

**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To attend online, go to (no longer valid):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/84072830947?pwd=ajZsRlF6UnU0eGl5elpDbWhCamJvZz09>

To attend by telephone, dial (312) 626-6799

Meeting ID: 840 7283 0947

Password: 1csBRU

Wednesday, August 19, 2020 - 6:30 P.M.

AGENDA

1. Call to Order: President Linda Hiland called the meeting to order at 6:30 pm. Those present, in addition to Hiland, were trustees Shelly Truttman, Kaylee Walters, Beth Blahut, Suzi Janowiak, and Village Board Liaison Tammy Newberry. Also in attendance: Library Director Holly Lague.
2. Approval of Agenda: Shelly Truttman moved to approve, 2nd by Kaylee Walters. Motion carried.
3. Comments & Questions from the Public: None
4. Old Business
 - A. Discussion and Consideration: Phased Reopening of the Library: Director Lague has had to suspend computer sessions due increased COVID-19 cases in Green County as well as changing conditions as regards public use of Village Hall. She will continue to monitor the situation; and noted that people who have mobile devices can utilize the library's WiFi from outside the building.
 - B. Discussion and Consideration: Library Building Project: We continue to be in contact with our architects and other team members as we work towards the new library in these challenging times.
5. Bills & Finance Report
 - A. Bills
 - B. Financial Statement
6. Director's Report: Attached. The board complimented Director Lague and the staff for the high level of service and creative approach to serving our patrons during the pandemic.
7. Approval of Minutes
 - A. July 15, 2020: Shelly Truttman moved to approve with minor additions, 2nd by Kaylee Walters. Motion carried.
 - B. August 5, 2020: Shelly Truttman moved to approve with minor changes, 2nd by Tammy Newberry. Motion carried.
8. Adjournment: President Hiland adjourned the meeting at 6:51 pm.

Respectfully submitted, Suzi Janowiak, Secretary

**New Glarus Public Library
Director's Report – August 19, 2020
Holly Lague, Director**

Library Services

Walk-up service at the window and appointments for computer usage continue to increase. With local COVID-19 infections on the rise, we are glad to have a service model that we can continue to sustain as long as there isn't a full shut-down or severe staff shortage.

WISCAT interlibrary loan services resumed on August 3rd. We're excited to be able to fill a number of patron requests that have been stuck in limbo since March.

We'll be continuing our grab-and-go crafts in September through the end of the year, with weekly projects for preschoolers, and new monthly projects for teens and adults.

Summer Library Program










Brooke has provided a well-used and much appreciated Summer Library Program for families in a most challenging year. Over 7 weeks, we gave away 1,010 project bags and hosted 3 Book Giveaways that put 268 books into kids' hands; 36 book recommendations were posted on our display window, for which we rewarded two grand prize local gift certificates; we posted 20 Storytime and STEAM videos that have been viewed 449 times; and we installed 3 StoryWalks for families to enjoy at Village Park and near the Elementary School.

Clerk Search

We began advertising our clerk position on Monday July 27 on the library website, statewide email lists, and job boards, and ran an ad in the Post and Buyer's Guide July 30 and August 6. The job was posted as "open until filled", and we'll be accepting applications for a couple of weeks before scheduling an initial round of interviews.

July 2020 Highlights

July 2020 Curbside – July 2020

	Items checked out	1804	<table border="1"> <thead> <tr> <th>Days Offered</th> <th># of Items*</th> <th># of Patrons</th> <th>Avg Patrons per Day</th> <th>Avg Items Per Day</th> </tr> </thead> <tbody> <tr> <td>22</td> <td>1241</td> <td>493</td> <td>22</td> <td>56</td> </tr> </tbody> </table>	Days Offered	# of Items*	# of Patrons	Avg Patrons per Day	Avg Items Per Day	22	1241	493	22	56
Days Offered	# of Items*	# of Patrons		Avg Patrons per Day	Avg Items Per Day								
22	1241	493		22	56								
	<i>Village of New Glarus</i>	822											
	<i>Town of New Glarus</i>	368											
	<i>Town of Exeter</i>	41											
	<i>Town of York</i>	176											
	<i>Other Green County</i>	103											
	<i>Dane County</i>	190											
	<i>Lafayette County</i>	28											
	<i>Rock County</i>	0											
	Use of eBooks/e-Audio	808											
	Items Added	115											
	Items Deleted	229											
	ILL checkouts	0											
	Public computer sessions	8											
	Public wi-fi sessions	2,139											
	Library website visits	1,338											
	Patrons Added	3											
	Hours Open*	160											
	Patron Visits	493											
	Average Patrons/Hour	3											

*Service window open for walk-up hours.

Digital Resources	July 2020	2020 Avg/Month	2019 Avg/Month
Consumer Reports	53	38	52
Transparent Languages	4	3	21
Ancestry	3	4	8
SCLS Badgerlink e-resources	n/a	n/a	3

New Glarus Public Library Program Attendance

July 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 4 (7/5-7/10)	131
Grab-&-Go Project Bags	Week 5 (7/12-7/17)	140
Book Giveaway	7/15/2020	101
Grab-&-Go Project Bags	Week 6 (7/20-7/25)	172
Grab-&-Go Project Bags	Week 7 (7/27-7/31)	165
TOTAL		709

Virtual Children’s Events*

	Count	Live Views (Total)	Live Views (Average per video)	Recording Views (Total)	Recording Views (Average per video)
Storytimes	7	26	4	133	19
STEAM Projects	3	11	4	42	14

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

Beg. Balance	44,113.84	
Interest	3.00	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		44,116.84

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

Beg. Balance	1,063.65	
Withdrawal		
Deposit		
Interest	0.07	
End. Balance		1,063.72

SUBTOTAL [25-11520]**45,180.56****SBCP MM#183483-RESERVE OPERATIONS FUND [25-11300]**

Beg. Balance	20,160.96	
Interest	10.96	
End Balance		20,171.92

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

Beg. Balance (funded 9/28) [Town Impact fees]	135,973.51	
Deposit		
Interest	73.91	
End Balance		136,047.42

TOTAL LIBRARY INVESTMENTS**201,399.90****FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)**

Community Foundation of Southern WI [most recent information available]

Library Capital Campaign Fund

CASH Deposits thru 5/31/20	956,555.29
Interest/Dividend Income	1,029.82
Less fees	-53.31
Less Withdrawals	
Gifts/Pledges received	250.00
SPENDABLE CASH Available 6/30/20	957,781.80

Library Operations Fund

Balance 5/31/20	26,978.52
Gifts/Pledges received	
Interest Income	5.92
Disbursements (Fees)	
Balance 6/30/20	26,984.44
Spendable Balance 6/30/20	26,578.52

Library Endowment Fund

Beginning Balance 5/31/20	26,207.39
Contributions	
Investment Activity	960.99
Investment fees	
BALANCE 6/30/20 [NON-CASH]	27,168.38
Spendable Balance 6/30/20	912.88