

## Rosemary Garfoot Public Library Draft Board Meeting Agenda

Tuesday, July 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://us04web.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 5/20/2025 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. Employee Recognition Fund (discussion and possible action)
  2. Endowment Fund dispersal allocation (discussion and possible action)
- VIII. **New Business**
  1. 2026 CIP (discussion and possible action)
  2. 2026 budget (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, August 19 at 5:15pm via zoom.

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

**Rosemary Garfoot Public Library Board Meeting Minutes**  
**Tuesday, May 20, 2025**

**Present:** Jennifer Wankerl, Sarah Borchardt, Nicole Schaefer, Denise Baylis, Amy Kurka

**Not present:** Erica Wagoner, Robin Graves,

**Also present:** Kelly McKewin

**Call to Order:** Jenn Wankerl called the meeting to order at 5:19 pm

**Public Comment:** None

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

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

**Treasurer's Report:**

The cash management "money market" account reported at \$73,676.35

The Public "checking" account reported at \$25,749.53

MCF Endowment reported: \$N/A

Revenues to the Village reported at \$242.48

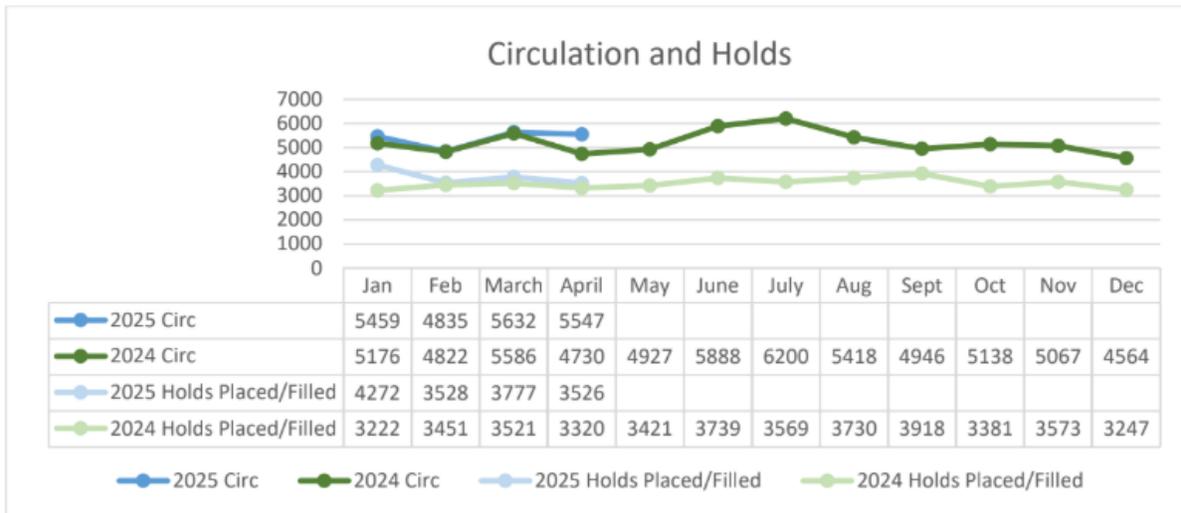
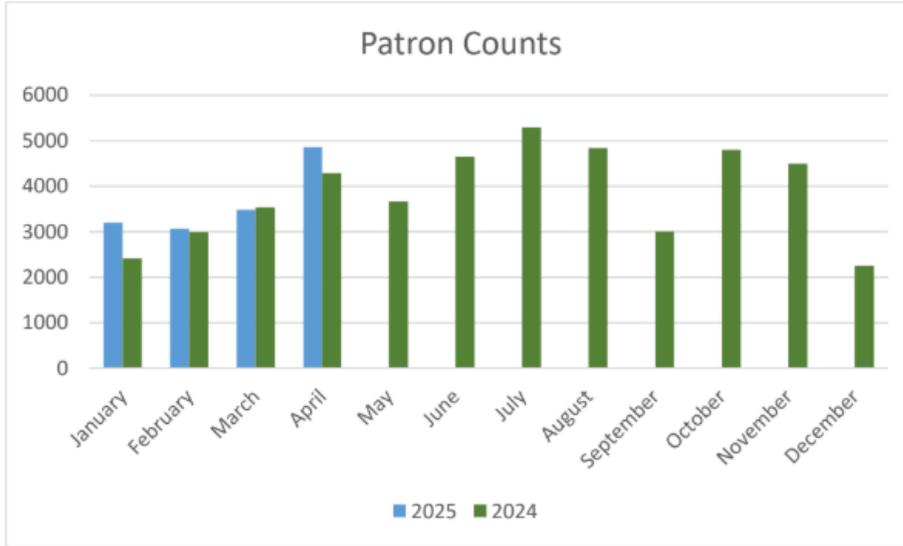
**Approval of Bills (action item):**

