

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, December 13, 2011**

President Linda Hiland called the meeting to order at 5:00 p.m. in the New Glarus Village Hall Community Room. Trustees present (in addition to Hiland) were: Wayne Duerst (arrived 5:50 p.m.), Jody Hoesly, Suzi Janowiak, Jane Martinson, and Becky Weiss. Also in attendance were Library Director Denise Anton Wright and Village Board Liaison Kevin Budsberg.

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

APPROVAL OF MINUTES: The minutes from the November 8, 2011 Library Board meeting was approved on a motion by K. Budsberg, second by J. Hoesly. Motion Carried.

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

LIBRARY EXPANSION EFFORTS

- **TOPOGRAPHICAL SURVEY MAP UPDATE** – Director Wright received the Topographical Survey Map and invoice from Vierbicher Associates and reported that W. Duerst obtained a cashier's check to pay the invoice. Director Wright mentioned that for accounting / tracking purposes, the Village's auditors have requested that future payments for library expansion efforts from the Library's Trust Funds / Reserve Funds be transferred to Library / Village accounts. Then the Village will process the necessary checks to pay invoices. The Topographical Survey was reviewed by the members of the Library Board. As per their agreement, Vierbicher will make a CAD version of this Topographical Survey Map available to the architectural / engineering firm that will be employed for library expansion.
- **UPDATE ON CAPITAL CAMPAIGN PLANNING STUDY** – Jodi Bender Sweeney is in the process of conducting interviews and focus group meetings. L. Hiland will e-mail J. Sweeney for an update on how the meetings have gone so far and to request a timeline of the next steps. Director Wright reported that the Initial Case Statement and Campaign Planning Study Survey are available on both the New Glarus Public Library website and in the Library. Trustees were reminded that if they had not already completed their survey that it is due by December 19, 2011. S. Janowiak will contact the members of the fundraising team and provide them with an update on where we are in the process.
- **UPDATE ON LIBRARY BUILDING PROGRAM STATEMENT STATUS** – Director Wright reported that she and Deb Haeffner, South Central Library System (SCLS) Building and Design Consultant, continue to work on a draft of the Building Program Statement. Estimated timeline is that the draft will be ready before the end of the year.

PRESENTATION OF BILLS / FINANCIAL REPORT: One set of bills was presented: the November 29, 2011 bills totaled \$5,049.99. The bills were initialed by trustees to show

approval for payment. The November 2011 Library Financial Report, prepared by Village Treasurer Lynne Erb, was distributed to the Library Board members, along with the SCLS Foundation's monthly report.

UPDATE – FISCAL YEAR 2011 LIBRARY BUDGET: Director Wright distributed an updated budget for review. Director Wright reported that the Auditors have also recommended that on the budget that the section currently listed as “Library Fines and Fees” be split into two separate line items. Director Wright will work with L. Erb to make the suggested line item updates.

UPDATE – FRIENDS OF NEW GLARUS DONATION: An account has been set up at Bank of New Glarus for the donation from the Friends of New Glarus foundation in Switzerland. As of this meeting, this donation to continue the Library's efforts to preserve and disseminate New Glarus' unique history has not yet been received. Director Wright will contact the UWDC (University of Wisconsin Digital Collections Center) and ask for an update on their workload / projects for the future. Continuing to work with the UWDC to digitize items will be a good fit for some of the donation funds. Director Wright also reported that she attended the New Glarus Community Foundation Grants Award Reception on December 7, 2011. The Library received funds to be used in creating a series of adult book discussion kits. Director Wright also remarked that it was mentioned at the Grants Award Reception that Community Foundation funds may be donated in memory of Catelyn Owen to create an adult / child reading area in a new library space.

DISCUSSION & CONSIDERATION OF LIBRARY'S INTERNET ACCEPTABLE USE

POLICY: Prior to the meeting Director Wright had e-mailed a copy of the Library's Internet Acceptable Use Policy with suggested updates. During the discussion it was suggested that “Laptop” be replaced with “Wireless Enabled Mobile Device.” As discussion continued it was apparent that with the recent change to Enterprise Wireless, as our wireless provider – along with changing technology and devices - that additional review of the policy would be needed. Moved to table revisions to the Internet Acceptable Use Policy until the next meeting by K. Budsberg, second by S. Janowiak. Motion Carried.

UPDATE - LIBRARY ASSISTANT INTERVIEWS: Director Wright and Assistant Director Janis Merkle interviewed five candidates for the Library Assistant position. They will meet Wednesday, December 14, 2011 to discuss the interviews, check references and extend an offer. It is anticipated that the successful candidate will start work as close to January 3, 2012 as possible.

DIRECTOR'S REPORT:

- *Circulation (items checked out at our library) for November was 6,684. In addition to these items checked out at our Library, 13,059 items were checked in during the month by our Library staff.*
- *Of the 6,684 items checked out during November, 1,747 were adult print (books & magazines), 2,335 were adult non-print (audio books, CDs, software, DVDs), 1,797 were juvenile (children's & teen) print, 680 were juvenile non-print, and the rest were generic / misc. formats.*

Residents of the Village of New Glarus checked out 3,087 items (46% of the total monthly circulation) in November.

- *Circulation to residents of Green County not served by a municipal library was 2,797 (41% of the library's total circulation for the month) in November.*
- *Of this Green County total, in November residents of the Town of New Glarus checked out 1,369 items (20% of the library's total circulation for the month), Town of York residents checked out 1043 items (15.6%), and Town of Exeter residents checked out 254 items (4%).*
- *Residents of Dane County not served by a municipal library checked out 309 items in November (4.6% of the library's total circulation for the month).*
- *3,357 people visited the Library during November.*
- *16 new patrons were registered in November – a total of 183 new patrons have registered this year - a 28% increase over 2010 (at this time in 2010, 131 new patrons had been registered).*
- *During November the Library presented 7 programs that were attended by a total of 115 children, teens, and adults. Adult Scrabble continues to be popular (two Thursdays per month).*
- *Patrons used 277 sessions on the Library's three public Internet terminals for a total of 140 hours during November.*
- *651 people visited the Library's website a total of 903 times during November with an average of 1 hour and 58 minute spent on the site.*

ADJOURNMENT: The next meeting of the New Glarus Public Library Board of Trustees will be at 6:30 p.m. on Tuesday, January 10, 2012 in the New Glarus Village Hall Board Room. Meeting adjourned on motion by K. Budsberg, second by W. Duerst. Motion Carried.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE JANUARY 10, 2012 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, November 8, 2011**

President Linda Hiland called the meeting to order at 7:00 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Wayne Duerst, Jody Hoesly, Suzi Janowiak, Jane Martinson, and Becky Weiss. Also in attendance were Library Director Denise

Anton Wright, Village Board Liaison Kevin Budsberg, and Village Board member Peggy Kruse (left at 7:25 p.m.).

APPROVAL OF AGENDA: The agenda was amended with the addition of item #6A – Information from The Swiss Center of North America (SCNA) regarding snow plowing. The amended agenda was approved on a motion by J. Martinson, second by K. Budsberg. Motion Carried.

APPROVAL OF MINUTES: The minutes from the October 11, 2011 Library Board meeting - noting typographical corrections – was approved on a motion by W. Duerst, second by S. Janowiak. Motion Carried.

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

LIBRARY EXPANSION EFFORTS

- **TOPOGRAPHICAL SURVEY MAP UPDATE & APPROVAL OF CONTRACT** – Moved to accept Vierbicher Associates proposal for the Topographical Survey Map at \$1,200.00 by J. Martinson, second by S. Janowiak. Motion Carried. W. Duerst reported that Vierbicher plans to have the survey completed before the first snowfall.
- **UPDATE ON CAPITAL CAMPAINING PLANNING STUDY** – Jodi Sweeney has started sending out letters to individuals to arrange meetings. The Swiss Center of North America has agreed to provide meeting space.
- **UPDATE ON LIBRARY BUILDING PROGRAM STATEMENT STATUS** – Director Wright reported that she has had several meetings with Deb Haeffner, South Central Library System (SCLS) Building and Design Consultant, and they continue to work on a draft of the Building Program Statement. Estimated timeline is that a draft will be ready before the end of the year.
- **DISCUSSION OF VISITING AREA LIBRARIES** – Director Wright is willing to organize visits to area libraries to view architecture, etc. Library Board is willing to visit other libraries in the future or view visual tours if available. Director Wright stated that one of her goals for the visit would be to see the architect's work and hear how the working relationship was between the architect and the library. K. Budsberg mentioned that we need to be conscious when planning any visits that access for the public must be considered, such as when we visited Rosemary Garfoot Public Library in Cross Plains and utilized the bus for the trip.

PRESENTATION OF BILLS / FINANCIAL REPORT: Two sets of bills were presented: the October 26, 2011 bills totaled \$2,539.00 and the November 8, 2011 bills totaled \$1,149.00, for a grand total of \$3,688.00. The bills were initialed by Trustees to show approval for payment. The October 2011 Library Financial Report prepared by Village Treasurer, Lynne Erb was distributed to the Library Board members. This report will be adjusted to reflect the monthly net gain/loss from the SCLS Foundation. The SCLS Foundation's monthly report was not available for distribution in time for the November meeting. Director Wright distributed an updated 2012 budget; she has been working with L. Erb to add new line items for recording donations specific to library expansion.

DISCUSSION OF INFORMATION FROM THE SWISS CENTER OF NORTH AMERICA (SCNA) REGARDING SNOW PLOWING – S. Janowiak received an email from Beth Zurbuchen that New Glarus Concrete (NGC) plows the back driveway at the SCNA to maintain access for emergency vehicles. S. Janowiak will email a reply to B. Zurbuchen that we will not need access to the property this winter and that NGC can pile snow on our section of the shared driveway or our property.

DISCUSSION & CONSIDERATION OF LIBRARY BOARD MEETING TIME: Moved that our standard meeting time will be the 2nd Tuesday of the month at 6:30 p.m., starting with the January 10, 2012 meeting by K. Budsberg, second by J. Hoesly. Motion Carried. Note: December 13, 2011 meeting will start at 5:00 p.m. to accommodate previous scheduling commitments for several Board members.

UPDATE – NEW VILLAGE BOARD LIAISON: The Village Board has approved both the appointments of K. Budsberg and J. Hoesly to serve on the Library Board. Welcome Kevin and Jody.

DISCUSSION & CONSIDERATION OF UPDATED LIBRARY STAFF POSITION DESCRIPTIONS: Prior to the meeting Director Wright had emailed copies of updated Job Descriptions to the Library Board members for each of the following positions: Library Director, Assistant Director, Library Assistant – Youth Services, Library Assistant – Collection Maintenance, Library Page I, and Library Page II. Moved to approve all the updated Library Staff Position Job Descriptions by J. Martinson, second by K. Budsberg. Motion Carried.

DISCUSSION & CONSIDERATION OF LIBRARY ASSISTANT - CIRCULATION POSITION DESCRIPTION / JOB ADVERTISEMENT: Regarding the new position that is being created for 2012, Director Wright's anticipated timeline is that the Job Advertisement will run in the *Post Messenger Recorder* the weeks of November 14, 2011 and November 21, 2011. Director Wright will also post the job announcement to library e-mail lists for SCLS and statewide. Application materials are due by 5:00 p.m., Monday, November 28, 2011 with interviews starting the week of December 5, 2011. Ideally the successful candidate will start as close to January 3, 2012 as possible. Moved to approve both the Position Description and Job Advertisement for the Library Assistant – Circulation position by K. Budsberg, second by J. Hoesly. Motion Carried.

