

**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To attend online, go to (no longer valid):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/83617072757?pwd=NkJpbEJlYWU1bFFMREZQMdhISVhLZz09>

To attend by telephone, dial (312) 626-6799

Meeting ID: 836 1707 2757

Password: yQ58N4

Wednesday, January 6, 2020 - 6:30 P.M.

AGENDA

1. Call to Order: President Linda Hiland called the meeting to order at 6:35 pm. Also present via teleconference were trustees Kaylee Walters, Shelly Truttmann (joined at 6:39), Jody Hoesly, 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 Statue 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, 2nd by Tammy Newberry. Motion carried.
4. Comments & Questions from the Public: None.
5. Old Business
 - A. Discussion and Consideration: Library Building Project: We have not yet heard back from the architect but hope to soon. President Hiland will be in touch to ask for a timeline if necessary.
6. Reports/Discussion/Consideration:
 - A. Administration Team: Jody Hoesly reported the dashboard is up to date. We had very generous end of the year gifts.
 - CFSW Financial Report
 - B. Communication Team: No report.
 - C. Grants Team: Have secured two recent grants from CFSW and are working on an implementation plan. Will meet again next week. They have new potential opportunities on the horizon. Village Administrator Drake Daily will be working with the team on specific applications.
 - D. Partnership Team: No report.
 - E. Village Board Liaison: Tammy Newberry reported that the Village Board has not met in several weeks; but she wanted to update the board on the village's electrical upgrade. The substation will be updated and then will be owned by the village. Administrator Daily will look into potential grants for the new library with WPPI, of which the village is a member. They offer grants for energy efficiency for new public buildings. Jody Hoesly detailed specific grants and programs that might be pursued in the energy efficient area, as well as UW Extension as a resource.
 - F. Friends of the Library: Have not met recently. Director Lague reported \$10,805 was raised online on Giving Tuesday. The Friends donated an additional \$1,500 for a total of \$12,305.
 - G. President's Report: President Hiland announced she would leave the meeting before the closed session, and asked Suzi Janowiak to lead the rest of the meeting. She left the meeting at 7:00 pm.
7. The Board will Convene into Closed Session: At 7:02 pm, Suzi Janowiak asked for a motion to go into closed session. Motion by Kaylee Walters to go into closed session, 2nd by Tammy Newberry. Motion carried by unanimous roll call vote.
8. The Board will Convene into Open Session: Shelly Truttmann moved to go into open session at 7:18 pm, 2nd by Tammy Newberry. Motion carried by unanimous roll call vote.

- A. Results of Closed Session: Discussion & Consideration: Library Building Project: We are moving forward with the new library project.
- 9. Adjournment: Kaylee Walters moved to adjourn, 2nd by Jody Hoesly. Motion carried and the meeting was adjourned at 7:20 pm.

Respectfully submitted, Suzi Janowiak, Secretary

**VILLAGE OF NEW GLARUS
MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES**

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<https://us02web.zoom.us/j/86943156368?pwd=WFZrU2tDWjZRCmVzFVUHZ5M0ZmUT09>

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

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

AGENDA

10. 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.
11. 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)
12. Approval of Agenda: Kaylee Walters moved to approve with removal of closed session, 2nd by Jody Hoesly. Motion carried.
13. Comments & Questions from the Public: None.
14. 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.
15. 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.

16. 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.

17. Director's Report: Attached.

18. Approval of Minutes

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

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

19. 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

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	Average Patrons/Hour	2020	2019
	Dec 2020	Avg/Month	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		<u>966,838.04</u>

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		<u>26,826.34</u>
Spendable Balance 11/30/20		<u>26,626.34</u>

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]		<u>29,924.73</u>
Spendable Balance 11/30/20		<u>1,882.88</u>

MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES

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<https://us02web.zoom.us/j/88348994517?pwd=ZIFVdUIzU2FqWjNjMkxkOW1iV05OUT09>

To attend by telephone, dial (312) 626-6799
Meeting ID: 883 4899 4517
Password: DrX9T9

Wednesday, February 3, 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 Truttmann, and Village Board Liaison Tammy Newberry. Also present, Library Director Holly Lague. Absent: Trustee Suzi Janowiak
2. Announcement:
 - A. The Library Board will convene into closed session called under WI State Statute 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Library Director Annual Review)
 - B. 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: Tammy Newberry moved to approve, 2nd by Beth Blahut. 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 she received an email from our construction manager at risk stating that we should receive construction estimates the week of February 8th.
6. New Business
 - A. Discussion and Consideration: Annual Report to Wisconsin Department of Public Instruction: Director Lague presented highlights from the Annual Report. Due to the extenuating circumstances of the COVID-19 pandemic, the data is somewhat skewed for the year 2020. Lague pointed out the different categories in the "Hours of Operation" section, and stated that she was grateful to have been able to maintain a walk-up window for patrons. Other highlights included the success of virtual programs as well as the increase and great success in self-directed activities. Unfortunately, due to the period of closure and stringent materials quarantine protocol, circulation numbers were down. Motion by Tammy Newberry, 2nd by Beth Blahut, to approve the Annual Report to Wisconsin Department of Public Instruction pending further edits to Section VIII: Other Funds Held by the Library Board. Motion carried unanimously with Jody Hoesly abstaining. Motion by Tammy Newberry, 2nd by Beth Blahut, the New Glarus Public Library Board agrees with the statement concerning system effectiveness. Motion carried unanimously with Jody Hoesly abstaining.
7. Reports/Discussion/Consideration:
 - A. Administration Team: no report
 - i. CFSW Financial Report
 - B. Building Committee: no report
 - C. Owner Representatives: no report
 - D. Co-chairs Team: President Hiland reported that she had been in touch with a past co-chair and that person will continue work on the project when building plans are solidified.
 - E. Communication Team: Beth Blahut reported that she has prepared press releases and flyers for the upcoming library program "Mapping Our Community: Stories and Perspectives"

- from a World Transformed". Jody Hoesly reported that she has compiled an email list to get news out to patrons.
- F. Grants Team: Beth Blahut reported that the website *youareherengpl.org* will be ready for launch within the next week. She also stated that art kit supplies have been ordered and will be ready for pickup at the library beginning on February 12. Jody Hoesly added that she is attending an online seminar to learn about how to apply for a CDBG-PF grant.
 - G. Partnership Team: no report
 - H. Village Board Liaison: Tammy Newberry reported on a cyber security discussion held by the Village Board. She stated that the Village approved an increase in insurance coverage in the event of a security breach.
 - I. Friends of the Library: Director Lague reported that the Friends are planning a second Virtual Trivia Night for March 6th, 2021.
 - J. President's Report: no report; all news had been covered in other discussion
8. The Board will Convene into Closed Session: At 7:02 pm, President Hiland asked for a motion to go into closed session. Motion by Tammy Newberry to go into closed session, 2nd by Kaylee Walters. Motion carried by unanimous roll call vote. At 7:26 pm, President Hiland left the meeting, prior to Closed Session (B): Discussion and Consideration: Library Building Project.
9. The Board will Convene into Open Session: Kaylee Walters moved to go into open session at 7:42 pm, 2nd by Tammy Newberry. Motion carried by unanimous roll call vote.
- A. Results of Closed Session: Discussion & Consideration: Library Director Annual Review: The Library Board is extremely pleased with Director Lague's performance, particularly throughout the past challenging year.
 - B. Results of Closed Session: Discussion & Consideration: Library Building Project: We are moving forward with the new library project.
10. Adjournment: Kaylee Walters moved to adjourn, 2nd by Tammy Newberry. Motion carried and the meeting was adjourned at 7:46 pm.

