

Rosemary Garfoot Public Library Board Meeting Agenda

Tuesday, September 16, 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 8/19/2025 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. Budget Amendment (discussion and possible action)
 - 2. Internet Policy (discussion and possible action)
 - 3. Library Director Evaluation (discussion)
- IX. **South Central Library System and/or Dane County Library Service Update**
- X. **Closed Session**
 - 1. The Library Board will meet in Closed Session pursuant to 19.85(1)(c) of Wisconsin Statutes, "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." – Compensation for Assistant Director
 - i. Reconvene into Open Session pursuant to 19.85(2) of Wisconsin Statutes.
 - ii. Possible Action Regarding Compensation for Assistant Director
- XI. **Future Agenda Items**
- XII. **Adjournment:** The next board meeting will be held on Tuesday, October 21 at 5:15pm.

Posting on _____ by _____

PUBLIC COMMENT INSTRUCTIONS

WRITTEN: Send written comments by 12:00 p.m. on the Friday before the date of the meeting on any matter, either on or not on the agenda, by eclauss@rgpl.org or in writing to Library Board, 2107 Julius Street, Cross Plains, WI 53528.

IN-PERSON: Public comment forms are available at the board meeting. Please fill out and hand to staff prior to start of meeting. Comments are limited to three-minutes per person and must be delivered at the designated microphone for recording purposes. Accommodations can be provided for those unable to access the microphone.

VIRTUAL: When public comments are allowed, attendees on Zoom wishing to participate should click “raise hand” if on video or press *9 if on phone call. Attendees will be called on in the order in which hands are raised. Those wishing to provide oral comments remotely must have their full name displayed within the Zoom application and must state address of residence. Virtual comments are only allowed for those who reside, own or lease property in the Village of Cross Plains. Anonymous comments will not be allowed.

*As permitted by the Wisconsin open meetings law and while not required, the Library Board has chosen to allow public comments during their meetings. This is specifically listed on the agenda as PUBLIC COMMENT. The Library Board may not engage in discussion or take action during this period but may consider deferring the subject to a later meeting with notice. State statute and/or Village Code require the Library Board to hold PUBLIC HEARINGS on certain specified matters where the public can comment. The meeting chairperson will identify rules for providing comments. Other items on the agenda which are not listed for public hearing do not require the Board to allow public comment, however the meeting chairperson can at their own discretion allow limited public comments.

Rosemary Garfoot Public Library Board Meeting Minutes
Tuesday, August 19, 2025

Present: Jennifer Wankerl, Sarah Borchardt, Denise Baylis, Erica Wagoner

No longer able to serve on the board: Amy Kurka (retiring from MCPASD), Nicole Schaefer (moving)

Not present: Robin Graves

Also present: Elizabeth Clause

Call to Order: Jenn Wankerl called the meeting to order at 5:15 pm

Public Comment: None

Approval of Minutes from June-July 2025 meeting (action item):

- Elizabeth will update Cash Management balance from last month
- Baylis made a motion to approve the June-July minutes.
- Borchardt seconded. Motion carried.

Treasurer's Report:

The cash management "money market" account reported at \$74,408.09

The Public "checking" account reported at \$32,339.42

MCF Endowment reported: \$140,116.79

Revenues to the Village reported at \$976.52 (included UW East Asia Grant money)

Approval of Bills (action item):

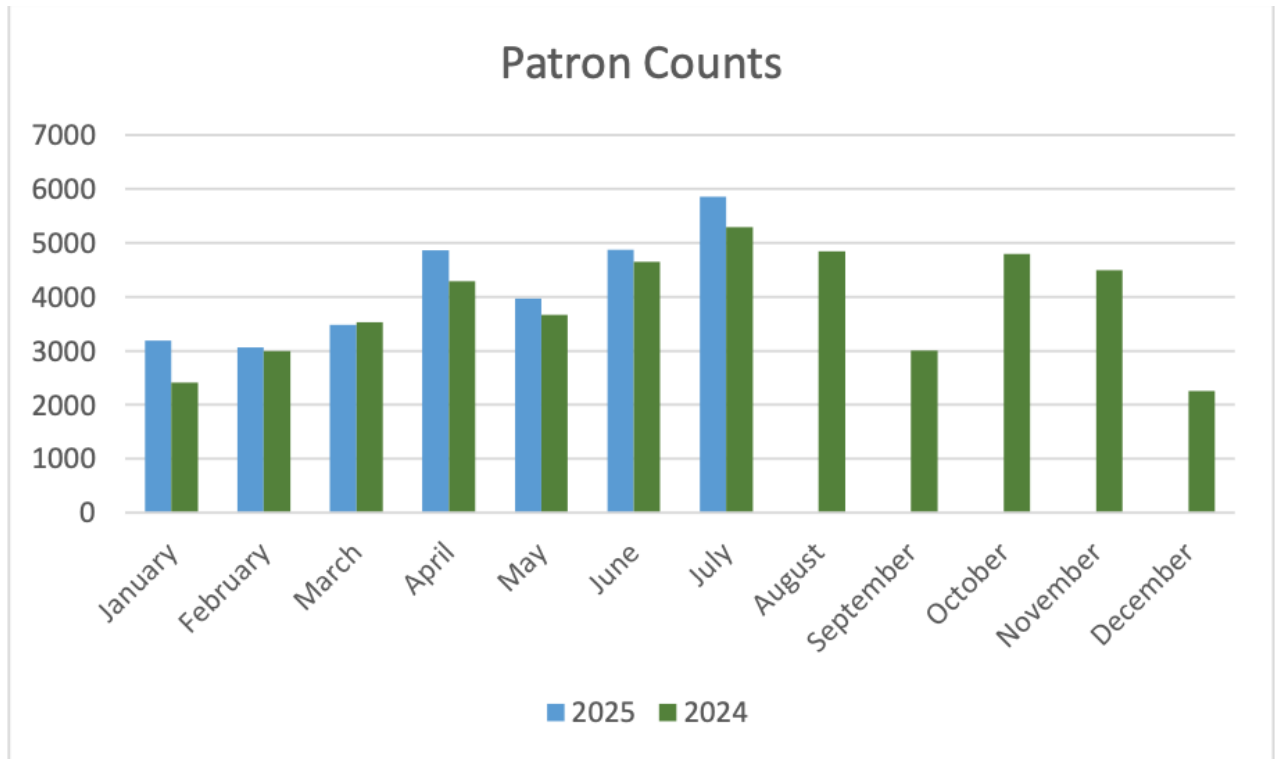
- Wagoner made a motion to approve the bills.
- Baylis seconded. Motion carried.

