

**Village of New Glarus  
Minutes of the Library Board of Trustees  
New Glarus Public Library  
Tuesday, July 24, 2018**

Present: Bob Bergum, Linda Hiland, Kevin Budsberg, Jody Hoesly, Shelly Truttmann, and Petra Streiff; absent Suzi Janowiak.

Also Present, Director Lauren White, Mark Hawley, Mark Renner, Mary Funseth, Denise Hawley, and Diana Clark.

**CALL TO ORDER:**

President Hiland called the meeting to order at 6:00PM

**APPROVAL OF AGENDA:**

Petra Streiff, moved to approve the agenda, second by Shelly Truttmann. Motion carried unanimously.

**COMMENTS & QUESTIONS FROM THE PUBLIC:**

Mark Hawley noted an email was sent to the Library Board during the week, along with a picture of the Spring 2018 flooding. Mr. Hawley requested that Glarner Park be removed from consideration as proposed library site citing concerns over flooding and engineering.

**ANNOUNCEMENT:**

The library board will convene into a closed session called under WI State Statute 19.85(1)(f) Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or date, or involved in such problems or investigations. (Potential donor information)

**NEW BUSINESS:**

**A. DISCUSSION AND CONSIDERATION: 2019 SCLS TECHNOLOGY AGREEMENT:**

Director White stated this agreement is reflective of the annual, standard agreement from SCLS with only minor language changes and she was seeking Library Board approval. Motion to approve by Petra Streiff, second by Bob Bergum. Motion passed unanimously.

**B. DISCUSSION: 2018 GREEN COUNTY LIBRARY BOARD MIXER:**

Director White explained the Green County Library Board is planning mixer to introduce the new, full Green County Library Board to county trustees by holding a mixer on September 9, 2018 In Monticello. Time and exact venue have not been determined. J. Hoesly requested that local Green County Board Trustees be invited as well.

**C. DISCUSSION AND CONSIDERATION: SEPTEMBER 19<sup>TH</sup> CLOSURE FOR STAFF DEVELOPMENT:**

Director White was seeking approval for closure of the library on Sept. 19<sup>th</sup> for the annual staff development day. This year, staff from Janesville's Hedberg library would offer training on active shooter scenarios in the morning, and the afternoon session would feature a summary of social service resources available in the area. The training would be held at Brodhead. Motion to approve by Jody Hoesly, second by Bob Bergum. Motion passed unanimously.

**OLD BUSINESS:**

**A. DISCUSSION AND CONSIDERATION: LIBRARY BUILDING PROJECT:**

President Hiland and Director White met with Jim Giersich, Anthony Maas, Mark Stafford (Project Manager) to request an updated budget for the Glarner Park Proposal. The updated estimate should be back to us around mid-August, for discussion at Aug. LB meeting. An overall timeline was discussed, which would be required to meet the village's target dates for the project:

- Approve the total project budget at the September 28<sup>th</sup> Library board meeting
- Immediately following project budget approval, Dimension IV would prepare the final project drawings to go to bid in Spring 2019
- Bids would be tentatively due in 4/2019

Additionally, President Hiland indicated she would like the library board to begin working on options to fund the "funding gap" to present to Village Board, and consider membership and meeting schedule for the Building Committee and Owner's Representatives should be changed.

**B. DISCUSSION AND CONSIDERATION: SALE OF WEST SIDE SITE:**

President Hiland has been in contact with the realtor, and three inquiries on the property have been made.

**C. REPORTS/DISCUSSION/CONSIDERATION:**

- a. ADMINISTRATION TEAM: J. Hoesly indicated the new CFSW financial software works really well, and greatly reduced the amount of time needed to balance the books. K. Budsberg indicated that CFSW will continue monthly reports for all accounts, but quarterly reports are also generated since most CFSW fund holders are not interested in monthly reports.
- b. BUILDING COMMITTEE: No update
- c. CO-CHAIRS TEAM: Mary Funseth reported she is very excited about the 100 Extraordinary Women program that Jodi Sweeney is offering to the campaign at no cost. The program gathers people in community (men are welcome, but focus is women) to hold brief low-key event with intention of giving. A working group has been formed for this. Approximately 12 table ambassadors host a table by inviting a group of women, each ambassador is responsible for filling table. There is a minimum gift to attend. The goal of the event is \$100,000. The Belleville and Milton library campaigns have used this model from J. Sweeney and succeeded. The event is tentatively scheduled for early November and may be combined with Chamber meeting or event. Money will go through Jodi's

organization. As with CFSW, Jodi handles paperwork, reminders, social media, advertising, etc.

Mark Renner provided a general update on the campaign (separate attachment below):

- The Second campaign mailer went out, containing a solicitation for giving to take advantage of the Town's \$100,000 challenge
- Some Town residents being contacted directly
- 100 Extraordinary Women
- Business/corporate follow-up
- Approaching donors who have completed previous gifts/pledges
- Seeking in-kind gifts, but this is difficult without a specific project plan

The campaign feels the \$1M pledge goal is reached and the cash on hand is probably there, depending on the details of the Town's challenge, and would like the library board to notify village on the campaign's progress. Mark R. feels that meeting the village's fundraising target is key to motivate the next segment of giving

The campaign also made the following requests:

- Ask village for specific steps/process on how to move forward on borrowing
- Consider what might happen if the campaign does not meet it's full goal
- Consider an official action by village board and library board like a groundbreaking would be acceptable, signage at Glarner Park, and further affirmation of the campaign's progress
- Thoroughly justify the building proposal based on standards

The campaign requested clarification on the Town's challenge: whether the total amount may be considered in-hand and the gift would be encouragement, or the library is strictly eligible for funds as they come in on a dollar-by-dollar basis. The campaign is also unsure whether pledges would count toward the match, or if the funds must be considered "cash-on-hand" by the Town.

President Hiland reviewed giving activity to date, existing savings, Town impact fees, the Town match, and pledges. She further noted that she has informally spoken with fundraiser about various options like thermometer, advertising.

By consensus, the library board will communicate fundraising status to the village, clarify the intent of Town gift (type of match, and whether new pledges and payments on existing pledges count), and ask whether an intergovernmental agreement needed with the Town.

- d. COMMUNICATIONS TEAM: Linda will provide fundraising ideas to this team
- e. GRANTS TEAM: A lot of effort has gone into investigating grant opportunities. Much of this work will also apply to the endowment, so careful records are being maintained. An application to Casey's General Store is under consideration.

- f. PARTNERSHIP TEAM: The Grants Team requested an updated endorsement letter from New Glarus Home and School District.
- g. VILLAGE BOARD LIAISON: No update
- h. FRIENDS OF THE LIBRARY: No July meeting due to 7/4 holiday. Book sale is focus. Always accepting book donations. Lauren will provide an update to the Friends about fundraising, Town match, and 100 Extraordinary Women
- i. TOWN/VILLAGE LIBRARY FUNDING TEAM: As part of the discussion on from the CO-CHAIRS TEAM, there was a question on whether an intergovernmental agreement needed to access the Town's \$100,000 challenge, or if they would hold the funds and building invoice(s) would be directly submitted for payment.
- j. DIRECTOR'S REPORT: Lauren is happy with summer reading program numbers, thinks registration is increased over last year but has not made official tallies yet.
- k. BILLS & FINANCE REPORT
  - i. BILLS: One set of bills was reviewed and approved, dated 7/24/18, the total amount was \$3,335.80
  - ii. FINANCIAL STATEMENT: See attachment.

