

**VILLAGE OF NEW GLARUS  
MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES**

**This meeting was conducted as a video- and teleconference. It was open to the public.**

**To attend online, go to (no longer valid):  
<https://us02web.zoom.us/j/89400847437?pwd=VFpBVnl6cWkzVDkzc3NpeTRkd0l1UT09>**

**To attend by telephone, dial (312) 626-6799  
Meeting ID: 894 0084 7437  
Password: 8LfQhR**

**Wednesday, July 15, 2020 - 6:30 P.M.**

**AGENDA**

1. Call to Order: President Linda Hiland called the meeting to order at 6:30 pm. Those present via teleconference, in addition to Hiland, were trustees Beth Blahut, Jody Hoesly, Shelly Truttman, Kaylee Walters, Suzi Janowiak, and Library Director Holly Lague.
2. Approval of Agenda: Shelly Truttman moved to approve, 2<sup>nd</sup> by Jody Hoesly . Motion carried.
3. Comments & Questions from the Public: None.
4. Old Business
  - A. Discussion and Consideration: Phased Reopening of the Library: Director Lague reported that enthusiasm and participation in the Grab & Go program has increased even from our initial great numbers. She reported that due to increased numbers in Covid-19 positive cases, plans to allow patrons in to the library to browse are on hold. At this time, the walk-up windows are working very well and more patrons are using these options. Discussion of village policies on mask wearing, which are still being evaluated.
  - B. Discussion and Consideration: Library Building Project: President Hiland and Director Lague will be meeting with architect Jim Gersich on moving forward during the current crisis.
5. New Business
  - A. Discussion and Consideration: 2021 Fees for South Central Library System: Director Lague reported that SCLS is being proactive on trying to assist member libraries on the issue of fees, knowing that all libraries are under additional financial stress this year. Costs for delivery may be reduced. The July Green County All Directors meeting will provide additional ideas on cost cutting for the coming year. Jody Hoesly and Shelly Truttman asked about alternative resources for reader advisory and children's literacy. Director Lague reported that she has been researching new resources for reduced costs or free.
  - B. Discussion and Consideration: Preliminary Draft Budget for 2021: Director Lague reviewed the document and noted that with the current crisis, revenues for the county and village will be down, and there is uncertainty as to what the village's financial situation will be. She does not know if they will recommend staff pay increases as usual, or will be facing cuts. She uses the village clerk/treasurer's protocol for budgeting for health benefit increases (10%). Because of the uncertainty, she has been projecting numbers for all foreseeable situations. She eliminated one phone line and added voicemail at a cost savings, and continues to identify all possible ways to save money. Shelly Truttman asked about providing hot spots for Internet access, particularly as there is uncertainty about school reopening in the fall. Shelly noted there is a significant part of the population who do not have Internet access in the home, and that of course affects ability to participate in online classes. Director Lague replied that she is very interested in helping with this problem, noting some issues with the previous hotspot program that the library offered. While grants may be an option to get us more than the two hotspots that our budget would allow, there isn't a carrier that provides coverage to all struggling community members – especially rural residents - as they piggyback on cell networks. She hopes the

community knows that with a mobile device, they can park outside the library and use the free WiFi that is on 24/7 from our building.

C.

6. Bills & Finance Report

A. Bills: Bills were presented and approved dated June 24, 2020 in the amount of \$514.15 and July 13, 2020 in the amount of \$2,761.87.

B. Financial Statement

7. Director's Report: Attached.

8. Approval of Minutes

A. June 17, 2020: Shelly Truttmann moved to approve, 2<sup>nd</sup> by Kaylee Walters. Motion carried.

B. July 1, 2020: Kaylee Walters moved to approve, 2<sup>nd</sup> by Shelly Truttmann. Motion carried.

9. Adjournment: President Hiland adjourned the meeting at 7:27 pm.

Respectfully submitted, Suzi Janowiak, Secretary

**New Glarus Public Library  
Director's Report – July 15, 2020  
Holly Lague, Director**

**Library Services**

Our walk-up window continues to go well. Patrons have appreciated Erica's window display showing our "browser" collection (high-demand items we purchase extra "local" copies for without allowing them to go out on holds). We've also been providing lots more Reader's Advisory than ever before, a service we've always tried to promote but particularly now that patrons aren't able to come in to browse. Our first order of disposable masks have arrived and the patrons coming in for computer appointments have been willing to wear them while they're in the building.

With COVID-19 cases on the rise in the state and the IMLS study confirming that our materials should be quarantined for 3 days after exposure, we continue to be cautious in developing our plans to allow patrons in to browse the physical materials.

**Summer Library Program**

The weekly Grab & Go bags and the Book Recommendation Window have been getting lots of foot traffic. Brooke also installed a StoryWalk around the perimeter of Village Park, to give families a little extra literary option during their outings.