DISCUSSION & CONSIDERATION OF LIBRARY STAFF SALARIES FOR 2012: Director Wright distributed copies of Village of New Glarus Resolution R11-27 and R11-28. These resolutions establish wages for both Full-Time and Part-Time Village employees (including the Library) from January 1, 2012 to December 31, 2012. Moved to approve Resolution R11-27 and R11-28 by K. Budsberg, second by W. Duerst. Motion Carried.

DISCUSSION & CONSIDERATION OF CONCEALED CARRY SIGNAGE FOR THE LIBRARY: Director Wright had available for review examples of Concealed Carry signs that the Village Board had approved for the Village Hall and examples that some other libraries are using. Moved to approve Concealed Carry Signage for the Library, consistent with Village Board policy, by K. Budsberg, second by J. Martinson. Motion Carried.

DISCUSSION & CONSIDERATION OF “FRIENDS OF NEW GLARUS” CONTRACTUAL UNDERSTANDING: Moved to approve “Friends of New Glarus” Contractual understanding by K. Budsberg, second by J. Hoesly. Motion Carried. L. Hiland then signed the contract. W. Duerst will begin working with the Bank of New Glarus in setting up a new bank account for the donation.

DIRECTOR’S REPORT: Director Wright distributed her Director’s Report:

- *Circulation (items checked out at our library) for October was 7,011. In addition to these items checked out at our Library, 12,595 items were checked in by staff.*
- *Of the 7,011 items checked out during October, 2,037 were adult print (books & magazines), 2,844 were adult non-print (audio books, CDs, software, DVDs), 1,802 were juvenile (children’s & teen) print, 275 were juvenile non-print, and the rest were generic / misc. formats.*
- *Due to problems with LINKcat statistics, a detailed breakdown of circulation by place of residence for patrons was not available in time for the Library Board meeting. Since that time, the statistics have been released.*
- *Residents of the Village of New Glarus checked out 3,290 items (47 % of the total monthly circulation) in October.*
- *Circulation to residents of Green County not served by a municipal library was 2,937 (42% of the library’s total circulation for the month) in October.*
- *Of this Green County total, in October residents of the Town of New Glarus checked out 1,429 items (20% of the library’s total circulation for the month), Town of York residents checked out 951 items (13.5%), and Town of Exeter residents checked out 396 items (5.6%).*
- *Residents of Dane County not served by a municipal library checked out 217 items in October (3% of the library’s total circulation for the month).*
- *3,539 people visited the Library during October.*
- *Six new patrons were registered in October – a total of 167 new patrons have registered this year.*

- *During October the Library presented 8 programs that were attended by a total of 125 children, teens, and adults. The Friends of the Library sponsored a popular program, "Coupon Clipping 101 on October 20th".*
- *Patrons used 326 sessions on the Library's three public Internet terminals for a total of 156 hours during October.*
- *630 people visited the Library's website a total of 883 times during October with an average of 2 hours and 1 minute spent on the site.*
- *Due to the 10% cut in funding that all Wisconsin library systems will receive for 2012, the South Central Library System is making several changes. They will no longer pay WLA (Wisconsin Library Association) memberships for member public library trustees, the annual System Celebration is canceled, there will be no pay increases for SCLS staff, SCLS staff will pay a larger share of their retirement and health insurance, and there will be some layoffs of staff and other positions that will be left vacant.*

ADJOURNMENT: The next meeting of the New Glarus Public Library Board of Trustees will be at 5:00 p.m. on Tuesday, December 13, 2011 in the New Glarus Village Hall Board Room (due to scheduling conflict, this location was later moved to the Village Hall Community Room). Meeting adjourned on motion by W. Duerst, second by S. Janowiak. Motion Carried.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE DECEMBER 13, 2011 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, October 11, 2011**

President Linda Hiland called the meeting to order at 4:30 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Wayne Duerst, Suzi Janowiak, Jane Martinson, and Becky Weiss. Also in attendance were Library Director Denise Anton Wright and Village Board member Kevin Budsberg (left at 5:15 p.m.).

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

APPROVAL OF MINUTES: The minutes from the September 13, 2011 Library Board meeting - noting one typographical correction – were approved on a motion by S. Janowiak, second by W. Duerst. Motion Carried.

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

LIBRARY EXPANSION EFFORTS

- **UPDATE ON FUND RAISING – DISCUSSION & CONSIDERATION OF JODI SWEENEY’S CONTRACT** – Moved to accept Jodi Bender Sweeney’s contract for Fund Raising Consultant Services by S. Janowiak, second by W. Duerst. Motion Carried. Capital Campaign Planning session was held on October 3, 2011 follow-up has started on several action items from that meeting. Director Wright has contacted Beth Zurbuchen to see if the Swiss Center of North American can be used as a meeting site. Glarner Lodge was suggested as an alternate meeting site if the SCNA is not available. Deb Haeffner, Building and Design Consultant for SCLS, has started putting together stationery samples. L. Hiland, who is the Liaison to the New Glarus School District, had a meeting with School District Superintendent, David Strudthoff. He provided an example of a survey, where the response section could be torn off and returned. The school district found they had a good rate of response using this survey format.
- **DISCUSSION & CONSIDERATION OF PROPOSALS TO CREATE A TOPOGRAPHICAL SURVEY MAP** – Mead and Hunt, Strand & Associates, Talarczyk & Associates, and Vierbicher were contacted to request proposal for performing a Topographical Survey. Proposals were received from Talarczyk and Vierbicher. W. Duerst volunteered to contact both Talarczyk and Vierbicher for clarification on items detailed in their proposals. Moved to authorize W. Duerst to contact both Talarczyk and Vierbicher for clarification on what each company is offering in their proposals. If W. Duerst is satisfied that services are comparable, then he is given permission to select the lowest priced proposal by S. Janowiak, second by W. Duerst. Motion Carried.

- **UPDATE ON LIBRARY BUILDING PROGRAM STATEMENT STATUS** – Director Wright reported that she is working with D. Haeffner, to prepare a draft of the Building Program Statement.
- **SAMPLE CAMPAIGN MATERIALS FROM SCLS** – Director Wright had samples available that the SCLS had printed for Cottage Grove Library and Prairie Du Sac Library.

PRESENTATION OF BILLS / FINANCIAL REPORT: Three sets of bills were presented: the September 13, 2011 bills totaled \$2,377.00, September 28, 2011 bills totaled \$1,497.00, and the October 11, 2011 bills totaled \$2,624.00 for a grand total of \$6,498.00. The bills were initialed by trustees to show approval for payment. The September 2011 Library Financial Report prepared by Village Treasurer, Lynne Erb was distributed to the Library Board members. Director Wright then distributed the SCLS Foundation’s monthly report updated through September 30, 2011.

2012 LIBRARY BUDGET SUBMITTED TO VILLAGE: Director Wright distributed copies of the 2012 Library Budget that she submitted to the Village Treasurer, Lynne Erb.

DISCUSSION & CONSIDERATION OF LIBRARY BOARD BYLAWS: Moved to approve the revised Bylaws of the New Glarus Public Library Board of Trustees by B. Weiss, second by W Duerst. Motion Carried.

UPDATE – LIBRARY BOARD VACANCY & VILLAGE BOARD LIAISON: Jody Hoesly has been recommended to complete the remainder of Faun Phillipson’s term which expires in May 2013. Village Board will consider J. Hoesly’s appointment at their October 18, 2011 meeting. Darrel Weber has resigned from the Village Board – we will miss D. Weber and appreciate his years of service. Village President, Jim Salter is working on appointing a new Village Board Liaison to the Library Board.

UPDATE – ENTERPRISE WIRELESS INTERNET: Director Wright distributed a handout “Enterprise Wireless: A New SCLS Service.” The handout details the new wireless system, requirements, features, pricing, and training information. Moved to upgrade to Enterprise Wireless using available end-of-the-year budget funds by S. Janowiak, second by W. Duerst. Motion Carried.

UPDATE – LIBRARY PAGE I SEARCH: Director Wright and Assistant Director, Janis Merkle interviewed five candidates. Kaitlin Jennrich accepted the Library Page I position at a rate of \$7.25 per hour.

DISCUSSION & CONSIDERATION OF 2012 LIBRARY HOURS AND STAFFING NEEDS: Director Wright prepared a list of recommendations for consideration for staffing needs.

- Moved to extend the 2012 weekly Library hours from 48 to 50. These additional two hours will be added to Saturday and will begin in January. The new

Saturday hours for the Library will be from 10:00 a.m. to 3:00 p.m. Motion by S. Janowiak, second by B. Weiss. Motion Carried.

- Moved to approve adding a new 20-hour per week adult Library Assistant position in January based upon the recommendation of Director Wright. Motion by J. Martinson, second by L. Hiland. Motion Carried.
- Moved to approve increasing the Library Assistant - Children's weekly hours from 25 to 30 hours beginning in January. Motion by J. Martinson, second by S. Janowiak. Motion Carried.

As a future agenda item Director Wright will detail the Library Assistant job requirements and job posting for review by the Board.

DISCUSSION & CONSIDERATION OF LIBRARY BOARD MEETING TIME: This will be a future agenda item, after vacant seats are filled, as the Library Board is flexible in arranging meeting times.

DISCUSSION & CONSIDERATION OF REVISED SCLS AGREEMENT AND REVISED AGREEMENT TO PARTICIPATE IN SHARED AUTOMATED RESOURCES SYSTEM FOR 2012: Director Wright had copies of both agreements available for review. Both L. Hiland and Director Wright signed the agreements and Director Wright will provide copies to SCLS.

DIRECTOR'S REPORT: Director Wright distributed her Director's Report:

- *Circulation (items checked out at our library) for September was 6,270. In addition to these items checked out at our Library, 12,553 items were checked in by staff.*
- *Of the 6,270 items checked out during September, 1,718 were adult print (books & magazines), 2,118 were adult non-print (audio books, CDs, software, DVDs), 1,590 were juvenile (children's & teen) print, 734 were juvenile non-print, and the rest were generic / misc. formats.*
- *Residents of the Village of New Glarus checked out 3,035 items (48% of the total monthly circulation) in September.*
- *Circulation to residents of Green County not served by a municipal library was 2,485 (39% of the library's total circulation for the month) in September.*
- *Of this Green County total, in September residents of the Town of New Glarus checked out 1,338 items (21% of the library's total circulation for the month), Town of York residents checked out 724 items (11.5%), and Town of Exeter residents checked out 332 items (5%).*
- *Residents of Dane County not served by a municipal library checked out 234 items in September (3.7% of the library's total circulation for the month).*
- *4,031 people visited the Library during September.*
- *11 new patrons were registered in Sept. – a total of 161 new patrons have been registered this year.*
- *During September the Library presented 5 programs that were attended by a total of 54 children, teens, and adults.*
- *Patrons used 338 sessions on the Library's three public Internet terminals for a total of 164 hours and 21 minutes during September.*

- 692 people visited the Library's website a total of 954 times during September with an average of 1 hour and 51 minutes spent on the site.
- The Library submitted a grant application to the New Glarus Community Foundation to create circulating book discussion kits.
- The Friends of the Library will be sponsoring a special program, "Coupon Clipping 101" on Thursday, October 20th from 6:30 to 8:30 p.m. in the Village Hall Community Room.
- Denise learned that she was elected to serve on the Wisconsin Association for Public Libraries (WAPL) Board – she will begin her term in January.

