Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, January 12, 2016

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 (arrived 6:33 p.m. | left 8:27 p.m.) 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 J. Hoesly. Motion Carried.

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

NEW BUSINESS:

A. DISCUSSION & CONSIDERATION: AMAZON LINE OF CREDIT: Director White has commented in the past about the difficulties she and Assistant Director Erica Loeffelholtz encounter with the multiple pages to the current Amazon bill. Director White had checked with other Library Directors and they had recommended the use of "Amazon Line of Credit" instead. Director White reported that it would result in one invoice per month and is expected to streamline the accounting process for both Library staff and Village Administration. B. Weiss asked if the line of credit billing still allowed Library staff to reconcile orders; yes replied Director White.
Motion to approve the Library using an Amazon Line of Credit by J. Hoesly, second by B. Weiss. Motion Carried.

OLD BUSINESS:

A. DISCUSSION & CONSIDERATION: LIBRARY BUILDING PROJECT: L. Hiland started by giving a brief recap of last week's Village Board meeting about both Resolution R15-27 and the Glarner Park (GP) land transfer.
L. Hiland added that she met last Thursday with Village President Roger Truttmann and Village Administrator Bryan Gadow and they talked about R15-27, the status of the report, meeting conduct, roles of the Village Board and Library Board, questions, strategy, and timeline. In response to a question from L. Hiland, B. Gadow said no, borrowing is not dead. R. Truttmann and B. Gadow added that the cost of the softball diamond was a focus, and that it was scheduled for an update at the Parks & Recreation Committee (PRC) meeting on January 13th. P. Streiff had her PRC agenda packet and summarized Administrator Gadow's notes for that meeting to all.
Next they spent some time talking about the gap in funding from the time pledges are made to funds come in. B. Gadow is checking with Ehlers and Associates, Financial Consultants to the Village for financing options. It was asked can either SCLS (South Central Library System, CFSW (Community Foundation of Southern Wisconsin) or the Town of New Glarus assist with an BAN (Bond Anticipation Note) or other mechanism to assist with the financing. This led into a discussion about legal issues, interest rates, taxes, pledges, and different financing methods.
In response to questions from B. Gadow about GP and could the Library be built on the West Side site instead; L. Hiland went through the history of past studies, site selection, features

of West Side Site, and the referendum results for Glarner Park. Additionally, she shared with B. Gadow the costs that were involved in the process, need for re-designs, and other factors. In response to the comment about building on the West Side site, several trustees voiced their thoughts that based on the referendum results that we were not in favor of that idea. We would have to be directed by the Village Board and the Library Board would need to be reimbursed for studies, design, and plans on the GP site to even consider that option.
P. Streiff said she was planning on talking with B. Gadow about costs for a new softball diamond. L. Hiland pointed out that there has currently been no discussion about moving items such as lights and bleachers from the GP site to a new location. L. Speth added that currently we cannot host WIAA tournaments and that if we could in the future how that would benefit local businesses by drawing more visitors in.
Next J. Hoesly, B. Weiss and S. Janowiak had a discussion about impact fees and operating budgets.
L. Hiland mentioned that the Donor Event date had been changed to Monday, January 25th. It is intended to give an update on the project, chance for questions and answers, talk about the capital campaign and endowments, plus get people thinking about adding upcoming events such as Trivia Night and FootGolf to their calendars.

BILLS / FINANCIAL REPORT: There were two sets of bills presented: the December 22, 2015 bills totaled $916.10 and the January 12, 2016 bills totaled $23,499.05. 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 Village Clerk-Treasurer Lynne Erb.

DIRECTOR'S REPORT:

Community Foundation of Southern Wisconsin Grant (Cont…):

As we're moving into 2016, Erica and I have begun planning our adult programming schedule for the year. We've now begun conversations with a local yoga instructor about holding a 4-week in-studio class for library patrons next fall and contacts are out with Landmark Creamery about hosting a class. Erica has also been working hard to plan a weekly coloring series for adults that we're very excited about. As we continue to have conversations with prospective presenters, we'll have a better idea of what our budget looks like and hopefully have remaining funds for the digital di-cut machine. This continues to be an exciting opportunity for us and we look forward to participant feedback as it becomes available.

