

**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To attend online, go to: (no longer valid)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/87267242645?pwd=NkhNWIBBaWE3cWpsOWI2eG5zQ0F6QT09>

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

Meeting ID: 872 6724 2645

Password: 5R6tpX

Wednesday, July 1, 2020 - 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 Hiland, were trustees Kaylee Walters, Beth Blahut, Shelly Truttman, Jody Hoesly, and Suzi Janowiak. Also present, Library Director Holly Lague and Village Board trustee Tammy Newberry (left meeting at 6:56 pm).
2. Announcement:
 - A. The Library Board will convene into closed session called under WI State Statute 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Library Building Project)
3. Approval of Agenda: Shelly Truttman moved to approve, 2nd by Suzi Janowiak. Motion carried.
4. Comments & Questions from the Public: Tammy Newberry stated that she has not yet been officially appointed as Library Board Liaison by the Village Board and greeted those present.
5. Old Business
 - A. Discussion and Consideration: Phased Reopening of the Library: Director Lague reported that the pages are now working shifts within the library as we plan to reopen gradually. There have been computer sessions by appointment. Many computer users also utilize printing services, and she is implementing a wireless printing service to be a new tool for staff to use. She and staff feel that we need to require masks for patrons, and will have a supply on hand to provide for patrons who don't have their own. Curbside window is going really well, and seems to be serving most patrons' needs. Assistant Director Erica's advisory window is also going well. She mentioned the Story Walk in the Village Park that Children's Librarian Brooke conceived and installed, which has been very popular.
 - B. Discussion and Consideration: Library Building Project: Will be covered under Closed Session.
6. Reports/Discussion/Consideration:
 - A. Administration Team: The latest CFSW reports were reviewed. Jody Hoesly has been leading the Admin Team. Linda Hiland suggested Shelly Truttman as the new Treasurer be added. Jody Hoesly suggested a change in email communication protocol for the new team. She and Treasurer Truttman have been working out the details on this. President Hiland appointed Shelly Truttman to the Admin team, with no objections.
 - CFSW Financial Report
 - B. Communication Team: No report
 - C. Grants Team: Continue to meet and assess strategies for grant applications and focus for the rest of this year. Beth Blahut continues to outreach to her contacts in the school district. For those new members present, she recapped her art project concept for the new library featuring tiles from the grade school, an undetermined media project for the middle school, and perhaps Scherenschnitte for the high schoolers, along with a proposed mural project. So far, New Glarus Vision has contributed to this project. Shelly Truttman reported that one grant application had been rejected because of those funds being redirected to social justice and pandemic resources at this time. They plan to reapply next year.

- D. Partnership Team: No report.
 - E. Village Board Liaison: No report.
 - F. Friends of the Library: Book Sale will likely not take place this year, so they are reimagining ways to connect with the public and raise funds this year. A table at the New Glarus Farmer's Market is a possibility.
 - G. President's Report: President Hiland reported that she had attended a webinar that had been suggested to her and did not think it applied to our situation.
7. The Board will Convene into Closed Session: Shelly Truttman moved to go into closed session at 6:56 pm , 2nd by Beth Blahut. Motion carried by unanimous roll call vote.
 8. The Board will Convene into Open Session: Shelly Truttman moved to go into open session, 2nd by Beth Blahut. Motion carried by unanimous roll call vote.
 - A. Results of Closed Session: Discussion & Consideration: Library Building Project: We will continue to investigate issues on the library building project.
 9. Adjournment: President Linda Hiland adjourned the meeting at 9:23 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/89400847437?pwd=VFpBVnl6cWkzVDkzc3NpeTRkd0l1UT09>**

**To attend by telephone, dial (312) 626-6799
Meeting ID: 894 0084 7437
Password: 8LfQhR**

Wednesday, July 15, 2020 - 6:30 P.M.

AGENDA

10. 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, Jody Hoesly, Shelly Truttmann, Kaylee Walters, Suzi Janowiak, and Library Director Holly Lague.
11. Approval of Agenda: Shelly Truttmann moved to approve, 2nd by Jody Hoesly . Motion carried.
12. Comments & Questions from the Public: None.
13. Old Business
 - A. Discussion and Consideration: Phased Reopening of the Library: Director Lague reported that enthusiasm and participation in the Grab & Go program has increased even from our initial great numbers. She reported that due to increased numbers in Covid-19 positive cases, plans to allow patrons in to the library to browse are on hold. At this time, the walk-up windows are working very well and more patrons are using these options. Discussion of village policies on mask wearing, which are still being evaluated.
 - B. Discussion and Consideration: Library Building Project: President Hiland and Director Lague will be meeting with architect Jim Gersich on moving forward during the current crisis.
14. New Business
 - A. Discussion and Consideration: 2021 Fees for South Central Library System: Director Lague reported that SCLS is being proactive on trying to assist member libraries on the issue of fees, knowing that all libraries are under additional financial stress this year. Costs for delivery may be reduced. The July Green County All Directors meeting will provide additional ideas on cost cutting for the coming year. Jody Hoesly and Shelly Truttmann asked about alternative resources for reader advisory and children's literacy. Director Lague reported that she has been researching new resources for reduced costs or free.
 - B. Discussion and Consideration: Preliminary Draft Budget for 2021: Director Lague reviewed the document and noted that with the current crisis, revenues for the county and village will be down, and there is uncertainty as to what the village's financial situation will be. She does not know if they will recommend staff pay increases as usual, or will be facing cuts. She uses the village clerk/treasurer's protocol for budgeting for health benefit increases (10%). Because of the uncertainty, she has been projecting numbers for all foreseeable situations. She eliminated one phone line and added voicemail at a cost savings, and continues to identify all possible ways to save money. Shelly Truttmann asked about providing hot spots for Internet access, particularly as there is uncertainty about school reopening in the fall. Shelly noted there is a significant part of the population who do not have Internet access in the home, and that of course affects ability to participate in online classes. Director Lague replied that she is very interested in helping with this problem, noting some issues with the previous hotspot program that the library offered. While grants may be an option to get us more than the two hotspots that our budget would allow, there isn't a carrier that provides coverage to all struggling community members – especially rural residents - as they piggyback on cell networks. She hopes the community knows that with a mobile device, they can park outside the library and use the free WiFi that is on 24/7 from our building.

C.

15. Bills & Finance Report

A. Bills: Bills were presented and approved dated June 24, 2020 in the amount of \$514.15 and July 13, 2020 in the amount of \$2,761.87.

B. Financial Statement

16. Director's Report: Attached.

17. Approval of Minutes

A. June 17, 2020: Shelly Truttmann moved to approve, 2nd by Kaylee Walters. Motion carried.

B. July 1, 2020: Kaylee Walters moved to approve, 2nd by Shelly Truttmann. Motion carried.

18. Adjournment: President Hiland adjourned the meeting at 7:27 pm.

Respectfully submitted, Suzi Janowiak, Secretary

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

Library Services

Our walk-up window continues to go well. Patrons have appreciated Erica's window display showing our "browser" collection (high-demand items we purchase extra "local" copies for without allowing them to go out on holds). We've also been providing lots more Reader's Advisory than ever before, a service we've always tried to promote but particularly now that patrons aren't able to come in to browse. Our first order of disposable masks have arrived and the patrons coming in for computer appointments have been willing to wear them while they're in the building.

With COVID-19 cases on the rise in the state and the IMLS study confirming that our materials should be quarantined for 3 days after exposure, we continue to be cautious in developing our plans to allow patrons in to browse the physical materials.

Summer Library Program

The weekly Grab & Go bags and the Book Recommendation Window have been getting lots of foot traffic. Brooke also installed a StoryWalk around the perimeter of Village Park, to give families a little extra literary option during their outings.

