

Rosemary Garfoot Public Library Board Meeting Agenda

**Tuesday, May 20, 2025 at 5:15pm
2107 Julius Street, Cross Plains, WI 53528**

- 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 4/15/2025 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. Adventure Pass/Library of Experiences policy (discussion and possible action)
 - 2. Endowment Fund dispersal allocation (discussion and possible action)
 - 3. Sale of exterior book drop (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, July 15 at 5:15pm via zoom.

Posting on _____ by _____

Rosemary Garfoot Public Library Board Meeting Minutes
Tuesday, April 14, 2025

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

Not present:

Also present: Elizabeth Clauss

Call to Order: Jenn Wankerl called the meeting to order at 5:18 pm

Public Comment: None

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

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

Treasurer's Report:

The cash management "money market" account reported at \$N/A

The Public "checking" account reported at \$25,117.15

MCF (Madison Community Foundation) Endowment reported: \$142,909.25

Revenues remitted to the Village reported at \$77.50

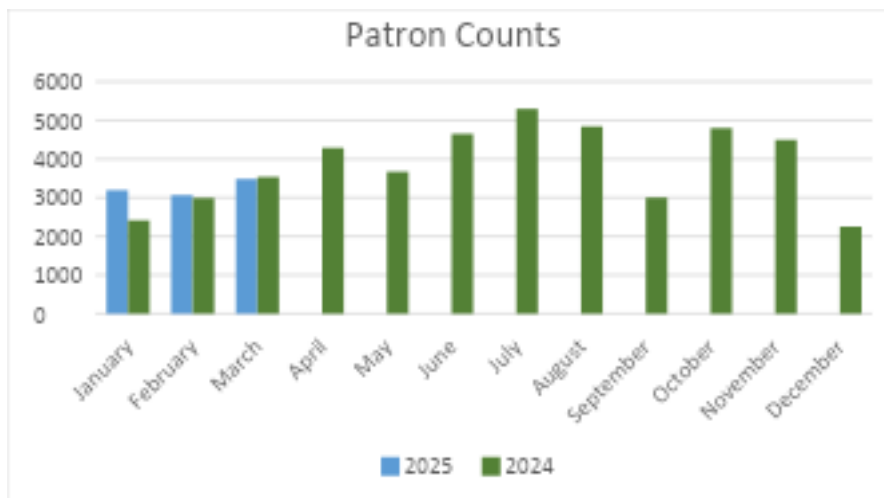
Approval of Bills (action item):

