

## 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=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 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: \$74,158.50

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.

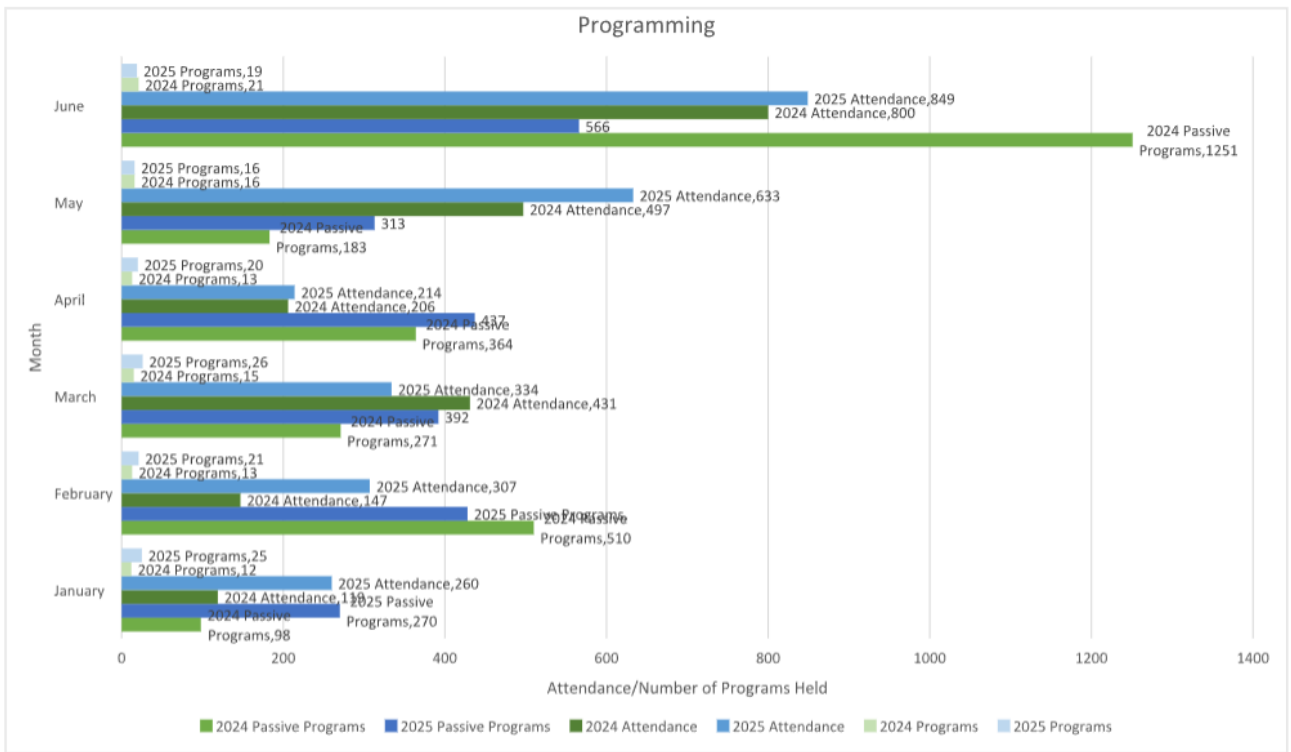
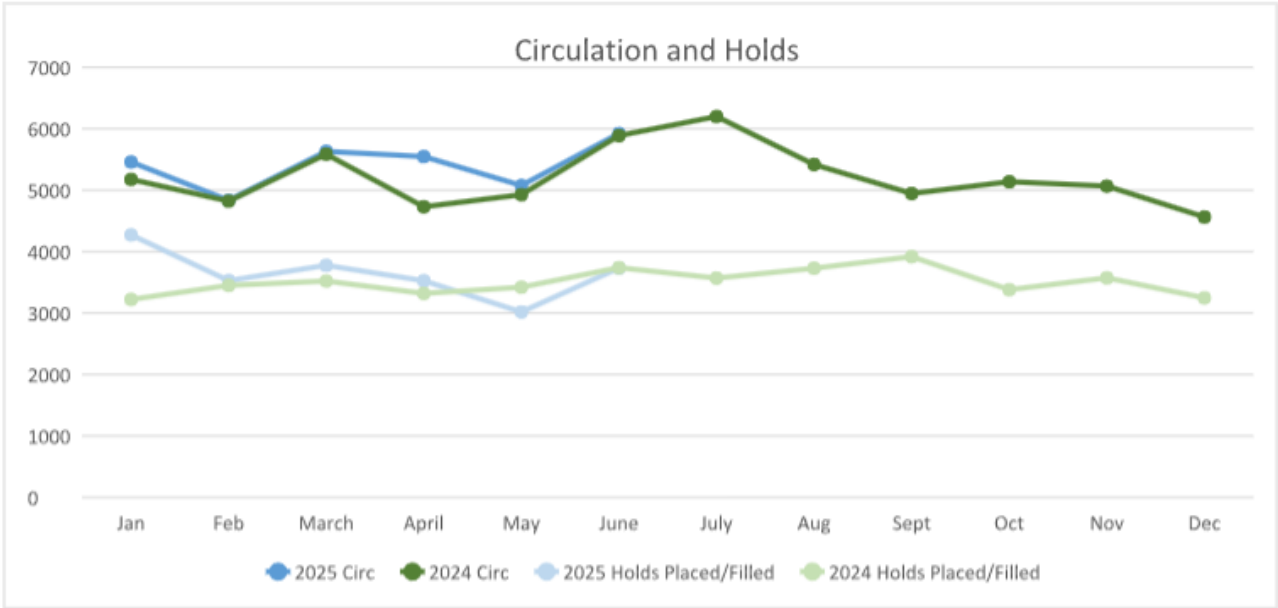
Borchardt seconded. Motion carried.

