

Rosemary Garfoot Public Library Board Meeting Agenda

Tuesday, February 18, 2025 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=ll7LdAZgV47tgYYGPuaagfypnClnnM.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 1/21/2025 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)
 2. Program Policy (discussion and possible action)
 - VIII. **New Business**
 1. Annual Report (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, March 18 at 5:15pm
- Posting on _____ by _____

**Rosemary Garfoot Public Library Board Meeting Minutes
Tuesday, January, 2025**

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

Not present:

Also present: Elizabeth Clauss

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

Public Comment: None

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

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

Treasurer's Report:

The cash management "money market" account reported at \$ 72,637.60
The Public "checking" account reported at \$23,148.87
MCF Endowment reported: \$145,581.23
Revenues to the Village reported at \$85.75

Approval of Bills (action item):

Baylis made a motion to approve the bills.
Kurka seconded. Motion carried

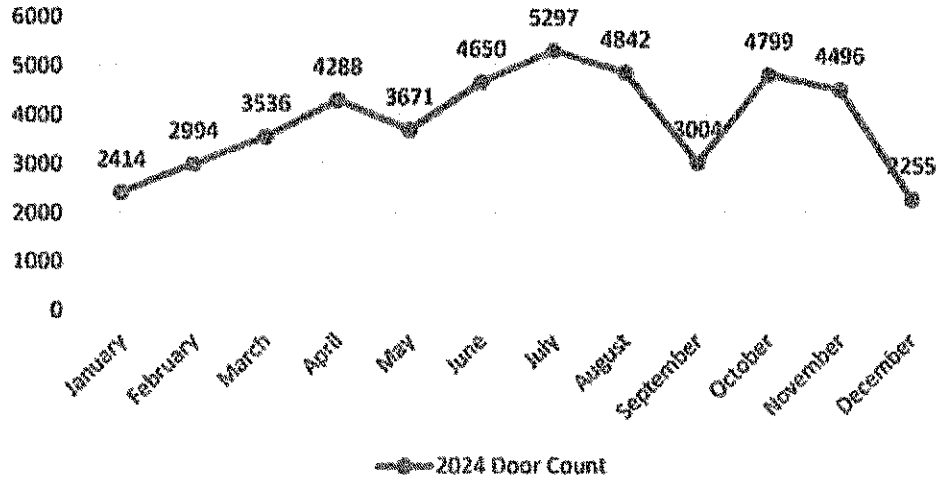
Reports:

Director's Report:

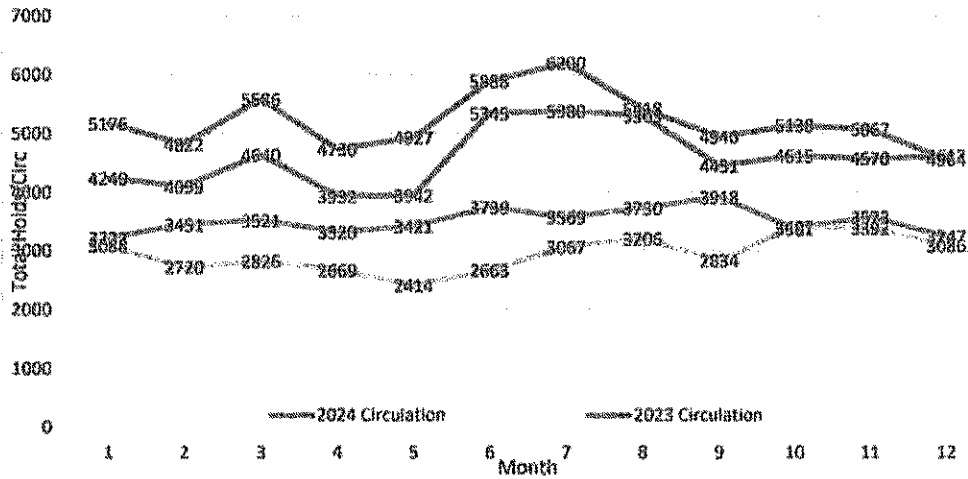
- A MASSIVE thank you to Public Facilities, especially Jeff and Scott, for fabricating a new holds shelf for us that looks and functions far better than the one we were using. It has been a huge improvement in our space.
- Our new copier is here—an all-in-one that does color copies, faxing, and our regular 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.