REPORTS:

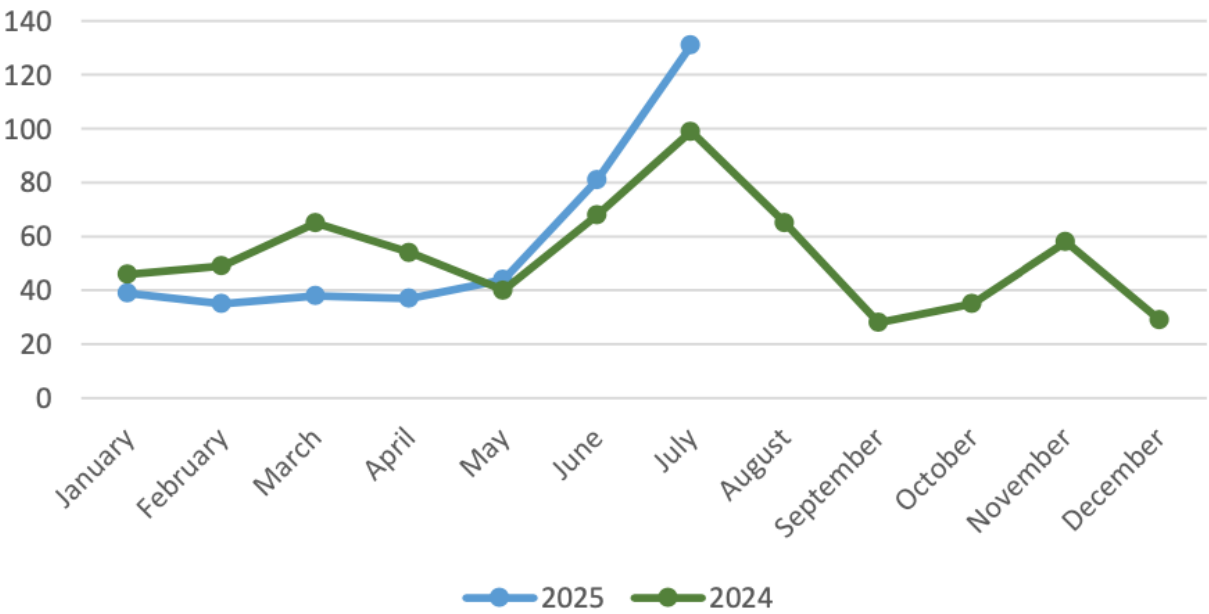
Director's Report:

- July was very busy - big jump of people in the door, including lots of Park and Rec activities.
- 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.

