

**VILLAGE OF NEW GLARUS**  
**MEETING OF THE NEW GLARUS PUBLIC LIBRARY BOARD APPROVED MINUTES**  
**Monday, November 14, 2016**

**Present: President Linda Hiland, Jody Hoesly, Kevin Budsberg, Petra Streiff, Lexa Speth, Director Lauren White and Suzi Janowiak. Robert Bergum arrived at 6:54pm.**

1. Call to Order: L. Hiland called meeting to order at 6:32 pm
2. Approval of Agenda: S. Janowiak moved to approve the agenda. P. Streiff seconded the motion. Motion carried.
3. Comments & Questions from the Public\* There were no citizens present at the meeting.

*\*(Note – the Library Board will not discuss or vote on these matters at this time, the purpose of this item is to provide a public forum for citizen's comments)*

4. New Business:

A. Discussion and Consideration: December Meeting Dates

After discussion about schedules, S. Janowiak motioned to move that the December meetings be condensed to meet on Monday, Dec 19th 6:30 pm. J. Hoesly seconded. Motion carried.

B. Discussion and Consideration: 2017 Library Closures:

After discussion about observed holidays and closures for 2017, K. Budsberg motioned to accept the list and P. Streiff seconded it. Motion carried. Closure dates are included below.

C. Discussion and Consideration: Committee Reports

Administrative Team:

J. Hoesly reported that the capital funds balanced. The team met to discuss modifying some procedures to streamline the donation process recently.

Building Committee--no report

Grants Committee:-- no report

Partnership Committee:-- no report

Co-Chairs:

L. Hiland reported that she met with the Co-Chairs. The team will be on the Village Board agenda for the December 6<sup>th</sup> meeting to present the summary of the downtown business interviews. Also, a few names for the vacant co-chair was discussed. Additional discussions took place about the need for a donor event to update donors on the project. Co-chairs suggested an update be sent in the form of a letter to donors. Consensus was that a letter would be sufficient at this time.

Discussion was held about the logistics of printing and formatting for the letter.

Village Board Liaison: -- no report

Friends of the Library:

S. Janowiak reported that Friends of the Library proposed new logo will incorporate the New Glarus Library's current logo. Director White also mentioned that there will be a book donation for the students at the New Glarus Elementary School over the winter break.

Endowment Committee: -- no report

5. Old Business:

A. Discussion and Consideration: Library Building Project: -- no report

B. Discussion and Consideration: Library Donation Storage: Thank-you to J. Hoesly for organizing the Hoesly barn and for organizing and cleaning the Swiss Center basement. Habitat for Humanity will be coming to collect many different materials before the donations can take place. Shelving donation is scheduled for November Monday 28th. S. Janowiak will call the New Glarus Bank to decline the storage option there. L. Hiland asked the Board to brainstorm ways to thank the Swiss Center for their support. L. White mentioned a proclamation could be drafted. L. Hiland also mentioned that she would like a picture and article in the paper to recognize the shelving donation. Quote for moving the donations includes the speed boxes, so currently the New Glarus Library will not have to pay for them. L. Hiland mentioned an in-kind donation letter will need to be drafted for the donation.

C. Discussion and Consideration: Land Lease Agreement:

L. Hiland reported that the SCLS lawyer would review both drafts of the leases. Director White was sent a letter of engagement to allow him to review the leases. J. Hoesly moved to allow Director L. White to sign the engagement letter with the SCLS lawyer to review the land leases

with the costs to be paid through the New Glarus Library savings account. K. Budsberg seconded. Motioned carried. K. Budsberg reviewed the communications so far with B. Gadow about the land lease. B. Gadow will meet with P. Streiff and K. Budsberg to continue the negotiation process within the next two weeks.

6. Bills & Finance Report
  - A. Bills: Two sets of bills were presented: One totaling \$304.83 and the other totaling \$2,710.73.
  - B. Financial Statement--Statement is included below.
7. Director's Report-- The report is included in the minutes below. Director White also reported that Blackhawk Technical College is setting up a volunteer network. New Glarus Library is now part of this network and can place requests for volunteers through them. Director White also received a volunteer request to do homebound services for patrons. An individual will deliver books to homebound patrons at no cost. K. Budsberg mentioned that a policy should be investigated or the current one amended to satisfy issues connected to home delivery.
8. Approval of Minutes:
  - A. October 11, 2016 -- L. Hiland moved to approve minutes with edits and R. Bergum seconded. Motion carried.
  - B. October 25, 2016 --L. Hiland moved to approve minutes with P. Streiff seconded. Motion carried.
9. Adjournment
 

S. Janowiak moved for adjournment, and K. Budsberg seconded. Motion carried. Adjournment occurred at 7:53 p.m.

Respectfully,  
Lexa Speth

Holiday	Date	Day of Week	Date Observed
New Years Day	1/1/2017	Sunday	Monday 1/2/17
Martin Luther King Jr. Day	1/16/2017	Monday	Monday 1/16/17
Good Friday/ Spring Holiday	4/14/2017	Friday	Friday 4/14/17
Memorial Day	5/29/2017	Monday	Monday 5/29/17
Independence Day	7/4/2017	Tuesday	Tuesday 7/4/17
Labor Day	9/4/2017	Monday	Monday 9/4/17
Thanksgiving	11/23/2017	Thursday	Thursday 11/23/17
Day After Thanksgiving	11/24/2017	Friday	Friday 11/24/17
Christmas Eve	12/24/2017	Sunday	Friday 12/22/17
			Saturday 12/23/17
Christmas Day	12/25/2017	Monday	Monday 12/25/17
New Years Eve	12/31/2017	Sunday	Friday 12/29/17
			Saturday 12/30/17

