

**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.
<https://us02web.zoom.us/j/86943156368?pwd=WFZrU2tDWjZRcHMvVzFVUHZ5M0ZmUT09>

**To attend by telephone, dial (312) 626-6799
Meeting ID: 869 4315 6368
Password: HXa4Cv**

Wednesday, January 20, 2021 - 6:30 P.M.

AGENDA

1. Call to Order: President Linda Hiland called the meeting to order at 6:32 pm. Those present via teleconference, in addition to Hiland, were trustees Beth Blahut, Kaylee Walters, Jody Hoesly, Shelly Truttman, Suzi Janowiak, and Village Board Liaison Tammy Newberry. Also present, Library Director Holly Lague.
2. Announcement:
 - A. The Library Board will convene into closed session called under WI State Statute 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 with removal of closed session, 2nd by Jody Hoesly. Motion carried.
4. Comments & Questions from the Public: None.
5. Old Business
 - A. Discussion and Consideration: Library Building Project: President Hiland informed the board that we have received a drawing from Edge Engineering about how the phased building could be located on the proposed property. Later, a conference call between herself, Director Lague, and members of the architectural and engineering teams took place to determine best next steps. We are still waiting for more details from all team members and potential partners.
6. New Business
 - A. Discussion and Consideration: Email series to update patrons on building project: Director Lague referred to her memo on this topic and detailed her ideas for implementing this proposed new series. She noted that as is now the case, patrons can always opt out of any emails sent from the library. She believes that most patrons would welcome this new stream of information. She might also include non-patrons who would likely be interested in updates, such as donors who do not live in our service area. She is interested in finding a third-party system for automatic subscriber management, and detailed the various options she is researching. She asked the board their thoughts on this proposal. Beth Blahut asked how often the emails would be sent. Director Lague indicated that it would be on an ad hoc basis and would strictly be news on the new building, not library operations or programming. She desires a method for being able to quickly and easily share news with the public, especially as we are looking at a quick timeline for the building project. President Hiland asked if this system could be used later on for distributing the newsletter. Director Lague said possibly, but right now she is focusing on finding the best service to try. It was noted that this could also possibly be a fundraising tool in the future. Jody Hoesly noted that it's

important to make sure any provider we select does not have access to our email list for their own purposes. Consensus of the board was to approve Director Lague to research and implement this new tool for communication.

7. Bills & Finance Report

A. Bills: Bills were presented via screen sharing and approved as follows: \$3,341.98 dated December 29, 2020 and \$18,994.99 dated January 19, 2021 (the latter being mostly our annual SCLS fees).

B. Financial Statement: Attached.

8. Director's Report: Attached.

9. Approval of Minutes

A. December 16, 2020: Kaylee Walters moved to approve, 2nd by Shelly Truttmann. Motion carried.

B. January 6, 2021: Shelly Truttmann moved to approve, 2nd by Tammy Newberry. Motion carried.

10. Adjournment President Hiland reminded the board that we need to conduct the director's annual review, which will occur in February. She will email the review forms to all trustees to be filled out, returned, and compiled by her into a spreadsheet. She adjourned the meeting at 7:08.

Respectfully submitted, Suzi Janowiak, Secretary

**New Glarus Public Library
Director's Report – January 20, 2021
Holly Lague, Director**

Library Services

Our window improvements were put in place earlier this month, and judging by the number of comments both online and in person, patrons are just as excited about them as we are. Librarians can now easily converse with patrons via intercom, and a wooden insert keeps us warmer when we're not actively serving someone. We are grateful for our volunteer-made insert and to Joe Cockroft in Public Works for installing everything.










With the continued high levels of COVID-19 infections in our area, our building remains closed to the public. We are focused on planning virtual and "pandemic-proof" events, with a hopeful eye toward the vaccine helping us expand services soon.

Winter Reading 2021

Cozy Up to a Good Book, our winter reading program for adults, kicked off January 11th. Patrons may submit book reviews online or via paper for a chance to win gift baskets with the following themes: Chocolate Lovers, Cozy Kitchen, and Self-Care. The program is sponsored by our Friends of the New Glarus Public Library, and Erica took special care this year to fill as much of the baskets as possible with items from our local businesses.

December 2020 Highlights

Dec
2020

	Items checked out	2,894
	<i>Village of New Glarus</i>	1,264
	<i>Town of New Glarus</i>	485
	<i>Town of Exeter</i>	70
	<i>Town of York</i>	447
	<i>Other Green County</i>	264
	<i>Dane County</i>	269
	<i>Lafayette County</i>	7
	<i>Rock County</i>	0
	Use of eBooks/e-Audio	729
	Items Added	325
	Items Deleted	89
	ILL checkouts	3
	Public computer sessions	0
	Public wi-fi sessions	3,774
	Library website visits	1,338
	Patrons Added	4
	Hours Open*	142
	Patron Visits	621
	Average Patrons/Hour	4.4

Curbside – Dec 2020

Days Offered	# of Items**	# of Patrons	Avg Patrons per Day	Avg Items Per Day
22	2,605	621	28	118

**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	Dec 2020	2020 Avg/Month	2019 Avg/Month
Consumer Reports	3	35	52
Transparent Languages	0	3	21
Ancestry	0	10	8
SCLS Badgerlink e-resources	n/a	n/a	3

New Glarus Public Library Program Attendance

December 2020

Giveaways

What	Weeks offered	# Items Handed Out (1 per patron)
Preschool crafts	3	131
Elementary school crafts	1	50
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	6	28	5	192	32
Storytime special	1	n/a	-	37	-
<i>Ivan</i> Read Aloud	1	n/a	-	57	-
<i>Crenshaw</i> Read Aloud	1	n/a	-	10	-

LIBRARY

SAVINGS #2775 (APY .10%)		
Beg. Balance	44,128.64	
Interest	3.00	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		44,131.64
Savings #2763 [25-11520] (APY .10%)		
Beg. Balance	1,064.00	
Withdrawal		
Deposit		
Interest	0.07	
End. Balance		1,064.07
SUBTOTAL [25-11520]		45,195.71
SBCP MM#183483-RESERVE OPERATIONS FUND [25-11300]		
Beg. Balance	20,201.51	
Interest	6.35	
End Balance		20,207.86
SBCP MM#209786-CAPITAL (TOWN) [25-11520-000-004]		
Beg. Balance (funded 9/28) [Town Impact fees]	136,247.01	
Deposit		
Interest	42.82	
End Balance		136,289.83
TOTAL LIBRARY INVESTMENTS		201,693.40

FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)

Community Foundation of Southern WI [most recent information available]		
Library Capital Campaign Fund		
CASH Deposits thru 10/31/20		965,578.31
Interest/Dividend Income		43.05
Less fees		-66.69
Less Withdrawals		
Gifts/Pledges received		1,283.37
SPENDABLE CASH Available 11/30/20		966,838.04
Library Operations Fund		
Balance 10/31/20		26,825.23
Gifts/Pledges received		
Interest Income		1.18
Disbursements (Fees)		-0.07
Balance 11/30/20		26,826.34
Spendable Balance 11/30/20		26,626.34
Library Endowment Fund		
Beginning Balance 10/31/20		27,670.97
Contributions		
Investment Activity		2,253.76
Investment fees		0.00
BALANCE 11/30/20 [NON-CASH]		29,924.73
Spendable Balance 11/30/20		1,882.88