

Rosemary Garfoot Public Library Draft Board Meeting Agenda

Tuesday, August 19, 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://us06web.zoom.us/j/89068322417?pwd=Il7LdAZgV47tqYYGPuaagfyrClnnM.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 7/15/2025 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**
 - 1. Employee Recognition Fund (discussion and possible action)
- VIII. **New Business**
 - 1. Equipment Use Policy Update (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, September 16 at 5:15pm.

Posting on _____ by _____

Rosemary Garfoot Public Library Board Meeting Minutes
Tuesday, July 15, 2025

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

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 May 2025 meeting (action item):

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

Treasurer's Report:

The cash management "money market" account statement hasn't arrived for the month yet

The Public "checking" account reported at \$29,449.87

MCF Endowment reported: \$135,711.43

Revenues to the Village reported at May \$105.15 / June: \$355.69

Approval of Bills (action item):

Schaefer made a motion to approve the bills.

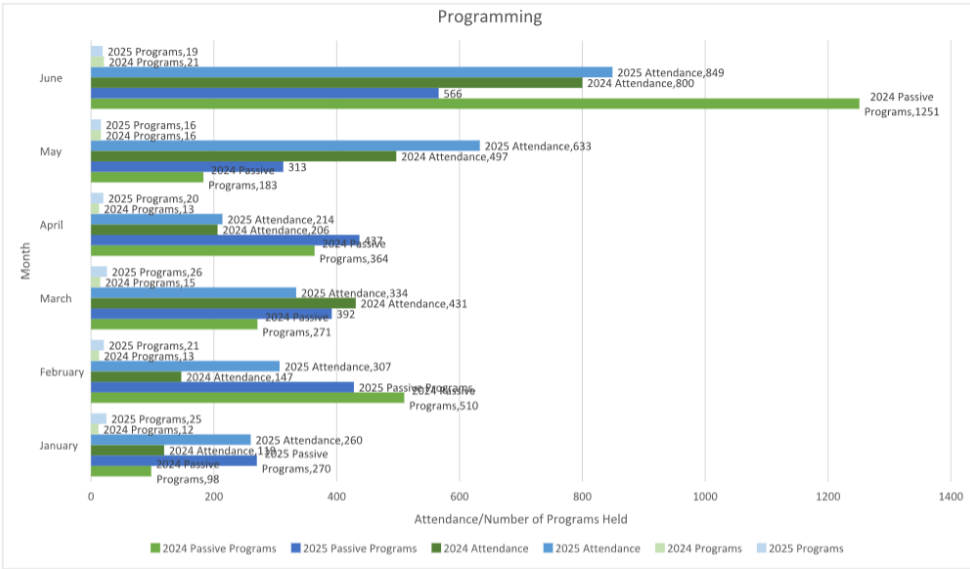
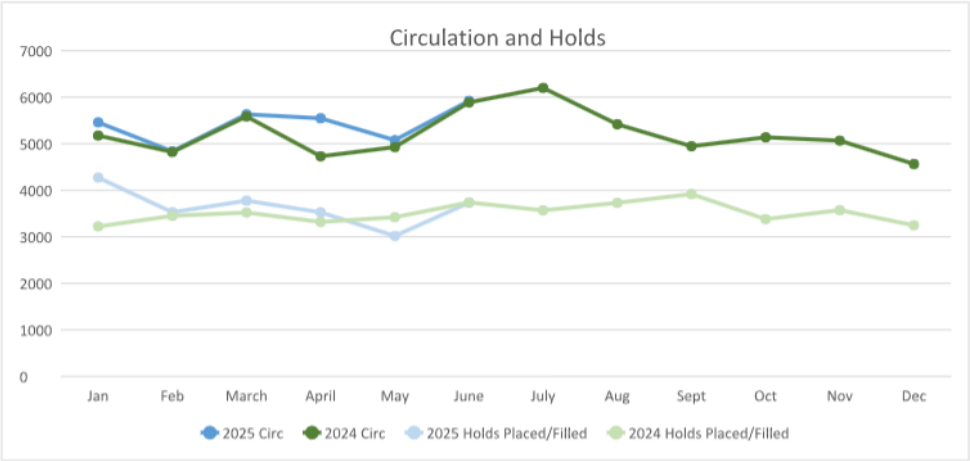
Borchardt seconded. Motion carried.