Collection Improvement Projects










Looking ahead to the time when we welcome patrons back into the building, staff have been working on multiple improvement projects to make our collection easier to browse: Wendy and our pages continue the big task of relabeling and organizing CDs that began earlier this year; Erica has been working her way through the non-fiction books, weeding and re-cataloging sections so they can be grouped and labeled by theme; Brenda has been cleaning up spine labels in the children's section and audiobooks.

RIPL Scholarship

One good thing to come out of the cancellations of in-person events: the RIPL (Research Institute for Public Libraries) Conference has moved to a virtual format scheduled for December 14-16, and I've been selected to receive one of the additional scholarships that have been made available. I look forward to an immersive experience focusing on topics like selecting meaningful metrics, using data to communicate with stakeholders, and data-powered strategic planning.

June 2020 Highlights

May
2020

	Items checked out	1,141
	<i>Village of New Glarus</i>	482
	<i>Town of New Glarus</i>	348
	<i>Town of Exeter</i>	23
	<i>Town of York</i>	61
	<i>Other Green County</i>	87
	<i>Dane County</i>	98
	<i>Lafayette County</i>	18
	<i>Rock County</i>	0
	Use of eBooks/e-Audio	786
	Items Added	116
	Items Deleted	134
	ILL checkouts	0
	Public computer sessions	8
	Public wi-fi sessions	5,071
	Library website visits	1,653
	Patrons Added	3
	Hours Open	99*
	Patron Visits	333
	Average Patrons/Hour	3

Curbside – June 2020

Days Offered	# of Items*	# of Patrons	Avg Patrons per Day	Avg Items Per Day
16	744	333	21	47

*Service window open for walk-up hours.

Digital Resources	June 2020	2020 Avg/Month	2019 Avg/Month
Consumer Reports	68	36	52
Transparent Languages	0	15	21
Ancestry	0	6	8
SCLS Badgerlink e-resources	n/a	n/a	3

New Glarus Public Library Program Attendance

June 2020

In addition to the Summer Library Program “Giveaway” events (weekly Grab & Go Project Bags and Free Book Giveaways), 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.

Giveaways

What	When	# Items Handed Out (1 per Child)
Grab-&-Go Project Bags	Week 1 (6/15-6/19)	140
Book Giveaway	6/17/2020	82
Grab-&-Go Project Bags	Week 2 (6/22-6/26)	131
Grab-&-Go Project Bags	Week 3 (6/29-7/2)	131
TOTAL		484

Virtual Children’s Events*

	Count	Live Views (Total)	Live Views (Average per video)	Recording Views (Total)	Recording Views (Average per video)
Storytimes	7	27	4	132	19
STEAM Projects	3	6	2	72	24

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

Beg. Balance	44,110.75	
Interest	3.09	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		44,113.84

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

Beg. Balance	1,063.58	
Withdrawal		
Deposit		
Interest	0.07	
End. Balance		1,063.65

SUBTOTAL [25-11520]**45,177.49****SBCP MM#183483-RESERVE OPERATIONS FUND [25-11300]**

Beg. Balance	20,148.25	
Interest	12.71	
End Balance		20,160.96

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

Beg. Balance (funded 9/28) [Town Impact fees]	135,887.81	
Deposit		
Interest	85.70	
End Balance		135,973.51

TOTAL LIBRARY INVESTMENTS**201,311.96****FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)**

Community Foundation of Southern WI [most recent information available]

Library Capital Campaign Fund

CASH Deposits thru 4/30/20	955,328.78
Interest/Dividend Income	1,029.82
Less fees	-53.31
Less Withdrawals	
Gifts/Pledges received	250.00
SPENDABLE CASH Available 5/31/20	956,555.29

Library Operations Fund

Balance 4/30/20	26,972.60
Gifts/Pledges received	
Interest Income	5.92
Disbursements (Fees)	
Balance 5/31/20	26,978.52
Spendable Balance 5/31/20	26,578.52

Library Endowment Fund

Beginning Balance 4/30/20	25,246.40
Contributions	
Investment Activity	960.99
Investment fees	
BALANCE 5/31/20 [NON-CASH]	26,207.39
Spendable Balance 5/31/20	912.88

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

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Online at: <https://us02web.zoom.us/j/84577006880?pwd=SFcxRi9YaERlV3AxVzVHlTHNkUkVkdz09>

By telephone, (312) 626-6799

Meeting ID: 845 7700 6880

Password: yjHe05

Wednesday, August 5, 2020 - 6:30 P.M.

AGENDA

Call to Order: President Linda Hiland called the meeting to order at 6:31 pm. Those present via teleconference, in addition to Hiland, were trustees Beth Blahut, Kaylee Walters, Shelly Truttmann, Jody Hoesly, Library Director Holly Lague, and Village Board Liaison Tammy Newberry.

Discussion and Consideration: Phased Reopening of the Library:

Lague expressed concern about allowing browsing at this time. Some bigger libraries such as Monroe and Albany are allowing browsing, while smaller libraries in Green and Dane Counties are not allowing browsing. Lague suggested that the service window is still suitable at this time. Lague is considering a phased approach to opening up to browsing and she will reconsider this by August 20th with perhaps 2 days of browsing per week with special procedures put in place. New procedures would include masks, sanitizing, short visits, guidance to "touch with intention," setting up the computer usage as a 1st come 1st served situation and maintaining the window service. The approach would be to consolidate exposure at the end of the week and then clean at the end of the week. High risk patrons could visit early in the week. If the New Glarus Schools move to "Phase C" procedures due to increased viral cases the library would cease browsing. In addition if there is a staffing shortage at the library or if the Village Hall closes, the library would adjust procedures. For winter, there would need to be other adjustments due to cold temperatures. The window might stay open but that is unknown at this time. Newberry mentioned that the Community Room might be unavailable for library use due to the election and the police department's temporary needs during their renovation project. Board members agreed that it is best to wait until school reopens to make new decisions based on developments with infection rates in the County.

Admin Team: CFSW Financial report: Hoesly had nothing to report.

Communications Team: Nothing to report.

Grants Team: Hoesly stated that the focus is on seeking funding for the art in the new library projects. The team is working on applications to CFSW and EIE grants and planning to submit in October.

Partnership Team: Nothing to report

Village Board Liaison: Tammy Newberry is the new Village Board Liaison. Newberry reported that the Village Board approved the police department's remodel project which may have impacts for the library

Friends of the Library: Lague reported that the Friends plan to sell donated books at the Farmer's Market on the 2nd Friday in August, September and October. There will be children's and adult options as well as library bumper stickers, canvas bags and yard signs for sale. Lague stated that she will brief the Friends on the talking points about the building project so that they can inform people who ask about the status of the building project. Lague stated that she will remind the Friends to pursue the opportunity to raise funds through the Giving Tuesday campaign. Hoesly suggested that the Friends should contact Judith Blank, a professional fundraiser, because she would have good ideas for them.

The Board Convened into Closed Session: Shelly Truttmann moved to go into closed session, 2nd by Kaylee Walters. Motion carried by unanimous roll call vote. The Board welcomed into the closed session: Tim Usher and Kevin Budsberg of the Building Committee.

Adjournment: President Hiland adjourned the meeting out of the closed session at 9:43 pm.

Respectfully submitted, Beth Blahut, Vice President

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

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

Meeting ID: 840 7283 0947

Password: 1csBRU

Wednesday, August 19, 2020 - 6:30 P.M.

