

**Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, June 14, 2016**

Present: Linda Hiland, Jody Hoesly, Kevin Budsberg, Director Lauren White, Robert Bergum, Petra Streiff, Suzi Janowiak, Lexa Speth

Citizens in attendance (spelling derived from citizen's signatures): Colleen Bell, Alysha Klassy, Diana Clark, Eric Spanton, Mary Usher, Lori Rodefelf, Lindsey Brockert, Dustin Steters, Young Ja Stelter, Emilie Glotfelty

1. Call to Order: President L. Hiland called the meeting to order at 6:32
2. Approval of Agenda: The agenda was approved on a motion by J. Hoesly and seconded by S. Janowiak. Motioned carried.
3. Comments & Questions from the Public:
Colleen Bell brought a list of questions submitted for minutes. Bell also commented on 20 years of work invested to establish a new library and wondered if a new building was fiscally reasonable. Bell voiced concerns on the use of Glarner Park as the new building's location.

Questions from the community to Library Board 6/13/2016

1. Has the Roughing It building been considered? If so, what is the reason it is not feasible?
2. We often hear the reason locations are not ideal is because of a flood plain. Isn't the village mostly floodplain? Included Glarner park?
3. Could locations that are not currently zoned appropriately for the library be rezoned by the village board to allow the library to build in a location like the old
4. In the community it has been heard that the current library is not in budget and asks the village for assistance. Is this true?
5. Was it originally agreed upon that the library would not ask for tax dollars related to the sustainability of the library? Yes or No?
6. Is the west side location likely going to be sell-able now? It it under the impression of the community that that land was not of any interest to anyone

else. Could that still be an option for library? Or the police station?

7. Has an estimate took place on the renovation of the Village hall? If so when, and how much was that estimate?

8. Is it true that there are less than 12 donors to the current library fund for the new building? And you are keeping those names private? Is that their request?

Or yours?

9. When the village board originally planned to give you the Glarner spot after the referendum, passed didn't the library board agree to make sure that an adequate space was built for the kids to use prior to breaking ground? Is that still going to happen?

10. Has the library board done a survey to receive actual numbers on the lack of electronics in homes within New Glarus to know that there are families in desperate need of this provided by the library?

11. When was the most recent bid given regards to the current plans for the new library at Glarner?

12. Is it true that many necessity items will be left out of the plan when you build because of lack of funding?

13. Is it true that the library currently does not have to pay for things like snow removal, and utilities?

14. Is it true that the village residents will have an increase in their utility bill to help pay for Library utilities? If so how much is the projected(%)?

15. In addition to baseball and softball isn't it true that Glarner is used for soccer practice and games?

16. Where would the landing option be for Medflight if Glarner space was gone?

Is it true that the EMS and Fire-station use this for community outreach events/fund-raising?

17. If the library were built at Glarner would this stop the Fire-station from necessary expansion in the foreseeable future?

18. Has there been any amount of record keeping done on the amount of visitors to the library throughout the week? If so, what are those numbers?

19. What are the increase/decrease numbers in the utilization of libraries in the surrounding communities? Are you projecting that this number is going to skyrocket in our community? Why?

20. When coming up with your plans for the library did you look at the surrounding community libraries? How much larger (sq ftg per population) will our library be on average versus them?

21. Do you feel that we could provide all the necessities of a function-able library at a more feasible expense without going above 6,000 sq ft?

22. If the community were to help with things like landscaping, paint, setting up, and cleaning would you allow them to be apart of the project to cut down on costs?

23. Previously to the referendum vote 3 years ago, how many votes have taken place regarding location?

24. With the new library do you plan to expand hours of operation? When surveying around town many residents say that they attend outside libraries because of your hours of operation.

25. How many kids attend Story hour on average.

26. How much public input was received in the planning process?

Has a strategic plan been developed and/or updated to reflect technological and cultural changes? How much input was received from parents, local schools, day care providers in the development of the plan?

