

**PROCEEDINGS OF THE BROWN COUNTY  
EDUCATION & RECREATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Education & Recreation Committee** was held on Thursday, October 26, 2010 at Pamperin Park

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**Present:** Jesse Brunette, Tim Carpenter, Bill Clancy, John Vander Leest,

**Excused:** Vicky Van Vonderen

**Also Present:** Tom Hinz, Sara Perrizo, Andrea Konrath, Ellen Sorensen, Maria Fisher, Neil Andrews, Carmen Murach, Rebecca Looney, Doug Hartman, Bill Dowell, Rick Ledvina, Matt Kriese, Scott Anthes, Tim Drossart, John Luetscher, Lynn Stainbrook, Lori Denault, Curt Beyler, Terry Watermolen, Debbie Klarkowski, Supervisors Scray, Erickson, Andrews, Krueger, La Violette and Fleck.  
Other interested parties.

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- I. Call meeting to order.  
**The meeting was called to order by Chair Brunette at 5:33 p.m.**
  
- II. Approve/modify agenda.  
***Motion made by Supervisor Carpenter and seconded by Supervisor Clancy to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.***
  
- III. Approve/modify minutes of October 7, 2010.  
***Motion made by Supervisor Clancy and seconded by Supervisor Carpenter to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.***
  
1. Review minutes of:
  - a) Library Board (August 19, 2010).  
***Motion made by Supervisor Carpenter and seconded by Supervisor Van Vonderen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.***

**BUDGET REVIEW**

**REVIEW OF 2011 DEPARTMENT BUDGET**

2. **NEW Zoo:** Review of 2011 department budget.  
Zoo Director Neil Anderson reported on information included in the attached summary document. He also informed that due to the state of the economy the NEW Zoo would not be increasing the price of Zoo Passes or admission. Anderson added that the patrons of the zoo are spending once inside the facility and that even without an increase in fees; they would be able to maintain their enterprise fund status.

The Zoo does have some overtime included in their 2011 proposed budget amounts. If 10 percent of this amount is eliminated by the board, it would still go back into the Zoo's fund balance. According to Anderson, this could potentially hinder facility operations.

The NEW Zoo is does not receive any support from the levy; they do, however, return a profit to the County.

***Motion made by Supervisor Vander Leest and seconded by Supervisor Carpenter to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.***

- a. Resolution re: Approving New or Deleted Positions during the 2011 Budget Process (NEW Zoo).

***Motion made by Supervisor Vander Leest and seconded by Supervisor Van Vonderen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.***

3. **Museum** – Review of 2011 department budget.

Interim Museum Director of the Neville Public Museum, Rebecca Looney, spoke regarding the 2011 department budget. She referenced information from the "Summary Highlights" information on page 226 of the Proposed 2011 Annual Budget book. This information included mention of a grant awarded to the museum in 2010 to catalog the Green Bay Press Gazette's collection of negatives. Two part time positions were added to the budget to undertake this project and are being fully funded by the grant.

The elimination of free admission to the Museum on Wednesdays between 6 p.m. and 8.p.m. was proposed in the 2011 budget. Looney reported that this would save the facility approximately \$11,000 assuming the adoption of the change. In addition, Looney informed that the Museum would like to raise admission to: \$5 for adults and \$3 for children. Children under the age of 6 would still be granted free entrance.

Personnel costs will be going up for 2011 and this includes the amount offset by the grant as well as a cost of living adjustment which is based on the employees' union contracts. Operating expenses at the Museum have come down which was attributed to the lowering of indirect costs. The amount is based off of the 2009 numbers which were quite a bit lower than those recorded in 2010.

The Museum receives about \$100,000 per year from Neville Public Museum Foundation for exhibits.

One of the Museum's proposed changes is to modify the Curator of Exhibits to a Technician title. Looney explained that due to overlap in some of the library's Curator positions, the reduced responsibilities would keep this from happening.

The Museum does not have any budgeted amounts for overtime.

The Museum holds many free events such as lectures and the free admissions on Wednesday nights. Looney reported that in the future they will be pursuing events that will generate revenue. She referenced the Monster Mayhem program currently being held. Looney felt that the rental of the Neville's Theatre and Conference Room would be ways to generate additional revenue. In addition to this, the collection of photos from the Press Gazette spanning from the 1940s to present can be displayed.

Supervisor Erickson addressed the committee and Looney regarding the elimination of free admission on Wednesday nights. He questioned the amount of patrons utilizing the museum at this time and whether it was a large enough number to make any real impact. It was calculated that, including the raise in admission prices, revenue would increase about \$25,000 if Wednesday night visitors were charged. Erickson voiced the concerns he had heard from his constituents regarding this issued and argued that cutting the free services and increasing admission fees may hinder the attendance numbers further.

A conversation regarding the transition period in which the Neville currently finds itself ensued. Committee members commended the Interim Director, Looney, on her efforts and voiced confidence in her performance and the future growth of the facility.

Erickson suggested that an alternate solution to doing away with the Wednesday night program would be to change the hours of the facility. He informed that this would not affect any full time employees but would decrease the amount being spent on contracted security services. Erickson estimated a savings of 364 hours annually that would be saved on these services. Also proposed was the closing of the museum on Mondays.

Supervisor Van Vonderen voiced her support for the suggestion not to raise admissions fees until the Neville has made future changes and increased interest. Looney explained that upon researching this matter she found that the museum charges far below what other museums are asking for admission. She had concerns about cutting hours during this time of transition, as she felt that cutting hour would project a negative image of how the Neville is currently operating.

Supervisor La Violette commented that she agreed with Looney's stance on cutting hours. She also opined that the only way to create a substantial savings would be to cut a staff member and merely cutting hours would not be of any help.

Supervisor Brunette stated his apprehension that an increase in admission fees to the museum may hinder school groups from attending the facility. This raise in cost may make it difficult for schools to raise the necessary funds to be able to visit the museum as many rely on grants for these types of trips. Looney commented that many times teachers are surprised by the low cost.

Supervisor Vander Leest spoke in support of the reinstatement of the free admission during certain hours on Wednesdays at the museum. He reiterated his desire to see short term planning to raise attendance in addition to long term plans. It is his wish to make this program budget neutral.

