

**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**To attend online, go to (no longer valid):  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/81393903449?pwd=QU1TRXBqUXpzY3pnTFd0VVllbEJrQT09>**

**To attend by telephone, dial (312) 626-6799  
Meeting ID: 813 9390 3449  
Password: jNZUD3**

**Wednesday, October 21, 2020 - 6:30 P.M.**

**AGENDA – AMENDED (October 19, 2020 at 2:30 P.M.)**

1. Call to Order: President Linda Hiland called the meeting to order at 6:37 pm. Those present via teleconference, in addition to Hiland, were trustees Beth Blahut (joined at 6:40 pm), Shelly Truttman, Jody Hoesly, Kaylee Walters, Suzi Janowiak, and Village Board Liaison Tammy Newberry. Also present, Library Director Holly Lague.
2. Approval of Agenda: Kaylee Walters moved to approve, 2<sup>nd</sup> by Tammy Newberry. Motion carried.
3. Comments & Questions from the Public: None.
4. Old Business
  - A. Discussion and Consideration: Phased Reopening of the Library: Director Lague has been getting estimates for remodeling the checkout window and finalizing the design. She has a plan in place to pay for the cost, which will be modest. She discussed the upcoming Winter hours schedule and Holiday closings. President Hiland suggested she have the closing dates ready for the next meeting and possibly the 2021 dates as well, for approval by the board. Director Lague also addressed the current protocols for quarantining materials, in light of new recommendations from expert review of the data from the REALM study from Battelle/IMLS. While there is still much uncertainty regarding if surface transmission can result in human infection, the most recent opinion from the scientific community is that risk of transmission this way is relatively low. Wisconsin DPI and DHS are currently recommending 24-hour quarantine of materials as adequate to address this risk. SCLS, UW and other library systems are adopting these guidelines. Director Lague feels comfortable with accepting the scientific recommendations and state standard as far as quarantining materials. President Hiland noted that new research and information is becoming established regularly now that we better understand how Covid-19 is transmitted. Jody Hoesly noted that SCLS works closely with DHS and that is part of any decision making.
  - B. Discussion and Consideration: Library Building Project: President Hiland reported that the survey of Shepherd of the Hills congregation is complete and the overwhelming majority is in favor of potentially selling 1-2 acres of land for possible location for the new library. President Hiland is now in touch with the architects and CMAR to see if they can come up with some numbers to see if we can build at that location more economically than the West Side site. President Hiland would recommend three Library Board trustees be appointed going forward, recusing herself from any future negotiations. Discussion of next steps. This topic will be discussed at our next meeting.
5. Bills & Finance Report
  - A. Bills: Bills were presented via screenshot and approved dated September 28, 2020 in the amount of \$8675.87. Bills were presented via screenshot and approved dated October 9, 2020 in the amount of \$668.77.
  - B. Financial Statement: Attached.

6. Director's Report: Attached. Director Lague discussed the report with the board, including the new fine-free policy, participating in the virtual DINOvember event with other member libraries, and the new window display for children's and adult books recommendations. She also updated the board on the Giving Tuesday initiative that the Friends of the NGPL is working on.
7. Approval of Minutes
  - A. September 16, 2020: Kaylee Walters moved to approve, 2<sup>nd</sup> by Shelly Truttmann. Motion carried.
  - B. October 7, 2020: Shelly Truttmann moved to approve with minor changes, 2<sup>nd</sup> by Kaylee Walters. Motion carried.
8. Adjournment: President Hiland adjourned the meeting at 7:20 pm.

Respectfully submitted, Suzi Janowiak, Secretary

**New Glarus Public Library  
Director's Report – October 21, 2020  
Holly Lague, Director**

**Fine Free**

Library staff are grateful to the Library Board for their unanimous vote on October 7 in favor of eliminating overdue fines. The official press release will be in the Post Messenger Recorder on October 22, along with being posted on our website and social media. Staff at South Central Library System have already updated our policy in Bibliovation, the Integrated Library System (ILS) software, so that late fines no longer accrue on materials checked out at our location. Other than spreading the word, the big remaining task is to identify and clear existing balances that are owed to New Glarus for overdues, while leaving lost or damaged item fees in place. With so many libraries currently going “fine free”, SCLS has a backlog of requests for reports like this, but once they're able to run ours, we should be able to complete the process in a month or two.

**Library Services**

Our Winter Hours begin in November: Mon-Fri 10am-5pm and Sat 10am-1pm. As we head toward colder temperatures and earlier sunsets, it makes more sense to offer Saturday hours than weekday evening hours, and this has also been a request from some working patrons. We're also working with Monroe Glass to temporarily replace the solid window with a speak-through panel, to facilitate better communication.