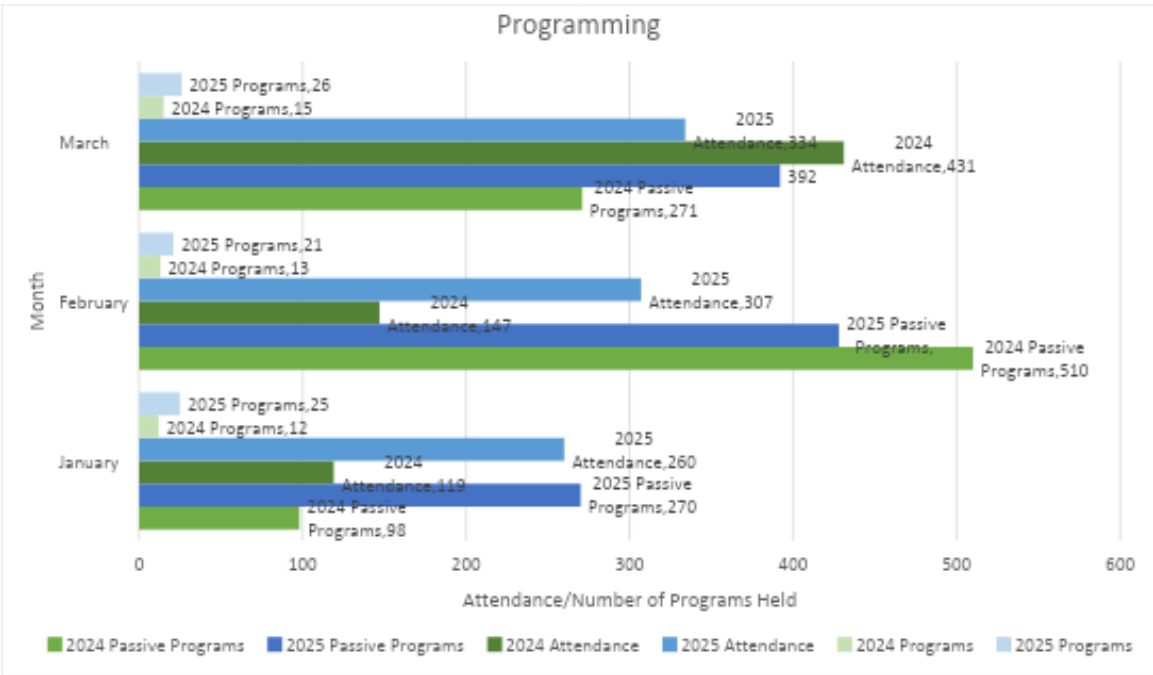
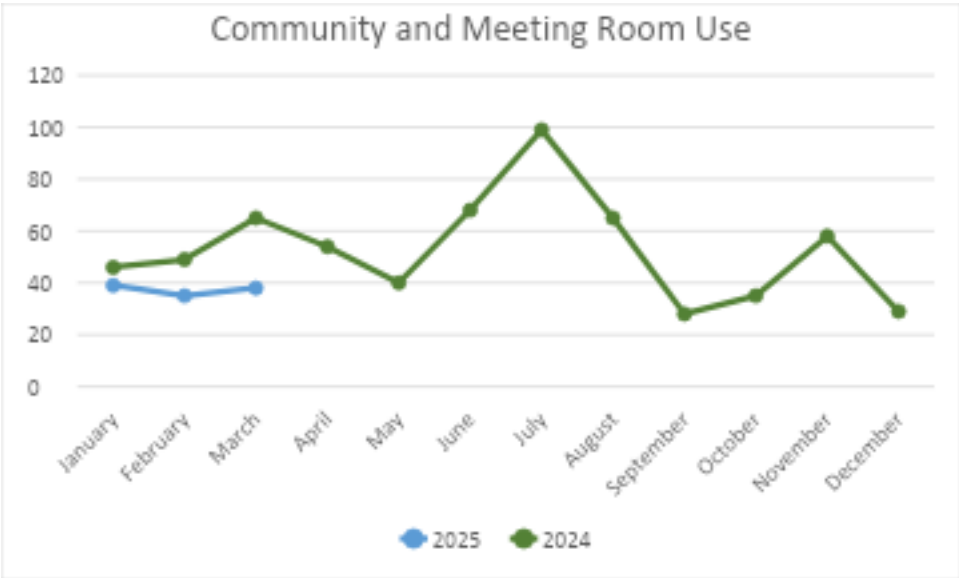
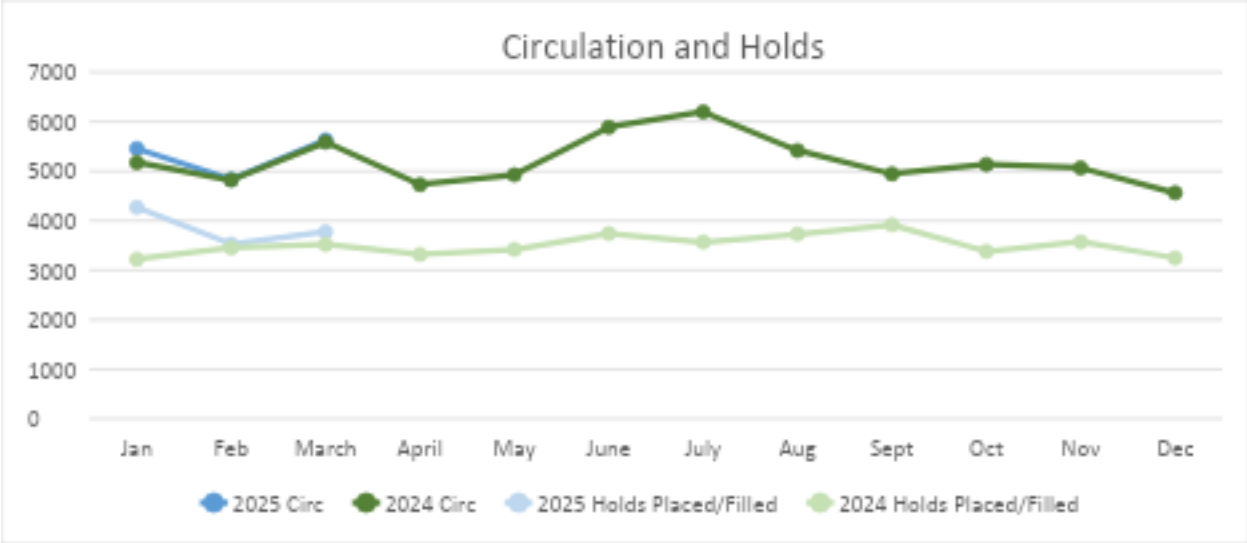
Wagoner made a motion to approve the bills.

