

MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES
Tuesday, January 9, 2018 - 6:30 P.M.

AGENDA

1. Call to Order: President Hiland called the meeting to order at 6:33. Those present, in addition to Hiland, were trustees Bob Bergum, Jody Hoesly, Kevin Budsberg, Petra Streiff, Shelly Truttmann, Suzi Janowiak, and Library Director Lauren White.
2. Approval of Agenda: Kevin Budsberg moved to approve, 2nd by Bob Bergum. Motion carried.
3. Comments & Questions from the Public: None.
4. New Business
 - A. Discussion and Consideration: Library Director Evaluation: We will use the same form from previous years. Trustees are to fill out and give to President Hiland by January 17, 2018. Results will be discussed in closed session in our January 23, 2018 meeting. Trustees discussed if the form is comprehensive enough, and how it includes the director's annual goals. Consensus that the format is fine as is and no changes are needed at this time.
5. Old Business
 - A. Discussion and Consideration: Library Building Project: Co-Chairs meet on January 10. President Hiland asked for feedback on the draft press release to be published in the paper and online. Trustees to send their edits to President Hiland ASAP. President Hiland asked for guidance on when to approach each township we serve, in person, to ask for support. Consensus to start that soon. Discussion of other procedural issues relating to the campaign and LB going forward.
 - B. Discussion and Consideration: Sale of the West Side Site: President Hiland has been in contact with an interested party and will be meeting with them and Administrator Gadow.
 - C. Discussion and Consideration: 2018 Budget: Director White met with Treasurer Erb in order to discuss year-end numbers and where we stand for the 2018 budget. The Board discussed various scenarios that the Director had presented as possible solutions to balance the 2018 budget. A hybrid solution was identified and will be pursued.
6. Bills & Finance Report
 - A. Bills: Bills were presented and approved dated January 9, 2018 totaling \$18,442.36 (mainly annual SCLS fees).
 - B. Financial Statement
7. Director's Report: The Board commented favorably on the report and discussed in particular the new programming for children. We are very enthusiastic about these programs.
8. Approval of Minutes:
 - A. December 12, 2017: Kevin Budsberg moved to approve with minor changes, 2nd by Shelly Truttmann. Motion carried.
9. Adjournment: President Hiland adjourned the meeting at 8:16 pm.

Respectfully submitted, Suzi Janowiak, Secretary

New Glarus Public Library

Director's Report January 9, 2018
Lauren White, Director

Winter Reading Challenge: After evaluating our first winter reading challenge last year, we decided that this year, the program will be for adults only and the program will run from January 2nd through February 28th. Adults will turn in an entry sheet for each book they've read or listened and we ask for a brief review to share on our bulletin board. For each form turned in, patrons will receive one scratch-off ticket and these will automatically double as grand prize entries.

Prep for Free Play Program: Over the holidays, I was able to pick several items for our free play program, which will start in February. Because we're targeting all ages groups, we needed to invest in some simple items for our younger patrons, such as peg puzzles, oversized paper, small town buildings and vehicles, and an art easel. Our goal is to invest in a few more items, such as a folding mat for babies and ball tents for the younger kids. We are very excited about the start of this program and are eager to get it off the ground.

BadgerNet Upgrade: Unfortunately, there have been some delays in the Badgernet migration, but we are still slated for an upgrade in 2018. After speaking with the site coordinators, our next step is the Test and Turn-up (TTU) and WAN migration process, which is scheduled for March 12th. It is unclear as to whether or not this is the final step, but I imagine we don't have many more things to do. Once this upgrade is done, we will have more bandwidth (and our WIFI will be faster), but it isn't clear how much faster things will be. Any improvement will be a good one as far as library staff are concerned and we're looking forward to completing this process.

