

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, July 9, 2013**

President Linda Hiland called the meeting to order at 6:34 p.m. in the New Glarus Village Hall Boardroom. Trustees present (in addition to Hiland) were: Jody Hoesly, Suzi Janowiak, Lexa Speth, Becky Weiss and Village Board Liaison Kevin Budsberg. Wayne Duerst was absent. Library Director Maggie Waggoner was also in attendance.

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

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

OLD BUSINESS:

- A. DISCUSSION & CONSIDERATION: CO-CHAIRS TEAM:** Their next meeting is planned for Thursday, July 11th to discuss a timeline and other items for succession planning. As for the fundraising event hosted by Puempel's Olde Tavern we are delighted with the steady stream of people, tips, and the amount of food purchased that night. We appreciate the time and assistance from the Puempel's staff, Mark Barnaby for performing, and Kaye Gmur for being the emcee that night. As part of the fundraising event wrap up, S. Janowiak will ask Dan Gartzke to follow up with Sugar River Pizza.
- B. DISCUSSION & CONSIDERATION: ADMINISTRATION TEAM:** J. Hoesly distributed the charts and reported that she is handling the administration duties at this time. B. Weiss provided an update on a recent email exchange with CFSW related to how pledges are recorded on the monthly report. Director Waggoner spoke about the Silent Auctions which are held weekly at the Farmer's Market.
- C. DISCUSSION & UPDATE: BUILDING COMMITTEE:** Nothing to report.
- D. DISCUSSION & UPDATE: COMMUNICATION TEAM:** Jim Grant had prepared a chart that details the communication tasks that have been completed and which ones are still pending.
- E. DISCUSSION & UPDATE: GRANTS TEAM:** K. Budsberg reported that both Jenny Kuderer with WEDC and Village Administrator Nic Owen let him know that the next round of CDBG grants would be in September 2013. K. Budsberg is reviewing the information and will report back at the next meeting.
- F. DISCUSSION & UPDATE: PARTNERSHIP TEAM:** Nothing to report.
- G. DISCUSSION & CONSIDERATION: LIBRARY/VILLAGE BUILDING SUBCOMMITTEE REPORT:** L. Hiland had spoken with N. Owen early this afternoon; N. Owen said the next meeting is scheduled for this Thursday, July 11th at 5:00 p.m. with the Village Parks and Recreation committee and the School Board Facility committee. J. Hoesly is planning on attending this meeting. J. Hoesly also reported that she had communicated with N. Owen regarding the past Glarner Park storm water study; N. Owen has getting an updated study on his list of tasks to complete.
- H. DISCUSSION & CONSIDERATION: 2014 BUDGET:** Director Waggoner had attended the July 2, 2013 budget meeting with other departments and Village staff. She summarized the meeting as N. Owen reported that due to a lack of growth in the Village and the unknown

levy limits at this time, that all departments should submit a budget with no changes for 2014. In a follow up conversation several days later with N. Owen, Director Waggoner stated that some of the items they discussed were the decrease in county aid, increase in expenses, levy limits, how other departments handle the budget process, TIF, and how no budget increase is actually a decrease. The 2014 Library preliminary budget is to be submitted to Village staff by July 12, 2013. L. Speth asked if there were any other departments affected by reimbursements from neighboring counties; K. Budsberg replied yes, the Police Department. Discussion continued with a focus on adjusting columns and totals, use of graphs, consolidating similar line items into groups (for example, programming), union contract negotiation process, and DPI standards. Moved to have the proposed Village contribution adjusted so that total revenues match total expenses by K. Budsberg, second by J. Hoesly. Motion Carried. Director Waggoner will complete the changes discussed and email to all for review.

BILLS / FINANCIAL REPORT: The June 2013 financial report prepared by Village Clerk-Treasurer Lynne Erb was e-mailed prior to the meeting. There was one set of bills presented: the July 9, 2013 bills totaled \$2,502.69. The bills were initialed by trustees to show approval for payment. The 2013 budget was discussed earlier tonight at part of agenda item 4H. K. Budsberg asked if the on-line access to bank statements was resolved; L. Hiland replied not yet as she had been out of the country and needs to complete signing the appropriate paperwork.

DIRECTOR'S REPORT:

Staff Meetings:

Our next staff meeting is scheduled for July 15 at 8AM.

Other Staff Communications:

I revised the system for accounting for our "fines & fees" revenue. Since January, 2013, we now record these revenues on spreadsheets located on our two staff computers located at our service counter. Each evening, the adult staff person who is closing the library combines the totals from the two spreadsheets and counts the revenue drawer against the total for that day. A set amount of money is left to start the next day with. The next morning, the person opening the library counts the revenue from the previous day and the money in the revenue drawer to verify the amounts. The revenues are given to the assistant Village Clerk for recording and deposit. Prior to this system, fines & fees were handwritten on a small piece of paper. The task of counting the money and adding all the figures was time consuming and the money never matched the recorded amount. Using a spreadsheet saves time, is more accurate, and will make the Village's auditors happy.

Summer Reading Program:

The SRP is well under way! The kids love coming in with their reading logs and collecting their prizes. So far, we have 76 *Little Diggers* (pre-school), 121 *Dig Into Reading Kids* (grades 1-6), and 28 *Beneath the Surface Teens* (grades 6-12) registered. The kids and their families are enjoying our SRP special events as well. "Duke Otherwise" entertained families on

June 21 with a wacky and funny musical program. Thanks to our sponsor, New Glarus Utilities! On June 18 we had a "Worry Stone Painting" program. This was originally planned for older kids but it turns out that many of them were caring for their younger siblings so we opened this to all ages. We had two "Snakes Alive!" (June 28) programs because it is so popular and lots of the kids want to pet the snakes! Thanks to South Central Library System for sponsoring these shows. We had our "hands-on-get-messy" arts & crafts day on July 3, sponsored by Union Bank with our thanks. Our next program is the Traveling Lantern Theater Company show on July 11. It will be in the park, weather permitting. (Last year this show was in the community room because of thunder storms.)

Some Other Library Activities in June:

1. I organized and supervised our booth at the NG Farmer's Market.
2. I attended the Village of NG Public Hearing on June 4.
3. I conducted a staff meeting on June 6 at 7:00pm.
4. I attended the Green County Library Directors meeting on June 7 at 1:00pm.
5. I executed Erin's six month progress evaluation and goal setting on June 19
6. I attended the SCLS Administrative Council meeting on June 20 in Madison.
7. I volunteered at the Sugar River Pizza fund raiser on June 20.
8. I met with representatives from Unitrends to discuss backup systems for the library computers on June 22 at 10:30am.

Early Literacy Projects Competitive Grant:

Work progresses on our Early Literacy Projects Competitive grant. Erin and I had a good brain storming session about the grant on June 27. We are meeting with Ruth Sias next week to learn more about her experiences with the Madison Public Library's "Reach Out and Read" program. Ruth is the organizer and coordinator of this program for MPL.

ALA Conference:

Erin attended the American Library Association Exhibits OnlyDay on June 29, 2013 in Chicago. SCLS chartered a bus so NGPL bought Erin's \$30 round trip ticket and Erin donated her time. She found the Exhibit Hall a tad bit overwhelming but that didn't stop her from bringing back lots of information and books for us. Thanks Erin!

Update on health insurance benefit for Erica Loeffelholz:

The Library Board Resolution appointing Erica to the full time Library Assistant for Teens and Collections was given to Lynne Erb on June 26. Lynne sent the application for Erica's health insurance benefit to ETF the following day. Erica has health insurance effective July 1, 2013.

SCLS Administrative Council Meeting Notes, June 20, 2013

I attended the Administrative Council Meeting as the representative of the Green County Libraries Cluster at SCLS headquarters in Madison.

The AC approved the cost formula based on the Work Group's Review. The Work Group is made up of SCLS staff and member library Directors. The work group determined that for 2014, members will pay their actual 2013 costs plus 40% of the difference between their actual 2013 fee and their 2014 cost formula fee (not including software fees). 2014 will result in a \$5,000 gap between what is needed and what is collected. The \$5,000 will be paid out of the SCLS technology contingency fund. In the future, the cost formula will be reviewed to create possible additional tiers of ILS fees with different technology support for members who want ILS but do not need technology support beyond what is needed for ILS.

The AC approved the voting shares for the July All Directors meeting for delivery, ILS, technology and Library Online.

Library Property Insurance:

Library insurance coverage was discussed at the last AC meeting. I followed up about our coverage with Lynne and Nic. The issue is coverage of our library material when it is in transit to or at another location as well as when it is in our building. The Village has property insurance through the Local Government Property Insurance Fund. The Library is included in the Village Hall site with a total building value of \$944,320 and contents value of \$367,920. Our material is properly covered.

South Central Library System:

SCLS has scheduled an upgrade to LibLime Koha 4.16 to take place at 5pm on Monday, July 22. Koha and LINKcat will be down from 5pm until the morning of July 23 for this upgrade. Libraries that are open after 5pm should plan on using Offline Circulation. I posted this to the staff calendar to remind staff that we will need to be ready for Offline Circulation. SCLS will alert the public about the upgrade via Facebook and Twitter and NGPL will be doing the same. I will also include it in my weekly news article.

The main purpose of this upgrade is to implement the first stage of improved authority control functionality. As part of this process, SCLS is having the entire bibliographic database cleaned up and is applying RDA (resource description and access) rules to authority records which prepares them for new opportunities in the future. In addition to the authority control, 4.16 will include a number of bug fixes. We have not heard what these fixes are yet.

SCLS is aware that down-time during the summer library programs is not ideal and are doing their best to minimize the down-time. This particular upgrade requires down-time due to the additional processing required for the new authority control functionality. Staff and patrons should not see major differences with this upgrade, though authority searching will certainly be improved

State Public Library News:

In late May, the Joint Finance Committee, on a motion offered by Joe Leibham (R-Sheboygan), voted 12-4, along party lines, to require the Department of Administration (DOA),

in consultation with the Department of Public Instruction (DPI), to conduct a study of the public library systems to identify potential savings. This provision in the Wisconsin State Budget was vetoed by Governor Walker.

New Glarus Public Library Programs & Attendance

June 2013

12 programs: 6 adult/6 youth

686 attendees: 100 adults/586 children

Activity	Date	Number of Attendees
Middle School SRP Visit (Erica)	Tuesday, June 4	21 Children 1 Adult
Elementary School Visit (Ignacia)	Wednesday June 5; 10:00-3:15	400 C. 22 A.
Farmer's Market	Thursday, June 6, 3-7	
Adult Book Discussion (<i>True History of the Kelly Gang</i>)	Wednesday, June 12; 7:00pm	4 A.
Farmer's Market	Thursday, June 13, 3-7	
Worry Stone Painting	Tuesday, June 18; 2-4pm	12 C. 5 A.
Farmer's Market	Thursday, June 20, 3-7	
Duke Otherwise	Friday, June 21; 6pm	29 C. 17 A.
Scrabble	Tuesday, June 25: 1-3pm	6 A.
Snakes Alive!	Friday, June 28; 10am-12pm	89 C. 30 A.
Farmer's Market	Thursday, June 20, 3-7	
Snakes Alive!	Friday, June 28; 12:30pm	35 C. 15 A.

B. Weiss asked what impact the WiscNet changes may have on library services; at our level Director Waggoner does not anticipate that we will notice any change. In response to a question from J. Hoesly, Director Waggoner also talked about the history and effect of the recent state budget proposal to study public libraries that Governor Walker vetoed.

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

APPROVAL OF MINUTES:

- A. Moved to approve the June 11, 2013 Library Board minutes by S. Janowiak, second by K. Budsberg. Motion Carried.
- B. Moved to approve the June 25, 2013 Library Board minutes by J. Hoesly, second by S. Janowiak. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by S. Janowiak, second by K. Budsberg. Motion carried at 8:35 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE AUGUST 27, 2013 LIBRARY BOARD MEETING

NEW GLARUS PUBLIC LIBRARY 2013	Circulation	New Patrons Registered		Circulation by PSTAT 2013	Village of New Glarus	Town of New Glarus	Town of York	Town of Exeter	Dane County (No Library)
January	6780	10		January	3288	1554	823	311	366
February	6213	11		February	2987	1526	641	282	168
March	7002	13		March	3491	1537	819	429	254
April	7052	8		April	3476	1618	809	402	282
May	6133	7		May	3117	1449	683	306	253
June	7739	26		June	3492	2319	900	325	329
July				July					
August				August					
September				September					
October				October					
November				November					
December				December					
Total:	40919	75		Totals:	19851	10003	4675	2055	1652
	Patron ILL 2013 Requests	ILL Requests Rec'd	ILL Requests Unable to Fill	# Unique Website Visitors	# Website Visits	WiFi Sessions	Public Computer Sessions	Public Computer Hours	
January	24	14	2	729	1206		209	95	
February	4	7	0	682	1031	765	217	106	
March	7	5	2	787	1309	735	255	126	
April	10	2	2	515	802	890	198	93	corrected
May	6	11	0	719	1047	1221	199	85	
June	6	5	1	750	1050	1132	188	80	
July									
August									
September									
October									
November									
December									
Total:	57	44	7	4182	6445	4743	1266	585	
	2013 Patron Visits	Hours Open	Patrons/Hour	# Programs	# Adults	# Children	Total Attending		
January	3403	200	17.0	(5A&4C) 9	72	46	118		
February	3065	200	15.3	(2A&4C) 6	19	43	62		
March	3366	196	17.2	(3A&4C) 7	35	61	96		
April	3381	218	15.5	(8A&7C) 15	68	88	156		
May	2467	209	11.8	(6A&7C) 13	44	184	228		
June	3375	205	16.5	(6A&6C) 12	100	586	686		
July									
August									
September									
October									
November									
December									
Total:	19057	1228	-	0	126	1008	1346		

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, July 23, 2013**

President Linda Hiland called the meeting to order at 6:34 p.m. in the New Glarus Village Hall Boardroom. Trustees present (in addition to Hiland) were: Jody Hoesly, Suzi Janowiak, Lexa Speth (arrived 7:43 p.m.), and Becky Weiss. Also in attendance were Village Board Liaison Kevin Budsberg and Library Director Maggie Waggoner (left at 9:21 p.m.). Wayne Duerst was absent.

ANNOUNCEMENT: The Library Board will convene into a Closed Session called under WI State Statute 19.85 (1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility (Library Director Performance Evaluation).

APPROVAL OF AGENDA: Moved to approve the agenda by S. Janowiak, second by J. Hoesly. Motion Carried.

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

OLD BUSINESS:

- A. DISCUSSION & UPDATE: ADMINISTRATION TEAM:** J. Hoesly has started to reconcile the June 2013 CFSW report. J. Hoesly and Director Waggoner brought up items related to in-kind donation for Mark Barnaby and to the Argue-ment Golf Course bookmark fundraiser. We also discussed a photo opportunity with a New Glarus Girl Scout troop.
- B. DISCUSSION & UPDATE: BUILDING COMMITTEE:** Nothing to report.
- C. DISCUSSION & UPDATE: CO-CHAIRS TEAM:** S. Janowiak will discuss this later tonight under agenda item #7A.
- D. DISCUSSION & UPDATE: COMMUNICATION TEAM:** Nothing to report.
- E. DISCUSSION & UPDATE: GRANTS TEAM:** J. Hoesly reported that she had to renew the password to the NEH grant program. We also talked about the NEH grant the Madison library had received and used for a "Bubble Room."
- F. DISCUSSION & UPDATE: PARTNERSHIP TEAM:** Nothing to report.
- G. DISCUSSION & UPDATE: LIBRARY/VILLAGE BUILDING SUBCOMMITTEE REPORT:** J. Hoesly had provided an update on the July 11th meeting between representatives from the School District and the Parks & Recreation committee. The committees are currently waiting on quotes for the ball diamonds. J. Hoesly has emailed Village Administrator for an update on the engineering study. At this time it has been suggested as a 50/50 split between the school and the Village, but it is not clear what the entails. As the number of ball diamonds, engineering studies, use of sinking funds, etc are still to be determined. L. Hiland offered to contact N. Owen for an update. Discussion also touched on a timeline, sports schedules, and water issues.

