

## Rosemary Garfoot Public Library Board Meeting Agenda

Tuesday, November 28, 2023 at 5:15pm  
2107 Julius Street, Cross Plains, WI 53528

This meeting will be held via Zoom. To join remotely, use the meeting link below:

Join Zoom Meeting:

<https://us02web.zoom.us/j/87858087426?pwd=YWVvYm5kQnFjRCswTEdHdkdTODczZz09>

Meeting ID: 878 5808 7426

Passcode: gWUJvka5

- 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 10/17/2023 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. DCLS Contract for Extension of Service (discussion and action)
  - 2. Paid Sick Leave Policy for Part-Time Staff (discussion and action)
  - 3. Landscape Quotes (discussion and possible action)
  - 4. HVAC repairs (discussion and possible action)
  - 5. Library hours on January 18 (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, December 19, 2023 at 5:15pm

Posting \_\_\_\_\_ Elizabeth Clauss

Trustees: If you cannot attend this meeting, please notify the library by 4 p.m. on 11/27/2023

**Rosemary Garfoot Public Library Board Meeting Minutes  
Tuesday, October 17, 2023**

**Present:** Erica Wagoner, Jenn Wankerl, Sarah Borchardt, Nicole Schaefer, Denise Baylis  
**Also present:** Elizabeth Clauss  
**Absent:** Jenn FitzRandolph

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

**Public Comment:** None

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

- Fix Spelling on Baylis (not Bayless) and "An election came out to fix" to electrician
- Erica made a motion to approve the minutes. Schaefer seconded. Motion carried.

**Treasurer's Report:** Baylis suggested adding amounts to Board Packet  
The cash management "money market" account reported at \$49,429.89  
The Public account reported at \$41,047.96  
Revenues to the Village reported at \$25.30  
Endowment reported at 133,160.48

**Approval of Bills**

action item: Baylis motioned to approve the bills. Schaefer seconded. Motion Carried.

**Reports:**

- Check-outs a little lower than last year.
- Kelly working on more Adult Programming
- Enchanted valley donating pumpkins
- Food Pantry: Fresh Produce? Only at MOM's. Can donate non-perishable in cart, but Mazo Community Food Pantry picks up and brings supplies needed.. Jenn's mother runs the food pantry.

**Director's Report – .**

	September 2023	YTD	September 2022	YTD 2022	% change in YTD
Checkouts	4451	41322	4668	44938	-8.02%
Holds Placed	1570	14131	1523	14725	-4.03%
Holds Filled	1264	-	1248	-	-

Children's Program Attendance	140	-	68	-	-
Adult Program Attendance	7	-	-	-	-
Passive Programming	88 (makerspace)	-		-	-

- Some great feedback for Catherine from one of our Storytime caregivers this summer:

"I really cannot thank you enough for making our Thursdays so special for over a year! ...so many great, high quality experiences hearing stories, participating in activities, and spending time with peers. We are also so grateful for all the special programs and special summer events you arranged. Your contributions to the children and families of Cross Plains are HUGE. What a difference your work makes, every day! We are also thankful to the library directors who support this important work of providing vital programs for children."

- I (finally) updated my notary address so the library is now offering notarizing services for our community.
- We're partnering with the Mazomanie Community Food Pantry to provide a little free pantry near our side entrance. They will supply the food and library staff will handle restocking/letting them know when we need more food.
- Another year of the Halloween Display is successfully in progress. The library will be hosting trick-or-treating on Halloween in conjunction with the display, as well as hosting a few pumpkin decorating events that kids can decorate a pumpkin and see it as part of the display.
- We're partnering with the High School's Transitional Program to provide volunteer opportunities/training for students in that program. We'll have 1-2 volunteers every week working on a variety of tasks.
- We're doing staff CPR certification on the 19<sup>th</sup>; all staff members will be certified after that training. Thanks to Joe with Public Facilities for doing the training.
- We've had a few recent discussions with patrons lately regarding concerns about topics or type of books in the library collection. No requests for reconsideration have been submitted however.

**President's Report:**

None

**Village Update:**

- Village Board Meeting next Monday about Budget / compensation plan.
- Library Requested part-timer raise for library staff. Dane county bump.

**Old Business:**

None

**New Business:**

- COVID-19 Paid Leave Policy (fix date to April 2024)- Wankerl made a motion to table this policy in favor of drafting a paid sick-leave policy for part time employees. Baylis seconded the motion.
- Long Range Plan - Shawn (Strategic planning consultant from SCLS) suggested January Board Meeting: Survey, general and have plan short & sweet.

