

Rosemary Garfoot Public Library Board Meeting Agenda

Tuesday, January 21, 2024 at 5:15pm
2107 Julius Street, Cross Plains, WI 53528

This meeting will be held via Zoom. To join, use the link or meeting ID/passcode below:

<https://us02web.zoom.us/j/89068322417?pwd=Il7LdAZgV47tqYYPuaaqfyprClnnM.1>

Meeting ID: 890 6832 2417

Passcode: QvZ7iM7B

- 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 the 12/17/2024 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. Director Evaluation—review of questions/evaluation form (discussion and possible action)
- VIII. **New Business**
 1. Donation/request for use (discussion and possible action)
 2. Draft Program Policy (discussion and possible action)
 3. 2026 Capital Projects (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, February 18 at 5:15pm

Posting on _____ by _____

Rosemary Garfoot Public Library Board Meeting Minutes
Tuesday, December 19, 2024

Present: Jennifer Wankerl, Sarah Borchardt, Erica Wagoner, Nicole Schaefer, Robin Graves,

Not present: Amy Kurka, Denise Baylis

Also present: Elizabeth Clauss

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

Public Comment: None

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

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

Treasurer's Report:

The cash management "money market" account reported at \$ (TBA)

The Public "checking" account reported at \$ 24,833.61

MCF Endowment reported: \$141,449.83

Revenues to the Village reported at \$274.85

-included \$250 "Beyond the Page" easy grant - bilingual topic tote (English/Spanish)

Approval of Bills (action item):

Borchardt made a motion to approve the bills.

Wagoner seconded. Motion carried

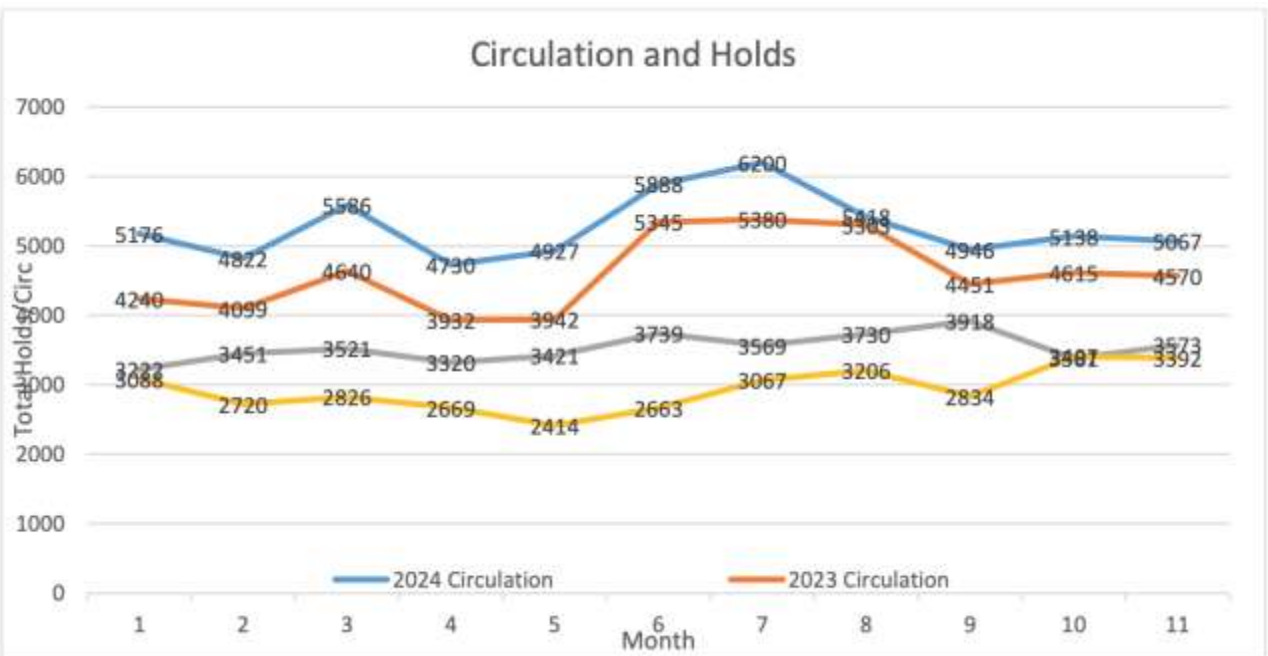
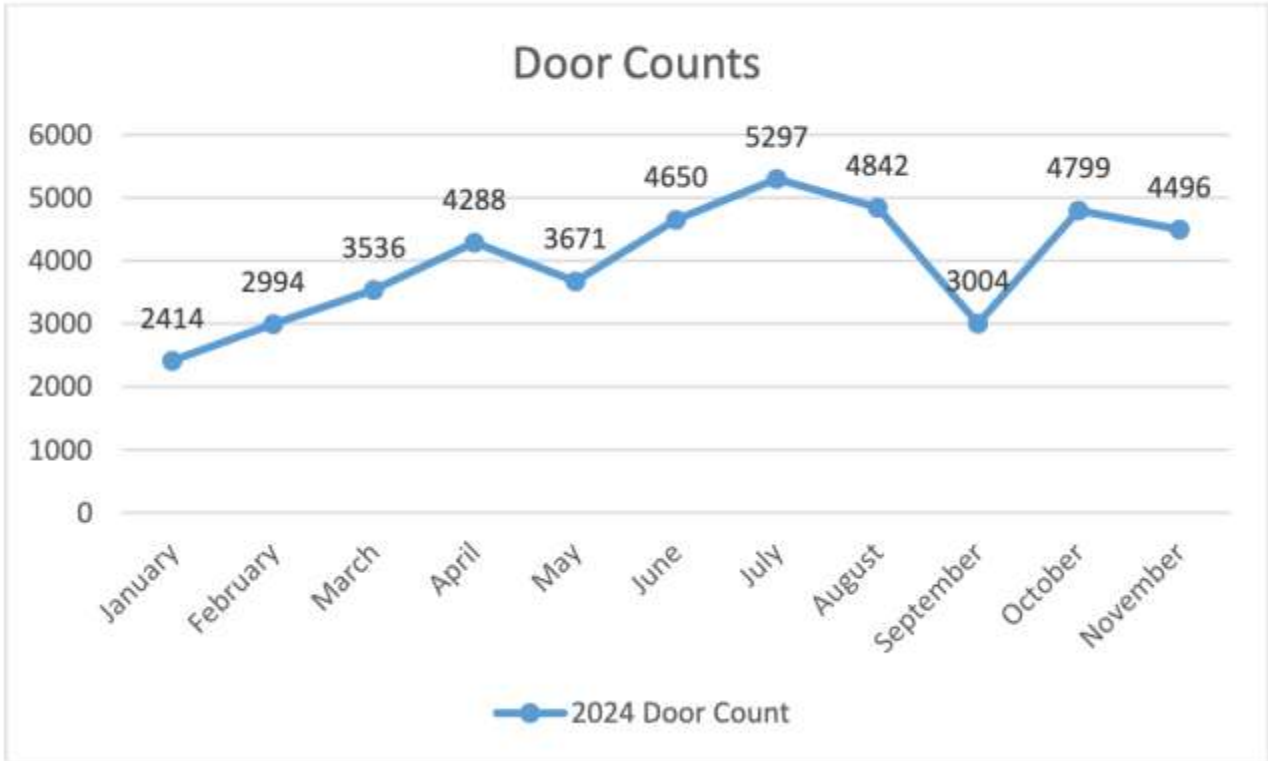
Reports:

