

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, December 8, 2015**

President Linda Hiland called the meeting to order at 6:48 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. Also in attendance was Library Director Lauren White.

APPROVAL OF AGENDA: The agenda was approved on a motion by K. Budsberg, second by B. Weiss. Motion Carried.

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

NEW BUSINESS

A. DISCUSSION AND CONSIDERATION: ENDOWMENT FUND: We started with a brief discussion of where we think the endowment campaign will fit in the 2016 timeline. Moved to take Ron Spielman, with CFSW (Community Foundation of Southern Wisconsin), up on his offer of printing endowment envelopes and each Library Board member will commit to making at least one endowment gift in the next year by P. Streiff, second by K. Budsberg. Motion Carried.

B. DISCUSSION AND CONSIDERATION: INTERNET FILTERING: Prior to the meeting Director White had circulated the documents "E-rate FAQ", "Annual Hardware & Wiscnet" "Annual Network Hardware" and "One Time Costs" as supporting information. Director White started by providing background information on CIPA (Children's Internet Protection Act), internet filtering and what the E-rate program is. She pointed out that while the E-rate program may not result in cost savings, it is projected to hold future costs steady. Director White's position is to move forward with the proposed internet filtering. She mentioned that school districts use a similar service.

J. Hoesly spoke about how the history of libraries has been to not filter information and that she has not heard that filtering services have a good reputation for being effective. Director White shared J. Hoesly's feeling about libraries history to preserve free access, internet filtering is becoming more accepted and has long-term benefits for the operating budget. Director White also added that as part of the systems, adults can use their library card and PIN to override the filter and that SCLS (South Central Library System) has the responsibility to maintain a list of blocked sites. L. Speth asked if we have a filter currently in place; no, replied Director White. Moved to move forward with the Internet Filtering process by J. Hoesly, second by K. Budsberg. Motion Carried.

OLD BUSINESS

A. DISCUSSION AND CONSIDERATION: LIBRARY BUILDING PROJECT:

- i. **CONCEPT AND BUDGET REPORT (CBR):** L. Hiland said she brought this item back onto the agenda for continued discussion as we have had more time to think about the information related to site work costs, square footage, fund raising, and the items to be adjusted in the CBR. She wants the Board to have an opportunity to be clear on their options and preferences.

L. Speth felt it is important that we have the ability to expand the building in the future if needed. J. Hoesly added that at this time we accept the CBR with Addendum and add back in items as allowed.

"Draft R1, dated December 8, 2015" from Dimension IV Madison Design Group and "Owner's Representative's Report, also dated December 8, 2015) was circulated for review. L. Hiland pointed out that on the ORs report that items 1-2 focused on general construction, 3-7 were site related and 8-19 were building related. K. Budsberg clarified a missing value of \$285,000 for electrical under item #19. L. Hiland continued on by providing an overview and giving options as example. For instance, changing the number of windows, instead of nine smaller windows in a section replace with one big window or maybe three medium sized windows. Or selection of different flooring materials or selecting a different R-Value for insulation were pointed out.

Next L. Hiland covered the idea of Maas Brothers Construction Co., INC. going out and getting bids for MEP (Mechanical, Electrical, Plumbing). L. Speth asked if Maas Bros assist with pros and cons of using the MEP process; yes, replied K. Budsberg. Maas Bros has suggested the following items:

1. Going through the MEP process
2. Doing soil borings underneath the proposed parking and storm water detention ponds (information to be used by Civil Engineer to determine if soil can be used on a different part of the Glarner Park GP) site)
3. Employ a Civil Engineer to finalize the site work plans and costs – it was pointed out that we need clarification on whether this was a new cost or already part of the plan and is just being moved up in the process

J. Hoesly said the CMAR predicated \$2.1-\$2.3 to build per CBR for building construction costs. This led into a discussion of how items such as bids can change depending on season and market conditions. L. Speth stated her preference is stay with \$2 million as the max and add items back in as needed or if fund raising permits. P. Streiff and K. Budsberg clarified that we all understood that while there is a cost reduction for some of the items mentioned, such as selecting a different type of insulation, this is still a cost. Unless we can get items as in-kind donations. P. Streiff voiced her support of continuing to work through the details, but stay within the \$2 million budget. B. Weiss said she is willing to look at increasing fundraising goals to increase the overall budget. L. Hiland asked S. Janowiak as a past Co-Chair her thoughts on increasing fundraising goals; S. Janowiak replied she feels it is doable, but not until a shovel is in the ground.

S. Janowiak asked what factors increased the site work projections; L. Hiland replied that it is focused on three main areas, one the costs related to excessive topsoil that needs to be removed, stored and then replaced with engineered fill; two, costs of all things related to concrete work; three, estimated 3-5% increase in overall construction costs annually. S. Janowiak next asked do we ask Pat Rank, Village Engineer with Strand Associates if he has any suggestions since he is familiar with the history of Glarner Park. K. Budsberg replied it is always an option, but he questioned the cost of involving P. Rank.