AGENDA

19. Call to Order: President Linda Hiland called the meeting to order at 6:30 pm. Those present, in addition to Hiland, were trustees Shelly Truttman, Kaylee Walters, Beth Blahut, Suzi Janowiak, and Village Board Liaison Tammy Newberry. Also in attendance: Library Director Holly Lague.
20. Approval of Agenda: Shelly Truttman moved to approve, 2nd by Kaylee Walters. Motion carried.
21. Comments & Questions from the Public: None
22. Old Business
 - A. Discussion and Consideration: Phased Reopening of the Library: Director Lague has had to suspend computer sessions due increased COVID-19 cases in Green County as well as changing conditions as regards public use of Village Hall. She will continue to monitor the situation; and noted that people who have mobile devices can utilize the library's WiFi from outside the building.
 - B. Discussion and Consideration: Library Building Project: We continue to be in contact with our architects and other team members as we work towards the new library in these challenging times.
23. Bills & Finance Report
 - C. Bills
 - D. Financial Statement
24. Director's Report: Attached. The board complimented Director Lague and the staff for the high level of service and creative approach to serving our patrons during the pandemic.
25. Approval of Minutes
 - C. July 15, 2020: Shelly Truttman moved to approve with minor additions, 2nd by Kaylee Walters. Motion carried.
 - D. August 5, 2020: Shelly Truttman moved to approve with minor changes, 2nd by Tammy Newberry. Motion carried.
26. Adjournment: President Hiland adjourned the meeting at 6:51 pm.

Respectfully submitted, Suzi Janowiak, Secretary

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

Library Services

Walk-up service at the window and appointments for computer usage continue to increase. With local COVID-19 infections on the rise, we are glad to have a service model that we can continue to sustain as long as there isn't a full shut-down or severe staff shortage.

WISCAT interlibrary loan services resumed on August 3rd. We're excited to be able to fill a number of patron requests that have been stuck in limbo since March.

We'll be continuing our grab-and-go crafts in September through the end of the year, with weekly projects for preschoolers, and new monthly projects for teens and adults.

Summer Library Program










Brooke has provided a well-used and much appreciated Summer Library Program for families in a most challenging year. Over 7 weeks, we gave away 1,010 project bags and hosted 3 Book Giveaways that put 268 books into kids' hands; 36 book recommendations were posted on our display window, for which we rewarded two grand prize local gift certificates; we posted 20 Storytime and STEAM videos that have been viewed 449 times; and we installed 3 StoryWalks for families to enjoy at Village Park and near the Elementary School.

Clerk Search

We began advertising our clerk position on Monday July 27 on the library website, statewide email lists, and job boards, and ran an ad in the Post and Buyer's Guide July 30 and August 6. The job was posted as "open until filled", and we'll be accepting applications for a couple of weeks before scheduling an initial round of interviews.

July 2020 Highlights

July
2020

	Items checked out	1804
	<i>Village of New Glarus</i>	822
	<i>Town of New Glarus</i>	368
	<i>Town of Exeter</i>	41
	<i>Town of York</i>	176
	<i>Other Green County</i>	103
	<i>Dane County</i>	190
	<i>Lafayette County</i>	28
	<i>Rock County</i>	0
	Use of eBooks/e-Audio	808
	Items Added	115
	Items Deleted	229
	ILL checkouts	0
	Public computer sessions	8
	Public wi-fi sessions	2,139
	Library website visits	1,338
	Patrons Added	3
	Hours Open*	160
	Patron Visits	493
	Average Patrons/Hour	3

Curbside – July 2020

Days Offered	# of Items*	# of Patrons	Avg Patrons per Day	Avg Items Per Day
22	1241	493	22	56

*Service window open for walk-up hours.

Digital Resources	July 2020	2020 Avg/Month	2019 Avg/Month
Consumer Reports	53	38	52
Transparent Languages	4	3	21
Ancestry	3	4	8
SCLS Badgerlink e-resources	n/a	n/a	3

New Glarus Public Library Program Attendance

July 2020

In addition to the Summer Library Program “Giveaway” events (weekly Grab & Go Project Bags and Free Book Giveaways), 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.

Giveaways

What	When	# Items Handed Out (1 per Child)
Grab-&-Go Project Bags	Week 4 (7/5-7/10)	131
Grab-&-Go Project Bags	Week 5 (7/12-7/17)	140
Book Giveaway	7/15/2020	101
Grab-&-Go Project Bags	Week 6 (7/20-7/25)	172
Grab-&-Go Project Bags	Week 7 (7/27-7/31)	165
TOTAL		709

Virtual Children’s Events*

	Count	Live Views (Total)	Live Views (Average per video)	Recording Views (Total)	Recording Views (Average per video)
Storytimes	7	26	4	133	19
STEAM Projects	3	11	4	42	14

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

Beg. Balance	44,113.84	
Interest	3.00	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		44,116.84

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

Beg. Balance	1,063.65	
Withdrawal		
Deposit		
Interest	0.07	
End. Balance		1,063.72

SUBTOTAL [25-11520]**45,180.56****SBCP MM#183483-RESERVE OPERATIONS FUND [25-11300]**

Beg. Balance	20,160.96	
Interest	10.96	
End Balance		20,171.92

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

Beg. Balance (funded 9/28) [Town Impact fees]	135,973.51	
Deposit		
Interest	73.91	
End Balance		136,047.42

TOTAL LIBRARY INVESTMENTS 201,399.90**FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)**

Community Foundation of Southern WI [most recent information available]

Library Capital Campaign Fund

CASH Deposits thru 5/31/20	956,555.29
Interest/Dividend Income	1,029.82
Less fees	-53.31
Less Withdrawals	
Gifts/Pledges received	250.00
SPENDABLE CASH Available 6/30/20	957,781.80

Library Operations Fund

Balance 5/31/20	26,978.52
Gifts/Pledges received	
Interest Income	5.92
Disbursements (Fees)	
Balance 6/30/20	26,984.44
Spendable Balance 6/30/20	26,578.52

Library Endowment Fund

Beginning Balance 5/31/20	26,207.39
Contributions	
Investment Activity	960.99
Investment fees	
BALANCE 6/30/20 [NON-CASH]	27,168.38
Spendable Balance 6/30/20	912.88

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

Meeting ID: 899 4088 9373

Password: w0v46y

Wednesday, September 2, 2020 - 6:30 P.M.

AMENDED AGENDA – (September 1, 2020, 8:30 A.M.)

27. 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 Kaylee Walters, Jody Hoesly, Beth Blahut, Shelly Truttmann, Suzi Janowiak, Village Board Liaison Tammy Newberry, Library Director Holly Lague, and Village Administrator Drake Daily.
28. 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)
29. Approval of Agenda: Shelly Truttmann moved to approve, 2nd by Tammy Newberry. Motion carried.
30. Comments & Questions from the Public: None
31. Old Business
 - A. Discussion and Consideration: Phased Reopening of the Library: Nothing new to discuss.
 - B. Discussion and Consideration: Library Building Project: To be covered in closed session.
32. New Business
 - A. Discussion and Consideration: Resolution 20-05 Appointment of Library Clerk: Director Lague presented the resolution authorizing the hiring of new Library Clerk Amy Trumble. Motion to approve by Tammy Newberry, 2nd by Jody Hoesly. Motion carried.
33. Reports/Discussion/Consideration:
 - A. Administration Team: No report.
 - CFSW Financial Report
 - B. Communication Team: No report.
 - C. Grants Team: Is meeting regularly and working on some specific new grant opportunities.
 - D. Partnership Team : No report.
 - E. Village Board Liaison: Tammy Newberry reported that the November election will be held in the fire station this year due to the COVID-19 pandemic and the remodeling of the Police Department, instead of in the Community Room in Village Hall.
 - F. Friends of the Library: The first mini book sale at the NG farmer's market in August went very well, and two more are planned in September and October.
 - G. President's Report: No report.

