

MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES

Tuesday, June 26, 2018 - 6:00 P.M.

AGENDA

1. Call to Order: President Linda Hiland called the meeting to order at 6:00 pm. Those present, in addition to Hiland, were Bob Bergum, Jody Hoesly, Kevin Budsberg, Shelly Truttmann, Suzi Janowiak, and Library Director Lauren White. Absent: Petra Streiff.
2. Approval of Agenda: Bob Bergum moved to approve amended agenda, 2nd by Jody Hoesly . Motion carried.
3. Comments & Questions from the Public: None.
4. New Business
 - A. Discussion: Town of New Glarus Fund Designation: The Town is giving the Capital Campaign over \$31,000 from impact fees collected to the new library project. They have also set aside \$100,000 in their budget for the library, and are offering it as a matching gift to help with fundraising this year. The final use of their second gift may be used for the Capital Campaign or for operating spread over 5 years (\$20,000 per year). This is to be determined between the Town, Village, and Library boards as discussions continue between the three boards. Jody Hoesly suggested there might be a benefit to splitting the money between operating and the Capital Campaign 40/60 (for the first two years of operating).
 - B. Discussion and Consideration: Response to Citizen Request: The Library Board President and Library Director received, via the Village Administrator, an open records request for additional information regarding the Strategic Plan survey from Greg Thoemke, which was provided to him by the date he requested (June 15, 2018). After receiving the information, he then requested a meeting with Village Administrator Bryan Gadow and others. The meeting was held on June 26, 2018 with Shawn Brommer, Linda Hiland, Jody Hoesly, Bryan Gadow, Greg Thoemke, and Director White in attendance. He submitted a lengthy list of demands titled "Expectations" (see attached) regarding some online responses that came in after the predetermined deadline in accordance with the Strategic Planning Timeline. He demanded a response by June 29, 2018. Consensus that the document titled "Expectations" did not represent an accurate depiction of events nor a good faith request to work together. Jody Hoesly examined the full set of data including the later responses. Kevin Budsberg made a motion to decline the expectations submitted by Greg Thoemke on June 26, 2018 and have President Hiland inform him by email, 2nd by Bob Bergum. Motion carried.
5. Old Business
 - A. Discussion and Consideration: Library Building Project: President Hiland passed around draft designs for the donor recognition area. It would involve a monitor surrounded by a plexiglass wall that would contain donor names as well. The board discussed specifics of how donors would be recognized on the donor wall and on the monitor scroll, and how to list those who have given to specific areas in the library. Consensus to create categories to assist the co-chairs with their donor calls. President Hiland will tell the designer we approved of her initial design, and let the co-chairs know of the decisions made for donor recognition.

- B. Discussion and Consideration: Sale of West Side Site: The West side site has been listed with Tara Wilde with an asking price of \$125,000.
 - C. Discussion and Consideration: Strategic Planning: The board reviewed the draft document page by page. Changes were made to wording and punctuation, and the date of data collection was changed from February to April to reflect the late responses we received. The board discussed the late responses and felt they provided additional insight into what patrons value in library services. All responses were included in the analysis summarized on page 4 of the document. Bob Bergum moved to approve document with edits, 2nd by Kevin Budsberg. Motion carried.
6. Reports/Discussion/Consideration
- A. Administration Team: New format of reports from CFSW.
 - CFSW Financial Report
 - B. Building Committee: No report.
 - C. Co-chairs Team: CFSW has new director who has provided documents to help with specific donor questions. Jodi Sweeney met with the current co-chairs and provided training and suggestions for their fundraising efforts. Finalizing the next mailer to go out. Kevin Budsberg requested that the co-chairs attend our July meeting to provide an update. Petra Streiff and President Hiland attended the last Chamber meeting and gave a presentation to the business community and will attend the next Retailers' Roundtable. We have found a new location for the banner.
 - D. Communication Team: There will be an article in the next PMR regarding the gifts from the Town.
 - E. Grants Team: Have identified new opportunities for grants and have been applying and readying materials for upcoming grant application periods.
 - F. Partnership Team: Covered above.
 - G. Village Board Liaison: No report.
 - H. Friends of the Library: Director White updated the board on the June meeting.
 - I. Town/Village Library Funding Team: No report.
 - J. Director's Report: The board favorably commented on the report and how many attendees are attending programming events. Director White updated the board on the PSLR process and encouraged the trustees to take the survey.
 - K. Bills & Finance Report
 - Bills: Bills were presented and approved dated June 26, 2018 totaling \$4,144.94.
 - Financial Statement
7. Approval of Minutes:
- A. May 22, 2018: President Hiland made a slight correction to the Officer Election section. Bob Bergum moved to approve with correction, 2nd by Shelly Truttmann. Motion carried.
 - B. June 7, 2018: President Hiland made slight changes to the Closed Session section. Shelly Truttmann moved to approve with corrections, 2nd by Kevin Budsberg. Motion carried.
8. Adjournment: President Hiland adjourned the meeting at 9:12 pm.