Borchardt seconded. Motion carried.

Reports:

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.

Presidents Report:

- Got multiple emails with links to articles and videos about changes in the bureaucracy that effect the public libraries. A lot going on at the federal level that will affect funding, what can we put into place?
 - State wide group coordinated effort with materials that Elizabeth received and will pass along information about what the public can do. Keep advocating and encourage people to contact the representatives. Most of our funding is local property taxes, but some grants will likely not be funded (like badger link, inter-library loans, etc.). ALA had a link with form letter and links to representatives.

Village Trustees Update:

- Sarah re-elected so she'll continue to serve on the library board.
- Property east of Cross Plains - presented to the village the revised plan.
- Trout days - first week of May. Friends of the Library Book sale! Sarah Borchardt at Way Forward Booth. Farmers Market also have programming fliers too.

Old Business:

- N/A

New Business:

- Temporary Library Assistant for the summer (discussion and action) - extra help needed May - June to post tomorrow. Would be on weekend rotations.
 - Graves made a motion to recommend posting this position description. Baylis second. Motion Carried.
- Library of Things/Experiences Check it Out brainstorming (discussion)
 - Goal of Expanding “library of experiences” - Exposure
 - Funding: friends of the library, endowment distribution, donations
 - 2 hour radius from library (MKE / Madison Art & Geology Museum)
 - Can only use once during the summer (possible?)
 - Black Earth Children’s museum - Just paper copy for sign up
 - Any limiting feature on our check-out system? Elizabeth looking into it.
 - Advertised / Marketed: free local options too
 - Self check-out machine has slides!
 - State park passes, fliers, local hiking trails, etc.
 - Elizabeth’s list: Baraboo Children’s Museum, Ringling Mansion, New Glarus Brewing Company - Hardhat tours (expensive), Olbrich Gardens (greenhouse charge / butterfly exhibit), Cave of the mounds, Driftless Historium in Mt. Horeb, Folklore Village, House on the Rock, Frank Lloyd Wright House, Bike trail passes, Disc Golf passes, Middleton Pool, other ideas - send email to Elizabeth.
 - Wisconsin Historical Society (there is a family pass for all of their sites) - Circus World Museum, Old World WI, WI State historical museum (currently being renovated)
 - Free: Modern art museum, Crane Foundation Museum, UW madison museums, etc.

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

- Voting next month on the library system (keep same or use new)
- Estimate funding from Dane County (currently a \$20,000 increase) based on increased circulation rates.

Next meeting is Tuesday, May 20, 2025 at 5:15pm (in person)

Future Agenda Item:

- N/A

Adjournment:

- Kurka made a motion to adjourn at 5:59 pm.
Baylis seconded. Motion carried.