**MINUTES:**

**A. JUNE 26, 2018:**

President Hiland indicated that Item 6J should refer to the "PLSR process", not "KLS process". Director White indicated that the deadline for this was extended to Thurs., 7/26, and there is a better model comparison tool. Motion by Bob Bergum to approve the minutes with correction, second by Shelly Truttman. Motion passed unanimously.

**A CLOSED SESSION WAS NOT CALLED**

**ADJOURNMENT:** President Hiland adjourned the meeting 7:20PM.

*Respectfully submitted,  
Kevin Budsberg, Secretary Pro tempore*

**LIBRARY**

**SAVINGS #402521390 (APY .10%)**

Beg. Balance	37,996.32	
Interest	2.49	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		37,998.81

**Savings #2088077 [25-11520] (APY .10%)**

Beg. Balance	2,126.47	
Withdrawal (campaign promotional items)		
Deposit		
Interest	0.14	
End. Balance		2,126.61

**SUBTOTAL [25-11520]** 40,125.42

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

Beg. Balance	19,165.25	
Interest	35.97	
End Balance		19,201.22

**TOTAL LIBRARY INVESTMENTS** 59,326.64

**FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)**  
**Community Foundation of Southern WI [most recent information available]**  
**(5/18 statement in new format-LB has requested updated actual cash value info)**

<b>Library Capital Campaign Fund</b>		
CASH Deposits thru 4/30/18		805,525.55
Interest Income from May		
Less fees from May		
Gifts received		
Pledges paid		
CASH Available 5/31/18		805,525.55
<b>Library Operations Fund [CFSW sending statements quarterly]</b>		
CASH Available 10/31/17		26,488.30
Gifts received		
Pledges paid		
Interest Income	13.69	
Disbursements 4th Quarter Fees		-65.90
CASH Available 3/31/18		26,436.09
<b>Library Endowment Fund [CFSW sending statements quarterly]</b>		
Beginning Balance 10/31/17		23,431.85
Contributions		30.00
Investment Activity		-201.77
Disbursement Activity fees		21.29
To balance with CFSW		-42.58
BALANCE 3/31/18 [NON-CASH]		23,238.79

**New Glarus Public Library  
Director's Report July 24, 2018  
Lauren White, Director**

**Summer Reading Program Update:**

The Summer Reading Program continues to be strong this year and we now have 373 participants, which is an increase over last year's number! Erica's Pinterest to Project Programs have continued to be very popular and we're happy to see this because we scaled back paid performers in lieu of more in-house programming and it seems to be working well. Our numbers for paid performers are average and we'll continue to examine the best ways to use funding as we finish this year's program and plan for next. There are two week's left of the program and we're excited to be in the home stretch as we move into August. Erica has also arranged a competition with the summer school classes and the class that reads the most will get an ice cream party, so there's a lot of excitement over that. We have a weekly tracker that's available on the bulletin board in the library so students are able to see where they stack up against their peers.

**July All Director's Meeting:**

At the July All Director's meeting that was held on July 19<sup>th</sup> at the Fitchburg Public Library, directors met to vote on delivery fees, technology and ILS fees, and digital content fees for 2019. In addition to the voting for 2019 fees, the afternoon was comprised of a discussion about the PLSR model recommendations, which included SCLS stating their opinion of the models. This was helpful to directors and allowed us to have an open discussion about the recommendations before the deadline for survey responses closed.

**June Green County Library Board Meeting:**

In June, members of the Green County Library board and library representatives met to discuss a number of agenda items. Namely, those were officer appointments for the upcoming year, organizing a mixer for library board trustees in September and discussing funding strategies moving forward. We have decided to host the mixer in Monticello on September 6<sup>th</sup> at a TBD time. All trustees from the community libraries are invited to attend and socialize with other trustees. Library directors are also working to gather information on the rate at which adjacent counties reimburse for circulation. Currently, Green County is at the minimum, which is 70%.

**June 2018 Program Attendance**

<b>Event</b>	<b>Date</b>	<b>Attendance</b>
Scrabble	Tuesday, June 5 <sup>th</sup>	2A
Music and Movement	Monday June 11 <sup>th</sup>	5C/4A
Pinterest to Project	Tuesday, June 12 <sup>th</sup>	43C/17A
Scrabble	Tuesday, June 12 <sup>th</sup>	0
Book Club Discussion	Wednesday, June 13 <sup>th</sup>	10A
Free Play	Thursday, June 14 <sup>th</sup>	7C/A
Mary Poppins	Thursday, June 14 <sup>th</sup>	20C/6A
Zoo to You	Friday, June 15 <sup>th</sup>	71C/39A
Music and Movement	Monday, June 18 <sup>th</sup>	10C/5A
Pinterest to Project	Tuesday, June 19 <sup>th</sup>	47C/11A
Scrabble	Tuesday, June 19 <sup>th</sup>	0
Free Play	Thursday, June 21 <sup>st</sup>	2C/2A
101 Dalmatians	Thursday, June 21 <sup>st</sup>	14C/4A
Toddler Storytime	Friday, June 22 <sup>nd</sup>	15C/6A
Music and Movement	Monday, June 25 <sup>th</sup>	5C/5A
Pinterest to Project	Tuesday, June 26 <sup>th</sup>	17C/8A
Scrabble	Tuesday, June 26 <sup>th</sup>	2
Free Play	Thursday, June 28 <sup>th</sup>	3C/4A
Muppets Movie	Thursday, June 28 <sup>th</sup>	3C/3A
Toddler Storytime	Friday, June 29 <sup>th</sup>	15C/8A
Nickey Fynn	Friday, June 29 <sup>th</sup>	32C/17A