K. Budsberg pointed out that the earlier we can access GP in the year, the more likely it is that construction costs will decrease. L. Hiland added that both Dimension IV and Maas Bros say January is the optimal month for bidding projects.

We continued on discussing overall budget, fundraising, operating costs, and other site questions. L. Speth asked if we ever got to the same level for site work at the West Side Site. K. Budsberg, J. Hoesly and L. Hiland answered that yes we had the same level in the CBR, but not the same level with the information from the CMAR. Also elevations between GP and the West Side site are different so that costs for topsoil removal at GP may have been balanced out by another cost at the West Side site. The West Side site plan also included an elevator. B. Weiss asked that given the information about top soil and site work at GP do we stay with GP as the site. Moved to accept Glarner Park as the site to continue with the Library Building Project by K. Budsberg, second by J. Hoesly. Motion Carried.

L. Hiland, L. Speth, P. Streiff and J. Hoesly all commented on the numbers in the CBR and with the Addendum. L. Hiland pointed out how the CMAR process is benefitting us as we continue to move closer to refined numbers for construction costs and bids. K. Budsberg shared that he had spoken with Jodi Sweeney, The Sweeney Group, regarding her thoughts on fundraising, design presentations, and community input. He asked if we should plan an opportunity for public input. S. Janowiak felt the public already gave their input with the referendum vote and are not interested in the details, but expect us to take care of that part of the process. J. Hoesly commented on variables such as bids that effect the project. P. Streiff voiced her perception that overall the public is supportive of referendum results but that staying within current project budget is key.

L. Hiland summarized that she is hearing for the presentation to the Village Board we are taking the CBR with the Addendum included.

Moved to present to the Village Board at the January 5, 2016 meeting the Concept and Budget Report written August - October, plus include the Addendum provided by Dimension IV by S. Janowiak, second by J. Hoesly. Motion Carried, 6-1 (K. Budsberg).

B. DISCUSSION AND CONSIDERATION: VILLAGE BOARD REPORT PACKET UPDATE:

Several Trustees had already re-circulated their packet assignment drafts incorporating the edits suggested at our December 2, 2015 meeting. L. Hiland will update her assignment with some of the CBR information discussed earlier tonight. B. Weiss will circulate her draft once the November 2015 CFSW report is received. Discussion of these packet assignment drafts will held at our Library Board meeting scheduled for December 17, 2015.

C. DISCUSSION AND CONSIDERATION: COMMITTEE REPORTS, AS AVAILABLE:

- **ADMINISTRATION TEAM:** Nothing to report at this time.
- **BUILDING COMMITTEE:** Had been discussed earlier tonight under agenda item 5A - Library Building Project.
- **CO-CHAIRS:** Nothing to report at this time.
- **OWNER REPRESENTATIVES:** Had been discussed earlier tonight under agenda item 5A – Library Building Project.
- **COMMUNICATIONS TEAM:** Nothing to report at this time.
- **GRANTS TEAM:** Director White had found and shared with J. Hoesly information on a grant through the company, Fiskars.
- **PARTNERSHIP TEAM:** L. Hiland and K. Budsberg provided an overview of their meeting with the New Glarus Lions Club on December 7th. Some of the items/ways they discussed partnering were:
 - Ways to communicate with families that homeschool, so they are informed and included in vision programs

- Hold a day-long program focused on adults, that would provide walk-in vision screening
- Ways to cross-promote events
- A focus point was using the Library Staffs experience with planning/promoting an event with the Lions providing their expertise with vision screening and volunteer support
- **VILLAGE BOARD LIAISON:** P. Streiff reported that on December 14th there is a Joint Town and Village Parks meeting scheduled.
- **FRIENDS OF NEW GLARUS PUBLIC LIBRARY:** S. Janowiak reported that the Friends continue to work on items related to the upcoming Trivia Night event. This event is scheduled for Saturday, February 6th, 2016 at Barnaby's Monticello House.

BILLS / FINANCIAL REPORT: There were three sets of bills presented: the October 27, 2015 bills totaled \$1,775.38, the November 20, 2015 bills totaled \$1,402.04 and the December 8, 2015 bills totaled \$1,240.16. The bills were initialed by trustees to show approval for payment. Additionally K. Budsberg gave an update on the Library Savings Accounts and what types of bills each account is used to pay for. Prior to the meeting Director White had emailed the monthly financial report prepared by Village Clerk-Treasurer Lynne Erb.

DIRECTOR'S REPORT:

Community Foundation of Southern Wisconsin Grant: I'm pleased to announce that New Glarus Public Library is the recipient of a Community Foundation of Southern Wisconsin grant for 2016. As previously noted, this grant was written by the assistant director, Erica, and myself, and this year we decided to focus on adult programming. We spend a lot of time and money developing incredible programs for children here at the library, but when it comes to adult programming, we do what we can afford, which usually means it's low or no-cost. When Erica and I first thought about the grant and what we could do with it, we began to imagine what we could do if money wasn't an object—what incredible offerings could we provide the community with? So, this grant will be used for programming purposes that focus on engagement, wellness, and creativity. We hope to offer a multi-week yoga class program, target local businesses and have them showcase their products or host how-to sessions, purchase materials for in-library use, like a digital di-cut machine, and even host a few take and make sessions. This is an incredible opportunity to elevate our services and engage with the community in a way that's new and refreshing.