Reports:

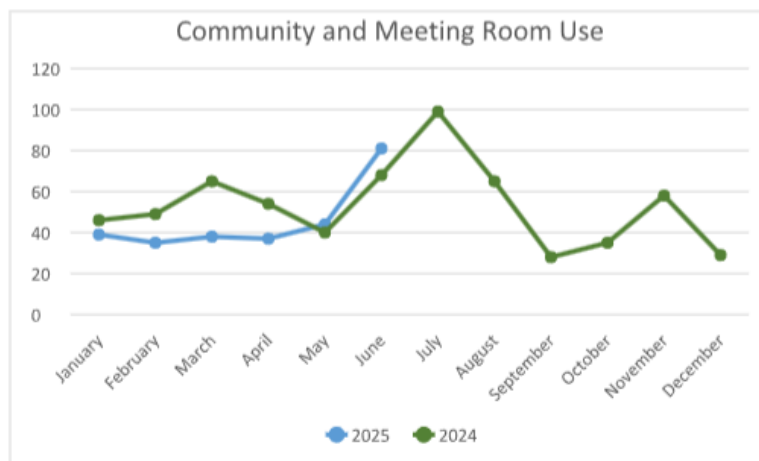
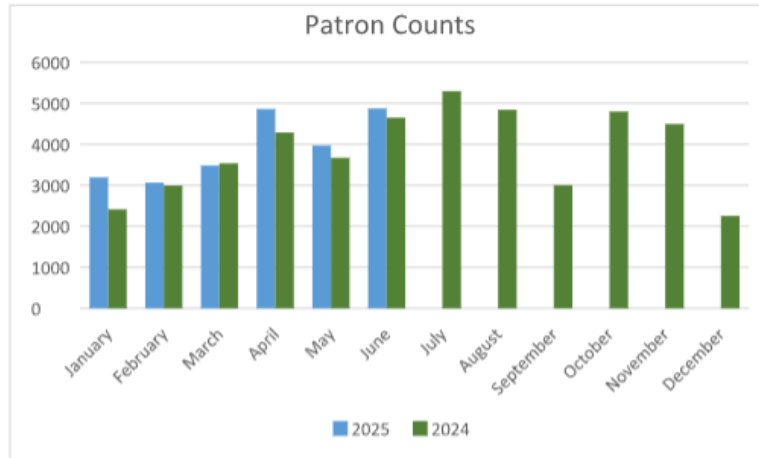
Director's Report:

- 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 ¾ of the way through the alphabet for PBC.
- Elizabeth is back part-time until September; she’ll be back full-time after Labor Day.



May and June Director's Report



Presidents Report:

- N/A

Village Trustees Update:

- S.B. Village Hall - construction costs going up.
- Land east of the village by GCMS in the approval process for phase 1 (just homes not golf course). A lot of community involvement, a lot of concern for phase 2 and impact on the environment.

Old Business:

- Endowment Fund Dispersal: Tables for the community room, need to replace 3-4 (of the 12) or at least the tops. Flip-up option would be best. Friends of the library would pay for half.
 - Possibly budget it in 4 each year. Online surplus for ones that are still able to sell.
- Employee Recognition Fund (discussion and future action item): add to handbook and have a general amount per situation and come up with an annual cap for us to approve in a future meeting.