34. The Board will Convene into Closed Session: Shelly Truttman moved to go into closed session, 2nd by Kaylee Walters. Carried by unanimous roll call vote.
35. The Board will Convene into Open Session: Kaylee Walters moved to go into open session, 2nd by Suzi Janowiak. Motion carried by unanimous roll call vote.
 - A. Results of Closed Session: Discussion & Consideration: Library Building Project: Motion to move forward with building project and authorize funds for appraisal up to \$1,000.00 by Shelly Truttman, 2nd by Jody Hoesly. Motion carried.
36. Adjournment: President Hiland adjourned the meeting at 8:20 pm.

Respectfully submitted, Suzi Janowiak, Secretary

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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/87690846614?pwd=NUxxOS9CeDBXeIBZaENzUWF6TXhWUT09>

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

Meeting ID: 876 9084 6614

Password: 7db12t

Wednesday, September 16, 2020 - 6:30 P.M.

AGENDA

37. 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, Shelly Truttman, Kaylee Walters, Suzi Janowiak, and Village Board Liaison Tammy Newberry. Also present: Library Director Holly Lague and Village Administrator Drake Daily. Absent: Jody Hoesly.
38. 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)
39. Approval of Agenda: Kaylee Walters moved to approve, 2nd by Tammy Newberry. Motion carried.
40. Comments & Questions from the Public: None.
41. Old Business
- A. Discussion and Consideration: Phased Reopening of the Library: Director Lague shared that they are not yet ready to restart in-person computer sessions. They are able to print documents out for patrons via email. The CARES grant was approved which will enable them to print wirelessly. She would like to investigate replacing the walk up window because the current window does not allow staff to stand up normally while interacting with patrons.
 - B. Discussion and Consideration: Library Building Project: To be covered under closed session.
42. Bills & Finance Report
- E. Bills: The August 10, 2020 bill packet was reviewed via screenshot and approved in the amount of \$2,431.36. The August 26, 2020 bill packet was reviewed via screenshot and approved in the amount of \$1,937.87. The September 8, 2020 bill packet was reviewed via screenshot and approved in the amount of \$840.89.
 - F. Financial Statement: Attached.
43. Director's Report: Attached.
44. Approval of Minutes
- E. August 19, 2020: Shelly Truttman moved to approve, 2nd by Tammy Newberry. Motion carried.
 - F. September 2, 2020: Shelly Truttman moved to approve, 2nd by Kaylee Walters. Motion carried.

45. The Board will Convene into Closed Session: Tammy Newberry moved to go into closed session, 2nd by Kaylee Walters. Motion carried by unanimous roll call vote.
46. The Board will Convene into Open Session: Tammy Newberry moved to go into open session, 2nd by Beth Blahut. Motion carried by unanimous roll call vote.
 - A. Results of Closed Session: Discussion & Consideration: Library Building Project: We continue to pursue moving the building project forward.
47. Adjournment: President Hiland adjourned the meeting at 7:50 pm.

Respectfully submitted, Suzi Janowiak, Secretary

New Glarus Public Library
Director's Report – September 16, 2020
Holly Lague, Director

Library Services & Fall Events

Circulation through our walk-up window continues to increase each month. Our free faxing and waiving of printing fees for small black-and-white jobs has been well-utilized and appreciated by patrons for important things like medical and employment information as well as convenience like shipping labels. We continue to work with patrons who would like to pick something off the shelves, providing readers' advisory services to match them with items that suit their interests.

Our children's book recommendation services will soon get a boost from Brooke's new Book Bundles, which provide a stack of picture books and a small activity by theme. Likewise, our popular Grab-and-Go craft bags have returned, with weekly preschool offerings and monthly crafts for school-agers, teens and adults.

Our "Fall Home Maintenance" class taught by Project Home of Madison has been moved to a virtual format with permission to record and post it indefinitely.










We're also excited about the possibility of hosting a family drive-in movie in late October, thanks to our New Glarus Community Foundation-funded FRITZ audio-visual system. We'll be looking to possibly partner with an organization for a suitable location.

Friends of the Library Mini Book Sales

Our creative and talented Friends of the New Glarus Public Library have found a unique way to sell used books this year: with a booth at the Farmers Market! Their first mini sale was a success and they look forward to providing two more. In addition to books, they are selling Friends merchandise (library yard signs and window clings, and Friends tote bags) and handing out small kid-friendly crafts provided by Erica.

August 2020 Highlights

Aug
2020

	Items checked out	2534
	<i>Village of New Glarus</i>	1116
	<i>Town of New Glarus</i>	468
	<i>Town of Exeter</i>	56
	<i>Town of York</i>	141
	<i>Other Green County</i>	237
	<i>Dane County</i>	397
	<i>Lafayette County</i>	10
	<i>Rock County</i>	5
	Use of eBooks/e-Audio	766
	Items Added	71
	Items Deleted	29
	ILL checkouts	3
	Public computer sessions	6
	Public wi-fi sessions	3,478
	Library website visits	1,299
	Patrons Added	6
	Hours Open*	150
	Patron Visits	651
	Average Patrons/Hour	4

Curbside – July 2020

Days Offered	# of Items*	# of Patrons	Avg Patrons per Day	Avg Items Per Day
25	651	1840	26	74

*Service window open for walk-up hours.

Digital Resources	Aug 2020	2020 Avg/Month	2019 Avg/Month
Consumer Reports	4	34	52
Transparent Languages	6	3	21
Ancestry	0	4	8
SCLS Badgerlink e-resources	n/a	n/a	3

New Glarus Public Library Program Attendance

August 2020

We typically don't schedule programs during August, particularly children's, as so many families tend to travel and our youth services staff needs time to regroup and plan ahead after coordinating a busy Summer Library Program. However, this year we snuck one more Free Book Giveaway in as a surprise. They've been very popular, and we thank our generous sponsors who helped us put books into so many eager hands this summer.

Giveaways

What	When	# Items Handed Out (1 per Child)
Book Giveaway	8/5/2020	107

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

Beg. Balance	44,116.84	
Interest	3.00	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		44,119.84

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

Beg. Balance	1,063.72	
Withdrawal		
Deposit		
Interest	0.07	
End. Balance		1,063.79

SUBTOTAL [25-11520]**45,183.63****SBCP MM#183483-RESERVE OPERATIONS FUND [25-11300]**

Beg. Balance	20,171.92	
Interest	10.96	
End Balance		20,182.88

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

Beg. Balance (funded 9/28) [Town Impact fees]	136,047.42	
Deposit		
Interest	73.95	
End Balance		136,121.37

TOTAL LIBRARY INVESTMENTS**201,487.88****FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)**

Community Foundation of Southern WI [most recent information available]

Library Capital Campaign Fund		
CASH Deposits thru 6/30/20		957,687.17
Interest/Dividend Income		2,580.07
Less fees		-128.37
Less Withdrawals		
Gifts/Pledges received		50.00
SPENDABLE CASH Available 7/31/20		960,188.87
Library Operations Fund		
Balance 6/30/20		26,899.77
Gifts/Pledges received		
Interest Income		2.22
Disbursements (Fees)		-0.02
Balance 7/31/20		26,901.97
Spendable Balance 7/31/20		26,501.97
Library Endowment Fund		
Beginning Balance 6/30/20		26,677.10
Contributions		
Investment Activity		938.97
Investment fees		
BALANCE 7/31/20 [NON-CASH]		27,616.07
Spendable Balance 7/31/20		1,882.88

**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/88060712651?pwd=bFZTQkNCajdJU2ZadmZBZHJ4WGlrUT09>

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

Meeting ID: 880 6071 2651

Password: t0irwy

Wednesday, October 7, 2020 - 6:30 P.M.