January Director's Report

Door Counts

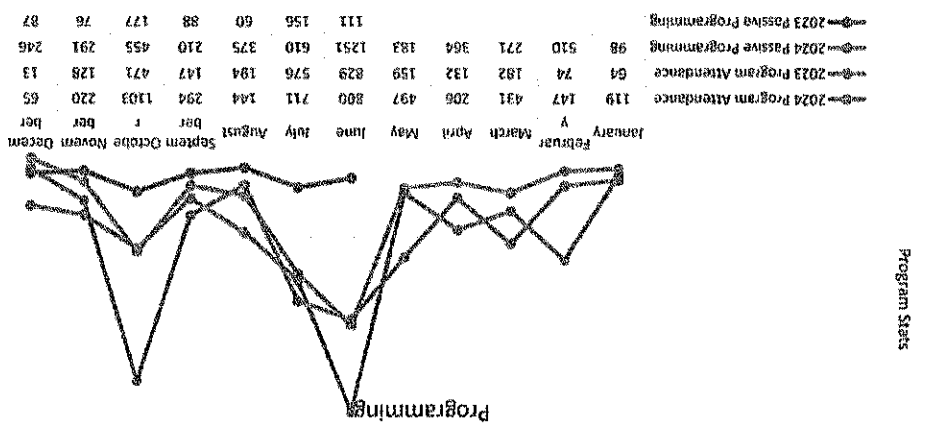
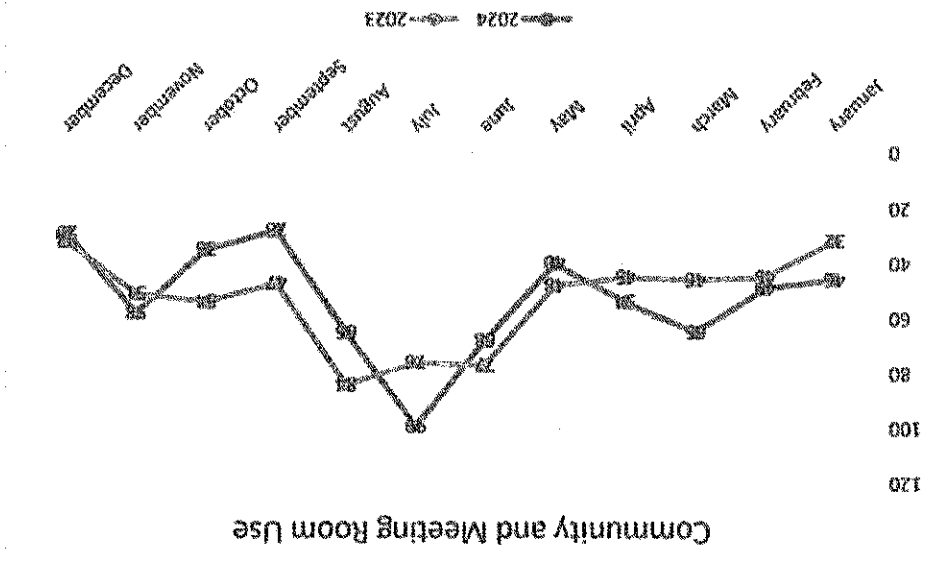


Circulation and Holds



- Tuesday March 4th, 2025 - annual community meeting will include plans for the design of the new village hall. Links in the village newsletter.
- Village Trustees Update:
- Presidents Report: N/A

- Old Business:
 - Director Evaluation —discussion, action item February to approve final draft
 - Amy will update draft of the evaluation to be an action item in February
 - Possible changes: #1 - clarify "how" and add "how effective?" #9 what steps does the director ensure #14 how can the board support the director?
 - Self evaluation #1 (type-o) staff, #3 add how effective?
 - The documents will be stored with Elizabeth's other staff evaluations



- The evaluation process will be held annually in the fall. A Director Evaluation Sub-Committee will be formed in September to meet to fill out board evaluation and have Elizabeth complete director evaluation.
- CP Village Board has a closed session meeting for their evaluation process and afterwards the board meets with the director to go over the evaluation. Library board will explore options of whether the whole board, just the board president, or the subcommittee will meet with Elizabeth.

New Business:

- Donation/request for use (discussion- only) use \$1000 to purchase books from the collection, but to order from a local bookstore. Elizabeth contacted local stores: A Room of One Own, Mystery to Me and could use this donation to order books for the Lucky Day collection, and books by local authors that are not available through big vendors.
- Draft Program Policy (discussion)
 - One item to possibly update under Program performer guidelines, 5th bullet: "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." Elizabeth will talk Paul for legal advice and make any changes before having it as an action item next month.
- 2026 Capital Projects (discussion)
 - Pergola repairing, resanding vs. removing as not functional. Has one reasonable quote, hoping to get more. Removing pergola would remove cost of future maintenance.
 - Getting quotes for the circulation desk area for new configuration and flooring.