New Business:

- 2026 CIP (discussion and future action):
 - Pergola replacement / repair quotes (60,000+) / remove (10,000).
 - Solar Canopy quote was too expensive.
 - Doesn't provide shade, only aesthetics, so it makes more sense to remove. Elizabeth will get more quotes for removal.
 - The new village hall is the priority, and is already over budget, so probably nothing else will get approved. Elizabeth will meet with department heads tomorrow.
- 2026 budget (discussion and action)
 - No additional funds, just some rearranging. Reference material & database decreases to put more into books. Do not know about revenue & wages yet.
 - Wagoner made a motion to approve the updates to the 2026 expenses for the budget.
 - Graves seconded. Motion carried.

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

- New ILS system next Spring. Includes circulation system and Link-cat alternative. Hopefully a smooth transition and will increase efficiency.

Next meeting is Tuesday, August 19, 2025 at 5:15pm (Zoom)

Future Agenda Items:

- Employee recognition fund
- Tables
- Pergola

Adjournment:

Wagoner made a motion to adjourn at 5:49 pm.
Borchardt seconded. Motion carried.

Respectfully Submitted by:
Erica Wagoner

2025 July Invoices for Board Approval

| Category | Date | Vendor | Amount |
|-------------------------------|----------------------|---------------------|--------|
| Audiovisual | 55110-304-104 | | |
| | 6/14/2025 | Midwest Tape | 203.15 |
| | 6/27/2025 | Midwest Tape | 9.74 |
| | 7/2/2025 | Midwest Tape | 69.96 |
| | 7/13/2025 | Amazon | 53.89 |
| | 7/14/2025 | Midwest Tape | 184.42 |
| | 7/22/2025 | Midwest Tape | 53.98 |
| | 7/22/2025 | Midwest Tape | 175.79 |
| | 7/28/2025 | Midwest Tape | 26.98 |
| Books | 55110-304-101 | | |
| | 7/3/2025 | Baker and Taylor | 474.74 |
| | 7/15/2025 | Baker and Taylor | 287.42 |
| | 7/23/2025 | Amazon | 65.99 |
| | 7/24/2025 | Amazon | 53.03 |
| | 7/24/2025 | Baker and Taylor | 481.02 |
| Building Supplies | 7/29/2025 | Baker and Taylor | 240.37 |
| | 51600-304 | | |
| | 5/13/2025 | Interstate Battery | 27 |
| | 7/1/2025 | Peterson Sanitation | 10.5 |
| | 7/17/2025 | Amazon | 46.9 |
| Communication | 7/24/2025 | Ace Hardware | 12.99 |
| | 51600-202 | | |
| | 7/16/2025 | TDS | 347.36 |
| | 7/28/2025 | eGoldFax | 30.49 |
| Dues and Subscriptions | 55110-204 | | |
| eBooks | 55110-304-106 | | |

2025 July Library Revenues remitted to the Village

| | | |
|-------|------------------------------------|--------|
| 46710 | General Revenue | 21.50 |
| 45190 | Other Law and Ordinance Violations | 905.02 |

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|-------------------------------|------|--------|
| 48200 | Rent | 50 |
| Total Donations/Misc. Revenue | | 976.52 |

2025 July Revenues for Library

| | | |
|-------------------------------|--|---------|
| Copy Donations | | 102.55 |
| Misc. Donations/Revenue | | 3145 |
| Total Donations/Misc. Revenue | | 3247.55 |

