

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, June 10, 2014**

President Linda Hiland called the meeting to order at 6:35 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Jody Hoesly, Suzi Janowiak, Lexa Speth, Petra Streiff and Becky Weiss. Library Director Maggie Waggoner (left at 8:43 p.m.) was also in attendance.

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

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

NEW BUSINESS:

- A. DISCUSSION & CONSIDERATION: RESOLUTION 14-05LB RECOGNIZE TRUSTEE WAYNE DUERST:** Thank you Wayne for your years of volunteer efforts, we appreciate your time, expertise and efforts. Moved to approved Resolution 14-05LB recognizing Trustee Wayne Duerst by K. Budsberg, second by S. Janowiak. Motion Carried. A copy of 14-05 LB is included at the end of these minutes.
- B. DISCUSSION & CONSIDERATION: RESOLUTION 14-06LB TO HIRE SUE MOSS AS LIBRARY PAGE:** Director Waggoner started by updating the board that S. Moss is currently part of the Wisconsin Senior Employment Program (WISE). At this time WISE will be covering approximately 20 hours per week and the Library approximately 10 hours per week that S. Moss works. Village Clerk-Treasurer Lynne Erb and Director Waggoner had a meeting with a WISE representative to discuss compensation and other program details. Then the details of 14-06LB were read aloud: hiring Sue Moss as Library Page I at \$7.47 per hour effective June 11, 2014. Director Waggoner then responded to questions from B. Weiss, L. Speth and K. Budsberg about training and the WISE program. Moved to approved Resolution 14-06LB by B. Weiss, second by J. Hoesly. Motion Carried. A copy of 14-06LB is included at the end of these minutes.
- C. DISCUSSION & UPDATE: LIBRARY OPERATING BUDGET 2015:** Prior to the meeting Director Waggoner had emailed the start of a draft budget. J. Hoesly asked for examples of who the donors are to the Summer Reading Program (SRP); Director Waggoner mentioned several local banks, SCLS (South Central Library System), New Glarus Utilities and volunteers. L. Speth and J. Hoesly then asked about CFSW (Community Foundation of Southern Wisconsin) grants, expenses and the upcoming grant schedule. Discussion continued on the topics of: fringe benefits, surplus funds applied, other expenses and the purchase of the new multi-use (copier, printer, scanner, fax) machine that replaces several individual machines.
- D. DISCUSSION & CONSIDERATION: CLOSING LIBRARY ON SATURDAY, JULY 5, 2014:** Director Waggoner summarized that the 4th of July falls on a Friday this year, currently we have two (2) staff members scheduled to work that day and the library would be open 5.5 hours that day. Director Waggoner answered questions from various trustees regarding that day's schedule, delivery, number of patrons expected, etc. Moved to close the Library on Saturday, July 5th by K. Budsberg, second by L. Hiland. Motion Carried.

E. DISCUSSION & CONSIDERATION: PURCHASE OF BUTTON MAKER: The Co-chairs had asked about a button-maker: a. did the library have a need to have one permanently to use for programs such as SRP and b. Was the SCLS button maker broken. Director Waggoner noted that the library does not need their own button maker since they can borrow the one from SCLS as needed. In addition, that the SCLS button maker is not broken, but that it does require a specific style of materials to operate. At this time we will not be looking into purchasing a button maker for the library.

OLD BUSINESS:

A. DISCUSSION & CONSIDERATION: SITE RECOMMENDATION: L. Hiland started by providing a summary of the June 3rd Village Board meeting. During the ensuing discussion trustees commented on the following: various sites, referendum, tax base, parking, ball fields, past studies, building design, square footage, donors, volunteer efforts, and costs. Director Waggoner expressed her frustration with the process as at one of the Green County Directors meeting it was pointed out that all other libraries have completed a project and Monroe is getting ready to start a second project. Moved in light of the referendum, which was directed by the Village Board, that the Library Board will consider two sites: at Glarner Park or the West Side for the construction of the library building by S. Janowiak, second by K. Budsberg. By roll call vote: K. Budsberg-aye; L. Hiland-aye; J. Hoesly-aye; S. Janowiak-aye; L. Speth-aye; P. Streiff-aye; and B. Weiss-aye. Motion Carried.

