

## Rosemary Garfoot Public Library Board Meeting Agenda

Tuesday, May 21, 2024 at 5:15pm

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 4/16/2024 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. Endowment Funds (discussion and action)
  2. CIP projects (discussion)
  3. Overdrive Advantage (discussion)
  4. Cleaning contract (discussion)
  5. Strategic Plan next steps (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, June 18 at 5:15pm

Posting on \_\_\_\_\_ by \_\_\_\_\_

**Rosemary Garfoot Public Library Board Meeting Minutes**  
**Tuesday, April 16, 2024**

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

**Not present:**

**Also present:** Elizabeth Clauss

**\*Recording on Zoom**

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

**Public Comment:** None

**Approval of Minutes from March 2024 meeting (action item):**

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

**Treasurer's Report:**

The cash management "money market" account reported at \$50,653.27

The Public "checking" account reported at \$43,171.37

Revenues to the Village reported at \$164.39

Endowment reported: \$140,982.28

Disbursement: Account is set up to come in April for \$5,563

**Approval of Bills (action item):**

Schaefer made a motion to approve the bills.

Borchardt seconded. Motion carried.

**Reports:**

**Director's Report:**

- March was a strong month, nice increases for circulation and room reservations. Program attendance is up. Gearing up for the summer reading program.
- 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 (130 responses so far) 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.

	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%

**Presidents Report**

None

**Village Update:**

- Try to attend annual meeting on April 30th - overview of year at a glance and new village hall / police department, volunteer tables.
- Pool committee meeting - survey coming out soon about location of the new pool (by library or Baer park)
- Parks & Rec committee: lion's club hoping by next spring breaking ground for a new multi-use shelter (cement pad with arched roof) in zander park. Ambitious goal to raise funds.

**Old Business:**

None

**New Business:**

- Endowment Funds a little over \$5500 (- \$2,000 allocated to the village) the other \$3,500 left for things that do not fit in the usual collections budget.
  - How did that fund start? Reason for this fund? Do we need to re-evaluate?
  - Why does \$2,000 go to the village board? Elizabeth will look into it.
  - Cafe booth in teen section and stools in reading section need maintenance (replacement or fabric, etc.) Quote for \$2657.72
  - Busy bags, topic totes, & other kits including “hot boxes” (rename?) for teens/tweens/adults need revamping.
- Wagoner made a motion to allocate \$3500 to reupholstery and kit revamping.
  - Wankerl second.
  - Discussion: furniture maintenance - where would this normally come from. Where did the funds for the new bookshelves last year come from? Elizabeth will look into it.
  - Friends of the library (meeting tomorrow) can help pay for special projects like the summer reading program (requesting around \$3,000 again), and some other items like the initial cost of kits.
  - The remainder could go towards “lucky day” book
  - Book club kits? Madison and Middleton has a large collection of book club kits we can request - just call and they can be sent over.
- Wankerl will make a motion to allocate \$3500 for reupholstery, kit revamping, and additional Lucky Day books. Baylis seconded. Motion passed.

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

None

**Next meeting is Tuesday, May 21 at 5:15pm (via Zoom)**

**Future Agenda Item:**

-Survey results (finish collecting early in May, results should be back from SCLS)

