

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

**Wednesday, January 15, 2020 - 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 trustees Shelly Truttmann, Petra Streiff, Beth Blahut, Jody Hoesly, Suzi Janowiak, and Library Director Holly Lague. Absent: Kevin Budsberg.
2. Approval of Agenda: Jody Hoesly 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: Library Building Project
    - a) *Possible sale of land west of cemetery*: The Board thanked Director Lague for her extensive research on what might be involved in making the parcel more saleable. Consensus to reach out first to parties who might be most interested in purchasing it.
    - b) Transfer of funds to pay Dimension-IV Invoice 10891-Early Site Civil Package: Motion to transfer funds to pay Invoice 10891 from Dimension IV for early civil site package from CFSW capital fund in the amount of \$10,000 by Jody Hoesly, 2<sup>nd</sup> by Petra Streiff. Motion carried. No update on easement agreement yet. Hope to have news by the end of January. Linda Hiland asked for ideas on the Donor Recognition wall yet. Beth Blahut suggested naming the categories based on famous authors. Discussion to be continued at next meeting. Other ideas included Tell play categories or Swiss nature categories such as mountains or native plants. Jody Hoesly has been working on an updated draft operating budget projection for the new library. The 2020 library budget was used as a baseline. Unknown expenses at this time include insurance, utilities, and cleaning service.
  - B. Discussion and Consideration: Library Personnel Reserve: Discussion of designation of the difference between reserves for operating expenses and reserves for sudden changes in personnel fringe benefits. Petra Streiff noted that the 2019 cycle resulted in additional personnel expenses that should be rare going forward. She stated her belief that it is a good thing that we have at least two funds dedicated to these contingencies. She is in favor of renaming the fund Operational Reserve, as personnel falls under operating. Director Lague stated her idea of earmarking a certain percentage of the balance for personnel expenses. President Hiland likened the concept to a Rainy Day fund, and noted the resolution would need to establish specific guidelines for future boards and staff. Additional discussion of the need for future sinking funds for maintenance for the new library. We will need a new resolution in order to rename the fund and establish the new guidelines. Director Lague to write a draft resolution for review before the next meeting.
5. New Business
  - A. Discussion and Consideration: Final 2020 Library Budget: Jody Hoesly moved to approve, 2<sup>nd</sup> by Petra Streiff. Motion carried.
6. Bills & Finance Report
  - A. Bills: Bills were presented and approved dated 12/27/2019 in the amount of 997.27, and 1/14/2020 in the amount of 17,955.55 (annual Tech/ILS fees).
  - B. Financial Statement
7. Director's Report: Attached.
8. Approval of Minutes
  - A. December 18, 2019: Beth Blahut Moved to approve the recreated minutes, 2<sup>nd</sup> by Petra Streiff . Motion carried.
9. Reports/Discussion/Consideration:
  - A. Administration Team
    - CFSW Financial Report
  - B. Building Committee: Meets January 21<sup>st</sup>.
  - C. Owner Representatives: No report.
  - D. Co-chairs Team: Met on January 7. Major Event will be held in late March/early April.
  - E. Communication Team: Photo in the PMR of President Hiland and Village President Roger Truttmann at the site of the new library. New yard signs are being proposed.
  - F. Grants Team: Continue to apply for grants and have lots of new possibilities under consideration.
  - G. Partnership Team: Linda Hiland and Holly Lague met with Retailer's Roundtable on Jan. 14 and had a good meeting. Previously had met with the New Glarus Home and had another productive meeting. Holly

Lague reported a possible partnership opportunity with Jack Links for their employees. State Bank of Cross Plains has a program with Project Home and would like to hold a workshop in New Glarus this Fall.

H. Village Board Liaison: No report.

I. Friends of the Library: The Friends may sponsor the new yard signs project (to replace the old ones). Trivia Night being planned in April. There will be an ongoing mini-book sale in the library starting early this year.

J. President's Report: Linda Hiland reminded the board that it will soon be time to do Director Lague's one year review. She will send the evaluation form to the board for review and suggestions.

10. Adjournment: President Hiland adjourned the meeting at 8:20 pm.

Respectfully submitted, Suzi Janowiak, Secretary

**New Glarus Public Library  
Director's Report – Presented January 15, 2020  
Holly Lague, Director**

**New Library Software**

On December 9<sup>th</sup>, South Central Library System implemented new integrated library software (ILS) Bibliovation. The legacy software, Koha, was aging past its useful life and getting more difficult and expensive to support on modern web browsers. Although many kinks are still being worked out (including issues with holds, slow response times, and patrons being unable to access reading history), we are generally pleased with the new system and confident that the overall improvements in search and usability will outweigh the rough start.

**New Displays and Music Browsing**

We're working on a project to make our CD collection easier to browse. When the CDs are moved to a new rotating display rack, we will have some extra space near the windows for book displays. We're also moving our microfilm machine to the back office and creating new areas for display just inside the library entrance. We've got a lot of talented librarians ready to make the collection more accessible in these bite-sized chunks and can't wait to see what everyone comes up with!