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

Next meeting is Tuesday, February 18, 2024 at 5:15pm (on Zoom)

Future Agenda Item:

- Draft Program Policy (action item in February)
- Director Evaluation (action item in February)
 - A Director Evaluation Sub-Committee to be formed in September

Adjournment:

Wagoner made a motion to adjourn at 6:04 pm
Graves seconded. Motion carried.

Respectfully Submitted by
Erica Wagoner

2025 January Invoices for Board Approval

2025 January Revenues to the Village

Category	Date	Vendor	Amount	
Audiovisual	1/10/2025	Midwest Tape	126.7	45190 Other Law and Ordinance Violations
	1/17/2025	Midwest Tape	24.98	110.32
	1/19/2025	T-Mobile	31.15	48200 Rent
	1/27/2025	Midwest Tape	59.99	50
				43725 Other County Library Reimbursement
				844
				Total Revenues to the Village
				1037.07

Books

55110-304-101

	1/3/2025	Baker and Taylor	88.48	
	1/3/2025	Baker and Taylor	83.19	2025 January Revenues for Library
	1/3/2025	Baker and Taylor	285.17	Copy Donations
	1/3/2025	Baker and Taylor	36.35	115
	1/3/2025	Baker and Taylor	16.3	Misc. Donations/Revenue
	1/3/2025	Baker and Taylor	11.27	1953.5
	1/6/2025	Amazon	16.74	Total Revenues to Library Held Account
	1/7/2025	Baker and Taylor	17.27	2068.5
	1/7/2025	Baker and Taylor	36.35	
	1/7/2025	Baker and Taylor	225.36	
	1/7/2025	Baker and Taylor	23.98	
	1/7/2025	Baker and Taylor	22.64	
	1/7/2025	Baker and Taylor	72.5	
	1/7/2025	Baker and Taylor	56.55	
	1/10/2025	Baker and Taylor	273.01	
	1/14/2025	Baker and Taylor	273.01	
	1/22/2025	Baker and Taylor	382.89	
	1/22/2025	Baker and Taylor	77.24	
	1/28/2025	Baker and Taylor	44.29	
		SCLS-Overdrive		
	1/29/2025	Media Buying Pool	2699	

Communication

51600-202

12/31/2024	eGoldFax	30.49
1/16/2025	TDS	283.41
1/27/2025	eGoldFax	30.49

Equipment

E-Books

55110-304-106

	SCLS-Overdrive	
1/30/2025	Advantage fees	323
1/30/2025	Overdrive Advantage	115

Juvenile Books

55110-304-107

1/7/2025	Baker and Taylor	11.48
1/7/2025	Baker and Taylor	28.97
1/7/2025	Baker and Taylor	15.7
1/7/2025	Baker and Taylor	14.89
1/14/2025	Baker and Taylor	48.9
1/15/2025	Baker and Taylor	58.95
1/22/2025	Baker and Taylor	49.14
1/22/2025	Baker and Taylor	447.49
1/28/2025	Baker and Taylor	286.87

Maintenance

51600-305

1/19/2025	Cintas	190.46
1/28/2025	1901, Inc.	505 *boiler repair

Meetings

Misc.

Periodicals

55110-304-103

	Wisconsin State	
12/31/2024	Journal	1196
1/7/2025	WT Cox	1949.09
	SCLS-Overdrive	
1/29/2025	Magazines	176

Postage

Programming

Reference

55110-304-102 485.89
 1/10/2025 WILS

Supplies

55110-304-105

1/2/2025 Peterson Sanitation 10.5
 1/6/2025 Amazon 40.01
 1/6/2025 Showcases 107.57
 1/13/2025 Rhyme 3.2
 1/15/2025 Ideal Printing 115
 1/29/2025 Demco 658.26

Support Services (ILS Fees)