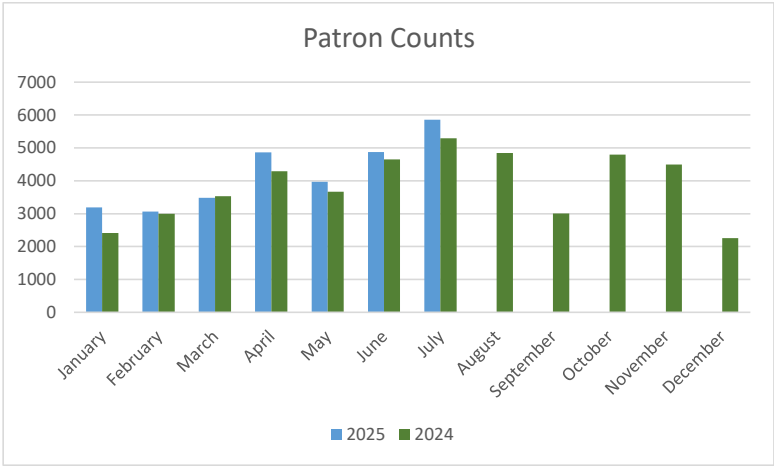
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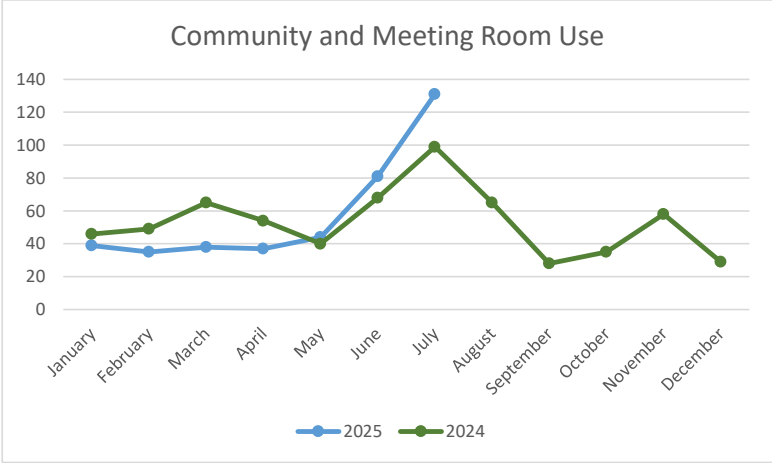
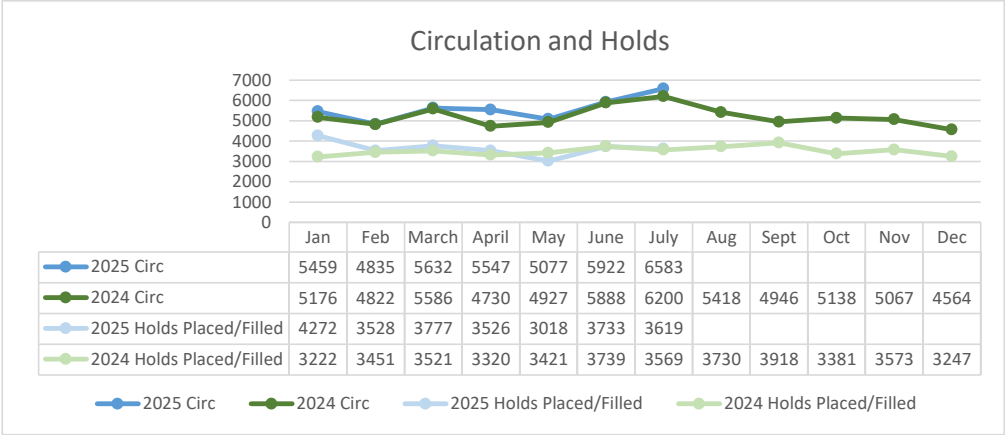
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|-----------------------|----------------------|-----------------------------|--------|
| | 6/11/2025 | Overdrive Advantage | 226 |
| | 7/21/2025 | Overdrive Advantage | 210.94 |
| Equipment | 55110-301 | | |
| | 6/17/2025 | Rhyme | 183.53 |
| | 7/16/2025 | Rhyme | 209.53 |
| Juvenile Books | 55110-304-107 | | |
| | 7/3/2025 | Baker and Taylor | 16.14 |
| | 7/21/2025 | Baker and Taylor | 30.08 |
| | 7/28/2025 | Baker and Taylor | 99.17 |
| Maintenance | 51600-305 | | |
| | 7/8/2025 | 1901, Inc. (Boiler repair) | 340 |
| Meetings | 55110-304-107 | | |
| Misc. | 55110-399 | | |
| | 7/2/2025 | Nate Glynn Lawn Service | 250 |
| Periodicals | 55110-304-103 | | |
| | 7/7/2025 | WT Cox | 112.43 |
| Postage | 55110-201 | | |
| | 6/17/2025 | USPS-Visa | 4.4 |
| Programming | 55110-306 | | |
| | 6/26/2025 | Kona Ice-Visa (SLP Kickoff) | 748 |
| Reference | 55110-304-102 | | |
| Supplies | 55110-304-105 | | |
| | 6/17/2025 | Rhyme | 76.47 |
| | 6/25/2025 | Ace Hardware-Visa | 14.76 |
| | 7/17/2025 | Amazon | 20.36 |
| | 7/30/2025 | SCLS | 87.2 |

