

VILLAGE OF NEW GLARUS
MEETING OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVED MINUTES
Tuesday, January 10, 2016 - 6:30 P.M.

Present: President Linda Hiland, Jody Hoesly, Kevin Budsberg, Petra Streiff, Lexa Speth, Director Lauren White, Robert Bergum, and Suzi Janowiak

1. Call to Order: L. Hiland called the meeting to order at 6:32 pm
2. Approval of Agenda: K. Budsberg moved for approval, and P. Streiff seconded. Motion carried.
3. Comments & Questions from the Public*
**(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: Library Director Annual Evaluation
L. Hiland informed the Library Board that Director White’s annual evaluation will take place on Jan 24th in a closed session. Formats for the evaluation and process were emailed to the Board members to complete.
 - B. Discussion and Consideration: Homebound Services Policy
L. White noted the Board members received the draft policy and forms in their emails. L. Hiland questioned the “request for purchase” clause on the draft policy. L. White explained that this was to make a suggestion to the Library about purchasing certain materials for the collection at the Library. L. Hiland suggested a format correction for clarification of instructions and process for delivery and return of collection of materials. L. White asked for approval of the draft policy. K. Budsberg moved that the draft policy and forms be approved. R. Bergum seconded. Motion carried.
 - C. Discussion: Correspondence
L. Hiland shared a thank you card from Howard Weber for a memorial in honor of Darrel Weber
 - D. Discussion and Consideration: Groundwork for Business Model
L. Hiland mentioned that the Co-Chairs are advocating for a business model to be part of the vision as the new library building plans continue. Some partnerships are already formed, but a suggestion was made to reach out to Madison College to see if there would be interest in renting of space for classroom purposes. Also a suggestion made to research the policies about space rental from other libraries. Also, suggestions were made to explore worker space options. K. Budsberg expressed concerns that an idea may develop that the use of library space “for profit” could create a conflict with the library’s role in the community as a free, open, public library. K. Budsberg also wondered if the Co-Chairs could clarify, through example policies or ideas from other libraries, what the business model plan should include. L. Hiland clarified that the three elements involved in the business model idea were the renting of extra space for professional development, for satellite classrooms, and for worker spaces.
5. Old Business
 - A. Discussion and Consideration: Library Building Project:
L. Hiland reviewed that R. Bergum, P. Streiff and L. Hiland met with B. Gadow and R. Truttman to discuss the on-going building project.
6. Bills & Finance Report
 - A. Bills:
L. White presented bills totaling \$18,473.98.
 - B. Financial Statement:
These are included below in the Director’s report. A report summarizing the Library accounts was created by K. Budsberg to help clarify what accounts the Library holds and where funds should be deposited.
7. Director’s Report:
Two reports are included in these minutes from December and January. S. Janowiak commented on the on-line survey and how informative it was to read the responses. K. Budsberg also commented on the on-line survey as a tool for public relations information. L. Hiland asked what our circulation comparison was between 2015 and 2016. L. White commented that she would research this fact.
8. Approval of Minutes:

A. December 19, 2016: Minutes were approved with changes. K. Budsberg moved and L. Hiland seconded. Motion carried.

9. Adjournment

R. Bergum moved for adjournment, and K. Budsberg seconded. Motion Carried. Adjournment occurred at 7:52pm

Respectfully submitted,
Lexa Speth

**New Glarus Public Library
Director's Report – December 19th, 2016
Lauren White, Director**

Scrappy Holidays: In December, Erica hosted a holiday craft program for adults that was well-attended. The basis of the program was to make holiday decorations using scrapbook paper and items included paper trees, Altoid tin ornaments, and snowflake garlands. This is the first adult craft class we've hosted during the holidays and given how well it went over, we look forward to hosting more in the future!

Mickey Mouse Christmas Carol Program: Each year, we try and host a family holiday movie and craft with cookie decorating when students have a half-day at school. This year, we showed A Mickey Mouse Christmas Carol and Ignacia read a few short stories to the attendees. This is always a very successful program and we thank our parents and caregivers for braving the elements to spend time at the library.

2017 Database Renewals: In evaluating was in which we can save money for the next fiscal year, I examined database usage and feel that it is appropriate to terminate our service with ReferenceUSA Business. This database experiences very little traffic annually and as such, cost per use is very, very high. Since we evaluate databases yearly, should there be a demand for this service next year, we'll certainly consider reinstating it. Otherwise, all of our databases remain the same, such as our ever-popular Ancestry.com database and Novelist. There was a small increase in cost for 2017, but nothing significant to report.

Ongoing Building Security Issues: After speaking with Village administration and the police department several times, it has been decided that library staff will lock the outside doors to the Village Hall on non-meeting nights. I made it very clear that the loitering issues are not library issues and that responsibility should be taken by administration and the police to ensure that after-hours vandalism doesn't remain an issue.

2016 Monthly Statistics

New Glarus Public Library 2016	Items Added	Items Deleted	Circulation	Circ. by PSTAT Other	Village of New Glarus	Town of New Glarus	Town of York	Town of Exeter	Dane Co. No Library
January	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	252	436	5703	934	2700	1163	531	156	219
December									
Total:	2482	2806	65097	9436	29943	15255	6158	2333	1972
2016	Patron ILL Requests	ILL Requests Rec'd	ILL Requests Unable to Fill	# Unique Website Visitors	# Website Visits	WiFi Sessions	Public Computer Sessions	Public Computer Hours	New Patrons Register
January	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	13	10	0	840	1264	2557	139	???	8
December									
Total:	138	84	27	8918	13475	32371	1685		177
2016	Patron Visits	Hours Open	Patrons/Hour	# Adult Programs	# Adults Count	# Children Programs	# Children Count	Total Programs	Total # Attend
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	2465	191	13	5	24	2	39C/15A	7	78
December									
Total:	31676	2303	152	74	394	64	1890C/526A	138	2810

**New Glarus Public Library Programing and Outreach Attendance
November 2016**

Date	Activity	Number of Attendees
Tuesday, November 1 st	Scrabble	3
Wednesday, November 9 th	Adult Book Club Discussion	13
Friday, November 11 th	Preschool Story Time	23C/8A
Tuesday, November 15 th	Scrabble	0
Thursday, November 17 th	Scrappy Holidays	9A/1C
Friday, November 18 th	Preschool Storytime	16C/7A
Tuesday, November 22 nd	Scrabble	0
Tuesday, November 29 th	Scrabble	2

TOTAL LIBRARY INVESTMENTS	56,995.44
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**FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)
Community Foundation of Southern WI [most recent information available]**

Library Capital Campaign Fund	
CASH Deposits thru 9/30/16	696,606.33
Interest Income from Oct	111.48
Less fees from Oct	-546.00
Gifts received	0.00
Pledges paid Oct	1,975.00
CASH Available 10/31/16	<u>698,146.81</u>
Library Operations Fund	
CASH Available 9/30/16	18,263.80
Gifts received	
Pledges paid	
Interest Income Oct	2.93
Disbursements Oct	-10.83
CASH Available 10/31/16	<u>18,255.90</u>
Library Endowment Fund	
Beginning Balance 9/30/16	1,341.99
Investment Activity	-20.54
Disbursement Activity	
BALANCE 10/31/16 [NON-CASH]	<u>1,321.45</u>

**New Glarus Public Library
Director's Report – January 10th, 2016
Lauren White, Director**

Winter Reading Challenge: As Erica and I have thought about ways to promote literacy throughout the year and for patrons of all ages, we decided that a great option would be a winter reading challenge. This will largely be supported by our community foundation grant that we received for 2017 and wonderful donations. This will be something that children and adults can

participate in, so it truly is for all-ages. We will have weekly prize drawings as well as a grand prize winning drawing and some of the supporting businesses include Brenda's Blumenladen, Hometown Pharmacy, New Glarus Yoga Center, Kinderladen, and Culver's, to name a few! We are very excited about this new literacy offering, which begins on January 3rd.

Green County Director's 2017 Plans: At the last several meetings, we have discussed how we'd like to use our shared resources for the upcoming year. Everyone is in agreement that we would like to hold another all-day in-service for our staff members at a central location. With that, we hope to offer a few different presentations: one on serving diverse patrons and communities and one on down and dirty reference skills and resources. Additionally, we would like to hold breakout sessions for those interested in categories such as marketing, programming, youth services, etc, so that our staff members can network and idea-share.

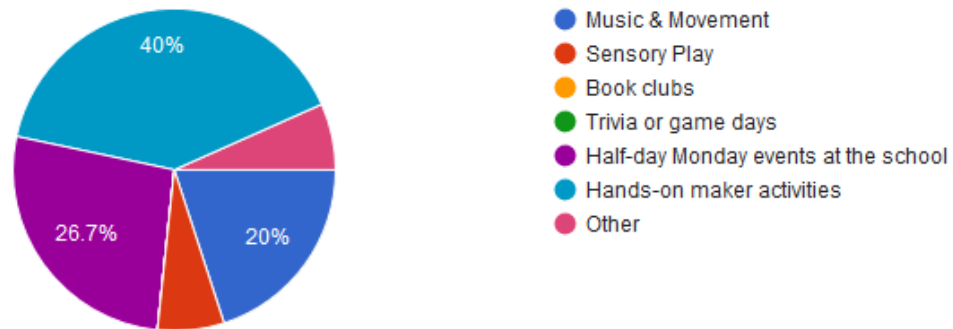
2016 Staff Evaluations and Goals Meetings: All staff evaluations were completed in November and were all satisfactory. Staff will meet with me in January to discuss their annual goals and objectives. From our preliminary discussions, staff seem to have a pretty good idea of what they'd like to work on during the upcoming year.

Online Programming Survey: In late December, Erica created an anonymous online survey for our patrons to fill out regarding our programming offerings the feedback is very useful and we look forward to taking these suggestions to heart and turning them into meaningful growth opportunities. (See attached feedback)

Google survey results (as of 12-28-16):

Are there any types of children's programs that you'd be interested in seeing in the future?

(15 responses)



Is there anything else we can do to make library events more inviting for you and your family?

