



FRIENDS OF THE BARABOO PUBLIC LIBRARY BOARD

President - Sara Roltgen

Vice-president - Aimee Schulz

Treasurer - Emily Olson

Secretary - Pat Shear

Director - Jessica Bergin

Library staff - Anne Horjus

Library Board member - John Ellington

FRIENDS OF THE BARABOO PUBLIC LIBRARY

ADVOCACY, FUNDRAISING, VOLUNTEERISM

ANNUAL MEMBERSHIP MEETING AGENDA

Thursday, January 14, 2021- 6:00 pm

Virtual format only

Zoom link available upon request to baraboolibrary@gmail.com

- I. Call to order and welcome
- II. Review of agenda
- III. Minutes of January 9, 2020 meeting
- IV. President's remarks
- V. Treasurer's report
- VI. Director's remarks
- VII. Proposed amendment to bylaws (see page 2)
- VIII. Installation of executive board members
- IX. Open membership discussion
- X. Approval of disbursement requests
- XI. Adjournment

**FRIENDS OF THE BARABOO PUBLIC LIBRARY
ADVOCACY, FUNDRAISING, VOLUNTEERISM
ANNUAL MEMBERSHIP MEETING**

Thursday, January 9, 2020- 6:00 pm
Baraboo Public Library

I. Call to order and welcome-Meeting was called to order at 6:04 p.m. by Board President Sara Roltgen with Pat Shear as Recording Secretary. Board members attending were, current members Luisa Ramos Romero and Anne Horjus and incoming members, Emily Olson and Aimee Schulz. Absent were Jessica Bergin and Philip Zolper. Others attending, see attached list.

II. Review of agenda-No changes.

III. Minutes of January 10, 2019 meeting-Distributed with agenda Accepted as written.

IV. President's remarks

A. Friends mission and 2019 activities-Sara Roltgen presented the highlights of the Friends activities for 2019:

Events-Music with Friends, Turkey Bingo and Go Big Read, Volunteer Appreciation Luncheon.

Community Outreach-Books for Newborns, Bilingual Friends brochures, Baraboo Cocoa Crawl.

Improvements and Décor-Library windows washed, seasonal/holiday bouquets and decorations provided.

Collections and Materials-Mobile display unit, DVD locking cases, sensory kits, storytime rug, teen area table, online escape room subscription and BookPage subscription renewal were purchased.

Fundraising-Charcoal Drawing event, Membership Drive, Donations, May and December Book Sales, Book Sale cart.

B. Looking Ahead-Items to work on include an online membership option, support for the library expansion project, ways to broaden and increase Friends' memberships and support/host events that help increase traffic in the library.

V. Director's remarks-None

VI. Installation of executive board members-New Board Members: Interim President, Sara Roltgen; Vice-President, Aimee Schulz; Treasurer, Emily Olson and Secretary, Pat Shear were introduced. We will continue to look for someone to fill the President position.

VII. Open discussion-Question was raised and answered about literacy programs at the library. The Baraboo Literacy Council is housed at the library and staff can help with questions. Thanks were expressed for the work that the Friends members do to support and promote the library.

VIII. Approval of disbursement requests-

\$62.03 Festival Foods - Snacks/treats for library volunteers

\$705.00 Jennifer Fox - Seasonal decorations & indoor floral arrangements

\$601.74 Minuteman Press - Brochure design & printing in English & Spanish

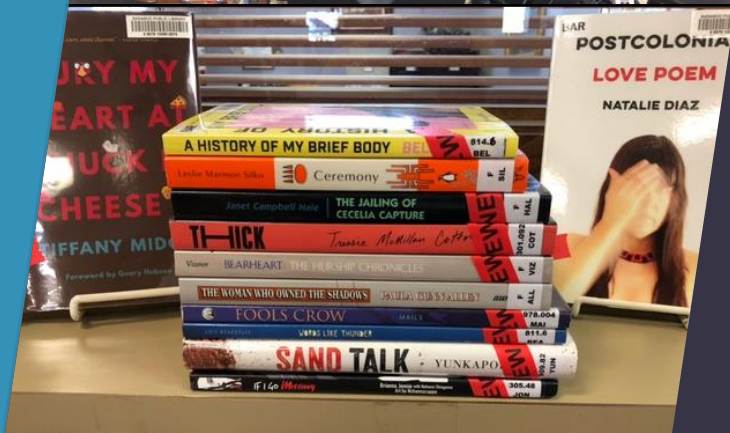
IX. Upcoming Events-Music with Friends events are scheduled at the library from 6:30-7:30 on February 20, March 12 and April 9.

