

Rosemary Garfoot Public Library Board Meeting Agenda

**Tuesday, March 18, 2025 at 5:15pm
2107 Julius Street, Cross Plains, WI 53528**

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

- I. Call to Order**
 - II. Public Comment:** Members of the public may address the Library Board on items not on the printed agenda. Please note the time limit of 3 minutes.
 - III. Approval of Minutes:** Approval of Minutes from the 2/18/2025 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**
 - VIII. New Business**
 - 1. Adjacent County Reimbursement (discussion and action)
 - 2. Endowment Fund disbursement (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, April 15 at 5:15pm
- Posting on _____ by _____

Rosemary Garfoot Public Library Board Meeting Minutes
Tuesday, February 18, 2025

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

Not present: Amy Kurka

Also present: Elizabeth Clauss

Call to Order: Jenn Wankerl called the meeting to order at 5:17 pm

Public Comment: None

Approval of Minutes from January 2025 meeting (action item):

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

Treasurer's Report:

The cash management "money market" account reported at \$72,928.65

The Public "checking" account reported at \$23,951.12

MCF Endowment reported: \$140,937.76

Revenues to the Village reported at \$1037.07

Approval of Bills (action item):

Graves made a motion to approve the bills.

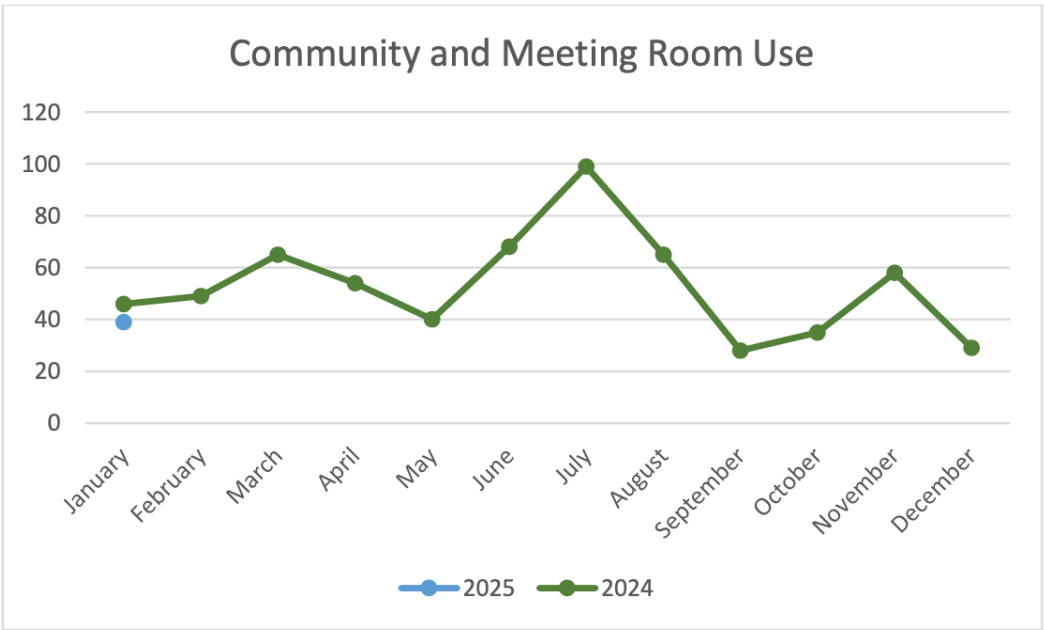
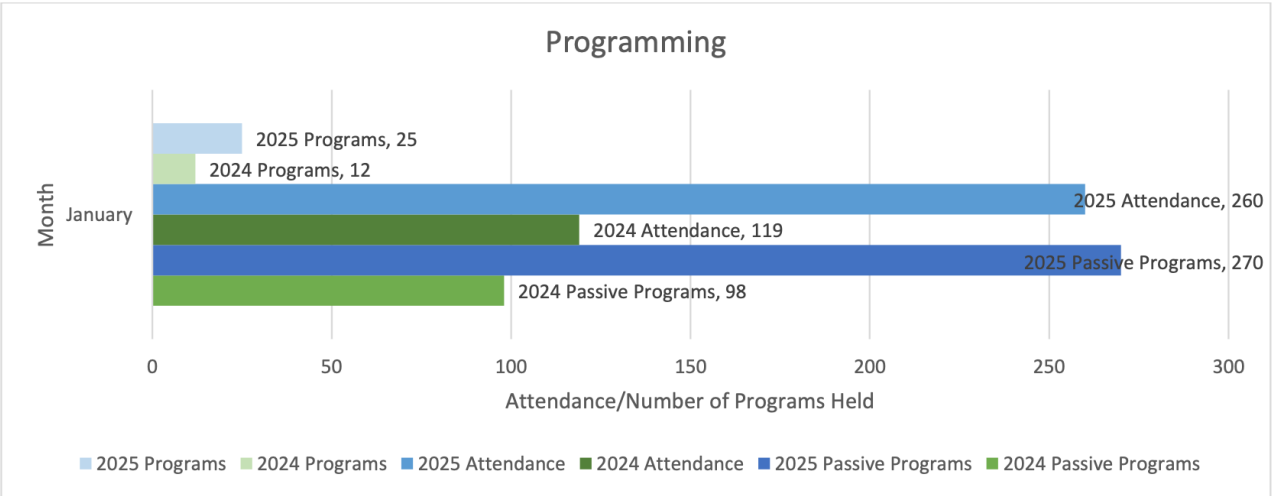
Wagoner seconded. Motion carried.