BILLS / FINANCIAL REPORT: There were two sets of bills presented: the May 27, 2014 bills totaled \$3,413.86 and the June 10, 2014 bills totaled \$2,423.72. The bills were initialed by trustees to show approval for payment. Prior to the meeting Director Waggoner had emailed the April 2014 financial report prepared by L. Erb.

DIRECTOR'S REPORT:

Fizz, Boom, Read! Spark a Reaction!

Our summer reading program started with Erica visiting the middle school (Spark a Reaction!) and Ignacia visiting the elementary school (Fizz, Boom,Read!) to tell students and teachers all about this science themed summer program. Informational brochures were given to all students. Registration opened on June 2 and by June 5 we had 89 kids registered. We have eight family events planned in conjunction with our SRP, including a Carnival Day for everyone who completes all eight weeks.

June Display in the Library...

... is all about the summer reading program.

1,000 Books Before Kindergarten

We sent home material and information with students in the "Back Pack" program at the elementary school about all of our family services for pre-school children including 1,000 Books, SRP, Storyline, and New Baby Packages.

David Green, Local Author Program

David Green, author of *The Families of Green's Prairie Cemetery*, gave a presentation at the New Glarus Home on May 14. Green's Prairie Cemetery is a natural and historical treasure

located about 7 miles west of New Glarus. It is the final resting place for some of this area's earliest settlers. Mr. Green's talk was well received, with many questions and anecdotes from the audience. The NGPL owns two copies of *The Families of Green's Prairie Cemetery* and one is available to check out.

Gardening Program

Master Gardener Mary Nelson presented "Native Bees and Other Pollinators" on June 2. This was the second program in our gardening series to complement our Seed Savers Exchange Club. Mary shared seeds of plants to grow to attract bees and other pollinators.

All Things OverDrive

Streaming video made its debut from the Wisconsin Digital Library in OverDrive in late May. Our patrons may now download video material just like they do with e-books. Did you know that Wisconsin Digital Library is the second largest OverDrive customer in the country?!

Cataloging Project

We are cataloging all of our local history, family history, and "Glarnar Books" collections. This material has been largely inaccessible to library patrons because it has never been linked to our library catalog (LinkCat). A lot of this material has been donated over the years and is unique. We hope to be able to digitize the family histories someday. Having this material cataloged is preliminary to any digitalization project.

Email Migration

In a major project partnership with SCLS, we are beginning to migrate staff and library email to a Microsoft program called Office 365. This will allow for mobility and access to our email and calendars across devices, from anywhere. Microsoft loves libraries so it is free to SCLS member libraries although we did purchase a new domain for the library. We will all have new email addresses in the near future – we have scheduled this for later in June.

New Multifunction Office Machine

We have purchased an OKI MPS 3537 COLOR DIGITAL IMAGER from Corporate Business Solutions in Madison. This machine will replace four of our printers, our [very old] fax machine, our [very slow] scanner, and our [very old & slow] photocopier. It comes with a service contract that covers maintenance, parts, supplies, and labor. It will be more efficient, reliable, convenient, and cost effective than what we have now. Effectively, it is taking the place of seven different machine that we have now. The staff can hardly wait to have it delivered and installed! We are sure the public will be pleased with it too.

Green County Library Board

The GCLB met on May 12 at New Glarus. Four Board members and four library directors (Belleville, Albany, Monticello, NG) attended. Mark Ibach from South Central Library System also attended. Officers were elected for 2014-15 with Mary Larson being re-elected as President. Library directors reported on major projects & programs at their libraries. The next GCLB meeting is Monday, August 18 at 5:30 in Belleville.