Respectfully Submitted by:

Erica Wagoner

2025 April Invoices for Board Approval

Category	Date	Vendor	Amount
Audiovisual	55110-304-104		
	4/1/2025	Amazon (pre-order price refund)	-0.06
	4/7/2025	Midwest Tape	134.2
	4/14/2025	Midwest Tape	116.94
	4/21/2025	Midwest Tape	89.21
	4/29/2025	Midwest Tape	66.39
Books	55110-304-101		
	12/3/2024	Baker and Taylor	15.64
	12/12/2024	Baker and Taylor	30.44
	4/1/2025	Baker and Taylor	162.92
	4/2/2025	Amazon (purchase alert titles)	35.34
	4/2/2025	Amazon	10.61
	4/9/2025	Baker and Taylor	349.27
	4/23/2025	Baker and Taylor	403.78
	4/28/2025	Lost and Paid Refund (mistakenly charged)	25
	4/29/2025	Baker and Taylor	389.43
Building Supplies	51600-304		
	4/1/2025	Peterson Sanitation	10.5
	4/1/2025	Maintenance Services	56.16
	4/2/2025	Amazon	193.63
	4/21/2025	Zep	73.45
	4/22/2025	Amazon	232.98
	4/29/2025	Ace	42.95

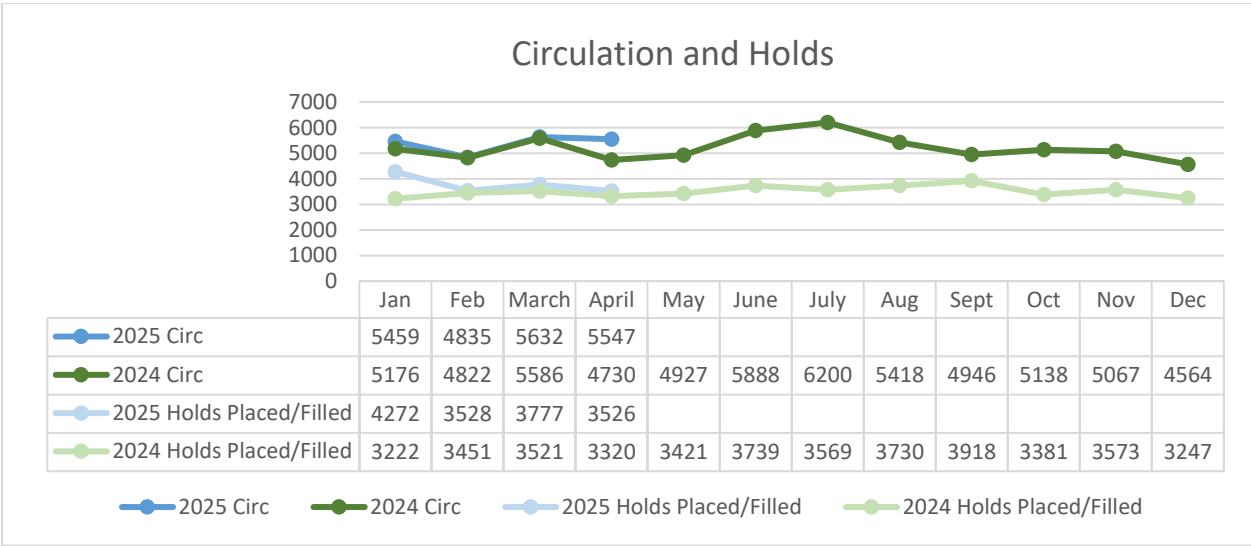
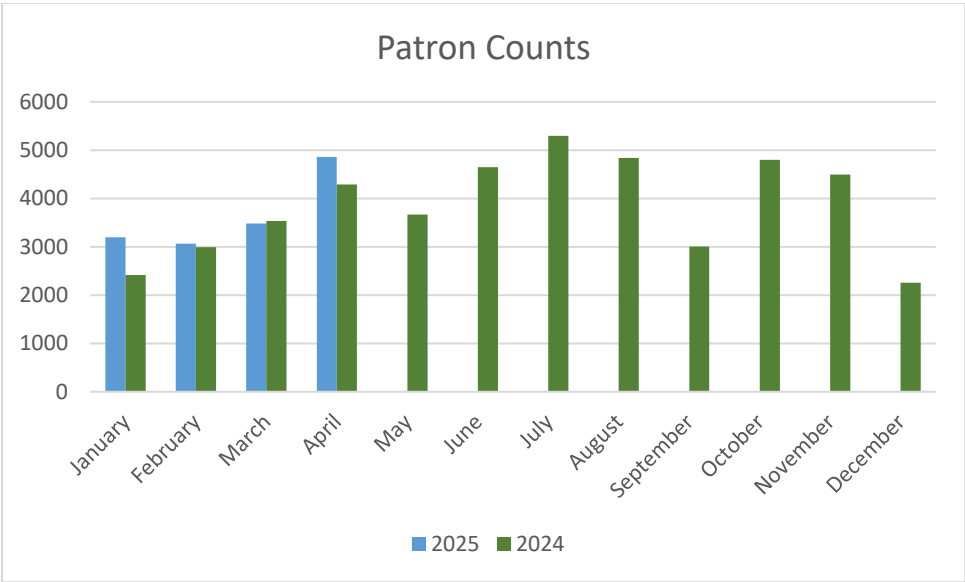
2025 April Library Revenues remitted to the Village

