

Minutes of the Board of Trustees

New Glarus Public Library

Special Informational Meeting

June 30, 2016 6:30 pm

New Glarus Village Hall Community Room

Library Trustees Present: Linda Hiland, Kevin Budsberg, Petra Streiff, Bob Bergum, Jody Hoesly, and Suzi Janowiak. Absent: Lexa Speth. Also present: Library Director Lauren White.

Other attendees (spellings taken from sign-in sheet): Roger Truttmann, Vicki Sasso, Lindsay Brockert, Jane Martinson, Linda Stoltz, Dan Stoltz, Alysha Klassy, Diana Clark, Eric Spanton, Mary Usher, Colleen Bell, Jessica Tollafson, Barb Anderson, Jim Hoesly, Rob Ready, Sandy Bubenzer, Emilie Glotfelty, Greg Thoemke, Rachel Frye, Dunnell Kendrick Parker, Beth Blahut, Jenny Sies, Mia Sies, Tara Schmitz, Megan Sherven, Peg Kruse, Charles Phillipson, Jim Roberts, Janet Urfer, Sherry Bergum, Mark Janowiak, Laci Bainbridge, Jeff Babler, Rachel Holcomb, Chris Rear, Ruth Anderegg, Jodi Bubenzer, Jeff Judd (did not sign in), Mary Hillstrom, and Sue Moen.

Meeting was called to order at 6:32. Motion to approve agenda by Jody Hoesly, second by Kevin Budsberg. Motion carried.

President Linda Hiland thanked everyone for attending and read through the rules of procedure (Slide 2), and format for the meeting, which consisted of: A slide presentation regarding the library project, written answers to the questions received in writing at the 6/14/16 Library Board Meeting and others submitted via email on 6/25/16 (also presented in slide format), verbal answers to questions received via email on 6/27/16, and then live oral questions from the audience.

Kevin Budsberg addressed the audience and reminded everyone that we're all members of the same community and we all care about that community. He introduced the Library Trustees present and began the slide presentation.

Linda Hiland then went through the questions submitted on 6/14/16 one by one. They were also presented in slide format so that the audience could read the answers as well as hear them. She stated that paper copies of the answers were available at the meeting, and that the presentation, the answers to questions 1-42, and the answers to the email questions 1-20 received on 6/25/16 will all be made available on the Village website on Friday, July 1. New questions asked at tonight's meeting will be posted online after the July 12, 2016, regular meeting of the Library Board.

President Hiland then went on to read aloud the answers to the 20 questions received via the library board's email account on June 27, 2016, which time did not allow to be included in slide format.

The meeting opened to live questions from the audience. Colleen Bell asked about the various space needs studies that had been done since 2001, and said it appeared to her that each proposal for the expanded library was smaller than the last (Village Hall proposal of 2004, West side property proposal, and now proposal for Glarner Park concept). She asked if space needs were actually going down, and where could one read all these studies online in order to compare them? Linda Hiland replied that space needs are always a work in progress, and in each case the concept had to be a balance between what is desired, what is absolutely needed, and what can be afforded to build and operate. She referred to the 2012 Building Program Statement as the latest document that the architects and Library Board have been using as a guide for the library concept.

Tara Schmitz asked about the 2004 Village Hall renovation numbers from Plunkett-Rasich and why some of them mentioned 19,000 square feet for the library. Linda Hiland replied that the 2004 proposals regarding Village Hall had been rejected as being far too expensive, and the offer from the Village in 2014 to renovate the Village Hall for library expansion did not involve the entire building and would have resulted in a library of approximately 7,200 sq. feet.

Greg Thoemke asked what has changed that we needed more space in 2004 than now? 18,000 square feet proposed in 2004 and 12,000 square feet being proposed now. Discussion between LB trustees as to which proposal from Plunkett-Rasich in 2004 he was referring to (there were 8 in total), and asked to respond to the question in writing pending research so that the answer is fully accurate and not reliant on memory alone.

Jody Hoesly requested that the live questions also be sent to the Library Board in writing via email, so that we are sure we have accurate versions of their questions and can respond in kind.

Tara Schmitz commented that some of the individual items in the latest Concept and Budget Report of October 2015 seemed excessively expensive, and asked if the Library Board was looking into ways to reduce costs. Jody Hoesly replied that absolutely the Library Board is looking for all ways to economize on costs, and that she personally is looking into getting some possible donations on shelving, etc., for the new facility.