ADJOURNMENT: The next meeting of the New Glarus Public Library Board of Trustees will be at 7:00 p.m. on Tuesday, November 8, 2011 in the New Glarus Village Hall Board Room – please note the later start time for this meeting. Meeting adjourned on motion by W. Duerst, second by J. Martinson. Motion Carried.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE NOVEMBER 8, 2011 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, September 13, 2011**

President Faun Phillipson called the meeting to order at 4:30 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Phillipson) were: Wayne Duerst, Linda Hiland, Suzi Janowiak, Jane Martinson, and Becky Weiss. Also in attendance were Village Board Liaison Darrel Weber and Library Director Denise Anton Wright.

APPROVAL OF AGENDA: The agenda was approved on a motion by W. Duerst, second by D. Weber. Motion Carried.

APPROVAL OF MINUTES: The minutes from the August 9, 2011 Library Board meeting - noting three typographical corrections – were approved on a motion by L. Hiland, second by F. Phillipson. Motion Carried.

COMMENTS & QUESTIONS FROM THE PUBLIC: no questions as there were no members of the public in attendance.

LIBRARY EXPANSION EFFORTS

- **UPDATE FUND RAISING** – Director Wright sent via certified mail the check W. Duerst had obtained for initial payment to fund raising consultant Jodi Bender Sweeney. S.

Janowiak has made contact with various individuals interested in being on the fund raising task force to update them on our retaining J. Sweeney. Director Wright has a variety of materials (Strategic Plan, Overview of Expansion Efforts, etc) prepared for her Thursday, September 15th meeting with J. Sweeney, where they will be discussing such items as the library, needs, past history, general timeline and next steps.

- **REVIEW OF LIBRARY BOARD MEMEBERS' CHECKLISTS FOR BUILDING PROGRAM STATEMENT** – Director Wright reported that checklists were distributed to Library staff and that she would share copies with the Friends of the New Glarus Public Library. Checklists from the trustees were returned to Director Wright to be compiled into one document for future use.
- **REVIEW OF SAMPLE BUILDING PROGRAM STATEMENTS & REQUESTS FOR PROPOSALS (RFP) FOR ARCHITECTS** – Discussion of the examples provided. Director Wright to ask Deb Haeffner – Building & Design Consultant for SCLS, for a RFP for Topographical Survey. If D. Haeffner does not have a sample, B. Weiss to prepare a draft of a RFP of a topographical survey.

PRESENTATION OF BILLS / FINANCIAL REPORT: One set of bills for August 30, 2011 totaling \$3,061.00 was initialed by trustees to show approval for payment. The August 2011 Library Financial Report prepared by Village Treasurer, Lynne Erb was distributed to the Library Board members. This report reflects the withdrawal of \$11,000

as initial payment to fund raising consultant J. Sweeney. Director Wright distributed the South Central Library System Foundation's monthly report updated thru August 31, 2011. Director Wright announced a recent \$100 donation toward the Library's building fund – it will be deposited in the SCLS Foundation account.

DISCUSSION OF EXPENSES RELATED TO THE LIBRARY PROPERTY: Treasurer W. Duerst will have a check prepared to pay \$60.00 invoice from Gene Dahlk for mowing of the easement area.

2012 WPLC STATEWIDE PURCHASING POOL: Director Wright discussed the Overdrive group purchase that the WPLC (Wisconsin Public Library Consortium) began several years ago. WPLC originally selected Overdrive to be used as the platform for ebooks but is interested in exploring other vendors. Currently the public library systems have paid the costs of cooperative projects like this; however, due to the explosion of ebooks, the recommendation from WPLC is to share costs for additional ebook access among all the member libraries. New Glarus Public Library has been given a preliminary estimate of \$1,200 for ebook purchasing in 2012 but this amount may be less. Director Wright will share more details as they become available.

2012 LIBRARY BUDGET: Director Wright distributed the 2012 Library Budget. Moved to submit the 2012 Library Budget to Village Clerk, Lynne Erb by D. Weber, second by L. Hiland. Motion Carried.

REVIEW AND UPDATE OF LIBRARY BOARD BYLAWS: Prior to the meeting Director Wright had reviewed bylaws of other Wisconsin libraries and reviewed the sample public library board bylaws the DPI division for Libraries, Technology and Community Learning has posted on their website. Director Wright then emailed a copy of proposed bylaws with her questions/comments to the Library Board. Bylaws were discussed and minor changes in wording proposed. Director Wright to make the changes and the approval of these bylaws will be an upcoming agenda topic.

LIBRARY BOARD COMPOSITION & ELECTION OF PRESIDENT: Director Wright had checked with DPI to confirm restrictions if any on the makeup of the Library Board. F. Phillipson spoke with Keith Seward, Chairman of the Town on New Glarus and let him know of the opening on the Library Board and to direct any interested person to Village President Jim Salter. Moved to nominate L. Hiland to be President of the Library Board by S. Janowiak, second by D. Weber. Motion Carried.

SEPTEMBER 30TH LIBRARY STAFF TRAINING: Assistant Director Janis Merkle has coordinated the training for staff on the Overdrive system. This will include hands on practice downloading items from the Overdrive system to a Sony ebook reader, Kindle, and a Nook. Moved to approve closing the Library in the morning and open at 1 p.m. on September 30th by S. Janowiak, second by W. Duerst. Motion Carried. Moved to close the library on September 15th from 1:30 p.m. till after the ceremony so staff may attend Catelyn Owen's funeral. Motion by J. Martinson, second by S. Janowiak. Motion Carried.

UPDATE – LIBRARY PAGE I SEARCH: Director Wright stated that 13 applications were received. Director Wright and Asst. Director Merkle are looking at interviewing 4-5 candidates during the early part of the week of September 19, 2011.

DIRECTOR'S REPORT: Director Wright distributed her Director's Report:

- Circulation (items checked out at our library) for August was 7,294.
- Of the 7,294 items checked out during August, 2,152 were adult print (books & magazines), 3,075 were adult non-print (audio books, CDs, software, DVDs), 1,804 were juvenile (children's & teen) print, 199 were juvenile non-print, and the rest were generic / misc. formats.
- Residents of the Village of New Glarus checked out 3,330 items (45% of the total monthly circulation) in August.
- Circulation to residents of Green County not served by a municipal library was 3,123 (43% of the library's total circulation for the month) in August.
- Of this Green County total, in August residents of the Town of New Glarus checked out 1,742 items (24% of the library's total circulation for the month), Town of York residents checked out 885 items (12%), and Town of Exeter residents checked out 352 items (5%).
- Residents of Dane County not served by a municipal library checked out 397 items in August (5.4% of the library's total circulation for the month).
- 4,512 people visited the Library during August.
- 16 new patrons were registered in August – a total of 150 new patrons have registered this year.
- During August the Library presented 3 programs that were attended by a total of 61 children, teens, and adults.
- Patrons used 407 sessions on the Library's three public Internet terminals for a total of 195 hours and 39 minutes during August.
- 723 people visited the Library's website a total of 1,123 times during August with an average of 1 hour and 10 minutes spent on the site.
- The Library's microfilm project is now ready to be publicized. The Library has submitted paperwork to participate in a SCLS cooperative grant on early family literacy and will be submitting a grant application to the New Glarus Community Foundation to create book discussion kits.

ADJOURNMENT: The next meeting of the New Glarus Public Library Board of Trustees will be at 4:30 p.m. on Tuesday, October 11, 2011 in the New Glarus Village Hall Board Room. Meeting adjourned on motion by J. Martinson, second by D. Weber. Motion Carried.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE OCTOBER 11, 2011 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees**

New Glarus Public Library Tuesday, August 9, 2011

President Faun Phillipson called the meeting to order at 4:30 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Phillipson) were: Linda Hiland, Suzi Janowiak, Jane Martinson, and Becky Weiss. Wayne Duerst was absent. Also in attendance were Village Board Liaison Darrel Weber, Library Director Denise Anton Wright, Village Board member Kevin Budsberg, and fund raising consultant Jodi Bender Sweeney (left at 5:28 p.m.).

APPROVAL OF AGENDA: The amended agenda was approved on a motion by D. Weber, second by B. Weiss. Motion Carried.

APPROVAL OF MINUTES: The minutes from the July 12, 2011 Library Board meeting were approved on a motion by S. Janowiak, second by F. Phillipson. Motion Carried. The minutes from the August 2, 2011 Special Library Board meeting (presentations by fund raising consultants) - noting two typographical corrections – were approved on a motion by L. Hiland, second by S. Janowiak. Motion Carried.

COMMENTS & QUESTIONS FROM THE PUBLIC: There were no questions from the public in attendance.

PRESENTATION BY FUND RAISING CONSULTANT JODI BENDER SWEENEY / THE SWEENEY GROUP: Jodi Sweeney has worked with Fitchburg Public Library, the Ruth Culver Community Library (Prairie Du Sac), and McIntosh Memorial Library, Viroqua. Presentation started by J. Sweeney speaking about her background (15 plus years with a focus on libraries, historical preservation projects and public schools), past/current projects (both capital campaigns and endowments), the fund raising process, use of Campaign Planning Studies, fundraising trends and experiences she has encountered. J. Sweeney responded to questions regarding: scheduling, staffing, fees, expectations/needs. Also, samples of past print materials were distributed for review.

LIBRARY EXPANSION EFFORTS

- **COMPOSITION OF THE FUND RAISING TASK FORCE** - S. Janowiak offered to contact the individuals who have expressed an interest in assisting with fund raising, to provide them an update on where we are in the process with retaining a fund raising consultant, and to confirm the volunteers contact information.
- **DISCUSSION / CONSIDERATION OF HIRING A FUND RAISING CONSULTANT** - Discussion started with various comments of how pleased the Library Board was that all three consultants - Pat Boelter, Larry Dittman and Jodi Bender Sweeney could meet with us, the high level of experience they offered, their presentation styles, etc. Director Wright shared information she had

- gathered from other libraries that had worked with the consultants. B. Weiss distributed an Excel spreadsheet that she created with cost projections based on the fee schedules for P. Boelter and L. Dittman. As the discussion continued each individual shared his / her thoughts about the candidates and who his / her top two choices were. Discussion continued. B. Weiss moved to retain J. Sweeney to perform a campaign planning study, second by F. Phillipson. Motion carried. Director Wright will contact J. Sweeney and then notify P. Boelter and L. Dittman of the Board's decision.
- **PUBLIC RELATIONS / ACKNOWLEDGMENTS** - After hearing all three consultants speak on the importance of donor recognition - combined with the recent land purchase - B. Weiss asked whether the Library Board had a procedure in place to acknowledge future situations. Director Wright mentioned that she sent thank you letters to both P. Boelter and L. Dittman on behalf of the Library Board and would be in communication with J. Sweeney as well. F. Phillipson volunteered to draft a letter to the Swiss Center of North American thanking them and acknowledging the contributions of Beth Zurbuchen in relation to the land purchase.
- **BUILDING PROGRAM STATEMENT** - Director Wright distributed a handout - "Checklist of General Program Areas" - that she obtained from Deb Haeffner – Building & Design Consultant for SCLS (South Central Library Services). The checklist breaks a library building out into sections such as Entrance, Meeting Rooms, Circulation Desk, etc. and then focus on specific's in each area - such as: lighting, ADA accessibility, shelves, outlets, signage, etc. Trustees are asked to review the checklist in preparation for the September meeting. Information gathered from the completed checklists will be used to create a Building Program Statement.
- **TIMELINE FOR CONTACTING ARCHITECTURAL / ENGINEERING FIRMS** - F. Phillipson will contact Village Administrator, Nic Owen and request a copy of a Request for Proposal (RFP). Director Wright will confer with D. Haeffner and J. Sweeney for her suggestions on a possible timeframe.
- **MOWING OF THE LIBRARY'S PROPERTY** - Roger Arn has completed the mowing of the property. Mowing will be on the agenda for the September meeting in case it needs to be mowed again depending on weather conditions.