Respectfully submitted, Shelly Truttman

**VILLAGE OF NEW GLARUS
MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES**

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<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

Curbside – Jan 2021

	Jan 2021	2021 YTD	2020 Total
 Items checked out	3,087	3,087	28,021
<i>Village of New Glarus</i>	1,309	1,309	12,011
<i>Town of New Glarus</i>	586	586	5,511
<i>Town of Exeter</i>	77	77	79
<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

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 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.

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

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

MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES

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To attend by telephone, dial (312) 626-6799

Meeting ID: 817 3200 9719

Password: c0W7Vd

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

AGENDA

12. Call to Order: President Linda Hiland called the meeting to order at 6:30 pm. Those present via teleconference, in addition to Linda 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.
13. 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)
14. Approval of Agenda: President Hiland indicated the closed session was not needed. Tammy Newberry moved to approve the agenda without Item 10 (Closed session), 2nd by Shelly Truttman. Motion carried.
15. Comments & Questions from the Public: None
16. Old Business
 - A. Discussion and Consideration: Library Building Project: President Hiland indicated the need to designate a representative for our current interactions with village administrators and others, because she has had to recuse herself until further notice. She stated Director Lague has offered to be point person at this time. Consensus of the board to welcome Director Lague's participation in this role. President Hiland stated Library Board approval was needed to approve ordering a Certified Survey Map, which is essential as indicated by our construction team. Cost would be \$5,700. Kaylee Walters moved to approve this expense, 2nd by Beth Blahut. Motion carried. Another issue needing Library Board approval was up to \$1,000 for potential attorney fees for the Purchase Agreement. Motion by Kaylee Walters to approve this expense, 2nd by Shelly Truttman. Motion carried. Discussion of timeline for engagement with various community partners.
 - B. Discussion and Consideration: Phased Reopening of the Library: Director Lague referred the board to the memo she had prepared prior to the meeting, detailing her thoughts on a gradual reopening of the library. Village Hall remains closed to the public at this time. Next steps include offering limited computer sessions to patrons. Window service continues to be popular and successful. The hope is that library and village staff will be able to be vaccinated soon and this will help reopen village hall and the library. Linda Hiland pointed out our constrained space within the village hall definitely affects our ability to social distance between staff and patrons. Consensus of trustees was that the Director's plan and approach was sound. Trustees noted that they support the staff being fully vaccinated before we move forward with reopening the library space itself.
17. Reports/Discussion/Consideration:
 - A. Administration Team
 - CFSW Financial Report

- B. Communication Team: Focused on the Mapping Project at this time in press releases.
 - C. Grants Team: Kits are still available for the Mapping Project. Jody Hoesly reported that one grant application has not worked out because of the demographics of the village, despite all efforts to qualify. They are still looking forward to working on new opportunities they have identified for other grants.
 - D. Partnership Team
 - E. Village Board Liaison
 - F. Friends of the Library: Director Lague reported The Friends plan to host a Trivia fundraiser in late May, outdoors at Veteran's Park. It will be designed as a family-friendly event. They are also discussing how Book Sale might be possible this year.
 - G. President's Report
18. Bills & Finance Report
- C. Bills: Bills were presented via screen sharing and approved as follows: \$18,011.34 dated 3/3/2021, and \$2,980.46 dated 3/17/2021.
 - D. Financial Statement
19. Director's Report: Attached.
20. Approval of Minutes
- C. February 17, 2021: Shelly Truttman moved to approve, 2nd by Jody Hoesly. Motion carried.
21. The Board will Convene into Closed Session: Not needed.
22. The Board will Convene into Open Session
- A. Results of Closed Session: Discussion & Consideration: Library Building Project
23. Adjournment: President Hiland adjourned the meeting at 7:35 pm.

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.







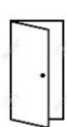


Personnel Handbook Updates

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.



February 2021 Highlights

A family we haven't seen in years came back because they heard about Miss Brooke's picture book and activity bundles.

Program Participation		2021 Feb Participants	2021 Avg/Prog	2020 Avg/Prog
Children's/Teen Events		210	11	32
Adult/General Events		0	0	18
STATISTICS			2021 Feb	2020 YTD
	Items Borrowed		2,762	3,029
	% Village of New Glarus		46.6%	44.4%
	% Town of New Glarus		23.6%	21.2%
	% Town of York		10.2%	14.8%
	% Other Green County		10.7%	9.4%
	% Dane County		7.7%	7.7%
	% Other		2.5%	2.5%
	eBooks/e-Audio Borrowed		766	1,509
	Public WiFi sessions		3,439	7,033
	Public computer sessions		0	0
	Online Tools & Databases		33	79
	Website Visits		1,580	3,062
	Library Visits		665	1,300
	Average Patrons per Day		29	29
	Patrons Added		5	10
	Items Added		190	373
	Items Deleted		79	591

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		1,011,737.71
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		26,746.51
Spendable Balance 1/31/21		26,546.47
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]		30,699.65
Spendable Balance 1/31/21		1,882.88

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/86097079436?pwd=emtmMEI6TUU3TmlUanVyOE4rb1ViZz09>

To attend by telephone, dial (312) 626-6799

Meeting ID: 860 9707 9436

Password: 400457

Wednesday, April 7, 2021 - 6:30 P.M.

AGENDA

24. Call to Order: President Linda Hiland called the meeting to order at 6:34 pm. Those present via teleconference, in addition to President Hiland, were trustees Kaylee Walters, Beth Blahut, Shelly Truttmann, Jody Hoesly, Suzi Janowiak, and Village Board Liaison Tammy Newberry. Also present, Library Director Holly Lague, Jim Gersich of Dimension IV, Anthony Maas and Mark Stafford from Maas Brothers Construction, Brian Beaulieu from Edge Consulting Engineers, and Kevin Budsberg from the Building Committee.
25. 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)
26. Approval of Agenda: President Hiland asked for an approval of the agenda, minus Item 7 (Closed Session) as it was not needed. Shelly Truttmann moved to approve with removal of Item 7, 2nd by Beth Blahut. Motion carried.
27. Comments & Questions from the Public: None.
28. Old Business
 - A. Discussion and Consideration: Library Building Project: President Hiland thanked all those from the Design/Building Teams for their attendance. She stated that she, Director Lague, and team members had met with village officials and engineer to discuss water retention and stormwater protocol in and around the proposed site. President Hiland asked Brian Beaulieu to discuss his latest discussions with Pat Rank regarding stormwater issues. Brian indicated that he is confident the village's recommendations for control of stormwater can be achieved. He also does not believe the design required for same would be costly. Mark Stafford asked if the village would have some responsibility for shared expenses for this part of the project. Brian Beaulieu replied that perhaps the section that is not on the library property or abutting it could be a point of discussion on shared costs, as the new drainage channel will benefit both the village and the library. It was noted that the village storm sewer located at 5th Street and Valley is currently undersized to begin with. Brian also indicated that a stormwater retention basin will not be needed for Phase 1 but would likely be needed for Phase 2. The village has indicated that there are currently no plans for infrastructure improvements in this area for the next 10 years. Jim Gersich pointed out there will still be a need for a parking variance.