**Adjournment:** Baylis made a motion to adjourn the meeting at 5:48 p.m.  
Schaefer Seconded. Motion carried.

Respectfully Submitted by  
Erica Wagoner

**2024 April Invoices for Board Approval**

Category	Date	Vendor	Amount
<b>Audiovisual</b>			
	1/1/2024	Midwest Tape-Account Credit from 20	-38.78
	4/8/2024	Midwest Tape	87.7
	4/12/2024	Midwest Tape	183.16
	4/21/2024	T-Mobile (Hotspot)	31.15
	4/22/2024	Midwest Tape	149.93
	4/30/2024	Midwest Tape	14.99
<b>Books</b>			
	4/9/2024	Baker and Taylor	306.05
	4/9/2024	Amazon	41.369
	4/14/2024	Amazon	12.95
	4/16/2024	Baker and Taylor	228.05
	4/24/2024	Amazon	16.99
	4/24/2024	Baker and Taylor	994.78
	4/25/2024	Baker and Taylor	45.79
<b>Building Supplies</b>			
	4/5/2024	T&J Salt Sales, LLC	11
<b>Communication</b>			
	4/16/2024	TDS	374.58
<b>Dues and Subscriptions</b>			
<b>Equipment</b>			
	4/15/2024	Rhyme	76.43
	4/22/2024	Rhyme (Kyocera)	55.83
<b>Maintenance</b>			
<b>Meetings</b>			
<b>Misc.</b>			
	4/30/2024	Nate Glynn April Mowing	100
<b>Periodicals</b>			
<b>Postage</b>			
<b>Programming</b>			
		Crossroads Coffee (Gift Card for Winter Reading Winner; paid with	
	3/7/2024	Visa)	25
	3/26/2024	Piggly Wiggly	13.56
	4/17/2024	Amazon	13.57
	4/24/2024	Amazon	35.37
<b>Reference Supplies</b>			
	2/29/2024	Office Depot (Visa)	93.98
	3/4/2024	Ace (Visa)	3.15
	4/2/2024	Amazon	69.48
	4/9/2024	Amazon	47.28
	4/15/2024	Rhyme	25.77
	4/16/2024	ELM USA	43.61
	4/18/2024	Amazon	23.6
	4/19/2024	Amazon	33.08
	4/22/2024	Rhyme (Kyocera prints; 4 months)	85.98
<b>Support Services (ILS Fees)</b>			
<b>Support Services</b>			
	3/31/2024	Maintenance Services	649.12
<b>Technology</b>			
	3/31/2024	SCLS-Domain renewal (6 years)	90.96
<b>Utilities</b>			
	4/15/2024	Madison Gas and Electric	1524.07
	4/15/2024	CP Utilities	190.11
<b>Library Checkbook/Petty Cash</b>			
		Laundromat	9
			*have \$16 in quarters left from getting change
		<b>TOTAL</b>	<b>5436.579</b>

**2024 April Library Revenues remitted to the Village**

46710 General Revenue	67.25
45190 Other Law and Ordinance Violations	-20
*Refund for Lost and Paid item from cash on hand	
48200 Rent	50
<b>Total Donations/Misc. Revenue</b>	<b>97.25</b>
<b>2024 April Revenues for Library</b>	
Copy Donations	46.45
Misc. Donations/Revenue	99.05
<b>Total Donations/Misc. Revenue</b>	<b>145.5</b>
	*discrepancy with reg

## Director’s Report – May 2024

	April 2024	YTD	April 2023	YTD 2023	% change in YTD
Patron Count	4288	12,282	-	-	-
Checkouts	4730	20,314	3932	12979	20.12%
Holds Placed	1892	7512	1534	6224	20.69%
Holds Filled	1428	5982	1135	5079	17.77%
Children’s Program Attendance	153	767	132	452	69.6%
Adult/General Program Attendance	53	186	-	-	-
Passive Programming (makerspace table/coloring/scavenger hunt/Neighborhood Trees)	364	1255		-	-
Community Room Reservations	20	82	10	53	54.7%
Study Room Reservations	34	132	35	116	13.8%

- We’re gearing up for Summer Reading! Catherine has started her school visits and we’re kicking things off on June 10 with a magic show, crafts, and Kona Ice. Kelly also has a lot planned for adult programming—beekeeping 101, armchair travel with Nicole, puzzle race, DIY Bathroom redesign, a library sports competition, and our regular monthly programs.
- Plans are finalizing for our 60<sup>th</sup> birthday celebrations. We’ll kick off July with a library card signup party at Creekside Scoop. Nineteen09 is hosting trivia night on July 19. Signup fees will go to our Endowment Fund and Nicole is helping me host the event. We’re also going to have a birthday party at the library on July 9 from 4-6 to include birthday cake, games, and more. Still working on organizing the event with the Chamber.
- We’re partnering with the Black Earth Children’s Museum to provide family day passes to the museum this summer. Very excited to offer this opportunity for folks to go on an adventure and explore close to their own community.
- The Friends had a very successful book sale—over \$3300 was raised. Thank you to the Friends for all their hard work and support.
- Kelly, Catherine, and I are walking in the Memorial Day Parade to help promote summer reading. We’ll be joined by special guests Jenny and Brighty of Read with a Dog fame.

- The Village Annual Meeting was a great success! New library cards were issued, many surveys were filled out, and it was great to talk to community members that may not be library regulars.
- The Dane County Office for Energy and Climate Change is helping us sponsor and induction cooking kit for our Library of Things. It will include a cooktop, induction-ready pans, and a QR code for recipes to try since.