**Reports:**

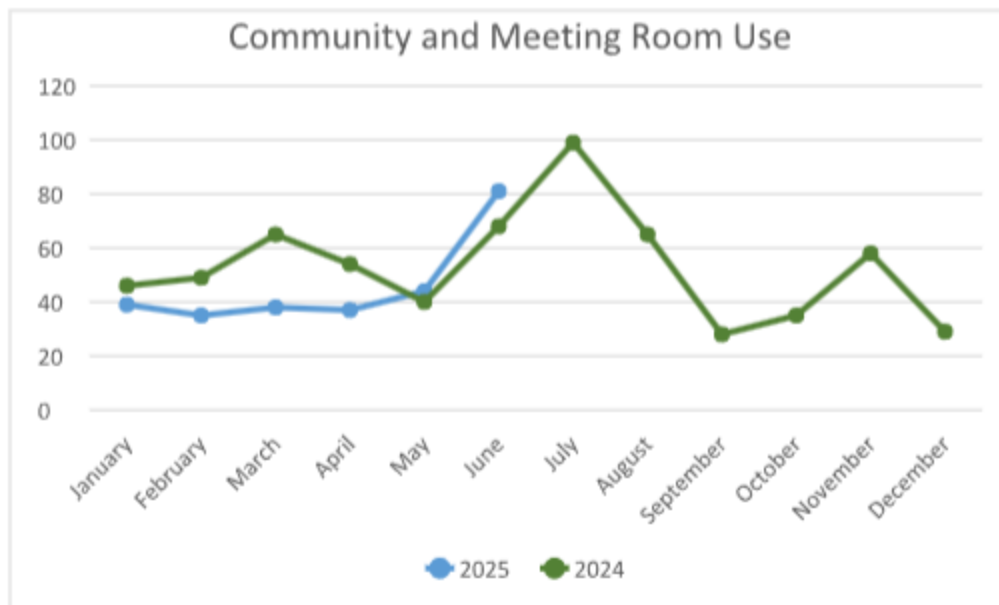
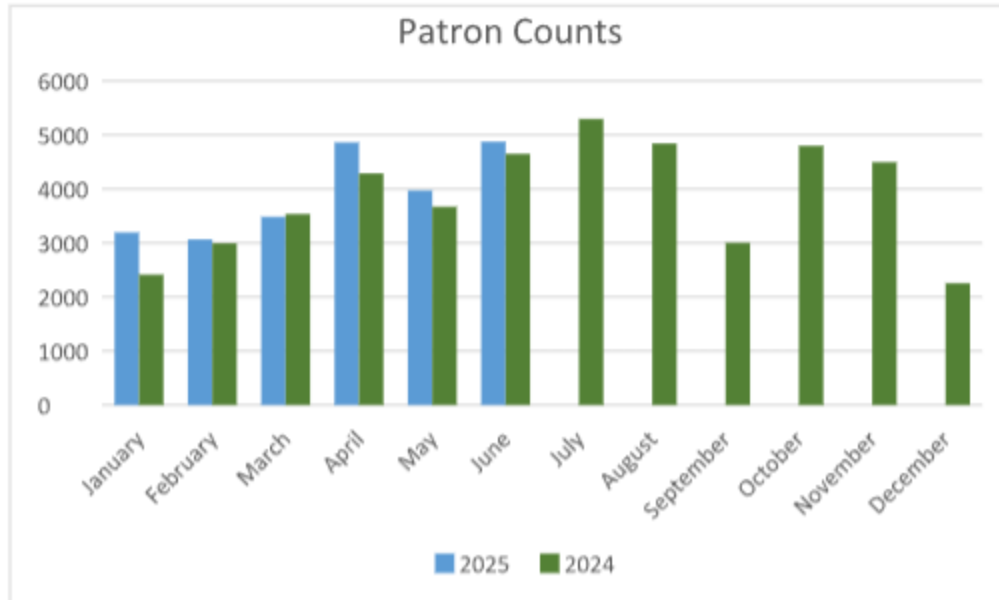
**Director's Report:**

