

Rosemary Garfoot Public Library Board Meeting Agenda

Tuesday, August 15, 2023 at 5:15pm
2107 Julius Street, Cross Plains, WI 53528

NOTICE OF ELECTRONIC MEETING

Library Board meetings are on Zoom. Join Zoom Meeting by clicking the link or using the meeting ID and passcode.

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<https://us02web.zoom.us/j/87858087426?pwd=YWVvYm5kQnFjRCswTEdHdkdTODczZz09>

Meeting ID: 878 5808 7426

Passcode: gWUJvka5

- I. **Call to Order**
- II. **Public Comment:** Members of the public may address the Library Board on items not on the printed agenda. Please note the time limit of 3 minutes.
- III. **Approval of Minutes:** Approval of Minutes from 7/25/2023 regular board meeting (action item)
- IV. **Treasurer's Report**
- V. **Approval of Bills** (action item)
- VI. **Reports**
 1. Director's
 2. President's
 3. Village Trustee's Update
- VII. **Old Business**
- VIII. **New Business**
 1. 2024 Library budget (action item)
 2. 2024-2029 Long Range Plan (discussion)
- IX. **South Central Library System and/or Dane County Library Service Update**
- X. **Adjournment**

Posting _____ Elizabeth Clauss
Trustees: If you cannot attend this meeting, please notify the library by 4 p.m. on 8/11/2023

Rosemary Garfoot Public Library Board Meeting Minutes
July 25, 2023

Present: Erica Wagoner, Jane Varda, Denise Baylis, Jennifer Wankerl, Sarah Borchardt, Nicole Schaefer
Also present: Elizabeth Clauss

Call to Order: Varda called the meeting to order at 5:15 p.m.

Public Comment: None

Approval of Minutes from June 6 and 13, 2023 meeting (action item):

- June 6: Denise motioned to approve the minutes. Varda seconded. Motion carried.
- June 13: Sarah motioned to approve the minutes. Varda seconded. Motion carried.

Treasurer's Report:

The cash management account reported at \$87,983.60

The Public account reported at \$45,666.85

Revenues to the Village reported at \$298.70

Approval of Bills (action item):

- Borchardt motioned to approve the bills. Varda seconded. Motion Carried.

Reports:

Director's Report – July 2023

- I'm working on the 2024 budget; the draft version is included in this board packet. We'll vote on the final budget at our August meeting so I can have it turned into the Village by the end of that week. The Village is also talking about a 3% COLA increase for employees, and we continue to work on the compensation plan.
- We're diving in on some large-scale projects that will focus on freshening up the nonfiction collection, as well as moving around some collections for a smoother flow within the shelves for an easier browsing experience for patrons. We found permanent shelving for the games/puzzles and for the library of things items. I also am prioritizing moving the top shelf of the adult stacks down as far as possible to make it more accessible for patrons (and staff!)
- Hiring process has started for a new library assistant. Lily will be done at the end of the summer, so we're working to fill that position before she leaves so that we don't suffer any staffing shortages.
- The dedication for the murals is on Friday, July 28 from 4-5pm at Creekside Coffee. Please join us and help us thank the sponsors and talented artists that made this community art project possible.

President's Report: None

Village Update: Sarah Borchardt

- Budget process: capital improvement projects being considered

Old Business:

- Nothing

New Business:

- **Circ Manager position:** dividing tasks so that Marlina does Circ Manager position and new position does library assistant
- **Budget**
 - 1% increase requested from the village
 - utilities a bit up.
 - \$40 increase for SCLS
 - book budget small increase
 - programming budget a bigger increase to increase offerings.
 - Overdrive advantage fees: fees paid to SCLS for Libby to provide extra digital copies.
 - final due to the village Aug 20.
- **Authorized Signer (action item)**
 - Erika motioned to establish Elizabeth as a check writer on the Public Checking account. Denise seconded. Motion carried
- **Friends of the Library/Farmers Market**
 - Jen Wankerl reported that \$540 of the donation from Bud and Jane Busch/The LIFE Foundation has been transferred to the Friends of the Library to be earmarked for the CP Farmers Market.

South Central Library System and/or Dane County Library Service Update:

- 2024 fees approved and included in the budget

Next meeting is August 15, 2023 at 5:15pm

Adjournment:

Varda made a Motion to adjourn the meeting at 5:39 p.m. Erika seconded. Motion carried.

