

Rosemary Garfoot Public Library Board Meeting Agenda

Tuesday, July 16, 2024 at 5:15pm
2107 Julius Street, Cross Plains, WI 53528

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 6/18/2024 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. Cleaning contract (discussion)
- VIII. **New Business**
 1. Vice President Election (discussion and action)
 2. Meeting Room Policy Updates (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, August 20 at 5:15pm

Posting on _____ by _____

Rosemary Garfoot Public Library Board Meeting Minutes
Tuesday, June 18, 2024

Present: Robin Graves, Jennifer Wankerl, Erica Wagoner, Denise Baylis, Nicole Schaefer

Not present: Amy Kurka, Sarah Borchardt

Also present: Elizabeth Clauss, Shawn Brommer

***Recording on Zoom**

Call to Order: Schaefer called the meeting to order at 5:22 pm
(Wankerl took over 5:24 when tech issues resolved)

Public Comment: None

Approval of Minutes from May 2024 meeting (action item):

- Graves made a motion to approve the minutes.
- Bayliss seconded. Motion carried.

Treasurer's Report:

The cash management "money market" account reported at \$51,076.05

The Public "checking" account reported at \$44,949.94

Revenues to the Village reported at \$2238.38

Endowment reported: 132,650.71 (disbursement & market loss)

Approval of Bills (action item):

Wagoner made a motion to approve the bills.

Graves seconded. Motion carried.

Reports:

Director's Report

- Summer reading is off to a good start—over 240 people at our kickoff event—and lots of reading logs for kids and adults handed out already.
 - Presentations at Glacier Creek, Park & St. Francis
 - Adult summer reading programs

	May 2024	YTD	May 2023	YTD 2023	% change in YTD
Patron Count	3671	15,953	-	-	-
Checkouts	4927	25,241	3942	20,853	21.04%%
Holds Placed	1869	9381	1298	6224	24.71%
Holds Filled	1552	7534	1116	6195	21.6%
Children's Program Attendance	479	1246	159	611	103.9%
Adult/General Program Attendance	18	204	-	-	-
Passive Programming (makerspace table/coloring sheets)	183	1438		-	-
Community Room Reservations	16	98	10	63	55.5 %
Study Room Reservations	24	156	38	154	1.29%

Presidents Report

None

Village Trustees Update:

-Brian, village administrator, is leaving - Bobby will be interim

Old Business:

None

New Business:

- RFID project (discussion) - partial grant funding for the project, funding for the stations (tagging and scanning), SCLS delivery looking into doing automated sorting, help with self-check station.
 - Library would need to still pay for 57,000 tags to purchase (less than \$6,000). Have room in the budget thanks to funds from Dane County. Good time to start tackling project (fund balance) or next year's budget.
 - Timeline: can be spread out more than one budget year.
- Meeting Room Policy Updates (discussion and possible action)
 - Draft of updated policy in handbook.
 - No staff present after hours - kitchen is only safe place (20 people max).

- Inclement Weather, if tornado watch/warning- the group will have to cancel. Discussion: watch vs. warning? Prior to meeting vs. during meeting? Discretion of the director to cancel. Make action item next time.

- Strategic Plan next steps (discussion)
 - Annual Report Fast Facts - Elizabeth will email presentation for us to look over (circulation, demographics, compared to other libraries)
 - Survey Results - 233 respondents great # of responses, worked well bringing surveys to events in the community.
 - Instead of Hoopla - started Overdrive Advantage account (training for staff in Fall and offering more learning sessions for patrons)
 - Lots of things we're already doing - create marketing plan to promote services and raise awareness for what we offer.
 - Increase outreach, engagement, and off-site programming
 - Shawn's presentation of example of strategic plan:
 - Goal (only 3 broad goals) / Objectives (measurable) / Activities
 - Publicity / Collections / Programs / Spaces (welcoming vs. quiet areas)
 - Draft of Strategic Plan by August 15 - Shawn & Elizabeth working on

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

N/A

Next meeting is Tuesday, July 16 at 5:15pm (via Zoom in July, August in person)

Future Agenda Item:

- Look over Strategic Plan Draft
- Meeting Room Policy Updates

Adjournment: Graves made a motion to adjourn the meeting at 6:14p.m.
Schaefer Seconded. Motion carried.