AGENDA

48. 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 Shelly Truttmann, Beth Blahut, Kaylee Walters, Jody Hoesly, Suzi Janowiak, Village Board Liaison Tammy Newberry, and Library Director Holly Lague.
49. Approval of Agenda: Tammy Newberry moved to approve, 2nd by Kaylee Walters. Motion carried.
50. Comments & Questions from the Public: None.
51. Old Business
 - A. Discussion and Consideration: Phased Reopening of the Library: Director Lague is planning for winter hours. Since patrons still have to utilize window service, she will adjust the schedule to account for it being dark earlier in the day, while also providing Saturday service. There will be some adjustments made to the window in order to facilitate communication during the winter weather.
 - B. Discussion and Consideration: Library Building Project: President Hiland will have an update for the board at our next meeting in October.
52. New Business
 - A. Discussion and Consideration: Security Camera Policy: Director Lague reported that a door to the library had been unlocked repeatedly, although library staff confirmed that they had locked it and other village staff and cleaning crew confirmed that had not used the door at all. She would like to have a security camera policy in place, and to install a camera temporarily in the area in question. She will also have the lock changed. We will need a security camera policy and system in the new library, so this is getting a head start on that as well. Tammy Newberry made a motion to approve the security camera policy, 2nd by Kaylee Walters. Motion carried.
 - B. Discussion and Consideration: Eliminating Overdue Fines: Director Lague referred to the documents she had previously provided to the board explaining the rationale for this change. Fines disproportionately affect lower income patrons, and can affect circulation negatively. Evidence shows that libraries who go fine-free often experience increased circulation and new patron registration. Jody Hoesly pointed out going fine-free is trending in many member libraries in SCLS, as well as with public libraries in general. Director Lague reviewed the impact going fine-free will have on the annual budget, and detailed the adjustments she has proposed to offset the loss of revenue from fines. She also reported on the Village Board meeting the previous evening, which both she and Suzi Janowiak attended via teleconference, and the discussion with Village Trustees on the library's budget for 2021. She also noted that patrons who can afford to pay their fines will likely voluntarily donate when they pick up their holds at the window. Jody Hoesly moved to approve to eliminate overdue fines and for this to be reflected in the circulation policy, 2nd by Shelly Truttmann. Motion carried.
53. Reports/Discussion/Consideration:
 - A. Administration Team: Jody Hoesly reported we are caught up on reports and thank you letters to donors. Shelly Truttmann reported she had sent the latest reports from CFSW.
 - CFSW Financial Report

- B. Building Committee: No report.
- C. Owner Representatives: No report.
- D. Co-chairs Team: No report.
- E. Communication Team: No report.
- F. Grants Team: Jody Hoesly reported the team is focusing mostly on programming grants at the present time. They are currently finishing up two new grant proposals.
- G. Partnership Team: No report.
- H. Village Board Liaison: No report.
- I. Friends of the Library: Final mini book sale will be Friday, October 9, at the last New Glarus Famer's Market of the year. The team reports they are making sales and having great interactions with community members. Giving Tuesday (December 1st) is being explored for the next fundraising opportunities. This will include getting library-related stories from community members to share with the community at large. Jody Hoesly reminded the board we still have our matching grant going, and this could be something they might want to donate to.
- J. President's Report: President Hiland reminded the board that the next Village Board meeting is on October 20, and they will be discussing the 2021 budget. The public hearing will be held on November 17th.

54. Adjournment: President Hiland adjourned the meeting at 7:57 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/81393903449?pwd=QU1TRXBqUXpzY3pnTFd0VVllbEJrQT09>**

**To attend by telephone, dial (312) 626-6799
Meeting ID: 813 9390 3449
Password: jNZUD3**

Wednesday, October 21, 2020 - 6:30 P.M.

AGENDA – AMENDED (October 19, 2020 at 2:30 P.M.)

55. Call to Order: President Linda Hiland called the meeting to order at 6:37 pm. Those present via teleconference, in addition to Hiland, were trustees Beth Blahut (joined at 6:40 pm), Shelly Truttman, Jody Hoesly, Kaylee Walters, Suzi Janowiak, and Village Board Liaison Tammy Newberry. Also present, Library Director Holly Lague.
56. Approval of Agenda: Kaylee Walters moved to approve, 2nd by Tammy Newberry. Motion carried.
57. Comments & Questions from the Public: None.
58. Old Business
 - A. Discussion and Consideration: Phased Reopening of the Library: Director Lague has been getting estimates for remodeling the checkout window and finalizing the design. She has a plan in place to pay for the cost, which will be modest. She discussed the upcoming Winter hours schedule and Holiday closings. President Hiland suggested she have the closing dates ready for the next meeting and possibly the 2021 dates as well, for approval by the board. Director Lague also addressed the current protocols for quarantining materials, in light of new recommendations from expert review of the data from the REALM study from Battelle/IMLS. While there is still much uncertainty regarding if surface transmission can result in human infection, the most recent opinion from the scientific community is that risk of transmission this way is relatively low. Wisconsin DPI and DHS are currently recommending 24-hour quarantine of materials as adequate to address this risk. SCLS, UW and other library systems are adopting these guidelines. Director Lague feels comfortable with accepting the scientific recommendations and state standard as far as quarantining materials. President Hiland noted that new research and information is becoming established regularly now that we better understand how Covid-19 is transmitted. Jody Hoesly noted that SCLS works closely with DHS and that is part of any decision making.
 - B. Discussion and Consideration: Library Building Project: President Hiland reported that the survey of Shepherd of the Hills congregation is complete and the overwhelming majority is in favor of potentially selling 1-2 acres of land for possible location for the new library. President Hiland is now in touch with the architects and CMAR to see if they can come up with some numbers to see if we can build at that location more economically than the West Side site. President Hiland would recommend three Library Board trustees be appointed going forward, recusing herself from any future negotiations. Discussion of next steps. This topic will be discussed at our next meeting.
59. Bills & Finance Report
 - G. Bills: Bills were presented via screenshot and approved dated September 28, 2020 in the amount of \$8675.87. Bills were presented via screenshot and approved dated October 9, 2020 in the amount of \$668.77.
 - H. Financial Statement: Attached.
60. Director's Report: Attached. Director Lague discussed the report with the board, including the new fine-free policy, participating in the virtual DINOvember event with other member libraries, and the new

window display for children's and adult books recommendations. She also updated the board on the Giving Tuesday initiative that the Friends of the NGPL is working on.

61. Approval of Minutes

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

H. October 7, 2020: Shelly Truttman moved to approve with minor changes, 2nd by Kaylee Walters. Motion carried.

62. Adjournment: President Hiland adjourned the meeting at 7:20 pm.

Respectfully submitted, Suzi Janowiak, Secretary

**New Glarus Public Library
Director's Report – October 21, 2020
Holly Lague, Director**

Fine Free

Library staff are grateful to the Library Board for their unanimous vote on October 7 in favor of eliminating overdue fines. The official press release will be in the Post Messenger Recorder on October 22, along with being posted on our website and social media. Staff at South Central Library System have already updated our policy in Bibliovation, the Integrated Library System (ILS) software, so that late fines no longer accrue on materials checked out at our location. Other than spreading the word, the big remaining task is to identify and clear existing balances that are owed to New Glarus for overdues, while leaving lost or damaged item fees in place. With so many libraries currently going “fine free”, SCLS has a backlog of requests for reports like this, but once they're able to run ours, we should be able to complete the process in a month or two.

Library Services

Our Winter Hours begin in November: Mon-Fri 10am-5pm and Sat 10am-1pm. As we head toward colder temperatures and earlier sunsets, it makes more sense to offer Saturday hours than weekday evening hours, and this has also been a request from some working patrons. We're also working with Monroe Glass to temporarily replace the solid window with a speak-through panel, to facilitate better communication.

