

VILLAGE OF NEW GLARUS
MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES
New Glarus Village Hall – Community Room
Wednesday, February 19, 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 Mrs. Hiland, were trustees Beth Blahut, Jody Hoesly, Kevin Budsberg, Shelly Truttman. Suzi Janowiak, and Library Director Holly Lague (left meeting after Closed Session #1 at 7:59 pm). Trustee Petra Streiff joined the meeting at 7:10 pm.
2. Announcement:
 - A. The Library Board will convene into closed session #1 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 (Library Director Annual Review).
 - B. The Library Board will convene into closed session #2 called under WI State Statute 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Price of Parcel West of Cemetery).
3. Approval of Agenda: Kevin Budsberg moved to approve, 2nd by Shelly Truttman. Motion carried.
4. Comments & Questions from the Public: None.
5. Old Business
 - A. Discussion and Consideration: Library Building Project: President Hiland asked the board for their reactions to recent information from the architects. The meeting for the easement agreement with the SCNA has been rescheduled to 2/20/20. Co-chairs will meet on Friday 2/21/20. Beth Blahut described her idea for recognizing donors in the new library with cowbell shaped metal plaques of various sizes with donor names engraved on them.
6. New Business
 - A. Discussion and Consideration: Annual Report 2019: Director Lague presented the annual report to the board and explained the process by which each section is filled in. Motion to approve annual report by Kevin Budsberg, 2nd by Shelly Truttman . Motion carried. Motion to approve the Statement Concerning Public Library Effectiveness by Kevin Budsberg, 2nd by Shelly Truttman Motion carried.

- B. Discussion and Consideration: Hiring a professional fundraiser for the capital campaign:
President Hiland has been in touch with a professional fundraiser who has offered advice to the board for the final phase. This person indicated we are on the right track with our organizational process. The fundraiser offered guidance on how best to reach out to many donors at once, and suggested house parties are very effective. Discussion of what a professional fundraiser might provide at this point and how much would still be the responsibility of the volunteers, and if the cost would be justified. Kevin Budsberg asked if we more need a campaign manager, than a professional fundraiser. He will contact someone who might fulfill that role or suggest someone who would . Consensus to hold off on hiring a professional fundraiser, and investigate a possible manager. Linda Hiland asked the board to think of people who would be willing to host house parties.

7. Bills & Finance Report

- A. Bills: Bills were presented and approved dated 2/3/20 in the amount of \$134.42 and 2/10/20 in the amount of \$8,130.23.
- B. Financial Statement: Attached.

8. Director's Report: Attached. Director Lague remarked that the ongoing Friends book sale has been extremely popular and is raising money. The new yard signs and window clings are in. Winter book club was popular and fun. The new graphics format for reporting statistics is in beta testing mode. Director Lague outlined her ideas for updating the way statistics are presented.

9. Approval of Minutes

- A. January 15, 2020: Kevin Budsberg moved to approve, 2nd by Petra Streiff. Motion carried.
- B. February 5, 2020: Shelly Truttmann moved to approve, 2nd by Petra Streiff . Motion carried.

10. The Board will Convene into Closed Session: Motion to go into closed session by Shelly Truttmann , 2nd by Petra Streiff. Motion carried by unanimous roll call vote.

11. The Board will Convene into Open Session

- A. Results of Closed Session #1: Discussion and Consideration: Library Director Annual Review
- B. Results of Closed Session #2: Price of Parcel West of Cemetery

12. Adjournment: President Hiland adjourned the meeting from closed session at 8:21 pm.

Respectfully submitted, Suzi Janowiak, Secretary

New Glarus Public Library
Director's Report – Presented February 19, 2020
Holly Lague, Director

Friends Ongoing Book Sale & New Yard Signs

One of the most exciting improvements in our furniture rearranging project has been to establish a space for our Friends to host an ongoing book sale. It launched last month and has been very popular! Within the first few weeks we've put out about 4 storage tubs of books, and people have been donating generously.

The Friends have also sponsored a batch of new "I Heart My Library" yard signs and window clings, an initiative by the capital campaign communications team. They went on sale in time for Valentine's Day and we look forward to seeing this positive message spreading around town.

