

## Rosemary Garfoot Public Library Board Meeting Agenda

Tuesday, April 15, 2025 at 5:15pm  
2107 Julius Street, Cross Plains, WI 53528

This meeting will be held via zoom. Join the meeting using the link or access codes below.

<https://us02web.zoom.us/j/89068322417?pwd=Il7LdAZgV47tqYYGPuaaqfyprClnnM.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 3/18/2025 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. LTE Library Assistant for the summer (discussion and action)
  - 2. Library of Things/Check it Out brainstorming (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, May 20 at 5:15pm

Posting on \_\_\_\_\_ by \_\_\_\_\_

**Rosemary Garfoot Public Library Board Meeting Minutes**  
**Tuesday, March 18, 2025**

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

**Not present:**

**Also present:** Elizabeth Clauss, Kelly McKewin

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

**Public Comment:** None

**Approval of Minutes from February 2025 meeting (action item):**

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

**Treasurer's Report:**

The cash management "money market" account reported at \$73,196.33

The Public "checking" account reported at \$25,215.07

MCF Endowment reported: \$144,117.92

Revenues to the Village reported at \$7871.79 (with county reimbursements)

**Approval of Bills (action item):**

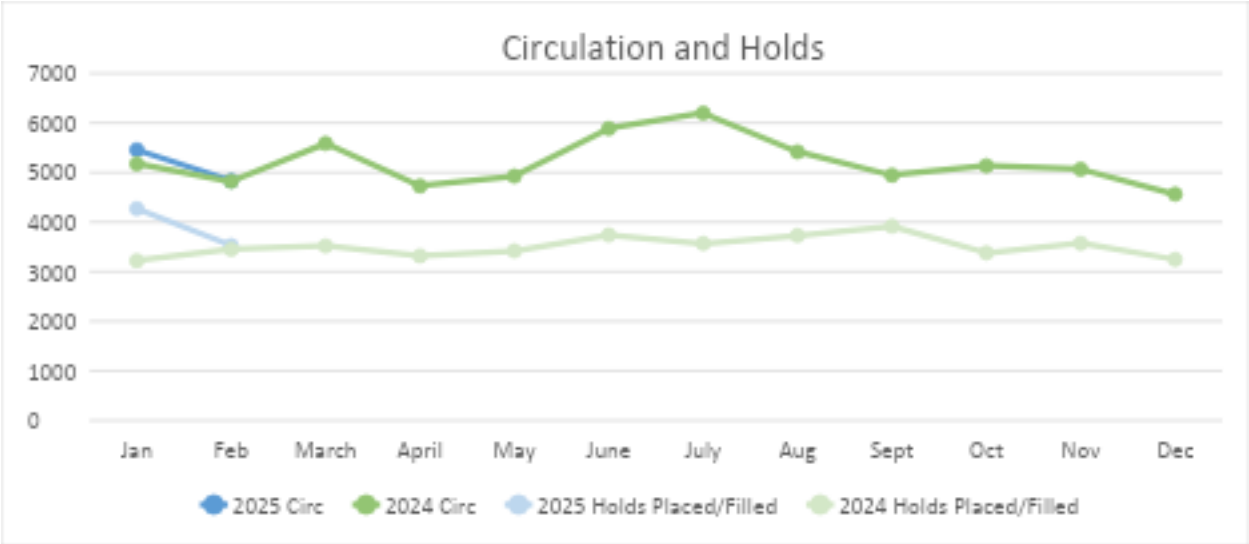
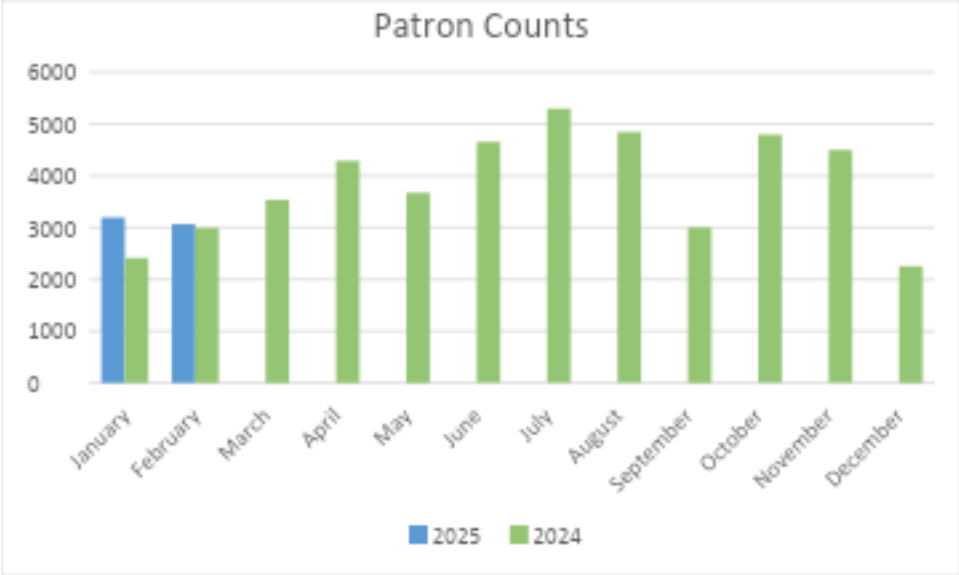
Borchardt made a motion to approve the bills.