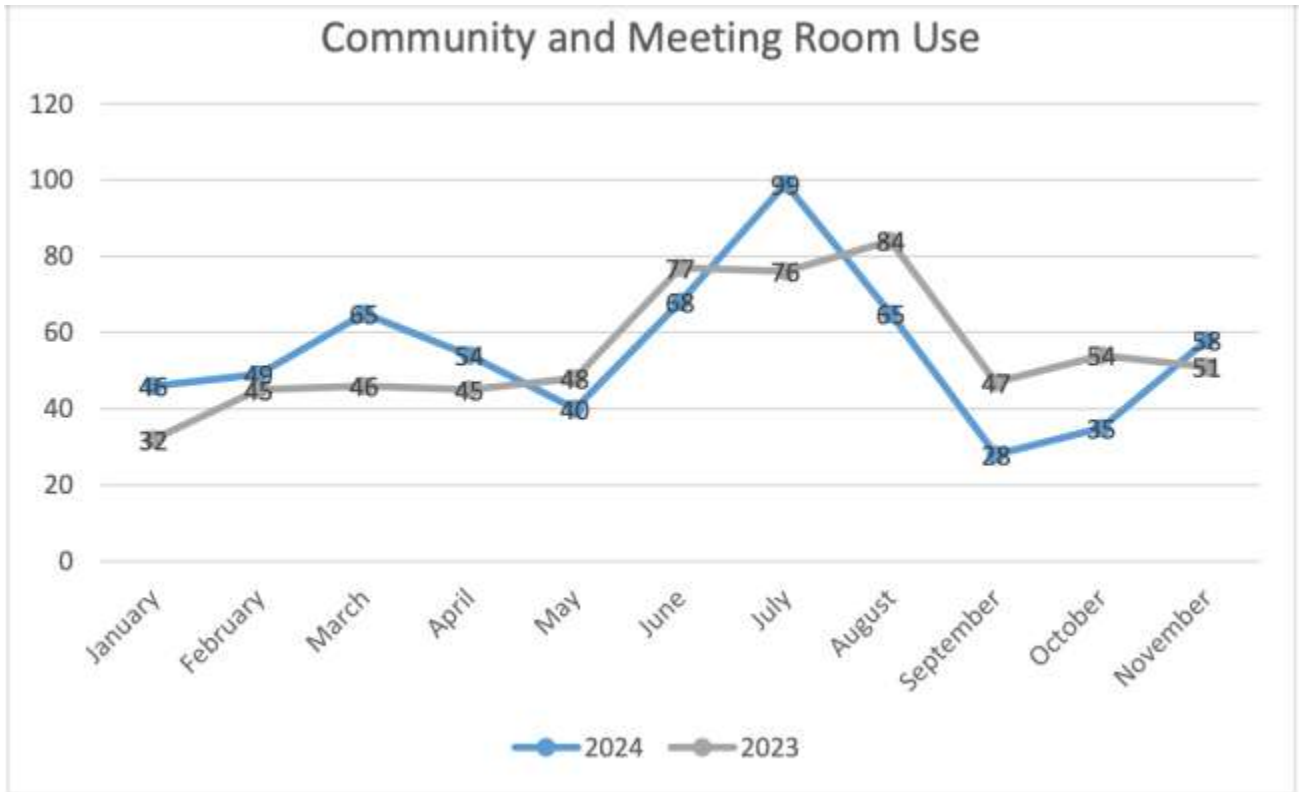
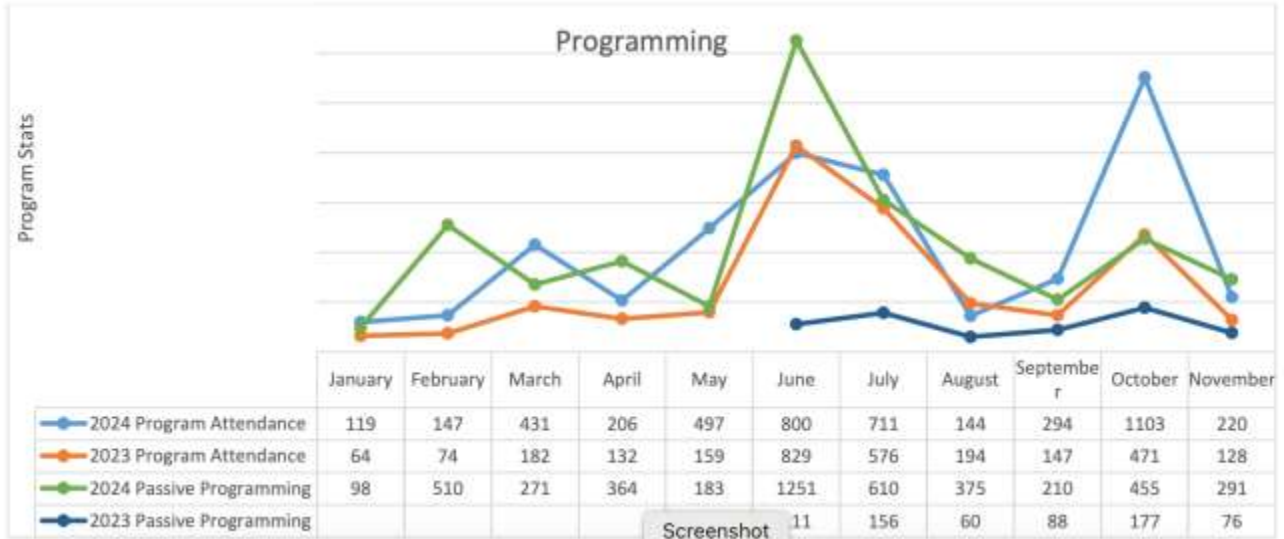
Director's Report:

- We wrapped up fall YS programming on November 21; we'll offer a coffee and playdate program on Thursday mornings so our regular program attendees can still gather at the library and keep us on their schedule, but this gives us a chance to prep and plan for winter break programs and our 2025 winter programming series.
- Despite a programming slowdown as the month ended (and closure days with the holiday), we had really great circulation and programming this month.
- Election Day was busy here, despite over 50% of the vote being done as absentee/early voting. We didn't have much foot traffic for our extra early open hours at the desk, but had many families that appreciated having access to the stacks and storytime room. It was also a good opportunity to chat with folks as they came in, even if they weren't necessarily checking items out or getting cards.
- The Friends had a very successful art auction again this year. Thank you to all those who volunteered their time to make it such a great event for our community, and fundraiser for our library.

- We received a \$516 grant from UW's East Asian Studies program. The funds will be used for a cooking class, tea tasting program, and cookbooks/children's books about foods or traditions in specific East Asian countries.

December Director's Report





Presidents Report: N/A

Village Trustees Update: N/A

Old Business: N/A

New Business:

- Funding request for ice skate check-outs (discussion and action)

- Collaborating with Mike Axon of Parks & Rec and examples from other libraries.
 - Start with a small collection \$500 (from Park & Rec) and match \$500 from library funds to purchase new skates of most common sizes (~12 pairs).
 - Donations? Used skates? Possible alternate for “self-serve” skates?
 - Goal to have it up and running when Ice Skating Rink opens (in Pool parking lot).
 - Check them out in the library (one-day-check-out). If checked out Saturday would be due on Monday because library is closed on Sunday.
 - Insurance concerns? Communicated with lawyer. Sign a waiver?
 - Wagoner will make a motion to approve \$500 from library funds for the purchase of ice skates. Graves seconded. Motion passed.
- **Holiday hours for 2025 (discussion and action)**
 - Close at 5 on the Wednesday before Thanksgiving (two hours early).
 - Close Christmas Eve & close 1pm on New Year’s Eve
 - Borchardt made a motion to approve the revised hours for 2025.
 - Schaefer seconded. Motion passed.
- **2025 PT wages (discussion and action)**
 - Longevity plan presented & approved, but the village not comfortable with the (up to 6%) raise and wanted to stick to flat 3%. Cost of living raise also included.
 - Would fit in budgeted amount (budgeted for up to a \$4,000 increase in part time wages based on what we anticipated the FT compensation plan would have been); 3% raise for PT staff - would be \$2500 (with FICA, etc.).
 - Schaefer made a motion to provide funds to cover 3% increase in wages.
 - Graves seconded. Motion passed.
- **Draft Program Policy (discussion)**
 - Kelly had a situation with someone reaching out to do a program, but had challenges with the event. Did not have a standardized contract, only a policy posted on the website. Kelly created a contract for all presenter(s) and library staff to sign so standardized for all presentations. Can look it over and table it for next month.
- **Draft Marketing Plan (discussion)**
 - Growth Map, focusing on reaching people that we may not be reaching now (weekend / off-site / homeschool). How we can better serve the community? Next December we will review marketing plan to see if we met our goals.