Winter Reading Program - Highlights

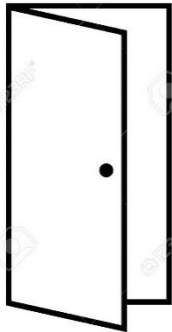
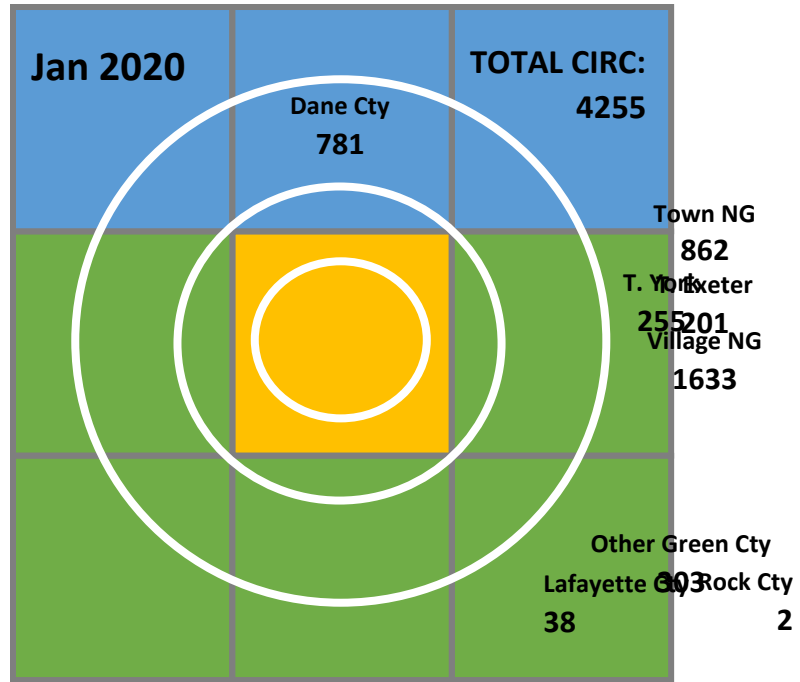
Program ran January 6-February 15; this is four weeks shorter than last year's program, which had been extended due to the crazy number of snow days in 2019. As of the writing of this report on 2/13, we have 26 participants who turned in 115 book reviews. Part of the fun (besides winning prizes!) is seeing the books that other participants recommend, which Erica posts to our Facebook page and on the bulletin board in the library.

Monthly Statistics Format

This director's report features some (very rough) initial visualizations for an update to our monthly statistic reporting. Not being a graphics person, I plan to work with SCLS to make something that looks much nicer and is easier to update, but thought I'd share some early ideas as we move away from the spreadsheet model and toward a more illustrative design.

January 2020 Highlights*

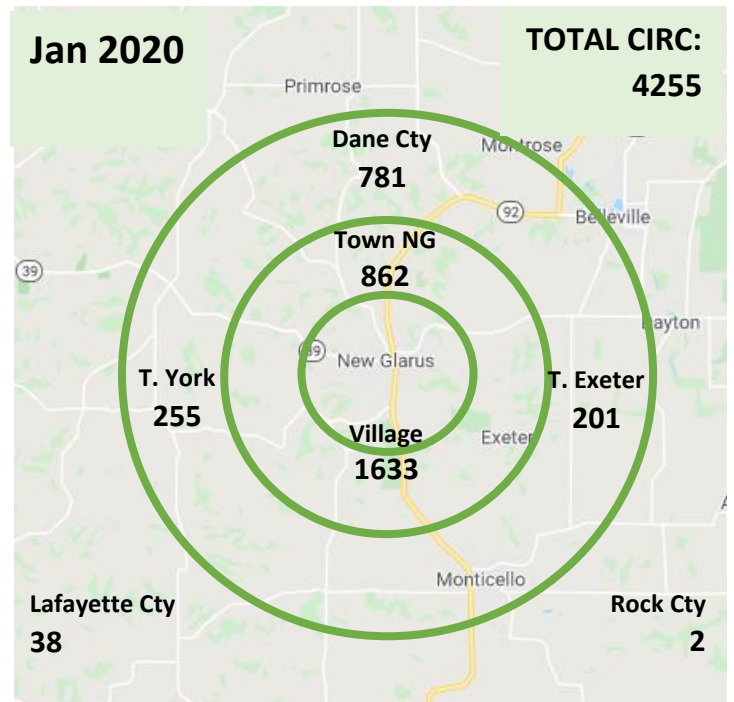
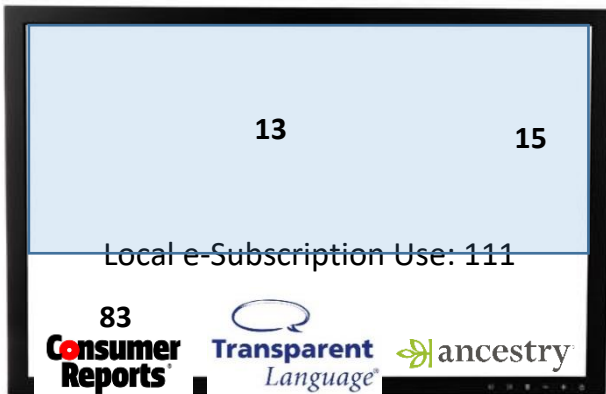
Circulation	4255
Overdrive eBooks/Audiobooks	735
Items Added	294
Items Deleted	764
ILL checkouts	7
Public computer sessions	75
Public wi-fi sessions	4738
Library website visits	1503



