

VILLAGE OF NEW GLARUS
MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES
New Glarus Village Hall
Wednesday, July 3, 2019

Present: Bob Bergum, Linda Hiland, Kevin Budsberg, and Petra Streiff; absent, Suzi Janowiak, Shelly Truttman, and Jody Hoesly. Also Present, Director Holly Lague

CALL TO ORDER

President Hiland called the meeting to order at 6:33PM

APPROVAL OF AGENDA

Bob Bergum moved to approve the agenda, second by Petra Streiff. Motion carried unanimously.

COMMENTS & QUESTIONS FROM THE PUBLIC

There were no members of the public present.

OLD BUSINESS

**A. DISCUSSION AND CONSIDERATION: LIBRARY BUILDING PROJECT
ITEMS STORED AT SWISS CENTER OF NORTH AMERICA (SCNA)**

Linda Hiland reported that Beth Zurbuchen, SCNA President/CEO, requested that we remove the items stored in the SCNA basement due to an imminent remodeling project, beginning in one month. The library board will evaluate storage options, and estimate the value of items stored at the SCNA site to determine which are a priority to keep, how items should be stored (i.e., wood vs. steel) and whether the value of the items is greater than the cost of moving and storage. The library board estimated that 15-18 months of storage, if the project proceeds on schedule. Scrapping the steel items could be an option.

DIMENSION IV FEE PROPOSAL FOR DESIGN OF UPDATED WEST SIDE SITE

Bob Bergum questioned whether the items identified in Site Planning & Civil Engineering might have already been paid, or whether they are included elsewhere in the proposal, and Linda Hiland reviewed fees paid in 2012. The Building Committee will submit Bob Bergum's question to the architect for response, and Kevin Budsberg will provide additional detail on the 2012 fees to Linda Hiland.

Preference of the library board was to have the building committee discuss in more detail with the architect and identify any cost savings, and report back to the library board with a recommendation.

DISCUSSIONS WITH VILLAGE ADMINISTRATION

Linda Hiland outlined a discussion with Village Administrator Daily, and that the building project will likely be placed on the village board's August 20, 2019 agenda for commitment of funds. Linda Hiland noted that the library board should be prepared with the total project cost and an updated Concept & Budget Report (CBR) for the west side site. Since

the library board will receive the CBR in early August, a couple weeks before, a complete operational budget will probably not ready by 8/20/2019.

Administrator Daily will investigate the process for Plan Commission approval, since he is not familiar with how a municipality-library would seek approval of a plan from its own Plan Commission.

NEW BUSINESS

A. DISCUSSION AND CONSIDERATION: TRANSFER OF FUNDS.

Treasurer Kevin Budsberg noted that this is a request to replenish funds in the account (the "Small Savings Account") used to pay expenses and invoices like mowing and campaign promotional items. Currently, the small savings has a balance of \$378, and that there were a couple invoices expected. His recommendation was to move funds from another account (the "Big Savings Account"), which currently has a balance of \$38,744. Linda Hiland noted that she had underscored the need for the campaign to be mindful of funds they are using, and that the library board had approved \$2,000 for the campaign when working on the Glarner Park site. Bob Bergum made a motion to direct Kevin Budsberg to move \$2,000 from the "Big Savings Account" to the "Little Savings Account", second by Petra Streiff. Motion carried unanimously.

B. DISCUSSION AND CONSIDERATION: 2020 FEES FOR SCLS TECHNOLOGY, DELIVERY, AND OVERDRIVE

Director Holly Lague has not received the fees from SCLS. No action taken.

C. DISCUSSION AND CONSIDERATION: REAFFIRM ROLE DESCRIPTIONS FOR BUILDING COMMITTEE AND OWNER'S REPS

Motion by Petra Streiff to reaffirm Resolution 14-08LB (Building Committee) and amend membership to include Jody Hoesly, Kevin Budsberg, Tim Usher, Library Director, and Dimension IV Madison Design Group. Further, Petra Streiff moved to amend the Owner's Representatives to include Linda Hiland and Tim Usher. The motion was seconded by Bob Bergum and passed unanimously.

D. DISCUSSION AND CONSIDERATION: REVIEW LIBRARY HOTSPOT LENDING POLICY

Holly Lague reviewed the policy, and recommended approval, but to omit the fifth bullet under Loan Rules and Duration dealing with availability and pickup. Bob Bergum thusly moved approval, second by Petra Streiff. Motion carried unanimously.

REPORTS/DISCUSSION/CONSIDERATION:

A. ADMINISTRATION TEAM CFSW FINANCIAL REPORT

Kevin Budsberg noted Jody's continued work balancing deposits and statements, and that CFSW has not improved this process, but that he believes there is still effort continuing.

Kevin Budsberg reported that he has the 2019 accounts summary updated and will update with July's figures and send out to the board. At that time, he and Holly Lague will decide who should assume responsibility for maintenance.

B. BUILDING COMMITTEE

Meeting scheduled 7/9/2019.

C. OWNER REPRESENTATIVES

No update.

D. CO-CHAIRS TEAM

Linda Hiland reported the campaign has drafted a letter to donors on the status of the project, and will mail shortly.

E. COMMUNICATION TEAM

The building project portion of the library's web page has been re-organized and is published.

F. GRANTS TEAM

No update

G. PARTNERSHIP TEAM

Holly Lague reported that 14 businesses are excited to participate in the library's display for Independent Retailer Month, and that patrons can bring in a receipt from local business for \$1 off overdue or fines or 5 free prints.

H. VILLAGE BOARD LIAISON

No update

I. FRIENDS OF THE LIBRARY

Holly Lague reported that the Friends are exploring ways to connect with campaign on coordinating gift requests to prevent multiple confusion from multiple requests for support.

J. PRESIDENT'S REPORT

Linda Hiland has sent out the 6-month Director review, please complete and return to her by 7/26.