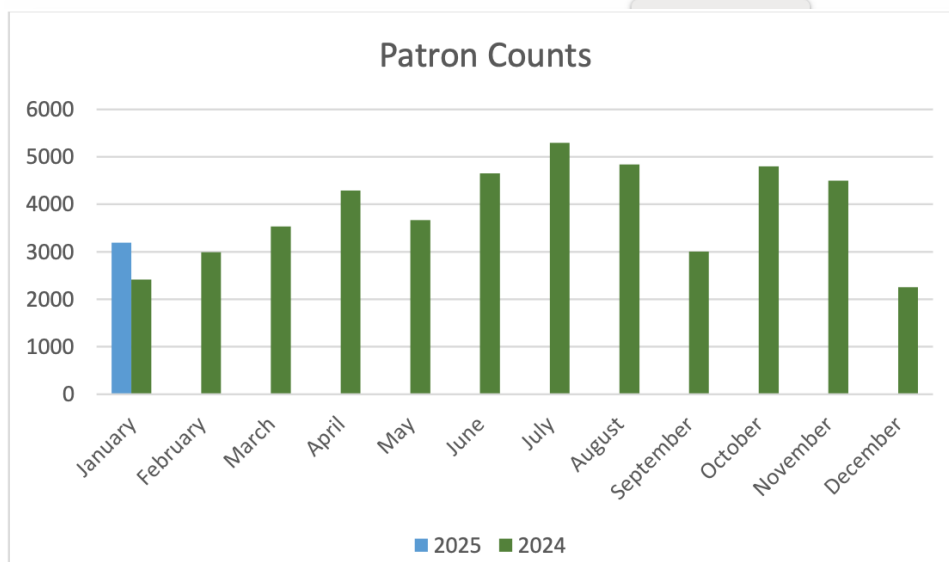
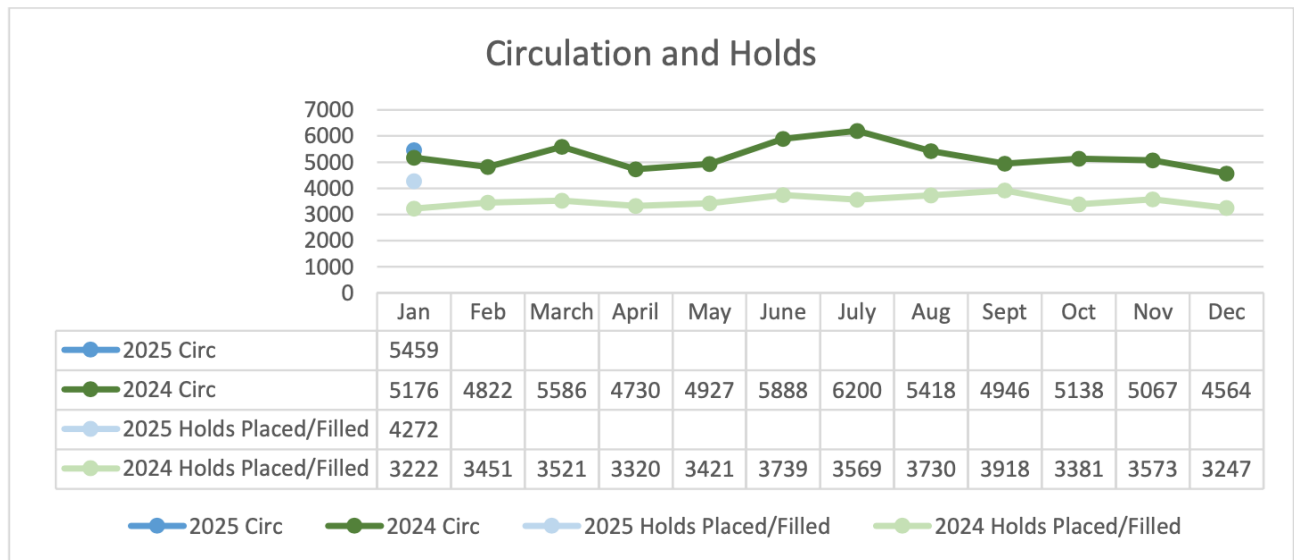
Discussion: Appreciate the generous donation. Elizabeth sends thank you letters which they can use for tax write off.

