

## Rosemary Garfoot Public Library Board Meeting Agenda

Tuesday, June 18, 2024 at 5:15pm  
2107 Julius Street, Cross Plains, WI 53528

This meeting will be held via zoom. To join, please use the following link or meeting ID:

<https://us02web.zoom.us/j/88599250349?pwd=dGRHZW5GeDZ4VG1pS29CdFk4MXdwUT09>

Meeting ID: 885 9925 0349

Passcode: xkx03Pbn

- 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 5/21/2024 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. RFID project (discussion)
  2. Meeting Room Policy Updates (discussion and possible action)
  3. Strategic Plan next steps (discussion)
- 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 17 at 5:15pm

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

**Rosemary Garfoot Public Library Board Meeting Minutes**  
**Tuesday, May 21, 2024**

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

**Not present:** Robin Graves

**Also present:** Elizabeth Clauss

**\*Recording on Zoom**

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

**Public Comment:** None

**Approval of Minutes from April 2024 meeting (action item):**

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

**Treasurer's Report:**

The cash management "money market" account reported at \$50,854.13

The Public "checking" account reported at \$43,137.37

Revenues to the Village reported at \$ 97.25

Endowment reported: 138,340.09

**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 Summer Reading! Catherine has started her school visits and we're kicking things off on June 10 with a magic show, crafts, and Kona Ice. Kelly also has a lot planned for adult programming—beekeeping 101, armchair travel with Nicole, puzzle race, DIY Bathroom redesign, a library sports competition, and our regular monthly programs.
- Plans are finalizing for our 60th birthday celebrations.
  - We'll kick off July with a library card signup party at Creekside Scoop July 1st.
  - Nineteen09 is hosting trivia night on July 19. Signup fees will go to our Endowment Fund and Nicole is helping me host the event.
  - We're also going to have a birthday party at the library on July 9 from 4-6 to include birthday cake, games, and more. Still working on organizing the event with the Chamber.
- We're partnering with the Black Earth Children's Museum to provide family day passes to the museum this summer. Very excited to offer this opportunity for folks to go on an adventure and explore close to their own community.
- The Friends had a very successful book sale—over \$3,300 was raised. Thank you to the Friends for all their hard work and support.

- Kelly, Catherine, and I are walking in the Memorial Day Parade to help promote summer reading. We'll be joined by special guests Jenny and Brighty of Read with a Dog fame.
- The Village Annual Meeting was a great success! New library cards were issued, many surveys were filled out, and it was great to talk to community members that may not be library regulars.
- The Dane County Office for Energy and Climate Change is helping us sponsor and induction cooking kit for our Library of Things. It will include a cooktop, induction-ready pans, and a QR code for recipes to try since.

	April 2024	YTD	April 2023	YTD 2023	% change in YTD
Patron Count	4288	12,282	-	-	-
Checkouts	4730	20,314	3932	12979	20.12%
Holds Placed	1892	7512	1534	6224	20.69%
Holds Filled	1428	5982	1135	5079	17.77%
Children's Program Attendance	153	767	132	452	69.6%
Adult/General Program Attendance	53	186	-	-	-
Passive Programming (makerspace table/coloring/scavenger hunt/Neighborhood Trees)	364	1255		-	-
Community Room Reservations	20	82	10	53	54.7%
Study Room Reservations	34	132	35	116	13.8%

**Presidents Report**

None

**Village Trustees Update:**

None

**Old Business:**

None

**New Business:**

- Endowment Funds (discussion and action) - \$2,000 given to village for AV (Operation Budget). Why not just keep the \$2,000 instead of giving it to them and then and they give it back?
  - Borschardt made a motion that we no longer submit the \$2,000 from the endowment fund to the village. The library instead will keep the money in library's budget starting this year.

- Baylis Seconded. Motion carried
- CIP projects -
  - HVAC - updated quote for Boiler, etc.
  - Replace cork flooring, shrink the circulation desk. Trouble finding someone to take on such a small project - won't even take the time to quote it. Trying to include bathroom in the same project so someone will respond:
    - Keller / Midtown (too busy) / Dimension 4 / where else? Does construction company need to be LEED certified? Bamboo vs. Cork? Nicole will send some names of other construction companies in the area.
  - Convert current men/women bathrooms into 2 family bathrooms (non-gender)
  - Restain the pergola outside
- Overdrive Advantage (SCLS- libraries can have their own) wait time is too long, and only allowed 10 holds. Has ebooks and audio books.
  - Like Lucky Day for ebooks / audiobooks (but can place hold on them) -copy would go to our patrons first. Is there data management that would take staff hour? Staff would choose titles, but worthwhile use of time to decrease patron's wait time.
  - Training staff on Overdrive /Libby for better patron support. Out of AV budget this year.
  - Minimum \$250. Usually limited number of check-outs before copy expires. Based on how many copies and how long of a wait.
  - Canopy & Hoopla not feasible with our budget - gets really expensive really quick.
- Cleaning contract
  - Cleaning out paperwork and found that cleaning contract has not been updated since 2006. Can't find any information about the contract being renewed.
  - Paying much less, however, worried that it is so far below, we may lose the cleaners and then have to pay a steep increase all at once.
  - Ethically appropriate to increase - cleaners do good work and put in a lot of hours
  - Everyone in agreement that Kelly should reach out to the company and see if we could renegotiate the contract for a gradual increase.
- Strategic Plan next steps
  - End of the Survey 231 responses - going over broad picture at June Meeting.
  - Will get specific data from SCLS. What data to request for reports?
  - Elizabeth will email results (including comments) to the board to look over.