Overdrive Cost Formula Work Group: I have volunteered to serve on the 2019 OverDrive Cost Formula Work Group. The work group reports to the Administration Council and the work of the group will occur January – June 2018. For those unfamiliar with how libraries share the costs, here is some basic information on the formula: SCLS is a member of the statewide Wisconsin Public Library Consortium (WPLC) digital buying pool. The WPLC digital media buying pool costs are based 75% on usage and 25% on population for each system. SCLS pays the WPLC membership fee which allows all SCLS libraries to be part of the pool. Annually 2.75% of SCIDS is dedicated to the buying pool to help offset SCLS members' costs. The remainder of the amount is shared among all SCLS members. *Currently it is divided among the members based on their 3 Year Average Total Collection Expenditures as reported in their state annual report (Column C). The most current annual report is used which is usually 2 years old (for 2018 we used 2014-2016 numbers).* We have three different scenarios that need to be reviewed once we begin work and figure out the best option for SCLS members.

ILS Evaluation Update: In December committee members traveled to Oak Park Public Library and Decatur Public Library in Illinois to preview SirsiDynix and Polaris by library staff. In addition, we met with system administration to discuss the migration process and spoke to staff about their likes and dislikes of the software. We will continue to meet in January to begin the evaluation process and prepare our recommendation to the ILS evaluation lead team.

December 2017 Program Attendance

Event	Date	Number of Attendees
Preschool Storytime	Friday, December 1	13C/5A
Holiday Party	Friday, December 1	18C/5A
Scrabble	Tuesday, December 5	2
Coloring Club	Thursday, December 7	4A/3C
Preschool Storytime	Friday, December 8	12C/6A
Scrabble	Tuesday, December 12	2
Book Club Discussion	Wednesday, December 13	11
Preschool Storytime	Friday, December 15	16C/2A
Scrabble	Tuesday, December 19	0
Scrabble	Tuesday, December 26	0

December 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	125	18	6235	770	2753	1669	600	196	247
August	144	540	7299	2117	2795	1397	534	236	220
September	204	7	5689	1454	2293	958	580	246	158
October	194	148	6015	1252	2425	1285	672	177	204
November	259	64	5873	1220	2433	1136	642	203	239
December	399	299	4894	892	2249	1025	396	176	156
Total:	2645	2257	70850	14508	31355	15187	7635	5144	2899
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	20	10	5	904	1371	2660	172	???	12
August	10	13	0	960	1425	2817	161	???	13
September	11	2	0	765	1189	3102	130	???	7
October	5	11	0	759	1171	2285	135	???	10
November	7	4	0	752	1177	1834	205	???	12
December	9	4	2	761	1083	1583	141	???	4
Total:	153	97	18	9637	14803	27991	1851		135
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	3439	205	17	3	13	11	293C/81A	14	387
August	3262	227	14	6	46	4	62A/16A	10	124
September	2584	214	12	7	108	4	54C/22A	11	184
October	2,779	218	13	9	27	6	111C/70A	15	208
November	2,576	191	13	8	28	3	35C/17A	11	80
December	2105	177	12	6	19	4	59C/23A	10	101
Total:	32908	2477	159	85	557	68	1801C/555A	153	2918

TOTAL LIBRARY INVESTMENTS**56,436.63****FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)****Community Foundation of Southern WI [most recent information available]**

Library Capital Campaign Fund	
CASH Deposits thru 10/31/17	762,986.67
Interest Income from Nov	639.39
Less fees from Nov	-3,120.38
Gifts received	
Pledges paid	2,802.71
CASH Available 11/30/17	763,308.39
Library Operations Fund [CFSW sending statements quarterly]	
CASH Available 10/31/17	25,093.31
Gifts received	
Pledges paid	
Interest Income Oct	
Disbursements Oct Fees	
CASH Available 10/31/17	25,093.31
Library Endowment Fund [CFSW sending statements quarterly]	
Beginning Balance 10/31/17	22,371.59
Contributions	
Investment Activity	
Disbursement Activity fees	
BALANCE 10/31/17 [NON-CASH]	22,371.59