

Minutes of the Board of Trustees

New Glarus Public Library

July 12, 2016 6:30 pm

New Glarus Village Hall Boardroom

1. Meeting was called to order by President Linda Hiland at 6:30. Trustees present, in addition to Hiland, were: Bob Bergum, Petra Streiff, Kevin Budsberg, and Suzi Janowiak. Absent: Lexa Speth and Jody Hoesly. Also present: Library Director Lauren White.

2. Kevin Budsberg moved to approve the agenda, 2nd by Bob Bergum. Motion carried.

3. Comments and Questions from the Public: none.

4. Old Business: Discussion and Consideration: Library Building Project: President Hiland shared that the subject of the resolution on library site would be on the July 19, 2016 Village Board agenda. Discussion of attendance and procedure. Petra Streiff, Village Board Liaison, offered to share with the Village Board the news of the recent successful fundraising efforts for the Operational Reserve Fund. The meeting will be publicized to patrons via the library's newsletter and Facebook page. Trustees were encouraged to invite supporters to attend the meeting to speak, or write letters to the Village Board. It was noted that since the June 30th special informational meeting, no follow-up or new questions from the public have been received.

5. Bills and Finance Report

A. The bills were circulated and approved by the trustees present.

B. The financial statements balanced. Kevin Budsberg noted that one of the savings accounts had a far better rate of interest than one at another financial institution, and wondered if the Board should explore moving the latter account. Bob Bergum suggested contacting both banks for new rate quotes. Consensus to investigate more advantageous rates.

6. Director's Report: The Board expressed enthusiasm over the mobile hotspot program that is being piloted by SCLS. Director White shared that the device is extremely helpful for staff in offsite applications such as registering new patrons outside of the library confines, checking out materials remotely (i.e. The New Glarus Home), and many other opportunities. She further shared that they will be receiving a kit from SCLS, and later

on, devices that can potentially be circulated to patrons. Discussion continued over various recent library programs, and the adult yoga program with David Haugh that will start in September.

7. Approval of Minutes:

- A. June 14, 2016: Linda Hiland moved to approve with minor changes in spelling of attendees' names, 2nd by Kevin Budsberg. Motion carried. Director White to edit and send on to Clerk Treasurer Lynne Erb.
  - B. June 28, 2016: Linda Hiland noted the draft minutes did not specify which trustee made the motion to approve Item 4, nor who seconded it. Suzi Janowiak (who took minutes that evening) said that she did not have the information with her and would have to look it up from her notes. Kevin Budsberg moved to table approval of minutes until this information was included, 2nd by Bob Bergum. Motion carried
  - C. June 30, 2016: Linda Hiland noted one attendee who was not listed, and clarification on the name of another. There were other, minor edits to wording and to correct typos. Motion by Linda Hiland to approve minutes as amended, 2nd by Bob Bergum. Motion carried.
8. Motion to adjourn by Linda Hiland, 2nd by Petra Streiff. Motion carried. Meeting adjourned at 7:15 pm.

Respectfully submitted, Suzi Janowiak, Vice President

Lauren White, Director

#### SCLS Mobile Hotspots:

Currently, library staff is testing a mobile hotspot for staff use provided through SCLS. This pilot program is both for staff and patrons, and we should soon receive one that would be available for checkout. This is a very exciting service to offer and could really change the landscape of Internet services for our patrons that don't have reliable internet service at home. For staff, this is also a really wonderful resource because it allows us to have internet when we do outreach events, which means on-site patron registrations, and program sign-ups. Service for these mobile hotspots will be provided through Verizon Wireless, so there are some limitations as far as service quality, but overall, this is a major step towards better serving our patrons.

#### Throwback Thursday Summer Films:

This summer, as part of our summer reading program, we've been holding sports-themed movies for children and teens and it's been a huge success this far. Our first movie, "The Sandlot" brought in over 50 attendees and the other selections have been popular as well. This has been a fun exercise in showing films from the '90s and introducing new generations to the beloved films that many of their parents grew up watching.

#### David Landau Concert and Josh Casey, Comedian Juggler:

These two programs were presented in June and were a lot of fun for everyone involved. Josh Casey was a huge hit, bringing in over 70 children and adults, entertaining them with jokes, juggling, and fun. David Landau was sponsored by the New Glarus Youth Committee and was intentionally scheduled during Music Fest Weekend. We had over 50 participants at this program and everyone enjoyed the live music.

#### Social Media Strategy

As social media becomes an important part of library branding and serves as a vehicle to reach our patrons, we constantly have to think about the content that we want to produce. Recently, we've decided to move away from some of the more "fun" posts about favorite childhood books, which house you'd fit in from Harry Potter, and book to movie trailers, and instead, feel like it's most responsible to highlight the important, amazing work that libraries around the world are doing. This is, in part, to serve as public education campaign about services that libraries offer—that there's so much more to us than just books. Rachel and I have been working together closely to find the balance between engaging our dedicated patrons and educating the public, and so far, we feel like it has been going really well. Yes, fun posts are...well, fun, but we also have a responsibility to be our own advocates and this allows us to do just that.

2016 Monthly Statistics

**THE NEW GLARUS PUBLIC LIBRARY BOARD MINUTES**

New Glarus Public Library Programming and Outreach Attendance  
**Tuesday, July 26th, 2016 - 6:30 P.M.**

June 2016

Present: President Linda Hiland, Jody Hoesly, Kevin Budsberg, Petra Streiff, Lexa Speth, and Director Lauren White.

Activity Date    Number of Attendees

Absent: Robert Bergum and Suzi Janowiak

Tuesday, June 7th    Scrabble    0

1. Call to Order: President Linda Hiland called the meeting to order at 6:31 pm.
2. Approval of Agenda: The agenda was approved on a motion by K. Budsberg and a second by P. Streiff.

Wednesday, June 8th    Adult Book Club 11

3. Comments & Questions from the Public\*: There were no public present at this meeting

4. Old Business    Tuesday, June 14th    Scrabble    0

A. Discussion and Consideration: Library Building Project

Discussion occurred about the land resolution agreement passed by the Village of New Glarus Board and the process on how to proceed. President L. Hiland asked two clarifying questions: One, the timing of the land lease agreement and the process for the approval of the lease and two, if the lease was open to amendments. Discussion continued about the definitions of net and gross amounts in fundraising and clarifications as to if it included the pledges and cash on hand. K. Budsberg moved that with regards to the Village Response Resolution 16-18, the library submit a request through Liaison Streiff to the Village Administrator requesting that the date of August 1st, 2018, be inserted as the latest occupancy date of Glarner Park by the Library Board, based on Administrator preference, the request could be verbal, through the Liaison or in writing, from the Library Board President. The motion was seconded by J. Hoesly. Motion passed.

Tuesday, June 21st    Scrabble    2

4. Old Business    Tuesday, June 14th    Scrabble    0
- A. Discussion and Consideration: Library Building Project

Wednesday, June 15th    Josh Casey Show    59C/19A

Thursday, June 6th    Children's Movie    44C/8A

Friday, June 24th    David Lander Concert    38C/14A

Monday, June 23rd    Children's Movie    10C/5A

Tuesday, June 28th    Scrabble    0

Thursday, June 30th    Children's Movie    17C/5A

5. Reports/Discussion/Consideration:
  - A. Administration Team    Thursday, June 30th    Traveling Lantern    17C/9A  
 CFSW Financial Report was not presented because the Library Board is waiting for submission of report from CFSW. Reports will be attached to the minutes. J. Hoesly reported on providing the Co-chairs administrative information.
  - B. Building Committee  
 The committee has not met. J. Hoesly noted she would be reaching out to T. Usher to get him oriented to the team
  - C. Co-chairs Team  
 L. Hiland noted the Co-chairs will be meeting and organizing.
  - D. Communication Team  
 L. Hiland questioned if an article in the *Post Messenger* needed to be written noting the progress of the building process made with the land resolution. K. Budsberg noted that the article should include the finalized land lease agreement information, as well.
  - E. Grants Team  
 K. Budsberg noted that L. Wettach-Brockert, Co-Chair, is considering the CDBG grant. WEDC is the group that administers the grant. She is working with the Village Administrator B. Gadow to see how to go forward with the grant process.
  - F. Partnership Team

Partnership Team had nothing new to report. J. Hoesly noted the Library Board should continue communication with the Town of New Glarus and other Town Boards.

G. Village Board Liaison

P. Streiff reported there was nothing new. L. Hiland asked how quickly the new ballpark might be included on the Village Board Agenda. P. Streiff mentioned many factors needed to be considered and negotiated.

H. Friends of the Library

Friends of the Library will be meeting on 7/27. Director White noted that the Friends are in the process of organizing the book sale.

I. Endowment Team

This team is still in development.

