

Rosemary Garfoot Public Library Board Meeting Agenda

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

This meeting will be held via zoom. To join, use the following link or meeting codes:
<https://us02web.zoom.us/j/88599250349?pwd=dGRHZW5GeDZ4VG1pS29CdFk4MXdwUT09>

Meeting ID: 885 9925 0349
Passcode: xkx03Pb

- 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 9/17/2024 regular board meeting (action item)
- IV. **Treasurer's Report**
- V. **Approval of Bills** (action item)
- VI. **Reports**
 - a. Director's
 - b. President's
 - c. Village Trustee's Update
- VII. **Old Business**
 - a. Public Access Computers Policy (discussion and possible action)
 - b. Library Director evaluation (discussion)
 - c. Checking account/Money Market account (discussion and possible action)
- VIII. **New Business**
 - a. Library branded shirts for staff (discussion and possible action)
 - b. Library Hours on November 5, December 24, and December 31, 2024 (discussion and possible action)
 - c. Library of Things Policy (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, November 19 at 5:15pm

Posting on _____ by _____

Rosemary Garfoot Public Library Board Meeting Minutes
Tuesday, Sept. 17, 2024

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

Not present: Amy Kurka

Also present: Elizabeth Clauss, Carly Persson

Call to Order: Jenn Wankerl called the meeting to order at 5:20 pm

Public Comment: None

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

*fix spelling on Schaefer's last name on last month's minutes

Borchardt motion to approve the minutes.

Graves seconded. Motion carried.

Treasurer's Report:

The cash management "money market" account reported at \$51,715.97

The Public "checking" account reported at \$44,992.26

MCF Endowment reported: 140,258.16 (\$500 contribution in July)

Revenues to the Village reported at \$52.45

Approval of Bills (action item):

Schaefer made a motion to approve the bills.

Borchardt seconded. Motion carried.

Reports:

Director's Report:

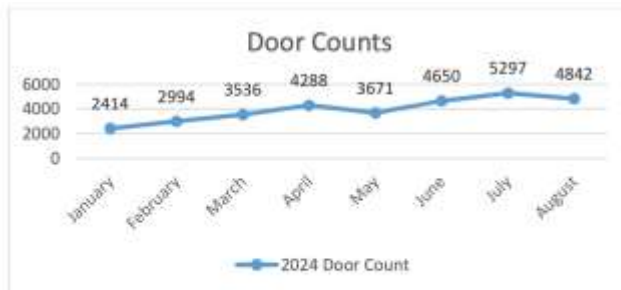
August was busy as the library wrapped up the summer reading program.

Fall programming started the first week of September. We increased our regular children's programming to offer two extra programs every week to help offer more for school-age children, as well as for families with preschoolers. "Little Learners" with Park & Rec. After school "Construction Zone" (Lego, dominoes, etc.) - good turn-out last week and hope numbers will increase.

We're hiring to fill a library assistant vacancy and hope to have the new library assistant hired and starting by early October.

We started arranging our picture books by category "Picture Book City". While I've been trying to minimize the number of sub-collections elsewhere in the library, this is one location where people tend to browse by subject or favorite author/character, so it will hopefully make it more user-friendly. Cardinal Academy students have been helping

Dairyland Cheese Program was well attended - maxed out. Ice Cream Program next week.



- **Presidents Report**
- Attending programing
- **Village Trustees Update:**
- None

- **Old Business:**
- Board book shelving & seating area - trying local craftsman "Enchanted Valley Woodworks" proposal. Finalizing drawings. Quote was less than the catalog and can meet our specifications.
- Self Check-out & Open Holds: Met with Envisionware, coming the 2nd week of october, live on 9/23/24. Start training patrons and staff. Advertise with Halloween / Fall Festival.

