

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, July 8, 2014**

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: Kevin Budsberg, Suzi Janowiak, Lexa Speth, Petra Streiff (arrived at 7:01 p.m.) and Becky Weiss. Jody Hoesly was absent. Interim Library Director Erica Loeffelholz was also in attendance.

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 (Director search interview questions).

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.

NEW BUSINESS:

- A. DISCUSSION & CONSIDERATION: APPOINTMENTS TO BUILDING COMMITTEE:** J. Hoesly and B. Weiss both agreed to continue serving on this committee. In addition, L. Hiland volunteered to be the alternate member if needed. Wayne Duerst has agreed to continue as a citizen member. Other members of this committee are the architectural design firm and the Library Director.
- B. DISCUSSION & CONSIDERATION: LIBRARY FINES & FEES COLLECTION POLICY:** Prior to the meeting, Director Loeffelholz had forwarded the current Circulation Policy with a proposed wording change to address the issue of checks returned for non-sufficient funds (NSF). It was suggested to adjust the line regarding the dollar amount to read "...a fee consistent with the banks NSF fee, which is currently \$30.00." Moved to approve the Circulation Policy with the wording change by K. Budsberg, second by L. Speth. Motion Carried.

OLD BUSINESS:

- A. DISCUSSION & CONSIDERATION: SITE RECOMMENDATION:** Reminder that on July 15th site selection is supposed to be discussed at the Village Board meeting.
- B. DISCUSSION & CONSIDERATION: DRAFT OF 2015 BUDGET:** Director Loeffelholz reported that she has not been contacted by Village Administration and confirmed that yes she did have a copy of the anticipated budget timeline.
- C. DISCUSSION & CONSIDERATION: LIBRARY DIRECTOR SEARCH PROCESS AND TIMELINE:** Applications are still coming in, the deadline is July 9th. We will hold a special meeting on Wednesday, July 16th to review the applications. We then discussed our schedules to determine potential interview dates.

BILLS / FINANCIAL REPORT: There were two sets of bills presented: the June 24, 2014 bills totaled \$6,489.30 and the July 8, 2014 bills totaled \$748.37. The bills were initialed by trustees to show approval for payment. After the meeting Director Loeffelholz will email the June 2014 financial report prepared by Village Clerk-Treasurer Lynne Erb.

DIRECTOR'S REPORT:

Fizz, Boom, Read! Spark a Reaction!

We have held three summer reading events so far this year.

- The Zinghoppers dance party was sponsored by NG Utilities and was attended by 35 children and 15 adults.
- The Science Alliance presentation was sponsored by the Bank of New Glarus, and was attended by 55 children and 27 adults. The show was very interactive, with all of the children taking turns assisting in the various experiments. We had many positive comments from the parents who attended.
- Our Arts & Crafts day brought in 44 children and 22 adults. We had eight different craft stations set up, with a focus on nature-related crafts (i.e. Seed bombs, animal-related crafts). Vicki Sasso and Tanya Hansen volunteered to supervise some of the craft stations and were wonderful at keeping the kids safely engaged with the various crafts.

We currently have 61 preschoolers, 124 elementary students, and 29 teens signed up for the Summer Reading Program.

Gardening Program

We have additional gardening workshops planned for July, August, September, and October. The presentation on July 14th will be all about composting.

Email Migration

The migration to O365 e-mail was completed in late June. Please note the following e-mail changes:

Erica Loeffelholz – Erica@ngpl.org

Ignacia Boersma – Ignacia@ngpl.org

Rachel Holcomb – Rachel@ngpl.org

Staff E-mail – Staff@ngpl.org

We are currently still able to receive messages sent to our old e-mail addresses, but as of January 30, 2015 our scls.lib.wi.us e-mails will no longer be viable. Our contact info has been updated on the library's website and SCLS website.

Inventory

We began the process of taking inventory of the library collection on June 13th, and are about halfway through the process. The pages are working on inventory when they have finished their other tasks.

We are trying to guarantee that our collections as listed in our OPACs and Finding Aids do not lack integrity. We can also to examine each resource and determine its future in the collection based on age, relevance, currency and condition—which may include repair, replacement, disposal or cleaning to ensure that attractive, up-to-date resources are available for patrons. Inventory can also identify anomalies in the catalog and provide an opportunity to correct catalog records and labeling of items. This is also a time when shelves can be rearranged to minimize overcrowding to prevent damage.

Friends of the Library

A brief Friends meeting was held on July 3rd, with Maggie, Erica, Judy Murken and Linda Uttech attending. The purpose of the meeting was to inform Erica on how the Friends group works and what events they host. The next Friends meeting is tentatively scheduled for July 31st at 7 PM.

Community Foundation Grant

We are planning to write a community foundation grant for the purpose of buying clear acrylic shelving bins to use when we reorganize the children’s picture book collection. Our goal is to sort all of our children’s picture books by subject in order to make the collection easier for parents and children to browse.

New Glarus Public Library Program Attendance JUNE 2014

In order to help with our statistics for the 2014 Annual Report, please keep track of the number of children (those under age 18) and adults attending each program – Thanks!

Activity	Date	Number of Attendees
Elementary School Visit (Ignacia -5 groups)	Monday, June 2 nd	369C/20A
Gardening Workshop: Native Bees & Other Pollinators	Monday, June 2 nd , 6:30 PM	13
Adult Book Discussion	Wednesday, June 11, 7:00pm	6
Zinghopper’s Concert	Wednesday, June 18, 4:00pm	35C/15A
Science Alliance	Wednesday, June 25, 4:00pm	55C/27A
Note: June Scrabble dates cancelled by group		

B. Weiss commented that several of the sessions for the “Dome Theater” were marked as full: Director Loeffelholz replied that The Growing Tree child care center was bringing a group of kids down by bus. In addition, that several adults had signed up for the various programs as well. B. Weiss then asked how the email conversion to MO365 (Microsoft Office 365) was going as her company had switched to MO365 recently as well. K. Budsberg mentioned that his job had discussed switching to MO365 as well, but had questions about the monthly subscription charge. Director Loeffelholz added that SCLS pays the subscription for the library.

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

APPROVAL OF MINUTES:

- A. Moved to approve the June 10, 2014 Library Board minutes, noting typographical corrections, by L. Hiland, second by K. Budsberg. Motion Carried.
- B. Moved to approve the June 16, 2014 Library Board special meeting minutes by S. Janowiak, second by K. Budsberg. Motion Carried.
- C. Moved to approve the June 24, 2014 Library Board minutes, noting typographical corrections, by L. Hiland, second by K. Budsberg. Motion Carried.

CONVENE INTO CLOSED SESSION: Moved to go into closed session by B. Weiss, second by K. Budsberg. By roll call vote: K. Budsberg-yes; L. Hiland-yes; S. Janowiak-yes; L. Speth-yes; P. Streiff-yes; and B. Weiss-yes. Motion carried at 7:12 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by L. Speth, second by S. Janowiak. By roll call vote: K. Budsberg-yes; L. Hiland-yes; S. Janowiak-yes; L. Speth-yes; P. Streiff-yes, and B. Weiss-yes. Motion carried at 8:32 p.m.

RESULTS OF CLOSED SESSION: We determined the interview questions for the Library Director search.

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

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE AUGUST 12, 2014 LIBRARY BOARD MEETING.

New Glarus Public Library 2014	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	213	485	6525	811	3032	1323	926	280	153
February	304	58	5354	626	2598	1125	660	182	163
March	277	432	6384	792	2945	1303	899	264	181
April	278	582	6086	783	2805	1367	721	248	162
May	503	582	5837	763	2688	1344	716	171	155
June	189	45	7061	668	3473	1578	713	291	338
July									
August									
September									
October									
November									
December									
Total:	1764	2184	37247	4443	17541	8040	4635	1436	1152
2014	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	10	8	0	366	711	1307	215	100	16
February	4	4	0	384	701	1690	211	109	7
March	6	4	0	475	810	1685	242	120	13
April	5	3	0	421	738	1902	252	123	7
May	14	7	2	480	798	2696	239	122	6
June	10	6	2	659	770		205	83	23
July									
August									
September									
October									
November									
December									
Total:	49	32	4	2785	4528	9280	1364	657	72
2014	Patron Visits	Hours Open	Patrons/Hour	# Adult Programs	# Adults Count	# Children Programs	# Children Count	Total Programs	Total # Attend
January	2418	185	13	4	11	5	47C/12A	9	70
February	2239	193	11.6	6	48	4	41C/14A	10	103
March	2944	205	14.4	5	15	4	79C/27A	9	121
April	2833	200	14.2	6	30	4	86C/24A	10	140
May	2824	214	13.2	7	55	8	189C/30A	15	274
June	3680	209	17.6	2	19	3	459C/62A	5	540
July									
August									
September									
October									
November									
December									
Total:	16938	1206	N/A	30	178	28	901C/169A	58	1248

**Village of New Glarus
Special Meeting Minutes of the Library Board of Trustees
New Glarus Public Library
Wednesday, July 16, 2014**

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: Kevin Budsberg, Jody Hoesly, Suzi Janowiak (left at 8:59 p.m.), Petra Streiff and Becky Weiss. Lexa Speth was absent. Interim Library Director Erica Loeffelholtz, Barb Anderson (6:55 p.m.), Kate Douma (7:52 p.m.), Rachel Frye (7:52 p.m.), Jim Grant (7:52 p.m.), Jim Roberts (7:52 p.m.), and Rebecca Thompson (arrived at 6:56 p.m., left at 7:52 p.m.) were also in attendance.

ANNOUNCEMENT:

A. The Library Board will convene into closed session #1 called under WI State Statute 19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations (Safety Incident).

B. The Library Board will convene into a closed session #2 called under WI State Statute 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Library Director Applications).

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

COMMENTS & QUESTIONS FROM THE PUBLIC: B. Anderson asked what's next.

DISCUSSION & CONSIDERATION: BUILDING PROJECT: Started by providing an overview of the Village Board meeting that was held the previous night. Both K. Budsberg and L. Hiland shared an update on their meetings, from earlier today, with Village Administrator Nic Owen and Village President Roger Truttman where they discussed needing clarification on the motion that was made and the intent of that motion. They also had discussions on square footage, costs, possible acquisition costs, impact to the tax roll, TID funds, previous studies, and relocation expenses.

B. Anderson referenced the past studies of the Village Hall that have been done that showed remodeling costs were more than new construction. J. Roberts added that the Monroe Library had run into that very situation with remodeling being so much more expensive as they discovered asbestos in the building. He then asked if the Village Hall has asbestos; we have been told in the past that there is some asbestos in the area of the generator room.

J. Grant asked what the plan is then for fundraising; R. Thompson, K. Douma, B. Weiss and K. Budsberg all shared their thoughts on the fundraising campaign. This was followed by a discussion of both the site and borrowing referendum questions.

Next K. Budsberg, J. Hoesly, K. Douma, L. Hiland, B. Weiss and R. Thompson all remarked on reviewing the past studies and putting together a factual overview with the key points that need

to be highlighted. Some of the items mentioned were; costs, square footage, staffing, requirements (ADA, building codes, HVAC, Electrical, etc.), elevators, expansion, parking, DNR approval for building in a flood plain, and insurance.

CONVENE INTO CLOSED SESSION: Moved to go into closed session by B. Weiss, second by K. Budsberg. By roll call vote: K. Budsberg-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; P. Streiff-yes; and B. Weiss-yes. Motion carried at 7:58 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by K. Budsberg, second by J. Hoesly. By roll call vote: K. Budsberg-yes; L. Hiland-yes; J. Hoesly-yes; P. Streiff-yes; and B. Weiss-yes. Motion carried at 9:05 p.m.

RESULTS OF CLOSED SESSION #1: DISCUSSION AND CONSIDERATION: SAFETY INCIDENT: Moved to pursue a restraining order on an individual by L. Hiland, second by K. Budsberg. By roll call vote: K. Budsberg-yes; L. Hiland-yes; J. Hoesly-yes; P. Streiff-yes; and B. Weiss-yes. Motion carried.

RESULTS OF CLOSED SESSION #2: DISCUSSION AND CONSIDERATION: LIBRARY DIRECTOR SEARCH PROCESS AND TIMELINE: Moved to contact three applicants for interviews to be held on Saturday, July 26th by L. Hiland, second by P. Streiff. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by L. Hiland, second by K. Budsberg. Motion carried at 9:07 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE AUGUST 12, 2014 LIBRARY BOARD MEETING.

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, July 22, 2014**

President Linda Hiland called the meeting to order at 6:34 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Jody Hoesly, Lexa Speth, Petra Streiff and Becky Weiss. Suzi Janowiak was absent. Also in attendance was Interim Library Director Erica Loeffelholz.

