

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, January 14, 2014**

President Linda Hiland called the meeting to order at 6:32 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Wayne Duerst, Jody Hoesly, Suzi Janowiak, Lexa Speth (arrived at 6:34 p.m.), and Becky Weiss. Library Director Maggie Waggoner was also in attendance.

ANNOUNCEMENTS:

- A.** The Library Board will convene into a Closed Session 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 (Library Director Performance Evaluation).

APPROVAL OF AGENDA: The agenda was approved on a motion by W. Duerst, second by S. Janowiak. Motion Carried.

COMMENTS & QUESTIONS FROM THE PUBLIC: There were no comments or questions.

OLD BUSINESS:

- A. DISCUSSION & CONSIDERATION: BUILDING PROJECT:** L. Hiland had provided a summary of the motions made at the December 17th Village Board meeting related to Glarner Park as a site, studies, and concept design. L. Hiland reported on the update she got from Village Administrator Nic Owen: the soil borings have been completed and they are waiting on the final report; working with Vierbicher Associates Inc. on the topographical survey and that he will forward all results when received. In response to a question from L. Hiland on when the next sub-committee meeting would be scheduled, N. Owen replied that he thought the sub-committee was done.
- J. Hoesly moved that we discuss and consider how to move forward with a concept design, second by K. Budsberg. The ensuing discussion covered the following topics: types, costs, and timeframes for design plans from Dimension IV, pros and cons of sites, borrowing, referendum, costs, public outreach, pledges and donations. Motion Carried, 6-1 (Weiss). Moved to table this topic till our next meeting by S. Janowiak, second by K. Budsberg. Motion Carried, 6-1 (Hoesly).
- B. DISCUSSION & CONSIDERATION: FRIENDS OF GLARUS AGREEMENT:** W. Duerst continues to monitor the bank account and reported the funds have not yet been received. L. Hiland volunteered to contact Kaye Gmur for an update.

NEW BUSINESS:

- A. DISCUSSION & CONSIDERATION: EDUCATION COMPONENT FOR NEW LIBRARY REFERENDA:** On the topic of advocating for your library: Director Waggoner shared the story of the book burning party that was held by a Michigan Library and information from the DPI (Department of Public Instruction) website; J. Hoesly referred to items that she had researched on the ALA (American Library Association) website. We then talked about

website, submitting press releases, holding an open house, phone calls, posters, and door-to-door conversations. Discussed at length the role that the Library Board and Library Staff can and cannot take in this process. It was equated to the school referendum where the School Board remains neutral, but the school superintendent and staff can advocate for the referendum. K. Budsberg will ask N. Owen what the educational component plan is. K. Budsberg to also forward to Director Waggoner updated documents for the library campaign, Director Waggoner will work with SCLS to update items on the website.

BILLS / FINANCIAL REPORT: There were three sets of bills presented: the December 30, 2013 bills totaled \$2,358.34, the January 7, 2014 bills totaled \$128.45, and the January 14, 2014 bills totaled \$22,233.13. The bills were initialed by trustees to show approval for payment. Director Waggoner reported that not all of the 2013 bills have been received yet and that she anticipates having final 2013 numbers for our next meeting. The December 2013 financial report prepared by Village Clerk-Treasurer Lynne Erb had been emailed prior to the meeting.

DIRECTOR'S REPORT:

World Language Collection Statistics (12/4/2013)

We continually examine different parts of our collection as part of our collection management plan. In December, we looked at our World Language books. We have 151 items in this collection with a total of 1761 circulations since 2006. Twenty items have never been checked out. Only 51 of these items have checked out this year. Only 34 of the 151 items have checked out more than 20 times. We will be further evaluating our World Language collection for its value to our patrons versus our very limited space issues.

Database Subscriptions Renewed

We have renewed the following databases through WiLS* for 2014:

Ancestry (\$21.74); *Consumer Reports* (\$114.19); *Chilton* (\$126.47); *Literature Resource Center* (\$67.71); *NoveList* (\$47.38); *RefUSA* (\$276.15)

* WiLS is a non-profit membership organization that facilitates collaborative projects and services to save members time and money and to advance library service, primarily in the state of Wisconsin. South Central Library System pays for our membership.

