

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

President Linda Hiland called the meeting to order at 6:37 p.m. in the New Glarus Village Hall Boardroom. Trustees present (in addition to Hiland) were: Wayne Duerst, Suzi Janowiak, Jane Martinson, Becky Weiss and Village Board Liaison Kevin Budsberg. Trustee Jody Hoesly was absent. Also in attendance were Town Chairman Keith Seward (6:41 - 6:55 p.m.), Assistant Library Director Erin Lorandos (6:39 p.m.) and Library Director Maggie Waggoner (9:35 p.m.).

**ANNOUNCEMENT:**

- The Library Board will convene into Closed Session #1 called under WI State Statute 19.85 (1)(e) for the purpose of discussing public business with competitive or bargaining implications (Tenant agreement with Town of New Glarus).
- 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 exercises responsibility (Jodi Sweeney contract).

**APPROVAL OF AGENDA:** L. Hiland announced that the agenda would be amended by moving item #5 Introduction of Erin Lorandos, new Assistant Director before item #4 Comments & Questions from the Public. In addition, that we would not take up agenda item #6 till Town Chairman Keith Seward arrived. The amended agenda was approved on a motion by S. Janowiak, second by K. Budsberg. Motion Carried.

**INTRODUCTION OF ERIN LORANDOS, NEW ASSISTANT DIRECTOR OF NGPL:** E. Lorandos was introduced to all the Trustees.

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

**DISCUSSION ABOUT VALUE OF TOWN OF NEW GLARUS AS LIBRARY PARTNER WITH INVITED GUEST, TOWN CHAIR KEITH SEWARD:** K. Seward started by sharing a handout "Town – Beyond Rental (Positive Cash Flow)" and stating that he wanted to share some history and various elements about the Town. The handout had two main sections:

1. Tangibles – Park space, taxes Town currently pays, proposed CBA (Cooperative Boundary Agreement) revenue sharing, sinking fund and impact fees
2. Intangibles – Fund raising support, Town history of support displayed over the years, and they are good neighbors

K. Seward spoke to the history and intent of the \$42,000 Town Hall/Park sinking fund, impact fees, taxes Town residents currently pay, overall goal of the CBA and the library section of the CBA. He also clarified that since the sub-committee has reached this point in the negotiation process that the next step is review by all three boards – starting tonight with the Library Board, then the Town Board, followed by the Village Board. If all three boards approve the "Letter of Intent" then it becomes the basis for a lease agreement. L. Hiland thanked K. Seward and the members of the Town for their support over the years. K. Budsberg summarized that in terms of a timeline the CBA and rental agreement will be reviewed by various boards in the upcoming weeks.

**CONVENE INTO CLOSED SESSION:** Moved to go into closed session by K. Budsberg, second by B. Weiss. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; S. Janowiak-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 6:56 p.m.

**CONVENE INTO OPEN SESSION:** Moved to go into open session by S. Janowiak, second by W. Duerst. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; S. Janowiak-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 7:04 p.m.

**RESULTS OF CLOSED SESSION:** The Library sub-committee working with proposed the rental agreement presented figures for Trustees review.

**DISCUSSION & CONSIDERATION: LETTTER OF INTENT FOR TOWN-LIBRARY SPACE**

**AGREEMENT:** K. Budsberg started by presenting information on the handout “Letter of Intent Town Hall Space in the New Library Building – January 8, 2013.” L. Hiland clarified that impact fees must go to capital not operating expenses. Also confirmed that any future impact fees the Town collects also would come to the Library. J. Martinson inquired as to who receives the rent payment - that will need to be determined by attorney review based on WI State Statute. W. Duerst asked if there would be a dedicated heat unit - no, it would be zoned off the main trunk. L. Hiland asked if energy costs increase can the rent be renegotiated - yes, if we include language to renegotiate in the agreement. K. Budsberg emphasized that in any negotiation that each party has different goals, perspectives, wishes, etc. and that no party gets everything they want. As such K. Budsberg and J. Hoesly can support the current proposal but have items they want to discuss: rent, pre-payment, partitions, furniture and carpet/base. For each of these sections K. Budsberg pointed out the relevant section in the agreement and discussion took place. As a result of the discussion adjustments were made to the draft “Letter of Intent”

- Rent instead of being paid monthly, change to annual payment to save processing time and money
- Inclusion of “Tenant will abide by all facility polices as enacted by Library Board”
- Strike both inclusion of partitions and furniture from agreement
- Inclusion of words “Joint Park Space”
- Other minor typographical errors

Moved to adopt “Letter of Intent Town Hall Space in the New Library Building” as amended by K. Budsberg, second by S. Janowiak. Motion Carried. K. Budsberg will make appropriate edits and forward to K. Seward and Village Administrator Nic Owen.

**OLD BUSINESS:**

**A. DISCUSSION & UPDATE: ADMINISTRATION TEAM:** Continue to track donor information and compare to CFSW records.

**D. DISCUSSION & UPDATE: BUILDING COMMITTEE:** Have not had any recent meetings.

**E. DISCUSSION & UPDATE: CO-CHAIRS TEAM:** Last meeting had been in early December. Letters have been sent to attendees of the private fundraising events. New Glarus alumni are the next segment that will be contacted via letters. B. Weiss questioned if with the recent Alumni Basketball Tournament if we may be able to connect with that group and share contact information. J. Martinson will check with Jay Martinson and see if that is a possibility. As later tonight we will be discussing J. Sweeney’s contract, K. Budsberg asked S. Janowiak for any feedback from Co-Chairs regarding J. Sweeney’s value to the campaign. Director Waggoner

offered to contact other Libraries for ideas on how library staff can assist in the campaign. Director Waggoner also offered to double-check with Walter Burkhalter with DPI (Department of Public Instruction) to confirm that the library cannot distribute any patron information. Also discussed ways to focus on using website and other forms of social media in addition to mailings.

- F. DISCUSSION & UPDATE: COMMUNICATION TEAM:** They are working on “Creating the Buzz” and writing the next press release.
- G. DISCUSSION & UPDATE: FRIENDS OF NEW GLARUS:** The funds have not been received; W. Duerst will contact Kaye Gmur for an update.
- H. DISCUSSION & UPDATE: GRANTS TEAM:** Working on preparing information to submit to the Bradley Foundation. Also discussed which spaces can be utilized for senior programming to fit guidelines for WEDC grant.
- I. DISCUSSION & UPDATE: PARTNERSHIP TEAM:** On Thursday, January 10, 2013 at 6:30 p.m. we have been invited to attend Joint Parks/Rec meeting. Also a reminder of the upcoming Friends Trivia night scheduled for Thursday, January 17<sup>th</sup> starting at 7:00 p.m.
- J. DISCUSSION & CONSIDERATION: RESOLUTION SETTING WAGE FOR ASSISTANT DIRECTOR ERIN LORANDOS:** Moved to approve Library Resolution 13-01 by L. Hiland, second by K. Budsberg. Motion Carried.
- K. DISCUSSION & UPDATE: JANUARY 6, 2013 OPEN HOUSE EVENT:** Thank you to K. Budsberg for preparing and presenting the slide program. Director Waggoner will work on posting the building concept drawings in the library and bring them to Trivia night. Also working on adding the information to Twitter and Facebook.
- L. DISCUSSION & CONSIDERATION: DRAFT OPERATING BUDGET FOR THE PROPOSED NEW BUILDING:** K. Budsberg let the Library Board know that earlier this afternoon he had forwarded an email received from Village Trustee Greg Thomeke in which G. Thomeke shared his thoughts on the draft operating budget.

#### **NEW BUSINESS:**

- A. DISCUSSION & UPDATE: FUNDING THE ASSISTANT DIRECTOR’S HEALTH INSURANCE:** Director Waggoner confirmed that Assistant Director Lorandos has selected family insurance option at an annual amount of \$11,092. L. Hiland will contact Village Administrator Nic Owen to discuss what budget options are available to address this cost.

**DISCUSSION & CONSIDERATION: RESOLUTION SETTING WAGE FOR ASSISTANT DIRECTOR ERIN LORANDOS:** This was a duplicate agenda item and had already been discussed earlier tonight.

**PRESENTATION OF BILLS / FINANCIAL REPORT:** There was one set of bills presented: the December 28, 2012 bills totaled \$1,442.19. The bills were initialed by trustees to show approval for payment. The SCLS Foundation account has been officially closed out. The December 2012 financial report prepared by Village Treasurer Lynne Erb was distributed; the SCLS account closure is reflected on this statement. The December 2012 and 2012 year end report from CFSW have not been received yet.

#### **DIRECTOR’S REPORT:**

Here are some facts to end 2012 on a positive note:

- OverDrive usage by NGPL patrons increased from 63 checkouts in January to 174 checkouts in December. The Wisconsin Public Library Consortium reported that public libraries in Wisconsin were the #1 circulating OverDrive collection in the country from 12/24 – 12/27/12.
- Our circulation was up 2.74% from 2011.
- We offered 8 additional programs in 2012 than in 2011. Program attendance increased by 163.
- We registered 140 new library patrons in 2012.
- We now have a Twitter account (the 1<sup>st</sup> Green Co. Library to Tweet!) and our web site and Facebook page are getting more visits than ever.
- Experienced our biggest Summer Reading Program ever with more hours read by more participants who attended the most programs ever offered in the Summer!
- Received over \$4,400 in grants for library programming and equipment.
- Raised over \$630,000 in gifts and pledges for our New Building Project!

### MONTHLY LINKCAT STATISTICS

2011	Total Items Checked Out This Month (Circulation)	% from our collection		New Patrons Registered
<b>Total 2011</b>	80,614			
<b>2012</b>			<b>2011 Circulation</b>	
<b>January</b>	7,177	52.71%	6,809	11
<b>February</b>	6,836	53.72%	7,071	9
<b>March</b>	7,315	55.5%	8,401	15
<b>April</b>	6,465	57.32%	7,082	5
<b>May</b>	6,397	55.90%	6,375	6
<b>June</b>	7,734	67.02%	8,138	25
<b>July</b>	8,335	65.66%	8,850	17
<b>August</b>	7,416	61.76%	8,276	14
<b>September</b>	5,744	57.75%	6,723	15
<b>October</b>	7,046	56.07%	7,673	14
<b>November</b>	6,565 (77,030 YTD)	57.90%	6,684	5
<b>December</b>	5795 (82,825 YTD)	58.745	6,085	4

- Our Circulation is **up** by 2.74% from last year's total circulation.
- During December, our Library loaned 2,860 items from our collection to other libraries.
- During December, our patrons requested 2,391 items from other libraries – these came in as holds.
- We registered 140 new patrons in LINKcat in 2012.
- We added 172 items to our collection during December & withdrew 467 items.
- The library was open 178 hours in December. We were closed for 2 holidays and 1 snow day.

### Interlibrary Loan Statistics

- During December we submitted 7 requests and received 5 items requested by our patrons. We were not able to fill 2 patron requests during the month.

#### Number of Items Received Each Month for our Patrons via ILL:

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>2011</b>	4	3	6	2	6	4	6	5	6	6	3	2
<b>2012</b>	6	3	6	6	8	8	7	5	7	8	3	5

2011 Total = 53 Items Received

2012 Total (January – December) = 72 Items

**LINKCAT PATRON CIRCULATION DETAIL**

	Village of New Glarus	Green Co - Town of NG	Green Co. - Town of York	Green Co. - Town of Exeter	Dane County (No Library)
<b>2011</b>					
<b>October</b>	3,290 (47%)	1,429 (20%)	951 (13.5%)	396 (5.6%)	217 (3%)
<b>November</b>	3,087 (46%)	1,369 (20%)	1,043 (15.6%)	254 (4%)	309 (4.6%)
<b>December</b>	3,115 (51%)	1,235 (20%)	516 (8.5%)	318 (5%)	264 (4%)
<b>2012</b>					
<b>January</b>	3,505	1,413	760	316	488
<b>February</b>	3,293	1,554	681	290	469
<b>March</b>	3,425	1,674	773	270	504
<b>April</b>	2,962	1,544	699	318	350
<b>May</b>	2,916	1,527	675	328	441
<b>June</b>	3,412	2,166	827	359	520
<b>July</b>	3,698	2,299	963	278	444
<b>August</b>	3,142	1,813	1,012	233	467
<b>September</b>	2,512	1,183	919	295	289
<b>October</b>	3,491	1,420	841	345	337
<b>November</b>	3,399	1,359	709	332	323
<b>December</b>	2,789	1,399	696	239	335

**PATRON COUNT DECEMBER, 2012**

December, 2012 Patron Count (weekly breakdown of people who came into the Library)

- December 1st 82 people
- Week of December 2nd 670 people
- Week of December 9<sup>th</sup> 772 people
- Week of December 16th 629 people (closed 12/20 – weather)
- Week of December 26-9 542 people (closed 12/24 & 12/25)

**Total Who Visited the Library during December – 2,695**

**Actual Patron Count**

Year	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>2007</b>	3,359	3,352	4,136	3,580	3,827	4,781	4,759	4,754	3,303	3,924	3,699	3,341
<b>2008</b>	3,732	3,697	3,747	4,163	3,513	4,149	4,617	4,530	3,538	4,195	3,219	2,980
<b>2009</b>	3,473	3,587	3,991	3,784	3,795	4,785	5,049	4,834	3,777	4,281	3,459	3,287
<b>2010</b>	3,623	3,537	4,261	3,857	3,685	4,814	4,693	4,523	3,687	3,802	3,560	2,960

<b>2011</b>	3,182	3,327	3,904	3,563	3,117	4,673	4,584	4,512	4,031	3,539	3,357	2,919
<b>2012</b>	3,381	3,498	3,804	3,323	3,352	4,766	4,657	4,172	3,166	3,366	3320	2,695

**Patron Count Comparison:**

**2007:** 46,815 **2008:** 46,080 **2009:** 48,102 **2010:** 47,002 **2011:** 44,708 **2012(YTD):** 43,500

**LIBRARY PROGRAM ATTENDANCE – December, 2012**

<b>2011</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
<b>Programs</b>	4	7	7	7	7	6	11	3	5	8	7	6	<b>78</b>
<b>Attendance</b>	68	101	112	58	76	156	351	61	54	125	115	76	<b>1,353</b>

<b>2012</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
<b>Programs</b>	7	7	9	9	7	5	7	2	8	10	9	6	<b>86</b>
<b>Attendance</b>	90	106	147	127	75	221	242	62	72	186	125	63	<b>1,516</b>

**NGL WEBSITE USAGE**

<b>2011 Website Usage</b>	<b># of People</b>	<b># of Visits</b>
<b>January</b>	637	1,243
<b>February</b>	660	1,147
<b>March</b>	677	1,209
<b>April</b>	642	1,061
<b>May</b>	608	1,011
<b>June</b>	656	1,106
<b>July</b>	707	1,198
<b>August</b>	723	1,123
<b>September</b>	692	954
<b>October</b>	630	883
<b>November</b>	651	903
<b>December</b>	646	919

**NGL WEBSITE USAGE**

<b>2012 Website Usage</b>	<b># of People</b>	<b># of Visits</b>
<b>January</b>	927	1248
<b>February</b>		

<b>March</b>	988	1868
<b>April</b>	1032	1795
<b>May</b>	955	1650
<b>June</b>	1068	1649
<b>July</b>	1300	2471
<b>August</b>	1108	2007
<b>September</b>	894	1683
<b>October</b>	968	1593
<b>November</b>	950	1754
<b>December</b>	807	1296

### **FRIENDS OF THE LIBRARY UPDATE**

The Friends of the Library met on January 3 at 7:00pm in the Library. Discussion was about plans and duties for the first annual Trivia Night fund raiser. The Friends are hosting Trivia Night at Flannery's on Jan. 17. Tickets for the event are on sale at the library or may be purchased at the door. The Friends raised \$200 with the sale of their Carolina Snowflakes.

### **SCLS UPDATE**

- The vote on continuing to use and develop KOHA or to explore other ILS options for SCLS member libraries was in favor of continuing in 2013 with KOHA.

### **Also...**

We are working on hiring new Library Assistant to replace Aaron.

Met with Village auditors and will be working on better accounting of petty cash and revenues.

Negotiated new contract with LiveMocha for a 6 month subscription at \$100/month with help from them for promoting this language learning on-line resource and tracking use by our patrons.

### **For February:**

2012 Wisconsin DPI Annual Report writing and Board review.

**APPROVAL OF MINUTES:** The minutes from the December 11, 2012 Library Board regular meeting were approved on a motion by K. Budsberg, second by W. Duerst. Motion Carried.

**CONVENE INTO CLOSED SESSION:** Moved to go into closed session by K. Budsberg, second by S. Janowiak. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; S. Janowiak-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 9:35 p.m.

**CONVENE INTO OPEN SESSION:** Moved to go into open session by K. Budsberg, second by S. Janowiak. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; S. Janowiak-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 9:47 p.m.

**RESULTS OF CLOSED SESSION:** Consensus was that L. Hiland will ask Jodi Bender Sweeney to prepare a contract for consideration at the January 22<sup>nd</sup> meeting. Contract should be updated to reflect where we are at in the current campaign and have an end date of April 1, 2013.

**ADJOURNMENT:** Meeting adjourned on a motion by J. Martinson, second by W. Duerst. Motion carried at 9:53 p.m.

*Respectfully Submitted,  
Becky Weiss, Secretary*

*MINUTES APPROVED AT THE FEBRUARY 12, 2013 LIBRARY BOARD MEETING*



**Village of New Glarus  
Minutes of the Library Board of Trustees  
New Glarus Public Library  
Tuesday, January 22, 2013**

President Linda Hiland called the meeting to order at 6:36 p.m. in the New Glarus Village Hall Boardroom. Trustees present (in addition to Hiland) were: Wayne Duerst, Jody Hoesly, Suzi Janowiak, Jane Martinson, Becky Weiss, and Village Board Liaison Kevin Budsberg. Village Administrator Nic Owen (6:49 p.m.), Fund Raising Consultant Jodi Bender Sweeney (7:33 p.m.) and Library Director Maggie Waggoner (9:13 p.m.) were also in attendance.

**ANNOUNCEMENT:**

- The Library Board will convene into Closed Session #1 called under WI State Statute 19.85 (1)(f) for 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 (Discussion of Potential Donors to the Library Expansion and Related Confidential Information)
- 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 (Discussion and consideration of extending Fund Raising Consultant Jodi Sweeney's contract).

**APPROVAL OF AMENDED AGENDA:** L. Hiland announced that agenda item #9A Next Steps In The Building Process would be moved to follow agenda item #4. Moved to approve the amended agenda by J. Martinson, second by K. Budsberg. Motion Carried.

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

**DISCUSSION & CONSIDERATION: NEXT STEPS IN BUILDING PROCESS (NIC OWEN INVITED GUEST):** Village Administrator Nic Owen distributed a handout "New Glarus Public Library – as of 01/15/13." The handout had two sections:

1. Site Plan – timeframe, application guidelines, cost
2. Village Debt – timeframe and issuance guidelines

J. Hoesly asked that since we currently have concept drawings and we know the plans will be adjusted based on the final amount of funds raised – what are the upcoming steps. W. Duerst and N. Owen both shared information about the following:

- Schematics – done
- Design Development – more detailed drawings and show wall sections, elevations, etc.
- Construction Documents
- Site Plan – (refer to handout) Goes to Plan Commission for approval first then before Village Board for approval
- Bidding Process

- Once construction documents are signed this is the point where Village debt would be issued. The type of debt issued would be determined after consulting with Village Financial Advisor and may be a BAN (Bond Anticipation Note) and at this time anticipate it will be issued to cover a 20 year period.

J. Sweeney asked how this may affect our ability to “Ask” a local financial institution for a donation during the fund raising campaign. N. Owen did not see an issue as the Financial Advisors have a good relationship with local financial institutions. S. Janowiak asked for clarification on what are the Village Board’s options regarding the debt issuance. N. Owen mentioned that this will be before the Village Board at least twice more – authorization to go out and get the debt information and authorization to approve debt issuance. Plus the possibility that the current resolution tying the debt issuance to signed building contracts could be amended. J. Martinson asked if a non-binding referendum could be on upcoming April elections – based on the number of days requirements, no it cannot. Our focus is on continuing the fund raising efforts, working on Town rental agreement, and continuing on with the steps in the construction process.

**CONVENE INTO CLOSED SESSION:** Moved to go into closed session by W. Duerst, second by S. Janowiak. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 6:58 p.m.