***Motion made by Supervisor Vander Leest and seconded by Supervisor Clancy to reinstate the Wednesday night free admission to the Neville Public Museum between the hours of 6 p.m. and 8 p.m. and to boost attendance immediately in order to make this a budget neutral item in the 2011 budget. No vote taken.***

***Motion made by Supervisor Vander Leest and seconded by Supervisor Van Vonderen to reinstate free admission at Neville Public Museum between the hours of 6 p.m. and 8 p.m. on Wednesdays. Vote taken. MOTION CARRIED UNANIMOUSLY.***

***Motion made by Supervisor Carpenter and seconded by Supervisor Vander Leest to put \$10,800 in turnover reduction in the 2011 Museum budget. Vote taken. MOTION CARRIED UNANIMOUSLY.***

***Motion made by Supervisor Vander Leest and seconded by Supervisor Van Vonderen to amend amount of turnover reduction included in the 2011 Museum Budget from \$10,800 to \$20,000. Vote taken. MOTION CARRIED UNANIMOUSLY.***

***Motion made by Supervisor Vander Leest and seconded by Supervisor Carpenter to approve as amended. Vote taken. MOTION CARRIED UNANIMOUSLY.***

Supervisor Vander Leest suggested that the committee request an estimate of what the savings for the unfilled Director and Office Manager I positions would be. This information can be compiled for the amount of time the positions are projected to remain unfilled. Executive Hinz stated that these roles would ideally be filled by March 2011. It was decided that the estimate would be calculated assuming two month vacancies in each.

Supervisor Van Vonderen

***Motion made by Supervisor Vander Leest and seconded by Supervisor Clancy to approve as amended. Vote taken. MOTION CARRIED UNANIMOUSLY.***

- a. Resolution re: Approving New or Deleted Positions during the 2011 Budget Process (Museum).

***Motion made by Supervisor Vander Leest and seconded by Supervisor Van Vonderen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.***

4. **Parks:** Review of 2011 department budget.

***Motion made by Supervisor Vander Leest and seconded by Supervisor Van Vonderen to suspend the rules to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY.***

Jason Petrella, 1464 Redstone Trails #5, Green Bay, WI 54313

Petrella, a fulltime Park Ranger at Brown County's Barkhausen Waterfowl Preserve spoke regarding the eliminating of a Park Ranger position in the 2011 Park Department budget. He has been with the County for four years; two as an intern with the Parks Department and two in his current position. Petrella has the least amount of seniority and would be affected by the deletion of the position. He commented that he takes pride and ownership in his occupation and feels that the rangers do a great job maintaining the many Brown County Parks.

Petrella iterated that he felt it would be a disservice if he did not make an attempt to save his position and voice his opinion in hopes that this would be reconsidered.

This matter had not been included in the Education and Recreation agenda with Parks Department deleted position as it had mistakenly been brought before the Administration Committee. Human Resources Manager Debbie Klarkowski specified that although Facility Management reports to the Administration Committee, the Park Department reports to this committee. Internal Auditor Sara Perrizo informed that this may still be addressed through the Park Department 2011 Budget that had been taken before the committee. Klarkowski added that the resolution may be amended and presented to the Executive Committee.

***Motion made by Supervisor Clancy and seconded by Supervisor Vander Leest to return to the regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY.***

Supervisor De Wane felt that the elimination of this Park Ranger position would negatively affect the quality of the parks maintained by staff. The request made was to have the committee take a closer look at the ramifications of this cut and see if there would be an alternative to this.

Facility and Park Management Director Bill Dowell explained that the reduction in the Park Ranger position, in addition to the reduction of seasonal and summer help, is a result of the discontinuation of services provided to the NEW Zoo. Without this revenue and need for additional services, the Park Department had to revise their budget to reflect what is currently required.

Dowell referenced information from the Facility and Park Management section of the 2011 Proposed Budget\*: (pages referenced are noted)

- Provided programs have not changed. (pg 43)
- Park visitation has stayed the same at 950,000 patrons. (pg 43)
- The department has achieved a 4.75 out of a 5 point scale in customer satisfaction (this score is compiled based on feedback from park patrons via comment cards. 400 to 500 cards are received each year.) (pg 43)
- Inclusion of Special Revenue Accounts (pg 44)
- Reduction of Park Ranger, Seasonal and Summer positions is reflected in the decrease in 2011 staffing trend numbers (pg 46)
- \$92,179 in contracted services for the Parks Department regarding the \$25,000 Brown County Fair Subsidy – There are long-term plans to reduce this to \$0. (pg 47)

- There is a 3.6% reduction in property tax revenues from 2010. This revenue makes up about 64% to 65% of the Parks budget. (pg 51)
- Total expenses have gone down about 8.8% (pg 51)
- Salary expenditures are reduced from \$844,188 in 2010 to \$810,497 in 2011. (pg 51)=Overtime has been held steady at \$13,000 (pg 52)
- The amount budgeted for repairs and maintenance to buildings has been decreased from 2010 budgeted amounts due to the deferment of projects.
- Sale of property at Pamperin Park to the DOT was not included to the 2011 budget as the total amount of funds that will be received from this is still unclear.

There are three positions being added to the NEW Zoo budget for maintenance to absorb the workload that had previously been done by the Parks Department. Supervisor Vander Leest alluded to situations where a position had been eliminated and the employee was given a position elsewhere within the county. He inquired as to whether this would be an option in this situation. Dowell responded saying that they had spoken with Zoo Director Neil Anderson and he would be open to applications. He went on to say that he does not know what the Zoo structure looks like and was unable to definitively comment on this.

It was commented that for the supervisory position being added to the Zoo, a candidate with qualifications in HVAC and animal welfare would be preferred so that this employee would be better equipped to serve the facility as a whole. Debbie Klarkowski clarified that as the Park Ranger position is union, the affected employee would have been able to utilize the 'bumping' process. This would mean that if the individual was found to have the qualifications for another position within the union, it would be possible to obtain this.

For a non-union position, as the positions at the Zoo would be, union contract rules do not apply and the candidate would be expected to enter recruitment in the same manner as any other candidate. NEW Zoo Operations Manager Maria Lasecki explained that Neil Anderson felt that he could absorb some of the duties of the Park Manager position that had previously been overseeing these maintenance efforts. In bringing the Maintenance Supervisor position in house as a fulltime position, it was felt that the employee could better benefit the facility than those having their time split between that site and other areas.

Supervisor Clancy inquired as to whether there had been any conversation prior to this in regard to this cut. This was first discussed by the Zoo and Human Resources toward the middle of this year and had given the Parks Department advance notice so as to not to impact their current 2010 budget.

Lasecki specified that the Supervisor position to be added would not be caring for the animals, but for the exhibits.

Supervisor Krueger spoke against fragmenting the facilities management functions by employing separate maintenance positions for different county facilities such as the library and the zoo.