Respectfully submitted, Suzi Janowiak, Secretary

EXPECTATIONS:

Report and make available the following information:

- The existence of the survey in question
- The dates it opened for and closed to responses
- The total number of responses received (excluding the test response)
- The fact that individual survey respondents were allowed to submit multiple responses
- The fact that the Library Bboard does not know how many individuals are represented amongst those 119 responses
- The fact that the Library Board does not know how many of the responses came from individuals within the New Glarus Public Library's service area / service population
- The fact that survey results were presented graphically to the New Glarus Village Board and roughly 30 community members in attendance at the May 30th joint meeting of Village Board and Library Board.
- The fact that the last 29 survey responses were omitted from the graphic reporting of the survey responses, in spite of the fact that the survey was closed to new responses nearly six weeks prior to that meeting
- The fact that the 29 omitted responses would have substantially changed the reported results, in a fashion not to the liking of the Library Board, had they been included
- The fact that an open records request was made and fulfilled, and that the request and the fulfillment are available by request to members of the public, including news media
- Using an identical graphic format, make it clearly known that the following is available by request:
 - o The survey results as originally reported (90 total responses)
 - o The survey results from the 29 omitted responses
 - o The survey results from all 119 responses

Do not use or include any of the following:

- Descriptions of these data omissions that include adverbs such as "accidentally," "errantly," "inadvertently" or the like
- Any other language or statement that might lead consumers of this information to conclude that these events were not purposeful (nor do you need to admit the intentional nature of these events - in other words, allow the consumers of this information to draw their own conclusions regarding intent)

Make the information outlined above prominently available via the following resources and methods:

- Any and all social media pages under the control of the New Glarus Library Board or its agents, friends' groups, etc. (post should be pinned to the top of social media pages for a period of not less than one month, left up for a period of not less than one year, and should appear no later than Friday, July 6th, 2018)
- Any and all internet web pages under the control of the New Glarus Library Board or its agents, friends' groups, etc. (post should be prominently displayed on both home page and any other webpages which reference the building project, for a period of not less than one year, and should appear no later than Friday, July 6th, 2018)
- A printed hard-copy document, available by request at the library service tear during the library's regular business hours (available no later than Friday, July 6th, 2018, for a period of not less than one year)
- Work with Village of New Glarus personnel to report on any social media pages, internet web pages and service counters under the control of the Village of New Glarus, according to the same guidelines as outlined above (available no later than Friday, July 6th, 2018, for a period of not less than one year)
- Contact the staffs of the *New Glarus Post Messenger* and the *Monroe Times*, requesting that each write articles about the data omission / misrepresentation, using the facts outlined above. Library Board members, library employees, capital campaign personnel and others associated with the library should refrain from offering any interviews / quotes suggesting that these events were unintentional or accidental. They do not need to explicitly admit that said events were intentional. Request that the resulting articles appear in print and on the publications' respective webpages no later than July 15th
- If either the *New Glarus Post Messenger* or the *Monroe Times* declines to write and run an article as requested, submit letters to the editor detailing the same facts, and request these run in print and on the publications' respective webpages no later than July 15th
- With regard to the *New Glarus Post Messenger* and the *Monroe Times*, the standard is that the information as outlined actually appears in print, not that you "tried."
- I will reserve the right to embark upon my own efforts to bring this information to the public if, at my discretion, and in consultation with Village President and Village Administrator, I do not believe a good-faith effort has been made to meet the conditions as laid out above. If I do embark upon my own efforts to bring this information public, I will take the steps outlined above, as well as contacting the Wisconsin State Journal and the various Madison area TV news organizations.
- Proactively contact any other groups and / or individuals with whom the incomplete survey results have been shared, and provide them with this follow-up information, either via email or print, per their preference (to be delivered to recipients no later than Friday, July 6th, 2018).