27. Has bowling alley location been considered? Please explain.

28. The records of the architect for the Library at Glarner Park stated that there were things like asphalt, outer wall insulation, indoor plumbing, window coverings and Landscaping that would not be completed because of funds.

29. Is almost 12,000 sq ft still the current plan?

30. . If the village board allowed a location like Glarner park to be on the referendum and knew that it could be voted against why do you believe it was put as a ballot option?

31. Do you believe that e-books and electronic usage takes less space than book collections like previously needed to operate the majority of a library?

32. If the majority of library use becomes electronic wouldn't we need significantly less space than what is needed for book collections?

33. Is there a legal document that says the people that donated to the non profit organization cannot be used for a renovation project? If so could they be contacted and asked to sign off on the use of a renovation option?

34. Is it true the New Glarus Brewery (Deb Carey) was going to donate half of the

cost of library? What was the reason she did not?

Library Board Questions-Part 2

1. How many years has the library come in on budget. This also means not asking to have budget increased?

2. Copy of library budget broken down

3. The proposed method of raising money without costing taxpayers?

4. By vote of library board ,

how many members think it is ok to displace any member of the community to obtain the library you want??(i.e softball, vets park, tennis players, youth school activities that take place at Vet location.

*Vote of same board.

How many members believe the softball/baseball teams should have a

completed 100% field (field lights, scoreboards, shed, bleachers, water etc.) prior to

breaking ground for the library- Should the new library be put on glarner park???

Eric Spanton offered he was not against a new library but doesn't want Glarner Park to be considered as the site. He also offered comments about healthy kids and the benefits of athletics.

Lindsey Brockert commented that saving Glarner Park would keep green space but supports a new library. Brockert complemented the programming from the library for the kids. She added that Brodhead and New Glarus share the same service area and townships of about 6,000 patrons, but noted that Brodhead serves their patrons in a space of about 15,000 square feet.

Mary Usher offered support for the new library and asked clarifications about the referendum for Glarner Park from two years ago. Usher also mentioned the plans for a new ball park to replace the one at Glarner Park.

Alysha Klassy mentioned the questions submitted originated from a Facebook page group of 700 followers.

4. New Business

A. Discussion and Consideration: Special Informational Meeting Concerning Building Project

President L. Hiland suggested a separate informational meeting be held to answer questions submitted by the citizens. L. Hiland suggested a presentation for the meeting first and in doing so answer the questions as the presentation happened with a request for follow up questions. K. Budsberg asked for clarification on how the meeting should be summarized. L. Hiland commented that a written summary of the results of the special meeting should be posted on the library website. J. Hoesly offered that the Village Administrator, Chris Rear, and Roger Truttman, President of the Village Board, architect, and others with information about the building process be invited to attend the special meeting. K. Budsberg asked for clarification on scope. L. Hiland commented that it would be from the list of questions submitted earlier tonight. K. Budsberg asked if primary focus was the site. L. Hiland added that it would also be a forum to show the work and the thought put into the building project, so far. L. Hiland proposed June 30th at 6:30pm as the date for the special meeting. There was a short discussion about availability of Board members. L. Hiland made a motion to hold a meeting on Thursday June 30th starting at 6:30 pm. K. Budsberg seconded it. S. Janowiak asked citizens for clarification on how to deliver the information. The response was a written summary was preferred. K. Budsberg clarified and mentioned that the information from the meeting could also be accessed from the library website. There was discussion about using the Community room as the location for the meeting. L. Hiland called for vote and the motion carried.

B. Discussion and Consideration: 2016 Programming

L. Hiland brought up the topic of the selected program, "I am Jazz". The Board does not make programming decisions for the Library Director, but in this decision Director White is looking for support. J. Hoesly commented that there were good reviews, but the question about the timing of the program. S. Janowiak asked for Director White's feedback on the timing of the program. White responded that staff timing would not be used, but the staff would be answering questions about the program. White also mentioned world events made the program timely. Director White feels responsible for encouraging the conversation of this programming. R. Bergum motioned to go forward with support. P. Streiff seconded the motion. White added she spoke with the Village Administrator for support as well. L. Hiland suggested Director White contact the guidance department at school to partner with the programming. L. Speth suggested that the programming be included in the anti-bullying month programming at school and partnering with the school. L. Hiland called for a vote of support and the motion carried.