(4 responses)

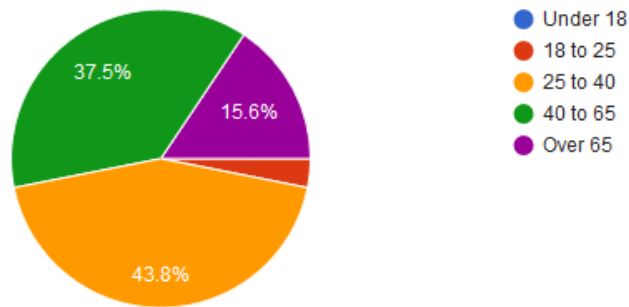
Have you tried to get any authors to stop in for a signing? I think the NGPL is unique and beautiful. If we could make that happen, especially a children's author, that would be amazing. Also, for the half day events, maybe work with big Brothers/big sisters because they meet those afternoons. If you can help them out with games and books, that would be spectacular. Or have your event start after 2:30 on those days, so participants won't miss out.

More offerings for babies and toddlers. Storytime doesn't really meet the needs of my two year old. She's not old enough yet to sit still and listen to several stories. She needs to move and explore. Songs, dance, and sensory play would all be good additions.

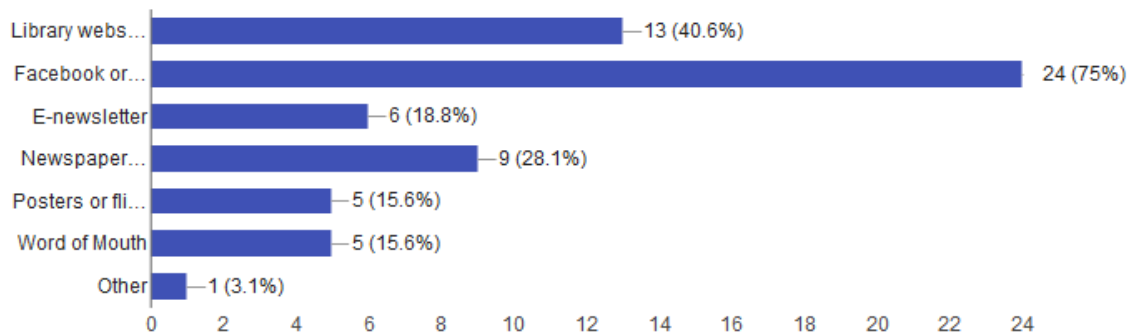
Provide the spaces in a new library that are designed to create the welcoming and learning environment for these services.

Not charge so many late fees. Late fees are NEVER waived. Other libraries cap off child late fees but not NG.

What is your age? (32 responses)



How do you typically hear about library events? (32 responses)



Is there anything else we can do to make library events more inviting to you?

(6 responses)

Expand children's area- offer more toys and activities for kids so they can stay busy while I browse books, offer more children's events besides story time

Make them at the same time as kid events?

No.

Help me add them to my online calendar - is there an APP for that?

The NG library meets my needs and I appreciate all they offer. Thx!

Have pleasant people work there... some are just so stoic. Host an adult book club not only for seniors. Maybe host an adult AND children event.

2016 Monthly Statistics

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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	252	436	5703	934	2700	1163	531	156	219
December	370	388	5037	748	2391	1041	507	168	182
Total:	2852	3194	70134	10184	32334	16296	6665	2501	2154
2016	Patron ILL Requests	ILL Requests Rec'd	ILL Requests Unable to Fill	# Unique Website Visitors	# Website Visits	WiFi Sessions	Public Computer Sessions	Public Computer Hours	New Patrons Register
January	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
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September	22	10	7	726	1127	2967	152	???	19
October	10	9	1	765	1168	2848	128	???	10
November	13	10	0	840	1264	2557	139	???	8
December	10	4	2	697	1101	1913	101	???	7
Total:	148	88	29	9615	14576	34284	1786		184
2016	Patron Visits	Hours Open	Patrons/Hour	# Adult Programs	# Adults Count	# Children Programs	# Children Count	Total Programs	Total # Attend
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	2465	191	13	5	24	2	39C/15A	7	78
December	2043	186	11	5	9	4	54C/19A	9	82
Total:	33719	2489	163	79	403	68	1944C/545A	147	2892

New Glarus Public Library Programing and Outreach Attendance December 2016

Date	Activity	Number of Attendees
Friday, December 2nd	Preschool Storytime	20C/7A
Friday, December 2 nd	Kids Holiday Movie and Cookies	19C/5A
Tuesday, December 6 th	Scrabble	0
Friday, December 9 th	Preschool Storytime	5C/3A
Tuesday, December 13 th	Scrabble	0
Wednesday, December 14 th	Adult Book Club Discussion	9
Friday, December 16 th	Preschool Story Time	10C/4A
Tuesday, December 20 th	Scrabble	0
Tuesday, December 27 th	Scrabble	0

TOTAL LIBRARY INVESTMENTS	56,362.79
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FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)
Community Foundation of Southern WI [most recent information available]

Library Capital Campaign Fund	
CASH Deposits thru 10/31/16	696,606.33
Interest Income from November	115.48
Less fees from November	-107.05
Gifts received	
Pledges paid November	1,965.48
CASH Available 11/30/16	<u>698,580.24</u>
Library Operations Fund	
CASH Available 10/31/16	18,255.90
Gifts received	
Pledges paid	
Interest Income November	3.02
Disbursements November	<u>0.00</u>
CASH Available 11/30/16	<u>18,258.92</u>
Library Endowment Fund	
Beginning Balance 10/31/16	1,321.45
Investment Activity	24.55
Disbursement Activity	<u>0.00</u>
BALANCE 11/30/16 [NON-CASH]	<u>1,346.00</u>

VILLAGE OF NEW GLARUS
MEETING OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVED MINUTES
Tuesday, January 24, 2017 - 6:30 P.M.

Present: President Linda Hiland, Jody Hoesly, Kevin Budsberg, Petra Streiff, Lexa Speth, Director Lauren White, Suzi Janowiak and Robert Bergum

10. Call to Order: Meeting was called to order at 6:32 pm

11. Approval of Agenda: K. Budsberg motioned for the approval of the agenda and R. Bergum seconded. Motion carried.
12. Comments & Questions from the Public*: No public was present.
**(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)*
13. Announcement: The Library Board will convene into closed session #1 called under WI State Statue 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 Evaluation)
14. Old Business
 - A. Discussion and Consideration: Library Building Project:
L. Hiland reported there was nothing new to report. The Board is waiting on the Co-Chairs to respond on the report shared with them about projected operating costs in the new building.
 - B. Discussion and Consideration: Groundwork for Business Model:
L. White emailed the Board different policies from different libraries around the state for the renting of library space and activities in those spaces. L. Hiland requested more time to review the information L. White sent. J. Hoesly found an article on the ethical uses of library spaces for revenue generation to review. L. Hiland reported on preliminary research on the use of the library for co-worker spaces. J. Hoesly requested that the research be broken down to libraries more relevant to the size of building New Glarus will be considering and the community needs. K. Budsberg reported on information researched on community college using the new library space for class offerings. K. Budsberg’s recommendation is that policies and space needs be finalized before reaching out to explore the partnerships further.
15. Reports/Discussion/Consideration:
 - A. Administration Team
 - CFSW Financial Report- These reports are included below.
 - J. Hoesly reported there were some correspondences that had been taken care of.
 - B. Building Committee
 - Nothing to report.
 - C. Co-chairs Team
 - Nothing to report.
 - D. Communication Team
 - Nothing to report.
 - E. Grants Team
 - Nothing to report.
 - F. Partnership Team
 - Nothing to report.
 - G. Village Board Liaison

- P. Streiff reported on the progress with the Village Administrator to find a location for the new softball diamond. L. Hiland asked when it might appear on the Village Board agenda. P. Streiff reported location of the softball diamond might appear on the second meeting in February agenda.

H. Friends of the Library

- S. Janowiak reported the next meet is Wednesday, Jan 25th. Trivia night had a good turn out and was entertaining.

16. The Board will convene into closed session

R. Bergum motioned to move to close session. P. Streiff seconded it. Motion carried.

The results of the roll call vote:

Suzi Janowiak--yes

Kevin Budsberg--yes

Petra Streiff--yes

Jody Hoesly--yes

Robert Bergum--yes

Lexa Speth--yes

Linda Hiland--yes

17. The Board will reconvene into open session

R. Bergum motioned to move to open session. K. Budsberg seconded it. Motion carried.

The results of the roll call vote:

Suzi Janowiak--yes

Kevin Budsberg--yes

Petra Streiff--yes

Jody Hoesly--yes

Robert Bergum--yes

Lexa Speth--yes

Linda Hiland--yes

A. Results of Closed Session: Library Director Evaluation

L. Hiland reported that the trustees evaluated the library director and reported that the Library Board is pleased with the performance.

18. Adjournment

K. Budsberg moved to adjourn and R. Bergum seconded. Motion carried.

Adjournment occurred at 7:19 pm

Respectfully submitted,
Lexa Speth



**COMMUNITY
FOUNDATION**
of Southern Wisconsin

**New Glarus
Library
Operations
Fund**

Fund Activity
for period ending
12/31/2016

Beginning Fund Balance

GIFT ACTIVITY

Contributions

Special Event Income

New Pledges

Total Gift Activity

INVESTMENT ACTIVITY

Interest Income, plus Accrued

Dividend Income, plus Accrued

Realized Gains (Losses)

Unrealized Gains (Losses)

Investment Fees

Total Investment Activity

DISBURSEMENT ACTIVITY

Grants/Scholarships
Approved/Cancelled

Special Event Expense

Other Expenses

CFSW Service Fees

Total Disbursements

Ending Fund Balance

AVAILABLE TO SPEND

**New Glarus Library Operations
Fund - NGLIBC**

Month -to-Date 12/01/2016- 12/31/2016	Year-to-Date 07/01/2016- 12/31/2016
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\$20,258.92	\$19,309.32
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0.00	0.00
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0.00	0.00
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0.00	1,000.00
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0.00	1,000.00
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3.06	16.40
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0.00	0.00
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0.00	0.00
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0.00	0.00
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0.00	0.00
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3.06	16.40
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0.00	0.00
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0.00	0.00
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0.00	10.83
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54.56	107.47
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54.56	118.30
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\$20,207.42	\$20,207.42
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\$18,457.42	
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**COMMUNITY
FOUNDATION**
of Southern Wisconsin