- 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  $\frac{3}{4}$  of the way through the alphabet for PBC.
- Elizabeth is back part-time until September; she’ll be back full-time after Labor Day.



## 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
<b>Audiovisual</b>	<b>55110-304-104</b>		
	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
<b>Books</b>	<b>55110-304-101</b>		
	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
	7/29/2025	Baker and Taylor	240.37
<b>Building Supplies</b>	<b>51600-304</b>		
	5/13/2025	Interstate Battery	27
	7/1/2025	Peterson Sanitation	10.5
	7/17/2025	Amazon	46.9
	7/24/2025	Ace Hardware	12.99
<b>Communication</b>	<b>51600-202</b>		
	7/16/2025	TDS	347.36
	7/28/2025	eGoldFax	30.49
<b>Dues and Subscriptions</b>	<b>55110-204</b>		
<b>eBooks</b>	<b>55110-304-106</b>		

### 2025 July Library Revenues remitted to the Village

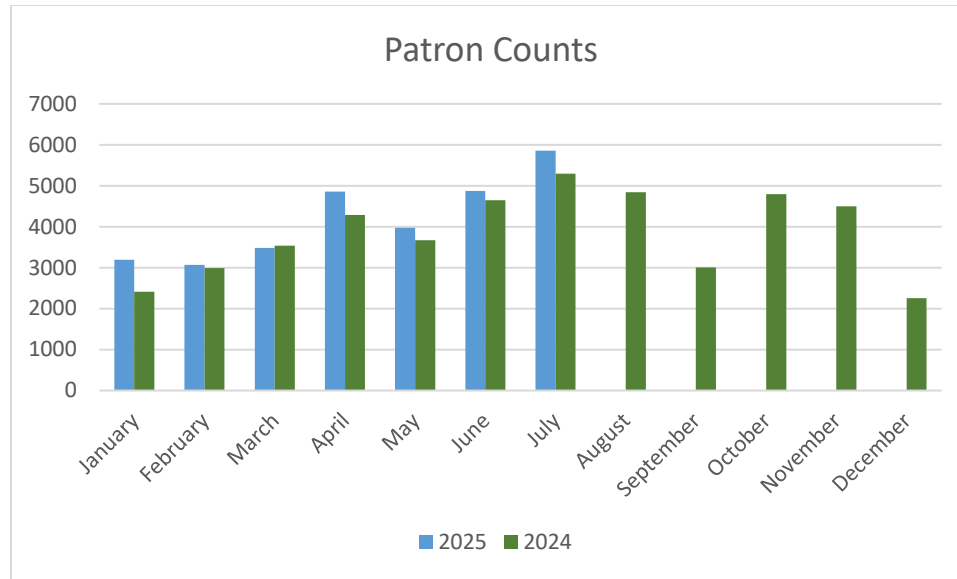
46710	General Revenue	21.50
45190	Other Law and Ordinance Violations	905.02
48200	Rent	50
Total Donations/Misc. Revenue		976.52
<b>2025 July Revenues for Library</b>		
	Copy Donations	102.55
	Misc. Donations/Revenue	3145
Total Donations/Misc. Revenue		3247.55