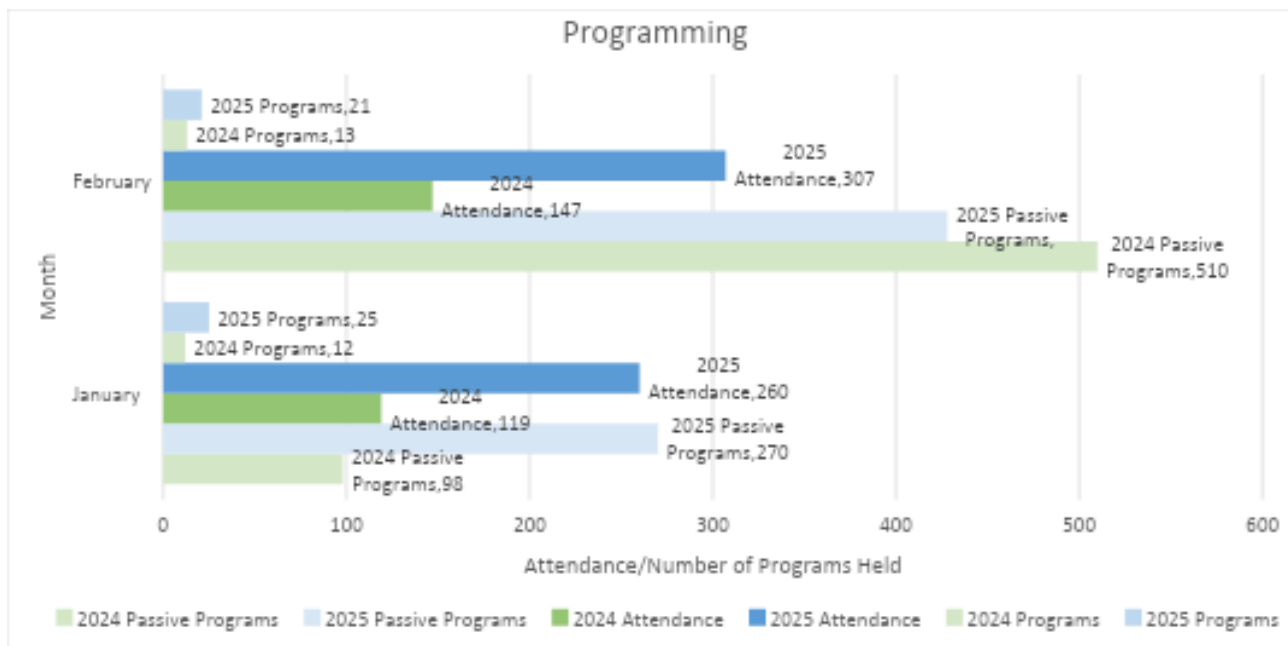
Kurka seconded. Motion carried.