**New Glarus
Library
Endowment
Fund**

Fund Activity
for period ending
12/31/2016

New Glarus Library Endowment Fund - NGLIB		
	Month-to-Date 12/01/2016- 12/31/2016	Year-to-Date 07/01/2016- 12/31/2016
Beginning Fund Balance	\$1,346.00	\$1,318.05
GIFT ACTIVITY		
Contributions	420.00	420.00
Special Event Income	0.00	0.00
New Pledges	0.00	0.00
Total Gift Activity	420.00	420.00
INVESTMENT ACTIVITY		
Interest Income, plus Accrued	0.16	0.40
Dividend Income, plus Accrued	8.38	18.32
Realized Gains (Losses)	9.46	44.48
Unrealized Gains (Losses)	(0.92)	4.81
Investment Fees	(0.21)	(2.75)
Total Investment Activity	16.87	65.26
DISBURSEMENT ACTIVITY		
Grants/Scholarships Approved/Cancelled	0.00	0.00
Special Event Expense	0.00	0.00
Other Expenses	0.00	16.73
CFSW Service Fees	3.90	7.61
Total Disbursements	3.90	24.34
Ending Fund Balance	\$1,778.97	\$1,778.97
AVAILABLE TO SPEND	\$ 0.00	



**COMMUNITY
FOUNDATION**
of Southern Wisconsin

**New Glarus
Library Capital
Fund**

Fund Activity
for period ending
12/31/2016

Beginning Fund Balance

GIFT ACTIVITY

Contributions

Special Event Income

New Pledges

Total Gift Activity

INVESTMENT ACTIVITY

Interest Income, plus Accrued

Dividend Income, plus Accrued

Realized Gains (Losses)

Unrealized Gains (Losses)

Investment Fees

Total Investment Activity

DISBURSEMENT ACTIVITY

Grants/Scholarships
Approved/Cancelled

Special Event Expense

Other Expenses

CFSW Service Fees

Total Disbursements

Ending Fund Balance

AVAILABLE TO SPEND

New Glarus Library Capital Fund - NGLCAP		
	Month -to-Date 12/01/2016- 12/31/2016	Year-to-Date 07/01/2016- 12/31/2016
Beginning Fund Balance	\$727,130.24	\$723,492.87
GIFT ACTIVITY		
Contributions	2,600.00	7,700.00
Special Event Income	0.00	0.00
New Pledges	0.00	0.00
Total Gift Activity	2,600.00	7,700.00
INVESTMENT ACTIVITY		
Interest Income, plus Accrued	116.85	628.64
Dividend Income, plus Accrued	0.00	0.00
Realized Gains (Losses)	0.00	0.00
Unrealized Gains (Losses)	0.00	0.00
Investment Fees	0.00	0.00
Total Investment Activity	116.85	628.64
DISBURSEMENT ACTIVITY		
Grants/Scholarships Approved/Cancelled	0.00	0.00
Special Event Expense	0.00	0.00
Other Expenses	0.71	63.88
CFSW Service Fees	21.25	1,932.50
Total Disbursements	21.96	1,996.38
Ending Fund Balance	\$729,825.13	\$729,825.13
AVAILABLE TO SPEND	\$701,500.13	

**VILLAGE OF NEW GLARUS
MEETING OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVED
MINUTES FOR
Tuesday, February 14, 2017 - 6:30 P.M.**

**Present: Kevin Budsberg, Robert Bergum, Petra Streiff, Lexa Speth,
Director Lauren White, President Linda Hiland, and Jody Hoesly
Absent: Suzi Janowiak**

1. Call to Order: L. Hiland called the meeting to order at 6:30 pm
2. Approval of Agenda: K. Budsberg motioned for the approval of the agenda, and R. Bergum seconded. Motion carried.
3. Comments & Questions from the Public*--No public was present at this 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: Library Director’s 2017 Goals:

Director White explained a timeline for completing goals and her process for completing tasks. R. Bergum moved for approval of goals, and K. Budsberg seconded. Motion carried.

B. Discussion and Consideration: Strategic Planning:

L. Hiland suggested the steps for strategic planning needed to be reviewed and SCLS needs to be contacted and scheduled to begin the process. L. White said she would contact SCLS about getting information and direction on how to start the process.

C. Discussion and Consideration: Township Relationship:

L. Hiland mentioned that as a Library Board, we could find ways to strengthen our partnership with the Township of New Glarus. K. Budsberg mentioned that it would be meaningful if the Library Board could have a presence at a Township Board Meeting.

D. Discussion and Consideration: 2016 Annual Report:

This report was reviewed by the Library Board. This report will be made public later in the year through the Wisconsin Department of Public Instruction. L. White mentioned circulation dropped from last year, but that was expected. R. Bergum moved to approve the annual report, and K. Budsberg seconded. Motioned carried.

Discussion and Consideration: 2017 Library Closure: Staff Development Day

L. White is organizing a day to continue staff development to improve services. The training will be held in the New Glarus Library on April 26th. J. Hoesly motioned to close the library on April 26th for staff development, and P. Streiff seconded. Motioned carried.

5. Old Business:

Discussion and Consideration: Library Building Project:

P. Streiff mentioned that the location of the new softball diamond is still an on going process.

Discussion and Consideration: Groundwork for Business Model:

L. Hiland mentioned that she will be forwarding an article for us to review on the Business Model. The general consensus at this time is that the policies for room use and payment in different libraries are widely varied. L. Hiland asked if the Library Board needed to continue research in this area. The response was that enough research has been completed to help establish a direction to consider.

6. Bills & Finance Report

A. Bills—Bills were reviewed totaling: \$903.77.

B. Financial Statement—See report attached below.

7. Director's Report—P. Streiff mentioned she enjoyed reading about the story time at the New Glarus Home. See report attached below.

8. Approval of Minutes:

A. January 10, 2017— K. Budsberg motioned to approve with corrections, and P. Streiff seconded. Approval carried with corrections.

B. January 24, 2017— P. Streiff moved to approve with corrections, and R. Bergum seconded. Approval carried with corrections.

9. Adjournment: Adjournment was motioned by R. Bergum, and seconded by K. Budsberg. Motion carried. Adjournment occurred at 7:23 pm.

Respectfully submitted,
Lexa Speth

JANUARY, 2017

LIBRARY

SAVINGS #402521390 (APY .10%)

Beg. Balance	32,958.13	
Interest	2.24	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		32,960.37

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

Beg. Balance	4,628.81	
Withdrawal (attorney bill)		
Deposit (City of Madison)		
Interest	0.31	
End. Balance		4,629.12
SUBTOTAL [25-11520]		37,589.49

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

Beg. Balance	18,775.85	
Interest	15.07	
End Balance		18,790.92

TOTAL LIBRARY INVESTMENTS 56,380.41

**FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)
Community Foundation of Southern WI [most recent information available]**

Library Capital Campaign Fund		
CASH Deposits thru 11/30/16		698,580.24
Interest Income from December		116.85
Less fees from December		-21.96
Gifts received		2,600.00
Pledges paid December		225.00
CASH Available 12/31/16		701,500.13
Library Operations Fund		
CASH Available 11/30/16		18,258.92
Gifts received		
Pledges paid		250.00
Interest Income December		3.06
Disbursements December		-54.56
CASH Available 12/31/16		18,457.42
Library Endowment Fund		
Beginning Balance 11/30/16		1,346.00
Contributions		420.00
Investment Activity		16.87
Disbursement Activity		-3.90
BALANCE 12/31/16 [NON-CASH]		1,778.97

Director's Report – February 14th, 2016

Lauren White, Director

Homebound Services: Erica and I have been working closely together to plan the launch of our homebound services program and we are thrilled to bring this opportunity to our community. We recently met with our volunteer to develop a schedule and decide the best way to plan deliveries. Erica has spoken with Pat at the Home and she is very excited to partner. Our hope is that we can get patrons registered and then have the activities coordinator be a drop off and pick up point for the bags. Speaking of which, it is our hope that the Friends will donate some of their newly designed canvas tote bags to be used for this program—we will discuss this with them during their meeting in February. Our goal is to launch the program at the beginning of March.

2017 Staff Goals Meetings: All salaried staff members have set appointments for their goals meeting for the year, which will take place February 20-23rd. They have been asked to prepare 3-5 goals with objectives and this is a continuation from years past. Some staff members still struggle to identify SMART goals and we meet to not only discuss the goals, but also make any necessary adjustments.

Middle School Genealogy Visit: Erica was contacted by the school district to teach a 5th grade class about local history research and resources and she reported that it was a hit. She was out at the school on January 23rd and showed them how to use Recollection Wisconsin, which is something NGPL participates in, and also showed them how to find their parents and teachers in the old yearbooks—according to her, the students found this hilarious. The second part of the session was supposed to include a day of instruction by the Green County Historical Society, but due to inclement weather, they had to cancel their portion of the presentation.

Story Time at the New Glarus Home: After attending a youth services workshop, Ignacia decided that she would like to try presenting story times at the New Glarus Home in addition to her regular sessions. This is something that the Spring Green Public Library currently does and has been successful with. From my understanding, the goal is to create a non-threatening experience for children of being with individuals who are elderly and/or impaired, which will serve as a foundation for sensitized interaction with people, over the course of their lives and to

provide therapeutic recreation for residents in the form of daily intergenerational activity. Residents can actively participate or passively observe. Pat at the Home is very excited about this partnership and we're thrilled to expand offerings to residents who are unable to come to the library.

2017 BadgerNet Upgrade: NGPL was contacted by SCLS at the end of 2016 to let us know that we're due for a BadgerNet upgrade, which will greatly increase our wireless speeds. While this is exciting, we were also told to prepare to set aside \$1,500-2,000 to cover the cost of equipment, but it's unclear as to whether or not we will be charged. There are a lot of uncertainties and the only thing we know for sure is that we will be upgraded during the first quarter of the year. TDS was at the library during the first week of February to do an equipment survey and now they'll pass along the information to their engineers and they can begin drawing up additional plans. We will likely have one more survey before work begins.