6. Adjournment

L. Hiland moved to adjourn. K. Budsberg seconded it. Motioned passed. Adjournment occurred at 7:32 pm.

*Respectfully Submitted,  
Lexa Speth*



# FUND ACTIVITY REPORT

July 2015 thru June 2016

## New Glarus Library Operations Fund

a component of Community Foundation of Southern WI, Inc.

	<u>Month To Date</u>	<u>Year to Date</u>
<b>BEGINNING FUND BALANCE</b>	\$6,885.07	\$ -
<b>GIFT ACTIVITY</b>		
Gifts	10,000.00	15,385.00
Special Events	-	-
Pledged Gifts	2,511.00	4,011.00
<b>Total Gift Activity</b>	<u>12,511.00</u>	<u>19,396.00</u>
<b>INVESTMENT ACTIVITY</b>		
Interest Income Plus Accrued	0.75	0.82
Dividends Plus Accrued	-	-
Realized gains (loss)	-	-
Unrealized Gains (loss)	-	-
Investment Fees	-	-
<b>Total Investment Activity</b>	<u>0.75</u>	<u>0.82</u>
<b>DISBURSEMENT ACTIVITY</b>		
Grants Approved	-	-
Unused & Cancelled Grants	-	-
Special Events Expense	-	-
Other Expenses	27.85	27.85
Service Fees to CFSW	281.75	281.75
<b>Total Disbursement Activity</b>	<u>309.60</u>	<u>309.60</u>
<b>ENDING FUND BALANCE</b>	<u>\$ 19,087.22</u>	<u>\$ 19,087.22</u>
<b>Available Cash Balance</b>	<u>\$ 17,837.22</u>	

Fund Activity Report  
6 / 2016  
New Glarus Library Endowment Fund - NGLIB

	<u>Month-to-Date</u>	<u>Year-to-Date</u>
Beginning Fund Balance	\$ 1,320.12	\$ 1,202.76
<b>GIFT ACTIVITY</b>		
Contributions	0.00	220.00
Special Event Income	0.00	0.00
Pledged Contributions	0.00	0.00
Total Gift Activity	<u>0.00</u>	<u>220.00</u>
<b>INVESTMENT ACTIVITY</b>		
Interest Income, plus Accrued	0.09	1.25
Dividend Income, plus Accrued	3.36	25.01
Realized Gains (Losses)	0.01	9.58
Unrealized Gains (Losses)	( 1.69)	( 32.90)
Investment Fees	( 0.21)	( 5.63)
Total Investment Activity	<u>1.56</u>	<u>( 2.69)</u>
<b>DISBURSEMENT ACTIVITY</b>		
Grants Approved	0.00	0.00
Special Event Expense	0.00	0.00
Other Expenses	0.00	87.89
CFSW Service Fees	3.63	14.13
Total Disbursement Activity	<u>3.63</u>	<u>102.02</u>
Transfer to/from Sub Fund	<u>0.00</u>	<u>0.00</u>
Ending Fund Balance	<u>\$ 1,318.05</u>	<u>\$ 1,318.05</u>

# FUND ACTIVITY REPORT

July 2015 thru June 2016

## New Glarus Library Capital Campaign Fund

a component of Community Foundation of Southern WI, Inc.

	<u>Month To Date</u>	<u>Year to Date</u>
<b>BEGINNING FUND BALANCE</b>	\$723,193.34	\$ 723,020.20
<b>GIFT ACTIVITY</b>		
Gifts	400.00	5,974.54
Special Events	-	-
Pledged Gifts	-	(1,500.00)
<b>Total Gift Activity</b>	<u>400.00</u>	<u>4,474.54</u>
<b>INVESTMENT ACTIVITY</b>		
Interest Income Plus Accrued	94.21	1,194.38
Dividends Plus Accrued	-	-
Realized gains (loss)	-	-
Unrealized Gains (loss)	-	-
Investment Fees	-	-
<b>Total Investment Activity</b>	<u>94.21</u>	<u>1,194.38</u>
<b>DISBURSEMENT ACTIVITY</b>		
Grants Approved	-	-
Unused & Cancelled Grants	-	-
Special Events Expense	-	-
Other Expenses	17.98	140.02
Service Fees to CFSW	176.70	5,056.23
<b>Total Disbursement Activity</b>	<u>194.68</u>	<u>5,196.25</u>
<b>ENDING FUND BALANCE</b>	<u>\$ 723,492.87</u>	<u>\$ 723,492.87</u>
<b>Available Cash Balance</b>	<u>\$ 663,967.87</u>	

THE NEW GLARUS PUBLIC LIBRARY BOARD APPROVED MINUTES

Tuesday, August 9th, 2016 - 6:30 P.M.

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

Absent: Suzi Janowiak



1. Call to Order: L. Hiland called the meeting to order at 6:31 pm.
2. Approval of Agenda: R. Bergum moved for approval. K. Budsberg seconded. Motion carried.
3. Comments & Questions from the Public\*--There were no public present at this meeting.

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

4. Old Business

A. Discussion and Consideration: Library Building Project

L. Hiland commented that B. Gadow has been working with the lawyer on the land lease. B. Gadow stated he will show us a draft of the lease before it goes to the Village Board. L. Hiland also reported that B. Gadow has had discussions with the Superintendent and the President of the School Board about options for the new softball diamond. Discussions about the land lease containing the August 2018 occupancy date took place. P. Streiff mentioned that B. Gadow wanted the request for the inclusion of the date in the lease in writing or letter format. P. Streiff added that B. Gadow hoped for the date in the least to be moved further in the calendar year of 2018 to November. Discussions took place to keep the date for August but allow for flexibility.

5. Bills & Finance Report

A. Bills: Two sets of bills were approved. One set totaling \$1,092.83 and the other set totaling \$2,136.38.

B. Financial Statement: A financial statement was sent to all Library Board members. It is included below in the minutes. The Library Board reviewed the financial statements.

6. Director’s Report:

L. Hiland inquired about the hiring of the new pages to fill in the hours for the recent departures of two pages. L. White mentioned that the library will be applying for the CSFW grant again. P. Streiff mentioned she was glad that L. White will be a part of the Green County Leadership Program.

7. Approval of Minutes:

A. July 12, 2016: L. Hiland made motion to approve. K. Budberg seconded. Motion carried.

B. July 26, 2016: P. Streiff moved to approve. J. Hoesly seconded. Motion carried.

C. June 28, 2016: R. Bergum moved to approve. P. Streiff seconded. Motion carried.

8. Adjournment

K. Budsberg moved to adjourn. J. Hoesly seconded. Motion carried.

Submitted by,

L. Speth

New Glarus Public Library

Director's Report – August 9, 2016

Lauren White, Director

Library Page Hiring:

Unfortunately, we are hiring for our library page one position. Our two pages that were hired over the summer have resigned and as we start the month of August, we're relying on our two existing pages to fill the gaps. Our goal is to hire one or two pages depending on the amount of applicants received and the number of hours they're able to work. This position is available for high school students and adults who are passionate about customer service and have strong organization skills. We've found that it's helpful to keep the position open until it is filled and that is the case with the latest round of hiring.

Green County Leaders:

I'm happy to announce that I was accepted to the 2016-2017 Green County Leaders Program and will attend orientation in August. This program is important for a variety of reasons and one of the things I'm most excited to do is network in Green County. Developing additional leadership skills are also of top priority as this was not something that I had the opportunity to do in graduate school, so all of my skills thus far have been self-taught. In addition, the library director from Brodhead has also been accepted, so I'm excited to collaborate with another library director and figure out ways to implement and apply what we learn into our daily operations.

### Annual Craft Day:

As part of our Summer Reading Program, we hosted our annual craft day, which is always popular. This year, we had eight different stations set up and our activities were for toddlers and up. Participants had the opportunity to make plaster coasters, contact paper jellyfish, sand art, tie-dyed t-shirts, and paint various sea creatures. Many thanks go out to our volunteers, including Library Board president, Linda Hiland, for their help in creating such a fun and successful program this year. With the help of volunteers and library staff, we were able to ensure there were enough helping hands available to assist children with their activities.

### July All Director's Meeting:

At the July SCLS All Director's Meeting, library directors met at the Monroe Public Library to vote on fees for the 2017 fiscal year. Among these votes were the ones for technology and ILS fees, fees for Overdrive, and the Overdrive Advantage program.

