

MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES

Tuesday, September 25, 2018 - 6:00 P.M.

AGENDA

1. Call to Order: Vice President Shelly Truttmann called the meeting to order at 6:00 pm. Those present in addition to Truttmann, were Bob Bergum, Jody Hoesly, Kevin Budsberg, Petra Streiff, Suzi Janowiak. Absent: Linda Hiland and Library Director Lauren White.
2. Approval of Agenda: Bob Bergum moved to approve, 2nd by Jody Hoesly with a change of moving Bills/Financial Report to Item 4. Motion carried.
3. Comments & Questions from the Public: None.
4. Bills and Financial Report: Bills were presented and approved dated September 25, 2018 totaling \$1470.08. Treasurer Kevin Budsberg reported he had received an email purporting to be from President Hiland; to which he responded providing the requested information from our Bank of New Glarus accounts. He quickly realized the email was not from President Hiland but was a phishing email. He then contacted the bank and was told that no fraudulent activity had taken place. The Bank of New Glarus will issue us new account numbers.
5. Old Business
 - A. Discussion and Consideration: Library Building Project: Vice President Truttmann reported that there are questions about the Ad Hoc Committee proposed at the September 18, 2018 Village Board meeting. Trustee Anthony Edge made the motion and we are not sure who will serve on this committee and if it will include Library Board trustees. Petra Streiff reported she has been in contact with President Roger Truttmann and wants to serve on this committee. She reiterated that the size of the new library will need to be settled as a first step towards a permanent decision on location. She also clarified that the motion included a directive that the Ad Hoc Committee would include all or part of the Library Board, whichever the Library Board decides. Jody Hoesly stated that we will need to discuss this as the makeup of the Building Team needs to be updated. Kevin Budsberg said we will need to rethink our messaging on size requirements in a way that is easier for people to understand.

Petra Streiff stated that the well issue alone may rule out any discussion of the Village Hall as site for the new library. She is working with Administrator Gadow to research exactly what the requirements are for access and care of the village well. Further discussion of the West Side site and a new design for a one-story library with basement. Suzi Janowiak brought up the idea of making a packet for the VB trustees which could help educate them on the history and previous decisions made regarding the new library in order to streamline the Ad Hoc Committee's work. Consensus to request that the entire Library Board and Library Director be included in the committee. Petra Streiff will speak to the village president and administrator about this.

Vice President Truttmann asked for feedback on a proposed letter to the editor. Suggested edits were discussed and agreed upon. Discussion of the Town of New Glarus and the finalized Memorandum of Agreement between them and the Library

Board to transfer their funds to us for the library project. Discussion of how to formally thank them and acknowledge their generous support.

B. Discussion and Consideration: Sale of West Side Site: Consensus to take no action at this time.

6. Reports/Discussion/Consideration:

- A. Administration Team: Kevin Budsberg is requesting some minor tweaks to the CFSW reporting format.
 - CFSW Financial Report
- B. Building Committee: No report.
- C. Co-chairs Team: No report.
- D. Communication Team: No report.
- E. Grants Team: Two were submitted last week. The team continues to refine their processes and recruit new team members. The Casey's donation of August is actually a pledge, not a one-time gift, of \$1,000 per year for three years. (See August 28, 2018 minutes)
- F. Partnership Team: Suzi Janowiak to contact Dale Hustad, board member of the New Glarus Home, for updated letter of support.
- G. Village Board Liaison: Covered under Old Business.
- H. Friends of the Library: No report.
- I. Town/Village Library Funding Team: Covered under Old Business.
- J. Director's Report: The board commented favorably on the report. Village budget meeting 10/2 at 5:30 pm.
- K. Bills & Finance Report: covered under Item 4.
 - Bills: Bills were presented and approved dated September 25, 2018 totaling \$1470.08.
 - Financial Statement

7. Approval of Minutes:

- A. August 28, 2018: Motion to approve by Kevin Budsberg , 2nd by Bob Bergum . Motion carried.
- B. September 12, 2018: Motion to approve by Kevin Budsberg , 2nd by Bob Bergum . Motion carried.

8. Adjournment: Vice President Truttmann adjourned the meeting at 7:26 pm.

Respectfully submitted, Suzi Janowiak, Secretary

**New Glarus Public Library
Director's Report September 25, 2018
Lauren White, Director**

Music and Movement Time Change:

After receiving feedback regarding the Music and Movement program time, Ignacia moved her program to a 10:15 start time and is having great success with it in the morning. When held in the afternoons, we had fairly low attendance numbers, but now we've had as many as 30 attendees! We are hoping to keep this momentum going through the coming months and appreciate patron input on times. Because we already had two weekly programs in the morning, we wanted to offer something later in the day, but it's clear that our families are more interested in morning programs.