January 2017 Program Attendance

Event	Date	Number of Attendees
Scrabble	Tuesday, January 3	4
Preschool Story Time	Friday, January 6 th	10C/3A
Scrabble	Tuesday, January 10 th	0
Adult Book Club	Wednesday, January 11 th	Cancelled
Coloring Club	Thursday, January 12 th	4C/4A
Preschool Story Time	Friday, January 13 th	14C/6A
Scrabble	Tuesday, January 17 th	Cancelled
Coloring Club	Thursday, January 19 th	2
Preschool Story Time	Friday, January 20 th	11C/4A
Scrabble	Tuesday, January 24 th	3
Coloring Club	Thursday, January 26 th	3A/1C
Preschool Story Time	Friday January 27 th	18C/7A
Scrabble	Tuesday, January 31 st	0
Middle School Genealogy Visit	Wednesday, January 25	70C/2A

January 2017 Monthly Statistics

New Glarus Public Library 2017	Items Added	Items Deleted	Circulation	Circ. by PSTAT Other	Village of New Glarus	Town of New Glarus	Town of York	Town of Exeter	Dane Co. No Library
January	221	304	6060	1440	3020	1633	1072	1526	249
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total:	221	304	6060	1440	3020	1633	1072	1526	249
2017	Patron ILL Requests	ILL Requests Rec'd	ILL Requests Unable to Fill	# Unique Website Visitors	# Website Visits	WiFi Sessions	Public Computer Sessions	Public Computer Hours	New Patrons Register
January	12	10	0	881	1426	2091	159	???	19
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total:	12	10	0	881	1426	2091	159		19
2017	Patron Visits	Hours Open	Patrons/Hour	# Adult Programs	# Adults Count	# Children Programs	# Children Count	Total Programs	Total # Attend
January	2441	195	13	8	16	5	128C/29A	13	173
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total:	2441	195	13	8	16	5	128C/29A	13	173

VILLAGE OF NEW GLARUS

**MEETING OF THE NEW GLARUS PUBLIC LIBRARY BOARD APPROVED
MINUTES Tuesday, February 28, 2017 - 6:30 P.M.**

**Present: Kevin Budsberg, Robert Bergum, Petra Streiff, Lexa Speth,
Director Lauren White, President Linda Hiland, Jody Hoesly, and Suzi
Janowiak**

19. Call to Order: L. Hiland called the meeting to order at 6:30 pm.
20. Approval of Agenda: R. Bergum motioned for approval of the agenda and K. Budsberg seconded. The motion carried.
21. Comments & Questions from the Public*: No public attended this 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)*
22. Old Business:
 - A. Discussion and Consideration: Library Building Project
 - L. Hiland reported on a conversation with B. Gadow about the progress on the location of the softball site. B. Gadow suggested that the location discussion might be on the Village Board Agenda for Tuesday, March 7th.
 - B. Discussion and Consideration: Strategic Planning:
 - L. White gave an update. SCLS can conduct the Strategic Planning. It is a service provided for free. The process takes about 9 months to complete. The initial meeting is to be scheduled.
23. Reports/Discussion/Consideration:
 - I. Administration Team
 - CFSW Financial Report-See reports attached below
 - J. Hoesly reported that everything is balanced. K. Budsberg noted that in the capital funds report there was a \$300.00 reduction. This is because an individual in the state of Oregon cancelled a pledge, but this individual had satisfied 4 of a 5 year pledge.
 - J. Building Committee :
 - There was no meeting.
 - K. Co-chairs Team:
 - They have not had a meeting. They are waiting on a decision about the softball diamond before meeting again. Possible meeting may occur on Monday, March 13th.
 - L. Communication Team:
 - Nothing new to report.
 - M. Grants Team:
 - J. Hoesly reported on a new website from Foundations.org that has access to foundation grants specifically for libraries. J. Hoesly mentioned she would send the Library Board members a link to the site.
 - N. Partnership Team:
 - L. Hiland reported that she was still planning on contacting the Town of New Glarus. J. Hoesly mentioned she had reached out to contact the Town of New Glarus about a need for a new kid friendly technology. L. White brought the idea of a WePlaySmart table. The Library Board will ask to be on the agenda to discuss funding the new kid friendly technology.
 - O. Village Board Liaison:
 - Nothing new to report
 - P. Friends of the Library:

- L. White reported that Friends met last week. L. White reported on a program for National Library Week that the Friends and Visions partner in, in which PK through 4 grade students will be given one book to own. Friends are also sponsoring the homebound book bags for book delivery and pick up. L. Hiland asked if we can get some press coverage for the book give away to highlight what the Library is contributing to the community.

24. Adjournment:

- K. Budsberg moved to adjournment, and R. Bergum seconded. Motion carried. Adjournment occurred at 7:09pm.

Respectfully submitted,
L. Speth



**New Glarus
Library
Endowment
Fund**

Fund Activity
for period ending
01/31/2017

New Glarus Library Endowment Fund - NGLIB		
	Month -to-Date <small>01/01/2017- 01/31/2017</small>	Year-to-Date <small>07/01/2016- 01/31/2017</small>
Beginning Fund Balance	\$1,778.97	\$1,318.05
GIFT ACTIVITY		
Contributions	0.00	420.00
Special Event Income	0.00	0.00
New Pledges	0.00	0.00
Total Gift Activity	0.00	420.00
INVESTMENT ACTIVITY		
Interest Income, plus Accrued	0.23	0.63
Dividend Income, plus Accrued	1.51	19.83
Realized Gains (Losses)	2.15	46.63
Unrealized Gains (Losses)	19.92	24.73
Investment Fees	(1.12)	(3.87)
Total Investment Activity	22.69	87.95
DISBURSEMENT ACTIVITY		
Grants/Scholarships Approved/Cancelled	0.00	0.00
Special Event Expense	0.00	0.00
Other Expenses	0.00	16.73
CFSW Service Fees	0.00	7.61
Total Disbursements	0.00	24.34
Ending Fund Balance	\$1,801.66	\$1,801.66
AVAILABLE TO SPEND	\$ 0.00	



**COMMUNITY
FOUNDATION**
of Southern Wisconsin

**New Glarus
Library
Operations
Fund**

Fund Activity
for period ending
01/31/2017

Beginning Fund Balance

GIFT ACTIVITY

Contributions

Special Event Income

New Pledges

Total Gift Activity

INVESTMENT ACTIVITY

Interest Income, plus Accrued

Dividend Income, plus Accrued

Realized Gains (Losses)

Unrealized Gains (Losses)

Investment Fees

Total Investment Activity

DISBURSEMENT ACTIVITY

Grants/Scholarships
Approved/Cancelled

Special Event Expense

Other Expenses

CPSW Service Fees

Total Disbursements

Ending Fund Balance

AVAILABLE TO SPEND

New Glarus Library Operations Fund - NGLUBc		
	Month-to-Date 01/01/2017- 01/31/2017	Year-to-Date 07/01/2016- 01/31/2017
Beginning Fund Balance	\$20,207.42	\$19,309.32
GIFT ACTIVITY		
Contributions	200.00	200.00
Special Event Income	0.00	0.00
New Pledges	0.00	1,000.00
Total Gift Activity	200.00	1,200.00
INVESTMENT ACTIVITY		
Interest Income, plus Accrued	3.25	19.65
Dividend Income, plus Accrued	0.00	0.00
Realized Gains (Losses)	0.00	0.00
Unrealized Gains (Losses)	0.00	0.00
Investment Fees	0.00	0.00
Total Investment Activity	3.25	19.65
DISBURSEMENT ACTIVITY		
Grants/Scholarships Approved/Cancelled	0.00	0.00
Special Event Expense	0.00	0.00
Other Expenses	8.16	18.99
CPSW Service Fees	0.00	107.47
Total Disbursements	8.16	126.46
Ending Fund Balance	\$20,402.51	\$20,402.51
AVAILABLE TO SPEND	\$18,652.51	



**COMMUNITY
FOUNDATION**
of Southern Wisconsin

**New Glarus
Library Capital
Fund**

Fund Activity
for period ending
01/31/2017

Beginning Fund Balance

GIFT ACTIVITY

Contributions

Special Event Income

New Pledges

Total Gift Activity

INVESTMENT ACTIVITY

Interest Income, plus Accrued

Dividend Income, plus Accrued

Realized Gains (Losses)

Unrealized Gains (Losses)

Investment Fees

Total Investment Activity

DISBURSEMENT ACTIVITY

Grants/Scholarships
Approved/Cancelled

Special Event Expense

Other Expenses

CFSW Service Fees

Total Disbursements

Ending Fund Balance

AVAILABLE TO SPEND

New Glarus Library Capital Fund - NGLCAP	
Month-to-Date 01/01/2017- 01/31/2017	Year-to-Date 07/01/2016- 01/31/2017
\$729,825.13	\$723,492.87
417.00	8,117.00
0.00	0.00
(300.00)	(300.00)
117.00	7,817.00
122.88	751.52
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
122.88	751.52
0.00	0.00
0.00	0.00
0.62	64.70
141.25	2,073.75
142.07	2,138.45
\$729,922.94	\$729,922.94
\$701,922.94	

**Village of New Glarus
Approved Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, March 14, 2017**

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

APPROVAL OF AGENDA: Moved to approve the agenda by B. Bergum second by P. Streiff. Motion Carried.

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

NEW BUSINESS:

A. DISCUSSION AND CONSIDERATION: 2017 ARSL CCONFERENCE: Director White reported that she had a high level of interest in attending this year's Association for Rural and Small Libraries Conference in St. George UT. Since it is a national conference she is aware there is a high cost involved in attending, approximately \$1,260 (incl. airfare, lodging, meals, registration). Director White commented that she has identified this conference as valuable since it is a well-respected conference, with a mission to serve smaller libraries like ours; in contrast, most other large conferences have many sessions that offer programming that applies more to larger libraries. Additionally, Ms. White indicated that cost is a large factor for her, and she has submitted a program proposal to the conference (which would waive registration) and a continuing education grant to help offset the cost to preserve as much of the professional development budget as possible. If outside assistance can't be found, Director White advised the Board that she may not attend. J. Hoesly indicated that the 2018 conference may be closer, and K. Budsberg recommended attending if possible since national conferences offer excellent and rare opportunities for development. Consensus of the Board was supportive of Director White attending.

OLD BUSINESS

A. DISCUSSION AND CONSIDERATION: LIBRARY BUILDING PROJECT:

President Hiland reported that at the March 7, 2017 Village Board meeting, the Village Board voted 5-1 in favor of re-locating the Glarner Park ballfield to Veteran's Park. Ms. Hiland continued that the next steps would be for Village Administrator Gaddow to work on budget, funding, and refining the plan for the project. P. Streiff indicated that she believed the next action by the Village Board would be on the budget for the ball field relocation, but was not certain on the timeframe.