- H. DISCUSSION & CONSIDERATION: CDBG GRANT:** K. Budsberg has spoken with N. Owen and N. Owen is willing to take on the steps of combining and updating the CDBG grant information for the September 2013 deadline. Moved that we forward the CDBG grant application information to Village Administrator Nic Owen for processing by S. Janowiak, second by J. Hoesly. Motion Carried.
- I. DISCUSSION & CONSIDERATION: COOPERATIVE BOUNDARY AGREEMENT (CBA):** Both the Town and Village approved a request that has been submitted to the DOA (Department of Administration) for a one-year extension of the CBA. It was pointed out by both S. Janowiak and K. Budsberg that CBA discussions are continuing and that progress has and can continue to be made. B. Weiss asked for clarification on the way the Town electorate votes on the CBA.
- J. DISCUSSION & CONSIDERATION: 2014 BUDGET:** Talked about various items in the line item budget ranging from insurance, sinking funds, interest income on savings accounts, salaries and fringe benefits, general fund, Chalet of the Golden Fleece and Floral Clock operations, budget shortages, and the audit process. All trustees are to review the information and prepare questions for Village staff; L. Hiland will invite N. Owen to attend our next meeting to answer questions.
- K. DISCUSSION & UPDATE: ONLINE BANK STATEMENTS:** L. Hiland had contacted the Bank of New Glarus for clarification on the online banking sign up process. It is a two-stage process, where you have to sign up for online banking, which W. Duerst has already done for this account. Next, you can only designate one person to receive the electronic statement. L. Hiland will follow up with W. Duerst after the meeting to see if this step has been completed yet.
- L. DISCUSSION & CONSIDERATION: PLEDGE CARD REMINDER SENT BY CFSW:** B. Weiss felt pledge reminders should be sent and then individual donors can decide, based on how it works in their budget cycle, when to submit payments. L. Speth asked for an estimate on when a shovel could go in the ground; we discussed the process of reviewing and editing plans. K. Budsberg suggested having CFSW insert into the pledge reminders the bookmarks for the Argue-ment Golf Course fundraising event. L. Hiland volunteered to speak to W. Duerst and have him contact CFSW to discuss. Moved to authorized CFSW to send out pledge reminders by S. Janowiak, second by K. Budsberg. Motion Carried.

NEW BUSINESS

- A. DISCUSSION & CONSIDERATION: FUNDRAISING CO-CHAIRS FOR NEW BUILDING PROJECT:** S. Janowiak and L. Hiland had attended the last co-chairs meeting and reported that the co-chairs have completed their assigned tasks. As such, the co-chairs are looking for direction from the Library Board on where to go next, so the next team can be in place and ready to proceed. We discussed what tasks the co-chairs have accomplished, their schedules, tasks still outstanding, grants, number of individuals needed, and communication. As for the composition of the group we anticipate a core group of individuals that can pull in others as needed for specific tasks. S. Janowiak will report back to the co-chairs. K. Budsberg mentioned moving the co-chairs to honorary members of the campaign. We are extremely grateful and appreciate all the time, effort and tasks that the co-chairs have undertaken!

BILLS AND FINANCE REPORT: 2013 budget information was discussed earlier tonight as part of agenda item #6J. There was one set of bills presented: the July 23, 2013 bills totaled \$1,523.50. The bills were initialed by trustees to show approval for payment.

DIRECTOR'S REPORT:

Libraries and Health Care Coverage

During the annual meeting of the American Library Association (ALA) last week, the Institute of Museum and Library Services (IMLS), together with representatives from the Centers for Medicare & Medicaid Services (CMS) and library representatives met to discuss the role libraries can play in providing information to help the public navigate new health insurance options in the Health Insurance Marketplace.

The Marketplace website HealthCare.gov will be the primary tool for delivering information to Americans about their health coverage options. Ideally, enrollment assistance will be offered in a variety of formats and contexts including in person, online, mobile, written, and Spanish. As prominent providers of Internet access and digital literacy training for people who lack Internet connections at home, libraries may experience increased demand for computer services. The goal is to ensure that librarians have the information and connections needed to connect their patrons to information about the Health Insurance Marketplace when open enrollment begins October 1, 2013.

The NGPL staff will study and review the information and training tools provided to help us help our patrons. We will attend the webinar prepared by WebJunction.org called "Libraries & Health Insurance: Preparing for October 1". We will create awareness of our "Health Insurance Marketplace Information and Resources" program through our usual channels (newspaper, FaceBook, bookmarks, etc.) and by partnering with local health organizations.

Libraries have a long history of meeting public demand for consumer health information. At this point, no funding will be given directly to public libraries to assist with enrollment.

Summer Reading Program Update:

At the end of our fourth week of our Summer Reading Program, we have registered 241 kids (80 *Little Diggers* (pre-school), 131 *Dig Into Reading* (grades 1-6), and 30 *Beneath the Surface* (grades 6-12)). We have presented three more special summer programs in the last two weeks and they have been well attended.

Local Author David Green

David Green, Blanchardville, just published [The Families of Green's Prairie Cemetery](#). The history of this cemetery is important to Green County and is the final resting place for many early settlers of York, Adams, and Primrose Townships. Two copies of this book were

purchased for our collection and we are trying to persuade Mr. Green to give a presentation about it at the library this Fall.

Wisconsin Poet Laureate Max Garland

We are planning to host Max Garland at the library this April during National Poetry Month. Mr. Garland is available and happy to come to NGPL for a reading of some of his work and a book signing. I have been in touch with other Green County libraries to see if they are interested in hosting him and sharing his travel expenses. We have two of his books in our collection (Hunger Wide As Heaven and The Postal Confessions).

Using Gmail to access SCLS email accounts

It is possible to use a Gmail account to access work related SCLS email accounts. SCLS does not support Gmail accounts but they do recognize that many library staff have their SCLS email funneled through personal Gmail accounts. The issue I see is related to public records. As long as a staff member has both accounts, their professional email is accounted for. We have several staff who do this now and I have explained to them the importance of keeping their work related email separate from personal email.

Public Library Users Want Both Books and Technology

An interesting article by George Eberhart and published in the March/April, 2013 issue of American Libraries highlights a report by the Pew Research Center on uses of public libraries: *“A new report by the Pew Research Center indicates that free access to technology in public libraries is as important to Americans ages 16 and older as printed books and reference services. “Library Services in the Digital Age” (PDF file), released January 22 by the center’s Pew Internet and American Life Project, showed that 80% of the 2,252 interviewees said borrowing books and consulting reference librarians were “very important” library services, while 77% gave free access to computers and the internet the same rating.”* The full article may be accessed at

<http://www.americanlibrariesmagazine.org/article/public-library-users-want-both-books-and-technology>

Backup of Library Computers

I met with representatives from UNITRENDS which is a company that offers “unified data protection without limits” because we really do not have an efficient and secure back-up system for our library computers. UNITRENDS currently backs up the NG School District computers. They offer excellent data backup and recovery solutions but they may be more than the library needs at this time and is cost prohibitive. I spoke with Lynne Erb about how the Village accomplishes their data protection and will continue to investigate various solutions. We polled

Wisconsin public libraries through wiscpublistserv and their really are a lot of options. My **goal** is to have a solution in place for the NGPL by the end of 2013.

All Directors Meeting

I attended the July 18, 2013 SCLS All Directors meeting at Middleton Public Library. SCLS member libraries voted to approve the cost formula that is used to arrive at the various fees charged by SCLS to its members. This came as no surprise. SCLS has done an excellent job of explaining their budget and how they determine member fees. The May All Directors meeting involved all member libraries in a discussion of services and priorities. It was an important and beneficial listen/discussion meeting resulting in SCLS forming their budget around member priorities. So the July 18 meeting resulted in no surprises and the preliminary SCLS costs in our 2014 Operating Budget will likely stand. Official approval by the SCLS Board will come in early August.

Continuing Education

I attended *How Am I Doing? Raising the Bar on Performance Management* on Wednesday, July 17. This webinar was presented by Lynn Hoffman, Operations Manager, Brown County Library. This well organized webinar described a performance management model developed to make staff evaluations more constructive in building trust and ultimately strengthening the whole organization. It validated my own approach to this process and gave me some new/better ideas. I earned one hour CE toward the twenty hours I need each year for re-certification.

Wisconsin Public Library Consortium

As you know, we are a member of WPLC with our membership paid by SCLS. WPLC manages the digital buying pool (OverDrive) for Wisconsin public libraries. Every year they look at new platforms for digital materials. So far, Overdrive is the only platform (still) that comes close to providing e-books and downloadable audio books to library patrons and will remain our vendor in 2014. SCLS is asking the SCLS Foundation to contribute to the system's contribution to OverDrive so our final 2014 cost for this service will not be known until after the SCLS Foundation Board meets next week. WPLC and SCLS are looking at Zinio, a platform that provides magazines in much the same way OverDrive provides books. Middleton Public Library offers this service to their patrons (www.midlibrary.org/zinio) and SCLS is looking into the cost for other interested libraries. More and more "zines" are ceasing print publication and only offering a digital format. The latest one that affects NGPL is PC World, which will only be available digitally starting this September.

Preliminary 2012 Public Library Data

The Wisconsin Department of Public Instruction Public Library Development team sent the statistical data compiled by Wisconsin public libraries to each library for review prior to publication. I reviewed the NGPL data and sent it to PLD on July 18.

CONVENE INTO CLOSED SESSION: Moved to go into closed session by K. Budsberg, second by S. Janowiak. By roll call vote: K. Budsberg-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; L. Speth-yes; and B. Weiss-yes. Motion carried at 8:56 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by S. Janowiak, second by K. Budsberg. By roll call vote: K. Budsberg-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; L. Speth-yes; and B. Weiss-yes. Motion carried at 9:44 p.m.

RESULTS OF CLOSED SESSION: The Library Board listened to comments from Library Director Waggoner.

ADJOURNMENT: Meeting adjourned on a motion by L. Hiland, second by S. Janowiak. Motion carried at 9:44 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE AUGUST 27, 2013 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, August 13, 2013**

President Linda Hiland called the meeting to order at 6:33 p.m. in the New Glarus Village Hall Boardroom. Trustees present (in addition to Hiland) were: Wayne Duerst, Jody Hoesly, Suzi Janowiak (left at 10:20 p.m.), Lexa Speth, and Becky Weiss. Village Board Liaison Kevin Budsberg was absent. Also in attendance were Library Director Maggie Waggoner (left at 10:00 p.m.) and Village Administrator Nic Owen (left at 7:47 p.m.).

ANNOUNCEMENT: The Library Board will convene into a Closed Session called under WI State Statute 19.85 (1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility (Library Director Performance Evaluation).

APPROVAL OF AGENDA: The agenda was approved on a motion by J. Hoesly, second by W. Duerst. Motion Carried.

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

OLD BUSINESS:

- I. DISCUSSION & UPDATE: 2014 BUDGET:** We had an extensive discussion with Village Administrator Nic Owen regarding budget information: levy, sinking funds, reserves, room tax, state aid, county aid, health care costs, wages, fringe benefits, general fund, debt issuance, TIF, budget process and timeline, audit, financial software, and the CBA.
- L. Hiland started by summarizing the case for a budget increase: no increase in three years, employees who have different benefit needs, continued increase in fringe benefit costs, and a decrease in the county aid we receive. S. Janowiak asked N. Owen if he had any new ideas or updates since the last time we talked about budget information; N. Owen responded that they had predicated .5% growth in the levy it actually came in at .58% and he is looking at areas where modest cuts may be made as well.
- J. Hoesly questioned what revenue sources there were besides the levy and what sinking funds currently exist; modest interest and State Aid which has been mostly flat or declining for the last 10 years. Sinking fund examples were fire truck, squad cars, street repairs, etc. J. Hoesly then asked where does the interest on the sinking funds go; it is put back into the sinking fund. It was also mentioned there are reserves of 35% of the general fund. Director Waggoner asked about the difference between the 33% that is required and the 35% that is currently being held, would the 2% difference be enough to cover; N. Owen pointed out that the auditors advise on how much is held in reserves and how it is spent.
- We pointed out that premiums for health care and other fringe benefits keep increasing. In addition, that staff (both new and current) can elect different health care options resulting in a need for additional funding.
- N. Owen then responded to additional questions about the levy and sinking funds. S. Janowiak asked when TIF #2 expires; anticipate it will be in 2015. L. Hiland asked for the dollar amount; estimated to be \$16,000. B. Weiss then asked for clarification that the

complete \$16,000 is available; yes. L. Hiland confirmed that N. Owen has on file the letter we submitted in 2011 regarding TIF funds; yes.

Director Waggoner asked N. Owen if he would advocate and support budget requests thru the process; N. Owen replied that he hadn't had enough time yet to review and was undecided. As he had been hoping for a quiet budget year but had requests already from both the Police Department and the Library. We then pointed out the impact no budget increase would have on the library's programming, collections and ability to provide other services.

L. Hiland asked if the sales tax could be adjusted; N. Owen replied that is set by the County not the Village. This led into a discussion on how the room tax is set, spent and the process to adjust it. Currently room tax revenues are split 90% to the New Glarus Chamber, 7% to the Village, and 3% remains with the businesses that collect the room tax. What about increasing the room tax; then using those additional revenues to support local tourist attractions (Chalet of the Golden Fleece and the Floral Clock). This would then make funds available to help support our budget request.

B. Weiss asked for clarification on what the line "Forfeited Discount's" was; N. Owen replied that is part of the Electric and Water and is not available.

Next we discussed how the library pays for the audit and financial software; N. Owen pointed out in the budget where the utility is also split out separate for those items, and the other departments are part of the general fund. J. Hoesly added that those costs are then covered as they are part of the large pool.

S. Janowiak then stated that we asking for your help and expertise in addressing these budget questions, are you willing to advocate to the Village Board; N. Owen responded that staff is waiting to hear from the Village Board. The next meeting of the Finance/Personnel (F/P) Committee is August 20th and that we could submit a letter to them prior to the meeting. Then the full Village Board would be reviewing budget information in September.

S. Janowiak responded that we would like to see you again after the F/P meeting to review what was discussed and hear your suggestions. Both L. Hiland and L. Speth spoke to how a library provides a vital public service as it provides free access to assist individuals in their pursuit of education and individual interests. Director Waggoner spoke to how public libraries have provided critical services during these economic times. For instance the federal government is looking to public libraries to assist with providing services to help with the Federal Health Care Act. N. Owen commented that the budget is all about priorities and that he never gets calls saying don't fix my street. Director Waggoner asked if budgets were remaining flat for all other Village departments; N. Owen responded relatively flat, both Parks and Public Works have increased.

We appreciate N. Owen attending tonight's meeting. L. Hiland will email N. Owen and invite him to our next meeting on August 27th, to continue discussions for the list of outstanding questions and additional numbers requested during tonight's meeting. We will also compile a letter and statistical information for the upcoming F/P meeting and ask that it be included in the Village Board packet as well.

J. DISCUSSION & UPDATE: LIBRARY/VILLAGE BUILDING SUBCOMMITTEE REPORT:

N. Owen reported that the school has been having troubles obtaining quotes for design possibilities of the fields. He anticipates that the subcommittee will be meeting soon to discuss the 2005 report about Glarner Park done by Strand Associates. A variety of questions were asked: S. Janowiak inquired if the referendum question is being asking

about which site is available, is it specific to Glarner Park, or a different site. J. Hoesly asked if there was a timeframe for researching the feasibility of Glarner Park. Director Waggoner asked if the Strand study already had a building site on it. L. Speth questioned if the school says no, are we done with site discussions and moving forward. L. Hiland summarized that the subcommittee must continue to meet, and that the School needs to obtain quote information so answers to the multitude of questions and steps for definite plans can take shape.

- K. DISCUSSION & UPDATE: CDBG GRANT:** Since he was absent prior to the meeting, K. Budsberg gave L. Hiland an update on the CDBG Grant. Since certain numbers (fundraising totals, etc.) are not finalized do we wish to move forward with the application; knowing that the next grant cycle will not be till 2014. Consensus is to submit with the information available at this time.
- L. DISCUSSION & UPDATE: COOPERATIVE BOUNDARY AGREEMENT:** Reminder that the CBA has been extended for one year and that they continue to meet and discuss the CBA.
- M. DISCUSSION & UPDATE: CO-CHAIRS TEAM:** Co-Chairs had been invited to tonight's meeting but were unable to attend. S. Janowiak will contact the Co-Chairs to discuss the next steps in the fundraising campaign.
- N. DISCUSSION & UPDATE: ADMINISTRATION TEAM:** Responding to an e-mail from Co-Chair Dan Gartzke about CFSW: there are no special holding fees assessed and the funds are accruing interest.
- O. DISCUSSION & CONSIDERATION: ONLINE BANK STATEMENT:** W. Duerst confirmed that he has online access to the bank statement. Moved to grant the New Glarus Village Clerk-Treasurer (currently Lynne Erb) access to receive electronically the statement for the New Glarus Public Library Savings account held at the Bank of New Glarus by S. Janowiak, second by J. Hoesly. Motion Carried.