The Traveling Lantern: A Christmas Carol:

NGPL has been lucky to host Traveling Lantern several times throughout the years and we were very happy to bring them back for a special holiday program on December 15th. Through our partnership with the New Glarus School District, we were able to host this event in the school gym, which allowed for a much more spacious venue. Over 80 local residents were able to attend this special performance and everyone considered it a huge success! After the show, attendees could ask questions of the cast and tour the set.

Publicity Efforts:

Our library assistant, Rachel, has been working very hard to brainstorm new ways to advertise our programs. While we've been advertising heavily via social media and print flyers, she felt like we could still be doing more to expand our reach. As such, we now have our events publicized in the Monroe Times calendar and also have a new connection there that is willing to write articles about our programs. The weekly Scrabble group that meets on Tuesdays was featured in December.

Green County Library Board:

In their approved 2016 budget, the Green County board voted to increase its funding this year. While librarians were hoping for an increase to the 70% minimum reimbursement rate by increasing it to 73%, we were happy to receive additional funding for our materials budget supplements. Each library will now receive $5274, this is up from $4000 in 2015. The Green County Library Board will meet again on Monday, January 11th to vote on their 2016 budget.

New Glarus Public Library Program Attendance
December 2015

Activity	Date	Number of Attendees
Scrabble	Tuesday, December 1st	5
Preschool Storytime	Friday, December 4th	20C/8A
Scrabble	Tuesday, December 8th	3
Adult Book Club	Wednesday, December 9th	11
Preschool Storytime	Friday, December 11th	10C/4A
Christmas Movie Event	Monday, December 14th	15C/5A
Scrabble	Tuesday, December 15th	2
Traveling Lantern	Tuesday, December 15th	42C/35A
Preschool Storytime	Friday, December 18th	0
Scrabble	Tuesday, December 22nd	0
Scrabble	Tuesday, December 29th	0

TOTAL LIBRARY INVESTMENTS	57,134.86

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 10/31/15	649,012.44
Interest Income from 11/15	104.80
Less fees from 11/15	-1,862.83
Gifts received	
Pledges paid 11/15	1,440.50
CASH Available 11/30/15	648,694.91

Director White reported that they have been working on scheduling presenters for adult programs, which are the focus of the grant received from the Community Foundation of Southern Wisconsin.
She pointed out that support level from Green County is up to 71.2% instead of the minimum level of 70%.
J. Hoesly asked Director White for her thoughts on year end numbers; Director White, called out the overall increase in program attendance as a number she is excited about. L. Hiland asked Director White to double-check the number for "# Children Count" as she thought there was a typo.
J. Hoesly gave an update on the positive response Madison Public Libraries have been experiencing with their "Maker Spaces" programming. Director White said yes she has heard that as well, plus "3-D Printing" and "Doodler Pens" are very popular as well.
B. Weiss mentioned the upcoming Library Legislative Days is scheduled for February 9th this year; Director White said she has the registration forms on her desk.

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

APPROVAL OF MINUTES:

A. Moved to approve the December 2, 2015 Library Board minutes, noting typographical corrections, by J. Hoesly, second by S. Janowiak. Motion Carried.
B. Moved to approve the December 8, 2015 Library Board minutes, noting typographical corrections, by J. Hoesly, second by S. Janowiak. Motion Carried.
C. Moved to approve the December 17, 2015 Library Board minutes, noting typographical corrections, by J. Hoesly, second by S. Janowiak. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by L. Hiland, second by S. Janowiak. Motion carried at 9:02 p.m.

Respectfully Submitted,
Becky Weiss, Secretary

MINUTES APPROVED AT THE FEBRUARY 9, 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	370	245	6209	847	2947	1372	746	154	143
Total:	3103	3552	74564	9916	33973	17157	7713	2631	1991

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	7	7	0	1099	1984	1950	139	55	13
Total:	85	67	18	12332	16175	29792	2190	1006	161

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	2183	182	12	6	21	5	108C/60A	11	189
Total:	33137	2469	N/A	60	257	54	1819C/2445A	115	2435