L. Hiland also reported that the co-chairs are aware of the village commitment to move the ball field, and are keen on getting the fundraising moving quickly. This would begin with another 'quiet phase,' which would involve updating campaign materials, and working on an updated strategy. The co-chairs requested that the Library Board focus on updating the operational budget, with an emphasis on revenues.

President Hiland asked whether contact should be made with DimIV and Maas Bros., and the consensus of the Board was that this made sense. The Board requested information on an updated building cost estimate mainly focused on inflation and other factors that would affect the cost like wage policies with an anticipated construction start date of Spring 2018.

Finally, President Hiland asked whether the Board felt it would be appropriate to consider selling the Hwy 39 site. The consensus of the Board was affirmative, and that a closed session should be scheduled at the next appropriate meeting to discuss strategy.

B. DISCUSSION AND CONSIDERATION: STRATEGIC PLANNING UPDATE:

Director White reported that she had a discussion with Shawn at SCLS, and they will

help with the planning. The first step is to speak with staff. There will also be up to three facilitated public meetings. There will be no cost to the library for the planning if done with SCLS.

BILLS & FINANCE REPORT:

A. BILLS: Bills were reviewed totaling \$11,551.32

B. FINANCIAL STATEMENT: See statement attached below.

ADJOURNMENT: Meeting adjourned on a motion by J. Hoesly, second by P. Streiff.
Motion carried at 7:33PM

*Respectfully Submitted,
Kevin Budsberg, Treasurer
Secretary Pro Temp.*

VILLAGE OF NEW GLARUS
FINANCIALS - FEBRUARY, 2017

LIBRARY

SAVINGS #402521390 (APY .10%)

Beg. Balance	32,960.37	
Interest	2.03	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		32,962.40

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

Beg. Balance	4,629.12	
Withdrawal (attorney bill)		
Deposit (City of Madison)		
Interest	0.29	
End. Balance		4,629.41

SUBTOTAL [25-11520] 37,591.81

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

Beg. Balance	18,790.92	
Interest	14.56	
End Balance		18,805.48

TOTAL LIBRARY INVESTMENTS 56,397.29

**FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)
Community Foundation of Southern WI [most recent information available]**

Library Capital Campaign Fund		
CASH Deposits thru 12/31/16	701,500.13	
Interest Income from January	122.88	
Less fees from January	-142.07	
Gifts received	117.00	
Pledges paid December	325.00	
CASH Available 1/31/17		701,922.94
Library Operations Fund		
CASH Available 12/31/16	18,457.42	
Gifts received		
Pledges paid	200.00	
Interest Income January	3.25	
Disbursements January	-8.16	
CASH Available 1/31/17		18,652.51
Library Endowment Fund		
Beginning Balance 12/31/16	1,778.97	
Contributions		
Investment Activity	22.69	
Disbursement Activity		
BALANCE 1/31/17 [NON-CASH]		1,801.66

Approved Minutes of the Board of Trustees
New Glarus Public Library
March 28, 2017 6:30 pm
New Glarus Village Hall Boardroom

1. Meeting was called to order by President Linda Hiland at 6:31. Trustees present, in addition to Hiland, were: Bob Bergum, Petra Streiff, Kevin Budsberg, Jody Hoesly, and Suzi Janowiak. Absent: Lexa Speth. Also present: Library Director Lauren White.
2. President Hiland announced that the Board would go into closed session per State Statute 19.85 (1) (e)
3. Kevin Budsberg moved to approve the agenda, 2nd by Petra Streiff. Motion carried.
4. Comments and Questions from the Public: none.
5. Old Business: Discussion and Consideration: Library Building Project: President Hiland brought up recent correspondence with Jim Gersich of Dimension IV. Due to the long delay on construction, costs have risen significantly. The Board acknowledged the need to increase both the fundraising goal. The existing campaign and building documents will also be updated. President Hiland and Director White will lead the effort to create new space needs document. Bob Bergum suggested we add testimonials from nearby communities who have recently built new libraries, and the benefits the communities have enjoyed since construction.

Discussion of 'naming' opportunities still available to prospective donors. Library Director White and Jody Hoesly are working on updating the projected operating budget. As always, grant opportunities are being explored. Discussion of additional outside sources of income that we can pursue; as well as long term fundraising for the Endowment fund.

Strategic Planning: Director White is still scheduling initial meetings for this process.

Sale of West Side Site: Consensus to start the process of selling the property. Jody Hoesly moved to proceed with sale of West Side site, second by Bob Bergum. Motion carried. Details to be discussed under Item 7 (closed session).

6. Committee Reports
 - A. Administration Team: Reports balanced. Jody Hoesly requested we ask representatives from the CFSW to meet with us to discuss coordination of new fundraising efforts. This will be in April or May.
 - B. Building Committee: We will arrange a meeting of the new team
 - C. Co-Chairs: We are recruiting new team members and identified those to ask
 - D. Communication Team: Kevin Budsberg will be liaison to new team
 - E. Grants Team: Exploring opportunities for funding and equipment for new library at the present time.
 - F. Partnership: The Board expressed our deep gratitude to the Town of New Glarus for their donation of the WePlaySmart table for the children's area, as well as their offer

- of help fundraising for the building project. Kevin Budsberg will send a thank you letter from the Board.
- G. Village Board Liaison: Petra Streiff reported an article will appear in the paper regarding the new ballfield at Veteran's Park, as well as how it relates to the new library project.
 - H. Friends of the Library: Will be providing free books at the grade school to celebrate National Library Month (April).
7. Kevin Budsberg moved to go into closed session, second by Bob Bergum. Roll call vote: Petra Streiff: Aye Bob Bergum: Aye Jody Hoesly: Aye Kevin Budsberg: Aye Suzi Janowiak: Aye Linda Hiland: Aye
 8. Suzi Janowiak moved to come out of closed session, second by Kevin Budsberg. Roll call vote: Petra Streiff: Aye Bob Bergum: Aye Jody Hoesly: Aye Kevin Budsberg: Aye Suzi Janowiak: Aye Linda Hiland: Aye
 9. Results of closed session: Board discussed sale of West Side site.
 10. Bob Bergum moved to adjourn, second by Suzi Janowiak. Motion carried at 8:45 PM.

Respectfully submitted, Suzi Janowiak, Vice President
Secretary Pro Temp.

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, April 11, 2017**

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

Call to Order Meeting was called to order at 6:30 by President Hiland.

President Hiland made the announcement: The Library Board will convene into Closed Session #1 called under WI State Statute 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining require a closed session (Sale of West Side Site).

APPROVAL OF AGENDA: A motion for the agenda to be approved was made by K. Budsberg, second by Petra Streiff. Motion carried.

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

OLD BUSINESS:

A. DISCUSSION & CONSIDERATION: Library Building Project: L. Hiland noted that she sent an email to Jim Gersich from Dimension IV Madison in regards to a name change in the children's area of the new building plans. She also reported that the co-chairs met on April 10, 2017 and have asked that a meeting be called for the library board, the capital campaign co-chairs, and the building committee. L. Hiland then recommended that the meeting be scheduled for May 1, 2017 at 7:00pm. She also reminded the library board that representatives from the Community Foundation of Southern Wisconsin will be in attendance at the April 25, 2017 meeting. Correction by Jody Hoesly that the date they will be in attendance is May 23, 2017.

B. DISCUSSION & CONSIDERATION: Sale of West Side Site: R. Bergum emailed the board to let them know that he has contacted an appraiser for the west side site and that the appraisal will be completed by April 21, 2017.

BILLS / FINANCIAL REPORT: There were two sets of bills presented: the March 28, 2017 bills totaled \$1,284.35 and the April 11, 2017 bills totaled \$10244.94. The bills were initialed by trustees to show approval for payment. Prior to the meeting Director White had emailed the April 2017 financial report prepared by L. Erb.

APPROVAL OF MINUTES:

A. Moved to approve the March 14, 2017 Library Board minutes, noting typographical corrections, by P. Streiff, second by K. Budsberg. Motion Carried

B. Moved to approve the March 28, 2017 Library Board minutes, noting typographical corrections, by K. Budsberg, second by P. Streiff. Motion Carried.

CONVENE INTO CLOSED SESSION: Moved to go into closed session by K. Budsberg, second by J. Hoesly. By roll call vote: K. Budsberg-yes; J. Hoesly-yes; and P. Streiff-yes; Linda Hiland-yes. Motion carried at 7:05 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by P. Streiff, second by K. Budsberg. By roll call vote: K. Budsberg-yes; J. Hoesly-yes; and P. Streiff-yes; Linda Hiland-yes. Motion carried at 7:20 p.m.

RESULTS OF CLOSED SESSION: Board was updated on the sale of the west side site.

ADJOURNMENT: Meeting adjourned on a motion by J. Hoesly, second by K. Budsberg. Motion carried at 7:22 p.m.

*Respectfully Submitted,
Lauren White, Library Director*

DIRECTOR'S REPORT:

Town of New Glarus Donation:

It is with great enthusiasm that I'm able to talk about a brand new piece of equipment that we have acquired thanks to an incredibly generous donation by the Town of New Glarus. The WePlaySmart table by Hatch Early Learning is the first and only multi-touch smart table that develops social-emotional skills. When looking to replace our outdated children's computer, choosing this device was a no-brainer. This table has been intentionally developed to introduce games that support four core social-emotional skills: behavior, emotional, social competence, and executive function skills. This is a tool that really encourages children to play together, as opposed to our current computer, which really only allows one child to play. We are excited to introduce this to our patrons and see them develop new skills while visiting the library. Our goal has always been to promote learning and cooperation in our facility and with the help of this technology, we will not only encourage these skills, but also create positive experiences for our next generation of life-long library users.

Green County Library Directors Meeting:

Directors met on March 30th to discuss our upcoming staff in-service and the upcoming Green County Library Board meeting. Jody Hoesly from the South Central Library System was also in attendance to present an infographic she has been working on that will be used at an upcoming county-wide library board meeting. Directors met to discuss their approach and strategy in filling vacant county library board seats and how to recruit passionate advocates. Directors also finalized plans for the upcoming in-service.