**CONVENE INTO OPEN SESSION:** Moved to go into open session by J. Martinson, second by K. Budsberg. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 7:34 p.m.

**RESULTS OF CLOSED SESSION:** We discussed confidential donor information related to the fund raising campaign for library expansion efforts.

**OLD BUSINESS:**

**A. DISCUSSION & UPDATE: ADMINISTRATION TEAM:** K. Budsberg will update the Naming Opportunity list. B. Weiss reported that we are waiting on the December 2012 report from CFSW, once received we will reconcile the report. Director Waggoner pointed out that K. Budsberg brought in a thermometer to display the fundraising total. Also Director Waggoner is looking for talking points to assist staff in answering questions for example, when are you breaking ground? K. Budsberg offered to email talking points to Director Waggoner to help with answering those questions. L. Hiland also suggested that J. Sweeney could meet with staff to discuss how to answer questions.

**B. DISCUSSION & UPDATE: COMMUNICATION TEAM:** They have written the next press release for the Post Messenger Recorder. Also shared the information that if we ask for donations and include a “tear off” pledge form that is considered an ad and would cost approximately \$375.00 to run. Director Waggoner and staff are thinking about using flip cameras and filming short statements about the campaign that could be utilized on You Tube, Twitter, Facebook, etc.. K. Budsberg has said he has been contacted by The Monroe Times and they are planning on running an article about the new building during the week of January 28<sup>th</sup>. Also there will be a picture in the Post Messenger Recorder to recognize the donation from the NGEA (New Glarus Education Association) in the picture are Barb Anderson, Gary Beutler, Ken Brunner, Linda Hiland, Jane Martinson and Sally Nealis.

- C. DISCUSSION & UPDATE: CO-CHAIRS TEAM:** S. Janowiak reported that J. Sweeney had done a lot of prep work, came to the most recent meeting extremely organized and that they all left with multiple tasks to complete.
- D. DISCUSSION & UPDATE: GRANTS TEAM:** K. Budsberg will be meeting with J. Sweeney to work on the WEDC grant. J. Hoesly has received the endorsement letter from the New Glarus Home. It was brought up as a reminder about checking into the grant for collections that is available working with the New Glarus School Board. L. Hiland will be speaking with both District Superintendent David Strudthoff and Swiss Historical Village member Pete Etter regarding endorsement letters from their respective organizations.
- E. DISCUSSION & UPDATE: PARTNERSHIP TEAM:** Director Waggoner reported that the library had a recent meeting with the school and four days a week a tutoring session will be held in the library. Library found a collection of VHS tapes focusing on historical events such as Wilhelm Tell, will be checking into having the tapes converted to DVDs. L. Hiland, K. Budsberg and Director Waggoner attend the Joint Parks/Rec Committee meeting.
- F. DISCUSSION & UPDATE: FRIENDS OF NEW GLARUS DONATION:** At this time no funds have been received. W. Duerst has not yet had a chance to get an update from Kaye Gmur.
- G. DISCUSSION & CONSIDERATION: TOWN OF NEW GLARUS OFFICE SPACE IN NEW BUILDING:** Prior to the meeting K. Budsberg had shared the changes that the Town Board had made to the agreement when then voted to accept it on January 15, 2013. Here are some of the changes:
- Specified the method of prorating rent in the 20<sup>th</sup> year, and in doing so eliminated the need to prorate the first year.
  - Town retains the ability to specify location of phone/data/electrical connections regardless of whether they choose to install office partitions.
  - To be clear that the Impact Fees are not being used as a discount on rent because that is prohibited by law.

The Town Board has approved this amended agreement. Moved to accept the amended "Letter of Intent Town Hall Space in the New Library Building by W. Duerst, second by S. Janowiak. Motion Carried. K. Budsberg will forward the information to N. Owen for consideration at an upcoming Village Board meeting, most likely on February 5, 2013.

- H. DISCUSSION & CONSIDERATION: FUNDING OF LIBRARY STAFF HEALTH INSURANCE:** L. Hiland did contact N. Owen who said yes he and Lynne Erb would review the budgets and get back to us on this agenda item. It was also asked how other departments handle this sort of a budget change.

#### **NEW BUSINESS:**

- A. DISCUSSION & CONSIDERATION: NEXT STEPS IN THE BUILDING PROCESS:** This agenda item was discussed earlier tonight.
- B. DISCUSSION & CONSIDERATION: ELIMINATING MEDIA DROP BOX IN LOBBY OF VILLAGE HALL:** The metal media drop box is located just to the left of the double doors as you enter the Village Hall. Due to limited usage (on average less than 4 items) and the fact that we have received permission to use that space instead to display a fundraising thermometer Director Waggoner is proposing elimination of the media box. S. Janowiak asked about damage to DVDs and CDs if the box was removed. Director Waggoner reported that DVDs, etc. are regularly left in the main book drop and there has been no damages reported, mainly due to different cases that have been used in later years. Moved to eliminate the media drop box in the lobby of the Village Hall by K. Budsberg, second by W. Duerst. Motion Carried.

Director Waggoner will post the media box on a Library listserv to see if another library would like to utilize the media box.

**C. DISCUSSION & CONSIDERATION: REVISE JOB POSTING SECTION 7.2 OF LIBRARY PERSONNEL HANDBOOK:** Director Waggoner is proposing that under section 7.2 the phrase "At a minimum, job announcements will be advertised..." be revised by striking the word "will" and replacing with "may." Advertising for positions in the Post Messenger Recorder generally costs between \$60.00 - \$80.00 and may have up to a 2 week lead time for running the ad based on how dates fall. Based on the nature of the position, for example Library Page the newspaper ad can still be utilized. Moved to update section 7.2 of Library Personnel Handbook by striking "will be advertised" and replacing with "may be advertised" by K. Budsberg, second by J. Hoesly. Motion Carried.

**D. DISCUSSION & CONSIDERATION: 2013 CALENDAR OF LIBRARY CLOSINGS:** Since the Library follows the Village policy regarding days off, Director Waggoner received from the Village a list of 2013 closings which are listed below:

January 1 (Tuesday, New Year's Day)

January 21 (Monday, Martin Luther King Jr. Day)

March 29 (Good Friday)

May 27 (Monday, Memorial Day)

July 4 (Thursday, Independence Day)

September 2 (Monday, Labor Day)

November 28 & 29 (Thursday & Friday, Thanksgiving)

December 24 & 25 (Tuesday & Wednesday, Christmas Eve & Christmas Day)

December 31 (Tuesday, New Year's Eve)

Moved to approve the 2013 calendar with the change of "Good Friday" to be listed as "Spring Holiday" by S. Janowiak, second by K. Budsberg. Motion Carried.

**CONVENE INTO CLOSED SESSION:** Moved to go into closed session by B. Weiss, second by J. Hoesly. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 9:13 p.m.

**CONVENE INTO OPEN SESSION:** Moved to go into open session by S. Janowiak, second by K. Budsberg. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 9:27 p.m.

**RESULTS OF CLOSED SESSION:** Moved to renew Jodi Bender Sweeney's contract as presented by K. Budsberg, second by S. Janowiak. Motion Carried.

**ADJOURNMENT:** Meeting adjourned on a motion by K. Budsberg, second by S. Janowiak. Motion carried at 9:28 p.m.

*Respectfully Submitted,  
Becky Weiss, Secretary*

*MINUTES APPROVED AT THE FEBRUARY 12, 2013 LIBRARY BOARD MEETING*

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

President Linda Hiland called the meeting to order at 6:34 p.m. in the New Glarus Village Hall Boardroom. Trustees present (in addition to Hiland) were: Wayne Duerst, Jody Hoesly, Suzi Janowiak, Becky Weiss and Village Board Liaison Kevin Budsberg. Trustee Jane Martinson was absent. Also in attendance were Village Board Trustee Peggy Kruse (left at 7:06 p.m.) and Library Director Maggie Waggoner (arrived at 6:39 p.m.).

**ANNOUNCEMENT:**

- The Library Board will convene into Closed Session #1 called under WI State Statute 19.85 (1)(e) for the purpose of discussing public business with competitive or bargaining implications (Costs Associated with Town Hall Rental Space in New Library Building).
- The Library Board will convene into Closed Session #2 called under WI State Statute 19.85 (1)(f) for 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 (Discussion of Potential Donors to the Library Expansion and Related Confidential Information).

**APPROVAL OF AGENDA:** The agenda was approved on a motion by J. Hoesly, second by S. Janowiak. Motion Carried.

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

**CONVENE INTO CLOSED SESSION #1:** Moved to go into closed session by K. Budsberg, second by B. Weiss. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; and B. Weiss-yes. Motion carried at 6:36 p.m.

**CONVENE INTO OPEN SESSION:** Moved to go into open session by S. Janowiak, second by W. Duerst. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; and B. Weiss-yes. Motion carried at 7:05 p.m.

**RESULTS OF CLOSED SESSION #1:** We discussed costs associated with the Town Hall rental space in the new Library building.

**CONVENE INTO CLOSED SESSION #2:** Moved to go into closed session by K. Budsberg, second by J. Hoesly. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; and B. Weiss-yes. Motion carried at 7:06 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; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; and B. Weiss-yes. Motion carried at 7:50 p.m.

**RESULTS OF CLOSED SESSION:** We discussed confidential donor information related to the library expansion. It is the wish of the Board that Anonymous donors to the campaign truly remain Anonymous. As such donors who are willing to be “named” can be shared with the Library Board, Co-Chairs, and other campaign volunteers as appropriate to assist them in carrying out fundraising activities. This information will be shared with Jodi Bender Sweeney by L. Hiland.

**OLD BUSINESS:**

- B. DISCUSSION & UPDATE: ADMINISTRATION TEAM:** We will reconcile the January 2013 CFSW report. J. Martinson and B. Weiss met and discussed updates to the donor thank you letter. W. Duerst will forward to Director Waggoner copies of the CFSW report.
- C. DISCUSSION & UPDATE: BUILDING COMMITTEE:** Suggested that the Building Committee start meeting again to review the Building Concept and start discussing budgets (capital and operating) and suggest areas where adjustments may be needed.
- D. DISCUSSION & UPDATE: CO-CHAIRS TEAM:** They had met the week of February 4<sup>th</sup> and are looking at having another private fundraising event the week of February 21<sup>st</sup>. Rita Mahoney has been assisting in putting together a letter that is being sent to the business community, we are also starting to setup meetings with business community members. Director Waggoner reported that they had received an email in the general library mailbox requesting information on tile options – size, number of characters, indoor or outdoor tiles etc. S. Janowiak asked that Director Waggoner forward to her that email for follow-up.
- E. DISCUSSION & UPDATE: COMMUNICATION TEAM:** Their next meeting is currently scheduled for Saturday. We thanked K. Budsberg for speaking with the reporter for the article in the Monroe Evening Times. Director Waggoner shared that she has heard many positive comments about that article and the various press releases that have run in the Post Messenger Recorder.
- F. DISCUSSION & UPDATE: FRIENDS OF NEW GLARUS:** The funds have not been received.
- G. DISCUSSION & UPDATE: GRANTS TEAM:** Waiting to hear back from the Bradley Foundation. Currently doing background work for WEDC and the NEH endowment grant. In addition. J. Hoesly shared a copy of the letter that went to the B.H. Breslauer Foundation.
- H. DISCUSSION & UPDATE: PARTNERSHIP TEAM:** L. Hiland has contacted Tom Kuhne, Swiss Center of North America Board of Directors, to give an update on where we are in the fundraising campaign and offer to update the full SCNA Board at an upcoming meeting.
- I. UPDATE: FUNDING OF LIBRARY STAFF HEALTH INSURANCE:** L. Hiland will contact Village Administrator Nic Owen for an update.
- J. DISCUSSION & CONSIDERATION: LETTER OF INTENT TOWN OF NEW GLARUS OFFICE SPACE:** At this time all entities (Library Board, Town Board and Village Board) have approved the Letter of Intent. K. Budsberg pointed out that Town Chairman Keith Seward and Village Administrator Nic Owen have different interpretations as K. Seward says the issue of Town rental space does require an inter-governmental agreement and N. Owen says it does not require an inter-governmental agreement.
- K. UPDATE: COOPERATIVE BOUNDARY AGREEMENT (CBA):** K. Budsberg shared that the Village Attorney has brought up some concerns about the CBA. Currently, there are several things going on: a request for an extension to the CBA, the Town may need to replace one of their members, and the fact that the Town has to agree to continue meeting to discuss the CBA.

**NEW BUSINESS:**

- B. DISCUSSION & CONSIDERATION: APPROVE PRINTING OF TRI-FOLD PRESENTATION MATERIAL:** Previously J. Sweeney has asked for 500 copies of the tri-fold to be printed. K.

Budsberg stated that they will be printed in smaller batches to allow for updates. It was also pointed out that the Bank of New Glarus can do the folding of the tri-fold if needed.

- C. DISCUSSION & CONSIDERATION: LETTERS FROM VILLAGE TRUSTEE GREG THOEMKE & PUBLIC COMMENTS:** On January 5<sup>th</sup> and 8<sup>th</sup> Village Trustee Greg Thoemke shared his viewpoints on the library building project thru two emails. Like all comments that have been shared with us during the course of this project: whether comments detailed in the Listening Session Summary, emails, meetings or conversations we have used those comments to assist us in making decisions. The public document “Concept and Budget Report – October 23, 2012” prepared by Dimension IV Madison Group is the current working concept document. Since we are still in the concept stage more refined plans are dependent on our fund raising activities. L. Hiland will reply to G. Thoemke and direct him to the concept document and invite him to attend future meetings to discuss any additional items.
- D. DISCUSSION: PLANNING FOR LONG TERM GRANT WRITING, ENDOWMENT AND PROGRAMMING:** J. Hoesly suggested that at some point this will most likely be a sub-committee that for example may be composed of representatives from the Library Board, Library staff, Friends of the New Glarus Public Library, business community, etc. Director Waggoner reported that on February 21<sup>st</sup> Assistant Director Erin Lorandos will be attending a workshop with a focus on grants writing.

**PRESENTATION OF BILLS / FINANCIAL REPORT:** There was one set of bills presented: the February 12, 2013 bills totaled \$2,681.73. The bills were initialed by trustees to show approval for payment. The February 2013 financial report prepared by Village Treasurer Lynne Erb was distributed.

**DIRECTOR’S REPORT:** Jody Hoesly and I attended Library Legislative Day on February 5. The event opened in the morning with a few words from Superintendent Tony Evers. Governor Walker sent a representative from his “Read to Lead” initiative. We met with Senator Jon Erpenbach and Representative Sondy Pope in their respective offices at the Capital. Both our State Senator and Representative are public library users and advocates.

Our former Page, Braxton Schaffer, worked at the library during his winter break from college. He reorganized the storage closet and was able to get rid of unwanted items. He did some material processing and mending. He converted local history VHS tapes to DVD and inventoried our printed local history material. He helped organize the back log of material waiting to be cataloged, making it easier and more efficient to progress with this project. He repaired our Azuradisc machine, wrote easy to access instructions for its use and taught all of the staff how to use and take care of it. No one on our staff had any training or experience with it so this was invaluable for us. He started organizing our statistics into an Excel spreadsheet, making keeping track of our numbers more efficient. He helped schlep stuff over to Flannery’s and set up for Trivia Night. In short, Braxton was a great help and we were sorry to see him go!

Kaitlin will not be available to work from March 18 – June 6 except for a few Saturdays (maybe). She will be back on the soccer team so will be involved with practice and games until graduation. She

would like to continue working at the library through the summer. Alayna is also very busy with extra school activities (music and ACT studies) so that her work schedule at the library is very limited. We would like to hire a new Library Page as soon as possible so that the new Page can train with Kaitlin. Kaitlin is our Senior Page.

Starting January 22, we have provided a place for a NG high school student and teacher to meet every day after school (Monday-Thursday) for a few hours. Although there is no quiet or private place in the library for this, we wanted to try it because the school needed some place away from the school building for this student. Of course, this will be a perfect use for one of the study rooms in the new library!

We participated in Early Child Development Days at the NG elementary school on February 8<sup>th</sup>. Ignacia once again organized our table and handouts, which included information about our services for families with young children, how to get a library card, and the importance of reading aloud to young children. Between 90-95 people attended this event at the school.

We interviewed five candidates for our Library Assistant open position. We are now checking references and hope to fill this position in a few days.

We have created a number of Pinterest Boards, including one dedicated to the New Building Project. These may be accessed from our website or fb page or through this link:

<http://pinterest.com/newglaruspublib/>

### **FRIENDS OF THE LIBRARY UPDATE**

The Friends of the Library Trivia Night was a huge success! It was lots of fun and created tons of exposure and interest for the New Building Project. Unfortunately, the library staff table did not win (☹) one of the very coveted trophies. The next meeting of the Friends of New Glarus Public Library will be March 14 at 7:00 pm at the library.

### **SCLS UPDATE**

The SCLS member libraries are organized into Clusters for communication and voting purposes. Recently, the SCLS Board approved a revision of the current Cluster model to a county based model. New Glarus Public Library is now a member of Cluster 3 which is made up of all of the Green County public libraries. Cluster 3 has elected me to be their representative on the Administrative Council. The Administrative Council (AC) is the primary advisory group to the SCLS staff and the SCLS Board. The AC meets on the third Thursday of every month and meets in conjunction with the All Director meetings that take place in March, May and July.

The Board tasked me with asking other Wisconsin libraries about their capital campaign experiences involving a building project. Here are the ideas and comments I received:

*We would love to see the responses. We expanded in 2004 and have seen*



*our funders drop off and would also like to re-invigorate interest.*

*Thank you.*

*Angela, Matheson Memorial Library (Elkhorn)*

*Hi Maggie-We will be kicking our Capital Campaign off later in the year. I would love to hear what you find out from this posting, and also, if you're willing to share how you ran your campaign. Did you hire outside fundraisers or was it all staff and volunteer driven? Any input would help!*

*Thanks-*

*Dawn (Rice Lake PL)*

*If you've gone to the community with the campaign, what about finding a donor who would do a "matching challenge" to the community and would match funds up to a certain amount?*

*Jennifer Endres Way, Director (Ruth Culver Community Library)*

*Hi Maggie,*

*Does your fundraising consultant have any suggestions?*

*-Mike (Bahr, architect)*

*We were fortunate to have a donor offer a match, but ONLY if a certain dollar amount were raised. For example: "If the library receives \$350,000 more in donations, I will match that. If they receive \$349,999 I will donate nothing." The donor's reasoning was that if the community wasn't behind the library, why should he be?*

*There is nothing like the specter of losing out on \$350,000 to motivate people.*

*Kathy Klager, Director, Pauline Haass Public Library, Sussex, WI 53089*

*I've worked on a few campaigns at my former library and here are some of the things that they did: they would send out fundraising letters, have a donor party and give an update on the campaign, find a donor who would do a challenge grant, send out quarterly newsletters, put a change jar at the circ desk so that the campaign is always in front of people. It's probably best to have your fund raising committee come up with a plan something like we'll do a letter in February, celebrate Shakespeares birthday in April (we actually received a \$60,000 donation after a Shakespeare birthday party), etc...*

*Let me know if I can help any further,*

*Heidi Cox, Director, E.D. Locke Public Library, McFarland, WI*

*Our recent campaign was much smaller than yours. But, when we stalled out after our first effort we renamed the fundraiser to "Fargo 50K" to reflect the \$50,000 still needed for our renovation. We promoted this as the final push, which it was.*

*As you know, with a goal of \$1.3 million you're going to need to focus on some big, big donors. Our two big donors came in at \$40k and \$25k. The others were hitting \$1,000 and the others (like myself) at \$100. Our community Foundation gave \$5k and the Friends pledged \$40k from their long sitting savings.*

*Other things we added were:*

1. thermometer sign on front lawn.
2. regular articles in local paper.
3. donation letters and donation envelopes (with tear-off donation insert) to a list of names developed by the Library Board and staff.
4. separate donation letter to local businesses and banks.
5. plenty of in-library promotion.