- **New Business:**
- Action Item: Beyond the Page / Ripple Project: Dan County organization to promote racial equity. Director and Board President need to sign the agreement. Get \$1000 in funding and have the option to participate in multi-library programming.
- Wagoner made a motion to approve the agreement with the Beyond the Page / Ripple Project
- Borhardt seconded. Motion carried.
- Strategic Plan: minor changes to plan

- Borchartd made a motion to approve the 25-29 Strategic Plan
- Graves seconded. Motion carried.
- Study Room Policy: Elizabeth made some updates to reservation policy.
- Graves will make a motion to approve the new study room policy
- Bayless seconded. Motion carried.
- Public Access Computers Policy: Elizabeth made some updates to policy
- 4 hour time limit on computer. \$ for Faxing / copying / printing
- Proposal to remove fees and have payments by donations only. Currently not tracking, but donations are usually generous.
- Discussion: Recommended donation? Any limitations to number of prints / copies? Staff approval for more than # of pages? Any consequences if being abused?
- Renegotiate contract with company next year regarding Black & White vs. Color printing.
- Donations go back to the library. Include suggested donation in signage (not in Policy)
- Revisit next month for action item after new policy is drafted.
- Library Director Evaluation Process (discussion)
- Elizabeth reached out and found examples of what other libraries shared what their boards are using for evaluations. Examples shared to everyone in the board through Elizabeth's shared folders. Potential subcommittee to review the examples and select / create evaluation tool to adopt for our library.

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

-Dane county will inform us this week about more money for programming.

Next meeting is Tuesday, October 15, at 5:15pm (Zoom)

Future Agenda Item:

Library Director Evaluation Process

Public Access Computers Policy

Adjournment:

Wagoner made a motion to adjourn at 6:00

Graves seconded. Motion carried.

Respectfully Submitted by

Erica Wagoner

2024 September Invoices for Board Approval

Category	Date	Vendor	Amount	
Audiovisual	55110-304-104			
	9/3/2024	Midwest Tape	40.97	
	9/9/2024	Midwest Tape	47.38	
	9/16/2024	Midwest Tape	324.41	
	9/19/2024	Amazon	152.83	
	9/21/2024	T-Mobile	31.15	
	9/23/2024	Midwest Tape	174.37	
	9/30/2024	Midwest Tape	26.98	
	Books	55110-304-101		
		9/3/2024	Baker and Taylor	554.49
9/3/2024		Baker and Taylor	582.93	
9/7/2024		Amazon	6.32	
9/9/2024		Penworthy	611.98	
9/11/2024		Baker and Taylor	343.21	
Building Supplies	51600-304			
	9/7/2024	Amazon	103.56	
	9/9/2024	Amazon	64.62	
Communication	51600-202			
	9/16/2024	TDS	416.11	
Dues and Subscriptions				
Equipment	55110-301			
	9/5/2024	Rhyme (Kyocera)	55.83	
Maintenance	9/10/2024	Rhyme (Sharp)	76.43	
	51600-305			
	9/26/2024	HJ Pertzborn (Annual Inspection)	410	

2024 September Library Revenues remitted to the Village

46710	General Revenue	46.1
43570	Dane County Grant	750
	Other Law and Ordinance Violations	
45190		
48200	Rent	
Total Donations/Misc. Revenue		796.1

2024 September Revenues for Library

	Copy Donations	58.8
	Misc. Donations/Revenue	47.2
Total Donations/Misc. Revenue		106

Amazon: 152.83 in AV was for a new metal detector for LOT

Meetings

Misc.	55110-399		
	5/29/2024	Bando Organics	161
	7/24/2024	Bando Organics	112
	9/8/2024	Bando Organics	112
	10/2/2024	Nate Glynn	50

Periodicals

Postage	55110-201		
	8/7/2024	USPS (Visa)	4.4

Programming	55110-306		
	8/12/2024	Crossroads-SRP Adult Prizes (Visa)	100
	8/13/2024	Books4School Kids SRP Prizes (Visa)	10
	9/7/2024	Amazon	134.99

Reference

Supplies	55110-304-105		
	9/3/2024	Peterson Sanitation Inc.	10.5
	9/7/2024	Amazon	76.42
	9/10/2024	Rhyme	17.62
	9/10/2024	Ace	86.98
	9/16/2024	Showcases	12.98
	9/17/2024	Amazon	19.89
		SCLS-Library Card Sign Up	
	9/18/2024	Stickers	12.2
	9/23/2024	Demco	242.16
	9/23/2024	Demco	105.91

Support Services (ILS Fees)