Visits: 2228

Hours Open: 202

Avg Patrons/Hr: 11



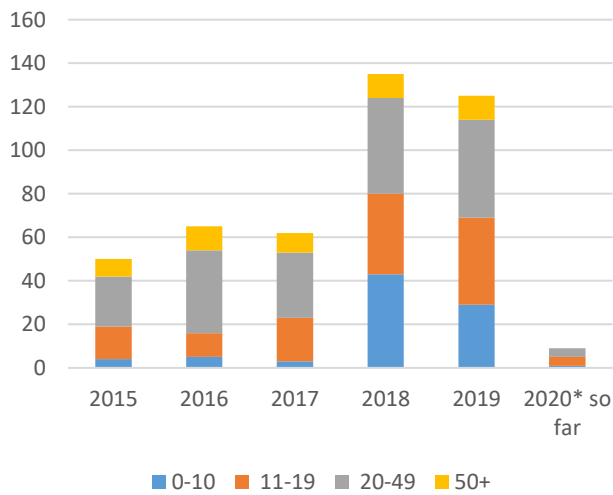
Other Green Cty
303

*This is not the final format, just some initial ideas I'm playing with to make this data more visual.

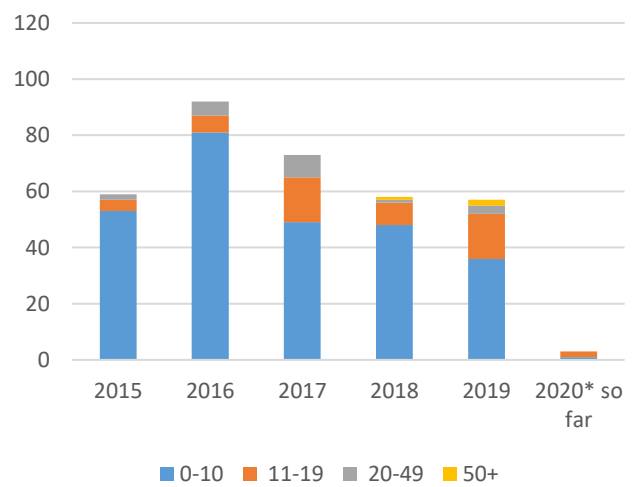
New Glarus Public Library Program Attendance December 2019

Program Title	Date	Day of week	Who is the primary intended audience?	Number of children attending	Number of adults attending
Scrabble	1/7/2020	Tuesday	Adults/general public		2
Book Club	1/8/2020	Wednesday	Adults/general public		14
Story Time	1/13/2020	Monday	Children	9	5
Story Time	1/15/2020	Wednesday	Children	15	9
Free Play	1/16/2020	Thursday	Children	5	3
Mini Makers	1/17/2020	Friday	Children	13	5
Story Time	1/22/2020	Wednesday	Children	11	7
Mini Makers	1/24/2020	Friday	Children	13	4
Story Time	1/27/2020	Monday	Children	16	7
Story Time	1/29/2020	Wednesday	Children	14	7
Mini Makers	1/31/2020	Friday	Children	17	8
			Adult Events: 2 Children's Events: 9 All Events: 11	113	16 55

Children's Events by Audience Size



Adult Events by Audience Size



LIBRARY

SAVINGS #2775 (APY .10%)

Beg. Balance	43,596.37	
Interest	2.96	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		43,599.33

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

Beg. Balance	1,119.21	
Withdrawal		
Deposit		
Interest	0.08	
End. Balance		1,119.29

SUBTOTAL [25-11520]

44,718.62

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

Beg. Balance	19,999.26	
Interest	36.18	
End Balance		20,035.44

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

Beg. Balance (funded 9/28) [Town Impact fees]	118,628.08	
Deposit (from Town of York)		
Interest	214.60	
End Balance		118,842.68

TOTAL LIBRARY INVESTMENTS

183,596.74

FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)

Community Foundation of Southern WI [most recent information available]

Library Capital Campaign Fund		
CASH Deposits thru 11/30/19		930,330.85
Interest/Dividend Income from December		1,213.00
Less fees from December		-2,117.39
Less Withdrawals		
Gifts/Pledges received		40,123.51
CASH Available 12/31/19		969,549.97
Library Operations Fund		
Balance 11/30/19		26,991.72
Gifts/Pledges received		
Interest Income		35.05
Disbursements (Fees)		-77.82
Balance 12/31/19		26,948.95
Spendable Balance 12/31/19		26,548.95
Library Endowment Fund		
Beginning Balance 11/30/19		26,204.92
Contributions		
Investment Activity		1,145.07
Investment fees		-70.73
BALANCE 12/31/19 [NON-CASH]		27,279.26
Spendable Balance 12/31/19		912.88