to approve, 2nd by Kevin Budsberg . Motion carried.
9. Adjournment: Vice President Truttmann adjourned the meeting at 7:44 pm.

Respectfully submitted, Suzi Janowiak, Secretary

New Glarus Public Library
Director's Report – Presented October 16, 2019
Holly Lague, Director

October Events

Children's programs have been well-attended since they started back up in late October (for example, Storytime is averaging 18 kids/9 adults at each of the two weekly sessions). Twelve kids got Halloween costumes at our Costume Exchange. Our Read with a Firefighter event got a ton of interest on Facebook (due to vacation I'm writing this report before the event – will share details about turnout at the meeting). Our annual four-week yoga session begins October 16. We're successfully collaborating with the Tell Guild on an "after dark" outdoor movie for Halloween.

Staff Meetings

We resumed our monthly staff meetings on October 1st, discussing a desk coverage schedule for hours when Wendy isn't here, our upcoming Stats Week (October 21-27) to gather reference transaction data for the Annual Report, and a few other items.

Mental Health Training

The library will be closed on Friday October 18th so staff can attend a Mental Health First Aid training in Monroe with the rest of the Green County libraries. The training is geared toward providing front-line workers with strategies and background information to help us respond to and support patrons who come to the library when they are experiencing a mental health issue.

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	165	85	6145	931	2701	1524	574	220	195
August	144	12	5294	702	2190	1417	470	314	201
September	122	342	4594	763	2102	938	398	216	177
October									
November									
December									
Total:	1545	1258	50559	9767	22137	10802	3899	2406	1548
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 Registered
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	5	5	0	954	1378	2590	113		8
October									
November									
December									
Total:	115	72	3	9388	13140		1140		98
2019	Patron Visits	Hours Oper	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	3757	236	16	7	41	14	301c / 137a	21	479
August	3274	223	15	6	15	2	28c / 13a	8	56
September	2640	200	13	5	13	4	66c / 32a	9	111
October									
November									
December									
Total:	25881	1878	14	54	288	89	450c / 179a	143	2789

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

Event	Date	Number of Attendees	
		Children	Adults
Scrabble	Tuesday, September 3 rd	0	2
Scrabble	Tuesday, September 10 th	0	0
Book Club Discussion	Wednesday, September 11 th	0	7
Scrabble	Tuesday, September 17 th	0	2
Storytime	Monday September 23 rd	18	9
Scrabble	Tuesday, September 24 th	0	2
Storytime	Wednesday, September 25 th	18	9
Mini Makers	Friday, September 27 th	10	6
Storytime	Monday, September 30 th	20	8
	Children's Events: 4 Adult Events: 5	66	45

LIBRARY

SAVINGS #2775 (APY .10%)

Beg. Balance	28,586.59	
Interest	1.94	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		28,588.53

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

Beg. Balance	2,128.05	
Withdrawal		
Deposit		
Interest	0.14	
End. Balance		2,128.19

SUBTOTAL [25-11520] 30,716.72

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

Beg. Balance	19,831.39	
Interest	44.70	
End Balance		19,876.09

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

Beg. Balance (funded 9/28) [Town Impact fees]	37,176.22	
Interest	83.80	
End Balance		37,260.02

TOTAL LIBRARY INVESTMENTS 87,852.83

FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)

Community Foundation of Southern WI [most recent information available]

Library Capital Campaign Fund		
CASH Deposits thru 7/31/19		934,212.39
Interest/Dividend Income from August		1,811.56
Less fees from August		-255.78
Gifts/Pledges received		4,982.76
CASH Available 8/31/19		<u>940,750.93</u>
Library Operations Fund		
Balance 7/31/19		26,900.61
Gifts/Pledges received		
Interest Income		47.70
Disbursements (Fees)		-0.02
Balance 8/31/19		<u>26,948.29</u>
Spendable Balance 8/31/19		<u>26,348.29</u>
Library Endowment Fund		
Beginning Balance 7/31/19		25,302.96
Contributions		
Investment Activity		-218.93
Investment fees		0.00
BALANCE 8/31/19 [NON-CASH]		<u>25,084.03</u>
Spendable Balance 8/31/19		<u>912.88</u>