### June 2018 Monthly Statistics

<b>New Glarus Public Library 2018</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	230	904	6179	1267	2596	1219	469	251	377
February	172	151	5064	1295	1970	1019	404	220	156
March	221	19	5644	1451	2198	1244	301	256	194
April	248	336	5571	1116	2322	1315	451	145	222
May	200	811	5279	783	2345	1137	636	203	175
June	166	372	6655	1242	2597	1601	637	344	234
July									
August									
September									
October									
November									
December									
<b>Total:</b>	<b>1237</b>	<b>2593</b>	<b>34392</b>	<b>7154</b>	<b>14028</b>	<b>7535</b>	<b>2898</b>	<b>1419</b>	<b>1358</b>
<b>2018</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 Visits</b>	<b>WiFi Sessions</b>	<b>Public Computer Sessions</b>	<b>Public Computer Hours</b>	<b>New Patrons Register</b>
January	4	4	0	964	1059	1741	231	???	5
February	10	4	1	1034	1552	2004	207	???	6
March	7	11	0	1008	1418	2074	224	???	10
April	8	7	1	961	1390	2382	254	???	12
May	8	6	1	1194	1597	2217	227	???	10
June	11	9	2	964	1079	2533	206	???	16
July									
August									
September									
October									
November									
December									
<b>Total:</b>	<b>48</b>	<b>41</b>	<b>5</b>	<b>6125</b>	<b>8095</b>	<b>12951</b>	<b>1349</b>		<b>59</b>
<b>2018</b>	<b>Patron Visits</b>	<b>Hours Open</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	2632	200	13	7	33	4	49C/19A	10	101
February	2557	209	12	5	11	10	69C/45A	15	125
March	2853	214	13	6	22	15	196C/103A	21	321
April	2795	205	14	5	14	13	99C/50A	18	63
May	3813	218	17	8	53	19	819C/110A	27	892
June	3,815	214	18	5	14	16	309C/142A	21	465
July									
August									
September									
October									
November									
December									
<b>Total:</b>	<b>18465</b>	<b>1260</b>	<b>87</b>	<b>36</b>	<b>147</b>	<b>77</b>	<b>1538C/469A</b>	<b>112</b>	<b>1967</b>



6/24/2012

#### Response to New Glarus Public Library Board

The Capital Campaign continues to research and contact past and potential donors. Public advocacy in the form of yard signs and banner will continue.

Upcoming initiatives include:

Development of the "100 Extraordinary Women" program.

Follow up on the "match" concept with town of New Glarus residents, mailers and phone contacts are ongoing

Corporate follow up with local major employers.

Re-solicitation of past donors in light of Village commitment.

Thank you for your request for an update from the co-chairs for the Capital Campaign. It comes in a timely fashion, as we perceive that we require several actions from you as a board in order to move beyond our current point in the fund raising cycle.

First and foremost we need a public affirmation that the Library Board now has met the requirement set by the Village Board for cash in hand and for pledges made. Per information provided by Linda Hiland, it is clear that both goals are now accomplished. A formal resolution to that effect from the Library Board to the Village Board, with documentation is needed. We need to be able to affirm that to potential donors in our asking process.

Second, we need the full and public affirmation from the Village Board that the targets have been met and that a commitment to a construction timeline may commence for the Glarner Park site. That can only come about with clear proactive affirmation of that from the Library Board. Accompanying that public affirmation with a symbolic "ground breaking" would do much to make the public aware that the process is not only on going, but on track.

Third, we need clear numbers regarding the amounts required to be raised beyond the first, now achieved, goal. That specificity and its relationship to the current proposed building model is essential to give both fund raisers and potential new donors and repeat donors a clear target. The Co-Chairs understand that the funds being sought are for site development and construction only, at this time. The capital campaign appreciates the focus of the Library Board on designating received funds and pledges solely toward that end, until the structure is completed. Ancillary funds (operational, legacy, endowment) will be more easily raised when the project is real.

The three items above will address what has been a common theme heard by each of us in our search for additional donors and donations, and in our attempts to encourage

(1)

fulfillment of previous pledges as yet unfunded. People want to see a "shovel in the ground." The delays of the past and the continued ferment regarding the Glarner Park site raise fears that yet another change could derail the process. The triggering of the Village commitment is essential to allaying that fear, and opening the willingness to donate. A symbolic public ceremony with a "shovel in the ground" and the placement of a sign designating Glarner Park as the site of the library is in order. People give to "perceived success."

Fourth, there needs to be a clear commitment to the minimal footprint of 12,000 square feet of space. The rationale for a new facility is based on spatial inadequacy of the current facility. This means that the building committee must have in hand a "plan B" should the current architectural design prove beyond the capability of this public and private community of donors. A visit to recently constructed commercial buildings in New Glarus to ascertain applicability of alternative forms of construction to the Library is in order. Brandi's building and Casey's come to mind. The form of construction for both of these buildings appears to be such that a lower per square foot cost than that of the current proposal may be achievable, while sacrificing relatively little in terms of utility and appearance.

Fifth, the development of "in kind" donations of material, labor and equipment can only proceed when a final plan is presented and authorized. So a sense of "urgency" on the part of the Library Board in setting up such a time line is of the essence.

Members of the Library Board can be of immense assistance to the fund development process by public conversations, encouraging generosity among friends and neighbors, and providing contact information to the co-chairs re conversations had and questions asked.

# MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES

**Tuesday, September 25, 2018 - 6:00 P.M.**

## AGENDA

1. Call to Order: Vice President Shelly Truttmann called the meeting to order at 6:00 pm. Those present in addition to Truttmann, were Bob Bergum, Jody Hoesly, Kevin Budsberg, Petra Streiff, Suzi Janowiak. Absent: Linda Hiland and Library Director Lauren White.
2. Approval of Agenda: Bob Bergum moved to approve, 2<sup>nd</sup> by Jody Hoesly with a change of moving Bills/Financial Report to Item 4. Motion carried.
3. Comments & Questions from the Public: None.
4. Bills and Financial Report: Bills were presented and approved dated September 25, 2018 totaling \$1470.08. Treasurer Kevin Budsberg reported he had received an email purporting to be from President Hiland; to which he responded providing the requested information from our Bank of New Glarus accounts. He quickly realized the email was not from President Hiland but was a phishing email. He then contacted the bank and was told that no fraudulent activity had taken place. The Bank of New Glarus will issue us new account numbers.
5. Old Business
  - A. Discussion and Consideration: Library Building Project: Vice President Truttmann reported that there are questions about the Ad Hoc Committee proposed at the September 18, 2018 Village Board meeting. Trustee Anthony Edge made the motion and we are not sure who will serve on this committee and if it will include Library Board trustees. Petra Streiff reported she has been in contact with President Roger Truttmann and wants to serve on this committee. She reiterated that the size of the new library will need to be settled as a first step towards a permanent decision on location. She also clarified that the motion included a directive that the Ad Hoc Committee would include all or part of the Library Board, whichever the Library Board decides. Jody Hoesly stated that we will need to discuss this as the makeup of the Building Team needs to be updated. Kevin Budsberg said we will need to rethink our messaging on size requirements in a way that is easier for people to understand.

Petra Streiff stated that the well issue alone may rule out any discussion of the Village Hall as site for the new library. She is working with Administrator Gadow to research exactly what the requirements are for access and care of the village well. Further discussion of the West Side site and a new design for a one-story library with basement. Suzi Janowiak brought up the idea of making a packet for the VB trustees which could help educate them on the history and previous decisions made regarding the new library in order to streamline the Ad Hoc Committee's work. Consensus to request that the entire Library Board and Library Director be included in the committee. Petra Streiff will speak to the village president and administrator about this.

Vice President Truttmann asked for feedback on a proposed letter to the editor. Suggested edits were discussed and agreed upon. Discussion of the Town of New Glarus and the finalized Memorandum of Agreement between them and the Library

Board to transfer their funds to us for the library project. Discussion of how to formally thank them and acknowledge their generous support.