Support Services	51600-207		
	9/1/2024	Maintenance Services	649.12

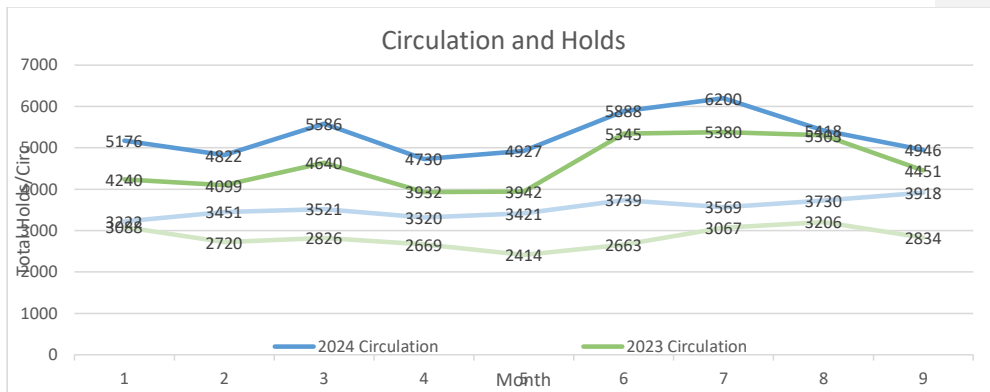
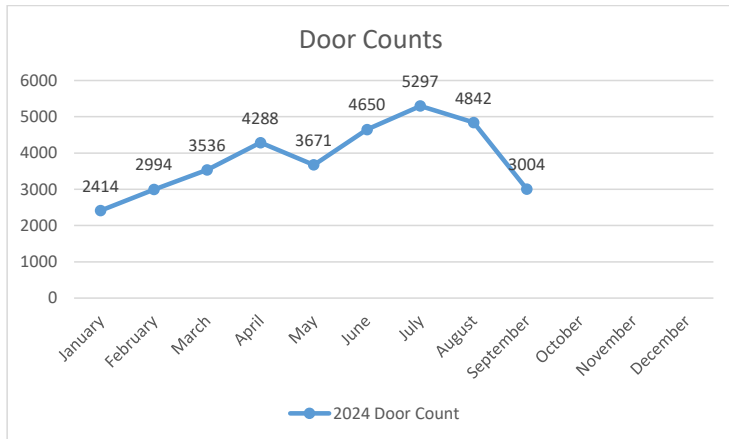
Technology

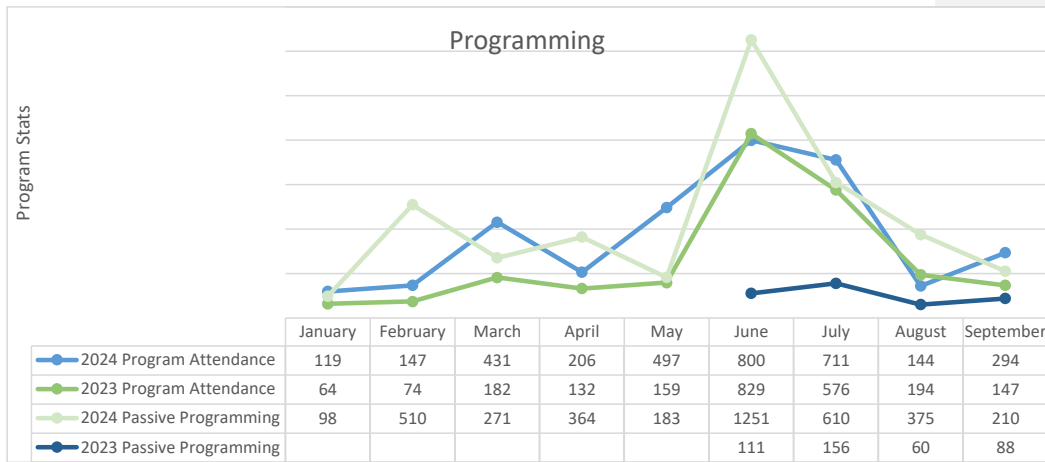
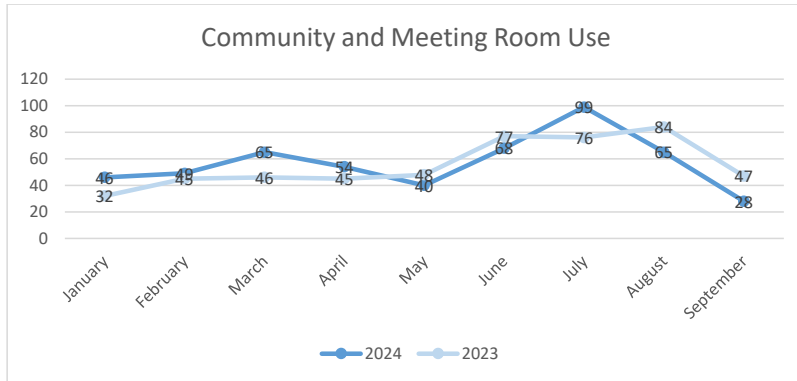
Utilities 51600-203			
	9/15/2024	MGE	1503.32
	9/15/2024	CP Water and Sewer	191.95