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

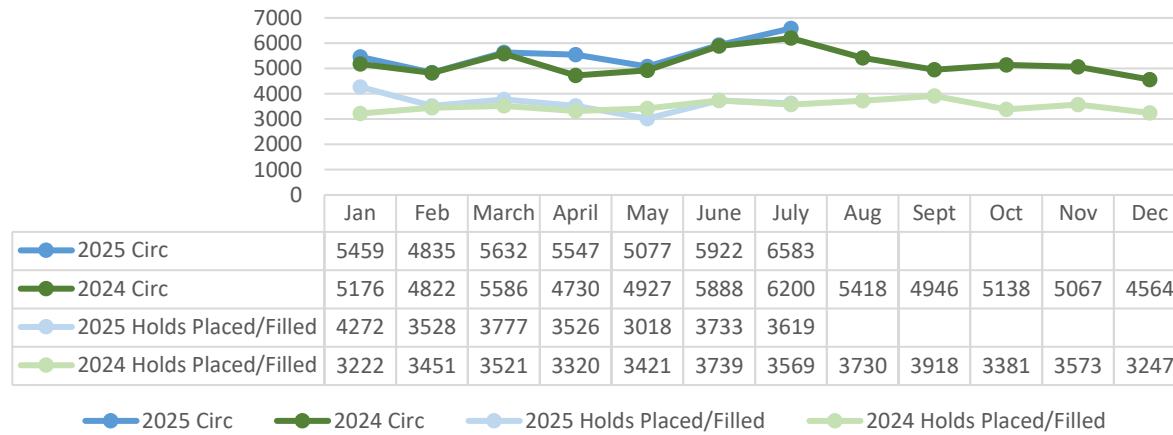


<b>Support Services (ILS Fees)</b>	<b>55110- 207</b>		
<b>Support Services (Cleaning)</b>	<b>51600- 207</b>		
	7/1/2025	Maintenance Services	817.88
<b>Technology</b>	<b>55110- 302</b>		
<b>Utilities</b>	<b>51600- 203</b>		
	7/10/2025	CP Water/Sewer	204.06
	7/1/2025	MGE	1560.35
<b>Library Checkbook/Petty Cash</b>			
	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
			<hr/> 9718.48