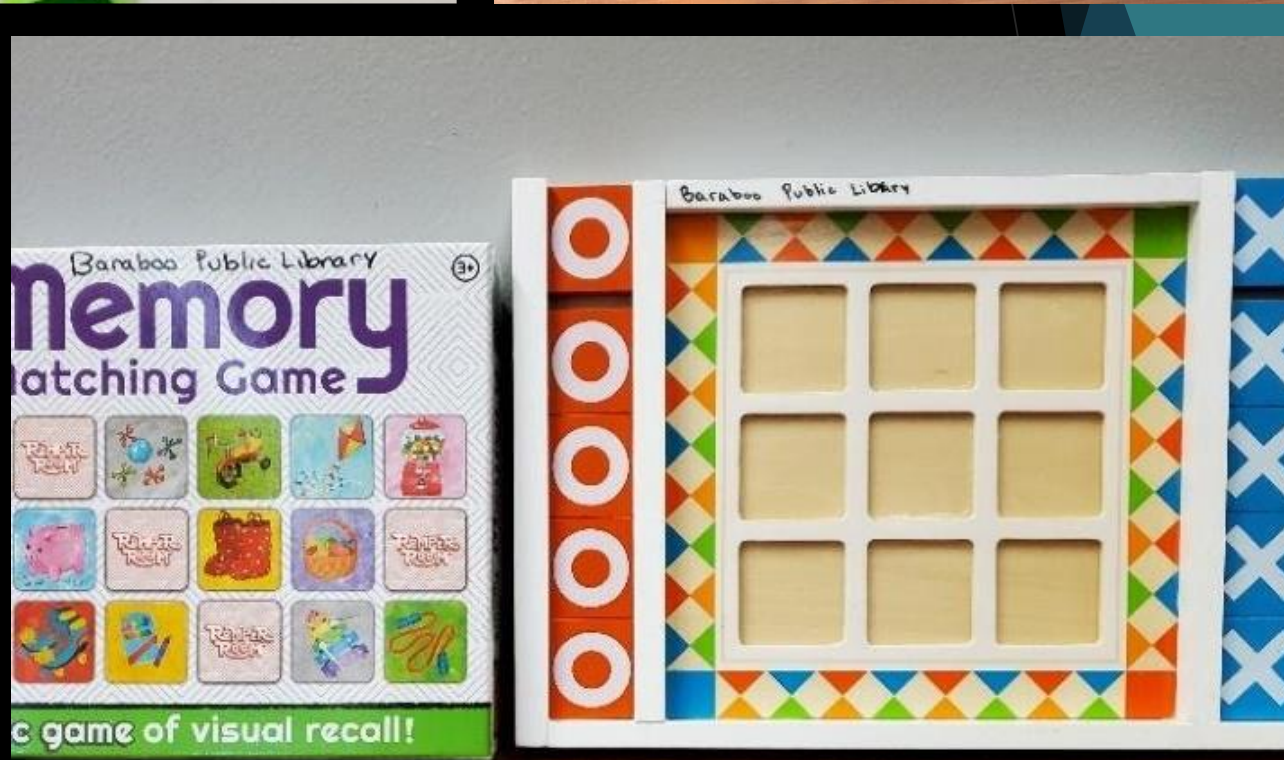
X. Adjournment-Meeting was adjourned at 6:30 p.m.

Pat Shear – Meeting Minutes Recorder
January 9, 2020

ADVOCACY

- Events
- Collections
- Materials
- Décor





Community Outreach: Books for Newborns



OXENBURY
Goodnight

you and your baby all the best.
to our programs

OXENBURY
All Down

Thank you!
by all the best.
to our newborns:

- 1000 Books Before Kindergarten
- Babygarden, Wednesdays at 9:30 a.m.
- Puppy Club, Wednesdays at 11:00 a.m.
- Twilight Tales, Mondays at 6:30 p.m.

Visit www.baraboopubliclibrary.org for program details.
230 Fourth Avenue, Baraboo, WI 53913 608-356-6166

Compliments of:
BARABOO PUBLIC LIBRARY

Give the Gift of the Love of Reading!