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|-----------------------------------|---------------|---|---------|
| Support Services (ILS Fees) | 55110- 207 | | |
| Support Services (Cleaning) | 51600- 207 | | |
| | 7/1/2025 | Maintenance Services | 817.88 |
| Technology | 55110- 302 | | |
| Utilities | 51600- 203 | | |
| | 7/10/2025 | CP Water/Sewer | 204.06 |
| | 7/1/2025 | MGE | 1560.35 |
| Library Checkbook/Petty Cash | | | |
| | 3/24/2025 | USPS (SLP Contract Mailing) | 0.92 |
| | 6/17/2025 | WHS Membership (Paid for by Friends) | 500 |
| | 7/1/2025 | Eliza Gorman-Baer (SLP programs) | 459.84 |
| | 7/8/2025 | Baker and Taylor (LP Donation) | 20.35 |
| | 7/22/2025 | Baker and Taylor (LP Donation) | 20.35 |
| | 7/28/2025 | Quercus (landscaping) | 650 |
| | | | 9718.48 |

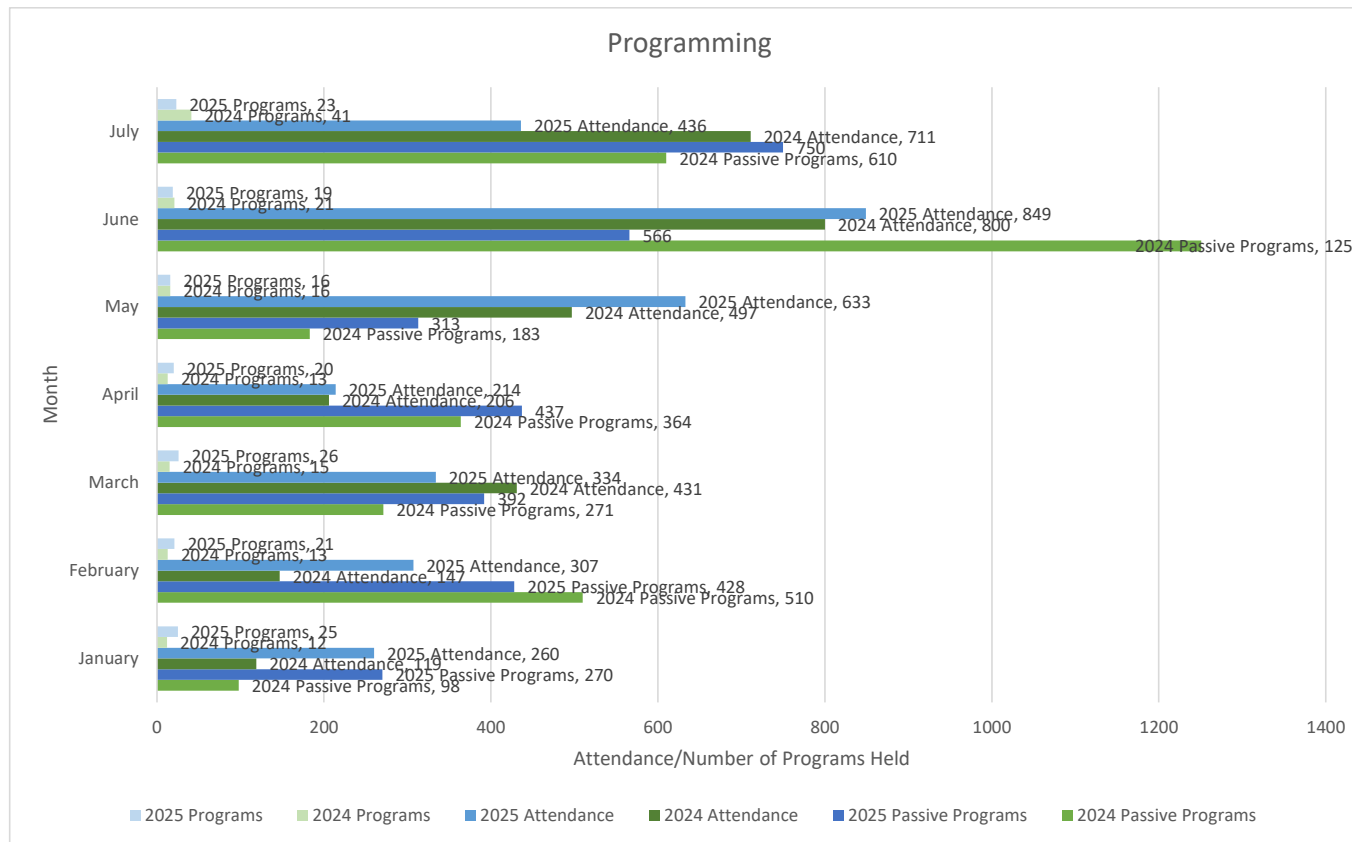
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August 2025 Director’s Report