Driftless Area Artists Event:

In early 2017, the library was approached by the DAA because they wanted to display their art in our display case. They have had success in other Green county libraries and while our space is somewhat limited, we invited them to display their small pieces and then our library assistant, Rachel, spoke with them about having a "meet the artists" gathering. So, on March 24th, we invited the community to enjoy an evening of art, activities, and conversation. We had almost 50 attendees and received overwhelmingly positive feedback. Our hope is to partner with them in the future for other art-related programming.

Community Closet Update:

After months of hard work and preparation, the Monroe Area Community Closet is officially open to the public! We opened our doors on March 20th and the amount of clothing donated has been incredible. While the Green County Leaders program is winding down, we are still working hard to make sure the closet is a sustainable project and one that is done well.

March 2017 Program Attendance

Event	Date	Number of Attendees
Preschool Story Time	Friday, March 3 rd	21C/9A
1,000 Books Party	Saturday, March 4 th	8C/8A
Scrabble	Tuesday, March 7 th	4
Adult Book Club Discussion	Wednesday, March 8 th	11
Preschool Story Time	Friday, March 10 th	23C/7A
Scrabble	Tuesday, March 14 th	2
All Ages Storytime	Thursday, March 16 th	11A
Preschool Story Time	Friday, March 17 th	16C/7A
Scrabble	Tuesday, March 21 st	3
Preschool Storytime	Friday, March 24 th	16C/7A
Driftless Artists Event	Friday, March 24 th	41A/5C
Game Day	Monday, March 27 th	21C/12A
Movie Screening	Tuesday, March 28 th	33C/10A
Scrabble	Tuesday, March 28 th	0
PlusPlus Building	Thursday, March 30 th	12C/8A
Preschool Storytime	Friday, March 31 st	10C/6A

March 2017 Monthly Statistics

New Glarus Public Library 2017	Items Added	Items Deleted	Circulation	Circ. by PSTAT Other	Village of New Glarus	Town of New Glarus	Town of York	Town of Exeter	Dane Co. No Library
January	221	304	6060	1440	3020	1633	1072	1526	249
February	247	272	5260	1499	2781	1233	882	1579	284
March	216	186	6267	1256	2756	1199	571	243	242
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total:	684	762	17587	4195	8557	4065	2525	3348	775
2017	Patron ILL Requests	ILL Requests Rec'd	ILL Requests Unable to Fill	# Unique Website Visitors	# Website Visits	WiFi Sessions	Public Computer Sessions	Public Computer Hours	New Patrons Register
January	12	10	0	881	1426	2091	159	???	19
February	14	10	1	656	1049	2385	130	???	10
March	13	8	4	805	1269	2202	129	???	9
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total:	39	28	5	2342	3744	6678	418		38
2017	Patron Visits	Hours Open	Patrons/Hour	# Adult Programs	# Adults Count	# Children Programs	# Children Count	Total Programs	Total # Attend
January	2441	195	13	8	16	5	128C/29A	13	173
February	2383	200	12	9	33	3	65C/19A	12	117
March	2866	227	13	7	72	9	160C/79A	16	316
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total:	7690	622	38	24	121	17	353C/127A	41	606

TOTAL LIBRARY INVESTMENTS	56,397.29
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FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)
 Community Foundation of Southern WI [most recent information available]

Library Capital Campaign Fund	
CASH Deposits thru 12/31/16	701,500.13
Interest Income from January	122.88
Less fees from January	-142.07
Gifts received	117.00
Pledges paid December	325.00
CASH Available 1/31/17	701,922.94
Library Operations Fund	
CASH Available 12/31/16	18,457.42
Gifts received	
Pledges paid	200.00
Interest Income January	3.25
Disbursements January	-8.16
CASH Available 1/31/17	18,652.51
Library Endowment Fund	
Beginning Balance 12/31/16	1,778.97
Contributions	
Investment Activity	22.69
Disbursement Activity	
BALANCE 1/31/17 [NON-CASH]	1,801.66

**Village of New Glarus
 Minutes of the Library Board of Trustees
 New Glarus Public Library
 Tuesday, April 25, 2017
 New Glarus Village Hall Boardroom**

1. Meeting was called to order by President Linda Hiland at 6:32. Trustees present, in addition to Hiland, were: Bob Bergum, Petra Streiff, Kevin Budsberg, and Suzi Janowiak. Absent: Jody Hoesly and Lexa Speth. Also present: Library Director Lauren White.
2. Announcement: The Library Board will convene into Closed Session #1 called under WI State Statute 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining require a closed session (Sale of West Side Site).
3. Kevin Budsberg moved to approve the agenda, 2nd by Bob Bergum. Motion carried.
4. Comments and Questions from the Public: none.
5. New Business: 2017 Officer Elections:
 Discussion of current officer positions and possible changes. President Hiland indicated she had spoken with Jody Hoesly prior to the meeting regarding officer elections. After

discussion, Kevin Budsberg moved to close nominations and cast a unanimous ballot for Linda Hiland as President, second by Bob Bergum. Motion carried. Linda Hiland moved to close nominations and cast a unanimous ballot for Bob Bergum as Vice President, second by Suzi Janowiak. Motion carried. Kevin Budsberg moved to close nominations and cast a unanimous ballot for Suzi Janowiak as Secretary, second by Bob Bergum. Motion carried. Petra Streiff moved to close nominations and cast a unanimous ballot for Kevin Budsberg as Treasurer, second by Bob Bergum. Motion carried.

6. Old Business:

A. Library Building Project: Linda Hiland distributed copies of the updated projected operating budget for the new library, created by Jody Hoesly.

B. Sale of West Side Site: to be covered in Item 8

7. Committee Reports

I. Administration Team: No report

J. Building Committee: Special joint meeting of Library Board, Co Chairs Team, Communication Team, and Building Committee to meet on May 1.

K. Co-Chairs: New Co Chairs have been recruited and we continue to build the team

L. Communication Team: Working on new Capital Campaign materials

M. Grants Team: No report

N. Partnership: PlaySmart table, donated by the Town of New Glarus, has arrived and is a great new asset in the Children's Area.

O. Village Board Liaison: Village Staff and others are actively working on plans for the new ballfield at Veteran's Park.

P. Friends of the Library: April book giveaway at the grade school was a big success.

8. Suzi Janowiak moved to go into closed session, second by Bob Bergum. Roll call vote: Petra Streiff: Aye Bob Bergum: Aye Kevin Budsberg: Aye Suzi Janowiak: Aye Linda Hiland: Aye

9. Bob Bergum moved to come out of closed session, second by Kevin Budsberg. Roll call vote: Petra Streiff: Aye Bob Bergum: Aye Kevin Budsberg: Aye Suzi Janowiak: Aye Linda Hiland: Aye

10. Linda Hiland moved to adjourn, second by Kevin Budsberg. Motion carried at 8:02 PM.

Respectfully submitted, Suzi Janowiak, Secretary

Village of New Glarus

Minutes of the Library Board of Trustees Special Meeting
New Glarus Public Library
Monday, May 1, 2017
New Glarus Village Hall Boardroom

1. Meeting was called to order at 7:08 pm by President Linda Hiland. Trustees present (in addition to Hiland) were Petra Streiff, Jody Hoesly, Kevin Budsberg, Bob Bergum, and Suzi Janowiak. Also present: Library Director Lauren White, Mary Usher, Tim Usher, Mary Hillstrom, Chuck Phillipson, and Mark Janowiak. Absent: Lexa Speth.
2. Kevin Budsberg moved to approve the agenda, second by Jody Hoesly. Motion carried.
3. Comments & Questions from the Public: Chuck Phillipson stated he was in attendance to hear updates on the project, but as he realized it is a business meeting instead, he would excuse himself and wait to hear an update at a later time. He left the meeting at 7:13.
4. New Business: Linda Hiland thanked all in attendance for coming, and for their service on the Capital Campaign and Building Project. She stated the reason for the joint meeting was to provide updates and a forum for discussion so that we are all up to speed and ready to roll into action.
5. Discussion: Library Building Project: Updates from Library Board, Co-Chairs, and Building Committee: Linda Hiland informed the assembled members of the updated Budget and Concept report from the architects at Dimension IV. Also, reminded them of the existence of the document regarding the presentation from the Library Board to the Village Board in January 2016. Both documents are available on the library's website. The Construction Manager at Risk, Anthony Maas, is still on board.

Consensus that due to the several years' delay on construction, fundraising goal will need to be raised. Tim Usher confirmed that the new goal represents the project cost, not the construction cost. Discussion continued regarding soil conditions at Glarner Park, equipment already procured (shelving, circulation desk, etc.), and the opportunities for in-kind donations.

Jody Hoesly passed out the projected operating budget document which she drafted, which can possibly be included in the new campaign materials packets. She explained the rationale behind her projections and ways we can explore new avenues of revenue and also cost savings. Kevin Budsberg stated the Library Board's commitment to staying in budget in the new facility, and to operate it without adding paid staff.

Linda Hiland explained our three accounts at CFSW: Capital Campaign, Operational Reserve, and Endowment.

Mary Usher mentioned the need for an increased and positive presence on social media, particularly Facebook. The best first step would be a letter or statement from the Village reiterating their commitment to both the new ballfield and new library projects. The Library Board is committed to increased public outreach as we move forward. Consensus that we will establish a dedicated Facebook page for the building project. Kevin Budsberg reminded all of the need to keep the library project page separate from the library's own Facebook page, which is for staff and library events only.

Petra Streiff, Bob Bergum and Linda Hiland to request a new meeting with Bryan Gadow and Roger Truttmann to facilitate the next steps for the project.

Discussion of updating the campaign materials. Mark Janowiak requested some specific statistics that would be useful as the new Co Chairs meet with prospective donors and community members. Next Co Chairs meeting to take place at the Swiss Center of North America at 5 pm Tuesday, May 9.

6. Kevin Budsberg moved to adjourn, second by Bob Bergum. Motion carried. Meeting adjourned at 8:55 pm.

Respectfully submitted, Suzi Janowiak, Secretary

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, May 9 , 2017**

Treasurer Kevin Budsberg called the meeting to order at 6:33 p.m. Trustees present were: Kevin Budsberg, Jody Hoesly, Petra Streiff, and Suzi Janowiak. President Linda Hiland joined the meeting at 6:39 pm. School Liaison Lexa Speth joined the meeting at 7:09 pm. Also in attendance was Library Director Lauren White. Absent: Bob Bergum.