PRESENTATION OF BILLS / FINANCIAL REPORT: Three sets of bills - July 12, 2011 of \$4,473.07, July 27, 2011 of \$2,037.48 and August 9, 2011 of \$1,610.98 - were initialed by trustees to show approval for payment. Director Wright has indicated on the list of bills when the new library credit card was used.

The July 2011 Library Financial Report prepared by Village Treasurer, Lynne Erb was distributed to the Library Board members. This report reflects the withdrawal of \$86,421.00 to cover the total purchase price of the property next to the Swiss Center of North America. In addition, a section has been added to the financial report that lists investments with the South Central Library System Foundation.

Director Wright distributed the South Central Library System Foundation's monthly report updated thru June 30, 2011. Director Wright announced a recent \$1,000 donation from a Village resident toward the Library's building fund – it was decided to deposit this in the SCLS Foundation account.

LIBRARY BOARD RESIGNATION - F. Phillipson announced that due to changes at her law firm she was reluctantly resigning from the Library Board. The September 13, 2011 Library Board meeting will be her last. We are sad to hear that she is leaving, but appreciate her years of service and hard work. Trustees are asked to direct names of anyone who may be interested in serving to Village President, Jim Salter.

EQUALIZATION OF RETIREMENT BENEFITS FOR NON-REPRESENTED LIBRARY EMPLOYEES - Director Wright distributed a copy of the April 5, 2011 Village Board minutes pertaining to the Village Board's discussion and motion concerning Equalization of Non-Represented employee retirement. If the Library Board adopts the same policy as the Village Board it would impact four Library employees: Janis Merkle, Ignacia Boersma, Marilyn Christensen, and Denise Anton Wright. F. Phillipson moved to approve equalization of retirement benefits for Non-Represented Library employees through the end of 2011, second by L. Hiland. Motion Carried.

2012 LIBRARY BUDGET - Director Wright distributed a preliminary 2012 Library Budget and a handout summarizing Village funding to the Library since 2003. F. Phillipson volunteered to prepare a memo to the Village Board regarding the Library's 2012 budget request.

DIRECTOR'S REPORT: Director Wright distributed her Director's Report:

- *Circulation (items checked out at our library) for July was 7,268.*
- *Of the 7,268 items checked out during July, 1,995 were adult print (books & magazines), 2,366 were adult non-print (audio books, CDs, software, DVDs), 2,145 were juvenile (children's & teen) print, 693 were juvenile non-print, and the rest were generic / misc. formats.*
- *Residents of the Village of New Glarus checked out 3,278 items (45% of the total monthly circulation) in July.*
- *Circulation to residents of Green County not served by a municipal library was 3,177 (44% of the library's total circulation for the month) in July.*
- *Of this Green County total, in July residents of the Town of New Glarus checked out 1,792 items (25% of the library's total circulation for the month), Town of York residents checked out 833 items (11%), and Town of Exeter residents checked out 401 items (5.5%).*
- *Residents of Dane County not served by a municipal library checked out 359 items in July (5% of the library's total circulation for the month).*
- *4,584 people visited the Library during July.*
- *23 new patrons were registered in July. So far this year 134 new patrons have been registered.*

- *During July the Library presented 11 programs that were attended by a total of 351 children, teens, and adults.*
- *Patrons used 357 sessions on the Library's three public Internet terminals for a total of 166 hours and 21 minutes during July.*
- *707 people visited the Library's website a total of 1,198 times during July with an average of 42 minutes spent on the site.*
- *The Library's three 2011 Summer Reading programs finished August 6th – they all had tremendous participation: 63 in the preschool, 91 in the school-age, and 25 in the teen.*
- *Overdrive statistics are now available. This is online service that is paid for by the Wisconsin Public Library Consortium and it allows patron to download audiobooks, e-books, and e-video to their personal devices. During 2010 New Glarus Public Library patrons used Overdrive a total of 108 times, for the first six months of 2011 they've used Overdrive 58 times.*

ADJOURNMENT: The next meeting of the New Glarus Public Library Board of Trustees will be at 4:30 p.m. on Tuesday, September 13, 2011 in the New Glarus Village Hall Board Room. Meeting adjourned on motion by D. Weber, second by B. Weiss. Motion Carried.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE SEPTEMBER 13, 2011 LIBRARY BOARD MEETING

**SPECIAL LIBRARY BOARD OF TRUSTEES PROCEEDINGS
VILLAGE OF NEW GLARUS
August 2, 2011**

President Faun Phillipson called the meeting to order at 6:00 p.m. in the Community Room of the New Glarus Village Hall. Trustees present (in addition to Phillipson) were: Wayne Duerst, Linda Hiland, Suzi Janowiak, Jane Martinson, and Becky Weiss. Also in attendance were Village Board Liaison Darrel Weber (left at 6:55 pm), Library Director Denise Anton Wright, Pat Weber, Pat Boelter (arrived at 6:00 pm, left at 6:50 pm), and Larry Dittman (arrived at 7:00 pm, left at 8:00 pm).

APPROVAL OF AGENDA: Moved to amend the agenda by adding, as item # 5 - Mowing of the Library property - by S. Janowiak, second by L. Hiland. Motion Carried. The amended agenda was approved on a motion by J. Martinson, second by L. Hiland. Motion Carried.

PRESENTATIONS BY FUND RAISING CONSULTANTS

- Pat Boelter, Signature Services Group, LLC has worked with Dwight Foster Library in Fort Atkinson, E.D. Locke Public Library in McFarland, and Cudahy Family Library in Cudahy.

- Larry Dittman, Church Street Associates has worked with Hatch Public Library in Mauston, Abbotsford Public Library in Abbotsford, and Drake Community Library in Grinnell, IA.

The presentations both started with P. Boelter and L. Dittman speaking on the following: their backgrounds, companies, past/current projects – both capital campaigns and endowments, fund raising philosophies, steps and other key points, and situations they have encountered. Both consultants shared examples of print materials from their work and answered questions regarding their current/future schedules, staffing, fees, expectations/needs, etc. Each consultant has 30 plus years of experience related to fundraising. In addition, each has a long-term relationship with a community where they have consulted on multiple projects.

UPDATE / DISCUSSION / CONSIDERATION OF FRIENDS OF NEW GLARUS DONATION:

Director Wright and F. Phillipson provided a summary of communications they have had with Pete Etter, Kaye Gmur, and John Marty from New Glarus Historical Society / Swiss Historical Village and Museum (Museum) regarding the donation. John Marty has already signed the agreement on behalf of the Museum and the Library Board is eager to be in a position to sign off on the agreement. Items discussed focused on procedures for accepting donations, available storage space, and a concern with the 2011 timeline mentioned in the document.

Moved by F. Phillipson to revise the Agreement as the following are stricken:
From Item #10 – “in the course of calendar year 2011”

From Item #12 – sentence 1 “The Museum and Library are each obligated to make excess funds that are not used available to the other institution when the funds are depleted.”

From Item #12 – sentence 3 “The Museum and Library are further obligated to meet the obligations of this Agreement from their current budgets.”

then approve signing the Agreement as revised. Second by S. Janowiak. Motion Carried.

MOWING OF LIBRARY PROPERTY ON HWY. 39: S. Janowiak reported that she had made two attempts to contact the individual who has harvested hay on the land to the north of the Library’s property, to see if he would be interested in harvesting the hay on the Library’s land. At this time there has been no response. J. Martinson offered to check with a few people she knows to see if they may be interested in harvesting the hay. F. Phillipson moved to retain Gene Dahlk to continue mowing the easement portion of the land at \$20 per cut thru seasonal end of 2011, second by B. Weiss. Motion Carried.

ADJOURNMENT: The next meeting of the New Glarus Public Library Board of Trustees will be at 4:30 p.m. on Tuesday, August 9th, 2011 in the New Glarus Village Hall Board Room. Meeting adjourned on motion by W. Duerst, second by L. Hiland. Motion Carried.

Respectfully submitted,
Becky Weiss, Secretary

MINUTES APPROVED AT THE AUGUST 9, 2011 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, July 12, 2011**

President Faun Phillipson called the meeting to order at 4:40 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Phillipson) were: Wayne Duerst, Linda Hiland, Suzi Janowiak, Jane Martinson, and Becky Weiss. Also in attendance were Village Board Liaison Darrel Weber and Library Director Denise Anton Wright.

APPROVAL OF AGENDA: The agenda was approved on a motion by W. Duerst, second by D. Weber. Motion Carried.

APPROVAL OF MINUTES: The minutes from the June 14, 2011 Library Board meeting were approved on a motion by D. Weber, second by S. Janowiak. Motion Carried. The minutes from the July 8, 2011 Special Library Board meeting (real estate closing for property purchase), with the correction of two names, was approved on a motion by B. Weiss, second by W. Duerst. Motion Carried.

COMMENTS & QUESTIONS FROM THE PUBLIC: There were no members of the public in attendance.

LIBRARY EXPANSION EFFORTS

- **COMPOSITION OF THE FUND RAISING TASK FORCE** - F. Phillipson and S. Janowiak provided an update on who has been contacted and replies received so far. At this time six people have expressed an interest, three have declined and there are a few that we are waiting to hear back from.
- **ASSISTANCE FROM FUND RAISING CONSULTANTS** - Director Wright provided an update on responses she had received from other Directors and their experiences with various Fund Raising Consultants. Director Wright will be contacting Cross Plains Library to find out which consultant (if any) they used. Director Wright was asked to contact Signature Services, The Sweeney Group, the firm or individual – if any - that Cross Plains worked with, and Church Street Associates to arrange meetings. Tuesday, July 26th or August 2nd were proposed as possible meeting dates.
- **TIMELINE FOR CONTACTING ARCHITECTURAL / ENGINEERING FIRMS** - Discussed adding Avenue Architects and the firm that designed Monroe Clinic (building along Hwy 69) to the list of potential architectural and engineering firms. F. Phillipson will contact Nic Owen, Village Administrator for requirements / details regarding public bid process. Discussed the need for a topographical survey of the Hwy. 39 property. If it is not required to go through a public bid process for this survey, then the Board will contact Talarczyk & Associates and Vierbicher to request a proposal. Moved by F. Phillipson, second by S. Janowiak. Motion carried.