Reports:

Director's Report:

- Good programming, foot traffic, and circulation rates this month. Kelly and Catherine had well attended adult and children programs.
 - 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.
- The ice skates are here, but the municipal ice rink is closed. The liner broke during the thaw and P&R were not able to patch it. Will likely have to wait until next year. Our waiver technically requires folks to use them on our rink as an extra liability precaution, so the collection is on standby for now.
- Seed library expanded from last year and state park (day) passes available by next week.





Presidents Report:

- Tea presentation was magnificent, great presenter with very organized presentation. Great attendance with a wide range of ages. Everyone enjoyed! What is the policy on presenters selling things? Would have liked to support her and other local artists / businesses.

Village Trustees Update:

- Lion's club has reached the funding goal for the pavilion. Moving forward. Groundbreaking at trout days if possible. Timing with DNR grant is complicating the start date.

Old Business:

- Director Evaluation—review of questions/evaluation form (discussion and possible action)
 - Schaefer will make a motion to adopt the director evaluation.
 - Borchardt seconded. Motion carried.
 - Discussion: Add to agenda in August to make plan for evaluation in the Fall.
- Program Policy (discussion and possible action)
 - Sent to Paul, the village attorney, who thought everything looked good.
Suggested adding: The library director retains the authority to reject or approve programs or events based on the criteria set forth in this policy.
 - Board suggestion: (add: “or their designee”) after library director.
 - Schaefer will make a motion to approve the updated program policy.
 - Graves seconded. Motion carried.

New Business:

- Wagoner make a motion to approve the Annual Report.
- Baylis seconded. Motion carried.

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

- All directors meeting next month

Next meeting is Tuesday, March 18, 2025 at 5:15pm (in person)

Future Agenda Item:

- Elizabeth potentially on leave June/July. Kelly will be looped in on April / May board meetings and will plan to attend the meeting in July in her place. June agenda items will be postponed to the July meeting.

Adjournment:

Borchardt made a motion to adjourn at 5:46 pm.
Schaefer seconded. Motion carried.

