

**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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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

<b>Event</b>	<b>Date</b>	<b>Number of Attendees</b>
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

<b>New Glarus Public Library 2017</b>	<b>Items Added</b>	<b>Items Deleted</b>	<b>Circulation</b>	<b>Circ. by PSTAT Other</b>	<b>Village of New Glarus</b>	<b>Town of New Glarus</b>	<b>Town of York</b>	<b>Town of Exeter</b>	<b>Dane Co. No Library</b>
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
<b>Total:</b>	<b>2645</b>	<b>2257</b>	<b>70850</b>	<b>14508</b>	<b>31355</b>	<b>15187</b>	<b>7635</b>	<b>5144</b>	<b>2899</b>
<b>2017</b>	<b>Patron ILL Requests</b>	<b>ILL Requests Rec'd</b>	<b>ILL Requests Unable to Fill</b>	<b># Unique Website Visitors</b>	<b># Website Visits</b>	<b>WiFi Sessions</b>	<b>Public Computer Sessions</b>	<b>Public Computer Hours</b>	<b>New Patrons Register</b>
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
<b>Total:</b>	<b>153</b>	<b>97</b>	<b>18</b>	<b>9637</b>	<b>14803</b>	<b>27991</b>	<b>1851</b>		<b>135</b>
<b>2017</b>	<b>Patron Visits</b>	<b>Hours Open</b>	<b>Patrons/Hour</b>	<b># Adult Programs</b>	<b># Adults Count</b>	<b># Children Programs</b>	<b># Children Count</b>	<b>Total Programs</b>	<b>Total # Attend</b>
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
<b>Total:</b>	<b>32908</b>	<b>2477</b>	<b>159</b>	<b>85</b>	<b>557</b>	<b>68</b>	<b>1801C/555A</b>	<b>153</b>	<b>2918</b>

**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	<u>763,308.39</u>
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	<u>25,093.31</u>
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]	<u>22,371.59</u>

**MINUTES OF THE NEW GLARUS  
PUBLIC LIBRARY BOARD OF TRUSTEES**

**Tuesday, January 23, 2018 - 6:30 P.M.**

**AGENDA**

1. Call to Order: President Hiland called the meeting to order at 6:30 pm. Trustees present, in addition to Hiland, were Bob Bergum, Jody Hoesly, Kevin Budsberg, Suzi Janowiak, Petra Streiff, and Shelly Truttman. Also present: Library Director Lauren White and Mark Renner from the Co-Chairs Team (arrived at 6:47 pm).
2. Approval of Agenda: Bob Bergum moved to approve, 2<sup>nd</sup> by Kevin Budsberg. Motion carried.
3. Comments & Questions from the Public: None
4. Announcement: The Library Board will convene into closed session #1 called under WI State Statue 19.85 (1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility. (Library Director Evaluation)
5. New Business:
  - A. Library Director Goals- 2018: The board reviewed the written document provided by Director White. Discussion of which areas she would like to be most involved in as the building project progresses; and her vision of what will be offered in an expanded space. She will add this to her

detailed list of goals. The board approved the document as presented and commented on how dedicated she is to continually improve library services and her own professional skills. The board also complimented her and the staff for expanding our programming offerings without having additional funding. They have been very creative. Kevin Budsberg moved to approve, 2<sup>nd</sup> by Bob Bergum. Motion carried.

6. Old Business
  - A. Discussion and Consideration: Library Building Project: No news.
  - B. Discussion and Consideration: Sale of West Side Site: President Hiland has been in contact with the interested party. The board is happy to provide any information they may need as the discussions continue.
  - C. Discussion and Consideration: Library Director Evaluation: To be covered under Item 8.
7. Reports/Discussion/Consideration:
  - A. Administration Team: Discussion of some areas of frustration for the Team regarding procedures of the CFSW. A meeting will be requested in hopes of smoothing the bookkeeping process.
    - CFSW Financial Report
  - B. Building Committee: No report.
  - C. Co-chairs Team: Mark Renner provided an update on the Co-Chairs Team's latest activities and plans for the near future. He asked the board to commit to the project with new pledges, as the Co-Chairs will. Discussion of the shortened timeline, which somewhat affects the traditional several-year pledge option often chosen by donors. The board discussed the need to confer with village staff on how the process of borrowing will proceed once the first goal is met later this year. The board thanked him for coming and also for his work on the Co-Chairs Team. He left the meeting at 7:41. Discussion of upcoming kickoff event on January 31. Culver's fundraiser is February 13. Materials and publicity are moving along nicely.
  - D. Communication Team: Covered in discussion above.
  - E. Grants Team: Discussion of grant opportunities we can pursue in the coming months.
  - F. Partnership Team: No report.
  - G. Village Board Liaison: No report.
  - H. Friends of the Library: Will meet on February 7.
  - I. Town/Village Library Funding Team: No report on when next meeting will be.
8. The Board will convene into closed session: Motion to go into closed session by Shelly Truttman, 2<sup>nd</sup> by Bob Bergum. Motion carried by unanimous roll call vote.
9. The Board will reconvene into open session: President Hiland adjourned the meeting from closed session at 8:15

Respectfully submitted, Suzi Janowiak, Secretary

## **MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES**

**Tuesday, February 13, 2018 - 6:30 P.M.**

10. Call to Order: President Linda Hiland called the meeting to order at 6:32 pm. Those present, in addition to Hiland, were Bob Bergum, Jody Hoesly, Kevin Budsberg, Shelly Truttman, Suzi Janowiak, and Library Director Lauren White. Absent: Petra Streiff.
11. Approval of Agenda: Bob Bergum moved to approve, second by Kevin Budsberg. Motion carried.
12. Comments & Questions from the Public: None.

13. New Business
  - A. Discussion and Consideration: 2017 Annual Report: Director White had provided the report to the board prior to the meeting. The board reviewed the report and noted the improvements to the collection and programming events. Motion to approve the report by Kevin Budsberg, second by Jody Hoesly. Motion carried.
14. Old Business
  - A. Discussion and Consideration: Library Building Project: President Hiland shared the new campaign materials with the board. The board suggested minor changes. She asked the board for direction on the expenses budget for the new Co-Chairs Team for things such as printing and postage. Motion to approve \$2,000 budget by Jody Hoesly, second by Bob Bergum . Motion carried. Funds will come from library savings account, not the capital campaign fund. Discussion of updating the naming opportunities for the new library. Jody Hoesly, Kevin Budsberg, and Suzi Janowiak will work on this. Discussion of how donor recognition will be represented in the new library. Work on these decisions will be ongoing for the next two meetings.
  - B. Discussion and Consideration: Sale of the West Side Site: President Hiland reported that the interested party is currently pursuing another location for their project. The board discussed several options. President Hiland to contact Jim Gersich for counsel.
  - C. Discussion and Consideration: Strategic Planning: Director White had submitted her draft document to the board prior to the meeting. The board discussed the substance and appearance of the report. Mention was made of the immense amount of data available and the method of choosing what to include. Lengthy discussion of suggested edits. Director White will continue to refine the report.
15. Bills & Finance Report
  - A. Bills: Two sets of bills were presented and approved, dated 2/13/2018 totaling \$7,446.74, and 1/23/2018 totaling \$393.43.
  - B. Financial Statement: Attached.
16. Director's Report: Attached. Director White will now add the attendance numbers for our new programs for children in the statistics.
17. Approval of Minutes:
  - A. January 9, 2018: Kevin Budsberg moved to approve, second by Bob Bergum. Motion carried.
  - B. January 23, 2018: Kevin Budsberg moved to approve, second by Bob Bergum. Motion carried.
18. Adjournment: President Hiland adjourned the meeting at 8:14.

Respectfully submitted, Suzi Janowiak, Secretary

**New Glarus Public Library  
Director's Report February 13, 2018  
Lauren White, Director**

**2018 New Youth Programs**

We have now started our new Music and Movement and Free Play activities for babies and toddlers and I'm happy to report that they're going really well. Children seem to be having a great time, we're seeing new families, and parents have an opportunity to connect with new friends. We're constantly evaluating ways to improve the programs, while they're still new and we're getting feedback from the public. So far, one major issue we're examining is the time of day the programs are held. While we did ask for input before they started and researched the times that other libraries hold programs, we're still hearing from a handful of parents that they prefer different times, so we're working on figuring out how to best meet the needs of our

community. I'm excited to see how these programs grow and impact New Glarus moving forward.

### **ILS Evaluation**

At this time, the ILS evaluation is almost complete, the last step is to complete reports from individual work groups and then the lead team will make their official recommendation. At the time this report was written, the lead team believed that they would stay with KOHA because it is completely web-based and it is the only ILS on the market that functions in that way. There were functionalities that we liked in the other systems, but they are still in development for their web-based components, which is a concern for everyone. So, the thought is that we'll stay with KOHA for now and we'll regularly revisit this topic as needed.