55110-207

1/8/2025 SCLS (ILS/Tech Fees) 28108

Support Services

51600-207

12/31/2024 Maintenance Services 649.12 *2024 budget

Technology

55110-302

1/30/2025 SCLS--MYPC 120

Utilities

51600-203

1/15/2025 CP Utilities 205.41
 1/16/2025 MGE 1964

Library Checkbook/Petty Cash

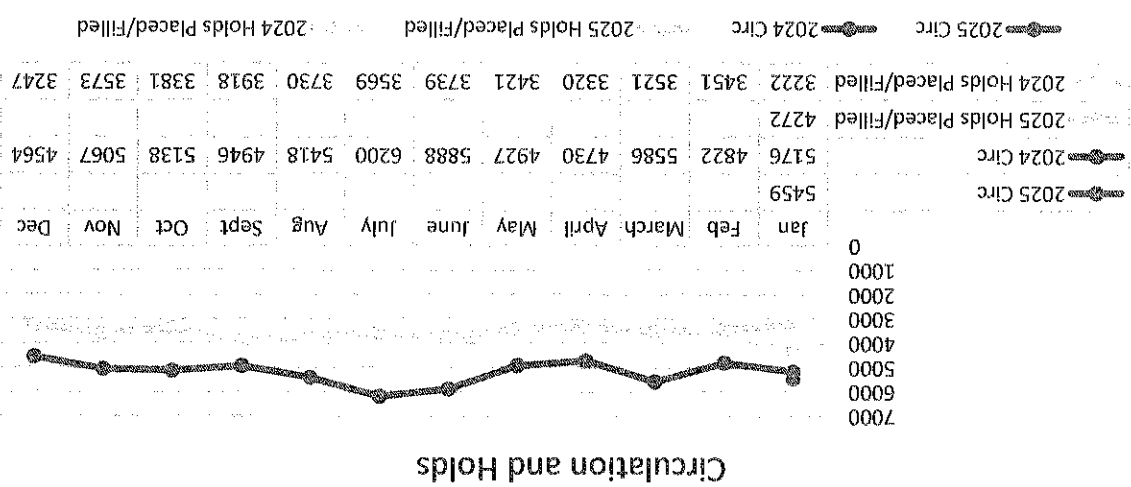
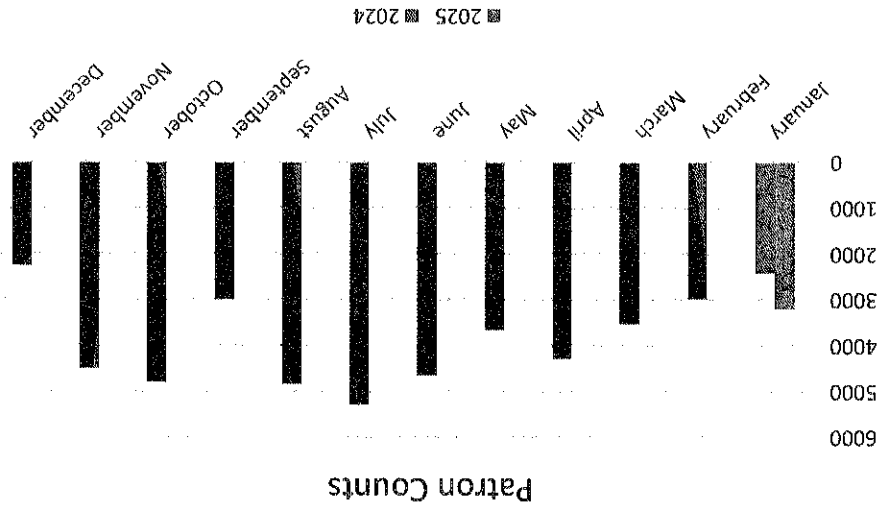
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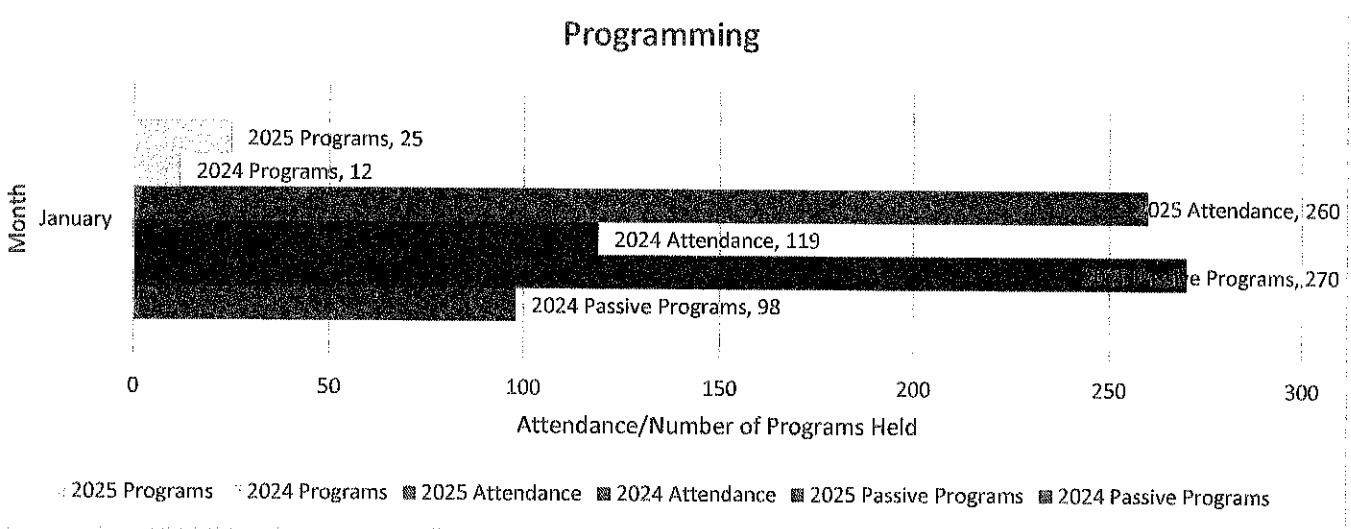
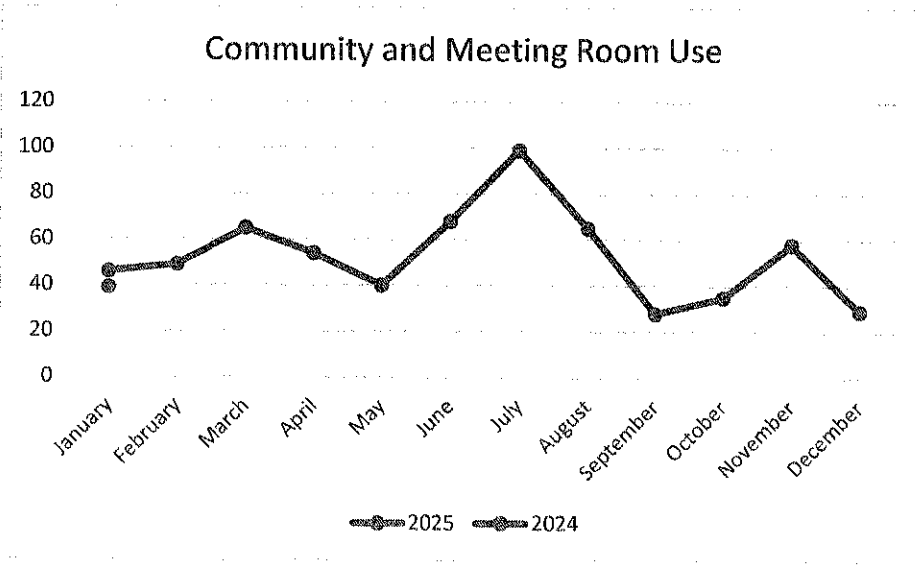
VILLAGE OF CROSS PLAINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>BUILDING EXPENSES</u>					
130-51600-202-00	COMMUNICATION	.00	4,646.20	4,800.00	151.90 98.8
130-51600-203-00	UTILITIES	.00	21,178.73	22,000.00	821.27 98.3
130-51600-207-00	SUPPORT SERVICES	.00	7,789.47	7,800.00	10.53 99.0
130-51600-304-00	SUPPLIES	.00	808.19	1,600.00	793.87 50.4
130-51600-305-00	MAINTENANCE	.00	16,316.31	11,000.00	(5,316.31) 148.3
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TOTAL BUILDING EXPENSES		.00	50,738.84	47,200.00	(3,538.84) 107.5
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<u>OPERATIONAL EXPENSES</u>					
130-55110-101-00	DIRECTOR	.00	83,382.61	82,750.00	(632.61) 101.0
130-55110-102-00	ASSISTANT DIRECTOR	.00	51,484.40	51,000.00	(484.40) 100.0
130-55110-103-00	LIBRARIAN	.00	49,470.11	49,025.00	(445.11) 100.0
130-55110-104-00	PART-TIME STAFF	.00	67,203.69	64,000.00	(3,203.69) 105.0
130-55110-171-00	HEALTH INSURANCE	.00	28,564.97	52,000.00	23,435.03 54.9
130-55110-172-00	DENTAL	.00	2,270.52	3,000.00	729.48 75.7