ANNOUNCEMENT:

- A. The Library Board will convene into closed session #1 called under WI State Statute 19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations (Safety Incident).
- B. The Library Board will convene into closed session #2 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 Applications).

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.

NEW BUSINESS:

A. DISCUSSION: SAFETY PROCEDURE POLICY: Prior to the meeting, Director Loeffelholz had emailed copies for review of: The New Glarus Public Library "Policy on Patron Responsibilities and Conduct" that had been adopted on May 11, 2004 and "Behavior Policies" from several other Libraries.

L. Hiland started by providing a summary of contact she has had with New Glarus Police Chief Burt Boldebeck. Chief Boldebeck took a tour of the Library, Director's office, and staff workroom. Some of the items they discussed were the layout of the Library and Village Hall, security cameras, trespassing, restraining orders, and behavior policies. Chief Boldebeck will review the information, do some research and is willing to meet and work on safety procedures going forward. One of the questions he asked L. Hiland was since staff are Village employees, what the Village Attorney had recommended?

Director Loeffelholz said she will forward a manual she had received during a SCLS (South Central Library System) crisis training class. K. Budsberg added the he has had conversations in the past with Village Administrator Nic Owen on how staff members, trustees, election officials, etc. interact with members of the public and the possibility of offering ongoing training classes.

L. Hiland pointed out that our current policy was a good place to start but that it does need to be updated for topics regarding sexual assault and changes in technology. J. Hoesly mentioned that at her job (Academic Librarian at Wendt Commons Library) that issues

related to pornography, food and drink, and technology were currently the most common issues. P. Streiff commented on what a broad range of examples that we had to review, some were general and other policies very detailed. P. Streiff, K. Budsberg and J. Hoesly all also commented on the policies related to firearms and other weapons.

P. Streiff, K. Budsberg and Director Loeffelholz will work as a team to start reviewing our safety procedures. L. Speth asked if this was something that should be delayed to the new Director is in place. Consensus was no that we could get started and that the new Director can provide their input when hired, especially given all the other things the new Director will have to learn as it is. It was also mentioned that while the Library Director brings several policies to the Board each year for review, that we may want to consider setting up a system where a set number of polices are automatically reviewed each year.

- B. DISCUSSION & CONSIDERATION: CREDIT CARD CHANGE AUTHORIZATION:** Prior to the meeting, B. Weiss had emailed a draft document authorizing The Bank of New Glarus to remove from the credit card account Library Director Maggie Waggoner as an authorized user and add Library Director Erica Loeffelholz to the account as an authorized user. Correction was made for a typographical error L. Hiland found. Moved to approve the Credit Card Change Authorization by K. Budsberg, second by J. Hoesly. Motion Carried. Director Loeffelholz will follow up with The Bank of New Glarus.
- C. UPDATE: LIBRARY DIRECTOR EXIT INTERVIEW:** L. Hiland shared that at Director Waggoner's exit interview that Director Waggoner had written a check for reimbursement for WLA (Wisconsin Library Association) dues and a t-shirt and that she would submit the check to Village Clerk-Treasurer Lynne Erb. Director Waggoner shared that her favorite part of the job was interacting with patrons and that she liked supporting the Library and thanked the Library Board for their work and support. Negatives were the stress, politics and the cramped working quarters. Going forward she suggested making sure to focus on supporting staff members. In addition, she felt that given the size of our library that she anticipated most of the candidates for the Director position would be fairly recent graduates that they may not have the multiple years of Director experience, but would bring enthusiasm and strong technology backgrounds to the position.

OLD BUSINESS:

- A. DISCUSSION & CONSIDERATION: BUILDING PROJECT:** L. Hiland has had conversations with both N. Owen and Village President Roger Truttman; since there was no clear direction in the motion from the July 15th meeting they anticipate that site selection will be a topic at the August 5th Village Board meeting.
- B. DISCUSSION & CONSIDERATION: NEED FOR LEGAL COUNSEL:** Discussion touched on the various topics of site ownership, referendum questions, borrowing, and reimbursement for site acquisition costs. Concerns were also brought up with the monetary costs associated with any legal action.
- C. DISCUSSION & CONSIDERATION: 2015 OPERATING BUDGET:** Director Loeffelholz reported that she has not had any conversations with Village staff regarding the upcoming budget process, but that she will contact N. Owen after this meeting. Discussion continued on the topics of salaries, benefits, expenses, inflation, the Village 5-year plan, TID, raises, SCLS funding and expenses, and health care cost projections. K. Budsberg will meet with Director Loeffelholz to discuss and answer any questions.

REPORTS/DISCUSSION/CONSIDERATION:

- A. ADMINISTRATION TEAM:** B. Weiss reported that the CFSW (Community Foundation of Southern Wisconsin) report balanced last month and that the charts had been emailed prior to the meeting.
- B. BUILDING COMMITTEE: DISCUSSION & CONSIDERATION: RESOLUTION (LB 14-08) BUILDING COMMITTEE APPOINTMENTS:** Started by reviewing and discussing the various site studies conducted over the years. With the majority of the discussion focused on the 2002 Vierbicher Associates, Inc. and 2004 Plunkett Raysich Architects studies of the Village Hall. Plus the 2009 two overview documents on site expansion and cost by Library Director Denise Anton Wright and the 2012 NGPL Building Program Statement were also referenced. L. Hiland has been in contact with Deb Haeffner, SCLS Building & Design Consultant, who mentioned situations she has experienced in the past working with other libraries building in and near floodplains and the process of trying to get DNR (Department of Natural Resources) approval. Costs, square footage of the current Village Hall, relocation expenses, the effect the well/generator could have on floor plan designs, codes (building, fire, and ADA) were all items considered.
Moved to approve LB 14-08 by P. Streiff, second by K. Budsberg. Motion Carried. A copy of this resolution is included at the end of these minutes.
- C. CO-CHAIRS TEAM:** At their last meeting they discussed ideas for different fundraising events; for example maybe a FootGolf Outing at Argument Golf Course.
- D. COMMUNICATION TEAM:** Nothing to report.
- E. PARTNERSHIP TEAM:** Nothing to report.
- F. VILLAGE BOARD LIAISON:** P. Streiff provided a short summary of the July 15th Village Board meeting.
- G. GRANTS TEAM:** Nothing to report.

CONVENE INTO CLOSED SESSION: Moved to go into closed session by K. Budsberg, second by J. Hoesly. By roll call vote: K. Budsberg-yes; L. Hiland-yes; J. Hoesly-yes; L. Speth-yes; P. Streiff-yes; and B. Weiss-yes. Motion carried at 8:32 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by B. Weiss, second by J. Hoesly. By roll call vote: K. Budsberg-yes; L. Hiland-yes; J. Hoesly-yes; L. Speth; P. Streiff-yes; and B. Weiss-yes. Motion carried at 9:09 p.m.

RESULTS OF CLOSED SESSION #1:

DISCUSSION & CONSIDERATION: SAFETY INCIDENT: The Library Board will continue to pursue steps for a restraining order on an individual. Moved to refer legal issue to Village Administrator Nic Owen under the auspices that all Library Employees are Village employees and to work with Village Counsel on Library Board wishes by K. Budsberg, second by J. Hoesly. By roll call vote: K. Budsberg-yes; L. Hiland-yes; J. Hoesly-yes; L. Speth-yes; P. Streiff-yes; and B. Weiss-yes. Motion carried.

RESULTS OF CLOSED SESSION #2:

DISCUSSION & CONSIDERATION: LIBRARY DIRECTOR SEARCH PROCESS AND TIMELINE: Completed questions for the Library Director interviews on Saturday.

ADJOURNMENT: Meeting adjourned on a motion by L. Hiland, second by K. Budsberg.
Motion carried at 9:13 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE AUGUST 12, 2014 LIBRARY BOARD MEETING.

New Glarus Public Library
Library Resolution 14-08LB

Building Committee

The Building Committee's role is to assist The New Glarus Public Library Board with planning and executing all aspects of the process to facilitate the building of a new library. The Building Committee is a sub-committee of the Library Board and is therefore bound by and will comply with the same procedural rules as the Library Board. A meeting quorum shall consist of those members who attend the meeting; while any action taken will require a vote of the majority in attendance at that meeting. The Building Committee will make recommendations to the Library Board, but the Library Board is responsible for all final decisions.

During the course of the committee life committee members may be added or replaced as needed. The makeup of the Building Committee is determined by the Library Board and may include any of the following: Library Board Trustees, Library Director, Citizen Members, representatives from the Architectural Firm, and representatives from the South Central Library System (SCLS).

The Building Committee will exist until such time as its duties are complete, at which time the Building Committee will be dissolved by action of the Library Board.

PRESENTED BY: Linda Hiland
Adopted: 07/22/2014

Building Committee Members – Amended 07/08/2014:
Jody Hoesly, Library Board
Becky Weiss, Library Board
Wayne Duerst, Citizen Member
Library Director
Dimension IV Madison Design Group

Linda Hiland, Library Board President
New Glarus Public Library

Rebecca L. Weiss, Secretary
New Glarus Public Library

Erica Loeffelholtz, Interim Director
New Glarus Public Library

**Village of New Glarus
Special Meeting Minutes of the Library Board of Trustees
New Glarus Public Library
Saturday, July 26, 2014**

President Linda Hiland called the meeting to order at 8:52 a.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Jody Hoesly, Suzi Janowiak, Petra Streiff and Becky Weiss. Lexa Speth was absent. Interim Library Director Erica Loeffelholz (left at 1:17 p.m.) was also in attendance.

ANNOUNCEMENT: The Library Board will be meeting in a closed session called under WI State Statute 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Library Director Interview Process).

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

CONVENE INTO CLOSED SESSION: Moved to go into closed session by K. Budsberg, second by J. Hoesly. By roll call vote: K. Budsberg-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; P. Streiff-yes; and B. Weiss-yes. Motion carried at 8:53 a.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; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; P. Streiff-yes; and B. Weiss-yes. Motion carried at 1:51 p.m.

RESULTS OF CLOSED SESSION: Interviews have been completed for the day. We have determined to offer the position of Library Director pending successfully reference checks.

ADJOURNMENT: Meeting adjourned on a motion by L. Hiland, second by K. Budsberg. Motion carried at 1:53 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE AUGUST 12, 2014 LIBRARY BOARD MEETING.

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, August 12, 2014**

President Linda Hiland called the meeting to order at 6:36 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Suzi Janowiak, Lexa Speth, Petra Streiff and Becky Weiss. Jody Hoesly was absent. Interim Library Director Erica Loeffelholz and Rebecca Thompson (arrived 6:43 p.m., left 7:28 p.m.) were also in attendance.

ANNOUNCEMENT:

- A. The Library Board will convene into closed session #1 called under WI State Statute 19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations (Safety Incident).
- B. The Library Board will convene into closed session #2 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 Search Process and Timeline).

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

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

NEW BUSINESS:

C. DISCUSSION & CONSIDERATION: BUILDING PROJECT / OPERATING BUDGET / FUNDRAISING SCHEDULE: We started by having a brief discussion of upcoming holidays, staff schedules and upcoming meeting dates. We then moved on to talk about the various fundraising activities that have been completed, which activities are still ongoing and future fundraising items. Items included in this discussion were pledge payment cycles, grants and the three funds (Capital, Operating and Endowment) that are setup with CFSW (Community Foundation of Southern Wisconsin).

OLD BUSINESS:

D. DISCUSSION & CONSIDERATION: SITE RECOMMENDATION: L. Hiland started by providing an overview of the last Village Board meeting and the documents that had been prepared by Village Trustee Greg Thomeke. We had a lengthy discussion that reviewed: the various sites that have been considered over the years, results of past studies, space need calculations, service population numbers, square footage, costs, and the referendum results. Moved to have the Building Committee, review the issue of utilizing the Village Hall consistent with Trustee Greg Thomeke's ideas, with our current funds, to determine if the

Village Hall can work for the needs of the Library, by K. Budsberg, second by S. Janowiak. S. Janowiak then asked K. Budsberg for clarification on how this was going to work; K. Budsberg replied we review all the information and decide can we make it work and provide for the needs of the Library. Or it will be proven not to work based on extreme costs or other factors. Motion Carried. Discussion continued with additional emphasis on the referendum and the multitude of sites and studies that have been conducted over the years.