2013 Library Programming

We offered 119 library programs that were attended by 2,130 people in 2013. This compares to 86 programs in 2012 with 1,516 people attending and 78 programs in 2011 with 1,353 people attending.

PLA National Conference

The Public Library Association's national conference will be held in Indianapolis, Indiana on March 10 – 15, 2014 and I have registered to attend. I have applied to SCLS for a continuing education scholarship. I'm looking forward to participating in a half day preconference workshop called "StoryCorps @ your library: Enhance Library Programming through Oral History

Narratives.” StoryCorps presenters will lead a hands-on workshop that includes practical advice for bringing out the best stories from our patrons including knowing the technical and institutional requirements needed to make a local oral history program successful. This is an exceptional conference with over 150 educational workshops and the chance to network with thousands of other library professionals. For more information, link to the PLA National Conference site at <http://www.placonference.org/#skyline>

1,000 Books Before Kindergarten

We are excited to launch “1,000 Books Before Kindergarten” - our first new program for 2014! This program reaches out to parents and other caregivers of young children and promotes the extreme importance of reading aloud with children, starting in infancy. Our 1,000 Books B4K brochure sums up the value of reading to very young children this way: *“Everyone wants to do the best for their baby. Looking at books with your child every day is one of the most important things you can do for her/his future. Sharing books together strengthens your child's foundation for learning. Pointing at pictures in a book, saying rhymes, singing songs, writing words, and playing together makes your child more ready for school. Your baby's ability to learn grows from interacting with you, not a screen or educational toy. Plant the seed for lifelong learning by growing a reading relationship with your baby.”* ~ Growing Wisconsin Readers

Our program provides reading tips, reading logs to track progress, free books to children who reach reading milestones, online registration, and lots of encouragement and enthusiasm. We are reaching out to community childcare providers and asking elementary school teachers to help us spread the word about 1,000 Books B4K. We are creating a bulletin board in the library that will feature photos of our reading stars. All of our material will acknowledge the support of the New Glarus Community Foundation.

New Glarus 5th Grade Spelling Bee

The annual New Glarus 5th grade spelling bee is January 20th at 6:30pm. This year I will join the fun as the “official pronouncer!” [Ignacia did this last year and gave me a tip for my turn - “talk loud”]

DPI Annual Report for Public Libraries

We should be able to begin work on our annual report to the Department of Public Instruction soon. The online form for collecting Wisconsin Public Library Annual Report data will be open by the week of January 20, 2014. The deadline for submitting our 2013 annual report is Monday March 3, 2014. We anticipate submitting our 2013 annual report to the NG Public Library Trustees in February.

OverDrive Advantage Program Update

We have the final numbers on our SCLS 2014 Advantage account. Every SCLS member library has made the commitment to participate in the OverDrive Advantage program and the grand total is \$27,758.95! Titles have already been added and holds are being placed.

Koha Evaluation

Every year since SCLS migrated to the Koha Integrated Library System, member libraries have been asked if they want SCLS to continue developing Koha or pursue evaluating and migrating to another ILS. The result of the latest vote is to continue working with and developing Koha. This agrees with the NGPL vote.

SCLS Printing Allocation

Our SCLS printing allocation for 2014 will be \$285.00. Our 2013 allocation was \$550.00. All SCLS member libraries had their printing allocation cut this year as agreed on by the libraries in order to help keep SCLS membership costs down. The Summer Library Program performer flyers (up to 200 sheets) and program brochures (up to 1,500 2-sided black & white or 750 2-sided color) will be covered by SLP funds. All other SLP printed materials will be deducted from our annual allocation.

New Glarus Public Library Program Attendance - December 2013

3 Children's programs/34 children & 11 adults attending

4 Adult programs/8 attending

Activity	Date	Number of Attendees
Scrabble	Tuesday, December 3rd	0
Preschool Story Time	Friday, December 6 th	10 child, 5 adult
Scrabble	Tuesday, December 10 th	2
Adult Book Club	Wednesday, December 11 th	2
Preschool Story Time	Friday, December 13 th	7 child, 2 adult
Scrabble	Tuesday, December 17 th	4
Preschool Story Time	Friday, December 20th	Cancelled – weather
Preschool Story Time	Friday, December 27th	17 child, 4 adult

As part of our partnership with the schools, L. Hiland questioned if the new teacher's were aware of our Foreign Language collection. L. Speth will email a list of teachers to Director Waggoner to see if we can share or incorporate those books into the classrooms. B. Weiss commented on the growth in programming over the last two years. Director Waggoner shared how excited they were about the upcoming roll-out of the "1,000 Books before Kindergarten" and the "Seed Exchange" as new programming events.