**Reports:**

**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. \$500 from friends of the library for seeds- available until it sells out.
- We now offer day passes for Wisconsin State Parks (thank you to the Friends for sponsoring this, too!).





#### Presidents Report:

- N/A

#### Village Trustees Update:

- Elections coming up - assignments for the village board to the library board
- Candidates Forum - Link posted on library's Facebook page for video of the forum
- Village Hall - information on the village website
- Groundbreaking ceremony for the Zander Park pavilion

#### Old Business:

- N/A

#### New Business:

- Adjacent County Reimbursement
  - Amounts are down by about half this year (example: Sauk from \$7300 to \$4666)
  - Amount is calculated based on how much patrons from other patrons check out from our library (minus what we borrow)
  - Graves made a motion to request the Columbia, Green, Iowa, and Sauk adjustment reimbursement request.
  - Schaefer seconded. Motion carried.
- Endowment Fund disbursement in April: \$5696.91
  - Eligible to have disbursement - what projects do we wish to have funded?
    - We can choose to have all or part (hold some for next year in the endowment)
    - If we take it all, can we put it in Money Market (for interest 4.3%)

- What other projects would we want to put it towards
  - Bookmarked for Adult & YA Spanish section (currently do not have any)
    - Beyond the Page Humanities Grant (easy grant \$1000)
  - Wagoner made a motion to accept the \$1000 from the Endowment Fund to be used towards beginning a Spanish collection for Adult and Young Adults.
    - Schaefer seconded. Motion carried.
- Other Projects - Pergola with Solar Panels (village)
  - Deerfield grant to cover 50% (Grant cycle opens in April)

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

- Can reserve Spanish Storytime: one Fall and one Spring (through DCL) More Advertising
- Tickets for APT shows - 10 last year, 20 this year (for families in need)
- Committee looking at options for switching up ALS. Better interface for staff and patrons.
  - LINKCAT, looking at other possibilities - vote at Thursday's meeting

**Next meeting is Tuesday, April 15, 2025 at 5:15pm (Zoom) (May in person)**

**Future Agenda Item:**

- Expanding our collection of passes for museums, parks, etc. and how to get the word out, especially for those who would most benefit from it.
- Elizabeth potentially on leave June/July. Kelly will be looped in on April / May board meetings and will plan to attend the meeting in her place. No June meeting. June agenda items will be postponed to the July meeting.

**Adjournment:**

Borchardt made a motion to adjourn at 5:58 pm.  
Schaefer seconded. Motion carried.

Respectfully Submitted by:  
Erica Wagoner

## 2025 March Invoices for Board Approval

Category	Date	Vendor	Amount
<b>Audiovisual</b>	<b>55110-304-104</b>		
	2/28/2025	Midwest Tape	156.37
	3/10/2025	Midwest Tape	285.84
	3/14/2025	Midwest Tape	90.05
	3/19/2025	Tmobile	24.21
	3/24/2025	Midwest Tape	55.99
	3/28/2025	Midwest Tape	14.99
	3/31/2025	Amazon	33.98
	3/31/2025	Amazon	37.75
	4/1/2025	Amazon	93.77
<b>Books</b>	<b>55110-304-101</b>		
	3/3/2025	Baker and Taylor	282.43
	3/6/2025	Baker and Taylor	298.03
	3/11/2025	Baker and Taylor	396.47
	3/20/2025	Baker and Taylor	466.19
	3/25/2025	Baker and Taylor	194.08
	3/25/2025	Baker and Taylor	125.89
<b>Building Supplies</b>	<b>51600-304</b>		
	3/3/2025	Peterson Sanitation	10.5
<b>Communication</b>	<b>51600-202</b>		
	3/16/2025	TDS	347.54
	3/26/2025	eGoldFax	30.49
<b>Dues and Subscriptions</b>			
<b>eBooks</b>	<b>55110-304-106</b>		
	3/20/2025	Overdrive	83.49
<b>Equipment</b>	<b>55110-301</b>		