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

- N/A

**Next meeting is Tuesday, November 28, 2023 at 5:15pm (via Zoom) - pushed back one week.**

**Adjournment:** Wagoner motioned to adjourn the meeting at 5:53 p.m. Wankerl Seconded. Motion carried.

Respectfully Submitted by  
Erica Wagoner

2023 October Invoices for Board Approval				2023 October Revenues remitted to the Village	
				46710 General Revenue	31
Category	Date	Vendor	Amount		
Audiovisual				45190 Other Law and Ordinance Violations	52.95
	8/29/2023	Amazon	19.96		
	9/12/2023	Amazon	11.87	48200 Rent	300
	9/19/2023	Amazon	39.92	Total Revenues to the Village	383.95
	10/6/2023	Midwest Tape	54.96		
	10/8/2023	Amazon	19.96		
	10/10/2023	Amazon	99.88		
	10/10/2023	Amazon	-0.01		
	10/10/2023	Amazon	19.96	2023 October Revenues for Library	
	10/15/2023	Amazon	51.91	Copy Donations	18.85
	10/16/2023	Midwest Tape	67.21		
	10/19/2023	Amazon	238.97	Misc. Donations/Revenue	576.15
	10/19/2023	Amazon	-0.11	Total Donations/Misc. Revenue	595
	10/20/2023	Amazon	75.84		
	10/21/2023	Amazon	-0.47		
	10/22/2023	Amazon	39.48		
	10/23/2023	Midwest Tape	106.45		
Books					
	9/1/2023	DCLS-Go Big Read Books	63		
	10/2/2023	Baker and Taylor	566.31		
	10/5/2023	Baker and Taylor	358.84		
	10/11/2023	Baker and Taylor	381.87		
	10/18/2023	Baker and Taylor	458.26		
	10/18/2023	Baker and Taylor	61.79		
	10/19/2023	Baker and Taylor	87.75		
	10/26/2023	Baker and Taylor	360.54		
	10/26/2023	Wisconsin Historical Society	34.71		
Communication					
	October	TDS	375.29		
Equipment					
	10/23/2023	Rhyme	76.43		
Maintenance					
	7/31/2023	1901 Inc	300	Invoice not received in July	
Meetings					
	9/13/2023	WLA Membership-Kelly (Visa)	138		
Misc.					
	8/31/2023	Nate Glynn Lawn Care (Augu	150		
	10/3/2023	Nate Glynn Lawn Care (Septe	100		
Postage					
	9/28/2023	USPS (Visa)	3.72		
Programming					
	9/1/2023	Piggly Wiggly (Visa)	32.82		
	9/21/2023	Piggly Wiggly (Visa)	36.65		
	9/26/2023	Ice Age Trail Alliance-Passpo	37.2		
	10/13/2023	Piggly Wiggly (Visa)	13.29		
	10/13/2023	Walgreens (Visa)	40.28		
	10/18/2023	Piggly Wiggly (Visa)	21.96		
	10/27/2023	Piggly Wiggly (Visa)	6.48		
Supplies					
	10/4/2023	Amazon	21.98		
	10/4/2023	SCLS-stickers for library card			
	10/4/2023	signup month	17.4		
	10/10/2023	SCLS-library cards	434.63		
	10/11/2023	ALA Store (Visa)	31.55		
	10/23/2023	Rhyme	13.45		
	10/24/2023	Amazon	12.99		
Support Services					
	9/30/2023	Maintenance Services	649.12		
Utilities					
	10/13/2023	MG&E	1125.05		
	10/18/2023	CS W/S	180.99		
Library Checkbook/Petty Cash					
	10/28/2023	Laundromat for Cleaning Rag	5		
		TOTAL	6916.42		

## Director's Report – November 2023

	October 2023	YTD	October 2022	YTD 2022	% change in YTD
Checkouts	4615	45947	4330	49268	-6.74%
Holds Placed	1841	15972	1422	16147	-1.08%
Holds Filled	1566	-	1193	-	-
Children's Program Attendance	461	-	73	-	-
Adult Program Attendance	10	-	-	-	-
Passive Programming	177 (makerspace+ Driftless Passport)	-	54 (Driftless Passports)	-	-

- We had 241 trick-or-treaters come to the library for a book and a little goodie bag...and would've had more had we not run out of giveaways at 6:00. Huge thanks to staff for handling our treats, and to all the community members that make the Halloween Display and event possible.
- An Overdose Awareness Kit was installed this month near our side entrance. Similar to our food pantry shelves, this location helps provide a judgement free area for folks to find the services or help they may need. Our pantry has been getting used, so I'm very glad we're able to provide this service. We'll have Narcan training in January.
- Catherine and Kelly both attended a day of WLA and found it helpful. See their recaps and takeaways below:

Kelly's Recap:

Marketing through instagram/facebook/reels: This was a cool session about marketing what's going on at your library on social media. It covered general best practices for posting things, but also dove into ways that libraries can stay on top of stuff that's trending online and try to tie that into programs or services we already offer, or just make connections with patrons online to try to get them in the door later. One of the biggest takeaways is that we should probably be on Instagram (once I can figure out how to recover that account) just because that's where people are moving to.

Passive Programming: This was probably the least exciting session I went to, but it talked about ideas for passive programming and interactive displays—something to keep in mind and maybe think about setting up when the art auction comes down in a month.

Book clubs: This was another cool session that basically went over anything and everything related to starting/running/keeping a book club going. Pretty helpful for general tips on keeping a discussion going during the club and gave me some ideas for trying to bring new members in or starting a new, themed book club that will bring in a different demographic of patrons.

Catherine's Recap:

I attended 2 breakout sessions at the conference.

The first was offered by PBS Wisconsin and included a panel of librarians who have used their programming services. I learned of several options I will be looking into further for ways of incorporating PBS "Playful Learning" programs to our offerings for youth. We can either do standalone programs based on PBS programs and characters (or not), or we can incorporate some of their ideas into programs we already offer like story times or book clubs. I look forward to exploring and trying out some of their ideas.

The second session I attended was with our representative from Beanstack. This company has grown and added many programs we could add to our literacy programs. We will be adding a Winter Reading program at the start of 2024, and we can include our online Beanstack account as a compliment or co-program with whatever else we choose to do. They also have a template for creating BINGO-style game cards to use for reading programs, which may be a perfect fit for us.

Thanks for this opportunity for professional development!

- The Friends' Art Auction is underway; bidding has been very active and the auction closes on December 2.

## **DCLS AGREEMENT for EXTENSION OF LIBRARY SERVICE**

THIS AGREEMENT made and entered into by and between the Dane County Library Board (hereinafter referred to as "the County Library Board") and **Cross Plains Library Board** (hereinafter "the local Library Board") serving the municipality of Cross Plains.