B. Discussion and Consideration: Sale of West Side Site: Consensus to take no action at this time.

6. Reports/Discussion/Consideration:

- A. Administration Team: Kevin Budsberg is requesting some minor tweaks to the CFSW reporting format.
  - CFSW Financial Report
- B. Building Committee: No report.
- C. Co-chairs Team: No report.
- D. Communication Team: No report.
- E. Grants Team: Two were submitted last week. The team continues to refine their processes and recruit new team members. The Casey's donation of August is actually a pledge, not a one-time gift, of \$1,000 per year for three years. (See August 28, 2018 minutes)
- F. Partnership Team: Suzi Janowiak to contact Dale Hustad, board member of the New Glarus Home, for updated letter of support.
- G. Village Board Liaison: Covered under Old Business.
- H. Friends of the Library: No report.
- I. Town/Village Library Funding Team: Covered under Old Business.
- J. Director's Report: The board commented favorably on the report. Village budget meeting 10/2 at 5:30 pm.
- K. Bills & Finance Report: covered under Item 4.
  - Bills: Bills were presented and approved dated September 25, 2018 totaling \$1470.08.
  - Financial Statement

7. Approval of Minutes:

- A. August 28, 2018: Motion to approve by Kevin Budsberg , 2<sup>nd</sup> by Bob Bergum . Motion carried.
- B. September 12, 2018: Motion to approve by Kevin Budsberg , 2<sup>nd</sup> by Bob Bergum . Motion carried.

8. Adjournment: Vice President Truttman adjourned the meeting at 7:26 pm.

Respectfully submitted, Suzi Janowiak, Secretary

**New Glarus Public Library  
Director's Report September 25, 2018  
Lauren White, Director**

**Music and Movement Time Change:**

After receiving feedback regarding the Music and Movement program time, Ignacia moved her program to a 10:15 start time and is having great success with it in the morning. When held in the afternoons, we had fairly low attendance numbers, but now we've had as many as 30 attendees! We are hoping to keep this momentum going through the coming months and appreciate patron input on times. Because we already had two weekly programs in the morning, we wanted to offer something later in the day, but it's clear that our families are more interested in morning programs.

**Insect Ambassadors Program:**

While many of our programs are done by library staff in the fall and spring, we do have one program coming up on October 12<sup>th</sup> at 3pm that library staff is particularly excited about: Insect Ambassadors! Graduate students from UW-Madison will be here to teach everyone about insects through an interactive program and it's sure to be a blast for all those involved.

**Friends Book Sale:**

Once again, we had great success with the book sale this year and while final profit numbers haven't come in yet, everyone involved agrees that it was a good year. There was a large selection with a good variety and that always helps items move quickly.

**Halloween Costume Exchange:**

This year we're hosting our first annual Halloween costume exchange for children of all ages! This has been something that Erica has wanted to do for a few years and is finally able to put it all together. Participants will Drop off clean, gently used costumes, hats, wigs, accessories & masks at the library between September 24<sup>th</sup> and October 12<sup>th</sup> and we will accept all sizes. (No makeup please.) When items are donated, families will receive coupons for early admittance into the exchange date, which is Saturday, October 13<sup>th</sup> and will be held in the community room. We're hoping for great success, but new programs are always a wild card. However, we know

that costumes are expensive and usually they're only worn for one year, so we're hoping that lots of families take advantage of this opportunity!

### August 2018 Program Attendance

<b>Event</b>	<b>Date</b>	<b>Attendance</b>
Free Play	Thursday, August 2 <sup>nd</sup>	3C/2A
Throwback Thursday	Thursday, August 2 <sup>nd</sup>	5C/1A
Storytime	Friday, August 3 <sup>rd</sup>	4C/1A
Scrabble	Tuesday, August 7 <sup>th</sup>	2A
Adult Book Club	Wednesday, August 8 <sup>th</sup>	9A
Sensory Play	Thursday, August 16 <sup>th</sup>	10C/4A
Scrabble	Tuesday, August 21 <sup>st</sup>	0
Scrabble	Tuesday, August 28 <sup>th</sup>	0

### August 2018 Monthly Statistics

<b>New Glarus Public Library 2018</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>
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May	200	811	5279	783	2345	1137	636	203	175
June	166	372	6655	1242	2597	1601	637	344	234
July	178	45	6612	1108	2636	1568	720	354	226
August	176	458	6318	1221	2528	1505	574	289	201
September									
October									
November									
December									
Total:	1591	3096	47322	9483	19192	10608	4192	2062	1785
<b>2018 Patron ILL Requests</b>	<b>ILL Requests Rec'd</b>	<b>ILL Requests Unable to Fill</b>	<b># Unique Website Visitors</b>	<b># Website Visits</b>	<b>WiFi Sessions</b>	<b>Public Computer Sessions</b>	<b>Public Computer Hours</b>	<b>New Patrons Register</b>	
January	4	4	0	964	1059	1741	231	???	5
February	10	4	1	1034	1552	2004	207	???	6
March	7	11	0	1008	1418	2074	224	???	10
April	8	7	1	961	1390	2382	254	???	12
May	8	6	1	1194	1597	2217	227	???	10
June	11	9	2	964	1079	2533	206	???	16
July	5	3	1	918	1056	621 (ERROR)	134	???	12
August	19	7	0	1800	1358	23 (ERROR)	251	???	30
September									
October									
November									
December									
Total:	72	51	6	8843	10509	12951	1734	???	101
<b>2018 Patron Visits</b>	<b>Hours Open</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	2632	200	13	7	33	4	49C/19A	10	101
February	2557	209	12	5	11	10	69C/45A	15	125
March	2853	214	13	6	22	15	196C/103A	21	321
April	2795	205	14	5	14	13	99C/50A	18	63
May	3813	218	17	8	53	19	819C/110A	27	892
June	3,815	214	18	5	14	16	309C/142A	21	465
July	3539	209	17	6	14	18	1746C/103A	24	325
August	3637	227	16	4	11	3	22C/8A	7	30
September									
October									
November									
December									
Total:	25641	1696	120	46	172	98	1568C/580A	143	2322

**TOTAL LIBRARY INVESTMENTS****57,997.73**

FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)

Community Foundation of Southern WI [most recent information available]

Library Capital Campaign Fund		
CASH Deposits thru 6/30/18		811,996.95
Interest Income from July		410.95
Less fees from July		-494.13
Gifts/Pledges received		8,453.00
CASH Available 7/31/18		<u>820,366.77</u>
Library Operations Fund [CFSW sending statements quarterly]		
Balance 3/31/18		26,436.09
Gifts/Pledges received		
Interest Income		30.86
Disbursements (Fees)		-0.07
Balance 6/30/18		<u>26,466.88</u>
Spendable Balance 6/30/18		<u>25,416.88</u>
Library Endowment Fund [CFSW sending statements quarterly]		
Beginning Balance 3/31/18		23,238.79
Contributions		
Investment Activity		203.11
Disbursement Activity fees		-27.77
BALANCE 6/30/18 [NON-CASH]		<u>23,414.13</u>
Spendable Balance 6/30/18		<u>-85.00</u>

**DRAFT MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES****Tuesday, October 23, 2018 - 6:00 P.M.****AGENDA**

9. Call to Order: President Linda Hiland called the meeting to order at 6:04 pm. Those present, in addition to Hiland, were Bob Bergum, Jody Hoesly, Kevin Budsberg, Shelly Truttman, Petra Streiff, Suzi Janowiak, Assistant Director Erica Loeffelholtz, and Library Director Lauren White.
10. Announcement: The Library Board will convene into a closed session 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 (Interim Director).
11. Approval of Agenda: Kevin Budsberg moved to approve, 2<sup>nd</sup> by Shelly Truttman. Motion carried.