Eric Spanton thanked the Board for having the special meeting, and mentioned the 2014 referenda was advisory only, and asked if the Library Board could request the Village have a binding referendum on the library? KB replied that when the referenda were proposed and discussed in 2013, he was a Village Trustee and proposed that they be binding. After getting an opinion of the Village Attorney, the Village Board voted to make the referenda advisory only. (10/15/2013)

Greg Thoemke questioned why the response to Question 20 had a table comparing New Glarus to other surrounding communities, but did not include Belleville or Monticello. Kevin Budsberg

replied that the question referred to building projects, and that we compared New Glarus's current concept plan with actual building projects that have occurred in nearby communities with similar-sized service populations (Brodhead, Albany, Cross Plains, Mount Horeb, and Marshall).

Director Lauren White further shared that while Monticello is not currently pursuing an expansion project, Belleville is actively doing so.

Ruth Anderegg requested to know what the current square footage of the library is (2,074 sq feet). Lindsay Brockert asked about the current service population of the library (approximately 6,000 people).

Rob Ready stated he had moved to New Glarus in 2001 and ever since he has been hearing about the proposed library expansion. He asked specifically what is holding up construction?

Linda Hiland replied that we are still waiting on a decision about site. It is up to the Village to make a commitment. Bob Bergum agreed that the main impediment is the site issue.

Colleen Bell stated that she thinks fundraising will suffer because some people won't like the location.

Alysha Klassy thanked the Board for holding the meeting. She asked how many years has active fundraising been going on? What was the original dollar amount goal? Kevin Budsberg replied that fundraising for a new building began in 2011 when the Library Board purchased the West side site. The goal was to raise \$1.24 million in private donations. He also noted fundraising for the Capital Campaign, the Operating Reserve Fund, and the Endowment are ongoing and will continue into the future. He noted recent donations we have received. Discussion of how much has been raised in cash and pledges. Kevin Budsberg stated that when fundraising began after a site had been identified, money was pledged and donated rather quickly.

Alysha Klassy asked how much the concept plan for the West side site was going to cost? Linda Hiland replied that we had worked with the same architects and they had provided a Concept and Budget report for that site just as they did for Glarner Park. She did not have the exact figure to provide from memory. AK asked how much larger was the West side proposal going to be? Kevin Budsberg replied that it was around 2,000 sq. feet larger, due to the two-story concept that included an elevator and offices for the Town of New Glarus (which would have provided rental revenue to the library).

Greg Thoemke asked for clarification on what Trustee Budsberg meant by "it was raised quickly?" Budsberg replied that "it" referred to the \$723,000 in cash and pledges. Thoemke then asked how much our fundraising consultant was paid. Budsberg replied that it was in the range of \$60-70 thousand dollars. Suzi Janowiak pointed out that the consultant's fees all came from library board savings account money, not from donations to the Capital Campaign. Colleen Bell asked where the savings account money came from, and Suzi Janowiak replied that it was from donations over the years that were undesignated from the donors, meaning they could be used by the Library Board in any manner. Jane Martinson noted that the same account was used to purchase the West side property.

Lindsay Brockert asked, when the Village Board asks for studies to be done on the West side and Glarner Park sites for feasibility and concept, does the Library pay for them? Kevin Budsberg replied that the answer was yes, and these funds have also come from the savings account. Petra Streiff affirmed that most of these studies have been performed at the behest of the Village Board, and have been paid for with Library savings funds and not Village funds. She noted how much had been spent on the West side site, including acquisition, and the Village decided to change the location. She went on to say that the Village is in conversation with the School District about relocating the ball field from Glarner Park, and all agree in principle that a new ball field will be built. She said the first step in the process will be for the Village Board to declare that Glarner Park will be the location for the new library, as then every group involved will be able to move forward with plans.

Colleen Bell asked Petra Streiff how the new ball field will be paid for? Streiff replied it's too early to know all the details but she can say there will definitely be a new field.

Mr. Judd asked how much of the \$723,000 raised is in cash on hand. Kevin Budsberg said that most pledges are in their 5th year of the 5-year cycle, and we also had a number of one-time donations. Current cash in hand is at least \$650,000.