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- SLP wrapped up on August 2 with a pool party. It was a *really* successful program this year with lots of attendance at programs and participation in the reading program portion of it.

- Driftless Passports started on August 15. In addition to the usual format of it, Kelly put together a Google map with all of the locations bookmarked, as well as the 3 participating libraries to encourage people to also visit us while they're out exploring. We're hoping to make the libraries an official stop on the passports next year.
- Kelly and I did an outreach table at the MCPASD High School Registration day to offer library card sign ups and promote tween/teen and school age programs to families in the district.



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Rosemary Garfoot Public Library
Equipment Use PolicyLibrary of Things Circulation Policy

Guidelines for checking out library equipment

Public Policy

Patrons may check out library equipment under the following terms.

- Must be 168 years old or older with a valid library card. Age requirement only applies to items listed below.
- Items may only be checked out at Rosemary Garfoot Public Library and must also be returned to Rosemary Garfoot Public Library.
- Equipment will be returned to the library in the same condition as when checked out
- 2-week checkout period
- Patron will be responsible for repairs if equipment is returned damaged
- Patron will be responsible for replacement costs if equipment is not repairable or not returned
- Overdue, lost or damaged items, or failure to return equipment, may result in suspension of all equipment loans for a period to be determined by administrative library staff.
- Staff will test equipment upon return and before checking out
- Items can only be checked out at the Rosemary Garfoot Public Library
- Items are to be returned directly to the Rosemary Garfoot Public Library

Equipment only circulating to patrons 16 and older

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- Garrett Ace 150 Enhanced Metal Detector
- Inspection Camera
- LED Projector
- Go Pro Hero 4
- Linco 2000 W Photo Lighting Kit
- Orion 10015 Star Blast A.4 Astro Reflection Telescope
- Energy Meters
- Wii console
- Wii Guitar Hero Set
- PS54 console
- Xbox One console
- Nintendo Switch
- Induction Cooktop Kit

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Adopted 8/9/2016

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

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

Updated 8/19/2025