PRESENTATION OF BILLS / FINANCIAL REPORT: The June 14, 2011 set of bills totaling \$6,565.27 were initialed to show approval for payment. Included in this set of bills were attorney fees for the month of May, the cost of the geotechnical report and borings for the property on Hwy. 39 , and the cost of four new 19" computer monitors for Staff / Desk computers. Director Wright distributed the June 2011 Library Financial Statement prepared by Village Treasurer, Lynne Erb.

2011 LIBRARY BUDGET – 6-MONTH UPDATE: Director Wright distributed the Library's budget for a 6-month review; at this time expenditures and revenue are where they should be. As part of this budget discussion expenditures relating to the recent land purchase (Insurance and Professional Services) were reviewed. It was suggested to have the hay on the new library property mowed - S. Janowiak will be checking with the person who has harvested hay on the land to the north of the Library's property to see if he is interested. F. Phillipson volunteered to begin working on a request for the 2012 Library budget.

2012 LIBRARY BUDGET – ANTICIPATED REVENUE: Director Wright presented information about the anticipated 2012 Green County reimbursement.

DIRECTOR'S REPORT: Director Wright distributed her Director's Report:

- *Circulation (items checked out at our library) for June was 7,307.*
- *Of the 7,307 items checked out during June, 1,858 were adult print (books & magazines), 2,614 were adult non-print (audio books, CDs, software, DVDs), 2,093 were juvenile (children's & teen) print, 668 were juvenile non-print, and the rest were generic / misc. formats.*
- *Residents of the Village of New Glarus checked out 3,183 items (43.5% of the total monthly circulation) in June.*
- *Circulation to residents of Green County not served by a municipal library was 3,381 (46% of the library's total circulation for the month) in June.*
- *Of this Green County total, in June residents of the Town of New Glarus checked out 1,895 items (26% of the library's total circulation for the month), Town of York residents checked out 798 items (11%), and Town of Exeter residents checked out 451 items (6%).*
- *Residents of Dane County not served by a municipal library checked out 334 items in June (4.5% of the library's total circulation for the month).*
- *4,673 people visited the Library during June.*
- *38 new patrons were registered in June. So far this year the Library has registered 111 new patrons.*
- *During June the Library presented 6 programs that were attended by a total of 156 children, teens, and adults. Registration for all three summer reading programs started on June 15th.*
- *Patrons used 344 sessions on the Library's three public Internet terminals for a total of 168 hours and 21 minutes during June.*
- *656 people visited the Library's website a total of 1,106 times during June with an average of 49 minutes spent on the site.*

- *Regarding the Library's LSTA Local History Digitization grant, on June 30th Assistant Director Janis Merkle delivered the second and final installment of items to be digitized by the UWDC in Madison. The project is on schedule and Janis is doing an amazing job as the project coordinator.*
- *The Library's new microfilm viewer / printer / scanner has been delivered and we hope to install it soon. Publicity with the Town of New Glarus Board will be arranged.*
- *Due to space limitations and declining circulation, all remaining VHS have been withdrawn from the Library's collection. VHS titles dealing with the greater New Glarus area have been moved to the non-circulating local history collection.*
- *Melody, a READ therapy dog, has been visiting the Library this summer and children have been having fun reading to her or even just petting her. There will be two more Saturdays with Melody: July 23rd and July 30th.*

ADJOURNMENT: The Library Board was reminded that an update on the property purchase would be an agenda item for the upcoming Joint Town/Village Negotiation Committee Meeting on Thursday, July 21st at 6 pm. The next meeting of the Board of Trustees of the New Glarus Public Library will be at 4:30 on Tuesday, August 9, 2011 in the New Glarus Village Hall Board Room. Meeting adjourned on motion by J. Martinson, second by D. Weber. Motion Carried.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE AUGUST 9, 2011 LIBRARY BOARD MEETING

**SPECIAL LIBRARY BOARD OF TRUSTEES PROCEEDINGS
VILLAGE OF NEW GLARUS
JULY 8, 2011**

Library Board members and others met at 4:00 p.m. at Re / Max Preferred's New Glarus location (26 5th Street) in order to close on the purchase of property from the Swiss Center of North America, described as Lot 1 of Certified Survey Map No. 4619 as recorded in Volume 19 of Certified Survey Maps of Green County, Wisconsin on Page 269.

Present: Library Board members Faun Phillipson, Jane Martinson, Suzi Janowiak, Wayne Duerst and Darrel Weber.

Also Present: Barbara Anderson, Keith & Liz Seward, Judy & Darrel Murken, Linda Uttech, Kaye Gmur, Denise Anton Wright, Dean Streiff, Lorri Stueber (Seller's Agent), Rick Maliszewski (Ekum Abstract & Title) and Beth Zurbuchen (Swiss Center of North America).

Faun Phillipson, Library Board President

MINUTES APPROVED AT THE JULY 12, 2011 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, June 14, 2011**

President Faun Phillipson called the meeting to order at 4:30 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Phillipson) were: Wayne Duerst, Suzi Janowiak, Jane Martinson, and Becky Weiss. Absent was Linda Hiland. Also in attendance were Village Board Liaison Darrel Weber, Library Director Denise Anton Wright, and Village Board Trustee Kevin Budsberg.

APPROVAL OF AGENDA: President Phillipson announced that – if necessary - the Library Board would convene into Closed Session per Wisconsin Statute 19.85 (1)(e) for the purpose of discussing “public business with competitive or bargaining implications” (purchase of property). The agenda was approved on a motion by J. Martinson, second by W. Duerst. Motion Carried.

APPROVAL OF MINUTES: The minutes from the May 10, 2011 Library Board meeting were approved on a motion by S. Janowiak, second by J. Martinson. Motion Carried.

COMMENTS & QUESTIONS FROM THE PUBLIC: President Phillipson asked for comments or questions from those in attendance. There were none.

POSSIBLE PURCHASE OF PROPERTY: The purchase of the property adjacent to the Swiss Center of North America (SCNA) was discussed. F. Phillipson moved, J. Martinson seconded to ratify the Library Board President's signature executed on Counter #4 on May 13, 2011 (as Counter #4 was revised by seller, with the addition of June 15, 2011 closing date). Motion Carried. The Library Board also discussed upcoming dates:

- June 23, 2011 - Plan Commission meeting to review the Certified Survey Map (CSM)
- July 5, 2011 - Village Board meeting also to review the CSM
- July 8, 2011 - Closing on the property at the Re / Max office in New Glarus

CONVENE INTO CLOSED SESSION: It was determined that a Closed Session would not be needed.

LIBRARY EXPANSION EFFORTS

- **SOIL TESTING UPDATE** – The Geotechnical Report prepared by Edge Consulting Engineers, Inc. was reviewed and the site was found to be suitable for the purposes of building a library.
- **SURVEY OF THE PROPERTY** – S. Janowiak moved to accept the survey and authorized payment of half the invoice for the cost of the survey, second by W. Duerst. Motion Carried.

- **FUND RAISING UPDATE / FUND RAISING TASK FORCE** – F. Phillipson moved to approve correspondence regarding TIF #2 and authorized submitting it to Nic Owen, Village Administrator, for distribution to Village Board, second by W. Duerst. Motion Carried. Director Wright distributed a handout listing Fund Raising organizations and professionals. Director Wright was asked to contact the Madison Community Foundation to see if they could do a presentation at a future meeting. A list of area residents who have been involved with fund raising for the Library in the past or have expressed an interest in becoming involved was compiled. S. Janowiak and F. Phillipson agreed to contact the people on the list to see if they would be interested in serving on a fund raising task force.
- **POSSIBLE ARCHITECTURAL AND ENGINEERING FIRMS** - Director Wright distributed a list of firms in Wisconsin and Illinois that Deb Haeffner from SCLS has compiled.

PRESENTATION OF BILLS / FINANCIAL REPORT: Director Wright presented one set of Bills for approval: the June 1, 2011 Bills totaled \$4,725.52. Included is the invoice from Murphy Desmond Lawyers for professional services provided during the month of April. The Bills were initialed to show approval for payment.

Director Wright distributed the May 2011 Library Financial Statement created by Village Treasurer, Lynne Erb and the SCLS Foundation statement for May.

LIBRARY BOARD BYLAWS – UPDATES NEEDED: Director Wright distributed copies of the Library Board Bylaws which were last approved sometime in the 1990's. Library Board members are to review the Bylaws in preparation for the August meeting when necessary revisions will be discussed.

LIBRARY CLOSINGS – CHRISTMAS AND NEW YEAR'S HOLIDAYS: With Christmas Day and New Year's Day falling during the weekend this year, the Village of New Glarus offices (and Library) will be closed Friday and Monday of those weekends. Director Wright requested permission to close the Library on Saturday, December 24, 2011 and Saturday, January 1, 2012 because there will not be SCLS Delivery service either of those days. F. Phillipson moved, second by W. Duerst. Motion Carried.

DIRECTOR'S REPORT: Director Wright distributed her Director's Report:

- *As the new version of LINKcat settles in, we're seeing the usage statistics becoming more and more reliable. However, there are still several statistics which are not easily available.*
- *Circulation (items checked out at our library) for May was 5,805.*
- *Of the 5,805 items checked out during May, 1,741 were adult print (books & magazines), 2,260 were adult non-print (audio books, CDs, software, DVDs), 1,185 were juvenile (children's & teen) print, 562 were juvenile non-print, and the rest were generic / misc. formats.*
- *Residents of the Village of New Glarus checked out 2,687 items (46% of the total monthly circulation) in May.*

- *Circulation to residents of Green County not served by a municipal library was 2,452 (42% of the library's total circulation for the month) in May.*
- *Of this Green County total, in May residents of the Town of New Glarus checked out 1,312 items (23% of the library's total circulation for the month), Town of York residents checked out 681 items (12%), and Town of Exeter residents checked out 338 items (6%).*
- *Residents of Dane County not served by a municipal library checked out 303 items in May (5% of the library's total circulation for the month).*
- *3,117 people visited the Library during May.*
- *13 new patrons were registered in May.*
- *During May the Library presented 7 programs that were attended by a total of 76 children, teens, and adults.*
- *Patrons used 291 sessions on the Library's three public Internet terminals for a total of 141 hours and 38 minutes during May.*
- *608 people visited the Library's website a total of 1,011 times during May with an average of 43 minutes spent on the site.*
- *Regarding the Library's LSTA Local History Digitization grant, on June 6th Assistant Director Janis Merkle delivered the first installment of items to be digitized by the UWDC in Madison. The project is on schedule and Janis is doing an amazing job as the project coordinator.*
- *The Library's new microfilm viewer / printer / scanner should be delivered sometime this week.*

ADJOURNMENT: The next meeting of the Board of Trustees of the New Glarus Public Library will be at 4:30 on Tuesday, July 12, 2011 in the New Glarus Village Hall Board Room. Meeting adjourned on motion by W. Duerst, second by F. Phillipson. Motion Carried.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE JULY 12, 2011 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, May 10, 2011**

President Faun Phillipson called the meeting to order at 4:30 p.m. in the second floor meeting room of the Bank of New Glarus / Sugar River Branch. Trustees present (in addition to Phillipson) were: Wayne Duerst, Linda Hiland, Suzi Janowiak, Jane Martinson, and Becky

Weiss. Also in attendance were Village Board Liaison Darrel Weber, Library Director Denise Anton Wright, Village Administrator Nic Owen, Village Board member Kevin Budsberg, and Village resident Sue Leverich.