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

-N/A

Next meeting is Tuesday, January 21, 2024 at 5:15pm (on Zoom)

Future Agenda Item:

- Draft Program Policy (discussion & approval)

Adjournment:

Wagoner made a motion to adjourn at 5:55 pm
Graves seconded. Motion carried.

Respectfully Submitted by
Erica Wagoner

2024 December Invoices for Board Approval

Category	Date	Vendor	Amount
Audiovisual	55110-304-104		
	12/10/2024	Midwest Tape	166.09
	12/12/2024	T-Mobile	31.15
	12/13/2024	Midwest Tape	150.68
	12/15/2024	T-Mobile	31.15
	12/20/2024	Midwest Tape	70.98
	12/30/2024	Midwest Tape	14.99
	12/31/2024	Overdrive (Advantage order)	95.21
	1/3/2025	Midwest Tape (2024 orders shipped in 2025)	53.98
	1/8/2025	Amazon (2024 orders shipped in 2025)	246.64
	1/9/2025	Amazon (2024 orders shipped in 2025)	117.37
Books	55110-304-101		
	11/1/2024	A Room of One's Own-Visa	16.99
	12/3/2024	Baker and Taylor	353.52
	12/9/2024	CCBC	315
	12/12/2024	Baker and Taylor	10.12
	12/12/2024	Baker and Taylor	17.28
	12/12/2024	Baker and Taylor	58.61
	12/16/2024	Amazon	31.73
	12/17/2024	Amazon	18.69
	12/26/2024	Baker and Taylor	17.16
	12/26/2024	Baker and Taylor	15.73
	12/26/2024	Baker and Taylor	17.28
	12/26/2024	Baker and Taylor	228.5

Building Supplies 51600-304

2024 December Revenues Remitted to the Village

46710	General Revenue (faxing)	0.75
45190	Other Law and Ordinance Violations	
55110-304-101	Supplies-Books (reimbursement)	35
48200	Rent	50
Total Donations/Misc. Revenue		85.75
2024 December Revenues for Library		
	Copy/Print Donations	172.51
	Misc Donations	1242.75
Total Donations/Misc. Revenue		1415.26