- E. DISCUSSION & CONSIDERATION: DRAFT OF 2015 BUDGET:** K. Budsberg and Director Loeffelholtz provided an overview of the projected 2015 Budget. They then responded to questions on the following items: anticipated numbers from Village Administration for salaries and benefits, fines, fees from faxes & copies, SCLS Link costs, summer reading program (SRP) and offsetting SRP grants. Moved to approve the 2015 Draft Library Operating Budget by L. Hiland, second by S. Janowiak. Motion Carried. K. Budsberg and Director Loeffelholtz will submit the budget to Village Administration.
- F. DISCUSSION & CONSIDERATION: LIBRARY DIRECTOR SEARCH PROCESS AND TIMELINE:** Other applicants have been notified that they were not selected and thanked for applying for the position. We continue to work through the hiring process and at this time the new Director's start date is scheduled for August 25th.

BILLS / FINANCIAL REPORT: There were two sets of bills presented: the July 22, 2014 bills totaled \$1,350.88 and the August 12, 2014 bills totaled \$1,284.98. The bills were initialed by trustees to show approval for payment. Prior to the meeting Director Loeffelholtz had emailed the July 2014 financial report prepared by Village Clerk-Treasurer Lynne Erb. The 2014 budget had been discussed earlier tonight as part of agenda item 6B.

DIRECTOR'S REPORT:

Summer Reading Update

The last official day of the summer reading program was Saturday, August 9th. However, we will still let children who were on vacation or otherwise unavailable turn in their reading logs this week. (We have two participants from London!) As of August 11th, these are the statistics for the Summer Reading Program:

- Preschool program – 61 children registered, 34 completed the program (56%)
- Elementary program – 127 children registered, 54 completed the program (43%)
- Teen program – 31 children registered, 11 completed the program (35%)
- Total hours read – 1,866!

Every child who completed the program has earned a ticket to our Carnival on August 19th. The elementary school is letting us use the gym for the Carnival. Right now we plan to have the following attractions:

- Bounce House
- Inflatable Super Slide
- Face Painting (Art & Soul is doing this for us)
- Pop Bottle Ring Toss (bottles donated by Minhas)
- Bean Bag Toss/Corn Hole
- Ping Pong Mason Jar game

- Balloon Ping Pong
- Relay Races
- Popcorn Stand
- Prize Booth (kids use the tickets they've earned to buy prizes)

Erica, Ignacia, and Katie will be working the Carnival, and we have three volunteers lined up to help. We are still looking for a few more volunteers, as some of our regulars will be out of town that week.

I would like to put a thank you notice in the Post Messenger Recorder to thank all of our sponsors and volunteers, if that's okay. (This is in addition to the thank you notes we send.)

Green County Directors Meeting

Erica attended the Green County Directors meeting in Albany on July 14th. The Directors are seeking ways to promote Tutor.com and other online services that we subscribe to. We have decided to send out a request for proposals to various area PR firms. We'd originally discussed having promotional materials ready to go for the start of the school year, but it was pointed out that parents are inundated with information in September, and it might be more helpful to hold off on a big promotional push until October or early November, when the school year is in full swing and kids have settled into their new classes.

They also discussed the possibility of developing an app that would allow library patrons to check out using their cell phones. There are some larger libraries that allow patrons to check out with a cell phone picture of their barcode, but we are concerned that people could snap a picture of anyone's library card and then use that to checkout. Kara Blue (Albany) was going to look into the possibility of developing an app that would also require a secure PIN.

Gardening Workshops

We had a small turn out (2 patrons) for the workshop on Canning and Preserving Produce on August 4th. The September 8th workshop on Saving Tomato Seeds is currently on hold, as the person, Ann Marie we had lined up to give the workshop is no longer available on that day. Depending on whether or not Ann Marie can line up a replacement, we may have to cancel September's gardening workshop.

Story Time

Story time returns on September 5th! Ignacia is already busy planning her activities.

Community Foundation Grants

The grant report for our 1,000 Books Before Kindergarten grant was submitted on August 8th. (Attached as a separate document.) Payment will be arriving soon. We still have \$368.57 left to spend before October 1st, and we are looking into purchasing custom-imprinted canvas book bags to use once the bags donated by the elementary school run out.

**New Glarus Public Library Program Attendance
July 2014**

In order to help with our statistics for the 2014 Annual Report, please keep track of the number of children (those under age 18) and adults attending each program – Thanks!

Activity	Date	Number of Attendees
Nature Crafts	Tuesday, July 1 st	44 children, 22 adults
Gardening Workshop	Monday, July 14 th	0
Scrabble	Tuesday, July 8 th	0 – cancelled by group
Dome Theater	Wednesday, July 9 th	151 children, 47 adults
Scrabble	Tuesday, July 15 th	0 – cancelled by group
Book Club	Wednesday, July 16 th	8
Double Feature Movie	Friday, July 18 th	3 children, 1 adult
Scrabble	Tuesday, July 22 nd	3
Traveling Lantern	Thursday, July 24 th	35 children, 28 adults
Scrabble	Tuesday, July 29 th	0 – cancelled by group

Consensus was that a thank you ad in the newspaper for the Summer Reading Programs was definitely ok and encouraged. B. Weiss asked if the October 1st grant deadline could be extended; Director Loeffelholtz replied that it cannot.

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

APPROVAL OF MINUTES:

D. Moved to approve the July 8, 2014 Library Board minutes by K. Budsberg, second by P. Streiff. Motion Carried.

- E. Moved to approve the July 16, 2014 Library Board special meeting minutes, noting typographical corrections, by S. Janowiak, second by L. Hiland. Motion Carried.
- F. Moved to approve the July 22, 2014 Library Board minutes, noting typographical corrections, by L. Hiland, second by S. Janowiak. Motion Carried.
- G. Moved to approve the July 26, 2014 Library Board special meeting minutes by P. Streiff, second by L. Hiland. Motion Carried.

CONVENE INTO CLOSED SESSION: Moved to go into closed session by S. Janowiak, second by P. Streiff. By roll call vote: K. Budsberg-yes; L. Hiland-yes; S. Janowiak-yes; L. Speth-yes; P. Streiff-yes; and B. Weiss-yes. Motion carried at 8:12 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by B. Weiss, second by S. Janowiak. By roll call vote: K. Budsberg-yes; L. Hiland-yes; S. Janowiak-yes; L. Speth-yes; P. Streiff-yes, and B. Weiss-yes. Motion carried at 8:37 p.m.

RESULTS OF CLOSED SESSION:

- A. DISCUSSION & CONSIDERATION: SAFETY INCIDENT:** Moved that the Library send a banning letter to the patron. If the patron violates the terms of the letter a restraining order will be pursued by. P. Streiff, second by S. Janowiak. By roll call vote: K. Budsberg-yes; L. Hiland-yes; S. Janowiak-yes; L. Speth-yes; P. Streiff-yes, and B. Weiss-yes. Motion carried.
- B. DISCUSSION & CONSIDERATION: LIBRARY DIRECTOR SEARCH PROCESS AND TIMELINE:** We continue to pursue a couple of answers for the Library Director who has been offered the position.

ADJOURNMENT: Meeting adjourned on a motion by S. Janowiak, second by L. Speth. Motion carried at 8:38 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE SEPTEMBER 9, 2014 LIBRARY BOARD MEETING.

New Glarus Public Library 2014	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	213	485	6525	811	3032	1323	926	280	153
February	304	58	5354	626	2598	1125	660	182	163
March	277	432	6384	792	2945	1303	899	264	181
April	278	582	6086	783	2805	1367	721	248	162
May	503	582	5837	763	2688	1344	716	171	155
June	189	45	7061	668	3473	1578	713	291	338
July	198	477	6821	772	3310	1586	660	297	196
August									
September									
October									
November									
December									
Total:	1962	2661	44068	5215	20851	9626	5295	1733	1348
2014	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	10	8	0	366	711	1307	215	100	16
February	4	4	0	384	701	1690	211	109	7
March	6	4	0	475	810	1685	242	120	13
April	5	3	0	421	738	1902	252	123	7
May	14	7	2	480	798	2696	239	122	6
June	10	6	2	659	770	2284	205	83	23
July	6	6	0	456	907	1965	194	95	15
August									
September									
October									
November									
December									
Total:	55	38	4	3241	5435	13529	1558	752	87
2014	Patron Visits	Hours Open	Patrons/Hour	# Adult Programs	# Adults Count	# Children Programs	# Children Count	Total Programs	Total # Attend
January	2418	185	13	4	11	5	47C/12A	9	70
February	2239	193	11.6	6	48	4	41C/14A	10	103
March	2944	205	14.4	5	15	4	79C/27A	9	121
April	2833	200	14.2	6	30	4	86C/24A	10	140

May	2824	214	13.2	7	55	8	189C/30A	15	274
June	3680	209	17.6	2	19	3	459C/62A	5	540
July	3433	213	16.1	3	11	4	233 C/98A	7	342
August									
September									
October									
November									
December									
Total:	20371	1419	N/A	33	189	32	1134C/267A	65	1590

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, August 26, 2014**

President Linda Hiland called the meeting to order at 6:31 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Jody Hoesly, Suzi Janowiak, Lexa Speth, Petra Streiff and Becky Weiss. Also in attendance were Library Director Lauren White and Assistant Director Erica Loeffelholtz.

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.

NEW BUSINESS:

D. DISCUSSION & CONSIDERATION: RESOLUTION (LB 14-09) APPOINTMENT OF

LIBRARY DIRECTOR: L. Hiland started by welcoming Lauren as the new Director, the group added our congratulations as well. Prior to the meeting B. Weiss had circulated a draft of LB 14-09. Moved to approve LB 14-09 by K. Budsberg, second by S. Janowiak. Motion Carried. A copy of LB 14-09 is included at the end of these minutes.

Director White then asked for clarification as the vacation time granted does not match what's in the Library handbook. L. Hiland explained that yes as a Board we authorized extra vacation time as we are aware of the demands on the Director's time. B. Weiss added that this could be brought back to the Library Board for review in the future as needed.

E. DISCUSSION & CONSIDERATION: CREDIT CARD CHANGE AUTHORIZATION: Prior to the meeting, B. Weiss had emailed a draft document authorizing The Bank of New Glarus to make changes to the authorized users on the Library credit card account. L. Hiland suggested a wording change. Moved to approve the 08-26-2014 Credit Card Change Authorization as amended by S. Janowiak, second by K. Budsberg. Motion Carried. B. Weiss to make the suggested wording change and Assistant Director Loeffelholtz will follow up with The Bank of New Glarus.

OLD BUSINESS:

D. DISCUSSION & CONSIDERATION: BUILDING PROJECT: K. Budsberg reported that the Building Committee had a list of questions that had been responded to by Plunkett Raysich Architects (PRA); and that the answers from PRA have been forwarded to the Village Administration. At this time we anticipate that at the September 2, 2014 Village Board meeting the library building project will be discussed again. Specifically asking the Village to initiate studies of the Village Hall so the condition of items such as the roof, HVAC systems, plumbing, etc. can be studied. L. Hiland reported that in her recent discussion with Deb Haeffner, SCLS Building & Design Consultant; that D. Haeffner praised Dimension IV Madison Design Group for their professionalism, knowledge or library design, accurate pricing and willingness to work with clients.

E. DISCUSSION & CONSIDERATION: 2015 OPERATING BUDGET: K. Budsberg started by explaining that this draft had been updated to reflect Director White's benefit selections. He

then provided a summary of a conversation with Lynne Erb, Village Clerk-Treasurer, regarding the budget line surplus funds. In the 2014 budget it was listed that \$15,500 in surplus funds would be used, but at this time none of those funds have had to be expended. So as part of the accounting process, even though the surplus funds have not been spent in 2014, they cannot be used when making 2015 budget projections.

In response to a question from L. Speth; K. Budsberg provided an explanation of how a Tax Incremental District (TID) works. K. Budsberg then responded to a question from B. Weiss about how salary was calculated for Sue Moss, since she is currently enrolled in the program WISE (Wisconsin Senior Employment). L. Hiland clarified that S. Moss's hours are currently based around the pages schedules and the extra hours that were available as we were working thru the hiring process for a Director. Moved to accept the amended 2015 Budget by S. Janowiak, second by J. Hoesly. Motion Carried. K. Budsberg will work with Library staff to submit the budget.

- F. UPDATE: SAFETY INCIDENT AND SAFETY PROCEDURE:** Assistant Director Loeffelholtz confirmed that the New Glarus Police Department has the letter and will provide documentation when they have an opportunity to deliver the letter. Policies from other Libraries are being reviewed and making updates to the NGPL safety policy will be a future agenda topic. L. Hiland has emailed Police Chief Burt Boldebuck the dates of our September 2014 meetings if he can attend to discuss safety ideas and procedures. Director White reported that she has been updated on this item and has had prior experience with safety incidents that had resulted in banning letters being issued.