NEW BUSINESS:

- A. DISCUSSION & CONSIDERATION: NEW GLARUS VILLAGE BOARD NON-BINDING REFERENDUMS ON NEW BUILDING:** K. Budsberg, L. Hiland and L. Speth all spoke about the August 6th Village Board meeting and referendum discussion. L. Hiland had spoke during the public comment section that night, and asked multiple questions: What will you do with the outcome of a referendum? What happens to the donations? What happens to the land? Why now, when the referendum question has been voted down in the past? What message are you sending to the citizens since the Board had voted to support this project in the past? Director Waggoner questioned what this means for the timing of the project? Especially given the multiple unknown items related to concept, site, and feasibility of Glarner Park. How will the referendum questions be drafted? How will the public be updated? L. Hiland will invite Village President Roger Truttmann to attend our next meeting to discuss the referendum and building project in general.
- B. DISCUSSION & CONSIDERATION: CONTINUATION OF BI-MONTHLY MEETINGS:** L. Hiland suggested that if we are continuing bi-monthly meetings, that we structure the agendas to divide up items between meetings. For example: financial reports, Director's report the first meeting of the month, and team reports the second meeting of the month. Moved to continue bi-monthly meeting schedule and structuring the agenda items based on

the meeting day for the month by L. Hiland, second by J. Hoesly. Motion Carried. L. Hiland volunteered to work with Director Waggoner to develop agenda templates.

C. DISCUSSION & CONSIDERATION: THE LAURA BUSH 21ST CENTURY LIBRARIAN PROGRAM GRANT: Director Waggoner drew our attention to this grant opportunity in her Director's report. This grant offers \$50,000 - \$500,000 and while we cannot undertake it in this grant cycle, we will keep it in mind as a future opportunity.

BILLS / FINANCIAL REPORT: The July 2013 financial report prepared by Village Clerk-Treasurer Lynne Erb was e-mailed prior to the meeting. There was one set of bills presented: the August 13, 2013 bills totaled \$1,373.89. The bills were initialed by trustees to show approval for payment. The 2013 budget was discussed earlier tonight as part of agenda item 5A.

DIRECTOR'S REPORT:

New Glarus Dairy Queen

Noelle Austin, New Glarus Dairy Queen, helped us celebrate Ice Cream Month during a special Summer Reading Program on July 24. Noelle entertained kids and adults by reading stories about ice cream and then everyone got to make their own ice cream. The kids loved it! (See the photos on our FaceBook page.)

Concert in the Park

The Friends of the New Glarus Public Library sold lemonade and baked goods at the Concert in the Park on July 21. Unfortunately, it rained and the concert was relocated to the New Glarus Home Chapel, which did affect the number of people attending. Still, it was a nice crowd that enjoyed the concert and some quality goodies. Thanks as always to our Friends of the Library.

Staff Changes

We are advertising for one or two new Library Pages. We hope to fill at least one vacancy before the end of August. Kenzie Tway has been with us for only four months and her last day was Friday, August 9. Kenzie will be starting soon at UW – Whitewater. She plans to major in Art and has done a nice job drawing caricatures at our community outreach table at the NG Farmer's Market. Kaitlin Jennrich's last day will be Friday, August 30. Kaitlin is our Senior Page and has worked at the library since October, 2011. Kaitlin has done an excellent job for the library, setting a great example for our younger Library Pages. She will be missed but promises to come visit when she is home.

Erin Lorandos resigned as Assistant Director on August 7, 2013. Her last day at work will be August 13 and then she will take her forty hours of vacation so her last official day is August 20. Erin has been a real asset for the library and we are sorry to see her leave. She and her family will be moving to Arizona and she will be working as a librarian for Raytheon Corp.

Obviously, the process of hiring a new Assistant Director has begun and we are trying to move as swiftly as possible on this because we will obviously be extremely short staffed.

Ignacia will try to work extra hours until we hire new staff. The most she may work without going to overtime is twenty hours per pay period. Ignacia's last day before she takes maternity leave is September 21 unless, of course, their baby comes early.

Grants

We applied for a LSTA "mini-grant" (\$250) from DPI for a start-up for a program we would like to implement called "1,000 Books before Kindergarten." There were over 80 applications competing for 40 grants and our application was not chosen.

Work on our Early Literacy Grant, due September 16, 2013, progresses but we may have to scale it back because we now lack a full time staff member to do essential daily operations and we have not been able to connect with the Green County health clinics that are an integral part of our original "Reach Out and Read" focus. Our communications with the clinics have not been answered thus far. We are committed to this project and we will submit an Early Literacy Grant that we are able to implement with the resources we have.

I received information about the Laura Bush 21st Century Librarian Program. While this grant seems to have a wide range of funding opportunities, with some that apply to public libraries, in my opinion we do not have staff hours sufficient to write this grant by Sept 16, 2013.

Community Outreach and Partnering Opportunities

I met with Kathy Comeau, Volunteer & Outreach Coordinator, Green Co. Sexual Assault Recovery Program, on July 22, 2013. The SARP is doing a survey of Green County communities to determine the public's awareness of this problem and to establish effective prevention programs.

Erica Loeffelholtz has been working on library programming for early release days from school. One of her new programs is a Teen Advisory Board and she hopes to have them meet on early release days. Middle School kids are the focus of these activities although older students are also included and there will also be some family programming.

The New Glarus School District had registration days on August 1 & 6, 2013. Our library had an information table on both days from 12:00 – 7:00 PM. Erica was there on both days for the entire time and her report of the experience was very positive. She had the library's laptop and was able to demonstrate Tutor.com and other electronic resources we offer for students. She was also able to register people for new library cards and generally inform people about all the great services we offer the community. Having a community outreach table at school registration days was, apparently, a first for the NGPL and we plan on doing it every year! Here are some of her comments:

8/1/13 - A successful day at school registration.

1. Jelly was very popular. Kept a tally and we had 33 people who came over just to pet Jelly and ask about him. :)

2. Had several parents of younger children take Storyline magnets. They were very interested to hear about this service.

3. Signed up 9 people for new library cards today. (Next staff meeting, can we revisit our policy on whether or not children can get a library card if their parent owes massive fines?)

4. Lots of positive comments about the library and the summer reading program.

8/6/13 - A slow day at registration today. Had about 40 conversations about Jelly, so that was good, but no new library card applications, though I did replace three lost cards.

Things did pick up after 5:00 and I helped several people place holds and renew books. Had one lady say she wanted to talk to me about Overdrive after she finished registration. Had a couple of kids express interest in the Teen Advisory Board, and I told them I'd have more information available once school started.

ILS Upgrade

The LibLime Koha 4.16 upgrade was accomplished during the evening on July 22, 2013. The primary change with this upgrade is improved authority control, making authority links functional and allowing SCLS to return to full authority control maintenance.

Teen Poetry Contest

Congratulations to the 2013 Teen Poetry Contest Winners! Cullen Denney, age 15, of New Glarus for his poem "Wings of War" and to Ivan Lopez, age 15, of Las Vegas, Nevada for his poem "The Unseen Prison". Both poems were published in the Post Messenger Recorder and a copy of the newspaper was given to both poets.

Libraries and the Affordable Health Care Act

I reported on this in my July 23, 2013 report. As a follow up, On Wednesday, August 21, from 10 to 11 a.m. CDT, Stephen Johnson from the Ebling Health Sciences Library at the University of Wisconsin, along with Terrie Howe and Tessa Michaelson Schmidt from the Public Library Development Team at the Wisconsin Department of Public Instruction, will present an overview of the Affordable Care Act and how it relates to Wisconsin public libraries. This webinar will be archived, allowing all NGPL regular staff to view it prior to the Affordable Health Care Act implementation

Summer Reading Program Update

We had another fantastic Summer Reading Program with more kids registered than ever before! We had 32 teens, 80 pre-K and 133 school age kids in the program this year. The program just ended so Ignacia and Erica have not finished writing the complete report. All library staff did a great job in managing the program and keeping it fun!

Wisconsin Poet Laureate Max Garland

I'm pleased to confirm that we will be hosting Max Garland at the library on April 7, 2014 during National Poetry Month. Monroe Public Library has jumped at the chance to have him and he will be there on April 8. We have two of his books in our collection (Hunger Wide As Heaven and The Postal Confessions).

SRLAAW Standards for "Creating More Effective Public Library Systems"

SRLAAW is composed of Administrators from all seventeen Wisconsin Public Library Systems and the Library Directors of the Resource Libraries from each System. They approved the recommendations found in the above mentioned report. I received the report on August 7 and confess that I have not thoroughly read it. The report may be found here:

<http://www.srlaaw.org/2013Process/CreatingEffectiveSystems8-2-13.pdf>

It will be an agenda discussion item at the next Administrative Council meeting which I will attend on August 15, 2013.

New Glarus Public Library Program Attendance July 2013

8 ADULT PROGRAMS/121 ATTENDING

8 CHILDREN/FAMILY/TEEN PROGRAMS/170 ATTENDING

Activity	Date	Number of Attendees
Adult Writing/Publishing Workshop	Monday July 1 10:45 to 12	4 A
Adult Writing/Publishing Workshop	Tuesday July 2 6-7pm	7 A
Arts and Crafts Day	Wednesday July 3 10-11am	22 C 10 A
Adult Book Discussion	Wednesday July 10 7pm	6 A
Caterpillar Hunter	Thursday July 11 6:30pm	30 C 25 A
Sharpie Tie Dye Bandanas	Friday July 12 1pm	6 C 4 A 1BEAR ☺
Adult Writing/Publishing Workshop	Monday July 15 10 am	4 A
Adult Writing/Publishing Workshop	Tuesday July 16 6 pm	7 A
Experiment with Mad Science of Iowa	Wednesday July 17 10 am	40 C 18 A

Teen Movie/Pizza	Friday July 19 4pm	8 C 4 A
Dairy Queen story time	Wednesday July 24 10 am	31 C 10 A
Preschool SRP Party	Friday July 26 10 am	24 C 9 A
Adult Writing/Publishing Workshop	Monday July 29 10 am	3 A
Scrabble	Tuesday July 30 1pm	5 A
Beneath the Surface Summer-End Party	Tuesday July 30 2pm	9 C 2 A
Adult Writing/Publishing Workshop	Tuesday July 30 6 pm	3 A

We also discussed job postings (internal and external), staff schedules and coverage. B. Weiss asked if we need to consider taking a full-time position and splitting it back into two or three part-time positions for coverage and benefit changes.

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

CONVENE INTO CLOSED SESSION: Moved to go into closed session by J. Hoesly, second by W. Duerst. By roll call vote: W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; L. Speth-yes; and B. Weiss-yes. Motion carried at 10:00 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by B. Weiss, second by L. Speth. By roll call vote: W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; L. Speth-yes; and B. Weiss-yes. Motion carried at 10:28 p.m.

RESULTS OF CLOSED SESSION: Moved that Library Board President Linda Hiland contact Director Waggoner to discuss job performance by B. Weiss, second by W. Duerst. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by J. Hoesly, second by W. Duerst. Motion carried at 10:30 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE SEPTEMBER 10, 2013 LIBRARY BOARD MEETING

July, 2013 Statistics:

NEW GLARUS PUBLIC LIBRARY 2013	Circulation	New Patrons Registered		Circulation by PSTAT 2013	Village of New Glarus	Town of New Glarus	Town of York	Town of Exeter	Dane County (No Library)
January	6780	10		January	3288	1554	823	311	366
February	6213	11		February	2987	1526	641	282	168
March	7002	13		March	3491	1537	819	429	254
April	7052	8		April	3476	1618	809	402	282
May	6133	7		May	3117	1449	683	306	253
June	7739	26		June	3492	2319	900	325	329
July	8152	14		July	4064	2088	926	274	426
August				August					
September				September					
October				October					
November				November					
December				December					
Total:	49071	89		Totals:	23915	12091	5601	2329	2078
	Patron ILL 2013 Requests	ILL Requests Rec'd	ILL Requests Unable to Fill	# Unique Website Visitors	# Website Visits	WiFi Sessions	Public Computer Sessions	Public Computer Hours	
January	24	14	2	729	1206		209	95	
February	4	7	0	682	1031	767	217	106	
March	7	5	2	787	1309	735	255	126	
April	10	2	2	515	802	890	198	93	
May	6	11	0	719	1047	1221	199	85	
June	6	5	1	750	1050	1132	188	80	
July	8	6	0	851	1129	1302	294	137	
August									
September									
October									
November									
December									
Total:	65	50	7	5033	7574	6047	1560	722	
	2013 Patron Visits	Hours Open	Patrons/Hour	# Programs	# Adults	# Children	Total Attending		
January	3403	200	17.0	(5A&4C) 9	72	46	118		
February	3065	200	15.3	(2A&4C) 6	19	43	62		
March	3366	196	17.2	(3A&4C) 7	35	61	96		
April	3381	218	15.5	(8A&7C) 15	68	88	156		
May	2467	209	11.8	(6A&7C) 13	44	184	228		
June	3375	205	16.5	(6A&6C) 12	100	586	686		
July	3782	218	17.4	(8A&8C) 16	121	170	291		
August									
September									
October									
November									
December									
Total:	22839	1446	15.8	78	459	1178	1637		

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, August 27, 2013**

President Linda Hiland called the meeting to order at 6:32 p.m. in the New Glarus Village Hall Boardroom. Trustees present (in addition to Hiland) were: Kevin Budsberg, Wayne Duerst, Jody Hoesly, Suzi Janowiak, Lexa Speth, and Becky Weiss. Also in attendance were Library Director Maggie Waggoner and Village Administrator Nic Owen (left at 7:07 p.m.).

ANNOUNCEMENT: The Library Board will convene into a Closed Session called under WI State Statute 19.85 (1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility (Library Page).

APPROVAL OF AGENDA: Moved to approve the agenda by J. Hoesly, second by K. Budsberg. Motion Carried.

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

OLD BUSINESS:

M. DISCUSSION & CONSIDERATION: BUDGET 2014: In response to questions raised at our August 13th meeting, N. Owen had emailed information related to the general fund, sinking funds, room tax, reserves and the most recent budget. He confirmed that the letter, library service data and county aid formula was shared with the entire Village Board. J. Hoesly asked if at the August 20th Finance/Personnel (F/P) Committee meeting, were specific recommendations discussed; N. Owen replied the F/P preference was not to discuss the budget in detail, but instead discuss it as a meeting of the full Village Board. Director Waggoner had attended the August 20th F/P meeting and shared that they talked about the levy limits, Chalet revenue and a special vest for the Police Department but hardly talked about other items related to the budget. The meeting of the full Village Board to discuss the 2014 budget is planned for Tuesday, September 24, 2013 reported N. Owen.

From information previously provided room tax revenues are split 90% to the New Glarus Chamber (used for advertising and marketing), 7% to the Village (used for administration), and 3% remains with the businesses that collect the room tax. L. Hiland observed that if funding for operating the Floral Clock and The Chalet of the Golden Fleece is approximately \$12,000 combined. What about increasing the room tax; then using those additional revenues to support the Floral Clock and Chalet, as they are tourist attractions, thereby freeing up funds to help cover library budget needs. The ensuing discussion touched on: that currently it is the Tourism Commission that makes suggestions on how the room tax percentage is set and used. That state, county and local ordinances can affect what percentages are used in setting the room tax. In addition, that some places can have different room tax rates as they may have been grandfathered in from the current

requirements. We also talked about could the sales tax percentage be adjusted as a funding source; that is set at the county level.

In the proposed 2014 budget, the line item Parks: Repair/Grounds displays an increase of \$10,000 how is that being funded inquired S. Janowiak; N. Owen replied it would come from either the levy increase or cuts in other areas. L. Hiland asked where is the levy increase being applied this year; N. Owen stated that it has not been allocated yet as the Village is still waiting on some information, such as the EMS budget.

L. Hiland asked about the approximately \$300,000 in unassigned general fund dollars listed in the auditors report; N. Owen replied the auditors advise against using those funds for operating.

L. Hiland asked if the point had been shared that an increase to our budget, results in an increase in our county aid support. Director Waggoner commented that she has not heard N. Owen list ways to fund budget requests; N. Owen replied that my role is to present the information to the Village Board, the Board is the one that makes those decisions.

