

**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**To attend online, go to (no longer valid):**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/87690846614?pwd=NUxxOS9CeDBXeIBZaENzUWF6TXhWUT09>**

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

**Meeting ID: 876 9084 6614**

**Password: 7db12t**

**Wednesday, September 16, 2020 - 6:30 P.M.**

**AGENDA**

1. Call to Order: President Linda Hiland called the meeting to order at 6:33 pm. Those present via teleconference, in addition to Hiland, were trustees Beth Blahut, Shelly Truttmann, Kaylee Walters, Suzi Janowiak, and Village Board Liaison Tammy Newberry. Also present: Library Director Holly Lague and Village Administrator Drake Daily. Absent: Jody Hoesly.
2. Announcement:
  - A. The Library Board will convene into closed session 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. (Library Building Project)
3. Approval of Agenda: Kaylee Walters moved to approve, 2<sup>nd</sup> by Tammy Newberry. Motion carried.
4. Comments & Questions from the Public: None.
5. Old Business
  - A. Discussion and Consideration: Phased Reopening of the Library: Director Lague shared that they are not yet ready to restart in-person computer sessions. They are able to print documents out for patrons via email. The CARES grant was approved which will enable them to print wirelessly. She would like to investigate replacing the walk up window because the current window does not allow staff to stand up normally while interacting with patrons.
  - B. Discussion and Consideration: Library Building Project: To be covered under closed session.
6. Bills & Finance Report
  - A. Bills: The August 10, 2020 bill packet was reviewed via screenshot and approved in the amount of \$2,431.36. The August 26, 2020 bill packet was reviewed via screenshot and approved in the amount of \$1,937.87. The September 8, 2020 bill packet was reviewed via screenshot and approved in the amount of \$840.89.
  - B. Financial Statement: Attached.
7. Director's Report: Attached.
8. Approval of Minutes
  - A. August 19, 2020: Shelly Truttmann moved to approve, 2<sup>nd</sup> by Tammy Newberry. Motion carried.

- B. September 2, 2020: Shelly Truttmann moved to approve, 2<sup>nd</sup> by Kaylee Walters. Motion carried.
- 9. The Board will Convene into Closed Session: Tammy Newberry moved to go into closed session, 2<sup>nd</sup> by Kaylee Walters. Motion carried by unanimous roll call vote.
- 10. The Board will Convene into Open Session: Tammy Newberry moved to go into open session, 2<sup>nd</sup> by Beth Blahut. Motion carried by unanimous roll call vote.
  - A. Results of Closed Session: Discussion & Consideration: Library Building Project: We continue to pursue moving the building project forward.
- 11. Adjournment: President Hiland adjourned the meeting at 7:50 pm.

Respectfully submitted, Suzi Janowiak, Secretary

**New Glarus Public Library  
Director's Report – September 16, 2020  
Holly Lague, Director**

**Library Services & Fall Events**

Circulation through our walk-up window continues to increase each month. Our free faxing and waiving of printing fees for small black-and-white jobs has been well-utilized and appreciated by patrons for important things like medical and employment information as well as convenience like shipping labels. We continue to work with patrons who would like to pick something off the shelves, providing readers' advisory services to match them with items that suit their interests.

Our children's book recommendation services will soon get a boost from Brooke's new Book Bundles, which provide a stack of picture books and a small activity by theme. Likewise, our popular Grab-and-Go craft bags have returned, with weekly preschool offerings and monthly crafts for school-agers, teens and adults.

Our "Fall Home Maintenance" class taught by Project Home of Madison has been moved to a virtual format with permission to record and post it indefinitely.

We're also excited about the possibility of hosting a family drive-in movie in late October, thanks to our New Glarus Community Foundation-funded FRITZ audio-visual system. We'll be looking to possibly partner with an organization for a suitable location.