### 2016 Monthly Statistics

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

#### July 2016

Activity Date	Number of Attendees
Tuesday, July 5th	Scrabble 4
Tuesday, July 5th	Preschool Storytime 0
Thursday, July 7th	Throwback Thursday Film 17C/5A
Friday, July 8th	Preschool Film 39C/8A
Monday, July 11th	Family Yoga 17C/9A
Tuesday, July 12th	Scrabble 3
Wednesday, July 13th	Adult Book Club9
Thursday, July 14th	Throwback Thursday Film 12C/3A

Tuesday, July 19th	Scrabble	3
Wednesday, July 20th	Science Alliance	47C/16A
Thursday, July 21st	Throwback Thursday Film	0
Tuesday, July 26th	Scrabble	0
Thursday, July 28th	Throwback Thursday Film	8C/2A
Friday, July 29th	Craft Day	39C/13A

THE NEW GLARUS PUBLIC LIBRARY BOARD MEETING APPROVED MINUTES

Tuesday, August 23rd, 2016 - 6:30 P.M.

AGENDA

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

Absent:

1. Call to Order: L. Hiland called the meeting to order at 6:32pm
2. Approval of Agenda: Approval of the agenda was moved by S. Janowiak and seconded by J. Hoesly. Motioned carried.
3. Comments & Questions from the Public\*: No comments
4. Present from the Citizens: Tracy Owen, Michael Schick, Tammy Newberry, Nic Owen, Dave Owen, Betty Owen, Sara Siegenthaler, Linda Gebhardt

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

5. New Business

Presentation from New Glarus Community Foundation - Catelyn's Corner -

L. Hiland invited L. Gebhardt to present from the Community Foundations a check from a fundraising campaign in honor of Catelyn Owen. Tammy Newberry presented a check

totaling 5,000.00. Tracy and Nic Owen, Michael Schick, Dave and Betty Owen and Sara Siegenthaler presented the check to the Library of New Glarus. The money is going to be transferred to the Capital Campaign Funds. L. Hiland commented on how gracious this gift is and how wonderful this gift will be to honor children and encouraging children to read and bond with parents. Photos were taken.

#### 6. Old Business

##### Discussion and Consideration: Library Building Project-

L. Hiland asked if there was any new information or discussion. There was nothing new reported.

#### 7. Reports/Discussion/Consideration:

##### Administration Team

CFSW Financial Report-K. Budsberg commented that the reports will be coming. J. Hoesly asked for as soon as available due to an upcoming meeting. Year to date fees were not zeroed out on the previous report. It has been corrected and should be reflected on the new reports. Reports are included in the minutes at the end.

##### Building Committee

Co-chairs Team- Co-Chairs met two weeks ago as reported by L. Hiland. Hiland reported that the co-chairs were planning on canvassing the local businesses to see what their needs are and to discover ways in which the library can support their needs. Co-Chairs are waiting to launch the new campaign until land/lease agreement has been finalized. J. Hoesly asked if they needed any additional information or help.

Communication Team -- Hiland reported one individual has agreed to be on the communications team.

Grants Team --WEDC Grant is being explored by L. Wettach-Brockert. K. Budsberg provided information from the previous grant information. Director White mentioned that discussions about the Community Foundations Grant were in progress.

Partnership Team -- Some changes with the partnering with the Middle School library will be taking place as the School District transitions librarians. Director White reported that the summer reading program generated positive comments from local businesses about the summer reading. Thank you notes were sent indicating that the library would like to continue this partnership in the upcoming years.

Village Board Liaison--P. Streiff reported nothing new was happening, but repeated that contact

has been made between the Village Board and the School District about the building of the new softball diamond. P. Streiff mentioned she would follow up on the land lease agreement process.

Friends of the Library--Director White mentioned they would be meeting August 24. The Book Sale will be discussed as well as 2017 fundraising efforts.

Endowment Team--no team

8. Adjournment: L. Hiland made a motion to adjourn. The motion was seconded by K. Budsberg  
Motion carried.

Respectfully submitted,

L. Speth, Secretary

**VILLAGE OF NEW GLARUS  
MEETING OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
Tuesday, September 13, 2016 - 6:30 P.M.**

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

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

1. Call to Order: Vice President S. Janowiak called the meeting to order at: 6:32
2. Approval of Agenda: K. Budsberg moved to approve and the motion was seconded by L. Speth. Motion carried.
3. Comments & Questions from the Public\*--No public were present at this meeting.
4. New Business:
  - A. Discussion: Land / Lease Agreement  
Suzi reviewed the presentation of the Land Lease Agreement. P. Streiff reported the Village Board rejected the request for an occupancy date in the agreement. P. Streiff also reported that the Village Board engaged in discussions about postponing the final passage of the agreement for six months to see how discussions about the new softball diamond progressed. Discussion included S. Janowiak asking if talks with the New Glarus School District have been scheduled. P. Streiff mentioned talks were possibly on going. R. Bergum asked what the loose ends remained for both Boards to make the agreement passable. P. Streiff indicated part of the unknown is if a soccer field will need to be built and the costs of other properties to build the new softball diamond if necessary. S. Janowiak asked for a clarification on what the delay might be in the Veterans Field location. P. Streiff mentioned there she currently knew of none. She also reported the Land Lease Agreement is projected to go forward in the future. The contents of the lease were also reviewed. P. Streiff mentioned she would take back comments and suggestions as the Land Lease Agreement goes forward. R. Bergum suggested a sub-subcommittee with members between the Village Board and the Library Board to negotiate suggestions for the final Land Lease Agreement. P. Streiff mentioned she would suggest this sub-committee arrangement to B. Gadow who has been charged with creating the negotiated Land Lease Agreement.
  - B. Discussion and Consideration: Resolution 16-06 (Library Page 1)  
Director White presented an employment resolution for a new page in the library. The resolution was moved by K. Budsberg and seconded by P. Streiff. Motioned carried.
  - C. Discussion and Consideration: Storage of Furniture Donation  
Director White highlighted that furniture from the UW-Madison would possibly be donated to the new library. Details are in the works. Brainstorming took place as to storage possibilities. Items might have to be stored separately. Thank you Trustee Hoesly for the work on behalf of this generous donation.

5. Old Business
  - A. Discussion and Consideration: Library Building Project--  
No new items were discussed or considered.
6. Bills & Finance Report
  - A. Bills: Two sets of bills were reviewed. One set totaling \$3,088.03 and the other totaling \$2,961.58.
  - B. Financial Statement: Statement is included in the minutes below.
7. Director's Report:  
Director White commented it was sent in email and is included below in the minutes. Wisconsin Library Association Conference is in Milwaukee, and Director White will be attending.
8. Approval of Minutes:
  - A. August 9, 2016-- K. Budsberg motioned to approve and R. Bergum seconded. Motion carried.
  - B. August 23, 2016-- R. Bergum motioned to approve and K. Budsberg seconded. Motion carried.
9. Adjournment  
R. Bergum motioned to adjourn, and it was seconded by P. Streiff. Adjournment occurred at 7:27pm.

Respectfully submitted,  
Lexa Speth, Secretary

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

<b>LIBRARY</b>	
<b>SAVINGS #402521390 (APY .10%)</b>	
Beg. Balance	32,947.08
Interest	2.24
Deposit	
Fundraising expense (Dimension IV)	
End. Balance	32,949.32
<b>Savings #2088077 [25-11520] (APY .10%)</b>	
Beg. Balance	5,622.01
Withdrawal	
Deposit	15.00
Interest	0.38
End. Balance	5,637.39
<b>SUBTOTAL [25-11520]</b>	<b>38,586.71</b>
<b>UB&amp;T MM#183483-EMPLOYEE BENEFIT [25-11300]</b>	
Beg. Balance	18,703.21
Interest	14.57
End Balance	18,717.78
<b>TOTAL LIBRARY INVESTMENTS</b>	<b>57,304.49</b>
<b>FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)</b>	
<b>Community Foundation of Southern WI [most recent information available]</b>	
Library Capital Campaign Fund	
CASH Deposits thru 6/30/16	663,967.87
Interest Income from 7/16	92.17
Less fees from 7/16	-29.59
Gifts received	0.00
Pledges paid 7/16	1,225.00
CASH Available 7/31/16	665,255.45
Library Operations Fund	
CASH Available 6/30/16	17,837.22
Gifts received	
Pledges paid	222.10
Interest Income thru 7/31/16	2.24
Disbursements thru 7/31/16	
CASH Available 7/31/16	18,061.56
Library Endowment Fund	
Beginning Balance 7/1/16	1,318.05
Investment Activity	36.74
Disbursement Activity	-16.73
BALANCE 7/31/16	1,338.06



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

**Library Page Hiring: Update:**

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

**Green County Leaders: Update:**

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

**Green County Director's Meeting:**

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

## 2016 Monthly Statistics

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

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

**August 2016**

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

**TOTAL LIBRARY INVESTMENTS** **57,304.49**

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

Library Capital Campaign Fund		
CASH Deposits thru 6/30/16		663,967.87
Interest Income from 7/16		92.17
Less fees from 7/16		-29.59
Gifts received		0.00
Pledges paid 7/16		1,225.00
CASH Available 7/31/16		<u>665,255.45</u>
Library Operations Fund		
CASH Available 6/30/16		17,837.22
Gifts received		
Pledges paid		222.10
Interest Income thru 7/31/16		2.24
Disbursements thru 7/31/16		
CASH Available 7/31/16		<u>18,061.56</u>
Library Endowment Fund		
Beginning Balance 7/1/16		1,318.05
Investment Activity		36.74
Disbursement Activity		-16.73
BALANCE 7/31/16		<u>1,338.06</u>

**New Glarus Public Library**  
Library Resolution 16-06 LB

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

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

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

Adopted this 13th day of September, 2016.