Linda Hiland asked the professionals on the team if they had recommendations for building placement on the site. Mark Stafford indicated he recommended the placement be closer to 10th Ave as it would likely provide cost savings. He also indicated he recommended waiting on the retention pond until Phase 2. Jim Gersich indicated that it was his opinion that this site was a better option for the new library than the Durst Road site due to the savings on site work and retention walls. Brian Beaulieu concurred that money will be saved on stormwater issues as well at this site as opposed to Durst Road. He also recommended positioning Phase 1 closer to 10th Avenue. Jim Gersich agreed with Mark and Brian on the building position. Shelly Truttmann asked about grading on the site, especially as regards the sledding hill. Brian replied that some sort of earthen barrier should be constructed to prevent sledders from going into the south end of the parking lot. Holly indicated snow

plowing would likely mound snow onto that end of the parking lot, creating a natural stop. Mark Stafford and Brian Beaulieu left the meeting at 7:15.

Jim Gersich discussed the proposed Change Order #4. He explained for the new trustees the purpose of the Change Order which is to create a new Concept and Budget report for the new site. He proposed a phased approach to creating the document, with resulting phased fees. The new report will reflect the phased approach to building with Phase 1 being around 7,000 sq. feet, and the proposed eventual buildout to 12,000 sq. feet. Shelly Truttmann clarified that this proposal limits our liability for fees in case anything falls through, and Jim Gersich confirmed that reasoning behind the fee arrangement. He left the meeting at 7:22 pm.

- i.* Building placement options and stormwater mitigation: President Hiland asked for opinions from the trustees on building placement, noting that all of our designers and engineers have the same recommendation on placement towards 10th Avenue; building towards the south in future phases. This also allows future expansion without disrupting library operations. Consensus of the board that it is important not to disrupt the sledding hill and this needs to be part of the messaging. Shelly Truttmann pointed out that the hill will now be on village/library property, as opposed to the situation now where it is owned by the church and is private property. Village may designate the area as a park after the purchase. Kevin Budsberg asked about timeline for Phase 2; and Director Lague stated that the bid process will ask for bids for Phase 1 and also for Phase 1/Phase 2 at the same time, and if donations come in when the construction commences, we may be able to do both at the same time. If not, we will build Phase 1 and then build Phase 2 in the future. Consensus to move forward with designing with the building closer to 10th Avenue.
 - ii.* Dimension-IV Change Order #4: President Hiland asked if the board wanted to move forward now or wait. Shelly Truttmann moved to move forward and approve Change Order #4, 2nd by Tammy Newberry. Motion carried.
 - iii.* Storage of furniture at Swiss Center of North America: Beth Zurbuchen at the Swiss Center contacted President Hiland and indicated that the Swiss Center is planning a remodel soon. Beth Zurbuchen wanted to discuss the new library furnishings that we currently have stored in their basement. President Hiland proposed calling a meeting to talk about the details with the Swiss Center and their timeline. Discussion of alternate sites for storage.
- B. Discussion and Consideration: Mowing of Durst Road site: The Village will continue mowing the site. As regards the hay section, Shelly Truttmann will contact the parties who have arranged for the harvesting of the hay in previous years.
 - C. Discussion and Consideration: Phased Reopening of the Library: Director Lague indicated that CDC guidelines and other data have indicated an extremely low risk of contacting COVID 19 via surface transmission (materials). Trustees indicated support for eliminating the quarantining of materials going forward. Director Lague indicated this is a step forward to transitioning to reopening the library to patrons. Village Hall is also considering their timeline for reopening to the public. It is hoped that the current rate of vaccinations in the general public will help speed up the reopening timeline.
29. Reports/Discussion/Consideration:
- A. Administration Team
 - CFSW Financial Report
 - B. Communication Team
 - C. Grants Team: Deadline for the Mapping Project is Saturday, April 10.
 - D. Partnership Team

- E. Village Board Liaison: Tammy Newberry said she hoped that it would be possible for the Library Board to schedule an introductory meeting, as we traditionally do, with the two newest Village Board trustees soon, given the improved situation with vaccinations.
 - F. Friends of the Library: April 24th will be a kickoff event for book donations for the annual Book Sale. Hopefully, this will be the time when the bulk of materials donations will come in. An outdoor trivia event is planned for Memorial Day weekend. This will be a family friendly event. Mini book sales at the farmer's market, as The Friends had done in 2020, are under discussion for this year as well.
 - G. President's Report: We are waiting for the purchase agreement from the village attorney. Depending on the timing of receiving that document, we may need to call a special meeting. This would be chaired by Vice President Beth Blahut; as President Hiland has recused herself from all discussions related to the potential sale.
30. The Board will Convene into Closed Session (Not needed)
31. The Board will Convene into Open Session
- A. Results of Closed Session: Discussion & Consideration: Library Building Project
32. Adjournment: President Hiland adjourned the meeting at 8:18 pm.

Respectfully submitted, Suzi Janowiak, Secretary

**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/81708621900?pwd=WWhCS2dNYIB3TExmcHFBOVNRWHI3Zz09>

**To attend by telephone, dial (312) 626-6799
Meeting ID: 817 0862 1900
Password: 372949**

Wednesday, April 21, 2021 - 6:30 P.M.

AGENDA

33. Call to Order: President Linda Hiland called the meeting to order at 6:31 pm. Those present, in addition to Linda Hiland, were trustees Jody Hoesly, Shelly Truttmann, Beth Blahut, Kaylee Walters, Suzi Janowiak, and Village Board Liaison Tammy Newberry. Also present, Library Director Holly Lague and Village Administrator Drake Daily.
34. 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)
35. Approval of Agenda: Jody Hoesly moved to approve the agenda, moving discussion of the purchase agreement to the top, 2nd by Kaylee Walters. Motion carried.
36. Comments & Questions from the Public: None
37. Old Business
 - A. Discussion and Consideration: Library Building Project: Planning presentation of purchase agreement/CSM to the Village Board: Linda Hiland left the meeting during this discussion. Director Lague referred the board to the draft memo she had prepared for the May 4, 2021 Village Board meeting. Discussion of anticipated operating budget line items and the presentation in general. Drake Daily surmised that the Village Board might have the most questions on the operating budget estimate. Shelly Truttmann expressed her support for the presentation as planned and wondered if we should reach out to the neighboring property owners before the meeting. Agreement that we need to stress to the community that the intent is to preserve the sledding hill. Drake Daily said he believes the presentation will initiate a good conversation between the two boards and hopefully will provide clarity for both sides. Director Lague stated that the small group will meet to finalize the presentation. Drake Daily left the meeting at 6:58 pm.
 - i.* Update on preliminary design: Linda Hiland rejoined the meeting at 6:58 pm. She related to the board that she and Holly Lague had met with the design team to review space needs and other issues for the new preliminary design. The design team will have a draft design the week of April 28; and the building committee will meet as well.
 - ii.* Mowing of west side site: Shelly Truttmann confirmed that the party who has harvested the hay in previous years will do this again in 2021.