ADJOURNMENT: Linda Hiland adjourned the meeting at 7:49PM

*Respectfully submitted,
Kevin Budsberg, Secretary Pro tempore*

MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES
New Glarus Village Hall – Board Room
Wednesday, July 17, 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, Shelly Truttmann, Suzi Janowiak, and Library Director Holly Lague. Absent: Bob Bergum and Petra Streiff.
2. Announcement:
 - A. The Library Board will convene into 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 (Possible Restructuring Based on Performance Evaluation Review).
3. Approval of Agenda: Kevin Budsberg moved to approve, 2nd by Jody Hoesly . Motion carried.
4. Comments & Questions from the Public: None.
5. Old Business
 - A. Discussion and Consideration: Library Building Project: Linda Hiland reported on the July Building Committee meeting, where they met with the architects and a preliminary design was selected from the three options given. Discussion of various design elements (such as solar panels) and how these might be opportunities for grants. Discussion of possibly having to move our stored items (shelving, etc.) from the basement of the SCNA. Discussion of options for new locations in which to store the items, and how to move them. Linda Hiland to contact Beth Zurbuchen to go to the SCNA to and assess how much space is needed.
 - i. *Change Order #2*: The Building Committee has recommended approving the change order. Kevin Budsberg moved to approve Change Order #2 for Design Phase of the Durst Road site in the amount of 70,803.00, 2nd by Jody Hoesly. Motion carried.
 - ii. *Edge Proposal for Stormwater Management and Erosion Control Services*: The estimated price may change as it is based on actual expenses. Jody Hoesly moved to approve Edge Proposal for Stormwater Management and Erosion Control in the amount of up to \$9800.00, 2nd by Shelly Truttmann. Motion carried.
6. New Business
 - A. Discussion and Consideration: Resolution 19-06LB Recognizing Bob Bergum as Library Board Trustee: Motion to adopt by Kevin Budsberg, 2nd by Shelly Truttmann. Motion carried.
 - B. Discussion and Consideration: 2020 Fees for SCLS Technology, Delivery, and OverDrive: Holly Lague reviewed her analysis with the board members present and is considering some changes to our subscription services based on usage and patron requests. Jody Hoesly suggested some other new services that could be investigated as well. The board authorized her to make any changes she deems will benefit library services.
 - C. Discussion and Consideration: Preliminary Draft 2020 Library Budget: Discussion of our bigger benefits costs, and how to approach the Village for increased funding to cover them. Kevin Budsberg noted that the library board has no control over health insurance costs, for example, and feels it is fair to ask for increased funding as a department of the Village. Discussion of other line items and consensus that they appear reasonable and consistent. Kevin Budsberg suggested Holly ask the clerk treasurer about how much in budgeted funds were saved in salary and benefit expenses from 2018 and early 2019 since we were without a Director for some months. The board complimented Holly on her excellent work preparing her first budget as Director.
7. Bills & Finance Report
 - A. Bills: Bills were presented and approved dated 6/21/2019 totaling \$796.75 and 7/9/2019 totaling \$1661.34.
 - B. Financial Statement: Attached.
8. Director's Report: Attached.
9. Approval of Minutes
 - A. June 19, 2019: Kevin Budsberg moved to approve, 2nd by Shelly Truttmann. Motion carried.

- B. July 3, 2019: Suzi Janowiak moved to approve with some clarifications, 2nd by Kevin Budsberg. Motion carried.
- 10. The Board will Convene into Closed Session: Shelly Truttman moved to go into closed session, 2nd by Jody Hoesly. Motion carried by unanimous roll call vote.
- 11. The Board will Convene into Open Session: Kevin Budsberg moved to go into open session, 2nd by Jody Hoesly. Motion carried by unanimous roll call vote.
 - A. Results of Closed Session: Discussion & Consideration: Possible Restructuring Based on Performance Evaluation Review : Linda Hiland moved to approve the restructuring and new job descriptions for Youth Services Librarian and Library Clerk, 2nd by Jody Hoesly. Motion carried unanimously.
- 12. Adjournment: President Hiland adjourned the meeting at 9:38 pm.

Respectfully submitted, Suzi Janowiak, Secretary

**New Glarus Public Library
Director's Report – Presented July 17, 2019
Holly Lague, Director**

Summer Library Program

We've reached the halfway mark! There are 277 participants:

- Listeners (babies and preschoolers) have read 2,178 books
- Elementary students have read 780 hours
- Teens/tweens have read 663 with 7th graders in the lead having read 291 of the total

Sixty kids and caregivers signed up for the portable planetarium shows, and our Friends are stopping by to take good pictures for their brochure and library use. Invitations have been sent for our final Star Wars-themed party, and an intergalactic army of volunteers are ready to man the activity stations.

Summer/Fall Event Update

Independent Retailer Month – 16 merchants loaned us items for display, many expressing appreciation for the effort and agreeing to put up flyers for our receipts-for-fines promo. Going door-to-door was a nice opportunity for me to interact with many business owners and to talk up the marketing speaker we're hosting this month.

Hotspots Trial – Kicked off last week, and one is going to Alaska!

Outdoor Movies – We decided to hold off on the July movie plans because we have a possible collaboration with Larry Daehn to provide live music for a silent film and need more time to prepare. I'm also working on getting copyright permission to play the Tell documentary from 1986, hopefully in August to help promote the play. This could be the kickoff for a fall series of outdoor "date night" movies if all goes well.

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									
August									
September									
October									
November									
December									
Total:	1114	819	34526	7371	15144	6923	2457	1656	975
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 Register
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									
August									
September									
October									
November									
December									
Total:	79	38	3	6352	8767		794		65
2019	Patron Visits	Hours Open	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									
August									
September									
October									
November									
December									
Total:	16210	1219	13	36	219	69	450c / 179a	105	2143

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

Event	Date	Number of Attendees	
		Children	Adults
Heidi movie in the park	Saturday, June 1 st	20	26
Scrabble	Tuesday, June 4 th	0	2
Music & Movement	Monday, June 10 th	28	9
Scrabble	Tuesday, June 11 th	0	0
Dash & Copper: Circus Dogs!	Tuesday, June 11 th	47	35
Book Club	Wednesday, June 12 th	0	12
Art Explorations	Thursday, June 13 th	19	9
Toddler Story Time	Friday, June 14 th	5	2
Music & Movement	Monday, June 17 th	37	13
Scrabble	Tuesday, June 18 th	0	2
Jeff McMullen	Wednesday, June 19 th	64	36
Art Explorations	Thursday, June 20 th	16	12
Toddler Story Time	Friday, June 21 st	19	8
Music & Movement	Monday, June 24 th	16	6
Scrabble	Tuesday, June 25 th	0	0
Wall-E Movie	Tuesday, June 25 th	22	5
Art Explorations	Thursday, June 27 th	15	7
Toddler Story Time	Friday, June 28 th	3	1
TOTAL	Adult events: 6 Children's events: 12	311	185