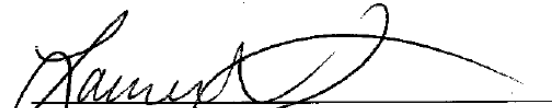


\_\_\_\_\_  
Linda Hiland, President  
New Glarus Public Library



\_\_\_\_\_  
Suzi Janowiak, Vice President  
New Glarus Public Library

PRESENTED 09/13/2016

  
\_\_\_\_\_  
Lauren White, Director  
New Glarus Public Library

**VILLAGE OF NEW GLARUS  
THE NEW GLARUS PUBLIC LIBRARY BOARD MINUTES  
Tuesday, September 27th, 2016 - 6:30 P.M.**

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

1. Call to Order: L Hiland called the meeting to order at 6:34pm.
2. Approval of Agenda: R. Bergum motioned for approval, and S. Janowiak seconded it. Motioned carried.
3. Comments & Questions from the Public\*-No public was present for this meeting.

4. New Business
  - A. Discussion and Consideration: November Meeting Dates

L. Hiland asked if the Board wanted two meetings or one due to conflicts with the General Election and Thanksgiving holiday. K. Budsberg made a motion to move Tuesday, November 22nd meeting to Monday, November 14th and due to conflicts, cancel the Tuesday, November 8th. L. Speth seconded it. Motioned carried.
5. Old Business
  - A. Discussion and Consideration: Library Building Project

L. Hiland had a phone call from the *Monroe Times* for an update on the building project. An article will appear in the paper with a summary of the progress, so far.
  - B. Discussion and Consideration: Land Lease Agreement

L. Hiland opened up discussion on if the Board should move to close session for this discussion. The rules of closed session were reviewed. L. Hiland made a motion to table the land lease discussion for closed session until the next meeting. R. Bergum seconded it. Motion carried. L. White asked if the Board should ask the SCLS lawyer for example leases from other libraries to make some comparisons. Discussion included a request that L. Hiland reach out and invite B. Gadow to come to the next meeting for the purpose of discussing different topics with him about the land lease agreement and a softball diamond update.
  - C. Discussion and Consideration: Storage of Donated Materials

J. Hoesly mentioned that the University of Wisconsin-Madison has moved up its dates for renovation. This necessitates the need to find storage more quickly. Discussions included installation of the new desk in the current library to house it. J. Hoesly questioned if we could house it in the Community Room for the time being. L. Speth was asked to see if the basement of the elementary school was available. Shelving and the desk will need a home by the first of November. L. Hiland questioned if the Swiss Center could use some of the shelving for its new collection. J. Hoesly mentioned there was plenty of extra shelving of both facilities. R. Bergum mentioned the NGM football team might be able to help with the moving. L. White asked about the Friends of the Library Book storage and if that storage space would be used up. L. Hiland asked about the costs of a storage facility and if it could be investigated for available and size. R. Bergum asked for the Board to be emailed copied of the photos of the shelving. P. Streiff said she would investigate the cost and availability of the storage.
  - D. Discussion and Consideration: 2017 Draft Budget

L. White presented a draft budget. Updated versions were presented for the 2017 budget. Green county aid has not been finalized for this budget. Green County Aid is unpredictable. A revenue category that is decreasing is library fines. Fines are either not being collected or patrons are getting their materials back in time. Summer reading program had a positive revenue impact because of participation and donors. L. White proposed the difference in the budget be requested from the Village Board. Ideas were discussed as to ways to balance the budget. L. White asked if the Board wanted the final Green County numbers before it approve the budget. Approval of the budget will occur after The Green County number is finalized. This item will be reconsidered.
6. Reports/Discussion/Consideration:
  - A. Administration Team
    - CFSW Financial Report
      - Reports were mixed up and information was missing from the summary reports for this month. New accounting software is being processed which causes the summary glitches.

- The budget report balances. These numbers will be reported as soon as the summary reports are fixed by CFSW.
  - Thanks you notes and budget will be reviewed.
- B. Building Committee
- This committee did not meet
- C. Co-chairs Team
- L. Hiland reported that the Co-chairs informed her on their interviews and on-going correspondences with the local businesses. Co-chairs will be presenting the results of this interaction to the Library Board on Tuesday, October 25th. Co-chairs requested that if there is any additional work necessary, they would be willing to work on getting the steps for building going in the right direction. Co-chairs wanted to know if the Board wanted a thermometer sign up by the floral clock. A question was proposed to either give a budget to the Co-chairs to work with or to have them request funds every time they need funds. J. Hoesly moved that the Co-chairs have access to \$2,000.00 to fund their campaign material. S. Jankowiak seconded it. Motioned carried. J. Hoesly mentioned that the Board should be brainstorming other ways to utilize the Co-chairs team.
- D. Communication Team
- This committee had nothing to report.
- E. Grants Team
- K. Budsberg asked if there was any discussion on the WEDC and if the Co-chairs were going to work with B. Gadow.
- F. Partnership Team
- This committee had nothing new to report.
- G. Village Board Liaison
- There was nothing new to report. L. Hiland asked if there was movement on the land agreement or softball diamond re-location. P. Sheriff reported she still needed to connect B. Gadow to discuss the possibility of a negotiated land lease agreement with both Boards.
- H. Friends of the Library
- Friends of the Library met Wednesday, September 28th at 7:00 pm at the New Glarus Library. They discussion topics focused Trivia Night, located this year at the New Glarus Hotel. Book sales went well. K. Budsberg asked if Friends were still looking for members. The answer was yes.
- I. Endowment Team
- This team has not been formed yet.
3. Adjournment-

S. Janowski moved for adjournment. R. Bergum seconded. Motion carried and adjournment happened at 8:08pm.

**Village of New Glarus  
Minutes of the Library Board of Trustees  
New Glarus Public Library  
Tuesday, October 11, 2016**

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

**APPROVAL OF AGENDA:** K. Budsberg moved to approve the agenda, omitting consideration from Item 11A, Results of Closed Session: Discussion and Consideration: Land Lease Agreement. The motion was second by P. Streiff. Motion Carried.

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

### **NEW BUSINESS:**

#### **A. DISCUSSION & CONSIDERATION: Village Administrator, Land Lease**

**Agreement and Update on Softball Diamond:** Administrator Gadow provided a brief update on relocation of the ball field at Glarner Park, and discussed some of the challenges related to the process. Mr. Gadow reported that it's the overall goal to try to create a ball field complex, to reduce redundant amenities (i.e., concessions or bathrooms), and that the School District administration has been consulted, as well as at least one local realtor. J. Hoesly asked whether there would be a report or recommendation provided to the Village Board as the process proceeds. Administrator Gadow affirmed that was his intention. No timeframe was specified.

L. Hiland inquired, with regard to the land lease agreement, what the next steps are. She added that the tone of the document was much less collaborative in nature than anticipated, that there are changes the Library Board would likely seek, and what the approval process would be. Administrator Gadow explained that it wasn't his intention to offend the Library Board, that much of the language is standard for a developer-municipality lease agreement. Additionally, Mr. Gadow stated that the Village Board has seen the draft and he has worked with the Village Attorney on the agreement, who would be consulted on any changes.

Mr. Gadow explained that there are certain portions of the agreement that are required language in an agreement of this type, and other sections reflect State Statute (i.e., that land outside the building envelope should remain public parkland, available to the public).

Ms. Hiland asked what this would mean for a potential expansion. Mr. Gadow responded that land could be available, but he would prefer to have this provision specified in the lease, before it is signed.

K. Budsberg remarked that the agreement is much more precise than anticipated, and noted that the draft agreement went well beyond the agreement for the west side site, and questioned why the language was so precise. Administrator Gadow replied that part of the reason is that the municipality he came from was very

litigious, and an agreement like this was typical to protect from legal action; and that he prefers to deal with as many foreseeable issues as possible upfront, so future parties don't have to determine what the intent was at the time of signing. Mr. Gadow added that there is an expectation that once the library is constructed, the library can't keep asking for funds for maintenance issues like a failed boiler.