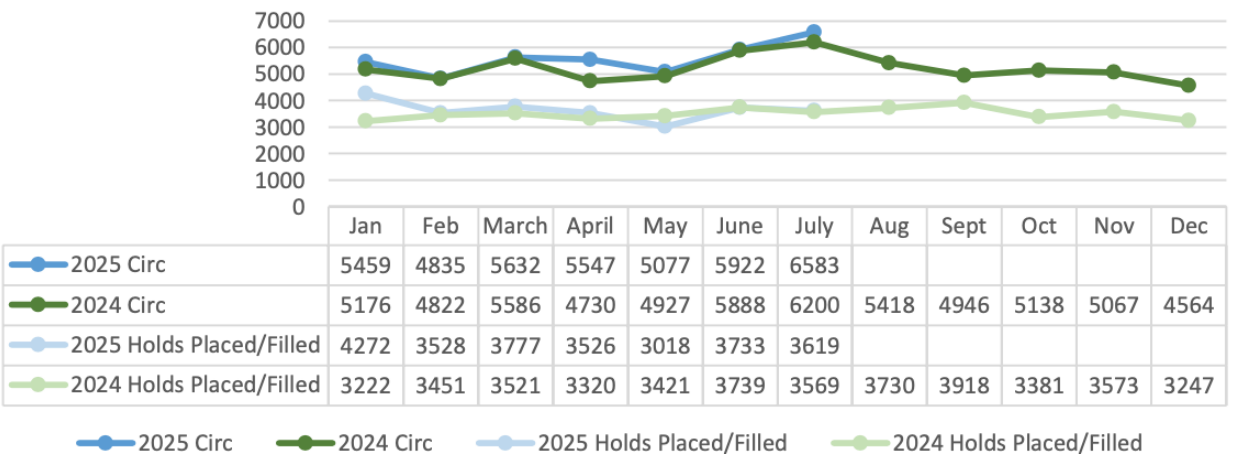
- Kelly and Elizabeth did an outreach table at the MCPASD High School Registration day to offer library card sign ups and promote tween/teen and school age programs to families in the district. Made 25-30 new cards (some Middleton, some Cross Plains).

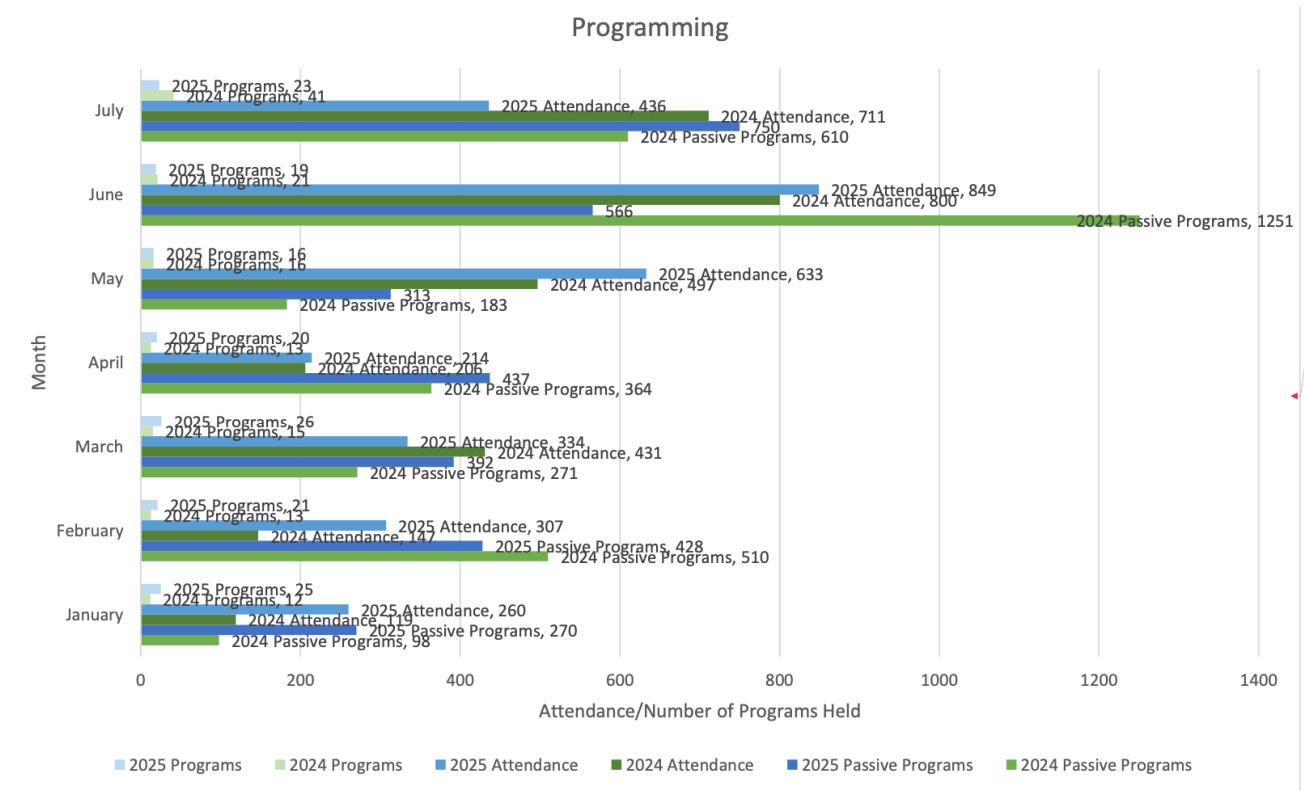


Community and Meeting Room Use



Circulation and Holds





Presidents Report:

- Good feedback about the library was represented at the MHS registration day.

Village Trustees Update:

- Budget in progress
- EMS: still will take a lot of time
- Marchstone Development: slowly moving forward, currently only approval for phase 1.

Old Business:

- Employee Recognition Fund (discussion and possible action)
 - Lee retiring this month. Would like to provide a cake & card with a cap of \$50
- Borchardt will make a motion to go forward with retirement recognition not to exceed \$50. Baylis seconded. Motion carried.