- iii. Storage of furniture at Swiss Center of North America: Linda Hiland has been in contact with Beth Zurbuchen regarding what needs to be moved out of the SCNA soon. She proposed a meeting on the site with herself, Jody Hoesly, and Beth Zurbuchen. She also indicated that we might jettison some of the items that are being stored as we likely will not need it all in the new library. Jody Hoesly pointed out that if that is the case, scrap metal is at an attractive price right now.
 - iv. Reviewing Building Committee and Owner Reps appointees: Linda Hiland reviewed the appointments and stated that the board might want to adjust these now that we have new trustees. The Building Committee currently consists of Citizen members Kevin Budsberg and Tim Usher, as well as Director Holly Lague and Trustee Jody Hoesly. Motion by Jody Hoesly to amend Library Resolution 14-08LB to add Shelly Truttmann to the Building Committee, 2nd by Suzi Janowak. Motion carried. Discussion of Owner Representatives, who are currently Linda Hiland and Tim Usher. Consensus to remain this team as is.
 - v. Update on purchase agreement: To be covered under Closed Session
 - B. Discussion and Consideration: Phased Reopening of the Library: Director Lague reported that the staff continues to work toward and anticipate reopening the library to the public again. She continues to confer with Drake Daily and village administration as they plan the reopening of the Village Hall.
- 38. Bills & Finance Report
 - E. Bills: Bills were presented via screenshare and approved as follows: \$1,851.99 on 4/7/2021, and \$458.83 on 4/20/2021.
 - F. Financial Statement
- 39. Director's Report: Director Lague reviewed the report with the board and noted that no longer needing to quarantine materials (based on CDC guidelines) has greatly improved workflow for the staff.
- 40. Approval of Minutes
 - D. March 17, 2021: Shelly Truttmann moved to approve with correction of a typo, 2nd by Kaylee Walters. Motion carried.
 - E. April 7, 2021: Shelly Truttmann moved to approve, 2nd by Kaylee Walters. Motion carried.
- 41. The Board will Convene into Closed Session: Linda Hiland noted that she would be leaving the meeting prior to the closed session. She also shared that Vice President Beth Blahut would chair the May 5th meeting as Linda Hiland will be out of town. Linda Hiland left the meeting at 7:33. Motion to go into closed session by Kaylee Walters, 2nd by Tammy Newberry. Motion carried by unanimous roll call vote.
- 42. The Board will Convene into Open Session. Motion to convene into open session by Tammy Newberry, 2nd by Shelly Truttmann. Motion carried by unanimous roll call vote.
 - A. Results of Closed Session: Discussion & Consideration: Library Building Project: Motion to forward purchase agreement to Village Board with recommendation to approve by Shelly Truttmann, 2nd by Jody Hoesly. Motion carried.
- 43. Adjournment: Vice President Beth Blahut adjourned the meeting at 7:45 pm.

Respectfully submitted, Suzi Janowiak, Secretary



Director's Report – April 21, 2021
Holly Lague, Director

Library Services

Our window hours and grab-and-go activities continue to be our most accessible service model, although we are watching the local infection levels and vaccine rates with a hopeful eye. We have tentative plans for events and service expansion in the works, and we remain in touch with Village administration about how our timing will fit in with their plans for reopening the building as a whole. All staff were excited to be able to cease quarantining returned materials, following the discussion at the Library Board meeting on April 5. Staff continue to wear masks and follow hygiene procedures, which public health officials now agree mitigates the very low risk of surface transmission of COVID-19. Information about the change was posted to Facebook and our service window for any patrons who may be concerned and wish to self-quarantine their items before using them.

Book Donations







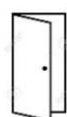


The day is finally arriving when we can begin accepting book donations for the Friends annual book sale. To help ease the initial rush, we've planned a "Donation Day" for Saturday April 24. We thank our Friends volunteers for staffing the event to answer questions and hand out tax forms, and the Village for lending us their tabletop plexiglass barriers to keep everyone safe and comfortable.

Continuing Education

Erica completed an online course in digital archiving through UW-Madison. As our liaison to the Historical Society, Erica spends time cataloging local history and genealogical materials at the Swiss Historical Village Museum, with the goal of making them more readily accessible for staff and patrons of both the library and the museum. We hope to continue providing her with archival training to support this valuable service and connection.



March 2021 Highlights

Program Participation		2021 Mar Participants	2021 Avg/Prog	2020 Avg/Prog		
Children's/Teen Events		253	17	32		
Adult/General Events		0	0	18		
STATISTICS			2021 Mar		2020 Total	
	Items Borrowed		3,246		28,029	
	% Village of New Glarus		46.8%	45.2%	44.4%	47.3%
	% Town of New Glarus		24.8%	22.5%	23.9%	22.5%
	% Town of York		7.5%	12.2%	9.0%	11.5%
	% Other Green County		9.3%	9.4%	12.1%	11.3%
	% Dane County		7.8%	7.7%	7.5%	5.6%
	% Other		3.7%	3.0%	3.1%	1.8%
	eBooks/e-Audio Borrowed		848	2,357	2,230	9,164
	Public WiFi sessions		3,739	10,772	13,584	48,480
	Public computer sessions		3	3	228	250
	Online Tools & Databases		79	172	141	617
	Website Visits		1,895	4,957	4,152	17,309
	Library Visits		815	2,115	6,010	10,034
	Average Patrons per Day		30	29	102	47
	Patrons Added		2	12	28	63
	Items Added		181	554	731	2,096
	Items Deleted		36	627	886	1,840

A family from another SCLS library came looking for chicken magazines that are no longer available, but Brenda set them up with a stack of great non-fiction books and they left happy.

LIBRARY

SAVINGS #2775 (APY .10%)

Beg. Balance	25,136.83	
Interest	1.82	
Deposit		
Withdrawal		
End. Balance		25,138.65

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

Beg. Balance	1,064.21	
Withdrawal		
Deposit		
Interest	0.08	
End. Balance		1,064.29

SUBTOTAL [25-11520]

26,202.94

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

Beg. Balance	20,212.45	
Interest	2.39	
End Balance		20,214.84

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

Beg. Balance (funded 9/28) [Town Impact fees]	137,320.87	
Deposit (Exeter donation)		
Interest	16.22	
End Balance		137,337.09

TOTAL LIBRARY INVESTMENTS

183,754.87

FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)

Community Foundation of Southern WI [most recent information available]

Library Capital Campaign Fund		
CASH Deposits thru 1/31/21		1,011,737.71
Interest/Dividend Income		22.61
Less fees		-102.28
Less Withdrawals		
Gifts/Pledges received		2,025.00
SPENDABLE CASH Available 2/28/21		<u>1,013,683.04</u>
Library Operations Fund		
Balance 1/31/21		26,746.47
Gifts/Pledges received		
Interest Income		0.59
Disbursements (Fees)		0.00
Balance 2/28/21		<u>26,747.06</u>
Spendable Balance 2/28/21		<u>26,547.06</u>
Library Endowment Fund		
Beginning Balance 1/31/21		30,651.81
Contributions		
Investment Activity		573.62
Investment fees		0.00
BALANCE 1/31/21 [NON-CASH]		<u>31,225.43</u>
Spendable Balance 1/31/21		<u>1,882.88</u>

**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/81625450063?pwd=T244VzVBOFBuQIZwU3Q3Q1JJbDZKQT09>

**To attend by telephone, dial (312) 626-6799
Meeting ID: 816 2545 0063
Password: 700302**

Wednesday, May 5, 2021 - 6:30 P.M.

AGENDA

44. Call to Order: Vice President Beth Blahut called the meeting to order at 6:30 pm. Those present via teleconference, in addition to Beth Blahut, were trustees Jody Hoesly, Shelly Truttman, Suzi Janowiak, and Village Board Liaison Tammy Newberry. Also present, Library Director Holly Lague, Jim Gersich and Tina Gordon of Dimension IV, and citizen Daniel Blewett.
45. Approval of Agenda: Shelly Truttman moved to approve, 2nd by Jody Hoesly. Motion carried.
46. Comments & Questions from the Public: Daniel Blewett stated that he lives near the Shepherd of the Hills church and was attending to gain more information about the new library project
47. Old Business
 - A. Discussion and Consideration: Library Building Project: Shelly Truttman and Kaylee Walters attended the May 4 Village Board meeting to discuss the possible purchase agreement. The Village Board indicated they were interested in the possible purchase but wanted the Library Board to have a public engagement session first. Jim Gersich indicated the team had met with the Building Committee and as a result a fourth possible site plan is an option. Tina Gordon showed those present via screen sharing the various options for placement of the building. She indicated that one of the priorities of the team and the Library Board is preservation of the sledding hill, so the options have been designed to reflect that. Access would be off 10th Ave. Option 1 included a drive-up book drop. Discussion of various scenarios for utility placement. Jody Hoesly added that each option is designed to improve the current flow of storm water in the area. Options 2-4 were reviewed as well. All versions included 6,900 square feet as the initial build, with options to add on if funds permitted. Option 4 added additional parking spaces. Jim Gersich and Tina Gordon left the meeting at 7:05 pm.