### **Strategic Planning**

On February 8th, we released our online community survey and have already received over 60 responses, which I am thrilled with. The information gathered in this survey will not only help in the strategic planning process, but also in our day-to-day operations. We have a chance to collect really valuable data and I'm hopeful that we'll be able to use this information to make the best decisions for our library. The library board has also received a draft of the strategic plan and narrative, which they'll review and provide feedback on. As the data services consultant for the South Central Library System, Jody Hoesly has been able to create fantastic graphs and visualizations to illustrate the kind of community that New Glarus is. Once the narrative is complete and the survey data is completed, we'll start laying out the report and put the finishing touches on it.

### **2018 Community Room Usage**

Because of the recent fitness center closing, many community fitness groups are struggling to find space to hold their classes in. The Village Hall community room has become an alternative location for them and classes are held Monday-Thursday evenings and on Saturday mornings. The fitness classes have booked the entire year so that they have stability in their schedules. Due to this, there is some concern that we will no longer be able to hold programs in the evening if our plan is to use the community room. We have a few programs that we booked in 2017, so we're thankful to be able to use the community room during those times, but it is unclear if we will be able to offer programs, specifically for adults, in the evening if they are to be held in the community room.

### **Overdrive Cost Formula Workgroup**

Our group has met three times now and we have a clear recommendation to take to the March All Director's meeting. We choose to form this group to make sure that the way libraries are billed is the most equitable for all of our members. Because of the complexity of our system, we're hoping that the new cost formula will be primarily comprised of e-book and e-audiobook circulation numbers for each library and the remaining portion will be calculated based on collection expenditures.

## **January 2018 Program Attendance**

<b>Event</b>	<b>Date</b>	<b>Number of Attendees</b>
Scrabble	Tuesday, January 2 <sup>nd</sup>	2
Preschool Story Time	Friday, January 5 <sup>th</sup>	9C/4A
Scrabble	Tuesday 9 <sup>th</sup>	2
Book Club Discussion	Wednesday, January 10 <sup>th</sup>	10
Preschool Story Time	Friday, January 12 <sup>th</sup>	11C/5A
Scrabble	Tuesday, January 16 <sup>th</sup>	0
Preschool Story Time	Friday, January 19 <sup>th</sup>	10C/3A
Scrabble	Tuesday, January 23 <sup>rd</sup>	0
Preschool Story Time	Friday, January 26 <sup>th</sup>	19C/7A
Scrabble	Tuesday, January 30 <sup>th</sup>	2
Digital Scanning Kit	Monday January 22-February 3	19

**January 2018 Monthly Statistics**

<b>New Glarus Public Library 2018</b>	<b>Items Added</b>	<b>Items Deleted</b>	<b>Circulation</b>	<b>Circ. by PSTAT Other</b>	<b>Village of New Glarus</b>	<b>Town of New Glarus</b>	<b>Town of York</b>	<b>Town of Exeter</b>	<b>Dane Co. No Library</b>
January	230	904	6179	1267	2596	1219	469	251	377
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total:	230	904	6179	1267	2596	1219	469	251	377
<b>2018 Patron ILL Requests</b>	<b>ILL Requests Rec'd</b>	<b>ILL Requests Unable to Fill</b>	<b># Unique Website Visitors</b>	<b># Website Visits</b>	<b>WiFi Sessions</b>	<b>Public Computer Sessions</b>	<b>Public Computer Hours</b>	<b>New Patrons Register</b>	
January	4	4	0	964	1059	1741	231	???	5
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total:	4	4	0	964	1059	1741	231		5
<b>2018 Patron Visits</b>	<b>Hours Open</b>	<b>Patrons/Hour</b>	<b># Adult Programs</b>	<b># Adults Count</b>	<b># Children Programs</b>	<b># Children Count</b>	<b>Total Programs</b>	<b>Total # Attend</b>	
January	2632	200	13	7	33	4	49C/19A	10	101
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total:	2632	200	13	7	33	4	49C/19A	10	101

<b>TOTAL LIBRARY INVESTMENTS</b>	<b>56,358.55</b>
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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 11/30/17	763,308.39
Interest Income from Dec	134.44
Less fees from Dec	-10.00
Gifts received	5,000.00
Pledges paid	3,200.00
CASH Available 12/31/17	771,632.83
Library Operations Fund [CFSW sending statements quarterly]	
CASH Available 10/31/17	25,093.31
Gifts received	200.00
Pledges paid	1,250.00
Interest Income	8.94
Disbursements 4th Quarter Fees	-63.96
CASH Available 12/31/17	26,488.30
Library Endowment Fund [CFSW sending statements quarterly]	
Beginning Balance 10/31/17	22,371.59
Contributions	400.00
Investment Activity	675.81
Disbursement Activity fees	-15.55
BALANCE 12/31/17 [NON-CASH]	23,431.85

**MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES**

**Tuesday, February 27, 2018 - 6:30 P.M.**

19. Call to Order: President Linda Hiland called the meeting to order at 6:33 pm. Those present, in addition to Hiland, were Bob Bergum, Jody Hoesly, Petra Streiff, Shelly Truttman, and Library Director Lauren White. Absent: Kevin Budsberg and Suzi Janowiak
20. Approval of Agenda: Bob Bergum moved to approve, second by Jody Hoesly. Motion carried.
21. Comments & Questions from the Public: None.
22. Announcement: The Library Board will convene into closed session #1 called under WI State Statute 19.85 (1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility.
23. Old Business
  - A. Discussion and Consideration: Library Building Project: None

- i. Donor recognition: President Hiland requested that members of the Library Board bring suggestions to the March 13 meeting for a physical display to recognize donors upon construction of the new library.
  - B. Discussion and Consideration: Sale of the West Side Site: President Hiland reported she contacted Jim Gersich for counsel. Mr. Gersich referred President Hiland to a public/private developer. President Hiland spoke with the developer and he indicated he and his partners would look at the property and the prospects for development in New Glarus.
24. Reports/Discussion/Consideration:
- A. Administration Team
    - CFSW Financial Report: No report. Jody Hoesly reported a new CEO of CFSW will be introduced at an event on March 21<sup>st</sup>.
  - B. Building Committee: no report
  - C. Co-Chairs Team: President Hiland reported they have created a list of businesses and individuals to call for support of the capital campaign in an effort to reach the April 1<sup>st</sup> fundraising goal.
  - D. Communication Team: President Hiland reported they are looking for additional items to post at “A New Library for New Glarus” Facebook page.
  - E. Grants Team: Petra Streiff reported that Village Administrator Brian Gadow is working on a CDBG grant.
  - F. Partnership Team: Library Director Lauren White and Library employee Erica Loeffelholz met with representatives of the New Glarus Caring for Kids group in an effort to find ways to partner with the organization.
  - G. Village Board Liaison: No report.
  - H. Friends of the Library: Library Director Lauren White reported that the Friends of the Library are once again generously sponsoring programming in 2018.
  - I. Town/Village Library Funding Team: No report.
25. The Board will convene into closed session: Motion to go into closed session by Bob Bergum, 2<sup>nd</sup> by Petra Streiff. Motion carried by unanimous roll call vote.
26. The Board will reconvene into open session: President Hiland adjourned the meeting from closed session at 7:55.

Respectfully submitted, Shelly Truttman, Trustee

**MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES  
Tuesday, March 13, 2018 - 6:30 P.M.**

**AGENDA**

27. Call to Order: President Hiland called the meeting to order at 6:31. Those present, in addition to Hiland, were trustees Bob Bergum, Jody Hoesly, Kevin Budsberg, Petra Streiff, Shelly Truttman, and Library Director Lauren White.

28. Approval of Agenda: Bob Bergum moved to approve, 2<sup>nd</sup> by Kevin Budsberg. Motion carried.
29. Comments & Questions from the Public: None.
30. Old Business
  - A. Discussion and Consideration: Library Building Project: President Hiland reported that printing costs have reached the \$250 threshold of the SCLS print budget. There was a motion by President Hiland, 2<sup>nd</sup> by Petra Streiff, to move \$250 from the savings account to the Library Operations Budget. Motion carried. President Hiland also reported that National Library Week is April 8-14, 2018. She asked that a resolution be composed and sent to the Village Board to recognize the occasion as well as an article be submitted to the Post Messenger Recorder. Kevin Budsberg reported the library was recently selected to benefit from the United Way of Green County, Inc. group "100 Who Care Green County".
  - B. Discussion and Consideration: Sale of the West Side Site: President Hiland spoke with a public/private developer and it was suggested that a local realtor be contacted to conduct the sale. After discussion, it was decided that the matter should be presented to the Village Administrator for review.
  - C. Discussion and Consideration: Donor Recognition: Various ideas were brought forth, ranging from a digital display, an artistic display, or a combination of both. President Hiland will contact Jim Gersich for more information regarding the design.
31. Bills & Finance Report
  - A. Bills: Two sets of bills were presented and approved dated March 13, 2018, totaling \$3,428.82
  - B. Financial Statement: Attached
32. Director's Report: Reviewed and approved by the board. Attached.
33. Approval of Minutes:
  - A. February 13, 2018: Kevin Budsberg moved to approve, 2<sup>nd</sup> by Petra Streiff. Motion carried.
  - B. February 27, 2018: Bob Bergman moved to approve, 2<sup>nd</sup> by Jody Hoesly. Motion carried.
34. Adjournment: President Hiland adjourned the meeting at 8:09 pm.