New Business:

- Equipment Use Policy Update (discussion and possible action)
 - Certain Items change age limit to 16+ (formerly 18+) including Induction Kit, GoPro, telescope, PS5, Switch, etc.
 - Only checking out and returning at our branch

- Some items (i.e. metal detector) change to no age limit
- Borchardt made a motion to approve the changes to the policies on the circulation of the Collection of Things. Baylis seconded. Motion carried.

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

- Staff training this Fall on the new cloud-based cataloging and circulation system. Roll out to the public next Spring.

Next meeting is Tuesday, September 16, 2025 at 5:15pm (Zoom)

Future Agenda Items:

- Employee Recognition Fund
- Employee Evaluations

Adjournment:

Wagoner made a motion to adjourn at 5:32 pm.

Borchardt seconded. Motion carried.

Respectfully Submitted by:

Erica Wagoner

2025 August Invoices for Board Approval

Category	Date	Vendor	Amount
Audiovisual	55110-304-104		
	8/5/2025	Midwest Tape	23.24
	8/5/2025	Midwest Tape	22.49
	8/11/2025	Midwest Tape	214.18
	8/19/2025	Midwest Tape	114
	8/19/2025	Midwest Tape	53.98
	8/26/2025	Midwest Tape	120.85
Books	55110-304-101		
	8/7/2025	Baker and Taylor	458.16
	8/11/2025	Amazon	16.5
	8/21/2025	Baker and Taylor	318.16
	8/27/2025	Baker and Taylor	167.26
Building Supplies	51600-304		
	8/1/2025	Peterson Sanitation	10.5
	8/6/2025	Ace Hardware	40.45
Communication	51600-202		
	8/16/2025	TDS	347.36
	8/26/2025	eGoldFax	30.49

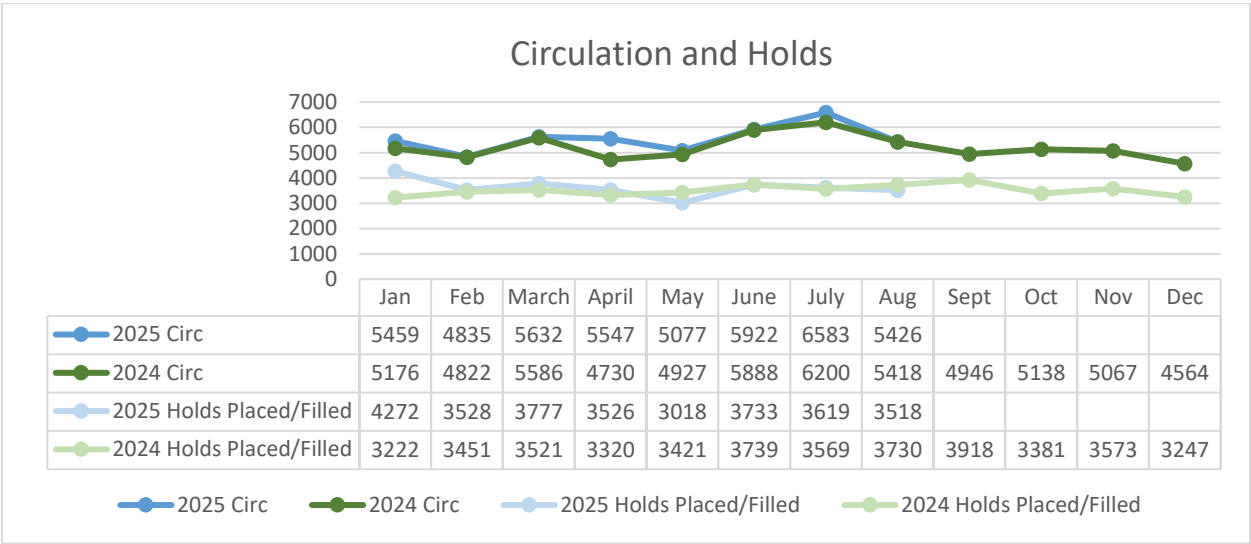
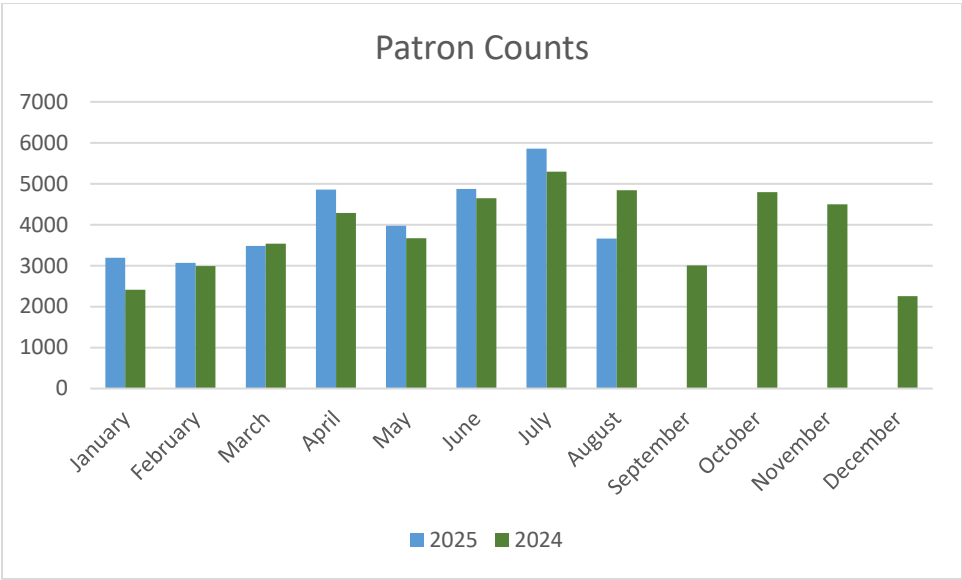
2025 August Library Revenues remitted to the Village