12. Comments & Questions from the Public: None.

13. New Business

- A. Discussion: Library Director Resignation Letter: Motion to approve by Kevin Budsberg, 2<sup>nd</sup> by Jody Hoesly. The board thanked Director White for her years of service and commitment to excellence. President Hiland remarked that the Executive Committee had met with Director White previous to the board meeting to discuss her views on the library and the board, and peripheral issues. Motion carried.
- B. Discussion and Consideration: Resolution 18-02: Appointment of Interim Director: To be covered under Closed Session.
- C. Discussion and Consideration: Resolution 18-03: Working Conditions During Interim Period: President Hiland stated the reason for this resolution is to provide flexibility regarding staff time off given the reduced number of staff at the end of 2018. Consensus to change the deadline to June 2019 from March 2019. Motion to approve with change of date by Jody Hoesly, 2<sup>nd</sup> by Kevin Budsberg. Motion carried.
- D. Discussion and Consideration: Library Director Position Description: Discussion of the existing document. Discussion of which library/university listservs to post the opening to: WLA, Milwaukee and Madison local, SCLS, etc. Discussion of updated language regarding programming duties, as this is an area in which we have been expanding. Consensus to add this language to paragraph 3 of the job ad and to Item 10 on the first page of the job description document. Director White suggested that the board might consider editing the job ad to make it more appealing to potential candidates. The ad will be updated as to service population and 2018 dates. Strike “in public libraries” in the first sentence of paragraph 4 of the job ad. Salary range in paragraph 5 to remain the same. Discussion of date of cutoff for applications. Consensus to make this November 30. Suzi Janowiak to monitor Gmail account for applications. Discussion of job description. Director White had sent this to the board with a few suggested edits. Consensus to adopt these edits. Jody Hoesly suggested adding specific language regarding programming duties and development under “Director Duties” on page one. Change “Mental Requirements” to “Cognitive Requirements.” Discussion of Education and Experience Requirements. Consideration of Grade 2 as the minimum requirement vs. Grade 1 because our village (municipal) service population does not technically require Grade 1 certification. Discussion of editing the salary range accordingly, and establishing a new minimum. Motion to approve with amendments by Linda Hiland, 2<sup>nd</sup> by Bob Bergum. Motion carried.
- E. Discussion and Consideration: Winter Hours: Due to reduced staff in the next few months, scheduling for adequate levels of staff during our current open hours is nearly impossible. Assistant Director Loeffelholz has researched other libraries and their Winter Hours and is proposing a temporary period of Winter Hours in which the library would close at 5 pm on Fridays. Historically this is the slowest time of the week for our library. Discussion of our pages and if we will need to hire a new adult page immediately or wait until we have a new director. Consensus to wait and see and to authorize Acting Director Loeffelholz to decide when is the best time to hire. Motion by Bob Bergum to approve Winter Hours, 2<sup>nd</sup> by Shelly Truttmann. Discussion of how this will be perceived by the public, and consensus to rename this Interim Hours as it is temporary and solely due to losing our current director and adult page at the same time. This will start in November 2018. Motion carried.

- F. Discussion and Consideration: Purge of Old Charges that Are Under \$100 and More Than 10 Years Old: SCLS is proposing a purge of these as uncollectable but needs each board to approve. Motion by Kevin Budsberg, 2<sup>nd</sup> by Jody Hoesly. Motion carried.
- G. Discussion and Consideration: 2019 Closures: Bob Bergum moved to approve with addition of Labor Day, 2<sup>nd</sup> by Kevin Budsberg. Motion carried.
- H. Discussion and Consideration: Library Board Meeting Schedule: President Hiland proposed going back to 2 meetings a month as our meetings are too long when we only meet once a month. Discussion of 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays at 6:30, starting in December. Special meeting November 5<sup>th</sup> at 7 pm in the Library, regular meeting November 27, 2018 at 6:30 in Village Hall boardroom. Motion by Suzi Janowiak, 2<sup>nd</sup> by Petra Streiff. Motion carried.
14. Old Business
- A. Discussion and Consideration: Library Building Project: Ad Hoc committee meets for the first time on Thursday morning, October 25, 2018. They will determine their parameters and invite members of the Library Board to meet with them as the next step.
- B. Discussion and Consideration: Sale of West Side Site: No report.
15. Reports/Discussion/Consideration:
- L. Administration Team: Kevin Budsberg reported various administrative issues. Jody Hoesly also reported some problems with CFSW reporting and communication with the admin team.
- CFSW Financial Report
- M. Building Committee: President Hiland asked who was on the latest committee so we can establish the exact makeup of the committee going forward.
- N. Co-chairs Team: Suspended until the location is determined.
- O. Communication Team: No report.
- P. Grants Team: Outstanding grant applications are out there and we are waiting to hear. A new team will need to be established once we have a new director.
- Q. Partnership Team: Suzi Janowiak has reached out to NG Home board for an updated letter of endorsement.
- R. Village Board Liaison: Covered under Old Business.
- S. Friends of the Library: Culvers fundraiser 10/24/18.
- T. Town/Village Library Funding Team: Has completed their work and is not needed as an agenda item in the future.
- U. Director's Report: Approved. The board commented on Director White's excellent preparation of the reports during her tenure.
- V. Bills & Finance Report
- Bills Bills were presented and approved dated 10/23/2018 totaling \$4,828.13.
  - Financial Statement
16. Approval of Minutes:
- A. September 25, 2018: Kevin Budsberg moved to approve, 2<sup>nd</sup> by Shelly Truttman. Motion carried.
17. The Board will Convene into Closed Session: Motion to go into closed session by Shelly Truttman, 2<sup>nd</sup> by Petra Streiff. Motion carried by unanimous roll call vote.

18. The Board will Convene into Open Session: Motion to go into open session by Jody Hoesly, 2<sup>nd</sup> by Shelly Truttmann. Motion carried by unanimous roll call vote.

B. Discussion and Consideration: Interim Director: Motion by Bob Bergum to approve, 2<sup>nd</sup> by Jody Hoesly. Motion carried.

19. Adjournment: President Hiland adjourned the meeting at 8:49 pm.

Respectfully submitted. Suzi Janowiak, Secretary

**New Glarus Public Library  
Director's Report October 23, 2018  
Lauren White, Director**

**Insect Ambassadors Program:**

This program, which was put on by UW grad students, was fantastic! We had 112 excited children and caretakers present for our creepy crawly program. Attendees had the chance to learn about a variety of bugs, see many of them up-close and personal, and even hold Madagascar Hissing Cockroaches! While holding live bugs was very appealing for some, assistant director Erica didn't enjoy it as much—she was a good sport, though!

