

**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To attend online, go to (no longer valid):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, November 18, 2020 - 6:30 P.M.

AGENDA

1. Call to Order: President Linda Hiland called the meeting to order at 6:38 pm. Those present via teleconference, in addition to Hiland, were trustees Beth Blahut, Shelly Truttman, Jody Hoesly, Kaylee Walters, and Village Board Liaison Tammy Newberry. Also present, Library Director Holly Lague.
2. Approval of Agenda: Tammy Newberry moved to approve, 2nd by Shelly Truttman. Motion carried.
3. Comments & Questions from the Public: None.
4. Old Business
 - A. Discussion and Consideration: Library Building Project: President Hiland reported that flags are starting to be used to mark the property to be surveyed. The Board supported the idea to have Drake Daily be involved in helping with negotiations for any purchase of property. Library Director Lague estimated a timeline of three weeks for the return of the site review and then hopefully a design in mid-December to send to the Maas Brothers.
 - B. Discussion and Consideration: 2021 Budget: The public hearing with the Village Board was the previous night on Tuesday, November 17, and Director Lague reported that there were no questions and that the budget amendments were passed.
 - i. Approval of 2021 Budget: Shelly Truttman moved to approve, 2nd by Kaylee Walters. Motion carried.
5. Bills & Finance Report
 - A. Bills: Bills were presented via screenshot and approved dated October 28, 2020 in the amount of \$3,338.43. Director Lague noted that the two oldest computers (circ desk) were updated as part of a contract with SCLS and came in under budget. Bills were presented via screenshot and approved dated November 9, 2020 in the amount of \$1,186.90. The Board inquired about the security cameras being installed, and Director Lague confirmed and reported that there have been no further incidences regarding unlocked doors.
 - B. Financial Statement: Attached.
6. Director's Report: Attached. Director Lague discussed the report with the board, including the library's participation in Adventsfenster, the public's use of the new wireless printing option, and the success of the grab-and-go crafts and how to increase the number provided for preschool-aged children. Director Lague also reported that the service window for the library won't be replaced in full as previously discussed, but instead the library is installing a doorbell, intercom switch, and a shelf to help with service during the winter months. Director Lague expressed concern on the computer's statistics for circulation numbers, which are significantly higher than what the clerks were recording each day, and Jody Hoesly suggested that, due to a new system change this year, the

renewals may be credited to the owning library rather than the circ library and suggested to Director Lague to consider just using issues for statistics rather than renewals.

7. Approval of Minutes

A. October 21, 2020: Shelly Truttman moved to approve with minor changes, 2nd by Tammy Newberry. Motion carried.

B. November 4, 2020: Tammy Newberry moved to approve, 2nd by Shelly Truttman. Motion carried.

8. Adjournment: President Hiland adjourned the meeting at 7:08 pm.

Respectfully submitted, Kaylee Walters, Library Board Member.

Library Services

With the transition to winter hours, we're working on getting the word out to patrons that Saturday is once again an option for picking up items. Monroe Glass determined that replacing our window wasn't feasible, so we're now working with Joe Cockroft in Public Works to install a temporary intercom and doorbell system.

Grab-and-go craft bags continue to be popular, and will wrap up in December. Plans are underway for the ever popular Winter Reading Program for adults to begin in mid-January.

Brooke coordinated with other area libraries for group discount on Colossal Fossil's "Dino-vember" series. These virtual presentations are offered weekly with a recording available for several days afterward. The live broadcast includes time for Q&A, and kids have been asking some great questions!

Printing and faxing continue to be popular requests. We've begun notifying patrons that charges for black-and-white prints will resume in January. Many have expressed willingness to pay this small fee and appreciation for the free faxing.

Adventsfenster










The library is decorating a window as part of the community Adventsfenster celebration again this year. Organizer Jackie Judd is taking care to ensure this is a safe and positive event for everyone, with masks required at any in-person unveiling events, the option to make your event virtual, and a plan to move all events to all-virtual should the need arise. Our theme is Jul Tomte (Christmas gnomes), to be unveiled on Monday December 14.

Wireless Printing Grant

Through a CARES grant coordinated by SCLS, we've received funding for a wireless printing service. This gives patrons an easier and more secure option for sending files for us to print. Patrons can send files from any device and via multiple methods – a website, an app, and a secure email address, and files are automatically deleted after 7 days.

October 2020 Highlights

Oct
2020

	Items checked out	2938
	<i>Village of New Glarus</i>	1,292
	<i>Town of New Glarus</i>	449
	<i>Town of Exeter</i>	46
	<i>Town of York</i>	213
	<i>Other Green County</i>	331
	<i>Dane County</i>	410
	<i>Lafayette County</i>	16
	<i>Rock County</i>	3
	Use of eBooks/e-Audio	726
	Items Added	148
	Items Deleted	35
	ILL checkouts	5
	Public computer sessions	0
	Public wi-fi sessions	4,488
	Library website visits	1,401
	Patrons Added	5
	Hours Open*	172
	Patron Visits	642
	Average Patrons/Hour	3.7

Curbside – Oct 2020

Days Offered	# of Items**	# of Patrons	Avg Patrons per Day	Avg Items Per Day
22	2655	642	29	121

**As of October 2020, we stopped trying to keep a manual tally of items we're handing through the service window due to high volumes. To figure this out, we're now using a system-generated circulation report and removing the staff and internal checkouts.

Patron visits are still tallied manually at the window.

*Service window open for walk-up hours.

Digital Resources	Oct 2020	2020 Avg/Month	2019 Avg/Month
Consumer Reports	52	41	52
Transparent Languages	13	4	21
Ancestry	11	4	8
SCLS Badgerlink e-resources	n/a	n/a	3

New Glarus Public Library Program Attendance

October 2020

Giveaways

What	Weeks offered	# Items Handed Out (1 per patron)
Preschool crafts	4	200
Elementary school crafts	1	49
Teen crafts	1	25
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	8	30	4	176	8

LIBRARY

SAVINGS #2775 (APY .10%)

Beg. Balance	44,122.74	
Interest	2.90	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		44,125.64

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

Beg. Balance	1,063.86	
Withdrawal		
Deposit		
Interest	0.07	
End. Balance		1,063.93

SUBTOTAL [25-11520]

45,189.57

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

Beg. Balance	20,189.18	
Interest	6.31	
End Balance		20,195.49

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

Beg. Balance (funded 9/28) [Town Impact fees]	136,163.88	
Deposit		
Interest	42.53	
End Balance		136,206.41

TOTAL LIBRARY INVESTMENTS 201,591.47

FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)

Community Foundation of Southern WI [most recent information available]

Library Capital Campaign Fund

CASH Deposits thru 8/31/20	965,200.08
Interest/Dividend Income	56.22
Less fees	-16.34
Less Withdrawals	

Gifts/Pledges received 291.66

SPENDABLE CASH Available 9/30/20 **965,531.62**

Library Operations Fund

Balance 8/31/20	26,903.94
Gifts/Pledges received	
Interest Income	1.55
Disbursements (Fees)	-81.55
Balance 9/30/20	26,823.94
Spendable Balance 9/30/20	26,423.94

Library Endowment Fund

Beginning Balance 8/31/20	28,714.15
Contributions	
Investment Activity	-591.66
Investment fees	-61.88
BALANCE 9/30/20 [NON-CASH]	28,060.61
Spendable Balance 9/30/20	1,882.88