Lindsay Brockert asked if Brodhead had more success with fundraising after a site had been confirmed. Jane Martinson provided that the entire cost of the Brodhead project was paid by the village of Brodhead (approximately \$2 million). Kevin Budsberg replied that in every community that has done a library building or expansion project, it has been done differently, so there is no standard.

Jodi Bubenzer stated that her family is active in softball and that Veterans Park is in need of improvements to facilities, too. She wondered how enough money could be raised to build the new ball field AND upgrade facilities at Veterans Park. Petra Streiff and Linda Hiland commented that all these issues are part of the process, and we don't have all the answers yet. Chris Rear (Director of Parks and Rec for the Village) responded that the ball field issues are a Parks and Rec Committee and Village issue. He reminded folks that the Library Board has no control or vote on these issues. He said discussion with the School and others on relocating the ball field if Glarner Park is the chosen site for the new library have been going on for 11 months now. But, no decisions can be made until the Village Board actually votes on the library site issue. Until then, everything is hypothetical.

Eric Spanton said it's not really fair to compare the New Glarus library project to Brodhead's. He asked the Library Board if they are committed to the idea of a new ball diamond? Linda Hiland, said yes, emphatically, that the individual Library Board members all wish to see a new ball field and that we embrace all aspects of community enrichment. We all believe that the community can have both a new library, and a new ball field. The need to work together as a community for the good of all is something we all believe in.

Kevin Budsberg stated his belief that all issues need to be worked on across departments so that we communicate, and do not waste time and money. He also said that he hopes people will understand that the concept for the library is a first step, and we are just looking to nail down the

location so that we can continue fundraising and get accurate estimates. Even if and when Glarner Park is chosen as the site for the library, nothing will happen immediately. Library Board's goal is not to displace anyone, but to have a process in which an orderly chain of events can happen (develop concept for library, plans for new ball field, and such). He said we cannot have answers for every question today, but let's break down barriers in our community to work together to build both the new library and the new ball diamond. We need to be able to share our opinions without rancor. We realize as a Library Board that we need to do more public outreach.

Greg Thoemke asked the Library Board's opinion on the petition presented to the Village Board on June 7. Suzi Janowiak replied that she agreed with Kevin Budsberg's comments, and stated that she thought it was a very good thing that the group came forward, asked for the informational meeting, and presented their questions ahead of time so that they could be answered accurately. She thanked the group for reaching out, and for their attendance, and hoped there would be a continued dialogue and spirit of partnership moving forward. She also reiterated the Library Board's belief that the community can support both a new library and a new ball field. She said it was good to have a reminder that we have to inform and engage the public on a regular basis.

Ruth Anderegg stated that the vote on the library site was virtually a tie after the 2014 referendum.

Meeting adjourned at 9:00 pm.

Respectfully submitted, Suzi Janowiak, Vice President

Addendum: The following are the responses to questions received from a citizen via email the week of June 25, which time did not allow to be presented in slide format. Instead, President Linda Hiland answered them verbally. They are attached as part of the meeting minutes:

1. Can you define a formula or operational framework which equates to how big a library should be built?

Please refer to the sidebar in slide #5 in the presentation.

2. Please share proposed size of a new structure for New Glarus?

The current concept design shows a 12,000 sf structure. Further description of the proposed site can be viewed on slide # 11 in the presentation.

3. Could you share the estimated dollar amount to physically erect the new structure?

As per the Budget and Concept Report dated October 21, 2015 p. 47, the project cost estimate is \$2,070,000.

4. Can you tell the general public what the yearly capital and operational cost will be on a new facility?

Please refer to the answer of Question # 36.

5. Can you share how the library yearly budget is funded? Tax dollars? Please define which local government bodies contribute to the operations of a local library and what %?

Please refer to the answer of Question # 36.

6. When a library board exceeds their yearly capital and operational budget. Who is responsible to cover the short fall? Example extremely cold winter? Broken pipes? Mechanical failures? Large snow fall?

There are a variety of ways this can be accomplished, assuming the problem would not be subject to an insurance claim:

1. A line item for General Maintenance Fund has been added to the proposed operational budget to help with unexpected expenses.
2. The Library Board has already established an Operational Reserve Fund with the Community Foundation of Southwest Wisconsin to supplement the operational budget with donated funding if needed.
3. The Library Board maintains a separate savings account.
4. The Library Board could request contributions from partners or communities, depending on the nature of the emergency.