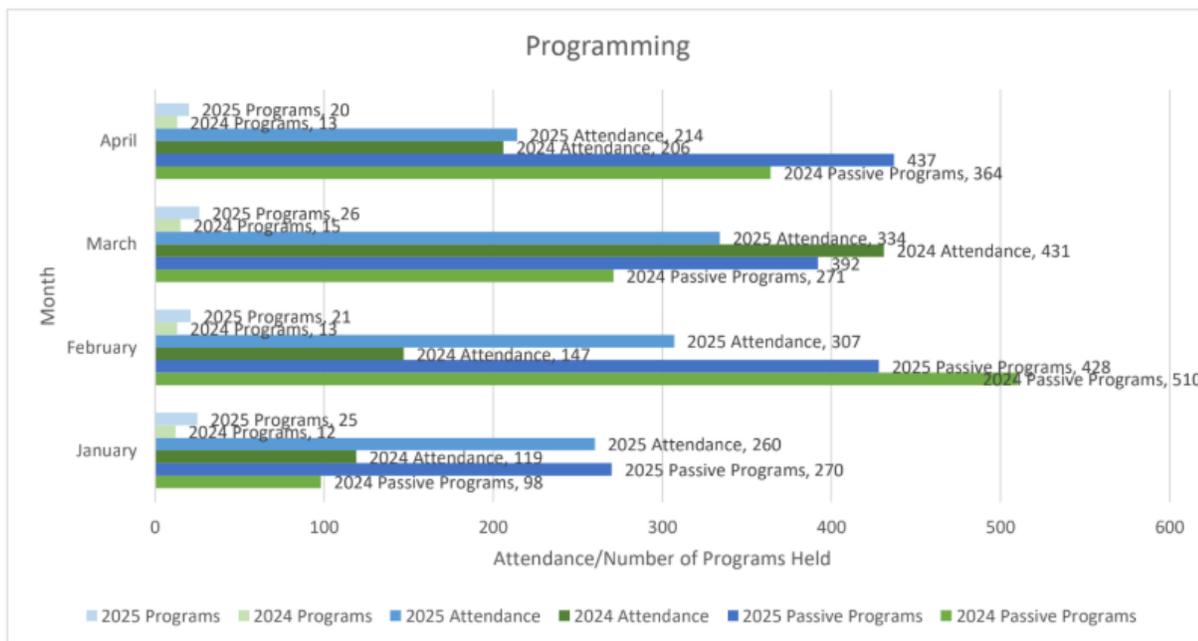
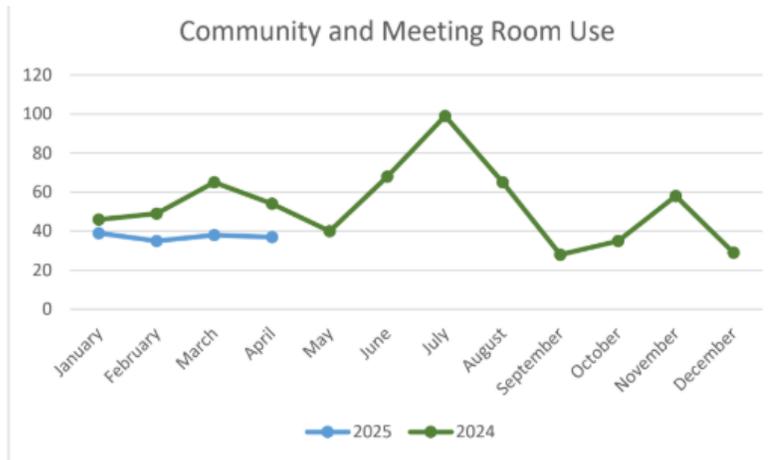
Schaefer made a motion to approve the bills.