After the meeting K. Budsberg will be emailing a request to N. Owen asking him to show his math, to make sure they are looking at and comparing the same fields on the budget.

It was also emphasized several times throughout the night that a flat budget is actually a budget cut as Village expenses (audit, insurance, etc.) continue to increase.

S. Janowiak asked where we are at with the Strand report of Glarner Park and with the New Glarus School Board getting quotes about the ball diamonds. N. Owen has the Strand report and reported that the school is having trouble obtaining quotes. L. Speth added that with the anticipated growth of the school district, she is not sure that when looking at their long-term needs, that the school would want a field built behind the school.

L. Hiland asked N. Owen why we received another bill for the CDBG grant public hearing; he will check on that with L. Erb (N. Owen left at 7:07 p.m.).

We decided that our second meeting of September scheduled for the 24th would be cancelled and held on September 23rd, so we can attend the Village Board budget discussion.

Regarding the F/P meeting, Director Waggoner mentioned that they spent a large part of the meeting talking about Chalet revenue and Police Department needs, particularly the vest. K. Budsberg pointed out that the budget for the Police Department is unusual, he gave the example that the Village Administrators budget for training is larger than the Police Departments training budget. The Police Department was recently asked to separate their budget information out between capital and operating.

We then continued discussing sinking funds, reserves, water utility, and the Village audit. Director Waggoner asked that given what she has heard about the Police Departments need for space, what about looking at incorporating the Police Department into the proposed library building at the SCNA site. K. Budsberg questioned if the current Village Hall should be reviewed as a site again. Director Waggoner pointed out that she meant the SCNA site as it has the most space and the others have flood plain concerns. K. Budsberg replied he was thinking of the possibility of one building housing everything from Police, Administration, Library, Public Works, etc. B. Weiss questioned a new building for the Village Hall as she thought that required a referendum. W. Duerst pointed out that the current Village Hall houses a well and that has been one of the issues in past studies/plans for this building. Discussion shifted to how to present budget information next month: use of visuals to emphasize the dollar value of a library, handouts, who speaks, impact on hours, staffing,

collections, ADA requirements, etc. Director Waggoner shared that her next article in the Post Messenger Recorder focuses on the benefits of SCLS, the services they offer, and the benefits its cooperative buying power affords.

It was also asked do we have an item that could be covered by one of our partners as a payment, similar to a PILOT (Payment in Lieu of Tax).

- N. APPROVAL OF MINUTES: JULY 9 AND 23, 2013:** Moved to approve the July 9 and 23, 2013 minutes by S. Janowiak, second by K. Budsberg. Motion Carried.

NEW BUSINESS

- B. DISCUSSION & CONSIDERATION: BUILDING PROJECT / REFERENDA:** L. Hiland had contacted Village President Roger Truttman both by email and voicemail asking him to attend this meeting and discuss the recent referenda decision, building project, and timeline. R. Truttman left a voicemail that he would not be able to attend tonight's meeting. L. Hiland will invite him to come to our next meeting on September 10th.

As part of this discussion several points were mentioned: K. Budsberg pointed out that the last referendum at the Village level, was non-binding, regarding leaf-burning and that the Village did not vote with the results of the referendum. In an email, N. Owen pointed out that K. Budsberg as Village Board Liaison and speaking during the public comments section of meetings were ways for the Library Board to provide input on the referendum questions. It was also brought up about utilizing the services of both SCLS (South Central Library System) and DPI (Department of Public Instruction) regarding the legality of the question related to the site.

REPORTS/DISCUSSION/CONSIDERATION:

- A. ADMINISTRATION TEAM: CFSW FINANCIAL REPORT:** B. Weiss reported that the July report balanced. She also noted that the July report format looked different as it was the start of a new fiscal year.
- B. BUILDING COMMITTEE:** Nothing to report.
- C. CO-CHAIRS TEAM:** Their next meeting is scheduled for Wednesday, September 4th at 4:30 p.m. they will be discussing the next steps in the campaign.
- D. COMMUNICATION TEAM:** Nothing to report.
- E. GRANTS TEAM:** Nothing to report.
- F. PARTNERSHIP TEAM:** S. Janowiak has been in touch with Beth Zurbuchen, President of the Swiss Center of North America. L. Hiland reported that she met with Jennifer Thayer, the new District Superintendent for New Glarus Schools. One of the items they discussed was J. Thayer completing the process to make L. Speth the School District Liaison to the Library Board. They also spoke at length regarding the history of the building project, libraries, and the softball and baseball diamonds.
- G. LIBRARY/VILLAGE BUILDING SUBCOMMITTEE:** Mentioned earlier tonight that they are looking at scheduling a meeting on Thursday, September 5th to review the 2005 Glarner Park report by Strand Associates.
- H. VILLAGE BOARD LIAISON:** K. Budsberg reported that the CBA (Cooperative Boundary Agreement) continues to be discussed both at the Village Board level and with the Joint Negotiation Committee. Discussion has been on where the money goes, 10-year plan, and other items.

At a recent Village Board meeting comments focused on one of the CDBG grant requirements related to a resolution regarding prohibiting use of excessive force by law enforcement agencies engaged in nonviolent demonstrations and any potential legal issues; N. Owen was to research that question. The public hearing for the CDBG grant is scheduled for Tuesday, September 3rd. We are waiting to hear back from N. Owen regarding a question asked earlier tonight on why we were invoiced for the public hearing notice.

CONVENE INTO CLOSED SESSION: Moved to go into closed session by B. Weiss, second by S. Janowiak. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; L. Speth-yes; and B. Weiss-yes. Motion carried at 8:23 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by K. Budsberg, second by B. Weiss. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; L. Speth-yes; and B. Weiss-yes. Motion carried at 8:33 p.m.

RESULTS OF CLOSED SESSION: Director Waggoner gave an update on an evaluation of a Library Page.

ADJOURNMENT: Meeting adjourned on a motion by K. Budsberg, second by J. Hoesly. Motion carried at 8:33 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE SEPTEMBER 10, 2013 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, September 10, 2013**

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

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

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

OLD BUSINESS:

P. DISCUSSION & CONSIDERATION: CO-CHAIRS TEAM: All four co-chairs (Barb Anderson, Dan Gartzke, Jim Grant and Suzi Janowiak) have agreed to continue on with the next phase of the campaign. We appreciate their continued support and willingness to volunteer – thank you Barb, Dan, Jim, and Suzi. Their next meeting is scheduled for September 13th, they will be discussing details of an upcoming donor event planned for Thursday, November 7th from 5:00 pm – 7:00 pm to be held at the Swiss Center of North America. L. Hiland has emailed SCLS/DPI (South Central Library System/Department of Public Instruction) for information on legal questions related to the referendum.

Q. DISCUSSION & CONSIDERATION: BUILDING PROJECT: L. Hiland had spoken with Village President, Roger Truttmann regarding the need for having information related to sites, sketches, taxes, etc. available to share with citizens as this process continues to move forward. They also spoke to the need to keep the focus on the community, engage in reasonable discourse and conduct efficient meetings. L. Hiland, J. Hoesly, W. Duerst and K. Budsberg all commented on the sub-committee meeting that was held on September 5, 2013. During that meeting items discussed were: 2005 Storm Water Management report from Strand, floodplain questions, who pays for studies and/or designs, having information available for citizens prior to the referendums, potential site layout for building, parking, and driveways. The Library Board then had a general discussion on site studies, referendum questions, and legal issues. The library sub-committee members have started drafting a timeline of events to discuss at the next meeting scheduled for September 25th.

NEW BUSINESS:

A. DISCUSSION & CONSIDERATION: RESOLUTION TO HIRE RACHEL HOLCOMB AS A LIBRARY ASSISTANT: Director Waggoner talked about R. Holcomb's background and experience. She then read Resolution 13-06 LB appointing Rachel Holcomb to full time Library Assistant at \$10.20 per hour effective September 18, 2013. Moved to adopt Resolution 13-06 by S. Janowiak, second by K. Budsberg. Motion Carried. A copy of Resolution 13-06 LB is included at the end of these minutes.

B. DISCUSSION & CONSIDERATION: RESOLUTION TO PROMOTE ERICA LOEFFELHOLTZ TO BE THE ASSISTANT LIBRARY DIRECTOR: Director Waggoner

started by reading Resolution 13-05 LB appointing Erica Loeffelholtz to full time Assistant Director at \$15.10 per hour effective August 15, 2013. B. Weiss questioned the effective date as she incorrectly thought the position had been posted externally. Moved to approve Resolution 13-05 by S. Janowiak, second by K. Budsberg. Motion Carried. A copy of Resolution 13-05 LB is included at the end of these minutes.

C. DISCUSSION & CONSIDERATION: RESOLUTION TO PROMOTE ALAYNA

TRUTTMANN TO LIBRARY PAGE II: Director Waggoner read Resolution 13-07 LB promoting Alayna Truttman to part time Library Page II at \$7.62 per hour effective August 31, 2013. Moved to adopt Resolution 13-07 by J. Hoesly, second by S. Janowiak. Motion Carried. A copy of Resolution 13-07 LB is included at the end of these minutes.

D. DISCUSSION & CONSIDERATION: RESOLUTION TO REIMBURSE SAMANTHA

STECHA FOR WORKING AT THE FARMER'S MARKET FROM FUNDS DONATED BY THE FRIENDS OF THE NEW GLARUS PUBLIC LIBRARY: S. Stecha manned the table at the Farmer's Market this summer. The Friends of The New Glarus Public Library were willing to pay S. Stecha's salary but did not want to be involved in the payroll process. Director Waggoner worked with Village Clerk-Treasurer Lynne Erb to make payroll arrangements thru the Village payroll system, the purpose of this resolution is to detail this payment arrangement for the Auditors. Director Waggoner read Resolution 13-08 LB appointing Samantha Stecha as part time Special Library Page effective June 6, 2013 and running for eight weeks for a total of 40.5 hours. At \$10 per hour reimbursed by The Friends of The New Glarus Public Library. Moved to adopt Resolution 13-08 by K. Budsberg, second by J. Hoesly. Motion Carried. A copy of Resolution 13-08 LB is included at the end of these minutes.

E. DISCUSSION & CONSIDERATION: BINDING REFERENDUM: The Co-Chairs had expressed concerns regarding binding versus non-binding referendum questions. K. Budsberg pointed out that in the past there was a non-binding referendum question about leaf burning, the public said no and the Village Board voted to allow leaf burning. We then discussed the wording and format of the possible referendum questions. B. Weiss wanted a chance to review the meeting minutes and videos of previous referendum discussions. Moved to table this agenda item till our next meeting on September 23rd, by S. Janowiak, second by W. Duerst. Motion Carried.

F. DISCUSSION & CONSIDERATION: CFSW GRANT FOR THE NEW GLARUS PUBLIC

LIBRARY: Director Waggoner wanted to confirm that the Grants Team was not planning on submitting a grant application to CFSW this year; they are not. Director Waggoner provided an update that the library would not be applying for the LSTA "Reach Our And Read (ROAR)" grant. Instead they are switching focus and are looking at applying to CFSW for a grant for "1,000 Books Before Kindergarten." The "1,000.." helps promote early literacy and is a continuation of the "New Baby Packages" program currently supported by The Friends of the New Glarus Public Library.

BILLS / FINANCIAL REPORT: There was two sets of bills presented: the September 10, 2013 bills totaled \$1,413.25 and the September 23, 2013 bills totaled \$792.58. The bills were initialed by trustees to show approval for payment. Prior to the meeting Director Waggoner had emailed an updated 2013 budget plus the August 2013 financial report prepared by Village Clerk-Treasurer Lynne Erb.

DIRECTOR'S REPORT:

Economic Value of the New Glarus Public Library

The New Glarus Public Library is a natural partner in local economic development efforts. The NGPL provides a variety of resources designed to foster human growth, development, and life-long learning, promotes early literacy and school readiness, and develops workforce capacity. As an example, the library offers business-related databases, consumer periodicals, language learning tools, tutoring resources and access to trained reference librarians. All of these resources contribute to an informed, educated, and skilled citizenry that allows for an economically healthy community.

A major trend in entrepreneurship is the flexible office. Co-working spaces are a modern solution to the changing needs of a workforce now more loyal to their laptops than any long-term employers. But the idea of co-working spaces is actually as old as the public library. Entrepreneurs everywhere are looking for business know-how and physical space to incubate their start-ups. Libraries happen to have just about everything a 21st century innovator could need: Internet access, work space, reference materials, professional guidance. Of course what the NGPL lacks is work space. This situation is being addressed with our New Building Plan that includes flexible public work space that will add even more value to the library.

“The Economic Contribution of Wisconsin Public Libraries to the Economy of Wisconsin”, a research report produced in 2006 by NorthStar Economics, Inc. of Madison, showed the total economic contribution of Wisconsin public libraries is more than \$750 million every year, with a return on investment in library services of \$4.06 for each dollar of taxpayer investment. Public library economic activity contributes to the generation of tax revenues. In 2006, the economic activity of public libraries in Wisconsin generated state income, sales, and property tax revenues of almost \$23.9 million.

Reference: (p. 22) [The Economic Contribution of Wisconsin Public Libraries to the Economy of Wisconsin](#)

Through our membership in the South Central Library System, the NGPL is able to offer our community access to millions of books, movies, braille materials, magazines, journals, and music CDs. We also provide wireless Internet connection, Internet computers with printers, photocopying, faxing, and many programs for all ages. The New Glarus Public Library creates programs and supports events that tie to the larger cultural practices of coming together as part of a community. Is it possible to place a dollar value on this type of “quality of life” contribution?

Below is a link to a web page that helps calculate the value of the NGPL to individuals and families.

<http://www.scls.info/pr/calculator/index.html>

2014 Health Insurance

I received the health insurance premium amounts for 2014 from Lynne Erb. As you know, the Village pays 88% of the average of the Tier 1 plans for Green County. The Village's

proposed budget will include \$531.07 for single and \$1,323.44 for family coverage as the Village's contribution. This is slightly more than the 10% that Lynne and Nic had guessed.

Thank you Friends!

The Friends of the New Glarus Public Library have come through for us again with another successful Annual Used Book Sale. Thanks to all of the volunteers who worked hard to make this happen!

Staff Changes

We interviewed five candidates for Library Assistant. Rachel Holcomb, from Monroe, WI, has accepted the job and will start on September 18. Rachel has a Bachelor's Degree in History and works part time at the Monroe Public Library. She has a great deal of public service experience and is familiar with Koha and LinkCat. She has worked for the School District of Monroe as a substitute teacher and library aid so has lots of experience working with young children.

We have hired Zachary Way as a Library Page. Zach is a high school junior and lives in New Glarus. He worked this past summer as a "techy" at the high school and is very involved in the NGHS music program. We are anticipating that Alyana Truttmann will be our senior Library Page and will help train Zach.

The 2013 Wisconsin Public Library Directory ...

... is now available online from Public Library Development in PDF and Excel formats at <http://pld.dpi.wi.gov/pld.lib.dir>. The directory is based on data compiled from the 2012 Public Library Annual Report and subsequent, ongoing updates.

OverDrive Big Library Read

The Wisconsin Public Library Consortium will be participating in the Big Library Read project that OverDrive is hosting. This Big Library Read will begin September 16 and run through September 30, 2013. Here are some details:

- **Title:** Fancy Nancy: Nancy Clancy, Super Sleuth by Jane O'Connor (published April 2012)
- **Formats:** eBook (Kindle [US only], OverDrive Read, EPUB) | Audiobook (MP3, WMA)
- **Lending model:** Both the eBook and audiobook will be available for simultaneous use.
- **How does the program work?** The title(s) will be featured in a prominent location on your library's OverDrive-powered website at no cost. All card holders can borrow the title(s) at any time during the program to participate in the Big Library Read (simultaneous use, no wait lists).
- We will be **promoting** this through a press release, posters, and our social media outlets.

Affordable Care Act Planning Update

I will attend an informational and planning meeting on the Affordable Care Act in Green County on Thursday, September 26 at 1-3:30PM at the Green County Justice Center. Our NGPL team

is planning to have a public information bulletin board for library walk-ins. We will also post information on our website and social media so that people know we are available and willing to help with their information and technology needs regarding the ACA.