October, 2016

**LIBRARY**

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

Beg. Balance	32,951.49	
Interest	2.24	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		32,953.73

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

Beg. Balance	5,637.76	
Withdrawal		
Deposit (City of Madison)	19.95	
Interest	0.39	
End. Balance		5,658.10

**SUBTOTAL [25-11520]** 38,611.83

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

Beg. Balance	18,732.02	
Interest	14.76	
End Balance		18,746.78

**TOTAL LIBRARY INVESTMENTS** 57,358.61

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

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

Library Capital Campaign Fund		
CASH Deposits thru 7/31/16	655,255.45	
Interest Income from Aug-Sept	192.66	
Less fees from Aug-Sept	-1,291.78	
Gifts received	5,100.00	
Pledges paid Aug-Sept	37,350.00	
CASH Available 9/30/16		696,606.33
Library Operations Fund		
CASH Available 7/31/16	18,061.56	
Gifts received		
Pledges paid	250.00	
Interest Income Aug-Sept	5.15	
Disbursements Aug-Sept	-52.91	
CASH Available 9/30/16		18,263.80
Library Endowment Fund		
Beginning Balance 7/31/16	1,338.06	
Investment Activity	7.64	
Disbursement Activity	-3.71	
BALANCE 9/30/16 [NON-CASH]		1,341.99

**New Glarus Public Library**  
**Director's Report – November 14<sup>th</sup>, 2016**  
**Lauren White, Director**

**Green County Leaders: Update:** The last month has been very busy! One project that was completed was a facilitated group discussion held in the Village Hall Community Room. My assigned partner and I had a group of 9 individuals turn out of a productive discussion on the Monroe Arts Center and offerings they'd like to see. Another project I'm working on this community closet, which is slowly coming together. Our group toured the community closet in Brodhead to see how it's organized and run and we met last week to discuss expectations amongst our group, the church, and Family Promise. Our next class meeting is on November 9<sup>th</sup> and the theme is diversity and multiculturalism. In addition we'll be discussing emotional intelligence and have taken a strengths test to go along with it.

**WLA Conference:** This year, the Wisconsin Library Association Conference was held Oct 25-28 at the Potawatomi Hotel and Casino in Milwaukee. Over the course of the four days, I had the opportunity to attend a variety of sessions on a host of interesting topics. Amongst the most interesting were community lead initiatives, best practices for customer service, and creating a positive work environment. I also attended a session on running a library without a building, which was presented by staff of the Middleton Public Library, which was very informative in terms of maintaining services in the event of a catastrophic building failure.

**Franken Dolls Program:** Erica started this program two years ago and we're happy to report that this year's event at the middle school was wildly popular drawing almost 20 teens. There is something very satisfying about turning an old doll or teddy into something a little more sinister. Erica was most excited about finding a fabulous new fake blood recipe this year and more than happy to throw out the corn syrup recipe.

**Book Tree Display:** We have a fantastic new interactive display on the bulletin board that asks participants to leave a leaf with their favorite book title written on it! So far, our tree is filling out nicely and it's fun to see what everyone loves to read. This display will be up until December, so everyone still has plenty of time to participate!

## 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	201	236	5697	827	2461	1326	686	187	210
October	191	21	5541	957	2596	1073	585	141	189
November									
December									
Total:	2230	2370	59394	8502	27243	14092	5627	2177	1753
<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	22	10	7	726	1127	2967	152	???	19
October	10	9	1	765	1168	2848	128	???	10
November									
December									
Total:	125	74	27	8078	12211	29814	1546		169
<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	2759	209	13	12	130	4	69C/32A	16	231
October	2,488	214	12	6	34	6	91C/33C	12	158
November									
December									
Total:	29211	2112	139	69	370	62	1851C/511A	131	2732

## **New Glarus Public Library Programing and Outreach Attendance**

**October 2016**

<b>Date</b>	<b>Activity</b>	<b>Number of Attendees</b>
<b>Monday, October 3</b>	Yoga	17
<b>Tuesday, October 4</b>	Scrabble	2
<b>Friday, October 7</b>	Preschool Storytime	15C/5A
<b>Tuesday, October 11</b>	Scrabble	3
<b>Wednesday, October 12</b>	Adult Book Club Discussion	9
<b>Friday, October 14</b>	Preschool Storytime	14C/8A
<b>Tuesday, October 18</b>	Scrabble	3
<b>Friday, October 21</b>	Preschool Storytime	20C/8A
<b>Friday, October 21</b>	Family Movie Screening	13C/2A
<b>Monday, October 24</b>	Franken Dolls Program	14C/3A
<b>Tuesday, October 25</b>	Scrabble	0
<b>Friday, October 28</b>	Preschool Storytime	19C/8A

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