Kurka seconded. Motion carried.

**Reports:**

**Director's Report:**





- Elizabeth is on maternity leave. Kelly will step in to fill the role until Elizabeth’s return, likely July.
- 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 reseeded with native species.

**Presidents Report:**

- Discussion took place regarding a gift for Elizabeth and her family. Borchardt made a motion to purchase a \$100 Visa gift card and card using checking account funds. Kruka seconded. Motion carried.

**Village Trustees Update:**

- Trout Days was a big success and enjoyed by many, partially due to growth in the community. There was a groundbreaking ceremony for the new pavilion and felt very community-oriented with music and many activities for all ages.

**Old Business:**

- None

**New Business:**

- Adventure Pass/Library of Experiences Policy
  - Draft of policy was presented. Agreement was made that passes can be checked out for 7 days.
  - Borchardt made a motion to adopt Library of Experiences policy as presented. Baylis seconds. Motion carried.
- Endowment Fund Dispersal Allocation
  - Kelly presented on Elizabeth's behalf the desire to start some type of employee recognition fund (either from the endowment or general library funds). This would be used for milestones, bereavement, etc.
  - This would be a great way to express appreciation and helps with retention.
  - The Board will revisit this discussion in July. Kelly and Elizabeth will draft a policy with guidelines of what events this fund would go towards and estimated gift amounts for each. The Board requested they also bring a specific amount of money they'd like to have in this fund.
- Sale of Exterior Book Drop
  - The book drop is located next to the dumpsters at the back of the library. Dodgeville library is interested in purchasing it.
  - Borchardt made a motion to approve the sale of the exterior book drop under the direction of Elizabeth and Kelly. Baylis seconded. Motion approved.

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

- Approved moving to a new ILS system within the next year.

**Next meeting is Tuesday, July 15, 2025 at 5:15pm (Zoom)**

**Future Agenda Item:**

- Endowment Fund Dispersal

**Adjournment:**

Borchardt made a motion to adjourn at 6:04 pm.  
Schaefer seconded. Motion carried.

Respectfully Submitted by:  
Nicole Schaefer

**2025 May Invoices for Board Approval**

Category	Date	Vendor	Amount
<b>Audiovisual</b>	<b>55110-304-104</b>		
	5/6/2025	Midwest Tape	212.91
	5/12/2025	Midwest Tape	84.15
	5/18/2025	Amazon	80.8
	5/20/2025	Midwest Tape	101.75
<b>Books</b>	<b>55110-304-101</b>		
	5/1/2025	Amazon	15.68
	5/2/2025	Baker and Taylor	61.66
	5/5/2025	Amazon	14.59
	5/8/2025	Baker and Taylor	717.29
		Verona Public Library (lost and paid	
	5/13/2025	reimbursement)	31
	5/19/2025	Amazon	15.99
	5/28/2025	Baker and Taylor	434.71
	<b>Building Supplies</b>	<b>51600-304</b>	
5/2/2025		Peterson Sanitation	10.5
5/12/2025		Ace	11.97
5/19/2025		Amazon	31.92
<b>Communication</b>	<b>51600-202</b>		

**2025 May Library Revenues remitted to the Village**

46710	General Revenue	7.25
45190	Other Law and Ordinance Violations	47.9
48200	Rent	50
Total Donations/Misc. Revenue		105.15

**2025 May Revenues for Library**

	Copy Donations	99
	Misc. Donations/Revenue	5816.91
Total Donations/Misc. Revenue		5915.91