Gerard Saylor, LD Fargo Public Library, Lake Mills, WI

*Reverse pschology(SP?) stop telling the public how much money you have raised and concentrate all press releases to emphasise how much more needs to be collected. Talk deadline. focus on needs for kids.*

Carol Burnham, Calhoun Memorial Library, Chetek, WI

*I don't know what your situation is, but when this happened to us, even though we didn't have enough to finish the building, we started it. And after people saw progress, they donated again to help us complete things. We could say....This much is done, now we need money for the next step. And when we got close to the end the money really flowed in. The last 6 months was the easiest fundraising we ever did!*

Sara Wilson, Mill Pond Library, Kingston

*Maggie: Hartford experienced this during our capital campaign from 2009-2010. The primary reason (I believe) for the slowdown was the political arguing that accompanied our drive toward a new library. We had a "gentleman's" agreement with the City that we would raise half the money for our project as long as the City would match that effort by committing to borrow the rest of the money. The problem became several possible donors wanted to see a "formal" City commitment before they would write the checks or make the pledge, and some alderpersons wanted the cash up front before they would vote. It took a bit of discussion to convince some alderpersons that we needed their commitment to raise the necessary funds. Once we got our City Council to actually vote to officially support the project and make that commitment to borrow the money, our donations picked up immensely in the next few months. Not sure if that is an issue with you, but if there is something that you can do to jump start the campaign (major business or individual donation, kids helping out, news on the effort to finalize plans) along with continued PR/Photos, it might help. Feel free to give me a call. 262-673-8240. Mike Gelhausen, Hartford Public Library*

Director Waggoner reported that Erica Loeffelholz had accepted the Library Assistant position and that her first day was today (February 12<sup>th</sup>). Cool new fact was that in January 2013 52% of visitors to the [www.newglaruspubliclibrary.org](http://www.newglaruspubliclibrary.org) website were new visitors. She feels that this increase is a due to a combination of building update information on the site plus Assistant Director Erin Lorandos focus and usage of social media sites (Twitter, Facebook and Pinterest).

**APPROVAL OF MINUTES:** The minutes from the January 8, 2013 Library Board regular meeting, noting typographical corrections, was approved on a motion by W. Duerst, second by K. Budsberg. Motion Carried.

**APPROVAL OF MINUTES:** The minutes from the January 22, 2013 Library Board regular meeting, noting typographical corrections, was approved on a motion by W. Duerst, second by K. Budsberg. Motion Carried.

**ADJOURNMENT:** Meeting adjourned on a motion by L. Hiland, second by K. Budsberg. Motion carried at 9:23 p.m.

*Respectfully Submitted,  
Becky Weiss, Secretary*

*MINUTES APPROVED AT THE MARCH 12, 2013 LIBRARY BOARD MEETING*

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

President Linda Hiland called the meeting to order at 6:33 p.m. in the New Glarus Village Hall Boardroom. Trustees present (in addition to Hiland) were: Wayne Duerst, Suzi Janowiak, and Becky Weiss. Kevin Budsberg, Jody Hoesly, Jane Martinson and Library Director Maggie Waggoner were absent.

**ANNOUNCEMENT:**

- The Library Board will convene into Closed Session #1 called under WI State Statue 19.85 (1)(f) for 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 (Discussion of Potential Donors to the Library Expansion and Related Confidential Information)

**APPROVAL OF AGENDA:** Moved to approve the agenda by B. Weiss, second by W. Duerst. Motion Carried.

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

**CONVENE INTO CLOSED SESSION:** Moved to go into closed session by S. Janowiak, second by B. Weiss. By roll call vote: W. Duerst-yes; L. Hiland-yes; S. Janowiak-yes; and B. Weiss-yes. Motion carried at 6:34 p.m.

**CONVENE INTO OPEN SESSION:** Moved to go into open session by B. Weiss, second by S. Janowiak. By roll call vote: W. Duerst-yes; L. Hiland-yes; S. Janowiak-yes; and B. Weiss-yes. Motion carried at 7:24 p.m.

**RESULTS OF CLOSED SESSION:** Suggested that the Building Committee start meeting again to discuss tile options (indoor, outdoor, engraving, etc.) and adjustments to the building schematics. We also discussed confidential donor information related to the fund raising campaign for library expansion efforts.

**OLD BUSINESS:**

- I. DISCUSSION & UPDATE: ADMINISTRATION TEAM:** Nothing to report.
- J. DISCUSSION & UPDATE: BUILDING COMMITTEE:** They will start meeting again.
- K. DISCUSSION & UPDATE: CO-CHAIRS TEAM:** S. Janowiak reported that their next meeting is scheduled for February 27<sup>th</sup>. They have multiple upcoming donor calls scheduled and that in preparation for the calls additional copies of the building renderings had been printed.
- L. DISCUSSION & UPDATE: COMMUNICATION TEAM:** Nothing to report.
- M. DISCUSSION & UPDATE: FRIENDS OF NEW GLARUS:** At this time no funds have been received.

- N. DISCUSSION & UPDATE: GRANTS TEAM:** Since she would not be in attendance prior to the meeting J. Hoesly shared the following report with L. Hiland. The grant submitted to the B.H. Breslauer Foundation has been declined as they will only support projects related to the acquisition of rare books. CDBG (Community Development Block Grant) grant application is in draft form and the Dr. Scholl application is due Friday. For the NEH application, J. Hoesly will be receiving information from another Library Director whose facility recently received an NEH grant. Also L. Hiland had a conversation with Denise Anton Wright regarding the partnership letter from the Swiss Historical Village.
- O. DISCUSSION & UPDATE: PARTNERSHIP TEAM:** Had provided an update to John Etter and Beth Zurbuchen with the Swiss Center of North America.
- P. DISCUSSION & CONSIDERATION: FUNDING OF LIBRARY STAFF HEALTH INSURANCE:** This had been an agenda item at the Village Board meeting on Tuesday, February 19<sup>th</sup> where it was decided that Library carryover funds from 2012 would be used to cover this 2013 budget item. We are interested in learning more about the Village audit process, how the carryover funds were calculated, etc. L. Hiland volunteered to ask Village Administrator Nic Owen if he or a member of the Village staff can attend an upcoming meeting to discuss the audit process.
- Q. DISCUSSION & CONSIDERATION: OPERATING BUDGET FOR NEW LIBRARY:** The Village Board asked that we attend an upcoming meeting to discuss operating budget information for the new facility. L. Hiland will ask K. Budsberg to present the draft operating document.

**NEW BUSINESS:** Moved to table agenda items #9A (2012 New Glarus Library Annual Report to DPI) and #9B (Wage Resolution for Erica Loeffelholz) to our next meeting by S. Janowiak, second by W. Duerst. Motion Carried.

**ADJOURNMENT:** Meeting adjourned on a motion by S. Janowiak, second by W. Duerst. Motion carried at 7:45 p.m.

*Respectfully Submitted,  
Becky Weiss, Secretary*

*MINUTES APPROVED AT THE MARCH 12, 2013 LIBRARY BOARD MEETING*

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

President Linda Hiland called the meeting to order at 6:33 p.m. in the New Glarus Village Hall Boardroom. Trustees present (in addition to Hiland) were: Wayne Duerst, Jody Hoesly, Suzi Janowiak, Becky Weiss and Village Board Liaison Kevin Budsberg. Trustee Jane Martinson was absent. Also in attendance were Fund Raising Consultant Jodi Bender Sweeney (left at 7:27 p.m.) and Library Director Maggie Waggoner.

**ANNOUNCEMENT:**

- The Library Board will convene into Closed Session #1 called under WI State Statute 19.85 (1)(f) for 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 (Discussion of Potential Donors to the Library Expansion and Related Confidential Information).

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

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

**CONVENE INTO CLOSED SESSION #1:** Moved to go into closed session by K. Budsberg, second by B. Weiss. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; and B. Weiss-yes. Motion carried at 6:35 p.m.

**CONVENE INTO OPEN SESSION:** Moved to go into open session by K. Budsberg, second by W. Duerst. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; and B. Weiss-yes. Motion carried at 7:27 p.m.

**RESULTS OF CLOSED SESSION #1:** We discussed confidential donor information and received a report from J. Sweeney on the progress of the campaign and donations from various campaign segments.

**OLD BUSINESS:**

**L. DISCUSSION & UPDATE: ADMINISTRATION TEAM:** B. Weiss had emailed updated campaign graphs for review prior to the meeting. In addition, she will be working on reconciling the February 2013 CFSW report.

**M. DISCUSSION & UPDATE: BUILDING COMMITTEE:** Determined that they would meet on Tuesday, March 26th at 5:30 p.m. Director Waggoner will take care of posting the agenda to cover such items as bargaining, budget, and tile options.

**N. DISCUSSION & UPDATE: CO-CHAIRS TEAM:** S. Janowiak reported that there has been enthusiastic responses from both the Co-Chairs and various business groups that we have started meeting with.

**O. DISCUSSION & UPDATE: COMMUNICATION TEAM:** Their next meeting is currently scheduled for Saturday. K. Budsberg reported that they have been discussing setting up a separate Facebook page for just building project information. Director Waggoner reported that she and staff are very excited and want to do a time lapse video of the construction progress at the site. The Communication Team also discussed how to promote the use of the established "Friends" group and recruit volunteers to assist with such items as shelving, housekeeping, programs and a volunteer coordinator to name a few ideas as we move forward.

**P. DISCUSSION & UPDATE: GRANTS TEAM:** For the NEH grant, J. Hoesly reported that she had received from Julie Ann Chase, Director of Dane County Library Service their recent NEH grant information to use as an example. J. Hoesly has also had meetings with humanity scholars at the University of Wisconsin Madison and they are willing to be members of an advisory group for the grant. We also discussed the possible composition of the advisory group and that it may include representatives from: Library Board, library staff, Friends, our partner organizations, CFSW, and the community at large. NEH (National Endowment for the Humanities) grant is a 3-1 match program and at this time we are looking at the following seven areas:

1. Teach and support genealogy research
2. Grow the humanities collections
3. Archive local history
4. Expand reading programs
5. Showcase local author and local history works
6. Preserve family memories
7. Market the humanities

**G. DISCUSSION & UPDATE: PARTNERSHIP TEAM:** They have not had any recent meetings.

**H. DISCUSSION & CONSIDERATION: OPERATING BUDGET FOR NEW LIBRARY:** K. Budsberg will provide and discuss the document "Draft Operating Budget." In his discussions with Village Administrator Nic Owen it looks like this will be a Village Board agenda item at the April 2, 2013 meeting.

#### **NEW BUSINESS:**

**E. DISCUSSION & CONSIDERATION: APPROVE 2012 NEW GLARUS PUBLIC LIBRARY ANNUAL REPORT TO DPI:** Director Waggoner responded to questions from both B. Weiss and J. Hoesly about the fields related to E-Video, Wireless Count and the Number of Database Sessions.

Moved to approve the 2012 New Glarus Public Library Annual Report to DPI (Wisconsin Department of Public Instruction) by K. Budsberg, second by W. Duerst. Motion Carried.

Moved to approve the statement "The New Glarus Public Library Board of Trustees hereby states that in 2012, the South Central Library System **Did** provide effective leadership and adequately meet the needs of the library" by S. Janowiak, second by B. Weiss. Motion Carried.

**F. DISCUSSION & CONSIDERATION: WAGE RESOLUTION FOR ERICA LOEFFELHOLTZ:** Director Waggoner reported that Erica Loeffelholtz has been hired for the Library Assistant position at a rate of \$10.20 per hour. Moved to approve Library Resolution #13-02 by B. Weiss, second by K. Budsberg. Motion Carried.

**G. DISCUSSION & CONSIDERATION: CLOSE THE LIBRARY ON MAY 2, 2013 SO THAT ADULT STAFF MAY ATTEND THE WISCONSIN PUBLIC LIBRARY CONFERENCE FOR ONE DAY:**

Director Waggoner started by outlining the dates and program details of the Wisconsin Public Library Conference being held in Lake Geneva this year. It is estimated that the cost for four adult staff to attend will be less than \$1,000 (current total is \$880) as they will be carpooling and then

will have expenses for registration, lodging, meals etc. The 2013 budget has \$2,500 for travel and training and currently only \$251 has been spent. The four planning on attending are Maggie Waggoner, Erin Lorandos, Ignacia Boersma and Erica Loeffelholz. Director Waggoner reported, that based on the days the conference falls, she had contacted Monroe Public Library (MPL) to see if arrangements could be worked out between both NGPL and MPL for Andrea Brunner to attend as well. Staff is very excited about the possibility of attending and are reviewing the program and marking sessions they want to attend. K. Budsberg and J. Hoesly both asked Director Waggoner for clarification on scheduling options in an effort to keep the library open that day. Moved to approve closing the library all day on Thursday, May 2, 2013, with the requirement that those staff members in attendance provide a report on what they learned and how it can help them in their job by L. Hiland, second by J. Hoesly. Motion Carried.

**H. DISCUSSION & UPDATE: REVIEW OF 2012 BUDGET AND SURPLUS:** Two handouts were provided: "Draft Audit Information for the Village Of New Glarus, December 31, 2012" from Village Clerk-Treasurer Lynne Erb and "Working Operating Budget Library 2013" by Director Waggoner. K. Budsberg complimented Director Waggoner as the Working Budget is in a format that he finds easy to view. Director Waggoner and Assistant Director E. Lorandos reviewed every revenue line to clarify what is operating (undesignated funds) and what is designated. We also discussed account numbers and how they are assigned. The procedure is that when W. Duerst receives a bill, he then provides it to Director Waggoner. Director Waggoner then designates which fund the bill comes out of and provides that information to the Village for processing. L. Hiland will contact N. Owen and ask if Village staff can attend the March 26<sup>th</sup> meeting to answer questions on the audit process. Trustees are to review the budget information provided and prepare questions prior to the next meeting. Moved to table this agenda item to our next meeting (March 26, 2013) by S. Janowiak, second by K. Budsberg. Motion Carried.

**PRESENTATION OF BILLS / FINANCIAL REPORT:** There was one set of bills presented: the February 26, 2013 bills totaled \$3,220.80. The bills were initialed by trustees to show approval for payment. The February 2013 financial report prepared by L. Erb was distributed.

**DIRECTOR'S REPORT:** We have hired Erica Loeffelholz as our Library Assistant for Collection Maintenance. I first met Erica Loeffelholz when I started working at the library in June and she was always in the library working at her computer using the library's WiFi connection and checking out tons of books! When a staff position opened at the library, Erica applied and the rest, as they say, is history. Many of you already know Erica, who is a long time resident of our community and a NGHS graduate. Erica holds an M. S. E. degree in Middle School Education from the University of Wisconsin, Platteville. She has extensive knowledge of children's and young adult literature and experience in creating literature-based activities. Combining this knowledge with her writing and computer skills and her excellent customer service make her a valuable member of the New Glarus Library staff. Stop by the library to welcome Erica (if you haven't already) and take advantage of her reader's advisory skills when you do. When Erica was asked during her interview for her new position why she wanted to work at the New Glarus Public Library she answered "This is home." Welcome home, Erica!

We are now working on hiring a new Library Page. Both Alayna and Kaitlin are mostly unavailable from now until school ends in June because of their extracurricular school activities. We contacted



the high school media librarian, Amy Thurow, who is helping us spread the word to students about this open position. We have received several applications in the last few days and hope to hire and start training a new Page shortly. The open position is also featured on the library's website.

We would like to close the library on May 2, 2013 so that the adult staff may all attend the Wisconsin Public Library Conference for one day. This is a fantastic opportunity for our staff to have a professional development day while networking with other professionals throughout the state. It also gives us the opportunity to support our Wisconsin Association of Public Libraries.

National Library Week is April 14 – 20 this year. We have developed and scheduled several programs to take place during the month. On April 8 we are presenting a screening of "Bottoms Up". This documentary is a history of taverns in Wisconsin and Puempel's is a featured tavern. We will also have an author of the book written in conjunction with the film as our special guest. He will answer questions and sign books as part of the evening's program. On April 15<sup>th</sup> we will present a history of cooperage in Wisconsin with special guest Gary Hess. The *Frank J. Hess and Sons Cooperage* was Wisconsin's largest independent cooperage. When it closed in 1966, it was the last cooperage in America that manufactured white oak beer kegs. Mr. Hess will bring an antique oak beer keg and talk about the importance of the craft to the brewing industry in Wisconsin.

#### **FRIENDS OF THE LIBRARY UPDATE**

The next meeting of the Friends of New Glarus Public Library will be March 14 at 7:00pm at the library.

#### **SCLS & GREEN COUNTY LIBRARIES UPDATE**

A meeting of the Green County Library Directors is scheduled for March 15 in Monroe. Belleville P. L. has a newly appointed Interim Director who we hope to meet at this meeting. We will continue planning for Green County Reads in October.

An SCLS All Director Meeting is scheduled for March 21, at DeForest Public Library.

In addition to her written report above, Director Waggoner shared with the Board that this afternoon they had a young child (eventually determined to be 5 years old) who came into use the kids' computer as Daddy wasn't there to meet the bus. While staff was working on contacting the school and Small World the dad arrived. Director Waggoner reported that everyone now understands what the schools policy is about dropping students off the bus. E. Lorandos has written up a summary of this event and they have a plan in place for the future. Director Waggoner praised the staff for both their awareness and professional handling of the situation and was pleased to report that everyone is fine.

**APPROVAL OF MINUTES:** The minutes from the February 12, 2013 Library Board regular meeting, noting typographical corrections, was approved on a motion by K. Budsberg, second by W. Duerst. Motion Carried.

**APPROVAL OF MINUTES:** The minutes from the February 26, 2013 Library Board regular meeting, noting typographical corrections, was approved on a motion by L. Hiland, second by S. Janowiak. Motion Carried.

**ADJOURNMENT:** Meeting adjourned on a motion by K. Budsberg, second by W. Duerst. Motion carried at 9:31 p.m.

*Respectfully Submitted,  
Becky Weiss, Secretary*

*MINUTES APPROVED AT THE APRIL 9, 2013 LIBRARY BOARD MEETING*

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

President Linda Hiland called the meeting to order at 6:31 p.m. in the New Glarus Village Hall Boardroom. Trustees present (in addition to Hiland) were: Kevin Budsberg, Wayne Duerst, Jody Hoesly, and Becky Weiss. Trustees Suzi Janowiak and Jane Martinson were absent. Also in attendance were Village Administrator Nic Owen, Village Clerk-Treasurer Lynn Erb (both left at 7:12 p.m.) and Library Director Maggie Waggoner.

**ANNOUNCEMENT:**

- The Library Board will convene into Closed Session #1 called under WI State Statue 19.85 (1)(e) for the purpose of discussing public business with competitive or bargaining implications (potential bargaining on library design).

**APPROVAL OF AGENDA:** Moved to approve the agenda by W. Duerst, second by K. Budsberg. Motion Carried.

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

**DISCUSSION & CONSIDERATION: REPORT BY VILLAGE CLERK LYNNE ERB AND ADMINISTRATOR NIC OWEN ON THE 2012 LIBRARY BUDGET:** L. Erb distributed a handout that contained the following documents:

- Library Budget to Actual 2011-2013 (YTD)
- Summary of Fund Balance History 2008-2012
- Draft Audit Report for Village of New Glarus, December 31, 2012
- Draft Audit Report Comments and Observations

For the presentation L. Erb pointed out that we need to start with what the Library Fund Balance was on January 1, 2012. B. Weiss asked for clarification on what makes up the Fund Balance? It is the sum of the funds sitting in our accounts - checking, savings, CDs, etc. on that specific date. It was also pointed out that we need to keep in mind that in January 2013 some of the funds will be back-dated to December 2012 to cover expenses incurred in 2012, such as payroll.

As discussion continued both L. Erb and Director Waggoner emphasized that additional accounts can be created as needed and that they have worked together several times to adjust and clarify budget line items.

When reviewing the budget report the "Chart of Accounts" format was pointed out to assist in identifying revenues, expenses, capital expenses, grants, etc. If we use this account number as an example XX-XX-50000-810-XX: if the number in the box is a four it indicates a revenue, a five indicates an expense. Another example is the underlined number indicates a capital expense if it is 810, or a grant if it is 700. Director Waggoner questioned why Computer Replacement counts as an 810 capital expense instead of an operating expense? L. Erb had confirmed that it is considered a capital expense and directed us to where the field "Capital Outlay" appears on page 7 of the handout. Discussion continued with L. Erb and N. Owen replying to trustees questions and providing examples of how the Village and or other departments have handled a similar budget situation.