Respectfully Submitted by
Jennifer Wankerl

2023 August Invoices for Board Approval				2023 August Revenues remitted to the Village			
				46710	General Revenue		
Category	Date	Vendor	Amount				
Audiovisual				45190	Other Law and Ordinance Violations		
	7/10/2023	Amazon	39.95				
	7/22/2023	Amazon	19.96	48200	Rent		
	7/23/2023	Amazon	67.26				
	7/24/2023	Midwest Tape	62.47				
					Total Revenues to the Village		
Books					2023 August Revenues for Library		
	7/18/2023	Baker & Taylor	352.07		Donations		
	6/29/2023	Baker & Taylor	181.98				
	7/31/2023	Amazon	16.95		Misc. Donations/Revenue		
					Total Donations	0	
Check/SLP Supplies							
Communication					*Did not remit to village between meetings due to date of July board meeting (7/25)		
Equipment							
HVAC Maintenance/Equipment							
Maintenance							
Meetings							
	7/31/2023	SCLS (lunch at directors mee	12				
	8/1/2023	Crossroads Coffee (lunch for mural artist)	28.69				
Misc.							
	7/31/2023	Nate Glynn Lawn Care	100				
Programming							
	7/24/2023	Amazon	22.77				
	7/27/2023	Amazon	73.73				
Supplies							
	7/24/2023	Amazon	11.59				
	7/27/2023	Amazon	121.08				
	8/9/2023	Ace Hardware	9.99				
	8/1/2023	USPS	3.47				
Support Services							
Utilities							
	7/18/2023	MG&E	1380.35				
		TOTAL	2504.31				

Director's Report – August 2023

	July 2023	YTD	July 2022	YTD 2022	% change in YTD
Checkouts	5380	31578	5383	34589	-8.7%
Holds Placed	1776	10818	1520	11404	-5.14%
Holds Filled	1291	-	1290	-	-
Children's Program Attendance	576	-	783	-	-
Adult Program Attendance	-	-	-	-	-
Passive Programming	156	-	-	-	-

- We're continuing to work on cleaning out/organizing storage and work spaces, as well as continuing to weed the adult collection. Shelves have already started to shift downwards and it has made a huge difference in browsability of the shelves.
- Job offers have been made for our two open positions, pending background checks. This will make us fully staffed once those folks can start. Our weekend rotation has also changed. All full-time staff members will now be part of the rotation. This is important to me so that we're all understanding the weekend flow, as well as getting to know the patrons that are maybe only in on Saturdays.
- Very successful end-of-summer-reading pool party on August 5 had 120 people! We're gearing up for our regular school-year programming, and Kelly is ramping up adult programming, starting in August. We're focusing on programs that engage and build community.
- The Friends will be trialing a large on-going book sale in September. Shelves will be set up near the front and we'll keep things well-stocked. They aren't able to do a second large sale this year due to volunteer availability, but this still allows us to offer something to the community and those that enjoy the book sales.

Library Fund - Fund 130

Account #	Account Description	Actual 2013	Actual 2014	Actual 2015	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Budget 2023	Budget 2024	% Change vs. 2023	Notes
51600 202	Communication	1,445	1,707	1,456	1,488	1,527	1,554	1,653	1,645	1,670	2,244	4,800	4,800	0%	0%
51600 203	Utilities	19,761	20,607	16,615	19,346	17,414	24,379	17,218	17,968	21,684	20,828	21,100	22,000	4%	4%
51600 207	Support Services	6,923	7,140	6,491	7,189	7,140	7,789	7,789	7,789	7,829	7,790	7,790	7,790	0%	0%
51600 304	Supplies	-	-	756	1,349	1,349	1,715	1,028	1,340	1,895	1,210	1,600	1,600	0%	0%
51600 305	Maintenance	8,651	6,588	9,720	8,279	6,551	11,342	14,235	8,633	10,500	14,205	11,000	11,000	0%	0%
55110 201	Postage	358	363	431	448	374	276	278	383	51	69	375	375	0%	0%
55110 204	Dues & Subscriptions	162	342	79	473	479	384	504	425	358	236	500	400	-25%	
55110 205	Meetings	-	883	769	2,419	1,802	3,025	1,159	1,101	1,169	516	2,800	2,500	-12%	
55110 206	Printing	75	69	166	237	510	188	243	130	461	423	350	350	0%	
55110 207	Support Services	25,207	26,354	26,648	26,695	26,879	28,216	28,040	28,078	28,740	29,735	29,798	29,832	0%	
55110 301	Equipment	1,591	6,619	5,493	5,416	5,101	6,578	6,099	6,557	8,788	10,180	7,000	8,500	18%	
55110 302	Technology	6,953	-	2,288	2,288	1,087	1,750	1,860	2,312	1,950	1,464	1,950	2,720	3%	
55110 304-401	Supplies - Books	24,492	23,212	25,563	22,520	25,939	22,678	24,366	25,927	26,866	30,321	27,070	27,720	1%	
55110 304-402	Supplies - Reference Materials	2,213	1,081	1,989	1,256	2,181	2,163	1,460	1,440	1,474	828	2,800	2,000	-25%	
55110 304-403	Supplies - Periodicals	2,590	2,768	2,687	2,680	2,754	3,484	2,440	2,440	3,378	2,494	3,735	3,500	-7%	
55110 304-404	Supplies - Audiovisual	6,132	10,166	8,374	8,454	8,497	5,761	5,761	6,725	8,497	6,098	9,350	8,600	-5%	
55110 304-105	Supplies - General	6,550	6,487	6,446	6,988	6,429	6,429	6,200	6,948	6,318	6,118	8,100	8,100	0%	
55110 306	Programs	2,543	1,004	2,120	1,762	1,729	2,703	2,540	3,012	2,550	3,321	3,000	3,600	17%	
55110 399	Miscellaneous	-	-	788	1,186	580	-	1,256	1,203	1,184	1,666	1,700	1,700	0%	
59200	Transfers to Other Funds	-	-	7,567	-	-	-	-	-	-	-	-	-	-	
Totals		119,646	115,380	127,759	115,788	116,177	129,752	126,511	123,068	136,645	139,726	144,518	146,367	1%	

