

**MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES**  
**New Glarus Village Hall – Board Room**

**Wednesday, January 15, 2020 - 6:30 P.M.**

**AGENDA**

1. Call to Order: President Linda Hiland called the meeting to order at 6:30 pm. Those present, in addition to Hiland, were trustees Shelly Truttmann, Petra Streiff, Beth Blahut, Jody Hoesly, Suzi Janowiak, and Library Director Holly Lague. Absent: Kevin Budsberg.
2. Approval of Agenda: Jody Hoesly moved to approve, 2<sup>nd</sup> by Petra Streiff. Motion carried.
3. Comments & Questions from the Public: None.
4. Old Business
  - A. Discussion and Consideration: Library Building Project
    - i. *Possible sale of land west of cemetery*: The Board thanked Director Lague for her extensive research on what might be involved in making the parcel more saleable. Consensus to reach out first to parties who might be most interested in purchasing it.
    - ii. Transfer of funds to pay Dimension-IV Invoice 10891-Early Site Civil Package: Motion to transfer funds to pay Invoice 10891 from Dimension IV for early civil site package from CFSW capital fund in the amount of \$10,000 by Jody Hoesly, 2<sup>nd</sup> by Petra Streiff. Motion carried. No update on easement agreement yet. Hope to have news by the end of January. Linda Hiland asked for ideas on the Donor Recognition wall yet. Beth Blahut suggested naming the categories based on famous authors. Discussion to be continued at next meeting. Other ideas included Tell play categories or Swiss nature categories such as mountains or native plants. Jody Hoesly has been working on an updated draft operating budget projection for the new library. The 2020 library budget was used as a baseline. Unknown expenses at this time include insurance, utilities, and cleaning service.
  - B. Discussion and Consideration: Library Personnel Reserve: Discussion of designation of the difference between reserves for operating expenses and reserves for sudden changes in personnel fringe benefits. Petra Streiff noted that the 2019 cycle resulted in additional personnel expenses that should be rare going forward. She stated her belief that it is a good thing that we have at least two funds dedicated to these contingencies. She is in favor of renaming the fund Operational Reserve, as personnel falls under operating. Director Lague stated her idea of earmarking a certain percentage of the balance for personnel expenses. President Hiland likened the concept to a Rainy Day fund, and noted the resolution would need to establish specific guidelines for future boards and staff. Additional discussion of the need for future sinking funds for maintenance for the new library. We will need a new resolution in order to rename the fund and establish the new guidelines. Director Lague to write a draft resolution for review before the next meeting.
5. New Business
  - A. Discussion and Consideration: Final 2020 Library Budget: Jody Hoesly moved to approve, 2<sup>nd</sup> by Petra Streiff. Motion carried.
6. Bills & Finance Report
  - A. Bills: Bills were presented and approved dated 12/27/2019 in the amount of 997.27, and 1/14/2020 in the amount of 17,955.55 (annual Tech/ILS fees).
  - B. Financial Statement
7. Director's Report: Attached.
8. Approval of Minutes
  - A. December 18, 2019: Beth Blahut Moved to approve the recreated minutes, 2<sup>nd</sup> by Petra Streiff . Motion carried.
9. Reports/Discussion/Consideration:
  - A. Administration Team
    - CFSW Financial Report
  - B. Building Committee: Meets January 21<sup>st</sup>.
  - C. Owner Representatives: No report.
  - D. Co-chairs Team: Met on January 7. Major Event will be held in late March/early April.
  - E. Communication Team: Photo in the PMR of President Hiland and Village President Roger Truttmann at the site of the new library. New yard signs are being proposed.
  - F. Grants Team: Continue to apply for grants and have lots of new possibilities under consideration.

- G. Partnership Team: Linda Hiland and Holly Lague met with Retailer's Roundtable on Jan. 14 and had a good meeting. Previously had met with the New Glarus Home and had another productive meeting. Holly Lague reported a possible partnership opportunity with Jack Links for their employees. State Bank of Cross Plains has a program with Project Home and would like to hold a workshop in New Glarus this Fall.
  - H. Village Board Liaison: No report.
  - I. Friends of the Library: The Friends may sponsor the new yard signs project (to replace the old ones). Trivia Night being planned in April. There will be an ongoing mini-book sale in the library starting early this year.
  - J. President's Report: Linda Hiland reminded the board that it will soon be time to do Director Lague's one year review. She will send the evaluation form to the board for review and suggestions.
10. Adjournment: President Hiland adjourned the meeting at 8:20 pm.

Respectfully submitted, Suzi Janowiak, Secretary

**New Glarus Public Library**  
**Director's Report – Presented January 15, 2020**  
**Holly Lague, Director**

**New Library Software**

On December 9<sup>th</sup>, South Central Library System implemented new integrated library software (ILS) Bibliovation. The legacy software, Koha, was aging past its useful life and getting more difficult and expensive to support on modern web browsers. Although many kinks are still being worked out (including issues with holds, slow response times, and patrons being unable to access reading history), we are generally pleased with the new system and confident that the overall improvements in search and usability will outweigh the rough start.

**New Displays and Music Browsing**

We're working on a project to make our CD collection easier to browse. When the CDs are moved to a new rotating display rack, we will have some extra space near the windows for book displays. We're also moving our microfilm machine to the back office and creating new areas for display just inside the library entrance. We've got a lot of talented librarians ready to make the collection more accessible in these bite-sized chunks and can't wait to see what everyone comes up with!

**Winter Reading Program**

Our popular winter reading program Cozy Up to a Good Book is back in session. By turning in book reviews, adults get a scratch-off ticket for a chance at prizes sponsored by our Friends of the Library, including fluffy socks and blankets, designer teas and chocolates, spa products and more. Program runs January 6-February 15.

\*WiFi Sessions: SCLS installed new wireless access points and the software they use counts statistics differently, so we are seeing a significant drop in this metric although usage has not really changed.

<b>New Glarus Public Library 2019</b>	<b>Items Added</b>	<b>Items Deleted</b>	<b>Circulation</b>	<b>Circ. by PSTAT Other</b>	<b>Village of New Glarus</b>	<b>Town of New Glarus</b>	<b>Town of York</b>	<b>Town of Exeter</b>	<b>Dane Co. No Library</b>
January	234	251	5594	1113	2546	940	497	318	180
February	220	279	6101	1328	2520	1147	614	313	179
March	152	102	5906	1744	2380	1260	15	321	186
April	181	25	5580	1170	2465	1088	498	176	183
May	174	139	5660	1192	2595	1037	431	272	133
June	153	23	5685	824	2638	1451	402	256	114
July	165	85	6145	931	2701	1524	574	220	195
August	144	12	5294	702	2190	1417	470	314	201
September	122	342	4594	763	2102	938	398	216	177
October	179	18	4783	638	2081	1211	550	147	156
November	89	122	4530	603	2276	918	373	226	134
December	148	8	3755	717	1699	672	387	109	171
<b>Total:</b>	<b>1961</b>	<b>1406</b>	<b>63627</b>	<b>11725</b>	<b>28193</b>	<b>13603</b>	<b>5209</b>	<b>2888</b>	<b>2009</b>
<b>2019</b>	<b>Patron ILL Requests</b>	<b>ILL Requests Rec'd</b>	<b>ILL Requests Unable to Fill</b>	<b># Unique Website Visitors</b>	<b># Website Sessions</b>	<b>WiFi Sessions</b>	<b>Public Computer Sessions</b>	<b>Public Computer Hours</b>	<b>New Patrons Register</b>
January	19	3	2	1185	1643	1627	115		12
February	12	9	0	1133	1510	1652	207		7
March	13	5	0	1098	1528	2007	109		13
April	14	5	0	935	1299	2168	126		10
May	8	5	0	1085	1480	2135	115		3
June	13	11	1	916	1307	2342	122		20
July	24	12	0	950	1399	2187	119		10
August	7	17	0	1132	1596	2106	114		15
September	5	5	0	954	1378	2590	113		8
October	5	6	0	1101	1593	2413	142		11
November	2	1	1	1138	1640	1238	118		10
December	4	3	0	917	1403	466	95		3
<b>Total:</b>	<b>126</b>	<b>82</b>	<b>4</b>	<b>12544</b>	<b>17776</b>	<b>22931</b>	<b>1495</b>		<b>122</b>
<b>2019</b>	<b>Patron Visits</b>	<b>Hours Open</b>	<b>Patrons per Hour</b>	<b># Adult Programs</b>	<b># Adults Count</b>	<b># Children Programs</b>	<b># Children Count</b>	<b>Total Programs</b>	<b>Total # Attend</b>
January	2209	191	14	4	17	7	64c/25a	11	106
February	2359	182	13	5	14	11	85c / 32a	16	131
March	2720	214	13	5	15	13	142c / 49a	18	204
April	2843	209	14	7	46	15	159c / 73a	22	278
May	2718	218	12	9	85	11	782c / 61a	20	928
June	3361	205	16	6	42	12	311c / 143a	18	496
July	3757	236	16	7	41	14	301c / 137a	21	479
August	3274	223	15	6	15	2	28c / 13a	8	56
September	2640	200	13	5	13	4	66c / 32a	9	111
October	2880	218	13	11	71	17	273c / 126a	28	470
November	2431	196	12	7	37	12	162c / 73a	19	272
December	2292	209	11	5	79	10	131c / 65z	15	275
<b>Total:</b>	<b>33484</b>	<b>2501</b>	<b>13</b>	<b>77</b>	<b>475</b>	<b>128</b>	<b>450c / 179a</b>	<b>205</b>	<b>3806</b>