New Glarus Public Library Program Attendance August 2013

Total programs = 4; 3 Adult/1 Children

Total attendance = 25 Adult/21 Children

Activity	Date	Number of Attendees
Preschool Movie Day	August 2 10:00am	9 adults 21 children
Adult Writing/Publishing Workshop	August 12 10:00am	Cancelled
Scrabble	August 13 1:00pm	5 adults
Adult Writing/Publishing Workshop	August 13 6:00pm	6 adults
Adult Book Discussion	August 14 7:00pm	5 adults
Open Mic Night	August 21 6:00pm	Cancelled

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

APPROVAL OF MINUTES:

- A. Moved to approve the August 13, 2013 Library Board minutes, noting typographical corrections by S. Janowiak, second by K. Budsberg. Motion Carried
- B. Moved to approve the August 27, 2013 Library Board minutes by S. Janowiak, second by K. Budsberg. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by S. Janowiak, second by K. Budsberg. Motion carried at 7:57 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE OCTOBER 8, 2013 LIBRARY BOARD MEETING.

New Glarus Public Library

Library Resolution 13-06 LB

RESOLUTION FOR APPOINTMENT OF LIBRARY ASSISTANT RACHEL HOLCOMB

THE NEW GLARUS PUBLIC LIBRARY BOARD of the VILLAGE OF NEW GLARUS, GREEN COUNTY, WISCONSIN does hereby resolve to appoint Rachel Holcomb to the full time Library Assistant position with the New Glarus Public Library. Said employment shall be effective September 18, 2013. Compensation shall be \$10.20 per hour.

Employee shall be paid in accordance with the New Glarus Public Library Personnel Handbook.

Adopted this 10th day of September, 2013.

Linda Hiland, President
New Glarus Public Library

Rebecca L. Weiss, Secretary
New Glarus Public Library

PRESENTED: 09/10/2013

Margaret Waggoner, Director
New Glarus Public Library

New Glarus Public Library

Library Resolution 13-05 LB

RESOLUTION FOR APPOINTMENT OF ASSISTANT LIBRARY DIRECTOR ERICA LOEFFELHOLTZ

THE NEW GLARUS PUBLIC LIBRARY BOARD of the VILLAGE OF NEW GLARUS, GREEN COUNTY, WISCONSIN does hereby resolve to appoint Erica Loeffelholtz to the full time Assistant Library Director position with the New Glarus Public Library. Said employment shall be effective August 15, 2013. Compensation shall be \$15.10 per hour.

Employee shall be paid in accordance with the New Glarus Public Library Personnel Handbook.

Adopted this 10th day of September, 2013.

Linda Hiland, President
New Glarus Public Library

Rebecca L. Weiss, Secretary
New Glarus Public Library

PRESENTED: 09/10/2013

Margaret Waggoner, Director
New Glarus Public Library

New Glarus Public Library
Library Resolution 13-07 LB

**RESOLUTION FOR APPOINTMENT OF LIBRARY
PAGE II ALAYNA TRUTTMANN**

THE NEW GLARUS PUBLIC LIBRARY BOARD of the VILLAGE OF NEW GLARUS, GREEN COUNTY, WISCONSIN does hereby resolve to appoint Alayna Truttman to the part time Library Page II position with the New Glarus Public Library. Said employment shall be effective August 31, 2013. Compensation shall be \$7.62 per hour.

Employee shall be paid in accordance with the New Glarus Public Library Personnel Handbook.

Adopted this 10th day of September, 2013.

Linda Hiland, President
New Glarus Public Library

Rebecca L. Weiss, Secretary
New Glarus Public Library

PRESENTED: 09/10/2013

Margaret Waggoner, Director
New Glarus Public Library

New Glarus Public Library
Library Resolution 13-08 LB

**RESOLUTION FOR SPECIAL APPOINTMENT OF
LIBRARY PAGE SAMANTHA STECHA**

THE NEW GLARUS PUBLIC LIBRARY BOARD of the VILLAGE OF NEW GLARUS, GREEN COUNTY, WISCONSIN does hereby resolve to appoint Samantha Stecha to the part time Special Library Page position with the New Glarus Public Library. This Special position is to work at the New Glarus Farmer's Market starting June 6, 2013 and continuing for eight weeks for a total of 40.5 hours. Compensation shall be \$10.00 per hour to be reimbursed by the Friends of New Glarus Public Library.

Adopted this 10th day of September, 2013.

Linda Hiland, President
New Glarus Public Library

Rebecca L. Weiss, Secretary
New Glarus Public Library

PRESENTED: 09/10/2013

Margaret Waggoner, Director
New Glarus Public Library

NEW GLARUS PUBLIC LIBRARY 2013	Circulation	New Patrons Registered		Circulation by PSTAT 2013	Village of New Glarus	Town of New Glarus	Town of York	Town of Exeter	Dane County (No Library)
January	6780	10		January	3288	1554	823	311	366
February	6213	11		February	2987	1526	641	282	168
March	7002	13		March	3491	1537	819	429	254
April	7052	8		April	3476	1618	809	402	282
May	6133	7		May	3117	1449	683	306	253
June	7739	26		June	3492	2319	900	325	329
July	8152	14		July	4064	2088	926	274	426
August	7234	27		August	3603	1488	905	200	466
September				September					
October				October					
November				November					
December				December					
Total:	56305	116		Totals:	27518	13579	6506	2529	2544
	Patron ILL 2013 Requests	ILL Requests Rec'd	ILL Requests Unable to Fill	# Unique Website Visitors	# Website Visits	WiFi Sessions	Public Computer Sessions	Public Computer Hours	
January	24	14	2	729	1206		209	95	
February	4	7	0	682	1031	767	217	106	
March	7	5	2	787	1309	735	255	126	
April	10	2	2	515	802	890	198	93	
May	6	11	0	719	1047	1221	199	85	
June	6	5	1	750	1050	1132	188	80	
July	8	6	0	851	1129	1302	294	137	
August	5	1	1	790	1155	1492	286	117	
September									
October									
November									
December									
Total:	70	51	8	5823	8729	7539	1846	839	
	2013 Patron Visits	Hours Open	Patrons/Hour	# Programs	# Adults	# Children	Total Attending		
January	3403	200	17.0	(5A&4C) 9	72	46	118		
February	3065	200	15.3	(2A&4C) 6	19	43	62		
March	3366	196	17.2	(3A&4C) 7	35	61	96		
April	3381	218	15.5	(8A&7C) 15	68	88	156		
May	2467	209	11.8	(6A&7C) 13	44	184	228		
June	3375	205	16.5	(6A&6C) 12	100	586	686		
July	3782	218	17.4	(8A&8C) 16	121	170	291		
August	3169	223	14.2	(3A&1C) 4 7	25	21	46		
September									
October									
November									
December									
Total:	26008	1669	15.8	78	484	1199	1683		

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Monday, September 23, 2013**

President Linda Hiland called the meeting to order at 6:33 p.m. in the New Glarus Village Hall Community Room. Trustees present (in addition to Hiland) were: Wayne Duerst, Jody Hoesly, Lexa Speth, and Becky Weiss. Also in attendance were Village Board Liaison Kevin Budsberg and Library Director Maggie Waggoner. Suzi Janowiak was absent.

APPROVAL OF AGENDA: Moved to approve the agenda by K. Budsberg, second by J. Hoesly. Motion Carried.

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

OLD BUSINESS:

O. DISCUSSION & CONSIDERATION: BUDGET 2014: Director Waggoner started by distributing updated budget information. During her staffing update, she reported that staff is excited about having full coverage this will be for just a few days as Ignacia Boersma's scheduled time off starts soon. In addition, that Rachel Holcomb had met with Village-Clerk Treasurer Lynne Erb late last week to go over her benefit options. B. Weiss, K. Budsberg and J. Hoesly all asked for clarification that the budget numbers included information for family leave, 11.1% increase in health care costs and projected benefits respectively; yes they are all included replied Director Waggoner. Discussion continued as we talked about: benefits, wage increase, employee payout sinking fund, Fund 10 versus Fund 25, interest, audit, and the September 24, 2013 Village Board agenda packet. Prior to the meeting L. Hiland had forwarded talking points for the upcoming budget meeting, comments and edits were suggested.

P. DISCUSSION & CONSIDERATION: BINDING REFERENDUM: After reading and watching again the discussions at various Village Board meetings, B. Weiss asked why you are considering the change from non-binding to binding. K. Budsberg replied, as it has been mentioned before that the public is engaged in the process and are unencumbered in the voting booth. L. Speth and Director Waggoner both commented that a binding referendum would bring out and engage more members of the community. Moved to recommend that Library Liaison to the Village Board pursue making the borrowing referendum to be binding instead of non-binding by J. Hoesly, second by K. Budsberg. Motion Carried.

NEW BUSINESS:

C. DISCUSSION & CONSIDERATION: SCHOOL DISTRICT LIAISON: L. Hiland reported that she had received a letter from the New Glarus School District; recognizing L. Speth

as the School District Liaison to the Library Board to replace L. Hiland. L. Hiland gave the letter to Director Waggoner to add to the files.

REPORTS/DISCUSSION/CONSIDERATION:

- A. ADMINISTRATION TEAM:** B. Weiss had emailed the charts prior to the meeting. She also reported that the August 2013 CFSW report balanced.
- B. BUILDING COMMITTEE:** Wayne Duerst had spoken with Jim Gersich of Dimension IV Madison Design Group about options for building redesign. After the site/floodplain information is clarified for the possible Glarner Park site, Dimension IV will provide a free preliminary sketch. They will then work on developing proposals for both sites.
- C. CO-CHAIRS TEAM:** Co-Chairs had met on September 13th where they discussed the roles and activities that Library Board Trustees, Co-Chairs and volunteers are allowed and/or not allowed to undertake related to the referendum process. L. Hiland stated they are looking at meeting again on September 30th.
- D. COMMUNICATION TEAM:** Nothing to report.
- E. GRANTS TEAM:** Nothing to report.
- F. PARTNERSHIP TEAM:** Nothing to report.
- G. LIBRARY/VILLAGE BUILDING SUBCOMMITTEE:** Library subcommittee members have developed a list of information requests, questions and a timeline for discussion at the next meeting scheduled for Wednesday, September 25th.
- H. VILLAGE BOARD LIAISON:** Nothing to report.

ADJOURNMENT: Meeting adjourned on a motion by B. Weiss, second by K. Budsberg. Motion carried at 8:29 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE OCTOBER 8, 2013 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, October 8, 2013**

President Linda Hiland called the meeting to order at 6:30 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Wayne Duerst, Jody Hoesly, Lexa Speth, Becky Weiss and Village Board Liaison Kevin Budsberg. Suzi Janowiak was absent. Library Director Maggie Waggoner was also in attendance.

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

COMMENTS & QUESTIONS FROM THE PUBLIC: The Library's cardboard cutout of Abraham Lincoln was in the room; he did not have any comments or questions.

OLD BUSINESS:

R. DISCUSSION & CONSIDERATION: BUILDING PROJECT: K. Budsberg and L. Hiland provided an overview of the October 1st Village Board meeting where Glarner Park as an alternate site was discussed. K. Budsberg and L. Hiland then responded to a variety of follow-up questions.

J. Hoesly asked if the storm water utility can assist in paying for studies; we do not know. It was clarified that as long as the building is not in the floodplain, it is ok if parking, detention ponds, etc. are in the floodplain area. J. Hoesly suggested we check with Dimension IV to see if they have any additional information about floodplain guidelines.

Director Waggoner asked for clarification on what was the motion that night; K. Budsberg clarified the original motion and the amended motion.

B. Weiss asked if the sub-committee members had received yet the documents (2005 Strand report, etc.) that were requested; they have not.

It was also, mentioned at the Village Board meeting the possibility of needing floodplain insurance, W. Duerst did not feel that would apply if the building was constructed at appropriate heights.

W. Duerst asked if a target date for possible referendum questions had been determined; K. Budsberg replied not yet, but that January 2014 would be the latest it could be in front of the Village Board. Director Waggoner pointed out that this comes back to the need for legal representation as there are a variety of questions that still need to be answered. Director Waggoner also asked if it is known how the Village is getting legal guidance on the referendum questions; K. Budsberg mentioned the Village Attorney, Government Accountability Board and The League of Municipalities. The question of making the borrowing referendum question binding will be at the October 15th Village Board meeting.

J. Hoesly feels that the Library/Village sub-committee needs to meet again as one of their goals was having a feasible location. K. Budsberg agreed that the groups need to continue to work together and suggested clarifying what the sub-committee's stated purpose is. L. Hiland will contact Village Administrator Nic Owen and Village President Roger Truttman to schedule a meeting. Regarding feasibility B. Weiss had concerns about not receiving the reports and not wanting to pay for additional site studies. K. Budsberg, L. Hiland, and W.

Duerst all commented about the process of moving softball diamonds, budget, studies, grants, fundraising, street projects and how they fit into the timeline.

J. Hoesly questioned if the Village Board would vote on the Glarner Park site on the 15th, without having an agreement with the School District; yes, we think they will vote that night. J. Hoesly asked what would need to be done to consider the Glarner Park site viable as she wants a library that can be sustained, and what about the possibility of not having a library at all over \$x in studies. K. Budsberg mentioned soil borings; W. Duerst thought that cost would be approximately \$4,000.

Discussion continued as we talked about the process and need for an alternate building design to present to the public.

- S. DISCUSSION & CONSIDERATION: 2014 BUDGET:** L. Hiland asked Director Waggoner if there were any new updates; Director Waggoner replied that she has not heard from Village staff of any additional changes to health care, dental benefits, etc. L. Hiland asked how are we going to proceed with the budget request for the Library. In response, to a J. Hoesly question about scheduling; L. Hiland mentioned attending meetings of the Finance/Personnel committee and/or the Budget Public Hearing. Director Waggoner gave a summary of where we are with the 2013 budget, re-iterated that the 2014 information is based on projections. She also answered questions asked by J. Hoesly and L. Speth about the budget line items Collections, Electronic Databases, and the 2012 surplus amount. In addition, Director Waggoner shared the good news that a check had been received for a grant that was awarded to the Library last year. We then continued on by reviewing the loss of county revenue, wages/benefits, raises, bonuses, employee longevity, and how the county aid formula is calculated.

NEW BUSINESS:

- G. DISCUSSION & CONSIDERATION: RESOLUTION TO HIRE CALLY O'LEARY AS A LIBRARY PAGE:** Director Waggoner read Resolution 13-10 LB appointing Cally O'Leary to part time Library Page I position at \$7.40 per hour, effective October 18, 2013. Moved to adopt Resolution 13-10 by B. Weiss, second by J. Hoesly. Motion Carried. A copy of Resolution 13-10 LB is included at the end of these minutes.
- H. DISCUSSION & CONSIDERATION: RESOLUTION TO HIRE ZACHARY WAY AS A LIBRARY PAGE:** Director Waggoner presented Resolution 13-11 LB appointing Zachary Way to part time Library Page I at \$7.40 per hour, effective September 10, 2013. Moved to adopt Resolution 13-11 by W. Duerst, second by B. Weiss. Motion Carried. A copy of Resolution 13-11 LB is included at the end of these minutes.
- I. DISCUSSION & CONSIDERATION: NEED FOR LEGAL COUNSEL:** We discussed the need for legal services related to referendum questions. Given that the Village will be utilizing the services of the Village attorney, we will need to consult with a different attorney. J. Hoesly, B. Weiss and L. Hiland all made points about where the funds to pay for the attorney would come from. Director Waggoner pointed out that Madison is a source for many municipal attorneys; for the next meeting she will research and bring back a list of potential attorneys and cost estimates.
- J. DISCUSSION & CONSIDERATION: NEED TO HIRE TEMPORARY EMPLOYEE:** The Director's report details current staffing issues which could leave the library short anywhere from 30 to 70 staff hours in a week. Director Waggoner estimates that the temporary employee would be needed till the end of December, be paid an hourly wage, and would not

receive benefits. Director Waggoner would contact previous staff members, utilize Library ListServ's, etc, to post and fill this position. In response, to a question from K. Budsberg, Director Waggoner's estimate at this time is that the temporary employee would be working 16 – 30 hours per week. J. Hoesly volunteered that at her job they also utilize temporary employees and the job postings focus on \$ rate per hour and not to exceed X number of hours per the terms of employment. Moved to authorize an LTE Library Assistant for up to 30 hours per week thru December 31, 2013, at a rate not to exceed \$15 per hour by K. Budsberg, second by J. Hoesly. Motion Carried.

BILLS / FINANCIAL REPORT: There were two sets of bills presented: the September 24, 2013 bills totaled \$1,939.38 and the October 8, 2013 bills totaled \$3,119.90. The bills were initialed by trustees to show approval for payment. Director Waggoner shared that on the September 10th bills that the correct amount of \$1,413.25 had been paid, but one of the sheets incorrectly read \$1,472.69. Prior to the meeting Director Waggoner had emailed the September 2013 financial report prepared by Village Clerk-Treasurer Lynne Erb.