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

Dane County LS gave us a preliminary estimate for funding of 20,000 increase - very positive.

**Next meeting is Tuesday, June 18 at 5:15pm (via Zoom)**

**Future Agenda Item:**

-Survey results

**Adjournment:** Schaefer made a motion to adjourn the meeting at 5:55p.m.

Kurka Seconded. Motion carried.

Respectfully Submitted by

Erica Wagoner

**2024 May Invoices for Board Approval**

Category	Date	Vendor	Amount
<b>Audiovisual</b>			
	5/14/2024	Midwest Tape	205.43
	5/19/2024	T-Mobile	31.15
	5/20/2024	Midwest Tape	155.91
	5/29/2024	Midwest Tape	79.96
	5/29/2024	Midwest Tape	25.49
<b>Books</b>			
	11/29/2023	Baker and Taylor	0.01
	12/12/2023	Baker and Taylor	0.2
	2/1/2024	Baker and Taylor	454.16
	5/1/2024	Baker and Taylor	433.15
	5/14/2024	Baker and Taylor	348.98
	5/15/2024	Baker and Taylor	502.74
	5/21/2024	Baker and Taylor	362.09
	5/30/2024	Baker and Taylor	338.33
<b>Building Supplies</b>			
	4/30/2024	Maintenance Services	51.64
	5/6/2024	Amazon	110.28
	5/22/2024	Amazon	19.08
<b>Communication</b>			
	5/15/2024	TDS	376.08
<b>Dues and Subscriptions</b>			
<b>Equipment</b>			
	5/6/2024	Rhyme (Kyocera)	55.83
	5/13/2024	Rhyme (copier)	76.43
<b>120-57140-803-000 - EQUIPMENT (2024 CIP Project)</b>			
	5/20/2024	Goth Plumbing	1450
<b>Meetings</b>			
<b>Misc.</b>			
	6/3/2024	Nate Glynn Lawn Care Service	200
<b>Periodicals</b>			
<b>Postage</b>			
	4/5/2024	USPS (Visa)	3.92
	4/19/2024	USPS (Visa)	5.32
<b>Programming</b>			
	4/5/2024	Hart House Music (Visa)	50
	4/17/2024	Piggly Wiggly (Visa)	16.65
		Reimbursement-Elizabeth Clauss;	
	5/21/2024	parade candy	82.25
	5/23/2024	Amazon	63.31
<b>Reference</b>			
<b>Supplies</b>			
	4/17/2024	Ace Hardware	43.55
	5/10/2024	Demco	225.5
	5/13/2024	Rhyme	15.06
	5/21/2024	Amazon	8.21
	5/22/2024	SCLS-Spine Labels	122.1
	5/27/2024	Amazon	39.3
<b>Support Services (ILS Fees)</b>			
<b>Support Services</b>			
	4/30/2024	Maintenance Services	649.12
<b>Technology</b>			
<b>Utilities</b>			
	5/15/2024	Cross Plains W/S	185.55
	5/15/2024	MGE	1477.36
<b>Library Checkbook/Petty Cash</b>			
	5/15/2024	Emmons Business Interiors	2657.72
	5/22/2024	Dirty Threads Laudromat	5.75
			<b>TOTAL 10449.41</b>

**2024 May Library Revenues remitted to the Village**

46710 General Revenue	26.6
45190 Other Law and Ordinance Violations	161.78
49310 Endowment Fund Transfer	2000
48200 Rent	50
<b>Total Donations/Misc. Revenue</b>	<b>2238.38</b>

**2024 May Revenues for Library**

Copy Donations	28.1
Misc. Donations/Revenue	6441.69
<b>Total Donations/Misc. Revenue</b>	<b>6469.79</b>

## Director's Report – June 2024

	May 2024	YTD	May 2023	YTD 2023	% change in YTD
Patron Count	3671	15,953	-	-	-
Checkouts	4927	25,241	3942	20,853	21.04%%
Holds Placed	1869	9381	1298	6224	24.71%
Holds Filled	1552	7534	1116	6195	21.6%
Children's Program Attendance	479	1246	159	611	103.9%
Adult/General Program Attendance	18	204	-	-	-
Passive Programming (makerspace table/coloring sheets)	183	1438		-	-
Community Room Reservations	16	98	10	63	55.5 %
Study Room Reservations	24	156	38	154	1.29%

- Summer reading is off to a good start—over 240 people at our kickoff event—and lots of reading logs for kids and adults handed out already.