APPROVAL OF AGENDA: Motion to approve the agenda by Suzi Janowiak, second by P. Streiff. Motion Carried.

Announcement: The Library Board will convene into Closed Session #1 called under WI State Statute 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining require a closed session (Sale of West Side Site).

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

OLD BUSINESS:

B. DISCUSSION AND CONSIDERATION: LIBRARY BUILDING PROJECT:

Jody Hoesly distributed an updated budget handout. President Hiland reminded the board that we need to arrange for the annual mowing of the West Side Site. She will contact Gene Dahlk and Roger Arn to see if they are willing to continue mowing the property. She also informed the board that we have another new Co Chair for the Capital Campaign, Gail Anderson. The new team had met earlier in the evening. The Communication Team is working on a new presence on social media, and other ways to reengage the public for the final fundraising phase for the new building. The priority will be getting the new materials completed. Discussion of holding a donor event in the near future, with attendance by Village Board trustees and staff as well. Petra Streiff reported the Village Board will be meeting with the Veterans' Committee to discuss their concerns regarding the new ballfield at Veterans Park later this month.

C. DISCUSSION AND CONSIDERATION: STRATEGIC PLANNING UPDATE:

Director White reported that she had discussion with Shawn at SCLS, and have arranged a group staff meeting to get the process started, and have scheduled two more meetings to get feedback from the public and select stakeholders in library services. These will be held on June 8 at the New Glarus Home, and June 20 in the Community Room in the Village Hall. They hope to have the report finished by the end of August 2017.

D. DISCUSSION AND CONSIDERATION: SALE OF WEST SIDE SITE: President Hiland updated the board that she has been in contact with a potentially interested party.

BILLS & FINANCE REPORT:

C. BILLS: Bills were reviewed and approved. One set dated 4/25/2017 totalling \$313.00, and another set dated 5/9/2017 totalling \$3,550.16.

D. FINANCIAL STATEMENT: See statement attached below.

DIRECTOR'S REPORT: The board reviewed the report, with special commendation of Director White's work with the Green County Leaders program, and their project of creating the Community Closet in Monroe.

APPROVAL OF MINUTES: Discussion by the board regarding format of future minutes, in order to have consistency. Minor corrections were made to the minutes of April 11, 2017, April 25, 2017, and May 1, 2017. Motion by Petra Streiff to approve the minutes of April 11, 2017, with corrections. Second by Jody Hoesly. Motion carried. Motion by Kevin Budsberg to approve the minutes of April 25, 2017, with corrections. Second by

Petra Streiff. Motion carried. Motion by Kevin Budsberg to approve the minutes of May 1, 2017, with corrections. Second by Petra Streiff. Motion carried.

CONVENE INTO CLOSED SESSION: No closed session needed.

ADJOURNMENT: Meeting adjourned on a motion by Petra Streiff, second by Jody Hoesly. Motion carried at 7:56 PM

*Respectfully Submitted,
Suzi Janowiak, Secretary*

New Glarus Public Library
Director's Report – May 9th, 2016
Lauren White, Director

Green County Library Staff In-Service:

On Thursday, April 27th, New Glarus hosted the Belleville, Albany, Brodhead library staff for an all-day service that was targeted at improving staff reference skills and focusing on diversity and inclusion in Green County. The first part of our day was spend with Julie Arnsdorf and Abigail Cahill from UW-Madison and they presented a fabulous program on reference triage. Staff were able to master the art of the reference interview, recognize when referring services out is appropriate, and advanced search techniques. The afternoon was spent with Victoria Solomon from the UW-Extension office in Green County and Dan Veroff from UW's Applied Population Lab. We discussed population trends in Green County and examined how they changed over the last 10 years and how that may or may not impact the services we provide. Given that the Hispanic/Latino population has grown considerably in the last decade, we examined was to make our programs and collections inclusive.

Yoga Series with NG Yoga Center:

After a successful partnership last year, NGPL approached David Haugh with the New Glarus Yoga Center to once again host a free yoga series for our patrons. This is possible because of the New Glarus Community Foundation grant that we received to expand our programming efforts. As with last year, the program was hugely successful again and in the four sessions, we had over 80 participants! Due to the popular nature of this program, we'll host another 4-week session in September. We are so thrilled to be able to offer this type of program at no-cost to our patrons and allow people to try a new form of fitness with very little risk.

Genealogy Program:

On Tuesday, April 11th, we hosted representatives from the Swiss Center of North America, the Swiss Historical Society, the Green County Historical Society, and the Green County Geological Society. Attendees were able to learn how to use FindAGrave and had an introduction to genealogy, local history resources and fact-finding techniques. We had over 30 attendees present and everyone seemed to really enjoy the topics and information covered.

Community Closet Update:

It is with great enthusiasm that I announce that the community closet that has been in the works for the last six months is finally open. My classmates from Green County Leaders and I were present on Monday, May 1st for the grand opening and volunteer training is scheduled for Monday, May 8th. At that time, we hope to hand over the reins to our volunteers for the 4-hour shifts on Monday and transition from the prime operators of the closet. This is been a wonderful experience and we could not have done this without the help of Pastor Paul Watkins from the Church of the Nazarene and Rick Gleason of Green County Family Promise.

April 2017 Program Attendance

Event	Date	Number of Attendees
Yoga	Thursday, April 6	23
Preschool Storytime	Friday, April 7 th	11C/4A
Scrabble	Tuesday, April 11 th	0
Genealogy Program	Tuesday, April 11 th	30
Book Club	Wednesday, April 12 th	9
Yoga	Thursday, April 13h	20
Scrabble	Tuesday, April 18 th	0
Yoga	Thursday, April 18 th	28
Preschool Storytime	Friday, April 20 th	19C/8A
Scrabble	Tuesday, April 25 th	2
Yoga	Thursday, April 27 th	15
Preschool Storytime	Friday, April 28 th	12C/4A
Lunch w/Easter Bunny	Saturday, April 8 th	30C/18A
Storytime at Small World	Thursday, April 27 th	24C/4A

April 2017 Monthly Statistics

New Glarus Public Library 2017	Items Added	Items Deleted	Circulation	Circ. by PSTAT Other	Village of New Glarus	Town of New Glarus	Town of York	Town of Exeter	Dane Co. No Library
January	221	304	6060	1440	3020	1633	1072	1526	249
February	247	272	5260	1499	2781	1233	882	1579	284
March	216	186	6267	1256	2756	1199	571	243	242
April	214	274	5067	804	2283	1058	486	167	269
May									
June									
July									
August									
September									
October									
November									
December									
Total:	898	1036	22654	4999	10840	5123	3011	3515	1044
2017 Patron ILL Requests	ILL Requests Rec'd	ILL Requests Unable to Fill	# Unique Website Visitors	# Website Visits	WiFi Sessions	Public Computer Sessions	Public Computer Hours	New Patrons Register	
January	12	10	0	881	1426	2091	159	???	19
February	14	10	1	656	1049	2385	130	???	10
March	13	8	4	805	1269	2202	129	???	9
April	9	4	1	704	1119	2333	146	???	10
May									
June									
July									
August									
September									
October									
November									
December									
Total:	48	32	6	3046	4863	9011	564		48
2017 Patron Visits	Hours Open	Patrons/Hour	# Adult Programs	# Adults Count	# Children Programs	# Children Count	Total Programs	Total # Attend	
January	2441	195	13	8	16	5	128C/29A	13	173
February	2383	200	12	9	33	3	65C/19A	12	117
March	2866	227	13	7	72	9	160C/79A	16	316
April	2233	187	12	9	127	5	96C/38A	14	261
May									
June									
July									
August									
September									
October									
November									
December									
Total:	9923	809	50	33	248	22	449C/165A	55	867

TOTAL LIBRARY INVESTMENTS**56,461.46****FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)****Community Foundation of Southern WI [most recent information available]**

Library Capital Campaign Fund

CASH Deposits thru 2/28/17	702,060.78
Interest Income from March	127.71
Less fees from March	-2.50
Gifts received	
Pledges paid March	650.00
CASH Available 3/31/17	<u>702,835.99</u>

Library Operations Fund

CASH Available 2/28/17	18,755.45
Gifts received	1,000.00
Pledges paid	250.00
Interest Income March	3.42
Disbursements March Fees	-56.55
CASH Available 3/31/17	<u>19,952.32</u>

Library Endowment Fund

Beginning Balance 2/28/17	1,843.93
Contributions	
Investment Activity	8.00
Disbursement Activity fees	-4.10
BALANCE 3/31/17 [NON-CASH]	<u>1,847.83</u>

Minutes of the Board of Trustees
New Glarus Public Library
May 23, 2017 6:30 pm
New Glarus Village Hall Boardroom

3. Meeting was called to order by President Linda Hiland at 6:31. Trustees present, in addition to Hiland, were: Bob Bergum, Petra Streiff, Kevin Budsberg, Jody Hoesly, Suzi Janowiak, and Lexa Speth. Also present: Library Director Lauren White, Linda Gebhardt, and Ron Spielman (representatives of CFSW)
4. Kevin Budsberg moved to approve the agenda, 2nd by Bob Bergum. Motion carried.
11. Comments and Questions from the Public: none.
12. New Business:
 - A. Discussion and Consideration: Mowing of West Side Site: President Hiland has engaged Gene Dahlk to continue mowing the property. She to date cannot reach the person who has mowed the hay in past years. We may need to ask someone else if

they are interested. Motion to approve Gene Dahlk continuing to mow West Side Site by Bob Bergum, second by Jody Hoesly. Motion carried.