Discussion of estimated costs and timeline for moving forward. The Building Committee has made some recommendations to the Library Board regarding next steps and cost savings; as well as their thoughts on which design options seem the most practical right now. Consensus to focus now on the initial proposed space. Motion by Jody Hoesly to move forward with Phase 1 design first and not solicit detailed designs for future phases at this time, 2nd by Tammy Newberry. After further discussion, motion was withdrawn. Discussion of which of the four presented options the board preferred. Consensus was that option 4 seems to offer the most positives. Consensus to move forward with Phase 1 site plan and save options for future phases for a later time. Discussion of pausing the floor plan design for now until we have further assurance the project will move forward. Motion to continue with site plan for Phase 1, option 4, remove future phases from the present design work, and pause on interior floor plan for now, by Suzi Janowiak, 2nd by Shelly Truttman. Motion carried.

Public Information Session: As per direction from the Village Board, it seems a good idea to move forward quickly with this session. Discussion of holding an outdoor session on the proposed site, as it not only provides a greater degree of safety than an indoor event during the pandemic, but also offers a way for citizens and neighboring property owners to envision how the library would sit on the site. Discussion of public awareness for the event by direct mail and/or door hangers, social media, and in the press. Saturday May 22 was proposed, with a rain

date of Sunday, May 23 with an open house (drop-in) format, 2:00-5:00 pm. Director Lague and Kaylee Walters will work on a design for the mailing/door hangers and for the feedback forms we will provide to attendees.

- B. Discussion and Consideration: Phased Reopening of the Library: Director Lague shared that the library staff are preparing the space for reopening to indoor services. This must be done in coordination with Village Hall as a whole, to provide access to the library's interior door. Director Lague requested the Board's permission to shift quickly into reopening as soon as the Village confirms a date, with reduced furniture and continued requirements for masks; consensus was to support this approach

48. New Business

49. Reports/Discussion/Consideration:

- A. Administration Team: Jody Hoesly updated the board on the latest report.
 - CFSW Financial Report
- B. Building Committee : Jody Hoesly complimented the design team for their professional and responsive attitude as they work with the Building Committee
- C. Communication Team
- D. Grants Team will meet on May 13
- E. Partnership Team weekly trivia is a good way to interact with local businesses.
- F. Village Board Liaison
- G. Friends of the Library Donation day was a huge success. Registration is live for the upcoming daytime outdoor trivia event.
- H. President's Report

50. Adjournment: Vice President Beth Blahut adjourned the meeting at 8:08 pm.

Respectfully submitted, Suzi Janowiak, Secretary

**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/87074541865?pwd=cVh1RVkvYlJyUGdVTXB1ZDIwdzRIQT09>

**To attend by telephone, dial (312) 626-6799
Meeting ID: 870 7454 1865
Password: 876313**

Wednesday, May 19, 2021 - 6:30 P.M.

AGENDA

51. Call to Order: President Linda Hiland called the meeting to order at 6:30 pm. Those present, in addition to Linda Hiland, were trustees Beth Blahut, Kaylee Walters, Jody Hoesly, Suzi Janowiak, and Shelly Truttman. Also present: Library Director Holly Lague and Village Administrator Drake Daily.
52. 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)
53. Approval of Agenda: Kaylee Walters moved to approve, 2nd by Jody Hoesly. Motion carried.
54. Comments & Questions from the Public: None
55. Old Business
 - A. Discussion and Consideration: Library Building Project: Discussion of upcoming public outreach open house event on May 22, 2021. Discussion of if masks should be worn at this outdoor event. Linda Hiland suggested wearing masks; discussion of new CDC and school district guidelines for outdoor wearing of masks. Drake Daily indicated that when Village Hall reopens, all staff will be wearing a mask when interacting with the public. Shelly Truttman pointed out that it is easier to present a friendly face without a mask. Jody Hoesly pointed out that the protocol might be to have our masks in our pockets and be able to put them on as needed or when requested by an attendee. Consensus to follow this approach.
Discussion of the proposed handouts. Linda Hiland suggested having these at the library window for those who cannot attend the open house. Holly Lague suggested borrowing a couple of tables from the Community Room for the event, and Drake Daily said that was possible. Discussion of other materials and details for the event.
Discussion of the most accurate language for the parcel and consensus to clarify the parcel is "Proposed Public Green Space." Drake Daily concurred that this terminology seemed better than the previous "Proposed Park Expansion." Discussion of the sledding hill and consensus that we are proud of the balance we have achieved in the proposed site plan, which has been tailored to preserve the sledding hill for public use.
 - B. Discussion and Consideration: Phased Reopening of the Library: Director Lague shared that staff are looking forward to reopening the library to the public in a phased manner, but the mask requirement will stay in place to protect high risk patrons and staff. She is planning for three days a week open to the public in the month of June, as a start, and the other three days will be window service only. At the end of June, they will re-evaluate how the new system has worked.
56. New Business

- A. Discussion and Consideration: Election of Officers: Suzi Janowiak moved to close nominations and cast a unanimous ballot for Linda Hiland as President, 2nd by Shelly Truttmann. Motion carried. Linda Hiland moved to close nominations and cast a unanimous ballot for Beth Blahut as Vice President, 2nd by Shelly Truttmann. Motion carried. Suzi Janowiak moved to close nomination and cast a unanimous ballot for Kaylee Walters as Secretary, 2nd by Beth Blahut. Linda Hiland moved to close nominations and cast a unanimous ballot for Shelly Truttmann as Treasurer, 2nd by Jody Hoesly. Motion carried.
 - B. Discussion and Consideration: Returning to in-person meetings: Village Hall will be reopening on June 1, and the Village Board is discussing resuming their meetings in person in the Village Hall boardroom. Discussion of how hybrid in person and Zoom meetings could be an option for any persons who are not comfortable attending in-person meetings. Consensus to hold June 2 meeting via Zoom and work toward an in-person solution.
57. Bills & Finance Report
- G. Bills: Bills were presented via screensharing and approved as follows: \$1,899.93 dated 5/4/2021.
 - H. Financial Statement: Attached.
58. Director's Report: Attached.
59. Approval of Minutes
- F. April 21, 2021: Shelly Truttmann moved to approve, 2nd by Kaylee Walters. Motion carried.
 - G. May 5, 2021: Beth Blahut moved to approve, 2nd by Shelly Truttmann. Motion carried.
60. The Board will Convene into Closed Session: Linda Hiland left the meeting at 8:06 pm. Kaylee Walters moved to go into closed session, 2nd by Jody Hoesly. Motion carried by unanimous roll call vote.
61. The Board will Convene into Open Session: Kaylee Walters moved to go into open session, 2nd by Shelly Truttmann. Motion carried by unanimous roll call vote.
- A. Results of Closed Session: Discussion & Consideration: Library Building Project: The Library Board will have a closed session at a future meeting to discuss further negotiations with Shepherd of the Hills church.
62. Adjournment: Vice President Beth Blahut adjourned the meeting at 8:44 pm.