**New Glarus Public Library Program Attendance  
December 2019**

<b>Program</b>	<b>Day of Week</b>	<b>Date</b>	<b>Children Attend.</b>	<b>Adults Attend.</b>	<b>Total Attend</b>
Storytime	Monday	12/2/2019	12	6	18
Scrabble	Tuesday	12/3/2019	0	2	2
Storytime	Wednesday	12/4/2019	9	8	17
Free Play	Thursday	12/5/2019	4	3	7
Mini Makers	Friday	12/6/2019	39	13	52
Storytime	Monday	12/9/2019	7	5	12
Scrabble	Tuesday	12/10/2019	0	2	2
Adventsfenster	Tuesday	12/10/2019	19	41	60
Storytime	Wednesday	12/11/2019	22	9	31
Book Club	Wednesday	12/11/2019	0	13	13
Mini Makers	Friday	12/13/2019	8	4	12
Storytime	Monday	12/16/2019	14	8	22
Scrabble	Tuesday	12/17/2019	0	2	2
Storytime	Wednesday	12/18/2019	12	7	19
Mini Makers	Friday	12/20/2019	4	2	6
			<b>150</b>	<b>125</b>	<b>275</b>

**LIBRARY**

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

Beg. Balance	43,593.31	
Interest	3.06	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		43,596.37

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

Beg. Balance	1,623.32	
Withdrawal	-504.19	
Deposit		
Interest	0.08	
End. Balance		1,119.21

**SUBTOTAL [25-11520]**

44,715.58

**SBCP MM#183483-EMPLOYEE BENEFIT [25-11300]**

Beg. Balance	19,960.29	
Interest	38.97	
End Balance		19,999.26

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

Beg. Balance (funded 9/28) [Town Impact fees]	110,899.25	
Deposit (from Town of York)	7,500.00	
Interest	228.83	
End Balance		118,628.08

**TOTAL LIBRARY INVESTMENTS**

**183,342.92**

FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)

Community Foundation of Southern WI [most recent information available]

Library Capital Campaign Fund

CASH Deposits thru 10/31/19	908,849.81
Interest/Dividend Income from November	1,249.04
Less fees from November	-1,129.86
Less Withdrawals	
Gifts/Pledges received	21,361.86
CASH Available 11/30/19	<u>930,330.85</u>

Library Operations Fund

Balance 10/31/19	26,955.58
Gifts/Pledges received	
Interest Income	36.19
Disbursements (Fees)	-0.05
Balance 11/30/19	<u>26,991.72</u>
Spendable Balance 11/30/19	<u>26,391.72</u>

Library Endowment Fund

Beginning Balance 10/31/19	25,649.55
Contributions	
Investment Activity	555.37
Investment fees	0.00
BALANCE 11/30/19 [NON-CASH]	<u>26,204.92</u>
Spendable Balance 11/30/19	<u>912.88</u>

**MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES**  
**New Glarus Village Hall – Board Room**  
**Wednesday, February 5, 2020 - 6:30 P.M.**

**AGENDA**

11. Call to Order: President Linda Hiland called the meeting to order at 6:30 pm. Those present, in addition to Hiland, were trustees Beth Blahut, Kevin Budsberg, Petra Streiff, Shelly Truttman, Jody Hoesly, Suzi Janowiak, and Library Director Holly Lague.
12. Announcement: The Library Board will convene into a closed session called under WI State Statute 19.55(l)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business [Easement agreement with Swiss Center of North America].
13. Approval of Agenda: Kevin Budsberg moved to approve, 2<sup>nd</sup> by Shelly Truttman. Motion carried.
14. Comments & Questions from the Public: None.
15. Old Business
  - A. Discussion and Consideration: Library Building Project
    - i. Village reimbursement of Glarner Park expenses: The Village is reimbursing the Library Board for expenses related to the proposal to put the new library in Glarner Park, which had come out of one of our accounts of donated funds. The amount to be reimbursed is \$15,289. Discussion of where to deposit these funds. Petra Streiff noted that the account in State Bank of Cross Plains earns the most interest. She moved that the funds be deposited in the Capital Campaign account at the State Bank of Cross Plains, 2<sup>nd</sup> by Beth Blahut. Motion carried.
    - ii. Outline of easement agreement with Swiss Center of North America: President Hiland provided an update of the status of the agreement. The village attorney has provided a draft agreement, to be reviewed in the closed session. Linda Hiland, Kevin Budsberg, Beth Zurbuchen, and John Etter met in late January 2020 to touch base and discuss specifics such as sidewalk and other issues. Shelly Truttman provided an update on outreach to those who may be interested in purchasing the portion of the site that may be offered for sale. Progress is being made on the draft operating budget projection document. Discussion of ideas for naming donor categories. Shelly Truttman suggested naming them after Swiss mountains. General endorsement of this idea, and President Hiland suggested we still have time to make decisions if anyone has any other ideas. Kevin Budsberg discussed various scenarios for the new library depending on how much capital is raised.
16. New Business
  - A. Discussion and Consideration: Resolution 20-01 Redesignate Reserve Personnel Fund: Petra Streiff moved to approve with some wording changes, 2<sup>nd</sup> by Beth Blahut. Motion carried.
  - B. Discussion and Consideration: Resolution 20-02 Promotion of Brenda Massei to Library Clerk: Jody Hoesly moved to approve, 2<sup>nd</sup> by Kevin Budsberg. Motion carried.
  - C. Discussion and Consideration: Director Annual Goals 2020: Shelly Truttman moved to approve, 2<sup>nd</sup> by Kevin Budsberg. Discussion followed regarding some minor wording changes. Motion carried.
17. Reports/Discussion/Consideration:
  - A. Administration Team: Discussion of thank you letters to donors. We will organize a team to periodically meet in order to handwrite these.
    - CFSW Financial Report
  - B. Building Committee: Meets on Thursday, Feb. 6.
  - C. Owner Representatives: No report.
  - D. Co-chairs Team: Meets on Thursday, Feb. 6. Discussion of the idea of possibly enlisting a professional fundraiser again.
  - E. Communication Team: No report.
  - F. Grants Team: They are submitting new proposals and have a new team member in trustee Beth Blahut. She will attend the February meeting of New Glarus Vision to discuss the proposed art project for the new library in conjunction with the school district.
  - G. Partnership Team: Holly Lague and Linda Hiland met with the Retailer's Roundtable in January and will attend the March meeting of the Lions.
  - H. Village Board Liaison: Petra Streiff reported that the next village board meeting will take place at the same time as our next library board meeting, so that we will need to find another location.
  - I. Friends of the Library: There will be new yard signs sponsored by the Friends, which will be available for purchase. They will arrive in February.
  - J. President's Report: No report.

18. The Board will Convene into Closed Session: Motion to go into closed session by Petra Streiff, 2<sup>nd</sup> by Shelly Truttmann. Motion carried by unanimous roll call vote.
19. The Board will Convene into Open Session
  - A. Results of Closed Session: Easement agreement with Swiss Center of North America
20. Adjournment: President Hiland adjourned the meeting from closed session at 8:57 pm.

Respectfully submitted, Suzi Janowiak, Secretary



**VILLAGE OF NEW GLARUS**  
**DRAFT MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES**  
**New Glarus Village Hall – Community Room**  
**Wednesday, February 19, 2020 - 6:30 P.M.**

**AGENDA**

21. Call to Order: President Linda Hiland called the meeting to order at 6:30 pm. Those present, in addition to Mrs. Hiland, were trustees Beth Blahut, Jody Hoesly, Kevin Budsberg, Shelly Truttmann. Suzi Janowiak, and Library Director Holly Lague (left meeting after Closed Session #1 at 7:59 pm). Trustee Petra Streiff joined the meeting at 7:10 pm.
22. Announcement:
- A. The Library Board will convene into closed session #1 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 #2 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 (Price of Parcel West of Cemetery).
23. Approval of Agenda: Kevin Budsberg moved to approve, 2<sup>nd</sup> by Shelly Truttmann. Motion carried.
24. Comments & Questions from the Public: None.
25. Old Business
- A. Discussion and Consideration: Library Building Project: President Hiland asked the board for their reactions to recent information from the architects. The meeting for the easement agreement with the SCNA has been rescheduled to 2/20/20. Co-chairs will meet on Friday 2/21/20. Beth Blahut described her idea for recognizing donors in the new library with cowbell shaped metal plaques of various sizes with donor names engraved on them.
26. New Business
- A. Discussion and Consideration: Annual Report 2019: Director Lague presented the annual report to the board and explained the process by which each section is filled in. Motion to approve annual report by Kevin Budsberg, 2<sup>nd</sup> by Shelly Truttmann . Motion carried. Motion to approve the Statement Concerning Public Library Effectiveness by Kevin Budsberg, 2<sup>nd</sup> by Shelly Truttmann Motion carried.
  - B. Discussion and Consideration: Hiring a professional fundraiser for the capital campaign: President Hiland has been in touch with a professional fundraiser who has offered advice to the board for the final phase. This person indicated we are on the right track with our organizational process. The fundraiser offered guidance on how best to reach out to many donors at once, and suggested house parties are very effective. Discussion of what a professional fundraiser might provide at this point and how much would still be the responsibility of the volunteers, and if the cost would be justified. Kevin Budsberg

asked if we more need a campaign manager, than a professional fundraiser. He will contact someone who might fulfill that role or suggest someone who would . Consensus to hold off on hiring a professional fundraiser, and investigate a possible manager. Linda Hiland asked the board to think of people who would be willing to host house parties.