Respectfully Submitted by
Erica Wagoner

2024 February Invoices for Board Approval

| Category | Date | Vendor | Amount |
|--------------------------|------------|--------------|--------|
| Audiovisual | 10/18/2024 | Amazon | 59.89 |
| | 2/3/2025 | Amazon | 113.3 |
| | 2/6/2025 | Midwest Tape | 167.48 |
| | 2/8/2025 | Amazon | 51.99 |
| | 2/11/2025 | Amazon | 69.99 |
| | 2/12/2025 | Amazon | -0.99 |
| | 2/14/2025 | Midwest Tape | 38.23 |
| | 2/20/2025 | T-Mobile | 31.15 |
| | 2/24/2025 | Midwest Tape | 11.99 |
| | | hotspot | |
| Books | 9/27/2024 | Amazon | 43.55 |
| | | Baker and | |
| | 2/3/2025 | Taylor | 562.24 |
| | 2/5/2025 | Amazon | 19.99 |
| | | Baker and | |
| | 2/10/2025 | Taylor | 312.15 |
| | | Baker and | |
| | 2/20/2025 | Taylor | 271.57 |
| Building Supplies | 2/21/2025 | Amazon | 112.48 |
| | | Baker and | |
| | 2/27/2025 | Taylor | 338.23 |
| | | | |
| Communication | 51600-304 | Maintenance | |
| | 2/1/2025 | Services | 56.14 |
| | 51600-202 | TDS | 347.54 |
| | 2/26/2025 | eGoldFax | 30.49 |

2024 February Revenues remitted to the Village

| | | |
|-------------------------------|------------------------------------|---------|
| 46710 | General Revenue | 9.5 |
| 45190 | Other Law and Ordinance Violations | 0 |
| 48200 | Rent | 50 |
| 43725 | Other County Library Reimbursement | 7812.29 |
| Total Revenues to the Village | | 7871.79 |

