

Rosemary Garfoot Public Library Board Meeting Agenda

**Tuesday, April 16 2024 at 5:15pm
2107 Julius Street, Cross Plains, WI 53528**

This meeting will be held via zoom. To join, please use the following link or meeting ID:

<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 3/19/2024 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. Endowment Funds (discussion and action)
- 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, May 21 at 5:15pm

Posting on _____ by _____

Rosemary Garfoot Public Library Board Meeting Minutes
Tuesday, March 19, 2024

Present: Jennifer Wankerl, Robin Graves, Denise Baylis, Amy Kurka, Nicole Schaefer, Erica Wagoner

Also present: Elizabeth Clauss and Shawn Brommer from SCLS

Call to Order: Wankerl called the meeting to order at 5:15 pm

Public Comment: None

Approval of Minutes from February 2024 meeting (action item):

-Made a few adjustments: omission of Wankerl in the Call to Order, the spelling of a name, and corrected money market account figure.

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

Treasurer's Report:

The cash management "money market" account reported at \$50,453.24

The Public "checking" account reported at \$43,005.36

Revenues to the Village reported at \$151,457.10

Endowment reported: \$138,837.93

Disbursement: Account is set up to come in April for 5,542.65

Approval of Bills (action item):

Wagoner made a motion to approve the bills.

Graves seconded. Motion carried.

Reports:

Director's Report:

- We wrapped up the Winter Reading Program on Leap Day. There were almost 60 finishers between kids and adults, which was great to see for trying something new.
- We had a very strong candidate pool for our latest hiring round. Our new library assistants, Amy Mockert and Samantha Schmid started the week of March 11, so we're training right now.

Director's Report – March 2024

	February 2024	YTD	February 2023	YTD 2023	% change in YTD
Patron Count	2994	5408	-	-	-
Checkouts	4822	9998	4099	8339	19.89%
Holds Placed	1963	3766	1588	3259	15.56%
Holds Filled	1448	2887	1417	2549	15.55%
Children's Program Attendance	133	233	74	138	68%
Adult Program Attendance	14	33	-	-	-
Passive Programming (makerspace table, WRP)	510	608		-	-
Community Room Reservations	19	36	13	26	38%
Study Room Reservations	30	59	32	52	13.46%

Presidents Report

None

Village Update:

None

Old Business:

None

New Business:

1. Adjacent County Reimbursement (discussion and action)
 - o Schaefer will make a motion to request county reimbursements on behalf of the library. Kurka seconded. Motion Carried.
2. Library's 60th Birthday (discussion) - trivia night at 1909 on Friday July 19 or 25th. Registration required and small fee per team. One company offered \$175 (half-price) to run it. Kurka has a book in Park library with some history of CP. More in the RGPL historical records.
 - o Show your library card and get a discount.
3. Unneeded library furniture (discussion) - unused carrels - approved as a donation for personal use

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

SOAR Survey and Strategic Plan (discussion)

- Shawn Brommer SCLS Community Engagement & Youth Services Consultant - shared presentation about creating our strategic plan and shared examples from other libraries..
- Responses from staff and board survey
 - o Proud of the staff, the space, and space it inhabits in the environment and community.

- Lead certification and environmental collection.
- Welcoming and inclusive, community oriented (i.e. Oak box mini food pantry)
- Strengths and assets: programming, innovation, staff
- What are we capable of? Opportunities? Grow with the community and expand to support and include everyone. More programming and outreach.
- Moving forward: consistent staffing and competitive wages to retain staff. Professional development for staff. Increased outreach and communication.
- Publicity and marketing the library as a “Community Living Room” welcoming place where you can connect with others, work, participate in learning opportunities, etc.
- Survey to the public (library and community needs)
 - Elizabeth will create a patron survey before election day April 2nd. A booth offering both paper and digital options (QR code and laptops available). Both multiple choice (how satisfied) and open ended comments collected.
 - How to reach non-patrons? Voting Day, Trout days, local businesses, Park & Rec
- How to measure success and achievement? SCLS can look at data - when busiest, what age and uses, digital vs. print circulation, etc. Use information to guide collection development, programming, guide improvements of the space and services, etc.
- Goal to complete by the end of the year.
 - Strategic plan for staff and board (environmental scan... longer and more information)
 - Snapshot (2-page) of the strategic plan for the public work with graphic designer

Next meeting is Tuesday, April 16 at 5:15pm (via Zoom)

Future Agenda Item:

None

Adjournment: Baylis made a motioned to adjourn the meeting at 6:29 p.m. Graves Seconded. Motion carried.