Year to Date NGPL statistics appear at the end of these minutes.

APPROVAL OF MINUTES:

A. Moved to approve the December 10, 2013 Library Board Minutes, noting typographical corrections, by L. Hiland, second by K. Budsberg. Motion Carried

CONVENE INTO CLOSED SESSION: Moved to go into closed session by B. Weiss, second by S. Janowiak. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; L. Speth-yes; and B. Weiss-yes. Motion carried at 8:07 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by K. Budsberg, second by S. Janowiak. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; L. Speth-yes; and B. Weiss-yes. Motion carried at 8:25 p.m.

RESULTS OF CLOSED SESSION: We reviewed the performance evaluation form with Director Waggoner.

ADJOURNMENT: Meeting adjourned on a motion by K. Budsberg, second by J. Hoesly. Motion carried at 8:25 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE FEBRUARY 11, 2014 LIBRARY BOARD MEETING

NEW GLARUS PUBLIC LIBRARY 2013	Circulation	New Patrons Registered		Circulation by PSTAT 2013	Village of New Glarus	Town of New Glarus	Town of York	Town of Exeter	Dane County (No Library)
January	6780	10		January	3288	1554	823	311	366
February	6213	11		February	2987	1526	641	282	168
March	7002	13		March	3491	1537	819	429	254
April	7052	8		April	3476	1618	809	402	282
May	6133	7		May	3117	1449	683	306	253
June	7739	26		June	3492	2319	900	325	329
July	8152	14		July	4064	2088	926	274	426
August	7234	27		August	3603	1488	905	200	466
September	5704	7		September	2814	1043	857	179	356
October	6835	20		October	3027	1200	1088	300	493
November	6086	8		November	2624	1230	798	273	439
December	5603	7		December	2678	1191	696	229	209
Total:	80533	158		Totals:	38661	18243	9945	3510	4041
	Patron ILL 2013 Requests	ILL Requests Rec'd	ILL Requests Unable to Fill	# Unique Website Visitors	# Website Visits	WiFi Sessions	Public Computer Sessions	Public Computer Hours	
January	24	14	2	729	1206		209	95	
February	4	7	0	682	1031	767	217	106	
March	7	5	2	787	1309	735	255	126	
April	10	2	2	515	802	890	198	93	
May	6	11	0	719	1047	1221	199	85	
June	6	5	1	750	1050	1132	188	80	
July	8	6	0	851	1129	1302	294	137	
August	5	1	1	790	1155	1492	286	117	
September	12	10	2	557	791	1610	233	86	
October	4	2	0	384	603	1072	210	85	
November	10	8	2	316	562	1212	203	86	
December	8	5	3	570	1111	1151	179	75	
Total:	104	76	15	7650	11796	12584	2671	1171	
	2013 Patron Visits	Hours Open	Patrons/Hour	# Programs	# Adults	# Children	Total Attending		
January	3403	200	17.0	(5A&4C) 9	72	46	118		
February	3065	200	15.3	(2A&4C) 6	19	43	62		
March	3366	196	17.2	(3A&4C) 7	35	61	96		
April	3381	218	15.5	(8A&7C) 15	68	88	156		
May	2467	209	11.8	(6A&7C) 13	44	184	228		
June	3375	205	16.5	(6A&6C) 12	100	586	686		
July	3782	218	17.4	(8A&8C) 16	121	170	291		
August	3169	223	14.2	(3A&1C) 4	25	21	46		
September	3987	200	19.9	(4A&5C) 9	37	74	111		
October	2674	227	11.8	(7A&6C) 13	95	81	176		
November	2566	196	13.1	(4A&4C) 8	38	69	107		
December	2148	162	13.3	(4A&3C) 7	19	34	53		
Total:	37383	2454	15.6	119	673	1457	2130		