LIBRARY

SAVINGS #2775 (APY .10%)

Beg. Balance	38,026.71	
Interest	2.33	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		38,029.04

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

Beg. Balance	378.76	
Withdrawal		
Deposit		
Interest	0.02	
End. Balance		378.78

SUBTOTAL [25-11520] 38,407.82

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

Beg. Balance	19,685.37	
Interest	48.05	
End Balance		19,733.42

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

Beg. Balance (funded 9/28) [Town Impact fees]	36,902.49	
Interest	90.08	
End Balance		36,992.57

TOTAL LIBRARY INVESTMENTS 95,133.81

FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)

Community Foundation of Southern WI [most recent information available]

Library Capital Campaign Fund		
CASH Deposits thru 4/30/19		927,934.48
Interest/Dividend Income from May		1,843.78
Less fees from May		-14.83
Gifts/Pledges received		285.00
CASH Available 5/31/19		<u>930,048.43</u>
Library Operations Fund [CFSW sending statements quarterly]		
Balance 4/30/19		26,824.08
Gifts/Pledges received		
Interest Income		52.11
Disbursements (Fees)		-0.02
Balance 5/31/19		<u>26,876.17</u>
Spendable Balance 5/31/19		<u>26,276.17</u>
Library Endowment Fund [CFSW sending statements quarterly]		
Beginning Balance 4/30/19		24,985.57
Contributions		
Investment Activity		-970.30
Investment fees		
BALANCE 5/31/19 [NON-CASH]		<u>24,015.27</u>
Spendable Balance 5/31/19		<u>261.88</u>

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

Wednesday, August 7, 2019 - 6:30 P.M.

AGENDA

1. Call to Order: President Linda Hiland called the meeting to order at 6:33 pm. Others present were trustees Kevin Budsberg, Jody Hoesly, Shelly Truttman, Beth Blahut, Suzi Janowiak, and Library Director Holly Lague. Also present: Former trustee Bob Bergum.
2. Announcement:
 - A. The Library Board will convene into 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 (Director Lague Six-Month Evaluation and Staff Performance Data).
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: Resolution 19-06LB Recognizing Bob Bergum as Library Board Trustee: President Hiland thanked Bob Bergum on behalf of the library board for his wisdom and years of service. She then read the resolution aloud (attached). Bob stated that he had enjoyed being on the Library Board and working with all the other trustees. He left the meeting at 6:38 pm.
 - B. Discussion and Consideration: Library Building Project:
 - i. *Concept & Budget Report*: Project President Hiland referred the board to the letters received from the Architect and Engineer as regarding the budget for the new library, and possible areas of cost savings. The board discussed various specific items where we might make cuts to save money. Consensus that we have several questions for the architects before we can make big decisions. Jody Hoesly and Kevin Budsberg to compose a letter to the architects with questions and requests for guidance on how to reconcile the design with our desired budget limit. Discussion of additional specific questions to include in the letter. We will also request they come to the next Building Committee meeting.
 - ii. *Letter and presentation to Village Board*: Linda Hiland will contact Drake Daily to schedule when we will present to the Village Board. Discussion of who will work on the content of the presentation.
 - C. Discussion and Consideration: Library Hotspot Lending Policy (amended): Director Lague updated the board on her amended policy. Motion to approve by Kevin Budsberg, 2nd by Jody Hoesly. Motion carried.
6. New Business: None.
7. Reports/Discussion/Consideration:
 - A. Administration Team: No report.
 - CFSW Financial Report
 - B. Building Committee: Will draft letter to architect as per item 5B.

- C. Owner Representatives: No report.
 - D. Co-chairs Team: No report.
 - E. Communication Team: No report.
 - F. Grants Team: Met in August and have submitted one grant application and are preparing another application.
 - G. Partnership Team: Request from Grants Team to get quotes to use from local groups and partners to use in our grant applications.
 - H. Village Board Liaison: No report.
 - I. Friends of the Library: Are working on the annual Book Sale.
 - J. President's Report: No report.
8. The Board will Convene into Closed Session: Motion by Shelly Truttman to go into Closed Session, 2nd by Kevin Budsberg. Motion carried by unanimous roll call vote.
 9. The Board will Convene into Open Session: Kevin Budsberg moved to go into Open Session, 2nd by Shelly Truttman. Motion carried by unanimous roll call vote.
 - A. Results of Closed Session: Discussion and Consideration: Director Lague Six-Month Evaluation and Staff Performance Data: President Hiland reported that the Library Board is very pleased with the performance of the Director and her period of probation is now over.
 10. Adjournment: President Hiland adjourned the meeting at 8:43 pm.

