

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

**Tuesday, February 13, 2018 - 6:30 P.M.**

1. Call to Order: President Linda Hiland called the meeting to order at 6:32 pm. Those present, in addition to Hiland, were Bob Bergum, Jody Hoesly, Kevin Budsberg, Shelly Truttmann, Suzi Janowiak, and Library Director Lauren White. Absent: Petra Streiff.
2. Approval of Agenda: Bob Bergum moved to approve, second by Kevin Budsberg. Motion carried.
3. Comments & Questions from the Public: None.
4. New Business
  - A. Discussion and Consideration: 2017 Annual Report: Director White had provided the report to the board prior to the meeting. The board reviewed the report and noted the improvements to the collection and programming events. Motion to approve the report by Kevin Budsberg, second by Jody Hoesly. Motion carried.
5. Old Business
  - A. Discussion and Consideration: Library Building Project: President Hiland shared the new campaign materials with the board. The board suggested minor changes. She asked the board for direction on the expenses budget for the new Co-Chairs Team for things such as printing and postage. Motion to approve \$2,000 budget by Jody Hoesly, second by Bob Bergum . Motion carried. Funds will come from library savings account, not the capital campaign fund. Discussion of updating the naming opportunities for the new library. Jody Hoesly, Kevin Budsberg, and Suzi Janowiak will work on this. Discussion of how donor recognition will be represented in the new library. Work on these decisions will be ongoing for the next two meetings.
  - B. Discussion and Consideration: Sale of the West Side Site: President Hiland reported that the interested party is currently pursuing another location for their project. The board discussed several options. President Hiland to contact Jim Gersich for counsel.
  - C. Discussion and Consideration: Strategic Planning: Director White had submitted her draft document to the board prior to the meeting. The board discussed the substance and appearance of the report. Mention was made of the immense amount of data available and the method of choosing what to include. Lengthy discussion of suggested edits. Director White will continue to refine the report.
6. Bills & Finance Report
  - A. Bills: Two sets of bills were presented and approved, dated 2/13/2018 totaling \$7,446.74, and 1/23/2018 totaling \$393.43.
  - B. Financial Statement: Attached.
7. Director's Report: Attached. Director White will now add the attendance numbers for our new programs for children in the statistics.
8. Approval of Minutes:
  - A. January 9, 2018: Kevin Budsberg moved to approve, second by Bob Bergum. Motion carried.
  - B. January 23, 2018: Kevin Budsberg moved to approve, second by Bob Bergum. Motion carried.

9. Adjournment: President Hiland adjourned the meeting at 8:14.

Respectfully submitted, Suzi Janowiak, Secretary

## **Lauren White, Director**

### **2018 New Youth Programs**

We have now started our new Music and Movement and Free Play activities for babies and toddlers and I'm happy to report that they're going really well. Children seem to be having a great time, we're seeing new families, and parents have an opportunity to connect with new friends. We're constantly evaluating ways to improve the programs, while they're still new and we're getting feedback from the public. So far, one major issue we're examining is the time of day the programs are held. While we did ask for input before they started and researched the times that other libraries hold programs, we're still hearing from a handful of parents that they prefer different times, so we're working on figuring out how to best meet the needs of our community. I'm excited to see how these programs grow and impact New Glarus moving forward.

### **ILS Evaluation**

At this time, the ILS evaluation is almost complete, the last step is to complete reports from individual work groups and then the lead team will make their official recommendation. At the time this report was written, the lead team believed that they would stay with KOHA because it is completely web-based and it is the only ILS on the market that functions in that way. There were functionalities that we liked in the other systems, but they are still in development for their web-based components, which is a concern for everyone. So, the thought is that we'll stay with KOHA for now and we'll regularly revisit this topic as needed.

### **Strategic Planning**

On February 8th, we released our online community survey and have already received over 60 responses, which I am thrilled with. The information gathered in this survey will not only help in the strategic planning process, but also in our day-to-day operations. We have a chance to collect really valuable data and I'm hopeful that we'll be able to use this information to make the best decisions for our library. The library board has also received a draft of the strategic plan and narrative, which they'll review and provide feedback on. As the data services consultant for the South Central Library System, Jody Hoesly has been able to create fantastic graphs and visualizations to illustrate the kind of community that New Glarus is. Once the narrative is complete and the survey data is completed, we'll start laying out the report and put the finishing touches on it.

