

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, August 22, 2017**

Present: Petra Streiff Kevin Budsberg, Jody Hoesly, Bob Bergum, Shelly Truttman, and Linda Hiland. Absent: Suzi Janowiak. Also in attendance was Director Lauren White.

CALL TO ORDER:

President Hiland called the meeting to order at 6:31PM.

APPROVAL OF AGENDA:

Kevin Budsberg moved to approve agenda, second by Bob Bergum. Motion Carried unanimously.

COMMENTS & QUESTIONS FROM THE PUBLIC:

There were no comments or questions.

OLD BUSINESS:

A. DISCUSSION AND CONSIDERATION: LIBRARY BUILDING PROJECT:

No Update.

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

No Update.

C. DISCUSSION AND CONSIDERATION: 2018 LIBRARY BUDGET AND 5-YEAR CAPITAL PLAN:

Director White presented a draft of the budget for input and the board provided direction. Director White will now submit the budget to Village administration with a memo. The library board also provided feedback on the 5-year capital plan and asked for some adjustments, which Director White will prepare for the next library board meeting.

D. DISCUSSION AND CONSIDERATION: STRATEGIC PLANNING UPDATE:

Director White provided the library board with an update on the process. The next community conversation will be held on August 24th and the targeted groups are the local businesses and faith communities. The board then asked when they would be involved in the process and Director White replied that Shawn Brommer from SCLS has not communicated that. The board asked director White to ask Shawn Brommer about this and ask for a strategic planning schedule in writing. After this next community conversation, Director White and Shawn Brommer will meet to identify key themes from the discussions. Director White emphasized that the updated strategic plan should be done in the fall.

REPORTS/DISCUSSION/CONSIDERATION:

- A. Administration Team: No Report
 - CFSW Financial Report
- B. Building Committee: No Report

- C. Co-chairs Team: Linda Hiland reported that they are looking to fill one vacant seat and will meet again in September.
- D. Communication Team: No Report
- E. Grants Team: No Report
- F. Partnership Team: No Report
- G. Village Board Liaison: No Report
- H. Friends of the Library: Book Sale coming up and being organized.

THE BOARD WILL CONVENE INTO CLOSED SESSION: Petra Streiff moved to go into closed session, 2nd by Kevin Budsberg. Motion carried by unanimous roll call vote.

THE BOARD WILL RECONVENE INTO OPEN SESSION: Kevin Budsberg moved to go into open session, 2nd by Petra Streiff. Motion carried by unanimous roll call vote

A. Results of Closed Session: The library board directed the treasurer to forward the bequest to the three funds held with CFSW.

ADJOURNMENT: President Hiland adjourned the meeting at 8:16PM

Respectfully submitted, Lauren White, Library Director

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 |