REPORTS/DISCUSSION/CONSIDERATION:

- H. ADMINISTRATION TEAM:** B. Weiss reported that the CFSW (Community Foundation of Southern Wisconsin) report balanced last month and that the charts had been emailed prior to the meeting. In addition, she has requested a change to the reports we receive and will be working with Treasurer K. Budsberg on the changes. Director Wright asked for clarification on who CFSW is and their role; several trustees answered and offered examples of past grants the Library has received from CFSW. L. Hiland also shared that Ann Heiden is the new Executive Director at CFSW, she replaces Sue Conley. L. Hiland went on to talk about information A. Heiden and Linda Gebhardt had shared regarding pledge cycles, endowment details, and that CFSW has updated their grant application process to be done entirely online.
- I. BUILDING COMMITTEE:** L. Hiland reported that the Building Committee had met last Tuesday, August 19th. As mentioned earlier tonight we had developed questions for both D. Haeffner and PRA. B. Weiss added that the next meeting is currently planned for August 27th at 6:30 p.m. P. Streiff and J. Hoesly commented on the responses from PRA related to asbestos and the DNR review process, respectively. In response to a comment from J. Hoesly regarding collection weeding, Assistant Director Loeffelholtz talked about past collection practices. Director White added that the ideal is when you are weeding based on the physical condition (i.e. damaged) and the circulation numbers. K. Budsberg added that he has discussed the responses from PRA with Administrator Nic Owen and asked him about the costs of the studies that will need to be done on the Village Hall. L. Hiland circulated a letter she had received from the firm, Knoke & Ingebristen, regarding properties for sale.

- J. CO-CHAIRS TEAM:** Met last week and are planning a donor informational event on September 25th starting at 7:00 p.m. at the SCNA (Swiss Center of North America). They also discussed planning and holding a set number of fundraisers each year.
- K. COMMUNICATION TEAM:** We discussed bringing back the series of informational articles. For Director White we gave an overview of past articles and how they were distributed. We then had a discussion that jumped around and touched on: article topics, questions staff receives from patrons, newsletter, time of day that informational meetings and open houses are held, program attendance, bookmarks, funding, Facebook, storytime, the referendum, Library website, booklets, budgets, and statistics.
- L. PARTNERSHIP TEAM:** K. Budsberg pointed out the importance of maintaining and enhancing our current partnerships. While making sure to focus on pursuing new partnership opportunities whenever possible, whether with church groups, day care providers, etc.
- M. VILLAGE BOARD LIAISON:** Nothing to report.
- N. GRANTS TEAM:** Nothing to report.
- O. DIRECTOR'S REPORT:** Assistant Director Loeffelholz reported that she is working with Amy Thurow, Middle and High School Librarian for the New Glarus School District, and SCLS (South Central Library System) to offer "web-only" library cards to all middle school students. It is another way to provide library access and at the same time increase awareness and encourage students to utilize the programs; Overdrive and Tutor.com. L. Speth and J. Hoesly talked about their experiences with middle school students and thought the program was a good starting point. Directors White and Loeffelholz then talked about how they have been working together over these first two days, such as staff introductions, schedules, where items are stored on the computer, in the office, etc.
- P. WISCONSIN LIBRARY TRUSTEE TRAINING WEEK:** L. Hiland started by sharing that the four webinars were made possible by a grant (and organized by Nicolet Federated Library System and supported by 13 other public library systems). L. Hiland then provided both a summary and circulated a written report about the two webinars she had participated in. L. Hiland is also planning on attending an additional training class Thursday, August 28th. B. Weiss then briefly spoke about the three webinars she had listened to; B. Weiss also circulated a written report.

ADJOURNMENT: Meeting adjourned on a motion by J. Hoesly, second by L. Speth. Motion carried at 8:43 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE SEPTEMBER 9, 2014 LIBRARY BOARD MEETING.

New Glarus Public Library
Library Resolution 14-09LB

**RESOLUTION FOR APPOINTMENT OF FULL-TIME
LIBRARY DIRECTOR**

THE NEW GLARUS PUBLIC LIBRARY BOARD of the VILLAGE OF NEW GLARUS, GREEN COUNTY, WISCONSIN does hereby resolve to appoint Lauren E. White to a full-time Library Director position with the New Glarus Public Library. Said employment shall be effective on or before September 1, 2014. Compensation for this full-time position, shall start at a base salary of \$43,680. All benefits shall be as referenced in the Library Personnel Handbook. With the exception of vacation time being granted at three (3) weeks. In 2014 this three (3) weeks of vacation will be prorated base on Lauren's actual start date.

Employee shall be paid in accordance with the Village of New Glarus payroll schedule.

Adopted this 26^h day of August, 2014.

PRESENTED: 08/26/2014
ADOPTED: 08/26/2014

Linda Hiland, Library Board President
New Glarus Public Library

Rebecca L. Weiss, Library Board Secretary
New Glarus Public Library

Lauren E. White, Director
New Glarus Public Library

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, September 9, 2014**

Vice President Suzi Janowiak called the meeting to order at 6:31 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Janowiak) were: Kevin Budsberg, Jody Hoesly, Lexa Speth, Petra Streiff and Becky Weiss. Linda Hiland was absent. Library Director Lauren White was also in attendance.

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

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

OLD BUSINESS:

G. DISCUSSION & CONSIDERATION: BUILDING PROJECT: P. Streiff shared an update from the September 2, 2014 Village Board meeting regarding the last agenda item "Update to Village Comprehensive Plan." The Village Board discussed the possibility that if they did not exempt from the Green County Library Tax that the saved funds could be used to pay for the Comprehensive Plan study or other budget items. K. Budsberg also noted that as part of the Village budget that they have sinking funds and reserves to cover certain items. K. Budsberg in response to a question from J. Hoesly clarified that reserves is money set aside for emergencies.

K. Budsberg then reported that also at the (September 2nd) Village Board meeting that "Consideration: Physical Evaluation of Village Hall:" was a discussion item as a follow-up to the August 2nd document prepared by Village Trustee Greg Thoemke, and accepted by the Village Board, where it was listed "...independent expert chosen and hired by the Village..." K. Budsberg pointed out that the Library Board Building Committee has already been actively reviewing past studies of Village Hall and reviewing information provided by architects. But that without having items such as details of the HVAC system, information about a sprinkler system, ADA and code compliance, roof, etc. assessed; that it is difficult to continue on with determining if expanding at Village Hall is a possibility. K. Budsberg then read the motion that was forwarded from Village staff: "motion by Greg Thoemke, second by Peg Kruse to table the proposal for the physical evaluation pending passage of a motion by the Library Board signaling intention to move forward with expansion at Village Hall under the assumption remediation is not too expensive." It was pointed out that we already had approved a similar motion when we tasked the Building Committee with studying Village Hall. Move that the Library Board intends to move forward with expansion at Village Hall under the assumption that remediation is not too expensive by K. Budsberg, second by J. Hoesly. Motion Carried.

H. DISCUSSION & CONSIDERATION: 2015 BUDGET PROCESS: After the September 2 Village Board meeting, K. Budsberg had confirmed with Village Administrator Nic Owen, what the implications were after the discussion about not exempting from the Green Country Library Tax. In addition, we also checked this information with DPI (Wisconsin Department of Public Instruction) and SCLS (South Central Library System):

1. If the Village does decide to not exempt from the tax – then Green County will step in and apply a tax to the tax bills of Village residents.
2. Village does decide to continue exempting from the tax – then the Village has to continue funding the library at an amount above the minimum of \$58,393.

The discussion that followed focused on how this could potentially affect the library: reduced hours of operation, staff layoffs, cutting programming and collections, having to drop out of the SCLS system, and a reduction in future funding that is based off circulation numbers. We continued to discuss what information needs to be communicated – explaining what was proposed, how it impacts taxpayers, effect on library staff and services, how to communicate (newsletter, Post Messenger Recorder, social media, information in the library, talking with people, etc.).

NEW BUSINESS:

A. DISCUSSION & CONSIDERATION: DOCUMENT RETENTION PROCESS: Director White had emailed S. Janowiak asking for clarification on items found in the Director’s office and how to handle the items. Director White had spoken with Village Clerk-Treasurer Lynne Erb, about items such as financial reports and personnel files. We then had a brief talk about how and where to store items – physical copies, microfiche, zip drives, website or cloud storage to name a few. Director White will start by focusing on the personnel files and then move on to past grant applications. It was suggested to check out the UW SWAP (Surplus With A Purpose) building in Verona for a locking file cabinet to purchase. For some of the books stored in the office, determining are they part of the collection, have they been cataloged, are the books available on a site such as “Google Books” (<http://books.google.com>) and therefore a physical copy may not be needed. Or would it be a book that would be a fit for the collections at the Swiss Historical Village or the Swiss Center of North America.

BILLS / FINANCIAL REPORT: There were two sets of bills presented: the August 26, 2014 bills totaled \$1,683.79 and the September 9, 2014 bills totaled \$1,567.10. The bills were initialed by trustees to show approval for payment. After the meeting Director White will email the August 2014 financial report prepared by L. Erb.

DIRECTOR’S REPORT:

Summer Reading Wrap-Up

The carnival was held on August 19th with great results! I spoke with Ignacia and Erica about the experience and they feel like it was very good overall. Because this was the first year to do a program like this, we are all thinking of ways to improve the program should we do it again in the future. While having volunteers and staff there to help, Erica and Ignacia agreed that they needed more help and I agree that I’d like to see the ratio at about 5 kids to 1 adult. They thought the slide was one of the most popular attractions there and that the kids like the variety (and difficulty level) of the games. Ignacia also mentioned that the school gym was very hot and that we might consider a change in location next year. My initial thought is to try to have it outside somewhere, and if we decide to do this again next year, we will look into this. Overall, I am satisfied with the school carnival and appreciate all of the work that went into it.

Green County Directors Meeting

This meeting was held on August 29th in Belleville and Lauren and Erica attended. Contrary to earlier thoughts about spending grant money, the directors decided to scrap the Tutor.com promotion and instead and decided to send staff members to the Wisconsin Library Association conference this year (with said grant money). The consensus was that we no longer have time to spend trying to hire a PR firm to promote this service and rather than try to promote a service we may not use next year, we should focus our efforts elsewhere, specifically on staff development. The first thought was to have some sort of staff development day, but when someone suggested that we send 2-3 staff members from each of our libraries to the conference, everyone felt like that was a better use of time and funds. Because not all staff members may be WLA members, we looked into costs and it is most cost-effective to have non-member staff to register for the conference as a non-member rather than have them become members or have a library account with all staff members under it. The conference is in the Dells this year and because of that, no overnight stay would be needed.

Gardening Workshops

As scheduled, the seed saving workshop will be held on September 8th. The presenter has found a replacement for her program.

Community Foundation Grants

There isn't a lot of new information about this. Erica continues to work on it and has given me a list of things that she'll need in order to complete the application. Because the deadline is in early October and we must have the current year's budget, I anticipate that we will be piecing this together until it is due.

Credit Card Authorizations

I have contacted the Bank of New Glarus and Angie Parr is working with their credit card company in order to remedy the issue. I spoke with Lynne and she mentioned that we may want to use the federal code on the account, rather than a social security card number, which is what Maggie had done.

New Glarus Public Library Program Attendance August 2014

In order to help with our statistics for the 2014 Annual Report, please keep track of the number of children (those under age 18) and adults attending each program – Thanks!

Activity	Date	Number of Attendees
Magic School Bus Party	Friday, August 1st @ 1 PM	36 C/11 A
Canning & Preserving Workshop	Monday, August 4th @ 6:30 PM	5

Adult Book Club Discussion	Wednesday, August 13th @ 7 PM	5
Summer Reading Carnival	Tuesday, August 19th @ 1 PM	82 C/50 A

K. Budsberg pointed out that since as a Board we cannot know everything you do as a Director that your report is one way to keep us updated, so don't hesitate to include items or lots of detail. B. Weiss just clarified that for the SRP Carnival that the ratio mentioned of "5 kids to 1 adult" meant just adult volunteers/staff and did not include parents; correct, replied Director White. Director White added that she will be traveling to Director's Training on September 19th.