Mr. Gadow asked K. Budsberg if there were any sections that could be removed. Mr. Budsberg pointed out that Section 5.1 requires insurance be continuously maintained, therefore, section 5.2 seems redundant. K. Budsberg noted that despite our best efforts, there will be unforeseen issues over the period of the lease (99 years), and questioned whether absolute limits on village liability were appropriate or legal.

President Hiland stated that the discussion needed to wrap up due to limitations on Administrator Gadow's time, which he made known to her. The Library Board thanked Mr. Gadow for attending and discussing some of the Library Board's concerns.

Administrator Gadow left at 7:07 p.m.

P. Streiff stated that she had a previous commitment, and left at 7:09 p.m.

The meeting was adjourned due to loss of quorum at 7:09 p.m. and the remainder of the agenda was tabled until the next Library Board meeting.

--Respectfully Submitted by K. Budsberg

**VILLAGE OF NEW GLARUS  
MEETING OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES  
Tuesday, October 25, 2016 - 6:30 P.M.**

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

1. Call to Order: The meeting was called to order at 6:30 pm.
2. Approval of Agenda: R. Bergum motioned for approval of agenda, and it was seconded by S. Janowiak. The motioned carried.
3. Comments & Questions from the Public\*: No public were present at this meeting.  
*\*(Note – the Library Board will not discuss or vote on these matters at this time, the purpose of this item is to provide a public forum for citizen's comments)*
4. Announcement: The Library Board will convene into closed session #1 called under WI State Statute 19.85(1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or



conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Land Lease Agreement).

5. New Business:

A. Discussion and Consideration: Co-Chair Report-

M. Usher and R. Thompson reported on a draft report from business interviews to the Library Board.

6. Old Business

A. Discussion and Consideration: Library Building Project

Linda reported there were no new updates.

B. Discussion and Consideration: Storage of Furniture Donation

J. Hoesly reported that after a meeting with the UW-Madison that they have agreed to deliver donated shelving materials to the New Glarus Library storage areas. Storage must be figured out by the week of November 28th because the Wendt library needs to have the shelving moved by that date. There is a possibility of 3 truckloads to be delivered. J. Hoesly reported on the different shelving options and storage sizes needed. J. Hoesly suggested that the circulation desk be stored at the Swiss Center, and the remainder can be stored in the basement of the New Glarus Bank. Some concerns were expressed by J. Hoesly about possibility of water in the basement, so any wooden shelving would need to be elevated on pallets. J. Hoesly requested help for coordinating the storage details. K. Budsberg asked what is the next step. J. Hoesly wanted the Board's approval to go through with the moving and storage logistics. Many bodies will be needed for the move. J. Hoesly requested the possibilities of moving dates. R. Bergum suggested the use of large shipping storage container to facilitate a on- time move. K. Budsberg mentioned the weight of the boxes may crush the metal shelving inside if stacked too high in containers. L. Hiland mentioned that for the second move the Library Board could hire movers. L. Speth mentioned the liability issues with volunteers moving the materials. L. Hiland asked that J. Hoesly ask if the Library Board could hire the UW movers to actually move the materials into the storage facilities. S. Janowiak said she would contact the New Glarus Bank for logistics. J. Hoesly asked if anyone knew of a place to get pallets. K. Budsberg mentioned there might be a place in Monroe. He would contact them. R. Bergum motioned that the Library Board accept the gift of the furniture and that the Library Board authorized J. Hoesly to organize the logistics. S. Janowiak seconded it. Motioned carried.

C. Discussion and Consideration: 2017 Budget Draft

L. Hiland asked for questions concerning the budget and asked for any comments or concerns. L. Speth motioned to accept, and K. Budsberg seconded it. K. Budsberg discussed that he was concerned about a cut in programming. Many different ideas were discussed on ways to search out for donations, grants, and other revenue sources that may develop over the year to help supplement the programming cuts. S. Janowiak also noted that cutting programming was troubling. P. Streiff motioned to amend the motion to approve by increase the donations line by \$2,200 and adding \$700 to programming and \$1,500 to summer reading program. The amendment was seconded by K. Budsberg. L. Hiland called for a vote. Motion carried. L. Hiland called to vote for approval with amendments. Motion carried.

D. Discussion and Consideration: November Meeting Date: November 14th

L. Hiland reported nothing new to report for this meeting.

7. Bills & Finance Report

A. Bills

Two sets of bills were presented one totaling \$153.41 and the other \$2,748.92.

B. Financial Statement-

The report is included in the minutes.

8. Reports/Discussion/Consideration:

A. Administration Team

-CFSW Financial Report

Reports are included at the end of these notes.

CFSW was asked to come to an Administrative Team meeting to help explain its process as a review of all the steps required for donations. K. Budsberg informed the board that when the Library Board started with the CFSW three agreements were signed corresponding to the three funds. A fourth report was recently sent indicating a fourth account. An agreement was not signed to establish this account. The account is established to hold donations The Library Board would give as a whole to have CFSW hold. There is a zero balance in this fund at this time. A question was discussed as to whether or not a separate agreement needs to be signed for this account.

- B. Building Committee-  
This committee did not meet.
- C. Co-chairs Team-  
It was reported that L. Wettach-Brockert resigned. A replacement will be researched. L. Hiland reported that R.Thompson requested that the Library Board begin dialogue with local businesses for ways to partner within the new library space. J. Hoesly mentioned that policies would need to be in place for the management of the fees. J. Hoesly asked that questions be asked to SCLS for guidelines on fees being charged for space and use at other libraries. Co-chairs meet Wednesday, November 9th.
- D. Communication Team  
Nothing new was reported.
- E. Grants Team  
Nothing new was reported.
- F. Partnership Team  
An update on the “I am Jazz” programming was offered. The programming will be put on hold for now. J. Hoesly mentioned the Swiss Church and Shepherds of the Hills Lutheran Church may be approachable to partner with the book program.
- G. Village Board Liaison  
P. Streiff had nothing new to report.
- H. Friends of the Library  
S. Janowiak mentioned that their next meeting is October 26th in the library.
- I. Endowment Team  
This team does not exist at this time.

8. Director’s Report

Report is attached to these notes.

9. Approval of Minutes:

A. September 13, 2016- L. Hiland motioned to approve and S.Janowiak seconded. Motion carried.

B. September 27, 2016—L. Hiland motioned to approve and K. Budsberg seconded. Motion carried.

10. The Board will convene into closed session--

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

The results of the roll call vote:

- Jody Hoesly--yes
- Suzi Janowiak--yes
- Linda Hiland--yes,
- Kevin Budsberg--yes
- Petra Streiff--yes
- Robert Bergum--yes

Lexa Speth--yes

J. Hoesly moved to come out of closed session. S. Janowiak seconded it. Motion carried.

The results of the roll call vote:

Jody Hoesly--yes

Suzi Janowiak--yes

Linda Hiland--yes,

Kevin Budsberg--yes

Petra Streiff--yes

Robert Bergum--yes

Lexa Speth--yes

11. The Board will reconvene into open session

A. Results of Closed Session: Discussion and Consideration: Land Lease Agreement

Linda asked for a motion that the Board approve the amendment land lease agreement and the added suggestions after consulting Director L. White and the SCLS attorney prior to P. Streiff and K. Budsberg presenting the agreement to the Village Administrator. J. Hoesly seconded. Motion carried.

12. Adjournment

L. Hiland moved to adjourn. K. Budsberg seconded it. Motion carried. Adjournment occurred 9:15pm.

Respectfully submitted,

Lexa Speth

Secretary

**New Glarus Public Library**  
**Director's Report – October 11th, 2016**  
**Lauren White, Director**

**Green County Leaders: Update:**

During our second meeting, we had the chance to pick our group projects, which should be finished around May or June. I chose to be part of a group that will work on building a “community closet” with the primary focus being interview-wear for those in need. During our initial planning phase, we plan to meet with Green County Family Promise, who has already expressed a want and need for such a service, and also the community closet manager in Brodhead. Another project I’m involved in has to do with discussion facilitation, which will be held on October 17<sup>th</sup>. A classmate and I will sit down with a group of 8 individuals to discuss the newly remodeled Monroe Arts Center and gauge interest in new offerings.

**Fall Yoga Series:**

We held three yoga sessions hosted at the New Glarus Yoga Center in September, which was supported through our community foundation grant for 2016. This program was wildly successful and we had roughly 20-30 adults attend each session. Due to popular demand, it is our hope that we can hold a spring and fall session again next year. This idea is tentatively planned to be funded in part by a community foundation grant we’ve applied for in 2017.

**Community Foundation Grant:**

This year Erica and I wrote a community foundation grant to enhance our existing programming as well as implement some new ideas. The major component of this is the proposed Winter Reading Challenge for children and adults after the holidays with incentives. We’d also love to incorporate yoga into our programming again and add some other workshops into the mix like one by the Soil Sisters.