13. Old Business

- A. Library Building Project: No report
- B. Sale of West Side Site: Nothing new to report

14. Committee Reports

- Q. Administration Team: Kevin Budsberg has renewed the Campaign PO Box 623.
 - Q&A with CFSW: Jody Hoesly requested Linda Gebhardt and Ron Spielman to attend this meeting in order to update each other on the building project in general and also our various accounts with CFSW. Jody Hoesly described the oversight procedures of the Administration Team (Bob Bergum, Jody Hoesly, and Kevin Budsberg). Ron Spielman described some changes to CFSW procedures and policies which they believe will streamline future reports. President Hiland updated them on our new Co-Chairs Team, as well as the latest developments on the building project. She asked if they'd be willing to meet with the new team (Yes). Materials were presented that might be customized to be included in our new campaign materials. Discussion of ways to enable online donations. Linda Gebhardt and Rob Spielman left the meeting at 7:36.
- R. Building Committee: No report
- S. Co-Chairs: Next meeting June 7 with the former co-chairs
- T. Communication Team: No report
- U. Grants Team: No report
- V. Partnership: We are still waiting for Dr. Thayer to appoint a school liaison
- W. Village Board Liaison: Petra Streiff indicated she has been in touch with village staff regarding the problem of youths loitering in and around the library. Solutions are being discussed
- X. Friends of the Library: Meet on May 24. They are sponsoring Pint Size Polkas this summer.

15. Bob Bergum moved to adjourn, second by Kevin Budsberg. Motion carried. Meeting adjourned at 7:53

Respectfully submitted, Suzi Janowiak, Secretary

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, June 13, 2017**

Present: Kevin Budsberg, Jody Hoesly, Bob Bergum, and Linda Hiland. Absent: Petra Streiff, Lexa Speth, and Suzi Janowiak. Also in attendance was Director Lauren White.

CALL TO ORDER:

President Hiland called the meeting to order at 6:37PM.

APPROVAL OF AGENDA:

Bob Bergum moved to approve agenda, second by Jody Hoesly. Motion Carried unanimously.

COMMENTS & QUESTIONS FROM THE PUBLIC:

There were no comments or questions.

OLD BUSINESS:

E. DISCUSSION AND CONSIDERATION: STAFF APPEARANCE AND EXPECTATIONS POLICY:

Draft of policy sent in meeting materials. Director White indicated the policy is not in response to a specific problem; rather, it is intended to provide more clear expectations for staff by providing more clear language and examples. J. Hoesly moved to adopt the policy, second by Bob Bergum. Director White stated the policy was developed by consulting with library staff as well as Monroe Public Library's Director and policy. Motion passed unanimously.

NEW BUSINESS:

A. DISCUSSION AND CONSIDERATION: LIBRARY BUILDING PROJECT:

President Hiland summarized the June 6, 2017 Village Board as follows: A motion to allow Village Administrator Gadow to proceed with survey & planning studies at Veteran's Park failed on a 3-3 vote with Village Trustees Anderson, Streiff, and Anton-Wright voting in favor, and Edge, Thoemke, and Village President Truttmann voting in opposition (Trustee Kruse was not present). L. Hiland stated that two veterans and one citizen spoke, and that everyone that spoke favored a new library at Glarner Park, but the general sentiment was that the village should engage in more thorough long-range planning, including Parks & Rec facilities. K. Budsberg indicated that the agenda packet for the June 14, 2017 Village Parks & Rec Committee contains a Comprehensive Park Plan developed by MD Roffers in 2010. President Hiland indicated that P. Streiff is working on setting up a meeting with Administrator Gadow and President Truttmann to discuss the outcome of the Village Board meeting further.

B. DISCUSSION AND CONSIDERATION: MOWING OF WEST SIDE SITE:

The Library Board is awaiting confirmation on whether west side site is being mowed or if another option will need to be pursued

C. DISCUSSION AND CONSIDERATION: STRATEGIC PLANNING UPDATE:

Director White reported the strategic planning group held its first meeting at the New Glarus Home with 13 participants, including the New Glarus Home Activities Coordinator. Themes identified were: communication, sharing and access of information, Swiss culture, and space for community uses as priority. Attendees expressed an interest in lunchtime programming at New Glarus Home, bus service from the New Glarus Home to library, and expanded services and outreach to the New Glarus Home. Lauren will contact NG Home for their census counts over the last several years. The next meeting of the group will have a focus on families and educators, and will be held on June 20, 2017 in the Village Hall Community Room.

A focus of the meetings is to separate, as much as possible, the library's strategic plan from the building project.

BILLS & FINANCE REPORT:

- E. BILLS:** Two sets of bills were reviewed and approved, dated 5/9/2017 and 5/23/2017 in the amount of \$2,563.11 and \$1,322.01, respectively.
- F. FINANCIAL STATEMENT:** See statement attached below.

DIRECTOR'S REPORT:

The board reviewed the Director's report, which is attached below.

APPROVAL OF MINUTES:

- A. MAY 9, 2017:** K. Budsberg moved to approve the minutes without correction, Second by B. Bergum. Motion passed unanimously.
- B. MAY 23, 2017:** President Hiland moved to approve the minutes with several corrections. Second by B. Bergum. Motion passed unanimously.

ADJOURNMENT: President Hiland adjourned the meeting at 7:22PM

*Respectfully Submitted,
Kevin Budsberg, Secretary Pro Tempore*

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

Beg. Balance	32,966.80	
Interest	2.24	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		32,969.04

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

Beg. Balance	4,655.03	
Withdrawal	-79.00	
Deposit (CFSW donation)	27.00	
Interest	0.31	
End. Balance		4,603.34
SUBTOTAL [25-11520]		37,572.38

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

Beg. Balance	18,839.63	
Interest	18.22	
End Balance		18,857.85

TOTAL LIBRARY INVESTMENTS 56,430.23**FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)****Community Foundation of Southern WI [most recent information available]**

Library Capital Campaign Fund		
CASH Deposits thru 3/31/17		702,835.99
Interest Income from April		121.11
Less fees from April		-690.97
Gifts received		650.00
Pledges paid April		50.00
CASH Available 4/30/17		702,966.13
Library Operations Fund		
CASH Available 3/31/17		19,952.32
Gifts received		
Pledges paid		
Interest Income April		3.41
Disbursements April Fees		-7.47
CASH Available 4/30/17		19,948.26
Library Endowment Fund		
Beginning Balance 3/31/17		1,847.83
Contributions		
Investment Activity		21.44
Disbursement Activity fees		
BALANCE 4/30/17 [NON-CASH]		1,869.27

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

Swiss Historical Society Partnership:

Erica has been working with Ann Marie Ott at the Swiss Historical Village/Society to develop a plan of action to catalog and preserve some of their materials. Currently, there is no electronic record of their holdings and it is something that they would like to do. So, Erica has been discussing option with them and helping them strategize some organizational options. Our hope is to be able to have an Excel document on our website that links to their website with a list of their collections. A long-term goal is to help digitize some of their materials, but this is likely a project that will take several years. We have discussed having them apply for a grant to have someone come in to digitize materials in the future.

Summer Reading Program:

The Summer Reading Program has officially started and we're very excited about our offerings this summer. Erica is organizing Maker Mondays for our school-aged participants that will work well with the theme this year, Build a Better World. The theme is very STEM (Science, Technology, Engineering, and Mathematics) focused, so we're doing our best to tie this into our summer programming. In addition, we have four performers coming in throughout the summer that range from song and dance themed, Pint Sized Polkas, to Stuntology, which focuses on exploring the mysteries of the physical world by playing with everyday objects, and the mastery of techniques to amuse yourself and your friends.

Strategic Planning:

Shawn Brommer with the South Central Library System has met with library staff to discuss strategic planning and our first community meeting was held on Wednesday, June 7th at the New Glarus Home. While this session focused on retirees and older adults, our next one, which will be held on June 20th, will focus on families and educators. We're really excited to have begun this process and hope to have our plan finished by late August.

Library Page Hiring:

One of our pages has resigned due to outside commitments and we are now in the process of hiring a new page. Interviews were held on Friday, June 9th and we hope to have a new person start as soon as possible.

**New Glarus Public Library
Tuesday, June 27, 2017**

President Linda Hiland called the meeting to order at 6:30 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Suzi Janowiak, Petra Streiff. Absent: Bob Bergum and Jody Hoesly. Also in attendance was Library Director Lauren White.

ANNOUNCEMENT OF CLOSED SESSION: President Hiland announced the board would convene into closed session under WI statute 19.85(1)(e) (Sale of West Side Site)

APPROVAL OF AGENDA: A motion for the agenda to be approved was made by Kevin Budsberg, second by Petra Streiff. Motion carried.

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

NEW BUSINESS:

- A. DISCUSSION & CONSIDERATION: Resolution 17-01: Appointment of Library Page 1 (Alexis Pinkton)** Director White reported that our two new pages are both in high school and are doing a fantastic job. Motion by Petra Streiff to adopt Resolution 17-01, second by Kevin Budsberg. Motion carried.
- B. DISCUSSION & CONSIDERATION: Resolution 17-02: Appointment of Library Page 1 (Samantha Burgess)** Motion by Kevin Budsberg to adopt Resolution 17-02, second by Petra Streiff. Motion carried.

OLD BUSINESS:

- C. DISCUSSION & CONSIDERATION: Library Building Project:** No report.
- D. DISCUSSION & CONSIDERATION: Sale of West Side Site:** To be addressed under Closed Session (Item 8)
- E. DISCUSSION & CONSIDERATION: Mowing of West Side Site:** President Hiland reported she had heard from Roger Arn and he agrees to mow the hay on the West Side Site this year. Motion by Petra Streiff to have Mr Arn mow this year, second by Suzi Janowiak. Motion carried.

COMMITTEE REPORTS:

- A. ADMINISTRATION TEAM:** No report
CFSW Report: Balanced
- B. BUILDING COMMITTEE:** No report
- C. CO CHAIRS TEAM:** Met June 7. One co-chair has had to resign; two new recruits are being considered.
- D. COMMUNICATION TEAM:** No report
- E. GRANTS TEAM:** No report

F. PARTNERSHIP TEAM: Bob Bergum has been appointed official School Liaison to the Library Board. This creates a vacancy to be appointed by Village President Truttmann

G. VILLAGE BOARD LIAISON: Village staff has been instructed to fast-track research to see if there is any alternative location for the new softball field, after which the Village Board will reconsider studies for Veterans Park.

H. FRIENDS OF THE LIBRARY: Meet on June 28

CONVENE INTO CLOSED SESSION: Motion to go into closed session by K. Budsberg, second by Petra Streiff. By roll call vote: Linda Hiland-yes. K. Budsberg-yes; Suzi Janowiak -yes; and Petra Streiff-yes; Motion carried.

ADJOURNMENT: Meeting was adjourned by President Hiland from closed session at 7:23 p.m.

*Respectfully Submitted,
Suzi Janowiak, Secretary*