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

APPROVAL OF MINUTES:

- H. Moved to approve the August 12, 2014 Library Board minutes by K. Budsberg, second by L. Speth. Motion Carried.
- I. Moved to approve the August 26, 2014 Library Board minutes by K. Budsberg, second by S. Janowiak. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by L. Speth, second by K. Budsberg. Motion carried at 8:00 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

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

New Glarus Public Library 2014	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	213	485	6525	811	3032	1323	926	280	153
February	304	58	5354	626	2598	1125	660	182	163
March	277	432	6384	792	2945	1303	899	264	181
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June	189	45	7061	668	3473	1578	713	291	338
July	198	477	6821	772	3310	1586	660	297	196
August	173	185	6319	980	2889	1399	602	271	178
September									
October									
November									
December									
Total:	2135	2846	50387	6195	23740	11025	5897	2004	1526
2014	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	10	8	0	366	711	1307	215	100	16
February	4	4	0	384	701	1690	211	109	7
March	6	4	0	475	810	1685	242	120	13
April	5	3	0	421	738	1902	252	123	7
May	14	7	2	480	798	2696	239	122	6
June	10	6	2	659	770	2284	205	83	23
July	6	6	0	456	907	1965	194	95	15
August	10	8	0	563	889	2407	188	78	21
September									
October									
November									
December									
Total:	65	46	4	3804	6324	15936	1746	830	108
2014	Patron Visits	Hours Open	Patrons/Hour	# Adult Programs	# Adults Count	# Children Programs	# Children Count	Total Programs	Total # Attend
January	2418	185	13	4	11	5	47C/12A	9	70
February	2239	193	11.6	6	48	4	41C/14A	10	103
March	2944	205	14.4	5	15	4	79C/27A	9	121
April	2833	200	14.2	6	30	4	86C/24A	10	140
May	2824	214	13.2	7	55	8	189C/30A	15	274
June	3680	209	17.6	2	19	3	459C/62A	5	540
July	3433	213	16.1	3	11	4	233 C/98A	7	342
August	3296	214	15.4	2	10	2	118c/61A	4	189
September									
October									
November									
December									
Total:	23667	1633	N/A	35	199	34	1252C/328A	69	1779

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, September 23, 2014**

Vice President Suzi Janowiak called the meeting to order at 6:32 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Janowiak) were: Kevin Budsberg, Jody Hoesly, Lexa Speth (arrived 6:35 p.m.), Petra Streiff and Becky Weiss. Linda Hiland was absent. Also in attendance was Library Director Lauren White.

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

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

OLD BUSINESS:

- G. **DISCUSSION & CONSIDERATION: 2015 OPERATING BUDGET PROCESS:** Decided we would discuss this topic under agenda item 5F – Village Board Liaison.
- H. **DISCUSSION & CONSIDERATION: BUILDING PROJECT:** Director White reported that she had received an email from Deb Haeffner, Building & Design Consultant with SCLS (South Central Library System) that contained a video about assessing Library facility needs; Director White will forward the email after the meeting. K. Budsberg and P. Streiff then both spoke about assessing the Village Hall, timeframes and costs. B. Weiss questioned if the assessment needed to go out to bid; K. Budsberg thought it might, which would extend any timeframes.

REPORTS/DISCUSSION/CONSIDERATION:

- Q. **ADMINISTRATION TEAM:** B. Weiss reported that the CFSW (Community Foundation of Southern Wisconsin) report balanced last month and that the charts had been emailed prior to the meeting. After the meeting K. Budsberg will forward a copy of a pledge letter and asked that trustees review the wording to see if we will be asking CFSW to change the wording on future pledge letters.
- R. **BUILDING COMMITTEE:** Nothing to report.
- S. **CO-CHAIRS TEAM:** Reminder of the event scheduled for this Thursday, September 25th at 7:00 p.m. at the Swiss Center of North America. S. Janowiak had emailed out a list detailing who is responsible for bringing drinks/snacks for that night. Briefly discussed the positive reaction that has been received in response to the articles the Co-Chairs have been organizing.
- T. **COMMUNICATION TEAM:** Nothing to report.
- U. **PARTNERSHIP TEAM:** Nothing to report.
- V. **VILLAGE BOARD LIAISON:** P. Streiff started by reporting that at the last Village Board meeting that it was approved to continue exempting from the Green County Library Tax. But that as part of the discussion, Village staff was asked to calculate what the non-monetary benefits are that the Library receives for using the Village Hall. P. Streiff has had a meeting

with Village Administrator Nic Owen and has requested that same breakdown for other users of Village Hall. Also at the Village Board meeting that night, considering a 5% reduction to the Village's funding of the Library was suggested, P. Streiff reported that she shared with N. Owen the importance of any budget cuts being taken across the board. P. Streiff also added that the increase for benefits was expected to come out at 4% instead of the original 10% used in projections. L. Speth asked for clarification of an item she remembered being mentioned in the past regarding the percentage the Village was required to hold in reserves. K. Budsberg thought that information was listed in a resolution; B. Weiss thought it was an audit document. Next we had a discussion that touched on the budget process timeline, reserves, sinking funds, borrowing limit, audit, and Village departments.

W. GRANTS TEAM: Nothing to report.

X. DIRECTOR'S REPORT: Director White spoke about the 2014 Wisconsin New Library Director Boot Camp she had attended in Stevens Point last week. It provided her a chance to do some networking, but she did point out that the majority of Director's in attendance were from libraries in the northern part of the state so they are unlikely to see each other. Director White has been talking with the SCLS IT Department as she has not been able to locate a budget document on the Library's FileShare. In addition, she and the IT department are discussing moving a CPU and updating a laptop for Director White to use at offsite meetings. It was suggested that Director White add to the list of IT questions: how does SCLS back-up files and what is the computer replacement schedule by L. Speth and B. Weiss, respectively.

NEW BUSINESS:

F. DISCUSSION & CONSIDERATION: SETTING SCHEDULE AND FORMAT FOR LIBRARY DIRECTOR PERFORMANCE REVIEWS: At this time we are looking at the Executive Committee sitting down with Director White in the next few weeks to present the document format that will be used for a three month check-in review. L. Speth and J. Hoesly had examples and suggestions on items to incorporate into the review documents. Director White also will present a list of 2-3 goals at the three month check-in. We also decided on a six month and yearly reviews with the entire Library Board.

ADJOURNMENT: Meeting adjourned on a motion by S. Janowiak, second by K. Budsberg. Motion carried at 7:56 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

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

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday October 14, 2014**

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: Jody Hoesly, Suzi Janowiak, Petra Streiff and Becky Weiss. Kevin Budsberg and Lexa Speth were absent. Library Director Lauren White was also in attendance.

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

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

OLD BUSINESS:

- I. DISCUSSION & CONSIDERATION: BUILDING PROJECT:** L. Hiland reported on the October 7th Village Board meeting where Village Administrator Nic Owen was asked to look into the cost for a condition report for the Village Hall. It was pointed out that based on the discussion of a similar report being prepared for the Chalet of the Golden Fleece that the report would focus on the condition of the building but not specify costs. That the actual costs say to repair/replace the HVAC system would be a different step in the process. P. Streiff did share with the Village Board that the Library Board had passed a motion to move forward with expansion at Village Hall under the assumption that remediation is not too expensive; but that those minutes would not be approved till the next meeting of the Library Board. Since she had been out of town, L. Hiland had a meeting with N. Owen and Village President Roger Truttmann for an update on the building project. J. Hoesly asked P. Streiff if relocation was brought up at the last meeting; P. Streiff responded that it was pointed out that it was not part of the agenda so it was not discussed, but that yes she did anticipate that it would be a future agenda item. In response to a request for clarification about the Village Hall site from Director White. Everyone around the table shared both strengths and weakness about the Village Hall site.
- J. DISCUSSION & CONSIDERATION: 2015 BUDGET PROCESS:** P. Streiff gave a reminder that all budget items are still up for debate. For example, the two percent raise for all staff that has been proposed could still be changed. This lead into a discussion of salary, benefits, raises, and the five-year financial plan. L. Hiland volunteered to prepare a draft of a budget request memo to be discussed at our October 28th meeting.

NEW BUSINESS:

- B. DISCUSSION & CONSIDERATION: NEWSPAPER ARTICLE:** Minor typographical corrections and spacing edits were suggested. Moved to approve submitting the newspaper article with amended changes by B. Weiss, second by S. Janowiak. Motion Carried.
- C. DISCUSSION & CONSIDERATION: RESOLUTION LB14-10 RECOGNIZING INTERIM DIRECTOR ERICA LOEFFELHOLTZ:** E. Loeffelholtz will be attending our next meeting, scheduled for October 28th, to present a report on her time as Interim Director. Moved to

approve LB14-10 by S. Janowiak, second by P. Streiff. Motion Carried. A copy of LB 14-10 is included at the end of these minutes.

BILLS / FINANCIAL REPORT: There were two sets of bills presented: the September 23, 2014 bills totaled \$483.32 and the October 14, 2014 bills totaled \$1,471.60. The bills were initialed by trustees to show approval for payment. Prior to the meeting the September 2014 financial report prepared by Village Clerk-Treasurer Lynne Erb had been emailed. Director White also reported that L. Erb had been helpful in assisting with reviewing invoices for a vendor account that had been double-paid.

DIRECTOR'S REPORT:

New Policy for Time Cards:

In late September, I implemented a new time card policy with the hope that we will have better time accountability. It was found that some staff members were not filling out their time cards, or they were incomplete, so when it came time for me to approve them, it was a guessing game as to the hours and the shifts that staff were working. This resulted in a staff member not being paid the correct amount and created a lot of extra work for Barb and I. Now, the policy is that staff members must approve their time card prior to me seeing it. So, employees must initial their time cards on their last shift before I see them. In doing this, staff become responsible for their own time and fewer errors are made.

Shelving Accuracy Project:

It has been noticed that there are quite a few persistent shelving issues. At first, gentle reminders were left on the staff WIKI, but the errors continued and staff became frustrated. I was approached by Sue to see if there was anything we could do to fix the shelving errors. Rachel has been one of the staff members noticing the most errors, so I put her in charge of a project to help with shelving accuracy. Sue and Katie have colored slips that they put in items before they are shelved and then Rachel checks the items with the colored slips for accuracy. When she notices an error, she writes it down, and then has been following up with Katie and Sue. She has been great about explaining the shelving system to the pages and we're hoping that in time, this persistence will pay off and fewer errors are being made. Right now, there aren't consistent issues with shelving, it seems to be widespread, so Rachel will continue to observe, look for patterns, and address issues as they come up. It is my hope to these issues will resolve themselves with Rachel's mentoring.

Community Foundation Grant:

Erica wrote a community foundation grant proposal for the purpose of buying clear acrylic shelving bins to use when we reorganize the children's picture book collection. The goal is to sort all of the children's picture books by subject in order to make the collection easier for parents and children to browse. As of September 17th, the grant was submitted and we're waiting to hear back on whether or not the application was accepted.

Gardening Workshops:

On September 8th, the seed saving gardening workshop was held and five people attended. Everyone seemed to be very interested in the process of seed saving, rotating their gardens, and what to do about plants that get viruses from the soil (e.g. how does one protect the plants in the future, etc.). It was a really informative class and everyone seemed to enjoy it. Erica is hosting the last gardening workshop in early October, which is the herbal spa.

Green County Director's Meeting:

All of the directors are in agreement that we will use the funds from the county to send our staff to WLA (November 4-7). If we have any remaining funds from the amount that we're given, the agreement is that they will be used for staff development through CE classes, etc. I have decided to keep the library open while Ignacia and Erica go to WL—Ignacia on Wednesday and Erica on Thursday. The funds will cover their cost for registration, individual membership, a meal, and mileage. Both have selected programs that fit their interests and job duties and are excited about attending.

Cluster nominations were also made for the committee seats that are opening up in 2015. I agreed to stay on the administrative council committee and Monroe will keep someone on the technology committee.

Lead the Revolution: Leading Change by Changing Leaders (CE Workshop)

This workshop was held on October 7th at the Fitchburg Public Library. From developing leadership self-awareness to navigating constant change to creating an environment in which employees are encouraged to support each other, the focus of this program focused on developing strong employees and strong organizations. Participants were to leave better prepared to take on the challenges facing the modern public library and to help start the library leadership revolution. I really, really enjoyed attending the program and learning more about the management side of things. In some ways, this is a new role for me and sometimes, I feel like there's so much to learn and I don't always know the best way to go about learning these skills. However, this workshop helped me zero-in on specific materials I should consult and collaborating with other libraries was nice.

Staff Meeting: October 3rd

We held our first staff meeting on October 3rd and everyone but Katie was able to attend. The meeting was centered around some changes that I want to see and that the staff wants to see. I am dedicated to implementing an active customer service model and after discussing this with staff, the plan is to begin by scheduling someone to be at the desk during busiest hours. I will need to acquire a stool for them to sit on while they're stationed out there and that is the one thing holding us back from implementing this immediately. This came after I noticed a defined passive attitude when it came to customer service and it has become reactive instead of active.