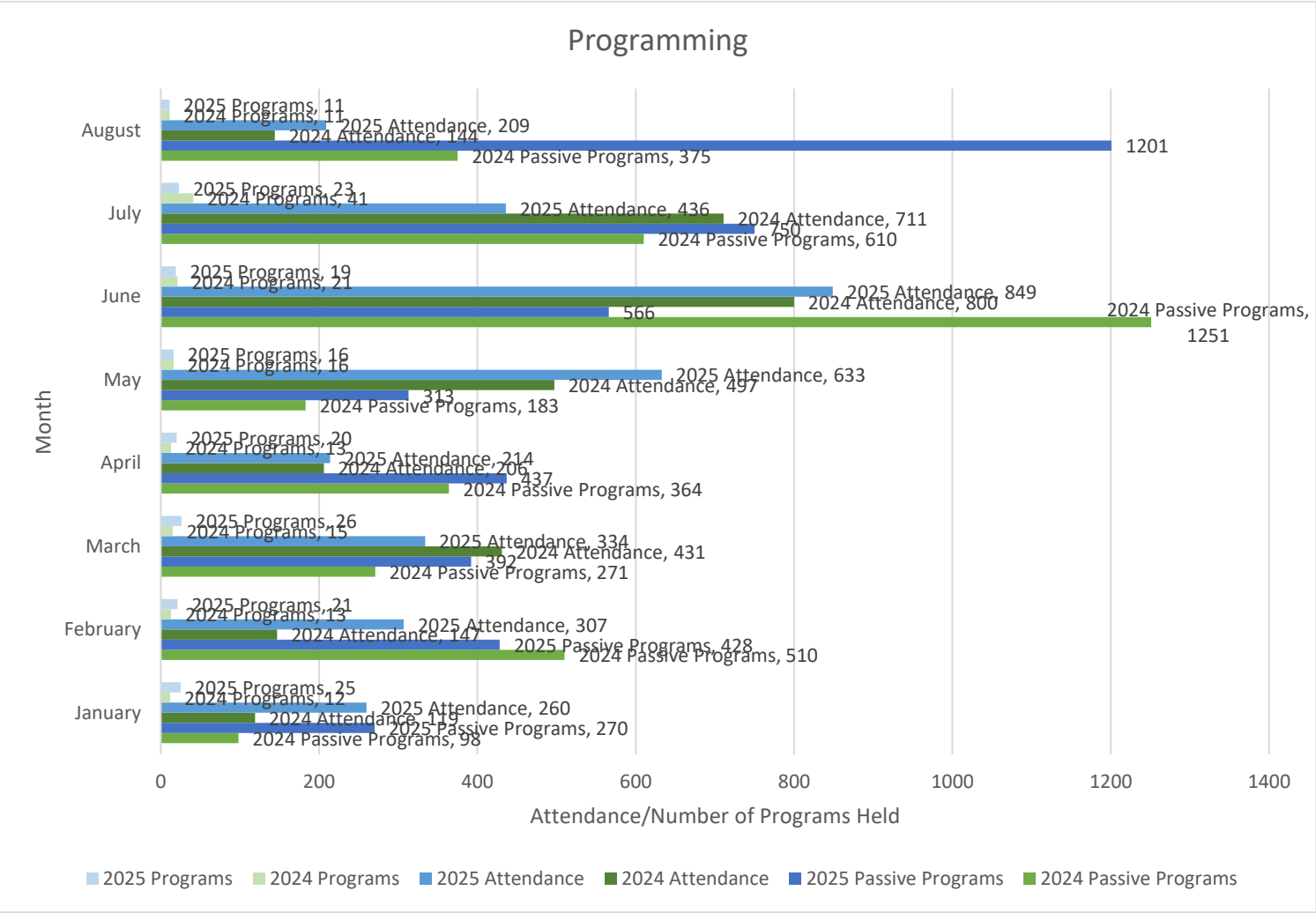
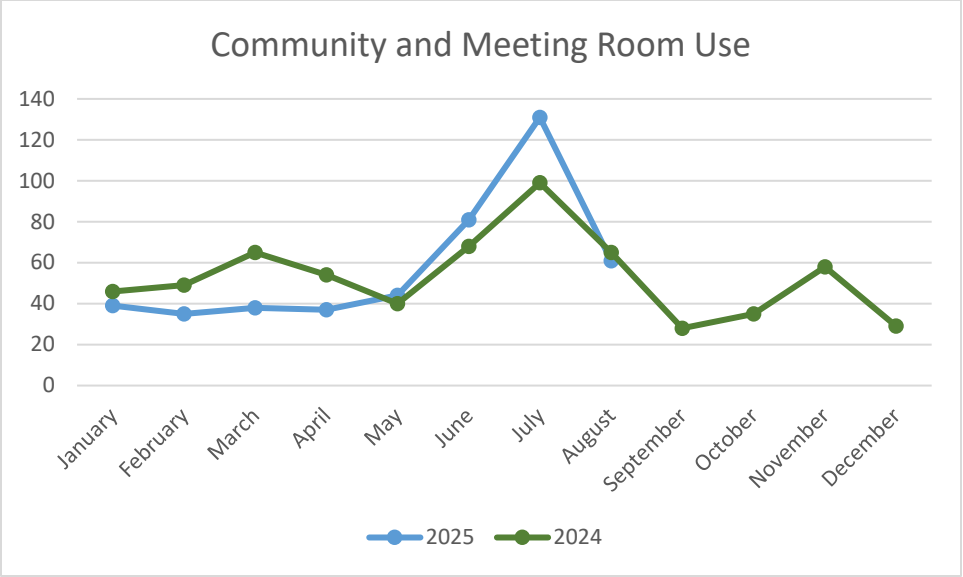
46710	General Revenue	5	
			*refund for MTH hold shelf lost and paid item
45190	Other Law and Ordinance Violations	18	-32.99
48200	Rent	50	
Total Donations/Misc. Revenue		73	
2025 August Revenues for Library			
	Copy Donations	154.1	
	Misc. Donations/Revenue	555	(475 from SCLS Youth Literacy Grant)
Total Donations/Misc. Revenue		709.1	