New Glarus Public Library
Director's Report June 26, 2018
Lauren White, Director

Summer Reading Program:

The annual summer reading program is off to a fantastic start! In the first month, we've already registered nearly 350 students, which is fantastic! A large reason for this early success is having students register at school during the school visits--this removed a barrier of having the student return to the library at a later date and each week, Erica is collecting reading logs at the school and taking prizes with her, so again, we are meeting them where they're at as opposed to asking them to come to us. We're thankful to work with such a cooperative school district that is just as concerned about the loss of reading skills over the summer as we are. We just finished our second week of the program and will run for a total of 8. Of course, we're interested to see how this year will compare to years past, but I'm encouraged with this strong start. We have had two very successful programs this summer, the first being the Henry Vilas Zoo to You Program, which drew in over 100 families and Erica's weekly Pinterest to Project programs have been wildly popular with roughly 50 attendees each week!

PLSR Discussion and Survey:

For the past few years, a variety of work groups have formed around the state to examine the services libraries provide and if being broken down into geographic systems is the best thing for everyone. For those that are part of SCLS, we are very lucky to receive top-notch service, but more rural systems don't have the same amount of funding coming in and thus, aren't able to offer the same services. So, the Public Library System Redesign System (PLSR) was born. They are examining service priorities and looking for ways to provide more equitable experiences across the state. Now that the committees have finished their work, the final steps are being taken before an official recommendation goes to the Department of Public Instruction. There are now two models being examined as part of the recommendation process: model Y and model W. Voting by library staff, directors, system staff, trustees, etc will be opening soon and will close on July 20th. Everyone is encouraged to vote and read through these recommendations as we move forward. A PowerPoint presentation going over the two recommendations and the history can be found here: <http://www.plsr.info/prelimframeworktoolkit/> In a nutshell, model Y is condensing the existing systems (17) to 6-8 and model W is a current system enhanced model. Of course, this is very complicated, so looking at the detailed reports is a great idea.

May All Directors Meeting:

On Thursday, May 17th, directors met in Portage to hear preliminary budget updates from delivery, technology, and ILS. For 2019, delivery will cost 1% more, which is the first increase in five years. For most libraries, this is a ~\$300 increase from 2018. Technology is reporting a 0.0% increase for 2019 and ILS is as well, which is good news. We will continue to receive e-rate rebates for our internet filtering and are also eligible for TEACH funding as well, which should help offset replacing our wireless access point, which is around \$1,000. New Glarus has

one access point, but some libraries in our system have 10 or more, so it's an expense we're all aware of and I'm hopeful with the e-rate refunds and TEACH eligibility, we will be in a good place when that time comes. In the afternoon, Mark Jochem, the new workforce development specialist with SCLS gave a short presentation on the services he plans to provide and then asked member libraries what they'd like to see.

Strategic Planning: Final Steps:

We now have our draft version of the strategic plan and the environmental study, which was given to library board members on June 7th. At the June 26th meeting, I will be looking for feedback so that I can pass it along to SCLS staff and we can finalize the plan and then distribute it.