Another change that staff and I agreed upon was another thorough cleaning of the back storage closet with the goal of being able to access everything and walk through the room, which isn't possible right now.

Given some negative past experiences, it was decided that all staff will have an active role in cleaning out the closet. It is my hope that we can give Ignacia a designated space in there and that all of her materials will be centralized instead of some of them being in the storage room, some being in my work area, and some being in the staff work area. This should reduce clutter and make things a lot easier to access.

Staff also suggested that we implement a new labeling project that makes it easier for our patrons to browse the collection. So, Rachel will begin that soon and labels have been ordered. As far as the categories go, right now we're thinking that the following genres will be covered: sci-fi/fantasy, romance, western, inspirational fiction, and mystery.

On the subject of the collection, another weeding project is likely in the coming months. The collection is bursting at the seams and we are out of room in most of the fiction, large print, and DVD areas. This is a normal part of collection maintenance, and while staff seem apprehensive to being the project again, we almost have to do a 1 for 1 when adding to the collection. Ultimately, we want our patrons to have access to the new materials that they want and there won't be space for them if we don't free up some space. The suggestion was made that we can put books on the floor, but I feel strongly against that and do not recommend it. Not only would it further clog up the aisles, but materials just aren't accessible when they're on the floor.

File Security, Computers, and Backup

When I spoke with IT as part of my new director orientation, we spoke about backing up files. Much to my surprise, NGPL is not backing up files anywhere. So, if my computer were to bite the dust, and it hosts the file share, all of that information would be gone. Forever. I've begun looking into the direction I'd like to go—external hard drive vs. cloud storage and for the amount of storage we'll need, we will have to pay some amount. This is a new revelation and I need to do a bit more research before I make any decisions. Regardless, I feel that we should back up our files onto something because if we don't, we're just playing Russian roulette and that's never wise.

On the subject of computers, I've been evaluating the effectiveness of the set up that we currently have. To increase productivity and avoid using my personal laptop for meetings, etc, I've been looking into using the laptop that sits in the office for my work (and docking it so that it projects onto the monitor), and then replacing one of the oldest public computers with the desktop that's in the office. We are due to replace 4 next year, so to ease that, we can take one from the office and then buy one for this year. Then, next year we'll be back to only needing to replace two. I explored the option of purchasing a different computer for my use; the SCLS only supports the Dells that they have, so there's no point in purchasing a computer that isn't supported.

**New Glarus Public Library Program Attendance
September 2014**

Activity	Date	Number of Attendees
Scrabble	Tuesday, September 2 nd	5
Story Time	Friday, September 5 th	14C/5A
Gardening Workshop: Seed Saving	Monday, September 8 th	7
Scrabble	Tuesday, September 9 th	0
Adult Book Club	Wednesday, September 10 th	12
Story Time	Friday, September 12 th	14C/5A
Scrabble	Tuesday, September 16 th	0
Story Time	Friday, September 19 th	13C/7A
Scrabble	Tuesday, September 23 rd	0
Scrabble	Tuesday, September 30 th	2

Director White then responded to several follow-up questions about items in the Director's report, staff, scheduling, collections, and computers.

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

APPROVAL OF MINUTES:

- J.** Moved to approve the September 9, 2014 Library Board minutes by S. Janowiak, second by J. Hoesly. Motion Carried.
- K.** Moved to approve the September 23, 2014 Library Board minutes by S. Janowiak, second by P. Streiff. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by S. Janowiak, second by L. Hiland.
Motion Carried at 8:30 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE NOVEMBER 11, 2014 LIBRARY BOARD MEETING.

New Glarus Public Library

Library Resolution 14-10 LB

RESOLUTION RECOGNIZING ERICA LOEFFELHOLTZ AS INTERIM DIRECTOR

WHEREAS, The New Glarus Public Library Board of Trustees would like to recognize Erica Loeffelholz, who served as the Interim Director at the New Glarus Public Library (NGPL), New Glarus WI from June 27, 2014 to August 25, 2014; and

WHEREAS, Erica Loeffelholz was responsible for undertaking a variety of tasks:

- Prepared the staff schedule
- Placed orders for materials and supplies while also working with the Village Administration to process payment of the invoices
- Assisted with multiple Summer Reading Program (SRP) activities ranging from the Zinghoppers dance party, to Arts & Crafts day, to the end of summer carnival. As of August 11th the number of individuals enrolled in the SRP were: 61 pre-school, 127 elementary, and 31 teens
- Submitted an article to the Post Messenger Recorder weekly
- Added documents on a regular basis to the Library website and helped maintain social media sites

WHEREAS, Erica Loeffelholz also:

- Attended meetings of the Green County Library Directors and NGPL Library Board
- Communicated issues clearly to the Library Board, provided supporting documents and/or suggested wording changes and continued to follow the issue till it was resolved
- Participated in preparing budget documents
- Met with staff at the New Glarus Middle and High Schools to offer “web only” cards to all middle school students

WHEREAS, Erica Loeffelholz assisted with grants:

- Submitted the final grant report for the program “1,000 Books Before Kindergarten”
- Worked to apply for a grant that would help support changing how materials are shelved in the Children’s collection (to be shelved by subject instead of by author name)

WHEREAS, during this interim period it is important to note that:

1. The Library was understaffed by one full-time adult staff person
2. As we are involved in a Library expansion project Erica was regularly involved with fielding questions and searching the archives for past architect studies or minutes
3. Erica was an active participant in the search for a new director; as she helped develop interview questions, attended the interviews and provided valuable insight during the selection process by sharing her observations as a staff member

NOW THEREFORE BE IT RESOLVED, that the New Glarus Public Library Board of Trustees, does hereby recognize Erica Loeffelholtz for her valuable communication skills and attention to detail. Additionally, we are extremely grateful for Erica’s willingness to undertake the additional duties, responsibilities and time involved with being an Interim Director. Thank you Erica, we commend you for a job well done.

Approved: October 14, 2014

Linda Hiland, President

Suzi Janowiak, Vice President

Kevin Budsberg, Treasurer

Rebecca Weiss, Secretary

Jody Hoesly, Trustee

Lexa Speth, Trustee

Petra Streiff, Village Board Liaison

New Glarus Public Library 2014	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	213	485	6525	811	3032	1323	926	280	153
February	304	58	5354	626	2598	1125	660	182	163
March	277	432	6384	792	2945	1303	899	264	181
April	278	582	6086	783	2805	1367	721	248	162
May	503	582	5837	763	2688	1344	716	171	155
June	189	45	7061	668	3473	1578	713	291	338
July	198	477	6821	772	3310	1586	660	297	196
August	173	185	6319	980	2889	1399	602	271	178
September	192	40	5887	1239	2477	1062	722	204	183
October									
November									
December									
Total:	2327	2886	56274	7434	26217	12087	6619	2208	1709
2014	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
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August	10	8	0	563	889	2407	188	78	21
September	5	4	1	691	1011	1910	220	93	23
October									
November									
December									
Total:	70	50	5	4495	7335	17846	1966	923	131
2014	Patron Visits	Hours Open	Patrons/Hour	# Adult Programs	# Adults Count	# Children Programs	# Children Count	Total Programs	Total # Attend
January	2418	185	13	4	11	5	47C/12A	9	70
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March	2944	205	14.4	5	15	4	79C/27A	9	121
April	2833	200	14.2	6	30	4	86C/24A	10	140
May	2824	214	13.2	7	55	8	189C/30A	15	274
June	3680	209	17.6	2	19	3	459C/62A	5	540
July	3433	213	16.1	3	11	4	233 C/98A	7	342
August	3296	214	15.4	2	10	2	118c/61A	4	189
September	2796	209	13.3	7	26	3	41c/17A	10	60
October									
November									
December									
Total:	26463	1842	N/A	42	225	37	1293C/345A	79	1839

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, October 28, 2014**

President Linda Hiland called the meeting to order at 6:31 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Jody Hoesly, Suzi Janowiak, Petra Streiff and Becky Weiss. Lexa Speth was absent. Also in attendance were Library Director Lauren White and Assistant Library Director Erica Loeffelholz (left at 6:38 p.m.).

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

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

NEW BUSINESS:

A. INTERIM DIRECTOR REPORT, ERICA LOEFFELHOLTZ: As we enjoyed cider and cupcakes, L. Hiland started by thanking Erica for volunteering, the extra duties she covered and for her time and efforts while serving as Interim Director. Other trustees expressed their thanks as well. Director Loeffelholz shared that overall she felt the interim period went well and added that she received great support from Library staff, Village staff and the Library Board. Looking back she wished there would have been detailed written instructions for procedures on how to process/pay bills and run reports were the two examples she gave. B. Weiss asked if it was primarily the Director duties where the written instructions would be helpfully or other positions as well; Director Loeffelholz mentioned mainly Director duties as library staff were available for the other positions. Director Loeffelholz also added that having Sue Moss available for Page duties 30 hours a week was a huge help. That the biggest challenge was dealing with a patron issue. She will continue to follow-through on editing the behavior policy. K. Budsberg added that he noticed and appreciated the consistent hours and how staff works together. Once again trustees thanked Erica for coming out tonight and providing this report. Director Loeffelholz was provided with a copy of Resolution 14-10 recognizing her as Interim Director.

OLD BUSINESS:

I. DISCUSSION & CONSIDERATION: 2015 BUDGET MEMO: K. Budsberg asked P. Streiff if she had heard an update about the wage analysis that Village Administrator Nic Owen was conducting. Director White asked for clarification on what he meant by wage analysis; K. Budsberg clarified that N. Owen would do a comparison for items such as wages, benefits, vacation time, sick time, etc. between neighboring communities and/or similar size municipalities to see where New Glarus fit. B. Weiss added that the utility employees had submitted something similar earlier this year; K. Budsberg confirmed that yes it was part of the discussion of the Village Finance/Personnel Committee. P. Streiff added that the study was to be completed in 2015. K. Budsberg also mentioned that at a recent meeting that the Police Department has submitted a budget increase request. L. Hiland will add the date to

the memo. Moved to approve the 2015 Budget Memo as drafted by S. Janowiak, second by K. Budsberg. Motion Carried.

- J. **DISCUSSION & CONSIDERATION: BANK OF NEW GLARUS CREDIT CARD:** Director White shared that when speaking with Village Clerk-Treasurer Lynne Erb, that L. Erb is researching departmental credit cards. L. Hiland spoke about how departmental credit cards worked through the New Glarus School District. K. Budsberg was fine with the idea of pursuing a departmental credit card as long as there are no fees. B. Weiss asked K. Budsberg, if as Treasurer, does he currently do anything with the Library credit card; he does not. J. Hoesly asked if SCLS (South Central Library System) offers a credit card; Director White will check. Consensus was that we would be willing to discuss using a departmental card if/when the Village decides on that route. But that in the meantime the Bank of New Glarus is responsible to assist Director White with updating our current account with the correct authorized users and providing the appropriate cards.

REPORTS/DISCUSSION/CONSIDERATION:

- Y. **ADMINISTRATION TEAM:** B. Weiss reported that the CFSW (Community Foundation of Southern Wisconsin) report balanced last month and that the charts had been emailed prior to the meeting. K. Budsberg asked P. Streiff if her pledge questions had been answered; P. Streiff replied yes.
- Z. **BUILDING COMMITTEE:** Nothing to report.
- AA. **CO-CHAIRS TEAM:** S. Janowiak reported that they had a meeting on October 20th where recruiting new members to be Co-Chairs was discussed. The Co-Chairs are looking at hosting a meeting at the SCNA (Swiss Center of North America) on November 23rd at 6:30 p.m. to discuss this with interested individuals. They also talked about the length of time the Co-Chairs have served and plans to have annual fundraising events. This lead into trustees having a discussion on the role the Friends of New Glarus Public Library has in regards to the events they currently sponsor such as the Book Sale and Trivia Night. The need as we move forward to continue working closely with the Friends to promote and support events. While recognizing the need to be clear about which group is responsible for funds and other responsibilities. Both K. Budsberg and L. Hiland spoke about perpetual fundraising whether through grants, programs specifically intended to raise funds for the endowment, or a bake sale.
- BB. **COMMUNICATION TEAM:** K. Budsberg brought up the schedule for additional articles; currently we are looking at three more articles in 2014 before stopping for the holidays and then resuming articles again in 2015. L. Hiland mentioned that she has had contact with two individuals: one who asked for information about the CDBG (Community Development Block Grant) and the other who had written a letter to the Village Board about the Library project. J. Hoesly added that she had spoken with Keith Seward, Chairman for the Town of New Glarus; about ways the Town has supported the library in the past, long-term budget planning and space rental.
- CC. **GRANTS TEAM:** K. Budsberg, J. Hoesly and B. Weiss are working on finalizing "The Final Report on 2013 Grant". It will be submitted to the Dr. Scholl Foundation prior to the December 1, 2014 deadline.
- DD. **PARTNERSHIP TEAM:** They will be looking into scheduling meetings with the School District of New Glarus and the New Glarus Home to introduce Director White. Director White will be introduced to the Town of New Glarus Board on November 11th. That same night she

had also been invited to the Swiss Historical meeting which she will not be able to attend due to the previously scheduled meeting with the Town and the Library Board meeting that same night.