Dues and Subscriptions	55110-204		
eBooks	55110-304-106		
	8/25/2025	Overdrive	145.99
Equipment	55110-301		
	8/18/2025	Rhyme	183.53
Juvenile Books	55110-304-107		
	8/1/2024	Baker and Taylor	44.8
	8/20/2025	Baker and Taylor	37.54
Maintenance	51600-305		
	7/22/2025	Midwest Alarm Building Automation	173
	8/28/2025	Systems	446
Meetings	55110-304-107		
Misc.	55110-399		
		Nate Glynn Lawn	
	8/3/2025	Mowing	250
Periodicals	55110-304-103		
Postage	55110-201		
	7/18/2025	USPS-Visa	4.25
Programming	55110-306		
	8/28/2025	Amazon	23.26
Reference	55110-304-102		
Supplies	55110-304-105		
	7/15/2025	Zoom-Visa	159.9
	8/11/2025	Amazon	147.56
	8/14/2025	Amazon	17.97

	8/28/2025	Amazon	3.82
Support Services (ILS Fees)	55110-207		
Support Services (Cleaning)	51600-207		
	8/1/2025	Support Services	817.88
Technology	55110-302		
Utilities	51600-203		
	8/14/2025	MGE	1517.56
	8/14/2025	CP Utilities	205.21
Library Checkbook/Petty Cash			
		Amber Sawyer (SLP Cheesecake Program)	200
	7/24/2025		
	June/July	SLP Presenters	2889.47
		A Room of One's Own (LD donation)	220.47
	8/12/2025		
		Books4School (SLP prizes)	216.16
	8/18/2025		
		Baker and Taylor (LP Donation)	36.35
	8/19/2025		
		Piggly Wiggly (retirement party)	15.24
	8/20/2025		
		Piggly Wiggly (retirement party)	24.99
	8/25/2025		
			<u>9718.57</u>

September 2025 Director’s Report





- Welcome to our two newest board members, Christina Makos (school representative) and Emmy Benson!
- Fall programming is off and running. We've had good turnout so far and anticipate a busy autumn! We're featuring several programs in partnership with local folks, and to try to offer outreach and connections with groups we haven't focused on much in the past.
- The Halloween Display is in progress and should be fully up before October. We're planning some programming on October 31 around the display and to encourage folks to come visit it.
- Our partnership with MCPASD Cardinal Academy is continuing this year, we're excited to welcome a new group of students to the library this year.



Supplemental Budget Request Form

Name of person submitting this form:	<u>Elizabeth Clauss</u>
Fund	<u>Library</u>
Department	<u>Library</u>
Account Number	<u>51600-305</u>
Account Name	<u>Maintenance</u>
2025 budget amount	<u>13,000</u>
2026 proposed amount	<u>17,150</u>

Justification: Our maintenance agreement for our Building Automation System has expired; this is the cost for a software license renewal, as well as annual maintenance.

This would be a recurring cost of around \$3000 as there is an annual licensing and support fee to maintain software and service.

Rosemary Garfoot Public Library

Internet Use Policy

Purpose and Disclaimer:

The Rosemary Garfoot Public Library provides access to a wide range of information resources, including those accessible through the Internet. The Library makes this service available in keeping with the Library's mission to provide materials and services which meet the informational, educational, and recreational needs of all people.