Library Checkbook/Petty Cash

Enchanted Valley			
9/26/2024	Woodworks-Bench Deposit	2100	*reimbursed by Friends
9/26/2024	Quercus	1800	*continued landscaping cleanup
9/26/2024	<u>Fromagination</u>	<u>791.25</u>	*cheese program funded by BTP; working on getting sales tax reimbursed
		8014.02	

October Director's Report





- Our practicum student, Michelle Fisher, wrapped up her practicum on September 27, following a very successful Science of Ice Cream program on September 26. She worked on collection development by weeding/ adding to our Library of Things and ordering one of our monthly book orders, as well as got some experience with programming, book displays, and time on the circulation desk.
- Our new library assistant, Kathy Pernsteiner started this month. We're delighted to have her on board.
- Self-check is scheduled to be installed on October 23, 2024. We'll be moving to open holds on Monday, October 28 to give patrons and staff a few days to get used to self-check before we through open holds into the mix.
- Kelly has been training staff and working on RFID-ing our collection to help make it more self-check and SCLS-friendly. We're almost halfway through the adult print collection.

- Weeding in the adult section is almost complete; it should be wrapped up by early December.
- Annual staff evaluations are wrapping up. While I do quarterly sit-downs with everyone and my door is always open for feedback, questions, or concerns any other time of year, it was nice to sit down and have a conversation about where we'd all like to grow and the visions we have for the library over the next year.
- In September, I took part in the first Community Connections meeting with MCPASD. These meetings will be held throughout the school year and give us an opportunity to learn more about the district, our community, and how we can help better serve and provide resources for both.
- Our partnership with the Cardinal Academy students from MCPASD started again in September. They've been helping with our weeding project, as well as putting labels and stickers on the picture books as we continue to move forward with picture book city.

Rosemary Garfoot Public Library

Public Computer Use Policy

The Rosemary Garfoot Public Library offers a number of public access computers, available from the time we open each day until 10 minutes before closing. The computers provide access to the internet, printing, basic Microsoft Office programs, and more.

Users may sign in to use the computers using their South Central Library System card, or by getting a guest pass at the circulation desk for one-time use. Sessions are timed and capped at four hours per day, although patrons are encouraged to ask for additional time if needed, and if there are enough computers available to meet demand for other users.

Users assume responsibility for hardware and software during their scheduled time. The Rosemary Garfoot Public Library will not be responsible for injuries or damages to possessions of individuals or groups resulting from the use of the library's computers. Patrons are not allowed to install or download software products onto the library's computers.

All computers print in black and white and color. We welcome donations for printing, but there is no set fee for use of this service.

Library staff is available to provide assistance to users, but extensive one-on-one assistance may require a patron to make an appointment either in advance or for another day to ensure that there is adequate staffing for other library patrons as well as the computer user.

Adopted 10/24/96

Revised 10/7/00

Revised 3/27/07

Revised 9/21/10

This document was revised and reviewed accordingly on 7/21/2015

This document was revised and reviewed accordingly on 9/20/2016

This document was revised and reviewed accordingly on 3/20/2018

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Deleted: Access

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Deleted: Purpose: In order to promote computer literacy throughout the community, the following rules regarding use of the computers have been developed.