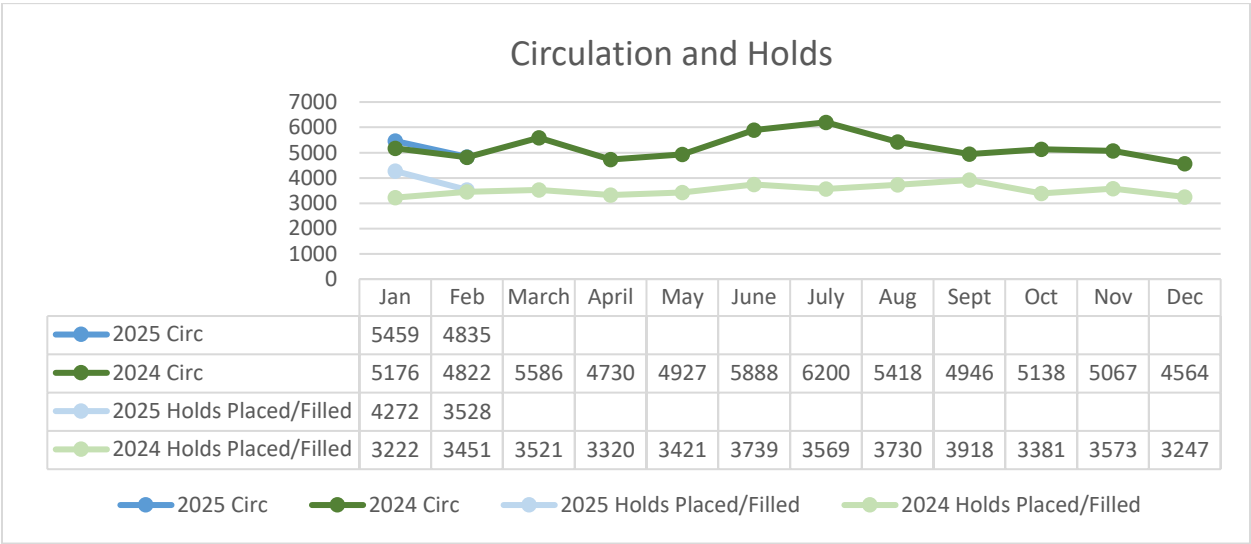
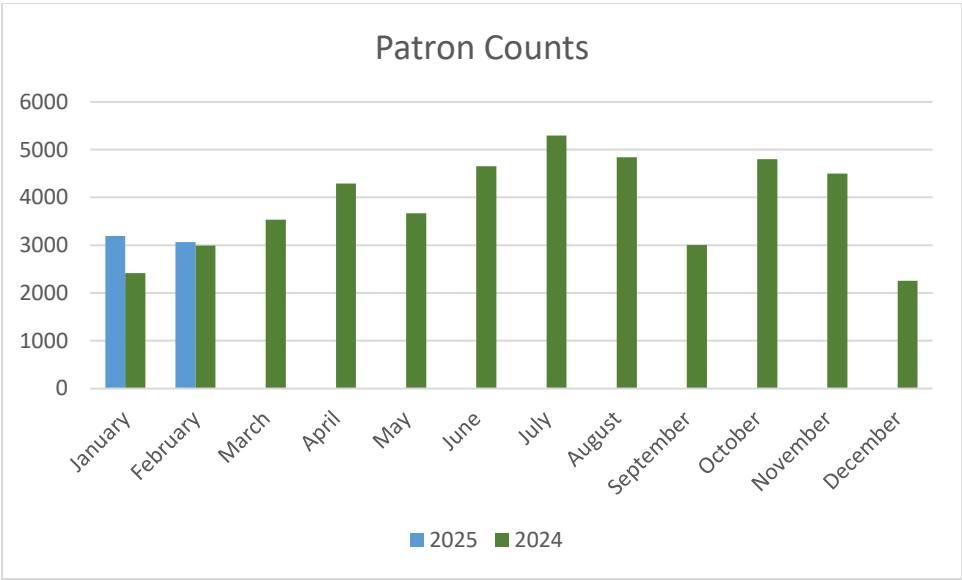
2024 February Revenues for Library