The Internet offers access to information, ideas, and commentary ~~from around the globe~~ that can be personally, professionally, and culturally enriching. However, not all sources on the Internet are accurate, comprehensive or up-to-date. Individuals could inadvertently access information they find personally offensive or unsettling. ~~The~~ Library staff and Board do not monitor, have control over or accept responsibility for the content of materials provided on the Internet. Availability of networked information via library terminals does not constitute the library's endorsement of the content of that information. The library does not guarantee information accessed on the Internet to be authoritative, factual, accurate, timely, or useful for patrons' objectives. If any patron believes information obtained via library terminals is inaccurate or offensive, the patron should contact the original producer or distributor of the information.

The Library does not select material available on the Internet and has no means or statutory authority to assure that only constitutionally protected material is available on the Internet. The authority to determine what is illegal content rests with the courts as defined in Wisconsin federal statutes.

Access, use or dissemination of information via the Internet in the Library is the responsibility of the user. In the case of minors, it is a joint responsibility of the user and parent or guardian. Parents or guardians may believe information available through the Internet is not suitable for viewing by children in their care, therefore, supervision is advised.

Responsibilities of Users

Guidelines for Computer Use:

The library uses MyPC management software which allows patrons to access computers with a valid library card or temporary card provided by the library.

Patrons are allowed 4 hours of use per day, however, more time may be allowed if there are available computer stations.

Users eight years or younger, must be accompanied by a parent, legal guardian, care taker or sibling over twelve years of age to use a computer. The child may not be left alone in the library.

Violations may result in loss of Internet or Library privileges. Illegal uses of computers may also be subject to prosecution by local, state, or federal authorities.

The Library expressly disclaims any liability or responsibility ensuing from access to or use of information procured through its electronic information systems or any consequences thereof.

The Rosemary Garfoot Public Library is not responsible for injuries or damages to possessions of individuals or groups resulting from use of computers.

Supervising Children's Use:

The public library, unlike schools, does not serve *in loco parentis* (in place of a parent). Librarians cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet. The Rosemary Garfoot Public Library supports the right for each family to deem what is appropriate Internet use for their children. The responsibility for what minors read or view on the Internet rests with parents or guardians.

Parents or legal guardians are responsible for determining what library materials are suitable for their children. Restriction of a child's access to the Internet is the responsibility of a parent or guardian.

Parents or guardians are responsible for monitoring their children's Internet sessions.

Parents or guardians are responsible for informing their children that there are materials on the

Internet they don't want their children to access.

Choosing and Evaluating Sources:

~~Users should evaluate Internet sources just as they do print materials, questioning the accuracy and completeness of the information.~~

~~Users utilize the Internet at their own risk, with the realization that they may encounter material they deem offensive.~~

~~Viewing materials deemed pornographic in nature is prohibited (see below — Sec. 948.11 of the Wisconsin Statutes pertinent to children's exposure to harmful materials on the Internet) and will result in suspension of Internet use privileges.~~

Supervising Children's Use:

~~The public library, unlike schools, does not serve *in loco parentis* (in place of a parent). Librarians cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet. The Rosemary Garfoot Public Library supports the right for each family to deem what is appropriate Internet use for their children. The responsibility for what minors read or view on the Internet rests with parents or guardians.~~

~~Parents or legal guardians are responsible for determining what library materials are suitable for their children. Restriction of a child's access to the Internet is the responsibility of a parent or guardian.~~

~~Parents or guardians are responsible for monitoring their children's Internet sessions.~~

~~Parents or guardians are responsible for informing their children that there are materials on the Internet they don't want their children to access.~~

~~For more information on children and the Internet see Child Safety on the Information Highway produced by the National Center for Missing and Exploited Children and Inter-active Service Organization.~~

~~The following are recommended guidelines for parents and guardians to ensure that children have positive online experiences, whether at home or in the library.~~

~~Use the Internet as a family. Join your children in Internet exploration.~~

~~Explore the vast range of available information and tell your children about sites you consider appropriate for them.~~

~~Counsel children to avoid sites you consider inappropriate.~~

~~Provide guidelines for your children on the amount of time they spend online, just as for television viewing.~~

~~Instruct children to NEVER give out personal information (name, address, password, telephone number, credit card number) online.~~

~~Provide children with guidelines on acceptable use of electronic resources, including E-mail and chat rooms.~~

~~Teach children to be good online consumers. As with print information, consider the source, date and accuracy of online information.~~

Library Assistance

~~The Library will provide training on electronic resources. It will also make information available to parents and guardians in their efforts to exercise their rights and responsibilities regarding their own children's use of electronic resources. For more information on children and the Internet see Child Safety on the Information Highway (http://www.safekids.com/child_safety.htm) and Teen Safety on the Information Highway (<http://www.safekids.com/safeteens/safeteens.htm>) jointly produced by the National Center for Missing and Exploited Children and Interactive Service Organization.~~

~~Parents and children are encouraged to start their exploration of the Internet with the SCLS homepage and Reference Links on the Kids Page. Children will discover Kid Friendly Search Engines and Web Sites for children, selected by children's librarians, through these recommended links.~~

Legal and Acceptable Uses

~~The Library's computers may only be used for legal purposes.~~

~~. Violations may result in loss of internet or library privileges. Illegal uses of computers may also~~

be subject to prosecution by local, state, or federal authorities.