November 6th Staff Meeting: This meeting was held after staff attended WLA and all but the two pages were present. A large part of this meeting focused on the sessions staff attended and what they could take away from it. This led to another, much larger, discussion about community engagement and things we want to try in the future. We have a lot of great ideas and we know that connecting with our local businesses is critically important. It was wonderful to see staff inspired and interested in taking library services in a new and beneficial way and I imagine that several of them will have this feature in their 2016 goals. Erica and Ignacia both briefly spoke about the 2016 Summer Reading Program, outlining the theme and basic ideas moving into the summer.

SCLS All-Director's Meeting: On November 20th, SCLS directors met in Portage to discuss a number of items. One of the most important was E-Rate, the filtering software used, and what the cost savings would be for libraries that choose to filter. It was indicated that you must "spend money to get money," and that libraries probably won't see drastic savings, but will be able to hold their tech/ILS fees steady when the system needs to buy new infrastructure equipment like servers. Attendees were able to try out the filtering software, which is used by school districts that get their internet through Badgernet. At this time, the filters would only be filtering pornography sites and as mentioned by SCLS staff members, this isn't always accurate. For libraries that

choose to filter, all computers, staff and public will need to be filtered as will the WIFI and any library devices that connect to the network. Another exciting item for discussion was that SCLS has contracted with a lawyer for member libraries and we will have access to this lawyer, who specializes in Ch. 43, for 50/hr with the first hour being free. Lastly, discussion was had about the need to develop a new cost formula workgroup due to some reconfiguration needs.

Oba King Storyteller Program: On November 18th, we partnered with New Glarus Elementary to host Oba King, an African storyteller, at the school. This was a great opportunity to partner with the school district and we have received some very positive feedback from the school principal regarding the performance. The program focused on the unifying theme of rhythm and music in African culture and offered several opportunities for hands-on participation. We had a blast hosting this program and we think the kids enjoyed it just as much!

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

Activity	Date	Number of Attendees
Scrabble	Tuesday, November 3 rd	2
Scrabble	Tuesday, November 10 th	2
Adult Book Club Discussion	Wednesday, November 11 th	13
Storytime	Friday, November 13 th	21C/9A
Scrabble	Tuesday, November 17 th	4
Oba King Storyteller Program	Wednesday, November 18 th	390C/28A
Reel Life Film Screening	Wednesday, November 18 th	CANCELLED
Storytime	Friday, November 20 th	23C/10A
Scrabble	Tuesday, November 24 th	0

TOTAL LIBRARY INVESTMENTS	57,122.14
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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 9/30/15	612,042.21
Interest Income from 10/15	99.80
Less fees from 10/15	-54.57
Gifts received	
Pledges paid 10/15	36,925.00
CASH Available 10/31/15	649,012.44

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

APPROVAL OF MINUTES:

A. Moved to approve the November 10, 2015 Library Board minutes, noting typographical corrections, by L. Hiland, second by K. Budsberg. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by J. Hoesly, second by S. Janowiak. Motion carried at 8:39 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE JANUARY 12, 2016 LIBRARY BOARD MEETING

New Glarus Public Library 2015	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	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	2904	1294	711	217	177
June	306	202	6857	839	3270	1567	738	270	173
July	127	88	6716	776	3097	1742	598	301	202
August	225	100	6638	879	3013	1725	595	234	192
September	204	367	5766	784	2607	1467	474	182	252
October	254	142	6049	838	2927	1463	543	144	134
November	210	414	5728	628	2790	1414	584	191	121
December									
Total:									
Total:	2733	3307	68355	9069	31026	15785	6967	2477	1848
2015	Patron ILL Requests	ILL Requests Rec'd	ILL Requests Unable to Fill	# Unique Website Visitors	# Website Visits	WiFi Sessions	Public Computer Sessions	Public Computer Hours	New Patrons Register
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	8	7	1	1568	1879	2542	203	86	36
July	10	9	1	1469	1103	2747	196	92	17
August	7	6	1	1082	1465	2832	186	74	19
September	11	9	2	824	1187	2581	145	57	12
October	6	6	0	794	1098	2370	166	68	5
November	5	4	1	1018	1413	2233	147	65	8
December									
Total:	78	60	18	11233	14191	27842	2051	951	148
2015	Patron Visits	Hours Open	Patrons/Hour	# Adult Programs	# Adults Count	# Children Programs	# Children Count	Total Programs	Total # Attend
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	3608	218	17	4	20	4	86C/45A	8	151
July	3613	213	17	5	20	3	87C/46A	8	153
August	3298	214	15	6	20	3	59C/26A	9	105
September	2671	218	12	7	18	3	63C/24A	10	105
October	2728	223	12	6	12	7	140C/41A	13	175
November	2178	191	11	5	21	3	434C/47A	8	502
December									
Total:	30954	2287	N/A	54	236	49	1711C/2385A	104	2246