\*Includes 5696.91 endowment fund dispersal

	5/16/2025	TDS	353.16
	5/27/2025	eGoldFax	30.49
<b>Dues and Subscriptions</b>	<b>55110-204</b>		
<b>eBooks</b>	<b>55110-304-106</b>		
<b>Equipment</b>	<b>55110-301</b>		
	5/19/2025	Rhyme	209.53
<b>Juvenile Books</b>	<b>55110-304-107</b>		
	5/2/2025	Baker and Taylor	11.99
	5/7/2025	Baker and Taylor	318.27
	5/8/2025	Baker and Taylor	79.68
	5/9/2025	Baker and Taylor	39.2
<b>Maintenance</b>	<b>51600-305</b>		
	5/30/2025	1901 Inc.	2110
<b>Meetings</b>	<b>55110-304-107</b>		
<b>Misc.</b>	<b>55110-399</b>		
<b>Periodicals</b>	<b>55110-304-103</b>		
<b>Postage</b>	<b>55110-201</b>		
	4/16/2025	USPS-Visa	4.4
	4/24/2025	USPS-Visa	5.11
<b>Programming</b>	<b>55110-306</b>		
	4/9/2025	Willy Street Co-Op (Gua Bao program)-Visa	300
	5/1/2025	Piggly Wiggly (April Statement)	40.11
	5/5/2025	Amazon	58.63

	5/7/2025	Baker and Taylor (storywalk)	32.32
		Costco (reimbursement to EC for parade candy)	
	5/10/2025		69.28
<b>Reference</b>	<b>55110-304-102</b>		
<b>Supplies</b>	<b>55110-304-105</b>		
<b>Support</b>			
<b>Services (ILS</b>	<b>55110-</b>		
<b>Fees)</b>	<b>207</b>		
<b>Support</b>			
<b>Services</b>	<b>51600-</b>		
<b>(Cleaning)</b>	<b>207</b>		
		Maintenance	
	5/1/2025	Services	817.88
<b>Technology</b>	<b>55110-</b>		
	<b>302</b>		
<b>Utilities</b>	<b>51600-</b>		
	<b>203</b>		
	5/19/2025	MGE	1275.51
	5/15/2025	CP Water/Sewer	205.41
<b>Library Checkbook/Petty</b>			
<b>Cash</b>			
			<hr/>
			7785.89

**2025 June Invoices for Board Approval**

Category	Date	Vendor	Amount
<b>Audiovisual</b>	<b>55110-304-104</b>		
	5/30/2025	Midwest Tape	13.59
	6/10/2025	Midwest Tape	62.22
	6/20/2025	Midwest Tape	89.61
<b>Books</b>	<b>55110-304-101</b>		
	6/4/2025	Baker & Taylor	321.79
	6/11/2025	Baker & Taylor	461.36
	6/24/2025	Baker & Taylor	198.73
<b>Building Supplies</b>	<b>51600-304</b>		
	6/3/2025	Peterson Sanitation	10.5
<b>Communication</b>	<b>51600-202</b>		
	6/16/2025	TDS	347.63
	6/30/2025	eGoldFax	30.49
<b>Dues and Subscriptions</b>	<b>55110-204</b>		
	<b>55110-304-106</b>		
<b>eBooks</b>	<b>55110-301</b>		
	<b>55110-301</b>		
<b>Equipment</b>	<b>55110-304-107</b>		
	6/4/2025	Baker & Taylor	12.11

**2025 June Library Revenues remitted to the Village**

46710	General Revenue	6.75
45190	Other Law and Ordinance Violations	98.94
48200	Rent	250
<b>Total Donations/Misc. Revenue</b>		<b>355.69</b>