DIRECTOR'S REPORT:

What is your library worth to you?

We know our library patrons value the services and resources provided by the New Glarus Public Library, but just how much are those services worth? How much would they pay out-of-pocket if the library didn't exist, or if these services and resources weren't available at no cost? The Library Use & Return on Investment Value Calculator is an opportunity for local residents to estimate the value of their monthly library use. The New Glarus Library Value Calculator is a new, interactive feature on our website (newglaruspubliclibrary.org). It calculates a total value related to the items a patron checks out and the services and resources they use. It also calculates a "return on investment" that is based on the per capita library expenditures in our community. Please go to the New Glarus Public Library and give it a try – it is easy to use and the results may be surprising. We would love it if you shared your results with us!

Here is what the Library Value Calculator looks like:

Please enter the number of times you use the following library services each *month*

Input Your Use	Library Materials & Services	Value of Services
<input type="text"/>	Books Borrowed	\$ <input type="text" value="0.00"/>
<input type="text"/>	Movies Borrowed	\$ <input type="text" value="0.00"/>
<input type="text"/>	Music CDs Borrowed	\$ <input type="text" value="0.00"/>
<input type="text"/>	Audiobooks Borrowed	\$ <input type="text" value="0.00"/>

<input type="text"/>	Ebooks/Audiobooks Downloaded	\$ <input type="text" value="0.00"/>
<input type="text"/>	Magazines Borrowed	\$ <input type="text" value="0.00"/>
<hr/>		
<input type="text"/>	Magazine/Newspaper Use in Library	\$ <input type="text" value="0.00"/>
<input type="text"/>	Meeting Rooms Use (hours per month)	\$ <input type="text" value="0.00"/>
<input type="text"/>	Program/Class Attended - Adult	\$ <input type="text" value="0.00"/>
<input type="text"/>	Program/Class Attended - Child	\$ <input type="text" value="0.00"/>
<input type="text"/>	Computer Use (hours per month)	\$ <input type="text" value="0.00"/>
<input type="text"/>	Databases Used (number of separate databases)	\$ <input type="text" value="0.00"/>
<input type="text"/>	Reference Assistance (number of questions)	\$ <input type="text" value="0.00"/>
<hr/>		
		\$ <input type="text" value="0.00"/>

For every \$1.00 in taxes you spend on your library, you receive \$___ of value in return*

Final 2012 Wisconsin Public Library Service Data

is now available at http://pld.dpi.wi.gov/pld_dm-lib-stat. Wisconsin Public Library Service Trends 1990-2012 is also online at <http://pld.dpi.wi.gov/files/pld/pdf/wiplservicetrends.pdf>. This is a line chart of statewide totals for total circulation, library visits, interlibrary loans, state population, reference transactions, and program attendance.

STATE SUPERINTENDENT'S BIENNIAL REPORT TO COLAND

The State Superintendent of Public Instruction is required to report on interlibrary cooperation and resource sharing each biennium. Section 43.03(3)(d), Wis. Stats., requires the state superintendent to submit to the Council on Library and Network Development (COLAND) a biennial report which describes the programs and policies to promote cooperation and resource sharing among all types of libraries and to plan, coordinate, evaluate and set statewide priorities for the development of networks to enable interlibrary cooperation and resource sharing carried out in the preceding biennium and the programs and policies to be carried out in the succeeding biennium.

A draft of the report is available at

http://coland.dpi.wi.gov/files/coland/pdf/COLAND_Biennial_Report_2011-2015_DRAFT.pdf.

This report focuses primarily on the activities of the Division for Libraries and Technology relative to the State Superintendent's responsibilities to promote cooperation and resource sharing among all types of libraries in Wisconsin.

New Glarus Community Fund Grant

We submitted a grant application on October 3 called "New Glarus Library Youth Education Enhancement". We are asking for \$3,000 to help fund bringing the Dome Theater Traveling Planetarium to the library for our Summer Reading Program and to help establish our "1,000 Books Before Kindergarten" early literacy program.

2014 Health Insurance Update

I received an update on the most current cost from Lynne on September 26. Health insurance costs decreased slightly to \$530.89 for single and \$1321.93 for family. Dental insurance rates for 2014 have not increase from 2013.

The Wisconsin Library Memorabilia Exhibit

This exhibit, which is sponsored by the Wisconsin Library Heritage Center of the WLA Foundation, will be on display at our library during March, 2014.

Staffing Issues

Ignacia and Sean Boersma are the happy new parents of Olivia who was born at 2am on September 27th. Ignacia will be on family leave until mid-December. We knew we would miss her but we thought we could cover her thirty hour a week schedule without additional staff. Now, due to an illness in her family Erica will be away from work for an extended time period. We would like to hire a temporary replacement to cover our staff schedule just so we may have our open hours covered sufficiently.

Some other issues to be aware of...

- The printer attached to our microfilm reader is broken and will need to be replaced.
- We are doing multiple "typical week" counts of reference questions, OPAC use, and AWE computer use in preparation for the 2013 Public Library Annual Report. We created a GoogleSurvey to track our usage and we are doing multiple weeks for better accuracy.

New Glarus Public Library Program Attendance August 2013

Total programs = 9; 4 Adult/5 Children

Total attendance = 37 Adult/74 Children

Activity	Date	Number of Attendees
Preschool Story Time	Sept. 6 10:15am	5 adults 17 children
Scrabble	Sept.10 1pm	3 adults
Adult Book Discussion	Sept. 11 7pm	6 adults
Preschool Story Time	Sept. 13 10:15am	5 adults 14 children

Scrabble	Sept. 17 1:00pm	0
Preschool Story Time	Sept. 20 10:15	7 adults 19 children
Teen Advisory Board	Sept. 23 2pm	0
Scrabble	Sept. 24 1pm	4 adults
Preschool Story Time	Sept. 27 10:15am	7 adults 24 children

Director Waggoner had brought Abe Lincoln along tonight to use as a reminder of the upcoming events scheduled in October as part of the Green County Reads – All about Abraham Lincoln.

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

APPROVAL OF MINUTES:

- A.** Moved to approve the September 10, 2013 Library Board minutes by K. Budsberg, second by W. Duerst. Motion Carried
- B.** Moved to approve the September 23, 2013 Library Board minutes by K. Budsberg, second by W. Duerst. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by K. Budsberg, second by L. Hiland. Motion carried at 8:55 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE NOVEMBER 12, 2013 LIBRARY BOARD MEETING.

New Glarus Public Library
Library Resolution 13-10 LB

**RESOLUTION FOR APPOINTMENT OF LIBRARY
PAGE I CALLY O'LEARY**

THE NEW GLARUS PUBLIC LIBRARY BOARD of the VILLAGE OF NEW GLARUS, GREEN COUNTY, WISCONSIN does hereby resolve to appoint Cally O'Leary to a part time Library Page I position with the New Glarus Public Library. Said employment shall be effective October 18, 2013. Compensation shall be \$7.40 per hour.

Employee shall be paid in accordance with the New Glarus Public Library Personnel Handbook.

Adopted this 8th day of October, 2013.

Linda Hiland, President
New Glarus Public Library

Rebecca L. Weiss, Secretary
New Glarus Public Library

PRESENTED: 10/08/2013

Margaret Waggoner, Director
New Glarus Public Library

New Glarus Public Library
Library Resolution 13-11 LB

**RESOLUTION FOR APPOINTMENT OF LIBRARY
PAGE I ZACHERY WAY**

THE NEW GLARUS PUBLIC LIBRARY BOARD of the VILLAGE OF NEW GLARUS, GREEN COUNTY, WISCONSIN does hereby resolve to appoint Zachery Way to a part time Library Page I position with the New Glarus Public Library. Said employment shall be effective September 10, 2013. Compensation shall be \$7.40 per hour.

Employee shall be paid in accordance with the New Glarus Public Library Personnel Handbook.

Adopted this 8th day of October, 2013.

Linda Hiland, President
New Glarus Public Library

Rebecca L. Weiss, Secretary
New Glarus Public Library

PRESENTED: 10/08/2013

Margaret Waggoner, Director
New Glarus Public Library

NEW GLARUS PUBLIC LIBRARY 2013	Circulation	New Patrons Registered		Circulation by PSTAT 2013	Village of New Glarus	Town of New Glarus	Town of York	Town of Exeter
January	6780	10		January	3288	1554	823	311
February	6213	11		February	2987	1526	641	282
March	7002	13		March	3491	1537	819	429
April	7052	8		April	3476	1618	809	402
May	6133	7		May	3117	1449	683	306
June	7739	26		June	3492	2319	900	325
July	8152	14		July	4064	2088	926	274
August	7234	27		August	3603	1488	905	200
September	5704	7		September	2814	1043	857	179
October				October				
November				November				
December				December				
Total:	62009	123		Totals:	30332	14622	7363	2708
	Patron ILL 2013 Requests	ILL Requests Rec'd	ILL Requests Unable to Fill	# Unique Website Visitors	# Website Visits	WiFi Sessions	Public Computer Sessions	Public Computer Hours
January	24	14	2	729	1206		209	95
February	4	7	0	682	1031	767	217	106
March	7	5	2	787	1309	735	255	126
April	10	2	2	515	802	890	198	93
May	6	11	0	719	1047	1221	199	85
June	6	5	1	750	1050	1132	188	80
July	8	6	0	851	1129	1302	294	137
August	5	1	1	790	1155	1492	286	117
September	12	10	2			1610	233	86
October								
November								
December								
Total:	82	61	10	5823	8729	9149	2079	925
	2013 Patron Visits	Hours Open	Patrons/Hour	# Programs	# Adults	# Children	Total Attending	
January	3403	200	17.0	(5A&4C) 9	72	46	118	
February	3065	200	15.3	(2A&4C) 6	19	43	62	
March	3366	196	17.2	(3A&4C) 7	35	61	96	
April	3381	218	15.5	(8A&7C) 15	68	88	156	
May	2467	209	11.8	(6A&7C) 13	44	184	228	
June	3375	205	16.5	(6A&6C) 12	100	586	686	
July	3782	218	17.4	(8A&8C) 16	121	170	291	
August	3169	223	14.2	(3A&1C) 4	25	21	46	
September	3987	200	19.9	(4A&5C) 9	37	74	111	
October								
November								
December								
Total:	29995	1869	15.8	78	521	1273	1794	

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Monday, October 22, 2013**

President Linda Hiland called the meeting to order at 6:32 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Wayne Duerst, Jody Hoesly, Suzi Janowiak, and Becky Weiss. Also in attendance were Village Board Liaison Kevin Budsberg and Library Director Maggie Waggoner (left at 6:52 p.m.). Lexa Speth was absent.

APPROVAL OF AGENDA: Moved to approve the agenda by K. Budsberg, second by B. Weiss. Motion Carried.

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

OLD BUSINESS:

Q. DISCUSSION & CONSIDERATION: BUDGET 2014: K. Budsberg mentioned that the Village budget is short approximately \$15,000 due mainly to net new construction and state highway aid not coming in at projected amounts; adjustments for these amounts will come out of the Village General Fund. Director Waggoner, L. Hiland and K. Budsberg all commented on inaccurate statements they have heard.

J. Hoesly felt that it was important that we focus on the loss of county revenue and health insurance changes.

We discussed different methods of how to inform the public about budget issues. Director Waggoner pointed out the availability of resources at the library: Facebook, Twitter, newsletter, or display information at the service desk; she stated staff is just waiting for us to provide the details and approval.

Director Waggoner spoke passionately about the need to address inaccurate statements, provide facts to inform the public, remember that these are budget projections and the need to advocate for library users and supporters.

S. Janowiak commented that when it comes to the education component, focus on the facts and encourage people to contact the Village Board to share their opinion on budget, site, and referendum.

Using L. Hiland's comments from the Budget Special Meeting as a guide, we then discussed additions, edits, how to distribute, and timeframes. J. Hoesly stressed the library's value to the community plus the impact on programming and collections. S. Janowiak remarked on no budget increase in three years and the need to cover benefits. B. Weiss had timing concerns about the idea of having another budget public hearing or an open house. J. Hoesly, S. Janowiak, K. Budsberg, W. Duerst and L. Hiland all commented on how benefits currently are handled and the need for benefits to be addressed at the Village Board level not just at the department level. S. Janowiak also mentioned how the stalled CBA (Cooperative Boundary Agreement) has impacted budget details. J. Hoesly, B. Weiss and K. Budsberg all spoke about the possible format of the draft from bullet points, action items, providing comparison number for the last several

years. L. Hiland will take the variety of information discussed tonight and start preparing a draft for trustees review.

- R. DISCUSSION & CONSIDERATION: LEGAL ADVICE:** We briefly discussed the anticipated schedule of upcoming Village Board meetings and when referendum questions may be on the agenda. Director Waggoner had been researching information on legal counsel and since she has gone home ill, we will discuss this topic again at a future meeting.

REPORTS/DISCUSSION/CONSIDERATION:

- I. ADMINISTRATION TEAM:** B. Weiss had emailed the charts prior to the meeting. She also reported that the September 2013 CFSW report balanced. In addition, several donors had provided updated address information, B. Weiss will share the address updates with CFSW. W. Duerst mentioned he has a few donors ask questions about the pledge payment process.
- J. BUILDING COMMITTEE:** Nothing to report.
- K. CO-CHAIRS TEAM:** Invitations for the November 7th event to be held from 5:00 p.m. – 7:00 p.m. at the Swiss Center of North America have been mailed. As we get closer to the event we will distribute a sign-up list for set-up, breakdown, refreshments, supplies, etc.
- L. COMMUNICATION TEAM:** Nothing to report.
- M. GRANTS TEAM:** Nothing to report.
- N. PARTNERSHIP TEAM:** Nothing to report.
- O. LIBRARY/VILLAGE BUILDING SUBCOMMITTEE:** L. Hiland had not received a reply to her request to set-up another meeting; she will re-contact Village President Roger Truttman and Village Administrator Nic Owen.
- P. VILLAGE BOARD LIAISON:** K. Budsberg and L. Hiland reported on the October 15th, Village Board meeting and the discussion of making the referendum borrowing question binding. Also at that meeting N. Owen said language for referendum questions should be scheduled for the November 5th Village Board meeting. J. Hoesly and K. Budsberg commented on the sub-committee and what their role may be in the education component of the referendum questions. Discussion continued about sites, referendum questions, legal options, and timelines.

ADJOURNMENT: Meeting adjourned on a motion by J. Hoesly, second by S. Janowiak. Motion carried at 7:47 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE NOVEMBER 12, 2013 LIBRARY BOARD MEETING.

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, November 12, 2013**

President Linda Hiland called the meeting to order at 6:33 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Wayne Duerst, Jody Hoesly, Lexa Speth (arrived 6:35 p.m.), Becky Weiss and Village Board Liaison Kevin Budsberg. Suzi Janowiak was absent. Library Director Maggie Waggoner was also in attendance.

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

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

OLD BUSINESS:

- T. DISCUSSION & CONSIDERATION: BUILDING PROJECT:** L. Hiland had called Village Administrator Nic Owen to check on when the next Library/Village Building subcommittee meeting would be held; looking at either December 4th or 5th. We then moved on to discuss the Village's response to the Glarner Park site, soil borings, is a re-design of the site next to the SCNA needed at this time, site survey, fundraising campaign, Village commitment, public communication, and where the School District is in their process of making a decision about the softball diamond. W. Duerst will contact Dimension IV, and other firms about building design, survey and soil borings for bids to have ready for the next subcommittee meeting. K. Budsberg shared that we had been awarded a \$5,000 grant from the Dr. Scholl Foundation. K. Budsberg will sign and submit the acceptance paperwork to the Dr. Scholl Foundation, and then forward copies to the Administration Team. B. Weiss also pointed out that the other grants we have received have all been reviewed and we are in compliance with all terms of the grants.
- U. DISCUSSION & CONSIDERATION: 2014 BUDGET:** Edits and comments were suggested for information to be shared via the library newsletter and Facebook. Director Waggoner to forward to L. Hiland the updated 2014 budget projections prior to the public hearing.
- V. DISCUSSION & CONSIDERATION: LEGAL COUNSEL:** The question was asked given that the referendum questions are currently set do we still need this information; yes, we still have questions for example about the land and donations. Director Waggoner will research and provide an update at the next meeting.