Respectfully Submitted by
Erica Wagoner

2024 March Invoices for Board Approval

Category	Date	Vendor	Amount
Audiovisual	3/5/2024	Midwest Tape	14.99
	3/11/2024	Midwest Tape	163.18
	3/12/2024	Amazon	44.94
	3/18/2024	Midwest Tape	115.45
	3/19/2024	Amazon	24.95
	3/19/2024	Tmobile	31.15
	3/27/2024	Amazon	59.99
	3/31/2024	Amazon	29.83
	Books	3/12/2024	Baker and Taylor
3/18/2024		Friends of the CCBC (kids' books)	387
3/19/2024		Baker and Taylor	479.88
3/19/2024		Penworthy	561.75
3/25/2024		Baker and Taylor	111.66
3/28/2024		Baker and Taylor	121.55
3/29/2024		Baker and Taylor	348.79
3/29/2024		Amazon	19.99
Communication	3/19/2024	TDS March	375.4
Dues and Subscriptions	3/4/2024	DCL-ReThinking Libraries Study	38
Equipment	3/6/2024	Rhyme (Kyocera)	55.83
	3/11/2024	Rhyme	76.43
Maintenance	3/19/2024	HJ Pertzborn-quarterly inspection	100
Meetings			
Misc.			
Periodicals	8/21/2023	WT Cox	252.75
Postage			
Programming	3/10/2024	Amazon	26.37
Reference			
Supplies	2/29/2024	Maintenance Services	64.84
	3/1/2024	Amazon	16.99
	3/3/2024	Amazon	31.32
	3/11/2024	Rhyme	21.59
	3/21/2024	PKK Lighting	54.69
	3/29/2024	Amazon	36.28
Support Services (ILS Fees)			
Support Services	2/29/2024	Maintenance Services	632.91
Technology			
Utilities	3/15/2024	CP Utilities	188.98
	3/15/2024	MGE	1588.09
Library Checkbook/Petty Cash	3/22/2024	Seed Savers (Visa)	371.39
		TOTAL	6411.47

2024 March Revenues remitted to the Village

46710 General Revenue	57.4
45190 Other Law and Ordinance Violations Refund for Lost and Paid item	16.99
	-10
48200 Rent	100
Total Revenues to the Village	164.39
2024 March Revenues for Library	
Copy Donations	70.75
Misc. Donations/Revenue	145.26
Friends of the Library-Seed Library Spc	371.39
Total Donations/Misc. Revenue	587.4

*Sponsored by Friends

VILLAGE OF CROSS PLAINS REVENUES WITH COMPARISON TO BUDGET FOR THE 12 MONTHS ENDING DECEMBER 31, 2023

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>TAXES & TAX EQUIVALENTS</u>						
130-41110-000-00	GENERAL PROPERTY TAXES	.00	304,803.00	304,803.00	.00	100.0
	TOTAL TAXES & TAX EQUIVALENTS	.00	304,803.00	304,803.00	.00	100.0
<u>STATE/FEDERAL AID</u>						
130-43570-000-00	DANE COUNTY GRANT	.00	1,000.00	1,000.00	.00	100.0
130-43720-000-00	DANE COUNTY LIBRARY REIMBURSE	.00	117,418.00	117,260.00	(158.00)	100.1
130-43725-000-00	OTHER COUNTY LIBRARY REIMBURS	.00	8,269.98	8,180.00	(89.98)	101.1
	TOTAL STATE/FEDERAL AID	.00	126,687.98	126,440.00	(247.98)	100.2
<u>FINES & FORFIETURES</u>						
130-45190-000-00	OTHER LAW & ORDINANCE VIOLATN	.00	574.57	475.00	(99.57)	121.0
	TOTAL FINES & FORFIETURES	.00	574.57	475.00	(99.57)	121.0
<u>PUBLIC CHARGES</u>						
130-46710-000-00	GENERAL LIBRARY REVENUE	.00	451.83	400.00	(51.83)	113.0
	TOTAL PUBLIC CHARGES	.00	451.83	400.00	(51.83)	113.0
<u>MISCELLANEOUS REVENUES</u>						
130-48200-000-00	RENT	.00	1,850.00	150.00	(1,700.00)	1233.3
	TOTAL MISCELLANEOUS REVENUES	.00	1,850.00	150.00	(1,700.00)	1233.3
<u>TRANSFERS & OTHER FUNDING</u>						
130-49310-000-00	ENDOWMENT FUNDS	.00	2,000.00	2,000.00	.00	100.0
	TOTAL TRANSFERS & OTHER FUNDIN	.00	2,000.00	2,000.00	.00	100.0
	TOTAL FUND REVENUE	.00	436,367.38	434,268.00	(2,099.38)	100.5