Respectfully submitted, Suzi Janowiak, Secretary



Director's Report – May 19, 2021
Holly Lague, Director

Library Services







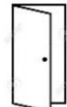


Indoor services are on the horizon and staff are very excited. We're working on a plan to phase browsing and circulation in and to make changes sustainably, so we're not having to walk back from steps forward. We're also cautiously optimistic about planning more outdoor programs beyond the Trivia by Daylight event we're hosting with the Friends of the Library.

Summer Library Program

This year's summer library program is set to run from June 21-July 30, with a theme of "Tails and Tales: Enjoy the wild side of summer!" It will feature the weekly craft kits and StoryWalks that were popular last year, along with the book giveaways where all kids ages 0-18 can choose a free book. New this year is a scavenger hunt!



April 2021 Highlights

Program Participation		2021 Apr Participants	2021 Avg/Prog	2020 Avg/Prog		
Children's/Teen Events		175	18	32		
Adult/General Events		0	0	18		
STATISTICS			2021 Apr		2020 Total	
	Items Borrowed		2,428		28,029	
	% Village of New Glarus		49.3%	46.1%	44.4%	47.3%
	% Town of New Glarus		23.8%	22.8%	24.1%	22.5%
	% Town of York		12.2%	12.2%	8.9%	11.5%
	% Other Green County		7.5%	9.0%	12.0%	11.3%
	% Dane County		4.9%	7.1%	7.5%	5.6%
	% Other		2.2%	2.8%	3.1%	1.8%
	eBooks/e-Audio Borrowed		781	3,138	3,047	9,164
	Public WiFi sessions		4,589	15,361	15,708	48,480
	Public computer sessions		3	6	228	250
	Online Tools & Databases		127	400	183	617
	Website Visits		1,732	6,689	5,828	17,309
	Library Visits		749	2,864	6,010	10,034
	Average Patrons per Day		30	29	77	47
	Patrons Added		3	15	32	63
	Items Added		170	724	872	2,096
	Items Deleted		595	1,222	895	1,840

We loaned a microphone and PA from our FRITZ system to the police and Chamber for their kids bike rodeo, and heard that Chief Burt loved it!

LIBRARY

SAVINGS #2775 (APY .10%)		
Beg. Balance	25,138.65	
Interest	1.65	
Deposit		
Withdrawal		
End. Balance		25,140.30
Savings #2763 [25-11520] (APY .10%)		
Beg. Balance	1,064.29	
Withdrawal		
Deposit		
Interest	0.07	
End. Balance		1,064.36
SUBTOTAL [25-11520]		26,204.66
SBCP MM#183483-RESERVE OPERATIONS FUND [25-11300]		
Beg. Balance	20,214.84	
Interest	1.83	
End Balance		20,216.67
SBCP MM#209786-CAPITAL (TOWN) [25-11520-000-004]		
Beg. Balance (funded 9/28) [Town Impact fees]	137,337.09	
Deposit (Exeter donation)		
Interest	12.42	
End Balance		137,349.51
TOTAL LIBRARY INVESTMENTS		183,770.84
FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)		
Community Foundation of Southern WI [most recent information available]		
Library Capital Campaign Fund		
CASH Deposits thru 2/28/21		1,013,683.04
Interest/Dividend Income		17.54
Less fees		0.00
Less Withdrawals		
Gifts/Pledges received		
SPENDABLE CASH Available 3/31/21		1,013,700.58
Library Operations Fund		
Balance 2/28/21		26,747.06
Gifts/Pledges received		
Interest Income		0.47
Disbursements (Fees)		-82.04
Balance 3/31/21		26,665.49
Spendable Balance 3/31/21		26,465.49
Library Endowment Fund		
Beginning Balance 2/28/21		31,225.43
Contributions		
Investment Activity		551.59
Investment fees		-65.15
BALANCE 3/31/21 [NON-CASH]		31,711.87
Spendable Balance 3/31/21		1,882.88

**VILLAGE OF NEW GLARUS
MEETING OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES**

This meeting will be conducted as a video- and teleconference. It will be open to the public.
<https://us02web.zoom.us/j/89754597373?pwd=WkR0ejh4S1hSZXBUYnRTQWxCcWJtZz09>

To attend by telephone, dial (312) 626-6799

Meeting ID: 897 5459 7373

Password: 464352

Wednesday, June 2, 2021 - 6:30 P.M.

MINUTES

63. Call to Order: President Linda Hiland called the meeting to order at 6:34 PM. Those present via teleconference, in addition to Hiland, were trustees Beth Blahut, Jody Hoesly, Suzi Janowiak, Shelly Truttman (arrived at 7:19 PM), and Village Board Liaison Tammy Newberry. Also present, Library Director Holly Lague, Village Administrator Drake Daily, and citizen Rachel Frye. Absent: Trustee Kaylee Walters.
64. 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. (Negotiation of purchase agreement with Shepherd of the Hills for potential new library site)
65. Approval of Agenda – Tammy Newberry moved to approve the agenda, second by Beth Blahut. Motion carried.
66. Comments & Questions from the Public
- A. Rachel Frye commented that it's great to see the congregation, Village and Library Board working together to make progress on the building project, and wanted to voice her support for all undertaking the process.
67. Old Business
- A. Discussion and Consideration: Library Building Project
- i. Jody Hoesly and Linda Hiland met with Beth Zurbuchen at the Swiss Center of North America to discuss removing the library furniture currently stored in their basement. A firm deadline has not been set, but Hoesly and Hiland feel that some progress should be made in the next several weeks. They've asked for volunteers of manpower and equipment to help move several large pieces of furniture to a temporary location and to rearrange some other items to clear space for the Swiss Center to begin their renovation project. Director Lague will ask Public Works if they might be able to assist.
- ii. Public Feedback on 10th Avenue location:
1. Tammy Newberry noted that she found the comment of switching the playground equipment and building placement interesting and would like to explore the idea. Discussion about whether there would be adequate space for the building and whether future expansion would be possible with the stormwater drainage and utilities through Valley Lane. Director Lague noted that the design team had initially asked about this possibility and may have insight into potential cost savings of locating the building closer to the road for utility hookup and shorter pavement runs. Linda Hiland will reach out to the architect for his opinion.
2. Discussion of feasibility to reduce parking and change the building layout. Consensus was to avoid asking for any further design work from Dimension-IV until the property purchase has been approved, with Jody Hoesly noting that much of the feedback received will be useful as design input when that process resumes.
3. Discussion as to whether any trustees felt the project should not move forward based on feedback. Consensus was that feedback has been more positive than negative and the project should continue to move forward.
4. Thorough discussion and review of an FAQ list that Director Lague will post to the library's website. Director Lague will also contact any commenters who posed a specific question and/or requested follow-up.
- iii. Discussion about how to proceed with the discussion with the Village Board. Administrator Daily said that an open session to discuss the pros and cons of the location can be held at any point. He noted that the Village Board may also want to solicit their own feedback or invite the public to speak to them before they make a decision. He will ask President Roger Truttman how he'd like to see the Village Board proceed.