Our Book Bundles and all-ages craft bags continue to be popular, while we've added a new window display of books recommended by librarians.










In November we'll be one of several libraries offering a 4-week virtual event series from Colossal Fossils called “DiNovember” (about dinosaurs, cute eh?).

Giving Tuesday

Our Friends of the Library group will be participating in the popular online fundraising movement Giving Tuesday on December 1st. Meant to provide an altruistic alternative to the shopping frenzy of Black Friday, Giving Tuesday invites participants to offer their time, talents, funds and vocal support to non-profit causes. The Friends will be gathering and sharing stories about libraries and community to bring awareness and encourage conversation, with the goal of raising money toward our 2021 programming budget and furniture for the children's and young adult areas in the new library, with the possibility of funds being matched by our ongoing Love of Community capital campaign grant.

September 2020 Highlights

Aug
2020

	Items checked out	2,518
	<i>Village of New Glarus</i>	1,215
	<i>Town of New Glarus</i>	416
	<i>Town of Exeter</i>	37
	<i>Town of York</i>	113
	<i>Other Green County</i>	213
	<i>Dane County</i>	376
	<i>Lafayette County</i>	1
	<i>Rock County</i>	2
	Use of eBooks/e-Audio	711
	Items Added	186
	Items Deleted	72
	ILL checkouts	1
	Public computer sessions	0
	Public wi-fi sessions	2,902
	Library website visits	1,348
	Patrons Added	6
	Hours Open*	161
	Patron Visits	515
	Average Patrons/Hour	3.2

Curbside – July 2020

Days Offered	# of Items*	# of Patrons	Avg Patrons per Day	Avg Items Per Day
17	1272	515	30	75

*Service window open for walk-up hours.

Digital Resources	Aug 2020	2020 Avg/Month	2019 Avg/Month
Consumer Reports	83	39	52
Transparent Languages	0	3	21
Ancestry	0	3	8
SCLS Badgerlink e-resources	n/a	n/a	3

New Glarus Public Library Program Attendance

September 2020

Given the popularity of our grab-and-go crafts over the summer, we decided to bring them back and expand them to more age groups. Weekly virtual children's programs also resumed in September.

Giveaways

What	Weeks offered	# Items Handed Out (1 per patron)
Preschool crafts	4	189
Elementary school crafts	1	50
Teen crafts	1	20
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	4	12	3	72	18

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

Beg. Balance	44,119.84	
Interest	2.90	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		44,122.74

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

Beg. Balance	1,063.79	
Withdrawal		
Deposit		
Interest	0.07	
End. Balance		1,063.86

SUBTOTAL [25-11520]45,186.60**SBCP MM#183483-RESERVE OPERATIONS FUND [25-11300]**

Beg. Balance	20,182.88	
Interest	6.30	
End Balance		20,189.18

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

Beg. Balance (funded 9/28) [Town Impact fees]	136,121.37	
Deposit		
Interest	42.51	
End Balance		136,163.88

TOTAL LIBRARY INVESTMENTS**201,539.66****FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)**

Community Foundation of Southern WI [most recent information available]

Library Capital Campaign Fund		
CASH Deposits thru 7/31/20		957,687.17
Interest/Dividend Income		72.95
Less fees		-261.74
Less Withdrawals		
Gifts/Pledges received		7,701.70
SPENDABLE CASH Available 8/31/20		<u>965,200.08</u>
Library Operations Fund		
Balance 7/31/20		26,901.97
Gifts/Pledges received		
Interest Income		2.02
Disbursements (Fees)		-0.05
Balance 8/31/20		<u>26,903.94</u>
Spendable Balance 8/31/20		<u>26,503.94</u>
Library Endowment Fund		
Beginning Balance 7/31/20		27,616.07
Contributions		
Investment Activity		1,098.08
Investment fees		
BALANCE 8/31/20 [NON-CASH]		<u>28,714.15</u>
Spendable Balance 8/31/20		<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.

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

<https://us02web.zoom.us/j/81473511680?pwd=WEJScUZKR0pNTVZZby9rNjlGUWZIZz09>

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

Meeting ID: 814 7351 1680

Password: 2azTLp

Wednesday, November 4, 2020 - 6:30 P.M.

AGENDA

63. Call to Order: President Linda Hiland called the meeting to order at 6:39 pm. Those present via teleconference, in addition to Hiland, were trustees Beth Blahut, Kaylee Walters, Shelly Truttman, Suzi Janowiak, and Village Board Liaison Tammy Newberry. Absent: Jody Hoesly. Also present, Library Director Holly Lague.
64. Approval of Agenda: Shelly Truttman moved to approve, 2nd by Tammy Newberry. Motion carried.
65. Comments & Questions from the Public: None.
66. Old Business
 - A. Discussion and Consideration: Phased Reopening of the Library: Director Lague updated the board on the adjustments to the library circulation window and planned intercom system. She also discussed how curbside circulation statistics will now be tracked using automatic reports versus a manual tally, and their appearance will change slightly in the next Director's Report.
 - B. Discussion and Consideration: Library Building Project: President Hiland updated the board on the Change Order #3 from our architects. She also briefed the board on a possible location that is available, but the consensus of the board was that the location was not something they'd be interested in studying. Discussion of Change Order #3 proposal. Shelly Truttman asked if any design would include a section of Candy Cane park, and if we could save money by having one design proposal instead of two. President Hiland asked specifically about the \$5,000 for the plat survey, and if the board wanted to commit to that expense at this time. Kaylee Walters asked about the level of interest on the church's end on selling the property, and it was indicated that they are very interested. Consensus that the survey is an essential part of the proposal.

President Hiland stated that it appears that if we could build on this site, we would be able to erect a larger building than we could on the Durst Road site, given the expense of the site work at that location. Director Lague indicated that according to estimates from Maas Brothers, they feel confident we could save money on water retention and site work; but will need the survey and design proposal to give us firmer numbers. Shelly Truttman asked about timeline, and would we be able to go to bid on our hoped-for timeline. Director Lague said the architects feel confident we could still bid and perhaps break ground in spring of 2021.

Discussion of how/when to engage the public on this possibility to provide transparency. President Hiland suggested an article informing the public that we are still moving forward with the building project, and hoping to break ground in 2021, and stating the reasons for investigating the new location as an option to build a bigger building with the money that we have now. Kaylee Walters suggested a staggered approach of public awareness, notifying donors and potential neighbors first, and then the public at large. President Hiland noted that the Village Board also needs to be updated about these preliminary discussions and potential changes in location. Director Lague indicated she has been working with Village Administrator

Drake Daily on these discussions and he is fully aware of all developments. She also indicated that our architects have indicated there could be significant cost savings if a small portion of the Candy Cane park could be included in the design, which would not involve any section of the playground or sledding hill. President Hiland indicated her desire to get a vote on the question of whether to invest these funds at this meeting in order to be able to meet our desired timeline for 2021. Beth Blahut indicated that it is important to remind the public and our other partners that we plan to build in 2021 with our available funds. Tammy Newberry will update the Village Board at their next meeting on the project. Motion by Suzi Janowiak to authorize the funds in the amount of \$19,000 for Change Order #3 funded from Library savings account at Band of New Glarus, 2nd by Kaylee Walters. Motion carried. President Hiland will then send the documents to the architects and engineers so that they can get started on plans and estimates. President Hiland asked who else would like to serve on the negotiating committee along with Kaylee Walters and (potentially) Drake Daily. Shelly Truttmann will serve as well, and President Hiland will ask Drake Daily if he will agree to be involved.

67. New Business

- A. Discussion and Consideration: Holiday closures: Director Lague shared her proposed dates for closing the library during the holiday season, in order to coordinate with the dates the Village Hall will be closed (attached). Shelly Truttmann moved to approve, 2nd by Beth Blahut. Motion carried.

