Rosemary Garfoot Public Library Board Meeting Agenda

Tuesday, August 20, 2024 at 5:15pm
2107 Julius Street, Cross Plains, WI 53528

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 7/16/2024 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**
1. Cleaning Contract Update (discussion)

VIII. **New Business**
1. General Records Schedule (discussion and possible action)
2. Future CIP items (discussion and possible action)
3. 2025 Draft Budget (discussion and action)
4. Self-check and RFID stations (discussion and action)
5. Board book shelving/seating area (discussion and possible action)
6. Staff evaluations/goal setting (discussion)
7. Strategic Plan draft (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, September 17 at 5:15pm

Posting on_____ **by**_____

Rosemary Garfoot Public Library Board Meeting Minutes
Tuesday, July 16, 2024

Present: Jennifer Wankerl, Erica Wagoner, Denise Baylis, Nicole Schaefer, Amy Kurka, Robin Graves, Sarah Borchardt
Not present: none
Also present: Elizabeth Clauss

*Recording on Zoom
Call to Order: Jenn Wankerl called the meeting to order at 5:15 pm

Public Comment: None

Approval of Minutes from May 2024 meeting (action item):
- Baylis made a motion to approve the minutes.
- Schaefer seconded. Motion carried.
- Discussion: Typo "fun balance" corrected and "$" added

Treasurer's Report:
The cash management "money market" account reported at $ 51,291.09
The Public "checking" account reported at $ 46,945.94
Revenues to the Village reported at $ 281.90

Endowment reported: $135,635.68

Approval of Bills (action item):
Wagoner made a motion to approve the bills.
Kurka seconded. Motion carried.

Reports:

Director's Report

- SLP is off to a great start! We had almost 100 adults signed up at the start of June, plus close to 800 kids! Programming has also been very successful with strong attendance across the board, so I think we're headed in the right direction in terms of the types of programs we're offering and how frequently we're offering it.
- The library card sign-up drive at Creekside Scoop was a success—13 new library cards (and free scoops of ice cream!) were issued. Thanks to Creekside Scoop for sponsoring the event!
- Our 60th birthday party was lots of fun—over 100 people came for cake, music, and yard games. It was great to see people out on the patio hanging out and enjoying the music or playing games and just enjoying the library as a community space.
- The Community Room is seeing lots of use this summer, especially with Parks and Rec hosting some of their programs here. It's a space for the community, and so wonderful to see it getting used so much.

- Collection clean-up projects continue: we'll finish weeding the adult fiction this year so that we can get on a set schedule for weeding and stay on top of it moving forward. We're also working on relabeling/reorganizing the board books, juvenile DVDs, blu-rays, foreign films, and children's series books.
- Number of sign up for Trivia Night at 1909 is less than expected, decided to serve not a fundraiser but a fun, free library program instead - anyone interested could sign up at the door.

	June 2024	YTD	June 2023	YTD 2023	% change in YTD
Patron Count	4650	20,603	--	--	--
Checkouts	5888	31,129	5345	26,198	18.82%
Holds Placed	2089	11,470	1520	9042	26.85%
Holds Filled	1650	9184	1143	7338	25.16%
Children's Program Attendance	800	2046	829	1440	42.08%
Adult/General Program Attendance	32	236	--	--	--
Passive Programming (makerspace table/coloring sheets)	1251 *SLP: 98 adults; 760 kids	2689		*SLP: 111	--
Community Room Reservations	29	127	12	82	54.8 %
Study Room Reservations	39	156	65	219	-10.96%

Presidents Report

- Attended birthday party - kudos to the library staff for advertising so well and having a great turnout.
- Lots of great feedback from families about the makerspace (make and take)- really doable projects and really fun to do. Clauss added that one of the new library staff has taken on updating the monthly crafts and is doing a great job.
- Request to bring back the print-out of the self-guided tour of the features that makes the library "Green". PDF is on website, but would appreciate if copies could be printed out and available at the circulation desk.

Village Trustees Update:
- Positive review of the Summer Kick-off Party -really great event, good flow, didn't have to wait in lines, children LOVED the capes.
- Timeline for Town Hall / Police - start building next spring, open 2026.

- Pool / Park & Rec meeting last night - agree to resolution that the pool be placed adjacent to Baer Park (67%) as opposed to keeping it by library. Need village board approval. No timeline yet.
- New village administrator opening: had interviews last week and a first choice candidate was selected.