- iv. Discussion of the invoice the library received for time spent by Village Engineer Pat Rank and others at Strand Associates on reviewing the library site plan with project civil engineer Brian Beaulieu. Discussion about whether the Village could share the cost as it pertains to an existing stormwater issue, with Administrator Daily noting that typically the Village passes these costs to the developer of the project. Consensus that the library initiated this improvement, with no other department currently looking at correcting the stormwater issue, and that it's essentially another site study for our project. Jody Hoesly moved to pay the \$670.11 to Strand from the Bank of New Glarus savings account, second by Shelly Truttmann. Motion carried.
 - B. Discussion and Consideration: Phased Reopening of the Library: Director Lague reported that today was the first day for browsing. 40 indoor visits were recorded, with about 12 patrons continuing to use the service window. Interactions were positive and many children visited today. Staff are optimistic that this model will continue to serve, and look forward to seeing what changes occur once school lets out for summer break. Director Lague will continue to evaluate staffing levels and local recommendations to determine whether hours/services can be further expanded and will report back next meeting.
 - C. Discussion and Consideration: Returning to in-person meetings: Administrator Daily reported that the Village Board had voted last night to resume in-person meetings in the Community Room without a video option due to the acoustical challenges of the space. Jody Hoesly reported that Green County will meet in person as well. Director Lague offered to use the library's FRITZ audio-visual system to support a live video stream if the Board felt this was necessary, noting it would take a significant effort. Discussion about mask requirements within Village Hall and needing to remain accessible to the public. Tammy Newberry moved to return to in-person meetings, adhering to Village Hall mask requirements and including a provision to switch to a video conference if requested to meet specific needs, second by Beth Blahut. Motion carried.
68. Reports/Discussion/Consideration:
- A. Administration Team – Shelly Truttmann noted that a couple of generous donations had been received and will be processed.
 - CFSW Financial Report
 - B. Building Committee - Did not meet.
 - C. Communication Team – Beth Blahut reported discussing with Director Lague to set a goal of publishing one press release per month about the building project, or two if additional activity warranted.
 - D. Grants Team – Will meet after a decision is made on the building location. Beth Blahut noted that map images are posted to the YouAreHereNGPL.org website, and she is working with New Glarus Middle School teachers for the next round of art projects.
 - E. Partnership Team – Nothing to report.
 - F. Village Board Liaison – Nothing to report.
 - G. Friends of the Library – Director Lague reported that turnout for the Trivia by Daylight activity was low, but the Friends and library staff plan to tweak the marketing efforts and give family-friendly trivia one more try.
 - H. President's Report – Nothing to report.
69. The Board will Convene into Closed Session. Linda Hiland and Rachel Frye left the meeting at 8:06 PM, prior to the start of the closed session. Administrator Daily left at 8:41 PM. Shelly Truttmann moved to convene into closed session, second by Suzi Janowiak. Motion carried by unanimous roll call vote.
70. The Board will Convene into Open Session. Motion to convene into open session by Tammy Newberry, second by Jody Hoesly. Motion carried by unanimous roll call vote.
- A. Results of Closed Session: Discussion & Consideration: Negotiation of purchase agreement with Shepherd of the Hills for potential new library site: The Library Board negotiating team will reach out to the Shepherd negotiating team regarding the purchase of property at 10th Ave.
71. Adjournment. Vice President Beth Blahut adjourned the meeting at 8:55 pm.

Respectfully submitted, Holly Lague, Library Director

**VILLAGE OF NEW GLARUS
MEETING OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES**

Wednesday, June 16, 2021 - 6:30 P.M.

MINUTES

1. Call to Order: President Linda Hiland called the meeting to order at 6:33 PM. Those present, in addition to Hiland, were trustees Beth Blahut, Jody Hoesly, Suzi Janowiak, Shelly Truttman, Kaylee Walters, and Village Board Liaison Tammy Newberry. Also present, Library Director Holly Lague.
2. Approval of Agenda – Tammy Newberry moved to approve the agenda, second by Shelly Truttman. Motion carried.
3. Comments & Questions from the Public
 - A. None.
4. Old Business
 - A. Discussion and Consideration: Library Building Project
 - i. Shelly Truttman provided an update on behalf of the negotiation team regarding current progress and status of the Library Building Project. Truttman reported that the Village Board would like to have a public listening session, and so the negotiation team reached out to the Shepherd of the Hills negotiation team to determine if details of the MOU and amended draft purchase agreement should be shared with the public or be brought to an open session at the Village Board meeting. Janet Sherven, Council president at Shepherd of the Hills, has communicated with the Shepherd council and collectively decided that the details of the MOU and purchase agreement should remain confidential at this time. Truttman explained that the negotiation team recommends that the Village Board halts plans for a public hearing until more progress is made with Shepherd of the Hills. Holly Lague will communicate this recommendation with Drake Daily so that no public hearing is scheduled or announced at this time. Truttman also shared that Shepherd of the Hills would like to have another town hall meeting with their congregation as well.
 - ii. Holly Lague reviewed the FAQ document with the Library Board line-by-line to confirm and approve the Library Board's responses to the FAQs, and the Library Board expressed gratitude for Director Lague's work on finalizing the FAQ document.
 1. Linda Hiland questioned if the Village Board and Drake Daily had access to the FAQ responses, and the Library Board confirmed they did. Tammy Newberry will mention the FAQ responses to the Village Board at the next meeting when she updates the Village Board on other general library updates and news as the Library Board liaison.
 2. Linda Hiland questioned if Shepherd of the Hills had received a copy of the FAQ, and Shelly Truttman confirmed that they were sent the initial document, and she will send the updated version to Shepherd of the Hills when it is published.
 3. Holly Lague will make the changes as discussed and will date the FAQ with changes made, as suggested by Jody Hoesly.
 4. The Library Board suggested that the negotiating team emphasize again to the Shepherd of the Hills negotiating team that any one from the Library Board would be willing to come to their town hall meeting to answer any questions they may have.
 - iii. Linda Hiland requested that each member of the Library Board comment on how they feel the proposed plans for the library building project are going as a pulse check. Each Library Board member commented, and the general summary of comments are as follows:
 1. There is more support than criticisms of the new proposed location and the Library Board should stay the course as there is a 3:1 support in feedback received and 2:1 support among direct residents of the proposed location.
 2. Communication among all parties has been going very well.
 3. Support for focusing on making the green space public.
 4. More should be discussed and determined regarding parking spots in future discussions if the project progresses.
 5. Linda Hiland urged the Library Board to be diligent about staying on topic within closed sessions due to the seriousness of the topics to be discussed and transparency with the public.
 - a. The Library Board further discussed the importance of Linda Hiland's recusal from discussions on the library building project in regard to the purchase agreement, negotiation team updates, edits to non-compromising details of the purchase agreement, or any presentation to the Village, including design of the

building. The Library Board unanimously agreed that Linda Hiland should continue to recuse herself from any such discussions.