27. Bills & Finance Report

- C. Bills: Bills were presented and approved dated 2/3/20 in the amount of \$134.42 and 2/10/20 in the amount of \$8,130.23.
- D. Financial Statement: Attached.

28. Director's Report: Attached. Director Lague remarked that the ongoing Friends book sale has been extremely popular and is raising money. The new yard signs and window clings are in. Winter book club was popular and fun. The new graphics format for reporting statistics is in beta testing mode. Director Lague outlined her ideas for updating the way statistics are presented.

29. Approval of Minutes

- B. January 15, 2020: Kevin Budsberg moved to approve, 2<sup>nd</sup> by Petra Streiff. Motion carried.
- C. February 5, 2020: Shelly Truttmann moved to approve, 2<sup>nd</sup> by Petra Streiff . Motion carried.

30. The Board will Convene into Closed Session: Motion to go into closed session by Shelly Truttmann , 2<sup>nd</sup> by Petra Streiff. Motion carried by unanimous roll call vote.

31. The Board will Convene into Open Session

- A. Results of Closed Session #1: Discussion and Consideration: Library Director Annual Review
- B. Results of Closed Session #2: Price of Parcel West of Cemetery

32. Adjournment: President Hiland adjourned the meeting from closed session at 8:21 pm.

Respectfully submitted, Suzi Janowiak, Secretary

**New Glarus Public Library**  
**Director's Report – Presented February 19, 2020**  
**Holly Lague, Director**

**Friends Ongoing Book Sale & New Yard Signs**

One of the most exciting improvements in our furniture rearranging project has been to establish a space for our Friends to host an ongoing book sale. It launched last month and has been very popular! Within the first few weeks we've put out about 4 storage tubs of books, and people have been donating generously.

The Friends have also sponsored a batch of new "I Heart My Library" yard signs and window clings, an initiative by the capital campaign communications team. They went on sale in time for Valentine's Day and we look forward to seeing this positive message spreading around town.

**Winter Reading Program - Highlights**

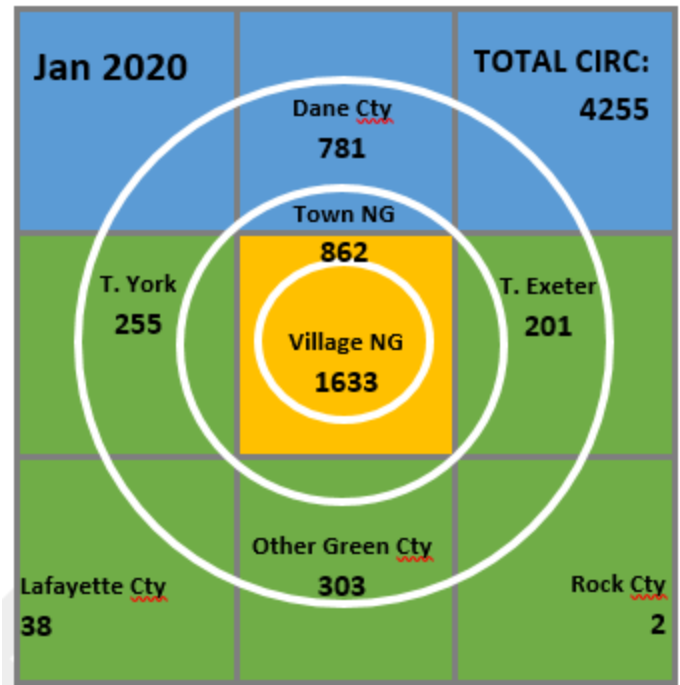
Program ran January 6-February 15; this is four weeks shorter than last year's program, which had been extended due to the crazy number of snow days in 2019. As of the writing of this report on 2/13, we have 26 participants who turned in 115 book reviews. Part of the fun (besides winning prizes!) is seeing the books that other participants recommend, which Erica posts to our Facebook page and on the bulletin board in the library.

**Monthly Statistics Format**

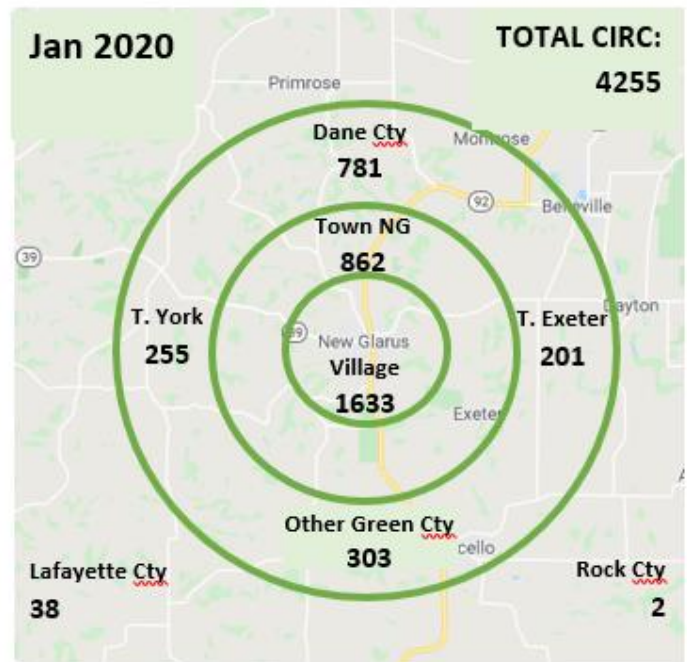
This director's report features some (very rough) initial visualizations for an update to our monthly statistic reporting. Not being a graphics person, I plan to work with SCLS to make something that looks much nicer and is easier to update, but thought I'd share some early ideas as we move away from the spreadsheet model and toward a more illustrative design.

# January 2020 Highlights\*

Circulation	4255
Overdrive eBooks/Audiobooks	735
Items Added	294
Items Deleted	764
ILL checkouts	7
Public computer sessions	75
Public wi-fi sessions	4738
Library website visits	1503



Visits: 2228  
 Hours Open: 202  
 Avg Patrons/Hr: 11

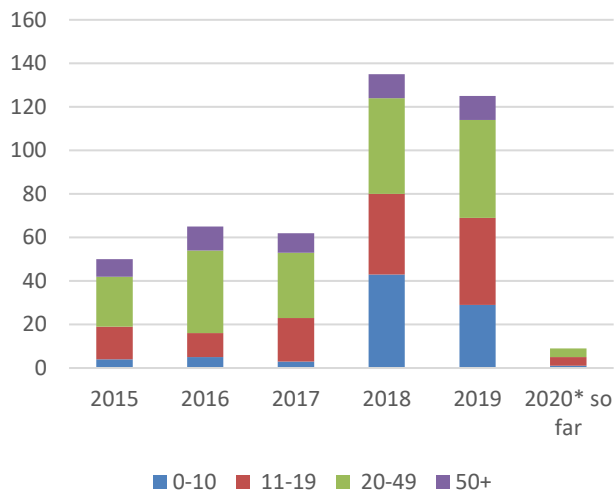


\*This is not the final format, just some initial ideas I'm playing with to make this data more visual.

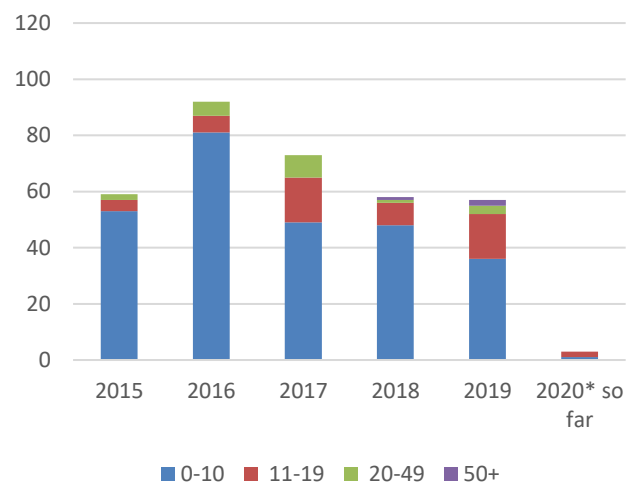
## New Glarus Public Library Program Attendance December 2019

Program Title	Date	Day of week	Who is the primary intended audience?	Number of children attending	Number of adults attending
Scrabble	1/7/2020	Tuesday	Adults/general public		2
Book Club	1/8/2020	Wednesday	Adults/general public		14
Story Time	1/13/2020	Monday	Children	9	5
Story Time	1/15/2020	Wednesday	Children	15	9
Free Play	1/16/2020	Thursday	Children	5	3
Mini Makers	1/17/2020	Friday	Children	13	5
Story Time	1/22/2020	Wednesday	Children	11	7
Mini Makers	1/24/2020	Friday	Children	13	4
Story Time	1/27/2020	Monday	Children	16	7
Story Time	1/29/2020	Wednesday	Children	14	7
Mini Makers	1/31/2020	Friday	Children	17	8
			<b>Adult Events: 2</b> <b>Children's Events: 9</b> <b>All Events: 11</b>	<b>113</b>	<b>16</b> <b>55</b>

Children's Events by Audience Size



Adult Events by Audience Size



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

Beg. Balance	43,596.37	
Interest	2.96	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		43,599.33