130-55110-173-00	RETIREMENT	.00	11,372.75	11,225.00	(147.75) 101.3
130-55110-174-00	SOCIAL SECURITY	.00	13,892.12	14,050.00	157.88 98.9
130-55110-175-00	MEDICARE	.00	3,246.67	3,275.00	28.33 99.2
130-55110-179-00	LIFE INSURANCE	.00	378.95	750.00	373.05 50.3
130-55110-201-00	POSTAGE	.00	272.77	375.00	102.23 72.7
130-55110-204-00	DUES & SUBSCRIPTIONS	.00	288.00	400.00	114.00 71.5
130-55110-205-00	MEETINGS	.00	1,286.41	2,500.00	1,133.59 54.7
130-55110-209-00	PRINTING	.00	.00	350.00	350.00 .0
130-55110-207-00	SUPPORT SERVICES	.00	29,922.96	29,850.00	(72.96) 100.2
130-55110-301-00	EQUIPMENT	.00	3,059.95	8,500.00	5,440.05 36.0
130-55110-302-00	TECHNOLOGY	.00	7,356.21	2,800.00	(5,356.21) 387.9
130-55110-304-10	SUPPLIES - BOOKS	.00	29,180.65	27,725.00	(1,455.65) 105.3
130-55110-304-10	SUPPLIES - REFERENCE MATERIALS	.00	1,386.09	2,000.00	633.91 88.3
130-55110-304-10	SUPPLIES - PERIODICALS	.00	1,417.74	3,500.00	2,082.26 40.5
130-55110-304-10	SUPPLIES - AUDIOVISUAL	.00	7,774.08	8,800.00	825.94 90.4
130-55110-304-10	SUPPLIES - GENERAL	.00	6,921.75	8,100.00	1,178.25 85.5
130-55110-300-00	PROGRAMS	.00	3,846.12	4,350.00	1,303.88 70.0
130-55110-399-00	MISCELLANEOUS	.00	1,497.00	1,700.00	203.00 88.1
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TOTAL OPERATIONAL EXPENSES		.00	384,714.40	411,025.00	26,310.60 93.6
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TOTAL FUND EXPENDITURES		.00	435,453.24	458,225.00	22,771.76 95.0
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NET REVENUE OVER EXPENDITURES		.00	34,848.04	10,375.00	(24,473.04) 335.9