Respectfully submitted, Shelly Truttman, Trustee

**New Glarus Public Library  
Director's Report March 13, 2018  
Lauren White, Director**

**Adult Winter Reading Program:**

After reflecting on program participation last year, Erica decided to limit the adult reading challenge this winter to adults and overall, we're thrilled with the results! For 2018, we had 18 participants, which is up

12.5% from last year and 134 books were read by those participants. Feedback on the program has been very positive and Erica is already looking towards 2019. We are once again incredibly thankful for our local sponsors of the program that allowed us to assemble weekly prize options for our drawing winners.

**Green County Library Directors:**

Library directors met on February 28<sup>th</sup> to discuss how to use shared resource funds from the county and also choose some professional development courses through UW. Because of availability, the directors will split into two groups and will either attend a class on The Psychology of Managing Difficult Employees or The Art of Delegation, both of which are in April. We also agreed to designate funds to continuing education so that directors can attend WLA, which is in La Crosse this year.

**Green County Library Board:**

The Green County Library board met on February 26<sup>th</sup> to discuss their mission and decide how to proceed with filling board vacancies. For the first time in several years, we have multiple candidates that wish to join the board and because of that, the board will hold interviews on March 19<sup>th</sup> in Monroe. For the last two meetings, the plan has been to meet at New Glarus Public Library since we rotate locations, but we are no longer able to host meetings at our site due to the community room and board room being reserved on the meeting night for the duration of 2018. The next meeting will be April 16<sup>th</sup> in Albany.

**Spring Break at the Library:**

Erica has planned a fantastic week of activities while students are out of school for spring break this month! Not only will we have our regular music and movement program as well as our free play, but we will also screen the popular children’s film, Coco, and Erica will be conducting a mad scientists program as well! We’re excited to offer such variety to our patrons and hope they’ll join us March 26<sup>th</sup>-29<sup>th</sup>.

**February 2018 Program Attendance**

<b>Event</b>	<b>Date</b>	<b>Number of Attendees</b>
Free Play	Thursday, February 1	0

Music and Movement	Monday, February 5	5C/7A
Scrabble	Tuesday, February 6	0
Free Play	Thursday, February 8	6C/5A
Preschool Story Time	Friday, February 9	CANCELLED/WEATHER
Music and Movement	Monday, February 12	6C/5A
Scrabble	Tuesday, February 13	3
Book Club	Wednesday, February 14	5
Free Play	Thursday, February 15	6C/4A
Preschool Story Time	Friday, February 16	21C/9A
Scrabble	Tuesday, February 20	3
Free Play	Thursday, February 22	5C/5A
Preschool Story Time	Friday, February 23rd	15C/6A
Music and Movement	Friday, February 26th	5C/4A
Scrabble	Tuesday, February 27th	0

**February 2018 Monthly Statistics**

<b>New Glarus Public Library 2018</b>	<b>Items Added</b>	<b>Items Deleted</b>	<b>Circulation</b>	<b>Circ. by PSTAT Other</b>	<b>Village of New Glarus</b>	<b>Town of New Glarus</b>	<b>Town of York</b>	<b>Town of Exeter</b>	<b>Dane Co. No Library</b>
January	230	904	6179	1267	2596	1219	469	251	377
February	172	151	5064	1295	1970	1019	404	220	156
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
<b>Total:</b>	<b>402</b>	<b>1055</b>	<b>11243</b>	<b>2562</b>	<b>4566</b>	<b>2238</b>	<b>873</b>	<b>471</b>	<b>533</b>
	<b>Patron ILL 2018 Requests</b>	<b>ILL Requests Rec'd</b>	<b>ILL Requests Unable to Fill</b>	<b># Unique Website Visitors</b>	<b># Website Visits</b>	<b>WiFi Sessions</b>	<b>Public Computer Sessions</b>	<b>Public Computer Hours</b>	<b>New Patrons Register</b>
January	4	4	0	964	1059	1741	231	???	5
February	10	4	1	1034	1552	2004	207	???	6
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
<b>Total:</b>	<b>14</b>	<b>8</b>	<b>1</b>	<b>1998</b>	<b>2611</b>	<b>3745</b>	<b>438</b>		<b>11</b>
<b>2018</b>	<b>Patron Visits</b>	<b>Hours Open</b>	<b>Patrons/Hour</b>	<b># Adult Programs</b>	<b># Adults Count</b>	<b># Children Programs</b>	<b># Children Count</b>	<b>Total Programs</b>	<b>Total # Attend</b>
January	2632	200	13	7	33	4	49C/19A	10	101
February	2557	209	12	5	11	10	69C/45A	15	125
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
<b>Total:</b>	<b>5189</b>	<b>409</b>	<b>25</b>	<b>12</b>	<b>44</b>	<b>14</b>	<b>49C/19A</b>	<b>25</b>	<b>226</b>

**TOTAL LIBRARY INVESTMENTS****55,099.83****FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)****Community Foundation of Southern WI [most recent information available]**

Library Capital Campaign Fund	
CASH Deposits thru 12/31/17	771,632.83
Interest Income from Jan	141.53
Less fees from Jan	-410.00
Gifts received	1,663.00
Pledges paid	750.00
CASH Available 1/31/18	<u>773,777.36</u>
Library Operations Fund [CFSW sending statements quarterly]	
CASH Available 10/31/17	26,488.30
Gifts received	200.00
Pledges paid	1,250.00
Interest Income	8.94
Disbursements 4th Quarter Fees	-63.95
CASH Available 12/31/17	<u>27,883.29</u>
Library Endowment Fund [CFSW sending statements quarterly]	
Beginning Balance 10/31/17	23,431.85
Contributions	400.00
Investment Activity	675.81
Disbursement Activity fees	-15.55
BALANCE 12/31/17 [NON-CASH]	<u>24,492.11</u>

**MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES****Tuesday, March 27, 2018 - 6:30 PM****AGENDA**

10. Call to Order: President Linda Hiland called the meeting to order at 6:30 pm. Those present, in addition to Hiland, were Bob Bergum, Jody Hoesly, Petra Streiff, Suzi Janowiak, and Library Director Lauren White. Absent: Shelly Truttman and Kevin Budsberg.
11. Approval of Agenda: Motion by Bob Bergum to approve the agenda, 2<sup>nd</sup> by Petra Streiff . Motion carried.
12. Comments & Questions from the Public: None.
13. New Business
  - A. SCLS Adjacent County Billing: Director White advised that the LB needed to formally approve using SCLS services to determine adjacent county reimbursements. Petra Streiff moved to approve, second by Bob Bergum. Motion carried.
  - B. Village Hall Bathroom Vandalism: Director White advised the board that there have been issues with vandalism and that the village is asking library staff to be bathroom monitors after

the village offices close at 4 pm. She asked for feedback from the board on ideas for how to respond. The board discussed the fact that escorting patrons back and forth to the bathrooms could leave the library unstaffed at times, and could present safety issues for library staff as well. Consensus is to suggest different solutions such as installing the proposed security cameras, and agree to the village's request on a short-term basis.

14. Old Business

- A. Discussion and Consideration: Library Building Project: President Hiland reported that a citizen asked if the LB would consider erecting a Cleary (type) building if fundraising goals aren't met. Consensus that it is premature to consider this idea at the present time; but the board is willing to consider other options if necessary in the future.
- B. Discussion and Consideration: Sale of West Side Site: Linda Hiland and Petra Streiff met with Administrator Gadow to discuss sale of the site. They have been in contact with local realtors to gauge interest and market conditions. They will move forward on this issue.
- C. Discussion and Consideration: Donor Recognition: President Hiland reported that our architect Jim Gersuch had responded to our questions on options for this in the new library. He pointed out several options; and Director White has been researching others with the help of other library directors. A hybrid option is looking interesting for now (i.e. a combination of digital and physical recognition). Bob Bergum mentioned that the school district uses tv monitors throughout the schools to post photos and information for the students and staff, and that they might be a good resource for ideas and advice.

15. Reports/Discussion/Consideration:

- J. Administration Team: Jody Hoesly attended the CFSW Open House in March and networked with their staff regarding data issues and solutions. We are eager to meet the new director at one of our future meetings. Linda Hiland reported that the interface on their donor menu page is hard to read. Jody Hoesly reported that online donations do not get reported back to the team as mailed donations do, causing unnecessary headaches for the team. She will continue to work with them on these issues. The board thanked her for her extensive work on all of the above.
  - CFSW Financial Report
- K. Building Committee: No report.
- L. Co-chairs Team: Meeting weekly. Moving forward with public relations and fundraising. We are now past the \$800,000 mark in cash and pledges. Focus is on the business community right now.
- M. Communication Team: Articles for National Library Week in April are being prepared. Director White is also working on a proclamation.
- N. Grants Team: Will meet in the coming week, and will recruit other new members. Director White has applied for a Wal-Mart grant. She is looking into other retailer grant opportunities.
- O. Partnership Team: Jody Hoesly suggested asking our partners for endorsement letters, which help in the grant application process. Suggestions included asking the Home and NG Historical Society. We will ask some businesses as well.
- P. Village Board Liaison: Covered under 5B.
- Q. Friends of the Library: Meet in April. Plans are underway for the 2018 Trivia Night at the Fest Haus.
- R. Town/Village Library Funding Team: No report.