APPROVAL OF AGENDA: The agenda was approved on motion by W. Duerst, second by L. Hiland. Motion Carried. President Phillipson announced that – if necessary - the Library Board would convene into Closed Session per Wisconsin Statute 19.85 (1)(e) for the purpose of discussing “public business with competitive or bargaining implications” (purchase of property) but it was quickly decided that a Closed Session would not be needed for this meeting.

APPROVAL OF MINUTES: The Library Board approved the minutes from the April 12, 2011 meeting on motion from W. Duerst, second by B. Weiss. Motion Carried.

COMMENTS & QUESTIONS FROM THE PUBLIC: President Phillipson asked for comments or questions from those in attendance. There were none.

POSSIBLE PURCHASE OF PROPERTY: The purchase of the property adjacent to the Swiss Center of North America (SCNA) was discussed. The current wording of the counter-offer has been reviewed by Village Administrator Owen, the Village’s attorney and the attorney for the SCNA. President Phillipson also reviewed the language concerning the ingress/egress parcel, and moved to strike the bicycle/pedestrian phrase from paragraph one. Second by S. Janowiak. Motion Carried. S. Janowiak moved to sign the counter-offer, second by B. Weiss. Motion Carried.

CONVENE INTO CLOSED SESSION: It was determined that it was unnecessary to convene into closed session at this meeting.

LIBRARY EXPANSION EFFORTS: Concerning library expansion efforts, preliminary discussion of fundraising issues, soil testing and architectural / engineering firms will be put on the June meeting agenda. The firm of Soil Essentials will be conducting the soil borings, etc. that will be used to determine the potential of the property owned by the Swiss Center of North America.

PRESENTATION OF BILLS / FINANCIAL REPORT: Director Wright presented two sets of Bills for approval: the April 26, 2011 Bills totaled \$2,695.31 and the May 10,

2011 Bills totaled \$2,779.20 for a grand total of \$5,474.51. The Bills were initialed to show approval for payment.

Director Wright distributed the April 2011 Library Financial Statement created by Village Treasurer, Lynne Erb and the SCLS Foundation statement. One of the Library's CDs will mature on June 9, 2011. Because the interest rate is so low and the Library Board's financial needs will be increasing with a possible library expansion project, F. Phillipson moved to place the funds from the CD into savings so that it will be easily available. Second by D. Weber. Motion Carried. The Library Board is pleased with the performance of the funds invested in the SCLS Foundation.

2011 LIBRARY BUDGET – 4-MONTH UPDATE: Director Wright distributed the 4-month update of the 2011 Library Budget. Revenues and expenses are on target for this point in the year.

LIBRARY BOARD APPOINTMENTS & ELECTION OF OFFICERS: Village President Jim Salter has contacted W. Duerst and J. Martinson about continuing on the Library Board. Both have agreed to serve another 3-year term. Election of officers took place:

- S. Janowiak nominated F. Phillipson for President, second by L. Hiland. Motion Carried. B. Weiss moved to close nominations and cast a unanimous ballot, second by D. Weber. Motion Carried.
- L. Hiland nominated S. Janowiak for Vice President, second by B. Weiss. Motion Carried. D. Weber moved to close nominations and cast a unanimous ballot, second by W. Duerst. Motion Carried.
- F. Phillipson nominated B. Weiss for Secretary, second by W. Duerst. Motion Carried. S. Janowiak moved to close nominations and cast a unanimous ballot, second by D. Weber. Motion Carried.
- B. Weiss nominated W. Duerst for Treasurer, second by F. Phillipson. Motion Carried. D. Weber moved to close nominations and cast a unanimous ballot, second by J. Martinson. Motion Carried.

Director Wright will create an updated Library Board contact list after today's elections.

REVISED LIBRARY CIRCULATION POLICY & INTERNET ACCEPTABLE USE POLICY:

Director Wright discussed proposed revisions to the Library's Circulation and Internet Acceptable Use policies. Rather than fines accruing after the overdue item has been returned, the new LINKcat calculates fines from the moment the item is overdue. As a result, the South Central Library System suggests that LINK libraries increase the LINK suspension limit from \$10.00 to \$20.00. The new LINKcat also makes it impossible for library staff to see a patron's PIN, so wording needs to be updated in the Internet Acceptable Use policy accordingly. Motion by L. Hiland to update both policies for LINK suspension limit and PIN access, second by F. Phillipson. Motion Carried.

Green County Library Directors would like a consistent practice throughout the county for Interlibrary Loan requests (now referred to as Outerlibrary Loan). To be consistent with other Green County libraries, the Library's Circulation policy needs to be modified so that OLL service will be extended to anyone who has a current LINKcat record in

good standing with the understanding the OLL items will be picked up and returned to the New Glarus Public Library. L. Hiland moved to alter the policy accordingly, F. Phillipson seconded. Motion Carried.

SUMMER 2011 LIBRARY STAFFING - DISCUSSION / CONSIDERATION OF FILL-IN

LIBRARY PAGES: Concerning staffing for the summer, Library Page II Chelsea Norquay will be taking a heavy summer school load at MATC and will not be available to work, so Director Wright has contacted former Library Pages, Natalie Morgan, Kristin Riniker, and Katy Yaun to see if they are able to work. All three have some available dates, so they will be scheduled at the determination and discretion of the Library Director. They will be paid at the Library Page II hourly rate (\$7.69 per hour) for the summer. This passed on motion by F. Phillipson, second by S. Janowiak. Motion Carried.

DISCUSSION / CONSIDERATION OF “FRIENDS OF THE SWISS” / FRIENDS OF NEW

GLARUS DONATION: Director Wright provided an update on the possible donation from the Friends of New Glarus foundation. Wright’s understanding is that the funds would be used to make the history and connections between old Glarus in Switzerland and New Glarus, Wisconsin more accessible through digitization, etc. In order to understand the timeline and scope of the donation, Kaye Gmur, John Marty (New Glarus Historical Society), Faun Phillipson, and Wright gathered on April 14th for an informal meeting. At this point there’s not a firm timeline set for the donation.

DIRECTOR’S REPORT: Director Wright distributed her Director’s Report:

- *Because of the migration to the new LINKcat in mid-April, circulation statistics for the month of April are currently a bit unreliable. The manner in which statistics are compiled should be improving. Director Wright provided rough estimates but will be waiting until the next Director’s Report to finalize borrowing and lending statistics.*
- *3,563 people visited the Library during April.*
- *During April the Library presented 7 programs that were attended by a total of 58 children, teens, and adults.*
- *Patrons used 297 sessions on the Library’s three public Internet terminals for a total of 144 hours and 51 minutes during April.*
- *642 people visited the Library’s website a total of 1,061 times during April with an average of 54 minutes spent on the site.*
- *The Library has scheduled two upcoming “Scrabble Afternoons” on Thursdays: May 12th and 26th from 1:00 to 3:00 p.m. in the Village Hall Community Room. All are welcome to attend.*
- *Regarding the Library’s LSTA Local History Digitization grant, Assistant Director Janis Merkle is in the process of finalizing and entering the details for each item that will be digitized.*
- *The Green County Reads project (Driftless by David Rhodes) continues to gather more and more steam. The Library’s final book discussion will take place on May 11th and the author will be speaking at the Monroe Arts Center on May 19th. Planning will soon begin for the 2012 Green County Reads selection.*

- *Everything – except the microfilm viewer / printer / scanner - is in place for the Library's newspaper microfilm project. The delay is due to the vendor needing to wait for delivery of the motorized film carrier for the unit. We hope to have the equipment in the next few weeks.*

ADJOURNMENT: The next meeting of the Board of Trustees of the New Glarus Public Library will be at 4:30 on Tuesday, June 14, 2011 in the New Glarus Village Hall Board Room. Meeting adjourned on motion by W. Duerst, second by L. Hiland. Motion Carried.

*Respectfully Submitted,
Jane Martinson, Secretary*

MINUTES APPROVED AT THE JUNE 14, 2011 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, April 12, 2011**

President Faun Phillipson called the meeting to order at 4:30 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Phillipson) were: Wayne Duerst, Linda Hiland, Suzi Janowiak, Jane Martinson, and Becky Weiss. Also in attendance were Village Board Liaison Darrel Weber, Library Director Denise Anton Wright, Village Administrator Nic Owen, and Village Board member Kevin Budsberg.

APPROVAL OF AGENDA: The agenda was approved on motion by L. Hiland, second by W. Duerst. Motion Carried. President Phillipson announced that – if necessary - the Library Board would convene into Closed Session per Wisconsin Statute 19.85 (1)(e) for the purpose of discussing “public business with competitive or bargaining implications” (purchase of property).

APPROVAL OF MINUTES: The Library Board approved the minutes from the March 8, 2011 meeting on motion from W. Duerst, second by L. Hiland. Motion Carried.

COMMENTS & QUESTIONS FROM THE PUBLIC: President Phillipson asked for comments or questions from those in attendance. There were none.

POSSIBLE PURCHASE OF PROPERTY: President Phillipson and S. Janowiak met with SCNA Board members to finalize the offer to the Swiss Center of North America (SCNA). One of the final steps in the process is agreeing upon language concerning the driveway easement. New Glarus Village attorney, Bill Morgan is handling legal aspects for the Library Board and he expressed a concern as to whether the Library could be listed as the owner of property. Library Trust Funds will be used to purchase the SCNA property. After a discussion on how to

proceed, President Phillipson made a motion that the Library Board should present an agreement to the Village Board clarifying ownership and control / custody of the property. In accordance with the Wisconsin Statutes governing public libraries, the Village of New Glarus will be listed as the owner, with the library having exclusive charge, control and custody of all land and buildings. Second by W. Duerst. Motion Carried. President Phillipson will share a draft of the agreement with the Library Board and will have the document ready for discussion / consideration at the April 19th Village Board meeting.

CONVENE INTO CLOSED SESSION: It was determined that it was unnecessary to convene into closed session at this meeting.

LIBRARY EXPANSION EFFORTS: Discussion about possible architectural / engineering firms and soil testing will be tabled until the purchase of the property is finalized. Director Wright mentioned that the Madison Community Foundation has been recommended as being a possible help in fund raising activities. She will contact them and report back.

PRESENTATION OF BILLS / FINANCIAL REPORT: Director Wright presented two sets of Bills for approval: the March 29, 2011 Bills totaled \$4,053.94, and the April 12, 2011 Bills totaled \$2,245.27, for a total of \$6,299.21. The Bills were initialed by the Library Board members to show approval for payment.

Director Wright distributed the March 2011 Library Financial Statement created by Village Treasurer, Lynne Erb and the SCLS Foundation statement.

LIBRARY BOARD APPOINTMENTS & ELECTION OF OFFICERS: The appointments and election of officers was tabled until the May meeting on motion by S. Janowiak, second by D. Weber. Motion Carried.

DISCUSSION / CONSIDERATION OF AZURADISC DISC REPAIR EQUIPMENT: Director Wright updated the Board on the status of the Library's Azuradisc disc repair machine. The current model was purchased in the fall of 2003. A newer model now exists that can repair Blu-ray discs and is much faster than the current model. The Friends of the Library have indicated they are willing to assist with the purchase. Director Wright will research the new model and will update the Board.