- The Auditors in the past have suggested to the Village that they keep a balance for unexpected expenses at 15% of working reserves and 5% of emergency reserves. So for example, we could take ??% of the \$18,834 and designate that to establish a "Vacation Payout" account.
- Questions from W. Duerst and K. Budsberg about how fund balance and reserves appear on the report and how they can project the appearance of looking overfunded. L. Erb reported that yes the reserves would appear on the reports. While she can't speak to how others interpret the information, she provided the example of the snow removal budget. How based on snow conditions that in 2011 the budget was overfunded, but in 2012 would be underfunded.
- L. Erb confirmed for J. Hoesly that sinking funds are accounted for as part of the Financial Reporting Software.
- L. Hiland and J. Hoesly had questions about the categories Capital Outlay and Grants, the answer is that on the report they can be identified by the number 810 and 700 respectively.
- N. Owen and L. Erb reported that they have already had several discussions about how the Village's Fund 60, which is the designated building project fund, would need to be administered. K. Budsberg asked for clarification on how grant funds would be handled in Fund 60? The answer is that separate accounts with a specific indicator to identify that it is library related funds would be established.

To wrap up the discussion L. Erb directed Trustees to the Auditors draft observations and mentioned that the Auditor is currently scheduled to attend the May 7, 2013 Village Board meeting and present their findings.

**CONVENE INTO CLOSED SESSION:** Moved to go into closed session by K. Budsberg, second by B. Weiss. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; and B. Weiss-yes. Motion carried at 7:13 p.m.

**CONVENE INTO OPEN SESSION:** Moved to go into open session by K. Budsberg, second by W. Duerst. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; and B. Weiss-yes. Motion carried at 7:38 p.m.

**RESULTS OF CLOSED SESSION:** Discussion led to the consensus that we will continue to work on refinement of current building site and design.

**OLD BUSINESS:**

- R. DISCUSSION & UPDATE: ADMINISTRATION TEAM:** B. Weiss mentioned that in the last two weeks we had received several memorial and birthday donations. Director Waggoner reported that Assistant Director Erin Lorandos had taken a phone call from LSM Chiropractic seeking information on naming opportunities. Yes, we will be publicly acknowledging areas, donations, etc. as we move forward, but at this time we are not prepared to specify the format. More research and discussion is needed, this transitioned into the report from the Building Committee.
- S. DISCUSSION & UPDATE: BUILDING COMMITTEE:** Wayne Duerst did have a conversation with Jim Gersich, Dimension IV Madison Design group about tiles. J. Gersich shared with W. Duerst, an individual's contact information to discuss tile pricing options. We then had a broad ranging conversation about the use of plaques, tiles, indoor or outdoor, bricks, pavers, children's handprint tiles, and using technology to make a virtual tile program.
- T. DISCUSSION & UPDATE: CO-CHAIRS TEAM:** Nothing to report.

**U. DISCUSSION & UPDATE: COMMUNICATION TEAM:** K. Budsberg reported that they are looking at developing for the Post Messenger Recorder a "tear-out" pledge form. Dan and Rachel Frye have agreed to pay for the cost of this ad, at this time we anticipate this ad will run in May and/or June. Saturday, April 27th is the tentative date that Roy's Market is looking at where 10% of sales will be donated to the campaign. Director Waggoner reminded us that the Library has multiple upcoming events this month and that the sooner the date is confirmed with Roy's the sooner they can start promoting the 10% day. In addition, the Co-Chairs have already been discussing ways we can help advertise the 10% day.

**V. DISCUSSION & UPDATE: GRANTS TEAM:** K. Budsberg reported that he is currently working with Village Administrator Nic Owen on procedural steps such as posting notices and public hearing procedures, in relation to the CDBG (Community Development Block Grant) application. Additional documents were submitted for the Dr. Scholl grant application. For the NEH application, J. Hoesly praised the library staff for all their work in answering her questions and compiling materials on past programming activities, statistics, etc. The NEH Endowment grant is a 3-1 matching grant, and there is no penalty if you don't meet your target endowment goal. The seven areas of focus for this NEH grant are:

8. Teach and support genealogy research
9. Grow the humanities collections
10. Archive local history
11. Expand reading programs
12. Showcase local author and local history works
13. Preserve family memories
14. Market the humanities

While doing research for this grant, J. Hoesly found an article in National Geographic "...Swissconsin" that she will forward to Trustees to read.

**W. DISCUSSION & UPDATE: PARTNERSHIP TEAM:** They have not had any recent meetings.

**X. DISCUSSION & CONSIDERATION: OPERATING BUDGET FOR NEW LIBRARY:** K. Budsberg is working on preparing a fund raising report for the Village Board meeting on April 2nd. Director Waggoner surprised the board with the announcement that the library had received several scholarships from SCLS to help pay for staff attendance at the Wisconsin Public Library Conference on May 2, 2013.

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

*Respectfully Submitted,  
Becky Weiss, Secretary*

*MINUTES APPROVED AT THE APRIL 9, 2013 LIBRARY BOARD MEETING*

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

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

**APPROVAL OF AGENDA:** The agenda was approved on a motion by W. Duerst, second by S. Janowiak. Motion Carried.

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

**NEW BUSINESS:**

- I. **DISCUSSION & CONSIDERATION: FUNDRAISING & BUILDING PROJECT STRATEGY WITH CAMPAIGN CO-CHAIRS:** Jim Grant is out-of-town and both Barb Anderson and Dan Gartzke had previous commitments, so S. Janowiak was the co-chair representative. S. Janowiak reported that the event at Roy's Market has been confirmed for Saturday, April 27<sup>th</sup> and that everyone is very excited about this event. D. Gartzke is working with the Tell Group to have both past and present members participate in a fundraising activity, whether that is to sponsor an event or maybe a fundraising challenge. It was mentioned that groups such as Männerchor or Jodlerklub would be good fits for this fundraising challenge. D. Gartzke continues to attend and provide updates to the Chamber; their next meeting is tomorrow, April 10<sup>th</sup>. Kate Douma is working on both a flyer and a banner for the Roy's Market event and it will be out before the end of the week. K. Budsberg is in the process of updating the tri-fold brochure. In addition, the co-chairs have recently completed a mailing to residents in the Town of York. Director Waggoner continues to work with SCLS for printing requests and is researching details of a possible e-mail blast. D. Gartzke will be asking Roy's to insert flyers into the grocery bags prior to the April 27<sup>th</sup> event. L. Hiland spoke to recent changes with the makeup of the new Village Board; how we are looking at them proceeding in good faith in relation to the borrowing. For the library campaign we are focusing on moving ahead in a positive manner. Recently L. Hiland, K. Budsberg, and J. Hoesly attended a meeting at the invitation of the Town of New Glarus. The Town wanted to provide an update and be up front about where the CBA process is going. They communicated that the CBA is currently extended to mid-August and what possible impacts that could have on future funding and the rental agreement. R. Truttmann confirmed that he would be filling Jim Salter's spot on the CBA committee. S. Janowiak asked R. Truttmann would he consider the current CBA issues as "severe, moderate or minor?" R. Truttmann responded that the Town's approval of commercial property, the cap, and annexations after 20 years were severe and the other items were minor. It was also mentioned, that with the recent Village Board changes, plus that at both the Village and Town level that members of the CBA group could change. K. Budsberg found it to be a concerning sign that the Town had us in for this discussion. J. Hoesly's overall thought was that the CBA was close except for the cap issue. At this time the next CBA meeting is scheduled for April 17, 2013.

- J. DISCUSSION & CONSIDERATION: METHOD TO RECOGNIZE BUILDING FUND DONORS IN NEW BUILDING:** Fund Raising Consultant Jodi Bender Sweeney was asking for clarification on the methods that would be used to recognize donors; whether use of a rolling screen, tiles, bricks, etc. Discussion touched on some of the various methods that have been observed in other libraries, on-going maintenance issues related to tiles, bricks, engraving costs, etc. We also need to focus on being consistent with what has been discussed with individuals or printed on materials regarding naming opportunities. Director Waggoner offered to check with SCLS libraries and gather information on the different ways they have recognized donors. Moved that this item go back to the Building Committee to research and discuss with architects if needed by K. Budsberg, second by J. Hoesly. Motion Carried.
- K. DISCUSSION & CONSIDERATION: RESIGNATION OF LIBRARY TRUSTEE:** L. Hiland shared that Trustee Jane Martinson, whose term runs till 2014, has resigned effective April 1, 2013. We are sad that Jane has retired, deeply appreciative of her years of service and wish her well. We are viewing J. Martinson's open position as the "School District Representative" position; as such L. Hiland has had conversations with Ellen Caskey, who has served on the Library Board in the past, and Lexa Speth to see if they would be interested in volunteering to serve on the Library Board. J. Hoesly reported that she had asked L. Speth for assistance with the NEH grant and talked about how excited L. Speth's classes were for their upcoming comparison between *The Hunger Games* and *Fahrenheit 451*. Since R. Truttmann was in attendance, L. Hiland let him know that she would forward contact information for E. Caskey and L. Speth to him after the meeting. In addition, it was also mentioned that both J. Hoesly and B. Weiss terms are due for renewal in 2013. Moved to accept Trustee Martinson's resignation by K. Budsberg, second by B. Weiss. Motion Carried. B. Weiss to draft a resolution recognizing J. Martinson's years of service.

#### **OLD BUSINESS:**

- Q. DISCUSSION & UPDATE: ADMINISTRATION TEAM:** B. Weiss will reconcile the March 2013 CFSW report when received.
- R. DISCUSSION & UPDATE: BUILDING COMMITTEE:** They will schedule their next meeting for Tuesday, April 23<sup>rd</sup> at 5:30 p.m. Director Waggoner will take care of posting the agenda. Prior to the meeting W. Duerst will check with the architects for information regarding naming opportunities. B. Weiss volunteered to replace J. Martinson on this committee.
- S. DISCUSSION & UPDATE: CO-CHAIRS TEAM:** Discussed earlier this evening as part of agenda item 4A.
- T. DISCUSSION & UPDATE: COMMUNICATION TEAM:** Nothing new to report as they have not had any recent meetings.
- U. DISCUSSION & UPDATE: GRANTS TEAM:** For the CDBG grant it was pointed out that due to internal changes with the (CDBG) funding agency that they have a moratorium on all "new" applications. Fortunately we are not considered a new application and are moving forward on finishing the grant for submittal. J. Sweeney reports that the Nestlé Foundation is focusing on grants of "national significance" so they are not a possible funding source. For the NEH grant, J. Hoesly continues to work on the proposal and touched on the partnership aspects and 7 initiatives of the proposal. The Dr. Scholl grant has been submitted but we have not heard anything back yet.
- V. DISCUSSION & UPDATE: PARTNERSHIP TEAM:** Nothing new to report as they have not had any recent meetings. They will follow-up with D. Gartzke, after his meeting at the Chamber tomorrow and get his feedback on having a meeting with the Chamber, thinking a breakfast or lunch meeting.

**W. DISCUSSION & CONSIDERATION: OPERATING BUDGET FOR NEW LIBRARY:** K. Budsberg and B. Weiss provided an update of the April 2<sup>nd</sup>, Village Board meeting where the draft operating budget and fundraising update were discussed. Regarding the draft budget several items were pointed out: That it is a draft put together with information in December 2012 that information such as salaries will need to be updated going forward. Focus is on new expenses not current expenses. That all information will change as it is dependent on the final building plan which will be dictated by funds raised. The fundraising update provided an overview of the vision, major gifts, public segment, grants, endowment, etc. Also discussed were the building project timeline and that J. Sweeney's contract has ended and she is now working as a volunteer to the campaign.

**PRESENTATION OF BILLS / FINANCIAL REPORT:** There was one set of bills presented: the March 9, 2013 bills totaled \$2,559.86. The bills were initiated by trustees to show approval for payment. The March 2013 financial report prepared by L. Erb was e-mailed prior to the meeting.

**DIRECTOR'S REPORT:**

We have hired Mackenzie Tway as our new Library Page. Kenzie is a recent graduate of New Glarus High School and has the flexibility to work during the day if we need her to. She is a talented artist and she recently donated art work to the Madison Police Department for their Human Trafficking Awareness Conference. Kenzie plans on attending college this fall.

Erica, Erin, Ignacia and I have all received grants from the South Central Library System to attend the Wisconsin Public Library Conference on May 2. The total funds we will receive from SCLS for this is \$810.00.

As you all know, National Library Week is April 14 – 20 this year. I mentioned in my March Director's Report that we are presenting programs for adults on April 8 and April 15. We have added a third program, scheduled for April 29. This will be a presentation by folks from the Wine and Hops Shop in Madison on making craft beer at home. On April 18, the NGPL will help celebrate "Poem in Your Pocket Day" by handing out poems to our patrons. We have poems for kids and adults and we will also post poems on our Facebook page that will also go out over our Twitter account.

In the Governor's Executive Budget for 2013-15, three Department of Public Instruction library items received modest increases in funding. They are:

- BadgerLink
- Statewide service contract
- Newslite for the Blind

Funding for public library systems remains flat.

NGL's bandwidth will be upgraded soon to 3.0 Mbps. It is currently 1.5 Mbps. While 3.0 Mbps may sound small, it should be sufficient for the needs of our library. Prior to re-requesting the bandwidth upgrade from TEACH, SCLS reviewed NGP Library's recent bandwidth utilization patterns. 3.0 Mbps will exceed NGL's current needs as well as provide some additional wiggle room. All bandwidth upgrades should be completed by the end of May.



We have ordered a new digital camera with very good video performance so that we have the ability to make short films to post to our social media sites.

Andrea Brunner has resigned her Library Assistant position at the NGPL. Her last day will be April 23.

We had a staff meeting on March 25 with all but one adult staff member attending. Our next staff meeting is April 18.

On April 2, all adult staff received hands on training on the latest OverDrive program. OverDrive has recently instituted many changes and added new features to their interface. The staff training was important for serving our patrons and to help us better promote this service.

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

**APPROVAL OF MINUTES:** The minutes from the March 12, 2013 Library Board regular meeting was approved on a motion by K. Budsberg, second by S. Janowiak. Motion Carried.

**APPROVAL OF MINUTES:** The minutes from the March 26, 2013 Library Board regular meeting, noting typographical corrections, was approved on a motion by K. Budsberg, second by W. Duerst. Motion Carried.

**ADJOURNMENT:** Meeting adjourned on a motion by K. Budsberg, second by J. Hoesly. Motion carried at 7:50 p.m.

*Respectfully Submitted,  
Becky Weiss, Secretary*

*MINUTES APPROVED AT THE MAY 14, 2013 LIBRARY BOARD MEETING*

NEW GLARUS PUBLIC LIBRARY 2013	Circulation	New Patrons Registered		Circulation by PSTAT 2013	Village of New Glarus	Town of New Glarus	Town of York	Town of Exeter	Dane County (No Library)
January	6780	10		January	3288	1554	823	311	366
February	6213	11		February	2987	1526	641	282	168
March	7002	13		March	3491	1537	819	429	254
April				April					
May				May					
June				June					
July				July					
August				August					
September				September					
October				October					
November				November					
December				December					
<b>Total:</b>	19995	34		<b>Totals:</b>	9766	4617	2283	1022	788
	Patron ILL Requests 2013	ILL Requests Rec'd	ILL Requests Unable to Fill	# Unique Website Visitors	# Website Visits	WiFi Sessions	Public Computer Sessions	Public Computer Hours	
January	24	14	2	729	1206		209	95	
February	4	7	0	682	1031	765	217	106	
March	7	5	2		1309	735	255	126	
April									
May									
June									
July									
August									
September									
October									
November									
December									
<b>Total:</b>	35	26	4	1411	3546	1500	681	327	
	2013 Patron Visits	Hours Open	Patrons/Hour	# Programs	# Adults	# Children	Total Attending		
January	3403	200	17.0	(5A&4C) 9	72	46	118		
February	3065	200	15.3	(2A&4C) 6	19	43	62		
March	3366	196	17.2	(3A&4C) 7	35	61	96		
April									
May									
June									
July									
August									
September									
October									
November									
December									
<b>Total:</b>	9834	596	-	0	126	150	276		

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

President Linda Hiland called the meeting to order at 6:32 p.m. in the New Glarus Village Hall Boardroom. Trustees present (in addition to Hiland) were: Kevin Budsberg, Wayne Duerst, Jody Hoesly, Suzi Janowiak and Becky Weiss. Also in attendance were Fund Raising Consultant Jodi Bender Sweeney (6:30 | 7:43), Campaign Co-Chairs Dan Gartzke (6:36 | 7:27) and Jim Grant (6:30 | 7:27) and Library Director Maggie Waggoner.

**ANNOUNCEMENT:**

- The Library Board will convene into Closed Session #1 called under WI State Statue 19.85 (1)(f) for 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 (Discussion of Potential Donors to the Library Expansion and Related Confidential Information).

**APPROVAL OF AGENDA:** President Hiland announced that the agenda would be amended by moving item 8A before agenda item 5. Moved to approve the amended agenda by J. Hoesly, second by S. Janowiak. Motion Carried.

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

**DISCUSSION & CONSIDERATION: FUNDRAISING AND BUILDING PROJECT STRATEGY WITH CAMPAIGN CO-CHAIRS:** At the Village Board meeting last week the vote to reaffirm the Village's financial support to the building project failed, but the original resolution still stands. Village President Roger Truttman is interested in having a small meeting of the Village Board and Library Board; the two dates proposed are May 1<sup>st</sup> and May 2<sup>nd</sup>. With those dates in mind L. Hiland asked for volunteers to join her at the meeting. W. Duerst and J. Hoesly are both available and agreed to attend. B. Weiss, S. Janowiak and K. Budsberg are all available as alternatives. J. Hoesly asked if Village Administrator Nic Owen would be in attendance at the meeting? L. Hiland assumed yes as he was involved in the emails that listed the proposed meeting dates. L. Hiland spoke to the need to keep moving forward and advocating for the library building project. S. Janowiak agreed with the need to continue advocating for the library, especially given the amount of money that has already been raised and the volunteer hours that have been committed. W. Duerst also voiced that we need to continue moving forward given the amount of funds that have been donated over the years to this effort in addition to the funds raised during the capital campaign. J. Hoesly asked for clarification on what you mean by move forward? L. Hiland responded that she sees it as our role to continue to be active, positive, and engaged in continuing fundraising activities to get this project completed. Discussion continued focusing on legal aspects related to: donor pledges, if the borrowing component is not completed, petitions, referendums, land ownership, and building codes. J. Hoesly, J. Sweeney and K. Budsberg all expressed concerns with how this effects various aspects of the fundraising. It was emphasized several times that given we do not know what R. Truttman's intent is with the

upcoming meeting “what is your plan” must be answered and specifics provided. We then ran down a list of items currently in progress such as fundraising calls, grant applications, upcoming events, communications plan, phone trees, planning a breakfast or lunch meeting with Chamber members, and meeting with new Village Trustee Eric Gobeli. J. Grant summarized that first the meeting needs to take place and that the Village must present specific and clearly defined ideas.

**CONVENE INTO CLOSED SESSION:** Moved to go into closed session by B. Weiss, second by W. Duerst. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; and B. Weiss-yes. Motion carried at 7:28 p.m.

**CONVENE INTO OPEN SESSION:** Moved to go into open session by S. Janowiak, second by K. Budsberg. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; and B. Weiss-yes. Motion carried at 7:43 p.m.

**RESULTS OF CLOSED SESSION:** We discussed confidential donor information related to the fundraising campaign.

#### **OLD BUSINESS:**

##### **Y. DISCUSSION & CONSIDERATION: FUNDRAISING AND BUILDING PROJECT**

**STRATEGY WITH CAMPAIGN CO-CHAIRS:** We returned to this agenda item for a review of upcoming dates and duties: L. Hiland to notify N. Owen that W. Duerst, J. Hoesly and L. Hiland are available for a meeting on May 1<sup>st</sup>. L. Hiland to contact Eric Gobeli to schedule a meeting to answer questions and provide background information and an update on the Library project. Reminder that the updated tri-fold had already been sent to SCLS for printing. Director Waggoner will forward the email containing graphics for the Roy’s event to all.

**Z. DISCUSSION & UPDATE: ADMINISTRATION TEAM:** B. Weiss reported that the March 2013 CFSW report balanced. Director Waggoner brought up that the NGPL Book Club has decided to make donations to the campaign in memory of: Marion Streiff. She handed one check to W. Duerst for processing and will keep W. Duerst and B. Weiss updated on any others she receives. Director Waggoner also had another check for W. Duerst this one was for the sale proceeds from the metal Media box that used to sit in the front lobby of the Village Hall. The media box was purchased for use in the Lodi Women’s Club Public Library.

