

Rosemary Garfoot Public Library Board Meeting Agenda

Tuesday, January 16, 2023 at 5:15pm
2107 Julius Street, Cross Plains, WI 53528

This meeting will be held via Zoom. To join remotely, use the meeting link below:

Join Zoom Meeting:

<https://us02web.zoom.us/j/88599250349?pwd=dGRHZW5GeDZ4VG1pS29CdFk4MXdwUT09>

Meeting ID: 885 9925 0349

Passcode: xkx03Pbn

- 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 12/19/2023 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. CD/HYSA options for Library-held funds (discussion)
 2. SOAR Survey for strategic plan (discussion)
- IX. **South Central Library System and/or Dane County Library Service Update**
- X. **Future Agenda Items**
- XI. **Adjournment:** The next board meeting will be held on Tuesday, February 20 at 5:15pm

Posting on _____ by _____

**Rosemary Garfoot Public Library Board Meeting Minutes
Tuesday, December 19, 2023**

Present: Erica Wagoner, Jenn Wankerl, Sarah Borchardt, Denise Baylis, Nicole Schaefer
Also present: Elizabeth Clauss, Robin Graves
Absent: Amy Kurka

Call to Order: Wankerl called the meeting to order at 5:16

Public Comment: None

Approval of Minutes from Aug 2023 meeting (action item): .

- Borchardt made a motion to approve the minutes.
- Wankerl seconded. Motion carried.

Treasurer’s Report:

The cash management “money market” account reported at \$49,826.57
 The Public “checking” account reported at \$41,638.06
 Revenues to the Village reported at \$119.92
 Endowment reported: N/A

Approval of Bills (action item)

- Wankerl motioned to approve the bills
- Schaefer seconded. Motion Carried.

Reports:

Director’s Report:

- I attended the DPI New Director Bootcamp in November. It was a two-day conference that covered some basics of administration, as well as some deeper dives into book challenges, hiring, and more.
- A quiet month at the library as we take a break from our regular storytimes. We’re offering a weekly drop in coffee/play date program for caregivers and toddlers on Thursday to help keep folks in the habit of coming to the library on Thursdays until storytime resumes, and to provide a sense of community that many of those who come to our programs look forward to.
- We’re offering a Narcan training on January 18 that will be open to the public and staff will also be taking part.
- We welcome a new board member, Amy Kurka, who will serve as our school representative.

	November 2023	YTD	November 2022	YTD 2022	% change in YTD
Checkouts	4570	50517	4124	53392	-5.38%
Holds Placed	1898	17870	1788	17935	-.36%
Holds Filled	1494	-	1393	-	-
Children’s Program Attendance	105				
Adult Program Attendance	23				
Passive Programming	76	-	-	-	-

President’s Report: None

Village Update: Borchardt

- Approved the budget at the special board meeting
- Pool Committee: January presenting proposals for where (by Baer park vs. by Library)
 Allows for growth of library if pool is moved. A few years out (2026), could be installed

in Fall/Spring so it doesn't impact the pool being open in the summer. Funding is still a question. Existing Pool area possibly Splash Pad.

- New Village Hall is first priority - have preliminary plans and plan to build in 2025 over by the fire department.

Old Business: None

New Business:

- Wankerl made a motion to write checks from petty cash for holiday bonuses for staff with amounts as follows:
 - Part-time (6): 50 / Full-time (3): 150 / Custodian (1): 200Borchardt seconded. Motion Carried
- Discussion: Elizabeth will write cards and cut checks, if available come sign the cards tomorrow.
- HVAC company had to be paid for repairs to heating system (overtime to get it all done)

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

- N/A

Next meeting is Tuesday, January 16, 2024 at 5:15pm (via Zoom).

Future Agenda Item:

- Denise and Elizabeth looking at options for Petty Cash account (possibly CD to earn more interest)
- Goals for Elizabeth and the library & New strategic Plan
- In person meetings vs. Zoom (February meeting in person)

Adjournment: Borchardt motioned to adjourn the meeting at 5:42 p.m.
Wagoner Seconded. Motion carried.