### **WITNESSETH:**

WHEREAS the County Library Board, established by the County Board of Supervisors in accordance with sec. 43.57, Wis. Stats., is required to and does provide services to the residents of those Dane County municipalities which do not operate their own libraries; and

WHEREAS the Local Library Board, a municipal public library legally organized under sec. 43.52, Wis. Stats., with a board appointed in compliance with sec 43.54, Wis Stats., is required to and does provide library services only to residents of its parent municipality, which has exempted itself from the county library tax in accordance with sec. 43.64, Wis. Stats.; and

WHEREAS the Local Library Board is able and willing to serve those in Dane County who reside in areas taxed by the county for library service, provided adequate financial arrangements are furnished; and

WHEREAS the County Library Board wishes to arrange for walk-in services for such persons;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, the County Library Board and the Local Library Board do agree, as authorized by chapter 43 and SEC. 56.30, Wis. Stats., as follows:

1. The Local Library Board agrees to provide all on-site services, programs, collections, and facilities to residents of Dane County on the same basis as residents of its parent municipality; and honor valid borrowers' cards as issued by the Dane County Library Service or other local participating libraries, issue and mail library cards to local residents based on applications taken at other participating libraries and forwarded to them, and accept applications for such cards, forwarding them to the Dane County Library Service or the appropriate local participating libraries.
2. The Local Library Board agrees to maintain, and provide to the Dane County Library Service accurate service, facility, and financial records, including a copy of the Annual Report filed on or before February 29, 2024 with the Wisconsin Department of Public Instruction, and records of circulation as specified in Wisconsin Statutes Section 43.12(2).
3. The Local Library Board agrees to maintain its status as a member in good standing of the South Central Library System, meeting all requirements under Section 43.15(4) (c) of the Wisconsin Statutes.
4. In exchange for the Local Library Board's providing services under this agreement to residents of areas taxed by the county for library service, the County Library Board agrees to pay the Local Library Board the sum of \$128,964. This sum represents
  - a. The net payment due after averaging use and cost data from 2018, 2019 and 2022: \$128,917.
  - b. Subtraction of Central Service Costs: \$4,586
    - i. Administrative: \$791
    - ii. Delivery: \$1,317
    - iii. Outreach: \$2,478
  - c. Cross-municipal usage adjustment: \$4,633.



5. In recognition of the facility expense incurred by the local library in serving non-residents, the county shall make an additional payment of \$20,759.
6. The County Library Board shall make payment by June 30, 2024.
7. This agreement shall be in effect from January 1, 2024 and shall continue in full force and effect until December 31, 2024 unless sooner terminated.

#### LOCAL LIBRARY BOARD

BY:

\_\_\_\_\_  
President, Library Board

BY:

\_\_\_\_\_  
Secretary, Library Board

#### DANE COUNTY LIBRARY BOARD

BY:

\_\_\_\_\_  
President, Library Board

BY:

\_\_\_\_\_  
Director

	Total	Payer	Description
SEC. 4	\$128,964	Dane County	Reimbursement for operation services to County residents
SEC. 5	\$20,759	Dane County	Reimbursement for facility services to County residents
TL Pymt	<b>\$149,723</b>	Dane County	Net payment

Policy No. 3.02

Leave Policies Issuance Date: ~~March 27, 2007~~

Revision Date: October 19, 2021  
Revision Date: September 20, 2016  
Revision Date: July 21, 2015  
Revision Date: March 23, 2015  
Revision Date: September 21, 2010

This policy explains the different types of leaves available to full-time employees, as well as the paid sick leave policy for part-time library employees.

1. Sick Leave

- A. Full-time employees shall accrue eight (8) hours of sick leave for each month or major fraction of a month of employment accumulative to one thousand four hundred and forty (1440) hours or one hundred and eighty (180) days. Sick leave shall be available in half hour increments.

Part-time employees shall accrue paid sick leave at a prorated level according to their average hours worked per week. Employees who work between twelve and thirteen (12-13) hours per week shall earn three (3) hours of paid leave for each month or major fraction of a month of employment. Employees who work twenty (20) hours per week shall earn four (4) hours of paid leave for each month or major fraction of a month of employment. Part-time employees may accumulate up to seven hundred and twenty (720) hours of paid leave. Sick leave shall be available in half hour increments.

(1) Part-time employees are not eligible for sick leave conversion at time of retirement.

~~(1) Upon termination of employment, all accumulated sick leave is cancelled. Sick days are required to be made up at the discretion of the Library Director and/or Assistant Director and are part of the two weeks of unpaid time off granted per year. Employees are required to supply a physician's note if absence due to illness is three or more days in a typical work week.~~

(2)

- B. Use of sick leave shall be allowed when, due to sickness or temporary disability, the employee is unable to perform the duties of employment. When such leave extends beyond three (3) consecutive working days, a statement from the attending physician or other qualified medical professional, certifying to the

nature and seriousness of the illness/injury shall be furnished to the Library Director, with the exception of an employee who is hospitalized due to illness/injury.

If an employee is unable to report to work they shall notify the Library prior to the start of the work day or as soon as possible thereafter, but no later than thirty (30) minutes after the start of the normal work day. If an employee is unable to complete the full workday due to unexpected illness, the Library Director or designee should be notified prior to the employee leaving the work place. Any unauthorized absence or failure to give notice may result in disciplinary action.