**AA. DISCUSSION & UPDATE: BUILDING COMMITTEE:** W. Duerst reported that we are recommending using ‘virtual’ means to recognize donors, and that we are not interested in pursuing tiles as a naming opportunity option and will need to update campaign materials as appropriate. We will also need to check with the Co-Chairs and clarify what discussions they have had regarding naming opportunities and make sure the Co-Chairs are aware of the tile elimination. The next meeting is scheduled for May 14, 2013 at 5:30 p.m. for continued discussion regarding building size, ADA features, etc.

**BB. DISCUSSION & UPDATE: COMMUNICATION TEAM:** Nothing new to report as it was touched on earlier tonight under agenda item #8A.

**CC. DISCUSSION & UPDATE: GRANTS TEAM:** K. Budsberg continues to work on the CDBG grant. While in Washington D.C. J. Hoesly had a chance to meet with the head of NEH, who reviewed our grant and provided feedback and suggestions for changes. Increase the amount we are asking for, downplay the genealogy component, and incorporate a partnership diagram were some of the feedback provided.

**DD. DISCUSSION & UPDATE: PARTNERSHIP TEAM:** They have not had any recent meetings. L. Hiland will contact John Etter with the Swiss Center of North America and provide an update.

## **NEW BUSINESS**

- A. DISCUSSION & CONSIDERATION: PLAN FOR REPLACING PART TIME LIBRARY ASSISTANT:** Director Waggoner handed out a spreadsheet “Library Wage-Fringe Projections” for review. She is proposing that we change Erica Loeffelholz to full time status and not fill Andrea Brunner’s part time position. Director Waggoner then discussed the spreadsheet and discussed the impacts she expects on scheduling, flexibility for staff meetings, also pointed out how job searches are time consuming and expensive. Director Waggoner then responded to questions from Trustees regarding the budget, how the staff functions, and dental benefits. Motion to table this agenda item to our next meeting by K. Budsberg, second by S. Janowiak. Motion Carried.
- B. DISCUSSION & CONSIDERATION: AUTHORIZE SCLS TO BILL ADJACENT COUNTIES ON BEHALF OF NGPL:** SCLS is offering a service where they will prepare and submit the bills to adjacent counties for payment. SCLS will copy Director Waggoner on the billing. Responding to a question from K. Budsberg, Director Waggoner reported she has no concerns with this process. Moved to authorize SCLS to bill adjacent counties on behalf of NGPL by J. Hoesly, second by S. Janowiak. Motion Carried. K. Budsberg then asked Director Waggoner for clarification on how patrons from adjacent counties are tracked; answer is thru library card usage tracked by the computer system.
- C. DISCUSSION & UPDATE: 2013 GOALS FOR LIBRARY DIRECTOR:** Earlier this afternoon Director Waggoner emailed out three goals for 2013. J. Hoesly asked that a goal related to the needs of the community and services for the future be added. Moved to table this agenda item to our next meeting by S. Janowiak, second by K. Budsberg. Motion Carried.
- D. DISCUSSION & CONSIDERATION: TRUSTEE APPOINTMENT TO THE BUILDING COMMITTEE:** Moved to approve appointing Becky Weiss to serve on the Building Committee by L. Hiland, second by S. Janowiak. Motion Carried.
- E. DISCUSSION & CONSIDERATION: RESOLUTION #13-03:** Moved to adopt 13-03 LB Resolution recognizing Trustee Jane Martinson by S. Janowiak, second by K. Budsberg. Motion Carried. Director Waggoner has signed resolutions for both the Library and Village files. A copy of this resolution is included at the end of these minutes. Director Waggoner will check with state officials and ask them for a letter recognizing J. Martinson’s years of service. S. Janowiak will check with J. Martinson to set-up a date for a party.
- F. DISCUSSION & CONSIDERATION: PLAN TO HAVE TABLE AT NEW GLARUS FARMER’S MARKET:** Library staff is proposing that we have a table set-up to notify people about library services and programs – such as library card sign-up and summer reading programs. Page Kenzie Tway is willing to do “caricatures” of individuals. Sam Stecha wants to come back and pick up hours over the summer months and is willing to assist with manning the table. Director Waggoner is looking at asking the Friends of the New Glarus Public Library to consider funding this plan. Moved to have Director Waggoner pursue having a table at the NG Farmers Market by S. Janowiak, second by K. Budsberg. Motion Carried.

**PRESENTATION OF BILLS:** There was one set of bills presented: the April 23, 2013 bills totaled \$1,011.03. The bills were initialed by trustees to show approval for payment.

**ADJOURNMENT:** Meeting adjourned on a motion by L. Hiland, second by K. Budsberg. Motion carried at 9:57 p.m.

*Respectfully Submitted,  
Becky Weiss, Secretary*

*MINUTES APPROVED AT THE MAY 14, 2013 LIBRARY BOARD MEETING*

# **New Glarus Public Library**

Library Resolution 13-03 LB

## **RESOLUTION RECOGNIZING TRUSTEE JANE MARTINSON**

WHEREAS, Jane Martinson served on the New Glarus Public Library Board of Trustees, of the Village of New Glarus, Green County for over four decades before retiring on April 1, 2013; and

WHEREAS, Jane Martinson gave generously of her time, energy and knowledge and helped advocate for expanded facilities and to make library services available to all; and

WHEREAS, given her years of experience she was an invaluable resource for her fellow Trustees and Library staff while serving as an unofficial "Historian"; and

WHEREAS, Jane Martinson held the position of Secretary for years and regularly volunteered to serve on committees and attended multiple governmental meetings of both the Town and Village of New Glarus; and

WHEREAS, Jane Martinson was honored by the South Central Library System and awarded "Trustee of the Year" in 1987. She was also recognized along with the entire Library Board and Capital Campaign Co-Chairs with "The Community Award" during the New Glarus Gift of Community Asset Awards on February 23, 2013;

NOW THEREFORE BE IT RESOLVED, that the New Glarus Public Library Board of Trustees, does hereby recognize Jane Martinson for her leadership, volunteerism and extends our gratitude for her years of dedicated service to the New Glarus Public Library, its patrons and our community.

Adopted this 23rd day of April, 2013.

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Linda Hiland, Library Board President  
New Glarus Public Library

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Rebecca L. Weiss, Secretary  
New Glarus Public Library

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Margaret Waggoner, Director  
New Glarus Public Library

**Village of New Glarus  
Minutes of the Library Board of Trustees  
New Glarus Public Library  
Tuesday, May 14, 2013**

Prior to the start of the meeting L. Hiland introduced all in attendance and thanked Lexa Speth for her willingness to join the Library Board and attend tonight's meeting.

President Linda Hiland called the meeting to order at 6:33 p.m. in the New Glarus Village Hall Boardroom. Trustees present (in addition to Hiland) were: Wayne Duerst, Jody Hoesly, Suzi Janowiak, Becky Weiss and Village Board Liaison Kevin Budsberg. Also in attendance were Library Director Maggie Waggoner and Library Board nominee Lexa Speth (left at 8:08). Note: since L. Speth has not been officially appointed she did not participate in any voting actions during this meeting.

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

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

**COMMENTS & QUESTIONS FROM THE PUBLIC:** L. Speth shared how excited she was to be joining the Library Board and that she was looking forward to working with all of us.

**OLD BUSINESS:**

**X. DISCUSSION & CONSIDERATION: PLAN FOR REPLACING PART TIME LIBRARY**

**ASSISTANT:** L. Hiland started by providing a summary of this topic for L. Speth. Referring to the handout "Library Wage-Fringe Projections" from the April 23, 2013 meeting, L. Hiland asked for clarification on the percentage of premiums the Library pays. J. Hoesly asked Director Waggoner what areas of the budget she would consider cutting next year. D. Waggoner replied that she would prefer nothing gets cut from the budget as this may be the fourth year with no budget increase, which is the same situation we have been in the past. In response to a question from L. Hiland asking how other staff members feel about the proposed hour change. Director Waggoner has had conversations with Library Assistant Ignacia Boersma in the past and again recently and I. Boersma is not interested in an increase in her hours. Some of the reasons for proposing this change: is the time it saves in preparing schedules and allows for better staff communication. In addition, E. Loeffelholz has been a dedicated employee in her time at the library, is excited about taking on the duties of Teen Librarian and she has an interest in becoming full time. K. Budsberg summarized that he felt the move to full time was the right thing to do, and wondered if a budget amendment for this year needed to be considered. We briefly discussed the mechanics of moving the 2012 budget surplus to a sinking fund. Moved to adjust Erica Loeffelholz to full time and follow-up with the Village for a budget amendment for the current year to cover Erica Loeffelholz and Erin Lorandos by K. Budsberg, second by S. Janowiak. Motion Carried.

**Y. DISCUSSION & CONSIDERATION: 2013 GOALS OF LIBRARY DIRECTOR:** B. Weiss asked which staff reviews have been completed; Andrea Brunner's was completed, both I. Boersma and



E. Lorandos reviews are coming up. In reviewing the goals J. Hoesly feels that a piece related to programming is missing. Director Waggoner pointed out that there has been an increase in adult programming and that to her the starting point had to be familiarizing herself with the budget, staff, and etc. first. L. Hiland mentioned that yes you have to focus on initial year then adjust the goals as time moves forward. K. Budsberg finds the list useful and feels it's appropriate for first year goals. Moved to approve the 2013 goals of Library Director Maggie Waggoner by K. Budsberg, second by W. Duerst. Motion Carried (5-1, J. Hoesly).

- Z. DISCUSSION & UPDATE: CO-CHAIRS TEAM:** For the upcoming event at the Fat Cat table tents have been set up, and Vicki Sasso has started putting up posters around town. In addition we will be using email, Facebook, Twitter, Library website, etc for continued promotion. For the Culvers event on Wednesday, May 29<sup>th</sup> from 4-7 p.m., we will need volunteers to be "runners" whose duties are to deliver food to tables and assist in clearing and cleaning tables. L. Hiland recognized L. Speth who shared that many students have worked as "runners" in the past at other events and may be available to volunteer. Director Waggoner shared that she and her husband Vance met the owners of Sugar River Pizza the other night. The Waggoner's are excited about the upcoming event on June 20<sup>th</sup> and are looking forward to making pizzas. S. Janowiak reported that the co-chairs are working on one additional event. Progress on the promotion with ARGUEment Golf Course continues to move forward as well.
- AA. DISCUSSION & UPDATE: MEETING WITH VILLAGE BOARD COMMITTEE:** First meeting was rescheduled so that the Village Board could vote on which Trustees would make up the sub-committee. At the Village Board meeting on May 7, 2013 Roger Truttman, Peggy Kruse and Mark Janowiak were appointed to the sub-committee. Library Board members are L. Hiland, W. Duerst and J. Hoesly. A meeting is currently scheduled for Thursday, May 16, 2013; L. Hiland will be contacting N. Owen as an agenda for the meeting has not yet been received.
- BB. #1. DISCUSSION & UPDATE: ADMINISTRATION TEAM:** B. Weiss reported that she will be contacting CFSW for clarification on how information was recorded on the report as a family group requested a pledge be transferred between family members. W. Duerst did speak with CFSW about the upcoming pledge reminder schedule.
- E. #2. DISCUSSION & UPDATE: BUILDING COMMITTEE:** Meeting earlier tonight had been cancelled, looking at their next meeting being scheduled for Tuesday, May 28<sup>th</sup> at 5:30 p.m.
- F. DISCUSSION & UPDATE: COMMUNICATION TEAM:** Nothing new to report.
- G. DISCUSSION & UPDATE: GRANTS TEAM:** CDBG grant will be on the Village Board agenda at the May 21<sup>st</sup> meeting to schedule the public hearing notice. We then anticipate the public hearing will be scheduled for June 4, 2013 at 7:00 p.m. J. Hoesly provided an update on her recent trip to Washington D.C., that was paid for thru her position at the University of Wisconsin-Madison, and how fortunate she was to be able to fit in a meeting with the of head of the NEH Endowment. With the feedback from that meeting, the grant was edited, submitted and J. Hoesly has received three (3) emails as the grant moves thru different phases of the application process. On May 7, 2013 J. Hoesly had presented information about the NEH grant to the Village Board.
- H. DISCUSSION & UPDATE: PARTNERSHIP TEAM:** L. Hiland reported on the results of an e-mail exchange she has had with Susie Weiss, Administrator of the New Glarus Chamber about having a special meeting with Chamber members – maybe breakfast or lunch? At this time we will not be scheduling a special meeting based on lack of attendance at similar events in the past. Also, since Dan Gartzke has and plans to continue to attend monthly Chamber meetings, he provides regular updates. Director Waggoner said that the Friends of the NGPL are considering doing a weekly auction item at NGPL stand at the Farmer's Market, for example auctioning a hand-made blanket. B. Weiss questioned if we needed an auction license, S. Janowiak clarified that we would

need a license if it was a raffle. Beth Zurbuchen, President/CEO of the Swiss Center of North America, had contacted S. Janowiak with a question about agenda item #5D. S. Janowiak will contact B. Zurbuchen and let her know about the meeting dates.

## **NEW BUSINESS:**

- L. DISCUSSION & CONSIDERATION: BUDGET FOR FUNDRAISING EXPENSES:** L. Hiland had received both questions and invoices from co-chairs and other team members regarding expenses for fundraising and advertising. L. Hiland is proposing that we set a budget for upcoming events and then the co-chairs can decide how to use those funds, whether for postage, printing, etc. It was also pointed out to keep in mind and use SCLS printing services instead of Econoprint as we move forward. Moved to approve \$1,500.00 for marketing/fundraising expenses at the discretion of the co-chairs by J. Hoesly, second by K. Budsberg. Motion carried (5-1, S. Janowiak abstained).
- M. DISCUSSION & CONSIDERATION: FUNDRAISING EXPENSE PAYMENT:** L. Hiland had received from Kate Douma (Kate Douma, LLC) bills for design, printing and mailing services for posters, bookmarks and flyers in the amounts of \$433.47 and \$95.83. Moved to approve payment for bills to Kate Douma, LLC by K. Budsberg, second by J. Hoesly. Motion Carried.
- N. DISCUSSION & CONSIDERATION: MOWING OF LIBRARY PROPERTY:** B. Weiss reported that Roger Arn has agreed to mow the lot again this year in exchange for the hay. Gene Dahlk has agreed to mow the easement area at the same terms as last year, which is \$20 per cut for the 2013 mowing season. K. Budsberg asked if as part of the upcoming budget process we ask the Village to pay for mowing the property. Moved to approve the mowing plan for 2013 by S. Janowiak, second by W. Duerst. Motion Carried.
- O. DISCUSSION & CONSIDERATION: LEGAL COUNSEL FOR STATUS OF VILLAGE COMMITMENT AND FUNDS RAISED:** K. Budsberg suggests that we need to check with CFSW for clarification on who owns the funds donated to the campaign and what the process would be if someone asked to have their donation returned or did not wish to complete their pledge. L. Hiland will contact Sue Conley at CFSW to check on those items. In addition, what is the legal status of the Village commitment? S. Janowiak pointed out that per Wisconsin Statute the Library Board has exclusive control of Library funds. She does not feel that pledges are enforceable. Finally, would prefer that we utilized the resources at SCLS or DPI (Department of Public Instruction) as appropriate for their expertise before moving forward. D. Waggoner volunteered to follow-up with SCLS & DPI.
- P. DISCUSSION & CONSIDERATION: RECONCILE THE INCONSISTENCY BETWEEN THE LIBRARY PERSONNEL MANUAL REGARDING OVERTIME FOR THE LIBRARY DIRECTOR AND THE LIBRARY BOARD RESOLUTION 12-03:** Director Waggoner reported that Village Administrator Nic Owen asked her to bring this item to the Board for review. Director Waggoner read to the board the relevant passages:
1. From Library Board Resolution 12-03 "...compensation for this full-time, hourly position shall be..."
  2. From the Library Personnel Handbook "...Library Director is exempt from...salaried"
- B. Weiss asked if we just need to strike the word "hourly" from the resolution, Director Waggoner replied that she did not know as N. Owen just asked that we look at this. Moved to refer this back to the Village Administrator for suggestions on how to reconcile 12-03 LB by S. Janowiak, second by K. Budsberg. Motion Carried.

**PRESENTATION OF BILLS / FINANCIAL REPORT:** There was one set of bills presented: the May 14, 2013 bills totaled \$2,420.40. The bills were initialed by trustees to show approval for payment. The April 2013 financial report prepared by Village Clerk-Treasurer L. Erb was e-mailed prior to the meeting.

**DIRECTOR'S REPORT:**

Erica, Erin, Ignacia and I had great experiences at the **Wisconsin Public Library Conference** on May 2. We learned a lot, met lots of cool people, re-energized, gained new perspectives, and had a good time. Here are our reports:

**Report to the Library Board on Staff Development Day,  
Wisconsin Association of Public Libraries Conference, May 2, 2013  
By Maggie Waggoner**

The conference opened with Carolyn Brewer, Executive Director for North Texas Library Partners, giving the Keynote address. She told about the closing of all library systems in Texas and the really awful state of public libraries in Texas because of it. Although this doesn't sound very funny, Carolyn had everyone laughing throughout her talk. Her message to us was to remember to laugh and do something nice just for yourself. She was an inspiration.

I attended "Making It @ Your Library", "Beyond the Page", "Murder by the Book", and "Local History Unleashed."

"Making It @ Your Library" was important because public libraries as "Makerspaces" is where I would like to lead the New Glarus Public Library. This session was about one librarian who is transforming her library using digital media lab tools to reach new library users as well as supporting existing library users. Last year I wrote a grant to fund some of the digital tools for a creative digital space in my library. We were not awarded a grant because I had no real focus for the project. Hearing other librarians talk about their experiences with Makerspaces gives me ideas of all kinds of content creation programs. I learned from this session ideas for Maker programs, outside funding, and the huge role content creation may play in public libraries as future community place makers.

"Beyond the Page: How 28 Libraries Will Double Their Programming Budgets" was important because we just applied for the same NEH grant. I learned what Dane Co. Library Services did for the grant that finally accomplished their goal (after four attempts). I learned how they implemented their fund raising for matching funds through branding their campaign. I met and spoke with Tom Linfield, who was encouraging and impressed with the New Glarus Library Capital Campaign.

"Murder By the Book" was fun because the librarians presenting were upbeat and enthusiastic about their experiences with this fund raising effort. Since we are fund raising for a new building I'm always looking for unique ways to raise money. This type of event would involve a lot of effort by many people but it would be fun and the potential payoff is substantial and could also serve to highlight our library's services and programs.

"Local History Unleashed" wasn't really. The presenter was impressive for her knowledge and enthusiasm and she was really quite charming. What this presentation taught me is the need for interesting visuals – something entirely lacking with this program.

I am grateful for the opportunity to attend and support WAPL. Networking between sessions is often as important as the sessions themselves. Connecting with friends and colleagues in my profession is energizing and positive and a fun way to learn what is going on with other libraries in Wisconsin.

**Report to the Library Board on Staff Development Day,  
Wisconsin Association of Public Libraries Conference, May 2, 2013  
By Erica Loeffelholz**

I attended sessions on reference services, building a diverse collection, and fundraising. At the "Roving Reference" session, directors from three different libraries described how they had rearranged their spaces and rethought staffing in order to provide more effective reference services to patrons. One of the more helpful ideas I heard was equipping staff with iPads so that staff can circulate throughout the library and provide instant reference help without needing to be tied to a desk and computer. The presenters also stressed the need to ask patrons if they're finding what they need, since many patrons may be hesitant to ask for help.

The diversity session focused strongly on building collections to attract and serve marginalized communities, especially immigrant populations. One of the panelists talked specifically about the Hmong community, and that Hmong immigrants have a strong oral tradition, but few native Hmong speakers read and write Hmong, and therefore the best way to attract that population is not to build a collection of print materials, but to offer services and programming tailored to their needs and interests. I also made note of several great sources for purchasing foreign-language materials; in particular, a website that offers Spanish-language materials from Mexican and Central American authors, musicians, and filmmakers.

"Murder By the Book," the session on hosting a murder-mystery fundraising event, was by far the most entertaining of the three sessions I attended. The speaker was excellent, and she shared all of the details about her first murder-mystery fundraiser, including mistakes she made and things she would have done differently. Her enthusiasm for the project inspired the audience to try something a little different when it comes to planning fundraisers.

I also attended the keynote address by Carolyn Brewer, a librarian from Texas, and she was wonderful. She reminded us that no matter how stressed we get, we have to find something to laugh about (something that can be difficult to remember). The luncheon with Wisconsin's poet laureate Max Garland was also quite enjoyable. I appreciated getting to hear him read some of his own poems in person, and now I can highly recommend his books to my patrons.