Respectfully Submitted by
Erica Wagoner

2023 December Invoices for Board Approval				2023 December Revenues remitted to the Village		
Category	Date	Vendor	Amount			
				46710	General Revenue	62.95
Audiovisual				45190	Other Law and Ordinance Violations	0
	11/20/2023	Amazon (Visa)	39.92	48200	Rent	50
	12/5/2023	Midwest Tape	86.21			
	12/9/2023	Midwest Tape	112.69			
	12/19/2023	Midwest Tape	14.99	55110-399	Reiurnbursement for Friends Sponsorship of Memory Kits	486.93
	12/26/2023	Midwest Tape	11.99		Total Revenues to the Village	599.88
Books						
	12/12/2023	Baker and Taylor	212.64			
	12/14/2023	Baker and Taylor	980.1		2023 December Revenues for Library	
	12/15/2023	JLG	366		Copy Donations	9.25
	12/27/2023	Baker and Taylor	211.4			
	12/28/2023	Baker and Taylor	249.9		Misc. Donations/Revenue	1722.8
Communication					Total Donations/Misc. Revenue	1732.05
	12/16/2023	TDS	375.29			
Equipment						
	12/11/2023	Rhyme	76.43			
Maintenance						
	12/7/2023	HJ Pertzborn	100		*quarterly inspection	
	12/18/2023	ControlWorks	418		*troubleshooting/training/fixing software issue	
	12/19/2023	1901, Inc.	4068.54		*2 service calls that went into after hours	
	12/27/2023	1901, Inc.	1516.63		*boiler repair	
Meetings						
Misc.						
	11/13/2023	Relish Life (Memory Kits) (Vi	204.93		*reimbursed by Friends	
	11/16/2023	Amazon (Memory Kits)	282		*reimbursed by Friends	
Periodicals						
	11/13/2023	Orion Magazine-2 yrs (Visa)	66			
	12/19/2023	Star News-2 yrs	96			
Postage						
	11/30/2023	USPS (Visa)	4.67			
Programming						
	11/22/2023	MCPSD	51.97		*School bus for storytime	
	12/15/2023	Amazon	276.5		*storywalk supplies	
	12/29/2023	SCLS	36.45		*2023 Printing Expenses	
Supplies						
	11/30/2023	Maintenance Services	62.94			
	12/1/2023	Amazon (Visa)	475.51			
	12/5/2023	Amazon	53.1			
	12/11/2023	Demco	127.61			
	12/11/2023	Rhyme	14.79			
	1/1/2024	Amazon	10.83		*purchased 12/26/23	
	1/2/2024	Amazon	399.98		*purchased 12/26/23	
Support Services						
	11/30/2023	Maintenance Services	649.12			
Technology						
	12/29/2023	SCLS	2000		*new computers (part of pc rotation)	
	12/29/2023	SCLS	266.27		*docking station/keyboards for new computers	
Utilities						
	12/1/2023	MG&E	1414.4			
	12/15/2023	CP Water/Sewer	185.55			
Library Checkbook/Petty Cash						
	12/20/2023	Bonuses	950			
		TOTAL	16230.53			

Director's Report – January 2024

	December 2023	YTD	December 2022	YTD 2022	% change in YTD
Checkouts	4612	55129	3873	57265	-3.73%
Holds Placed	1619	19489	1338	19273	1.12%
Holds Filled	1467	-	1056	-	-
Children's Program Attendance	3	-	-	-	-
Adult Program Attendance	10	-	-	-	-
Passive Programming (makerspace table, coffee/play break)	87	-	-	-	-

- Storytime started again on January 11. We had really positive feedback from our Thursday coffee/play break during the storytime break and will look at continuing to offer something similar during programming breaks moving forward.
- We purchased and installed door counters for both entrances. This will be helpful in getting more accurate daily/weekly/monthly counts for reporting with the Annual Report, as well as for coordinating staffing and programming, versus relying on reference weeks.
- I'm looking into adding a few new things to our Library of Things—wifi hotspots, Happy Lights, and possibly more tools.

SOAR Survey

STRENGTHS

What makes you proud of your library?

Of what achievement in the last two years are you most proud?

And how do these points of pride reflect your library's greatest STRENGTHS?

What are your library's greatest assets?

OK – let's reflect on the library's STRENGTHS and ASSETS. What do these strengths indicate about your library's capabilities?

Opportunities

What are the OPPORTUNITIES that you would like to focus on for your library? (Identify the top three from your list.)

How can the library best meet the needs of community members?

What skills or resources does the library need to move forward?

ASPIRATIONS

What kind of library do you want? What are the most important attributes or essential components?

If you could wave a magic wand and accomplish 3 – 5 things to strengthen the health and vitality of your organization, what would they be?

Imagine that it's now 2 – 3 years in the future and your library and community have a thriving productive relationship. What does this look like? What steps were critical to making this happen?

RESULTS -- think of this as ACHIEVEMENTS

What are some key accomplishments that have already resulted in successful library programs, services, partnerships, facilities, etc.? What did it feel like?

How have you traditionally measured achievement and/or success? How might you measure it in the future?

What are some areas of library service that you might like to work on or enhance upon based on today's conversation?

Other thoughts/Ideas to remember?