- C. Appointments and Family Illness – With prior Library Director approval, sick leave may be used for the employee's medical or dental appointments or to attend to members of the employee's immediate family who are ill. Immediate family includes; spouse, children, parents and other members of the employee's household.
- D. When illness/injury occurs prior to or within a period of a scheduled vacation, the period of illness may be charged as sick leave at the discretion of the Director upon written request by the employee accompanied by a doctor's certificate.
- E. When accrued sick leave is exhausted, or when sick leave is requested in excess of accrued sick leave, accrued vacation time will be used in lieu of sick leave, provided no other type of leave applies.
- F. Sick Leave Conversion
  - (1) When eligible for retirement under the Wisconsin Retirement System and upon actual retirement, an employee will have the option of receiving Retirement Sick Leave Conversion Benefits (RSLCB) in cash or paid-up Village health insurance monthly premiums on accumulated sick leave.
    - (a) Cash Pay-off Option – The RSLCB value will be based on the employee's pay rate at retirement multiplied by 10% of the number of days of sick leave accumulated.
    - (b) Health Insurance Premium Payment Option – The Village will purchase the same health insurance for the retired employee

as other Village employees receive until the RSLCB value is depleted or the employee becomes eligible for Medicare, whichever comes first, at which time health insurance monthly premium payments made by the Village will stop. The RSLCB for this option shall be calculated on the employee's pay rate at retirement multiplied by the number of sick days accumulated. In the event the premium account is depleted, the retired employee may continue to participate in the Village's health insurance program at their own expense. If excess RSLCB remains when the employee becomes eligible for Medicare, they will be paid in cash to the employee in accordance with Section F(1)(a) above. Any sick time conversion or payout will be taxed per IRS regulations.

2. Vacation Time

A. Vacation is earned and accrues from the day an employee begins work, but it is a matter of administrative determination when an employee may be granted vacation time and in what amount. Work requirements as well as adequate and considerate treatment of an employee are determining factors. Vacation may be taken in advance of being earned provided the Library Director approves the leave. All absences from work not covered by other acceptable forms of leave will be charged against vacation time.

B. Vacation Time shall be credited to each permanent full-time employee on January 1<sup>st</sup> of each year, as follows:

During First Year (< 1)	3.33 hours per month
Two through Five Years (2 – 5)	80 hours per year
Six through Eleven Years (6 – 11)	120 hours per year
Twelve through Seventeen Years (12 – 17)	160 hours per year
Eighteen through Twenty-Three Years (18 – 23)	200 hours per year
Twenty-Four through Twenty-Nine Years (24 – 29)	240 hours per year
Thirty years and over (> 30)	280 hours per year

C. Requests for vacation time in excess of twenty-four (24) hours or more must be submitted to the Library Director at least seven (7) calendar days in advance. A written request for vacation time in excess of one (1) week or more shall be submitted to the Library Director at least fourteen (14) calendar days in advance.

D. If a Library non-work or recognized holiday falls within the vacation period, that day shall not be assessed against the vacationing employee.

- E. Employees shall be required to use vacation in the year in which it is earned. However, employees may carry over five (5) days of vacation each year.
- F. All lost time because of injury or illness shall count as time worked for vacation purposes; where the time lost exceeds one (1) year, additional time lost in connection with the same injury or illness shall count as time worked for vacation purposes.
- G. In the case of death of a full-time employee, accrued annual leave shall be paid to the employee's designated beneficiary.
- H. Terminating employees shall be paid for vacation accrued but not used; they will be assessed for vacation time taken but not earned.
- I. Upon retirement, employees shall receive full vacation credits for the year, regardless of the date of retirement.
- J. Part time employees may take up to two typical weeks of unpaid time off. New hires will be granted pro-rated time off after a 3 month probationary period.
- K. The part-time library managers receive two weeks pro-rated paid time off if their regular schedule is 25 or more hours.
- L. The Library Director may grant additional time-off without compensation at their discretion.
- M. Days off exceeding two weeks of time off are possible by swapping hours/shifts with other part-time employees. Changes must be approved by the Assistant Director and/or Director. Allotted vacation must be used before swapping shifts. Time off for activities pertinent to employee's children's school activities will be granted without question. Shifts will be re-scheduled at discretion of assistant director and/or director.

### 3. Family and Medical Leave

- A. Introduction.

- (1) This is the family and medical leave policy (FMLA Policy) of the Library/Village, and applies to any employee with an FMLA qualifying absence. This policy is intended to conform to and comply with, but not exceed, the requirements of the Federal Family and Medical Leave Act of 1993 (FFMLA) and the Wisconsin Family and Medical Leave Act (WFMLA), and applicable regulations.
- (2) The Library administers this policy on a calendar year basis. Both WFMLA and FFMLA leave will run concurrently with each other. If accrued paid leave is substituted for unpaid FMLA leave, the substituted leave is counted as leave taken pursuant to this policy. Leave under this policy may not exceed that to which an employee may be entitled under federal and/or Wisconsin law.
- (3) Leave taken under this policy will not be used against an employee in any employment decision, including in the determination of wage increases, promotions or disciplinary action.

B. Eligibility for Leave.

- (1) Employees are eligible for WFMLA if the employee has worked for the Village for at least fifty-two (52) consecutive weeks and has worked at least one thousand (1,000) hours in the preceding fifty-two (52) weeks.
- (2) Employees will be eligible for FFMLA leave if they have worked for at least twelve (12) months and have worked one thousand two hundred fifty (1,250) hours in employment in the twelve (12) month period immediately prior to the time leave begins.