DISCUSSION / CONSIDERATION OF FRIENDS OF THE SWISS DONATION: Director Wright has been in communication with Pete Etter and Kaye Gmur concerning a possible donation from a foundation in Switzerland that would be targeted for local history digitization projects. She presented preliminary information to the Board and will be requesting more details.

DIRECTOR'S REPORT: Director Wright distributed her Director's Report:

- *Circulation (items checked out at our Library) for March was 7,481.*
- *Of the 7,481 items checked out during March, 2,009 were adult print (books & magazines), 2,679 were adult non-print (audio books, CDs, software, DVDs), 1,894 were juvenile*

(children's & teen) print, 793 were juvenile non-print, and the rest were generic / misc. formats.

- *Residents of the Village of New Glarus checked out 3,464 items (46% of the total monthly circulation) in March.*
- *Circulation to residents of Green County not served by a municipal library was 2,922 (39% of the library's total circulation for the month) in March.*
- *Of this Green County total, in March residents of the Town of New Glarus checked out 1,648 items (22% of the library's total circulation for the month), Town of York residents checked out 776 items (10%), and Town of Exeter residents checked out 364 items (5%).*
- *Residents of Dane County not served by a municipal library checked out 431 items in March (6% of the library's total circulation for the month).*
- *11 new patrons were registered in March.*
- *3,904 people visited the Library during March.*
- *During March the Library presented 7 programs that were attended by a total of 112 children, teens, and adults.*
- *Patrons used 345 sessions on the Library's three public Internet terminals for a total of 182 hours and 47 minutes during March.*
- *677 people visited the Library's website a total of 1,209 times during March with an average of 51 minutes spent on the site.*
- *The Library has scheduled two upcoming "Scrabble Afternoons" on Thursdays: April 14th and 28th from 1:00 to 3:00 p.m. in the Village Hall Community Room. All are welcome to attend.*
- *Regarding the Library's LSTA Local History Digitization grant, Assistant Director Janis Merkle attended an all-day workshop on the UW-Madison campus on March 30th. We will have approximately two months to finalize and enter the details for each item that will be digitized.*
- *The new version of LINKcat (the shared online catalog) will go live on Monday, April 18th. The Library will be closed the morning of Friday, April 15th for staff training on the new version.*

ADJOURNMENT: Library Board members were reminded of the Village Board meeting on Tuesday, April 19th at 7:00 p.m. and the Joint Village / Town Negotiation meeting on Thursday, April 21st at 6:00 p.m. at the Town offices. The next meeting of the Library Board of Trustees will be Tuesday, May 12, 2011 at 4:30 p.m. in the second floor meeting room of the Bank of New Glarus / Sugar River Bank on Highway 69. This change in location is due to the Village Hall Board Room being needed for the Village's Board of Review at 6:00 p.m. Motion to adjourn by L. Hiland, second by W. Duerst. Motion Carried.

*Respectfully Submitted,
Jane Martinson, Secretary*

MINUTES APPROVED AT THE MAY 10, 2011 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, March 8, 2011**

President Faun Phillipson called the meeting to order at 4:30 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Phillipson) were: Wayne Duerst, Linda Hiland, Suzi Janowiak, Jane Martinson, and Becky Weiss. Also in attendance were Village Board Liaison Darrel Weber, Library Director Denise Anton Wright, Village Administrator Nic Owen, Town of New Glarus Chair Keith Seward, and community member (and candidate for Village Board) Sue Leverich.

President Phillipson announced that – if necessary - the Library Board would convene into Closed Session per Wisconsin Statute 19.85 (1)(e) for the purpose of discussing “public business with competitive or bargaining implications” (purchase of property).

APPROVAL OF AGENDA: The agenda was approved on motion by W. Duerst, second by B. Weiss. Motion Carried.

APPROVAL OF MINUTES: After noting two typographical errors (that will be corrected), the Library Board approved the minutes from the February 8, 2011 meeting on motion from L. Hiland, second by B. Weiss. Motion Carried.

COMMENTS & QUESTIONS FROM THE PUBLIC: President Phillipson asked for comments or questions from those in attendance. There were none.

POSSIBLE PURCHASE OF PROPERTY: Concerning the Library Board’s offer to purchase land from the Swiss Center of North America, President Phillipson reported that the executive committees of both the Library Board (F. Phillipson, W. Duerst, and S. Janowiak) and the Swiss Center of North America (SCNA) met recently. So far there is no formal response to the Library Board’s offer to purchase, but the SCNA Board had their attorney draft language concerning the driveway ingress and easement area. President Phillipson will ask the SCNA to verify the language since the wording is a bit unclear.

CONVENE INTO CLOSED SESSION: It was determined that it was unnecessary to convene into closed session at this meeting.

LIBRARY EXPANSION EFFORTS: Concerning the areas of architectural design, soil testing, storm water retention and engineering for the new site, it was decided to postpone discussion and any related decisions until the property purchase is completed. This will probably occur in the near future, upon finalizing the wording for the driveway matter.

PRESENTATION OF BILLS / FINANCIAL REPORT: Director Wright presented two sets of Bills for approval: the February 22nd Bills totaled \$2,178.34 and the March 8th Bills totaled \$1,389.47 for a grand total of \$3,567.81. The Bills were initialed by the Library Board

members to show approval for payment. Director Wright distributed information on the current status of the library's microfilm project. The original request for funds (approved by the Town of New Glarus) included a style of microfilm viewer / printer / scanner that has recently been improved upon. The difference between the earlier and newer model will be \$993.00. On motion by W. Duerst, second by B. Weiss the Library Board approved paying the difference between the two models out of the Library's 2011 Budget. Motion Carried.

Director Wright also distributed the February 2011 Library Financial Statement created by Village Treasurer, Lynne Erb.

STATE BUDGET SITUATION & ITS IMPACT ON THE NEW GLARUS PUBLIC LIBRARY:

Director Wright distributed a document showing how the Governor's proposed changes to state employee benefits might impact Library employees. Wright also discussed the three provisions in the Governor's biennial budget that would have a devastating negative impact on Wisconsin public libraries: a proposed 10% reduction in funding for Wisconsin's regional library systems, the proposed elimination of library "maintenance of effort" funding for membership in regional library systems, and proposed 0% increase for local levy limits. Based upon an example from the Lodi Women's Club Public Library, the Library Board approved the creation of a library advocacy bookmark detailing these three provisions that will be distributed to New Glarus Public Library patrons.

LIBRARY DIRECTOR'S REVIEW OF GOALS 2011: Director Wright distributed a document outlining her 2011 Goals. In a nutshell, those goals are: 1) helping to facilitate an expanded library space, 2) supporting the Library's Strategic Plan, 3) organizing office space and files, 4) updating the Library's personnel handbook, 5) encouraging the Library staff to grow, 6) providing the best customer service possible, and 7) maintaining the visibility of the New Glarus Public Library.

DIRECTOR'S REPORT: Director Wright distributed her Director's Report:

- *Circulation (items checked out at our Library) for February was 6,496.*
- *Of the 6,496 items checked out during February, 1,768 were adult print (books & magazines), 2,520 were adult non-print (audio books, CDs, software, DVDs), 1,399 were juvenile (children's & teen) print, 701 were juvenile non-print, and the rest were generic / misc. formats.*
- *Residents of the Village of New Glarus checked out 3,013 items (46% of the total monthly circulation) in February.*
- *Circulation to residents of Green County not served by a municipal library was 2,445 (38% of the library's total circulation for the month) in February.*
- *Of this Green County total, in February residents of the Town of New Glarus checked out 1,406 items (22% of the library's total circulation for the month), Town of York residents checked out 567 items (9%), and Town of Exeter residents checked out 366 items (6%).*
- *Residents of Dane County not served by a municipal library checked out 390 items in February (6% of the library's total circulation for the month).*
- *18 new patrons were registered in February.*
- *3,327 people visited the Library during February.*
- *During February the Library presented 7 programs that were attended by a total of 101 children, teens, and adults.*

- *Patrons used 325 sessions on the Library's three public Internet terminals for a total of 163 hours and 25 minutes during February.*
- *660 people visited the Library's website a total of 1,147 times during February with an average of 46 minutes spent on the site.*
- *The Library has scheduled two "Scrabble Afternoons" on Thursdays: March 10th and 24th from 1:00 to 3:00 p.m. in the Village Hall Community Room. All are welcome to attend.*
- *The Library received notification that it received one of the LSTA Local History Digitization grants from the DPI. The project will involve materials from both the Swiss Church and the New Glarus Historical Society and should be completed by the end of the year. Kudos to Assistant Director, Janis Merkle for spearheading this important project.*
- *The Library's new Early Literacy Station children's computer has been installed and is proving to be very popular. Thanks to the New Glarus Community Foundation for providing the funds.*

ADJOURNMENT: The next meeting of the Library Board of Trustees will be Tuesday, April 12, 2011 at 4:30 p.m. in the New Glarus Village Hall Board Room. Motion to adjourn by D. Weber, second by W. Duerst. Motion Carried.

*Respectfully Submitted,
Jane Martinson, Secretary*

MINUTES APPROVED AT THE APRIL 12, 2011 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, February 8, 2011**

President Faun Phillipson called the meeting to order at 4:30 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Phillipson) were: Wayne Duerst, Linda Hiland, Suzi Janowiak, Jane Martinson, and Becky Weiss. Also in attendance were Village Board Liaison Darrel Weber, Library Director Denise Anton Wright, Village Administrator Nic Owen, Village President Jim Salter, and community member (and candidate for Village Board) Sue Leverich.

President Phillipson announced that the Library Board would go into Closed Session per Wisconsin Statute 19.85 (1)(e) for the purpose of discussing "public business with competitive or bargaining implications" if necessary.

APPROVAL OF AGENDA: The agenda was approved on motion by D. Weber, second by W. Duerst. Motion Carried.

APPROVAL OF MINUTES: A typo was found in the January 11, 2011 Library Board Minutes. That will be corrected, so the Minutes of the January 11, 2011 meeting were accepted on motion from B. Weiss, second by L. Hiland. Motion Carried.

COMMENTS & QUESTIONS FROM THE PUBLIC: There were no questions or comments from the public in attendance.

POSSIBLE PURCHASE OF PROPERTY: The Library Board's Executive Committee (President Faun Phillipson, Treasurer Wayne Duerst, and Suzi Janowiak) announced that their offer to purchase the property from the Swiss Center would be responded to by February 9, 2011.

CONVENE INTO CLOSED SESSION: Following this portion of the meeting, the Library Board unanimously agreed to go into closed session following a roll call vote at 4:37 p.m.

CONVENE INTO OPEN SESSION: Following a roll call vote, the Library Board unanimously agreed to end the closed session at 4:43 p.m.

RESULTS OF CLOSED SESSION – DISCUSSION / CONSIDERATION OF OFFER TO PURCHASE: During closed session the Library Board discussed the details of the offer to purchase property from the Swiss Center of North America. There has not been a response from the seller at this time.

LIBRARY EXPANSION EFFORTS: The Library Board discussed the size and possible design of a new library facility, possible architectural and engineering firms, storm water retention issues, soil testing, and fundraising in order to co-ordinate procedures if and when an offer is accepted and the land is purchased. Director Wright distributed a document to the Library Board that she created which details how the reimbursement for library service to county residents not served by a municipal library is calculated, what the New Glarus Public Library has received in the way of county reimbursements, and what Green County has paid for reimbursements. The Library Board discussed this document and approved the document's distribution to both the Village and Town so they can in turn distribute to their Board and Committee members.