All Directors Meeting & Green County Library Directors Meeting

I attended this SCLS meeting in Fitchburg on May 15. The meeting was all about the SCLS 2015 budget preparation and impact on member library fees. We will have final 2015 costs for all SCLS services in August. I attended the GCLD meeting on May 16 in Brodhead. We strategized on how to use common funds that we receive from the G.C. Library Board.

Staff Changes

Zach Way's last day working as a Library Page was May 22. Katie Hartman is a new Library Page who started on May 23. We are anticipating Sue Moss to start as a Library Page on June 9.

June Staff Meeting

All adult staff met on June 2. Most of the meeting focused on procedures and supplies for the summer reading program. We also discussed the new reference questions statistics that DPI will be asking for on the annual report.

Reporting reference transactions on annual report will change for 2014

For the 2014 annual report that libraries will be preparing in early 2015, the definition of reference transactions has been updated so that it includes the types of questions that librarians answer about computers, the Internet, and related technology.

Webinars available for 'Trustee Training Week' Aug. 18-21

Trustees fill many vital roles for public libraries, and a series of webinars during the week of Aug. 18-21 are designed to give trustees tools that will make their jobs easier.

Sponsored by the Nicolet Federated Library System, the event is called "Wisconsin Trustee Training Week" and will feature four webinars (at noon Monday through Thursday) with different topics and speakers. To register for any or all of these webinars, please visit <http://nicbits.blogspot.com/p/wisconsin-trustee-training-week.html>. All sessions will be recorded.

- Assessing Library Facility Needs in the 21st Century
- The Role of Social Media in Library Advocacy
- The Biggest, Baddest Issues Facing Public Libraries
- Building the Future By Building Your Staff

New Glarus Public Library Program Attendance May 2014

8 Youth programs attended by

189C/30A

7 Adult programs attended by 55A

Activity	Date	Number of Attendees
Preschool Story Time	Friday, May 2 nd	23C/7A
Gardening Program	Monday, May 5 th	13A
Scrabble	Tuesday, May 6 th	Cancelled by group
Preschool Story Time	Friday, May 9 th	27C/8A
Scrabble	Tuesday, May 13 th	2A
David Green, Local Author	Wednesday, May 14	29A
Adult Book Club	Wednesday, May 14 th	6A
Preschool Story Time	Friday, May 16 th	21C/8A
Scrabble	Tuesday, May 20 th	2A
School Visit 5 th grade	Tuesday, May 20 th	18 pre-teen
School Visit 6 th grade	Wednesday, May 21 st (am)	36 pre-teen
School Visit	Wednesday, May 21 st (pm)	19 pre-teen
School Visit	Thursday, May 22 nd	22 teens
Preschool Story Time	Friday, May 23 rd	23C/7A
Scrabble	Tuesday, May 27 th	3

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

APPROVAL OF MINUTES:

- A. Moved to approve the May 13, 2014 Library Board minutes, noting typographical corrections, by L. Hiland, second by P. Streiff. Motion Carried.
- B. Moved to approve the May 27, 2014 Library Board minutes, noting typographical corrections, by L. Hiland, second by K. Budsberg. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by S. Janowiak, second by K. Budsberg.
Motion carried at 8:54 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE JULY 8, 2014 LIBRARY BOARD MEETING.

New Glarus Public Library
Library Resolution 14-05 LB

RESOLUTION RECOGNIZING TRUSTEE WAYNE DUERST

WHEREAS, Wayne Duerst served on the New Glarus Public Library Board of Trustees, of the Village of New Glarus, Green County for 15 years before retiring in April 2014; and

WHEREAS, Wayne Duerst gave generously of his time, energy and helped advocate for expanded facilities and to make library services available to all; and

WHEREAS, given his years of experience he was an invaluable resource for fellow Trustees and Library staff while serving as an unofficial “Memory Bank”; and