C. Amount of Leave Available.

- (1) Under the FFMLA, eligible employees are entitled to take up to twelve (12) weeks during each calendar year for any one (1) or combination of the reasons described below. In addition, the employee may be eligible for up to twenty-six (26) weeks of leave during a single twelve (12) month period to serve as a military caregiver.
- (2) Under the WFMLA, eligible employees are entitled to take up to six (6) weeks of leave for the birth or placement for adoption of a son or a daughter; up to two (2) weeks to care for the employee's Child, Parent or Spouse/Domestic Partner, and Parent of a Domestic Partner; and up to two (2) weeks for the employee's own serious health condition.

D. Type of Leave Available.

- (1) Birth or Placement for Adoption or Foster Care of a Son or Daughter. Such leave may be taken for the birth or placement for adoption or foster care (federal only) of a child with the employee. Such leave must be taken all at once unless otherwise permitted by law. In no event, however, may leave be taken on an intermittent basis sixteen (16) weeks before or after sixteen (16) weeks from the birth, adoption or foster care placement. Any accrued paid leave that the employee may have at the time his/her leave begins may be substituted, or may be required to be substituted, for all or a portion of the otherwise unpaid leave. The paid time used will not be available later. Extensions of FMLA leave will not be permitted, except as provided by the Library/Village's policies or as required by law.

- (2) Serious Health Condition of Employee

Such leave may be taken by an employee in the event they experience a "serious health condition." A serious health condition will generally occur when the employee receives inpatient care at a hospital, hospice or nursing home or receives outpatient care which requires a schedule of continuing treatment by a health care provider and renders the employee incapable of performing the functions of their position. Such leave may be taken all at once or in smaller increments as is medically necessary.

The employee must submit to the Library, within fifteen (15) calendar days of requesting leave, a Health Care Provider Certification which is completed and signed by the employee's treating health care provider. Employees may obtain Health Care Provider Certification forms from the Village Administrator/Clerk-Treasurer.

Sick leave and other paid leave which the employee has accrued at the time their medical leave begins may be substituted, or may be required to be substituted, for all or a portion of the otherwise unpaid FMLA leave period. If the leave arises due to a work-related injury, worker's compensation leave will run concurrently with the leave an employee is entitled to under the FMLA, to the extent permitted by law. Extensions of FMLA leave will not be allowed except as provided by the Library/Village's policies or as required by law.

(3) Serious Health Condition of a Child, Parent or Spouse

Such leave may be taken by an employee to care for the employee's child, spouse, parent, domestic partner, or parent of a domestic partner, with a "serious health condition" (see above for definition of "serious health condition"). Such leave may be taken all at once or in smaller increments as medically necessary.

Any accrued paid leave that the employee may have at the time his/her leave begins may be substituted, or may be required to be substituted, for all or a portion of the otherwise unpaid leave. Extensions of FMLA leave will not be allowed except as provided by the Village's policies or as required by law.

The employee must provide the Village within fifteen (15) calendar days of the request for leave, with a Health Care Provider Certification completed and signed by the treating health care provider of the child, parent or spouse, which sets forth the facts surrounding the health condition of the individual and verifies that the employee is needed to care for the person. Employees may obtain Health Care Provider Certification forms from the Village Administrator/Clerk-Treasurer.

(4) Qualifying Exigency for Military Family Leave

An eligible employee may take family leave under this policy while the employee's spouse, son, daughter, or parent (the "covered military member") is on active duty or called to active duty status for any qualifying exigency under federal law. Such leave may be taken all at once or in smaller increments.

The employee must provide the Library within fifteen (15) calendar days of the request for leave, Certification of Qualifying Exigency form completed and signed by the appropriate party. The Library may also request a copy of the



covered military member's active duty orders or other documentation issued by the military that indicates that the covered military member is on active duty or call to active duty status in support of a contingency operation, and the dates of the covered military member's active duty service.

Any accrued paid leave that the employee may have at the time their leave begins may be substituted, or may be required to be substituted, for all or a portion of the otherwise unpaid leave. Extensions of FMLA leave will not be allowed except as provided by the Library/Village's policies or as required by law.

(5) Leave to Care for a Covered Service member with a Serious Injury or Illness

An eligible employee may take up to an additional fourteen (14) weeks (not to exceed twenty-six (26) weeks total) of Serious Health Condition Leave (above) in a single twelve (12) month period to care for a current member of the Regular Armed Forces and the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty for which they are undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. This entitlement is applied on a per-covered service member, per-injury basis. The covered service member must be the eligible employee's spouse, son, daughter, parent, or next of kin. The employee must provide the Library/Village within fifteen (15) calendar days of the request for leave, Certification for Serious Injury or Illness of Covered Service member for Military Family Leave form completed and signed by the treating physician.

Any accrued paid leave that the employee may have at the time their leave begins may be substituted, or may be required to be substituted, for all or a portion of the otherwise unpaid leave. Extensions of FMLA leave will not be allowed except as provided by the Library/Village's policies or as required by law.

E. Intermittent Leave

- (1) Intermittent leave is leave which is taken in separate blocks of time due to a single event (injury, illness, birth, etc.), rather than in one (1) continuous period of time (e.g., leave taken an hour at a time for a doctor's appointment or leave taken several days at a time over a period of months for chemotherapy treatments).
- (2) FMLA leave may be taken intermittently or on a reduced leave schedule under the following circumstances: (A) FMLA leave based on the birth or placement of a child for adoption or foster care may generally only be taken intermittently or on a reduced leave schedule within the sixteen (16) weeks before or sixteen (16) weeks after the birth or adoption, unless approved by the Library; (B) FMLA leave based on the serious health condition of an employee, or an employee's child, spouse or parent, may only be taken intermittently or on a reduced leave schedule when medically necessary.