Insect Ambassadors Program:

While many of our programs are done by library staff in the fall and spring, we do have one program coming up on October 12th at 3pm that library staff is particularly excited about: Insect Ambassadors! Graduate students from UW-Madison will be here to teach everyone about insects through an interactive program and it's sure to be a blast for all those involved.

Friends Book Sale:

Once again, we had great success with the book sale this year and while final profit numbers haven't come in yet, everyone involved agrees that it was a good year. There was a large selection with a good variety and that always helps items move quickly.

Halloween Costume Exchange:

This year we're hosting our first annual Halloween costume exchange for children of all ages! This has been something that Erica has wanted to do for a few years and is finally able to put it all together. Participants will Drop off clean, gently used costumes, hats, wigs, accessories & masks at the library between September 24th and October 12th and we will accept all sizes. (No makeup please.) When items are donated, families will receive coupons for early admittance into the exchange date, which is Saturday, October 13th and will be held in the community room. We're hoping for great success, but new programs are always a wild card. However, we know

that costumes are expensive and usually they're only worn for one year, so we're hoping that lots of families take advantage of this opportunity!

August 2018 Program Attendance

Event	Date	Attendance
Free Play	Thursday, August 2 nd	3C/2A
Throwback Thursday	Thursday, August 2 nd	5C/1A
Storytime	Friday, August 3 rd	4C/1A
Scrabble	Tuesday, August 7 th	2A
Adult Book Club	Wednesday, August 8 th	9A
Sensory Play	Thursday, August 16 th	10C/4A
Scrabble	Tuesday, August 21 st	0
Scrabble	Tuesday, August 28 th	0

August 2018 Monthly Statistics

New Glarus Public Library 2018	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	230	904	6179	1267	2596	1219	469	251	377
February	172	151	5064	1295	1970	1019	404	220	156
March	221	19	5644	1451	2198	1244	301	256	194
April	248	336	5571	1116	2322	1315	451	145	222
May	200	811	5279	783	2345	1137	636	203	175
June	166	372	6655	1242	2597	1601	637	344	234
July	178	45	6612	1108	2636	1568	720	354	226
August	176	458	6318	1221	2528	1505	574	289	201
September									
October									
November									
December									
Total:	1591	3096	47322	9483	19192	10608	4192	2062	1785
2018	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	4	4	0	964	1059	1741	231	???	5
February	10	4	1	1034	1552	2004	207	???	6
March	7	11	0	1008	1418	2074	224	???	10
April	8	7	1	961	1390	2382	254	???	12
May	8	6	1	1194	1597	2217	227	???	10
June	11	9	2	964	1079	2533	206	???	16
July	5	3	1	918	1056	621 (ERROR)	134	???	12
August	19	7	0	1800	1358	23 (ERROR)	251	???	30
September									
October									
November									
December									
Total:	72	51	6	8843	10509	12951	1734	???	101
2018	Patron Visits	Hours Open	Patrons/Hour	# Adult Programs	# Adults Count	# Children Programs	# Children Count	Total Programs	Total # Attend
January	2632	200	13	7	33	4	49C/19A	10	101
February	2557	209	12	5	11	10	69C/45A	15	125
March	2853	214	13	6	22	15	196C/103A	21	321
April	2795	205	14	5	14	13	99C/50A	18	63
May	3813	218	17	8	53	19	819C/110A	27	892
June	3,815	214	18	5	14	16	309C/142A	21	465
July	3539	209	17	6	14	18	1746C/103A	24	325
August	3637	227	16	4	11	3	22C/8A	7	30
September									
October									
November									
December									
Total:	25641	1696	120	46	172	98	1568C/580A	143	2322

TOTAL LIBRARY INVESTMENTS	57,997.73
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FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)

Community Foundation of Southern WI [most recent information available]

Library Capital Campaign Fund

CASH Deposits thru 6/30/18	811,996.95
Interest Income from July	410.95
Less fees from July	-494.13
Gifts/Pledges received	8,453.00
CASH Available 7/31/18	820,366.77

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

Balance 3/31/18	26,436.09
Gifts/Pledges received	
Interest Income	30.86
Disbursements (Fees)	-0.07
Balance 6/30/18	26,466.88
Spendable Balance 6/30/18	25,416.88

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

Beginning Balance 3/31/18	23,238.79
Contributions	
Investment Activity	203.11
Disbursement Activity fees	-27.77
BALANCE 6/30/18 [NON-CASH]	23,414.13
Spendable Balance 6/30/18	-85.00