Our Book Bundles and all-ages craft bags continue to be popular, while we've added a new window display of books recommended by librarians.

In November we'll be one of several libraries offering a 4-week virtual event series from Colossal Fossils called “DiNovember” (about dinosaurs, cute eh?).










**Giving Tuesday**

Our Friends of the Library group will be participating in the popular online fundraising movement Giving Tuesday on December 1<sup>st</sup>. Meant to provide an altruistic alternative to the shopping frenzy of Black Friday, Giving Tuesday invites participants to offer their time, talents, funds and vocal support to non-profit causes. The Friends will be gathering and sharing stories about libraries and community to bring awareness and encourage conversation, with the goal of raising money toward our 2021 programming budget and furniture for the children's and young adult areas in the new library, with the possibility of funds being matched by our ongoing Love of Community capital campaign grant.

# September 2020 Highlights

Aug  
2020

## Curbside – July 2020

	Items checked out	2,511
	<i>Village of New Glarus</i>	1,211
	<i>Town of New Glarus</i>	411
	<i>Town of Exeter</i>	311
	<i>Town of York</i>	111
	<i>Other Green County</i>	211
	<i>Dane County</i>	311
	<i>Lafayette County</i>	
	<i>Rock County</i>	
	Use of eBooks/e-Audio	711
	Items Added	186
	Items Deleted	72
	ILL checkouts	1
	Public computer sessions	0
	Public wi-fi sessions	2,902
	Library website visits	1,348
	Patrons Added	6
	Hours Open*	161
	Patron Visits	515
	Average Patrons/Hour	3.2

Days Offered	# of Items*	# of Patrons	Avg Patrons per Day	Avg Items Per Day
<b>17</b>	<b>1272</b>	<b>515</b>	<b>30</b>	<b>75</b>

\*Service window open for walk-up hours.

Digital Resources	Aug 2020	2020 Avg/Month	2019 Avg/Month
Consumer Reports	<b>83</b>	<b>39</b>	<b>52</b>
Transparent Languages	<b>0</b>	<b>3</b>	<b>21</b>
Ancestry	<b>0</b>	<b>3</b>	<b>8</b>
SCLS Badgerlink e-resources	<b>n/a</b>	<b>n/a</b>	<b>3</b>

## New Glarus Public Library Program Attendance

September 2020

Given the popularity of our grab-and-go crafts over the summer, we decided to bring them back and expand them to more age groups. Weekly virtual children's programs also resumed in September.

### Giveaways

What	Weeks offered	# Items Handed Out (1 per patron)
Preschool crafts	4	189
Elementary school crafts	1	50
Teen crafts	1	20
Adult crafts	1	25

### Virtual Children's Events\*

	Count	Live Views (Total)	Live Views (Average per video)	Recording Views (Total)	Recording Views (Average per video)
Storytimes	4	12	3	72	18

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

Beg. Balance	44,119.84	
Interest	2.90	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		44,122.74

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

Beg. Balance	1,063.79	
Withdrawal		
Deposit		
Interest	0.07	
End. Balance		1,063.86

**SUBTOTAL [25-11520]****45,186.60****SBCP MM#183483-RESERVE OPERATIONS FUND [25-11300]**

Beg. Balance	20,182.88	
Interest	6.30	
End Balance		20,189.18

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

Beg. Balance (funded 9/28) [Town Impact fees]	136,121.37	
Deposit		
Interest	42.51	
End Balance		136,163.88

**TOTAL LIBRARY INVESTMENTS****201,539.66****FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)**

Community Foundation of Southern WI [most recent information available]

Library Capital Campaign Fund		
CASH Deposits thru 7/31/20		957,687.17
Interest/Dividend Income		72.95
Less fees		-261.74
Less Withdrawals		
Gifts/Pledges received		7,701.70
SPENDABLE CASH Available 8/31/20		965,200.08
Library Operations Fund		
Balance 7/31/20		26,901.97
Gifts/Pledges received		
Interest Income		2.02
Disbursements (Fees)		-0.05
Balance 8/31/20		26,903.94
Spendable Balance 8/31/20		26,503.94
Library Endowment Fund		
Beginning Balance 7/31/20		27,616.07
Contributions		
Investment Activity		1,098.08
Investment fees		
BALANCE 8/31/20 [NON-CASH]		28,714.15
Spendable Balance 8/31/20		1,882.88