

**Village of New Glarus  
Minutes of the Library Board of Trustees  
New Glarus Public Library  
Tuesday, August 12, 2014**

President Linda Hiland called the meeting to order at 6:36 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Suzi Janowiak, Lexa Speth, Petra Streiff and Becky Weiss. Jody Hoesly was absent. Interim Library Director Erica Loeffelholz and Rebecca Thompson (arrived 6:43 p.m., left 7:28 p.m.) were also in attendance.

**ANNOUNCEMENT:**

- A. The Library Board will convene into closed session #1 called under WI State Statute 19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations (Safety Incident).
- B. The Library Board will convene into closed session #2 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 Search Process and Timeline).

**APPROVAL OF AGENDA:** The agenda was approved on a motion by K. Budsberg, second by S. Janowiak. Motion Carried.

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

**NEW BUSINESS:**

- A. **DISCUSSION & CONSIDERATION: BUILDING PROJECT / OPERATING BUDGET / FUNDRAISING SCHEDULE:** We started by having a brief discussion of upcoming holidays, staff schedules and upcoming meeting dates. We then moved on to talk about the various fundraising activities that have been completed, which activities are still ongoing and future fundraising items. Items included in this discussion were pledge payment cycles, grants and the three funds (Capital, Operating and Endowment) that are setup with CFSW (Community Foundation of Southern Wisconsin).

**OLD BUSINESS:**

- A. **DISCUSSION & CONSIDERATION: SITE RECOMMENDATION:** L. Hiland started by providing an overview of the last Village Board meeting and the documents that had been prepared by Village Trustee Greg Thomeke. We had a lengthy discussion that reviewed: the various sites that have been considered over the years, results of past studies, space need calculations, service population numbers, square footage, costs, and the referendum results. Moved to have the Building Committee, review the issue of utilizing the Village Hall consistent with Trustee Greg Thomeke's ideas, with our current funds, to determine if the Village Hall can work for the needs of the Library, by K. Budsberg, second by S. Janowiak. S. Janowiak then asked K. Budsberg for clarification on how this was going to work; K.

Budsberg replied we review all the information and decide can we make it work and provide for the needs of the Library. Or it will be proven not to work based on extreme costs or other factors. Motion Carried. Discussion continued with additional emphasis on the referendum and the multitude of sites and studies that have been conducted over the years.

**B. DISCUSSION & CONSIDERATION: DRAFT OF 2015 BUDGET:** K. Budsberg and Director Loeffelholz provided an overview of the projected 2015 Budget. They then responded to questions on the following items: anticipated numbers from Village Administration for salaries and benefits, fines, fees from faxes & copies, SCLS Link costs, summer reading program (SRP) and offsetting SRP grants. Moved to approve the 2015 Draft Library Operating Budget by L. Hiland, second by S. Janowiak. Motion Carried. K. Budsberg and Director Loeffelholz will submit the budget to Village Administration.

**C. DISCUSSION & CONSIDERATION: LIBRARY DIRECTOR SEARCH PROCESS AND TIMELINE:** Other applicants have been notified that they were not selected and thanked for applying for the position. We continue to work through the hiring process and at this time the new Director's start date is scheduled for August 25<sup>th</sup>.

**BILLS / FINANCIAL REPORT:** There were two sets of bills presented: the July 22, 2014 bills totaled \$1,350.88 and the August 12, 2014 bills totaled \$1,284.98. The bills were initialed by trustees to show approval for payment. Prior to the meeting Director Loeffelholz had emailed the July 2014 financial report prepared by Village Clerk-Treasurer Lynne Erb. The 2014 budget had been discussed earlier tonight as part of agenda item 6B.

## **DIRECTOR'S REPORT:**

### **Summer Reading Update**

The last official day of the summer reading program was Saturday, August 9<sup>th</sup>. However, we will still let children who were on vacation or otherwise unavailable turn in their reading logs this week. (We have two participants from London!) As of August 11<sup>th</sup>, these are the statistics for the Summer Reading Program:

- Preschool program – 61 children registered, 34 completed the program (56%)
- Elementary program – 127 children registered, 54 completed the program (43%)
- Teen program – 31 children registered, 11 completed the program (35%)
- Total hours read – 1,866!

Every child who completed the program has earned a ticket to our Carnival on August 19<sup>th</sup>. The elementary school is letting us use the gym for the Carnival. Right now we plan to have the following attractions:

- Bounce House
- Inflatable Super Slide
- Face Painting (Art & Soul is doing this for us)
- Pop Bottle Ring Toss (bottles donated by Minhas)
- Bean Bag Toss/Corn Hole
- Ping Pong Mason Jar game
- Balloon Ping Pong
- Relay Races
- Popcorn Stand
- Prize Booth (kids use the tickets they've earned to buy prizes)

Erica, Ignacia, and Katie will be working the Carnival, and we have three volunteers lined up to help. We are still looking for a few more volunteers, as some of our regulars will be out of town that week.

I would like to put a thank you notice in the Post Messenger Recorder to thank all of our sponsors and volunteers, if that's okay. (This is in addition to the thank you notes we send.)

### **Green County Directors Meeting**

Erica attended the Green County Directors meeting in Albany on July 14<sup>th</sup>. The Directors are seeking ways to promote Tutor.com and other online services that we subscribe to. We have decided to send out a request for proposals to various area PR firms. We'd originally discussed having promotional materials ready to go for the start of the school year, but it was pointed out that parents are inundated with information in September, and it might be more helpful to hold off on a big promotional push until October or early November, when the school year is in full swing and kids have settled into their new classes.