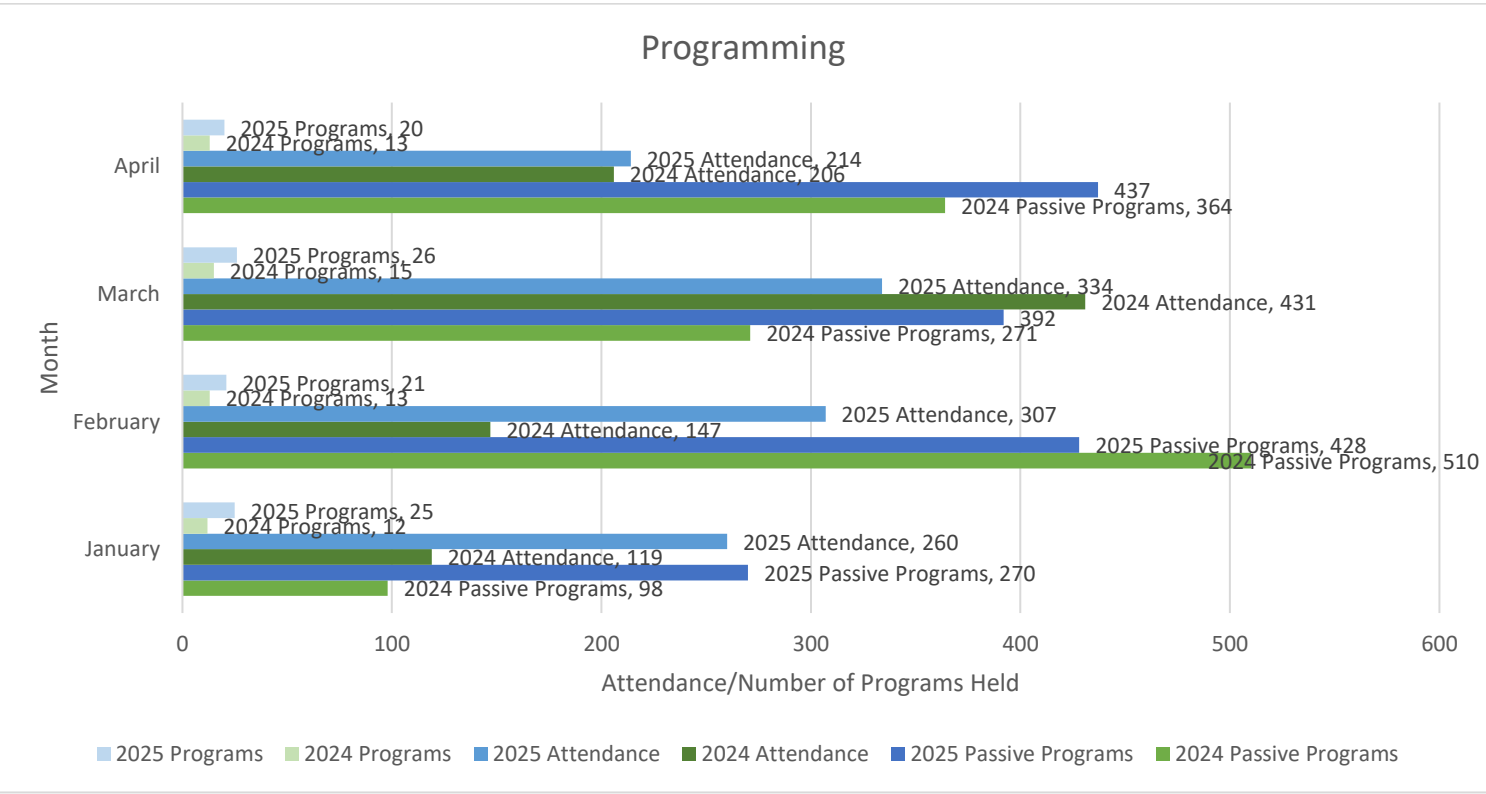
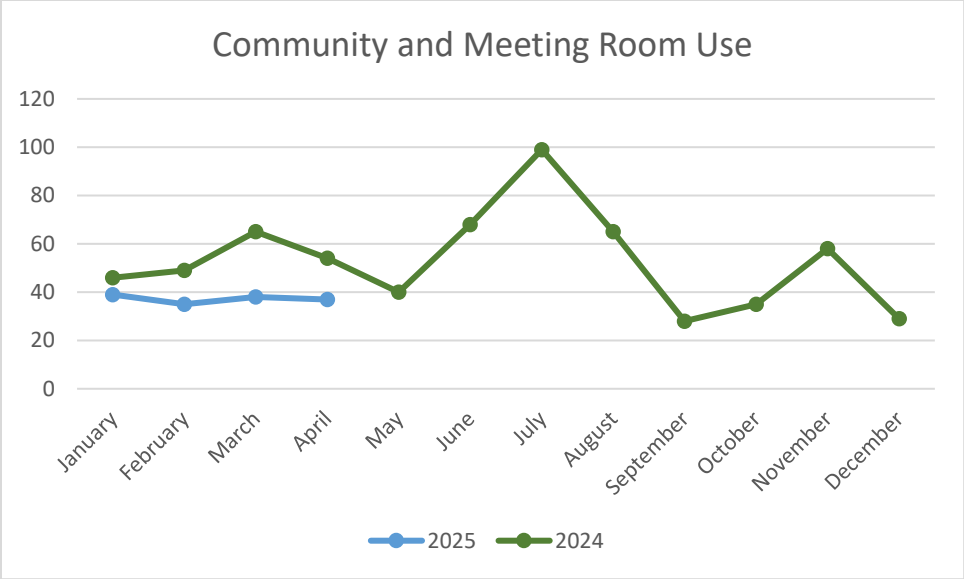
46710	General Revenue	500	BTP EZ Grant for Spanish Collection (EFT deposited)
		11	
45190	Other Law and Ordinance Violations	231.48	
48200	Rent		
Total Donations/Misc. Revenue		242.48	
2025 April Revenues for Library			
	Copy Donations	169.07	
	Misc. Donations/Revenue	585	
Total Donations/Misc. Revenue		754.07	