JOINT TOWN / VILLAGE NEGOTIATION COMMITTEE [PROPOSED] REVENUE SHARING FORMULA: The Village of New Glarus / Town of New Glarus Joint Negotiation Committee has been discussing revenue sources and a formula for revenue sharing from the Town to the Village. Director Wright distributed a document that she created which works through the proposed revenue sharing formula that has been suggested by the Town, using rough 2010 Library circulation statistics and financials. The document was discussed by the Library Board and will be shared with both the Village and Town to distribute to their Board and Committee members.

DISCUSSION / CONSIDERATION OF REQUEST FOR VILLAGE CAPITAL CONTRIBUTION FOR NEW LIBRARY: The Village Board is discussing future capital projects and has asked

for an estimate from the Library Board as to possible Village contribution to a new library facility. Discussion took place.

PRESENTATION OF BILLS / FINANCIAL REPORT: Director Wright presented two sets of Bills for approval: the January 25th Bills totaled \$23,364.66 and the February 8th Bills totaled \$6,531.15 for a grand total of \$29,895.81. Included in the January 25th Bills were the Library's annual charge to be a member of LINKcat (\$18,623.00) and the annual SCLS delivery costs (\$2,091.00). The Bills were initialed by the Library Board members to show approval for payment.

Director Wright also distributed the January 2011 Library Financial Statement created by Village Treasurer, Lynne Erb. One of the Library's CDs will be maturing on February 17th. Director Wright and Treasurer Duerst informed the Library Board that – as instructed at the previous meeting – the Library's initial investment of \$500 was deposited with the South Central Library System Foundation.

After discussions with Village Treasurer Lynne Erb, Director Wright asked permission from the Library Board to obtain a credit card for Library use. Currently if items need to be charged by the Library, the Director must use the Village's credit card. By the Library having its own credit card, ordering and accounting would be streamlined for both the Library and the Village Treasurer. Motion by S. Janowiak, second by D. Weber. Motion Carried.

LIBRARY DIRECTOR'S REVIEW OF GOALS 2010: Director Wright distributed a review of her 2010 Goals. Her 2011 Goals will be an agenda item for the next Library Board meeting.

DIRECTOR'S REPORT: Director Wright distributed her Director's Report:

- *Circulation (items checked out at our Library) for January was 6,809.*
- *Of the 6,809 items checked out during January, 1,887 were adult print (books & magazines), 2,786 were adult non-print (audio books, CDs, software, DVDs), 1,438 were juvenile (children's & teen) print, 581 were juvenile non-print, and the rest were generic / misc. formats.*
- *Residents of the Village of New Glarus checked out 3,051 items (45% of the total monthly circulation) in January.*
- *Circulation to residents of Green County not served by a municipal library was 2,698 (39% of the library's total circulation for the month) in January.*
- *Of this Green County total, in January residents of the Town of New Glarus checked out 1,629 items (24% of the library's total circulation for the month), Town of York residents checked out 544 items (8%), and Town of Exeter residents checked out 408 items (6%).*
- *Residents of Dane County not served by a municipal library checked out 499 items in January (7% of the library's total circulation for the month).*
- *12 new patrons were registered in January.*

- 3,182 people visited the Library during January.
- During January the Library presented four programs that were attended by a total of 68 children, teens, and adults.
- Patrons used 299 sessions on the Library's three public Internet terminals for a total of 150 hours and 30 minutes during January.
- 637 people visited the Library's website a total of 1,243 times during January with an average of 40 minutes spent on the site.
- The Library has scheduled two "Scrabble Afternoons" on Thursdays: February 17th and 24th from 1:00 to 3:00 p.m. in the Village Hall Community Room. All are welcome to attend – no pre-registration is required and light refreshments will be served.
- One of our library patrons has offered to help coordinate a History Book Club that would meet approximately five times per year. At this point we're gathering names and contact information for anyone who's interested and finding out if daytime or evening works best for everyone

ADJOURNMENT: Library Board members were reminded of the February 15th Village Board meeting and the February 23rd Village / Town Joint Negotiation Committee meeting. The next meeting of the Library Board of Trustees will be Tuesday, March 8, 2011 at 4:30 p.m. in the New Glarus Village Hall Board Room.

*Respectfully Submitted,
Jane Martinson, Secretary*

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, January 11, 2011**

President Faun Phillipson called the meeting to order at 4:30 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Phillipson) were: Wayne Duerst, Linda Hiland, Suzi Janowiak, Jane Martinson, and Becky Weiss. Also in attendance were Village Board Liaison Darrel Weber, Library Director Denise Anton Wright, and Village Board member Henry Janisch.

President Phillipson announced that the Library Board would go into Closed Session per Wisconsin Statute 19.85 (1)(e) for the purpose of discussing "public business with competitive or bargaining implications" if necessary.

APPROVAL OF AGENDA: The agenda was approved on motion by W. Duerst, second by L. Hiland. Motion Carried.

APPROVAL OF MINUTES: The minutes from the December 14, 2010 Library Board meeting were accepted on motion by B. Weiss, second by D. Weber. Motion Carried.

PRESENTATION OF BILLS / FINANCIAL REPORT: Director Wright presented two sets of Bills for approval: the December 29, 2010 Bills (end-of-year Bills) totaled \$1,556.91 and the

January 11, 2011 Bills totaled \$6,034.71 for a grand total of \$7,591.62. Included in the January 11, 2011 Bills was the invoice for the AWE Early Literacy Station which is part of the Library's grant from the New Glarus Community Foundation. The total of \$3,110.00 will be reimbursed to the Library. The Bills were initialed by the Library Board members to show approval for payment.

Director Wright also distributed the December 2010 Library Financial Statement created by Village Treasurer, Lynne Erb.

LIBRARY EXPANSION EFFORTS

The discussion, consideration, and update regarding the purchase of the property adjacent to the Swiss Center of North America continued. It was determined that issues needing to be settled in discussion with the Swiss Center of North America are: required space for a driveway, soil analysis, Highway 39 traffic statistics, marking of the north property line, and possible access to the property.

In light of the recent fire and unfortunate loss of Kleeman's Bar, several Village residents have suggested this location to members of the Library Board for an expanded library facility. The Library Board discussed this location and determined that the timing is a bit premature since it's not known whether the Kleeman family will decide to rebuild on the property. Also, with the expansion plans for the former Roughing It building already approved by the Village, there would simply not be enough available land – or parking – for an expanded library facility. While the Library Board appreciates any and all discussion from the community relating to an expanded library facility, they decided it was fruitless to research this location. Because there was no discussion of "public business with competitive or bargaining implications," a Closed Session was not held.

DISCUSSION AND CONSIDERATION OF SOUTH CENTRAL LIBRARY SYSTEM

FOUNDATION MEMBERSHIP: The South Central Library System Foundation membership was discussed. It was clarified that the annual 2% fee was pro-rated and charged monthly to members of the Foundation. R. Weiss moved to make the required \$500 minimum investment so the New Glarus Public Library can become a member of the South Central Library System Foundation, second by S. Janowiak. Motion Carried. Director Wright will submit information on the Library becoming a member of the SCLS Foundation to the *Post Messenger Recorder* and *Monroe Times*.

LIBRARY STAFFING DURING JANUARY: Director Wright informed the Library Board that former Library Page, Kristin Riniker is home from college for her winter break and willing to work at the Library. There are some gaps in Library Page hours due to vacation and school for the current Pages, plus the Library could use some extra help on special projects. Director Wright requests permission to hire Kristin to work approximately 15 hours a week for three weeks in January at the Library Page II rate of pay (\$7.56 per hour). J. Martinson so moved, second by W. Duerst. Motion Carried.

UPDATE – FINAL 2011 LIBRARY BUDGET: In order to make budget information as clear as possible, Director Wright distributed the 2011 Library Budget information in a slightly different form, using an Excel spreadsheet. For the 2011 Library Budget there are several new revenue

and expenditure lines that are needed; Director Wright will work with Village Clerk / Treasurer Lynne Erb on creating budget codes for these.

LIBRARY DIRECTOR'S REVIEW OF GOALS 2010 & 2011: The 2010 goals of Director Anton Wright and how they were met as well as the new goals for 2011 will be e-mailed to the Library Board in the near future and discussed at the February Library Board meeting.

DIRECTOR'S REPORT: Director Wright distributed her Director's Report:

- *Circulation (items checked out at our Library) for December was 6,585. Total Circulation during 2010 was 89,602 – an increase of 4.5% over 2009.*
- *Of the 6,585 items checked out during December, 1,788 were adult print (books & magazines), 2,680 were adult non-print (audio books, CDs, software, DVDs), 1,172 were juvenile (children's & teen) print, 532 were juvenile non-print, and the rest were generic / misc. formats.*
- *Residents of the Village of New Glarus checked out 3,159 items (48% of the total monthly circulation) in December. 2010 total circulation to Village residents was 40,832 (an increase of .3% over 2009)*
- *Circulation to residents of Green County not served by a municipal library was 2,588 (39% of the library's total circulation for the month) in December. 2010 total circulation to Green County residents not served by a municipal library was 37,591 (an increase of 7.5% over 2009).*
- *Of this Green County total, in December Town of New Glarus residents checked out 1,443 items (22% of the library's total circulation for the month), Town of York residents checked out 529 items (8%), and Town of Exeter residents checked out 457 items (7%).*
- *Residents of Dane County not served by a municipal library checked out 381 items in December (6% of the library's total circulation for the month). 2010 total circulation to Dane County residents not served by a municipal library was 5,611 (a decrease of 9.3% over 2009).*
- *Eight new patrons were registered in December. A total of 139 new patrons were registered in 2010.*
- *2,960 people visited the Library during December. 2010 patron count was an amazing 47,002!*
- *During December the Library presented 5 programs that were attended by a total of 78 children, teens, and adults. During 2010, the Library presented 70 events attended by a total of 1,582 children, teens, and adults.*
- *Patrons used 245 sessions on the Library's three public Internet terminals for a total of 117 hours and 16 minutes during December. During 2010 patrons used 4,039 sessions on the Library's three public Internet terminals for a total of 1,916 hours.*
- *521 people visited the Library's website a total of 944 times during December with an average of 45 minutes spent on the site. During 2010 a total of 7,445 people visited the Library's website for a total of 12,852 visits with an average of 45 minutes spent on the site.*
- *Because of issues relating to the functionality of the new version of LINKcat, the migration date has been postponed from January 16th to February 14th.*
- *The Library's recent New Glarus Community Foundation grant allows for the purchase of an AWE Early Literacy Station. The Early Literacy Station has been received and as soon*

as the new table arrives, it will be installed. The Library anticipates having the new Early Literacy Station ready to use the first part of February.

ADJOURNMENT: The meeting was adjourned on motion by B. Weiss, second by L. Hiland. Motion Carried. The next meeting of the Library Board of Trustees will be Tuesday, February 8, 2011 at 4:30 p.m. in the New Glarus Village Hall Board Room.

*Respectfully Submitted,
Jane Martinson, Secretary*

MINUTES APPROVED AT THE FEBRUARY 8, 2011 LIBRARY BOARD MEETING