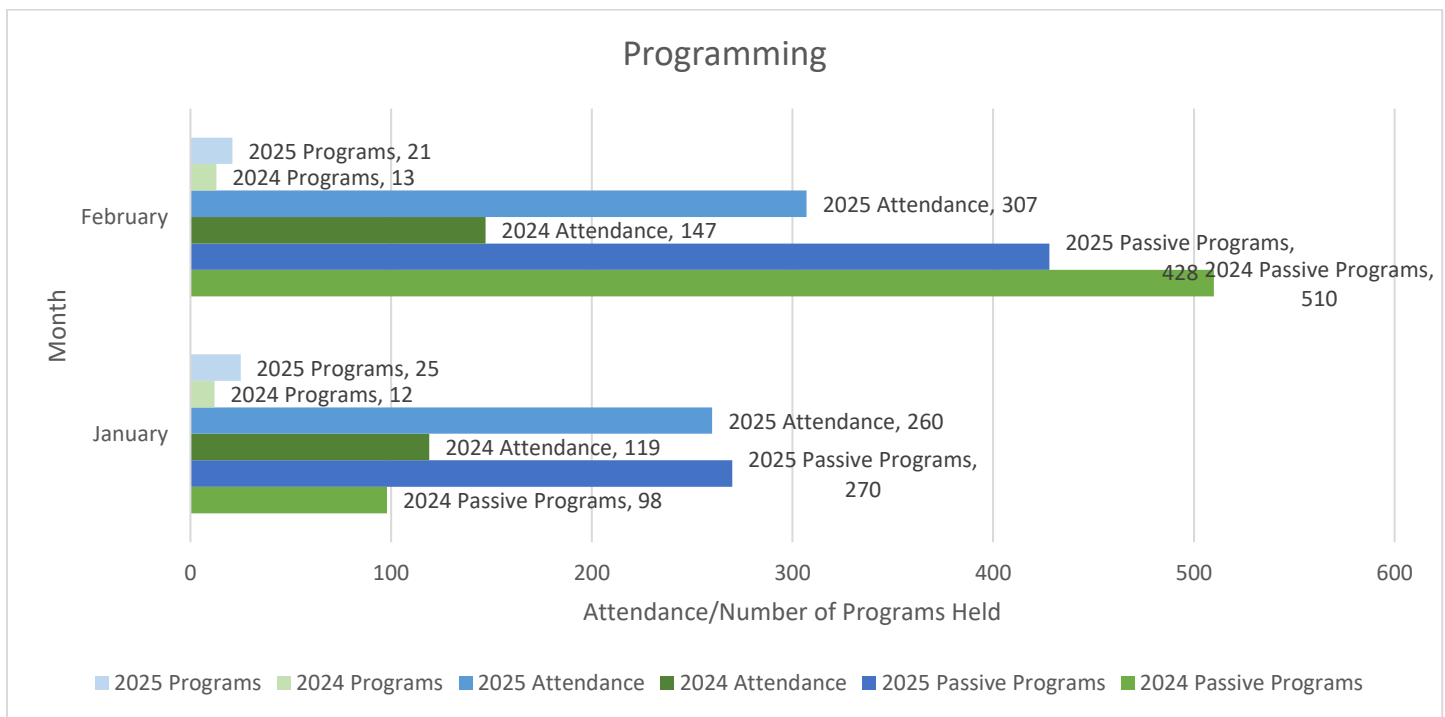
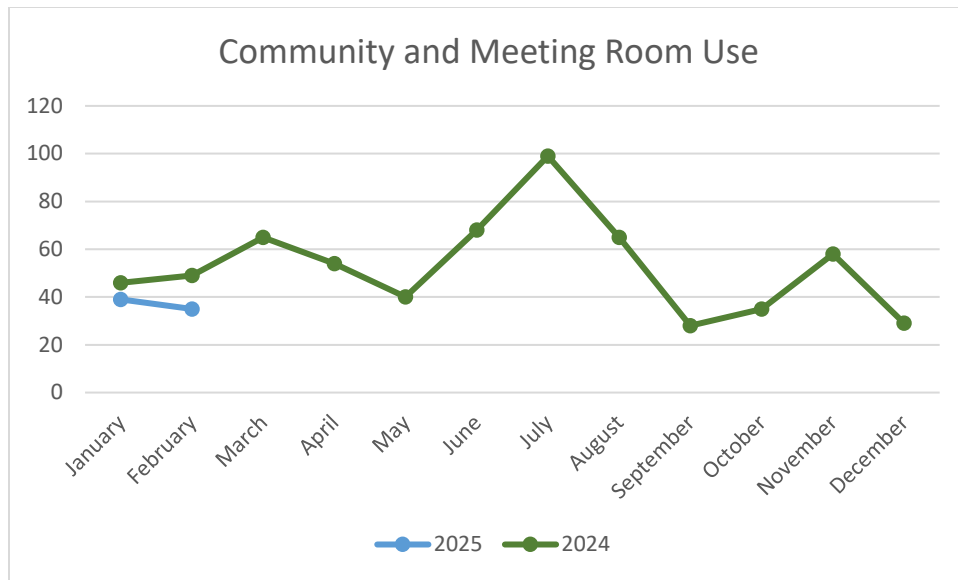
| | | |
|-------------------------------|---|---------|
| | Copy Donations | 194.66 |
| | Misc. Donations/Revenue | 509.34 |
| | Friends of the Library (Park passes and Seed Library) | 661.95 |
| Total Donations/Misc. Revenue | | 1365.95 |