## 2025 March Revenues remitted to the Village

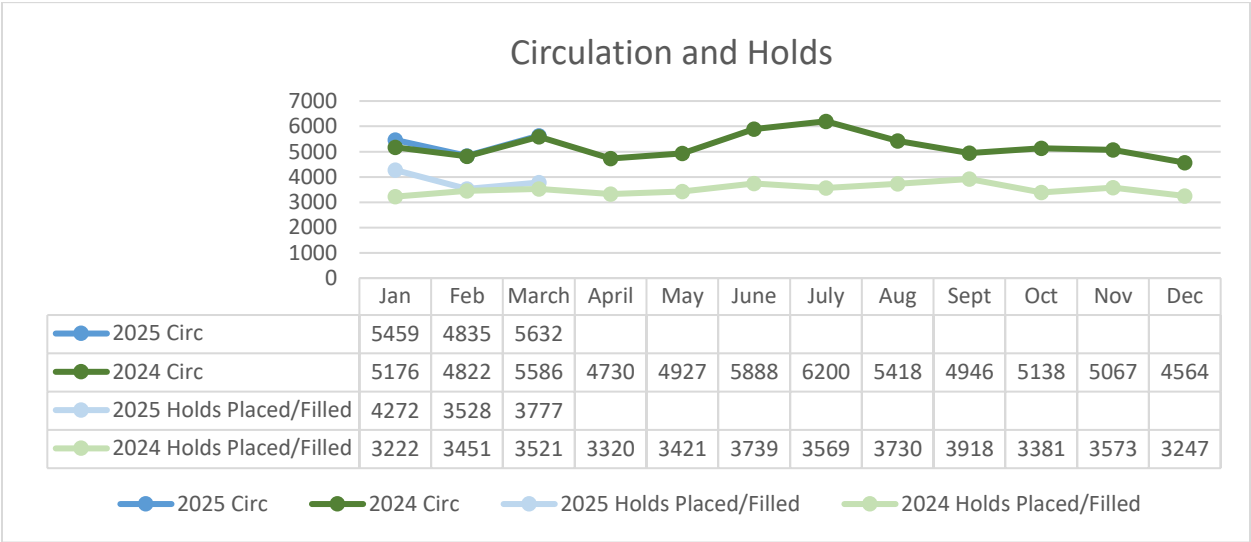
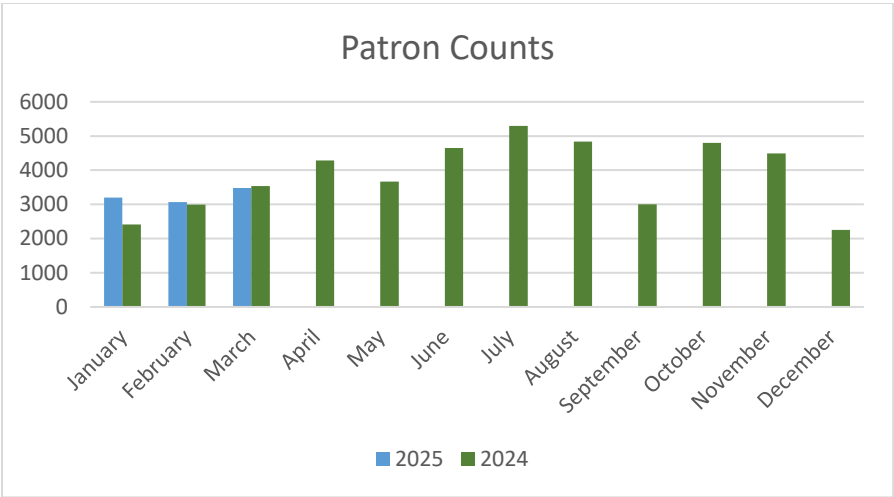
46710	General Revenue	6.5
45190	Other Law and Ordinance Violations	71
48200	Rent	
	Hotspot for LOT	
Total Revenues to the Village		77.5
	Games for LOT	
	CD player and cords for LOT	
<b>2025 March Revenues for Library</b>		
	Copy Donations	250
	Misc. Donations/Revenue	590
Total Donations/Misc. Revenue		840