**2025 June Revenues for Library**

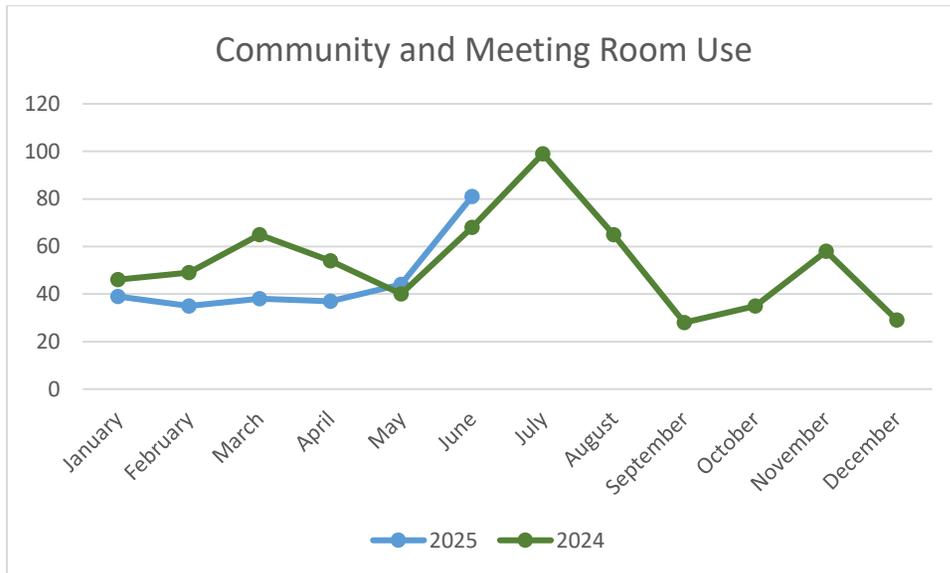
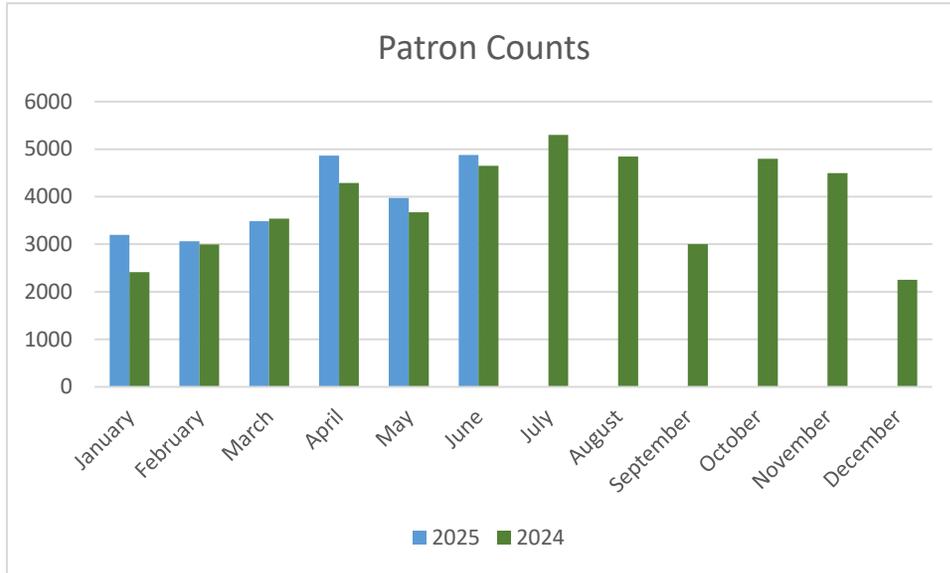
Copy Donations		104.6
Misc. Donations/Revenue		737
<b>Total Donations/Misc. Revenue</b>		<b>841.6</b>