Account #	Account Description	Actual 2013	Actual 2014	Actual 2015	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Budget 2023	Budget 2024	% Change vs. 2023	Notes
55110 101	Director	56,308	58,046	60,230	61,580	62,784	64,503	66,465	67,682	68,408	68,941	72,300	58,705	58,705	with \$1/hr for pt
55110 102	Assistant Director	36,261	37,409	39,335	40,216	40,996	42,184	43,203	44,202	44,718	45,018	47,800	47,400	47,400	
55110 103	Librarian	30,941	31,908	33,104	33,834	34,482	35,477	36,490	37,257	37,848	40,081	42,000	43,275	43,275	
55110 104	Part-Time Staff	39,615	40,663	39,261	45,449	45,254	47,358	49,615	43,852	47,747	42,602	56,000	57,675	64,000	
55110 110	Bonus Pool	-	-	-	-	2,764	2,833	2,412	4,442	2,968	1,376	-	-	-	
55110 171	Health Insurance	28,138	30,536	30,476	32,479	31,702	33,011	33,488	34,340	36,834	37,114	38,375	59,325	59,325	
55110 172	Dental	3,523	2,688	3,153	2,739	2,253	1,637	3,070	1,572	3,079	2,298	3,000	3,000	3,000	
55110 173	Retirement	10,484	11,109	11,294	10,705	11,374	12,019	12,332	13,944	12,876	10,133	11,650	10,300	10,600	
55110 174	Social Security	9,888	10,137	10,660	10,811	11,216	11,524	12,016	11,920	12,068	12,129	13,255	12,850	13,270	
55110 175	Medicare	2,315	2,371	2,493	2,528	2,623	2,695	2,810	2,788	2,841	2,837	3,175	3,000	3,100	
55110 176	Life Insurance	511	669	732	842	877	936	1,018	1,079	1,121	1,138	1,125	750	750	
55110 177	Income Continuation	-	-	-	-	-	-	-	-	-	-	-	-	-	
Totals		217,953	225,529	230,739	241,156	246,324	254,276	263,920	262,076	270,387	284,668	288,350	296,280	303,625	
		337,699	340,919	358,498	360,943	362,501	384,028	390,231	385,144	407,232	404,394	433,268	442,647	449,792	



Supplemental Budget Request Form

Name of person submitting this form: Elizabeth Claus

Fund Library Fund

Department Library

Account Number 55110-104

Account Name Part-time staff

2023 budget amount 56,000

2024 proposed amount 64,000

Justification: Our part-time wages are significantly below market rate and we need to increase them, both to compensate the employees we currently have, and to recruit more qualified future hires. This increased amount provides a \$1/hour increase for all part-time staff, in addition to the 3% allocated for COLA increases for 2024.

Rosemary Garfoot Public Library

Long-Range Plan 2018-2023

Mission Statement

The Rosemary Garfoot Public Library serves the community through provision of materials and services designed to create a community of life-long learners. The library provides access to materials in a variety of formats to meet the educational, recreational and information needs of the citizens in a manner reflective of the resource base.

