

**Village of New Glarus  
Minutes of the Library Board of Trustees  
New Glarus Public Library  
Tuesday, March 11, 2014**

President Linda Hiland called the meeting to order at 6:30 p.m. in the New Glarus Village Hall Boardroom. Trustees present (in addition to Hiland): Kevin Budsberg, Wayne Duerst, Lexa Speth, and Becky Weiss. Jody Hoesly and Suzi Janowiak were absent. Assistant Library Director Erica Loeffelholz (left at 7:13 p.m.) was also in attendance, as Director Waggoner was attending a conference.

**APPROVAL OF AGENDA:** The agenda was approved on a motion by B. Weiss, second by K. Budsberg. Motion Carried. Moved by K. Budsberg, second by B. Weiss to move agenda item 5B (Library Director's 2014 Goals) just before agenda item 10 (Adjournment). Motion Carried.

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

**REPORTS/DISCUSSION/CONSIDERATION:**

- A. ADMINISTRATION TEAM: CFSW FINANCIAL REPORT:** B. Weiss had emailed the charts out before the last meeting.
- B. BUILDING COMMITTEE:** W. Duerst commented that he did not find anything concerning in the geotechnical report. Both K. Budsberg and B. Weiss were surprised at the amount of top soil mentioned in the report. We also talked about survey lines and benchmarks.
- C. CO-CHAIRS TEAM:** Nothing to report.
- D. COMMUNICATION TEAM:** Nothing to report.
- E. GRANTS TEAM:** Nothing to report.
- F. PARTNERSHIP TEAM:** Nothing to report.
- G. VILLAGE BOARD LIAISON:** K. Budsberg briefly shared who was in attendance at the public hearing, about the referendum, and the few questions asked by the public. He also mentioned that the ballots are final, have been printed and that absentee ballots are going out in the mail.
- H. FRIENDS OF NEW GLARUS:** B. Weiss pointed out that given the requirements for this grant do we need to get started working on timelines, ads, etc. Consensus of the board was to wait till funds are received, given past delays we have experienced with this organization. L. Hiland will contact Kaye Gmur for an update.

**OLD BUSINESS:**

- A. DISCUSSION & CONSIDERATION: VOLUNTEER POLICY FOR NGPL:** Prior to the meeting, Director Waggoner had utilized the SCLS "announce" listserv asking for copies of volunteer policies from other libraries. Director Waggoner had emailed a memo containing responses from the following libraries: Sun Prairie, Madison and Monroe. L. Speth questioned the fact that the volunteer policy does not include any language about liability. Moved to adopt the New Glarus Volunteer Policy with the inclusion of a bullet point stating "NGPL (New Glarus Public Library) holds no liability" by K. Budsberg, second by W. Duerst. Motion Carried. B. Weiss asked to have the date on the policy updated to today's date.

## **NEW BUSINESS:**

**A. DISCUSSION & CONSIDERATION: RESOLUTION TO COMPENSATE STAFF FOR TIME LIBRARY IS CLOSED DUE TO HAZARDOUS WEATHER:** The resolution was not available for this meeting. Moved to table till our next meeting by L. Hiland, second by B. Weiss. Motion Carried.

**B. DISCUSSION & CONSIDERATION: ESTABLISH EMPLOYEE PAYOUT FUND:** Prior to the meeting Director Waggoner had prepared a memo detailing additional information she had researched in response to previous questions. K. Budsberg and B. Weiss respectively commented on funds being considered “designated” and “not operating.” Others wished to see the spreadsheet that L. Erb uses in calculating the amount set aside for the Village employee payout. We further discussed some of the probability numbers mentioned, budget cycles, and the need for additional clarification on some numbers. Moved to table by K. Budsberg, second by B. Weiss. Motion Carried.

**BILLS / FINANCIAL REPORT:** There was two sets of bills presented: the February 25, 2014 bills totaled \$4,223.67 and the March 11, 2014 bills totaled \$779.70. The bills were initialed by trustees to show approval for payment. The February 2014 financial report prepared by Village Clerk-Treasurer Lynne Erb was emailed prior to the meeting.

## **DIRECTOR’S REPORT:**

### **March Display Case Offering**

“Wisconsin Library Memorabilia”, an exhibit of Wisconsin library memorabilia sponsored by the Wisconsin Library Heritage Center, is on display at the New Glarus Public Library for the month of March. In the last part of the 19<sup>th</sup> century and in the first two decades of the 20<sup>th</sup> century an explosion of library construction took place in communities throughout Wisconsin. This construction boom was fostered to a large extent by Andrew Carnegie and other philanthropists. The new library buildings were a source of civic pride and as such were represented on a variety of souvenir items including china, spoons, and picture postcards. The library memorabilia exhibit includes examples of these souvenir items and others which reflect the library heritage of Wisconsin. The Wisconsin Library Heritage Center is a program of the Wisconsin Library Association Foundation and has a website located at [<http://heritage.wisconsinlibraries.org/>]. The collection of library memorabilia is owned by Larry T. Nix, a retired librarian who coordinates the traveling exhibit on behalf of the Wisconsin Library Heritage Center.

### **Child Development Days**

The library participated again this year in Child Development Days at the NG elementary school on February 7 and 8. Vicki Sasso volunteered to take all of our literature and display material to school and set up our information table. We gave out information on all of our programs and services for children and families. We were happy to be able to provide information on our new

1,000 Books Before Kindergarten program, which stresses how critical it is for children to be read to starting at birth.