68. Reports/Discussion/Consideration:

- A. Administration Team: No report.
 - CFSW Financial Report
- B. Communication Team: President Hiland asked the board if they wanted her to reformulate the team and ask Mary Hillstrom if she'd be willing to return to the team. Beth Blahut offered to serve as well. Consensus was yes to reassembling this team.
- C. Grants Team: Has not met in the past few weeks; but is waiting to hear on proposals in the process. President Hiland indicated she had heard that pandemic-related grants might be available for infrastructure projects for public projects.
- D. Partnership Team: No report.
- E. Village Board Liaison: No report.
- F. Friends of the Library: Giving Tuesday fundraiser plans are under way, to raise funds for the Capital Campaign matching grant challenge. The Theme is going to be called "Pull Up a Chair" as the focus is raising funds for furniture for the new library. Additionally, they donated \$1,100 for programming and equipment. Farmers Market mini book sales made over \$600 in sales and donations.
- G. President's Report: No report.

69. Adjournment: President Hiland adjourned the meeting at 7:54 pm.

Respectfully submitted, Suzi Janowiak, Secretary

Library Closures for 2020 and 2021 (approved 11/4/2020)

2020

- Sat Nov 28 – day after Thanksgiving
- Sat Dec 26 – day after Christmas
- Thur Dec 31 – New Year’s Eve Day

2021

- Fri Jan 1 – New Year’s Day
- Sat Jan 2 – day after New Year’s
- Mon Jan 18 - Martin Luther King, Jr. Day
- Fri Apr 2 – “Spring holiday” (Friday before Easter)
- Mon May 31 - Memorial Day
- Mon July 5 – designated for July 4
- Mon Sept 6 - Labor Day
- Thur Nov 25 - Thanksgiving Day
- Fri Nov 26 - Friday after Thanksgiving Day
- Thur Dec 23 - Christmas Eve Day observed
- Fri Dec 24 - Christmas Day observed
- Sat Dec 25 – Christmas Day
- Thur Dec 30 – New Year’s Eve observed
- Fri Dec 31 – New Year’s Day observed
- Sat Jan 1 – New Year’s Day

VILLAGE OF NEW GLARUS
MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES
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<https://us02web.zoom.us/j/81393903449?pwd=QU1TRXBqUXpzY3pnTFd0VVllbEJrQT09>
To attend by telephone, dial (312) 626-6799
Meeting ID: 813 9390 3449
Password: jNZUD3

Wednesday, November 18, 2020 - 6:30 P.M.

AGENDA

70. Call to Order: President Linda Hiland called the meeting to order at 6:38 pm. Those present via teleconference, in addition to Hiland, were trustees Beth Blahut, Shelly Truttman, Jody Hoesly, Kaylee Walters, and Village Board Liaison Tammy Newberry. Also present, Library Director Holly Lague.
71. Approval of Agenda: Tammy Newberry moved to approve, 2nd by Shelly Truttman. Motion carried.
72. Comments & Questions from the Public: None.
73. Old Business
 - A. Discussion and Consideration: Library Building Project: President Hiland reported that flags are starting to be used to mark the property to be surveyed. The Board supported the idea to have Drake Daily be involved in helping with negotiations for any purchase of property. Library Director Lague estimated a timeline of three weeks for the return of the site review and then hopefully a design in mid-December to send to the Maas Brothers.
 - B. Discussion and Consideration: 2021 Budget: The public hearing with the Village Board was the previous night on Tuesday, November 17, and Director Lague reported that there were no questions and that the budget amendments were passed.
 - i. Approval of 2021 Budget: Shelly Truttman moved to approve, 2nd by Kaylee Walters. Motion carried.
74. Bills & Finance Report
 - I. Bills: Bills were presented via screenshot and approved dated October 28, 2020 in the amount of \$3,338.43. Director Lague noted that the two oldest computers (circ desk) were updated as part of a contract with SCLS and came in under budget. Bills were presented via screenshot and approved dated November 9, 2020 in the amount of \$1,186.90. The Board inquired about the security cameras being installed, and Director Lague confirmed and reported that there have been no further incidences regarding unlocked doors.
 - J. Financial Statement: Attached.
75. Director's Report: Attached. Director Lague discussed the report with the board, including the library's participation in Adventsfenster, the public's use of the new wireless printing option, and the success of the grab-and-go crafts and how to increase the number provided for preschool-aged children. Director Lague also reported that the service window for the library won't be replaced in full as previously discussed, but instead the library is installing a doorbell, intercom switch, and a shelf to help with service during the winter months. Director Lague expressed concern on the computer's statistics for circulation numbers, which are significantly higher than what the clerks were recording each day, and Jody Hoesly suggested that, due to a new system change this year, the renewals may be credited to the owning library rather than the circ library and suggested to Director Lague to consider just using issues for statistics rather than renewals.
76. Approval of Minutes
 - I. October 21, 2020: Shelly Truttman moved to approve with minor changes, 2nd by Tammy Newberry. Motion carried.

J. November 4, 2020: Tammy Newberry moved to approve, 2nd by Shelly Truttman. Motion carried.

77. Adjournment: President Hiland adjourned the meeting at 7:08 pm.

Respectfully submitted, Kaylee Walters, Library Board Member.

**New Glarus Public Library
Director's Report – November 18, 2020
Holly Lague, Director**

Library Services

With the transition to winter hours, we're working on getting the word out to patrons that Saturday is once again an option for picking up items. Monroe Glass determined that replacing our window wasn't feasible, so we're now working with Joe Cockroft in Public Works to install a temporary intercom and doorbell system.

Grab-and-go craft bags continue to be popular, and will wrap up in December. Plans are underway for the ever popular Winter Reading Program for adults to begin in mid-January.

Brooke coordinated with other area libraries for group discount on Colossal Fossil's "Dino-vember" series. These virtual presentations are offered weekly with a recording available for several days afterward. The live broadcast includes time for Q&A, and kids have been asking some great questions!

Printing and faxing continue to be popular requests. We've begun notifying patrons that charges for black-and-white prints will resume in January. Many have expressed willingness to pay this small fee and appreciation for the free faxing.

Adventsfenster










The library is decorating a window as part of the community Adventsfenster celebration again this year. Organizer Jackie Judd is taking care to ensure this is a safe and positive event for everyone, with masks required at any in-person unveiling events, the option to make your event virtual, and a plan to move all events to all-virtual should the need arise. Our theme is Jul Tomte (Christmas gnomes), to be unveiled on Monday December 14.

Wireless Printing Grant

Through a CARES grant coordinated by SCLS, we've received funding for a wireless printing service. This gives patrons an easier and more secure option for sending files for us to print. Patrons can send files from any device and via multiple methods – a website, an app, and a secure email address, and files are automatically deleted after 7 days.

October 2020 Highlights

Oct
2020

	Items checked out	2938
	<i>Village of New Glarus</i>	1,292
	<i>Town of New Glarus</i>	449
	<i>Town of Exeter</i>	46
	<i>Town of York</i>	213
	<i>Other Green County</i>	331
	<i>Dane County</i>	410
	<i>Lafayette County</i>	16
	<i>Rock County</i>	3
	Use of eBooks/e-Audio	726
	Items Added	148
	Items Deleted	35
	ILL checkouts	5
	Public computer sessions	0
	Public wi-fi sessions	4,488
	Library website visits	1,401
	Patrons Added	5
	Hours Open*	172
	Patron Visits	642
	Average Patrons/Hour	3.7

Curbside – Oct 2020

Days Offered	# of Items**	# of Patrons	Avg Patrons per Day	Avg Items Per Day
22	2655	642	29	121

**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	Oct 2020	2020 Avg/Month	2019 Avg/Month
Consumer Reports	52	41	52
Transparent Languages	13	4	21
Ancestry	11	4	8
SCLS Badgerlink e-resources	n/a	n/a	3

**New Glarus Public Library Program Attendance
October 2020**

Giveaways

What	Weeks offered	# Items Handed Out (1 per patron)
Preschool crafts	4	200
Elementary school crafts	1	49
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	8	30	4	176	8

**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/81678795759?pwd=dzVvWFF4UHRlbnBuMzE0ZGJBYmt0Zz09>

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

Meeting ID: 816 7879 5759

Password: L4Jq3s

Wednesday, December 16, 2020 - 6:30 P.M.