Communication	51600-202		
	4/16/2025	TDS	347.63
	4/29/2025	eGoldFax	30.49
Dues and Subscriptions	55110-204		
eBooks	55110-304-106		
	4/18/2025	Overdrive	257.48
Equipment	55110-301		
		Envisionware (Annual	
	4/1/2025	Maintenance Fee)	408.33
	4/17/2025	Rhyme	183.53
Juvenile Books	55110-304-107		
	4/1/2025	Baker and Taylor	38.92
	4/3/2025	Baker and Taylor	177.94
	4/9/2025	Baker and Taylor	91.49
	4/15/2025	Baker and Taylor	12.11
	4/23/2025	Baker and Taylor	42.87
	4/29/2025	Baker and Taylor	15.14
Maintenance	51600-305		
	4/3/2025	Building Automation Solutions	197
Meetings	55110-304-107		
Misc.	55110-399		
Periodicals	55110-304-103		
Postage	55110-201		
	3/7/2025	USPS (Visa)	4.4
	3/14/2025	USPS (Visa)	5.82
	3/17/2025	USPS (Visa)	5.82
Programming	55110-306		
		Crossroads Coffee (Visa)-WRP	
	3/3/2025	Prize	20
	3/18/2025	Piggly Wiggly (Visa)	6.99
	3/26/2025	Piggly Wiggly	6.93
Reference	55110-304-102		