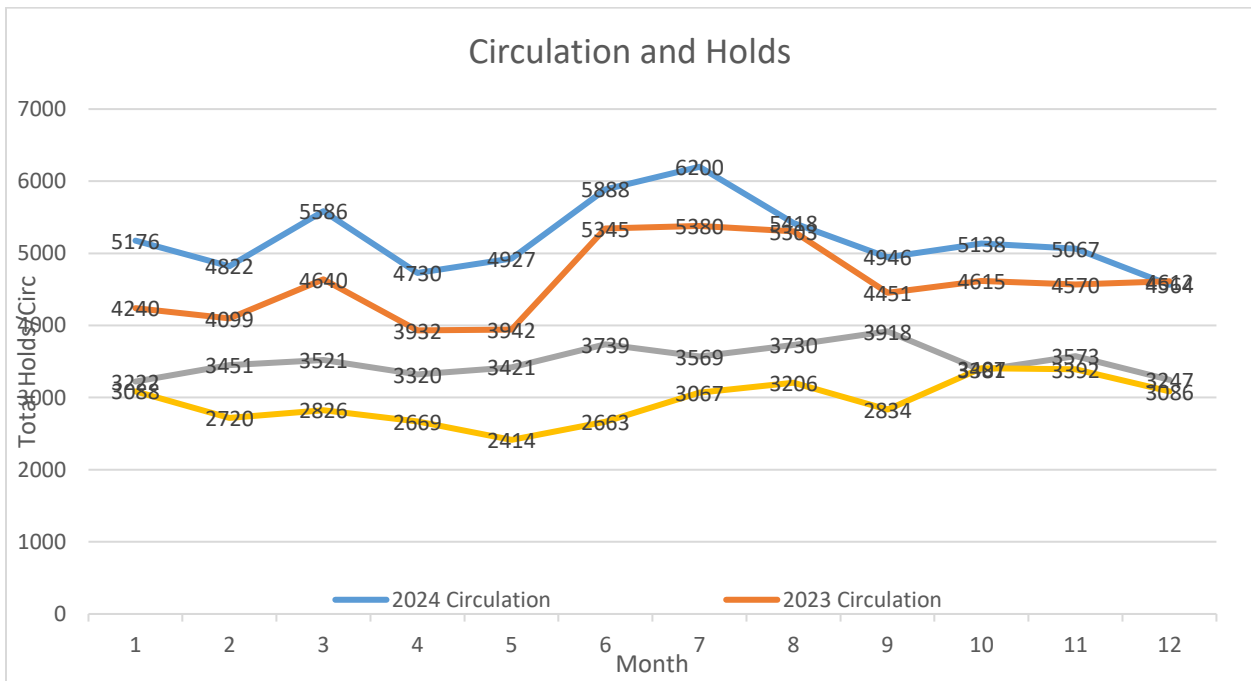
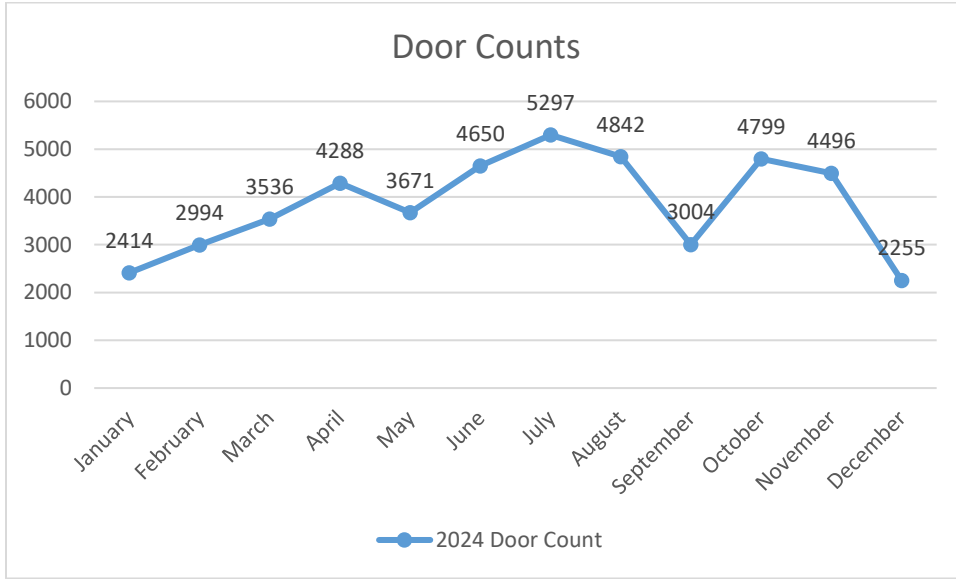
BTP Grant (games for bilingual tote)