**Collection Improvement Projects**










Looking ahead to the time when we welcome patrons back into the building, staff have been working on multiple improvement projects to make our collection easier to browse: Wendy and our pages continue the big task of relabeling and organizing CDs that began earlier this year; Erica has been working her way through the non-fiction books, weeding and re-cataloging sections so they can be grouped and labeled by theme; Brenda has been cleaning up spine labels in the children's section and audiobooks.

**RIPL Scholarship**

One good thing to come out of the cancellations of in-person events: the RIPL (Research Institute for Public Libraries) Conference has moved to a virtual format scheduled for December 14-16, and I've been selected to receive one of the additional scholarships that have been made available. I look forward to an immersive experience focusing on topics like selecting meaningful metrics, using data to communicate with stakeholders, and data-powered strategic planning.

# June 2020 Highlights

May  
2020

	Items checked out	1,141
	<i>Village of New Glarus</i>	482
	<i>Town of New Glarus</i>	348
	<i>Town of Exeter</i>	23
	<i>Town of York</i>	61
	<i>Other Green County</i>	87
	<i>Dane County</i>	98
	<i>Lafayette County</i>	18
	<i>Rock County</i>	0
	Use of eBooks/e-Audio	786
	Items Added	116
	Items Deleted	134
	ILL checkouts	0
	Public computer sessions	8
	Public wi-fi sessions	5,071
	Library website visits	1,653
	Patrons Added	3
	Hours Open	99*
	Patron Visits	333
	Average Patrons/Hour	3

## Curbside – June 2020

Days Offered	# of Items*	# of Patrons	Avg Patrons per Day	Avg Items Per Day
<b>16</b>	<b>744</b>	<b>333</b>	<b>21</b>	<b>47</b>

\*Service window open for walk-up hours.

Digital Resources	June 2020	2020 Avg/Month	2019 Avg/Month
Consumer Reports	68	36	52
Transparent Languages	0	15	21
Ancestry	0	6	8
SCLS Badgerlink e-resources	n/a	n/a	3

## New Glarus Public Library Program Attendance

June 2020

In addition to the Summer Library Program “Giveaway” events (weekly Grab & Go Project Bags and Free Book Giveaways), Brooke continues to provide virtual storytimes on Mondays and Wednesdays, and STEAM Project videos on Fridays. The count of “Recording Views” will continue to rise, since the videos haven’t been taken down. Each “view” represents at least two people, as caregivers and children tune in together.

### Giveaways

What	When	# Items Handed Out (1 per Child)
Grab-&-Go Project Bags	Week 1 (6/15-6/19)	140
Book Giveaway	6/17/2020	82
Grab-&-Go Project Bags	Week 2 (6/22-6/26)	131
Grab-&-Go Project Bags	Week 3 (6/29-7/2)	131
<b>TOTAL</b>		<b>484</b>

### Virtual Children’s Events\*

	Count	Live Views (Total)	Live Views (Average per video)	Recording Views (Total)	Recording Views (Average per video)
Storytimes	7	27	4	132	19
STEAM Projects	3	6	2	72	24

**LIBRARY****SAVINGS #2775 (APY .10%)**

Beg. Balance	44,110.75	
Interest	3.09	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		44,113.84

**Savings #2763 [25-11520] (APY .10%)**

Beg. Balance	1,063.58	
Withdrawal		
Deposit		
Interest	0.07	
End. Balance		1,063.65

**SUBTOTAL [25-11520]**

45,177.49

**SBCP MM#183483-RESERVE OPERATIONS FUND [25-11300]**

Beg. Balance	20,148.25	
Interest	12.71	
End Balance		20,160.96

**SBCP MM#209786-CAPITAL (TOWN) [25-11520-000-004]**

Beg. Balance (funded 9/28) [Town Impact fees]	135,887.81	
Deposit		
Interest	85.70	
End Balance		135,973.51

**TOTAL LIBRARY INVESTMENTS****201,311.96****FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)**

Community Foundation of Southern WI [most recent information available]

## Library Capital Campaign Fund

CASH Deposits thru 4/30/20	955,328.78
Interest/Dividend Income	1,029.82
Less fees	-53.31
Less Withdrawals	
Gifts/Pledges received	250.00
SPENDABLE CASH Available 5/31/20	956,555.29

## Library Operations Fund

Balance 4/30/20	26,972.60
Gifts/Pledges received	
Interest Income	5.92
Disbursements (Fees)	
Balance 5/31/20	26,978.52
Spendable Balance 5/31/20	26,578.52

## Library Endowment Fund

Beginning Balance 4/30/20	25,246.40
Contributions	
Investment Activity	960.99
Investment fees	
BALANCE 5/31/20 [NON-CASH]	26,207.39
Spendable Balance 5/31/20	912.88