As a new librarian, the conference was a great way for me to meet other librarians from around the state to network and share ideas. I enjoyed hearing how different libraries are coping with common issues, such as fundraising and providing reference services. I think the thing I found most valuable to me personally was meeting Nick, a teen librarian from Racine. Talking with him has given me many ideas to think about as I work to develop the teen program here at New Glarus.

**Report to the Library Board on Staff Development Day,  
Wisconsin Association of Public Libraries Conference, May 2, 2013**

**\*\*Note to the board – these are the tweets I sent from the conference. They are sometimes quotes/ideas straight from the speaker and sometimes are my own thoughts about what I was hearing or ideas I wanted to try. – Erin Lorandos**

### **My Tweets from #wapl13**

We're here! #wapl13 — at [Grand Geneva](#).

Startin' out right! #wapl13



### **KEYNOTE SPEAKER – CAROLYN BREWER**

"Librarians are like bartenders - we hear a lot more information than we need to" -Carolyn Brewer [misquoted] #wapl13

[New Glarus Public Library](#) "We have to continually show [the powers that be/our patrons] how important libraries are" #wapl13

We get used to the regulars - we need to focus/remember the uniqueness in our patrons... SEE the people we're serving (paraphrase) #wapl13

Keep journal/list of the stories - not just the stats #wapl13

Life lesson: pay attention to details! #wapl13

I know... all we do is sit all day and read books.... (- Carolyn Brewer) #wapl13

- love this lady!

"P.I. Librarian"... this needs to be either a comic or a show!! #wapl13

## BREAK BETWEEN SESSIONS

So... This is in my bathroom... love this hotel! #wapl13 — at [Grand Geneva](#).



Legos! #wapl13



## MAKERSPACES

[Craft time = makerspace! #wapl13](#)

Check out: Idea Box at Oak Park #wapl13

<http://oppl.org/events/idea-box>



### **Idea Box | Oak Park Public Library**

oppl.org

Idea Box, located just inside the Main Library entrance, is a dedicated 9' x 13'...  
Mobile makerspace - bus or old SCLS van? #wapl13

### **POETRY LUNCHEON WITH MAX GARLAND**

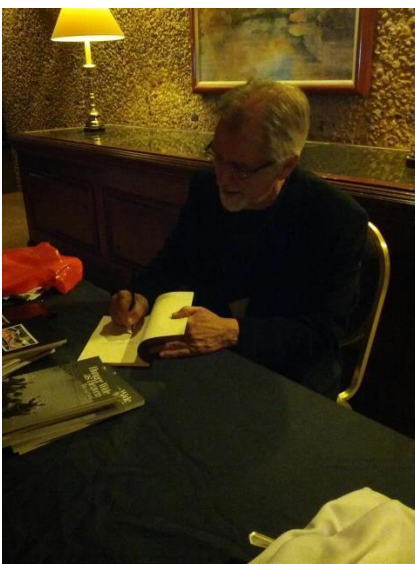
Max Garland!!!! #poetry #wapl13

I need to start Writing Poetry again... #wapl13

"A good book isn't one you can't put down but rather one you have to put down... Go out and live the implications - then come back to the book again later" - Max Garland (paraphrase) #wapl13

We think we know where we are because we can locate ourselves (GPS etc) but you don't know where you are until you know the people there - Max Garland (paraphrase) #wapl13

Wisconsin Poet Laureate Max Garland, signing the library's copies of his books! #wapl13



With Max Garland, Wisconsin Poet Laureate! #wapl13



### **EASY WEBSITES TO SOLVE BIG PROBLEMS**

Your website is a conversation between you and the user #wapl13

### **MURDER BY THE BOOK**

Would love to do a program like Murder by the Book #wapl13

Erin O'Neill from the Library Board in Watertown -- you are an awesome and energetic person! EVERYONE should be as excited about libraries!! #wapl13

If you want something to fly - just TRY it! - Erin O #wapl13

(local) author dinner as a fundraiser?! Yes! #wapl13

### **LOCAL HISTORY**

Walking/Driving local history guides for town/county. Ask retired extension folks - they know a LOT about your county! #wapl13

Lake Geneva library had 100 books on its shelves when it first opened! #wapl13

So many beautiful/wonderful/historical things in Lake Geneva - I'll have to come back and explore!! #wapl13

In the '50s, Louis Armstrong could play at the Riviera but he couldn't stay there... #stillalongwaytogo #wapl13

### **CONCLUDING THOUGHTS**

Wish I could've stayed for both days of #wapl13! What a great experience we had! Great ideas make great libraries!



Conferences always leave one a bit in awe of the amazing things that others are doing in their libraries. While it is important to keep our library's unique challenges in mind – I see no reason not to dream as big as I can. There is so much potential in the New Glarus Library and the ideas that I was exposed to at the WAPL conference only further this thought in my mind. I hope that one day we can implement everything we saw there, but in the meantime, I have returned to the library with a renewed sense of promise and a renewed dedication to the library's mission.

**Report to the Library Board on Staff Development Day,  
Wisconsin Association of Public Libraries Conference, May 2, 2013  
By Ignacia Boersma**

We enjoyed a keynote address by Carolyn Brewer, currently the Executive Director for North Texas Library Partners (a non-profit agency). In her career working in and for libraries in Texas she's faced many challenges and passed along some tips for keeping our humor in the face of adversity. I really felt like she gave a good motivating speech, because afterward I was ready for whatever the day would bring.

Staff split up afterwards to attend several different breakout sessions. These are the ones I attended.

10:30-11:30am

Everything You Need to Know You Can Learn in Storytime – This was a bit misleading. It was also the only panel session I had. There was a moderator and the panel consisted of three Library Directors that started their careers in Youth Services (YS). It was interesting, but they did not discuss YS except anecdotally. One interesting comment about a library building project illustrated how it was never too late to ask questions even after the project was started.

1:30-2:30pm

Creating a City of Readers: Milwaukee Public Library Transformed Their Summer Reading Program – I really like their ideas about branding their program. It makes sense for a large city, because using the same theme makes the Summer Library Program recognizable year to year. I think I can use some ideas about getting the brand out to the public, but not the branding idea itself.

2:45-3:45pm

Murder by the Book...A Library Fundraiser – This was one session the whole staff was excited about and so were the speakers! We got a lot of good tips from this group and learned what not to do as well.

Wish I'd had more of me to go to more sessions! I enjoyed most of my sessions, but since I do more than Children's Programming in our library, I felt like I missed useful sessions because they were at the same time as the Children's sessions. Fortunately, with the whole adult staff able to attend, we split ourselves up among the sessions. We'll be able to get together later to see what we all learned.

Thanks,  
Ignacia

### **Staff Meeting:**

We had a staff meeting on April 18 with all but one adult staff member attending. We discussed programming and staff changes. We looked at Collection Development and decided we need a policy. MW will write one and give to all for edits/suggestions. We have too many collections (close to 40)! We may consider combining some in the future but for now we will focus on weeding aggressively. Our next staff meeting is June 3.

### **FYI:**

There's a new acronym in LibraryLand. [DPLA](#) stands for [Digital Public Library of America](#) and it is really cool!

The site launched on April 18 and includes millions of "photographs, manuscripts, books, sounds, moving images, and more—from libraries, archives, and museums around the United States." (from the [FAQ](#)) A group of Wisconsin organizations involved with digitization, including the [Wisconsin Historical Society](#), [UW-Madison](#), [Resources for Libraries & Lifelong Learning](#), and [Recollection Wisconsin/WiLS](#), have begun conversations about how Wisconsin libraries and cultural institutions can best participate in the [DPLA](#). NGPL has digital content included in the Wisconsin Historical Society and so eventually, it will be included in DPLA.

### **Green County Library Board:**

Update on 2013 County Library Board funds expenditures:

- Tutor.com invoice (for \$4,950) to be paid from the Shared Resources budget line.
- Albany, Bellville, Brodhead, Monticello & New Glarus Libraries each received \$500 from the Shared Resources budget line in order to purchase software for the library.
- That leaves \$2,550 in the Shared Resources budget line that are earmarked for Green County Reads expenses.

### **Summer Reading Program:**

Ignacia and Erica are busy finalizing preparations for our Summer Reading Program. Both have scheduled multiple visits to the elementary and middle schools to tell kids about the SRP and invite them to participate. Books, prizes and supplies have been ordered. Special entertainment has been scheduled. We are promoting the program in story time, via our social media outlets, through schools and daycares, and on the local cable television channel. Donations have come from the Bank of New Glarus, New Glarus Vision, Friends of the Library, SCLS, New Glarus Utilities, Anchor Bank, and U B & T Bank!

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

**APPROVAL OF MINUTES:** The minutes from the April 9, 2013 Library Board regular meeting was approved on a motion by K. Budsberg, second by W. Duerst. Motion Carried.

**APPROVAL OF MINUTES:** The minutes from the April 23, 2013 Library Board regular meeting was approved on a motion by S. Janowiak, second by W. Duerst. 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; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; and B. Weiss-yes. Motion carried at 8:08 p.m.

**CONVENE INTO OPEN SESSION:** Moved to go into open session by S. Janowiak, second by K. Budsberg. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; and B. Weiss-yes. Motion carried at 9:34 p.m.

**RESULTS OF CLOSED SESSION:** We will continue with the Library Director evaluation process at a special meeting on May 22, 2013 at 6:30 p.m.

**ADJOURNMENT:** Meeting adjourned on a motion by L. Hiland, second by K. Budsberg. Motion carried at 9:35 p.m.

*Respectfully Submitted,  
Becky Weiss, Secretary*

*MINUTES APPROVED AT THE JUNE 11, 2013 LIBRARY BOARD MEETING.*

2012	Circulation	New Patrons Registered		Circulation by PSTAT 2012	Village of New Glarus	Green Co - Town of NG	Green Co. - Town of York	Green Co. - Town of Exeter	Dane County (No Library)
January	7177	11		January	3505	1413	760	316	488
February	6836	9		February	3293	1554	681	290	463
March	7315	15		March	3425	1674	773	270	504
April	6465	5		April	2962	1544	699	318	350
May	6397	6		May	2916	1527	675	328	441
June	7734	25		June	3412	2166	827	359	520
July	8335	17		July	3698	2299	963	278	444
August	7416	14		August	6142	1813	1012	233	467
September	5744	15		September	2512	1183	919	295	289
October	7046	14		October	3491	1420	841	345	337
November	6565	5		November	3399	1359	709	335	323
December	5795	4		December	2789	1399	696	239	335
Total:	82825	140		Totals:	41544	19351	9555	3606	4961
Change:	3%	-26%		Change	0.11366073	0.06523175	0.05872576	-0.1769	0.21742331
NEW GLARUS PUBLIC LIBRARY 2013	Circulation	New Patrons Registered		Circulation by PSTAT 2013	Village of New Glarus	Town of New Glarus	Town of York	Town of Exeter	Dane County (No Library)
January	6780	10		January	3288	1554	823	311	366
February	6213	11		February	2987	1526	641	282	168
March	7002	13		March	3491	1537	819	429	254
April	7052	8		April	3476	1618	809	402	282
May				May					
June				June					
July				July					
August				August					
September				September					
October				October					
November				November					
December				December					
Total:	27047	42		Totals:	13242	6235	3092	1424	1070
2013	Patron ILL Requests	ILL Requests Rec'd	ILL Requests Unable to Fill	# Unique Website Visitors	# Website Visits	WiFi Sessions	Public Computer Sessions	Public Computer Hours	
January	24	14	2	729	1206		209	95	
February	4	7	0	682	1031	765	217	106	
March	7	5	2	787	1309	735	255	126	
April	10	2	2	491	762	890	198	93	
May									
June									
July									
August									
September									
October									
November									
December									
Total:	45	28	6	2689	4308	2390	879	420	
2013	Patron Visits	Hours Open	Patrons/Hour	# Programs	# Adults	# Children	Total Attending		
January	3403	200	17.0	(5A&4C) 9	72	46	118		
February	3065	200	15.3	(2A&4C) 6	19	43	62		
March	3366	196	17.2	(3A&4C) 7	35	61	96		
April	3381	218	15.5	(8A&7C)	68	88	156		
May									
June									
July									
August									
September									
October									
November									
December									
Total:	13215	814	-	0	126	238	432		

**Village of New Glarus  
Minutes of the Library Board of Trustees  
New Glarus Public Library  
Tuesday, May 28, 2013**

President Linda Hiland called the meeting to order at 6:32 p.m. in the New Glarus Village Hall Boardroom. Trustees present (in addition to Hiland) were: Wayne Duerst, Jody Hoesly, Suzi Janowiak, Lexa Speth, and Becky Weiss. Also in attendance were Village Board Liaison Kevin Budsberg and Library Director Maggie Waggoner (left at 8:19 p.m.).

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

**APPROVAL OF AGENDA:** Moved to approve the agenda by W. Duerst, second by S. Janowiak. Motion Carried.

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

**OLD BUSINESS:**

**EE. DISCUSSION & CONSIDERATION: RECONCILE THE INCONSISTENCY BETWEEN THE LIBRARY PERSONNEL MANUAL AND THE LIBRARY BOARD RESOLUTION 12-03 REGARDING THE LIBRARY DIRECTORS PAY STATUS:** Director Waggoner reported that in her follow-up conversation with Village Clerk-Treasurer, Lynne Erb referred to the inconsistency between the Library Personnel Manual saying "salary" and resolution 12-03 saying "hourly". We discussed how to resolve the inconsistency since the resolution was adopted in April 2012 and given that all employees received the standard 2% raise in November 2012 meaning the dollar amounts referenced in the resolution are no longer accurate. Moved to amend Resolution 12-03 by striking the word hourly and adding the statement compensation shall start at a base salary of \$ by L. Hiland, second by S. Janowiak. Motion Carried. B. Weiss and Director Waggoner to check their records from April 2012 for the dollar amount.

**FF. DISCUSSION & CONSIDERATION: LEGAL COUNSEL FOR STATUS OF VILLAGE COMMITMENT AND FUNDS RAISED:** L. Hiland reported on her conversation with Sue Conley, Executive Director with the Community Foundation of Southern Wisconsin (CFSW), regarding legal ownership of the funds and procedures if a donation needs to be refunded to an individual. S. Conley reported that while it can be done, it is a time consuming process involving multiple steps and that CFSW would work with us to try and find alternate solutions. For example, an alternate solution may be if the donor is willing to consider transferring the donation from the building fund to the operations or endowment fund. It is extremely important to note that refunding a donation has tax implications: take for example a donation made in 2012 and claimed by the donor on their 2012 taxes. CFSW would have to issue a 10-99 tax form listing the donation as income back to the donor, who would then have to go thru the process to amend their 2012 taxes. In addition, the Library Board would have to make the decision on who is responsible for any fees. Prior to the meeting Director Waggoner had

shared an email from SCLS & DPI (Department of Public Instruction) representatives: "Walter (Burkhalter) said that he & John (DeBacher) have looked at the Statutes and there's nothing that addresses this specific situation. ...if the Village would pull their borrowing and the Library Board decides not to pursue a building project - then the Library Board would need to contact each donor and see what they would like done with the money donated (return it? the library keeps it?). Bottom line is that that donor needs to make the decision - he or she donated the funds for a specific reason (in this case, a new library on Hwy. 39). And if that reason no longer exists, then the donor can do whatever he or she wants. And naturally in this scenario, multi-year pledges would be null and void." K. Budsberg summarized various aspects of the project to keep in mind during on-going meetings with the Village Board sub-committee: site acquisition, legal ramifications, tax implications, volunteer efforts, etc.

**GG. DISCUSSION & CONSIDERATION: CO-CHAIRS:** S. Janowiak reminded us that the next fundraising event is tomorrow night at Culvers, and to stop in and stock-up on custard pints to take home. In addition, anyone that volunteered to be a "runner" at Culvers needs to check their email for a list of requirements, such as wearing comfortable shoes. At their next meeting one of the items the co-chairs will be discussing is the succession plan as they wrap up their involvement in the campaign.

**HH. DISCUSSION & UPDATE: ADMINISTRATION TEAM:** W. Duerst reported the fund raising total at \$736,035. B. Weiss reported that it was a busy couple of days processing the deposit report and writing thank-you notes as numerous donations were submitted in memory of Marion Streiff. We are planning on sending to the Streiff family a list of all donors who donated in Marion's memory thru the end of May 2013. In addition, we had recently received a letter from CFSW notifying us of a donation to the endowment fund. J. Hoesly mentioned that if we receive the NEH grant that this endowment donation already qualifies for the NEH match.

**II. DISCUSSION & UPDATE: BUILDING COMMITTEE:** W. Duerst started by reviewing the numbers he had presented at the Building Committee meeting earlier tonight as a starting point for discussing building size options. Assuming \$1,800,000 in available building funds at figure of \$154 per square foot in cost would result in reducing the square footage by 3,200 square feet or approximately 22%. We then discussed how we anticipate the building shrinking and two-story or one-story design options. Possible ways discussed to decrease square footage: were the elimination of the covered parking area, going from three (3) study rooms down to two (2), decreasing the size of the adult circulation stack area, decreasing the size of the leisure reading area, and re-configuring entrances/exits to the building. The Building Committee also discussed how the following items need to be kept in mind for discussions and how they will dictate many of the decisions regarding building changes: all federal, state and local codes covering everything from ADA to Fire/EMS/Police requirements. W. Duerst will touch base with Dimension IV and give them an update of where we are in the process, obtain information from Dimension IV on any items they may need from us moving forward, gather information on Dimension IV's upcoming schedule, get a quote for building re-design, etc. It was also pointed out that given on-going discussions with the Village sub-committee we cannot be looking at sites indefinitely, we need to continue moving forward as building costs are rising. J. Hoesly summarized that we need answers to several main items: funds, will town offices be included, etc. In regards to funds, Director Waggoner asked about making a "donate" button active on the website using PayPal? B. Weiss had questions regarding how that process would work for reporting and tax receipts, this process will continue to be researched. J. Hoesly also pointed out that in the future the website donation button could help with long-term planning thru operations or endowment funds.

**JJ.DISCUSSION & UPDATE: COMMUNICATION TEAM:** No recent meetings.

**KK. DISCUSSION & UPDATE: GRANTS TEAM:** J. Hoesly continues to research grant opportunities, she is currently looking at information with the Wisconsin Humanities Council and the Retirement Research Foundation. For the CDBG grant process the public hearing has been scheduled for Tuesday, June 4th at 7:00 p.m. Information is on file at the Village offices for review; in addition it has been shared with Village Board Trustees.

**LL.DISCUSSION & UPDATE: PARTNERSHIP TEAM:** No recent meetings.

## **NEW BUSINESS**

**G. DISCUSSION & CONSIDERATION: RESOLUTION APPOINTING ERICA LOEFFELHOLTZ TO FULL TIME LIBRARY ASSISTANT:** Director Waggoner had prepared Resolution 13-04 LB changing Erica Loeffelholz from part time to full time status effective June 1, 2013 at a rate of \$10.20 per hour. Director Waggoner reported that this process had hit a snag, as when she started E. Loeffelholz had waived insurance coverage. Since she has not had a qualifying life changing event, she does not qualify until the next open enrollment period. At the moment if E. Loeffelholz would pay for the standard policy it would leave \$20 in each paycheck. B. Weiss and S. Janowiak questioned if laying off then reinstating E. Loeffelholz would make a difference, Director Waggoner replied no. E. Loeffelholz is contacting ETF (Employee Trust Funds) to receive further clarification and discuss her options. If needed both Director Waggoner and K. Budsberg are willing to contact ETF and the Wisconsin League of Municipalities respectively. Moved to table Resolution 13-04 LB appointing E. Loeffelholz as full time Library Assistant to our next meeting by K. Budsberg, second by S. Janowiak. Motion Carried.

**H. DISCUSSION & CONSIDERATION: REPORT ON MAY 16, 2013 MEETING OF LIBRARY AND VILLAGE TRUSTEES:** Administrator Owen was tasked with researching and bringing to the next meeting details about two (2) sites - Glarner Park and New Glarus Lumberyard. It was reported that during the meeting items touched on were future expansion, floodplain concerns, parking, partnership opportunities, site acquisition, project timeline, fundraising efforts, and grant opportunities. K. Budsberg asked how the tone of the meeting was; L. Hiland replied congenial and conversational. L. Hiland also reported that it was stressed that the Library Board is not spending any additional funds on studying sites. The sub-committees next meeting is scheduled for Thursday, May 30, 2013 at 6:30 p.m. in the Village Hall.

