

VILLAGE OF NEW GLARUS
MEETING OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVED
MINUTES FOR
Tuesday, February 14, 2017 - 6:30 P.M.

**Present: Kevin Budsberg, Robert Bergum, Petra Streiff, Lexa Speth, Director
Lauren White, President Linda Hiland, and Jody Hoesly**
Absent: Suzi Janowiak

1. Call to Order: L. Hiland called the meeting to order at 6:30 pm
2. Approval of Agenda: K. Budsberg motioned for the approval of the agenda, and R. Bergum seconded. Motion carried.
3. Comments & Questions from the Public*--No public was present at this meeting.
**(Note – the Library Board will not discuss or vote on these matters at this time, the purpose of this item is to provide a public forum for citizen’s comments)*
4. New Business:
 - A. Discussion and Consideration: Library Director’s 2017 Goals:
Director White explained a timeline for completing goals and her process for completing tasks. R. Bergum moved for approval of goals, and K. Budsberg seconded. Motion carried.
 - B. Discussion and Consideration: Strategic Planning:
L. Hiland suggested the steps for strategic planning needed to be reviewed and SCLS needs to be contacted and scheduled to begin the process. L. White said she would contact SCLS about getting information and direction on how to start the process.
 - C. Discussion and Consideration: Township Relationship:
L. Hiland mentioned that as a Library Board, we could find ways to strengthen our partnership with the Township of New Glarus. K. Budsberg mentioned that it would be meaningful if the Library Board could have a presence at a Township Board Meeting.
 - D. Discussion and Consideration: 2016 Annual Report:
This report was reviewed by the Library Board. This report will be made public later in the year through the Wisconsin Department of Public Instruction. L. White mentioned circulation dropped from last year, but that was expected. R. Bergum moved to approve the annual report, and K. Budsberg seconded. Motioned carried.Discussion and Consideration: 2017 Library Closure: Staff Development Day
L. White is organizing a day to continue staff development to improve services. The training will be held in the New Glarus Library on April 26th. J. Hoesly motioned to close the library on April 26th for staff development, and P. Streiff seconded. Motioned carried.
5. Old Business:
 - Discussion and Consideration: Library Building Project:
P. Streiff mentioned that the location of the new softball diamond is still an on going process.
 - Discussion and Consideration: Groundwork for Business Model:
L. Hiland mentioned that she will be forwarding an article for us to review on the Business Model. The general consensus at this time is that the policies for room use and payment in different libraries are widely varied. L. Hiland asked if the Library Board needed to continue research in this area. The response was that enough research has been completed to help establish a direction to consider.
6. Bills & Finance Report
 - A. Bills—Bills were reviewed totaling: \$903.77.
 - B. Financial Statement—See report attached below.

7. Director's Report—P. Streiff mentioned she enjoyed reading about the story time at the New Glarus Home. See report attached below.
8. Approval of Minutes:
 - A. January 10, 2017— K. Budsberg motioned to approve with corrections, and P. Streiff seconded. Approval carried with corrections.
 - B. January 24, 2017— P. Streiff moved to approve with corrections, and R. Bergum seconded. Approval carried with corrections.
9. Adjournment: Adjournment was motioned by R. Bergum, and seconded by K. Budsberg. Motion carried. Adjournment occurred at 7:23 pm.

Respectfully submitted,
Lexa Speth

JANUARY, 2017

LIBRARY

SAVINGS #402521390 (APY .10%)

Beg. Balance	32,958.13	
Interest	2.24	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		32,960.37

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

Beg. Balance	4,628.81	
Withdrawal (attorney bill)		
Deposit (City of Madison)		
Interest	0.31	
End. Balance		4,629.12
SUBTOTAL [25-11520]		37,589.49

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

Beg. Balance	18,775.85	
Interest	15.07	
End Balance		18,790.92

TOTAL LIBRARY INVESTMENTS 56,380.41

**FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)
Community Foundation of Southern WI [most recent information available]**

Library Capital Campaign Fund

CASH Deposits thru 11/30/16	698,580.24
Interest Income from December	116.85
Less fees from December	-21.96
Gifts received	2,600.00
Pledges paid December	225.00
CASH Available 12/31/16	701,500.13

Library Operations Fund

CASH Available 11/30/16	18,258.92
Gifts received	
Pledges paid	250.00
Interest Income December	3.06
Disbursements December	-54.56
CASH Available 12/31/16	18,457.42