Respectfully submitted, Suzi Janowiak, Secretary

MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES
New Glarus Village Hall – Board Room
Wednesday, August 21, 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 Truttmann, and Library Director Holly Lague. Absent: Suzi Janowiak
2. Approval of Agenda: Kevin Budsberg moved to approve, 2nd by Petra Streiff. Motion carried.
3. Comments & Questions from the Public: None.
4. Old Business
 - A. Discussion and Consideration: Preliminary Draft 2020 Library Budget: Director Lague noted Village Administrator Drake Daly asked all departments to make all possible cuts to reduce a total Village budget increase of \$60,000 to \$10,000. Director Lague further indicated that Village Administrator Daly is committed to a 2% wage increase for all Village employees. A discussion point was the only line items in the Library budget that have increased over the last several years are salary and benefits. With the recent changes in staff (beginning at hiring Director Lague) it is likely our benefit costs line item will increase and we will need to request funding from the Village Board. Additional discussion continued with details of unemployment compensation. Director Lague will draft a memo to Administrator Daly with a request to delay submitting the Library Draft Budget for a week until new staff is hired.
 - B. Discussion and Consideration: Library Building Project
 - i. *Finalize C&BR and review presentation to Village Board:* The Building Committee met with Jim Gersich of Dimension IV to modify the concept plan presented at the August 7, 2019 Library Board meeting to a 12,000 square foot footprint, with a net of 10,000 square feet of usable space. This concept design, along with a memo requesting endorsement and a resolution for financial support, will be drafted by Linda Hiland, Kevin Budsberg, and Suzi Janowiak. The information will be presented at the September 3rd meeting of the Village Board. Jim Gersich and the Construction Manager at Risk suggested beginning Civil Engineering work to gain a better understanding of the cost of site work. Kevin Budsberg moved to contract with Maas Brothers to proceed with Civil Engineering with an estimated cost of \$20,000. Second by Petra Streiff. Motion carried. Kevin Budsberg moved to direct the Library Board Treasurer to contact the Community Foundation of Southern Wisconsin (CFSW) to learn how to access capital funds. Second by Petra Streiff. Motion carried. Kevin Budsberg moved to authorize the Library Board Treasurer to pay \$28,685 to Dimension IV for design fees and Civil Engineering fees of approximately \$20,000 from CFSW. Motion carried.
5. New Business
 - A. Discussion and Consideration: Election of Officers: Kevin Budsberg nominated Linda Hiland for President and moved to close nominations and cast a unanimous ballot for Hiland as President of the New Glarus Public Library Board of Trustees, 2nd by Jody Hoesly. Motion carried. Jody Hoesly nominated Shelly Truttmann for Vice President and moved to close nominations and cast a unanimous ballot for Truttmann as Vice President of the New Glarus Public Library Board of Trustees, 2nd by Petra Streiff. Motion carried. Jody Hoesly nominated Suzi Janowiak for Secretary and, based on her acceptance, moved to close nominations and cast a unanimous ballot for Janowiak as Secretary of the New Glarus Public Library Board of Trustees, 2nd by Petra Streiff. Motion carried. Jody Hoesly nominated Kevin Budsberg for Treasurer and moved to close nominations and cast a unanimous ballot for Budsberg as Treasurer of the New Glarus Public Library Board of Trustees, 2nd by Petra Streiff. Motion carried.
6. Bills & Finance Report
 - C. Bills: Bills were presented and approved dated 6/21/2019 totaling \$796.75 and 7/9/2019 totaling \$1661.34.
 - D. Financial Statement: Attached.

7. Director's Report: Attached. Kevin Budsberg noted with great appreciation that CFSW remitted a \$651 dividend for the previous fiscal year and lowered the endowment service fees.
8. Approval of Minutes
 - C. July 17, 2019: Kevin Budsberg moved to approve, 2nd by Jody Hoesly. Motion carried.
 - D. August 7, 2019: Jody Hoesly moved to approve 2nd by Beth Blahut. Motion carried.
9. Adjournment: President Hiland adjourned the meeting at 8:40 p.m.

Respectfully submitted, Shelly Truttman, Vice President

**New Glarus Public Library
Director's Report – Presented August 21, 2019
Holly Lague, Director**

Library Staffing Update

We posted our new Youth Services Librarian and Library Clerk positions online (our website, the sclc-announce email list, Wisconsin Library Association jobs board, and Youth Services also went on the UW-Madison and UW-Milwaukee library school job boards) on Thursday August 1st and an ad was included in the Post Messenger Recorder on August 5th and 12th. We've received several promising applications for both positions and began scheduling interviews on August 15th. The positions are listed as open until filled, but we hope to have at least one start in early September.

Summer Library Program

Final statistics for SLP:

- 8 weeks of prizes and activities
- 291 participants turned in 1813 reading logs!
 - 73 preschoolers read 3732 books
 - 116 elementary age read 1538 hours
 - 102 teens/tweens read 1326 hours
- 13 events attended by 558 people (362 kids and 196 adults)

Fall Events

Although recurring children's events are on hold until the new Youth Services Librarian settles in, Erica has planned several fun activities beginning in October, including a return of our Halloween Costume Exchange, a movie screening, possibly a Halloween party and some drop-in crafts.

For adults, we plan to get the scanning kit from SCLS to digitize photos, we'll be offering a four-class Yoga series again this year, a finance seminar, and we still hope to do at least one outdoor fall movie. The Tell documentary is now slated for July 2020, as a lead-up to New Glarus's 175th anniversary celebrations. We will be working with Tell via the Friends at this year's festival; the library is providing the popcorn machine and supplies so the Friends can sell it at the DJ portion of Saturday night's street dance and promote the book sale.

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March	152	102	5906	1744	2380	1260	15	321	186
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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									
September									
October									
November									
December									
Total:	1279	904	40671	8302	17845	8447	3031	1876	1170
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									
September									
October									
November									
December									
Total:	103	50	3	7302	10166		913		75
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									
September									
October									
November									
December									
Total:	19967	1455	14	43	260	83	450c / 179a	126	2622

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

Event	Date	Number of Attendees	
		Children	Adults
Heidi Fair Readings & Craft	Saturday, June 29 th	24	10
Scrabble	Tuesday, July 2 nd		0
Music & Movement	Monday, July 8 th	10	3
Scrabble	Tuesday, July 9 th		0
Book Club	Wednesday, July 10 th		11
Art Explorations	Thursday, July 11 th	21	12
Planetarium	Friday, July 12 th	64	28
Music & Movement	Monday, July 15 th	19	8
Scrabble	Tuesday, July 16 th		0
Movie: Treasure Planet	Tuesday, July 16 th	4	5
Business Seminar	Wednesday, July 17 th		7
Art Explorations	Wednesday, July 18 th	9	6
Story Time	Friday, July 19 th	3	3
Music & Movement	Monday, July 22 nd	11	5
Scrabble	Tuesday, July 23 rd		2
Race to Space	Tuesday, July 23 rd	6	7
Art Explorations	Thursday, July 25 th	9	5
Story Time	Friday, July 26 th	31	8
Music & Movement	Monday, July 29 th	24	8
Star Wars Party	Tuesday, July 30 th	66	29
Independent Retailers Month Receipts	(All month)		21
	Children's Events: 14 Adult Events: 7	301	178

TOTAL REVOLVING LOAN FUND 58,348.55

LIBRARY

SAVINGS #2775 (APY .10%)

Beg. Balance	38,029.04	
Interest	2.50	
Deposit	718.17	
Fundraising expense (Dimension IV)	-10,165.00	
End. Balance		28,584.71

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

Beg. Balance	378.78	
Withdrawal	-251.00	
Deposit	2,000.00	
Interest	0.13	
End. Balance		2,127.91

