

**Village of New Glarus  
Minutes of the Library Board of Trustees  
New Glarus Public Library  
Tuesday, June 9, 2015**

President Linda Hiland called the meeting to order at 6:31 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Jody Hoesly, Suzi Janowiak, Lexa Speth, Petra Streiff and Becky Weiss. Kevin Budsberg was absent. Library Director Lauren White was also in attendance.

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

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

**NEW BUSINESS: DISCUSSION AND CONSIDERATION: ELECTION OF LIBRARY BOARD**

**OFFICERS:** Started by announcing that Library Board appointments were now official, thank you to both S. Janowiak and L. Hiland for agreeing to serve another term.

L. Speth nominated L. Hiland for President, second by J. Hoesly. L. Hiland accepted – Motion Carried. B. Weiss moved to close nominations and cast a unanimous ballot, second by S. Janowiak. Motion Carried.

J. Hoesly nominated S. Janowiak for Vice President, second by L. Speth. S. Janowiak accepted – Motion Carried. B. Weiss moved to close nominations and cast a unanimous ballot, second by P. Streiff. Motion Carried.

L. Speth nominated B. Weiss for Secretary, second by S. Janowiak. B. Weiss accepted – Motion Carried. S. Janowiak moved to close nominations and cast a unanimous ballot, second by L. Speth. Motion Carried.

L. Hiland nominated K. Budsberg for Treasurer, second by J. Hoesly. K. Budsberg had notified L. Hiland prior to the meeting that if he was nominated he would accept – Motion Carried. B. Weiss moved to close nominations and cast a unanimous ballot, second by S. Janowiak. Motion Carried.

**OLD BUSINESS: DISCUSSION AND CONSIDERATION: LIBRARY BUILDING PROJECT:**

L. Hiland had spoken with Jim Gersich, Dimension IV Madison Design Group, regarding the upcoming schedule of meetings, contract, fees and the fact that an owner representative would need to be selected as we move forward with the project.

In addition, L. Hiland had spoken with Village Administrator Nic Owen as well and he pointed out that there is a Parks and Recreation meeting scheduled for Wednesday, June 10<sup>th</sup> and discussion of the softball field is an agenda item.

K. Budsberg had emailed L. Hiland with questions and items the Co-Chairs would like the Library Board to consider in the future: providing a budget amount for Co-Chairs to use for promotional items, postage, etc. Starting to discuss the addition of a “Donate Now” button on the library website. K. Budsberg and J. Hoesly had recently attended a fundraising class and a donation button on the website was an item that was stressed. S. Janowiak added that PayPal does allow re-occurring donations. J. Hoesly asked who currently was responsible for updates on the library website; Director White replied Erica Loeffelholtz and Rachel Holcomb. While we were talking J. Hoesly accessed the Verona Public Library website ([www.veronapubliclibrary.org](http://www.veronapubliclibrary.org)) and found that they use PayPal. Next we questioned would it be

the Library or the Friends that should sign up since the Friends are a 501(c)(3) organization. Continued discussing the process, wording, disclaimer statements and tax implications. Director White shared that she had met with Deb Haeffner, Building & Design Consultant with SCLS, and discussed shelving, and library spaces. One of the points D. Haeffner made was to be aware of what your priorities are in terms of spaces and how they are used within a library.

**BILLS / FINANCIAL REPORT:** There were two sets of bills presented: the May 26, 2015 bills totaled \$543.02 and the June 9, 2015 bills totaled \$1,478.54. The bills were initialed by trustees to show approval for payment. Prior to the meeting Director White had emailed the monthly financial report prepared by L. Erb. There were no questions on the 2015 budget.

## **DIRECTOR'S REPORT:**

### **Green County Director's Meeting:**

The Green County Library Directors met on June 3<sup>rd</sup> in Brodhead. Much of our discussion was general and we brainstormed with each other to problem-solve. A few topics of discussion were cash registers, closing times (and when staff are expected to leave the building), business credit cards, and Mark Ibach from South Central Library System gave a report. We also briefly discussed working with M45, the marketing firm we've been working with, and when we anticipate meeting with them again.

### **South Central Library System All Director's Meeting:**

At the May All-Director's meeting in Verona, the major topics for discussion were the Tech. and ILS budgets and we also informally voted on a number of issues to gauge interest. Among these were keeping the phone notification for holds, internet filtering, and keeping a full time staff member at the help desk. Several reports were also given by the consultants and delivery team. After the meeting, we had the opportunity to tour EPIC Systems, which was really fascinating. We were led by tour guides who showed us around Campus 1 (of soon-to-be 5) and also around some of the grounds. The next All Director's meeting will be in Plain on July 16<sup>th</sup>, 2015 and we should have some more information about budget numbers for the 2016 fiscal year.

### **Page Hiring:**

The library will be collecting library page applications during the month of May and we hope to hire two pages. One will replace a year-round page that is moving and the other one will work during the summer months to help with the influx of activity from the Summer Learning Program. For this hiring period, we're looking at hiring applicants of all ages, not just high schoolers as we have in the past. However, this does not mean that I won't hire qualified high school candidates. We received six applications for the two positions and are completing interviews on June 8-9. Three applicants will be interviewed and they all look to be very promising candidates. It is anticipated that resolutions for hiring will be presented at the June 23, 2015 Library Board meeting and if all goes according to plan, our new pages will start the week of July 6.