They also discussed the possibility of developing an app that would allow library patrons to check out using their cell phones. There are some larger libraries that allow patrons to check out with a cell phone picture of their barcode, but we are concerned that people could snap a picture of anyone's library card and then use that to checkout. Kara Blue (Albany) was going to look into the possibility of developing an app that would also require a secure PIN.

### **Gardening Workshops**

We had a small turn out (2 patrons) for the workshop on Canning and Preserving Produce on August 4<sup>th</sup>. The September 8<sup>th</sup> workshop on Saving Tomato Seeds is currently on hold, as the person, Ann Marie we had lined up to give the workshop is no longer available on that day. Depending on whether or not Ann Marie can line up a replacement, we may have to cancel September's gardening workshop.

### **Story Time**

Story time returns on September 5<sup>th</sup>! Ignacia is already busy planning her activities.

### **Community Foundation Grants**

The grant report for our 1,000 Books Before Kindergarten grant was submitted on August 8<sup>th</sup>. (Attached as a separate document.) Payment will be arriving soon. We still have \$368.57 left to spend before October 1<sup>st</sup>, and we are looking into purchasing custom-imprinted canvas book bags to use once the bags donated by the elementary school run out.

## New Glarus Public Library Program Attendance July 2014

*In order to help with our statistics for the 2014 Annual Report, please keep track of the number of children (those under age 18) and adults attending each program – Thanks!*

Activity	Date	Number of Attendees
Nature Crafts	Tuesday, July 1 <sup>st</sup>	44 children, 22 adults
Gardening Workshop	Monday, July 14 <sup>th</sup>	0
Scrabble	Tuesday, July 8 <sup>th</sup>	0 –cancelled by group
Dome Theater	Wednesday, July 9 <sup>th</sup>	151 children, 47 adults
Scrabble	Tuesday, July 15 <sup>th</sup>	0 – cancelled by group
Book Club	Wednesday, July 16 <sup>th</sup>	8
Double Feature Movie	Friday, July 18 <sup>th</sup>	3 children, 1 adult
Scrabble	Tuesday, July 22 <sup>nd</sup>	3
Traveling Lantern	Thursday, July 24 <sup>th</sup>	35 children, 28 adults
Scrabble	Tuesday, July 29 <sup>th</sup>	0 – cancelled by group

Consensus was that a thank you ad in the newspaper for the Summer Reading Programs was definitely ok and encouraged. B. Weiss asked if the October 1<sup>st</sup> grant deadline could be extended; Director Loeffelholz replied that it cannot.

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

### APPROVAL OF MINUTES:

- A. Moved to approve the July 8, 2014 Library Board minutes by K. Budsberg, second by P. Streiff. Motion Carried.
- B. Moved to approve the July 16, 2014 Library Board special meeting minutes, noting typographical corrections, by S. Janowiak, second by L. Hiland. Motion Carried.
- C. Moved to approve the July 22, 2014 Library Board minutes, noting typographical corrections, by L. Hiland, second by S. Janowiak. Motion Carried.
- D. Moved to approve the July 26, 2014 Library Board special meeting minutes by P. Streiff, second by L. Hiland. Motion Carried.

**CONVENE INTO CLOSED SESSION:** Moved to go into closed session by S. Janowiak, second by P. Streiff. By roll call vote: K. Budsberg-yes; L. Hiland-yes; S. Janowiak-yes; L. Speth-yes; P. Streiff-yes; and B. Weiss-yes. Motion carried at 8:12 p.m.

**CONVENE INTO OPEN SESSION:** Moved to go into open session by B. Weiss, second by S. Janowiak. By roll call vote: K. Budsberg-yes; L. Hiland-yes; S. Janowiak-yes; L. Speth-yes; P. Streiff-yes, and B. Weiss-yes. Motion carried at 8:37 p.m.

**RESULTS OF CLOSED SESSION:**

- A. DISCUSSION & CONSIDERATION: SAFETY INCIDENT:** Moved that the Library send a banning letter to the patron. If the patron violates the terms of the letter a restraining order will be pursued by. P. Streiff, second by S. Janowiak. By roll call vote: K. Budsberg-yes; L. Hiland-yes; S. Janowiak-yes; L. Speth-yes; P. Streiff-yes, and B. Weiss-yes. Motion carried.
- B. DISCUSSION & CONSIDERATION: LIBRARY DIRECTOR SEARCH PROCESS AND TIMELINE:** We continue to pursue a couple of answers for the Library Director who has been offered the position.

**ADJOURNMENT:** Meeting adjourned on a motion by S. Janowiak, second by L. Speth. Motion carried at 8:38 p.m.

*Respectfully Submitted,  
Becky Weiss, Secretary*

*MINUTES APPROVED AT THE SEPTEMBER 9, 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	277	432	6384	792	2945	1303	899	264	181
April	278	582	6086	783	2805	1367	721	248	162
May	503	582	5837	763	2688	1344	716	171	155
June	189	45	7061	668	3473	1578	713	291	338
July	198	477	6821	772	3310	1586	660	297	196
August									
September									
October									
November									
December									
Total:	1962	2661	44068	5215	20851	9626	5295	1733	1348
<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	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	10	6	2	659	770	2284	205	83	23
July	6	6	0	456	907	1965	194	95	15
August									
September									
October									
November									
December									
Total:	55	38	4	3241	5435	13529	1558	752	87
<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	2944	205	14.4	5	15	4	79C/27A	9	121
April	2833	200	14.2	6	30	4	86C/24A	10	140
May	2824	214	13.2	7	55	8	189C/30A	15	274
June	3680	209	17.6	2	19	3	459C/62A	5	540
July	3433	213	16.1	3	11	4	233 C/98A	7	342
August									
September									
October									
November									
December									
Total:	20371	1419	N/A	33	189	32	1134C/267A	65	1590