**Friends of the Library Mini Book Sales**

Our creative and talented Friends of the New Glarus Public Library have found a unique way to sell used books this year: with a booth at the Farmers Market! Their first mini sale was a success and they look forward to providing two more. In addition to books, they are selling Friends merchandise (library yard signs and window clings, and Friends tote bags) and handing out small kid-friendly crafts provided by Erica.

# August 2020 Highlights

Aug  
2020

## Curbside – July 2020

	Items checked out	2534	<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><b>25</b></td> <td><b>651</b></td> <td><b>1840</b></td> <td><b>26</b></td> <td><b>74</b></td> </tr> </tbody> </table>	Days Offered	# of Items*	# of Patrons	Avg Patrons per Day	Avg Items Per Day	<b>25</b>	<b>651</b>	<b>1840</b>	<b>26</b>	<b>74</b>
Days Offered	# of Items*	# of Patrons		Avg Patrons per Day	Avg Items Per Day								
<b>25</b>	<b>651</b>	<b>1840</b>		<b>26</b>	<b>74</b>								
	<i>Village of New Glarus</i>	1116											
	<i>Town of New Glarus</i>	468											
	<i>Town of Exeter</i>	56											
	<i>Town of York</i>	141											
	<i>Other Green County</i>	237											
	<i>Dane County</i>	397											
	<i>Lafayette County</i>	10											
	<i>Rock County</i>	4											
	Use of eBooks/e-Audio	766											
	Items Added	71											
	Items Deleted	29											
	ILL checkouts	3											
	Public computer sessions	6											
	Public wi-fi sessions	3,478											
	Library website visits	1,299											
	Patrons Added	6											
	Hours Open*	150											
	Patron Visits	651											
	Average Patrons/Hour	4											

\*Service window open for walk-up hours.

Digital Resources	Aug 2020	2020 Avg/Month	2019 Avg/Month
Consumer Reports	4	34	52
Transparent Languages	6	3	21
Ancestry	0	4	8
SCLS Badgerlink e-resources	n/a	n/a	3

## New Glarus Public Library Program Attendance

August 2020

We typically don't schedule programs during August, particularly children's, as so many families tend to travel and our youth services staff needs time to regroup and plan ahead after coordinating a busy Summer Library Program. However, this year we snuck one more Free Book Giveaway in as a surprise. They've been very popular, and we thank our generous sponsors who helped us put books into so many eager hands this summer.

### Giveaways

What	When	# Items Handed Out (1 per Child)
Book Giveaway	8/5/2020	107

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

Beg. Balance	44,116.84	
Interest	3.00	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		44,119.84

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

Beg. Balance	1,063.72	
Withdrawal		
Deposit		
Interest	0.07	
End. Balance		1,063.79

**SUBTOTAL [25-11520]**

45,183.63

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

Beg. Balance	20,171.92	
Interest	10.96	
End Balance		20,182.88

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

Beg. Balance (funded 9/28) [Town Impact fees]	136,047.42	
Deposit		
Interest	73.95	
End Balance		136,121.37

**TOTAL LIBRARY INVESTMENTS**

201,487.88

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

Community Foundation of Southern WI [most recent information available]

Library Capital Campaign Fund		
CASH Deposits thru 6/30/20		957,687.17
Interest/Dividend Income		2,580.07
Less fees		-128.37
Less Withdrawals		
Gifts/Pledges received		50.00
SPENDABLE CASH Available 7/31/20		960,188.87
Library Operations Fund		
Balance 6/30/20		26,899.77
Gifts/Pledges received		
Interest Income		2.22
Disbursements (Fees)		-0.02
Balance 7/31/20		26,901.97
Spendable Balance 7/31/20		26,501.97
Library Endowment Fund		
Beginning Balance 6/30/20		26,677.10
Contributions		
Investment Activity		938.97
Investment fees		
BALANCE 7/31/20 [NON-CASH]		27,616.07
Spendable Balance 7/31/20		1,882.88