

Rosemary Garfoot Public Library Board Meeting Agenda

Tuesday, February 20, 2023 at 5:15pm
2107 Julius Street, Cross Plains, WI 53528

This meeting will be held in person at the Rosemary Garfoot Public Library

- 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 1/16/2024 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. Annual Report (discussion and action)
 2. Staffing (discussion and possible action)
 3. SOAR Survey and Strategic Plan (discussion)
 4. Library logo (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, March 19 at 5:15pm

Posting on _____ by _____

Rosemary Garfoot Public Library Board Meeting Minutes
Tuesday, January 16, 2024

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

Call to Order: Borchardt called the meeting to order at 5:18

Public Comment: None

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

- Baylis made a motion to approve the minutes.
- Wagoner seconded. Motion carried.

Treasurer’s Report:

The cash management “money market” account reported at \$N/A
 The Public “checking” account reported at \$42,870.11
 Revenues to the Village reported at \$599.88
 Endowment reported: \$138,750.91

Approval of Bills (action item)

- New Computers (reimage other computers) Rotation every 5 years
- Heat Repairs was a big expense (not in annual maintenance)
 - Denise motioned to approve the bills
 - Schaefer seconded. Motion Carried.

Reports:

Director’s Report:

- Circulation picking back up, holds are up.
- 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. Previously borrowed from SSLC
- Meeting room is getting a lot of use. Looking into buying more tools - list of everything available on the shelf - could add list to website. Happy Lights. Wi-fi Hot-Spot to check-out (on a trip to remote place, etc.)
- I’m looking into adding a few new things to our Library of Things—wifi hotspots, Happy Lights, and possibly more tools.

	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	-		-	-

President's Report: None

Village Update: Borchardt

- This coming Monday the pool committee will be presenting the update on pool plans. Nothing finalized (existing location or Baer Park location)
- No present plans to build onto the library, if we need to expand then if the pool moves there would be room grow.

Old Business: None

New Business:

- CD/HYSA options for Library-held funds (discussion)
 - Money Market Account (~\$100 fee)
- SOAR Survey for strategic plan (discussion)
 - Due for a new strategic plan, met with consultant at SCLS who recommended sending survey to board and staff and looking at results and offering survey to the public.
 - Elizabeth will send as a Google Form tomorrow to fill out - get done before next meeting on 2/20 - then start analyzing feedback.

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

- In the process of hiring a new director (current one is retiring).
- SCLS moved into their new building - no interruptions in service. Happy to be all under one roof.

Next meeting is Tuesday, February 20, 2024 at 5:15pm (in person).

Future Agenda Item:

Annual Report - approve and sign at RGPL

Adjournment: Wagoner motioned to adjourn the meeting at 5:36 p.m.

Baylis Seconded. Motion carried.

Respectfully Submitted by

Erica Wagoner

2024 January Invoices for Board Approval				2024 January Revenues remitted to the Village	
Category	Date	Vendor	Amount		
				46710	General Revenue 43.1
Audiovisual				45190	Other Law and Ordinance Violations 95.61
	12/12/2023	Amazon (visa)	37.92		
	12/18/2023	Amazon (visa)	38.97	48200	Rent 0
	1/2/2024	Amazon	35.94		
	1/8/2024	Midwest Tape	44.99	43725	Other County Library Reimbursement 8924.48
	1/16/2024	Midwest Tape	78.21		
	1/19/2024	Midwest Tape	173.69		
					Total Revenues to the Village 9063.19
Books					
	1/2/2024	ILG	3777.28		
	1/3/2024	Baker and Taylor	402.28		
	1/4/2024	Baker and Taylor	70.4		
	1/10/2024	Baker and Taylor	332.88		
	1/17/2024	Baker and Taylor	654.33		
	1/24/2024	Baker and Taylor	934.11		
	1/25/2024	Baker and Taylor	423.37		
					2024 January Revenues for Library
					Copy Donations 20.2
					Misc. Donations/Revenue 7.85
					Total Donations/Misc. Revenue 28.05
Communication					
	1/16/2024	TDS	375.4		
Equipment					
	1/2/2024	Rhyme (printer repair)	306.95		
	1/11/2024	Rhyme	76.43		
Maintenance					
Meetings					
Misc.					
Periodicals					
	1/9/2024	Wisconsin State Journal	956		
Postage					
Programming					
Reference					
	1/4/2024	WILS (2024 Database Subscr	1366.09		
Supplies					
	12/6/2023	Office Depot (visa)	13.77		
	12/6/2023	Office Depot (visa)	73.99		
	12/27/2023	Amazon return (visa)	-50.28		
	1/11/2024	Rhyme	13.71		
Support Services (ILS Fees)					
	1/8/2024	SCLS	29697		
Support Services					
	12/31/2023	Maintenance Services	586.28		
Technology					
Utilities					
	1/15/2024	MG&E	1504.6		
	1/15/2024	CP Water/Sewer	184.42		
Library Checkbook/Petty Cash					
	1/18/2024	Piggly Wiggly (food for staff	23.73		
		TOTAL	42019.63		

Director’s Report – February 2024

	January 2024	YTD	January 2023	YTD 2023	% change in YTD
Patron Count	2414	2414	-	-	-
Checkouts	5176	5176	4240	4240	22.08%
Holds Placed	1803	1803	1671	1671	7.90%
Holds Filled	1419	-	1417	-	-
Children’s Program Attendance	100	-	64	-	-
Adult Program Attendance	19	-	-	-	-
Passive Programming (makerspace table, coffee/play break)	98	-		-	-
Community Room Reservations	17		12		
Study Room Reservations	29		20		

- Winter Reading is running February 1-29—all ages are welcome! Huge thank you to the schools for helping us get the word out about it, and for distributing the bingo cards in the libraries.
- I presented at the February Optimist’s Club meeting on the 14th to talk about library programming, as well as some of the things we’re working towards. Also a huge thank you to the Optimist’s for making a donation to sponsor a literacy program this year.
- I met with the building and design consultant for SCLS in early February to brainstorm ideas for reconfiguring the circulation desk, as I’d like to tackle that project when we replace the much worn cork flooring. Part of the reconfiguration would include adding a self-check and having open holds, so lots to consider! I’m also looking at redoing our bathrooms somewhere down the road, so we brainstormed a bit about that, too.
- We’re also restarting the digitization project for local history materials. This is a collaborative effort with SCLS, Recollection Wisconsin, and the Cross Plains-Berry Historical Society. Pauline Brunner and I met and have a good idea of where we’d like to start.
- We added lots of new stuff to our Library of Things—a generous donation from a community member kicked off our baking collection, and we also added a wi-fi hotspot for patrons to checkout.
- We had lots of really good applicants for our library assistant position; we’re interviewing this week and hope to have someone on board by early-Mid March.