## VILLAGE OF CROSS PLAINS MEETING ROOMS USE POLICY

The meeting rooms located in the Rosemary Garfoot Public Library facility at 2107 Julius Street are open to all groups and persons regardless of their beliefs or affiliations. There shall be no restrictions regarding religious, political or business activities other than they be lawful.

- The Library and other Village departments take precedence over all groups and persons in use of the meeting rooms. The Village and Library reserve the right to revoke permission to use a meeting room if needed by Village departments and/or committees.
- Use of rooms will be free to ~~non-profit~~nonprofit organizations.
- All other groups and persons will be charged a set fee of \$50.
- Reservations are not valid until application is completed and approved. Fee must be paid prior to staff unlocking the community room for the group, and fee paid.
- The meeting rooms will be available on a first come, first serve, reserved basis.
- ~~There shall be no priorities among activities for public use of the rooms with the exception of the Golden Agers senior citizen organization. The Golden Agers have a permanent room reservation on the 1<sup>st</sup> Thursday of each month. The room will be unavailable from noon until 5 p.m.~~
- The Village and Library assume no responsibility for personal belongings or organizational equipment in connection with the use of meeting rooms.
- No belongings or organizational equipment may be stored in the facility. All available storage space is for library use only.
- The Rosemary Garfoot Public Library and meeting rooms may not be used as the address or headquarters of any group.
- The Village and Library reserve the right to deny or terminate the use of meeting rooms as a result of disorderly conduct or violation of the regulations listed in this document. Termination will occur after one warning from the Village Administrator.
- Exceptions to this policy are made at the Library Director or Village Administrator's discretion.

### RESERVATIONS

Reservations for meeting rooms must be filed by means of written application with the Library. A telephone call can be used to determine whether a particular time slot is open; the reservation does not take effect until the application has been submitted and approved by the signature of designated Library staff members. Only a person of legal age may sign an application.

~~There are two booking periods, September – May and June – August. Reservations will be accepted for only one booking period at a time. Meeting rooms cannot be reserved more than sixty days in advance of the first meeting.~~three months in advance.

If the meeting includes a program directed to the public, this information is to be stated on the application so that inquiries to the Library may be answered.

The person signing the application is responsible for:

1. Payment for any damage to Village or Library property occurring during or in connection with room use.
2. Enforcing the meeting room regulations.

### MEETING ROOM REGULATIONS

1. The use of any equipment/supplies in the meeting rooms is not permitted without prior approval from the Library.
2. Alcoholic beverages, illicit drugs, and smoking are prohibited in the meeting rooms and entire facility.
3. Rooms must be left in a neat and orderly condition. All cleanup must be completed immediately after the meeting so the rooms are ready for the next applicant's use.
4. The Library will not store any materials or equipment belonging to groups using the meeting rooms.
5. The Library does not provide supplies for groups or individuals other than chairs, ~~and tables,~~ and a projector with HDMI cable if requested.
6. A supervising adult is required to be present at all times for groups of children or teens.
7. The kitchen may be used to prepare food, but prior permission is required. Refreshments may be served by a caterer or group member. The person signing the application will be responsible for cleaning up after food service and checking all appliances to make sure they are either properly turned off or closed.
8. The meeting rooms must be vacated by the hour specified on the application. Possession of keys does not give applicants the right to come and go at will; only at reserved times. Unauthorized entrance will result in room revocation.
9. Groups and individuals are responsible for locking up the meeting rooms. If the Library is closed, responsibilities also include making sure everyone is out of the building before turning off lights in the kitchen, hallway and bathrooms, and locking exterior library doors when they leave. The person responsible for securing the building must obtain proper instructions from the Library staff.
- 9.10. If a group is scheduled to use the meeting room and a tornado watch or warning is in effect, we will need to cancel the room request due to safety concerns. We will contact the group as soon as possible when this situation arises. If a tornado watch or warning is announced while a group is using the community room, groups should follow library safety procedures. This includes moving meeting attendees into the community kitchen in case of a warning and remaining in the kitchen until warning expires.