**Ice Cream Party:**

During the summer reading program, Erica made a challenge to middle school readers and the classes that read the most were treated to an ice cream party on October 17<sup>th</sup> in the middle school library. She had roughly 50 students attend and everyone enjoyed treated for a job well done!

**Halloween Costume Exchange:**

On Saturday, October 13<sup>th</sup>, the library hosted its first costume exchange. In the month leading up to the event, families were able to bring in gently used costumes and they were given priority entry into the exchange. An hour later, the general public was welcome to look through the costumes and take whatever they needed. We hope that this program will continue to grow next year and that even more families are involved!

**Library Director Resignation:**

Library director White has resigned and her last day will be Friday, October 26<sup>th</sup>. While her time here has been wonderful, she is excited for the opportunity to serve as director of the Ruth Culver Community Library in Prairie du Sac, WI. She is working closely with the library staff and board to make the interim period as organized and painless as possible.

**September 2018 Program Attendance**

<b>Event</b>	<b>Date</b>	<b>Attendance</b>
Scrabble	Tuesday, September 4 <sup>th</sup>	0
Story time	Friday, September 7 <sup>th</sup>	13C/5A
Music and Movement	Monday, September 10 <sup>th</sup>	13C/6A
Scrabble	Tuesday, September 11 <sup>th</sup>	2
Book Club	Wednesday, September 12 <sup>th</sup>	11
Story Time	Friday, September 14 <sup>th</sup>	21C/9A
Music and Movement	Monday, September 17 <sup>th</sup>	21C/8A

Scrabble	Tuesday, September 18 <sup>th</sup>	2
Story Time	Friday, September 21 <sup>st</sup>	10C/3A
Music and Movement	Monday, September 24 <sup>th</sup>	26C/11A
Scrabble	Tuesday, September 25 <sup>th</sup>	0
Story Time	Friday, September 28 <sup>th</sup>	14C/6A

**September 2018 Monthly Statistics**

<b>New Glarus Public Library 2018</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	230	904	6179	1267	2596	1219	469	251	377
February	172	151	5064	1295	1970	1019	404	220	156
March	221	19	5644	1451	2198	1244	301	256	194
April	248	336	5571	1116	2322	1315	451	145	222
May	200	811	5279	783	2345	1137	636	203	175
June	166	372	6655	1242	2597	1601	637	344	234
July	178	45	6612	1108	2636	1568	720	354	226
August	176	458	6318	1221	2528	1505	574	289	201
September	131	1	5170	964	2047	1058	560	343	198
October									
November									
December									
Total:	1722	3097	52492	10447	21239	11666	4752	2405	1983
<b>2018 Patron ILL Requests</b>	<b>ILL Requests Rec'd</b>	<b>ILL Requests Unable to Fill</b>	<b># Unique Website Visitors</b>	<b># Website Visits</b>	<b>WiFi Sessions</b>	<b>Public Computer Sessions</b>	<b>Public Computer Hours</b>	<b>New Patrons Register</b>	
January	4	4	0	964	1059	1741	231	5	
February	10	4	1	1034	1552	2004	207	6	
March	7	11	0	1008	1418	2074	224	10	
April	8	7	1	961	1390	2382	254	12	
May	8	6	1	1194	1597	2217	227	10	
June	11	9	2	964	1079	2533	206	16	
July	5	3	1	918	1056	621 (ERROR)	134	12	
August	19	7	0	1800	1358	23 (ERROR)	251	30	
September	14	10	0	894	1208	2239	252	8	
October									
November									
December									
Total:	86	61	6	9737	11717	15190	1986	109	
<b>2018 Patron Visits</b>	<b>Hours Open</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	2632	200	13	7	33	4	49C/19A	101	
February	2557	209	12	5	11	10	69C/45A	125	
March	2853	214	13	6	22	15	196C/103A	321	
April	2795	205	14	5	14	13	99C/50A	63	
May	3813	218	17	8	53	19	819C/110A	892	
June	3,815	214	18	5	14	16	309C/142A	465	
July	3539	209	17	6	14	18	1746C/103A	325	
August	3637	227	16	4	11	3	22C/8A	30	
September	2515	196	13	5	15	7	118C/48A	181	
October									
November									
December									
Total:	28156	1892	133	51	187	105	1686C/628A	2503	

<b>TOTAL LIBRARY INVESTMENTS</b>	<b>93,265.84</b>
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**FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)**

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

Library Capital Campaign Fund	
CASH Deposits thru 8/31/18	820,366.77
Interest Income from Aug	2,095.15
Less fees from Aug.	-3,381.77
Gifts/Pledges received	67,785.25
CASH Available 8/31/18	886,865.40
Library Operations Fund <b>[CFSW sending statements quarterly]</b>	
Balance 6/30/18	26,412.29
Gifts/Pledges received	
Interest Income	61.86
Disbursements (Fees)	-0.02
Balance 8/31/18	26,474.13
Spendable Balance 8/31/18	25,424.13
Library Endowment Fund <b>[CFSW sending statements quarterly]</b>	
Beginning Balance 6/30/18	24,081.97
Contributions	
Investment Activity	336.37
Disbursement Activity fees	0.00
BALANCE 8/31/18 [NON-CASH]	24,418.34
Spendable Balance 8/31/18	261.88

**DRAFT MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES**

**New Glarus Village Hall – Library  
Monday, November 5, 2018 - 7:00 P.M.**

**AGENDA**

1. Call to Order: President Hiland called the meeting to order at 7:04 pm. Those present, in addition to Hiland, were Jody Hoesly, Kevin Budsberg, Petra Streiff, Shelly Truttman, Suzi Janowiak, and Acting Director Erica Loeffelholtz. Absent: Bob Bergum
2. Approval of Agenda: Kevin Budsberg moved to approve, 2<sup>nd</sup> by Jody Hoesly. Motion carried.
3. Comments & Questions from the Public: None.
4. Old Business
  - A. Discussion and Consideration: Library Building Project: President Hiland reported that the Ad Hoc committee had met that morning with herself, Shelly Truttman, and Suzi Janowiak in attendance, along with Library Liaison Petra Streiff. The meeting was productive with good dialogue between the representatives of the Village and Library Boards.. There will be a media statement updating the public that the two boards have begun working together in earnest on the new library project. The next meeting will be November 26. The November 13

meeting of the Village Board will address the draft resolution of the village commitment to borrowing for the library project.

B. Discussion and Consideration: Sale of West Side Site: No report.

C. Discussion and Consideration: Library Board Meeting Schedule: We are moving our regular meetings to the first and third Wednesdays of each month at 6:30 pm. We will need to reschedule the first one in December to Thursday, December 6<sup>th</sup> at 6 pm.