**I. DISCUSSION & CONSIDERATION: 2013 BUDGET AND 2014 BUDGET:** Two (2) handouts were distributed "Library Budget to Actual 2011-2013 (YTD) as of 05/07/13", and "2014 SCLS Libraries - County Reimbursement Funding - Green County." The first question L. Hiland asked, since it had been discussed at the last Village Board meeting, is Director Waggoner aware of the timeline for the 2014 budget process? Yes, the meeting scheduled for department heads is on July 2nd and Director Waggoner already has it on her calendar. Director Waggoner started by reporting that we are currently right on track for the first five (5) months of the 2013 budget. Both J. Hoesly and K. Budsberg asked for clarification on line items related to Link Costs and County Aid respectively. Director Waggoner pointed out in the budget, to not plan on grants covering expenses such as computers and programming costs. For example, currently there is a grant thru the Green County Reads program that will allow us to hold a programming event at the New Glarus Home. However without the grant this programming event would not fit in the budget and would only be possible thru donations. As discussion continued regarding upcoming budget meetings with the Village both L. Speth and J. Hoesly mentioned estimating expenses increasing by 3% and 8% respectively as a guide.

J. Hoesly offered to work with Director Waggoner to review spreadsheets, develop visuals for budget presentations, etc. S. Janowiak has also expressed a willingness to meet and review budget information.

**J. DISCUSSION & CONSIDERATION: LIBRARY BOARD APPOINTMENTS AND ELECTION OF OFFICERS:**

At the Village Board meeting on May 21, 2013 K. Budsberg, J. Hoesly, L. Speth, and B. Weiss were all appointed to the Library Board. Director Waggoner had researched the School District Liaison (SDL) requirements and technically L. Hiland could continue to serve as the SDL thru the end of her term. Consensus was that since L. Speth is a current School District employee and given that L. Hiland has recently retired from the School District our preference is that L. Speth becomes the SDL. L. Hiland will take care of the SDL change with the appropriate New Glarus School District officials. Director Waggoner questioned if there were any restrictions on the number of terms an officer can serve as she thought that DPI had a term limit. J. Hoesly attempted to access her computer during the meeting, but it crashed before she could locate any information on term limits; in addition our Library Personnel Manual does not have term limits. Election of officers then took place:

- K. Budsberg nominated L. Hiland for President, second by J. Hoesly. Motion Carried. B. Weiss moved to close nominations and cast a unanimous ballot, second by K. Budsberg. Motion Carried.
- K. Budsberg nominated S. Janowiak for Vice President, second by J. Hoesly. Motion Carried. B. Weiss moved to close nominations and cast a unanimous ballot, second by K. Budsberg. Motion Carried.
- S. Janowiak nominated B. Weiss for Secretary, second by J. Hoesly. Motion Carried. S. Janowiak moved to close nominations and cast a unanimous ballot, second by J. Hoesly. Motion Carried.
- B. Weiss nominated W. Duerst for Treasurer, second by S. Janowiak. Motion Carried. J. Hoesly moved to close nominations and cast a unanimous ballot, second by B. Weiss. Motion Carried.

**PRESENTATION OF BILLS:** There was one set of bills presented: the May 28, 2013 bills totaled \$1,906.07. The bills were initialed by trustees to show approval for payment.

**CONVENE INTO CLOSED SESSION:** Moved to go into closed session by B. Weiss, second by S. Janowiak. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; L. Speth-yes; and B. Weiss-yes. Motion carried at 8:21 p.m.

**CONVENE INTO OPEN SESSION:** Moved to go into open session by S. Janowiak, second by W. Duerst. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; L. Speth-yes; and B. Weiss-yes. Motion carried at 9:17 p.m.

**RESULTS OF CLOSED SESSION:** The Library Board has finalized goals and the evaluation form for Library Director Maggie Waggoner for the next six (6) months and this will be discussed at a special meeting on June 5, 2013 at 4:30 p.m.

**ADJOURNMENT:** Meeting adjourned on a motion by S. Janowiak, second by K. Budsberg. Motion carried at 9:18 p.m.



*Respectfully Submitted,  
Becky Weiss, Secretary*

*MINUTES APPROVED AT THE JUNE 11, 2013 LIBRARY BOARD MEETING.*

**Village of New Glarus  
Minutes of the Library Board of Trustees  
New Glarus Public Library  
Tuesday, June 11, 2013**

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

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

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

**OLD BUSINESS:**

**CC. DISCUSSION & CONSIDERATION: AMEND LIBRARY BOARD RESOLUTION 12-03 REGARDING THE LIBRARY DIRECTOR'S PAY STATUS TO STATE THAT COMPENSATIONS SHALL START AT A BASE SALARY OF \$45,011.20:** Moved to amend Library Resolution 12-03 regarding the Library Director's pay status to state that compensation shall start at a base salary of \$45,011.20 by K. Budsberg, second by J. Hoesly. Motion Carried.

**DD. DISCUSSION & CONSIDERATION: RESOLUTION APPOINTING ERICA LOEFFELHOLTZ TO FULL TIME LIBRARY ASSISTANT:** Per the Director's report there is no change in E. Loeffelholz's insurance issue at this time. Trustees asked a variety of questions related to position classification, title, is ETF (Employee Trust Fund) clear that this is a change from part time to full time, and when would the next open enrollment period start. Moved to table this item to our next meeting by B. Weiss, second by K. Budsberg. Motion Carried.

**EE. DISCUSSION & CONSIDERATION: CO-CHAIRS TEAM:** S. Janowiak reminded all that the next 10% fundraising event would be hosted by Sugar River Pizza (SRP) on June 20<sup>th</sup>. After the meeting S. Janowiak will ask Dan Gartzke to email the list of volunteers and shifts for that night. Director Waggoner reported that the Library had received the promotional materials for the SRP event. The next event will be on Thursday, June 27<sup>th</sup> from 5 p.m. – 10 p.m. hosted at Puempel's Olde Tavern. Live music will be played from 6:30 p.m. – 9:30 p.m. by local musician Marc Barnaby. S. Janowiak has been and will continue to update the list of volunteers for bartending, clean-up and other duties as assigned. The Co-Chairs next meeting will be Friday, June 14<sup>th</sup> at 4:30 pm at Puempel's to continue planning for next event.

**FF. DISCUSSION & CONSIDERATION: ADMINISTRATION TEAM:** Prior to the meeting B. Weiss had emailed out updated charts. B. Weiss and J. Hoesly will meet to reconcile the May 2013 CFSW report.

**I. DISCUSSION & UPDATE: BUILDING COMMITTEE:** Nothing to report.

**J. DISCUSSION & UPDATE: COMMUNICATION TEAM:** Communications team has been taking care of submitting press release information to the Post Messenger Recorder.

**K. DISCUSSION & UPDATE: GRANTS TEAM:** K. Budsberg continues to stay in contact with Jenny Kuderer regarding the CDBG grant process.

**L. DISCUSSION & UPDATE: PARTNERSHIP TEAM:** S. Janowiak and W. Duerst had nothing to report. J. Hoesly mentioned that Mary Funseth with the Swiss Historical Society had emailed regarding partnership events, Director Waggoner said she will follow-up with M. Funseth.

**M. DISCUSSION & CONSIDERATION: SUBCOMMITTEE REPORT (JUNE 6 MEETING, JUNE 10 SCHOOL BOARD MEETING):** Both W. Duerst and J. Hoesly shared details of the recent meetings. Village Administrator Nic Owen made the presentation to the subcommittee of the school board. Overall impression was that the School Board subcommittee was receptive and willing to discuss the option of moving the softball field. Preliminary discussion focused on whether one or two softball fields would be built. If they were to build on the same side of the road as the high school that it may require digging out the hill. The School Board will be getting back in touch with N. Owen regarding an updated cost estimate, as in the past a quote of \$300,000 had been provided. It was also confirmed that the School Board is aware of the timeline. Some other points mentioned were that the new school Administrator starts in July. Estimated that at Glarner Park there is approximately 16,000 sq ft of buildable space with an additional 13,000 sq ft for expansion, etc. Director Waggoner had received a phone call from The Monroe Times; she will direct the reporter to contact N. Owen and K. Budsberg for an update. L. Speth asked if we need to attend the next school board meeting; W. Duerst felt only if we are asked for our participation otherwise at this time the next steps are between the School Board and the Village Board.

**NEW BUSINESS:**

**Q. DISCUSSION & CONSIDERATION: 2014 BUDGET:** Since it is the largest portion of the budget Director Waggoner handed out information focusing just on the wages and fringe benefits. L. Speth asked if a cost-of-living increase was factored into budgets; K. Budsberg replied that it has never been discussed at the Village Board level during his time on the board. We continued to discuss items related to the budget: health care costs, surplus, budget timeline, vacation pay out, and the use of charts, etc to highlight budget details. Director Waggoner will work on the remaining portions of the budget and bring it for discussion at the June 25<sup>th</sup> meeting.

**R. DISCUSSION & CONSIDERATION: GRANTING LYNNE ERB PERMISSION TO RECEIVE ONLINE BANK STATEMENTS OF LIBRARY ACCOUNTS FOR THE VILLAGE FINANCIAL STATEMENT:** B. Weiss read the email from L. Hiland outlining L. Erb's request for access to online bank statements. We started by reviewing the current process and who has access to the account. K. Budsberg asked if W. Duerst was willing to try accessing the accounts online. Moved to ensure that Treasurer Wayne Duerst has online access plus L. Erb and Director Waggoner by K. Budsberg. This motion died for lack of a second. L. Speth and J. Hoesly both shared their experience with online bank statements. Director Waggoner questioned if the process was different for personal accounts versus business or commercial accounts. Moved that W. Duerst investigate with the Bank of New Glarus what different account access options are available by K. Budsberg, second by J. Hoesly. Motion Carried.

**S. DISCUSSION & CONSIDERATION: CDBG CONCERNS BY VILLAGE TRUSTEE:** In response to a request from co-chair Dan Gartzke, Village Trustee Greg Thoemke provided a written list of items related to the CDBG grant. K. Budsberg has started a draft reply. Since D. Gartzke requested the information, S. Janowiak will ask D. Gartzke to work with K. Budsberg on finalizing the reply to Trustee Thoemke.

**BILLS / FINANCIAL REPORT:** The May 2013 financial report prepared by Village Clerk-Treasurer L. Erb was e-mailed prior to the meeting. There was one set of bills presented: the June 11, 2013 bills totaled \$5,490.38. The bills were initialed by trustees to show approval for payment. Consensus is that Director Waggoner will work with L. Erb and W. Duerst to have \$62.18 for the Public Hearing Notice billed to the fundraising account not the library operating budget.

## **DIRECTOR'S REPORT:**

### **Staff Meetings:**

We had a staff meeting in the car on our way to WAPL on May 1 with all adult staff attending. We discussed programming and our schedules for the conference. All of us would attend different breakout sessions, according to our job responsibilities. We would all attend the keynote opening and the fund raising session at the end of the day about hosting a mystery dinner theater event. Our June 3 staff meeting was moved to June 6. We discussed the final logistics for the Summer Reading Program, final plans for the farmer's market, LSTA grants & other grants, 2014 budget, and capital campaign update.

### **Other Staff Communications:**

Besides our monthly staff meetings, I recognized early on that we needed a better way for all staff, including Library Pages, to stay informed on daily occurrences. This is especially necessary because of the various schedules everyone has (part-time and non-overlapping shifts, for instance). We needed a communication device that was easily accessible, easy to read and refer to when in doubt about something, easy to search and served as sort of a daily log. I had attended a webinar about wikis and realized that a staff wiki would be a great tool for all of these internal communication needs.

On January 7, 2013, I launched our Staff Wiki using the free version of "PBworks" (see "New Glarus Public Library Director's Goals for 2013"). Besides communicating what is going on with daily issues, programs, procedures, projects, and problems, our Staff Wiki also has permanent files for: (1) Page duties/special projects; (2) Passwords and log-on information for the many devices and websites that require them; (3), Procedures and instructions (for opening/closing library, Disc Cleaner, SCLS Forms etc.); (4) Staff meeting notes. These permanent files are updated as needed.

Our Staff Wiki also has a staff schedule request calendar and a link to our staff/library schedule. We use Google calendar for this.

All library staff has access at work or away from work to both the calendar and the wiki. All staff are required to read the Staff Wiki as soon as possible when they come to work. Occasionally, there is something so important posted on the wiki that I require all staff to initial it after reading. Otherwise, I assume everyone is reading it (if a staff member asked about something that has been recently posted in the wiki, then I know that person hasn't read the wiki yet that day!)

All staff has been trained on using the wiki and are encouraged to use it. During the week of June 3 – 9, all adult staff and one Page made multiple entries to the Staff Wiki. As you know, Kaitlin didn't work the past few months because of her many school commitments. When she came back this past week, I suggested she start her shift by taking sometime with the Staff Wiki. She assured me she was current with it because she had been reading it daily from home!

### **Summer Reading Program:**

We have three theme levels this year for the SRP: *Little Diggers* (pre-school), *Dig Into Reading* (grades 1-6), and *Beneath the Surface* (grades 6-12). The kickoff is June 10 and we will see how it goes because there is an extra day of school due to so many snow days this past school year!

We have been promoting the SRP in the library, through our social media sites, and most recently at the NG Farmer's Market. I have also talked to parents that I see in Candy Cane Park. Ignacia and Erica did school visits about the SRP and the kids are excited!

We have \$3,000 budgeted for our SRP. To date, we have spent/committed \$2586.73, leaving \$413.27 which is still to be spent on programs. As you know, \$2140.50 was donated from local businesses, SCLS, and the Friends of the NG Library.

We have seven family programs planned and scheduled for the SRP. Four of these feature performers, one family movie event, one craft day event and one Party! To wrap up the summer program for our kids. We have four special programs planned just for teens, including a Summer End Party. Details of all of these events may be found on our website ([newglaruspubliclibrary.org](http://newglaruspubliclibrary.org)).

### **Some Other Library Activities in May:**

1. I supervised proctoring exam for an adult student.
2. I executed Ignacia's performance evaluation and goal setting on May 22.
3. I attended the Green County Library Board meeting on May 13, 5:30-7:00pm at Monticello P. L.
4. I attended the SCLS All Director's meeting in Prairie du Sac (all day).
5. Fat Cat fund raiser, involving all staff for promotion. Most staff attended and I volunteered.
6. Greenco client worked in library as an evaluation for job readiness. I supervised and was contact.
7. Culver's fund raiser, involving all staff for promotion. All adult staff attended.
8. Erin and I attended the LSTA grants information webinar.

### **LSTA Grants:**

After attending the LSTA Grants Webinar, I chose the Early Literacy Projects Competitive grant for our library to apply for. The grant range is \$2,000 - \$15,000. The purpose of this grant is to promote and demonstrate the role of public libraries in providing early literacy services to children birth through age six and their caregivers for whom using a library is difficult. Projects must prioritize early literacy based on the needs of special populations for whom library use is limited or minimized. All projects must complement Growing Wisconsin Readers, the statewide early literacy initiative ([growingwisconsinreaders.org](http://growingwisconsinreaders.org)).

When I was at WLA last November, I attended an early literacy workshop led by Dr. Dipesh Navsaria (he is also a librarian!) who is instrumental in promoting reading to children, as soon as they are born. After learning about "Reach Out and Read" programs in this workshop, I was inspired to try this at NGPL if the opportunity appeared. Now it has appeared in the potential of this grant. The staff is excited and we will all contribute our ideas and energy. I have tasked Erin with doing the preliminary research so we are on our way. The grant application deadline is September 16.

We considered writing a second LSTA grant because I really want to develop a "MakerSpace" in our library. As you are aware, grants take a lot of time to write and I'm not sure that we would be

awarded two LSTA grants in the same year so we are just doing the Early Literacy. We will also be looking at the Wisconsin Humanities Council and the Retirement Research Foundation grants that J. Hoesly sent information on.

### **Update on health insurance benefit for Erica Loeffelholz:**

Erica has called Employee Trust Fund several times to find out about her health insurance status. She has talked to four different people with no clear or conclusive results. She tried using the online form on the ETF website which does not work. She got a name and direct number of an ETF employee in the insurance department and will be calling that person.

### **All Directors Meeting Notes, May 16, 2013**

I attended the All Directors meeting at Prairie du Sac (8:00am – 5:00pm). The work of the meeting was for member library Directors to discuss the many services provided by SCLS and to vote on which of these services the Directors thought we could cut with minimal effect to our library patrons. SCLS services were separated into two broad categories; Administrative and Consulting Services and Technical/ILS Services. Some member libraries do not pay for technical or integrated library system services so they did not vote on these.

Administrative & Consulting Services include: Net Lender Payments (\$8,000); Summer Library Program Incentives Payments (\$4,850); SLP Performers Payment (25,000); SLP Printing (\$4,000); Professional Journal Subscriptions (\$4,000); SCLS Professional Collection Library (\$2,500); SCLS contribution to E-Content Purchase (\$30,000) [2014 will be the last year for LSTA funding.

Consensus was that the SCLS funding cuts should start in 2014 and be stepped down over years. A discussion of integrating E-book circulation into the state annual report followed. DPI has heard from SCLS, individual libraries and other systems on this topic.]

Supplementary Contract (\$114,160 total – includes Materials in Demand, Materials for Youth, and Special Materials); Member Library Professional Development (\$20,000 total); Library Director WLA Memberships; CE Grants for Library Staff (\$16,000); Building Design Services; Web Services; Zoho Creator; Library Help Reference Services; Printing Services.

Some of the services listed above were discussed and voted on as potential cost-recovery services. The group consensus was for SCLS to proceed forward to create a cost recovery mechanism for 2014.

Directors were presented with options for the technology and ILS budgets. The option for the technology budget that received the most votes and will be implemented is: Option 3: *Approve the option to offset the increase in the proposed 2014 budget by using contingency funds AND approve the hiring of a part time LTE. The amount collected from technology service customers will not increase and the total amount expended from contingency will be \$40,162.00.*

There were seven options for the ILS budget and the voting was less straight forward for this than it was for Technology. The consensus was to keep options 4-7 intact and split some funds for the other options. The four intact options are: Option 4: Library Anywhere Mobile Catalog App \$6,555

Option 5: Syndetic Solutions Catalog Enhancements \$17,360. The Syndetics Solutions subscription includes the following: cover images (books), summaries & annotations (title notes), tables of contents (TOC), video and music images, first chapters (excerpt), publisher's weekly reviews, about the author.

Option 6: Library Thing for Libraries Catalog Enhancements \$22,807

Option 7: Talking Tech Holds Notices and telephone Renewals \$6,223: The Talking Tech system calls patrons to notify them that holds are available at their library. The Talking Tech service also allows patrons to call in and hear what they have out and renew their items.

SCLS will present their 2014 budget based partly on these library member votes at the July All Directors Meeting.

### **Green County Library Directors:**

The Green County Library Directors met on June 7 from 1:00 – 2:30 in the Board Room at the New Glarus Village Hall. Five of the six directors were able to attend. Denise Anton-Wright, SCLS Public Library Consultant, was not able to attend. The director of the Belleville Library attends because her library is in both Dane and Green counties. I gave an update on the SCLS Advisory Council and the All Directors Meeting. We did further planning for the Green County Reads event in October. As you know, the theme of the GC Reads this year is "Abraham Lincoln". We have two author events planned (at Belleville and Brodhead), one movie screening (At Monroe), and two live re-enactments of periods from Lincoln's life (at New Glarus Home and Monroe Library) I reported on the arrangements I have made thus far with "Abe and the Babe" who will be giving the performances at NG Home and in Monroe. I will be writing the press releases for the event, as well as coordinating local promotion and other programs offered at NGPL during GC Reads. Each library is compiling a bibliography of materials about Lincoln for all age groups. I delegated Erica to do this for NGPL. We also reviewed our budget for GC Reads.

Nikki Busch, the Director of the Brodhead P. L., volunteered to be the Green County Cluster representative to the SCLS Interlibrary Loan Committee. It was a very productive meeting. Our next meeting is scheduled for July 19 at 1pm in Brodhead.

### **Green County Library Board:**

Update from Denise Anton-Wright on June 5, 2013: "[The] 2012 GREEN COUNTY ANNUAL REPORT - I've been in communication with Suzann, Mary Larson, Sherrie Volbrecht, and Anne Schultz regarding the status of layout / printing of the 2012 Green County Annual Report. Ideally, Mark [Ibach, SCLS Consultant Services Manager] should have print copies ready sometime this week."