Supervisor De Wane added that, from what he gathered, Petrella would be qualified for the maintenance portion of the qualifications necessary for the zoo position. He felt that this individual could be trained on any additional skills needed. Lasecki agreed that there is a chance that this may be the case; however the recruitment process for these positions has not yet begun. She commented that they will have to go through a fair and equitable hiring process and it is very important that they approach this from that perspective.

***Motion made by Supervisor Van Vonderen and seconded by Supervisor Clancy to suspend the rules to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY.***

Lee Anderson, Town of Rockland

Anderson, a member of the NEW Zoo Board of Directors, informed that the hiring of a candidate that may not have all the qualifications specified had been discussed. According to Anderson, the board

had agreed that all resources a candidate brings to the table must be looked at and any skills they are lacking can be taught to the person chosen.

***Motion made by Supervisor Van Vonderen and seconded by Supervisor Clancy to return to the regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY.***

Assistant Park Director Doug Hartman commended Jason Petrella for coming before the committee to plead his case. Hartman commented that the Parks Department has appreciated his ideas, efforts and dedication.

Supervisor Brunette explained that the deletion of 1.0 FTE Park Ranger position could not be voted on during this meeting of the Education and Recreation Committee. This matter will be presented to the Executive Committee, Monday, November 1, 2010 and to the County Board on Monday, November 8, 2010.

***Motion made by Supervisor Vander Leest and seconded by Supervisor Carpenter to reduce the Parks overtime budget by \$1300. Vote taken. MOTION CARRIED UNANIMOUSLY.***

***Motion made by Supervisor Vander Leest and seconded by Supervisor Clancy to approve as amended. Vote taken. MOTION CARRIED UNANIMOUSLY.***

5. **Golf Course:** Review of 2011 department budget.
- The Golf Course is set to return \$62,060 to the General Fund in 2011.
  - 15 Golf Outings (100+ Players) hosted.
  - To offset decrease (-5.26%) in number of rounds being played an increase of \$1.25 for 18 holes and 75 cents for 9 holes was proposed by Anthes.
  - Wisconsin State Golf Association (WSGA) who operated the current handicap system raised their fee structure in 2010 by \$5. The Brown County Golf Course will also be increasing their fee by \$5 or \$25.
  - Monday and Wednesday Senior Special Fee will be increased by \$2.
  - Due to lack of interest, 'After 2p.m. weekend rate' will be eliminated.
  - The locker rental fee will be reduced by \$15 to generate interest. The fee will be \$35.
  - With all fee changes, there will be about a 3% decrease in revenue from 2010 to 2011.
  - Personnel charges will increase by 5.44% due to increase in cost of living/fringe benefits/unemployment costs. These costs are being
  - To offset increases will be decreasing Operations and Maintenance Budget by 3.74%. This decrease can be done due to decreased technology costs (technology projects complete) and decrease in phone bill cost.
  - A new category regarding 'Service Fees' has been added to the budget. Also, the miscellaneous category is being eliminated because it is a yearly expense which Anthes felt needed a more specific categorization. This amount pertains mainly to credit card expenses.
  - The chargeback category was previously mainly for Information Services charge backs. Anthes explained that these costs came about due to the adding of two computers to utilize the new financial system. He also attributes this to the adding of computers to the proshop and to the Safari Steakhouse for the POS programs. Operation costs have decreased about \$8000 as a result of this.
  - In the category of Outlay Costs

Supervisor Vander Leest shared that he had been approached by Golf Course patrons regarding a possible increase in Golf Course fees. This had been suggested due to fees at competing courses and the economy. He stated that if the fees were to be boosted in 2011, he would like to see a more modest increase. Vander Leest indicated that he believed higher green fees would negatively affect rounds of play.

Vander Leest requested that exact amounts be given to the committee so that they may have a better picture. The price on a weekday would be \$31 and \$35 for weekend play in 2011. It was suggested that if these are going to be raised, the amount charged for a pass should be affected as well. Anthes explained that the last time fees were changed was 2008 and pass price had not gone up at that time; however, this price had been changed the year before. He felt that if it would be more difficult the raise this fee if this is not done until a later time.

Supervisor Scray suggested that if the fee for passes was kept the same it may be an incentive for players to purchase this. Anthes stated that this may or may not be good for the county, depending on use of the pass as a majority over-uses this.

Supervisor Carpenter opined that he did not see the increases hurting rounds of play especially with there having been for change for 3 years. Clancy voiced his support in changing fees this year.

Vander Leest specified that he would like to see a 50 cent increase in 9 hole fees and a 75 cent increase in 18 hole fees with a corresponding increase in pass price. Anthes voiced concern with increasing pass rates as these are already at the higher end of golf course pass prices among local courses. Vander Leest commented that pass holders get their money's worth and didn't feel a change in rate would affect their decision to purchase.

***Motion made by Supervisor Vander Leest and seconded by Supervisor Brunette to increase 9 hole green fees by 50 cents and 18 hole green fees by 75 cents. No action taken.***

Supervisor Brunette commented that due to lack of the knowledge of how this will affect the budget as a whole, he cannot support the changes at this time. He requested that more information regarding this be compiled prior to the County Board budget meeting.

***Motion made by Supervisor Vander Leest and seconded by Supervisor Brunette to adjust the seasonal pass prices concurrent with the prospective changes for the 9 and 18 hole fees. Vote taken. Ayes: 3 (Brunette, Clancy, Vander Leest), Nays: 2 (Carpenter, Van Vonderen). MOTION CARRIED.***

***Motion made by Supervisor Vander Leest and seconded by Supervisor Van Vonderen to reduce Golf Course overtime by \$450. Vote taken. MOTION CARRIED UNANIMOUSLY.***

***Motion made by Supervisor Vander Leest and seconded by Supervisor Clancy to approve 2011 Golf Course budget as amended. Vote taken. Ayes: 4 (Brunette, Clancy, Vander Leest, Van Vonderen); Nays: 1 (Carpenter). MOTION CARRIED.***

6. **Library:** Review of 2011 department budget.

- Page 215 of 2011 Proposed Budget\* - Recognized that with new migration system, numbers may decrease regarding Annual Material Checkouts.
- Gifts Grants and Donations had increased due to monies for the Radio Frequency Identification project. This will allow the library to automate the check-in of materials. Stainbrook specified that while this may not save on staffing, it will free up staff time to fulfill other library needs. Vendors for this project have no yet been looked into. This process will not be completed until 2012 or 2013.
- Renovation options will continue to be considered – there was a space needs analysis done in 2008, engineering assessment and energy audit in 2009, and will have a predesigned cost estimate for projects by December of 2010.
- Other projects being looked into include: procuring additional laptops for library users, electronic book readers and website improvements.
- Further information was reference from the attached report supplied by Stainbrook.

