

**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



Director's Report – March 17, 2021
Holly Lague, Director

Library Services

With the return of daylight savings time and brighter evenings, we've expanded our Monday hours to 10am-7pm. Beginning March 22nd, we will also have a computer available in our entryway with 1-hour appointments available on Mondays, Wednesdays and Fridays. Masks will be strictly enforced. We hope to expand computer and window hours as staffing allows.

Weekly Local Literary Trivia

For 10 weeks beginning March 15, we will post a weekly trivia question. Kids can win a free kids meal from Culver's, and adults can win a prize from a different local business each week. We appreciate the sponsorship of Culver's and the Chamber of Commerce, and the many businesses who have agreed to share our social media posts and put up a flyer during their featured week. We're looking forward to hosting a fun, accessible event to help everybody shake out the winter cobwebs.

Winter Reading Results

Our winter reading program had a total of 31 participants who turned in 145 book reviews. This is an increase over 2020 (which took place before COVID), which had 26 participants and 124 entries. Erica made some window- and safety-friendly changes to the giveaway format, with drawings for grand prizes and gift certificates instead of handing out scratch-off tickets and having winners choose a specific item. I, for one, am glad the chocolate basket is gone and no longer a temptation.

Staff Annual Reviews

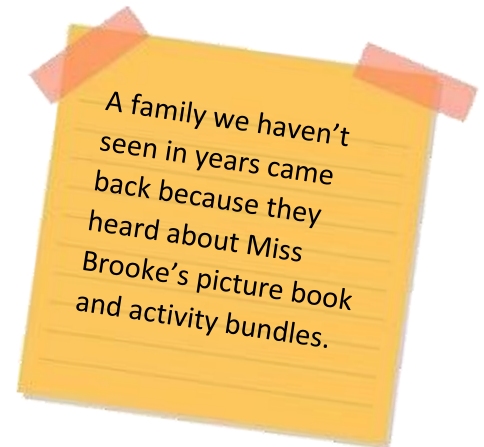
We'll be completing annual reviews for all library staff in the next few weeks. Last year this process was hugely delayed, taking place in August instead of at the beginning of the year. Holding them in March is a good step back toward normal operations, and an opportunity to check in with everyone in a more formal way than our day-to-day interactions.

Personnel Handbook Updates

Linda and I have begun the process of reviewing the library's policy handbook. Our intention is to make sure it aligns with the Village Handbook and to identify any library policies that need updates. Proposed changes will be presented to the full board for review and approval.



Program Participation	2021 Feb Participants	2021 Avg/Prog	2020 Avg/Prog
Children's/Teen Events	210	11	32
Adult/General Events	0	0	18
Children's/Teen Grab-&-Go	275	46	70
Adults Grab-&-Go	51	26	25



STATISTICS		2021 Feb	2021 YTD	2020 YTD	2020 Total
	Items Borrowed	2,762	5,849	8,406	28,029
	% Village of New Glarus	46.6%	44.4%	43.5%	47.3%
	% Town of New Glarus	23.6%	21.2%	25.3%	22.5%
	% Town of York	10.2%	14.8%	8.2%	11.5%
	% Other Green County	10.7%	9.4%	12.8%	11.3%
	% Dane County	7.7%	7.7%	7.6%	5.6%
	% Other	2.5%	2.5%	2.5%	1.8%
	eBooks/e-Audio Borrowed	766	1,509	1,439	9,164
	Public WiFi sessions	3,439	7,033	9,388	48,480
	Public computer sessions	0	0	180	250
	Online Tools & Databases	33	79	140	617
	Website Visits	1,580	3,062	2,799	17,309
	Library Visits	665	1,300	4,680	10,034
	Average Patrons per Day	29	29	98	47
	Patrons Added	5	10	21	63
	Items Added	190	373	507	2,096
	Items Deleted	79	591	830	1,840

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

Beg. Balance	42,134.43	
Interest	2.40	
Deposit		
Withdrawal	-17,000.00	
End. Balance		25,136.83

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

Beg. Balance	1,064.14	
Withdrawal		
Deposit		
Interest	0.07	
End. Balance		1,064.21

SUBTOTAL [25-11520] 26,201.04**SBCP MM#183483-RESERVE OPERATIONS FUND [25-11300]**

Beg. Balance	20,210.27	
Interest	2.18	
End Balance		20,212.45

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

Beg. Balance (funded 9/28) [Town Impact fees]	136,306.07	
Deposit (Exeter donation)	1,000.00	
Interest	14.80	
End Balance		137,320.87

TOTAL LIBRARY INVESTMENTS 183,734.36**FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)**

Community Foundation of Southern WI [most recent information available]

Library Capital Campaign Fund		
CASH Deposits thru 12/31/20		1,011,354.78
Interest/Dividend Income		259.67
Less fees		-26.74
Less Withdrawals		
Gifts/Pledges received		150.00
SPENDABLE CASH Available 1/31/21		<u>1,011,737.71</u>
Library Operations Fund		
Balance 12/31/20		26,745.58
Gifts/Pledges received		
Interest Income		0.91
Disbursements (Fees)		0.02
Balance 1/31/21		<u>26,746.51</u>
Spendable Balance 1/31/21		<u>26,546.47</u>
Library Endowment Fund		
Beginning Balance 12/31/21		29,924.73
Contributions		
Investment Activity		774.92
Investment fees		0.00
BALANCE 1/31/21 [NON-CASH]		<u>30,699.65</u>
Spendable Balance 1/31/21		<u>1,882.88</u>