

# Rosemary Garfoot Public Library Board Meeting Agenda

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

This meeting will be held in person at the Rosemary Garfoot Public Library

- 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 2/20/2024 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. Adjacent County Reimbursement (discussion and action)
  2. Library's 60<sup>th</sup> Birthday (discussion)
  3. Unneeded library furniture (discussion)
  4. SOAR Survey and Strategic Plan (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, April 16 at 5:15pm

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

**Rosemary Garfoot Public Library Board Meeting Minutes**  
**Tuesday, February 20, 2024**

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

Also present: Elizabeth Clauss and Kelly McKewin

Absent: none

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

**Public Comment:** None

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

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

**Treasurer's Report:**

The cash management "money market" account reported at \$124,928.92

The Public "checking" account reported at \$42,6756.11

Revenues to the Village reported at \$9063.19

Endowment reported: \$138,741.56

**Approval of Bills (action item)**

Graves make a motion to approve the bills.

Borchardt seconded. Motion carried.

**Reports:**

**Director's Report:**

- Increased community room reservations / circulation rates up and programming going well.
- Winter Reading is running February 1-29—all ages are welcome! Huge thank you to the schools for helping us get the word out about it, and for distributing the bingo cards in the libraries. GCMS Library Helpers are drawing in more teen participation.
- Presented at the February Optimist's Club meeting on the 14<sup>th</sup> to talk about library programming, as well as some of the things we're working towards. Also a huge thank you to the Optimist's for making a \$200 donation to sponsor a literacy program this year.
- Met with the building and design consultant for SCLS in early February to brainstorm ideas for reconfiguring the circulation desk, as I'd like to tackle that project when we replace the much worn cork flooring. Part of the reconfiguration would include adding a self-check and having open holds, so lots to consider! I'm also looking at redoing our bathrooms somewhere down the road, so we brainstormed a bit about that, too.
- Restarting the digitization project for local history materials. This is a collaborative effort with SCLS, Recollection Wisconsin, and the Cross Plains-Berry Historical Society. Pauline Brunner and I met and have a good idea of where we'd like to start.
- Added lots of new stuff to our Library of Things—a generous donation from a community member kicked off our baking collection, and we also added a wi-fi hotspot for patrons to checkout.
- We had lots of really good applicants for our library assistant position; we're interviewing this week and hope to have someone on board by early-Mid March. Suspected increase of applicants because of \$14.39 hourly rate (increase from \$12).

	January 2024	YTD	January 2023	YTD 2023	% change in YTD
Patron Count	2414	2414	-	-	-
Checkouts	5176	5176	4240	4240	22.08%
Holds Placed	1803	1803	1671	1671	7.90%
Holds Filled	1419	-	1417	-	-
Children's Program Attendance	100	-	64	-	-
Adult Program Attendance	19	-	-	-	-
Passive Programming (makerspace table, coffee/play break)	98	-	-	-	-
Community Room Reservations	17	-	12	-	-
Study Room Reservations	29	-	20	-	-

**Presidents Report**

None

**Village Update:**

-Village board is surveying public in May / Trout days

**Old Business:**

None

**New Business:**

- WI DPI Public Library Annual Report
  - Schaefer Approved the Public Library Annual Report with a board member's address being amended. Borchardt seconded. Motion passed.
- Adding another assistant position to help cover more of the nights. Tight with scheduling with the limited staff. Staff who work on the weekend get a night off. We have the room in the budget for the additional assistant and a good pool of candidates.
  - Wagoner made a motion to approve another assistant being hired to help cover shifts from the pool of candidates. Baylis seconded. Motion passed.
- Survey: March: Consultant working with strategic plan and helping us proceed to the next step and work on a survey for the general public (and village board) in April.
  - Strengths: programming, environmentally friendly, Children's department
- Logo for the library: working with artists for a new concept. Baylis liked the old Oak Tree logo, Wagoner mentioned the architecture of the front door. Catherine also mentioned a new logo. Currently the library has a lot of stationary etc. with current logo, so table it for now.

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

-New director, former DPI consultant

**Next meeting is Tuesday, March 19, 2024 at 5:15pm (in Person)**

**Future Agenda Item:**

60th Birthday of the library - looking through historical records. What was logo? When did it first open? Formerly in grocery store. When name changed? Ask Mary Mercus about history / timeline. Working with local businesses including nineteen09 Trivia Night in July with proceeds towards endowment fund.