- iv. The Library Board generally agreed that there should be no further work with Dimension IV until the purchase agreement has been finalized in order to protect library building funds.
- B. Discussion and Consideration: Phased Reopening of the Library
 - i. Holly Lague reported that the Village Hall changed its COVID policy to reflect CDC guidelines where masks are required only for unvaccinated people. The Library will follow suit with the rest of the building, but in order to optimize comfort for vulnerable populations, will still require library staff to wear masks and will reserve Tuesdays and Thursdays for browsing by appointment for families that need the safer option.
 - ii. Storage of Furniture
 1. Holly Lague summarized the furniture that was recently moved from the Swiss Center, and the Library Board discussed options and timelines for storage for the remaining furniture.
 - iii. American Rescue Plan
 1. Jody Hoesly reported to the Library Board that there is a survey distributed for Green County residents to complete regarding the American Rescue Plan, which lets residents comment on how they envision money to be spent by their leaders to support the community. The Library Board briefly reviewed the survey and agreed to fill it out and leave comments on how the project can support the library.
 - iv. Timeline of Building Project
 1. Library Board discussed the changing timeline for going to bid on the proposed library building project and the possibility of increased costs of building over the course of the winter. After discussion, the Library Board generally agreed that the timeline may continue to change based on weather and other administrative details, and so to take each process step by step rather than focusing on a timeline.
 - v. Donor Outreach
 1. Suzi Janowiak summarized a recent donor who withdrew their donation to the building project. The Library Board reviewed the steps they took to publish and inform those involved in the library building project of new plans, and agreed that Suzi Janowiak can organize Mary Funseth and Mark Janowiak to call donors to inform them of the current focus of the library building project and the opportunity with Shepherd of the Hills property.
 - a. Jody Hoesly will gather the list of donors of \$10,000 or over to give to Suzi Janowiak.
 - b. A letter to the anonymous donor will be written and sent to the lawyer to distribute to the anonymous donor to keep this donor updated on progress and current focus.
5. Bills & Finance Report
 - A. Library Board reviewed and signed bills as they were distributed.
 - i. Packet # 1: June 8, 2021 for \$10,403.15
 - ii. Packet #2: June 15, 2021 for \$4,766.41
6. Directors Report
 - A. No questions.
7. Approval of Minutes
 - A. Library Board will table approval of May 19 minutes until the next meeting.
 - B. June 2, 2021 minutes--Holly Lague introduced a minor change to the minutes. Shelly Truttmann motioned to approve the June 2 minutes with the change as discussed, Suzi Janowiak seconded, and the motion carried.
8. Adjournment. President Linda Hiland adjourned the meeting at 8:31 pm.

Respectfully submitted, Kaylee Walters, Library Trustee



Director's Report – June 16, 2021
Holly Lague, Director

Library Services

Our first few weeks of indoor services have gone very well. We've had a lot of families with kids come in, and many of our regulars who are just so glad to be in the library again. We did our best to take the guesswork out of expectations: a table with our mask policy and colorful paper masks for children and adults greets patrons prior to entering; most of the seating has been moved to storage, opening up walkways and encouraging shorter visits until we can safely function again as a gathering place. Special thanks to Erica and Brooke for setting up book displays and redoing our bulletin board to be engaging and welcoming as folks enter.

Summer Library Program

Excitement is building for the Summer Library Program activities. We have near-daily inquiries about the take-home crafts, which will begin June 21. Brooke put up the first Story Walks this past weekend in Village Park and at the elementary school.

Programs







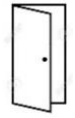


Our weekly trivia question series – Local Literary questions for all ages, plus a question just for kids – wrapped up at the end of May. Overall 42 adults participated and 96 kids. Several businesses chose to donate their prizes, while the Chamber generously sponsored the rest and Culver's provided free kids meals. We're hoping to bring it back in the fall.

Turnout was low for the Friends of the Library outdoor Trivia by Daylight fundraiser, but we haven't given up hope that a family-friendly trivia event could be a welcome addition to the general popularity of trivia in town. We'll try again with a few tweaks to the plan and marketing.

Erica was invited to lead a local history presentation at Glarner Lodge. She showed old photographs of New Glarus people and places to 12 participants, including one ringer of an attendee who knew all the names and family lines, enriching the event much to everyone's delight. Erica shared the presentation file with Lodge staff so the residents could continue to access it.



May 2021 Highlights

Program Participation		2021 May Participants	2021 Avg/Prog	2020 Avg/Prog	
Children's/Teen Events		59	17	32	
Adult/General Events		23	12	18	
STATISTICS			2021 May		2020 Total
	Items Borrowed		2,124		28,029
	% Village of New Glarus		56.1%	47.7%	44.3%
	% Town of New Glarus		21.5%	22.6%	24.5%
	% Town of York		9.3%	11.8%	8.8%
	% Other Green County		6.4%	8.6%	11.9%
	% Dane County		5.7%	6.9%	7.5%
	% Other		1.0%	2.5%	2.9%
	eBooks/e-Audio Borrowed		787	3,925	3,865
	Public WiFi sessions		4,358	19,719	18,072
	Public computer sessions		2	8	228
	Online Tools & Databases		117	517	205
	Website Visits		1,630	8,319	7,532
	Library Visits		661	3,525	6,195
	Average Patrons per Day		26	29	69
	Patrons Added		2	17	34
	Items Added		167	891	1,044
	Items Deleted		270	1,492	917

We've heard that Erica's local history presentation at the Lodge sparked much reminiscing amongst residents, with several asking to see certain photos again.

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

Beg. Balance	25,140.30	
Interest	1.52	
Deposit		
Withdrawal (Dimension IV)	-4,762.50	
End. Balance		20,379.32

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

Beg. Balance	1,064.36	
Withdrawal	-56.00	
Deposit		
Interest	0.06	
End. Balance		1,008.42

SUBTOTAL [25-11520]**21,387.74****SBCP MM#183483-RESERVE OPERATIONS FUND [25-11300]**

Beg. Balance	20,216.67	
Interest	1.55	
End Balance		20,218.22

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

Beg. Balance (funded 9/28) [Town Impact fees]	137,349.51	
Deposit (Exeter donation)		
Interest	10.54	
End Balance		137,360.05

TOTAL LIBRARY INVESTMENTS**178,966.01****FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)**

Community Foundation of Southern WI [most recent information available]

Library Capital Campaign Fund

CASH Deposits thru 3/31/21	1,013,700.58
Interest/Dividend Income	401.22
Less fees	-29.25
Less Withdrawals	
Gifts/Pledges received	200.00
SPENDABLE CASH Available 4/31/21	1,014,272.55

Library Operations Fund

Balance 3/31/21	26,665.49
Gifts/Pledges received	
Interest Income	0.42
Disbursements (Fees)	0.00
Balance 4/30/21	26,665.91
Spendable Balance 4/30/21	26,465.91

Library Endowment Fund

Beginning Balance 3/31/21	31,711.87
Contributions	
Investment Activity	1,002.51
Investment fees	0.00
BALANCE 4/30/21 [NON-CASH]	32,714.38
Spendable Balance 4/30/21	1,882.88

**VILLAGE OF NEW GLARUS
SPECIAL MEETING OF THE LIBRARY BOARD OF TRUSTEES
NEW GLARUS PUBLIC LIBRARY**

**New Glarus Village Hall Community Room
319 2nd St, New Glarus WI 53574
Wednesday, June 23, 2021 at 6:30 PM**

Minutes

1. Call to order – Vice President Beth Blahut called the meeting to order at 6:32 pm. Those present, in addition to Blahut, were trustees Jody Hoesly, Suzi Janowiak, Shelly Truttman, Kaylee Walters and Village Board Liaison Tammy Newberry. Also present, Library Director Holly Lague and Village Administrator Drake Daily.
2. Approval of the agenda: Shelly Truttman moved to approve the agenda, second by Tammy Newberry. Motion carried.
3. 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. (Negotiation of purchase agreement with Shepherd of the Hills for potential new library site)
4. The Board will Convene into Closed Session – Tammy Newberry moved to convene into closed session, second by Suzi Janowiak. Motion carried by unanimous roll call vote.
5. The Board will Convene into Open Session – Suzi Janowiak moved to convene into open session, second by Shelly Truttman. Motion carried by unanimous roll call vote.
 - a. Results: The Library Board will continue to wait for the seller to complete their internal discussions.
6. Adjournment – Vice President Blahut adjourned the meeting at 8:35pm.

Respectfully submitted, Holly Lague, Library Director