16. Adjournment: President Hiland adjourned the meeting at 7:28 pm.

Respectfully submitted, Suzi Janowiak, Secretary

# MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES

Tuesday, April 10, 2018 - 6:30 P.M.

## AGENDA

35. Call to Order: Vice President Bob Bergum called the meeting to order at 6:30 pm. Those present, in addition to Bergum, were Petra Streiff, Shelly Truttman, Suzi Janowiak, Jody Hoesly, Kevin Budsberg, and Library Director Lauren White. Absent: Linda Hiland.
36. Approval of Agenda: Petra Streiff moved to approve, 2<sup>nd</sup> by Kevin Budsberg. Motion carried.
37. Comments & Questions from the Public: None.
38. Old Business
  - A. Discussion and Consideration: Library Building Project: Kevin Budsberg reported on the Capital Campaign regarding mass mailings going out and the associated costs for printing and postage. We have preapproved a budget for this. He will be in touch with Clerk Erb on ways to streamline the process.
39. Bills & Finance Report
  - A. Bills: Bills were presented and approved dated April 10, 2018 totaling \$2777.46, and 3/24/2018 totaling \$1430.
  - B. Financial Statement
40. Director's Report: Discussed and approved.
41. Approval of Minutes:
  - A. March 13, 2018 : Petra Streiff moved to approve with a correction to the Sale of West Side Site section. 2<sup>nd</sup> by Kevin Budsberg. Motion carried.
  - B. March 27, 2018: Petra Streiff moved to approve, 2<sup>nd</sup> by Kevin Budsberg. Motion carried.
42. Adjournment: Vice President Bergum adjourned the meeting at 6:42.

Respectfully submitted, Suzi Janowiak, Secretary

**New Glarus Public Library  
Director's Report April 10, 2018  
Lauren White, Director**

**Green County Library Board:**

**After turnover and leadership changes with the Green County Library Board, we actively began searching for candidates to complete our board and I'm happy to report that we have a full board for the first time in a quite a while and have three new, excited, and energetic faces at the table. The 4 new members are Anita Huffman of Monroe, Ann Mueller of Brodhead, Valerie Blum of Monroe, and Beth Blahut of New Glarus. We feel very encouraged by the new leadership and representation from our communities. The new members will be seated at the April 23, 2018 meeting.**

**Knight School Partnership:**

**Erica is working closely with Diane Roska to increase the student's familiarity with the library and staff so that they feel comfortable using our facilities. As part of these efforts, they will continue to plan a yearly field trip to the library near the end of the school year. We are hoping to set it up so that the field trip is the same week as Ignacia's SLP visit, to capitalize on the excitement/interest. Erica has also begun making monthly visits to Knight School to promote library services, give book talks, play literacy games, etc. Erica is also planning on doing summer outreach weekly to collect reading logs and hand out prizes to those students who can't make it to the library to participate. Lastly, starting in late September/early October, Erica will make weekly visits to work with kids on reading Battle of the Books titles. We are very excited about this partnership and the potential impact it will have on our community.**

**March All-Director's Meeting:**

**SCLS library directors met on Thursday, March 15<sup>th</sup> at the Verona Public Library to discuss preliminary budget matters and hear ILS evaluation committee's recommendation in regards to our efforts to select the best integrated library system software for our libraries. At that meeting it was recommended that Link libraries remain with our current vendor, Koha, because it is entirely web-based and that's very important to member libraries. While the other systems that we evaluated were good, none of them were completely web-based and it was thought that we'd be taking a step back if we changed systems and needed to go to a system that was not web-based. Member libraries are now in the process of voting based on the recommendation and will have until the end of April to express their opinion.**

**Spring Break Programming:**

**During the week of March 26<sup>th</sup>-30<sup>th</sup>, we hosted a variety of programs for New Glarus youth to participate in, which included film screenings and a mad scientists program. This was in conjunction with our regular weekly programming and we had a tremendous turnout with over 100 children and adults. Not only did we have a great time exploring centripetal force, but also tie-dying, and making moon sand. We were happy to host family-friendly events for those who stayed in New Glarus for the week!**

### **Women's Baseball Program:**

**During the 1940s and 1950s, thirty-seven athletic and determined women from Wisconsin made a BIG difference. Over the period of 1943-1954, they were among the more than 550 women who played professional baseball in the All American Girls Professional Baseball League (AAGBPL) depicted in the movie *A League of Their Own*. In this presentation, Bob Kann, the biographer of one of the Kenosha players, *Joyce Westerman: Baseball Hero*, shared stories about Wisconsin women who grew up during the Great Depression, worked in factories and on farms, and eventually played professional baseball. This was a fantastic program that we were happy to host after screening *A League of Their Own*.**

**March 2018 Program Attendance**

<b>Event</b>	<b>Date</b>	<b>Number of Attendees</b>
<b>Free Play</b>	<b>Thursday, March 1<sup>st</sup></b>	<b>12C/7A</b>
<b>Preschool Story Time</b>	<b>Friday, March 2<sup>nd</sup></b>	<b>12C/5A</b>
<b>Music and Movement</b>	<b>Monday, March 5<sup>th</sup></b>	<b>4C/4A</b>
<b>Scrabble</b>	<b>Tuesday, March 6<sup>th</sup></b>	<b>2</b>
<b>Free Play</b>	<b>Thursday, March 8<sup>th</sup></b>	<b>18C/7A</b>
<b>Preschool Story Time</b>	<b>Friday, March 9<sup>th</sup></b>	<b>20C/6A</b>
<b>Music and Movement</b>	<b>Monday, March 12<sup>th</sup></b>	<b>5C/5A</b>
<b>Scrabble</b>	<b>Tuesday, March 13<sup>th</sup></b>	<b>0</b>
<b>Book Club Discussion</b>	<b>Wednesday, March 14<sup>th</sup></b>	<b>13</b>
<b>Free Play</b>	<b>Thursday, March 15<sup>th</sup></b>	<b>7C/5A</b>
<b>Preschool Story Time</b>	<b>Friday, March 16<sup>th</sup></b>	<b>13C/6A</b>
<b>Music and Movement</b>	<b>Monday, March 19<sup>th</sup></b>	<b>4C/4A</b>
<b>Scrabble</b>	<b>Tuesday, March 20<sup>th</sup></b>	<b>2</b>
<b>School Visit</b>	<b>Wednesday, March 21<sup>st</sup></b>	<b>14C/7A</b>
<b>Free Play</b>	<b>Thursday, March 22<sup>nd</sup></b>	<b>6C/5A</b>
<b>Preschool Story Time</b>	<b>Friday, March 23<sup>rd</sup></b>	<b>19C/8A</b>
<b>Music and Movement</b>	<b>Monday, March 26<sup>th</sup></b>	<b>5C/5A</b>
<b>Scrabble</b>	<b>Tuesday, March 27<sup>th</sup></b>	<b>0</b>
<b>Family Movie</b>	<b>Tuesday, March 27<sup>th</sup></b>	<b>25C/11A</b>
<b>Mad Scientists</b>	<b>Wednesday, March 28<sup>th</sup></b>	<b>26C/14A</b>
<b>Free Play</b>	<b>Thursday, March 29<sup>th</sup></b>	<b>3A/4C</b>
<b>Family Movie</b>	<b>Thursday, March 29<sup>th</sup></b>	<b>5A/3C</b>

**March 2018 Monthly Statistics**

<b>New Glarus Public Library 2018</b>	<b>Items Added</b>	<b>Items Deleted</b>	<b>Circulation</b>	<b>Circ. by PSTAT Other</b>	<b>Village of New Glarus</b>	<b>Town of New Glarus</b>	<b>Town of York</b>	<b>Town of Exeter</b>	<b>Dane Co. No Library</b>
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									
May									
June									
July									
August									
September									
October									
November									
December									
<b>Total:</b>	<b>623</b>	<b>1074</b>	<b>16887</b>	<b>4013</b>	<b>6764</b>	<b>3482</b>	<b>1174</b>	<b>727</b>	<b>727</b>
<b>2018 Patron ILL Requests</b>	<b>ILL Requests Rec'd</b>	<b>ILL Requests Unable to Fill</b>	<b># Unique Website Visitors</b>	<b># Website Visits</b>	<b>WiFi Sessions</b>	<b>Public Computer Sessions</b>	<b>Public Computer Hours</b>	<b>New Patrons Register</b>	
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									
May									
June									
July									
August									
September									
October									
November									
December									
<b>Total:</b>	<b>21</b>	<b>19</b>	<b>1</b>	<b>3006</b>	<b>4029</b>	<b>5819</b>	<b>662</b>		<b>21</b>
<b>2018 Patron Visits</b>	<b>Hours Open</b>	<b>Patrons/Hour</b>	<b># Adult Programs</b>	<b># Adults Count</b>	<b># Children Programs</b>	<b># Children Count</b>	<b>Total Programs</b>	<b>Total # Attend</b>	
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									
May									
June									
July									
August									
September									
October									
November									
December									
<b>Total:</b>	<b>8042</b>	<b>623</b>	<b>38</b>	<b>18</b>	<b>66</b>	<b>29</b>	<b>311C/167A</b>	<b>46</b>	<b>547</b>