### **South Central Library System:**

Bruce Smith, SCLS Delivery Service Coordinator, will be leaving this position to become a Community Liaison and Service Specialist at WiLS. His last day working at SCLS will be June 28th. After July 1st, Brinnan Shaffer, SCLS Operations Manager, will be the Interim Delivery Coordinator. SCLS Delivery has plans to alter the delivery schedule for some SCLS member libraries and to end

Saturday delivery to libraries. We are anticipating Saturday delivery to cease beginning September 7, 2013 and we also expect our weekday delivery time to be thirty minutes earlier. At this point, we are in a "wait and see" mode because this plan may change. SCLS is doing this as part of their plan to spend less so that they can keep member library fees from increasing.

I sent Denise Anton-Wright the updates to the NGPL Board personnel.

**State Public Library News:** (from Paul Nelson, Chair, WLA Library Development & Legislation Committee)

"This year, the System & Resource Library Administrators Association of Wisconsin (SRLAAW) is undertaking a multi-part process to examine how public library systems can remain effective in meeting member library needs into the future, including the possibility of reconfiguring systems. This report describes the progress that has been made to date with this process, and it also includes preliminary recommendations." The progress report and preliminary recommendations are found at <http://srlaaw.org/2013Process/Draft%20Report%204-29.pdf>

The preliminary recommendations include:

1. Eliminate the statutory requirement for resource libraries. [43.16]
2. Increase the required county payments for library services from 70% to 100% of libraries' costs by January 1, 2017. [43.12(1)]
3. Resolve the unfair situation created by exempting counties that operate consolidated county libraries or joint city-county libraries from having to pay libraries in neighboring counties for the service they provide. [43.12]
4. Eliminate the requirement for public library systems to engage in cooperation and continuous planning with other types of libraries in the system area as specified in 43/24(2)(L)
5. Add a section on state-required public library system annual reports for reporting and documenting collaborative activities with other libraries and organizations.
6. Replace the existing population standards for public library systems (43.15) with the following demographic and organizational standards: population, counties, members libraries. (The report contains the specifics.)
7. Establish service standards for public library systems, as proposed in Appendix A, that are used to modify the current statutory system service requirements [43.24(2)]
8. Establish administrative standards for public library systems, as proposed in Appendix B, that are used to modify the current statutory provision in 43.17, as appropriate.

Each recommendation includes a rationale, action, and outcome."

In late May, the Joint Finance Committee, on a motion offered by Joe Leibham (R-Sheboygan), voted 12-4, along party lines, to require the Department of Administration (DOA), in consultation with the Department of Public Instruction (DPI), to conduct a study of the public library systems to identify potential savings by:

- a) consolidating regions,
- b) using technology,
- c) reducing duplications and inefficiencies,
- d) utilizing LEAN practices,



e) increasing the sharing of services between library system.

DOA must submit their report to the Joint Finance Committee by July 1, 2014. SRLAAW saw this coming a year ago and has been proactive in taking action. Martha VanPelt, SCLS Director, is our representative to the working committee.

**New Glarus Public Library Programs & Attendance May 2013**

**13 programs: 6 adult/7 youth**

**228 attendees: 44 adults/184**

<b>Activity</b>	<b>Date</b>	<b># Attendees</b>
Scrabble Afternoon	May 2, 1-3pm	6 A(dults)
Small World Storytime	May 8, 3pm	15 C/2A
Adult Book Discussion	May 8, 7pm	6A
Scrabble Afternoon	May 9, 1-3pm	3A
Preschool Storytime	May 10, 10:15am	14 C/4A
Scrabble Afternoon	May 16, 1-3pm	2A
Preschool Storytime	May 17, 10:15am	8C/5A
Scrabble Afternoon	May 23, 1-3pm	3A
Preschool Storytime	May 24, 10:15am	16C/6A
Scrabble Afternoon	May 30, 1-3pm	4A
Summer Reading Program Middle School Visit	May 29, 2:30pm	18T(eens)
Summer Reading Program Middle School Visit	May 30, 9:30am	104 T

Director Waggoner then responded to a variety of questions trustees had related to the report and the library: tutoring, billing to adjacent counties, e-books and database usage, donors to the summer reading program and the farmer’s market.

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

**APPROVAL OF MINUTES:**

Prior to the meeting Director Waggoner had contacted S. Janowiak questioning the process of approving closed session minutes in open session. We the discussed whether to use DPI (Department of Public Instruction), Village Administrator and/or the services of the Village Attorney for clarification on the procedural process of approving closed session minutes; K. Budsberg offered to contact the Village Attorney.

**B & D:** Moved to table agenda items 8B and 8D by W. Duerst, second by K. Budsberg. Motion Carried

**A.** Moved to approve the May 14, 2013 Library Board minutes by K. Budsberg, second by W. Duerst. Motion Carried

**C.** Discussed typographical changes and wording corrections. Moved to approve the May 28, 2013 Library Board minutes as amended by K. Budsberg, second by W. Duerst. Motion Carried.

**ADJOURNMENT:** Meeting adjourned on a motion by J. Hoesly, second by W. Duerst. Motion carried at 8:45 p.m.

*Respectfully Submitted,  
Becky Weiss, Secretary*

*MINUTES APPROVED AT THE JULY 9, 2013 LIBRARY BOARD MEETING*

2012	Circulation	New Patrons Registered		Circulation by PSTAT 2012	Village of New Glarus	Green Co - Town of NG	Green Co. - Town of York	Green Co. - Town of Exeter	Dane County (No Library)
January	7177	11		January	3505	1413	760	316	488
February	6836	9		February	3293	1554	681	290	463
March	7315	15		March	3425	1674	773	270	504
April	6465	5		April	2962	1544	699	318	350
May	6397	6		May	2916	1527	675	328	441
June	7734	25		June	3412	2166	827	359	520
July	8335	17		July	3698	2299	963	278	444
August	7416	14		August	6142	1813	1012	233	467
September	5744	15		September	2512	1183	919	295	289
October	7046	14		October	3491	1420	841	345	337
November	6565	5		November	3399	1359	709	335	323
December	5795	4		December	2789	1399	696	239	335
Total:	82825	140		Totals:	41544	19351	9555	3606	4961
Change:	3%	-26%		Change	0.11366073	0.06523175	0.05872576	-0.1769	0.21742331

NEW GLARUS PUBLIC LIBRARY 2013	Circulation	New Patrons Registered		Circulation by PSTAT 2013	Village of New Glarus	Town of New Glarus	Town of York	Town of Exeter	Dane County (No Library)
January	6780	10		January	3288	1554	823	311	366
February	6213	11		February	2987	1526	641	282	168
March	7002	13		March	3491	1537	819	429	254
April	7052	8		April	3476	1618	809	402	282
May				May					
June				June					
July				July					
August				August					
September				September					
October				October					
November				November					
December				December					
Total:	27047	42		Totals:	13242	6235	3092	1424	1070

2013	Patron ILL Requests	ILL Requests Rec'd	ILL Requests Unable to Fill	# Unique Website Visitors	# Website Visits	WiFi Sessions	Public Computer Sessions	Public Computer Hours
January	24	14	2	729	1206		209	95
February	4	7	0	682	1031	765	217	106
March	7	5	2	787	1309	735	255	126
April	10	2	2	491	762	890	198	93
May								
June								
July								
August								
September								
October								
November								
December								
Total:	45	28	6	2689	4308	2390	879	420

2013	Patron Visits	Hours Open	Patrons/Hour	# Programs	# Adults	# Children	Total Attending
January	3403	200	17.0	(5A&4C) 9	72	46	118
February	3065	200	15.3	(2A&4C) 6	19	43	62
March	3366	196	17.2	(3A&4C) 7	35	61	96
April	3381	218	15.5	(8A&7C)	68	88	156
May							
June							

**Village of New Glarus  
Minutes of the Library Board of Trustees  
New Glarus Public Library  
Tuesday, June 25, 2013**

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

**APPROVAL OF AGENDA:** Moved to approve the agenda by K. Budsberg, second by W. Duerst. Motion Carried.

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

**OLD BUSINESS:**

**MM. DISCUSSION & CONSIDERATION: GRANTING LYNNE ERB PERMISSION TO RECEIVE ONLINE BANK STATEMENTS OF LIBRARY ACCOUNTS FOR THE VILLAGE FINANCIAL STATEMENT:** W. Duerst had spoken with the Bank of New Glarus regarding options for online bank statements. Process will be that a notification email is sent to either W. Duerst (Treasurer) or L. Hiland (President) when the bank statement is ready; the statement will be downloaded and forwarded to both L. Erb and Director Waggoner. B. Weiss, W. Duerst and L. Hiland all need to sign paperwork for the change to take place. K. Budsberg reported that after our June 11<sup>th</sup> meeting he had been contacted by L. Erb and N. Owen to discuss this item as it was tabled at that meeting. He shared with Village staff that the Library Board had questions about what the process was for online access, how many people can get the email, etc. and that W. Duerst had been asked to research the process and that it would be on the next (June 25<sup>th</sup>) agenda. Director Waggoner offered to follow-up with Village staff after this meeting and let them know how the process will work. Moved that Library Board Treasurer and/or President receive the email notification from the Bank of New Glarus, download and then forward the information to both Village Clerk/Treasurer L. Erb and Library Director Maggie Waggoner by K. Budsberg, second by J. Hoesly. Motion Carried.

**NN. DISCUSSION & CONSIDERATION: CO-CHAIRS:** Both Director Waggoner and L. Speth shared that during the event at Sugar River Pizza (SRP) the volunteers assisted with applying labels to an upcoming SRP mailing. Plus the volunteers circulated around and chatted with SRP customers that night. SRP was also doing staff training that night so our volunteers did not get to make pizzas. The pizza delivery staff was very busy that night. S. Janowiak mentioned that both SRP and Roy's Market are handing out flyers for the next event at Puempel's Olde Tavern. Marc Barnaby has also shared on Facebook the hours he will be playing that night.

**OO. DISCUSSION & CONSIDERATION: ADMINISTRATION TEAM:** B. Weiss and J. Hoesly had met twice to work on transferring duties for the next several weeks plus they worked on reconciling the May CFSW report. B. Weiss will be following up with CFSW for clarification on two questions related to the report.

- PP. DISCUSSION & UPDATE: BUILDING COMMITTEE:** W. Duerst had recently spoken with N. Owen and they anticipate that the NG School District will meet after the new Administrator comes on board.
- QQ. DISCUSSION & UPDATE: COMMUNICATION TEAM:** K. Budsberg shared that Jim Grant and Mary Hillstrom have been doing the majority of press releases, updates, etc. J. Hoesly felt that Facebook posts and the new library newsletter have helped with promotion. K. Budsberg has submitted to the Post Messenger Recorder a Letter to the Editor that will be in tomorrow's paper. J. Hoesly asked what the letter was about and its tone, K. Budsberg response was its direct and touches on the CDBG grant. J. Hoesly stated that she has heard comments that the other site would be a great place for a library.
- RR. DISCUSSION & UPDATE: GRANTS TEAM:** Director Waggoner pointed out that we had received a \$500 grant from the Wisconsin Energy Foundation.
- SS. DISCUSSION & UPDATE: PARTNERSHIP TEAM:** Beth Zurbuchen, President/CEO Swiss Center of North America, and S. Janowiak had a phone conversation about the subcommittee process.
- TT. DISCUSSION & CONSIDERATION: LIBRARY/VILLAGE BUILDING SUBCOMMITTEE REPORT:** See item 4D for W. Duerst's update on the process from earlier tonight. B. Weiss questioned who the new school administrator is; answer is Jennifer Thayer and she is scheduled to start in July. J. Hoesly asked how we felt about the proposed site. Everyone shared several thoughts about the sites and the process ranging from: wants a library to be built and sustained; gorgeous SCNA site; concerns about the costs (engineering, flood plain, geo-technical) and who is paying for those costs; what would be done with the SCNA site; effect on current capital campaign funds raised based on the site next to SCNA; building costs at the Glarner site would be lower; lower operating costs at Glarner site, how do the sites fit our needs for the next 20-30 years.
- UU. DISCUSSION & CONSIDERATION: 2014 BUDGET:** "Preliminary Library Operating Budget 2014" was handed out by Director Waggoner. Yellow highlighting indicates revenue fields (ex. Library Fines) that will continue to change as the year progresses. We then had a broad ranging budget discussion: the line for Green County Aid has changed over the years; reason is that it based on cost per circ (circulation) and that cost does change, currently it is decreasing. What is the Village getting for a salary increase this year; the answer is we do not know yet. Asked if our FTE has changed; it has not. In regards to the line item Electronic Resources, Director Waggoner provided background on how the buying consortium works for the program Overdrive. The continued growth in the Summer Reading Program was pointed out; the Director's report highlights many of these upcoming events. Director Waggoner reminded us of the upcoming July vote for final numbers related to Technology and ILS support at the system level. Other topics covered were surplus, sinking funds, Village general fund, donations, grants, etc. Director Waggoner summarized that she needed to adjust line items related to salary, fringe benefits, electronic resources and summer reading program. Several of the questions asked tonight will be answered when Director Waggoner attends the July 2<sup>nd</sup> department head meeting with Village staff.

## **NEW BUSINESS**

- K. DISCUSSION & CONSIDERATION: POSITION DESCRIPTION FOR "LIBRARY ASSISTANT FOR TEEN PROGRAMMING & COLLECTIONS":** Prior to the meeting a copy of the "New Glarus Public Library Position Description" had been emailed to trustees for review. Director Waggoner started by pointing out that this is taking two part time positions

and combining into one full time position description. Library staff members also had a chance to review the position description and provide their feedback. Trustees then suggested some wording changes; Director Waggoner will make those edits. Moved to approve Position Description for “Library Assistant for Teen Programming & Collections” as amended by K. Budsberg, second by W. Duerst. Motion Carried.

**L. DISCUSSION & CONSIDERATION: RESOLUTION APPOINTING ERICA LOEFFELHOLTZ TO FULL TIME LIBRARY ASSISTANT FOR TEENS AND COLLECTIONS POSITION:**

Director Waggoner started by reading the resolution. L. Speth asked for clarification that wording “payroll schedule” does include fringe benefits; answer is yes it does. S. Janowiak asked for an update on how the insurance question was resolved. E. Loeffelholz and Director Waggoner had both contacted Employee Trust Fund (ETF), clarification on the number of hours that had been worked previously and would be worked in the future were key factors in the distinction between qualifying for insurance or not. Moved to approve Resolution 13-04 LB with the change to S. Janowiak instead of L. Hiland by J. Hoesly, second by K. Budsberg. Motion Carried. After the meeting, Director Waggoner will update the Resolution; it will be signed and then submitted to Village staff. A copy of Resolution 13-04 LB is included at the end of these minutes.

**BILLS AND FINANCE REPORT:** 2013 budget information was discussed earlier tonight as part of agenda item #4I. There was one set of bills presented: the June 25, 2013 bills totaled \$995.71. The bills were initialed by trustees to show approval for payment.

**DIRECTOR’S REPORT:**

**Programs Scheduled: (It’s a busy summer!)**

1. Tuesday, June 18 – Worry Stone Painting
2. Thursday, June 20th, 4-7pm - Sugar River Pizza Fundraiser for the Library Building Project
3. Thursday, June 20<sup>th</sup>, 2:30 – 7pm – Farmer’s Market
4. Friday, June 21, 6:30 p.m. – Duke Otherwise, a musical program for families
5. Tuesday, June 25, 1 pm - Scrabble
6. Thursday, June 27, 5-10pm - Puempel's fundraiser for the Library Building Project
7. Thursday, June 27<sup>th</sup>, 2:30 – 7pm – Farmer’s Market
8. Friday, June 28, 10:00 a.m.. –Tom Kessenich of Snakes Alive! Registration is required for these shows.
9. Friday, June 28, 12:30 a.m.. –Tom Kessenich of Snakes Alive! Registration is required for these shows.
10. Monday, July 1, 10 am - Adult Writing and Publishing Workshop (registration required)
11. Tuesday, July 2, 6 pm - Adult Writing and Publishing Workshop (registration required)
12. Wednesday, July 3, 10:00-12:00 p.m. - Summer Reading Program Arts & Crafts Day, supplies will be provided.
13. Wednesday, July 10, 7:00 p.m. – Adult Book Discussion of Hotel on the Corner of Bitter and Sweet by Jamie Ford.
14. Thursday, July 11, 6:30 p.m. – Traveling Lantern Theatre Company presents “The Caterpillar Hunter”
15. Thursday, July 11, 2:30 – 7pm – Farmer’s Market
16. Friday, July 12 – Sharpie Tie-Dye Bandanas
17. Monday, July 15, 10 am - Adult Writing and Publishing Workshop
18. Tuesday, July 16, 6 pm - Adult Writing and Publishing Workshop

19. Wednesday, July 17, 10:00 a.m. – "Dig Deep, Discover", experiments with Mad Science of Iowa
20. Thursday, July 18, 2:30 – 7pm – Farmer's Market
21. Friday, July 19 – Teen Movie and Pizza Event Movie to be announced...join us for great food and a great flick!
22. Thursday, July 25, 2:30 – 7pm – Farmer's Market
23. Friday, July 26, 10:00-12:00 p.m. – Preschool Party w/Book Character, join us for stories, games, crafts & treats!
24. Monday, July 29, 10 am - Adult Writing and Publishing Workshop
25. Tuesday, July 30, 6 pm - Adult Writing and Publishing Workshop
26. Tuesday, July 30 – Beneath the Surface Teen Summer-End Party Help us close out our summer program with crafts, food, and fun.
27. Thursday, August 1, 2:30 – 7pm – Farmer's Market
28. Friday, August 2, 10:00-12:00 p.m. - Movie Matinee, title TBA w/rating no higher than PG.
29. Thursday, August 8, 2:30 – 7pm – Farmer's Market
30. Monday, August 12, 10 am - Adult Writing and Publishing Workshop
31. Tuesday, August 13, 6 pm - Adult Writing and Publishing Workshop
32. Thursday, August 15, 2:30 – 7pm – Farmer's Market
33. Wednesday, August 21, 7:00 p.m. - Adult Book Discussion of Something Wicked This Way Comes by Ray Bradbury.
34. Wednesday, August 21, 6-7pm - New Glarus Public Library Open Mic Night
35. Thursday, August 22, 2:30 – 7pm – Farmer's Market
36. Thursday, August 29, 2:30 – 7pm – Farmer's Market

### **Summer Reading Program Update:**

At the end of our second week of our Summer Reading Program, we have registered 212 kids (73 *Little Diggers* (pre-school), 114 *Dig Into Reading* (grades 1-6), and 25 *Beneath the Surface* (grades 6-12)). The

### **Azurdisc Uno 120v Disc Repair Machine...**

...is broken. This machine was purchased in September, 2011 by the Friends of the New Glarus Public Library. It broke last December but Braxton got it working again after working on it for 4-5 hours. We used it twice after that and then it broke again. Braxton was home on a break so he cleaned it again but it doesn't work. We are probably going to terminate it and not buy another disc repair machine.

**Christine Craven**, local author, donated 25% of her book sales from her recent signing event to the Capital Campaign.

**ADJOURNMENT:** Meeting adjourned on a motion by K. Budsberg, second by W. Duerst. Motion carried at 8:44 p.m.

*Respectfully Submitted,  
Becky Weiss, Secretary*

*MINUTES APPROVED AT THE JULY 9, 2013 LIBRARY BOARD MEETING*



**New Glarus Public Library**  
Library Resolution 13-04 LB

RESOLUTION FOR APPOINTMENT OF LIBRARY  
ASSISTANT ERICA LOEFFELHOLTZ

THE NEW GLARUS PUBLIC LIBRARY BOARD of the VILLAGE OF NEW GLARUS, GREEN COUNTY, WISCONSIN does hereby resolve to appoint Erica Loeffelholz to the full time Library Assistant for Teens & Collections position with The New Glarus Public Library. Said employment shall be effective June 3, 2013. Compensation shall be \$10.20 per hour.

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

Adopted this 25th day of June, 2013.

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Suzi Janowiak, Vice President  
New Glarus Public Library

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Rebecca L. Weiss, Secretary  
New Glarus Public Library

PRESENTED: 06/25/2013

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Margaret Waggoner, Director  
New Glarus Public Library