There has been \$30,000 budgeted for overtime for 2011. 90% of this pertains to Sunday library hours. This is partly due to maintenance staff being utilized during this time. Supervisor Brunette suggested having one less employee work on the least busy day for the library. This may be difficult as 37.5 hour workweek is guaranteed to some employees as stipulated in their union contracts.

At this time, Stainbrook referenced bonding and project information given on the second page of the report from the library. Supervisor Clancy inquired as to what savings would be if proposed repairs to the skylight were done. Exact figures were not available.

***Motion made by Supervisor Clancy and seconded by Supervisor Vander Leest to approve the 2011 Library Budget. Vote taken. MOTION CARRIED UNANIMOUSLY.***

***Motion made by Supervisor Vander Leest and seconded by Supervisor Clancy to take item #22 out of order. Vote taken. MOTION CARRIED UNANIMOUSLY.***

*(Although shown in proper format, item #22 was taken at this time.)*

*(Items #7, #8, #9, #10 and #11 taken together.)*

#### **NON-BUDGET ITEMS**

##### **NEW Zoo**

7. Budget Adjustment Request (#10-121): Increase in expenses with offsetting increase in revenue.
8. Budget Adjustment Request (#10-122): Increase in expenses with offsetting increase in revenue (unexpected year to date activity).
9. Budget Adjustment Request (#10-123): Increase in expenses with offsetting increase in revenue (sponsorship towards special event expense).
10. Budget Adjustment Request (#10-124): Increase in expenses with offsetting increase in revenue (purchase of pizza oven and special event supplies).
11. Budget Adjustment Request (#10-125): Increase in expenses with offsetting increase in revenue (maintaining tortoise exhibit).

***Motion made by Supervisor Vander Leest and seconded by Supervisor Van Vonderen to take items #7, #8, #9, #10 and #11 together. Vote taken. MOTION CARRIED UNANIMOUSLY.***

***Motion made by Supervisor Vander Leest and seconded by Supervisor Van Vonderen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.***

12. Director's Report.

At this time updates were given on recent Zoo events such as 'Dentistry Day' at the Mayan Restaurant and 'Zoo Boo'. The Zoo Boo event had 12,074 patrons attend as of October 26, 2010. This event is scheduled for Friday October 29, 2010 and Saturday October 30, 2010 as well. Some sponsors include: Northshore Bank, Sam's Club, Jones Signs, The Green Bay Press Gazette, Texas Roadhouse and McDonalds.

***Motion made by Supervisor Vander Leest and seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.***

#### **Museum**

13. Budget Status Financial Report for September, 2010.  
Rebecca Looney, Interim Museum Director, reported on recent offerings at Neville Public

Museum such as the Dinosaur Stop event and Monster Mayhem Event. Dinosaur stomp had about 1,000 in attendance.

***Motion made by Supervisor Vander Leest and seconded by Supervisor Van Vonderen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.***

14. Attendance and Admission for September, 2010.

***Motion made by Supervisor Vander Leest and seconded by Supervisor Van Vonderen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.***

15. Museum Report.

***Motion made by Supervisor Clancy and seconded by Supervisor Van Vonderen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.***

### **Parks**

16. Budget Status Financial Report for September, 2010.

***Motion made by Supervisor Vander Leest and seconded by Supervisor Carpenter to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.***

17. Approve rate increase for cross-country seasonal family pass from \$50-\$70.

If this had been included in the budget, it would begin January 1, 2011; however, park staff would like for it to earlier. This added amount will not affect operations but will go toward the special revenue account.

***Motion made by Supervisor Vander Leest and seconded by Supervisor Clancy to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.***

18. Budget Adjustment Request (#10-126): Increase in expenses with offsetting increase in revenue.

***Motion made by Supervisor Vander Leest and seconded by Supervisor Carpenter to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.***

19. Discussion with Possible Action re: Possible Acquisitions of Feaker Brother's Property at Brown County Fairgrounds.

*(Although noted as "Seaker Brothers' property" on agenda, the correct spelling is "Feaker" and has been changed for the purposes of this document.)*

Supervisor Clancy informed the committee that this property had been looked into to see if there was a possibility for purchase. There is a 50% grant available. This property would be used for the purpose of urban campgrounds as well as additional parking for special events at the fairgrounds.

Supervisor Vander Leest suggested utilizing revenues gained from the property to pay for it. Assistant Park Director Doug Hartman cautioned that the DNR must be consulted as to how the revenues must be handled.

It was decided that the Park Department will research this further and it will be determined at a later time whether a closed session will be needed to discuss this issue.

***Motion made by Supervisor Vander Leest and seconded by Supervisor Van Vonderen to refer this issue to staff to gather further information. Vote taken. MOTION CARRIED UNANIMOUSLY.***

20. Director's Report.

Recently the Park Department was made aware that the railroad that goes through Pamperin Park will be abandoned. If this property is purchased by the DNR, they will be looking to the county to be a managing partner for the purposes of converting this to a trail.

Hartman informed that before any decisions are made in regard to this, they would like to hold some public informational sessions to get input from the homeowners that would be affected by this. The Park Department would like to bring this before the committee as a discussion item in February.

***Motion made by Supervisor Clancy and seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.***

**Golf Course**

21. Budget Status Financial Report for September, 2010.

***Motion made by Supervisor Vander Leest and seconded by Supervisor Van Vonderen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.***

22. Discussion and Recommendation Concerning Agreement with First Tee Organization for Three-Hole Golf Course and Practice Facility.

Corporation Counsel John Luetscher shared that there were some changes to make in the agreement with First Tee. One of these changes included language regarding insurance requirements for the project. Risk Manager Barb West has provided language that she would like to see included. This will not be completed for approval until November.

Supervisor Carpenter suggested that as the agreement is so near to completion, a special meeting in November could be organized before the full County Board budget meeting on November 8, 2010. Scott Anthes voiced concern with including this project on the agenda for the November 8 meeting.

Tim Drossart of First Tee commented that he would be alright with this as now is a good time to start fundraising for the financing of the project.

***Motion made by Supervisor Carpenter and seconded by Supervisor Van Vonderen to delay decision regarding the Agreement with the First Tee Organization for Three-Hole Golf Course and Practice Facility until the special meeting of the Education and Recreation Committee at 1:00 p.m. on November 4, 2010. Vote taken. MOTION CARRIED UNANIMOUSLY.***

As the agreement exists at this time, if it were to be terminated, Brown County would have the first right to buy whatever improvements were on the property. If purchased, the county would be able to operate it as a Brown County Facility. If not purchased, First Tee could sell the improvements and the county could decide to sell the involved land or enter another long-term lease with the party who would purchase the improvements. The amount charged to purchase the improvements would be fair market value.