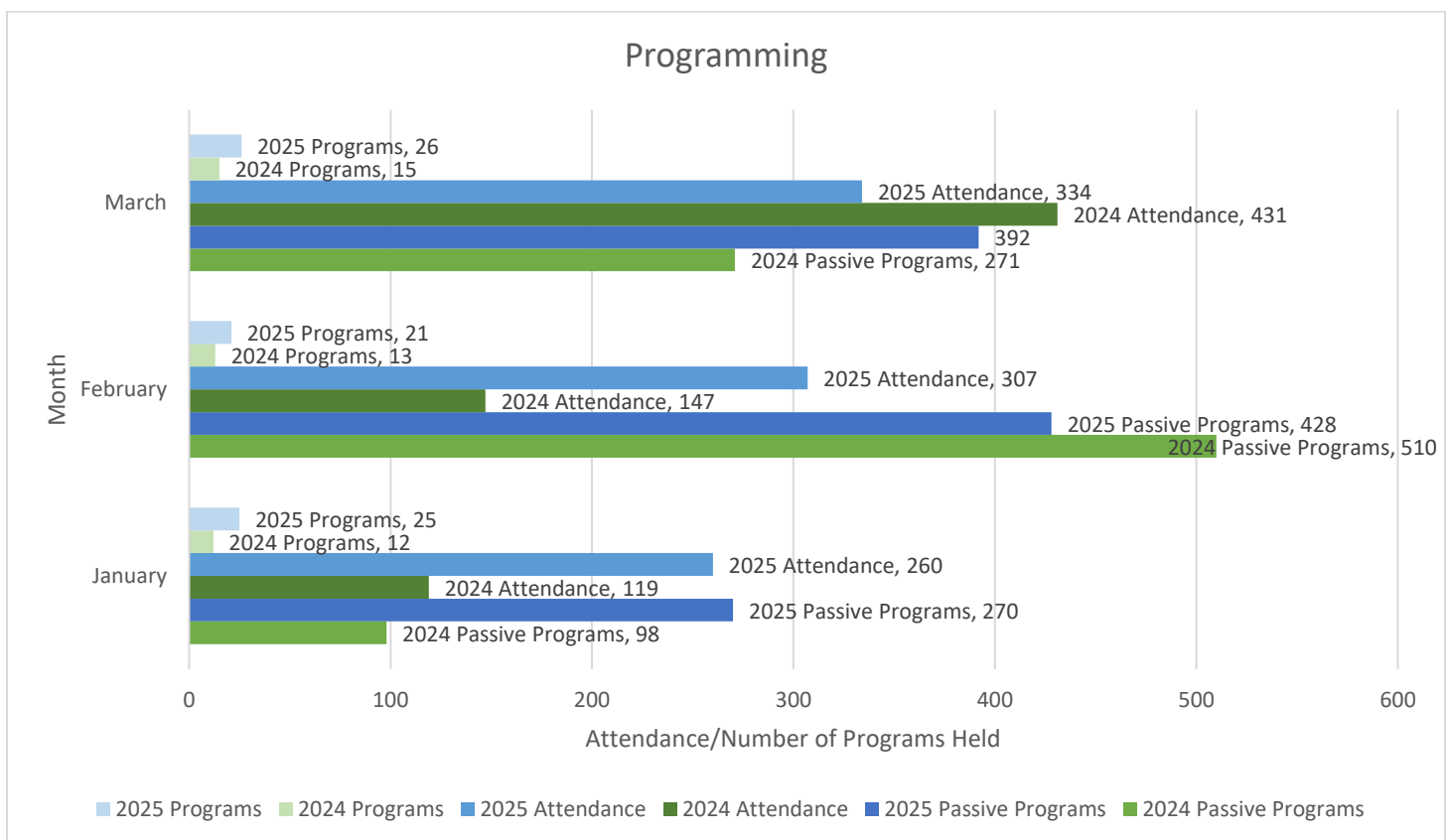
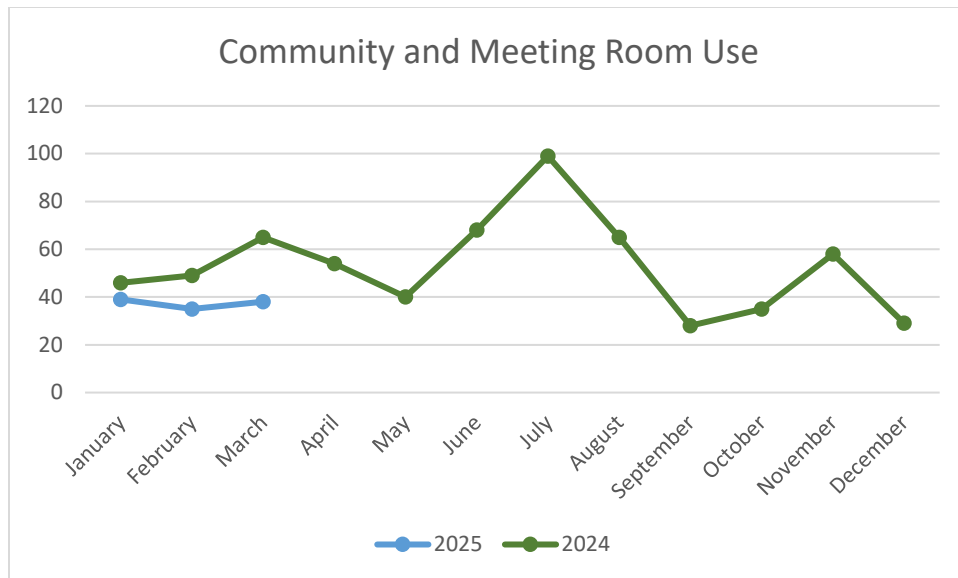
	3/18/2025	Rhyme	183.53
<b>Juvenile Books</b>	<b>55110-304-107</b>		
	3/3/2025	Baker and Taylor	44.77
	3/6/2025	Baker and Taylor	226.45
	3/9/2025	Baker and Taylor	26
	3/11/2025	Baker and Taylor	68.29
	3/13/2025	Penworthy	1652
	3/20/2025	Baker and Taylor	11.39
	3/25/2025	Baker and Taylor	29.12
<b>Maintenance</b>	<b>51600-305</b>		
	3/13/2025	HJ Pertzborn (quarterly inspection)	100
	3/14/2025	HJ Pertzborn (Sprinkler system repair)	1454.99
<b>Meetings</b>	<b>55110-205</b>		
	3/28/2025	SCLS (Lunch for All Directors)	12
<b>Misc.</b>	<b>55110-399</b>		
<b>Postage</b>	<b>55110-201</b>		
<b>Programming</b>	<b>55110-306</b>		
	3/15/2025	Piggly Wiggly	17.76
	1/17/2025	Amazon	17.22
	2/17/2025	Piggly Wiggly (Visa)	4.99
	3/31/2025	Amazon	22.08
<b>Reference Supplies</b>	<b>55110-304-105</b>		