NEW BUSINESS:

- K. DISCUSSION & CONSIDERATION: RESOLUTION TO HIRE ANNA TAYLOR AS A LTE LIBRARY ASSISTANT:** Director Waggoner read Resolution 13-12 LB appointing Anna Taylor to the LTE (Limited Term Employment) Library Assistant position at \$15.00 per hour, effective October 25, 2013. Moved to adopt Resolution 13-12 LB by B. Weiss, second by K. Budsberg. Motion Carried. A copy of Resolution 13-12 LB is included at the end of these minutes.
- L. DISCUSSION: EVENT EVALUATION:** We are very pleased with the turnout of attendees and their engagement in the discussion that night. B. Weiss had a request for a copy of the

event slideshow presentation, she will work with K. Budsberg to get that mailed. In addition, K. Budsberg to provide a copy of the presentation to Director Waggoner.

M. DISCUSSION: UPDATE ON FRIENDS OF GLARUS AGREEMENT: L. Hiland has signed the contract for the Friends of Glarus Agreement and will get a copy back from Kaye Gmur once all parties have signed. J. Hoesly asked that when signed copies are received that the Grants Team get a copy for their records as it will be helpful when writing future grants. W. Duerst had shared with K. Gmur the appropriate bank account details.

N. DISCUSSION & CONSIDERATION: SAFE CHILD POLICY: Director Waggoner shared feedback from the staff as they have concerns with the number of children they have been seeing primarily on Saturday's or after-school that appear to be attended by a sibling and running or behaving inappropriately in the library. Director Waggoner read part of the Safe-Child policy and asked if the Board wanted to be more specific in the policy regarding the age of the "designated caregiver"? Director Waggoner then answered multiple questions from the trustees. We do not see this issue needing a policy change, but that it is a situation where staff needs to communicate with the children appropriate ways to act in a library setting.

BILLS / FINANCIAL REPORT: There were two sets of bills presented: the October 22, 2013 bills totaled \$1,924.12 and the November 12, 2013 bills totaled \$3,093.79. The bills were initialed by trustees to show approval for payment. After the meeting Director Waggoner will email the October 2013 financial report prepared by Village Clerk-Treasurer Lynne Erb.

DIRECTOR'S REPORT:

Limited Term Employee

We have hired Anna Taylor as a Library Assistant LTE. Anna has a Wisconsin teacher certificate and a MLIS degree. She also works part time at the Sun Prairie Public Library as a Library Assistant and comes highly recommended. Her first day was October 25. She will be working on Mondays, Fridays, and some Saturdays. Her last day will be December 30.

Green County Youth Services Meeting...

Met on October 29, at the Monticello Public Library. Erica was able to attend. The group compared notes and shared ideas about the Growing Wisconsin Readers initiative, Green County Reads, and story times.

NGPL People Counter...

... was not working no matter how we tried to fix it. I ran into Dan Clark at the post office and asked him if he could take a look at it. Dan came right over and got it running better than ever! Thanks again Dan!

Speaking of broken...

The library had no heat for over two weeks. We wanted to plug in a space heater in the main room but there are no outlets and no safe place to put a space heater. The back door of the library (leading from the back office to the hallway) would not latch so could not be locked. Staff notified the police of the situation before they left on Friday evening (November 1). We reviewed what to do and who to call in situations like this and posted the information on the staff wiki.

New Furniture

Holding our Friday Story Time in the community room has proven to be a popular move with everyone who attends. This popular program outgrew its little corner of the library a long time ago and doing a craft with the children at the only table in the library was, on a good day, controlled chaos! Now we have added child- friendly furniture to help make Story Time even better. We have child size tables and chairs that can be stacked and stored when not in use for a library program. The kids and their caregivers love them!

Savvy Saving Seniors: Steps to Avoiding Scams

We are helping the Aging & Disability Resource Center promote a workshop about recognizing and avoiding scams. This free program is on November 14 at 10a.m. in the New Glarus Village Hall Community Room. Sarah Dittmer posted several fliers about the event around the NG Home for us and fliers have been posted other places around the village as well.

Update on New Glarus Community Fund Grant

We will receive a grant for “New Glarus Library Youth Education Enhancement”. The awards ceremony is on November 20 at 5:00pm at the New Glarus Hotel.

Koha Development Voting

Every year SCLS asks their member libraries to vote on what Koha improvements they want. It takes a lot of time and money to upgrade our integrated library system so member libraries define their priorities through voting. We at NGPL cast our votes for better circulation performance and easier LinkCat searching.

Memberships

I have joined the new ALA Sustainability Round Table, called SustainRT. I also recently joined the SCLS e-commerce workgroup. This group is tasked with integrating online payment of library fines and fees with our ILS platform (LibLime Koha).

OverDrive Advantage

The SCLS Administrative Council, of which I am a member, has endorsed a recommendation for the South Central Library System to participate in Overdrive Advantage. OverDrive Advantage allows SCLS to purchase additional popular e-tittles from OverDrive that are only available to SCLS patrons to borrow. I voted in favor of this and am urging the other Green County Libraries to endorse it. It is estimated that the NGPL will pay an additional \$145 in 2014 – a real bargain for us. Demand for e-books continues to increase rapidly.

New Glarus Public Library Program Attendance October, 2013

Total programs = 13; 7 Adult/6 Children

Total attendance = 176; 95 Adults/81 Children

Activity	Date	Number of Attendees
Scrabble	Tuesday, October 1st	2
Preschool Story Time	Friday, October 4 th	17 child 6 adult
Scrabble	Tuesday, October 8 th	0
Adult Book Club	Wednesday, October 9 th	9
Preschool Story Time	Friday, October 11 th	14 child 5 adult
Scrabble	Tuesday, October 15th	0
An Evening with President & Mrs. Lincoln	Wednesday, October 16 th	53
Lincoln's Childhood	Wednesday, October 16th	8
Preschool Story Time	Friday, October 18th	17 child, 5 adult
Scrabble	Tuesday, October 22 nd	4
Preschool Story Time	Friday, October 25th	25 child, 5 adult
Teen Advisory Board	Monday, October 28 th	0
Scrabble	Tuesday, October 29th	6

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

APPROVAL OF MINUTES:

- C. Moved to approve the October 8, 2013 Library Board minutes, noting typographical corrections by L. Hiland, second by K. Budsberg. Motion Carried
- D. Moved to approve the October 22, 2013 Library Board minutes by K. Budsberg, second by J. Hoesly. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by L. Hiland, second by K. Budsberg. Motion carried at 8:16 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE DECEMBER 10, 2013 LIBRARY BOARD MEETING

New Glarus Public Library

Library Resolution 13-12 LB

RESOLUTION FOR APPOINTMENT OF LTE ANNA TAYLOR

THE NEW GLARUS PUBLIC LIBRARY BOARD of the VILLAGE OF NEW GLARUS, GREEN COUNTY, WISCONSIN does hereby resolve to appoint Anna Taylor to a Limited Term Employment position with the New Glarus Public Library. Said employment shall be effective October 25, 2013. Compensation shall be \$15.00 per hour.

Employee shall be paid no more than thirty (30) hours per week through December 30, 2013 with no benefits.

Adopted this 12th day of November, 2013.

Linda Hiland, President
New Glarus Public Library

Rebecca L. Weiss, Secretary
New Glarus Public Library

PRESENTED: 11/12/2013

Margaret Waggoner, Director
New Glarus Public Library

NEW GLARUS PUBLIC LIBRARY 2013	Circulation	New Patrons Registered		Circulation by PSTAT 2013	Village of New Glarus	Town of New Glarus	Town of York	Town of Exeter
January	6780	10		January	3288	1554	823	311
February	6213	11		February	2987	1526	641	282
March	7002	13		March	3491	1537	819	429
April	7052	8		April	3476	1618	809	402
May	6133	7		May	3117	1449	683	306
June	7739	26		June	3492	2319	900	325
July	8152	14		July	4064	2088	926	274
August	7234	27		August	3603	1488	905	200
September	5704	7		September	2814	1043	857	179
October	6835	20		October	3027	1200	1088	300
November				November				
December				December				
Total:	68844	143		Totals:	33359	15822	8451	3008
	Patron ILL Requests 2013	ILL Requests Rec'd	ILL Requests Unable to Fill	# Unique Website Visitors	# Website Visits	WiFi Sessions	Public Computer Sessions	Public Computer Hours
January	24	14	2	729	1206		209	95
February	4	7	0	682	1031	767	217	106
March	7	5	2	787	1309	735	255	126
April	10	2	2	515	802	890	198	93
May	6	11	0	719	1047	1221	199	85
June	6	5	1	750	1050	1132	188	80
July	8	6	0	851	1129	1302	294	137
August	5	1	1	790	1155	1492	286	117
September	12	10	2	557	791	1610	233	86
October	4	2	0	384	603	1072	210	85
November								
December								
Total:	86	63	10	6764	10123	10221	2289	1010
	2013 Patron Visits	Hours Open	Patrons/Hour	# Programs	# Adults	# Children	Total Attending	
January	3403	200	17.0	(5A&4C) 9	72	46	118	
February	3065	200	15.3	(2A&4C) 6	19	43	62	
March	3366	196	17.2	(3A&4C) 7	35	61	96	
April	3381	218	15.5	(8A&7C) 15	68	88	156	
May	2467	209	11.8	(6A&7C) 13	44	184	228	
June	3375	205	16.5	(6A&6C) 12	100	586	686	
July	3782	218	17.4	(8A&8C) 16	121	170	291	
August	3169	223	14.2	(3A&1C) 4	25	21	46	
September	3987	200	19.9	(4A&5C) 9	37	74	111	
October	2674	227	11.8	(7A&6C) 13	95	81	176	
November								
December								
Total:	32669	2096	15.6	91	616	1354	1970	

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, November 26, 2013**

Vice-President Suzi Janowiak called the meeting to order at 6:34 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Janowiak) were: Kevin Budsberg, Wayne Duerst, and Becky Weiss. Also in attendance was Library Director Maggie Waggoner (left at 7:48 p.m.). Linda Hiland, Jody Hoesly and Lexa Speth were absent.

APPROVAL OF AGENDA: Moved to approve the agenda by B. Weiss, second by K. Budsberg. Motion Carried.

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

OLD BUSINESS:

- S. DISCUSSION & CONSIDERATION: FRIENDS OF NEW GLARUS:** W. Duerst reported that he had checked the bank account last week and no funds have been received. S. Janowiak shared that she understood that Kaye Gmur was working on obtaining a signature from the Swiss Historical Village and then the contracts would be submitted.
- T. DISCUSSION & CONSIDERATION: LEGAL ADVICE:** Director Waggoner reported that she cannot provide a list of firms and their costs. As each firm has a different fee structure and until we talk to the firm and the firm has an idea of the scope of the issue, they will not predict fees. K. Budsberg summarized that it sounds like we would need to shop the question around then. Responding to a question from S. Janowiak; no Director Waggoner did not know of any law firms that other SCLS libraries have used in the past.

REPORTS/DISCUSSION/CONSIDERATION:

- Q. ADMINISTRATION TEAM:** B. Weiss had emailed the charts prior to the meeting.
- R. CFSW FINANCIAL REPORT:** B. Weiss stated that the October 2013 CFSW report balanced.
- S. BUILDING COMMITTEE:** In preparation for the next Library/Village Building subcommittee meeting W. Duerst had spoken with both Dimension IV and Edge Consulting to gather information regarding cost proposals and options for building design, site survey and soil borings. He added that the subcommittee's next meeting is scheduled for December 5th at 6:30 p.m.
- T. CO-CHAIRS TEAM:** S. Janowiak commented that she thought we had a well attended event, people were enthusiastic, engaged and that we need to continue outreach activities.
- U. COMMUNICATION TEAM:** Nothing to report.
- V. GRANTS TEAM:** K. Budsberg has signed and submitted the Dr. Scholl Foundation grant acceptance paperwork. Plus he forwarded a copy of the paperwork to the Administration Team. S. Janowiak and B. Weiss shared how much they enjoyed attending the Community Foundation of Southern Wisconsin (CFSW) and Excellence in Education grant presentation last week where the Library was a recipient of a grant. Linda Gebhardt, CFSW Donor Services Representative, shared how interested the members of the grant review panel had

been when reading about the planetarium. Director Waggoner explained how they anticipate the planetarium program will run and that the library staff had to measure the Community Room to make sure it would fit. Also, that staff is looking at the planetarium may being an incentive program as part of the 2014 Summer Reading Program.

W. PARTNERSHIP TEAM: Nothing to report.

X. LIBRARY/VILLAGE BUILDING SUBCOMMITTEE: Discussed earlier tonight as part of the Building Committee report.

Y. VILLAGE BOARD LIAISON: K. Budsberg reported that the amount of the Village contribution is the same as last year. K. Budsberg, B. Weiss and Director Waggoner all shared comments related to the budget meeting. We were discussing the broken microfiche printer, back door lock and heat; when a library patron walked in to return some DVDs, Director Waggoner reassured the patron that she would get the DVDs checked-in. K. Budsberg clarified the amount of 2014 County Aid that we would be receiving, the importance of not getting behind in the 2014 budget and addressing the need for setting up a fund for items like employee payout. Director Waggoner provided an update on staffing and wages/benefits. That she would be bringing to a future meeting information about the Overdrive Advantage program that would benefit the patrons by providing access to more e-book titles.

NEW BUSINESS

A. DISCUSSION & CONSIDERATION: 2014 CALENDAR OF LIBRARY CLOSINGS: Briefly discussed the current Library and Village calendars. Director Waggoner said the Library would be closed for all the major holidays in 2014. K. Budsberg asked that for the December 10th meeting that Director Waggoner provide a list of the 2014 days the Library would be closed.

CONVENE INTO CLOSED SESSION: Moved to go into closed session by K. Budsberg, second by W. Duerst. By roll call vote: K. Budsberg-yes; W. Duerst-yes; S. Janowiak-yes; and B. Weiss-yes. Motion carried at 7:48 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by B. Weiss, second by K. Budsberg. By roll call vote: K. Budsberg-yes; W. Duerst-yes; S. Janowiak-yes; and B. Weiss-yes. Motion carried at 8:03 p.m.

RESULTS OF CLOSED SESSION: We started discussing the Library Director's performance evaluation.

ADJOURNMENT: Meeting adjourned on a motion by W. Duerst, second by K. Budsberg. Motion carried at 8:05 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE DECEMBER 10, 2013 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, December 10, 2013**

President Linda Hiland called the meeting to order at 6:33 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Wayne Duerst, Jody Hoesly (left at 8:35 p.m.), Suzi Janowiak, Lexa Speth (left at 8:35 p.m.), and Becky Weiss. Village Board Liaison Kevin Budsberg was absent. Library Director Maggie Waggoner was also in attendance (left at 8:19 p.m.).

ANNOUNCEMENTS:

- A. The Library Board will not meet on Tuesday, December 24, 2013. The next meeting of the Library Board will be on Tuesday, January 14, 2014.
- B. The Library Board will convene into a Closed Session called under WI State Statute 19.85 (1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility (Library Director Performance Evaluation).

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

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

OLD BUSINESS:

W. DISCUSSION & CONSIDERATION: BUILDING PROJECT: L. Hiland started by providing a report on the Village/Library sub-committee meeting that was held on December 5th, some of the items they discussed were: what has been spent on past studies and who paid for those studies, types and costs of new studies, where the school district is in their decisions about the ball diamond. At this time L. Hiland anticipates that the December 17th Village Board meeting will include a discussion of whether to approve or not approve Glarner Park as an alternate site.

We then engaged in a lengthy discussion touching on the following topics: studies, borrowing, sites, referendum, sinking funds, education component, concept and site designs, listening sessions, we have not received from or heard from a Strand representation regarding the past study, soil borings, topo survey, rent, fences, curb/gutter/road projects, timelines, direction, communication, flood plain, FEMA guidelines, and if needed the dates a special meeting could be scheduled.

Discussion concluded with all sharing their thoughts on the main topics of: has Glarner Park been proven to be a viable site, studies that would need to be conducted and how will the studies be paid for, if Glarner Park, what are the responsibilities of the Village Board and the Library Board when it comes to educating the public about the referendum questions.

X. DISCUSSION & CONSIDERATION: FRIENDS OF GLARUS AGREEMENT: Copies of the contract were distributed; Kaye Gmur has submitted the original. W. Duerst will continue to monitor the bank account and report back when the funds are received.