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

Beg. Balance	1,119.21	
Withdrawal		
Deposit		
Interest	0.08	
End. Balance		1,119.29

**SUBTOTAL [25-11520]****44,718.62****SBCP MM#183483-EMPLOYEE BENEFIT [25-11300]**

Beg. Balance	19,999.26	
Interest	36.18	
End Balance		20,035.44

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

Beg. Balance (funded 9/28) [Town Impact fees]	118,628.08	
Deposit (from Town of York)		
Interest	214.60	
End Balance		118,842.68

**TOTAL LIBRARY INVESTMENTS****183,596.74****FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)**

Community Foundation of Southern WI [most recent information available]

## Library Capital Campaign Fund

CASH Deposits thru 11/30/19	930,330.85
Interest/Dividend Income from December	1,213.00
Less fees from December	-2,117.39
Less Withdrawals	
Gifts/Pledges received	40,123.51
CASH Available 12/31/19	<b>969,549.97</b>

## Library Operations Fund

Balance 11/30/19	26,991.72
Gifts/Pledges received	
Interest Income	35.05
Disbursements (Fees)	-77.82
Balance 12/31/19	26,948.95
Spendable Balance 12/31/19	<b>26,548.95</b>

## Library Endowment Fund

Beginning Balance 11/30/19	26,204.92
Contributions	
Investment Activity	1,145.07
Investment fees	-70.73
BALANCE 12/31/19 [NON-CASH]	27,279.26
Spendable Balance 12/31/19	<b>912.88</b>

**MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES**  
**New Glarus Village Hall – Board Room**  
**Wednesday, March 4, 2020 - 6:30 P.M.**

**AGENDA**

33. Call to Order: President Linda Hiland called the meeting to order at 6:30 pm. Those present, in addition to Hiland, were trustees Beth Blahut, Kevin Budsberg, Shelly Truttmann, Jody Hoesly, Suzi Janowiak, and Library Director Holly Lague. Absent: Petra Streiff.
34. Announcement: The Library Board will convene into a closed session called under WI State Statue 19.55(l)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business [Easement agreement with Swiss Center of North America].
35. Approval of Agenda: Kevin Budsberg moved to approve, 2<sup>nd</sup> by Jody Hoesly. Motion carried. Kevin Budsberg made note of the fact that the Village Administrator and Village President had been invited to attend the closed session. Linda Hiland noted that Administrator Daily had a conflict that evening and could not attend; and she wasn't sure if President Roger Truttmann had been informed of the closed session, or not.
36. Comments & Questions from the Public: None.
37. Old Business
  - A. Discussion and Consideration: Library Building Project: Discussion of final details for the draft operating budget projection for the new library.
38. New Business
  - A. Discussion and Consideration: Fax and print/copy prices: Director Lague referred to her memo regarding her suggestions for amending our fees to patrons for faxes and printouts. It is her opinion that faxes sent for patrons should be a free service. She also slightly adjusted the current fee structure for printouts for patrons. Consensus to approve the suggested changes.
39. Reports/Discussion/Consideration:
  - A. Administration Team: Jody Hoesly met with representatives of CFSW to clarify procedures for withdrawing money as we start to receive invoices related to the new library project.
    - CFSW Financial Report
  - B. Building Committee: No report.
  - C. Owner Representatives: No report.
  - D. Co-chairs Team: Will meet next week. Discussion of new pledge periods and how to structure these due to our shortened timeline of construction in 2021. Kevin Budsberg questioned where pledges made to the 100 Extraordinary Women would be routed, as they would not go to CFSW. His opinion is that the pledge payments should be directly routed to the foundation in question and not handled by the Admin team. Linda Hiland suggested public advertising for the event. Discussion of other ideas to promote the event and make it successful. Jody Hoesly has been working in search of a possible campaign manager. She also suggested a possible tie-in with the New Glarus 175<sup>th</sup> celebration in fundraising initiatives.
  - E. Communication Team: Director Lague wants to put some signage or other printed materials in the library for the latest \$50,000 challenge grant. Linda Hiland stated that

we need to connect with the public with updates on a much larger and more regular basis. Discussion of ideas for new events and other ways to reach out to the community.

- F. Grants Team: Continue to reach out to new leads and apply for grant opportunities as they become announced.
  - G. Partnership Team: Have attended the Lions group meeting, and also met with members of the New Glarus Home board.
  - H. Village Board Liaison: No report.
  - I. Friends of the Library: Trivia Night on May 9<sup>th</sup> at the Chalet Landhaus.
  - J. President's Report: Covered above.
40. The Board will Convene into Closed Session: Kevin Budsberg moved to go into closed session, 2<sup>nd</sup> by Shelly Truttmann . Motion carried by unanimous roll call vote.
41. The Board will Convene into Open Session
- A. Results of Closed Session: Easement agreement with Swiss Center of North America
42. Adjournment: President Hiland adjourned the meeting from closed session at 8:45 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 via Zoom. It was be open to the public via the options detailed below (no longer valid):**

**To attend online, go to:** <https://us04web.zoom.us/j/540976430>

**To attend by telephone, dial (312) 626-6799  
When prompted, enter meeting ID: 540 976 430**

**Wednesday, April 1 2020 - 6:30 P.M.**

**AGENDA**

1. Call to Order: President Linda Hiland called the meeting to order at 6:33 pm. Those present via teleconference, in addition to Hiland, were trustees Beth Blahut, Kevin Budsberg, Petra Streiff (joined at 6:38), Shelly Truttman, Jody Hoesly, Suzi Janowiak, and Library Director Holly Lague.
2. Approval of Agenda: Jody Hoesly moved to approve, 2<sup>nd</sup> by Shelly Truttman. Motion carried.
3. Comments & Questions from the Public: None.
4. Old Business
  - A. Discussion and Consideration: Library Building Project: President Hiland started the discussion by acknowledging that the current public emergency has impacted everyone and will change our next steps for the foreseeable future.
    - i. *Transfer of funds to pay Dimension-IV Invoices 57245, 11019 and 59343 for Site Civil/Stormwater:* Kevin Budsberg moved to approve payment of the following invoices from CFSW Capital Fund: Edge invoice 57245 in the amount of \$8,325.00 dated 12/16/2019, Dimension IV invoice 11019 in the amount of \$24,900.00 dated 3/3/2020, and Edge invoice 59343 in the amount of \$16,575.00 totaling \$49,800.00, 2<sup>nd</sup> by Jody Hoesly. Motion carried.
5. New Business
  - A. Discussion and Consideration: Capital campaign expenditures: Tabled.
  - B. Discussion and Consideration: Policy updates for emergency closures and employee benefits: Kevin Budsberg moved to approve, 2<sup>nd</sup> by Shelly Truttman. Motion carried.
  - C. Discussion and Consideration: Current guidance, restrictions and library operational continuity: Director Lague updated the board on the closure; and the information she is getting regarding the official directives from the state and SCLS regarding how long libraries will remain closed, and how this will impact services. So far, there is the capability of engaging with patrons electronically. Storytime online is being offered. Technical support is also being offered to patrons as they learn new technologies. SCLS is hoping to offer deliveries again before physical locations open, as soon as they determine it is safe to transfer materials. This is a possibility as they figure out a phased approach to re-establishing normal library services in the coming weeks and months. Kevin Budsberg asked how the staff is doing, and Holly Lague reported they are working well both remotely and in the library as possible, and all were healthy at the present time.
6. Bills & Finance Report
  - A. Bills: There were three sets of bills to be approved. These were as follows: February 25, 2020: Total \$10,734.17; March 11, 2020: Total \$3,863.39; March 27, 2020: Total \$1,670.99. Discussion of how to separate out the normal expenses of the library versus the campaign/building project invoices that we receive. Director Lague will consult with Clerk Erb on this topic after the election. Screenshots of the bills were provided and approved by consensus. They will be signed by the trustees at a later date.

- B. Financial Statement: Attached.
7. Director's Report
  8. Approval of Minutes
    - A. February 19, 2020: Jody Hoesley moved to approve, 2<sup>nd</sup> by Kevin Budsberg. Motion carried.
    - B. March 4, 2020: Kevin Budsberg moved to approve, 2<sup>nd</sup> by Shelly Truttmann. Motion carried.
  9. Reports/Discussion/Consideration:
    - A. Administration Team: No report.
      - CFSW Financial Report
    - B. Co-chairs Team: Discussion of how the current crisis will affect our timeline and next steps. Linda Hiland detailed the results of some of her research and discussion with experts on additional ways of securing support for the project once we can think about fundraising again. Discussion that it is too soon to tell how long things will be unsettled and we will need to just wait and see how things unfold, and concentrate on how the library can support the community in this time of need.
    - C. Communication Team: Discussion of messaging with the public regarding the current crisis and the vital role the library plays in our community at all times; and how the board and staff are working to meet the needs of the public right now. Consensus of a likely delay to the planned fundraising deadline of 10/10/2020; and putting fundraising on hiatus during this crisis. Consensus to draft a communication to the public about all of the above.
    - D. Grants Team: Continue active outreach and applications as they can during this period.
    - E. Partnership Team: No current meetings scheduled during the crisis.
    - F. Village Board Liaison: Petra Streiff reported the current crisis has resulted in a lot of uncertainty about the future and the economy, and reported on the current state of village operations. She stated that the village government is in good shape and operating as normally as possible. Meetings have been reduced.
    - G. Friends of the Library: They are planning Trivia Night as an online event rather than in person; and as a fundraiser to address the current health crisis. All donations will be freewill, and directed to local emergency relief causes instead of the Friends. The event will be on Saturday, April 18<sup>th</sup> at 8:00 pm. The format is still being finalized, but will offer the public multiple ways to participate.
    - H. President's Report: President Hiland asked the board if they thought we need to have our regular 2<sup>nd</sup> meeting of the month in April, or just wait until the following scheduled meeting on May 6. Consensus to wait until May 6, 2020, unless an interim meeting is needed.
  10. Adjournment: President Hiland adjourned the meeting at 7:54 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.**