May 2018 Program Attendance

Event	Date	Number of Attendees
Scrabble	Tuesday, May 1 st	3A
Free Play	Thursday, May 3 rd	4C/5A
Preschool Story Time	Friday, May 4 th	21C/9A
Music and Movement	Monday, May 7 th	6C/3A
Scrabble	Tuesday, May 8 th	2A
Book Club Discussion	Wednesday, May 9 th	15A
Free Play	Thursday, May 10 th	5C/3A
Preschool Story Time	Friday, May 11 th	21C/8A
Music and Movement	Monday, May 14 th	18C/7A
Scrabble	Tuesday, May 15 th	0
Free Play	Thursday, May 17 th	0
5 th Grade Fieldtrip	Thursday, May 17 th	19C/2A
5 th Grade Fieldtrip	Friday, May 18 th	24C/2A
Preschool Story Time	Friday, May 18 th	21C/9A
Music and Movement	Monday, May 21 st	3C/2A
7 th Grade School Visit	Monday, May 21 st	84C/6A
Scrabble	Tuesday, May 22 nd	0
8 th Grade School Visit	Tuesday, May 22 nd	72C/6A
K-4 School Visit	Tuesday, May 22 nd	365C/22A
Knight School Visit	Wednesday, May 23 rd	16C/4A
Free Play	Thursday, May 24 th	0
5 th Grade School Visit	Thursday, May 24 th	88C/7A
Driftless Artists Event	Friday, May 25 th	33A/8C
6 th Grade School Visit	Friday, May 25 th	69C/4A
Scrabble	Tuesday, May 29 th	0

Free Play	Thursday, May 31 st	0

May 2018 Monthly Statistics

New Glarus Public Library 2018	Items Added	Items Deleted	Circulation	Circ. by PSTAT Other	Village of New Glarus	Town of New Glarus	Town of York	Town of Exeter	Dane Co. No Library
January	230	904	6179	1267	2596	1219	469	251	377
February	172	151	5064	1295	1970	1019	404	220	156
March	221	19	5644	1451	2198	1244	301	256	194
April	248	336	5571	1116	2322	1315	451	145	222
May	200	811	5279	783	2345	1137	636	203	175
June									
July									
August									
September									
October									
November									
December									
Total:	1071	2221	27737	5912	11431	5934	2261	1075	1124
2018	Patron ILL Requests	ILL Requests Rec'd	ILL Requests Unable to Fill	# Unique Website Visitors	#Website Visits	WiFi Sessions	Public Computer Sessions	Public Computer Hours	New Patrons Register
January	4	4	0	964	1059	1741	231	???	5
February	10	4	1	1034	1552	2004	207	???	6
March	7	11	0	1008	1418	2074	224	???	10
April	8	7	1	961	1390	2382	254	???	12
May	8	6	1	1194	1597	2217	227	???	10
June									
July									
August									
September									
October									
November									
December									
Total:	37	32	3	5161	7016	10418	1143		43
2018	Patron Visits	Hours Open	Patrons/Hour	# Adult Programs	#Adults Count	# Children Programs	# Children Count	Total Programs	Total # Attend
January	2632	200	13	7	33	4	49C/19A	10	101
February	2557	209	12	5	11	10	69C/45A	15	125
March	2853	214	13	6	22	15	196C/103A	21	321
April	2795	205	14	5	14	13	99C/50A	18	63
May	3813	218	17	8	53	19	819C/110A	27	892
June									
July									
August									
September									
October									
November									
December									
Total:	14650	1046	69	31	133	61	1229C/327A	91	1502

TOTAL LIBRARY INVESTMENTS**59,288.04****FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)****Community Foundation of Southern WI [most recent information available]****Library Capital Campaign Fund**

CASH Deposits thru 3/31/18	797,908.78
Interest Income from April	318.32
Less fees from April	-979.55
Gifts received	6,000.00
Pledges paid	2,278.00
CASH Available 4/30/18	805,525.55

Library Operations Fund [CFSW sending statements quarterly]

CASH Available 10/31/17	26,488.30
Gifts received	
Pledges paid	
Interest Income	13.69
Disbursements 4th Quarter Fees	-65.90
CASH Available 3/31/18	26,436.09

Library Endowment Fund [CFSW sending statements quarterly]

Beginning Balance 10/31/17	23,431.85
Contributions	30.00
Investment Activity	-201.77
Disbursement Activity fees	21.29
To balance with CFSW	-42.58
BALANCE 3/31/18 [NON-CASH]	23,238.79