February Director's Report





- The ice skates are here, but the municipal ice rink is closed. ☹️ Our waiver technically requires folks to use them on our rink as an extra liability precaution, so the collection is on standby for now.
- The first of our programs funding through our East Asia grant from UW was a tea tasting on January 25 with Telsaan Tea. We had 25 people (!) and really great feedback. Our next program, a gua bao cooking class, will be Tuesday, April 8. The remaining funds from the grant will go towards purchasing adult cookbooks focusing on the cuisines of East Asian countries, as well as some picture books that delve into the foods and culture of those countries as well.

Library Director Board of Directors Evaluation Questions

Leadership and Management

1. In what ways does the director communicate the library's vision and goals and how effective is it?

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 take to 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 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 retains the authority to reject or approve programs or events based on the criteria set forth in this policy.

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].

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Librarian Signature	Name Printed	Date
<hr/>	<hr/>	<hr/>
Performer/Presenter Signature	Name Printed	Date



I. GENERAL INFORMATION

1. Name of Library Rosemary Garfoot Public Library		2. Public Library System South Central Library System			
3b. Head Librarian First Name Elizabeth	3c. Head Librarian Last Name Clauss	4a. Certification Grade Grade 1	4b. Certification Type Regular		5. Certification Expiration Date 09/30/2027
6a. Street Address 2107 Julius St.	6b. Mailing Address or PO Box 2107 Julius St.	7. City / Village / Town Cross Plains	8a. ZIP 53528	8b. ZIP4 9499	9. County Dane
10. Library Phone Number 6087983881	11. Fax Number (608)798-0196	12. Library E-mail Address of Director eclauss@rgpl.org			
13. Library Website URL www.rgpl.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 16,500	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number RE34CWXNFG44	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	52	0	0
19b. Number of winter weeks	52	0	0
19c. Summer hours open per week		0	0
19d. Number of summer weeks		0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	2,704	0	0