Luetscher stressed the fact that he would like to keep the county and First Tee operations separate. He warned that if operations became partners the county would share liability with the First Tee Organization.

Supervisor Vander Leest called a stipulation in the agreement for the waiving of green fees for certain times for the First Tee Organization into question. His concern was in setting a precedent regarding charitable donations from the course. This is being done as part of the consideration being put forth by Brown County in regard to their portion of the agreement.

It was agreed that in the regard to the substantial monetary investment First Tee will be putting into the facility at the Golf Course, a 50 year lease agreement would be appropriate.

23. Discussion with Possible Action re: Trout Creek Agreement with the Oneida Tribe.  
***Motion made by Supervisor Vander Leest and seconded by Supervisor Clancy to hold until next meeting of the Education and Recreation Committee. Vote taken. MOTION CARRIED UNANIMOUSLY.***
24. Discussion with Possible Action re: Cancellation Fees.  
***Motion made by Supervisor Vander Leest and seconded by Supervisor Clancy to hold until next meeting of the Education and Recreation Committee. Vote taken. MOTION CARRIED UNANIMOUSLY.***
25. Superintendent's report.  
Golf Course Superintendent Scott Anthes reported that preparations for the end of the 2010 golf season are underway. The latest date that the course may close is November 14, 2010. The clubhouse hours will be Monday through Thursday 3:00 p.m. to close, and Friday through Sunday 10:00 a.m. to close. The pro-shop closes when the course closes for the season. Golf Course gift cards are available in the County Clerk's Office at 305 E Walnut St, Green Bay, WI 54301. Gift cards are also available at the Safari Steakhouse. Anthes will be speaking in Madison regarding the recent turf problems the course was faced with.  
***Motion made by Supervisor Vander Leest and seconded by Supervisor Carpenter to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.***

#### Library

26. Budget Status Financial Report for September, 2010.  
***Motion made by Supervisor Vander Leest and seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.***
27. Director's Report.  
Library Director Lynn Stainbrook reported on information in the report attached to this document.  
***Motion made by Supervisor Vander Leest and seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.***

Arena/Expo Centre – No agenda items.

#### Other

28. Audit of bills.  
***Motion made by Supervisor Vander Leest and seconded by Supervisor Van Vonderen to hold audit of bills until the next regular meeting of the Education and Recreation Committee. Vote taken. MOTION CARRIED UNANIMOUSLY.***

Such other matters as authorized by law.

#### Adjourn:

***Motion made by Supervisor Vander Leest and seconded by Supervisor Clancy to adjourn at 9:20 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY.***

Respectfully submitted,

Anna R. Meert  
Recording Secretary

## **Summary Presentation:**

## **NEW Zoo 2011 Budget**

The NEW Zoo is one of only seven AZA (Association of Zoos & Aquariums) accredited zoos (Indianapolis Zoo, Phoenix Zoo, Living Desert of Palm Desert, CA; Cheyenne Mountain Zoo, Arizona-Sonoran Desert Museum, Fort Wayne Zoo) in the country that does not receive local or regional tax support for their annual operating budget. The NEW Zoo is the only one of the seven that does not receive any operational support from an endowment fund as commented by the AZA accreditation inspectors. The AZA has a total of 221 accredited zoos and aquariums. The Zoo's 2010 annual budget maintains AZA accreditation standards of operations as well as complying with the United States Department of Agriculture regulations covered under the Animal Welfare Act.

Personnel costs increased due to cost-of-living wage increases and increased associated fringe benefits for existing staff. Staffing levels and budgeted hours have changed from the 2010 21.42 FTE level to the 2011 24.60 FTE's. This change is the reflection of the transfer of several maintenance positions from the Parks table of organization to the NEW Zoo. The change will match maintenance staff needs with the skill sets to improve efficiency and cost savings while providing maintenance staff dedicated to the zoo on a daily basis. The change will also support efficient lean initiatives within the department while reduce managerial duplicative efforts to dedicating more staff work out into the zoo grounds. A reduction in corresponding in "intra-county expense other department" was decreased to reflect the change. The remaining amount of 16,476 reflects expenses for the use of the Highway electrician services and rental of Park department equipment for zoo maintenance activities. (i.e. Bobcat, snow removal equipment, mowers etc.)

Indirect charges have increased from a 2009 level of 55,621, 2010 level of 61,827 to a 2011 level of 73,748.

The Zoo Society will be funding approximately half of the salary & benefits for the Education & Volunteer coordinator full time position, AZA annual membership dues, and staff training and conferences needs. In the past, the Zoo Society has funded the Education position from funds generated from the annual Feast with the Beast. Those funds will continue to support the position. Contributed capital is expected to be \$1,200,000. based on successful fundraising by the Zoo Society for a new Education/Conservation Building in 2011.

The Zoo must keep the "New" in the NEW Zoo to remain self-supportive. There is one item in outlay which represents an 11,500 dollar replacement 4wd utility cart for the Zookeepers. Major capital improvements will be donated by funds from the N. E. W. Zoological Society, Inc. and donor solicitation by staff and volunteers.

Increased depreciation costs associated with the Mayan Food Court, Japanese Snow Macaque Exhibit, North American Aviary Renovation, Giant Tortoise Exhibit and salt-water aquarium capital contribution will be reflected in the 2011 budget.

Total revenues increased due to the increase in Zoo Pass sales and additional Vending sales. The Zoo is also expanding special event sponsorships and catering opportunities for additional revenue.

Total operational expenses have increased with increases in areas of animal feed, medical care, and vending.

Performance measures are expected to be 100% compliant with USDA-APHIS Inspection and revenue per Zoo Visitor is expected to increase from \$6.38 for 2010 to \$6.68 for 2011.

There are no new policy initiatives for 2011. There are also no increases in admission fees and Zoo Pass membership fees for 2011.

Grants are actively pursued by the Zoo Society, staff and volunteers for both operational and capital improvement support.

The overall Zoo 2011 budget is a conservative budget which will provide the Zoo with the necessary funds to operate in 2011 and build future successes as well as financial well-being. The 2011 budget proposed maintains the Zoo's enterprise status. The Zoo's Statement of Funds reflects projected funds available after 12/31/11 of 178,548.