SUBTOTAL [25-11520] 30,712.62

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

Beg. Balance	19,733.42	
Interest	49.24	
End Balance		19,782.66

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

Beg. Balance (funded 9/28) [Town Impact fees]	36,992.57	
Interest	92.30	
End Balance		37,084.87

TOTAL LIBRARY INVESTMENTS 87,580.15

FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)

Community Foundation of Southern WI [most recent information available]

Library Capital Campaign Fund		
CASH Deposits thru 5/31/19		930,048.43
Interest/Dividend Income from June		1,760.94
Less fees from June		-41.97
Gifts/Pledges received		450.00
CASH Available 6/30/19		932,217.40
Library Operations Fund		
Balance 5/31/19		26,876.17
Gifts/Pledges received		
Interest Income		49.76
Disbursements (Fees)		-73.67
Balance 6/30/19		26,852.26
Spendable Balance 6/30/19		26,252.26
Library Endowment Fund		
Beginning Balance 5/31/19		24,015.27
Contributions		
Investment Activity		1,143.33
Investment fees		-50.87
BALANCE 6/30/19 [NON-CASH]		25,107.73
Spendable Balance 6/30/19		261.88

MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES
New Glarus Village Hall – Board Room
Wednesday, September 4, 2019 - 6:30 P.M.

AGENDA

1. Call to Order: President Linda Hiland called the meeting to order at 6:30 pm. Trustees present, in addition to Hiland, were Beth Blahut, Kevin Budsberg, Petra Streiff, Shelly Truttmann, and Suzi Janowiak. Absent: Jody Hoesly. Also present were Library Director Holly Lague and Village trustee Michael Bell.
2. Approval of Agenda: Kevin Budsberg moved to approve, 2nd by Petra Streiff. Motion carried.
3. Comments & Questions from the Public: The board welcomed Trustee Bell and asked if he had any questions for them. President Hiland explained that the Library Board always asks the new Village trustees to meet in person as an orientation, and will include himself along with Mike Ganshert and Tammy Newbury at a future date. Holly Lague explained that the Village Board had voted unanimously in May of 2019 to establish the Durst Rd. property as the final site or the new library. Michael Bell then asked about specifics of the Durst Rd. site. Linda Hiland showed him the latest concept plan and explained the boundaries of the property and the existing easement with the Swiss Center. Discussion of the proposed sidewalk and pedestrian crossing. Petra Streiff said that much more discussion and answering of questions could take place during the meeting with the newest Village trustees.

Kevin Budsberg explained how each community uses its library uniquely. Holly Lague provided examples of services the library provides to the public. Kevin Budsberg mentioned the fact that not everyone in our service population has access to the Internet at home, for example, and that alone is a huge disadvantage to that segment of our citizens. He mentioned the Hotspot program that Director Lague has instituted.

Linda Hiland said she would prepare a history of the new library program for the new trustees to get them up to speed on where we are now. Michael Bell said that he has observed the dynamics of the dialogue about the project in recent years and wants to understand the facts. Kevin Budsberg gave a synopsis of the fundraising to date. Discussion of the fact that many people have stated that they will donate or renew their old pledges once site work has begun and people see the project is commencing. The uncertainty of the past few years has slowed the rate of donations, which is why we are seeking a commitment from the Village to reinvigorate fundraising. Linda Hiland explained our different fund accounts with CFSW. Kevin Budsberg clarified that currently there is no commitment of borrowing from the village, as that had been rescinded in a village vote in 2018. Discussion at the Sept 3, 2109 Village Board meeting had indicated that the village has a resolution in place to borrow one million dollars, but that is not the case. Michael Bell said that he had been informed of that earlier in the day. He then asked about how the library's operating budget is currently structured, and best estimates for the future. Linda Hiland and Kevin Budsberg explained that a projected operating budget had been prepared for the Glarner Park concept plan, but we cannot prepare an accurate projection until we have an approved concept plan for the Durst Road site.

Linda Hiland detailed the \$100,000 commitment we have from the Town of New Glarus, and that \$40,000 of that will be applied to our first two years' operating budget in the new library. Discussion of when the group meeting with the new trustees can be scheduled.

4. Old Business
 - A. Discussion and Consideration: Library Building Project: Linda Hiland asked the board what the next steps should be given the result of the Sept. 3, 2019 Village Board meeting

when the Library Board asked for a financial and concept plan commitment from the Village Board (no action was taken by the Village Board). Consensus to reach out to Village trustees to ask what additional information they would like before the issue is on the agenda again, and to ask Administrator Daily again to provide the estimated tax impacts of any borrowing. Petra Streiff and Linda Hiland to ask Administrator Daily why the trustees had not gotten the letter the Library Board sent to the Village Board trustees dated August 26, 2019. Michael Bell stated that his own desire was to have as much information as possible so that he can formulate his opinion and make an informed decision. Discussion of other scheduled village projects and how they will proceed alongside the library project if the village commits to borrowing for the library in 2020. Kevin Budsberg told Michael Bell that many, many documents about the library and the new library project can be accessed on the library's website.

5. New Business

- A. Discussion and Consideration: Policy updates for Paid Holidays, Vacation and Sick Leave, and Homebound Delivery Service: Director Lague outlined her proposed changes to library policies for holidays, vacation, and sick leave to better correspond with village practices; as well as reflect her own desired structure for employees of the library. Discussion of the proposed changes and wording edits. Director Lague said she would continue to refine the changes and bring it back to the board at a later date. Discussion of the Homebound delivery service and her proposed changes to that policy. The goal is to make the service available to more patrons, and she reported that they have more volunteers to make deliveries now as well. Kevin Budsberg made a motion to approve the changes to the homebound policy, 2nd by Shelly Truttman. Motion carried.
- B. Discussion and Consideration: Resolutions 19-07LB Appointing Brooke Mathews as Youth Services Librarian and Resolution 19-08LB Appointing Wendy Jacobson as Library Clerk: Kevin Budsberg moved to approve the resolutions, 2nd by Petra Streiff. Motion carried.