\*Includes \$585 from Friends for museum passes

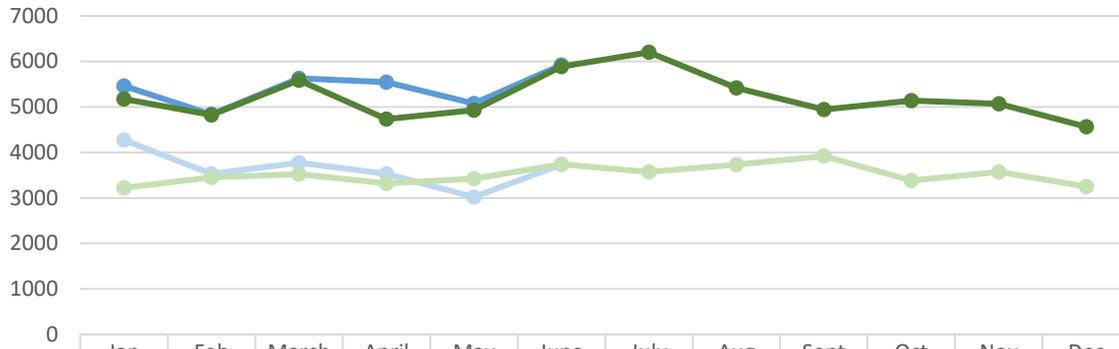
	6/4/2025	Baker & Taylor	78.25
	6/4/2025	Baker & Taylor	32.13
	6/16/2025	Baker & Taylor	33.91
<b>Maintenance</b>	<b>51600-305</b>		
	6/5/2025	1901 Inc HJ Pertzborn (quarterly inspection)	2215.75
<b>Meetings</b>	6/10/2025		100
<b>Misc.</b>	<b>55110-399</b>		
	6/2/2025	Nate Glynn Lawn Service	150
<b>Periodicals</b>	<b>55110-304-103</b>		
<b>Postage</b>	<b>55110-201</b>		
<b>Programming</b>	<b>55110-306</b>		
	5/1/2025	Bradley Behling (Line Dance Program)	65
	5/3/2025	Michaels (Visa)	173.2
	5/5/2025	Michaels (Visa)	327.33
	6/2/2025	Piggly Wiggly	17.66
<b>Reference</b>	<b>55110-304-102</b>		
<b>Supplies</b>	<b>55110-304-105</b>		
	5/16/2025	Office Depot (Visa)	56.95
	6/5/2025	Demco	23.94
	6/12/2025	Demco	715.79

<b>Support Services (ILS Fees)</b>	<b>55110-207</b>		
<b>Support Services (Cleaning)</b>	<b>51600-207</b>		
	5/31/2025	Maintenance Services	817.88
<b>Technology</b>	<b>55110-302</b>		
<b>Utilities</b>	<b>51600-203</b>		
	6/18/2025	MGE	1172.57
	6/12/2025	CP Water/Sewer	198.67
<b>Library Checkbook/Petty Cash</b>			
	6/4/2025	Laundromat for SLP Book Bags	17
	6/13/2025	Baraboo Children's Museum (Visa)	85
			<u>85</u>
			7829.06