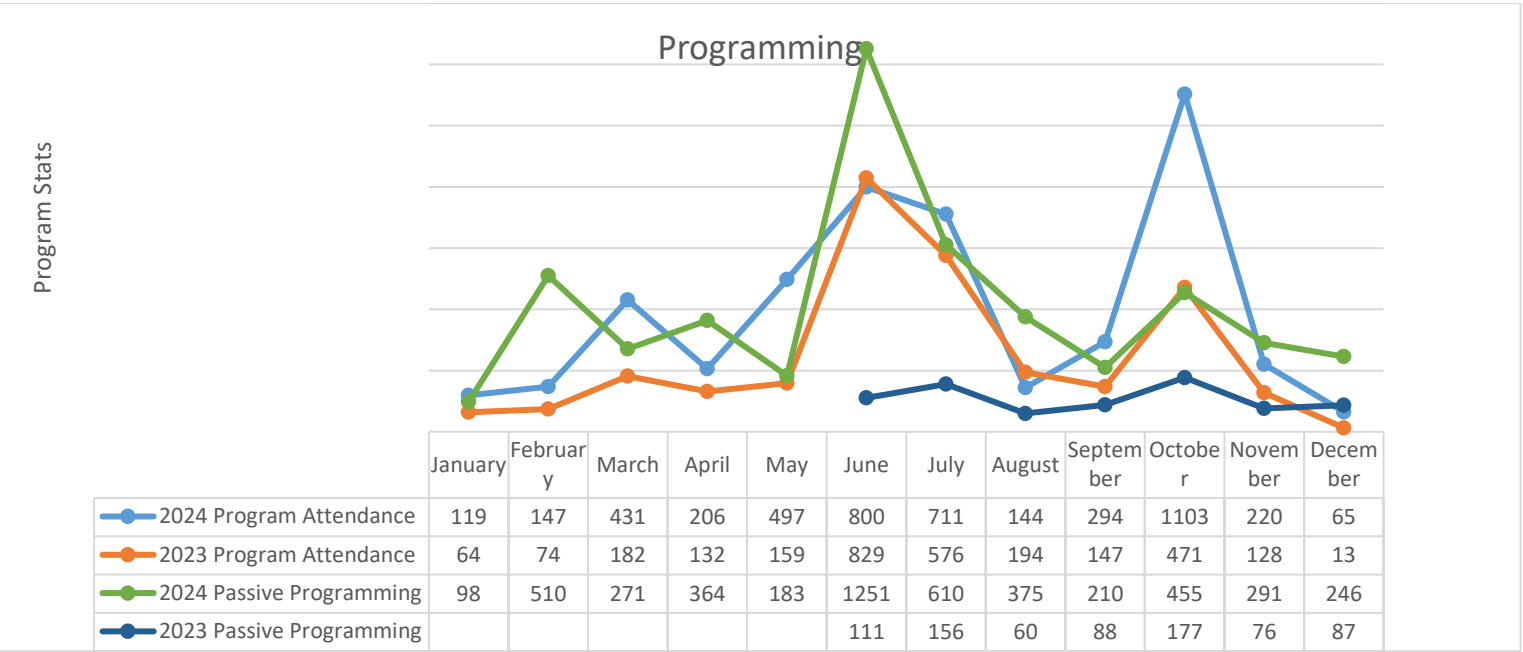
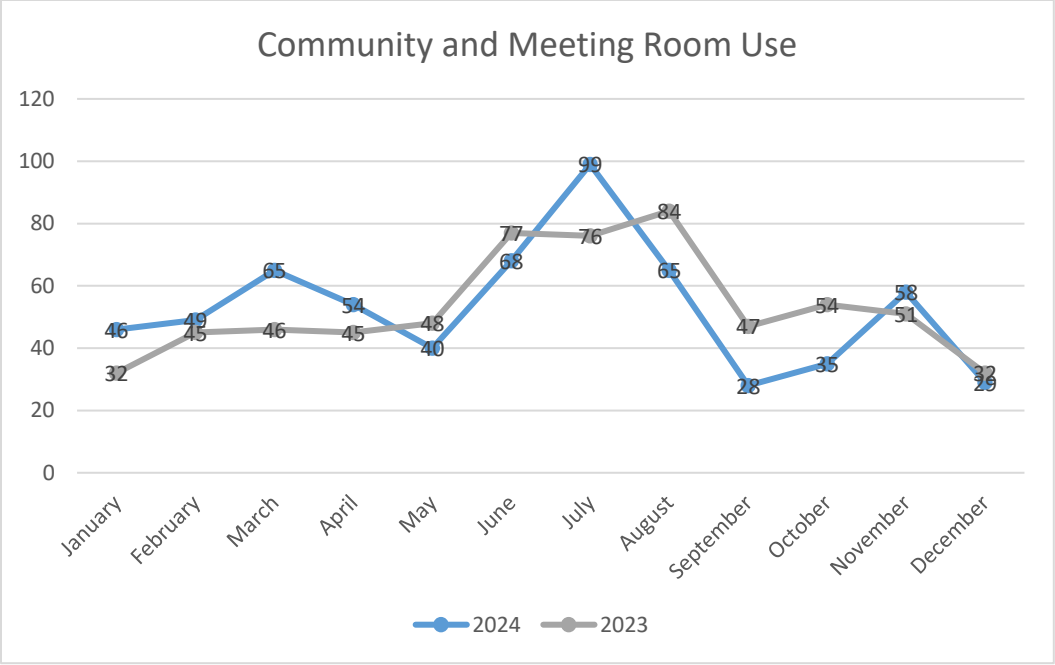
BTP Grant (CD for bilingual tote)

Communication	51600-202		
	12/1/2024	eGoldFax	50.49
	12/15/2024	TDS	397.34
Dues and Subscriptions	55110-204		
	12/3/2024	WLA-Kelly	153
Equipment	55110-301		
	12/5/2024	Rhyme (Kyocera)	55.83
	12/11/2024	Rhyme (Sharp)	76.43
	12/18/2024	Rhyme (new copier intall/payment)	308.53
Maintenance	51600-305		
	12/11/2024	HJ Pertzborn (quarterly sprinkler)	100
Meetings	55110-205		
	11/16/2024	Brits Pub (Lunch at CORE conference)-Visa Kramarczuks (Lunch at day 2 CORE conference)-Visa	28.23 15.8
	11/16/2024	Hilton Minneapolis (CORE conference room)-Visa	228.9
	11/16/2024	Parking Ramp Minneapolis (CORE conference)-Visa	17
	11/16/2024	Subway (dinner on drive home from CORE conference)-Visa	12.97
Misc.	55110-399		
	10/21/2024	Bando Organics	112
Periodicals			
Postage	55110-201		
	11/15/2024	USPS-Visa	5.11
	12/9/2024	USPS-Visa	5.11
Programming	55110-306		
	12/1/2024	Piggly Wiggly	40.89
	8/13/2024	Books4Schools (SRP prize books)	151.03
	11/8/2024	Oculus-Visa	21.09