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL BUILDING EXPENSES	.00	49,793.68	52,990.00	3,196.32	94.0
TOTAL OPERATIONAL EXPENSES	.00	342,033.71	381,278.00	39,244.29	89.7
TOTAL FUND EXPENDITURES	.00	391,827.39	434,268.00	42,440.61	90.2
NET REVENUE OVER EXPENDITURES	.00	44,539.99	.00	(44,539.99)	.0

Director's Report – April 2024

	March 2024	YTD	March 2023	YTD 2023	% change in YTD
Patron Count	3536	7994	-	-	-
Checkouts	5586	15584	4640	12979	20.07%
Holds Placed	1963	5620	1431	4690	19.83%
Holds Filled	1667	4554	1395	3944	15.27%
Children's Program Attendance	381	614	182	320	91.8%
Adult Program Attendance	50	133	-	-	-
Passive Programming (makerspace table, WRP)	271	879		-	-
Community Room Reservations	26	62	17	43	44%
Study Room Reservations	39	98	29	81	21%

- We'll be hosting a practicum student this summer from the iSchool. She'll be focusing on collection development, adult programming, reference, and circulation.
- We had a table set up for Election Day to collect community input on the new strategic plan, as well as connect with community members, create new cards, and renew old ones. Lots of survey responses were collected and should go a long way towards helping us create our new plan to fit what our community needs.
- I'll have a table at the Village Annual Meeting on April 30; the Friends will also be staffing a table to recruit new members and connect with current members.
- We have a couple of new volunteers starting to help primarily with digitizing local history items from the historical society, as well as some shelf reading and projects.
- The Friends are gearing up for their Annual Book Sale. It will be held the weekend of Trout Days.



Rosemary Garfoot Public Library

EBI
Madison WI 53716
608-469-4933
Sales Contact: MARYANNE MICHAELIS 608-469-4933

Prepared For: 2107 Julius Street
Cross Plains WI 53528
608-798-3881
Job: PO Number: Maryanne Michaelis
By: Notes:

Line #	Qty	Mfg	Part Number	Part Description	List	Ext List	Sell	Ext Sell	Sell - %
Tag:									
1	1			PAPENDIECK'S UPHOLSTERY QUOTE	\$0.00	\$0.00	\$0.00	\$0.00	
2	2			INTEGRA TRIA OTTOMANS	\$0.00	\$0.00	\$-480.00	\$960.00	
				REUPHOLSTER CF STINSON CASSIDY TWIG VINYL					
3	2			EXISTING BOOTH SEATS	\$0.00	\$0.00	\$636.36	\$1,272.72	
				REUPHOLSTER SEATS ONLY REPAIR / REPLACE SPRINGS MATCH EXISTING VINYL BOLTARLEX SIERRA CHARCOAL VINYL					
4	1			P/U OTTOMANS AND BENCH	\$0.00	\$0.00	\$-425.00	\$-425.00	
				TAKE TO PAPENDIECK'S P/U WHEN DONE AND DELIVER BACK TO LIBRARY					
Tag Subtotals:					\$0.00	\$0.00		\$2,657.72	
Total List:					\$0.00	\$0.00		\$2,657.72	
Total Sell:								\$2,657.72	