II. LIBRARY COLLECTIONS									
		a. Number Owned / Leased		b. Number Added					
1. Books in Print		44,838		2,233					
2. Physical Subscriptions		55							
3. Physical Audio Materials		3,361		129					
4. Physical Video Materials		4,712		204					
5. Other Physical Materials		1,057							
6. Total Physical Items in Collection		53,968							
		Purchased solely by the library		Purchased via a System, Consortium or Cooperative Agreement		Provided by the State			
7. E-books		Yes		Yes		No			
8. E-serials		No		Yes		No			
9. E-audio		Yes		Yes		No			
10. E-video		No		No		No			
11. Research Databases		Yes		No		Yes			
12. Online Learning Platforms		Yes		No		Yes			
III. LIBRARY SERVICES									
1. Physical Circulation Transactions		a. Total Circulation		b. Children's Materials		c. Other Physical Items			
61,809		31,714		2,296					
2. Interlibrary Loans		a. Items Loaned Provided to		b. Items Received from					
32,094		25,966							
		Method for Counting ILL Transactions		Total ILL Transactions					
		Items Loaned to Other Libraries		Items Borrowed from Other Libraries					
		Provided to		Received from					
		Integrated Library Systems (ILS)							
		WISCAT							
		Other (includes OCLC, manual tracking or other methods)							
8. Electronic Content Circulation Transactions		a. E-books		b. E-serials		c. E-audio		d. E-video	
5,560		1,717		8,504		0		e. Children's E-materials	
		f. Total E-materials		15,781					
4. Number of Registered Users		a. Resident		b. Nonresident		c. TOTAL		5. Overdue	
2,069		906		2,975		No		a. Method	
								b. Annual Count	
								6. Reference Transactions	
								a. Method	
								b. Annual Count	
								7. Library Visits	
								a. Method	
								b. Annual Count	
								8. Uses of Public Internet Computers	
								a. Number of Public Computers	
								b. Number of Public Use Computers with Internet access	
								c. Method	
								d. Annual Count	
								9. Uses of Public Wireless Internet	
								a. Method	
								b. Annual Count	

LIBRARY PROGRAMS AND ATTENDANCE

Total In-Person and Live, Virtual Statistics by Age

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	61	42	24	82	19
Total Attendance	1,840	1,079	166	360	1,370

Total Program Statistics by Program Category

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded	
Number of Programs	200	22	6	0	
Total Attendance	3,747	1,037	31		
Total Program Views				0	

Describe the library's in-person programs:

storytimes, presenters, book clubs, D&D, gaming groups, fiber arts/crafts, music performers

Which platforms does the library use to host the library's live, virtual programs:

Zoom

Describe the library's live, virtual programs:

book clubs and D&D

Which platforms does the library use to host the library's pre-recorded programs:

Describe the library's pre-recorded programs:

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
1. Jennifer	Wankerl	2917 Church Street	Cross Plains	53528	wankerlfamily@gmail.com
2. Erica	Wagoner	2152 Hillebrand Drive	Cross Plains	53528	ericawagoner@gmail.com
3. Denise	Baylis	8735 Hidden Valley Road	Cross Plains	53528	jrbaylis@tds.net
4. Sarah	Borchardt	2612 Twin Pine Street	Cross Plains	53528	sborchardt@cross-plains.wi
5. Nicole	Schaefer	1904 Park Street	Cross Plains	53528	nschaefer21@gmail.com
6. Army	Kurka	514 Piper Drive	Madison	53711	akurka@mcpasd.k12.wi.us
7. Robin	Graves	5079 Enchanted Valley Road	Cross Plains	53528	robinlymng Graves@gmail.com
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					

No. of Library Board Members
Include vacancies in this count

7

V. LIBRARY OPERATING REVENUE
Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
Village	Cross Plains	\$304,800
Subtotal 1		\$304,800

2. County

a. Home County Appropriation for Library Services Subtotal 2a \$149,725

a. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Sauk	\$8,802		
Iowa	\$923		
Columbia	\$646		
Green	\$121		
Subtotal 2b			\$10,492

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
SCLS Youth Literacy Grant	\$475		

b. Funds Carried Forward from Previous Year

c. Other State Funded Program

Subtotal 3		\$475
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4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount
	\$0
Subtotal 4	\$0

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
	\$0		
Subtotal 5			\$0

6. Other Funds Carried Forward and Expended. Do not include state aid. Report state funds in 3b above.

\$10,481

7. All Other Operating Income

\$25,713

8. Total Operating Income Add 1 through 7

\$501,686

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

\$307,800

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

Yes

VI. LIBRARY OPERATING EXPENDITURES		Report operating expenditures from all sources. Do not report capital expenditures here.	
1. Salaries and Wages Include maintenance, security, plant operations		\$231,521	
2. Employee Benefits Include maintenance, security, plant operations		\$59,726	