6. Reports/Discussion/Consideration:

- A. Administration Team: Kevin Budsberg reported on procedural issues for paying invoices from our CFSW accounts.
 - CFSW Financial Report
- B. Building Committee: No report.
- C. Owner Representatives: No report.
- D. Co-chairs Team: No report.
- E. Communication Team: No report.
- F. Grants Team : Shelly Truttman reported the team met last week and have found out we have been awarded a \$15,000 challenge grant from the Schlecht Family Foundation (Duluth Trading). Discussion of publicity for this generous grant and how to engage the public in raising \$15,000 in new donations for the matching.
- G. Partnership Team: Plans to reach out to the New Glarus Home next.
- H. Village Board Liaison: Covered above.
- I. Friends of the Library: Book sale was held on Labor Day weekend and turnout was great. The leftover books were donated to a new organization this year.
- J. President's Report: A meeting with the new Village trustees will be scheduled.

7. Adjournment: President Hiland adjourned the meeting at 8:34 pm.

Respectfully submitted, Suzi Janowiak, Secretary

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 Truttmann, and Library Director Holly Lague. Absent: Suzi Janowiak
 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- The New Glarus Village Board committed \$1 million to the building project at their September 17th, 2019 meeting. The Village Board will consider issuing a \$500,000 matching grant at their October 1st, 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 1st meeting, with a final review to take place at the October 15th 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; 2nd 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
 - E. Bills: Bills were presented and approved dated 8/27/2019 totaling \$1683.63, and 9/10/2019 totaling \$4812.47.
 - F. Financial Statement: Attached.
- Trustee Petra Streiff left the meeting at 7:35 p.m.*
7. Director's Report: Attached.
 8. Approval of Minutes
 - E. August 21, 2019: Kevin Budsberg moved to approve, 2nd by Jody Hoesly. Motion carried.
 - F. September 4, 2019: Kevin Budsberg moved to approve 2nd by Shelly Truttmann. Motion carried.
 9. Adjournment: President Hiland adjourned the meeting at 7:50 p.m.

Respectfully submitted, Shelly Truttmann, 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 23rd. 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 2nd Street be closed in front of Village Hall beginning September 30th 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.

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									
October									
November									
December									
Total:	1423	916	45965	9004	20035	9864	3501	2190	1371
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									
October									
November									
December									
Total:	110	67	3	8434	11762		1027		90
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									
October									
November									
December									
Total:	23241	1678	14	49	275	85	450c/ 179a	134	2678

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

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

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	934,212.39

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
Spendable Balance 7/31/19	26,300.61

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
Spendable Balance 7/31/19	912.88

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

Wednesday, October 2, 2019 - 6:30 P.M.

AGENDA

1. Call to Order: President Linda Hiland called the meeting to order at 6:30 pm. Trustees present, in addition to Hiland, were Beth Blahut, Jody Hoesly, Kevin Budsberg, Petra Streiff, Shelly Truttman, and Suzi Janowiak. Also present, 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: President Hiland detailed that at this time we have \$2,000,000 for the project, half of which is cash donations and pledges, and half of which is a commitment from the village board. Discussion of the possibility that the village may contribute more to the project in the future. President Hiland outlined decisions that need to be made given the current financial situation. She asked the board if the consensus was to stay with the current concept plan. Consensus was to go forward with the current plan. Second decision involved authorizing a new survey of the SCNA property in order to finalize the engineering for stormwater management. This needs to be in place before any site work can begin. Motion by Suzi Janowiak to proceed with the current concept plan and authorize a new survey to be completed so that the stormwater management plan can be completed, 2nd by Jody Hoesly. Discussion regarding cost of the survey and overall timeline. Motion carried.
5. New Business
 - A. Discussion and Consideration: 2020 Village Budget: Director Lague asked the board if they had seen a copy of the Village Budget draft for 2020. Discussion of the proposed budget and the proposals contained therein regarding the library. The village board will vote on the budget later this fall.
6. Reports/Discussion/Consideration:
 - A. Administration Team: Kevin Budsberg explained that the previous approval on 8/21/2019 partly included an invoice paid from Bank of New Glarus savings, so he would like to start with a fresh motion to supersede what is in place. Budsberg made a motion to pay the following two Dimension IV invoices for West Side site design work from the CFSW Capital Fund: 1) \$28,685.00 on invoice 10673 dated 8/6/2019, and 2) \$8,400 on invoice 10739 dated 9/9/2019 for a total of \$37,085.00. This will bring the library board up to date on design invoices. Second by Shelly Truttman. Motion carried.
 - CFSW Financial Report: Jody Hoesly has updated the donor information.
 - B. Building Committee: Covered under Old Business.
 - C. Owner Representatives: No report.

- D. Co-chairs Team: President Hiland would like to schedule a brainstorming session with the current and former co-chairs, and other team members. She asked the board to start thinking about ideas to move fundraising forward quickly. We will have a closed session special meeting to strategize.
 - E. Communication Team: Mary Hillstrom wrote an article for the paper about our latest matching grant. Discussion of ideas for the next article. Beth Blahut will draft the next article.
 - F. Grants Team: Have the next grant opportunity identified and are working on the application.
 - G. Partnership Team: President Hiland would like to schedule meeting with the Town of New Glarus in November to update them on the building project. Shelly Truttman will be meeting with the Town of York.
 - H. Village Board Liaison: Covered above.
 - I. Friends of the Library: Book Sale was extremely successful. Culver's fundraiser will be October 16 from 5-8 pm.
 - J. President's Report: No report.
7. Adjournment: President Hiland adjourned the meeting at 8:37 pm.

Respectfully submitted, Suzi Janowiak, Secretary

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>

MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES
New Glarus Village Hall – Board Room
Wednesday, November 6, 2019 - 5:30 P.M.