Library Endowment Fund

Beginning Balance 11/30/16	1,346.00
Contributions	420.00
Investment Activity	16.87
Disbursement Activity	-3.90
BALANCE 12/31/16 [NON-CASH]	1,778.97

New Glarus Public Library
Director's Report – February 14th, 2016
Lauren White, Director

Homebound Services: Erica and I have been working closely together to plan the launch of our homebound services program and we are thrilled to bring this opportunity to our community. We recently met with our volunteer to develop a schedule and decide the best way to plan deliveries. Erica has spoken with Pat at the Home and she is very excited to partner. Our hope is that we can get patrons registered and then have the activities coordinator be a drop off and pick up point for the bags. Speaking of which, it is our hope that the Friends will donate some of their newly designed canvas tote bags to be used for this program—we will discuss this with them during their meeting in February. Our goal is to launch the program at the beginning of March.

2017 Staff Goals Meetings: All salaried staff members have set appointments for their goals meeting for the year, which will take place February 20-23rd. They have been asked to prepare 3-5 goals with objectives and this is a continuation from years past. Some staff members still struggle to identify SMART goals and we meet to not only discuss the goals, but also make any necessary adjustments.

Middle School Genealogy Visit: Erica was contacted by the school district to teach a 5th grade class about local history research and resources and she reported that it was a hit. The was out at the school on January 23rd and showed them how to use Recollection Wisconsin, which is something NGPL participates in, and also showed them how to find their parents and teachers in the old yearbooks—according to her, the students found this hilarious. The second part of the session was supposed to include a day of instruction by the Green County Historical Society, but due to inclement weather, they had to cancel their portion of the presentation.

Story Time at the New Glarus Home: After attending a youth services workshop, Ignacia decided that she would like to try presenting story times at the New Glarus Home in addition to her regular sessions. This is something that the Spring Green Public Library currently does and has been successful with. From my understanding, the goal is to create a non-threatening experience for children of being with individuals who are elderly and/or impaired, which will

serve as a foundation for sensitized interaction with people, over the course of their lives and to provide therapeutic recreation for residents in the form of daily intergenerational activity.

Residents can actively participate or passively observe. Pat at the Home is very excited about this partnership and we're thrilled to expand offerings to residents who are unable to come to the library.

2017 BadgerNet Upgrade: NGPL was contacted by SCLS at the end of 2016 to let us know that we're due for a BadgerNet upgrade, which will greatly increase our wireless speeds. While this is exciting, we were also told to prepare to set aside \$1,500-2,000 to cover the cost of equipment, but it's unclear as to whether or not we will be charged. There are a lot of uncertainties and the only thing we know for sure is that we will be upgraded during the first quarter of the year. TDS was at the library during the first week of February to do an equipment survey and now they'll pass along the information to their engineers and they can begin drawing up additional plans. We will likely have one more survey before work begins.

January 2017 Program Attendance

Event	Date	Number of Attendees
Scrabble	Tuesday, January 3	4
Preschool Story Time	Friday, January 6 th	10C/3A
Scrabble	Tuesday, January 10 th	0
Adult Book Club	Wednesday, January 11 th	Cancelled
Coloring Club	Thursday, January 12 th	4C/4A
Preschool Story Time	Friday, January 13 th	14C/6A
Scrabble	Tuesday, January 17 th	Cancelled
Coloring Club	Thursday, January 19 th	2
Preschool Story Time	Friday, January 20 th	11C/4A
Scrabble	Tuesday, January 24 th	3
Coloring Club	Thursday, January 26 th	3A/1C
Preschool Story Time	Friday January 27 th	18C/7A
Scrabble	Tuesday, January 31 st	0
Middle School Genealogy Visit	Wednesday, January 25	70C/2A

January 2017 Monthly Statistics

New Glarus Public Library 2017	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	221	304	6060	1440	3020	1633	1072	1526	249
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total:	221	304	6060	1440	3020	1633	1072	1526	249
2017 Patron ILL Requests	ILL Requests Rec'd	ILL Requests Unable to Fill	# Unique Website Visitors	# Website Visits	WiFi Sessions	Public Computer Sessions	Public Computer Hours	New Patrons Register	
January	12	10	0	881	1426	2091	159	???	19
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total:	12	10	0	881	1426	2091	159		19
2017 Patron Visits	Hours Open	Patrons/Hour	# Adult Programs	# Adults Count	# Children Programs	# Children Count	Total Programs	Total # Attend	
January	2441	195	13	8	16	5	128C/29A	13	173
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total:	2441	195	13	8	16	5	128C/29A	13	173