The Rosemary Garfoot Public Library provides free and open access to information and the universe of ideas to a diverse and inclusive community. By connecting people to the transformative power of knowledge, the library advances literacy, guides life-long learning and inspires curiosity and creativity.

The library encourages activities that promote stewardship of our environment through promotion of the facility as a living laboratory, provision of environmental and ecological collections, and development of environmentally inspired practices, programs and workshops.

To fulfill this mission, the library promotes an interest in reading by providing leisure reading and other materials for persons of all ages. The library encourages self-development through provision of access to information resources in a variety of formats and through access to a diverse selection of technologies. The library serves the community by providing answers to their informational needs and serves the citizens by providing exceptional customer service.

Vision Statement

Leader in Public Service

The Rosemary Garfoot Public Library is a vibrant center of the community where citizens and visitors have access to diverse collections of materials and experience-rich spaces. The library strives to provide excellent customer service to every individual who comes through the library doors, to provide access to developing technologies and unique library services and materials, with the goal of creating a welcoming and accepting environment.

Philosophy of Service

Our library staff embraces a service approach that is responsive, courteous, positive and caring. The Library staff's goal is to provide quality service to our citizens through creation of a respectful, thoughtful and enjoyable work environment. To achieve our commitment to provision of a myriad range of quality services, we support a philosophy of public service embodied in the following statements:

- We serve the whole community from the very young to the elderly. We serve a populace of diverse economic means, lifestyles, cultures, religious and political beliefs. We believe in providing courteous and attentive service to every citizen who walks through the doors. We believe every person walking through our doors is the most important thing that has happened in our day.
- We believe in equity for the masses and strive to achieve provision of effective and equitable service to all.
- We seek innovative approaches to serve our citizens in the best way possible.
- We know our patrons are entitled to efficient service from library staff who are knowledgeable and motivated to provide customer satisfaction.
- We believe in meeting the information needs of our patrons through provision of accurate, complete, up-to-date information.
- We strive to listen to our patrons and respond to their ideas and concerns.
- We acknowledge the importance of teamwork among all staff and recognize that every staff member is integral to our ability to provide the citizens with top-notch service.
- We endeavor to make decisions with input from those most likely to be affected.
- We encourage differing viewpoints.
- We foster creativity.
- We embrace the beauty of a diverse clientele.

We believe in the special qualities each staff member brings to the library and recognize that each individual makes a positive difference every day to the citizenry they serve.

Brief History of the Library

The Rosemary Garfoot Public Library was established in January 1964 and opened its doors to the public in June 1964. The first library shared space with the Cross Plains Fire Department and municipal offices in what was the former fire station located on Main Street. In 1966, the library was relocated along with the municipal offices to the former public school located on Julius Street.

The library operated from 1966 to 1988 in the portion of the building that formerly housed kindergarten classes. The municipal meeting room was used for large library events such as summer programs.

Due to load bearing issues caused by the weight of books on the floor of a structure built in 1857, the library was moved to a different portion of the facility. Through grants, fund raising and a commitment from the municipality, an addition was put on the existing building and the library was moved to that portion of the facility in 1988. The former library space was turned into two meeting rooms to meet the needs of the community.

In the 1990's, the Village offices and police department moved to their present-day location on Church Street, and the library expanded into the vacated portions of the building. Though funds were not available to re-configure the spaces, the library staff made creative use of the vacated areas by carving out offices for professional staff and a storytime room for programming. Public meeting rooms remained in the facility.

The library quickly outgrew the 1988 addition and plans were underway to build a new facility. A new building was erected between 2005-2006 and the library opened the doors to the first Leadership in Energy and Environmental Design (LEED) certified public library in Wisconsin in July 2006.

Goals and Objectives

Roles Selected for Emphasis

1. Popular Materials Library:

The library features current, high-demand, high-interest materials in a variety of formats for persons of all ages. The library also features special collections such as a comprehensive environmental collection, humanities-based backpacks and a collection of tools, equipment and games.

2. Children's Door to Learning:

The library encourages children to develop an interest in reading and learning by facilitating their acquisition of early literacy skills through helping parents support their children's learning.

3. Community Learning Center

The library is a principal focus point for community learning services, activities and meetings. The library works with the school district and other community organizations and agencies to provide a coordinated mode of social, educational, cultural, and recreational services.

Goals and Objectives 2018-2023

Goal 1: To provide excellent patron services.

Objective 1: To provide levels of staffing necessary for provision of excellent patron services.