**PERFORMANCE MEASURES-2011 BUDET  
PER CAPS**

Charges and Fees Daily	\$ 2.67
Sales-Vending Machine	\$ .72
Sales-Passes	\$ .63
Sales-Programs	\$ .06
Sales-Special Events	\$ .44
Sales-Gift Shop	\$ 1.05
Sales-Concessions and Food	\$ 1.09
Donations	\$ .02
	_____
Total	\$ 6.68

(Estimate based on projected attendance as 255,000)

**PERFORMANCE MEASURES – 2010 BUDGET**  
**Per Caps**

Charges and Fees Daily	\$2.68
Sales_ Vending Machine	\$ .60
Sales- Passes	\$ .54
Sales- Programs	\$ .06
Sales- Special Events	\$ .44
Sales- Gift Shop	\$ .99
Sales- Concessions & Food	\$1.04
Donations	\$ .03
	<hr/>
Total	\$6.38

**NEW ZOO**

*Brown County*

4418 REFORESTATION ROAD  
GREEN BAY, WISCONSIN 54313

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**NEIL S. ANDERSON**  
ZOO DIRECTOR

Date: 7-15-2010

Dear Judy,

I am writing this letter for Zoo Society financial support needed in 2011. I have itemized each item with an approximate cost.

1. Volunteer Recognition Dinner	
2. Animal Acquisition Funds	
3. Education Position Funding	22,000
4. AZA Membership	2,680
5. Website Maintenance (25%)	600
Total Support Requested for 2011	25,280

The above items are needed to support the Zoo for the calendar year of 2011. I have also taken into account the recent 2007 AZA accreditation inspection in compiling this budget. The operating support budget for 2011 reflects a slight increase for next year. 2006 (31,084), 2007 (29,800), 2008 (26,300), 2009 (23,937), 2010 (23,937), On behalf of Brown County, staff, volunteers and the community we appreciate the Zoo Society's ongoing support and consideration for 2011. Remember the 5 year past history will be part of the next AZA accreditation inspection.

Sincerely,

Neil S. Anderson  
Zoo Director

**Cash outlay for Habitat expenditures  
per audit reports:**

	<b>Improvements</b>	<b>Education</b>
March 31, 1989	42,588.00	
March 31, 1990	63,855.00	
March 31, 1991	66,901.00	
Dec. 31, 1991	331,271.00	
Dec. 31, 1992	248,453.00	
Dec. 31, 1993	405,548.00	
Dec. 31, 1994	82,736.00	
Dec. 31, 1995	88,666.00	
Dec. 31, 1996	380,792.00	
Dec. 31, 1997	85,235.00	
Dec. 31, 1998	4,757.00	
Dec. 31, 1999	45,582.00	
Dec. 31, 2000	34,967.00	
Dec. 31, 2001	59,874.00	
Dec. 31, 2002	37,437.00	26,420.00
Dec. 31, 2003	41,727.00	17,117.00
Dec. 31, 2004	269,062.00	13,568.00
Dec. 31, 2005	623,576.00	13,018.00
Dec. 31, 2006	206,503.00	12,807.00
Dec. 31, 2007	199,197.00	34,328.00
Dec. 31, 2008	217,856.00	25,220.00
	<u>3,536,583.00</u>	<u>142,478.00</u>

Dec. 31, 2009

# List of Concerns/Achievements

## PART I:

### Items of Concern Noted by Visiting Committee

**INSTITUTION DIRECTOR:** •IMPORTANT• The items listed below were of noted concern during the inspection. Please address as many of these concerns as possible prior to the Commission's meeting. •Status reports and estimated completion schedules are expected for items that cannot be finished by the time of the hearing. It is possible that, after reviewing all supporting materials (including the Visiting Committee's written report), the Commission may have issues or concerns to be addressed during the meeting *that are not included below*. [NOTE: •all items must be addressed, regardless of whether they are designated as "Major" or "Lesser".]

A written report to the Commission on how you are responding to these concerns must be submitted by the established deadline (check with the Director, Accreditation Programs if uncertain of date). The written report is for informational purposes only. At the hearing, the Commission will ask for a verbal update on additional progress made *after* the written report was submitted. The Commission cannot accept written reports during the hearing as they do not have time to read them.

#### MAJOR CONCERNS

Items previously listed on past inspection:

1. Lack of funding for continuing education for staff and consulting veterinarian (needs continued improvement).
2. Lack of enough adequate full-time permanent staff. (Staff suggested needing at least two full time additional keepers. Hired Curator and use student interns since last inspection).
3. Funding needs to be increased for zoo, staffing, training and travel, capital improvements. (Some progress has been made. Curator position has been created).
4. Separate necropsy room (area) is needed. (Some improvements have been made but access to utilities needed).
5. Lack of staffing in animal care is a potential dangerous situation. (Not been resolved).
6. Good education materials, but without permanent staff the visiting team questions its effectiveness. (Education coordinator position is currently vacant, but coordinator start date is June 18, 2007).
7. Library is minimal. (Perhaps zoo can subscribe to AAZK, Shape of Enrichment or other similar material for staff training and development.)
8. Education facility is minimal. (Director is actively working on plan for a new facility. As noted previously, needs to be project one in master plan.

Current Inspection:

1. Additional funding (in-kind or actual) is needed from the County during this critical growth period. May consider doing away with Charge backs.

#### LESSER CONCERNS

1. Feed grain, freezer and cooler share space with inappropriate storage items; need separation of space and orderly storage of items to reduce clutter and improve sanitation

2. Sparrow infestation in building where new necropsy is located. Needs to be corrected and kept in orderly fashion.
3. Two penguin filtration electrical boxes had no covers on them. Need to be covered or removed as needed.
4. Consider using pepper spray for keepers working in dangerous animal areas and use CO2 fire extinguishers for lions as an increased safety measure.
5. Institution collection plan has adequate information but not in typical AZA format matrix.
6. Handleable animals used in zoo or in off grounds should have designated holding areas separate from the collection to reduce the possibility of disease transmission.
7. No currently using MedArks which provides easy retrieval of important animal health information.
8. Emergency capture equipment is stored in quarantine space thus using that space for double duty and not strictly for quarantine.
9. Food in cooler stored directly on floor which is a potential USDA violation.
10. Class 5 safe is used for multipurpose, creating unrestricted access to capture equipment, and class 5 drugs as well as lethal fire arms.
11. There is no cooler to place dead animals being held for necropsy.
12. Curator is also registrar, which is one of her many duties which might be performed by others (volunteers/interns)
13. Current informal training program (operant conditioning) needs to be more formal and structured. May improve as staff increases. Giraffes are now main project.