**To attend online, go to (no longer valid):**

**<https://us02web.zoom.us/j/384390437?pwd=cmdTRzI0c1p4U0ZHRmcxaFZHZ0J5UT09>**

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

**Meeting ID: 384 390 437**

**Password: 016141**

**Wednesday, April 15, 2020 - 6:30 P.M.**

**AGENDA**

43. Call to Order: President Linda Hiland called the meeting to order at 6:30 pm. Those present via teleconference, in addition to Hiland, were trustees Beth Blahut, Kevin Budsberg, Shelly Truttman, Jody Hoesly, Suzi Janowiak, and Library Director Holly Lague.
44. Announcement: The Library Board will convene into a closed session called under WI State Statute 19.55(l)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business [Easement agreement with Swiss Center of North America].
45. Approval of Agenda: Kevin Budsberg moved to approve with addition of 6B, 2<sup>nd</sup> by Shelly Truttman. Motion carried.
46. Comments & Questions from the Public: None.
47. Old Business
  - A. Discussion and Consideration: Library Building Project
    - i. Transfer of funds to pay Edge Consulting Engineers Invoice 57458 for Topographic Survey: Kevin Budsberg moved to approve payment of the following invoice from CFSW Capital Fund: Edge invoice 57458 in the amount of \$2,000.00 dated 12/17/2019, 2<sup>nd</sup> by Jody Hoesly. Motion carried.  
  
Kevin Budsberg then updated the board with the following statement: "At the last meeting, we approved a set of bills totaling \$49,800.00. At that time, I didn't know that the Dimension IV had an agreement with Edge to act as a pass-through for engineering for our project. Thus, the Edge invoices were intended as documentation for the charges on the Dimension IV invoice (\$24,900.00). I discovered this the following day while documenting the bills. Dimension IV confirmed this, and I instructed Wyatt Jackson at CFSW to only pay the Dimension IV invoice since they will pass payment to Edge. I reviewed all Dimension IV and Edge invoices to find potential duplicates and did not find any other examples of this." This clarified why the amount approved at the April 1, 2020 meeting was more than the amount of the invoices due at that time.
48. New Business
  - A. Discussion and Consideration: Mowing of west side property: President Hiland said that she would ask Administrator Daily if the village will continue to mow the grassy area of the property, and asked the board if they wanted her to contact Roger Arn about the hay portion, as we had in previous years. Consensus to ask Roger Arn first.
  - B. Update on library operations: Director Lague updated the board on Trivia Night (virtual) for Saturday, April 18, 2020. Online registration continues. Paypal will be the option for freewill donations, which will benefit local disaster relief efforts. She is working on setting up new electronic devices to share with community partners, such as the New Glarus Home, so that patrons can continue to use online services during the Safer at Home directive. SCLS is discussing ways of restoring normal library services once the situation eases. Curbside service is one option. She also updated the board on how the closure will affect our budget going forward; including county reimbursement, which is based on circulation. She is finding ways for staff to work from home and also continue their professional education via webinars. Jody Hoesly

reported as a Green County Board representative about preliminary projections on the pandemic's overall economic impact in Green County. She also commented that Director Lague is doing a fantastic job in providing services as well as supporting the local businesses and communities during the crisis. Director Lague remarked that as much as possible, library staff is working from home as per state directives.

49. Approval of draft minutes April 1, 2020: Jody Hoesly moved to approve, 2<sup>nd</sup> by Shelly Truttmann. Motion carried.
50. The Board will Convene into Closed Session: Kevin Budsberg moved to go into closed session, 2<sup>nd</sup> by Shelly Truttmann. Motion carried by unanimous roll call vote.
51. The Board will Convene into Open Session
  - A. Results of Closed Session: Easement agreement with Swiss Center of North America
52. Adjournment: President Hiland adjourned the meeting from closed session at 7:22 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.**

**To attend online, go to (No longer valid):**

**<https://us02web.zoom.us/j/84040162241?pwd=aTRhNnVzb215anZUQ1dhc1pObzdmUT09>**

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

**Meeting ID: 840 4016 2241**

**Password: 013296**

**Wednesday, May 6, 2020 - 6:30 P.M.**

**AGENDA**

53. 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, Kevin Budsberg, Shelly Truttman. Joined meeting 7:40 , Jody Hoesly, Suzi Janowiak, and Library Director Holly Lague. Also in attendance, Village Administrator Drake Daily.
54. Announcement: The Library Board will convene into a closed session called under WI State Statue 19.55(l)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business [Easement agreement with Swiss Center of North America].
55. Approval of Agenda: Kevin Budsberg moved to approve, 2<sup>nd</sup> by Jody Hoesly. Motion carried.
56. Comments & Questions from the Public: None.
57. Old Business
  - A. Discussion and Consideration: Library Building Project: No report.
  - B. Discussion: Update on library operations: Director Lague reported on the new curbside pickups for patrons. There have been dozens of pickups and loaned materials in the first few days, and everyone has been very positive about the new practice. She anticipates as patrons get more used to the format, things will go even more smoothly. Staff is wearing masks and gloves while handling materials. For now, just she and Assistant Director Erica Loeffelholtz are handling the checkout process; and she anticipates adding more hours and days for pickup. Materials will be quarantined before and after circulating.
58. New Business: No report.
59. Reports/Discussion/Consideration:
  - A. Administration Team: We received generous donations early in the year and these have been recorded. We are not actively fundraising at this time.
    - CFSW Financial Report
  - B. Grants Team: Existing grant applications have been affected by the current Covid crisis. The team will take a short break as they wait for the situation to ease.
  - C. Village Board Liaison:
  - D. Friends of the Library: Trivia Night via Zoom was a big success. There were approximately 106 participants. Director Lague did an amazing job setting up the overall setup, and worked quickly to establish breakout rooms as teams arrived, as that could not be done ahead of time. It went very smoothly, and all involved in the effort learned what can be improved from next time.
  - E. President's Report: The village will mow the grass portion of the West Side property, but we have not yet established who will mow the hay portion. Shelly Truttman will look into possible interested parties.

60. The Board will Convene into Closed Session: Shelly Truttmann moved to go into closed session, 2<sup>nd</sup> by Kevin Budsberg. Motion carried by unanimous roll call vote.
61. The Board will Convene into Open Session : Shelly Truttmann moved to go into open session, second by Kevin Budsberg. Motion carried by unanimous roll call vote.
  - A. Results of Closed Session: Easement agreement with Swiss Center of North America
62. Adjournment: President Hiland adjourned the meeting at 7:04 .

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.**

**To attend online, go to (no longer valid):**

**<https://us02web.zoom.us/j/89500508432?pwd=OWVLSWIKRStnZ3JoZlVqNysreTFsZz09>**

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

**Meeting ID: 895 0050 8432**

**Password: 0nEKVC**

**Wednesday, May 20, 2020 - 6:30 P.M.**

**AGENDA**

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, Kevin Budsberg, Shelly Truttman, Jody Hoesly, Suzi Janowiak, and Library Director Holly Lague.
64. Approval of Agenda: Shelly Truttman moved to approve, 2<sup>nd</sup> by Jody Hoesly . Motion carried.
65. Comments & Questions from the Public: None.
66. Old Business
  - A. Discussion and Consideration: Mowing the west side site: We still need to find someone to mow the hay. Shelly Truttman reported her efforts to find someone who wanted to do this. She has identified two possible people. Consensus to contact the previous mower one more time to try and get an answer one way or the other, and if we don't hear back from him we will ask the other person who expressed interest.
  - B. Discussion and Consideration: Reduce to single meeting next month, proposed June 17: Postponed until after discussion of 4D. After discussion in 4D, it was decided to hold our June 3 meeting online.
  - C. Discussion and Consideration: Resolution 20-03 LB Recognizing Petra Streiff as Library Board Trustee: Kevin Budsberg moved to approve, 2<sup>nd</sup> by Jody Hoesly. Motion carried unanimously.
  - D. Discussion and Consideration: Phased Reopening of the Library: Director Lague referred to her memo regarding this process with the Board, based on several protocols and sources of information including DPI's recommendations on phased reopening. She reported that Monroe Public Library will not be reopening to the public until July 1<sup>st</sup>. Director Lague is currently thinking a phased reopening should start no sooner than two weeks after Memorial Day, which would be June 9. The book drop will be open again soon. Curbside pickup will resume as soon as the new roof on Village Hall is completed and the barriers are taken away from the front of Village Hall. She would like to expand curbside pickup in June. She is shooting for June 29<sup>th</sup> as a date when we can start letting patrons into the building in some format. It will be appointment-based use of computers which will be located in the Community Room and arranged according to best practices in social distancing. She suggested continuing to meet twice a month in order to be able to make decisions as conditions change. She asked the board for suggestions on which metrics to use from the many available, Dane County being one with the most hard data; as well as a focused plan for reopening, while Green County currently does not. Jody Hoesly endorsed using Dane County's data and metrics as a guide. Kevin Budsberg detailed the low level of testing in Green County and how that negatively affects our ability to accurately determine the real level of the virus locally. Now that many bars in Green County are open and tourists from other areas/states will come to visit, we can expect that our risk level will increase. Discussion of liability issues for government bodies and businesses as they reopen. Discussion of various

scenarios as we reopen our physical space. Jody Hoesly suggested a possible way to introduce one-way traffic through the library after reopening. Holly Lague discussed that as an option, and stated that Plexiglas barriers around the circulation desk will need to be installed. Shelly Truttmann offered to help research Plexiglas barriers. Holly Lague stated the concerns of the staff for their own exposure, and how they are planning to protect staff in all ways possible after reopening. Beth Blahut stated her support for following Dane County guidelines, and other trustees concurred. Kevin Budsberg stated that this is the best information we have currently. Linda Hiland stated that our number one concern is safety of both patrons and staff, and that we have to be able to constantly access and interpret all the data available to us moving forward. Director Lague suggested making the public aware that we will be following Dane County guidelines as we consider reopening, while also assessing Green County data and any other relevant information. She suggested holding our regular June 3, 2020 meeting.