AGENDA

1. Call to Order: President Linda Hiland (left meeting at 6:54) called the meeting to order at 5:30 pm. Those present, in addition to Hiland, were trustees Beth Blahut, Jody Hoesly, Shelly Truttman, Petra Streiff, Suzi Janowiak, and Library Director Holly Lague (left meeting at 6:54). Absent: Kevin Budsberg.
2. Approval of Agenda: Jody Hoesly moved to approve, 2nd by Petra Streiff. Motion carried.
3. Comments & Questions from the Public: None.
4. Old Business
 - A. Discussion and Consideration: Library Building Project: President Hiland and Petra Streiff met with Administrator Daily to update him on recent plans and other news. She invited him to our November 20 donor/supporter event. She and Director Lague will attend the Town of New Glarus meeting November 6, 2019. Discussions have been ongoing with the SCNA about sidewalk configuration and other questions. Discussion of various permits and fees and how that might be affected as this is a municipal project. Discussion of Plan Commission (parking variance), possible easement re: parking with the SCNA. Linda Hiland to contact some experts about these issues. The architect has requested the library board consider whether or not to install a sprinkler system in the new building, or construct the building so that a sprinkler system could be installed later. The planned size of the library does not require a sprinkler system now, but potentially the library might need one if a future expansion brings us to the square footage requirement. Linda Hiland will look into easement request, Holly Lague to look into sprinkler system requirements, and Suzi Janowiak will research parking variance requests.
5. New Business
 - A. Discussion and Consideration: Resolution 19-09 LB – Appointment of Library Page Alayna Lewis: Shelly Truttman moved to approve, 2nd by Petra Streiff. Motion carried.
 - B. Discussion and Consideration: Library Closing Dates 2020: Jody Hoesly moved to approve, 2nd by Beth Blahut. Motion carried.
 - C. Discussion and Consideration: Move or Cancel Library Board Meeting January 1st, 2020: Petra Streiff moved to cancel, 2nd by Beth Blahut. Motion carried. November 20, 2019 Library Board meeting will be 5:30 at the SCNA before the donor event.
6. Reports/Discussion/Consideration:
 - A. Administration Team: Schlecht Family Foundation Challenge Grant has been met, and they have generously doubled their grant to \$30,000 before the end of the year. The board expressed their gratitude to the work of the Grants Team. The thermometer has been updated. We have also received funds from the Town of New Glarus from their library impact fees.
 - CFSW Financial Report

- B. Building Committee: Need to meet. Linda Hiland to call Kevin Budsberg to arrange. They will discuss the sprinkler and easement and parking variance.
 - C. Owner Representatives: No report.
 - D. Co-chairs Team: Donor event has been scheduled for November 20 at 6:30 at the SCNA. Kevin Budsberg to do presentation. Co-chairs to meet soon with former Co-chairs. Outreach to business community in December. Beth Blahut to coordinate Giving Tree in December. Major Events Team met and is off to a good start. Beth Blahut reported on the various ideas and what has been planned for next year.
 - E. Communication Team: There will be an article about the 2nd 15K grant from the Schlecht Family Foundation. Possible photo op? Those who live too far away to attend donor/supporter event will get update letter.
 - F. Grants Team: Still waiting to hear if our request to the CFSW will be granted. Working on other applications as well for the technology area.
 - G. Partnership Team: Town meeting November 6. Hope to attend a New Glarus Home board meeting.
 - H. Village Board Liaison: Covered under 4A. Petra Streiff clarified the final Village budget timeline.
 - I. Friends of the Library: No report.
 - J. President's Report: No report.
7. Adjournment: Vice President Shelly Truttmann adjourned the meeting at 7:04 pm.

Respectfully submitted, Suzi Janowiak, Secretary

MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES
Swiss Center of North America
507 Durst Rd, New Glarus WI 53574
Wednesday, November 20, 2019 - 5:30 P.M.

AGENDA

1. Call to Order: President Linda Hiland called the meeting to order at 5:30 pm. Those present, in addition to Hiland, were Trustees Beth Blahut, Jody Hoesly, Kevin Budsberg, Petra Streiff, and Suzi Janowiak. Absent: Shelly Truttmann and Library Director Holly Lague (both were attending the 2019 Grants ceremony of CFSW).
2. Approval of Agenda: Kevin Budsberg moved to approve, 2nd by Petra Streiff. Motion carried.
3. Comments & Questions from the Public: None.
4. Old Business
 - A. Discussion and Consideration: Library Building Project: Director Lague and President Hiland will go to the New Glarus Home on December 6, 2019, to meet with their director and board members. They will also attend the January 14, 2020 meeting of the Retailers' Roundtable. Co-Chairs Team has met and is mobilizing. Building Committee will meet on November 25, 2020. Linda Hiland has done research on the sidewalk easement issue, and Suzi Janowiak has researched the parking variance request.
 - B. Discussion and Consideration: Library Closing Dates 2020: Petra Streiff moved to approve the proposed dates, 2nd by Beth Blahut. Motion carried.
5. New Business
 - A. Discussion and Consideration: Fine Amnesty Week: Petra Streiff moved to approve Fine Forgiveness Week, 2nd by Beth Blahut. Motion carried.
6. Bills & Finance Report
 - C. Bills: Bills were presented and approved, dated 11/11/2019 in the amount of \$233.12, and 10/28/2019 in the amount of \$2,577.55.
 - D. Financial Statement
7. Director's Report: Attached.
8. Approval of Minutes
 - C. October 16, 2019: Jody Hoesly moved to approve with minor corrections, 2nd by Petra Streiff. Motion carried.
 - D. November 6, 2019: Jody Hoesly moved to approve with minor corrections, 2nd by Petra Streiff. Motion carried.
9. Adjournment: President Hiland adjourned the meeting at 5:53 pm.

Respectfully submitted, Suzi Janowiak, Secretary

New Glarus Public Library
Director's Report – Presented November 20, 2019
Holly Lague, Director

Hotspot Trial Results

Our July-October trial of wi-fi hotspots went well, with some patrons coming back for it multiple times and others taking it on one-time trips (as far as Alaska!). Comments we received include:

- “I'm so glad I borrowed one when I did because it more than halved my download time. It really reduced the internet inconvenience of living so far out of town, and I think it was great, even if I had other options for wifi.”
- “Fantastic idea!”

We've decided to continue providing the current Sprint hotspots, although we will stay on the lookout for other providers. Currently Sprint offers the best deal on unlimited, non-throttled data without a contract. We know coverage is stronger with Verizon but they are more expensive and cap data speeds after a certain limit is reached.

Follow-ups from Last Report

Our new page Alayna Lewis is on board and doing great!

October events:

- Read with a Firefighter: 24 adults, 35 kids = 59 attendees! We had our mobile checkout station and patrons took home 17 books; Firefighters read 5 books to the kids, and we donated 6 books donated to their Reach a Child program
- Yoga was well-attended with about 16 people each time, and people have expressed that they wouldn't do it otherwise;
- Halloween “outdoor” movie was super cool, but attendance was disappointing we expect due in large part to the rain and cold. Lots of positive feedback about the idea so we will try again.