Respectfully Submitted by
Erica Wagoner

2024 June Invoices for Board Approval

Category	Date	Vendor	Amount
Audiovisual			
	6/10/2024	Midwest Tape	222.11
	6/14/2024	Midwest Tape	138.49
	6/21/2024	T-Mobile (Hotspot)	31.15
	6/21/2024	Midwest Tape	122.24
	6/28/2024	Midwest Tape	72.97
Books			
	6/11/2024	Baker and Taylor	243.11
	6/19/2024	Baker and Taylor	430.28
	6/24/2024	Baker and Taylor	63.98
	6/25/2024	Baker and Taylor	514.3
	6/27/2024	Baker and Taylor	360.57
Building Supplies			
	5/31/2024	Maintenance Services	52.48
Communication			
	6/16/2024	TDS	376.08
Dues and Subscriptions			
Equipment			
	6/5/2024	Rhyme (Kyocera)	55.83
	6/11/2024	Rhyme (Sharp copier)	76.43
Maintenance			
	6/7/2024	Midwest Alarm Systems	170
	6/12/2024	Building Automation Solutions	257
	6/17/2024	HJ Pertzborn	100
	6/21/2024	Crystal Clear Pressure and Window Wa	850
Meetings			
Misc.			
	7/2/2024	Nate Glynn Mowing	150
Periodicals			
Postage			
	5/14/2024	USPS (Visa)	3.92
Programming			
	2/29/2024	CSLP	217.36
	5/29/2024	Little Om Big Om (Visa)	85
	5/30/2024	Piggly Wiggly (Visa)	8.38
	6/1/2024	Piggly Wiggly	27.46
Reference			
Supplies			
	5/22/2024	Office Depot (Visa)	261.62
	6/2/2024	Amazon	36.34
	6/11/2024	Rhyme	23.39
Support Services (ILS Fees)			
Support Services			
	5/31/2024	Maintenance Services	649.12
Technology			
Utilities			
	6/15/2024	CP Utilities	188.98
	6/15/2024	MGE	1486.63
Library Checkbook/Petty Cash			
	5/22/2024	Dirty Threads Laudromat	12.25 SLP Shirts for Capes
	6/17/2024	Quercus: Handpulling/Mowing garden:	390
	6/10/2024	Kona Ice: SLP Kickoff Party	200
	6/10/2024	Miller and Mike: SLP Kickoff Party	400
	6/10/2024	SLP Kona Ice: SLP Kickoff Party	100
	6/18/2024	Laura Doherty-SLP	400
	6/25/2024	Corey Hart-SLP	50
	6/24/2024	MCAPSD-Zoozort Room Rental-SLP	80
	6/24/2024	Zoozort-SLP	425
		TOTAL	6926.87

2024 June Library Revenues remitted to the Village

46710 General Revenue	31.9
45190 Other Law and Ordinance Violations	0
48200 Rent	250
Total Donations/Misc. Revenue	281.9
2024 June Revenues for Library	
Copy Donations	96.24 *deposited due to cash
Misc. Donations/Revenue	341.3 used at lau
Friends Money for SLP	3200
Total Donations/Misc. Revenue	3637.54

Director's Report – July 2024

	June 2024	YTD	June 2023	YTD 2023	% change in YTD
Patron Count	4650	20,603	-	-	-
Checkouts	5888	31,129	5345	26,198	18.82%
Holds Placed	2089	11,470	1520	9042	26.85%
Holds Filled	1650	9184	1143	7338	25.16%
Children's Program Attendance	800	2046	829	1440	42.08%
Adult/General Program Attendance	32	236	-	-	-
Passive Programming (makerspace table/coloring sheets)	1251 *SLP: 98 adults; 760 kids	2689		- *SLP: 111	-
Community Room Reservations	29	127	12	82	54.8 %
Study Room Reservations	39	156	65	219	-10.96%

- SLP is off to a great start! We had almost 100 adults signed up at the start of June, plus close to 800 kids! Programming has also been very successful with strong attendance across the board, so I think we're headed in the right direction in terms of the types of programs we're offering and how frequently we're offering it.
- The library card sign-up drive at Creekside Scoop was a success—13 new library cards (and free scoops of ice cream!) were issued. Thanks to Creekside Scoop for sponsoring the event!
- Our 60th birthday party was lots of fun—over 100 people came for cake, music, and yard games. It was great to see people out on the patio hanging out and enjoying the music or playing games and just enjoying the library as a community space.
- The Community Room is seeing lots of use this summer, especially with Parks and Rec hosting some of their programs here. It's a space for the community, and so wonderful to see it getting used so much.
- Collection clean-up projects continue: we'll finish weeding the adult fiction this year so that we can get on a set schedule for weeding and stay on top of it moving forward. We're also working on relabeling/reorganizing the board books, juvenile DVDs, blu-rays, foreign films, and children's series books.