- Y. DISCUSSION & CONSIDERATION: 2014 BUDGET:** Director Waggoner shared that budget had been updated with the \$3,000 grant information and that the line item “surplus funds applied” had been added. L. Hiland pointed out that the line for Rock County was cut off and that the final version of the budget would be adjusted based on votes on the corresponding agenda items later in this meeting. J. Hoesly asked for clarification on expenses and how carryover funds have been used in the past. Moved to approve the 2014 budget by W. Duerst, second by S. Janowiak. Motion Carried.
- Z. DISCUSSION & CONSIDERATION: 2014 CALENDAR OF DAYS CLOSED:** Moved to approve the 2014 calendar of days closed as presented by B. Weiss, second by J. Hoesly. Motion Carried.

NEW BUSINESS:

- O. DISCUSSION & CONSIDERATION: FIVE YEAR STRATEGIC PLAN:** Director Waggoner brought up that the Library’s current strategic plan is nearing the end of its 5-year term. She pointed out that we have three options: continue on with current plan as is, start the strategic plan process over again or review, update and extend the current plan. L. Hiland asked Director Waggoner if she had reviewed the plan and did we meet the objectives; yes I have reviewed it and we have met some but not every item. J. Hoesly asked if Director Waggoner felt that updating the plan was an item that could be reviewed later in 2014; yes replied Director Waggoner. B. Weiss asked was there a particular item in the plan that caught your attention; yes, the section on cultural diversity came to mind when reviewing the circulation statistics of the foreign language materials. Director Waggoner then shared her experience with past strategic plans and we talked about the process that was used to develop this plan last time. The general consensus was to keep this topic in mind over the next few months and bring it back at a future meeting. Moved to table this item until after the referendum this upcoming spring by L. Speth, second by S. Janowiak. Motion Carried.
- P. DISCUSSION & CONSIDERATION: ADDING LINE ITEM TO BUDGET:** Director Waggoner reported that the Village uses the naming convention “Surplus Funds Applied” and we could use that wording or did the Board wish to have it named something else. The following discussion touched on different naming convention: surplus, carryover, sinking fund, employee payout fund, miscellaneous revenue, etc. Moved to leave line item “Surplus Funds Applied” as is by L. Speth, second by W. Duerst. Motion Carried.
- Q. DISCUSSION & CONSIDERATION: RESOLUTION TO SET STAFF SALARIES FOR 2014:** When the budget process was started in mid-2013 all wages & benefit projections were done assuming a 2% increase for all staff. We discussed different wage increase options, the pay scale for various departments in the Village, cost of living increase, plus Director Waggoner responded to various questions about staffing, payroll, and job duties. Moved to approve a 1% raise for all Library staff (LB Resolution 13-14 for Full-Time Employees and LB Resolution 13-15 for Part-Time Employees) to be in accordance with the Village by B. Weiss, second by S. Janowiak. Motion Carried. Copies of Resolutions 13-14 and 13-15 are included at the end of these minutes.
- R. DISCUSSION & CONSIDERATION: RESOLUTION TO ALLOW I. BOERSMA TO WORK 20 HOURS OR LESS PER WEEK FROM DECEMBER 14, 2013 TO FEBRUARY 2, 2014.** Director Waggoner shared that I. Boersma is returning from maternity leave and is interested in working a reduced schedule. Director Waggoner discussed this with staff and they are looking at this staffing change running till February 2, 2014. Director Waggoner pointed out

that the Board needs to decide if during this time period I. Boersma's benefits will be reduced from 75% down to 50%, and if so she had prepared Resolution 13-13 detailing the adjustment. Director Waggoner pointed out that I. Boersma is the longest tenured staff member and as such is the "institutional memory" of the Library, she then responded to a variety of trustee questions regarding scheduling, FMLA (Family and Medical Leave Act), and wages/benefits. Moved to take no action on this agenda item by S. Janowiak, second by L. Speth. Motion Carried.

BILLS / FINANCIAL REPORT: There were two sets of bills presented: the November 25, 2013 bills totaled \$2,158.04 and the December 10, 2013 bills totaled \$3,389.20. The bills were initialed by trustees to show approval for payment. The November 2013 financial report prepared by Village Clerk-Treasurer Lynne Erb had been emailed prior to the meeting.

DIRECTOR'S REPORT:

2013 Library Programming

We have over 2,000 attendees at library programs as of the end of November! The total number of people attending library programs for all of 2012 was 1,516.

Update on New Glarus Community Fund Grant

We received \$3,000 for our "New Glarus Library Youth Education Enhancement Grant" from the New Glarus Community Foundation.

Memberships

Erica Loeffelholtz, our Assistant Director, became a member of the Wisconsin Library Association and joined the Youth Services and New Member Round Tables.

System Meetings

I attended the South Central Library System e-commerce workgroup meeting on November 19. SCLS is very close to making online payment of library fines and fees available to our patrons. We expect to see this rolled out in January, 2014.

I attended the SCLS All Directors meeting on November 21. All but one of our Green County Library Directors also attended. Updates for Koha, SCLS budget and Enterprise Wireless were presented.

Green County Library Directors Meeting

At our most recent Green County Library Director's meeting (December 6), we decided to contribute \$1,200 to the SCLS Advantage Overdrive program. The GCL Directors thought that this was a good use of this shared resources money from the Green County Library Board. We decided to not have a "Green County Reads" program next year. We talked about combining resources to have a collective staff training day/days in 2014. The next GCLD meeting is scheduled for January 31 at New Glarus.

Enterprise Wireless Upgrade

Over the course of the last few months, SCLS has accomplished major updates to our WiFi system. The update consisted of replacing the software that controls the system with an entirely new product and updating the software on the Enterprise Wireless hardware. The result is that a single user will no longer be able to slow down the entire network. With this upgrade, public wireless usage cannot slow down the entire library's computer network speed.

2014 Operating Budget

This budget, which we have been working and re-working since May of this year, is submitted to the Library Trustees for discussion and consideration at the December 10, 2013 Library Board meeting.

LIBRARY - FUND 25

Acct No	Account Description	2014 Proposed
25-00-41110-000-000	GENERAL PROPERTY TAX	150,703
25-00-41150-000-000	TOWN OF NG -PAYMENT IN LIEU	
25-00-43720-000-000	COUNTY AID: LIBRARY:GREEN	65,163
25-00-43720-000-001	COUNTY AID: LIBRARY:DANE	6,879
25-00-43720-000-002	COUNTY AID:LIBRARY:IOWA	86
25-00-43720-000-003	COUNTY AID:LIBRARY:LAFAYETTE	761
25-00-43720-700-000	LIBRARY GRANT LSTA & SCLS	4
25-00-43720-700-002	LIBRARY GRANT:COMMUNITY FOUN	3,000
25-00-46710-000-000	LIBRARY FINES	7,000
25-00-48100-000-000	INTEREST	
25-00-48200-000-000	SCLS NET LENDER PYMT	0
25-00-48300-000-000	FAXES & COPIES	700
25-00-48500-000-000	DONATIONS	0
25-00-48500-000-001	DONATIONS-SUMMER READING	1,500
25-00-48500-000-002	DONATIONS-SCLS FOUNDATION	0
25-00-48500-000-003	DONATIONS: SAVINGS ACCOUNT	0
25-00-48500-000-004	DONATIONS: CFSW-CAP.CAMPAIGN	
25-00-48500-000-005	DONATIONS: CFSW-OPERATIONS	
25-00-48500-000-006	DONATIONS: CFSW-ENDOWMENT	
25-00-48600-000-000	REFUND PRIOR YEAR EXPENSES	
25-00-49200-000-000	TRANSFERS FROM GENERAL FUND	
25-00-49260-000-000	TRANS FROM CAPITAL FUND	
25-00-49300-000-000	SINKING FUNDS APPLIED	
25-00-49301-000-000	SUPLUS FUNDS APPLIED	15,500
25-00-49999-000-000	MISCELLANEOUS REVENUE	
TOTAL REVENUE		251,296

25-00-55110-110-000	SALARIES	132,829
25-00-55110-130-000	FRINGE BENEFITS	43,720
25-00-55110-220-000	UTILITIES:PHONE	1,400
25-00-55110-240-000	EQUIP CONTRACTS:COPY	500
25-00-55110-291-000	PURCHASED SERVICES	100
25-00-55110-310-000	GENERAL OPERATIONS(SUPPLIES)	4,500
25-00-55110-310-001	PRINT MATERIAL	15,000
25-00-55110-310-002	SERIALS (magazines & newspapers)	3,966
25-00-55110-310-003	AV MATERIALS	11,000
25-00-55110-310-004	AUDIT	1,500
25-00-55110-310-005	MISC. MATERIALS	100
25-00-55110-310-006	ELECTONIC RESOURCES	1,752
25-00-55110-310-007	POSTAGE	400
25-00-55110-310-008	FINANCIAL SOFTWARE	500
25-00-55110-310-009	LIBRARY ONLINE	174
25-00-55110-310-010	WIRELESS	200
25-00-55110-310-012	VILLAGE NEWSLETTER	50
25-00-55110-310-013	SCLS LINK COSTS	18,314
25-00-55110-310-014	PROGRAMMING	500
25-00-55110-310-015	SUMMER READ	3,000
25-00-55110-310-016	PUBLIC RELATIONS & MARKETING	100
25-00-55110-310-017	MULTI-MEDIA KITS	0
25-00-55110-310-018	SCLS DELIVERY	2,091
25-00-55110-320-000	PUBLICATIONS, DUES, ADS	1,000
25-00-55110-330-000	TRAVEL & TRAINING	1,500
25-00-55110-350-000	REPAIR/EQUIPMENT	200
25-00-55110-510-000	LIBRARY: INSURANCE	4,200
25-00-55110-810-000	1000 BOOKS GRANT	
25-00-55110-810-001	EQUIPMENT & FURNISHINGS	100
25-00-55110-810-002	COMPUTER REPLACEMENT	2,600
25-00-55110-810-003	LIBRARY: EXPANSION PROJECT	0
25-00-57130-810-001	LIBRARY: CFSW ADMIN. FEE	0
25-00-57140-000-034	LIBRARY: PROPERTY AQUITION	0
25-00-59210-999-000	TRANSFER TO GENERAL FUND	0
25-00-59265-999-000	TRANSFER FROM GENERAL FUND	0
25-00-59900-000-000	SP. PURP TAX REV: CONTINGENCY	0
25-00-59900-001-000	SPECIAL PURPOSE TAX REVENUES	0
25-00-59900-002-000	SP. PURP TAX REV: TRUST FUNDS	0
TOTAL EXPENSES		251,296

New Glarus Public Library Program Attendance November, 2013

Total programs = 9; 5 Adult/4 Children

Total attendance = 107; 38 Adults/69 Children

Activity	Date	Number of Attendees
Preschool Story Time	Friday, November 1 st	15 child, 6 adult
Scrabble	Tuesday, November 5 th	3
Preschool Story Time	Friday, November 8 th	19 child, 7 adult
Scrabble	Tuesday, November 12 th	4
Adult Book Club	Wednesday, November 13 th	4
Preschool Story Time	Friday, November 15 th	26 child, 8 adult
Scrabble	Tuesday, November 19 th	3
Preschool Story Time	Friday, November 22 nd	9 child, 3 adult
Scrabble	Tuesday, November 26 th	cancelled

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

APPROVAL OF MINUTES:

- E. Moved to approve the November 12, 2013 Library Board minutes by L. Hiland, second by W. Duerst. Motion Carried
- F. Moved to approve the November 26, 2013 Library Board minutes by S. Janowiak, second by W. Duerst. Motion Carried.

CONVENE INTO CLOSED SESSION: Moved to go into closed session by S. Janowiak, second by B. Weiss. By roll call vote: W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; L. Speth-yes; and B. Weiss-yes. Motion carried at 8:19 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by S. Janowiak, second by W. Duerst. By roll call vote: W. Duerst-yes; L. Hiland-yes; S. Janowiak-yes; and B. Weiss-yes. Motion carried at 9:15 p.m.

RESULTS OF CLOSED SESSION: We discussed and reviewed the evaluation form.

ADJOURNMENT: Meeting adjourned on a motion by L. Hiland, second by S. Janowiak. Motion carried at 9:16 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE JANUARY 14, 2014 LIBRARY BOARD MEETING.

**NEW GLARUS PUBLIC LIBRARY
BOARD OF TRUSTEES
RESOLUTION R13-14**

ESTABLISH WAGES FOR FULL-TIME EMPLOYEES FOR
JANUARY 1, 2014 TO DECEMBER 31, 2014

WHEREAS, the Village Board in the 2014 budget process approves a wage adjustment for the new budget year, and

NOW THEREFORE, The New Glarus Public Library Board of Trustees of the VILLAGE OF NEW GLARUS, GREEN COUNTY, WISCONSIN does hereby resolve to establish wages for the following employees for the period January 1, 2014 through December 31, 2014 as follows:

Margaret Waggoner	\$22.29/hour
Erica Loeffelholz	\$15.25/hour
Rachel Holcomb	\$10.30/hour

AND DOES FURTHER RESOLVE that these wages shall be paid as provided by the Village Board Resolution 11-29 adopted the 15th day of November, 2011.

DATE: 12/10/13

Linda Hiland, President

ADOPTED: 12/10/13

Rebecca Weiss, Secretary

Presented by Director Waggoner

**NEW GLARUS PUBLIC LIBRARY
BOARD OF TRUSTEES
RESOLUTION R13-15**

ESTABLISH WAGES FOR PART-TIME EMPLOYEES FOR
JANUARY 1, 2014 TO DECEMBER 31, 2014

WHEREAS, the Village Board in the 2014 budget process approves a wage adjustment for the new budget year, and

NOW THEREFORE, The New Glarus Public Library Board of Trustees of the VILLAGE OF NEW GLARUS, GREEN COUNTY, WISCONSIN does hereby resolve to establish wages for the following employees for the period January 1, 2014 through December 31, 2014 as follows:

Ignacia Boersma	\$13.16/hour
Cally O'Leary	\$7.47/hour
Alayna Truttman	\$7.70/hour
Zachary Way	\$7.47/hour

AND DOES FURTHER RESOLVE that these wages shall be paid as provided by the Village Board Resolution 11-29 adopted the 15th day of November, 2011.

DATE: 12/10/13

Linda Hiland, President

ADOPTED: 12/10/13

Rebecca Weiss, Secretary

Presented by Director Waggoner

NEW GLARUS PUBLIC LIBRARY 2013	Circulation	New Patrons Registered		Circulation by PSTAT 2013	Village of New Glarus	Town of New Glarus	Town of York	Town of Exeter
January	6780	10		January	3288	1554	823	311
February	6213	11		February	2987	1526	641	282
March	7002	13		March	3491	1537	819	429
April	7052	8		April	3476	1618	809	402
May	6133	7		May	3117	1449	683	306
June	7739	26		June	3492	2319	900	325
July	8152	14		July	4064	2088	926	274
August	7234	27		August	3603	1488	905	200
September	5704	7		September	2814	1043	857	179
October	6835	20		October	3027	1200	1088	300
November	6086	8		November	2624	1230	798	273
December				December				
Total:	74930	151		Totals:	35983	17052	9249	3281
	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
January	24	14	2	729	1206		209	95
February	4	7	0	682	1031	767	217	106
March	7	5	2	787	1309	735	255	126
April	10	2	2	515	802	890	198	93
May	6	11	0	719	1047	1221	199	85
June	6	5	1	750	1050	1132	188	80
July	8	6	0	851	1129	1302	294	137
August	5	1	1	790	1155	1492	286	117
September	12	10	2	557	791	1610	233	86
October	4	2	0	384	603	1072	210	85
November	10	8	2	316	562	1212	203	86
December								
Total:	96	71	12	7080	10685	11433	2492	1096
	Patron Visits	Hours Open	Patrons/Hour	# Programs	# Adults	# Children	Total Attending	
January	3403	200	17.0	(5A&4C) 9	72	46	118	
February	3065	200	15.3	(2A&4C) 6	19	43	62	
March	3366	196	17.2	(3A&4C) 7	35	61	96	
April	3381	218	15.5	(8A&7C) 15	68	88	156	
May	2467	209	11.8	(6A&7C) 13	44	184	228	
June	3375	205	16.5	(6A&6C) 12	100	586	686	
July	3782	218	17.4	(8A&8C) 16	121	170	291	
August	3169	223	14.2	(3A&1C) 4	25	21	46	
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October	2674	227	11.8	(7A&6C) 13	95	81	176	
November	2566	196	13.1	(4A&4C) 8	38	69	107	
December								
Total:	35235	2292	15.6	91	654	1423	2077	