Staff attended Mental Health First Aid training on Friday October 18th with other Green County libraries, receiving tips on how to respond and help patrons who are struggling with mental health.

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	179	18	4783	638	2081	1211	550	147	156
November									
December									
Total:	1724	1276	55342	10405	24218	12013	4449	2553	1704
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	5	6	0	1101	1593	2413	142		11
November									
December									
Total:	120	78	3	10489	14733	21227	1282		109
2019	Patron Visits	Hours Open	Patrons per 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	2,880	218	13	11	71	17	273c / 126a	28	470
November									
December									
Total:	28761	2096	14	65	359	106	450c / 179a	171	3259

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

Event	Date	Number of Attendees	
		Children	Adults
Scrabble	Tuesday, October 1 st	0	2
Storytime	Wednesday, October 2 nd	23	8
Mini Makers	Friday, October 4 th	9	4
Costume Exchange	Saturday, October 5 th	12	7
Storytime	Monday, October 7 th	6	4
Scrabble	Tuesday, October 8 th	0	0
Storytime	Wednesday, October 9 th	14	4
Book Club	Wednesday, October 9 th	1	8
Free Play	Thursday, October 10 th	1	1
Mini Makers	Friday, October 11 th	11	6
Movie – The House with a Clock in its Walls	Friday, October 11 th	9	3
Read with a Firefighter	Saturday, October 12 th	35	24
Storytime	Monday, October 14 th	21	7
Scrabble	Tuesday, October 15 th	0	2
Storytime	Wednesday, October 16 th	15	5
Yoga	Wednesday, October 16 th	0	16
Storytime	Monday, October 21 st	10	6
Smart Women, Savvy Investors	Monday, October 21 st	0	3
Scrabble	Tuesday, October 22 nd	0	0
Storytime	Wednesday, October 23 rd	11	5
Yoga	Wednesday, October 23 rd	0	17
Mini Makers	Friday, October 25 th	19	7
Creepy Crafts	Friday, October 25 th	41	21
Outdoor Movie – Night of the Living Dead	Saturday, October 26 th	0	6
Storytime	Monday, October 28 th	35	11
Scrabble	Tuesday, October 29 th	0	0
Storytime	Wednesday, October 30 th	1	3
Yoga	Wednesday, October 30 th	0	16
	TOTAL Children's Events: 17 Adult Events: 11	274	196

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	
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SUBTOTAL [25-11520]

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BALANCE 8/31/19 [NON-CASH]		25,084.03
Spendable Balance 8/31/19		912.88

MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES

New Glarus Village Hall – Board Room
Wednesday, December 4, 2019 - 6:30 P.M.

AGENDA – Amended (December 3, 2019 4:00 P.M.)

1. Call to Order: President Linda Hiland called the meeting to order at 6:30 pm. Those present, in addition to Hiland, were trustees Beth Blahut, Jody Hoesly, Kevin Budsberg, Petra Streiff, Shelly Truttman, Suzi Janowiak, and Library Director Holly Lague.
2. Approval of Agenda: Shelly Truttman moved to approve, 2nd by Jody Hoesly. Motion carried.
3. Comments & Questions from the Public: None.
4. Old Business
 - A. Discussion and Consideration: Library Building Project: President Hiland reminded the board that we will need to draft a new proposed operating budget for the new library. Discussion of updating our last draft operating budget document for the new library design. Jody Hoesly will initiate this process. We will get confirmation from the village that mowing and plowing will not need to be part of our operating budget, as a village department. We will revisit the draft operating budget in mid-January. Donor recognition policies/procedures need to be updated as we enter this final phase of fundraising. President Hiland presented some materials that illustrated various entryway recognition (electronic and physical versions) that had previously been discussed by the board. We will work on naming our donation level categories.
5. New Business
 - A. Discussion and Consideration: Amendment of Circulation Policy: Director Lague stated that they have been receiving borrowed materials back in poor condition. We already have a policy that if items are returned damaged, they must be paid for by the patron. She asked the board for their thoughts on amending the policy for repeat offenders. After discussion, it was decided that we do not need to amend the policy at this time.
6. Reports/Discussion/Consideration:
 - A. Administration Team: Kevin Budsberg made a motion to pay invoice 10824 from Dimension IV invoice for West Side site civil design work from the CFSW Capital Fund in the amount of \$1,027.50; 2nd by Jody Hoesly. Motion carried.
 - CFSW Financial Report
 - B. Building Committee: Kevin Budsberg reported that Edge Engineering has determined that the site will need more preparation than previously thought in order to comply with Village regulations, including more retention walls. However, this additional site work will improve the current runoff situation that exists in the Durst Valley Road area. The Building Committee is recommending that the entire site work should be bid all at once to save money. We will need to consult the village administration and engineers to see how we can work together on this. We need to let Maas Brothers know when we want to start the bidding process. We will need to get the Site Plan approved by the Plan Commission before that can happen. Kevin Budsberg moved that the civil engineering plans comply with the Special Flow Restriction Zone Ordinance because the Library Board is serious about its commitment to Durst Valley; 2nd by Shelly Truttman. Motion carried.
 - C. Owner Representatives: No report.
 - D. Co-chairs Team: Still need new leaders and business team members. We are continuing to secure new Leadership donations for the final sprint of fundraising.

- E. Communication Team: Discussion of an article before the end of the month for the Schlecht Family Foundation challenge grant. Consensus that our end date for capital fundraising of 10/10/2020 is a catchy one.
 - F. Grants Team: We are grateful for our grant from the CFSW. We are now aware we can apply for more than one grant at a time during their annual grant application period, which is good to know for future years. The team members continue to identify new grant opportunities; and also our needs for 2020. Beth Blahut has been researching opportunities for grants, school projects, or donations in the area of art for the new library.
 - G. Partnership Team: Will meet with representatives of the New Glarus Home on Friday December 6.
 - H. Village Board Liaison: Petra Streiff suggested budget discussion be put on our next agenda in case we want to make some minor changes. She noted that our donated funds deposited in the Capital Fund at the State Bank of Cross Plains have been earning a good rate of interest.
 - I. Friends of the Library: Director Lague is looking into new electronic book resources and online subscription for children.
 - J. President's Report: No report.
7. Adjournment: President Hiland adjourned the meeting at 8:43 pm.

Respectfully submitted, Suzi Janowiak, Secretary