If indeed the Library Board could not cover the cost of unexpected items, they would have to request of the Village Board an amendment to their budget and request the additional funds.

7. Can you tell me the average number of visitors the library services daily? Can you define the demographics ages of folks who use the library daily?

Please refer to slide # 6 in the presentation and question # 18.

The range of people who use the library is from infant to senior citizen. One of our most popular programs is 1000 Books Before Kindergarten and one of our community partners is the New Glarus Home, for whom the library staff arranges materials check-out.

8. Will a new library have conference rooms, community or study rooms for local residents to use. If so how many?

The concept design shows one multi-purpose room, a story hour room, and 3 study rooms. Please keep in mind that this is a concept design and could change based on fundraising.

9. How many computer stations will a new library offer?

The Concept and Budget Report of October 21, 2015 has a figure of 10. Again please keep in mind that this is a concept design and could change based on construction or operating funds (each computer station carries an annual maintenance cost.)

10. Will a new library offer, lap tops, kindles, or tablets? If so how many?

At this point, it has not been discussed.

11. With the rapidly changing electronics society, the world in the palm of your hand i.e. Apple device, tablets, lap tops, droid phones. Why a bigger brick and mortar structure?

The library is so much more than books, and patrons of all ages participate in many programs through the year, and deeply value them. Our proposals contain a large amount of flexibility to adapt to such changes. The library is severely undersized now, and we are confident that our proposals are “right-sized.” Additional information can be found in questions # 31 and 32.

12. What population base is driving the need for new library?

The service population of the library drives the need. That service population total of 5,600 includes the Village of New Glarus plus all of the surrounding townships.

13. Please define how a new library is going to benefit our community? Convince me as why I should be in support of a new library? How is a new library going to be a benefit to my family?

A new library will help the community and your family by:

- being easily accessible by all patrons especially those using wheelchairs and strollers
- allowing our collection to grow
- giving more space to hold programs and functions for the community
- providing study and work areas for small groups
- providing more computer stations
- enhancing the local history and genealogy collection
- providing a quiet reading area
- creating a space for staff to enhance and deliver story time

14. My children are in High School. They enjoy reading. However they utilize their lap tops and tablets. For 95% of the time they click and with in seconds. They have multiple choices on what they want to read. All from the comfort of home. What's going to draw them to a new library?

A library may not be appealing everyone, but we try to ensure that opportunities exist to enrich lives and learning of everyone if they chose to take part. A welcoming space to read, study, and collaborate may draw them to the library. If they need to work on a group project for school, the study rooms are a new and frequently requested asset for the new library. Students using the library will have access to research materials, help with research from the library staff and access to computers or wi-fi. The most valuable asset of any library is the well-trained staff who can offer assistance.

15. The location of a new level library at Glarner Park Diamond. Why is the library board presenting this parcel of green space as building site?

Please refer to presentation slide # 9

16. If the library board builds a new facility at Glarnar Park? Who is responsible to build a new park and ball diamond? Cost of a new park and diamond?

This is a Village Board decision.

17. Are there any Village ordinances in place that require green space be replaced if a structure is placed on the open green space?

This is a question best answered by the Village Administration.

18. New Glarus Fire Department, New Glarus EMS District and the Library Board are attempting to raise money for building projects. Three separate groups on three seperate fund raising missions. Why?

The Library Board cannot speak to the needs or fundraising for the New Glarus Fire Department or the New Glarus EMS District; however, there is a need for a new library to improve its services and one of the ways to control the impact on taxes is to raise private funds.

19. Why not build one facility on the current site, which would house, the FD, PD, EMS, Village Hall , community room and the Library.? A joint powers governing body.

The Library Board's responsibility lies only in the realm of the New Glarus Public Library. The Village Board is responsible for decisions, which include multiple entities of the village. Often, there are safety concerns with emergency services located within the same facility as a library.

20. A cooperative effort has worked in other communities by placing multiple agencies under one structure. Why not New Glarus? Could everyone benefit?

There are currently several agencies located in the Village Hall. Many have outgrown their current space and there is little if any space surrounding the current village hall for expansion.