### May and June Director's Report

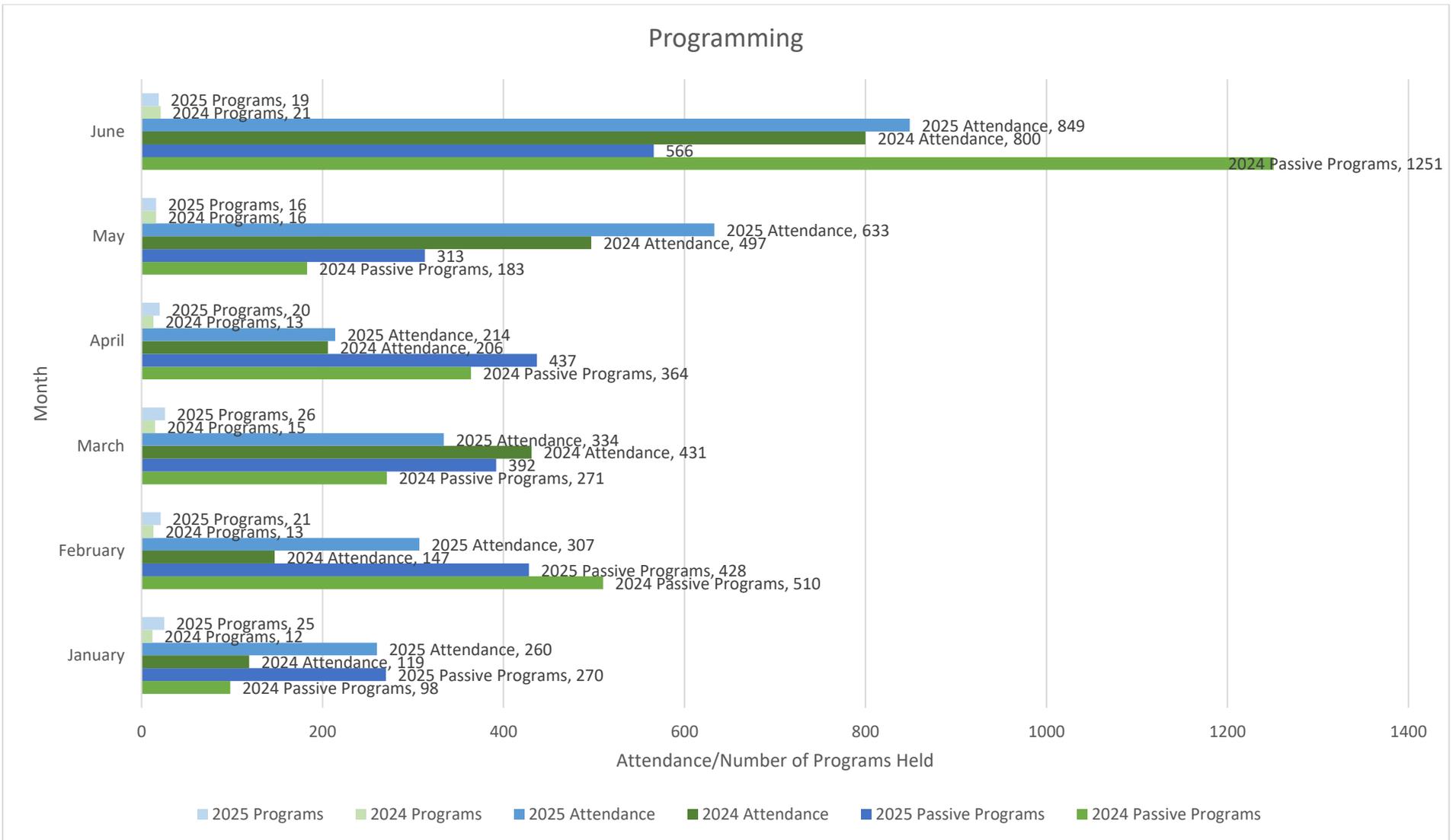


### Circulation and Holds



	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2025 Circ	5459	4835	5632	5547	5077	5922						
2024 Circ	5176	4822	5586	4730	4927	5888	6200	5418	4946	5138	5067	4564
2025 Holds Placed/Filled	4272	3528	3777	3526	3018	3733						
2024 Holds Placed/Filled	3222	3451	3521	3320	3421	3739	3569	3730	3918	3381	3573	3247

● 2025 Circ    
 ● 2024 Circ    
 ● 2025 Holds Placed/Filled    
 ● 2024 Holds Placed/Filled



- A very busy first month of the summer reading program! We had just under 400 people attend our SRP kick-off on June 11 and enjoy tie-dye, face painting, and Kona Ice.
- Catherine has had a number of other very successful kid’s programs—over 130 people attended Bubble Wonders and we’ve regularly had 60-70 people in attendance at Music with Corey and some of her other big programs like Forte Dance and Science Heroes. Daily door counts are also way up with the extra programming and kids being out of school, so there’s been a lot to do at the desk and around the building too.
- There’s just two weeks left of SRP, but they will be busy ones with some big programs on the calendar: Coffee paint and sip, cheesecake making, and a puzzle race for adults, and the Art Cart, Angela Puerta concert, family bookmaking, and pool party celebration for kids.

- The Library of Experiences officially “opened” with passes to the Baraboo Children’s Museum and the Wisconsin Historical Society sites available for check-out. Thanks to the Friends for sponsoring these passes! We also added a fitness class pass with Challenge Fit. Thank you to Challenge Fit for donating that pass!
- We are nearing the end of some of our large projects like Picture Book City relabeling and RFID tagging. We are down to just a handful of collections left for tagging (audiobooks, local history, and picture books) and are about  $\frac{3}{4}$  of the way through the alphabet for PBC.
- Elizabeth is back part-time until September; she’ll be back full-time after Labor Day.