5. Old Business

A. Discussion and Consideration: Library Building Project:

L. Hiland suggested work begin on the organization of the special meeting.

B. Discussion and Consideration: 2017 Budget

Director White presented the idea that a draft budget was need by June 30th, but many unknowns still exist. Many items remain flat in spending for the 2017 budget. No motion was needed at this time. Approved of the budget is expected in August/Sept. J. Hoesly offered to help graph the visual graphic overview of where costs are. K. Budsberg commented that a visual presentation of the budget was a good idea for ease

of digestion and understanding in the operating budget. L. Hiland asked for any other questions; there were none.

C. Discussion and Consideration: Appointments to Building Committee

L. Hiland presented that Kevin Budsberg and Tim Usher have agreed to join the building committee. L. Hiland motioned to appoint Kevin Budsberg and Tim Usher to the building committee. Suzi seconded it. Motion carried.

6. Bills & Finance Report

A. Bills

There were two sets of bill presented: the May 23, 2016 bills totaled \$1,117.17 and the June 14, 2016 totaled 3,051.41. K. Budsberg commented that the Bank of New Glarus is appreciative of our businesses. The bills were initialed by trustees to show approval of payment.

B. Financial Statement

MAY

LIBRARY

SAVINGS #402521390 (APY .10%)

Beg. Balance	32,940.44	
Interest	2.24	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		32,942.68

Savings #2088077 [25-11520] (APY .10%)

Beg. Balance	5,668.87	
Withdrawal	-48.00	
Deposit		
Interest	0.39	
End. Balance		5,621.26

SUBTOTAL [25-11520] 38,563.94

UB&T MM#183483-EMPLOYEE BENEFIT [25-11300]

Beg. Balance	18,660.05	
Interest	14.52	
End Balance		18,674.57

TOTAL LIBRARY INVESTMENTS 57,238.51

FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)

Community Foundation of Southern WI [most recent information available]

Library Capital Campaign Fund	
CASH Deposits thru 3/31/16	657,583.98
Interest Income from 4/16	93.37
Less fees from 4/16	-29.42
Gifts received	
Pledges paid 4/16	225.00
CASH Available 2/29/16	<u>657,872.93</u>

7. Director's Report:

New Glarus Public Library Director's Report – June 12, 2016

Lauren White, Director

SCLS Scanning Kit:

On May 24th-28th, we borrowed the scanning kit from South Central Library System, which included photo scanners, a negative scanner, and a slide scanner. We had several people throughout the course of the week come by and spend hours at a time digitizing their old photographs, which was very exciting. We had several requests to get the scanning kit, so we're going to reserve it for some time in the fall.

Tech Day: Digitization Projects:

On May 20th, SCLS hosted their annual tech day at the Sun Prairie Public Library. Emily Pfothner from WiLS came and spoke about digitization, Recollection Wisconsin, and the Digital Public Library of America (DPLA). In the second half of the day, colleagues from Middleton Public Library and Mt. Horeb came and spoke about their experience working with digitization projects. This was extremely helpful when looking at best practices and equipment in the new building. With such a rich history here in New Glarus, there are many different projects I can see us doing over time.

All Director's Meeting:

On May 19th, South Central Library System directors met at the Hutchinson Memorial Library in Randolph, WI. The main considerations for the day were in relation to the tech./ils system budget for 2017. SCLS was interested in knowing whether libraries wanted to invest more money into the Overdrive Advantage program, hire more tech/ils staff members, and if we were interested in pursuing Niche Academy. Most of these items will be voted on at the July All Director's meeting.

Opening and Closing Procedure Checklists:

Recently, there have been challenges in getting staff members to complete closing procedures. In order to combat this, I have created daily checklists that list the opening and closing procedures. When an item is done, staff will initial next to that item. This will also help track reoccurring problems and allow us to pinpoint where the issue is.

