

**VILLAGE OF NEW GLARUS  
MEETING OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES**

**Tuesday, September 13, 2016 - 6:30 P.M.**

**Present: Kevin Budsberg, Robert Bergum, Petra Streiff, Lexa Speth, Director Lauren White and Suzi Janowiak**

**Absent: President Linda Hiland, Jody Hoesly,**

1. Call to Order: Vice President S. Janowiak called the meeting to order at: 6:32
2. Approval of Agenda: K. Budsberg moved to approve and the motion was seconded by L. Speth. Motion carried.
3. Comments & Questions from the Public\*--No public were present at this meeting.
4. New Business:
  - A. Discussion: Land / Lease Agreement

Suzi reviewed the presentation of the Land Lease Agreement. P. Streiff reported the Village Board rejected the request for an occupancy date in the agreement. P. Streiff also reported that the Village Board engaged in discussions about postponing the final passage of the agreement for six months to see how discussions about the new softball diamond progressed. Discussion included S. Janowiak asking if talks with the New Glarus School District have been scheduled. P. Streiff mentioned talks were possibly on going. R. Bergum asked what the loose ends remained for both Boards to make the agreement passable. P. Streiff indicated part of the unknown is if a soccer field will need to be built and the costs of other properties to build the new softball diamond if necessary. S. Janowiak asked for a clarification on what the delay might be in the Veterans Field location. P. Streiff mentioned there she currently knew of none. She also reported the Land Lease Agreement is projected to go forward in the future. The contents of the lease were also reviewed. P. Streiff mentioned she would take back comments and suggestions as the Land Lease Agreement goes forward. R. Bergum suggested a sub-subcommittee with members between the Village Board and the Library Board to negotiate suggestions for the final Land Lease Agreement. P. Streiff mentioned she would suggest this sub-committee arrangement to B. Gadow who has been charged with creating the negotiated Land Lease Agreement.
  - B. Discussion and Consideration: Resolution 16-06 (Library Page 1)

Director White presented an employment resolution for a new page in the library. The resolution was moved by K. Budsberg and seconded by P. Streiff. Motioned carried.
  - C. Discussion and Consideration: Storage of Furniture Donation

Director White highlighted that furniture from the UW-Madison would possibly be donated to the new library. Details are in the works. Brainstorming took place as to storage possibilities. Items might have to be stored separately. Thank you Trustee Hoesly for the work on behalf of this generous donation.
5. Old Business
  - A. Discussion and Consideration: Library Building Project--

No new items were discussed or considered.
6. Bills & Finance Report
  - A. Bills: Two sets of bills were reviewed. One set totaling \$3,088.03 and the other totaling \$2,961.58.
  - B. Financial Statement: Statement is included in the minutes below.
7. Director's Report:

Director White commented it was sent in email and is included below in the minutes. Wisconsin Library Association Conference is in Milwaukee, and Director White will be attending.
8. Approval of Minutes:
  - A. August 9, 2016-- K. Budsberg motioned to approve and R. Bergum seconded. Motion carried.
  - B. August 23, 2016-- R. Bergum motioned to approve and K. Budsberg seconded. Motion carried.
9. Adjournment

R. Bergum motioned to adjourn, and it was seconded by P. Streiff. Adjournment occurred at 7:27pm.

Respectfully submitted,  
Lexa Speth, Secretary

**VILLAGE OF NEW GLARUS-FINANCIAL STATEMENT  
MONTH ENDED 8/31/16**

**LIBRARY**

**SAVINGS #402521390 (APY .10%)**

Beg. Balance	32,947.08	
Interest	2.24	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		32,949.32

**Savings #2088077 [25-11520] (APY .10%)**

Beg. Balance	5,622.01	
Withdrawal		
Deposit	15.00	
Interest	0.38	
End. Balance		5,637.39

**SUBTOTAL [25-11520]**

**38,586.71**

**UB&T MM#183483-EMPLOYEE BENEFIT [25-11300]**

Beg. Balance	18,703.21	
Interest	14.57	
End Balance		18,717.78

**TOTAL LIBRARY INVESTMENTS**

**57,304.49**

**FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)**

**Community Foundation of Southern WI [most recent information available]**

Library Capital Campaign Fund

CASH Deposits thru 6/30/16	663,967.87
Interest Income from 7/16	92.17
Less fees from 7/16	-29.59
Gifts received	0.00
Pledges paid 7/16	1,225.00
CASH Available 7/31/16	665,255.45

Library Operations Fund

CASH Available 6/30/16	17,837.22
Gifts received	
Pledges paid	222.10
Interest Income thru 7/31/16	2.24
Disbursements thru 7/31/16	
CASH Available 7/31/16	18,061.56

Library Endowment Fund

Beginning Balance 7/1/16	1,318.05
Investment Activity	36.74
Disbursement Activity	-16.73
BALANCE 7/31/16	1,338.06

**New Glarus Public Library  
Director's Report – September 13th, 2016  
Lauren White, Director**

**Library Page Hiring: Update:**

I'm happy to announce that we've hired Brenda Massei to fill our vacant library page position. Brenda comes to us from Brooklyn, WI and has a background in photography and marketing. She is also an avid blogger and homeschools her two sons while she and her husband are building their dream home. We are very excited to have her on staff and her varied experiences are a great fit for the position. Her first day of employment was August 24<sup>th</sup>.

