

**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/88220857502?pwd=YzJYQ2U3d1VPNm5pangxMDgzdnhCZz09>

**To attend by telephone, dial (312) 626-6799
Meeting ID: 882 2085 7502
Password: Z6b3nZ**

Wednesday, February 17, 2021 - 6:30 P.M.

AGENDA

1. Call to Order: President Linda Hiland called the meeting to order at 6:34 pm. Those present via teleconference, in addition to Linda Hiland, were trustees Shelly Truttman, Beth Blahut, Jody Hoesly, Kaylee Walters, Suzi Janowiak, and Village Board Liaison Tammy Newberry. Also present, Library Director Holly Lague
2. Announcement: 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: Beth Blahut moved to approve, 2nd by Kaylee Walters. Motion carried.
4. Comments & Questions from the Public: None.
5. Old Business
 - A. Discussion and Consideration: Library Building Project: President Hiland reported she had received communications from our engineers. Initial reports are indicating positive numbers for the alternate site; and bodes well for moving forward with our construction team and research.
6. Bills & Finance Report
 - A. Bills were presented via screen sharing and approved as follows: \$1,046.44 dated 2/3/2021, and \$9,531.88 dated 2/18/2021.
 - B. Financial Statement: Attached.
7. Director's Report: Attached.
8. Approval of Minutes
 - A. January 20, 2021: Tammy Newberry moved to approve, 2nd by Shelly Truttman. Motion carried.
 - B. February 3, 2021: Tammy Newberry moved to approve with minor clarifications, 2nd by Beth Blahut. Motion carried.
9. The Board will Convene into Closed Session: Linda Hiland left meeting at 6:58 pm (prior to closed session). Tammy Newberry left the meeting at 6:58 (also prior to closed session) to attend the Village Board meeting. Vice President Beth Blahut asked for a motion to go into closed session. Motion by Shelly Truttman to go into closed session, 2nd by Kaylee Walters. Motion carried by unanimous roll call vote.
10. The Board will Convene into Open Session: Shelly Truttman moved to go into open session, 2nd by Kaylee Walters. Motion carried by unanimous roll call vote.
 - A. Results of Closed Session: Discussion & Consideration: Library Building Project: We are moving forward with the library project.
11. Adjournment: Vice President Beth Blahut adjourned the meeting at 7:35.

Respectfully submitted, Suzi Janowiak, Secretary

**New Glarus Public Library
Director's Report – February 17, 2021
Holly Lague, Director**

Library Services

The service window had its first true test during an extreme cold spell the past week. The combined improvements of the insulated wooden insert and the intercom system proved up to the challenge and service continued without disruption through windchills of -35°F. We also put the word out to patrons to please call ahead so we could have items checked out in advance, and many did so. They also came dressed for the weather!

The “Cozy Up to a Good Book” winter reading program is in full swing, and continues through the end of February. Detailed results to come!

The Community Mapping project of the “You Are Here” initiative kicked off this month as well. The community has shown great interest in the project. We thank the grants team for their huge efforts getting everything ordered, organized and promoted, and look forward to seeing the maps when they come back in April.

New Email List

I sent the first email newsletter in our new Building Project Update series. In addition to a brief update on the overall project, the letter also featured the Community Mapping project, which will provide some of the local art for the building. The initial mailing list was built from current library cardholders and project donors, and a signup link was added to the library website. We plan to promote the signup option on Facebook as well. Each letter includes an “unsubscribe” option.












Fundraising During a Crisis

I completed an online class through the American Library Association that focused on ways libraries can create revenue streams to help stabilize budgets during times of crisis, such as natural disasters or the current global pandemic. There were a lot of great ideas and helpful exercises, and I look forward to starting some new initiatives for New Glarus in the coming months.

Statistics Update

This Director's Report features an updated “highlights” page, which I hope will make the numbers easier to digest and see in context. It includes new columns showing the year-to-date (YTD) and previous year's total, a simplified program report that more closely mirrors the format from the state's annual report, and a few short narratives to describe some of the tangible human outcomes of all these numbers. I welcome feedback as I continue to work on improving these reports.