## May 2015 Staff Meeting:

Library Board president, Linda Hiland, came to this staff meeting to update library staff on the building project and allowed them to ask questions. This was important for a variety of reasons and I think that this opportunity calmed some nerves on the staff's behalf and answered some questions that they had for the library board. Staff also enjoyed breakfast courtesy of an anonymous donor who graciously gave to a food fund. After the presentation by Linda, staff engaged in general discussion about the Summer Reading Program, the book re-labeling project, and the customer service webinar that everyone completed prior to the meeting. I have not asked staff to attend a webinar for the month of June with the onboarding of new staff members and the start of SRP, but they are interested in taking the color personality test and we plan to discuss that at or June 11<sup>th</sup> meeting.

## South Central Library System ILS Meeting (New Hire):

On 6/1/15, Heidi Oliverson and Amy Gannaway visited New Glarus Public Library as part of the New Director Orientation process. They are situated in the ILS department and is largely responsible for codes, reports, and training and certification. I was able to ask about retrieving up-to-date collection information in preparation for meeting with Diminsion IV and have already received the item count by collection code report, which will help with collection projections.

In response to a question, Director White added that while talking with D. Haeffner they had a conversation about e-books and how e-book usage is setup to be tracked by SCLS but not at the individual library level. D. Haeffner had a graph showing e-book usage is not growing as much as had been projected.

<b>TOTAL LIBRARY INVESTMENTS</b>	<b>68,299.79</b>
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### FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting at this time)

#### Community Foundation of Southern Wisconsin [most recent information available]

##### Library Capital Campaign Fund

CASH Deposits thru 3/31/15	563,526.20
Interest Income from 3/15	100.70
Less fees from 3/15	-74.69
Gifts received	
Pledges paid 3/15	322.59
CASH Available 4/30/15	<u>563,874.80</u>

**New Glarus Public Library Program Attendance  
May 2015**

<b>Activity</b>	<b>Date</b>	<b>Number of Attendees</b>
<b>Preschool Story Time</b>	Friday, May 1st	9C/2A
<b>Scrabble</b>	Tuesday, May 5th	0
<b>Gardening Workshop</b>	Thursday, May 7 <sup>th</sup>	2
<b>Preschool Storytime</b>	Friday, May 8 <sup>th</sup>	26C/8A
<b>Scrabble</b>	Tuesday, May 12 <sup>th</sup>	0
<b>Adult Book Club Discussion</b>	Wednesday, May 13 <sup>th</sup>	8
<b>Preschool Storytime</b>	Friday, May 15 <sup>th</sup>	11C/6A
<b>Scrabble</b>	Tuesday, May 19 <sup>th</sup>	4
<b>Preschool Storytime</b>	Friday, May 22 <sup>nd</sup>	11C/6A
<b>Scrabble</b>	Tuesday, May 26 <sup>th</sup>	0
<b>Middle School Visits</b>	Tuesday, May 26 <sup>th</sup>	23C/3A
<b>Middle School Visits</b>	Wednesday, May 27 <sup>th</sup>	41C/3A
<b>Middle School Visits</b>	Thursday, May 28 <sup>th</sup>	60C/6A
<b>Elementary School Visits</b>	Friday, May 29 <sup>th</sup>	440C/17A

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

**APPROVAL OF MINUTES:**

- A.** Moved to approve the May 12, 2015 Library Board minutes by S. Janowiak, second by P. Streiff. Motion Carried.
- B.** Moved to approve the May 26, 2015 Library Board minutes by S. Janowiak, second by J. Hoesly. Motion Carried.

**ADJOURNMENT:** Meeting adjourned on a motion by P. Streiff, second by S. Janowiak. Motion carried at 7:40 p.m.

*Respectfully Submitted,  
Becky Weiss, Secretary*

*MINUTES APPROVED AT THE JULY 14, 2015 LIBRARY BOARD MEETING*

## 2015 Monthly Statistics

<b>New Glarus Public Library 2015</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	438	115	6113	1642	1337	1130	453	207	161
February	298	847	5570	792	2754	963	641	293	127
March	235	334	6356	116	3267	1773	792	258	150
April	208	299	6397	913	3060	1247	838	180	159
May	228	399	6165	862	1294	2904	711	217	177
June									
July									
August									
September									
October									
November									
December									
Total:									
Total:	1407	1994	30601	4325	11712	8017	3435	1155	774
<b>2015</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	6	4	2	555	832	1819	201	104	14
February	6	6	0	572	831	2348	192	118	7
March	5	4	1	771	1101	2743	198	106	9
April	6	3	3	951	1293	3043	221	102	11
May	8	2	6	1629	1989	2584	196	79	10
June									
July									
August									
September									
October									
November									
December									
Total:	31	19	12	4478	6046	12537	1008	509	51
<b>2015</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	2554	196	13	5	21	4	51C/21A	9	93
February	2599	200	13	5	39	5	62C/39A	10	101
March	2724	191	14	1	33	6	67C/33A	8	103
April	2555	209	12	4	26	3	52C/17A	7	78
May	2426	214	11	6	6	8	621C/53	14	680
June									
July									
August									
September									
October									
November									
December									
Total:	12858	1010	N/A	21	125	26	853C/163A	48	1055