Deleted: ¶

1. EQUIPMENT AVAILABLE FOR USE: The library has for recreational and educational use: seven non-LINK Dell computers for Internet use word processing and spreadsheets. Computers use a shared Hewlett Packard inkjet printer. ¶

¶ HOURS/SCHEDULING: computers will be available during open library hours. Patrons may sign-up for use using the Library On-Line software. ¶

¶ Up to three computers may be reserved in advance by the public for training sessions or group instruction. ¶

¶

See comprehensive Internet Policy ¶

¶

3. SOFTWARE/COPYING: All software except public domain software is copyrighted or under special licensing agreements and may not be copied. ¶

Deleted: 4. SUPPLIES/COST: There is no charge for use of any hardware or software. The first 10 sheets of paper used per day are free. Daily paper use exceeding 10 sheets will cost .10 per sheet. Users may purchase floppy discs for \$1 to store personal data. ¶

¶

5.

Deleted: SECURITY:

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Deleted: the microcomputer equipment.

Moved (insertion) [1]

Deleted: their

Deleted: ¶

Deleted: 6. USER REQUIREMENTS: Users must have a current library card. Computer time is scheduled for one person at one time. NO MORE THAN TWO PEOPLE MAY BE AT THE COMPUTER AT ANY TIME. Any person found abusing privileges or general library rules for behavior will relinquish his/her computer time. ¶

Deleted: 7. ASSISTANCE:

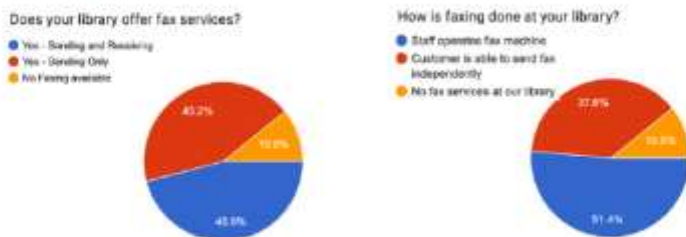
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Deleted: but cannot be expected to provide instruction unless user requests and schedules a one-on-one basic Internet or Word session

Moved up [1]: Patrons are not allowed to install their software products. ¶

Library Copy and Fax Services Survey - 2024

Of the 37 libraries who responded, there was quite a bit of variation in the services offered and in the costs associated with the services.



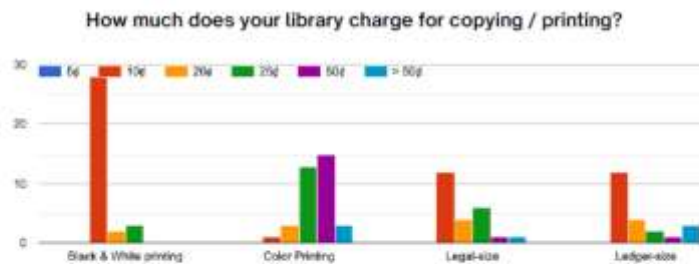
Of the libraries who offer faxing services:

8 libraries do not charge for faxing, or request a small voluntary donation for the service.

A few libraries charge a nominal fee for the entire fax (25¢ - \$1.00)

Most libraries charge a per-page rate. (25¢ - \$1.00) - Some had a max fee of \$5

Several libraries charged a base rate, with per-page charges for additional pages.



A few libraries shared that they did not charge for copies, or that they charged a price not included in the selections (15¢)

91% of respondents offer scan to email.

- Patron scans/sends = 62% (23 libraries)

- Staff scans / sends = 29% (11 libraries)



Rosemary Garfoot Public Library

Serving the Cross Plains community since 1964

Approximately \$10.75 per shirt at Top Promotions

Library of Things Collection Development Policy

About the Library of Things

The Library of Things is Rosemary Garfoot Public Library's (RGPL) circulating collection of non-traditional library items. [See more information about using the Library of Things.](#)

The Library of Things is a special collection which falls under RGPL's [Collection Development Policy](#). These guidelines are not intended to change or alter that policy, merely to clarify some specifics concerning how it applies to the Library of Things.

