

Rosemary Garfoot Public Library Board Meeting Agenda

Tuesday, November 19, 2024 at 5:15pm
2107 Julius Street, Cross Plains, WI 53528

- 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 the 10/15/2024 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**
 - 1. Library Director evaluation (discussion)
- VIII. **New Business**
 - 1. Year-end thank you for staff/support staff (discussion and possible action)
 - 2. Book budget amendment (discussion and possible 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, December 17, 2024 at 5:15pm

Posting on _____ by _____

Rosemary Garfoot Public Library Board Meeting Minutes
Tuesday, October 15, 2024

Present: Jennifer Wankerl, Sarah Borchardt, Erica Wagoner, Denise Baylis, Amy Kurka

Not present: Robin Graves, Nicole Schaefer,

Also present: Elizabeth Clauss, Michelle Fisher

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

Public Comment: None

Approval of Minutes from September 2024 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 \$51,925.75 (current rate of 5.19%)

The Public "checking" account reported at \$42,507.01 - Dane County Grant refunding for programming

MCF Endowment reported: N/A - Community Foundation (new fund portal, no access)

Revenues to the Village reported at \$796.10

Approval of Bills (action item):

Kurka made a motion to approve the bills.

Baylis seconded. Motion carried.

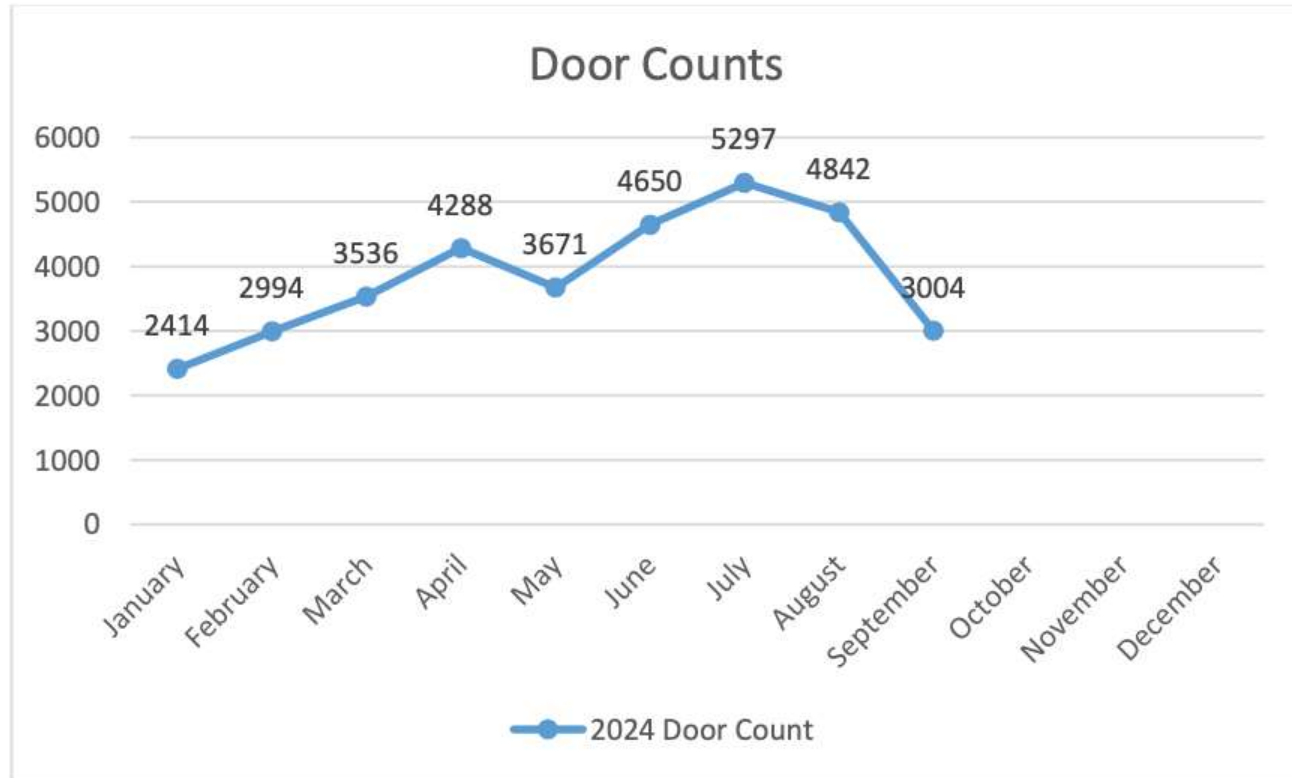
Reports:

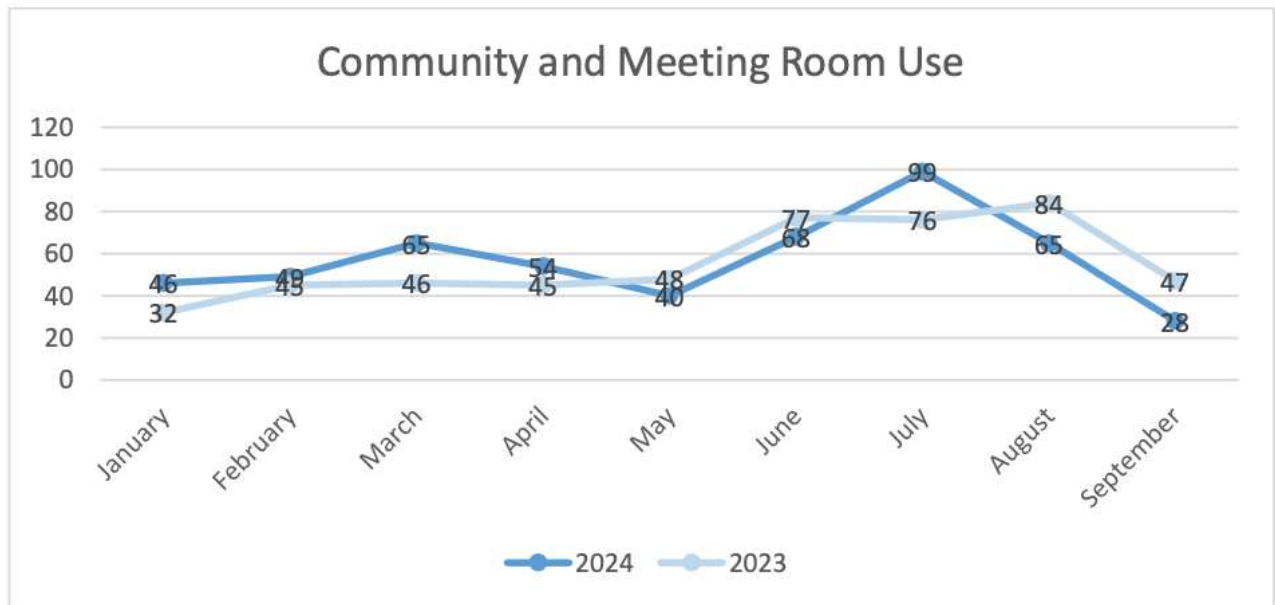
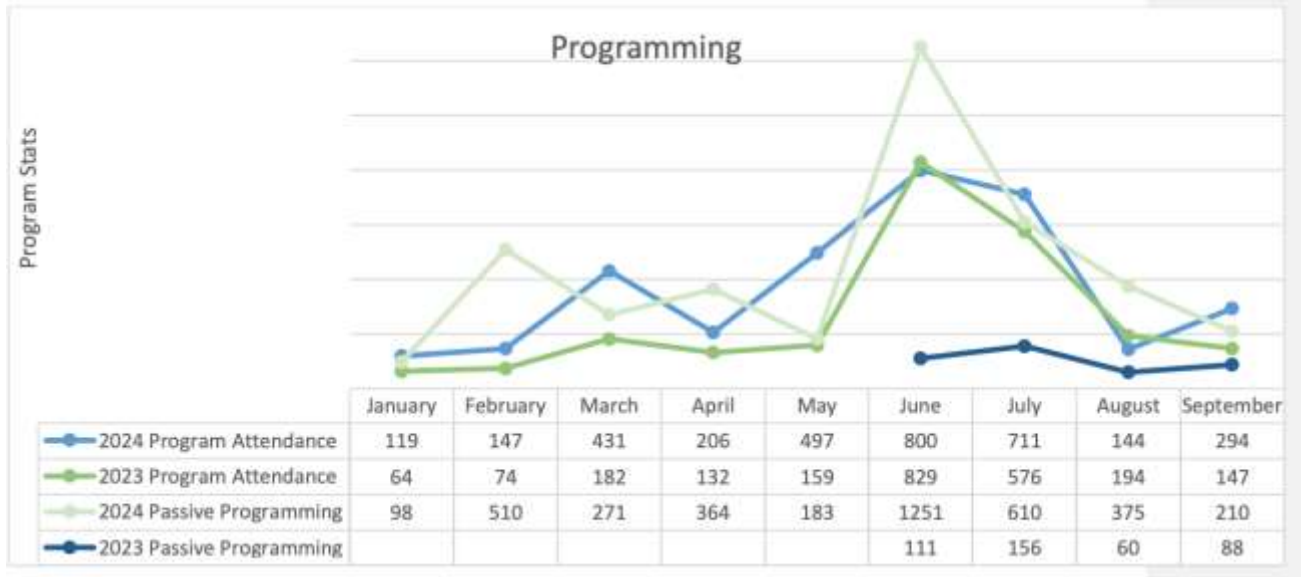
Director's Report:

- Our practicum student, Michelle Fisher, wrapped up her practicum on September 27, following a very successful Science of Ice Cream program on September 26. She worked on collection development by weeding/ adding to our Library of Things and ordering one of our monthly book orders, as well as got some experience with programming, book displays, and time on the circulation desk.
- Our new library assistant, Kathy Pernsteiner started this month. We're delighted to have her on board.
- Self-check is scheduled to be installed on October 23, 2024. We'll be moving to open holds on Monday, October 28 to give patrons and staff a few days to get used to self-check before we through open holds into the mix.
- Kelly has been training staff and working on RFID-ing our collection to help make it more self-check and SCLS-friendly. We're almost halfway through the adult print collection.
- Weeding in the adult section is almost complete; it should be wrapped up by early December.
- Annual staff evaluations are wrapping up. While I do quarterly sit-downs with everyone and my door is always open for feedback, questions, or concerns any other time of year, it was nice to sit down and have a conversation about where we'd all like to grow and the visions we have for the library over the next year.
- In September, I took part in the first Community Connections meeting with MCPASD. These meetings will be held throughout the school year and give us an opportunity to learn more about the district, our community, and how we can help better serve and provide resources for both.

- Our partnership with the Cardinal Academy students from MCPASD started again in September. They've been helping with our weeding project, as well as putting labels and stickers on the picture books as we continue to move forward with picture book city.

October Director's Report





Presidents Report

- Programming was excellent - and it was well attended. Appreciation for someone in the community sharing about their expertise as well as personal stories as a local resident.
- St. Francis has a new family who shared that the Rosemary Garfoot Public library is “magnificent” - such a good early reader collection, children’s collection, the atmosphere, the staff.

Village Trustees Update:

- Last meeting the vote determined the future location of a new swimming pool will be in Baer Park. Next steps are to draw up a plan for the design and start fundraising. Village is still in the early stages of the process. The new location provides potential for future library growth.

Old Business:

- Public Computer Use access policy
- Survey (from another library): RGPL is in the minority of libraries not charging for copies. Waunakee and Black Earth are the only other libraries who do not charge for printing / copies. We charge less .10 (B&W) and .25 (color), where as some libraries charge .50 for color copies. Elizabeth will keep us posted on how it is going.
 - Baylis will make a motion to approve the updated policy with donations only.
 - Borchardt seconded the motion. Motion carried.
- Library Director Evaluation
 - From Wankerl's review of the materials. Columbus' example was a clear one-page evaluation, only including 'meets expectations' or 'needs work'. Each board member fills out and shares with the director, and Elizabeth would do her own self evaluation.
 - Keep evaluation as simple as possible. Some examples were complicated and involved a lot of feedback to the director. Our goal rather would be to review for a "stamp of approval" from the board. More coming from a place of support, helping Elizabeth grow as a director.
 - Elizabeth has the job description for the director's position (from South Central Library System). Elizabeth will put in the shared drive.
 - Kurka and Schaefer will look at evaluation samples and compile a draft of questions that are supportive in nature and reflect current job description. Self evaluation and Board evaluation. Elizabeth will share the self-evaluation that Elizabeth uses with the other library staff to maintain continuity.
 - Draft will be sent out before next month's board meeting.
- Checking account and money market discussion.
 - The reason for so much money in checking, was that a large portion had been moved to checking years ago to be moved into a CD, but never got transferred.
 - Suggestion to move at least \$20,000 back into the existing money market account to increase return (interest) greatly. Minimal fees. Still easily accessible.
 - Annual fees for money market, the amount it would go up would be less than what we make in interest. CD rates are not as good. Is there any reason to keep all the money in checking?
 - Baylis will make a motion to approve move \$20,000 from the checking account to the money market account.
 - Kurka seconded. Motion carried.
 - Discussion: Question - why do we have this extra money? Money was leftover from building fund donated for building the "new" library (years ago). Half of the money was put into the community foundation. Beneficial for libraries to have a pool of money that doesn't get determined by the village. Goal to be good stewards of the money and use it for library facility improvements (not collection, salaries, etc.). This was brought up with the board during the discussion about increased cleaning fee. Consider what projects would we want