### **2018 Community Room Usage**

Because of the recent fitness center closing, many community fitness groups are struggling to find space to hold their classes in. The Village Hall community room has become an alternative location for them and classes are held Monday-Thursday evenings and on Saturday mornings. The fitness classes have booked the entire year so that they have stability in their schedules. Due to this, there is some concern that we will no longer be able to hold programs in the evening if our plan is to use the community room. We have a few programs that we booked in 2017, so we're thankful to be able to use the community room during those times, but it is unclear if we will be able to offer programs, specifically for adults, in the evening if they are to be held in the community room.

### **Overdrive Cost Formula Workgroup**

Our group has met three times now and we have a clear recommendation to take to the March All Director's meeting. We choose to form this group to make sure that the way libraries are billed is the most equitable for all of our members. Because of the complexity of our system, we're hoping that the new cost formula will be primarily comprised of e-book and e-audiobook circulation numbers for each library and the remaining portion will be calculated based on collection expenditures.

### January 2018 Program Attendance

| Event                | Date                                | Number of Attendees |
|----------------------|-------------------------------------|---------------------|
| Scrabble             | Tuesday, January 2 <sup>nd</sup>    | 2                   |
| Preschool Story Time | Friday, January 5 <sup>th</sup>     | 9C/4A               |
| Scrabble             | Tuesday 9 <sup>th</sup>             | 2                   |
| Book Club Discussion | Wednesday, January 10 <sup>th</sup> | 10                  |
| Preschool Story Time | Friday, January 12 <sup>th</sup>    | 11C/5A              |
| Scrabble             | Tuesday, January 16 <sup>th</sup>   | 0                   |
| Preschool Story Time | Friday, January 19 <sup>th</sup>    | 10C/3A              |
| Scrabble             | Tuesday, January 23 <sup>rd</sup>   | 0                   |
| Preschool Story Time | Friday, January 26 <sup>th</sup>    | 19C/7A              |
| Scrabble             | Tuesday, January 30 <sup>th</sup>   | 2                   |
| Digital Scanning Kit | Monday January 22-February<br>3     | 19                  |