## 2016 Monthly Statistics

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October									
November									
December									
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September	22	10	7	726	1127	2967	152	???	19
October									
November									
December									
<b>Total:</b>	<b>115</b>	<b>65</b>	<b>26</b>	<b>7313</b>	<b>11043</b>	<b>26966</b>	<b>1418</b>		<b>159</b>
<b>2016</b>	<b>Patron Visits</b>	<b>Hours Open</b>	<b>Patrons/Hour</b>	<b># Adult Programs</b>	<b># Adults Count</b>	<b># Children Programs</b>	<b># Children Count</b>	<b>Total Programs</b>	<b>Total # Attend</b>
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February	2740	209	13	9	33	6	210C/61A	15	304
March	3023	218	14	10	34	5	79C/42A	15	155
April	2820	207	14	5	32	6	114C/47A	11	193
May	2656	209	13	7	37	10	714C/104A	17	855
June	3535	218	16	5	13	7	205C/71A	12	289
July	3372	205	16	5	19	9	179C/61A	14	259
August	3307	227	15	5	20	4	73C/24A	9	117
September	2759	209	13	12	130	4	69C/32A	16	231
October									
November									
December									
<b>Total:</b>	<b>26723</b>	<b>1898</b>	<b>127</b>	<b>63</b>	<b>336</b>	<b>56</b>	<b>1760C/478A</b>	<b>119</b>	<b>2574</b>

## New Glarus Public Library Programing and Outreach Attendance

**September 2016**

<b>Date</b>	<b>Activity</b>	<b>Number of Attendees</b>
<b>Tuesday, September 6<sup>th</sup></b>	Scrabble	0
<b>Thursday, September 8<sup>th</sup></b>	Wrath of Kahn Screening	7
<b>Friday, September 9<sup>th</sup></b>	Preschool Storytime	12 C/8A
<b>Monday, September 12<sup>th</sup></b>	Yoga	26
<b>Tuesday, September 13<sup>th</sup></b>	Scrabble	0
<b>Wednesday, September 14<sup>th</sup></b>	Adult Book Club Discussion	8
<b>Friday, September 16<sup>th</sup></b>	Preschool Storytime	20C/ 8A
<b>Monday, September 19<sup>th</sup></b>	Yoga	28
<b>Tuesday, September 20<sup>th</sup></b>	Scrabble	0
<b>Wednesday, September 21<sup>st</sup></b>	Great Library Cook-Off: Deserts	7
<b>Friday, September 23<sup>rd</sup></b>	Preschool Storytime	18C/8A
<b>Friday, September 23<sup>rd</sup></b>	Mark Twain Home Program	33
<b>Monday, September 26<sup>th</sup></b>	Yoga	21
<b>Tuesday, September 27<sup>th</sup></b>	Scrabble	0
<b>Friday, September 30<sup>th</sup></b>	Preschool Storytime	19C/8A

<b>TOTAL LIBRARY INVESTMENTS</b>	<b>57,321.27</b>
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**FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)      NEED AUGUST**  
**Community Foundation of Southern WI [most recent information available]**

Library Capital Campaign Fund	
CASH Deposits thru 6/30/16	663,967.87
Interest Income from 7/16	92.17
Less fees from 7/16	-29.59
Gifts received	0.00
Pledges paid 7/16	1,225.00
CASH Available 7/31/16	<u>665,255.45</u>
 Library Operations Fund	
CASH Available 6/30/16	17,837.22
Gifts received	
Pledges paid	222.10
Interest Income thru 7/31/16	2.24
Disbursements thru 7/31/16	
CASH Available 7/31/16	<u>18,061.56</u>
 Library Endowment Fund	
Beginning Balance 7/1/16	1,318.05
Investment Activity	36.74
Disbursement Activity	-16.73
BALANCE 7/31/16	<u>1,338.06</u>

# SEPTEMBER

## LIBRARY

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

Beg. Balance	32,949.32	
Interest	2.17	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		32,951.49

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

Beg. Balance	5,637.39	
Withdrawal		
Deposit		
Interest	0.37	
End. Balance		5,637.76

### SUBTOTAL [25-11520]

38,589.25

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

Beg. Balance	18,717.78	
Interest	14.24	
End Balance		18,732.02

## TOTAL LIBRARY INVESTMENTS

57,321.27

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

### NEED AUGUST

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

Library Capital Campaign Fund		
CASH Deposits thru 6/30/16	663,967.87	
Interest Income from 7/16	92.17	
Less fees from 7/16	-29.59	
Gifts received	0.00	
Pledges paid 7/16	1,225.00	
CASH Available 7/31/16		665,255.45
Library Operations Fund		
CASH Available 6/30/16	17,837.22	
Gifts received		
Pledges paid	222.10	
Interest Income thru 7/31/16	2.24	
Disbursements thru 7/31/16		
CASH Available 7/31/16		18,061.56
Library Endowment Fund		
Beginning Balance 7/1/16	1,318.05	
Investment Activity	36.74	
Disbursement Activity	-16.73	
BALANCE 7/31/16		1,338.06



Fund Activity Report  
For Period Ending 09/30/2016  
**New Glarus Library Capital Fund - NGLCAP**

	Month-to-Date 09/01/2016 to 09/30/2016	Year-to-Date 07/01/2016 to 09/30/2016
Beginning Fund Balance	\$ 728,490.71	\$ 723,492.87
<b>GIFT ACTIVITY</b>		
Contributions	100.00	5,100.00
Special Event Income	0.00	0.00
Pledged Contributions	0.00	0.00
Total Gift Activity	<u>100.00</u>	<u>5,100.00</u>
<b>INVESTMENT ACTIVITY</b>		
Interest Income, plus Accrued	95.20	284.83
Dividend Income, plus Accrued	0.00	0.00
Realized Gains (Losses)	0.00	0.00
Unrealized Gains (Losses)	0.00	0.00
Investment Fees	0.00	0.00
Total Investment Activity	<u>95.20</u>	<u>284.83</u>
<b>DISBURSEMENT ACTIVITY</b>		
Grants Approved	0.00	0.00
Special Event Expense	0.00	0.00
Other Expenses	43.33	45.12
CFSW Service Fees	1,086.25	1,276.25
Total Disbursement Activity	<u>1,129.58</u>	<u>1,321.37</u>
Transfer to/from Sub Fund	<u>0.00</u>	<u>0.00</u>
Ending Fund Balance	<u>\$ 727,556.33</u>	<u>\$ 727,556.33</u>

Available to Spend is \$ 696,606.33
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Fund Activity Report  
For Period Ending 09/30/2016  
**New Glarus Library Operations Fund - NGLIBc**

	Month-to-Date <small>09/01/2016 to 09/30/2016</small>	Year-to-Date <small>07/01/2016 to 09/30/2016</small>
Beginning Fund Balance	\$ 19,314.19	\$ 19,309.32
<b>GIFT ACTIVITY</b>		
Contributions	0.00	0.00
Special Event Income	0.00	0.00
Pledged Contributions	1,000.00	1,000.00
Total Gift Activity	<u>1,000.00</u>	<u>1,000.00</u>
<b>INVESTMENT ACTIVITY</b>		
Interest Income, plus Accrued	2.52	7.39
Dividend Income, plus Accrued	0.00	0.00
Realized Gains (Losses)	0.00	0.00
Unrealized Gains (Losses)	0.00	0.00
Investment Fees	0.00	0.00
Total Investment Activity	<u>2.52</u>	<u>7.39</u>
<b>DISBURSEMENT ACTIVITY</b>		
Grants Approved	0.00	0.00
Special Event Expense	0.00	0.00
Other Expenses	0.00	0.00
CFSW Service Fees	52.91	52.91
Total Disbursement Activity	<u>52.91</u>	<u>52.91</u>
Transfer to/from Sub Fund	<u>0.00</u>	<u>0.00</u>
Ending Fund Balance	<u>\$ 20,263.80</u>	<u>\$ 20,263.80</u>

Available to Spend is \$ 18,263.80
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Fund Activity Report  
For Period Ending 09/30/2016  
**New Glarus Library Endowment Fund - NGLIB**

	Month-to-Date 09/01/2016 to 09/30/2016	Year-to-Date 07/01/2016 to 09/30/2016
Beginning Fund Balance	\$ 1,341.33	\$ 1,318.05
<b>GIFT ACTIVITY</b>		
Contributions	0.00	0.00
Special Event Income	0.00	0.00
Pledged Contributions	0.00	0.00
Total Gift Activity	0.00	0.00
<b>INVESTMENT ACTIVITY</b>		
Interest Income, plus Accrued	0.03	0.14
Dividend Income, plus Accrued	3.34	5.83
Realized Gains (Losses)	1.51	( 1.35)
Unrealized Gains (Losses)	( 0.14)	41.12
Investment Fees	( 0.37)	( 1.36)
Total Investment Activity	4.37	44.38
<b>DISBURSEMENT ACTIVITY</b>		
Grants Approved	0.00	0.00
Special Event Expense	0.00	0.00
Other Expenses	0.00	16.73
CFSW Service Fees	3.71	3.71
Total Disbursement Activity	3.71	20.44
Transfer to/from Sub Fund	0.00	0.00
Ending Fund Balance	\$ 1,341.99	\$ 1,341.99