3. Library Collection Expenditures			
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials
\$27,467	\$1,898	\$6,680	\$1,250
Subtotal 3			\$37,295

4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.			
Provider	Description	Type	Amount
SCLS	SCLS ILS & Tech	Contract	\$29,697
SCLS	SCLS Overdrive Magazines	Contract	\$184
SCLS	SCLS Overdrive Advantage	Contract	\$250
SCLS	SCLS Overdrive	Contract	\$2,647
Subtotal 4			
5. Other Operating Expenditures			\$84,108
6. Total Operating Expenditures Add 1 through 5			\$445,428
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?			\$0

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income. Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal		\$0	\$0
b. State		\$0	\$0
c. Municipal	Water Heater	\$0	\$1,450
d. County		\$0	\$0
e. Other		\$0	\$0
2. Debt Retirement		Total Revenue	Total Expenditure
		\$0	\$1,450

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

1. Total Amount of Other Funds at the End of Year		\$404,556
IX. FUNDS PAID OR TRANSFERRED TO THE LIBRARY BOARD FINANCIAL SECRETARY		
1. Total Amount of Section IX Funds at End of Year		\$0

X. STAFF (cont'd.)

b. Other Paid Staff See Instructions

Hours Worked per Week	Total Annual Wages Paid	Type of Staff	Job Title (Appendix A)	Position (Local Title)

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian	Subtotal 2a	b. All Other Paid Staff (FTE)	c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Include maintenance, plant operations, and security	5.38
3.00	0.00	3.00	2.38

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			31,937
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library
2. Circulation to Nonresidents Living in the Library's County		5,848	24,057
3. Circulation to Nonresidents Living in Another County in the Library System		520	986
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		10	310
5. Circulation to All Other Wisconsin Residents		206	6. Circulation to Persons from Out of the State
7. Are the answers to items 1 through 6 based on actual count or survey/sample?		8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
Actual		No	

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County		Circulation	
a. Columbia	46	f. Rock	0
b. Dodge	0	g. Sauk	925
c. Green	15	h.	
d. Iowa	310	i.	
e. Jefferson	0	j.	

XII. TECHNOLOGY (Not included in 2024 Report)

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: *Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.*

	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	62	64	0
Total Self-Directed Activity Participation	1,149	2,205	0
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	3	11	140
Total Self-Directed Activity Participation	167	1,374	4,895

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address
Catherine	Baer	cabaer@rgpl.org

3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address
Kelly	McKewin	kmckewin@rgpl.org

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats. A check (X) or a mark in the checkbox indicates compliance with the requirement.

The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].

The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].

The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].

The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].

The library director is present in the library at least 10 hours a week while the library is open to the public, less leave time [s. 43.15(4)(c)6].

The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].

The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].

The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].

The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)5 and Administrative Code Rules Pt 6.03].

The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].

The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Jennifer Wankerl	Name of President or Designee Print or type	Date Signed
Library Director / Head Librarian Signature	Elizabeth Clauss	Library Director / Head Librarian Print or type	Date Signed

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Dane

The Rosemary Garfoot Public Library Board of Trustees hereby states that in 2024 the South Central Library System
Name of Public Library Name of Public Library System / Service

did provide effective leadership and adequately met the needs of the library.

did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements


Explanation of library board's response. Attach additional sheets if necessary.

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Jennifer Wankerl	

COMMENTS

SECTION II
1a. Books in Print (end of year total)

1a. Other Physical Material's Owned
regular book collection plus books in read about kits--2025-02-06

SECTION III
books in read about kits added to books in print collection--2025-02-06

1c. Circulation of Other Physical Items (subset of 1a.)
Circ for other items, minus books in read about kits--2025-02-06

7b. Library Visits
This was the first year we've had an actual door count rather than survey weeks--2025-01-30

SECTION V
Other Revenue

print/tax fees, interest, donations, room rental fees, copy donations, misc. donations, money from Friends, damaged/lost fees--2025-02-05

Beginning Balance of Other Funds Under Library Board Control

Other Library Funds
Accidentally left our library fund balance out of 2023 report--2025-02-04

Additions
donations, rent revenue, lost/damaged item fees, print/tax charges, market gains/interest--2025-02-05

Subtractions

Alternate fund expenditures (landscaping, furniture repairs/bench, maintenance to village, kit items, year end staff thank you), fund fees--2025-02-05