### January 2018 Monthly Statistics

| <b>New Glarus<br/>Public Library<br/>2018</b> | <b>Items<br/>Added</b>         | <b>Items<br/>Deleted</b>      | <b>Circulation</b>                     | <b>Circ. by<br/>PSTAT<br/>Other</b>      | <b>Village of<br/>New Glarus</b> | <b>Town of<br/>New<br/>Glarus</b> | <b>Town of York</b>                     | <b>Town of<br/>Exeter</b>            | <b>Dane Co.<br/>No<br/>Library</b>  |
|-----------------------------------------------|--------------------------------|-------------------------------|----------------------------------------|------------------------------------------|----------------------------------|-----------------------------------|-----------------------------------------|--------------------------------------|-------------------------------------|
| January                                       | 230                            | 904                           | 6179                                   | 1267                                     | 2596                             | 1219                              | 469                                     | 251                                  | 377                                 |
| February                                      |                                |                               |                                        |                                          |                                  |                                   |                                         |                                      |                                     |
| March                                         |                                |                               |                                        |                                          |                                  |                                   |                                         |                                      |                                     |
| April                                         |                                |                               |                                        |                                          |                                  |                                   |                                         |                                      |                                     |
| May                                           |                                |                               |                                        |                                          |                                  |                                   |                                         |                                      |                                     |
| June                                          |                                |                               |                                        |                                          |                                  |                                   |                                         |                                      |                                     |
| July                                          |                                |                               |                                        |                                          |                                  |                                   |                                         |                                      |                                     |
| August                                        |                                |                               |                                        |                                          |                                  |                                   |                                         |                                      |                                     |
| September                                     |                                |                               |                                        |                                          |                                  |                                   |                                         |                                      |                                     |
| October                                       |                                |                               |                                        |                                          |                                  |                                   |                                         |                                      |                                     |
| November                                      |                                |                               |                                        |                                          |                                  |                                   |                                         |                                      |                                     |
| December                                      |                                |                               |                                        |                                          |                                  |                                   |                                         |                                      |                                     |
| Total:                                        | 230                            | 904                           | 6179                                   | 1267                                     | 2596                             | 1219                              | 469                                     | 251                                  | 377                                 |
| <b>2018</b>                                   | <b>Patron ILL<br/>Requests</b> | <b>ILL Requests<br/>Rec'd</b> | <b>ILL Requests<br/>Unable to Fill</b> | <b># Unique<br/>Website<br/>Visitors</b> | <b># Website<br/>Visits</b>      | <b>WiFi<br/>Sessions</b>          | <b>Public<br/>Computer<br/>Sessions</b> | <b>Public<br/>Computer<br/>Hours</b> | <b>New<br/>Patrons<br/>Register</b> |
| January                                       | 4                              | 4                             | 0                                      | 964                                      | 1059                             | 1741                              | 231                                     | ???                                  | 5                                   |
| February                                      |                                |                               |                                        |                                          |                                  |                                   |                                         |                                      |                                     |
| March                                         |                                |                               |                                        |                                          |                                  |                                   |                                         |                                      |                                     |
| April                                         |                                |                               |                                        |                                          |                                  |                                   |                                         |                                      |                                     |
| May                                           |                                |                               |                                        |                                          |                                  |                                   |                                         |                                      |                                     |
| June                                          |                                |                               |                                        |                                          |                                  |                                   |                                         |                                      |                                     |
| July                                          |                                |                               |                                        |                                          |                                  |                                   |                                         |                                      |                                     |
| August                                        |                                |                               |                                        |                                          |                                  |                                   |                                         |                                      |                                     |
| September                                     |                                |                               |                                        |                                          |                                  |                                   |                                         |                                      |                                     |
| October                                       |                                |                               |                                        |                                          |                                  |                                   |                                         |                                      |                                     |
| November                                      |                                |                               |                                        |                                          |                                  |                                   |                                         |                                      |                                     |
| December                                      |                                |                               |                                        |                                          |                                  |                                   |                                         |                                      |                                     |
| Total:                                        | 4                              | 4                             | 0                                      | 964                                      | 1059                             | 1741                              | 231                                     |                                      | 5                                   |
| <b>2018</b>                                   | <b>Patron Visits</b>           | <b>Hours Open</b>             | <b>Patrons/Hour</b>                    | <b># Adult<br/>Programs</b>              | <b># Adults<br/>Count</b>        | <b># Children<br/>Programs</b>    | <b># Children<br/>Count</b>             | <b>Total<br/>Programs</b>            | <b>Total #<br/>Attend</b>           |
| January                                       | 2632                           | 200                           | 13                                     | 7                                        | 33                               | 4                                 | 49C/19A                                 | 10                                   | 101                                 |
| February                                      |                                |                               |                                        |                                          |                                  |                                   |                                         |                                      |                                     |
| March                                         |                                |                               |                                        |                                          |                                  |                                   |                                         |                                      |                                     |
| April                                         |                                |                               |                                        |                                          |                                  |                                   |                                         |                                      |                                     |
| May                                           |                                |                               |                                        |                                          |                                  |                                   |                                         |                                      |                                     |
| June                                          |                                |                               |                                        |                                          |                                  |                                   |                                         |                                      |                                     |
| July                                          |                                |                               |                                        |                                          |                                  |                                   |                                         |                                      |                                     |
| August                                        |                                |                               |                                        |                                          |                                  |                                   |                                         |                                      |                                     |
| September                                     |                                |                               |                                        |                                          |                                  |                                   |                                         |                                      |                                     |
| October                                       |                                |                               |                                        |                                          |                                  |                                   |                                         |                                      |                                     |
| November                                      |                                |                               |                                        |                                          |                                  |                                   |                                         |                                      |                                     |
| December                                      |                                |                               |                                        |                                          |                                  |                                   |                                         |                                      |                                     |
| Total:                                        | 2632                           | 200                           | 13                                     | 7                                        | 33                               | 4                                 | 49C/19A                                 | 10                                   | 101                                 |

**TOTAL LIBRARY INVESTMENTS****56,358.55****FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)****Community Foundation of Southern WI [most recent information available]****Library Capital Campaign Fund**

CASH Deposits thru 11/30/17 763,308.39

Interest Income from Dec 134.44

Less fees from Dec -10.00

Gifts received 5,000.00

Pledges paid 3,200.00

CASH Available 12/31/17 771,632.83

**Library Operations Fund [CFSW sending statements quarterly]**

CASH Available 10/31/17 25,093.31

Gifts received 200.00

Pledges paid 1,250.00

Interest Income 8.94

Disbursements 4th Quarter Fees -63.95

CASH Available 12/31/17 26,488.30

**Library Endowment Fund [CFSW sending statements quarterly]**

Beginning Balance 10/31/17 22,371.59

Contributions 400.00

Investment Activity 675.81

Disbursement Activity fees -15.55

BALANCE 12/31/17 [NON-CASH] 23,431.85