Available to Spend is \$ 0.00
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**VILLAGE OF NEW GLARUS  
MEETING OF THE NEW GLARUS PUBLIC LIBRARY BOARD APPROVED MINUTES  
Monday, November 14, 2016**

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

1. Call to Order: L. Hiland called meeting to order at 6:32 pm
2. Approval of Agenda: S. Janowiak moved to approve the agenda. P. Streiff seconded the motion. Motion carried.
3. Comments & Questions from the Public\* There were no citizens present at the meeting.  
*\*(Note – the Library Board will not discuss or vote on these matters at this time, the purpose of this item is to provide a public forum for citizen’s comments)*
4. New Business:
  - A. Discussion and Consideration: December Meeting Dates

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

B. Discussion and Consideration: 2017 Library Closures:

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

C. Discussion and Consideration: Committee Reports

Administrative Team:

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

Building Committee--no report

Grants Committee:-- no report

Partnership Committee:-- no report

Co-Chairs:

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

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

Village Board Liaison: -- no report

Friends of the Library:

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

Endowment Committee: -- no report

5. Old Business:

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

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

C. Discussion and Consideration: Land Lease Agreement:

L. Hiland reported that the SCLS lawyer would review both drafts of the leases. Director White was sent a letter of engagement to allow him to review the leases. J. Hoesly moved to allow Director L. White to sign the engagement letter with the SCLS lawyer to review the land leases with the costs to be paid through the New Glarus Library savings account. K. Budsberg seconded. Motioned carried. K. Budsberg reviewed the communications so far with B. Gadow about the land lease. B. Gadow will meet with P. Streiff and K. Budsberg to continue the negotiation process within the next two weeks.

6. Bills & Finance Report

A. Bills: Two sets of bills were presented: One totaling \$304.83 and the other totaling \$2,710.73.

B. Financial Statement--Statement is included below.

7. Director's Report-- The report is included in the minutes below. Director White also reported that Blackhawk Technical College is setting up a volunteer network. New Glarus Library is now part of this network and can place requests for volunteers through them. Director White also received a volunteer request to do homebound services for patrons. An individual will deliver books to homebound patrons at no cost. K. Budsberg mentioned that a policy should be investigated or the current one amended to satisfy issues connected to home delivery.

8. Approval of Minutes:

A. October 11, 2016 -- L. Hiland moved to approve minutes with edits and R. Bergum seconded. Motion carried.

B. October 25, 2016 --L. Hiland moved to approve minutes with P. Streiff seconded. Motion carried.

9. Adjournment

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

Respectfully,

Lexa Speth

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

October, 2016

**LIBRARY**

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

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

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

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

**SUBTOTAL [25-11520]**

38,611.83

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

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

**TOTAL LIBRARY INVESTMENTS**

57,358.61

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

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

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

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

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

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

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

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

## 2016 Monthly Statistics

<b>New Glarus Public Library 2016</b>	<b>Items Added</b>	<b>Items Deleted</b>	<b>Circulation</b>	<b>Circ. by PSTAT Other</b>	<b>Village of New Glarus</b>	<b>Town of New Glarus</b>	<b>Town of York</b>	<b>Town of Exeter</b>	<b>Dane Co. No Library</b>
January	277	395	5980	852	2808	1320	589	213	198
February	242	509	5879	962	2563	1380	541	284	149
March	212	208	6178	835	3125	1284	520	271	143
April	280	142	5730	780	2734	1375	532	170	139
May	180	356	5551	741	2633	1414	408	181	174
June	224	175	6333	853	2826	1628	608	249	169
July	193	243	6458	849	2874	1741	577	232	185
August	230	85	6047	846	2623	1551	581	249	197
September	201	236	5697	827	2461	1326	686	187	210
October	191	21	5541	957	2596	1073	585	141	189
November									
December									
<b>Total:</b>	<b>2230</b>	<b>2370</b>	<b>59394</b>	<b>8502</b>	<b>27243</b>	<b>14092</b>	<b>5627</b>	<b>2177</b>	<b>1753</b>
<b>2016</b>	<b>Patron ILL Requests</b>	<b>ILL Requests Rec'd</b>	<b>ILL Requests Unable to Fill</b>	<b># Unique Website Visitors</b>	<b># Website Visits</b>	<b>WiFi Sessions</b>	<b>Public Computer Sessions</b>	<b>Public Computer Hours</b>	<b>New Patrons Register</b>
January	8	6	2	884	1323	2385	153	???	8
February	10	3	7	834	1210	3189	179	???	17
March	11	8	3	812	1166	2926	187	???	24
April	10	5	1	837	1285	3176	148	???	15
May	7	10	0	792	1140	2830	123	???	10
June	10	3	5	786	1262	3446	118	???	23
July	24	8	1	768	1163	2790	177	???	27
August	13	12	0	874	1367	3257	181	???	16
September	22	10	7	726	1127	2967	152	???	19
October	10	9	1	765	1168	2848	128	???	10
November									
December									
<b>Total:</b>	<b>125</b>	<b>74</b>	<b>27</b>	<b>8078</b>	<b>12211</b>	<b>29814</b>	<b>1546</b>		<b>169</b>
<b>2016</b>	<b>Patron Visits</b>	<b>Hours Open</b>	<b>Patrons/Hour</b>	<b># Adult Programs</b>	<b># Adults Count</b>	<b># Children Programs</b>	<b># Children Count</b>	<b>Total Programs</b>	<b>Total # Attend</b>
January	2511	196	13	5	18	5	117C/36A	10	171
February	2740	209	13	9	33	6	210C/61A	15	304
March	3023	218	14	10	34	5	79C/42A	15	155
April	2820	207	14	5	32	6	114C/47A	11	193
May	2656	209	13	7	37	10	714C/104A	17	855
June	3535	218	16	5	13	7	205C/71A	12	289
July	3372	205	16	5	19	9	179C/61A	14	259
August	3307	227	15	5	20	4	73C/24A	9	117
September	2759	209	13	12	130	4	69C/32A	16	231
October	2,488	214	12	6	34	6	91C/33C	12	158
November									
December									
<b>Total:</b>	<b>29211</b>	<b>2112</b>	<b>139</b>	<b>69</b>	<b>370</b>	<b>62</b>	<b>1851C/511A</b>	<b>131</b>	<b>2732</b>



## New Glarus Public Library Programing and Outreach Attendance

October 2016

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

<b>TOTAL LIBRARY INVESTMENTS</b>	<b>57,358.61</b>
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**FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)**

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

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

**VILLAGE OF NEW GLARUS  
THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVED  
MINUTES  
Monday, December 19, 2016 - 6:30 P.M.**

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

1. Call to Order: L. Hiland called the meeting to order 6:35 pm.
2. Approval of Agenda: K. Budsberg moved to approve. Motion was seconded by P. Streiff. Motioned carried.
3. Comments & Questions from the Public\*--no public  
*\*(Note – the Library Board will not discuss or vote on these matters at this time, the purpose of this item is to provide a public forum for citizen’s comments)*
4. Announcement: The Library Board will convene into closed session #1 called under WI State Statue 19.85(1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Land Lease Agreement).
5. New Business:
  - A. Discussion and Consideration: Committee Reports

- i. Administration Team:  
President Hiland reported that an endowment memorial was sent to CFSW from the members of the Library Board, both current and former, for Darrell Weber. L. Hiland also noted that donor appreciation letters were sent out thanking donors for their continued support.
  - ii. Building Committee:  
There was no report.
  - iii. Co-chairs Team:  
Business interview summary presentation to the New Glarus Village Board from the Co-chairs was cancelled and possibly reschedule for Jan. 3rd, 2017. L. Hiland asked that supporters attend the meeting.
  - iv. Communication Team:  
L. Hiland reported that a news article about the furniture donation from the University of Wisconsin--Wendt Library was sent to *The Post Messenger*.
  - v. Grants Team: Nothing to report.
- B. Partnership Team: Nothing to report.
- C. Village Board Liaison:  
K. Budsberg commented that the reasons that people were in attendance at the last New Glarus Village Board meeting was because of confusing communication on the agenda topic about the library.
- D. Friends of the Library:  
S. Janowiak reported that the Library Trivia Night will be held on Jan. 21th at the New Glarus Hotel. The starting time is yet to be determined.
- E. Endowment Team: This committee is still in development.