| | | | |
|------------------------------------|----------------------|----------------|---------|
| Equipment | 55110-301 | | |
| | 2/17/2025 | Rhyme | 183.53 |
| E-Books | 55110-304-106 | | |
| | | Overdrive | |
| | 2/25/2025 | Advantage | 91.45 |
| Juvenile Books | 55110-304-107 | | |
| | | Baker and | |
| | 2/1/2025 | Taylor | 39.2 |
| | | Baker and | |
| | 2/3/2025 | Taylor | 43.51 |
| | | Baker and | |
| | 2/10/2025 | Taylor | 87.43 |
| | | Baker and | |
| | 2/20/2025 | Taylor | 50.66 |
| | | Baker and | |
| | 2/27/2025 | Taylor | 35.09 |
| Maintenance | 51600-305 | | |
| | 1/30/2025 | Cintas | |
| | 2/8/2025 | Midwest Alarms | 1291.32 |
| Programming | 55110-306 | | |
| | 1/30/2025 | Telsaan Tea | 153.9 |
| | 2/1/2025 | Piggly Wiggly | 9.56 |
| | 2/6/2025 | Amazon | 79.99 |
| | 2/12/2025 | Amazon | 47.5 |
| | 2/24/2025 | Amazon | 55.95 |
| Reference | | | |
| Supplies | | | |
| | | Peterson | |
| | 2/3/2025 | Sanitation | 10.5 |
| Support Services (ILS Fees) | | | |
| Support Services | | | |

| | | | | |
|-------------------------------------|------------------|-----------------------------|---------|-------------------------------|
| | 2/1/2025 | Maintenance Services | 817.87 | |
| Technology | | | | |
| Utilities | 51600-203 | | | |
| | 2/15/2025 | MGE | 2285.27 | |
| | 2/15/2025 | CP Utilities | 214.83 | |
| Library Checkbook/Petty Cash | | | | |
| | 2/4/2025 | Seed Savers Exchange | 414.8 | *391.95 reimbursed by Friends |
| | 2/12/2025 | A Room of One's Own | 170.27 | |
| | 2/13/2025 | Wisconsin DNR (park passes) | 270 | *reimbursed by Friends |
| | | | 8990.04 | |

March Director’s Report





- We had a very successful winter reading program—117 participants and 36 folks that turned in their sheets for a prize/raffle entry.
- The seed library is open for the year and seeds are flying out the door. Thanks to the Friends for sponsoring it again for us this year.
- We now offer day passes for Wisconsin State Parks (thank you to the Friends for sponsoring this, too!).

**South Central Library System**

1650 Pankratz Street • Madison, WI 53704
608/246-5612 • FAX 608/246-7958 • TDD 608/246-7974

Date: March 5, 2025
To Library Board & Director, **Cross Plains (CSP)**
From Tracie Miller, South Central Library System
RE: 2025 Adjacent County Reimbursement Requests

The South Central Library System, with your permission, will request adjacent county reimbursements on behalf of your library per Wisconsin State Statute 43.12(2). Based upon information reported on your library's 2024 Wisconsin Public Library Annual Report, your library is eligible to request the estimated reimbursement from the following counties. **Do not use these estimates for budgeting purposes.**

| Adjacent County | Amount Eligible to Request – payable in 2026 (70% minimum reimbursement level) | Do you want SCLS to bill this county for this amount? | |
|-----------------|--|---|----|
| Columbia | \$232.00 | Yes | No |
| Green | \$75.67 | Yes | No |
| Iowa | \$1,563.82 | Yes | No |
| Sauk | \$4,666.22 | Yes | No |

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

When authorized by this completed form, SCLS will “bill” the adjacent county (a confirmation e-mail will be sent to your library director with the final reimbursement amounts). July 1, 2025, is the deadline for counties to be billed; counties are then required to pay your library no later than March 1, 2026. We will request that the reimbursement check be sent directly to your library and made payable to your library. In order for us to submit the reimbursement requests in a timely manner, **please return this completed form by email to traciemiller@scls.info no later than April 30, 2025.**

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

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

Signature of Library Board President

Date

Signature of Library Director

Date