**TOTAL LIBRARY INVESTMENTS****60,142.06****FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)****Community Foundation of Southern WI [most recent information available]**

## Library Capital Campaign Fund

CASH Deposits thru 12/31/17	773,777.36
Interest Income from Feb	124.23
Less fees from Feb	-204.18
Gifts received	4,877.32
Pledges paid	200.00
CASH Available 2/28/18	<u>778,774.73</u>

## Library Operations Fund [CFSW sending statements quarterly]

CASH Available 10/31/17	26,488.30
Gifts received	200.00
Pledges paid	1,250.00
Interest Income	8.94
Disbursements 4th Quarter Fees	-63.95
CASH Available 12/31/17	<u>27,883.29</u>

## Library Endowment Fund [CFSW sending statements quarterly]

Beginning Balance 10/31/17	23,431.85
Contributions	400.00
Investment Activity	675.81
Disbursement Activity fees	-15.55
BALANCE 12/31/17 [NON-CASH]	<u>24,492.11</u>

**MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES****Tuesday, April 24, 2018 - 6:30 P.M.****AGENDA**

17. Call to Order: President Linda Hiland called the meeting to order at 6:35 pm. Those present, in addition to Hiland, were Bob Bergum, Kevin Budsberg, Suzi Janowiak, Jody Hoesly, Shelly Truttman, Petra Streiff, and Library Director Lauren White.
18. Approval of Agenda: Kevin Budsberg moved to approve, 2<sup>nd</sup> by Bob Bergum . Motion carried.
19. Comments & Questions from the Public: None.

## 20. New Business

- A. Discussion and Consideration: Library Board Meeting Dates and Times: Because Trustee Jody Hoesly is now also serving on the Green County Board, discussion of changing our meetings from the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month. Discussion as to whether we need to have two monthly meetings at this time. Linda Hiland suggested we could consider adopting the village model of a consent agenda for boilerplate items to speed things up. She also suggested committees submit reports ahead of meetings instead of during them. Kevin Budsberg made a motion to go to one meeting per month, 6:00 pm on the 4<sup>th</sup> Tuesday of the month. 2<sup>nd</sup> by Petra Streiff. Motion carried. Next meeting will be May 22<sup>nd</sup>, 2018 at 6 pm.
- B. Discussion and Consideration: 2018 West Side Site Mowing: Until we sell the property, we are responsible for seeing it is mowed regularly. Linda Hiland asked if the board wanted to ask the same two individuals we have used in the past. Consensus yes; she will contact both individuals.

## 21. Old Business

- A. Discussion and Consideration: Library Building Project: President Hiland commented on the recent support of donations and favorable publicity regarding the building process.
- B. Discussion and Consideration: Sale of West Side Site: President Hiland reported that it seems we will need to engage a realtor. We have had interest from several parties, but nothing has come of it to date. Discussion of our options and consensus on next steps. Bob Bergum suggested asking each of the local realty offices for proposals before our next meeting. The board approved this idea by consensus. We will have a closed session to review the proposals at our May meeting.
- C. Discussion and Consideration: Village Hall Bathroom Vandalism: Director White reported that the village staff has reached a decision on bathroom access after village offices close at 4 pm.
- D. Discussion and Consideration: Donor Recognition: President Hiland has been in contact with a vendor to get ideas for a wall in the new library. We are waiting for her proposal.

## 22. Reports/Discussion/Consideration:

- S. Administration Team: CFSW has a new electronic reporting system that they are implementing. Jody Hoesly is waiting to see how this works as compared to the paper reports. Reports will be quarterly.
  - CFSW Financial Report
- T. Building Committee: No report.
- U. Co-chairs Team: President Hiland reported that there will be a donor event at the Swiss Center on Sunday, April 29, from 4:30-6 pm. Kevin Budsberg and Suzi Janowiak will attend. The co-chairs are asking how their bills for supplies and printing will be handled. Consensus to use individual credit cards to charge these expenses and then be reimbursed from the library savings account via the village clerk's office. Suzi Janowiak moved to approve the costs of the two mailing, 2<sup>nd</sup> by Jody Hoesly. Motion carried. Request from the co-chairs for more PR from the library board, and village administration in particular. President Hiland asked if we should pursue a resolution from the village to reassure those in the public and business community that the project is moving forward. Petra Streiff suggested a joint meeting between VB and LB to introduce new members on both boards and talk about our mutual work going forward. Consensus to pursue this and also to connect with the Chamber to engage the business community. President Hiland will contact the two new village trustees to invite them to tour the library as we have done with all new trustees in the past.
- V. Communication Team: Covered above.
- W. Grants Team: Director White reported that the new team is in place and is starting to apply for grants. They are also spending a lot of time on researching grant opportunities and compiling a database to facilitate the application process.
- X. Partnership Team: Will reach out to the Chamber and other local organizations in the coming months.
- Y. Village Board Liaison: Covered above.
- Z. Friends of the Library: Trivia Night will be May 19 at Edelweiss Country Club. The space is being donated and there will be the opportunity to order food and beverages. Doors open at 5, Trivia at 6 pm and there will be a silent auction.

AA.Town/Village Library Funding Team: No report.

23. Adjournment: President Hiland adjourned the meeting at 8:32 pm.

Respectfully submitted, Suzi Janowiak, Secretary

## **MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES**

**Tuesday, May 22, 2018 - 6:00 P.M.**

### **AGENDA**

24. Call to Order: President Hiland called the meeting to order at 6:02 pm. Those present, in addition to Hiland, were Bob Bergum, Jody Hoesly, Kevin Budsberg (joined the meeting at 6:06), Petra Streiff, Shelly Truttman (joined the meeting at 6:28), Suzi Janowiak, and Library Director Lauren White.
25. Approval of Agenda: Bob Bergum moved to approve with correction of item #8 to approve minutes of April meetings (not March as posted), 2<sup>nd</sup> by Petra Streiff . Motion carried.
26. *Announcement*: The Library Board will convene into Closed Session #1 called under WI State Statute 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining require a closed session (Sale of the West Side Site)
27. Comments & Questions from the Public: None.
28. New Business
  - A. Discussion and Consideration: Preparations for Joint Village Board and Library Board Meeting: Meeting has been confirmed for Wednesday, May 30, at 6:30 pm. The Library Board will update the Village Board on the project, and we will have general discussion following. President Hiland asked if the board preferred to have a handout for trustees or do a Powerpoint. We are looking forward to meeting the new board and establishing a solid working relationship as we get closer to breaking ground. Consensus to create a handout. Discussion of specific points we want to share with the new board.
  - B. Discussion and Consideration: 2018 Officer Elections: Shelly Truttman was appointed to serve as School Liaison. Bob Bergum moved to nominate Linda Hiland as President, 2<sup>nd</sup> by Jody Hoesly. Petra Streiff moved to close nominations and cast a unanimous ballot, 2<sup>nd</sup> by Jody Hoesly. Motion carried. Bob Bergum nominated Shelly Truttman as Vice President, 2<sup>nd</sup> by Jody Hoesly. Petra Streiff moved to close nominations and cast a unanimous ballot, 2<sup>nd</sup> by Jody Hoesly. Motion carried. Petra Streiff nominated Suzi Janowiak as Secretary, 2<sup>nd</sup> by Jody Hoesly. Petra Streiff moved to close nominations and cast a unanimous ballot, 2<sup>nd</sup> by Jody Hoesly. Motion carried. Bob Bergum nominated Kevin Budsberg for Treasurer, second by Jody Hoesly. Petra Streiff moved to close nominations and cast a unanimous ballot for Kevin Budsberg as Treasurer, 2<sup>nd</sup> by Jody Hoesly. Motion carried.
  - C. Discussion and Consideration: December 2018 Meeting Date: We need to move our December meeting. Consensus to meet on Monday, December 17 at 6:00 pm.
29. Old Business

- A. Discussion and Consideration: Library Building Project: President Hiland is working with a designer on ideas for donor recognition in the new library. The designer recommended a TV monitor that can easily and inexpensively be installed and updated. We will need to decide on a budget for the donor wall (TV and plaques) at a later date.
- B. Discussion and Consideration: Sale of West Side Site: Covered under Item #9.
- C. Discussion and Consideration: Mowing of the West Side Site: Bob Bergum moved to approve mowing agreements with Gene Dalhk and Roger Arn, 2<sup>nd</sup> by Jody Hoesly. Motion carried.

30. Reports/Discussion/Consideration:

BB. Administration Team: Discussion of logistics for meeting with CFSW at the new Town Hall at 6:30 on May 23<sup>rd</sup>.