**Green County Leaders: Update:**

On August 17<sup>th</sup>, we had our first meeting in the recently-renovated Monroe Arts Center and this served as our introductory class. It was nice to meet others in the cohort, especially those also from the New Glarus community. During the first half of the day, we had exercises on discussion facilitation, which was really beneficial. I feel confident moving forward that if asked to facilitate discussions or the library hosts programs that require facilitation that I will know how to conduct a session well. In the afternoon, we shifted our focus to strengths-based leadership. It was no surprise that 4 of my 5 top qualities fell into the analytical category, which suits me well as a library director, I think. Another takeaway was that we should focus on further developing our strengths rather than our weaknesses and that we'll see more progress with this strategy. So far, I'm really enjoying the course and what we're learning about ourselves and our communities.

**Green County Director's Meeting:**

Green County library directors met on August 15<sup>th</sup> to discuss moving forward with our shared resource funds for 2016. While we were unsure whether or not we'd continue with our marketing campaign and themed posters, we all agreed that dividing some of the shared resource funds for the 2016 Wisconsin Library Association conference would be appreciated since it's in Milwaukee this October. We plan to meet again in September to discuss marketing campaign strategies and fund allotments.

## 2016 Monthly Statistics

<b>New Glarus Public Library 2016</b>	<b>Items Added</b>	<b>Items Deleted</b>	<b>Circulation</b>	<b>Circ. by PSTAT Other</b>	<b>Village of New Glarus</b>	<b>Town of New Glarus</b>	<b>Town of York</b>	<b>Town of Exeter</b>	<b>Dane Co. No Library</b>
January	277	395	5980	852	2808	1320	589	213	198
February	242	509	5879	962	2563	1380	541	284	149
March	212	208	6178	835	3125	1284	520	271	143
April	280	142	5730	780	2734	1375	532	170	139
May	180	356	5551	741	2633	1414	408	181	174
June	224	175	6333	853	2826	1628	608	249	169
July	193	243	6458	849	2874	1741	577	232	185
August	230	85	6047	846	2623	1551	581	249	197
September									
October									
November									
December									
Total:	1838	2113	48156	6718	22186	11693	4356	1849	1354
<b>2016</b>	<b>Patron ILL Requests</b>	<b>ILL Requests Rec'd</b>	<b>ILL Requests Unable to Fill</b>	<b># Unique Website Visitors</b>	<b># Website Visits</b>	<b>WiFi Sessions</b>	<b>Public Computer Sessions</b>	<b>Public Computer Hours</b>	<b>New Patrons Register</b>
January	8	6	2	884	1323	2385	153	???	8
February	10	3	7	834	1210	3189	179	???	17
March	11	8	3	812	1166	2926	187	???	24
April	10	5	1	837	1285	3176	148	???	15
May	7	10	0	792	1140	2830	123	???	10
June	10	3	5	786	1262	3446	118	???	23
July	24	8	1	768	1163	2790	177	???	27
August	13	12	0	874	1367	3257	181	???	16
September									
October									
November									
December									
Total:	93	55	19	6587	9916	23999	1266		140
<b>2016</b>	<b>Patron Visits</b>	<b>Hours Open</b>	<b>Patrons/Hour</b>	<b># Adult Programs</b>	<b># Adults Count</b>	<b># Children Programs</b>	<b># Children Count</b>	<b>Total Programs</b>	<b>Total # Attend</b>
January	2511	196	13	5	18	5	117C/36A	10	171
February	2740	209	13	9	33	6	210C/61A	15	304
March	3023	218	14	10	34	5	79C/42A	15	155
April	2820	207	14	5	32	6	114C/47A	11	193
May	2656	209	13	7	37	10	714C/104A	17	855
June	3535	218	16	5	13	7	205C/71A	12	289
July	3372	205	16	5	19	9	179C/61A	14	259
August	3307	227	15	5	20	4	73C/24A	9	117
September									
October									
November									
December									
Total:	23964	1689	114	51	206	52	1691C/446A	103	2343

## New Glarus Public Library Programing and Outreach Attendance

**August 2016**

Activity	Date	Number of Attendees
Tuesday, August 2 <sup>nd</sup>	Scrabble	4
Tuesday, August 2 <sup>nd</sup>	Preschool Storytime	8C/6A
Thursday, August 4 <sup>th</sup>	Throwback Thursday Film	17C/3A
Wednesday, August 10 <sup>th</sup>	Adult Book Club	12
Thursday, August 11 <sup>th</sup>	Throwback Thursday Film	17C/4A
Friday, August 12 <sup>th</sup>	Summer Reading Program Party	48C/11A
Tuesday, August 16 <sup>th</sup>	Scrabble	0
Tuesday, August 23 <sup>rd</sup>	Scrabble	4
Tuesday, August 30 <sup>th</sup>	Scrabble	0

<b>TOTAL LIBRARY INVESTMENTS</b>	<b>57,304.49</b>
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**New Glarus Public Library**  
Library Resolution 16-06 LB

**RESOLUTION FOR APPOINTMENT OF LIBRARY  
PAGE I BRENDA MASSEI**

THE NEW GLARUS PUBLIC LIBRARY BOARD of the VILLAGE OF NEW GLARUS, GREEN COUNTY, WISCONSIN does hereby resolve to appoint BRENDA MASSEI to the part time Library Page I position with the New Glarus Public Library. Said employment shall be effective August 24th, 2016. Compensation shall be \$7.73 per hour.

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

Adopted this 13th day of September, 2016.



Linda Hiland, President  
New Glarus Public Library



Suzi Janowiak, Vice President  
New Glarus Public Library



Lauren White, Director  
New Glarus Public Library

PRESENTED 09/13/2016