67. New Business

68. Bills & Finance Report

- E. Bills: Jody Hoesly reported a way to approve bills electronically with an app. Bills were reviewed and approved by the Library Board, as follows: \$1,875.92 dated April 14, \$26,924.76 dated April 28, \$1,261.03 dated May 13, and \$3,467.29 dated May 27.

- F. Financial Statement

69. Director's Report: Attached. Summer Reading Program will be modified for the current crisis, but as hands-on as possible. It will also highlight local businesses.

70. Approval of Minutes

- D. April 15, 2020: Kevin Budsberg moved to approve, 2<sup>nd</sup> by Jody Hoesly. Motion carried.
- E. May 6, 2020: Kevin Budsberg moved to approve with minor corrections, 2<sup>nd</sup> by Shelly Truttmann. Motion carried.

71. Adjournment: President Hiland adjourned the meeting at 8:11 pm.

Respectfully submitted, Suzi Janowiak, Secretary



**New Glarus Public Library**  
**Director's Report – Presented May 20, 2020**  
**Holly Lague, Director**

### **Closure Recap**

Following guidance from public health authorities regarding the COVID-19 pandemic, the library building closed to the public on Monday March 16th. During the initial weeks, we focused on services we could provide remotely, including:

- Daily resource recommendations for adults and virtual children's programming via Facebook.
- Technical support via phone and email.
- Issuing web-only cards via email, so new patrons could access our databases from home.
- Virtual Trivia Night on April 18<sup>th</sup>, attended by 106 people from 63 households, who donated \$949 to local healthcare workers, food pantries, and family meal services.
- Reallocating \$1,500 from Audio-Visual materials budget toward digital support, including devices for patrons at the New Glarus Home to access e-books, audiobooks, online church services and other virtual events.
- Processing new materials. While many libraries had to cease ordering and cataloging, Erica was able to continue, which now puts us in the unique position of being able to offer new titles ahead of many libraries. We're currently loaning new items only to New Glarus patrons and they are limited to 2 per pickup, until Delivery is running regularly again.

### **Phased Reopening**

We will continue to follow public health guidance on safety for staff and patrons. At this time, we are developing a phased reopening plan based on the guidelines from the Wisconsin Department of Public Instruction (DPI) and the Badger Bounce Back plan. Planned expansions to services include:

- Offering curbside pickup of library materials (began Friday May 1)
- Scheduling bulk returns for patrons with more than 20 checkouts (began week of May 11<sup>th</sup>)
- Opening the book drop (will follow Village Hall roof replacement)
- Walk-up window service (limited hours tentatively starting June 1<sup>st</sup>)

We also hope to install StoryWalks around town, and provide computer access by appointment, possibly in the Village Hall Community Room. Plans are still being worked out.










### **Summer Library Program**

Brooke has been attending regular virtual meetings with other Youth Services staff and working on plans to make our summer program as simple and accessible as possible, with take-and-make project kits, book giveaways (no strings attached), and an opportunity to share book recommendations using window clings and win gift certificates to local restaurants and retailers.

### **Staffing Updates**

Beginning in June, Brenda will be working two 6-hour shifts per week while Wendy will be able to reduce from four down to three 6-hour shifts, a change she requested due to family obligations. We're happy to report that this solution suits both staff members, allows us to increase clerk coverage at the desk, and all without increasing the budget or losing valuable employees.

## Safer at Home Highlights\*

	March 2020	April 2020
 Items checked out	2594	157
<i>Village of New Glarus</i>	979	74
<i>Town of New Glarus</i>	391	50
<i>Town of Exeter</i>	113	6
<i>Town of York</i>	232	2
<i>Other Green County</i>	120	1
<i>Dane County</i>	542	18
<i>Lafayette County</i>	83	1
<i>Rock County</i>	3	0
 Use of eBooks/e-Audio	791	817
 Items Added	224	141
Items Deleted	56	9
ILL checkouts	4	0
 Public computer sessions	48	0
 Public wi-fi sessions	11,851	3,989
 Library website visits	1,353	1,676
 Patrons Added	7	4
 Hours Open	101	0
 Patron Visits	1330	0
Average Patrons/Hour	13	0

\*This is, I hope, the strangest stats sheet I'll ever present. Per public health guidelines, the library building closed to the public March 15<sup>th</sup>, 2020. All in-person services ceased, and only digital services continued until Curbside Pickup began on May 1<sup>st</sup>, 2020.

(April circulation is due to items being checked out in advance of the May 1<sup>st</sup> pickups.)

Digital Resources	March 2020	April 2020	2020 Avg/Month	2019 Avg/Month
Consumer Reports	0	42	31	52
Transparent Languages	0	0	4	21
Ancestry	0	0	7	8
SCLS Badgerlink e-resources	1	n/a	6	3

## New Glarus Public Library Program Attendance

March and April 2020

Program Title	Date	Day of week	Who is the primary intended audience?	Number of children attending	Number of adults attending	Total Attendance
Story Time	3/2/2020	Monday	Children	14	6	20
Scrabble	3/3/2020	Tuesday	Adults	0	2	2
Story Time	3/4/2020	Wednesday	Children	26	14	22
Mini Makers	3/6/2020	Friday	Children	12	7	15
Story Time	3/9/2020	Monday	Children	13	7	14
Story Time	3/11/2020	Wednesday	Children	18	10	2
Book Club	3/11/2020	Wednesday	Adults	0	12	20
Free Play	3/12/2020	Thursday	Children	8	3	10
Mini Makers	3/13/2020	Friday	Children	13	5	1
Virtual Trivia Night	4/18/2020	Saturday	Adults	2	104	106
<b>TOTAL</b>				<b>106</b>	<b>170</b>	<b>276</b>

### Virtual Children's Events\*

	Count	Live Views (Total)	Live Views (Average)	Recording Views (Total)	Recording Views (Average)
<b>Storytimes</b>	<b>12</b>	<b>47</b>	<b>4</b>	<b>563</b>	<b>47</b>
<b>STEAM Projects</b>	<b>6</b>	<b>28</b>	<b>5</b>	<b>208</b>	<b>35</b>

\*As of 5/15/2020. Beginning on April 6<sup>th</sup>, Brooke has provided virtual storytimes on Monday and Wednesday, and STEAM Projects on Fridays. Recording views will continue to rise, since the videos are still posted. Two of the videos were shared, which enormously boosted the total views (375 for the Storytime and 142 for STEAM). Remember that each view represents at least two people, as caregivers and children log in together.

## February 2020 Summary\*

\*Updated reports from CFSW for the period ending 2/29/2020 were not available at the time Lynne created her summary.

<b>LIBRARY</b>		
<b>SAVINGS #2775 (APY .10%)</b>		
Beg. Balance	43,602.01	
Interest	3.06	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		43,605.07
<b>Savings #2763 [25-11520] (APY .10%)</b>		
Beg. Balance	1,119.36	
Withdrawal		
Deposit		
Interest	0.08	
End. Balance		1,119.44
<b>SUBTOTAL [25-11520]</b>		<b>44,724.51</b>
<b>SBCP MM#183483-RESERVE OPERATIONS FUND [25-11300]</b>		
Beg. Balance	20,067.87	
Interest	37.12	
End Balance		20,104.99
<b>SBCP MM#209786-CAPITAL (TOWN) [25-11520-000-004]</b>		
Beg. Balance (funded 9/28) [Town Impact fees]	135,345.70	
Deposit		
Interest	250.37	
End Balance		135,596.07
<b>TOTAL LIBRARY INVESTMENTS</b>		<b>200,425.57</b>
<b>FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)</b>		
Community Foundation of Southern WI [most recent information available]		
Library Capital Campaign Fund		
CASH Deposits thru 12/31/19		976,390.74
Interest/Dividend Income		1,252.17
Less fees		-839.49
Less Withdrawals		-10,000.00
Gifts/Pledges received		16,428.09
CASH Available 1/31/20		<b>983,231.51</b>
Library Operations Fund		
Balance 12/31/19		26,983.15
Gifts/Pledges received		
Interest Income		34.20
Disbursements (Fees)		
Balance 1/31/20		27,017.35
Spendable Balance 1/31/20		<b>26,583.15</b>
Library Endowment Fund		
Beginning Balance 12/31/19		27,238.79
Contributions		
Investment Activity		-40.47
Investment fees		
BALANCE 1/31/20 [NON-CASH]		27,198.32
Spendable Balance 1/31/20		<b>912.88</b>