EE. VILLAGE BOARD LIAISON: P. Streiff added that Director White had been introduced to the Village Board at the October 21st meeting. Also that night that multiple sites were mentioned as places to relocate the Village offices. Additionally that Mike Fenley, the Village Building Inspector, labeled it a “Tier 3” project. M. Fenley also noted that the current HVAC system is already 30 years old and that the roof is almost 30 years old. L. Hiland asked what the next steps are; P. Streiff replied that both N. Owen and M. Fenley need to complete their research tasks. J. Hoesly, K. Budsberg, P. Streiff all then spoke to some of the various issues: tax roll, building codes, ADA compliance, budgets, and the floodplain.

ADJOURNMENT: Meeting adjourned on a motion by J. Hoesly, second by K. Budsberg. Motion carried at 8:20 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE NOVEMBER 11, 2014 LIBRARY BOARD MEETING.

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, November 11, 2014**

President Linda Hiland called the meeting to order at 6:47 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Jody Hoesly, Suzi Janowiak, Petra Streiff and Becky Weiss. Lexa Speth was absent. Library Director Lauren White was also in attendance.

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

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

OLD BUSINESS:

K. DISCUSSION & CONSIDERATION: CONDUCT POLICY: Assistant Director Erica Loeffelholtz, K. Budsberg and P. Streiff had reviewed the current NGPL Conduct Policy and the policies from multiple other libraries; they then submitted a draft with suggested changes. Prior to the meeting Director White had emailed additional questions and suggestions on the draft Conduct Policy. We then had a lengthy and detailed discussion where comments, wording changes, formatting, and typographical errors, were all discussed. During this discussion, K. Budsberg had accessed the draft Conduct Policy and made the major changes as we reviewed each section. After the meeting, Director White will research a few items and provide wording changes to K. Budsberg. K. Budsberg will incorporate the changes, adjust the formatting and re-circulate the draft for another review at a future meeting.

NEW BUSINESS: There was no new business to discuss.

BILLS / FINANCIAL REPORT: There were two sets of bills presented: the October 28, 2014 bills totaled \$1,081.59 and the November 11, 2014 bills totaled \$2,260.39. The bills were initialed by trustees to show approval for payment. Prior to the meeting Director White had emailed the monthly financial report prepared by Village Clerk-Treasurer Lynne Erb. Treasurer K. Budsberg pointed out that we currently are utilizing savings accounts and mentioned that we can always transfer funds to short term CDs in the future if it is the wish of the Board.

DIRECTOR'S REPORT:

New Policy for Time-Off Requests:

In early November, I implemented a new time-off request policy that will help streamline scheduling. As things were, staff would ask for time off at any point by simply putting it on the Google calendar. This worked most of the time, but occasionally staff members would request time off after the schedule had been done for the month and then we'd have holes in our staffing. The new policy requires staff to submit written requests directly to me by the 15th of the month before they need time off (e.g. a December 27th

request would need to be in by Nov. 15th). After I receive them, Erica and I will sit down and work on the schedule together to make sure we are adequately staffed.

Shelving Accuracy Project (cont.):

Rachel worked diligently with the pages for a little over a month and reported regular findings. Each time a mistake was found, she made sure to note it and then speak with the pages individually about the issue and allowed them to fix the error. This seemed like a really great learning opportunity for the pages and I think Rachel really enjoyed her role in finding a solution to the problem. She reported that by the end of the month, pages had far fewer errors while shelving and she believes that a lot of times, they are just hurried or distracted and that accounts for a number of errors. At this point, we are not monitoring their shelving, but should significant errors crop up again, I will evaluate how to best address the situation.

Staff Meeting November 4th:

Staff met at the beginning of the month to discuss new policies, procedures, etc. Most of what was discussed appears in this report, but I did ask Ignacia for an update on the storage room. She said that she has been consolidating and organizing, but she has not worked on it in a few weeks. Because of the nature of the work, phase one is organizing the children's materials and then the second phase will be organizing everything else, which will be someone all staff works on. Rachel also informed us that she has begun her genre labeling project in adult fiction, which will allow for a much more browse-able collection.

Evaluation of Rachel Holcomb:

Rachel was the last regular staff member to be evaluated and her evaluation was held on November 3rd. At that time, she informed me that she did not have a 6-month evaluation, so her annual one served as both.

Customer Service Model Update:

Staff members were officially stationed at the service desk on November 4th. There is a stool provided for them so they aren't obligated to stand the entire time and as it stands now, staff are stationed there four hours per day. These hours are not back-to-back, but rather spread out throughout the library hours so everyone has a chance to be stationed there. Staff decided that they would like to pick the specific shifts they work, rather than being assigned somewhere, so I have allowed them to do that. Unless this becomes a problem, I anticipate that I will continue to give them specific hours I want the desk to be stationed and they can choose who sits at the desk. Staff are allowed to do personal work at the desk as long as it does not negatively impact their customer service and they are not permitted to bring stacks/piles of things to the desk.

Communication:

At the staff meeting, I expressed by desire to have the staff Wiki used as an outlet for news and announcements rather than using it as a space to nag or express frustrations. Moving forward, staff is in agreement that it will be used as such and should an issue arise, they will come to me with concerns so that I can respond appropriately. Additionally, I asked that staff make me aware of meetings, in-services, and webinars that they take in order to aid in the ease of scheduling and for evaluations. As things are

currently, staff sign up and attend things without making me aware and it's hard to always know what they are doing if they don't fill me in.

Annual Report Statistics Webinar:

Earlier in the month, Mark from SCLS sent library directors Excel spreadsheets that had prepopulated PSTAT information in them. It was our duty as library directors to go ahead and verify that this information was correct. For individuals such as myself that don't have experience with annual reports, SCLS held a webinar to show directors what they're looking for and how to make sure that its correct. This webinar was incredibly helpful in understanding the start to the annual report process and familiarizing myself with its language.

Shelf Reading Project:

It was brought to my attention that items are often out of place and now that the pages have a better understanding of proper shelving practice, I have decided that all staff should be involved in a shelf reading project. I haven't quite figured out the logistics yet, because there are many components, but this is something that we will likely start in the coming months. Each staff member will have an assigned section and will work through that at their own pace with the goal of reading the entire collection by the time we are done. To maintain everyone's sanity, I know that I will assign sections in small sections and then the employee will likely move to another area of the library with their new shelf reading assignment. Staff are receptive to this idea and are all aware of the need for regular shelf reading. I will continue working on a plan for implementation.

WLA Reports:

From funds that were distributed among Green County libraries, I was able to send Ignacia and Erica to WLA this year. Ignacia reported that she went to some really interesting and informative sessions on programming, which included passive programming, storytimes for all ages, and programming with community partners. We were able to select these sessions together, which helped cater to both her interests and what I think the library should focus on. She was very enthused with the presentation on storytimes and is especially interested in how you cater to babies. While it may not be possible for us to hold 6 storytimes per week, like the presenting library does, she is able to take what she learned and apply it to her storytimes. She also has some ideas on how to partner with the school district for the Summer Reading Program and how to partner with community organizations in the future. Erica found two of her three sessions very informative. One of the sessions covered fieldtrips to the library and incentive programs for returning after the initial visit. While our space is small, students could still benefit from a short tour so that they are able to navigate the library more confidently. Another session she went to focused on community partnerships and how school libraries and public libraries can work together. The specific example the presenter had was holding a library-sponsored book club at the school during lunch. Since this is already a focus area that Erica is looking into, I think she gained a lot of valuable information.

**New Glarus Public Library Program Attendance
October 2014**

In order to help with our statistics for the 2014 Annual Report, please keep track of the number of children (those under age 18) and adults attending each program – Thanks!

Activity	Date	Number of Attendees
Preschool Storytime	Friday, October 3 rd	8C/4A
Gardening Workshop: “The Herbal Spa”	Monday, October 6 th	9A/2C
Scrabble	Tuesday, October 7 th	0
Adult Book Club	Wednesday, October 8 th	10
Preschool Storytime	Friday, October 10 th	11C/4A
Scrabble	Tuesday, October 14 th	3
Preschool Storytime	Friday, October 17 th	19C/5A
Scrabble	Tuesday, October 21 st	4
Preschool Storytime	Friday, October 24 th	22C/6A
Scrabble	Tuesday, October 28 th	0
Preschool Storytime	Friday, October 31 st	12C/6A

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

APPROVAL OF MINUTES:

- L.** Moved to approve the October 14, 2014 Library Board minutes by S. Janowiak, second by K. Budsberg. Motion Carried.
- M.** Moved to approve the October 28, 2014 Library Board minutes, noting typographical corrections, by L. Hiland, second by K. Budsberg. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by S. Janowiak, second by J. Hoesly. Motion carried at 8:44 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE DECEMBER 9, 2014 LIBRARY BOARD MEETING.

New Glarus Public Library 2014	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	213	485	6525	811	3032	1323	926	280	153
February	304	58	5354	626	2598	1125	660	182	163
March	277	432	6384	792	2945	1303	899	264	181
April	278	582	6086	783	2805	1367	721	248	162
May	503	582	5837	763	2688	1344	716	171	155
June	189	45	7061	668	3473	1578	713	291	338
July	198	477	6821	772	3310	1586	660	297	196
August	173	185	6319	980	2889	1399	602	271	178
September	192	40	5887	1239	2477	1062	722	204	183
October	254	83	6391	1187	2879	1138	758	231	198
November									
December									
Total:	2581	2969	62665	8621	29096	13225	7377	2439	1907
2014	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	10	8	0	366	711	1307	215	100	16
February	4	4	0	384	701	1690	211	109	7
March	6	4	0	475	810	1685	242	120	13
April	5	3	0	421	738	1902	252	123	7
May	14	7	2	480	798	2696	239	122	6
June	10	6	2	659	770	2284	205	83	23
July	6	6	0	456	907	1965	194	95	15
August	10	8	0	563	889	2407	188	78	21
September	5	4	1	691	1011	1910	220	93	23
October	6	4	1	613	920	1189	235	115	33
November									
December									
Total:	76	54	6	5108	8255	19035	2201	1038	164
2014	Patron Visits	Hours Open	Patrons/Hour	# Adult Programs	# Adults Count	# Children Programs	# Children Count	Total Programs	Total # Attend
January	2418	185	13	4	11	5	47C/12A	9	70
February	2239	193	11.6	6	48	4	41C/14A	10	103
March	2944	205	14.4	5	15	4	79C/27A	9	121
April	2833	200	14.2	6	30	4	86C/24A	10	140
May	2824	214	13.2	7	55	8	189C/30A	15	274
June	3680	209	17.6	2	19	3	459C/62A	5	540
July	3433	213	16.1	3	11	4	233 C/98A	7	342
August	3296	214	15.4	2	10	2	118C/61A	4	189
September	2796	209	13.3	7	26	3	41C/17A	10	60
October	2952	218	13.5	6	44	5	74C/25A	11	118
November									
December									
Total:	29415	2060	N/A	48	269	42	1367C/370A	90	1957

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, November 25, 2014**

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: Kevin Budsberg, Lexa Speth, Petra Streiff and Becky Weiss. Jody Hoesly and Suzi Janowiak were absent. Also in attendance was Library Director Lauren White.

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:

- K. DISCUSSION & CONSIDERATION: CONDUCT POLICY:** Prior to the meeting K. Budsberg had emailed draft #2 of the Conduct Policy. Discussion of items, typographical edits and moving items from one section of the policy as they fit better under a different category were all discussed. K. Budsberg once again volunteered to incorporate the edits and email the updated draft for review at an upcoming meeting.
- L. DISCUSSION & CONSIDERATION: CREDIT CARD:** Director White reported that Village Clerk-Treasurer Lynne Erb had offered to contact the Bank of New Glarus (BNG) regarding the credit cards and authorized users. Director White had a follow-up call with the BNG and in response to a question from K. Budsberg; that the BNG said all personal information related to past Library Directors has been removed from the account. Director White also reported that the BNG discussed with her the policy of having personal names on the credit card and how it relates to fraud protection.