F. Notifying the Library of the Need for Family or Medical Leave

If the need for FMLA leave is foreseeable, the employee must notify the Library, in writing, at least thirty (30) calendar days before the date on which leave is to begin, by completing the provided forms, which can be requested from the Village Administrator/Clerk-Treasurer. In the event of an emergency, the employee must provide written notice to the Library no later than two (2) business days after the FMLA leave begins. The failure to timely notify the Library of the need for leave may result in the delaying or denial of leave until proper notice is received.

G. Certifications

- (1) Generally, the Library will require that the employee submit medical certification to verify that the situation with the employee or their family member satisfies the definition of serious health condition, qualifying exigency, or serious injury or illness of covered service member, and to confirm the nature and duration of the requested leave of absence. Employees may obtain certification forms from the Village Administrator/Clerk-Treasurer.
- (2) The Library may also require that an employee submit additional certification forms to the extent permitted by law.

- (3) If the Library has reason to question the validity of a certification form, an employee may be required to provide a second certification from a health care provider selected and paid for by the Library. If the second opinion differs from the first, a third opinion may be required.

#### H. Paid Leave Substitution

Both the state and federal laws provide for unpaid FMLA leave. However, an employee may elect to substitute all or a portion of the covered leave with accrued paid leave, in accordance with the rules described above (Paragraphs A – E). If accrued paid leave is substituted for unpaid FMLA leave, the substituted leave is counted as leave taken pursuant to this policy.

#### I. Health Insurance

The employee may elect to continue group health insurance coverage while they are on an approved FMLA leave. If elected, the employee will be responsible for their portion of the monthly premiums. The payment for such premiums will be collected from the employee upon their return to employment or the expiration of leave, as is applicable. An employee must notify the library of their intent to continue health insurance coverage while on leave. If the employee fails to return to work or fails to remain at work for a short period, as provided under the law, the Library may recover its portion of the premiums paid for health plan coverage during the leave. Other employment benefits may also be continued during the FMLA leave. The employee must contact the Village Administrator/Clerk-Treasurer for additional information regarding such benefits.

#### J. Return to Employment at the End of Leave

- (1) At the conclusion of the employee's approved leave of absence, the employee will be returned to the position held at the commencement of leave or, if the position is filled, to equivalent employment with the Library. The return to work entitlement will be no greater than if the employee had continued in employment without the taking of leave.
- (2) If the employee's leave of absence was due to their own serious health condition, the employee will be required to provide to the Library a Fitness for Duty

certification form completed and signed by the employee's treating physician verifying that the employee is fit to return to work, which includes being able to safely perform the employee's normal job tasks, before the employee will be permitted to return to work. If such certification is not received by the Library, the employee's return to work may be delayed until it is received.

- (3) If an employee wants to return to work before the scheduled conclusion of the approved leave, the employee must notify the Library at least two (2) working days prior to the desired return date.

K. **Failure to Meet Policy Requirements**

If an employee fails to satisfy meet the requirements of this FMLA Policy, their request for FMLA leave may be denied or delayed.

Questions regarding the application or interpretation of this Policy should be directed to the Library Director.

4. **Personal Leave**

- A. The Library Director may grant an employee's request for Personal Leave when important, non-medical circumstances occur that require an employee to miss work to attend to personal affairs that cannot be rescheduled to non-work hours. Such Personal Leave, not to exceed three (3) days per calendar year, shall be deducted from sick leave. Personal or emergency leave may only be authorized if the employee has exhausted their vacation benefits.
- B. Each situation shall be reviewed by the Library Director. If it is determined that the necessary requirements for Emergency/Personal Leave have been fulfilled, the Library Director may authorize the use of up to a maximum of twenty-four (24) working hours for that purpose. The Library Director may extend the Emergency/Personal Leave up to forty (40) working hours if circumstances warrant, subject to approval by the Library Board for extensions granted beyond forty (40) working hours.

5. **Civil Leave and Jury Duty**

- A. An employee shall be given time off without loss of pay when performing jury duty, when subpoenaed to appear before a court, public body or commission

in connection with Library business, or for the purpose of voting. In the case of jury duty, the employee shall remit their jury fee to the Library. The employee may retain payment to the employee for expenses at the prevailing rate. If the employee does not remit the fee, they shall be considered to be on leave of absence without pay while performing jury duty. Employees on jury or witness duty are required to report to work if the jury or witness duty does not require the employee to miss the employee's work shift.

- B. For justifiable reasons, a leave of absence without pay shall be granted an employee, upon her/his request, to appear under subpoena or on their own behalf in litigation involving personal or private matters.

6. Funeral Leave

- A. Upon request, an employee shall be granted up to, but not to exceed, three (3) consecutive working days with pay for the purpose of arranging for and/or attending the funeral of an immediate family member. Immediate family member shall include spouse, child, parent, spouse's parents, stepparents, stepchildren, and any member of the employee's household.
- B. Upon request, an employee shall be granted up to, but not to exceed, two (2) consecutive working days with pay for the purpose of arranging for and/or attending the funeral of an extended family member. Extended family member shall include sibling, grandparents, grandchildren, children's spouses, aunts, uncles, and brother/sister in law.
- C. Leave without pay may be granted to attend the funeral of a family member (relative by blood or marriage) who does not satisfy the definition of immediate or extended family member.
- D. One-half (1/2) day with pay will be granted to attend the funeral of an immediate fellow employee provided scheduling can be arranged with the Library Director.

7. Military Leave

- A. The Library will comply with all State and Federal laws regarding military leave for restoration of employment. Any rights accrued will not be interrupted by absence while on military leave. If re-employed, time spent in military service may be counted in computing years of service for annual leave.