5. New Business

A. Discussion and Consideration: Library Director Search Process and Timeline: President Hiland has reviewed old documents regarding interview questions and format and requested an electronic copy, so that the board can review them before our next meeting and have suggestions for changes, etc. She asked how the board would like to receive the applications as they come in. Kevin Budsberg will monitor the account and set up a Dropbox for the applications and the electronic copies of the interview questions. Discussion of possible dates for interviews. Saturday January 5<sup>th</sup> was decided with the 12<sup>th</sup> as an alternate.

B. Discussion and Consideration: Letter to Town of New Glarus for Support: President Hiland distributed a draft thank you letter to the Town for their financial and moral support of the library, specifically the impact fees and the \$100,000 matching donation. We are very close to the \$100,000 in donations so we will publicize this in order to hopefully meet the goal before the end of the year.

C. Discussion and Consideration: Agenda Posting: President Hiland asked if the board wished for any changes to the way we distribute our agendas. Consensus to distribute the agenda to Clerk Erb for weekly email distribution as she does with all the other village departments' agendas. Suzi Janowiak to forward the agendas to her as they are finalized.

6. Bills & Finance Report

A. Bills: Bills were presented and approved dated 11/5/2018 totaling \$1,640.67.

7. Director's Report : Acting Director Erica Loeffelholz reported that she has been notified by the Community Foundation of Southern Wisconsin that the library has received a grant for the digitization project for archives of the Post Messenger dating back to 1915. We do not yet know the amount of the grant.

8. Approval of Minutes

A. October 23, 2018: President Hiland noted several minor errors in the draft minutes. Shelly Truttman moved to approve with corrections, 2<sup>nd</sup> by Kevin Budsberg. Motion carried.

9. Adjournment: Meeting adjourned at 8:22.

Respectfully submitted, Suzi Janowiak, Secretary

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

**Thursday, December 6 - 6:00 P.M.**

**AGENDA**

1. Call to Order: President Linda Hiland called the meeting to order at 6:10 pm . Those present, in addition to President Hiland, were Bob Bergum , Jody Hoesly, Shelly Truttman , Kevin Budsberg, Petra Streiff (joined at 6:14), Suzi Janowiak, and Acting Director Erica Loeffelholz.



2. Announcement: The Library Board will convene into a closed session 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 Search).
3. Approval of the Agenda: Shelly Truttman moved to approve, 2<sup>nd</sup> by Bob Bergum. Motion carried.
4. Comments & Questions from the Public: None.
5. Old Business
  - A. Discussion and Consideration: Library Building Project: The Town of Exeter has pledged a donation of \$1,000 to be given in 2019. The Ad Hoc committee meets on December 12 at 3:00 pm.
6. New Business: None.
7. Bills & Finance Report
  - A. Bills: Bills were presented and approved dated November 12, 2018 totaling \$2,121.01 and December 12, 2018 totaling \$1,513.36.
  - B. Financial Statement: Kevin Budsberg has submitted our questions to CFSW and is awaiting a response.
8. Director's Report : The report was discussed and approved.
9. Approval of Minutes
  - A. November 5, 2018: Kevin Budsberg moved approve, 2<sup>nd</sup> by Bob Bergum . Motion carried.
  - B. November 27, 2018: Kevin Budsberg moved to approve, 2<sup>nd</sup> by Bob Bergum . Motion carried. Change 7 to December 6.
10. The Board will convene into Closed Session: Bob Bergum moved to go into closed session, 2<sup>nd</sup> by Kevin Budsberg. Motion carried by unanimous roll call vote.
11. The Board will convene into Open Session
  - A. Library Director Search
12. Adjournment: President Hiland adjourned the meeting from closed session at 8:27 pm.

Respectfully submitted, Suzi Janowiak, Secretary

**New Glarus Public Library  
Directors Report December 6, 2018  
Erica Loeffelholz, Interim Director**

**Friends' Holiday Fundraiser**

At the November Friends of the Library meeting it was decided that this year's holiday fundraiser would be an Adopt-A-Book event. Patrons are encouraged to support the Friends by adopting a library book (audiobooks and DVDs are also included) – either an old favorite, or they can choose a new item off our cart of new releases, and get the first checkout. Jim Roberts ordered special bookplates for the program. The recommended donation is \$1 for children and \$5 for adults, and for each book adopted the patron will get their personalized nameplate inside the front cover for all to see. (Patrons will not be required to adopt an item if they want to check out something on the new releases cart.)

**Cozy Up to a Good Book**

We will be holding our adult winter reading program again in 2019. Cozy Up to a Good Book will run through January and February, and will follow the same format as last year. For each book read, patrons are asked to submit a brief review (2-3 sentences) and will get a scratch-off ticket in return. Erica is in the process of contacting local businesses to request sponsorship of the program. She'll also be submitting a donation request on the Casey's website. The Friends have already agreed to donate several canvas book bags to use as prizes.

**Book Club**

Erica has tallied the votes and made the final list of reading selections for the book club in 2019. We were able to reserve the community room for one Wednesday evening movie/potluck/discussion in April.

**Children's Programs**

Ignacia has finalized her story time themes for the first half of 2019. Erica and Ignacia are in the first planning stages for next year's Summer Library Program. This year's theme is "A Universe of Stories." We hope to have all donation requests completed by February 15<sup>th</sup>.

**New Glarus Public Library Program Attendance  
November 2018**

<b>Event</b>	<b>Date</b>	<b>Number of Attendees</b>
Free Play	Thursday, November 1 <sup>st</sup>	2 C/ 1 A
Free Play	Thursday, November 8 <sup>th</sup>	10 C/ 6 A
Bedtime Stories (@ elementary school)	Thursday, November 8 <sup>th</sup>	67 C/ 48 A
Story Time	Friday, November 9 <sup>th</sup>	12 C/ 5 A
Music & Movement	Monday, November 12 <sup>th</sup>	21 C/ 8 A
Scrabble	Tuesday, November 13 <sup>th</sup>	0 C/ 0 A
Book Club	Wednesday, November 14 <sup>th</sup>	0 C/ 10 A
Free Play	Thursday, November 15 <sup>th</sup>	9 C/ 6 A
Story Time	Friday, November 16 <sup>th</sup>	12 C/ 5 A
Music & Movement	Monday, November 19 <sup>th</sup>	25 C/ 10 A
Scrabble	Tuesday, November 20 <sup>th</sup>	0 C/ 2 A
Scrabble	Tuesday, November 27 <sup>th</sup>	0 C/ 0 A
Free Play	Thursday, November 29 <sup>th</sup>	9 C/ 5 A
Story Time	Friday, November 30 <sup>th</sup>	18 C/ 7 A
Movie: <i>Incredibles 2</i>	Friday, November 30 <sup>th</sup>	22 C/ 4 A