## PART II:

### Points of Particular Achievement Noted by Visiting Committee

**INSTITUTION DIRECTOR:** During the inspection the Visiting Committee was particularly impressed with the items listed below.

1. Enterprise status being 100% self-sufficient since 2003. Investment at this point of charge backs absorbed through the County.
2. Neil, the Zoo Director, is the recognized leader by the society, park manager and Education and Recreation Committee. He has done a wonderful job with his team and instills a sense of commitment in his staff. Increase salary should be considered!
3. Giraffe exhibit is impressive and functions very well while producing revenue; state-of-the-art squeeze crate and scale.
4. New train and carousel are great additions and doubles as a marketing tool for new growth.
5. New signage is very attractive and doubles as a marketing tool for new growth.
6. Improvement has been made to veterinary scheduled visits to the zoo.
7. Plans for gift and concession are showing signs of big improvement.
8. Continuation of implementation of masterplan Education facility is actively being pursued.
9. Great maintenance preventative maintenance program in place and running smoothly.
10. Great idea to "super size"/producing additional revenue for conservation initiatives.
11. Risk management and safety audit excellent!
12. Beautiful grounds and extremely inviting and clean.

# BROWN COUNTY LIBRARY

## TALKING POINTS - 2011 PROPOSED BUDGET

- Acknowledgement of difficulty in this budget year.
- Depressing to be making forward progress and then have to make cuts.
- 69% of Library's budget is personnel, costs which the Library Board doesn't control.
- So, Library Board had to examine other 30% of budget to make cuts:
- Six areas:
  1. Books & media – Library barely at Basic standard level & only with donations
  2. Building maintenance – not enough to do repairs
  3. Utilities – able to make cuts here with savings from carryover investment in Energy Conservation Methods
  4. Supplies – cut in 2009 to bare amount
  5. Contracted services. Bare minimum – in 2009, cut one of two window washings at Central & WH
  6. Staff positions – can't control wages or fringes. Can't cut hours at branches. Already at sub-par level in terms of number of staff per services offered. Only choice is to cut services.
- As Library Board struggled with this, it occurred to them that reserve funds might be able to be used.
- County Admin verified that reserve funds, created from carryovers, could be used for the \$130,000 budget shortfall.
- Not enough reserves to use for a second 5% cut – at that point, services/branches will need to be cut.
- Negative consequence - Using carryover funds to balance budget reduces funds available to implement repairs and energy conservation methods at branches.

## BONDING – REQUESTS

Ideally, in 2011, funds to draw schematic plans for Central Library.

\$1.2 Million based on the cost to draw plans for CTC. Library does not know the true cost of providing the schematic drawings for Central Library. It is hoped that the amount requested could also be used for some construction projects, as well.

1. This provides opportunities for any grant or federal funding.
2. Allows for detailed information as fund-raising begins.
3. Allows for small improvements to be made as money is available.
4. Demonstrates to City of Green Bay and donors that the County is serious about improving the condition of Central Library.

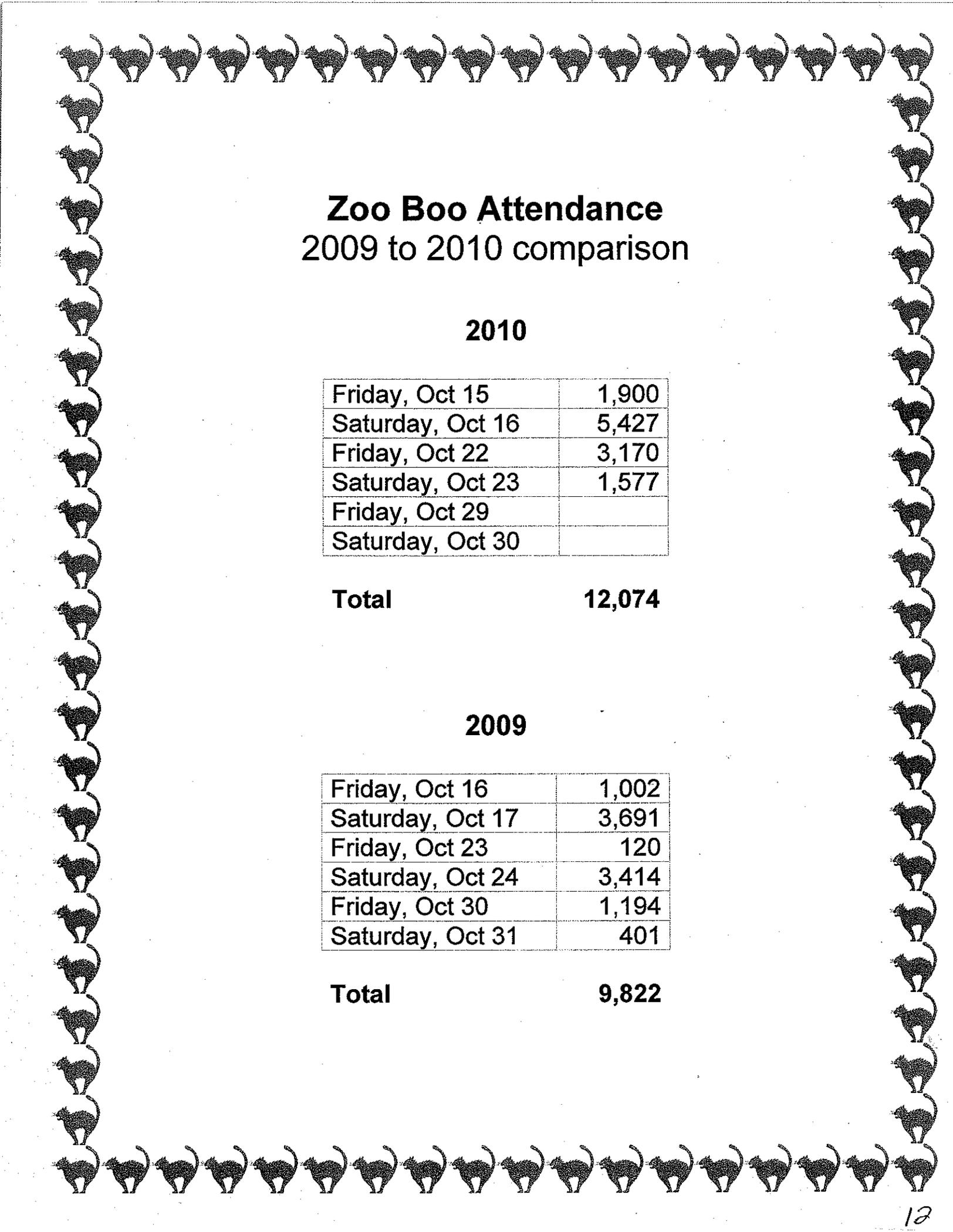
In 2012, funds for renovation for Central Library.