January 2021 Highlights

	Jan 2021	2021 YTD	2020 Total
 Items checked out	3,087	3,087	28,029
<i>Village of New Glarus</i>	1,309	1,309	12,014
<i>Town of New Glarus</i>	586	586	5,518
<i>Town of Exeter</i>	77	77	799
<i>Town of York</i>	583	583	2,575
<i>Other Green County</i>	255	255	3,893
<i>Dane County</i>	237	237	3,525
<i>Lafayette County</i>	34	34	277
<i>Rock County</i>	0	0	29
 Use of eBooks/e-Audio	743	743	9,164
 Items Added	183	183	2,096
Items Deleted	512	512	1,840
 ILL checkouts	2	2	27
 Public computer sessions	0	0	250
 Public wi-fi sessions	1,482	1,482	48,480
 Library website visits	3,594	3,594	17,309
 Patrons Added	5	5	63
 Hours Open (window)	138	138	1,886
 Patron Visits	635	635	9,849
Average Patrons/Hour	4.6	4.6	6
 Online Tools & Databases	46	46	568
<i>Ancestry</i>	0	0	123
<i>Consumer Reports</i>	46	46	414
<i>Transparent Languages</i>	0	0	31
<i>SCLS Badgerlink</i>	0	0	52

Events & Programs	January Offered	January Participants	2021 YTD	2020 Total
Children's Programs	3	59	59	3,731
Adult/General Programs	0	0	0	172
Grab-&-go (children's)	1	41	41	2,166
Grab-&-go (teens)	0	0	0	70
Grab-&-go (adults)	0	0	0	123

Curbside – Jan 2021

Days Offered	# of Items	# of Patrons	Avg Patrons per Day	Avg Items Per Day
22	2,811	635	29	128

For grandparents providing emergency childcare, the library is a lifeline. One couple calls weekly – sometimes twice! – for stacks of picture and chapter books, grab-and-go crafts, and book bundles. They always let us know which ones were the kids' favorites.

Staff answered 55 reference questions via phone, email and the service window the week of February 1 (adjusted for a snow day closure).

Ms. Brooke has many fans who tune in to watch weekly virtual storytimes. One mother told us her little girl won't miss a week. She calls Brooke "my teacher" and hangs on her every word.

LIBRARY

SAVINGS #2775 (APY .10%)

Beg. Balance	44,131.64	
Interest	2.79	
Deposit		
Withdrawal	-2,000.00	
End. Balance		42,134.43

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

Beg. Balance	1,064.07	
Withdrawal		
Deposit		
Interest	0.07	
End. Balance		1,064.14

SUBTOTAL [25-11520]

43,198.57

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

Beg. Balance	20,207.86	
Interest	2.41	
End Balance		20,210.27

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

Beg. Balance (funded 9/28) [Town Impact fees]	136,289.83	
Deposit		
Interest	16.24	
End Balance		136,306.07

TOTAL LIBRARY INVESTMENTS

199,714.91

FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)

Community Foundation of Southern WI [most recent information available]

Library Capital Campaign Fund		
CASH Deposits thru 11/30/20		965,578.31
Interest/Dividend Income		37.81
Less fees		-2,452.24
Less Withdrawals		
Gifts/Pledges received		48,190.90
SPENDABLE CASH Available 12/31/20		1,011,354.78
Library Operations Fund		
Balance 11/30/20		26,825.23
Gifts/Pledges received		
Interest Income		1.18
Disbursements (Fees)		-0.07
Balance 12/31/20		26,826.34
Spendable Balance 12/31/20		26,626.34
Library Endowment Fund		
Beginning Balance 11/30/20		27,670.97
Contributions		
Investment Activity		2,253.76
Investment fees		0.00
BALANCE 12/31/20 [NON-CASH]		29,924.73
Spendable Balance 12/31/20		1,882.88