REPORTS/DISCUSSION/CONSIDERATION:

- FF. ADMINISTRATION TEAM:** B. Weiss reported that the CFSW (Community Foundation of Southern Wisconsin) report balanced last month and that the charts had been emailed prior to the meeting.
- GG. BUILDING COMMITTEE:** Nothing to report. L. Hiland asked if we needed to schedule another meeting; consensus was not at this time as we are waiting on the report detailing the condition of the Village Hall.
- HH. CO-CHAIRS TEAM:** Kevin Budsberg, Rachel Frye and Jim Roberts have agreed to become Co-Chairs for the campaign. They are looking at meeting in early December to discuss schedules, additional team members, transfer of information, upcoming fund raisers, etc. Barb Anderson, Dan Gartzke, Jim Grant and Suzi Janowiak will assist with the transition. We are extremely appreciate of the time and efforts that Barb, Dan, Jim and Suzi have done over the years.

II. COMMUNICATION TEAM: The “Know Your Library” articles will be stopped over the holidays. We are planning on bringing the articles back in 2015 and will be discussing possible format changes to the articles.

JJ. GRANTS TEAM: K. Budsberg mentioned checking into possible grant opportunities thru TDS and MG&E. B. Weiss reported that the final report for the Dr. Scholl grant had been submitted.

KK. PARTNERSHIP TEAM: Looking at setting up meetings after the holidays with various groups to introduce Director White.

LL. VILLAGE BOARD LIAISON: P. Streiff reported that nothing has yet been communicated about the timing of the report detailing the condition of Village Hall. She also provided a summary of the meeting about the 2015 Village Budget. P. Streiff then responded to trustee questions about referendums, the schedule for upcoming Village Board meetings, and the condition report for the Village Hall.

ADJOURNMENT: Meeting adjourned on a motion by L. Hiland, second by K. Budsberg. Motion carried at 8:07 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE DECEMBER 9, 2014 LIBRARY BOARD MEETING.

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, December 9, 2014**

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

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

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

NEW BUSINESS:

- A. DISCUSSION AND CONSIDERATION: LIBRARY CLOSURES FOR 2015:** Prior to the meeting Director White had emailed a list of dates that the library would be closed in 2015. B. Weiss asked that Saturday, July 4th be added to the list of dates. K. Budsberg asked Director White if she had any dates set to close the library for staff training; she replied not yet as she was still gathering information on meetings, conventions, and training classes. Moved to approve the list of dates with the addition of July 4th, 2015 by K. Budsberg, second by S. Janowiak. Motion Carried.
- B. DISCUSSION AND CONSIDERATION: 2015 BUDGET:** Director White will continue to update the budget as numbers are finalized. For example, she reported the "Green County Materials Budget Supplement" is expected to increase slightly. We then discussed how the budget was sitting at the end of the 2014 and talked about replacing computers.
- C. DISCUSSION: WORKSHOP SUMMARY:** L. Hiland had emailed a review of a webinar she had listened to earlier this year as part of Wisconsin Library Trustee Training Week. Trustees had no questions on the webinar.

OLD BUSINESS:

- L. DISCUSSION AND CONSIDERATION: CONDUCT POLICY:** We discussed some wording changes, formatting, and typographical errors these updates will be incorporated into the policy. Move to approve the "Policy on Patron Responsibilities and Conduct" by K. Budsberg, second by B. Weiss. Motion Carried.
- M. DISCUSSION AND CONSIDERATION: ADJUSTMENTS TO LIBRARY DIRECTOR EVALUATION FORM:** J. Hoesly had suggested changes to the Library Director Evaluation form such as moving sections that are related (Staff Management, Annual Evaluation of Staff) next to each other to improve the flow of the document. In addition, she had also suggested using a different rating scale. K. Budsberg asked about the timeline; as he would prefer to delay this discussion till J. Hoesly was in attendance to afford her the chance to clarify her suggested changes. L. Hiland pointed out that this was our last meeting in December and that the first meeting in January 2015 would be the latest we would address this topic. As it is important that as a Board we need to clearly share with Director White what the categories, expectations and process is for the review period.

Director White asked some questions about how the review process would work, probation periods, and rating scale. Director White did agree that she was ok with this agenda item being carried over to the next meeting. As part of the form discussion we talked about the collection management policy and Director White shared that both Assistant Director Erica Loeffelholz and Library Assistant Rachel Holcomb had learned the new software program (GetIt Acquisitions) and would be using it in 2015.

BILLS / FINANCIAL REPORT: There were two sets of bills presented: the November 25, 2014 bills totaled \$820.50 and the December 9, 2014 bills totaled \$2,137.04. The bills were initialed by trustees to show approval for payment. Prior to the meeting Director White had emailed the monthly financial report prepared by Village Clerk-Treasurer Lynne Erb. Treasurer K. Budsberg reported that for obtaining a money order there was a \$5.00 charge. He will look into what the fees may be for a cashier's check as well.

DIRECTOR'S REPORT:

Community Foundation Grant:

On November 24th, 2014, the New Glarus Public Library was awarded a grant by the New Glarus Community Foundation, which will be used to re-label books in the children's section. Right now, items are categorized according to the Dewey Decimal system, but once the project is finished, items will be categorized by topic. This will allow children and their families to find information much more quickly and it will be empowering for young library users. Often times, families will come up to the desk asking for books on a specific topic (e.g. books on animals), but aren't looking for non-fiction. This is the perfect example illustrating why categorizing items based on a theme or topic will be helpful. Children will also find empowerment through this because they will be able to confidently browse the collection without asking for help. Of course, staff is always willing to help, but sometimes asking for help can be intimidating. Staff has already begun working on this project and materials (spine labels, stickers, etc) will be purchased starting in January.

Curtains for Community Room:

When movies are shown in the community room, there is often a problem with light that comes through the windows. Previously, staff used black paper to blackout the windows and prevent glares, but the process was tedious, time consuming, and storage for the paper was inefficient. With the help of the Friends of the Library group, we now have curtains to hang when movies are shown! The library and patrons have already had the chance to try the new curtains out and they were a hit. Not only are they easy to put up, thanks again to the Friends group, but they block out light and we are so thankful to have them.

GetIt Acquisitions:

GetIt Acquisitions is a materials ordering program that the library will be transitioning to for 2015. Erica and Rachel attended a training on this in November and are excited to use it in 2015. We were just given the OK to begin entering out fund hierarchies, vendors, locations and templates to the account. This will greatly help Erica and I manage materials budgets moving forward because the program will allow us to input a budget and automatically make deductions from it once items are purchased. With the current

system in place, I am responsible for tracking the budget and I let her know where the budget stands every month.

Holiday Card Exchange:

Erica came up with the idea to do a holiday card exchange at the library this year that we've already seen great success with. The idea came to her when she was thinking about leftover holiday cards—often times, people don't want to send out the same card two years in a row, but also don't want to throw away unused cards. There is now a box near the magazine exchange that patrons can put unused cards in and find cards for this year.

Storage Room Organization Update:

This project continues to progress in a satisfactory way. Because there will be two phases (1. Children's materials and 2. Everything else), we are now looking at timelines for phase completion. The goal I have set is to have the children's materials sorted and organized by January 15 and then all staff will begin organizing, sorting, and cleaning more of the space. We had some extra DVD racks that were no longer in use and were able to see them on Craigslist and Ignacia has done a great job sorting through the children's material. Staff has already noticed a big change in the accessibility of the room and how much easier it is to find things.

Early Release Movie Day:

On December 1st, we held a children's program what coincided with the early release from school. Erica and Ignacia chose two classic holiday cartoons to share, made popcorn, and had a cookie decorating activity. By all standards, this was a great success! 15 children and 6 adults participated in the fun, even with the cold temperatures outside.

SCLS All Director's Meeting:

In November, all directors from SCLS member libraries met at E.D Locke Public Library in McFarland to discuss a variety of topics, a main one being the use of Flipster in 2015. Flipster is a digital magazine subscription service that libraries have begun using. Unlike similar programs, patrons are not able to keep issues that they download and there are only a small number of checkouts per title that can be done at any given time. There are several factors libraries needed to consider before "buying" in. One was if other systems in Wisconsin would be participating—if they did, our cost would go down. Also, how many SCLS libraries would be participating? If libraries opt out, the cost goes up for all member libraries. Lastly, the subscription service is only available to those with Apple devices and PCs. With that, I decided to opt out of the program for 2015 with the possibility of joining in 2015 once the program has been improved (creating greater access for our patrons) and SCLS has a better idea of costs and title offerings. At this meeting the system consultants also gave us updates on things that they are doing and allowed directors to ask questions if there were any.

Green County Directors Meeting:

For the November meeting, directors met with M45, a marketing agency, to discussing to promotion of Tutor.com in 2015. Mike and Mary from M45 asked a lot of questions about our goals for Tutor.com, our service populations, and what age group we want to target (e.g. Non-traditional students? High school students? Teachers?) This is a conversation that will be continued at the December Green county directors meeting now that we have prices and estimates in place. Directors would be using funds from the county in order support this project should we decide to move forward with it.

Food for Fines:

Just before Thanksgiving, the library decided to run another Food for Fines program to help stock the food pantries at local churches. This is the second time that NGPL has run this promotion for patrons and with the generous donations from our patrons, we collected around 60 pounds of food!

Director White then responded to questions trustees about fund hierarchies, Food for Fines program, costs for GetIt software, and opting out of the Flipster program.

**New Glarus Public Library Program Attendance
November 2014**

Activity	Date	Number of Attendees
Scrabble	Tuesday, November 4th	0
Story Time	Friday, November 7th	18C/5A
Scrabble	Tuesday, November 11th	0
Adult Book Club	Wednesday, November 12th	12
Scrabble	Friday, November 18 th	4
Story Time	Tuesday, November 21 st	0
Story Time	Friday, September 19 th	15C/4A
Scrabble	Tuesday, November 25 th	0

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

APPROVAL OF MINUTES:

N. Moved to approve the November 11, 2014 Library Board minutes, noting typographical corrections, by K. Budsberg, second by L. Speth. Motion Carried.

O. Moved to approve the November 25, 2014 Library Board minutes by K. Budsberg, second by L. Speth. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by L. Speth, second by K. Budsberg. Motion carried at 7:38 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE JANUARY 13, 2015 LIBRARY BOARD MEETING.

New Glarus Public Library 2014	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	213	485	6525	811	3032	1323	926	280	153
February	304	58	5354	626	2598	1125	660	182	163
March	277	432	6384	792	2945	1303	899	264	181
April	278	582	6086	783	2805	1367	721	248	162
May	503	582	5837	763	2688	1344	716	171	155
June	189	45	7061	668	3473	1578	713	291	338
July	198	477	6821	772	3310	1586	660	297	196
August	173	185	6319	980	2889	1399	602	271	178
September	192	40	5887	1239	2477	1062	722	204	183
October	254	83	6391	1187	2879	1138	758	231	198
November	260	21	5957	1173	2677	1137	654	180	136
December									
Total:	2841	2990	68622	9794	31773	14362	8031	2619	2043
2014	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	10	8	0	366	711	1307	215	100	16
February	4	4	0	384	701	1690	211	109	7
March	6	4	0	475	810	1685	242	120	13
April	5	3	0	421	738	1902	252	123	7
May	14	7	2	480	798	2696	239	122	6
June	10	6	2	659	770	2284	205	83	23
July	6	6	0	456	907	1965	194	95	15
August	10	8	0	563	889	2407	188	78	21
September	5	4	1	691	1011	1910	220	93	23
October	6	4	0	613	920	1189	235	115	33
November	5	4	0	607	858	1240	182	98	11
December									
Total:	81	58	5	5715	9113	20275	2383	1136	175
2014	Patron Visits	Hours Open	Patrons/Hour	# Adult Programs	# Adults Count	# Children Programs	# Children Count	Total Programs	Total # Attend
January	2418	185	13	4	11	5	47C/12A	9	70
February	2239	193	11.6	6	48	4	41C/14A	10	103
March	2944	205	14.4	5	15	4	79C/27A	9	121
April	2833	200	14.2	6	30	4	86C/24A	10	140
May	2824	214	13.2	7	55	8	189C/30A	15	274
June	3680	209	17.6	2	19	3	459C/62A	5	540
July	3433	213	16.1	3	11	4	233 C/98A	7	342
August	3296	214	15.4	2	10	2	118C/61A	4	189
September	2796	209	13.3	7	26	3	41C/17A	10	60
October	2952	218	13.5	6	44	5	74C/25A	11	118
November	2531	187	13.5	5	16	2	33C/9A	8	58
December									
Total:	31946	2247	N/A	53	285	44	1400C/379A	98	2015