- B. Employees who are members of the National Guard or United States Military Reserve shall be granted temporary leaves of absence for required hours of duty or training. The employer agrees to pay full-time employees the differential between the military pay for such required duty or training and the employee's regular straight time earnings for such period, but such differential pay shall be limited to a maximum of two (2) weeks' pay, less military pay, in any one (1) year.
- 8. Unpaid Leave of Absence – After exhaustion of an employee's FMLA qualifying leave or if the employee is not eligible for or entitled to FMLA leave, any employee desiring an unpaid leave of absence from their employment shall secure written permission from the Department Head. The maximum leave of absence shall be for thirty (30) days and may, at the sole discretion of the Village Administrator/Clerk-Treasurer, upon recommendation from the Department Head, be extended for like periods. Written permission for extension must be secured from the Village Administrator/Clerk-Treasurer. The employee must make suitable arrangements for continuation of health insurance payments before the Village Administrator/Clerk-Treasurer may approve any leave. At the employee's option, any leave of absence taken may be deducted from vacation credits of the employee taking such leave. Any such leave of absence shall be without pay and with no accumulation of benefits during the time off.
  - 9. Religious Observances – The Village will make reasonable accommodations for employee's required observances due to conscientious religious beliefs. The Library Director must be consulted at least three (3) working days in advance of such a religious observance in order to ensure the employee's duties are covered. Any such day taken shall be without pay unless covered by other acceptable forms of leave.
  - 10. Leave-Emergency Closings
    - A. Purpose. To provide a plan for employees in the event of an emergency closing due to inclement weather or another emergency situation. As a general practice, the Rosemary Garfoot Public Library makes every effort to maintain its regular schedule of open hours. The Village of Cross Plains may close all or parts of operations only in cases of extreme emergency caused by impassable roads, medical emergency, violent weather, energy loss, or other conditions seriously endangering health and safety of employees and/or the general public. The Library follow the Village plan pertinent to "extreme emergencies."
    - B. Reporting to Work
      - (1) For the purposes of this section, "reporting to work" shall mean the conducting of Library Business.

- (2) Each employee accepts the responsibility of reporting to work at the employee's regularly scheduled time, regardless of prevailing weather conditions. Employees will not be penalized for late arrival if unsafe driving conditions hinder ability to arrive on time.
- (3) Employees not reporting to work will not be paid, however, such employees may use vacation, personal leave, or compensatory time to minimize or avoid a loss of wages as a result of absence.
- C. Responsibility to Close. In the event the Library must close or delay opening, the Library Director will notify staff via text message, telephone or email. In the event of closing the village operations due to an extreme emergency, the Library Director or their designee shall post notice on the Library website and both entrances of the library.
- D. Village Closures. In the event it is necessary to close or delay the opening operations per section C, and all employees are sent home or required not to come to work, all library employees will be paid for missed time.
  - (1) Essential Personnel. In the event of an emergency closing, essential personnel including the Police Department and Public Facilities Department will follow the Village of Cross Plains policy per their departments.
    - (a) Essential Personnel who are required to report to work during a closure, will be paid as if they are working on a holiday.
  - (2) Personnel Who Desire to Leave Early. Non-Essential Employees who desire to leave early when operations have not been shut down, may do so with the approval of the Library Director. Employees will only be paid for time actually worked, but they may use vacation time or compensatory time to minimize or avoid loss of wages as a result of absence.
  - (3) Making Up Lost Time. With the approval of the Library Director, employees may make up lost time so long as the make-up time is within the same week as the delayed opening or closure.



4606 Pflaum Rd. Ste A  
Madison WI, 53718  
(608) 209-0607  
[www.goodoak.com](http://www.goodoak.com)

## 2023/ 2024 Ecological Stewardship for the Cross Plains Public Library

Timing	Task	Description	Estimated Cost*
Fall 2023/ Spring 2024	Weed Management	Good Oak would conduct one weed management visit targeting undesirable and invasive species throughout all landscaped beds around the library building.	\$1,596
Fall 2023/ Spring 2024	Landscaped Beds Revegetation	Good Oak would revegetate exiting empty spots with site appropriate native herbaceous perennials as needed.	\$1,951

The estimate does not include sales tax.



4681 County Road JJ  
Black Earth, WI  
[office@quercus-ls.com](mailto:office@quercus-ls.com)



4640 Selje Road  
DeForest, WI  
[www.quercuslandstewardship.com](http://www.quercuslandstewardship.com)

Rosemary Garfoot Public Library  
ATTN: Elizabeth Clauss, Library Director  
2107 Julius Street  
Cross Plains, WI 53528

October 25, 2023

Rosemary Garfoot Public Library,

Thanks for your interest in working with Quercus Land Stewardship Services. Below are the recommendations and cost estimates for the services I recommend for your property. Prices include all labor, materials, and other costs necessary to complete the projects as described. The numbers and methods included here are my recommendation for best results. Numbers of plants, species, and methods can be adjusted. Quercus would be happy to complete any combination of these services to best meet your goals and budget. Please let me know if you have any questions regarding this proposal.

***North Pollinator Garden Clean-up***

***\$600***

The goal of this project is to remove existing invasive species that are taking over the pollinator garden. This will in turn prevent invasive species from over-dominating, create space for natives, and increase habitat for pollinator species. We will use methods like hand pulling and spot herbicide treatment to meet this goal. We will look for chances to hand pull and timely mow invasive species, especially annual plants. If needed, we will use broad leaf specific herbicides (aminopyralid and metsulfuron-methyl) to spot treat invasive plants with a manual backpack sprayer. We may also use a grass specific herbicide to spot treat reed canary grass. All herbicide applications will be done in accordance with label rates and instructions; mixed and applied by licensed applicators. This treatment will be completed in late spring or early summer.