Supplies	55110-304-105		
	3/12/2025	Office Depot (Visa)	143.55
	4/2/2025	Amazon	49.19
	4/3/2025	Showcases Library Supplies	308.99
	4/22/2025	Amazon	126.19
	4/26/2025	Amazon	43.65
Support Services (ILS Fees)	55110-207		
Support Services (Cleaning)	51600-207		
	4/1/2025	Maintenance Services	817.85
Technology	55110-302		
	5/1/2025	TBS (mobile printing)	570
Utilities	51600-203		
	4/16/2025	CP Water/Sewer	208.1
	4/22/2025	MGE	1583.4
Library Checkbook/Petty Cash			
	4/23/2025	A Room of One's Own (LD books)	180.7
			<hr/>
			8323.29

May Director’s Report





- A busy month getting ready for SLP—school visits are planned for the end of the month at Park and St. Francis, we'll be promoting the program in the Memorial Day parade, and we're getting the final prep work and volunteers in place for the kickoff.

- The Friends of the Library had a very successful book sale—almost \$3600 was raised, which covered all our SLP programming (and then some!). Thank you to all the volunteers for their time, effort, and support of library programming!
- Hiring for our summer LTE position was very successful—lots of interest, a great pool of candidates to interview, and our new hire started this week.
- Quercus stopped by last week for another site visit to make a game plan for this year's landscaping clean up. We have about \$4000 left from the originally allocated \$6400 dollars, so we'll be trying to tackle more of the invasive species cleanout this year, followed by reseeding with native species.

Library of Experiences Policy

The Rosemary Garfoot Public Library offers day-use passes to museums, fitness classes and more to offer equitable access in our community to lifelong learning and cultural opportunities. Each pass offers free admission to a museum, fitness class, or other attraction or institution. Some passes provide household use, others are only for individual use. Please refer to each pass for details on their specific usage.

The following rules apply to the use of passes checked out from the Rosemary Garfoot Public Library.

- Passes may only be checked out by cardholders age 16 and older whose accounts are in good standing.
- Only one pass may be checked out to a household at a time.
- Passes are not available for holds; they are only available on a first come, first served basis.
- Passes check out for 7 days; some passes are single-use only and do not need to be returned.
- Passes must be checked out at the Rosemary Garfoot Public Library circulation desk and must be returned to the Rosemary Garfoot Public Library.
- Passes are not eligible for renewals.
- Borrower will be charged the full replacement cost of pass if it is not returned within 4 weeks of the due date, as it will be considered stolen at that point.
- Borrower is responsible for full replacement cost of pass if it is lost or stolen.
- Each attraction reserves the right to determine the rules and regulations governing its pass.
- Borrowers are responsible for contacting the venue to confirm hours of operation, directions, parking, or other information, although the library will provide some supplemental information about each attraction with the checkout of the pass.
- The library reserves the right to limit the use of passes for individuals or households in the case of abuse of the service.