Green County Director's Meeting:

At our meeting on Monday, May 19th, directors from Belleville, Brodhead, Albany, New Glarus, and Monroe met to discuss Green County Dairy Days, which will be held in Belleville this year. We all agreed that some sort of presence is a good idea and we decided to have a table in Library Park. A SLIS student and I will be working in the afternoon, handing out promotional materials, and offering some fun activities for children.

2016 Monthly Statistics

New Glarus Public Library 2016	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	277	395	5980	852	2808	1320	589	213	198
February	242	509	5879	962	2563	1380	541	284	149
March	212	208	6178	835	3125	1284	520	271	143
April	280	142	5730	780	2734	1375	532	170	139
May	180	356	5551	741	2633	1414	408	181	174
June									
July									
August									
September									
October									
November									
December									
Total:	1191	1610	29318	4170	13863	6773	2590	1119	803
2016	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	8	6	2	884	1323	2385	153	???	8
February	10	3	7	834	1210	3189	179	???	17
March	11	8	3	812	1166	2926	187	???	24
April	10	5	1	837	1285	3176	148	???	15
May	7	10	0	792	1140	2830	123	???	10
June									
July									
August									
September									
October									
November									
December									
Total:	46	32	13	4159	6124	14506	790		74
2016	Patron Visits	Hours Open	Patrons/Hour	# Adult Programs	# Adults Count	# Children Programs	# Children Count	Total Programs	Total # Attend
January	2511	196	13	5	18	5	117C/36A	10	171
February	2740	209	13	9	33	6	210C/61A	15	304
March	3023	218	14	10	34	5	79C/42A	15	155
April	2820	207	14	5	32	6	114C/47A	11	193
May	2656	209	13	7	37	10	714C/104A	17	855
June									
July									
August									
September									
October									
November									
December									
Total:	13750	1039	67	36	154	32	1234C/290A	68	1678

**New Glarus Public Library Programing and Outreach Attendance
May 2016**

Activity	Date	Number of Attendees
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Scrabble	Tuesday, May 3 rd	2
Preschool Storytime	Friday, May 6 th	21C/8A
Scrabble	Tuesday, May 10 th	3
Adult Book Club	Wednesday, May 11 th	18
Preschool Storytime	Friday, May 13 th	21C/8A
Scrabble	Tuesday, May 17 th	0
Preschool Story Time	Friday, May 20 th	16C/7A
Scrabble	Tuesday, May 24 th	0
Essential Oils Workshop	Thursday, May 26 th	9
Preschool Story Time	Friday, May 27 th	17C/7a
Scrabble	Tuesday, May 31 st	4
Middle School Visits	Tuesday, May 24 th	62C/3A
Middle School Visits	Wednesday, May 25 th	49C/2A
Middle School Visit	Friday, May 27 th	18C/2A
Elementary School Visit	Tuesday, May 31 st	510C/66A
Scanning Kit	May 24 th -28 th	11

TOTAL LIBRARY INVESTMENTS	57,238.51
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P. Streiff thanked Director White for helping to volunteer at Dairy Days along with an intern from the University. K. Budsberg asked if SCLS scanning kit was well received. K. Budsberg also asked if it was coming back to the library again. K. Budsberg commented on the procedures for opening and closing and that the process is a good idea. Director White commented that tasks get completed at more efficient rate with the procedures. White added additional information that she received a resignation from a page that was just hired. White is optimistic that the other pages hired will be able to fill the gaps created by the resignation

8. Approval of Minutes:

A. May 10, 2016: Linda called for motion to approve. S. Janowiak moved to approve and it was seconded by R. Bergum. Motioned carried.

B. May 24, 2016: L. Hiland motioned to approve after noting some typographical corrections. The motion was seconded by P. Streiff and motioned carried.

9. Adjournment

L. Hiland called for a motion to adjourn. S. Janowiak moved to adjourn and J. Hoesly seconded. Motioned carried.

*Respectfully Submitted,
Lexa Speth*