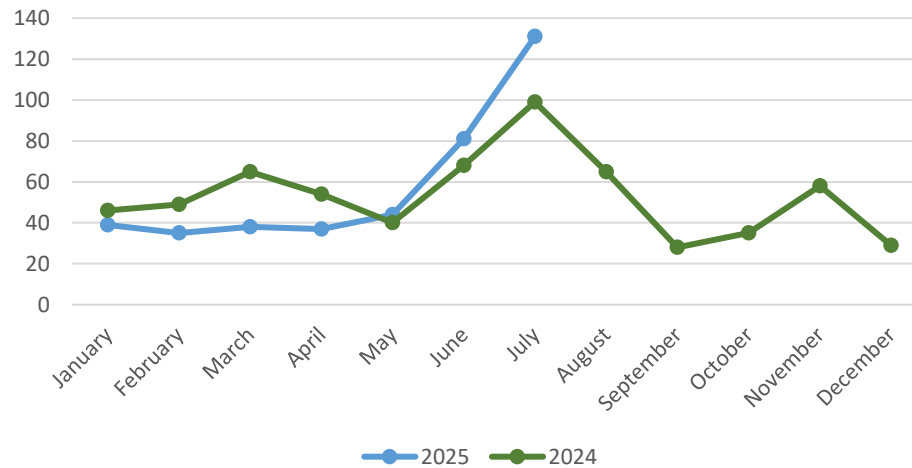
## August 2025 Director's Report

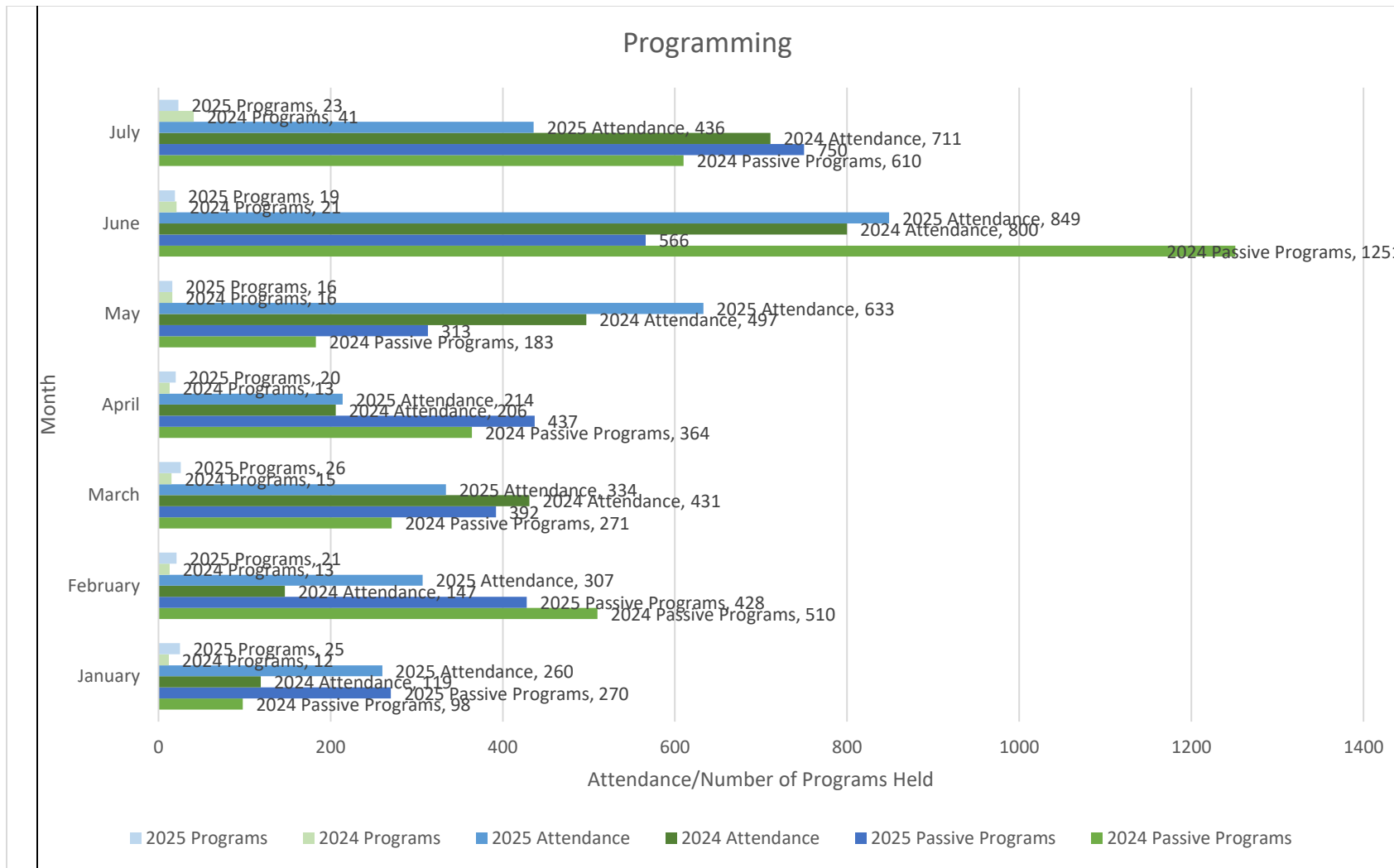


### Circulation and Holds



### Community and Meeting Room Use





- 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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