Objective 1A: To assess library hours by 2020 to determine if hours should be modified based on use patterns. To determine if the library should be open Sundays. If Sunday hours are deemed a positive move for the public, determination will be made to either modify current hours or add more hours to the existing schedule.

Objective 1B: To further increase the level of staffing contingent upon additional hours or alter existing schedules based on modified hours.

Objective 1C: To assess the need for a new youth services library assistant based on increased youth services programs.

Objective 2: To provide an excellent materials collection and innovative services.

Objective 2A: To build upon current collections and identify new types of collections. Collections will be built using funds from the tax base, alternative funds and grants.

Objective 2B: To continue replacing computers on an annual rotating basis.

Objective 2C: To continue adding goods to the Cool Stuff Collection of high-interest and leading edge items such as tools, equipment, games and technological items such as tablets. Funding will be provided through the tax base, private library funds and donations.

Objective 2D: To upgrade the Enterprise wireless system between 2019 and 2020 based on the South Central Library System's mandate. This will be part of the library's capital request plan.

Objective 2E: To keep abreast of service trends in public libraries and assess those trends to determine if they are applicable to our library's needs.

Objective 2F: To implement trends that are deemed applicable to the library's needs within the constraints of staffing and funding.

Objective 2G: To conduct a space assessment to determine if a formal Makerspace area can be carved out of existing space. Assessment will be conducted in 2018 with assistance from a South Central Library System consultant.

Objective 2H: To pursue funding for creation of a Makerspace by seeking funds from the Friends of the Library, potential grant opportunities and from private library accounts.

Objective 2I: To continue providing support services for non-traditional education including exam proctoring.

Goal 2: To Engage in Creative Partnerships

Objective 1: Nurturing Current Partnerships

Objective 1A: To continue supporting the Cross Plains-Berry Historical Society through provision of office and archival space. Seek information from the library System on the possibility of providing digitizing services to the Historical Society.

Objective 1B: To pursue a stronger partnership with Northwest Dane Senior Services beyond the current service of provision of a designated space for their information. Explore the possibility of implementing a memory café program based on information gathered from Northwest Dane staff.

Objective 1C: To expand relationships with local schools to encourage reciprocity. In 2018, the Youth Services Librarian will institute afterschool gatherings at the library with interested school librarians and reading specialists. Topics will include literacy and STEM/STEAM activities.

Objective 1D: To continue to nurture all other current partnerships including: Life Foundation, Ice Age Trail, Chamber of Commerce, CrossRoads Coffeehouse and Black Earth Creek Watershed Association,

Objective 2: Forming New Partnerships

Objective 2A: To participate in the community-wide venture of supporting the “Halloween House.” The library role will be to provide outside exhibit space, upon approval by the Village Board, for the display and staging of the display, beginning in 2018. Programming may be added to enhance the event.

Objective 2B: To seek organization and local artists’ support for a commUNITY art project by 2020.

Goal 3: To improve community access

Objective 1: To expand connections with village departments including: General government; police; fire; EMS; and parks & recreation, to develop integrated/complementary programs that add value to existing services. Pursue having a link to the library’s website from the Village website in 2018.

Objective 2: To continue role as a “carry-out library” through provision of outreach services to daycares, schools and senior citizen establishments.

Objective 3: To explore events and places that provide opportunities with citizens away from the library building.

Objective 4: To explore opportunities for community conversations with the library's role as host and facilitator. Invite experts on topics to moderate the discussions.

Objective 5: To continue providing free meeting room space for non-profit groups with priority given to local organizations.

Objective 6: To continue providing opportunities for meeting room rentals for private and business use. Rentals are not intended as a revenue generator, but are to cover the costs of utilities and maintenance.

Goal 4: To provide excellent communication to the community about library services and programs through marketing, promotion and advocacy.

Objective 1: Continue to promote the library via a mix of media including print and social media. Pursue purchase of extra Facebook promotion options for key events such as book sales and special performances. Contact Mazomanie radio station, WISY 92.5 to request air time for promotion of library programs and services.

Objective 2: To roll out new library website by end of 2018.

Objective 3: To remove barriers that discourage citizens from using the library by going fine-free. Begin discussion with Library Board in 2018 and consider starting with elimination of children's fines.

Objective 4: To collaborate on new programs by involving support staff in the design, development and promotion of new collections, events, programs, and services.

Objective 5: To continue to inspire patrons by developing and offering attractive, new learning experiences.

Goal 5: To promote the library's endowment

Objective 1: To coordinate a bulk mailing of endowment brochures to occur annually around the holidays. Use a portion of the endowment disbursement for associated costs.

Objective 2: To create an endowment link on the library's website in 2018.