WHEREAS, he repeatedly utilized his past experience as an architect in answering questions and providing guidance as the Library embarked on a building project: whether serving as the head of the Building Committee, working thru the Request for (Architect) Proposal process (RFPs), or as the main point of contact with the architect firm – Dimension IV Design Group of Madison; and

WHEREAS, Wayne Duerst held the position of Treasurer for several terms and regularly volunteered to serve on committees and attended multiple governmental meetings of both the Town and Village of New Glarus; and

WHEREAS, he served as the financial liaison with the Community Foundation of Southern Wisconsin (CFSW) and undertook numerous extra tasks to assist in accounting procedures in support of the Library Capital Campaign; and

WHEREAS, Wayne Duerst was honored by the South Central Library System and awarded “Trustee of the Year” in 2003. He was also recognized along with the entire Library Board and Capital Campaign Co-Chairs with “The Community Award” during the New Glarus Gift of Community Asset Awards on February 23, 2013;

NOW THEREFORE BE IT RESOLVED, that the New Glarus Public Library Board of Trustees, does hereby recognize Wayne Duerst for his leadership, volunteerism and extends our gratitude for his years of dedicated service to the New Glarus Public Library, its patrons and our community.

Adopted this 10th day of June, 2014.

Linda Hiland, Library Board President
New Glarus Public Library

Rebecca L. Weiss, Secretary
New Glarus Public Library

Margaret Waggoner, Director
New Glarus Public Library

New Glarus Public Library
Library Resolution 14-06 LB

**RESOLUTION FOR APPOINTMENT OF LIBRARY
PAGE I Sue Moss**

THE NEW GLARUS PUBLIC LIBRARY BOARD of the VILLAGE OF NEW GLARUS, GREEN COUNTY, WISCONSIN does hereby resolve to appoint Sue Moss to the part time Library Page I position with the New Glarus Public Library. Said employment shall be effective June 11, 2014. Compensation shall be \$7.47 per hour.

Employee shall be paid in accordance with the New Glarus Public Library Personnel Handbook.

Presented 06/10/2014

Adopted this 10th day of June, 2014.

Linda Hiland, President
New Glarus Public Library

Rebecca L. Weiss, Secretary
New Glarus Public Library

Margaret Waggoner, Director
New Glarus Public Library

New Glarus Public Library	Items Added	Items Deleted	Circulation	Circ. by PSTAT Other	Village of New Glarus	Town of New Glarus	Town of York	Town of Exeter	Dane Co. No Library
January	213	485	652	811	3032	1323	926	280	153
February	304	58	535	626	2598	1125	660	182	163
March	277	432	638	792	2945	1303	899	264	181
April	278	582	608	783	2805	1367	721	248	162
May	503	582	583	763	2688	1344	716	171	155
June									
July									
August									
September									
October									
November									
December									
Total:	157	213	3018	377	1406	6462	3922	1145	814
201	Patron ILL Requests	ILL Requests Rec'd	ILL Requests Unable to	# Unique Website Visitors	# Website Visits	WiFi Sessions	Public Computer Sessions	Public Computer Hours	New Patrons Register
January	10	8	0	366	711	1307	215	100	16
February	4	4	0	384	701	1690	211	109	7
March	6	4	0	475	810	1685	242	120	13
April	5	3	0	421	738	1902	252	123	7
May	14	7	2	480	798	2696	239	122	6
June									
July									
August									
September									
October									
November									
December									
Total:	39	26	2	212	3758	9280	1159	574	49
201	Patron Visits	Hours Open	Patrons/Hour	# Adult Programs	# Adults Count	# Children Programs	# Children Count	Total Programs	Total # Attend
January	241	185	13	4	11	5	47C/12A	9	70
February	223	193	11.6	6	48	4	41C/14A	10	103
March	294	205	14.4	5	15	4	79C/27A	9	121
April	283	200	14.2	6	30	4	86C/24A	10	140
May	282	214	13.2	7	55	8	189C/30A	15	274
June									
July									
August									
September									
October									
November									
December									