<b>New Glarus Public Library 2018</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	230	904	6179	1267	2596	1219	469	251	377
February	172	151	5064	1295	1970	1019	404	220	156
March	221	19	5644	1451	2198	1244	301	256	194
April	248	336	5571	1116	2322	1315	451	145	222
May	200	811	5279	783	2345	1137	636	203	175
June	166	372	6655	1242	2597	1601	637	344	234
July	178	45	6612	1108	2636	1568	720	354	226
August	176	458	6318	1221	2528	1505	574	289	201
September	131	1	5170	964	2047	1058	560	343	198
October	150	45	5931	1327	2503	1245	439	245	172
November	160	365	5484	1245	2180	1089	491	286	193
December									
Total:	2032	3507	63907	13019	25922	14000	5682	2936	2348
<b>2018</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 Visits</b>	<b>WiFi Sessions</b>	<b>Public Computer Sessions</b>	<b>Public Computer Hours</b>	<b>New Patrons Register</b>
January	4	4	0	964	1059	1741	231	???	5
February	10	4	1	1034	1552	2004	207	???	6
March	7	11	0	1008	1418	2074	224	???	10
April	8	7	1	961	1390	2382	254	???	12
May	8	6	1	1194	1597	2217	227	???	10
June	11	9	2	964	1079	2533	206	???	16
July	5	3	1	918	1056	621 (ERROR)	134	???	12
August	19	7	0	1800	1358	23 (ERROR)	251	???	30
September	14	10	0	894	1208	2239	252	???	8
October	18	11	2	1199	1588	2342	249	???	16
November	10	7	1	2169	2941	2243	207	???	3
December									
Total:	114	79	9	13105	16246	20419	2442	???	128
<b>2018</b>	<b>Patron Visit</b>	<b>Hours Open</b>	<b>Patrons/Hour</b>	<b># Adult Program</b>	<b># Adults Count</b>	<b># Children Programs</b>	<b># Children Count</b>	<b>Total Programs</b>	<b>Total # Attend</b>
January	2632	200	13	7	33	4	49C/19A	10	101
February	2557	209	12	5	11	10	69C/45A	15	125
March	2853	214	13	6	22	15	196C/103A	21	321
April	2795	205	14	5	14	13	99C/50A	18	63
May	3813	218	17	8	53	19	819C/110A	27	892
June	3,815	214	18	5	14	16	309C/142A	21	465
July	3539	209	17	6	14	18	209C/103A	24	325
August	3637	227	16	4	11	3	22C/8A	7	30
September	2515	196	13	5	15	7	118C/48A	12	181
October	3,430	227	15	11	69	11	261C/131A	22	461
November	2,481	192	13	4	12	11	207C/105A	15	324
December									
Total:	34067	2311	161	66	268	127	2358C/864A	192	3288

**LIBRARY**

[BNG statements to 10/26/18]

**SAVINGS #402521390 (APY .10%)**

Beg. Balance	38,008.80	
Interest	2.75	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		38,011.55

**Savings #2088077 [25-11520] (APY .10%)**

Beg. Balance	714.53	
Withdrawal (campaign promotional items)		
Deposit		
Interest	0.05	
End. Balance		714.58

**SUBTOTAL [25-11520]** 38,726.13

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

Beg. Balance	19,360.20	
Interest	42.33	
End Balance		19,402.53

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

Beg. Balance (funded 9/28) (Town (mead) fees)	35,302.05	
Interest	75.81	
End Balance		35,377.86

**TOTAL LIBRARY INVESTMENTS** 93,506.52

FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)

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

Library Capital Campaign Fund		
CASH Deposits thru 9/30/18		903,331.31
Interest Income from Oct.		1,497.14
Less fees from Oct.		-106.33
Gifts/Pledges received		2,085.00
CASH Available 10/31/18		<u>906,807.12</u>
Library Operations Fund [CFSW sending statements quarterly]		
Balance 9/30/18		26,441.97
Gifts/Pledges received		
Interest Income		42.50
Disbursements (Fees)		-0.06
Balance 10/31/18		<u>26,484.41</u>
Spendable Balance 10/31/18		<u>25,684.41</u>
Library Endowment Fund [CFSW sending statements quarterly]		
Beginning Balance 9/30/18		24,366.21
Contributions		
Investment Activity		-1,180.88
Investment fees		-11.31
BALANCE 10/31/18 [NON-CASH]		<u>23,174.02</u>
Spendable Balance 10/31/18		<u>261.88</u>

## **New Glarus Village Hall – Boardroom**

**December 19, 2018 - 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 Bob Bergum, Jody Hoesly, Shelly Truttman, Petra Streiff, Suzi Janowiak, and Acting Director Erica Loeffelholz. Absent: Kevin Budsberg.
2. Approval of the Agenda: Bob Bergum 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: President Hiland spoke with the clerk of the Town of Exeter and they have pledged \$1,000 per year for the next five years for the Capital Campaign, starting in 2019. President Hiland reported that she had a call from Tara Wilde regarding the realtor contract for the West side site. She asked the board what they would like to do as far as keeping the property listed, because the contract is expiring. Discussion of options, and consensus to renew the contract with Tara Wilde. The next meeting of the Ad Hoc committee is January 2, 2019.
  - B. Discussion: Preparations for Interviews: Discussion of interview process details.
5. New Business: None.
6. Reports/Discussion/Consideration:
  - A. Administration Team: We have received more donations for the Town of New Glarus challenge grant and we are over \$103,000.
    - CFSW Financial Report
  - B. Building Committee: No report.
  - C. Co-chairs Team: No report.
  - D. Communication Team: Now that we have met the \$100,000 challenge grant goal as well as the goal of a total of \$1,000,000 in fundraising, President Hiland asked the board how best to give this information to the public and the Village Board. Discussion of publicly recognizing the contribution of the Town and how to thank them for their continuous support. Shelly Truttman will draft an article after the holidays. We will also personally thank the Town board and staff.
  - E. Grants Team: Will meet in January.
  - F. Partnership Team: No report.
  - G. Village Board Liaison: The search for a new Village administrator is underway.
  - H. Friends of the Library: We have received a donation from the Friends for the Capital Campaign.
7. Adjournment: President Hiland adjourned the meeting at 7:38 pm.

Respectfully submitted, Suzi Janowiak, Secretary

**MINUTES OF THE  
SPECIAL MEETING OF THE LIBRARY BOARD OF TRUSTEES**

**New Glarus Village Hall - Board Room**

**Thursday, December 20, 2018 - 6:50 p.m.**

1. Call to order: President Linda Hiland called the meeting to order at 6:52 pm. Those present, in addition to Linda Hiland, were Jody Hoesly, Shelly Truttman, Kevin Budsberg, Petra Streiff, Suzi Janowiak, and Acting Director Erica Loeffelholz. Absent: Bob Bergum.
2. Announcement: The Library Board will be meeting in a Closed Session called under Wisconsin State Statute 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Library Director Interview Process)
3. Approval of Agenda: Kevin Budsberg moved to approve, 2<sup>nd</sup> by Jody Hoesly. Motion carried.
4. The Board will convene into Closed Session: Kevin Budsberg moved to go into closed session, 2<sup>nd</sup> by Shelly Truttman. Motion carried by unanimous roll call vote.
5. Adjournment: President Hiland adjourned the meeting from closed session at 8:27 pm.

Respectfully submitted, Suzi Janowiak, Secretary