### **1,000 Books B4K - March**

We have shared our 1,000 Books B4K brochures with Green County Human Services. They distributed them to their “Birth to 3”, “Early Head Start”, “Children's Long-term Support”, and “Women, Infants and Children” departments. NGPL produces a monthly e-newsletter for our 1,000 Books B4K participants. We are happy to send this e-news to anyone who would like to receive it. Tessa Schmidt, Public Library Youth and Special Services Consultant at DPI subscribes to our e-news and has also posted our program on the Growing Wisconsin Readers website blog <http://blog.growingwisconsinreaders.org/>. We are also included in Wisconsin Youth Services Showcase [http://pld.dpi.wi.gov/pld\\_showcase](http://pld.dpi.wi.gov/pld_showcase). Below is a partial sample of this newsletter which includes photos of our children who have “read” their first 100 books and more!



#### **March 2014**

Wow! After only two months, our 1,000 Books program already has 31 children participating, and 11 of those children have already read their first 100 books. We are thrilled at the positive response we've received from the community. If you know of local families with small children, please encourage them to stop by the library or visit our [website](#) to learn more about 1,000 Books Before Kindergarten.



Kam M.  
100 Books!



Cassie S.  
100 Books!



Colton H.  
**200** Books!



Adam L.  
100 Books!



Cora & Tate W.  
100 Books!



Everett B.  
100 Books!



Finn J.  
**300** Books!



John & Thomas P.  
100 Books!



## **Storyteller at New Glarus Home**

The NGPL hosted a program of storytelling by Karen Wendt at the New Glarus Home on February 13. Karen presented a series of stories called "Homegrown Tales" which entertained a great audience of listeners on an otherwise cold and snowy afternoon.

## **AtoZDatabase Update**

After testing this database for a month, we have asked for a price quote from WiLS (Wisconsin Library Services). If affordable, the library will go ahead and offer it to our patrons. This database helps find jobs, businesses, and people. It may also be used to create mailing and sales lists. It will be useful for job hunters but also for the business community and non-profits who are looking for contacts or creating mailing lists.

## **Integrated Library System (ILS) Update**

The upgrade to Koha has been postponed until April 2 in order to work out the "bugs" that appeared in the program testing.

## **Other Staff Happenings**

Maggie took a webinar called "Beyond Recycling: Sustainability Projects to Engage the Community" on 2/6/14. Maggie attended Library Legislative Day on 2/11/14.

Library closed at noon on 2/17/14 due to hazardous weather.

Staff meeting held on 2/18/14 from 4:15 – 6pm. It was attended by all regular staff.

Maggie attended webinar "Every Budget is a Referendum About Your Library" on 2/19/14

Maggie attended SCLS Administrative Council meeting via teleconference on 2/20/14.

Ignacia attended webinar "Re-thinking Summer Library Programs" on 2/20/14.

Erica attended an all day workshop sponsored by SCLS called "Programming for Teens, Tweens and Adults" on 2/28/14.

Ignacia attended a webinar called "Picturing New Ways to Find Children's Books" on 2/28/14.

## **New Glarus Public Library Program Attendance February 2014**

4 children's programs attended by 41 children & 14 adults; 6 adult programs attended by 48 adults

Activity	Date	Number of Attendees
Scrabble	Tuesday, February 4 <sup>th</sup>	3 Adults
Preschool Story Time	Friday, February 7 <sup>th</sup>	14Children/6 A
Scrabble	Tuesday, February 11 <sup>th</sup>	CANCELLED BY GROUP
Adult Book Club	Wednesday, February 12 <sup>th</sup>	10 A
Preschool Story Time	Friday, February 14 <sup>th</sup>	10C/3A
Scrabble	Tuesday, February 18 <sup>th</sup>	2 A
Preschool Story Time	Friday, February 21 <sup>st</sup>	9C/2A
Scrabble	Tuesday, February 25 <sup>th</sup>	4 A
Preschool Story Time	Friday, February 28 <sup>th</sup>	8C/3A

In response to a question from B. Weiss, Director Loeffelholz shared details of the workshop she had attended.

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

#### **APPROVAL OF MINUTES:**

**A.** Moved to approve the February 11, 2014 Library Board minutes, noting typographical corrections, by K. Budsberg, second by L. Hiland. Motion Carried.

**DISCUSSION & UPDATE: LIBRARY DIRECTOR'S 2014 GOALS:** L. Speth asked were we looking for goals for the Library or the Director; answer was both as it is hard to separate them. B. Weiss had expected one of the goals would focus on professional development of both the Director and staff. We then had a brief discussion of the goals, touching on programming, timeframes, copier, etc. Trustees are to review and this will be a conversation at our next meeting when Director Waggoner is back from the conference and can participate.

**ADJOURNMENT:** Meeting adjourned on a motion by B. Weiss, second by K. Budsberg. Motion carried at 7:36 p.m.

*Respectfully Submitted,  
Becky Weiss, Secretary*

*MINUTES APPROVED AT THE APRIL 8, 2014 LIBRARY BOARD MEETING*

<b>New Glarus Public Library 2014</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	213	485	6525	811	3032	1323	926	280	153
February	304	58	5354	626	2598	1125	660	182	163
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total:	517	543	11879	1437	5630	2448	1586	462	316
<b>2014</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	10	8	0	366	711	1307	215	100	16
February	4	4	0	384	701	1690	211	109	7
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total:	14	12	0	750	1412	2997	426	209	23
<b>2014</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	2418	185	13	4	11	5	47C/12A	9	70
February	2239	193	11.6	6	48	4	41C/14A	10	103
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total:	4657	378	N/A	10	59	9	88C/26A	19	173