to dedicate it towards? Seed money for an expansion or more immediate improvements?

New Business:

- **Library Branded shifts for staff**
 - Shirts for the staff with library logo- Board purchase for the staff members as part of their holiday gift. Quote \$10.75 x 10 staff members, less than \$120 Could choose to wear it to work or not, or could raise awareness and publicity. Could board members order a shirt? Could community members? Potential annual order (new hires, etc.).
 - Wankerl will make a motion to the spending of checking account money for shirts for the staff to be given out at christmas as a one time gift.
 - Borchard seconded the motion. Motion carried.
- **Library Hour modifications**
 - November 5th - Election day - would like to open early (at 7am with polls) - extra hours, just one staff member (Elizabeth) here during the extended hours. Closing at 7pm as normal.
 - December 24th - for part time staff. Not listed as a holiday but proposed to have the day off.
 - December 31st - propose closing early, at 1pm not 7pm. Typically not busy that day.
 - Wagoner will make a motion for the library to have an early start on November 5th (7am-7pm), close the library on December 24th, and make December 31st, a half day and closing at 1pm.
 - Baylis seconded. Motion carried.
- **Library of Things Policy**
 - Michelle Fisher - Practicum student in library program. Helped to make updates to the materials and policy. Enjoyed the process of working at Rosemary Garfoot Library and will share positive experience with her class.
 - Adopt or add as an addendum an updated collection development policy to include a section policy with guidance to what gets added and removed.
 - What is the collection? Not very common, but very appreciated in the community
 - Objectives of the collection? Materials being added should meet 3 of objectives. Change: Combine #1 and #7 to reduce to 6 objectives.
 - Collection scope: what might be considered (current focus, not exclusively these areas)
 - Criteria for selection and evaluation (follows equipment use policy - some in youth area and some only adults can check out)
 - Gifts and donations (so not just a dumping ground for “yard sale things”)
 - Patron suggestions - feedback on what would like to add to the collection
 - Collection Maintenance (keep in functioning condition - can we maintain?)
 - Ease of use with help from staff as needed
 - Things can be taken out of collection for library use as well (i.e. yard games)
 - Circulation: no interlibrary-loan. Only checked out and returned at CP library.
 - Discussion: holds on items (under circulation not development policy), limited by “item type” - toy or equipment, generic. Equipment use policy (no holds). Example: volley ball net - policy does not allow to place a hold, but patrons could call in for same-day pick up requests.

- Wankerl made a motion to accept the policy as an amended policy for the Library of Things with the updates to the objectives.
- Baylis seconded. Motion carried.

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

-Dane county \$ would be reimbursed, but not the potential bonus money

Next meeting is Tuesday, November 19, at 5:15pm (in person)

Future Agenda Item:

- Library Director Evaluation Process

Adjournment:

Wankerl made a motion to adjourn at 6:28 pm

Wagoner seconded. Motion carried.

Respectfully Submitted by
Erica Wagoner

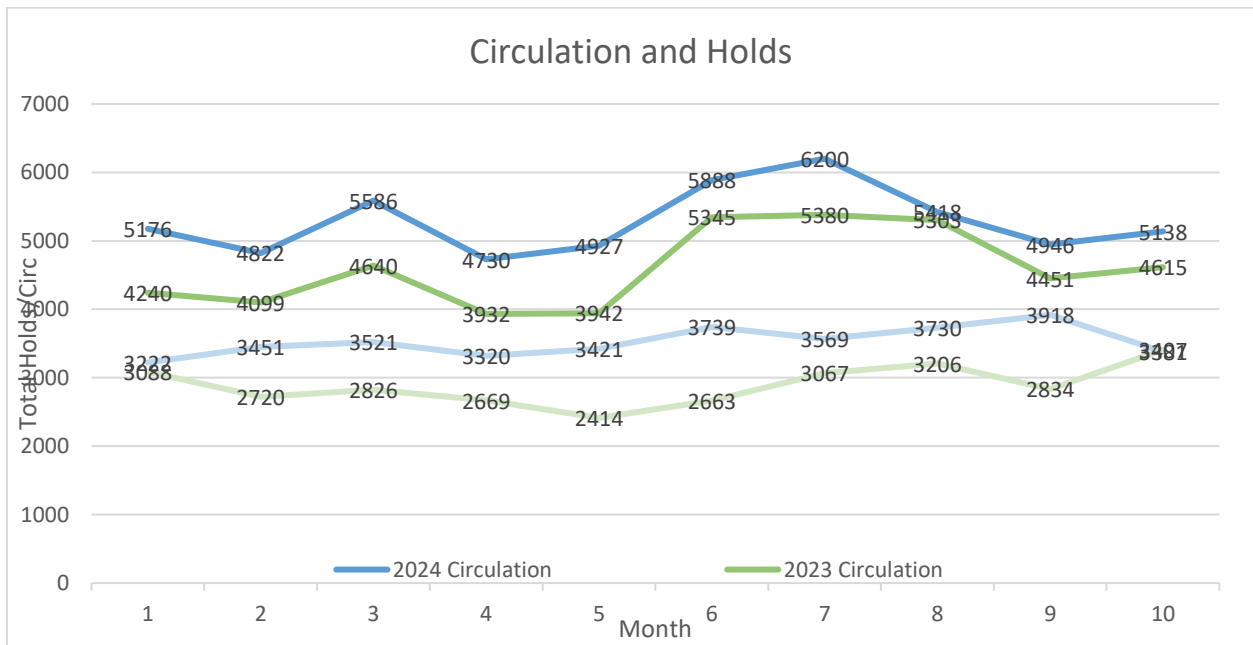
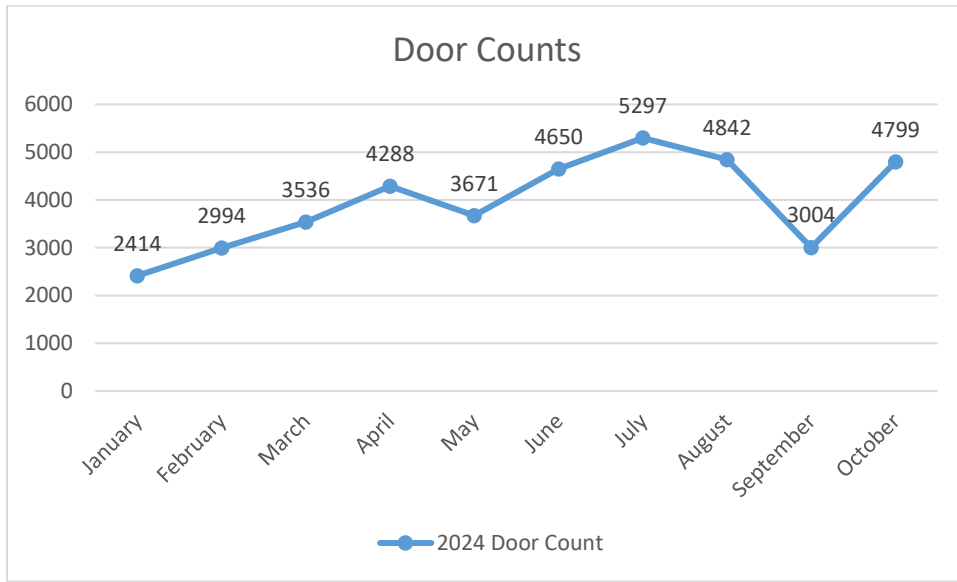
2024 October Invoices for Board Approval

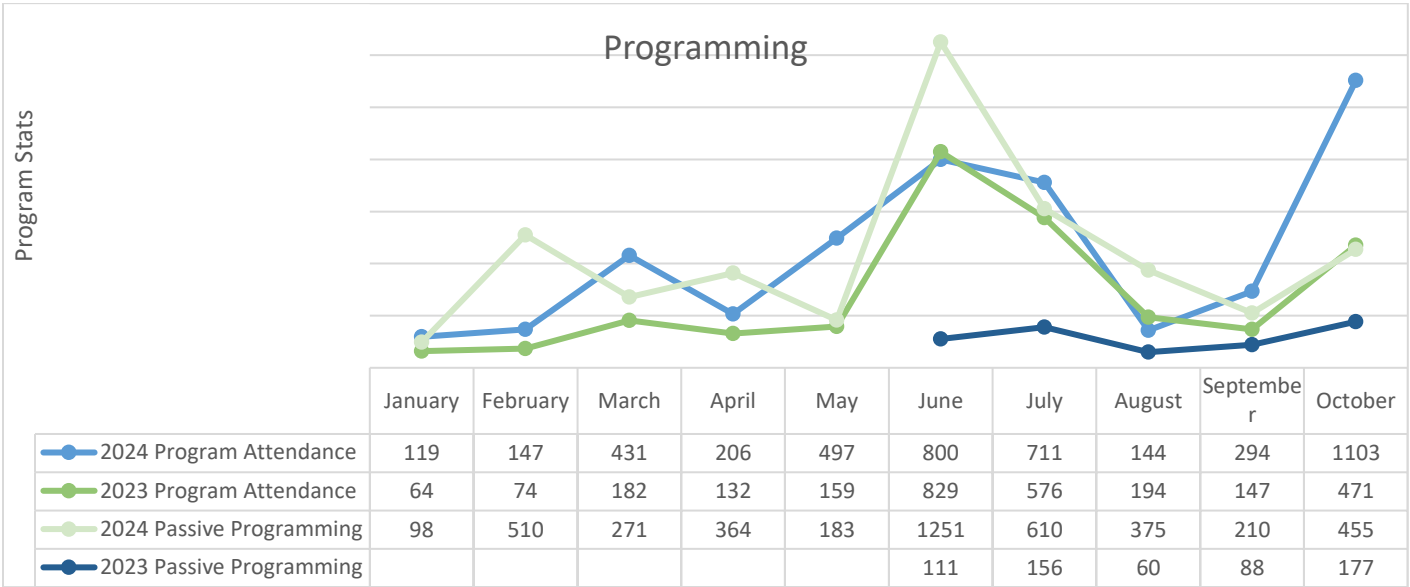
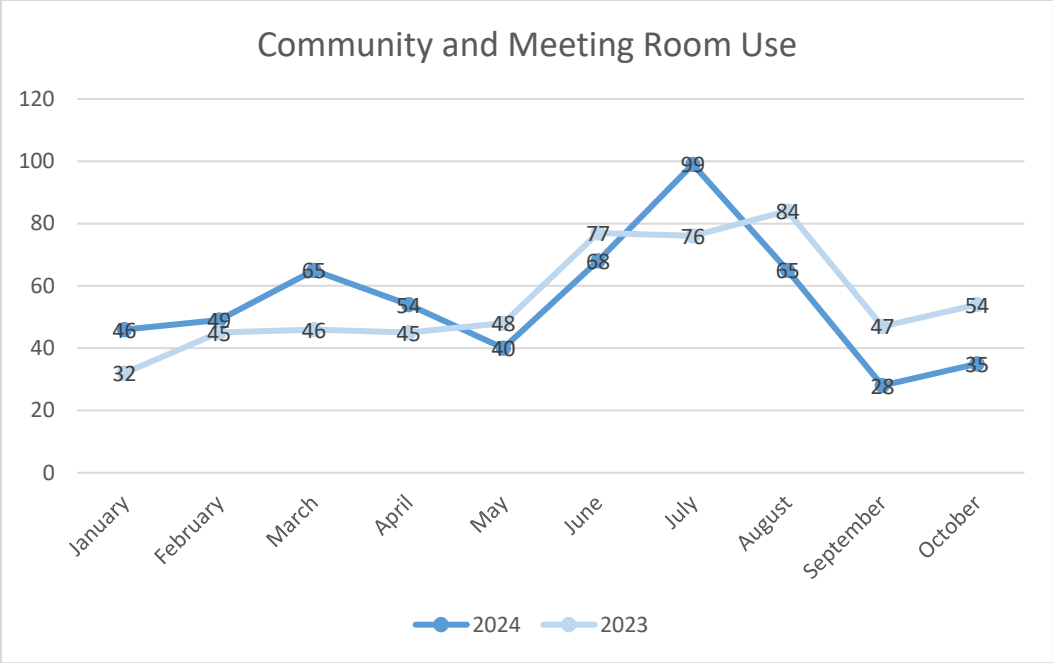
Category	Date	Vendor	Amount
Audiovisual	55110-304-104		
	10/1/2024	Amazon	34.85
	10/3/2024	Amazon	17.99
	10/7/2024	Midwest Tape	278.14
	10/11/2024	Amazon	99.98
	10/14/2024	Midwest Tape	140.45
	10/14/2024	Midwest Tape	49.48
	10/17/2024	Amazon	76.75
	10/18/2024	Midwest Tape	124.21
	10/26/2024	Amazon (pre-order refund)	-0.05
	10/26/2024	Amazon	89.98
	10/29/2024	Midwest Tape	117.69
Books	55110-304-101		
	10/3/2024	Amazon	20.95
	10/9/2024	Baker and Taylor	527.61
	10/9/2024	Baker and Taylor	45.82
	10/9/2024	Baker and Taylor	14.89
	10/22/2024	Baker and Taylor	12.52
	10/22/2024	Baker and Taylor	294.55
	10/22/2024	Baker and Taylor	11.87
	10/22/2024	Baker and Taylor	18.18
	10/28/2024	Baker and Taylor	191.24
	10/28/2024	Baker and Taylor	11.26
	10/28/2024	Baker and Taylor	38.54
	10/30/2024	Baker and Taylor	116.69
	10/30/2024	Baker and Taylor	112.19
Building Supplies	51600-304		
Communication	51600-202		
	10/16/2024	TDS	436.35
Equipment	55110-301		
	10/4/2024	Rhyme (Kyocera)	55.83
	10/11/2024	Rhyme (Sharp)	152.86
	10/14/2024	ELM USA (Disc Cleaner Repairs)	536.82
Maintenance	51600-305		
Meetings	55110-205		
Misc.	55110-399		
Periodicals			
Postage	55110-201		
	9/11/2024	USPS (Visa)	5.11
	9/26/2024	USPS (Visa)	61.1
Programming	55110-306		
	9/4/2024	Piggly Wiggly (Visa)	8.66
	10/10/2024	Costco (Reimbursement to Elizabeth)	84.36
	10/14/2024	Amazon	25.58
	10/25/2024	SCLS (Driftless Passport Printing)	63.58
	10/28/2024	Amazon	1
	10/30/2024	Piggly Wiggly	11.99
Reference	55110-304-102		
Supplies	55110-304-105		
	10/1/2024	Peterson Sanitation	10.5
		Rhyme (3 months of kyocera printing)	60.98
	10/4/2024	Amazon	38.6
	10/11/2024	Rhyme (Sharp prints/late fee)	56.51
	10/14/2024	Amazon	4.36
	10/26/2024	Amazon	15.19
	10/29/2024	SCLS (RFID Tags)	1152.1
Support Services (IT Fees)			
Support Services	51600-207		
	10/1/2024	Maintenance Services	649.13
Technology			
Utilities 51600-203			
	10/15/2024	CP Utilities	191.95
	10/15/2024	MGE	1503.32
Library Checkbook/Petty Cash			
	10/1/2024	Remitting donations to Dane Art for p	59
			7573.66