- CFSW Financial Report

CC. Building Committee: No report.

DD. Co-chairs Team: Meet weekly. Will accept Bank of New Glarus donation check this week during photo op.

EE. Communication Team: The board commented favorably on the new mailing and campaign materials.

FF. Grants Team: Working hard on identifying new grant opportunities and applying for them. They have recruited some new helpers with experience in grant writing as well.

GG. Partnership Team: We are reaching out to our established partners in order to update and brainstorm.

HH. Village Board Liaison: No report.

II. Friends of the Library: Trivia Night was a big success. There were no overhead expenses this year.

JJ. Town/Village Library Funding Team: Petra Streiff is working with village staff to revive this subcommittee.

KK. Director's Report: The board commented favorably on the library tours and outreach to NG students. Attendance at programming is very robust. The board also commented on staff continuing education.

LL. Bills & Finance Report

- Bills: Bill were presented and approved, dated 4/24/18 totaling \$1593.54 and 5/22/18 totaling \$2849.08
- Financial Statement: Attached.

31. Approval of Minutes:

A. April 10, 2018: Petra Streiff moved to approve, 2<sup>nd</sup> by Bob Bergum. Motion carried.

B. April 24, 2018: Bob Bergum moved to approve, 2<sup>nd</sup> by Petra Streiff. Motion carried.

32. The board will convene into closed session: Bob Bergum moved to go into closed session, 2<sup>nd</sup> by Shelly Truttman . Motion carried by unanimous roll call vote at 7:30 pm.

33. Adjournment: President Hiland adjourned the meeting from closed session at 7:45 pm.

Respectfully submitted, Suzi Janowiak, Secretary

**New Glarus Public Library  
Director's Report May 22, 2018  
Lauren White, Director**

**Staff Meeting and Circulation Refresher:**

Staff members met in late April to discuss circulation practices and procedures. Staff members were asked to take webinars on patron registration, holds, and other common circulation tasks, and this was to serve as a refresher for everyone. I also asked staff to send me two things they wish they knew how to do, or would like to know how to do, so that everyone is trained and confident while working the desk. Staff were also given some follow-up questions to respond to after watching the webinars.

**Sensory Walk:**

On April 17<sup>th</sup>, Ignacia hosted a new program for young children—a sensory walk. This was targeted towards those that are walking and they were able to explore a variety of textures and feelings using their feet, which was a big hit. As they made their way through the sensory squares, they stepped on sticky surfaces, on soft surfaces, in water, on sand, and even in beans. Ignacia was surprised to see that everyone wanted to keep walking though the various areas over and over again... it was definitely something the children wanted to explore over and over again. We plan to host a sensory program quarterly and we're excited by the response to our first one.

**Green County Library Board:**

The Green County Library Board met on April 14<sup>th</sup> and this was the first meeting with a new, full board. A lot of our discussion revolved around how the board can support libraries and what we would like them to do. Librarians said that they'd appreciate support at occasional local board meetings, grant endorsements, general advocacy, and advocacy as it relates to county board business. Everyone is very happy to have a full board and are excited to have such strong community advocates supporting us.

**Green County Library Directors:**

Green County library directors met on April 16<sup>th</sup> for our monthly meeting and a large topic of discussion was a county-wide staff in-service in the fall and how we want to structure that. At this time, the thought is to have an active shooter training during the morning portion of the in-service and then in the afternoon, have a social services training session. Many of us see patrons in vulnerable positions and it's not always clear what the best way to handle a situation is and who to refer them to. So, our hope is that having someone in Green County discuss services and resources available will be very valuable. While we know nobody wants to have to take an active shooter training, it is an important class to take because of our position in the community as free, public spaces. We hope to have two librarians from Janesville host the active shooter training, which they've presented at WLA before.

**Library Tours and Visits:**

Erica has been working hard to set up school visits for the summer reading program, but we also wanted to make sure we gave students the opportunity to visit the library itself and learn about its resources. During the month of May, we hosted three different classes that were able to obtain limited use cards, do a scavenger hunt on services and areas of the library, and then sit down with library staff to talk about things they'd like from the library. We also involved Knight School in this effort and they also came for a visit, which was wonderful because some of the students are not active library users. While giving tours of our facility can be challenging because of the space limitations, we think it's important that students become familiar with their lifelong library and learn how we can support them at every stage of life.

**April 2018 Program Attendance**

<b>Event</b>	<b>Date</b>	<b>Number of Attendees</b>
Author Visit	Wednesday, April 4 <sup>th</sup>	7
Free Play	Thursday, April 5 <sup>th</sup>	4C/3A
Preschool Story Time	Friday, April 6 <sup>th</sup>	10C/3A
Music and Movement	Monday, April 9 <sup>th</sup>	3C/4A
Scrabble	Tuesday, April 10 <sup>th</sup>	2
Book Club Discussion	Wednesday, April 11 <sup>th</sup>	CANCELLED
Free Play	Thursday, April 12 <sup>th</sup>	1C/1A
Preschool Story Time	Friday, April 13 <sup>th</sup>	22C/8A
Music and Movement	Monday, April 16 <sup>th</sup>	7C/5A

Sensory Walk	Tuesday, April 17 <sup>th</sup>	13C/6A
Scrabble	Tuesday, April 17 <sup>th</sup>	3
Free Play	Thursday, April 19 <sup>th</sup>	4C/2A
Preschool Story Time	Friday, April 20 <sup>th</sup>	12C/7A
Music and Movement	Monday, April 23 <sup>rd</sup>	4C/4A
Scrabble	Tuesday, April 24 <sup>th</sup>	2
Free Play	Thursday, April 26 <sup>th</sup>	0
Preschool Story Time	Friday, April 27 <sup>th</sup>	13C/4A
Music and Movement	Monday, April 30 <sup>th</sup>	6C/3A

### April 2018 Monthly Statistics

<b>New Glarus Public Library 2018</b>	<b>Items Added</b>	<b>Items Deleted</b>	<b>Circulation</b>	<b>Circ. by PSTAT Other</b>	<b>Village of New Glarus</b>	<b>Town of New Glarus</b>	<b>Town of York</b>	<b>Town of Exeter</b>	<b>Dane Co. No Library</b>
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									
June									
July									
August									
September									
October									
November									
December									
<b>Total:</b>	<b>871</b>	<b>1410</b>	<b>22458</b>	<b>5129</b>	<b>9086</b>	<b>4797</b>	<b>1625</b>	<b>872</b>	<b>949</b>
<b>2018 Patron ILL Requests</b>	<b>ILL Requests Rec'd</b>	<b>ILL Requests Unable to Fill</b>	<b># Unique Website Visitors</b>	<b># Website Visits</b>	<b>WiFi Sessions</b>	<b>Public Computer Sessions</b>	<b>Public Computer Hours</b>	<b>New Patrons Register</b>	
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									
June									
July									
August									
September									
October									
November									
December									
<b>Total:</b>	<b>29</b>	<b>26</b>	<b>2</b>	<b>3967</b>	<b>5419</b>	<b>8201</b>	<b>916</b>		<b>33</b>
<b>2018 Patron Visits</b>	<b>Hours Open</b>	<b>Patrons/Hour</b>	<b># Adult Programs</b>	<b># Adults Count</b>	<b># Children Programs</b>	<b># Children Count</b>	<b>Total Programs</b>	<b>Total # Attend</b>	
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									
June									
July									
August									
September									
October									
November									
December									
<b>Total:</b>	<b>10837</b>	<b>828</b>	<b>52</b>	<b>23</b>	<b>80</b>	<b>42</b>	<b>410C/217A</b>	<b>64</b>	<b>610</b>

**TOTAL LIBRARY INVESTMENTS****60,009.94****FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)****Community Foundation of Southern WI [most recent information available]**

## Library Capital Campaign Fund

CASH Deposits thru 2/28/18	778,774.73
Interest Income from March	151.87
Less fees from March	-272.82
Gifts received	18,155.00
Pledges paid	1,100.00
CASH Available 3/31/18	<u>797,908.78</u>

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

CASH Available 10/31/17	26,488.30
Gifts received	
Pledges paid	
Interest Income	13.69
Disbursements 4th Quarter Fees	-65.90
CASH Available 3/31/18	<u>26,436.09</u>

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

Beginning Balance 10/31/17	23,431.85
Contributions	30.00
Investment Activity	-201.77
Disbursement Activity fees	21.29
To balance with CFSW	<u>-42.58</u>
BALANCE 3/31/18 [NON-CASH]	<u>23,238.79</u>

**Minutes of the New Glarus Public Library Board of Trustees****Thursday, June 7, 2018 - 6:00 P.M.****SPECIAL MEETING AGENDA**

1. Call to Order: President Linda Hiland called the meeting to order at 6:03pm. Those present, in addition to Hiland, were Jody Hoesly, Kevin Budsberg, Petra Streiff, Bob Bergum, Shelly Truttmann and Library Director Lauren White. Absent: Suzi Janowiak.
2. Approval of Agenda: Bob Bergum moved to approve, second by Kevin Budsberg. Motion carried

3. *Announcement:* The Library Board will convene into a closed session called under WI State Statute 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining require a closed session (Sale of the West Side Site)
4. Old Business:
  - A. Discussion: Strategic Planning Process: Director White presented the library board with draft copies of the strategic plan as prepared by staff members from the South Central Library System. These will be reviewed at a later date.
5. The Board will Convene into Closed Session: Petra Streiff made the motion to move into closed session, second by Bob Bergum. Motion Carried by unanimous roll call vote.
6. The Board will Re-Convene into Open Session: Motion to reconvene into open session by Bob Bergum, 2nd by Kevin Budsberg. Motion carried by unanimous roll call vote.
  - Results of Closed Session: Realtor proposals were discussed by the library board.
  - Discussion and Consideration: Bob Bergum moved to select Tara Wilde and 1<sup>st</sup> Weber as the realtor for the sale of the west side site. Second by Jody Hoesly. Motion Carried.
7. Adjournment: Linda Hiland adjourned the meeting at 6:32pm.