Objectives

RGPL provides this collection of occasional use items in order to:

1. Encourage experimentation, curiosity, and life-long learning.
2. Reduce waste and support sustainability in the Cross Plains community.
3. Provide access to resources patrons might not normally have contact with
4. Generate more awareness about new and emerging technologies and ideas
5. Create better informed consumers and support local businesses by giving patrons a chance to try out something before deciding to purchase
6. Create connections within our community by exploring shared interests and collaborating
7. Have fun and help facilitate the serendipitous discovery of new and exciting Things.

Commented [1]: I put this together from a few different policies -- may want to pare down, but first two are directly related to RGPL's mission

Collection Scope

To further the collection goals, the Library of Things may include:

- Arts & Crafts
- Electronics
- Kitchen
- Outdoor Recreation
- Home Improvement
- Science
- Health

- Musical Instruments
- Toys & Games

The Library of Things is not intended to be comprehensive, and the Library is limited by a finite amount of storage space and funds for these items.

Things may be located in the Children's or Adult collections based on the intended use and safety requirements of the Thing. Things may be standalone items, or kits of related items, such as books, toys, and equipment. Certain things require the borrower to be 18 years or older, as specified in RGPL's [Equipment Use Policy](#).

Criteria for Selection and Evaluation

In addition to the Criteria for Selection and Evaluation established in the [Collection Development Policy](#), Things will be added to the collection using following criteria:

The item meets at least three of the stated goals of the collection.

There is patron demand or demonstrated community need for the item.

There is adequate space to store the item.

The item doesn't require unsustainable maintenance or replacement of consumable elements.

There is funding for the item.

Instructions for using the item are available or can be created easily by library staff.

It is reasonable to assume that patrons can use the item without extensive specialized training.

Gifts and Donations

Donated items will be considered based on the materials selection criteria above, the [Collection Development Policy](#), and the [Materials Donation Guidelines](#). Donations of Things will only be accepted if the item is in usable condition with a reasonable expectation it can circulate for at least one year after acquisition. To donate items, contact the library director. Items will not be accepted without prior authorization from library administration.

Patron Suggestions

All library collections should be of interest and use to the Rosemary Garfoot community. Patrons are encouraged to submit suggestions for new items.

Collection Maintenance

Things will be routinely evaluated. Items that are not popular and do not circulate will be withdrawn from library collections according to the Collection Maintenance portion of the [Collection Development Policy](#). Popular Things that are removed because of wear and tear will be replaced when budget and space allow.

Library's Use of Things

The Library reserves the right to take a Thing out of circulation temporarily to use for library purposes (workshops, demonstrations, or other programs), or to repair a damaged item.

Due to the nature of the items contained in the Library of Things, these items are not available for Interlibrary Loan.

Exceptions to this policy can be made by the Director.

Approval

Approved XX/XX/XXXX

Resources used:

RGPL Resources:

RGPL Collection Development Policy: https://www.rgpl.org/sites/www.rgpl.org/files/2024-07/RGPL%20Collection%20Development%20Policy_0.pdf

RGPL Materials Donation Guide: <https://www.rgpl.org/sites/www.rgpl.org/files/2024-07/Materials%20Donation%20Guidelines%202018.pdf>

RGPL Materials Selection and Availability Policy:
<https://www.rgpl.org/sites/www.rgpl.org/files/2024-07/Materials%20Selection%20and%20Availability%20Policy.pdf>

RGPL Mission Statement: <https://www.rgpl.org/mission-statement>

RGPL Equipment Use Policy: <https://www.rgpl.org/sites/www.rgpl.org/files/2024-07/Equipment%20Use%20Policy.pdf>

Needs to be updated with current collection contents that are age-restricted

RGPL Services to Youth Policy: <https://www.rgpl.org/sites/www.rgpl.org/files/2024-07/Policy%20of%20Service%20to%20Youth.pdf>

External Resources

Watertown Free Public Library (MA) Library of Things Collection Development Policy:
<https://www.watertownlib.org/620/Library-of-Things-Collection-Development?contentId=c4816928-b797-42f8-8f51-0422e98eabfb>

Kendall Young Library (IA) Library of Things Circulation Policy: <http://www.kylib.org/wp-content/uploads/2023/01/Library-of-Things-Policy-2021-04-19.pdf>

Klamath County Library Service District (OR) Library of Things Collection Plan & Guidelines:
<https://klamathlibrary.org/sites/default/files/LOT-collection.pdf>