## 6. Old Business

- A. Discussion and Consideration: Library Building Project:  
L. Hiland reported no additional movement yet. R. Bergum asked if any additional movement has happened with the softball diamond land purchase. P. Streiff reported that B. Gadow announced no new property was available to purchase for the diamond and the the school had none available either.
- B. Bills & Finance Report
- C. Bills: Director White asked about how to code the bill for the lawyer; Hiland clarified the motion was made in the November draft notes to pay it out of Library saving account. One set of bills was approved totaling \$3,391.13
- D. Financial Statement: See attached below.
- E. Director's Report: No report was submitted. Report will be included in January meeting.
- F. Approval of Minutes:  
November 14, 2016 --Motion was made by R. Bergum and seconded by J. Hoesly. Motion carried.

## 7. The Board will convene into closed session--

- A. R. Bergum motioned to move to close session. K. Budsberg seconded it. Motion carried.
- The results of the roll call vote:  
Kevin Budsberg--yes

Jody Hoesly--yes  
Suzi Janowiak--yes  
Robert Bergum--yes  
Petra Streiff--yes  
Lexa Speth--yes  
Linda Hiland--yes

B. L. Speth moved to come out of close session. K. Budsberg seconded. Motion carried.  
The results of the roll call vote:

Kevin Budsberg--yes  
Jody Hoesly--yes  
Suzi Janowiak--yes  
Robert Bergum--yes  
Petra Streiff--yes  
Lexa Speth--yes  
Linda Hiland--yes

8. The Board will reconvene into open session

A. Results of Closed Session: Discussion and Consideration: Land Lease Agreement

B. K. Budsberg suggested that library board members L. Hiland, P. Streiff and R. Bergum meet with Village Administrator B. Gadow to discuss the land lease agreement, library building project and time line moving forward. S. Janowiak moved the motion. Jody Hoesly seconded. Motion carried.

9. Adjournment:

R. Bergum motioned to adjourn, and S. Janowiak seconded. Motioned carried.

Adjournment happened at 8:11 pm.

Respectfully submitted,

L. Speth

# NOVEMBER

<b>LIBRARY</b>
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**SAVINGS #402521390 (APY .10%)**

Beg. Balance	32,953.73	
Interest	2.17	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		32,955.90

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

Beg. Balance	5,658.10	
Withdrawal	-380.00	
Deposit (City of Madison)		
Interest	0.37	
End. Balance		5,278.47

**SUBTOTAL [25-11520]**

38,234.37

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

Beg. Balance	18,746.78	
Interest	14.29	
End Balance		18,761.07

<b>TOTAL LIBRARY INVESTMENTS</b>	<b>56,995.44</b>
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**FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)**

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

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



**COMMUNITY  
FOUNDATION**  
of Southern Wisconsin

**New Glarus  
Library Capital  
Fund**

**Fund Activity**  
for period ending  
**11/30/2016**

Beginning Fund Balance

**GIFT ACTIVITY**

Contributions

Special Event Income

New Pledges

Total Gift Activity

**INVESTMENT ACTIVITY**

Interest Income, plus Accrued

Dividend Income, plus Accrued

Realized Gains (Losses)

Unrealized Gains (Losses)

Investment Fees

Total Investment Activity

**DISBURSEMENT ACTIVITY**

Grants/Scholarships  
Approved/Cancelled

Special Event Expense

Other Expenses

CFSW Service Fees

Total Disbursements

Ending Fund Balance

**AVAILABLE TO SPEND**

<b>New Glarus Library Capital Fund - NGLCAP</b>		
	<b>Month -to-Date</b> 11/01/2016- 11/30/2016	<b>Year-to-Date</b> 07/01/2016- 11/30/2016
Beginning Fund Balance	\$727,121.81	\$723,492.87
<b>GIFT ACTIVITY</b>		
Contributions	0.00	5,100.00
Special Event Income	0.00	0.00
New Pledges	0.00	0.00
Total Gift Activity	0.00	5,100.00
<b>INVESTMENT ACTIVITY</b>		
Interest Income, plus Accrued	115.48	511.79
Dividend Income, plus Accrued	0.00	0.00
Realized Gains (Losses)	0.00	0.00
Unrealized Gains (Losses)	0.00	0.00
Investment Fees	0.00	0.00
Total Investment Activity	115.48	511.79
<b>DISBURSEMENT ACTIVITY</b>		
Grants/Scholarships Approved/Cancelled	0.00	0.00
Special Event Expense	0.00	0.00
Other Expenses	8.30	63.17
CFSW Service Fees	98.75	1,911.25
Total Disbursements	107.05	1,974.42
Ending Fund Balance	\$727,130.24	\$727,130.24
<b>AVAILABLE TO SPEND</b>	<b>\$698,580.24</b>	



**COMMUNITY  
FOUNDATION**  
of Southern Wisconsin

**New Glarus  
Library  
Endowment  
Fund**

**Fund Activity**  
for period ending  
**11/30/2016**

Beginning Fund Balance

**GIFT ACTIVITY**

Contributions

Special Event Income

New Pledges

Total Gift Activity

**INVESTMENT ACTIVITY**

Interest Income, plus Accrued

Dividend Income, plus Accrued

Realized Gains (Losses)

Unrealized Gains (Losses)

Investment Fees

Total Investment Activity

**DISBURSEMENT ACTIVITY**

Grants/Scholarships

Approved/Cancelled

Special Event Expense

Other Expenses

CFSW Service Fees

Total Disbursements

Ending Fund Balance

AVAILABLE TO SPEND

<b>New Glarus Library Endowment Fund - NGLIB</b>		
	<b>Month -to-Date</b> 11/01/2016- 11/30/2016	<b>Year-to-Date</b> 07/01/2016- 11/30/2016
Beginning Fund Balance	\$1,321.45	\$1,318.05
<b>GIFT ACTIVITY</b>		
Contributions	0.00	0.00
Special Event Income	0.00	0.00
New Pledges	0.00	0.00
Total Gift Activity	0.00	0.00
<b>INVESTMENT ACTIVITY</b>		
Interest Income, plus Accrued	0.05	0.24
Dividend Income, plus Accrued	2.66	9.94
Realized Gains (Losses)	9.30	35.02
Unrealized Gains (Losses)	13.20	5.73
Investment Fees	( 0.66)	( 2.54)
Total Investment Activity	24.55	48.39
<b>DISBURSEMENT ACTIVITY</b>		
Grants/Scholarships Approved/Cancelled	0.00	0.00
Special Event Expense	0.00	0.00
Other Expenses	0.00	16.73
CFSW Service Fees	0.00	3.71
Total Disbursements	0.00	20.44
Ending Fund Balance	\$1,346.00	\$1,346.00
AVAILABLE TO SPEND	\$ 0.00	



**COMMUNITY  
FOUNDATION**  
of Southern Wisconsin

**New Glarus  
Library  
Operations  
Fund**

**Fund Activity**  
for period ending  
**11/30/2016**

Beginning Fund Balance

**GIFT ACTIVITY**

Contributions

Special Event Income

New Pledges

Total Gift Activity

**INVESTMENT ACTIVITY**

Interest Income, plus Accrued

Dividend Income, plus Accrued

Realized Gains (Losses)

Unrealized Gains (Losses)

Investment Fees

Total Investment Activity

**DISBURSEMENT ACTIVITY**

Grants/Scholarships

Approved/Cancelled

Special Event Expense

Other Expenses

CFSW Service Fees

Total Disbursements

Ending Fund Balance

**AVAILABLE TO SPEND**

<b>New Glarus Library Operations Fund - NGLIBc</b>		
	<b>Month -to-Date</b> 11/01/2016- 11/30/2016	<b>Year-to-Date</b> 07/01/2016- 11/30/2016
Beginning Fund Balance	\$20,255.90	\$19,309.32
<b>GIFT ACTIVITY</b>		
Contributions	0.00	0.00
Special Event Income	0.00	0.00
New Pledges	0.00	1,000.00
Total Gift Activity	0.00	1,000.00
<b>INVESTMENT ACTIVITY</b>		
Interest Income, plus Accrued	3.02	13.34
Dividend Income, plus Accrued	0.00	0.00
Realized Gains (Losses)	0.00	0.00
Unrealized Gains (Losses)	0.00	0.00
Investment Fees	0.00	0.00
Total Investment Activity	3.02	13.34
<b>DISBURSEMENT ACTIVITY</b>		
Grants/Scholarships Approved/Cancelled	0.00	0.00
Special Event Expense	0.00	0.00
Other Expenses	0.00	10.83
CFSW Service Fees	0.00	52.91
Total Disbursements	0.00	63.74
Ending Fund Balance	\$20,258.92	\$20,258.92
<b>AVAILABLE TO SPEND</b>	<b>\$18,258.92</b>	