	11/8/2024	Oculus-Visa	15.81	
	11/8/2024	Michael's-Visa	60.05	
	11/19/2024	Piggly Wiggly-Visa	7.78	
	12/16/2024	Amazon	7.99	
	12/17/2024	Piggly Wiggly-Visa	26.26	
Reference	55110-304-102			
Supplies	55110-304-105			
	11/14/2024	Office Depot-Visa	119.97	
	11/27/2024	Top Promotions-Visa	266.39	
	12/1/2024	Peterson Sanitation	10.5	
	12/3/2024	MPL-Hawthorne (Lost on Hold Shelf items)	40.99	
	12/3/2024	Amazon	5.48	
	12/9/2024	Amazon	104.91	
	12/11/2024	Rhyme (Sharp)	14.55	
	12/23/2024	Amazon	302.53	
	12/30/2024	Rhyme (Kyocera)	37.73	
Support Services (ILS Fees)				
Support Services	51600-207			
	11/30/2024	Maintenance Services	649.12	
	12/31/2024	Maintenance Services (December cleaning)	649.12	
Technology	55110-302			
	12/13/2024	SCLS (2024 Computer Order)	2236.47	
Utilities	51600-203			
	12/15/2024	CP Utilities	206.75	
	12/15/2024	MGE	1450.69	*We never received Oct MGE invoice; accidentally recorded Sept. total on Oct invoices, so this is the difference between those.
Library Checkbook/Petty Cash				
	11/26/2024	Top Promotions-Staff T-shirts	166.25	*53.75 will be paid back for board/extra t-shirt for Elizabeth
	12/5/2024	Dirty Threads Laundromat	5.25	
			<u>10,243.19</u>	

January Director's Report





- A MASSIVE thank you to Public Facilities, especially Jeff and Scott, for fabricating a new holds shelf for us that looks and functions far better than the one we were using. It has been a huge improvement in our space.
- Our new copier is here—an all-in-one that does color copies, faxing, and our regular printing and copying. We will also be adding mobile printing at the end of the months so that folks can print right from their phones/tablets.

- Winter Programming has resumed; Winter Reading kicked off on the 15th; it will run through February 15th and is for all ages. We also are hosting a tea tasting on January 25 as part of our grant from UW.
- The ice rink is filled up and we're ready to roll out the ice skates. A waiver is required for each checkout, and we're tracking which sizes checkout the most/which ones we received requests for to inform future skate purchases.

Library Director Board of Directors Evaluation Questions

Leadership and Management

1. How does the director communicate the library's vision and goals?
2. How does the director manage staff and foster a positive work environment?
3. In what ways does the director promote professional development among staff?

Community Engagement

4. How does the director engage with the community and promote library services?
5. What initiatives has the director implemented to increase library usage and outreach?

Financial Management

6. How does the director approach budget management and financial planning for the library?

Strategic Planning

7. How does the director involve staff and community stakeholders in the planning process?

Innovation and Technology

8. How has the director integrated new technologies and innovations into library services?

Service Quality

9. What steps does the director ensure the quality of library programs and services?
10. How responsive is the director to feedback from patrons and staff?

Overall Performance

11. What are the director's key strengths?
12. In what areas does the director have room for improvement?

Future Goals

13. What goals should the director prioritize for the upcoming year?
14. How can the board better support the director?

Library Director Self-Evaluation Questions

1. **Leadership Effectiveness**
 - How have I communicated the library's vision and goals to staff?
 - In what ways have I fostered a collaborative environment among team members?
2. **Staff Development**
 - Have I provided sufficient opportunities for professional growth for my staff?
 -
3. **Community Engagement**
 - How successful have I been in building partnerships with local organizations?
 - What steps have I taken to ensure our programs are inclusive and accessible to all community members?
4. **Budget Management**
 - How have I managed the library's budget and resources?
5. **Technology Use**
 - How have I integrated new technologies into library services?
6. **Programming and Services**
 - What has been the community's response to our recent programs and services?
7. **Collections Development**
 - How well does our current collection reflect the community's needs and interests?
8. **Overall Impact**
 - What are the biggest challenges facing our library, and how can I address them?

Rosemary Garfoot Public Library Programming Policy

Purpose

The Rosemary Garfoot Public Library offers a variety of programs that aim to support the library's mission to meet the educational, recreational, and informational needs of the citizens that it serves. Programming is an integral part of library services that aims to increase the visibility of the library, promote the library as a community resource, and provide opportunities for entertainment, socialization, and life-long learning within the community.

This policy serves to provide library staff with guidelines to develop programs and events, to inform the public about the principles and criteria by which programs are selected, and to outline rules for outside performers and presenters to follow while working with the library. This policy does not cover privately-sponsored events or meetings that take place within the library (See Meeting Room Policy).

Planning and Implementation

The selection and planning of library programs and events is the responsibility of the professional staff of the Rosemary Garfoot Public Library, as overseen by the library director. Other staff members and library volunteers may assist with the implementation and facilitation of programs as needed. The library director may delegate authority to interpret policy in day-to-day programming decisions to professional staff members. The library director always retains the authority to reject or approve programs or events as they see fit.

Library staff use the following criteria to make decisions about the library programs and events on offer:

- Relevance to the library's mission and service goals
- Relevance to current community needs and interests
- Availability of appropriate programming space
- Budget and staffing considerations
- Presentation quality
- Presenter background/qualifications in content area
- Historical, educational, or local significance
- Connection to and availability of other community programs and events
- Representation of diverse backgrounds, opinions, and viewpoints
- Attendance and feedback received at similar programs in the past

The library always welcomes suggestions from community members and other individuals for programs, events, partnerships, or outreach opportunities. Suggestions may be made by contacting the library director or other appropriate staff members in charge of programming. Community suggestions will be evaluated by the same criteria outlined above.

In addition, the library may develop and co-sponsor programs with outside organizations or institutions whose mission and goals are compatible. Co-sponsorship decisions are made based on shared interest, responsibility and benefits to each organization.

Library sponsorship of a program does not constitute an endorsement of the content of the program. Beliefs and opinions expressed during programs by speakers, presenters, performers, or other participants do not necessarily represent the viewpoint of the Rosemary Garfoot Public Library.

Program Attendance Guidelines

- All library programs shall be free and open to the public, unless the event is a fundraiser for the Friends of the Library.
- Every attempt will be made to accommodate all patrons who wish to attend a program; however, when the safety or success of a program requires it, attendance may be limited. In these cases, attendance will be determined on a first-come, first-served basis either through advance registration or first arrivals at the door. Programs that require registration will be advertised as such.
- Some programs are designed with certain age parameters in mind. When a program has an age limit, exceptions may be made at the discretion of the presenter or program organizer.
- Programs will be held in library facilities when appropriate; meeting room capacities will be observed. Programs may be held at other locations when the library is not equipped to handle an event or when hosting at an alternate venue will encourage increased access or attendance.
- Participants consent to being photographed and/or filmed and give permission for those images to be used for library promotion. Participants who do not wish to be photographed should notify library staff.
- Program participants must comply with all other library behavior policies. Participants who interrupt, interfere, or otherwise impede the enjoyment of the program for other attendees may be asked to leave.
- The library reserves the right to cancel an individual program due to severe weather, lack of attendance, or the absence of a suitable presenter or adequate library staffing. Canceled programs will be rescheduled when possible, but are not guaranteed to be made up. In the case of reoccurring programs (i.e. monthly or weekly events), the library reserves the right to cease offering a program at any time if it no longer aligns with the library's programming goals/criteria or fails to garner regular attendance.
- To request accommodations to attend a program, participants should contact the library at least two weeks in advance.

Presenter/Performer Guidelines

- Presenters/performers agree to conduct themselves in a professional manner and show respect towards all program participants, library staff, and other patrons while working with the library.
- Library programs must be non-commercial in nature. While organizations, businesses, and individuals may offer to present their expertise on topics of interest at no charge, they may not actively promote themselves or their paid services during a program. Presenters are allowed to provide further information about their organization or services to participants if specifically requested by that participant.
- Presenters may not actively solicit participants' contact information, nor may they ask for donations or tips from participants.

- Authors, artists, and musicians may be allowed to sell copies of their works at programs if the works directly relate to the topic of the presentation. Any sales of books, art, music, etc. must be cleared with the library director or program coordinator prior to the start of the program.
- The library will not sponsor a program that supports or opposes any individual political candidate, party, or ballot measure. Election information events, such as candidate forums, may be offered if they include invitations to all recognized candidates.
- Payment will be discussed between presenters/performers and the program coordinator prior to arranging and scheduling the program. This includes the amount the library will pay for the presentation/performance, the method of payment, and the date when payment is due. Programs will only be scheduled once the terms of payment have been agreed upon by both parties.
- Presenters must coordinate with the library on marketing and promotional materials. The library reserves the right to revise and edit any copy or marketing material provided by a program presenter as needed for the library's various promotional outlets.
- Presenters/performers may be asked to sign a contract agreeing to follow these guidelines.

Presenters/performers who wish to have the library sponsor their program should inquire with the Assistant Director (for adult/all-ages programs) or Youth Services Librarian (for teen/children's programs) by contacting the library with a brief description of what they would like to present, any required fees, and their contact information. Librarians will review program proposals on an ongoing basis and reply to inquiries within one month.

Intellectual Freedom Statement

The Rosemary Garfoot Public Library recognizes that at any given time some programs, events, or exhibits may be deemed inappropriate or offensive to some patrons. Selection of programs and events are based on the principles stated in this policy and will not exclude topics solely on the grounds that they may be controversial. The library board believes that censorship is purely an individual matter and declares that while anyone is free to reject for themselves programs or events that they do not approve of, he or she cannot exercise this right of censorship to other persons to attend or view. The Rosemary Garfoot Public Library adheres to and supports the ALA's Library Bill of Rights, Freedom to View Statement, and Freedom to Read Statement.

Rosemary Garfoot Public Library Programming Contract

This contract is arranged between [Presenter Name/Organization] and the Rosemary Garfoot Public Library agreeing to a [Insert program title/topic] program to be held at the library on [Date] at [Time]. A fee of [Insert fee] will be paid on [Insert date] by the library in exchange for the presentation of the program [If no fee will be paid, change to “Presenter/Organization Name has agreed to present this program for free”].

In addition, by signing this contract, the presenter agrees to abide by all rules outlined in the library’s programming policy. A full copy of the programming policy can be found on the library’s website or emailed to the presenter upon request.

The parties agree to meet the following conditions when presenting this program:

[List additional agreements on the presenter OR library’s part here—i.e. local authors allowed to sell books at a reading, library will provide special supplies, etc. Delete this section if none.]

If there are any questions or concerns, please contact the library at 608-798-3881 or email [Librarian’s Name] at [Email].

_____	_____	_____
Librarian Signature	Name Printed	Date

_____	_____	_____
Performer/Presenter Signature	Name Printed	Date