Diez deditos de las manos
y diez deditos de los pies

Ten Little Fingers
and
Ten Little Toes

MEM FOX
Illustrated by
Translated by



FUNDRAISING

- Donations
- Book cart
- Annual membership drive



VOLUNTEERISM

On hold for now!

LOOKING AHEAD

- ▶ Online membership option
- ▶ New committee for social media management
- ▶ Support library expansion project
- ▶ Broaden and increase membership
- ▶ Design safe ways to host events in 2021

Treasurer's Report



City of Baraboo
Friends of the Library Fund 940
Balance Sheets
December 31, 2020 and December 31, 2019

Assets:	<u>December 31, 2020</u>	<u>December 31, 2019</u>
Cash	\$ 15,766.20	\$ 24,639.29
Due from Library Segregated	-	-
Total Assets	<u>\$ 15,766.20</u>	<u>\$ 24,639.29</u>
Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ 762.92
Sales Tax Payable	-	194.87
Total Liabilities	<u>-</u>	<u>957.79</u>
Fund Equity:		
Fund Balance	23,681.50	22,971.22
Fund Balance Surplus Applied	-	-
Available Fund Balance	<u>23,681.50</u>	<u>22,971.22</u>
Net Revenues/(Expenditures)	<u>(7,915.30)</u>	<u>710.28</u>
Total Fund Equity	<u>15,766.20</u>	<u>23,681.50</u>
Total Liabilities and Fund Equity	<u>\$ 15,766.20</u>	<u>\$ 24,639.29</u>

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
Sales:				
Book Sales	\$ -	\$ -	\$ 5,000.00	-
Book Cart Sales	-	1,853.00	2,000.00	92.65
Sales Tax	-	(96.60)	(500.00)	-
Net Sales	<u>-</u>	<u>1,756.40</u>	<u>6,500.00</u>	<u>92.65</u>
Other:				
Memberships	-	2,820.00	6,000.00	47.00
Interest on Investments	-	18.39	-	-
Donations and Contributions	625.00	945.00	600.00	157.50
Payroll Donations	-	-	-	-
Fund Balance Applied	-	-	11,750.00	-
Total Other	<u>625.00</u>	<u>3,783.39</u>	<u>18,350.00</u>	<u>204.50</u>
Total Revenues	<u>\$ 625.00</u>	<u>\$ 5,539.79</u>	<u>\$ 24,850.00</u>	<u>22.29</u>
Expenditures:				
Waste/Recycle Bins	\$ -	\$ -	\$ -	-
Volunteers	-	600.00	600.00	100.00
Exterior/Plantings	-	-	1,000.00	-
Books Sale Supplies	-	-	250.00	-
Adult Services Request	876.11	1,705.95	3,000.00	56.87
Books for Newborns	-	962.81	1,000.00	96.28
Youth Services Requests	1,192.96	3,023.42	3,000.00	100.78
Events/Supplies	-	200.00	1,000.00	20.00
Membership Mailing	-	55.00	1,500.00	3.67
Discretionary	366.48	2,507.91	7,000.00	35.83
Seasonal Decorations	-	-	1,500.00	-
Performances	-	400.00	1,000.00	40.00
Transfer to Library Segregated	4,000.00	4,000.00	4,000.00	100.00
Total Expenditures	<u>\$ 6,435.55</u>	<u>\$ 13,455.09</u>	<u>\$ 24,850.00</u>	<u>54.15</u>
Net Revenues/(Expenditures)	<u>\$ (5,810.55)</u>	<u>\$ (7,915.30)</u>	<u>\$ -</u>	

December 31, 2019 Balance ~ \$22,971.22

December 31, 2020 Balance ~ \$23,681.50

- Memberships
- Spending
- Donations

Director's Remarks





**PROPOSED AMENDMENT TO
THE FRIENDS OF THE BARABOO PUBLIC LIBRARY BYLAWS
January 14, 2021**

Add:

The Friends of the Baraboo Public Library board which includes four executive positions, the library board representative, library staff member, and library director shall also include two non-executive members-at-large to serve with voting rights, participate on committee work, and prepare for executive positions upon availability. Current Friends or community members are vetted by the executive board and begin immediately for 2 year terms with no term limits.

Installation of new executive board officers

President -Emily Olson

Treasurer - Tut Gramling

LIBRARY MEETING



Open
discussion

UPCOMING EVENTS

2021 Booksale

Details to be announced

PINAGIGI * THANK YOU * GRACIAS



Friends OF THE
BARABOO
PUBLIC LIBRARY