VILLAGE OF CROSS PLAINS MEETING ROOMS USE POLICY

The meeting rooms located in the Rosemary Garfoot Public Library facility at 2107 Julius Street are open to all groups and persons regardless of their beliefs or affiliations. There shall be no restrictions regarding religious, political or business activities other than they be lawful.

- The Library and other Village departments take precedence over all groups and persons in use of the meeting rooms. The Village and Library reserve the right to revoke permission to use a meeting room if needed by Village departments and/or committees.
- Use of rooms will be free to ~~non-profit~~nonprofit organizations.
- All other groups and persons will be charged a set fee of \$50.
- Reservations are not valid until application is completed and approved. Fee must be paid prior to staff unlocking the community room for the group. and fee paid.
- The meeting rooms will be available on a first come, first serve, reserved basis.
- ~~There shall be no priorities among activities for public use of the rooms with the exception of the Golden Agers senior citizen organization. The Golden Agers have a permanent room reservation on the 1st Thursday of each month. The room will be unavailable from noon until 5 p.m.~~
- The Village and Library assume no responsibility for personal belongings or organizational equipment in connection with the use of meeting rooms.
- No belongings or organizational equipment may be stored in the facility. All available storage space is for library use only.
- The Rosemary Garfoot Public Library and meeting rooms may not be used as the address or headquarters of any group.
- The Village and Library reserve the right to deny or terminate the use of meeting rooms as a result of disorderly conduct or violation of the regulations listed in this document. Termination will occur after one warning from the Village Administrator.
- Exceptions to this policy are made at the Library Director or Village Administrator's discretion.

RESERVATIONS

Reservations for meeting rooms must be filed by means of written application with the Library. A telephone call can be used to determine whether a particular time slot is open; the reservation does not take effect until the application has been submitted and approved by the signature of designated Library staff members. Only a person of legal age may sign an application.

~~There are two booking periods, September—May and June—August. Reservations will be accepted for only one booking period at a time. Meeting rooms cannot be reserved more than sixty days in advance of the first meeting. three months in advance.~~

If the meeting includes a program directed to the public, this information is to be stated on the application so that inquiries to the Library may be answered.

The person signing the application is responsible for:

1. Payment for any damage to Village or Library property occurring during or in connection with room use.
2. Enforcing the meeting room regulations.

MEETING ROOM REGULATIONS

1. The use of any equipment/supplies in the meeting rooms is not permitted without prior approval from the Library.
2. Alcoholic beverages, illicit drugs, and smoking are prohibited in the meeting rooms and entire facility.
3. Rooms must be left in a neat and orderly condition. All cleanup must be completed immediately after the meeting so the rooms are ready for the next applicant's use.
4. The Library will not store any materials or equipment belonging to groups using the meeting rooms.
5. The Library does not provide supplies for groups or individuals other than chairs, ~~and tables,~~ and a projector with HDMI cable if requested.
6. A supervising adult is required to be present at all times for groups of children or teens.
7. The kitchen may be used to prepare food, but prior permission is required. Refreshments may be served by a caterer or group member. The person signing the application will be responsible for cleaning up after food service and checking all appliances to make sure they are either properly turned off or closed.
8. The meeting rooms must be vacated by the hour specified on the application. Possession of keys does not give applicants the right to come and go at will; only at reserved times. Unauthorized entrance will result in room revocation.
9. Groups and individuals are responsible for locking up the meeting rooms. If the Library is closed, responsibilities also include making sure everyone is out of the building before turning off lights in the kitchen, hallway and bathrooms, and locking exterior library doors when they leave. The person responsible for securing the building must obtain proper instructions from the Library staff.
- 9.—If a group is scheduled to use the meeting room and a tornado watch or warning is in effect, it us up to the library director or their designated representative to determine whether or not the reservation will be cancelled. This decision will be made as soon as possible so that the group can be alerted, and any room reservation fees will be returned in the event of a cancellation. If a

tornado watch or warning is announced while a group is using the community room, groups should follow library safety procedures. This includes moving meeting attendees into the community kitchen in case of a warning and remaining in the kitchen until warning expires.