Respectfully submitted, Lauren White, Library Director

## **MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES**

**Tuesday, June 26, 2018 - 6:00 P.M.**

### **AGENDA**

34. Call to Order: President Linda Hiland called the meeting to order at 6:00 pm. Those present, in addition to Hiland, were Bob Bergum, Jody Hoesly, Kevin Budsberg, Shelly Truttmann, Suzi Janowiak, and Library Director Lauren White. Absent: Petra Streiff.
35. Approval of Agenda: Bob Bergum moved to approve amended agenda, 2<sup>nd</sup> by Jody Hoesly . Motion carried.
36. Comments & Questions from the Public: None.
37. New Business
  - A. Discussion: Town of New Glarus Fund Designation: The Town is giving the Capital Campaign over \$31,000 from impact fees collected to the new library project. They have also set aside \$100,000 in their budget for the library, and are offering it as a matching gift to help with fundraising this year. The final use of their second gift may be used for the Capital Campaign or for operating spread over 5 years (\$20,000 per year). This is to be determined between the Town, Village, and Library boards as discussions continue between the three boards. Jody Hoesly suggested there might be a benefit to splitting the money between operating and the Capital Campaign 40/60 (for the first two years of operating).
  - B. Discussion and Consideration: Response to Citizen Request: The Library Board President and Library Director received, via the Village Administrator, an open records request for additional information regarding the Strategic Plan survey from

Greg Thoemke, which was provided to him by the date he requested (June 15, 2018). After receiving the information, he then requested a meeting with Village Administrator Bryan Gadow and others. The meeting was held on June 26, 2018 with Shawn Brommer, Linda Hiland, Jody Hoesly, Bryan Gadow, Greg Thoemke, and Director White in attendance. He submitted a lengthy list of demands titled "Expectations" (see attached) regarding some online responses that came in after the predetermined deadline in accordance with the Strategic Planning Timeline. He demanded a response by June 29, 2018. Consensus that the document titled "Expectations" did not represent an accurate depiction of events nor a good faith request to work together. Jody Hoesly examined the full set of data including the later responses. Kevin Budsberg made a motion to decline the expectations submitted by Greg Thoemke on June 26, 2018 and have President Hiland inform him by email, 2<sup>nd</sup> by Bob Bergum. Motion carried.

### 38. Old Business

- A. Discussion and Consideration: Library Building Project: President Hiland passed around draft designs for the donor recognition area. It would involve a monitor surrounded by a plexiglass wall that would contain donor names as well. The board discussed specifics of how donors would be recognized on the donor wall and on the monitor scroll, and how to list those who have given to specific areas in the library. Consensus to create categories to assist the co-chairs with their donor calls. President Hiland will tell the designer we approved of her initial design, and let the co-chairs know of the decisions made for donor recognition.
- B. Discussion and Consideration: Sale of West Side Site: The West side site has been listed with Tara Wilde with an asking price of \$125,000.
- C. Discussion and Consideration: Strategic Planning: The board reviewed the draft document page by page. Changes were made to wording and punctuation, and the date of data collection was changed from February to April to reflect the late responses we received. The board discussed the late responses and felt they provided additional insight into what patrons value in library services. All responses were included in the analysis summarized on page 4 of the document. Bob Bergum moved to approve document with edits, 2<sup>nd</sup> by Kevin Budsberg. Motion carried.

### 39. Reports/Discussion/Consideration

- MM. Administration Team: New format of reports from CFSW.
  - CFSW Financial Report
- NN. Building Committee: No report.
- OO. Co-chairs Team: CFSW has new director who has provided documents to help with specific donor questions. Jodi Sweeney met with the current co-chairs and provided training and suggestions for their fundraising efforts. Finalizing the next mailer to go out. Kevin Budsberg requested that the co-chairs attend our July meeting to provide an update. Petra Streiff and President Hiland attended the last Chamber meeting and gave a presentation to the business community and will attend the next Retailers' Roundtable. We have found a new location for the banner.
- PP. Communication Team: There will be an article in the next PMR regarding the gifts from the Town.

- QQ. Grants Team: Have identified new opportunities for grants and have been applying and readying materials for upcoming grant application periods.
- RR. Partnership Team: Covered above.
- SS. Village Board Liaison: No report.
- TT. Friends of the Library: Director White updated the board on the June meeting.
- UU. Town/Village Library Funding Team: No report.
- VV. Director's Report: The board favorably commented on the report and how many attendees are attending programming events. Director White updated the board on the PSLR process and encouraged the trustees to take the survey.
- WW. Bills & Finance Report
- Bills: Bills were presented and approved dated June 26, 2018 totaling \$4,144.94.
  - Financial Statement

40. Approval of Minutes:

A. May 22, 2018: President Hiland made a slight correction to the Officer Election section. Bob Bergum moved to approve with correction, 2<sup>nd</sup> by Shelly Truttman. Motion carried.

B. June 7, 2018: President Hiland made slight changes to the Closed Session section. Shelly Truttman moved to approve with corrections, 2<sup>nd</sup> by Kevin Budsberg. Motion carried.

41. Adjournment: President Hiland adjourned the meeting at 9:12 pm.

Respectfully submitted, Suzi Janowiak, Secretary

EXPECTATIONS:

Report and make available the following information:

- The existence of the survey in question
- The dates it opened for and closed to responses
- The total number of responses received (excluding the test response)
- The fact that individual survey respondents were allowed to submit multiple responses
- The fact that the Library Board does not know how many individuals are represented amongst those 119 responses
- The fact that the Library Board does not know how many of the responses came from individuals within the New Glarus Public Library's service area / service population
- The fact that survey results were presented graphically to the New Glarus Village Board and roughly 30 community members in attendance at the May 30<sup>th</sup> joint meeting of Village Board and Library Board.
- The fact that the last 29 survey responses were omitted from the graphic reporting of the survey responses, in spite of the fact that the survey was closed to new responses nearly six weeks prior to that meeting
- The fact that the 29 omitted responses would have substantially changed the reported results, in a fashion not to the liking of the Library Board, had they been included
- The fact that an open records request was made and fulfilled, and that the request and

the fulfillment are available by request to members of the public, including news media

- Using an identical graphic format, make it clearly known that the following is available by request:

- o The survey results as originally reported (90 total responses)
- o The survey results from the 29 omitted responses
- o The survey results from all 119 responses

Do not use or include any of the following:

- Descriptions of these data omissions that include adverbs such as "accidentally," "errantly," "inadvertently" or the like
- Any other language or statement that might lead consumers of this information to conclude that these events were not purposeful (nor do you need to admit the intentional nature of these events - in other words, allow the consumers of this information to draw their own conclusions regarding intent)

Make the information outlined above prominently available via the following resources and methods:

- Any and all social media pages under the control of the New Glarus Library Board or its agents, friends' groups, etc. (post should be pinned to the top of social media pages for a period of not less than one month, left up for a period of not less than one year, and should appear no later than Friday, July 6<sup>th</sup>, 2018)
- Any and all internet web pages under the control of the New Glarus Library Board or its agents, friends' groups, etc. (post should be prominently displayed on both home page and any other webpages which reference the building project, for a period of not less than one year, and should appear no later than Friday, July 6<sup>th</sup>, 2018)
- A printed hard-copy document, available by request at the library service tear during the library's regular business hours (available no later than Friday, July 6<sup>th</sup>, 2018, for a period of not less than one year)
- Work with Village of New Glarus personnel to report on any social media pages, internet web pages and service counters under the control of the Village of New Glarus, according to the same guidelines as outlined above (available no later than Friday, July 6<sup>th</sup>, 2018, for a period of not less than one year)
- Contact the staffs of the *New Glarus Post Messenger* and the *Monroe Times*, requesting that each write articles about the data omission / misrepresentation, using the facts outlined above.