2024 October Library Revenues remitted to the Village

Category	Amount
46710 General Revenue	28.9
130-304-105 Refund to Supplies Account	15.06
43570 Dane County Grant	
45190 Other Law and Ordinance Violations	37.5 *payment from ORE
48200 Rent	300 \$250 was remitted directly to Se
Total Donations/Misc. Revenue	381.46
2024 October Revenues for Library	
Copy/Print Donations	68.33
Misc. Donations/Revenue (difference in cash and receipt book+donations)	243.67
Dane Arts Poster donations	59
Reimbursement for BTP Cheese Progr	750
Sales Tax Reimbursement from From	41.25
SCLS Youth Literacy/SLP Grant (paid f	475
Friends	3000 For board book bench
Total Donations/Misc. Revenue	4637.25

November Director's Report





- Self-check and open holds rolled out mid-October. We've had really positive feedback from patrons who appreciate both as an option now.
- Very successful month for programming—we had nearly 50 people at our wastewater tour (thank you Jerry and Ted for hosting the tour!), a program for water testing in the creek with BECWA had 35 attendees, almost 150 people came to the fall festival, and 550 trick-or-treaters stopped at the library. Our recurring programs continue to show strong, consistent attendance.

- We're wrapping up our Community Helpers storytime series this week. HUGE thank you to all the village departments and community members that were our guest readers this fall and helped families meet some of the helpers in our community.
- Picture book city continues to grow. Our volunteers from Cardinal Academy have been an amazing partner in helping us label all the books.
- We added lots of new stuff to the library of things this month, too, courtesy of the collection development project our summer practicum student, Michelle Fisher.
- I attended the ALA CORE conference November 15-16. It focused on management, access and equity, and building and operations. Lots of good things to learn about and think about for our community.

FOR THE 10 MONTHS ENDING OCTOBER 31, 2024

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>BUILDING EXPENSES</u>					
130-51600-202-00	COMMUNICATION	436.35	3,858.94	4,800.00	941.06 80.4
130-51600-203-00	UTILITIES	1,836.79	14,609.87	22,000.00	7,390.13 66.4
130-51600-207-00	SUPPORT SERVICES	649.13	5,842.09	7,800.00	1,957.91 74.9
130-51600-304-00	SUPPLIES	.00	751.50	1,600.00	848.50 47.0
130-51600-305-00	MAINTENANCE	410.00	7,716.59	11,000.00	3,283.41 70.2
	TOTAL BUILDING EXPENSES	3,332.27	32,778.99	47,200.00	14,421.01 69.5
<u>OPERATIONAL EXPENSES</u>					
130-55110-101-00	DIRECTOR	4,827.20	50,685.21	62,750.00	12,064.79 80.8
130-55110-102-00	ASSISTANT DIRECTOR	3,923.20	41,193.20	51,000.00	9,806.80 80.8
130-55110-103-00	LIBRARIAN	3,771.20	39,597.30	49,025.00	9,427.70 80.8
130-55110-104-00	PART-TIME STAFF	5,258.83	53,904.43	64,000.00	10,095.57 84.2
130-55110-171-00	HEALTH INSURANCE	2,524.26	25,242.60	52,000.00	26,757.40 48.5
130-55110-172-00	DENTAL	18.66	2,128.20	3,000.00	871.80 70.9
130-55110-173-00	RETIREMENT	864.00	9,072.00	11,225.00	2,153.00 80.8
130-55110-174-00	SOCIAL SECURITY	1,061.59	11,065.26	14,050.00	2,984.74 78.8
130-55110-175-00	MEDICARE	248.30	2,587.87	3,275.00	687.13 79.0
130-55110-176-00	LIFE INSURANCE	32.15	312.65	750.00	437.35 41.7
130-55110-201-00	POSTAGE	66.21	242.11	375.00	132.89 64.6
130-55110-204-00	DUES & SUBSCRIPTIONS	95.00	133.00	400.00	267.00 33.3
130-55110-205-00	MEETINGS	.00	12.00	2,500.00	2,488.00 .5
130-55110-206-00	PRINTING	.00	.00	350.00	350.00 .0
130-55110-207-00	SUPPORT SERVICES	.00	29,922.96	29,850.00	(72.96) 100.2
130-55110-301-00	EQUIPMENT	745.51	2,486.90	8,500.00	6,013.10 29.3
130-55110-302-00	TECHNOLOGY	3,874.75	3,994.74	2,000.00	(1,994.74) 199.7
130-55110-304-10	SUPPLIES - BOOKS	2,614.24	25,671.07	27,725.00	2,053.93 92.6
130-55110-304-10	SUPPLIES - REFERENCE MATERIALS	.00	1,366.09	2,000.00	633.91 68.3
130-55110-304-10	SUPPLIES - PERIODICALS	.00	1,417.74	3,500.00	2,082.26 40.5
130-55110-304-10	SUPPLIES - AUDIOVISUAL	1,623.52	5,997.84	8,600.00	2,602.16 69.7
130-55110-304-10	SUPPLIES - GENERAL	1,703.34	5,809.97	8,100.00	2,290.03 71.7
130-55110-306-00	PROGRAMS	1,005.21	2,678.23	4,350.00	1,671.77 61.6
130-55110-399-00	MISCELLANEOUS	435.00	1,285.00	1,700.00	415.00 75.6
	TOTAL OPERATIONAL EXPENSES	34,692.17	316,806.37	411,025.00	94,218.63 77.1
	TOTAL FUND EXPENDITURES	38,024.44	349,585.36	458,225.00	108,639.64 76.3