AGENDA

78. 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 Beth Blahut, Shelly Truttman, Jody Hoesly, Kaylee Walters, Suzi Janowiak, and Village Board Liaison Tammy Newberry. Also present, Library Director Holly Lague and citizen Gary Babler (the latter left meeting when closed session commenced).
79. 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)
80. Approval of Agenda: Jody Hoesly moved to approve, 2nd by Tammy Newberry. Motion carried.
81. Comments & Questions from the Public: None.
82. Old Business
- A. Discussion and Consideration: Library Building Project: To be covered under Item 10.
83. Reports/Discussion/Consideration:
- A. Administration Team: Jody Hoesly clarified a few points about our virtual Campaign Thermometer and what data is included—right now it is donations received and processed through CFSW. At this time, Giving Tuesday donations, etc., have not been included.
 - CFSW Financial Report: Attached.
 - B. Communication Team: President Hiland spoke to a former team member who is willing to serve again, but not as team leader. Beth Blahut is a member of this team as well and indicated her desire for regular meetings. Shelly Truttman offered to serve on this team.
 - C. Grants Team: Grants team has secured two new grants from CFSW. Jody Hoesly and Beth Blahut shared the details of these grants. The theme is Mapping Our Community. Local people will share their stories via artwork which will be later featured in the new library. Another segment of this project will engage middle school students working in a collaborative method. There will be a large quilt, a wood block sculpture, as well as many individual pieces. At some point, a public event is hoped for to share this art with the community before it goes into the new library. Jody Hoesly indicated that this is the start of many future community-wide collaborations. She also stated the team is and has been looking into possible Capital Campaign grant opportunities, but these are few in number and very difficult to obtain.
 - D. Partnership Team: No report.
 - E. Village Board Liaison: Tammy Newberry updated the board on the village's electrical upgrade project, but noted there were no specific library-related village board updates to report.
 - F. Friends of the Library: Director Lague updated the board on the result of the Friends' Giving Tuesday initiative. The drive raised \$9,805 and the Friends generously contributed an additional \$1,500, for a total of \$11,305; which will be divided between library programming and furniture for the Young Adults section of the new library. It was noted that these funds will fully fund budgeted programming costs for 2021.

G. President's Report: No report.

84. Bills & Finance Report

K. Bills: Bill packets were presented electronically and approved, \$743.26 dated 11/19/2020 and \$2,170.84 dated 12/8/2020.

L. Financial Statement: Attached.

85. Director's Report: Attached.

86. Approval of Minutes November 18, 2020: Jody Hoesly moved to approve, 2nd by Beth Blahut. Motion carried.

87. The Board will Convene into Closed Session: Tammy Newberry moved to go into closed session, 2nd by Kaylee Walters. Motion carried by unanimous roll call vote.

88. The Board will Convene into Open Session: Kaylee Walters moved to reconvene in open session, 2nd by Shelly Truttmann. Motion carried by unanimous roll call vote.

A. Results of Closed Session: Discussion & Consideration: Library Building Project is moving forward.

89. Adjournment: President Hiland adjourned the meeting at 7:40 pm.

Respectfully submitted, Suzi Janowiak, Secretary

New Glarus Public Library
Director's Report – December 16, 2020
Holly Lague, Director

Library Services

Our service window remains as busy as ever, with growing traffic on Saturdays as word gets out of that availability. Printing continues to be in high demand. Fees for small black-and-white jobs are still being waived, although we've been telling patrons that the \$.10/page fees will take effect in January. Grab-and-go crafts will be wrapping up at the end of the month and will be on pause through January as we transition to a new year of activity plans.










Fundraising Efforts

With their recent Giving Tuesday campaign, the Friends of the New Glarus Public Library have raised \$9,805 and generously donated another \$1,500, for a grand total of \$11,305 to date. Donations will be accepted through the end of December and will be supporting library programs in 2021 and teen furniture in the new library building. The furniture funds will also be matched by the ongoing Love of Community matching grant.

We also congratulate the Grants Team on their awards from the New Glarus Community Foundation/Community Foundation of Southern Wisconsin (CSFW)! These grants will support community art projects that will enhance the new building. We look forward to supporting the projects however we can, and to seeing what folks create!

November 2020 Highlights

Nov
2020

	Items checked out	3046
	<i>Village of New Glarus</i>	1263
	<i>Town of New Glarus</i>	492
	<i>Town of Exeter</i>	57
	<i>Town of York</i>	593
	<i>Other Green County</i>	323
	<i>Dane County</i>	228
	<i>Lafayette County</i>	10
	<i>Rock County</i>	2
	Use of eBooks/e-Audio	725
	Items Added	91
	Items Deleted	335
	ILL checkouts	4
	Public computer sessions	0
	Public wi-fi sessions	4,489
	Library website visits	1,400
	Patrons Added	2
	Hours Open*	142
	Patron Visits	584
	Average Patrons/Hour	4.1

Curbside – Nov 2020

Days Offered	# of Items**	# of Patrons	Avg Patrons per Day	Avg Items Per Day
22	2771	584	27	126

**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	Nov 2020	2020 Avg/Month	2019 Avg/Month
Consumer Reports	4	37	52
Transparent Languages	0	3	21
Ancestry	83	11	8
SCLS Badgerlink e-resources	n/a	n/a	3

New Glarus Public Library Program Attendance

November 2020

Giveaways

What	Weeks offered	# Items Handed Out (1 per patron)
Preschool crafts	5	241
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	9	39	4	128	14
Colossal Fossils	4	10	3	24	6

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

Beg. Balance	44,125.64	
Interest	3.00	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		44,128.64

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

Beg. Balance	1,063.93	
Withdrawal		
Deposit		
Interest	0.07	
End. Balance		1,064.00

SUBTOTAL [25-11520]**45,192.64****SBCP MM#183483-RESERVE OPERATIONS FUND [25-11300]**

Beg. Balance	20,195.49	
Interest	6.02	
End Balance		20,201.51

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

Beg. Balance (funded 9/28) [Town Impact fees]	136,206.41	
Deposit		
Interest	40.60	
End Balance		136,247.01

TOTAL LIBRARY INVESTMENTS 201,641.16**FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)**

Community Foundation of Southern WI [most recent information available]

Library Capital Campaign Fund		
CASH Deposits thru 9/30/20		965,531.62
Interest/Dividend Income		47.63
Less fees		-0.94
Less Withdrawals		
Gifts/Pledges received		
SPENDABLE CASH Available 10/31/20		965,578.31
Library Operations Fund		
Balance 9/30/20		26,823.94
Gifts/Pledges received		
Interest Income		1.31
Disbursements (Fees)		-0.02
Balance 10/31/20		26,825.23
Spendable Balance 10/31/20		26,425.23
Library Endowment Fund		
Beginning Balance 9/30/20		28,060.61
Contributions		
Investment Activity		-389.64
Investment fees		
BALANCE 10/31/20 [NON-CASH]		27,670.97
Spendable Balance 10/31/20		1,882.88