Library Board members, library employees, capital campaign personnel and others associated with the library should refrain from offering any interviews / quotes suggesting that these events were unintentional or accidental. They do not need to explicitly admit that said events were intentional. Request that the resulting articles appear in print and on the publications' respective webpages no later than July 15th

- If either the *New Glarus Post Messenger* or the *Monroe Times* declines to write and run an article as requested, submit letters to the editor detailing the same facts, and request these run in print and on the publications' respective webpages no later than July 15<sup>th</sup>
- With regard to the *New Glarus Post Messenger* and the *Monroe Times*, the standard is that the information as outlined actually appears in print, not that you "tried."
- I will reserve the right to embark upon my own efforts to bring this information to the public if, at my discretion, and in consultation with Village President and Village Administrator, I do not believe a good-faith effort has been made to meet the conditions as laid out above. If I do embark upon my own efforts to bring this information public, I will take the steps outlined above, as well as contacting the Wisconsin State Journal and the various Madison area TV news organizations.
- Proactively contact any other groups and / or individuals with whom the incomplete survey results have been shared, and provide them with this follow-up information, either via email or print, per their preference (to be delivered to recipients no later than Friday, July 6<sup>th</sup>, 2018).

**New Glarus Public Library  
Director's Report June 26, 2018  
Lauren White, Director**

**Summer Reading Program:**

The annual summer reading program is off to a fantastic start! In the first month, we've already registered nearly 350 students, which is fantastic! A large reason for this early success is having students register at school during the school visits--this removed a barrier of having the student return to the library at a later date and each week, Erica is collecting reading logs at the school and taking prizes with her, so again, we are meeting them where they're at as opposed to asking them to come to us. We're thankful to work with such a cooperative school district that is just as concerned about the loss of reading skills over the summer as we are. We just finished our second week of the program and will run for a total of 8. Of course, we're interested to see how this year will compare to years past, but I'm encouraged with this strong start. We have had two very successful programs this summer, the first being the Henry Vilas Zoo to You Program, which drew in over 100 families and Erica's weekly Pinterest to Project programs have been wildly popular with roughly 50 attendees each week!

**PLSR Discussion and Survey:**

For the past few years, a variety of work groups have formed around the state to examine the services libraries provide and if being broken down into geographic systems is the best thing for

everyone. For those that are part of SCLS, we are very lucky to receive top-notch service, but more rural systems don't have the same amount of funding coming in and thus, aren't able to offer the same services. So, the Public Library System Redesign System (PLSR) was born. They are examining service priorities and looking for ways to provide more equitable experiences across the state. Now that the committees have finished their work, the final steps are being taken before an official recommendation goes to the Department of Public Instruction. There are now two models being examined as part of the recommendation process: model Y and model W. Voting by library staff, directors, system staff, trustees, etc will be opening soon and will close on July 20th. Everyone is encouraged to vote and read through these recommendations as we move forward. A PowerPoint presentation going over the two recommendations and the history can be found here: <http://www.plsr.info/prelimframeworktoolkit/> In a nutshell, model Y is condensing the existing systems (17) to 6-8 and model W is a current system enhanced model. Of course, this is very complicated, so looking at the detailed reports is a great idea.

### **May All Directors Meeting:**

On Thursday, May 17th, directors met in Portage to hear preliminary budget updates from delivery, technology, and ILS. For 2019, delivery will cost 1% more, which is the first increase in five years. For most libraries, this is a ~\$300 increase from 2018. Technology is reporting a 0.0% increase for 2019 and ILS is as well, which is good news. We will continue to receive e-rate rebates for our internet filtering and are also eligible for TEACH funding as well, which should help offset replacing our wireless access point, which is around \$1,000. New Glarus has one access point, but some libraries in our system have 10 or more, so it's an expense we're all aware of and I'm hopeful with the e-rate refunds and TEACH eligibility, we will be in a good place when that time comes. In the afternoon, Mark Jochem, the new workforce development specialist with SCLS gave a short presentation on the services he plans to provide and then asked member libraries what they'd like to see.

### **Strategic Planning: Final Steps:**

We now have our draft version of the strategic plan and the environmental study, which was given to library board members on June 7th. At the June 26th meeting, I will be looking for feedback so that I can pass it along to SCLS staff and we can finalize the plan and then distribute it.

### May 2018 Program Attendance

<b>Event</b>	<b>Date</b>	<b>Number of Attendees</b>
Scrabble	Tuesday, May 1 <sup>st</sup>	3A
Free Play	Thursday, May 3 <sup>rd</sup>	4C/5A
Preschool Story Time	Friday, May 4 <sup>th</sup>	21C/9A
Music and Movement	Monday, May 7 <sup>th</sup>	6C/3A
Scrabble	Tuesday, May 8 <sup>th</sup>	2A
Book Club Discussion	Wednesday, May 9 <sup>th</sup>	15A
Free Play	Thursday, May 10 <sup>th</sup>	5C/3A
Preschool Story Time	Friday, May 11 <sup>th</sup>	21C/8A
Music and Movement	Monday, May 14 <sup>th</sup>	18C/7A
Scrabble	Tuesday, May 15 <sup>th</sup>	0
Free Play	Thursday, May 17 <sup>th</sup>	0
5 <sup>th</sup> Grade Fieldtrip	Thursday, May 17 <sup>th</sup>	19C/2A

5 <sup>th</sup> Grade Fieldtrip	Friday, May 18 <sup>th</sup>	24C/2A
Preschool Story Time	Friday, May 18 <sup>th</sup>	21C/9A
Music and Movement	Monday, May 21 <sup>st</sup>	3C/2A
7 <sup>th</sup> Grade School Visit	Monday, May 21 <sup>st</sup>	84C/6A
Scrabble	Tuesday, May 22 <sup>nd</sup>	0
8 <sup>th</sup> Grade School Visit	Tuesday, May 22 <sup>nd</sup>	72C/6A
K-4 School Visit	Tuesday, May 22 <sup>nd</sup>	365C/22A
Knight School Visit	Wednesday, May 23 <sup>rd</sup>	16C/4A
Free Play	Thursday, May 24 <sup>th</sup>	0
5 <sup>th</sup> Grade School Visit	Thursday, May 24 <sup>th</sup>	88C/7A
Driftless Artists Event	Friday, May 25 <sup>th</sup>	33A/8C
6 <sup>th</sup> Grade School Visit	Friday, May 25 <sup>th</sup>	69C/4A
Scrabble	Tuesday, May 29 <sup>th</sup>	0
Free Play	Thursday, May 31 <sup>st</sup>	0

**May 2018 Monthly Statistics**

<b>New Glarus Public Library 2018</b>	<b>Items Added</b>	<b>Items Deleted</b>	<b>Circulation</b>	<b>Circ. by PSTAT Other</b>	<b>Village of New Glarus</b>	<b>Town of New Glarus</b>	<b>Town of York</b>	<b>Town of Exeter</b>	<b>Dane Co. No Library</b>
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									
July									
August									
September									
October									
November									
December									
<b>Total:</b>	<b>1071</b>	<b>2221</b>	<b>27737</b>	<b>5912</b>	<b>11431</b>	<b>5934</b>	<b>2261</b>	<b>1075</b>	<b>1124</b>
<b>2018 Patron ILL Requests</b>	<b>ILL Requests Rec'd</b>	<b>ILL Requests Unable to Fill</b>	<b># Unique Website Visitors</b>	<b># Website Visits</b>	<b>WiFi Sessions</b>	<b>Public Computer Sessions</b>	<b>Public Computer Hours</b>	<b>New Patrons Register</b>	
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									
July									
August									
September									
October									
November									
December									
<b>Total:</b>	<b>37</b>	<b>32</b>	<b>3</b>	<b>5161</b>	<b>7016</b>	<b>10418</b>	<b>1143</b>		<b>43</b>
<b>2018 Patron Visits</b>	<b>Hours Open</b>	<b>Patrons/Hour</b>	<b># Adult Programs</b>	<b># Adults Count</b>	<b># Children Programs</b>	<b># Children Count</b>	<b>Total Programs</b>	<b>Total # Attend</b>	
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									
July									
August									
September									
October									
November									
December									
<b>Total:</b>	<b>14650</b>	<b>1046</b>	<b>69</b>	<b>31</b>	<b>133</b>	<b>61</b>	<b>1229C/327A</b>	<b>91</b>	<b>1502</b>

**TOTAL LIBRARY INVESTMENTS****59,288.04****FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)****Community Foundation of Southern WI [most recent information available]**

## Library Capital Campaign Fund

CASH Deposits thru 3/31/18	797,908.78
Interest Income from April	318.32
Less fees from April	-979.55
Gifts received	6,000.00
Pledges paid	2,278.00
CASH Available 4/30/18	<u>805,525.55</u>

## Library Operations Fund [CFSW sending statements quarterly]

CASH Available 10/31/17	26,488.30
Gifts received	
Pledges paid	
Interest Income	13.69
Disbursements 4th Quarter Fees	-65.90
CASH Available 3/31/18	<u>26,436.09</u>

## Library Endowment Fund [CFSW sending statements quarterly]

Beginning Balance 10/31/17	23,431.85
Contributions	30.00
Investment Activity	-201.77
Disbursement Activity fees	21.29
To balance with CFSW	<u>-42.58</u>
BALANCE 3/31/18 [NON-CASH]	<u>23,238.79</u>