***North Planting Follow-up***

***\$300 per visit***

I recommend two follow-up treatments (one in July and one in August) to help maintain the progress that has been made. We will primarily use hand pulling on these visits, but will use herbicide if needed. The reed canary grass will have to be treated with clethodim because it will not be eliminated by hand pulling.

***South Pollinator Garden Clean-up***

***\$600***

The goal of this project is to remove existing invasive species that are taking over the pollinator garden. This will in turn prevent invasive species from over-dominating, create space for natives, and increase habitat for pollinator species. We will use methods like spot herbicide treatment and hand pulling to meet this goal. First, we will use a metsulfuron-methyl and aminopyralid herbicide mix to spot treat invasive species. We would also spot treat reed canary grass with glyphosate due to the large area it covers. Then we will return to mow down or hand pull remaining invasives. This will be completed in late spring or early summer of 2024.

***South Planting Follow-up***

***\$300 per visit***

I recommend that the planting has two follow-up treatments (one in July and one in August) to help maintain the progress that has been made. We will primarily use hand pulling, but will bring herbicide if needed. The reed canary grass will have to be treated with a grass specific herbicide because it will not be eliminated by hand pulling.

4681 County Road JJ  
Black Earth, WI  
[office@quercus-ls.com](mailto:office@quercus-ls.com)



4640 Selje Road  
DeForest, WI  
[www.quercuslandstewardship.com](http://www.quercuslandstewardship.com)

(608) 767-3553

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***Native Plug Planting***

***\$3,700-\$4,500***

I recommend filling in all pollinator garden areas with native plant plugs. This will not only add diversity, but will fill in bare spots and areas where invasive species took over. Around 400 plugs are needed to adequately fill this area. This can be done in the summer of 2024 or in 2025 depending on the budget and response of our weed treatments. There is a 35% charge for plants to be under warranty. Plants under warranty will be replaced if they die within two seasons of the installment date, some conditions apply. The price listed reflects the cost with or without the warranty.

Lastly, we would be happy to reduce the costs above if library, village staff, or volunteers help with hand pulling and native plant plug installation. We can coordinate our efforts once we determine what services you would like to pursue. Thank you again for your consideration.

Sincerely,

A handwritten signature in dark ink, appearing to read "Emma Czarnecki", with a decorative flourish at the end.

Emma Czarnecki  
Project Manager

4681 County Road JJ  
Black Earth, WI  
[office@quercus-ls.com](mailto:office@quercus-ls.com)



4640 Selje Road  
DeForest, WI  
[www.quercuslandstewardship.com](http://www.quercuslandstewardship.com)

### **Proposal Acceptance**

To accept this proposal, and be placed on our confirmed work list, please choose **one** of the options below. Then sign, date, and return by mail or email to your project manager or the address below.

Quercus Land Stewardship Services - Emma Czarnecki  
4640 Selje Rd  
DeForest, WI, 53532  
[Emma@Quercus-LS.com](mailto:Emma@Quercus-LS.com)

☐ I accept this proposal/quote in full **as written** on page one (1) of this document.

X \_\_\_\_\_ Date: \_\_\_\_\_  
Client Signature

**OR**

☐ I accept this proposal/quote **with the following changes/notes**.  
-Quercus will contact you if these changes alter the price or scope.

Changes/Notes (Attach another sheet or give us a call if needed!)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

X \_\_\_\_\_ Date: \_\_\_\_\_  
Client Signature

#### **By signing above I agree to the following terms:**

- This work is highly weather dependent and could be completed anytime M-F 7:30-5:00 or weekends if necessary (including prescribed burns). Actual hours worked are at the discretion of Quercus.
- Changes to scope or additional work may be done with approval from both Quercus and the Client. Major changes may require a separate or revised proposal.
- Estimates are valid for 6 months from the estimated date.
- **The client is responsible for a 50% down payment when native plants are ordered for this project**
- If the client desires the work to be postponed Quercus cannot guarantee timely completion.
- Either party may cancel this agreement at any time by giving 10 days written notice of termination. Quercus shall be entitled to full payment for services performed prior to the effective date of cancellation (e.g. labor, materials, burn plan/permit fees). **However, native plants will be required to be paid in full regardless of installment being completed even with a 10 day written notice of cancellation.**
- All estimates/quotes are subject to 5.5% sales tax.
- If you are tax exempt, please fill out the WI Sales and Use Tax Exemption Certificate link and return
- All invoices are due upon receipt.
- A reminder to the client will be made in 30 days. If no arrangements to pay are made, a 10% late fee will be added to invoices past 45 days.

## Repairs after HVAC PM

Ryan Sippel [REDACTED]

Fri 10/27/2023 3:17 PM

To:Elizabeth Clauss <eclauss@rgpl.org>

Hey Elizabeth,

I was able to get pricing together for the repairs needed at Rosemary Garfoot.

I think the main issue is the noisy supply fan motor on rooftop unit #2. This can run as is however it will get louder over time.

With labor and cost of the motor we are looking at \$3000

Second we have the humidifier #1 in the boiler room. This only needs a water level sensor. This humidifier is currently off.

With Labor we are at \$375

Last we have the boiler screen. This will function intermittently. The boiler is functioning as normal even with the blank screen currently.

With Labor and screen \$1900

Let me know if you have any questions and how you would like to proceed.

Thank you,



Ryan Sippel | Service Technician

[REDACTED] | Connect with us on [LinkedIn](#)

**1901 Inc.** | 2801 Syene Road | Madison, WI 53713-3203

[www.1901inc.com](http://www.1901inc.com)