## March 2020 Summary

### LIBRARY

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

Beg. Balance	43,605.07	
Interest	2.88	
Deposit	500.00	
Fundraising expense (Dimension IV)		
End. Balance		44,107.95

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

Beg. Balance	1,119.44	
Withdrawal		
Deposit		
Interest	0.07	
End. Balance		1,119.51

#### SUBTOTAL [25-11520]

45,227.46

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

Beg. Balance	20,104.99	
Interest	27.10	
End Balance		20,132.09

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

Beg. Balance (funded 9/28) [Town Impact fees]	135,596.07	
Deposit		
Interest	182.78	
End Balance		135,778.85

#### TOTAL LIBRARY INVESTMENTS

201,138.40

#### FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)

Community Foundation of Southern WI [most recent information available]

Library Capital Campaign Fund		
CASH Deposits thru 2/29/20		976,474.05
Interest/Dividend Income		3,579.23
Less fees		-147.70
Less Withdrawals		
Gifts/Pledges received		1,691.56
CASH Available 3/31/20		981,597.14
Library Operations Fund		
Balance 2/29/20		27,014.93
Gifts/Pledges received		
Interest Income		25.24
Disbursements (Fees)		-79.53
Balance 3/31/20		26,960.64
Spendable Balance 3/31/20		26,560.64
Library Endowment Fund		
Beginning Balance 2/29/20		25,942.27
Contributions		
Investment Activity		-2,554.45
Investment fees		-55.47
BALANCE 3/31/20 [NON-CASH]		23,332.35
Spendable Balance 3/31/20		912.88

**Resolution 20-03 Recognizing Library Board Trustee/Village Board Liaison Petra Streiff**

**WHEREAS**, The New Glarus Public Library Board of Trustees would like to recognize Petra Streiff, who served as Village Board Liaison to the New Glarus Public Library Board from 2014 until April 2020; and

**WHEREAS**, Petra worked tirelessly and enthusiastically to promote the value of the New Glarus Public Library; and

**WHEREAS**, Petra served as a trustee committed to enriching all aspects of Library services and projects, being involved in the hiring of Directors, taking part in the annual budget process, participating in discussion and decision-making on all library operations with the Director, and advocating for the library in her role as Village Board Trustee; and

**WHEREAS**, Petra spent much time and energy working towards the new library, participating in public outreach and fundraising efforts, building bridges between different community stakeholders on behalf of the library, and providing valuable insight and ideas during the design phases of the project; and

**WHEREAS**, Petra's wisdom, kindness, energy, and graciousness has enriched those fortunate enough to know and work with her; **now, therefore, be it**

**Resolved**, that the New Glarus Public Library Board:

1. Recognizes Petra Streiff for her contributions to the New Glarus Public Library and advocacy for this vital Village asset; and
2. Thanks Petra for her many years of work, camaraderie, friendship, and involvement, and wishes her well in the years to come, along with a desire to stay connected as we look to the future. Thank you, Petra, for a job well done.

Adopted May 20, 2020

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Linda Hiland, President

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Shelly Truttmann, Vice President

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Holly Lague, Library Director

**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/86909509003?pwd=cjE5R1dYeXdtdzJacmVRWVlVlYitZz09>**

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

**Meeting ID: 869 0950 9003**

**Password: 1nXfi6**

**Wednesday, June 3, 2020 - 6:30 P.M.**

**AGENDA**

72. 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, Kaylee Walters, outgoing trustee Kevin Budsberg, Shelly Truttman, Jody Hoesly, Suzi Janowiak, and Library Director Holly Lague.
73. Approval of Agenda: Shelly Truttman moved to approve, 2<sup>nd</sup> by Jody Hoesly. Motion carried.
74. Comments & Questions from the Public: None
75. Old Business: Prior to discussion, those present welcomed new trustee Kaylee Walters, and everyone introduced themselves.
- A. Discussion and Consideration: Mowing the west side site: President Hiland reported that Roger Arn will continue to mow the hay area of the property. The village will mow the lawn area.
  - B. Discussion and Consideration: Phased Reopening of the Library: Director Lague referred to the documents she had sent to the trustees regarding phased reopening of the library, in accordance with DPI recommendations. The board reviewed the proposed policies and approved them. Jody Hoesly suggested making sure patrons know these policies are in accordance with CDC and other government and scientific community guidelines. The staff will wear masks and patrons will be strongly encouraged to wear them as well. The library hopes to have supplies of masks for patrons who do not have their own.
- Director Lague detailed the construction of the Plexiglas barrier around the circulation desk which is being installed in June; as well as the relocation of furniture in the library to enable safe distancing. Computer sessions will be by appointment and located elsewhere in the Village Hall. Window service continues and will be increased as we move into Phase 2. SCLS is gradually phasing in allowing patrons to place holds, interlibrary loans, and returns of materials. Director Lague presented her detailed plan for safe handling/quarantine of these materials as they come in and are sent out. She related that patrons have been very accepting of the window service guidelines and format. She requested the board approve her suggested additions to the Patron Behavior policy. Jody Hoesly moved to include this paragraph in the existing Patron Behavior policy, 2<sup>nd</sup> by Shelly Truttman. Motion carried. President Hiland asked for a motion to support the Service Level plan. Motion by Jody Hoesly, 2<sup>nd</sup> by Shelly Truttman. Motion carried.
76. New Business: None.
77. Reports/Discussion/Consideration
- A. Administration Team: Kevin Budsberg mentioned that the access to the statements will need to be amended, removing him and adding the new Treasurer. Jody Hoesly offered to be the point person on these reports until a new Treasurer and member of the Administration team is appointed.
    - CFSW Financial Report
  - B. Communication Team: No report. President Hiland asked Director Lague if she would like the Library Board to make any press releases or public statements. Director Lague said that she will continue to update the public via her regular articles.
  - C. Grants Team: Will meet virtually to craft their timeline for the coming year. Still planning next steps.
  - D. Partnership Team: Director Lague attended a Chamber of Commerce meeting after the state Safer at Home restrictions were lifted. She reported that business owners as well are proceeding carefully as we deal with safely reopening commerce. Jody Hoesly reported as a County Board member that sales tax

revenues will be severely down this year, and the county is considering whether or not to hold Cheese Days in September.

- E. Village Board Liaison: President Hiland asked Kaylee Walters if a liaison was appointed at the Village Board meeting on June 2, 2020, and Kaylee indicated that no one has been appointed yet. Discussion of how to approach this issue with Village President Roger Truttmann. Holly Lague reported that the Village Board having an official liaison is an optional position according to state statute Chapter 43. Kevin Budsberg related that he believed Village code requires a village trustee on the library board, and confirmed this by looking up the statutes. Discussion of attending all village board meetings at the table if a liaison is not appointed. President Hiland will contact President Truttmann to discuss. Director Lague mentioned that the Village Board meeting of June 2, 2020 discussion of reopening public recreational spaces resulted in no firm decisions.
- F. Friends of the Library: Director Lague reported that the scheduled live Summer Reading performances have been postponed to 2021. The Friends will send a donation to both scheduled performers as a good faith gesture to them as we rebook them for next summer.
- G. President's Report: President Hiland reminded the board that annual Election of Officers will be at the next meeting.

78. Adjournment: President Hiland adjourned the meeting at 8:24.

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.**

**To attend online, go to: (no longer valid)**

<https://us02web.zoom.us/j/87475694797?pwd=KzA0SE9QWUFoa3JqRDFIVk1zd3c4QT09>

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

**Meeting ID: 874 7569 4797**

**Password: 6USnetS**

**Wednesday, June 17, 2020 - 6:30 P.M.**

**AGENDA**

79. Call to Order: President Linda Hiland called the meeting to order at 6:33 pm. Those present via teleconference, in addition to Hiland, were trustees Jody Hoesly, Beth Blahut, Shelly Truttman, Kaylee Walters, Suzi Janowiak, and Library Director Holly Lague. Also present, former trustee Kevin Budsberg (left meeting at 6:47) and Village Board trustee Tammy Newberry.
80. Approval of Agenda: Linda Hiland proposed switching the order of items 4 and 5. Shelly Truttman moved to approve with this change, 2<sup>nd</sup> by Jody Hoesly. Motion carried.
81. Comments & Questions from the Public: None.
82. Old Business
- A. Discussion and Consideration: Phased Reopening of the Library: Director Lague reported that staff is working with patrons on suspending fines so that they can continue to borrow materials. She is working towards a fine-free policy. She would like to reinstate home bound delivery, and asked the board for their opinions. Jody Hoesly asked how much contact would be involved, and Director Lague indicated it could easily be a contact-free system. Consensus that we all would like to offer this service as much as possible, but we will need to find enough volunteers to make the deliveries. Shelly Truttman offered to be a volunteer driver. The interlibrary loan system is slowly coming back online. Circulation desk Plexiglass barrier is being installed. Summer Reading Program started today; including weekly craft projects, a book recommendation window, and the first of two Free Book Giveaway days for which there were 82 participants. Curbside pickup window is now offering walk-up service 5 days a week. Computer session appointments are starting. Director Lague asked for help in spreading the word on that. Staff is getting used to working with masks on all day now that they are back working in the physical space together. Director Lague said at the next meeting we need to discuss storage of furniture that will be temporarily removed from the library. She is also cross-training staff in case any full time staff member becomes sick.
83. New Business
- A. Discussion and Consideration: Resolution 20-04 LB Recognizing Kevin Budsberg: Jody Hoesly moved to approve, 2<sup>nd</sup> by Beth Blahut. Motion carried.
  - B. Discussion and Consideration: Election of officers: Jody Hoesly moved to nominate Linda Hiland for President, 2<sup>nd</sup> by Shelly Truttman. Linda Hiland asked if other wanted the post. Shelly Truttman moved to close nominations and cast a unanimous ballot for Linda Hiland, 2<sup>nd</sup> by Jody Hoesly. Motion carried. Linda Hiland nominated Beth Blahut to be Vice President, 2<sup>nd</sup> by Jody Hoesly. Jody Hoesly moved to close nominations and cast a unanimous ballot for Beth Blahut, 2<sup>nd</sup> by Linda Hiland. Motion carried. Linda Hiland nominated Shelly Truttman for Treasurer, 2<sup>nd</sup> by Jody Hoesly. Jody Hoesly moved to close nominations and cast a unanimous ballot for Shelly Truttman, 2<sup>nd</sup> by Suzi Janowiak. Motion carried. Jody Hoesly nominated Suzi