This dollar amount will be available when the pre-design and cost estimate is completed in November 2010.

Ideal timetable probably not possible in this economic time.

## BONDING – IN LIEU OF ARCH/ENGINEERING PLANS

- B/c Library received \$300,000 in federal funds, the Pre-design team was asked to suggest projects that could be implemented independently.
- On 10/21, Library board voted to use federal funds to replace the skylight – which energy consultants called, “seven holes in the roof for all the r-value they provide”
- Another option was to replace the elevators – cost to do all three elevators is \$400,000 – would have to be phased, so might cost more. Would achieve:
  - Eliminates ground water contamination issue.
  - Elevators become ADA compliant.
  - Very old relay-logic system operating elevators is updated, currently library is cannibalizing parts. Not sure if 40 year old parts will be available much farther into the future. Bottom line, elevators must be replaced sooner rather than later.
  - Eliminates current waste of dollars with ongoing, endless repairs to elevator.
- Would also achieve:
  - Demonstrates to City of Green Bay, donors that County is serious about improving the condition of Central Library.
  - Demonstrates to residents that County is working to improve safety, code violations at Central Library.
  - Demonstrates a commitment to reduce wasteful spending, e.g. ongoing repair band-aids to the elevators.
  - Keeps the Library on the Capital Improvements Plan and alerts taxpayers and elected officials that renovation work is needed.



## Zoo Boo Attendance 2009 to 2010 comparison

### 2010

Friday, Oct 15	1,900
Saturday, Oct 16	5,427
Friday, Oct 22	3,170
Saturday, Oct 23	1,577
Friday, Oct 29	
Saturday, Oct 30	

**Total** **12,074**

### 2009

Friday, Oct 16	1,002
Saturday, Oct 17	3,691
Friday, Oct 23	120
Saturday, Oct 24	3,414
Friday, Oct 30	1,194
Saturday, Oct 31	401

**Total** **9,822**

# LIBRARY

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## Library Report October, 2010

### General

The Dinosaur Stomp event was held at the Neville Public Museum on October 23. This was a special day for which the library's Summer Reading Program participants earned passes to view the museum exhibits. The featured attraction was the exhibit Dinosuars and Babies. Library and museum staff and volunteers also presented a variety of free dinosaur-related science, craft and story time activities. Attendance: 743 admitted with Summer Reading Program pass, others paid.

Danny's Dinosaur, the dinosaur from Sid Hoff's classic beginning reader books was the special guest at several library story times the week leading up to the Dinosaur Stomp at the Neville Museum. More than 250 attended the toddler and preschool story times at the Central Library.

The library opened late on Friday, October 8 in order for all staff to attend a half-day staff development program, sponsored by NFLS, which featured Warren Graham, author of *Black Belt Librarians: Every Librarian's Real World Guide to a Safer Workplace*. County Executive Hinz, Library Board Vice-President Kathy Pletcher and Library Board Treasurer John Hickey welcomed the staff prior to the start of the program. Graham addressed several real-life security threats and discussed how to handle them. Staff was able to ask questions and participate in role-playing.

### Central Library

Children's staff passed her written commercial driver's license which is a first step to allowing her to serve as a back-up driver for the Bookmobile.

Library staff demonstrated the Reference USA database at a Chamber of Commerce staff meeting. This database, which is very useful for small businesses and job-seekers, will also be the topic of a public Brown Bag Lunch program at the Central Library on Thursday, Nov. 18, Noon - 1 p.m., presented by a Reference USA trainer.

Children's librarians again collaborated with dozens of other local agencies and organizations to present the annual "Come Play with Me" event for teen parents and their babies sponsored by the Adolescent Parenting Coalition. This day-long workshop included developmental and dental screenings and a variety of parent education sessions, including six presentations by a children's librarian on library services for young children and research-based tips what adults can do to lay the foundation for early literacy skills. Total attendance at this October event was approximately 80.

Facilities staff traveled to Elgin, IL to pick up shelving and end stack units, offered free by the Gail Borden Public Library. The shelving will replace first-floor fiction shelves which in turn will replace 'wobbly' metal shelving in non-fiction on the second floor. Friends of the Library provided support for rental of a truck and mileage.

### Ashwaubenon Branch:

Branch manager was elected secretary of the Wisconsin Library Association's Readers Section.

New programs for adults include Wii Bowling for Seniors and Knitting Pretty.

STARZ Academy presented a special Angelina Ballerina gymnastics program.

Ashwaubenon hosted the monthly meeting of the Brown County Library Board.

**Denmark Branch:**

Danny the Dinosaur visited for a special story time.

The adult book club read and discussed *Seedfolks* – the One Book One Community title.

**East Branch:**

“Story time at the Fire Station” brought 150 attendees to GB Fire Station #5 on October 7.

Staff participated in the “Come Play with Me” event.

Staff’s book review of “Cook This, Not That” appeared in the October/November edition of Bay Business Journal.

**Kress Family Branch:**

Staff attended a webinar about using the Dewey decimal system vs. bookstore/subjects to arrange materials.

The Green Bay Area Community Women’s Group decorated the branch for fall.

Story time was held at Fire Station #1 in DePere and over 100 attended to hear fighters read stories.

**Pulaski Branch:**

Staff continues to proctor exams.

Staff was a guest reader at Glenbrook School’s Family Read Night.

**Southwest Branch:**

The branch is a test site for laptops that will check out to the public. All locations will eventually offer this service.

The branch has partnered with NWTC and Literacy Green Bay to offer additional English/Spanish conversation groups and to reach a larger audience.

**Weyers-Hilliard Branch:**

Displays this month included: National Sewing Month (start—*or finish!*—a project); October is all about pink (breast cancer awareness); and the ever-popular Staff Picks (a regular feature).

Happy, the mascot for Happy Joe’s Pizza, entertained 90 preschoolers at an all-pizza all-the-time story time.

The model of the Brown County portion of the US-41 construction project will be on display starting 10/25.

Staff proctored three exams from students of Concordia University (Wisconsin), UW – Stevens Point, and Lakeland College.

**Wrightstown Branch:**

65 people attend a special story time about pumpkins.

The branch has two new outdoor awnings to better identify the library and the signage on the door and outside sign have been updated. Funding was provided by the Friends of the Brown County Library.