Examples of unacceptable uses include, but are not limited to the following:

- Harassment of other users or violation of their right to privacy;
- Libeling, slandering or maliciously offending other users;
- Violation of copyright laws or software licensing agreements;
- Obstruction of other user's work by monopolizing system resources;
- Attempting to crash, degrade performance of or gain unauthorized access to the Library's computer systems and networks (*Sec. 943.70 of the Wisconsin Statutes*, provides that the aforementioned actions are deemed a felony ~~if~~ if the offense causes an interruption or impairment of governmental operations);
- Damaging equipment, software or data belonging to the Library or other users;
- Attempting to modify or gain access to files, passwords, or data belonging to others;
- Misrepresenting oneself as another user.

Exposing children to harmful materials. *Sec. 948.11 of the Wisconsin Statutes*, among other things, makes it a crime to expose children to pictures or images of nudity, sexually explicit conduct or physical torture or brutality that appeal to the prurient, shameful or morbid interests of children, are patently offensive to prevailing adult standards regarding materials suitable for children, or lack serious literary, artistic, political, scientific, or educational value for children.

These restrictions also apply in E-mail and chat room environments accessed through library computers. If an individual or group of Internet users creates a disturbance limiting the effective use of the library by others, they will be asked to correct their behavior, disband and/or leave the building as appropriate.

~~Patrons may reserve time on the Internet on a first come first serve basis up to 1 hour per week. If the computer is available, additional time may be granted, at staff discretion.~~

Guidelines for Computer Use

~~The library uses Library Online management software which allows patrons to access computers with a valid library card or temporary card provided by the library.~~

~~Patrons are allowed one hour of use per day, however, more time may be allotted for special requests such as online exams, word processing, job searches, etc.~~

~~Library Online allows patrons to register for advanced bookings.~~

~~Users eight years or younger, must be accompanied by a parent, legal guardian, care taker or sibling over twelve years of age to use a computer. The child may not be left alone in the library.~~

~~Downloading information from the Internet is not permitted.~~

~~Bookmarking Internet sites is not permitted.~~

~~Chat room dialogues are permitted.~~

~~Violations may result in loss of Internet or Library privileges. Illegal uses of computers may also be subject to prosecution by local, state or federal authorities.~~

~~The Library expressly disclaims any liability or responsibility ensuing from access to or use of information procured through its electronic information systems or any consequences thereof.~~

~~The Rosemary Garfoot Public Library is not responsible for injuries or damages to possessions of individuals or groups resulting from use of computers.~~

Copyright

U.S. Copyright law (Title 17 US Code) prohibits unauthorized reproduction or distribution of copyrighted material, except as permitted by the principles of fair use. Users may not copy or distribute electronic materials, including electronic mail, text, images, programs or data, without the explicit permission of the copyright holder. Any responsibility for the consequences of copyright infringement lies with the user. The library expressly disclaims any liability or responsibility resulting from such use. The library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences.

Reevaluation of Public Computer Policy

This policy will be reviewed and amended, if necessary, on at least an annual basis.

Adopted 6/27/2002

Revised 3/27/2007

Revised 9/21/2010

This document was revised and reviewed accordingly on 7/21/2015

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

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

Library Director Board of Directors Evaluation Questions

Leadership and Management

1. In what ways does the director communicate the library's vision and goals and how effective is it?
2. How does the director manage staff and foster a positive work environment?
3. In what ways does the director promote professional development among staff?

Community Engagement

4. How does the director engage with the community and promote library services?
5. What initiatives has the director implemented to increase library usage and outreach?

Financial Management

6. How does the director approach budget management and financial planning for the library?

Strategic Planning

7. How does the director involve staff and community stakeholders in the planning process?

Innovation and Technology

8. How has the director integrated new technologies and innovations into library services?

Service Quality

9. What steps does the director take to ensure the quality of library programs and services?
10. How responsive is the director to feedback from patrons and staff?

Overall Performance

11. What are the director's key strengths?
12. In what areas does the director have room for improvement?

Future Goals

13. What goals should the director prioritize for the upcoming year?
14. How can the board support the director?

Library Director Self-Evaluation Questions

1. **Leadership Effectiveness**
 - How have I communicated the library's vision and goals to staff?
 - In what ways have I fostered a collaborative environment among team members?
2. **Staff Development**
 - Have I provided sufficient opportunities for professional growth for my staff?
3. **Community Engagement**
 - How successful have I been in building partnerships with local organizations?
 - What steps have I taken to ensure our programs are inclusive and accessible to all community members?
4. **Budget Management**
 - How have I managed the library's budget and resources?
5. **Technology Use**
 - How have I integrated new technologies into library services?
6. **Programming and Services**
 - What has been the community's response to our recent programs and services?
7. **Collections Development**
 - How well does our current collection reflect the community's needs and interests?
8. **Overall Impact**
 - What are the biggest challenges facing our library, and how can I address them?