**Adjournment:** Schafter motioned to adjourn the meeting at 6:06 p.m.  
Graves Seconded. Motion carried.

Respectfully Submitted by  
Erica Wagoner

2024 February Invoices for Board Approval

2024 February Revenues remitted to the Village

Category	Date	Vendor	Amount		
				46710 General Revenue	48.6
Audiovisual				45190 Other Law and Ordinance Violations	16.5
	11/27/2023	Midwest Tape	204.66		
	1/25/2024	Amazon	11.99	48200 Rent	100
	2/6/2024	Midwest Tape	74.97		
	2/12/2024	Midwest Tape	212.16	43725 Other County Library Reimbursement	151292
	2/21/2024	Tmobile (Hotspot fee)	20.24	Total Revenues to the Village	151457.1
	2/23/2024	Midwest Tape	70.97		
	2/20/2027	Midwest Tape	44.99		
Books					
	1/30/2024	SCLS	2647	*digital buying pool	
	1/31/2024	SCLS	250	*overdrive 2024 February Revenues for Library	
	2/1/2024	Baker and Taylor	454.16	Copy Donations	49.25
	2/13/2024	Baker and Taylor	360.36		
	2/22/2024	Baker and Taylor	671.22	Misc. Donations/Revenue	282
	2/23/2024	Baker and Taylor	119.16		
	2/29/2024	Baker and Taylor	463.14		
Communication				Total Donations/Misc. Revenue	331.25
	2/16/2024	TDS	375.4		
Equipment					
	2/8/2024	Midwest Alarm	602.4	*annual contract	
	2/9/2024	Rhyme (Sharp)	76.43		
	2/14/2024	Rhyme (Kyocera)-January	55.83		
	2/14/2024	Rhyme (Kyocera)-February	55.83		
Maintenance					
	1/24/2024	Cintas	430.98	*Biannual inspection/replacement	
	2/5/2024	Midwest Alarm	340	*service call	
	2/8/2024	Midwest Alarm	627.48	*annual contract	
Meetings					
Misc.					
Periodicals					
	1/31/2024	SCLS	184	*overdrive magazines	
Postage					
	1/30/2024	USPS (visa)	7.84		
Programming					
	1/26/2024	Amazon (visa)	11.99		
	2/15/2024	Amazon	18.02		
	2/21/2024	Amazon	12.99		
Reference					
Supplies					
	1/21/2024	Amazon	37.99	*Happy Light for Library of Things	
	1/24/2024	Demco	208.91		
	2/9/2024	Rhyme	9.02		
	2/13/2024	Demco	121.06		
	2/15/2024	Amazon	52.12		
	2/20/2024	Amazon (covered by gift card balance on account; was 3.99)	0		
	2/25/2024	Amazon	238.72		
	2/28/2024	PKK Lighting	45.58		
	2/29/2024	SCLS (Barcodes)	220.77		
Support Services (ILS Fees)					
	1/31/2024	SCLS	135	*MyPC Fee	
Support Services					
	1/31/2024	Maintenance Services	649.12		
Technology					
Utilities					
	2/14/2024	MGE	1735.02		
	2/14/2024	CP Utilities	185.55		
Library Checkbook/Petty Cash					
	2/15/2024	Dirty Threads Laundromat	5.25		

## 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%

- 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.



**South Central Library System**  
 1650 Pankratz Street • Madison, WI 53704  
 608/246-5612 • FAX 608/246-7958 • TDD 608/246-7974

Date: March 4, 2024  
 To: Library Board & Director, Cross Plains (CSP)  
 From: Tracie Miller, South Central Library System  
 RE: 2024 Adjacent County Reimbursement Requests

The South Central Library System, with your permission, will request adjacent county reimbursements on behalf of your library per Wisconsin State Statute 43.12(2). Based upon information reported on your library's 2023 Wisconsin Public Library Annual Report, your library is eligible to request the estimated reimbursement from the following counties. **Do not use these estimates for budgeting purposes.**

Adjacent County	Amount Eligible to Request – payable in 2025 (70% minimum reimbursement level)	Do you want SCLS to bill this county for this amount?	
Columbia	\$442.68	Yes	No
Green	\$5.21	Yes	No
Iowa	\$843.69	Yes	No
Sauk	\$7,364.08	Yes	No

1. Please indicate above whether your library would like us to “bill” the adjacent county—**CIRCLE YES OR NO**
2. Please sign and date below—both Library Board President and Library Director.

When authorized by this completed form, SCLS will “bill” the adjacent county (a confirmation e-mail will be sent to your library director with the final reimbursement amounts). July 1, 2024, is the deadline for counties to be billed; counties are then required to pay your library no later than March 1, 2025. We will request that the reimbursement check be sent directly to your library and made payable to your library. In order for us to submit the reimbursement requests in a timely manner, **please return this completed form by email to [traciemiller@scls.info](mailto:traciemiller@scls.info) no later than April 29, 2024.**

Please contact me via e-mail ([traciemiller@scls.info](mailto:traciemiller@scls.info)) or phone (608-246-5612) if you have questions.

The Cross Plains (CSP) Board of Trustees and the Library Director authorize SCLS to submit the adjacent county reimbursement requests listed above:

\_\_\_\_\_  
 Signature of Library Board President

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Library Director

\_\_\_\_\_  
 Date