**Winter Reading Program**

Our popular winter reading program Cozy Up to a Good Book is back in session. By turning in book reviews, adults get a scratch-off ticket for a chance at prizes sponsored by our Friends of the Library, including fluffy socks and blankets, designer teas and chocolates, spa products and more. Program runs January 6-February 15.

\*WiFi Sessions: SCLS installed new wireless access points and the software they use counts statistics differently, so we are seeing a significant drop in this metric although usage has not really changed.

<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	122	342	4594	763	2102	938	398	216	177
October	179	18	4783	638	2081	1211	550	147	156
November	89	122	4530	603	2276	918	373	226	134
December	148	8	3755	717	1699	672	387	109	171
<b>Total:</b>	<b>1961</b>	<b>1406</b>	<b>63627</b>	<b>11725</b>	<b>28193</b>	<b>13603</b>	<b>5209</b>	<b>2888</b>	<b>2009</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 Register</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	5	5	0	954	1378	2590	113		8
October	5	6	0	1101	1593	2413	142		11
November	2	1	1	1138	1640	1238	118		10
December	4	3	0	917	1403	466	95		3
<b>Total:</b>	<b>126</b>	<b>82</b>	<b>4</b>	<b>12544</b>	<b>17776</b>	<b>22931</b>	<b>1495</b>		<b>122</b>
<b>2019</b>	<b>Patron Visits</b>	<b>Hours Open</b>	<b>Patrons per 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	3361	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	2880	218	13	11	71	17	273c / 126a	28	470
November	2431	196	12	7	37	12	162c / 73a	19	272
December	2292	209	11	5	79	10	131c / 65z	15	275
<b>Total:</b>	<b>33484</b>	<b>2501</b>	<b>13</b>	<b>77</b>	<b>475</b>	<b>128</b>	<b>450c / 179a</b>	<b>205</b>	<b>3806</b>

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

<b>Program</b>	<b>Day of Week</b>	<b>Date</b>	<b>Children Attend.</b>	<b>Adults Attend.</b>	<b>Total Attend</b>
Storytime	Monday	12/2/2019	12	6	18
Scrabble	Tuesday	12/3/2019	0	2	2
Storytime	Wednesday	12/4/2019	9	8	17
Free Play	Thursday	12/5/2019	4	3	7
Mini Makers	Friday	12/6/2019	39	13	52
Storytime	Monday	12/9/2019	7	5	12
Scrabble	Tuesday	12/10/2019	0	2	2
Adventsfenster	Tuesday	12/10/2019	19	41	60
Storytime	Wednesday	12/11/2019	22	9	31
Book Club	Wednesday	12/11/2019	0	13	13
Mini Makers	Friday	12/13/2019	8	4	12
Storytime	Monday	12/16/2019	14	8	22
Scrabble	Tuesday	12/17/2019	0	2	2
Storytime	Wednesday	12/18/2019	12	7	19
Mini Makers	Friday	12/20/2019	4	2	6
			<b>150</b>	<b>125</b>	<b>275</b>

**LIBRARY**

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

Beg. Balance	43,593.31	
Interest	3.06	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		43,596.37

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

Beg. Balance	1,623.32	
Withdrawal	-504.19	
Deposit		
Interest	0.08	
End. Balance		1,119.21

**SUBTOTAL [25-11520]**

**44,715.58**

**SBCP MM#183483-EMPLOYEE BENEFIT [25-11300]**

Beg. Balance	19,960.29	
Interest	38.97	
End Balance		19,999.26

**SBCP MM#209786-CAPITAL (TOWN) [25-11520-000-004]**

Beg. Balance (funded 9/28) [Town Impact fees]	110,899.25	
Deposit (from Town of York)	7,500.00	
Interest	228.83	
End Balance		118,628.08

**TOTAL LIBRARY INVESTMENTS**

**183,342.92**

FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)

Community Foundation of Southern WI [most recent information available]

Library Capital Campaign Fund

CASH Deposits thru 10/31/19	908,849.81
Interest/Dividend Income from November	1,249.04
Less fees from November	-1,129.86
Less Withdrawals	
Gifts/Pledges received	21,361.86
CASH Available 11/30/19	<b>930,330.85</b>

Library Operations Fund

Balance 10/31/19	26,955.58
Gifts/Pledges received	
Interest Income	36.19
Disbursements (Fees)	-0.05
Balance 11/30/19	26,991.72
Spendable Balance 11/30/19	<b>26,391.72</b>

Library Endowment Fund

Beginning Balance 10/31/19	25,649.55
Contributions	
Investment Activity	555.37
Investment fees	0.00
BALANCE 11/30/19 [NON-CASH]	26,204.92
Spendable Balance 11/30/19	<b>912.88</b>