Janowiak to be Secretary, 2<sup>nd</sup> by Shelly Truttmann. Shelly Truttmann moved to close nominations and cast a unanimous ballot for Suzi Janowiak, 2<sup>nd</sup> by Jody Hoesly. Motion carried. President Hiland noted that Shelly has been appointed by the Village Board for another term as School Liaison.

C. Discussion and Consideration: Appointment of signatories: Jody Hoesly moved to appoint President Linda Hiland and Treasurer Shelly Truttmann as signatories for the Library Board, removing Kevin Budsberg as signatory, 2<sup>nd</sup> by Beth Blahut. Motion carried.

84. Bills & Finance Report

G. Bills: Bills were presented and approved dated June 8, 2020 in the amount of \$1,805.22 and 5/27/20 in the amount of \$3, 467.29.

H. Financial Statement

85. Director's Report: Reviewed and approved by the board. Director Lague made special mention of the staff and how well they are adapting to the new working environment. She wanted to specially acknowledge their commitment to the team effort. President Hiland thanked Director Lague and the staff for their extraordinary commitment during these difficult and unprecedented times.

86. Approval of Minutes

F. May 20, 2020: Shelly Truttmann moved to approve with deletion of one error, 2<sup>nd</sup> by Jody Hoesly. Motion carried.

G. June 3, 2020: Jody Hoesly moved to approve, 2<sup>nd</sup> by Shelly Truttmann. Motion carried.

87. Adjournment: President Hiland adjourned the meeting at 7:25 pm.

Respectfully submitted, Suzi Janowiak, Secretary

## Resolution 20-04 Recognizing Library Board Trustee Kevin Budsberg

**WHEREAS**, The New Glarus Public Library Board of Trustees would like to recognize Kevin Budsberg, who served as Trustee to the New Glarus Public Library Board until June of 2020; and

**WHEREAS**, between the years of 2012 and 2020 Kevin served the Library in many capacities, starting as Village Board Liaison, and continuing as Trustee when his term on the Village Board ended; and

**WHEREAS**, Kevin took on many additional duties in his role as Trustee, including being a Co-Chair on the Capital Campaign for the new library, Treasurer of the Library Board, and a vital member of the Administration Team, and

**WHEREAS**, Kevin served as Chairperson of the Building Committee, and also as an Owner Representative for the new library project, and

**WHEREAS**, Kevin worked tirelessly and passionately to promote the value of the New Glarus Public Library, and

**WHEREAS**, Kevin put his many skills to work in creating documents and presentations for the public on behalf of the new library project, helping to draft policies for library operations, assisting the Director in crafting the annual budget each year, looking after the Library's many financial accounts, and

**WHEREAS**, Kevin's friendly personality, thoughtfulness, wisdom, and particular knack for seeing all sides of any issue served the Library well during his years of service, **now, therefore, be it**

**Resolved**, that the New Glarus Public Library Board:

3. Recognizes Kevin Budsberg for his contributions to the New Glarus Public Library and advocacy for this vital Village asset; and
4. Thanks Kevin for his many years of work, camaraderie, friendship, and involvement, and wishes him well in the years to come, along with gratitude for his continuing work on the Building Committee as we look to the future and the construction of the new library. Thank you, Kevin, for a job well done.

Adopted June 17, 2020

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Linda Hiland, President

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Shelly Truttman, Vice President

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Holly Lague, Library Director

**New Glarus Public Library**  
**Director's Report – June 17, 2020**  
**Holly Lague, Director**

**Library Services**

Our curbside pickup service has been well-received. Beginning June 15, we're expanding it to a walk-up service available 5 days per week. We are also offering 5 computer appointments per week, with the hope that we can increase that number in the future. We have moved a computer to the entryway to accommodate these appointments. To help minimize traffic in the Village Hall lobby (currently limited to 2 people), we are asking patrons to wait in their cars until we call, or if that's not an option, to wait outside and we'll escort them in.

*Physical space and staffing*

We're in the process of moving or storing much of our furniture with the hope that we can soon safely allow patrons inside to browse the stacks by appointment. We anxiously await the results of the IMLS (Institute of Museum and Library Services) study on transmission risk of library materials to help us make an informed decision.

All staff members are pulling together to make the library a safe space. Erica has tracked down hand sanitizer and dispensers along with disposable masks that we can offer to patrons, Brooke and her husband are installing Plexiglass around the Circulation Desk, and whenever we work with materials or patrons we dutifully wear our masks and follow strict hand hygiene procedures.










*Programs & Events*

Summer Reading kicked off Monday June 15 with the first round of take-and-make activities, and our first book giveaway on June 17. We look forward to sharing lots of great titles on our Book Recommendation Window as well.

Finally, we're thinking about what events might be possible later this summer, if numbers and guidelines continue to look good. We would love to offer something like an outdoor movie or even a drive-in, if we can do it safely and with our limited staff. We are also considering another Virtual Trivia night for early fall.

# May 2020 Highlights

May  
2020

	Items checked out	508
	<i>Village of New Glarus</i>	237
	<i>Town of New Glarus</i>	156
	<i>Town of Exeter</i>	30
	<i>Town of York</i>	33
	<i>Other Green County</i>	19
	<i>Dane County</i>	30
	<i>Lafayette County</i>	0
	<i>Rock County</i>	0
	Use of eBooks/e-Audio	818
	Items Added	172
	Items Deleted	33
	ILL checkouts	0
	Public computer sessions	0
	Public wi-fi sessions	2364
	Library website visits	1704
	Patrons Added	2
	Hours Open	0
	Patron Visits	0
	Average Patrons/Hour	0

## Curbside – May 2020

Days Offered	# of Items*	# of Patrons	Avg Patrons per Day	Avg Items Per Day
5	603	185	37	121

\*Includes items checked out between April 27-30 in preparation for the May 1 curbside appointments.

Digital Resources	May 2020	2020 Avg/Month	2019 Avg/Month
Consumer Reports	22	29.4	52
Transparent Languages	0	3	21
Ancestry	0	5.2	8
SCLS Badgerlink e-resources	n/a	n/a	3

## New Glarus Public Library Program Attendance

May 2020

Brooke continues to provide virtual storytimes on Mondays and Wednesdays, and STEAM Project videos on Fridays. The count of "Recording Views" will continue to rise, since the videos haven't been taken down. Each "view" represents at least two people, as caregivers and children tune in together.

### Virtual Children's Events\*

	<b>Count</b>	<b>Live Views (Total)</b>	<b>Live Views (Average per video)</b>	<b>Recording Views (Total)</b>	<b>Recording Views (Average per video)</b>
<b>Storytimes</b>	<b>7</b>	<b>28</b>	<b>4</b>	<b>277</b>	<b>30</b>
<b>STEAM Projects</b>	<b>5</b>	<b>18</b>	<b>4</b>	<b>179</b>	<b>36</b>

**LIBRARY**

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

Beg. Balance	44,107.95	
Interest	2.80	
Deposit	291.10	
Fundraising expense (Dimension IV)	-291.10	
End. Balance		44,110.75

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

Beg. Balance	1,119.51	
Withdrawal	-56.00	
Deposit		
Interest	0.07	
End. Balance		1,063.58

**SUBTOTAL [25-11520]**

45,174.33

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

Beg. Balance	20,132.09	
Interest	16.16	
End Balance		20,148.25

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

Beg. Balance (funded 9/28) [Town Impact fees]	135,778.85	
Deposit		
Interest	108.96	
End Balance		135,887.81

**TOTAL LIBRARY INVESTMENTS 201,210.39**

**FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)**

Community Foundation of Southern WI [most recent information available]

Library Capital Campaign Fund

CASH Deposits thru 3/31/20	981,597.14
Interest/Dividend Income	591.64
Less fees	-10.00
Less Withdrawals	-26,900.00
Gifts/Pledges received	50.00
CASH Available 4/30/20	955,328.78

Library Operations Fund

Balance 3/31/20	26,960.64
Gifts/Pledges received	
Interest Income	11.96
Disbursements (Fees)	
Balance 4/30/20	26,972.60
Spendable Balance 4/30/20	26,572.60

Library Endowment Fund

Beginning Balance 3/31/20	23,332.35
Contributions	
Investment Activity	1,914.05
Investment fees	
BALANCE 4/30/20 [NON-CASH]	25,246.40
Spendable Balance 4/30/20	912.88