	2/4/2025	Amazon (Prime subscription)	129
	3/1/2025	Canva (visa)	119.99
	3/14/2025	SCLS (barcodes)	353.37
	3/18/2025	Rhyme	47.29
	3/28/2025	SCLS (RFID tags)	2304
<b>Support Services (ILS Fees)</b>	<b>55110-207</b>		
<b>Support Services</b>	<b>51600-207</b>		
	3/1/2025	Maintenance Services	817.88
<b>Technology</b>	<b>55110-302</b>		
<b>Utilities</b>	<b>51600-203</b>		
	3/15/2025	CP Utilities	206.75
	3/15/2025	MGE	1750.7
<b>Library Checkbook/Petty Cash</b>			
	2/4/2025	Seed Savers Exchange (Visa)-Unrefundable Tax	22.85
	3/19/2025	A Room of One's Own (2024 Donation)	121.69
			<u>12772.17</u>



March Director’s Report





- We're gearing up for SLP—all programs are planned and Catherine is working on setting up school visits to promote the program. Our kickoff will be on June 11—we're having face

painting, tie-dying book bags, and more! Thank you to the Friends for sponsoring SLP again this year!

- Spring storytime session started on 4/10; both the toddler and babytimes have been very popular, so we're excited for another session before summer programming starts.
- Just a couple of weeks left of Little Learners before we break for the summer; we did two programs that tied in with the Children's Garden (planting native seeds for kids to take home and decorating bricks to use as edging). Thank you to Liz Fayram for helping at the programs as one of our Master Gardener volunteers and for being able to answer any questions about the plants/gardens. It will be fun to see the kids' artwork in the garden this year.
- The RFID project is cruising along thanks to some very efficient staff members! Just a few sections of the library left to tag before we can wrap it up. We received an extra 12000 tags this year as part of the LSTA-funded grant we were awarded in 2024, so we'll have plenty to finish tagging the collection.
- In other collection maintenance/updates, we're consolidating some of the children's sections to make for easier browsing, and hopefully better circulation of the materials within those collections. Additionally, lots of relabeling going on (picture book city continues, chapter book series are getting new labels so we can move away from a reliance on color-coding and just rely on spine labels for shelving, YA nonfiction, and more). Additionally, we shifted our weeding schedule for this year so that we could tackle the collections before they were tagged so we didn't waste time/tags on books that were getting withdrawn. That means that our children's section should be weeded before summer, and we'll focus on looping back around to adult materials in the fall.

## **ROSEMARY GARFOOT PUBLIC LIBRARY – VILLAGE OF CROSS PLAINS**

### **Position Description**

<b>Department:</b>	Library
<b>Job Title:</b>	<i>Library Assistant, LTE</i>
<b>Reports to:</b>	Library Director, Assistant Director, Circulation Manager

<b>Status:</b> At Will	<b>Position Type:</b> Part-time, limited term employment	<b>Hours:</b> 9-13/week, LTE May-August	<b>FLSA:</b> Nonexempt
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### **GENERAL DESCRIPTION**

This position works under the direct supervision of the library director and aids in general responsibilities of the library.

### **ESSENTIAL FUNCTIONS**

The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of duties and tasks the employee will likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than those listed below, as the needs of the Library Board and/or the requirements of the position change.

- Aids in general library duties.
- Provides excellent customer service.
- Works the circulation desk.
- Assists patrons in materials selection and location.
- Shelves books and shelf-reads collections.
- Assists patrons with on-line patron access catalog and computers.
- Processes interlibrary loan materials.
- Processes and prepares materials for check-out.
- Ability to flex schedule.
- Ability to participate in relevant on-line webinars.
- Performs all other duties, as assigned.

### **EDUCATION AND TRAINING**

The requirements listed below are representative of the knowledge, skills and abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Discuss (as far as is doable given budgetary constraints, time and availability) the training and development support to be provided to employees to help them meet the agreed-upon objectives.
- Knowledge of the use of standard office equipment, including computers and computer software.
- Skill in oral and written communication.
- Skill in research and use of library resources.
- Ability to work effectively with library staff and patrons.

**EDUCATION AND TRAINING**

High school diploma or high school equivalency completion.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described below are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is mostly performed in an office setting; hand-eye coordination is necessary to operate computers and other office equipment.
- While performing the duties of this job, the employee is required to frequently stand and talk to hear; use hands and fingers to handle, feel or operate objects, equipment, tools or controls, and reach with hands and arms.
- The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch or crawl and smell.
- The employee must frequently lift or move up to 20 pounds, and occasionally lift and/or move up to 50 pounds.
- Hazards are considered minor and controllable but may include exposure to human error and angry/hostile humans.

The Job Description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The Rosemary Garfoot Public Library Board retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this position description. The Village of Cross Plains – Rosemary Garfoot Public Library is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the Library will provide reasonable accommodations to qualified individual with disabilities.

I, \_\_\_\_\_, acknowledge that I have received a copy of the Job Description for the position of Library Assistant with the Village of Cross Plains-Rosemary Garfoot Public Library and have read and understand its contents.

Dated this \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Library Director

Created: