

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, July 11, 2017**

Present: Petra Streiff Kevin Budsberg, Jody Hoesly, Bob Bergum, and Linda Hiland.
Absent:, Suzi Janowiak. Also in attendance was Director Lauren White. Shelly Truttman has agreed to serve as the seventh trustee but was unable to attend and has not been sworn in.

CALL TO ORDER:

President Hiland called the meeting to order at 6:37PM.

APPROVAL OF AGENDA:

Bob Bergum moved to approve agenda, second by Jody Hoesly. Motion Carried unanimously.

COMMENTS & QUESTIONS FROM THE PUBLIC:

There were no comments or questions.

NEW BUSINESS:

A. DISCUSSION: 2018 BUDGET:

Director White outlined that Village Administrator Gadow requested all village department heads begin work on their annual budgets. As usual, this request is early in the library's budget cycle, as Green County aid and budget supplement are not finalized. These items constitute a large portion of the library's revenue. Other key points presented by Director White were (1) health and dental benefit increases were estimated by Village Clerk Erb at 10%, and (2) wages and benefits are estimated to increase by approximately \$4,000 each.

For the first time this year, the village has asked for a five-year capital expense plan for each department. The board had several questions: would the building project be included on this plan; how does the village define a capital item; how do operational costs, building costs, and capital costs differ; what would happen if there was a difference between requested items and the amount available for funding, and how might uncertainty around the building project effect this plan? Director White was seeking specific recommendations on what items the board would like to see included in the plan. The consensus of the board was to wait for clarification of the above items before developing the capital plan. Director White expressed her belief that the most important part of this agenda item was to work on the 2018 budget; she would seek clarification from Administrator Gadow on the items above and report back to the board. The board agreed that it would probably be acceptable for the capital plan to follow the 2018 budget if needed.

OLD BUSINESS:

A. DISCUSSION AND CONSIDERATION: LIBRARY BUILDING PROJECT:

Ms. Streiff indicated that the next step in the village's decision process on the ball field is for Administrator Gadow to identify what might be available within the village

for alternative ball field locations, and the cost of acquisition, and report back to the Village Board. The Village Board would then make the best decision on how to proceed with the options available.

B. DISCUSSION AND CONSIDERATION: STRATEGIC PLANNING UPDATE:

Director White indicated that one more focused session would be scheduled within the next month, and an open public forum would be held shortly after the final focused session. The hope is to have the plan complete and ready for presentation to the library board by Fall or early Winter.

BILLS & FINANCE REPORT:

A. BILLS: Two sets of bills were reviewed and approved, dated 6/27/2017 and 7/11/2017 in the amount of 577.29 and \$2,427.89, respectively.

B. FINANCIAL STATEMENT: See statement attached below.

DIRECTOR'S REPORT:

The board reviewed the Director's report, which is attached below. The board expressed gratitude for the Director's efforts in preparing her reports and remarked on the quality of the contents.

APPROVAL OF MINUTES:

A. JUNE 13, 2017: Mister Bob Bergum moved to approve the minutes without correction, Second by Ms. Petra Streiff. Motion passed unanimously.

B. JUNE 27, 2017: Ms. Petra Streiff moved to approve the minutes. Second by Mister Bob Bergum. Motion passed unanimously.

ADJOURNMENT: President Hiland adjourned the meeting at 7:25PM

*Respectfully Submitted,
Kevin Budsberg, Secretary Pro Tempore*

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

| | | |
|------------------------------------|-----------|-----------|
| Beg. Balance | 32,969.04 | |
| Interest | 2.17 | |
| Deposit | | |
| Fundraising expense (Dimension IV) | | |
| End. Balance | | 32,971.21 |

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

| | | |
|----------------------------|----------|------------------|
| Beg. Balance | 4,603.34 | |
| Withdrawal | | |
| Deposit (CFSW donation) | | |
| Interest | 0.31 | |
| End. Balance | | 4,603.65 |
| SUBTOTAL [25-11520] | | 37,574.86 |

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

| | | |
|--------------|-----------|-----------|
| Beg. Balance | 18,857.85 | |
| Interest | 18.41 | |
| End Balance | | 18,876.26 |

TOTAL LIBRARY INVESTMENTS**56,451.12****FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)****Community Foundation of Southern WI [most recent information available]**

Library Capital Campaign Fund

| | |
|----------------------------|------------|
| CASH Deposits thru 4/30/17 | 702,966.13 |
| Interest Income from May | 129.60 |
| Less fees from May | |
| Gifts received | 85.67 |
| Pledges paid May | |
| CASH Available 5/31/17 | 703,181.40 |

Library Operations Fund

| | |
|------------------------|-----------|
| CASH Available 4/30/17 | 19,948.26 |
| Gifts received | |
| Pledges paid | |
| Interest Income May | 3.68 |
| Disbursements May Fees | |
| CASH Available 5/31/17 | 19,951.94 |

Library Endowment Fund

| | |
|----------------------------|----------|
| Beginning Balance 4/30/17 | 1,869.27 |
| Contributions | |
| Investment Activity | 18.26 |
| Disbursement Activity fees | |
| BALANCE 5/31/17 [NON-CASH] | 1,887.53 |

**New Glarus Public Library
Director's Report – July 11th, 2016
Lauren White, Director**

Harry Potter Party:

In celebration of the 20th anniversary of the release of Harry Potter and the Philosopher's Stone, NGPL hosted a fantastic party for witches, wizards, and even muggles! We had close to 150 attendees present and children had the chance to be sorted into their respective houses, make slime, play quidditch, fight dementors, and even participate in worm races. We had amazing volunteers on hand to help guide participants through the various activities and many parents had as much fun as their children.

Strategic Planning-Community Conversations:

With the help of Shawn Brommer from the South Central Library System, we have hosted two targeted community conversations. The first was with seniors and retirees and was held at the New Glarus Home chapel. We had 18 participants for that session and the conversation was very productive around what residents want for their community and what they like most about New Glarus. The second session targeted parents and families and while smaller at only 8 attendees, the conversation was incredibly useful. Participants were asked similar questions and the group was able to steer the conversation towards features that are most important to them. We are waiting for the next steps from Shawn, but there is discussion about holding another community conversation as well as an open forum for residents.

Fall Author Visits:

We are very excited to announce that we have two author visits scheduled this fall! The first is with author Elizabeth Berg, a New York Times bestselling author. She will discuss her life, work, and writing and will be available for a Q&A session afterwards. She will also be available for book signings. Our second author is non-fiction writer Eric Schlehlein, who will present a program based on his book *Black Iron Mercy*, a traditionally-published novel of the American Civil War. "Forged in Blood: How the Iron Brigade earned its metallic moniker," a 40 minutes program, tells the story of more than three thousand Wisconsin boys who served in the Iron Brigade during the Civil War. This brigade would suffer the highest casualties of any Union brigade during the war. We have partnered with the Historical Society and New Glarus home for this program. We're incredibly excited about both programs!

May 2017 Program Attendance

| Event | Date | Number of Attendees |
|------------------------|----------------------------------|---------------------|
| Scrabble | Tuesday, June 6 th | 0 |
| Community Conversation | Wednesday, June 7 th | 18 |
| Maker Monday | Monday, June 12 th | 28C/10A |
| Scrabble | Tuesday, June 13 th | 2 |
| Book Club | Wednesday, June 14 th | 10 |
| Mr. Steve Program | Thursday, June 15 th | 31C/18A |
| Heidi Event | Friday, June 16 th | 10A/5C |
| Maker Monday | Monday, June 19 th | 36C/11A |
| Scrabble | Tuesday, June 20 th | 3 |
| Community Conversation | Tuesday, June 20 th | 8 |
| Stuntology | Friday, June 23 rd | 60C/18A |
| Harry Potter Party | Monday, June 26 th | 92C/36A |
| Scrabble | Tuesday, June 27 th | 2 |
| Lego Movie | Thursday, June 29 th | 15C/4A |

June 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 | 247 | 272 | 5260 | 1499 | 2781 | 1233 | 882 | 1579 | 284 |
| March | 216 | 186 | 6267 | 1256 | 2756 | 1199 | 571 | 243 | 242 |
| April | 214 | 274 | 5067 | 804 | 2283 | 1058 | 486 | 167 | 269 |
| May | 226 | 98 | 5629 | 834 | 2671 | 1123 | 532 | 164 | 305 |
| June | 196 | 47 | 6562 | 970 | 2896 | 1471 | 668 | 231 | 326 |
| July | | | | | | | | | |
| August | | | | | | | | | |
| September | | | | | | | | | |
| October | | | | | | | | | |
| November | | | | | | | | | |
| December | | | | | | | | | |
| Total: | 1320 | 1181 | 34845 | 6803 | 16407 | 7717 | 4211 | 3910 | 1675 |
| 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 | 14 | 10 | 1 | 656 | 1049 | 2385 | 130 | ??? | 10 |
| March | 13 | 8 | 4 | 805 | 1269 | 2202 | 129 | ??? | 9 |
| April | 9 | 4 | 1 | 704 | 1119 | 2333 | 146 | ??? | 10 |
| May | 17 | 10 | 0 | 865 | 1270 | 2366 | 186 | ??? | 8 |
| June | 26 | 11 | 5 | 825 | 1254 | 2333 | 157 | ??? | 21 |
| July | | | | | | | | | |
| August | | | | | | | | | |
| September | | | | | | | | | |
| October | | | | | | | | | |
| November | | | | | | | | | |
| December | | | | | | | | | |
| Total: | 91 | 53 | 11 | 4736 | 7387 | 13710 | 907 | | 77 |
| 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 | 2383 | 200 | 12 | 9 | 33 | 3 | 65C/19A | 12 | 117 |
| March | 2866 | 227 | 13 | 7 | 72 | 9 | 160C/79A | 16 | 316 |
| April | 2233 | 187 | 12 | 9 | 127 | 5 | 96C/38A | 14 | 261 |
| May | 2681 | 218 | 12 | 6 | 25 | 7 | 471C/54A | 13 | 550 |
| June | 3,559 | 218 | 16 | 7 | 43 | 7 | 267C/107A | 14 | 417 |
| July | | | | | | | | | |
| August | | | | | | | | | |
| September | | | | | | | | | |
| October | | | | | | | | | |
| November | | | | | | | | | |
| December | | | | | | | | | |
| Total: | 16163 | 1245 | 78 | 46 | 316 | 36 | 1187C/326A | 82 | 1834 |