Old Business:
- Cleaning Contract Update: have been raising our cleaner's pay, it just hasn't been coming from our payments. The rate never went up as long as continuous services per old contract. New owners of the company, but will let us know by August if it is going to go up.

New Business:
- Vice President Election: No one is in the role of Vice President on the board of trustees.
  - Role includes running the meeting if the president wasn't available to attend a meeting. VP would take over as president if the president couldn't complete the term. Generally the VP would become the next President when the president steps down. Term would be 2 years, but could step down.
  - Robin Graves was nominated.
  - Wagoner made a motion to install Robin Graves as the vice president of the board of trustees for the upcoming term. Baylis second the motion. Motion Carried.
- Meeting Room Policy updates - Review changes.
  - Borchardt made a motion to accept the changes to the meeting room's policy and adopting the updated policies made by Director Elizabeth Clauss. Graves seconded. Motion Carried.

South Central Library System and/or Dane County Library Service Update:
ILS fee going down a little bit

Next meeting is Tuesday, August 20 at 5:15pm (in person)

Future Agenda Item:
Presentation of the strategic plan next month.
Budget related items - discussion, not action item

Adjournment: Borchardt made a motion to adjourn the meeting at 5:46p.m. Schaefer Seconded. Motion carried.

Respectfully Submitted by
Erica Wagoner

2024 July Invoices for Board Approval

Category	Date	Vendor	Amount
Audiovisual			
	3/25/2024	Midwest Tape	67.71
	5/20/2024	Midwest Tape	155.91
	6/10/2024	Midwest Tape	232.13
	6/12/2024	Overdrive (Visa, for Advantage Order)	186.82
	6/12/2024	Overdrive (Visa; Advantage Deposit)	250
	7/8/2024	Midwest Tape	223.4
	7/13/2024	Midwest Tape	142.64
	7/23/2024	Midwest Tape	141.36
Books			
	7/3/2024	Baker and Taylor	390.91
	7/10/2024	Baker and Taylor	365.88
	7/23/2024	Baker and Taylor	214.72
	7/24/2024	Baker and Taylor	232.45
	7/31/2024	Baker and Taylor	347.98
Building Supplies			
Communication			
	7/16/2024	TDS	376.77
Dues and Subscriptions			
Equipment			
	7/13/2024	Rhyme (Sharp)	76.41
	7/17/2024	Rhyme (Kyocera)	186.58
Maintenance			
	7/10/2024	1901	2806.4 Semi-annual maintenance
	7/10/2024	1901	643.8 repairs found in maintenance
Meetings			
	7/31/2024	SCLS (All Directors Lunch)	12
Misc.			
	8/1/2024	Nate Glynn Mowing	250
Periodicals			
Postage			
Programming			
	7/1/2024	Amazon	68.52
	7/15/2024	Ace	9.38
	7/22/2024	Amazon	23.38
	7/28/2024	Amazon	59.44
	7/29/2024	Piggly Wiggly	10.28
	7/30/2024	Amazon	302.76
Reference			
Supplies			
	2/29/2024	SCLS	220.71
	7/7/2024	Amazon	41.8
	7/13/2024	Rhyme	22
	7/16/2024	Amazon	23.63
	7/17/2024	Rhyme	186.58 *7 months of copying
	7/19/2024	Ace	10.78
	7/25/2024	Demco	655.64
	7/26/2024	SCLS	9.9
Support Services (ILS Fees)			
Support Services			
	6/30/2024	Maintenance Services of Madison	659.12
Technology			
Utilities			
	7/15/2024	MGE	1398.37
	7/15/2024	CP Utilities	186.7
Library Checkbook/Petty Cash			
	7/1/2024	Corey Hart-SLP	50
	7/6/2024	Art Cart Extra-SLP	100
	7/8/2024	Dirty Threads Laundromat	8.5
	7/8/2024	Corey Hart-SLP	50
	7/15/2024	Skot Reifer-DND-SLP	287.5
	7/15/2024	Corey Hart-SLP	50
	7/20/2024	Skot Reifer-Cardboard Construction-SL	225
	7/22/2024	Corey Hart-SLP	50
	7/23/2024	Chris Fascione-SLP	400
	7/29/2024	Corey Hart-SLP	50
	8/5/2024	Corey Hart-SLP	50
		TOTAL	9773.16

2024 July Library Revenues remitted to the Village
46710 General Revenue   80

43570 Dane County Grant   *BTP grant sent directly to village by ISO BFT

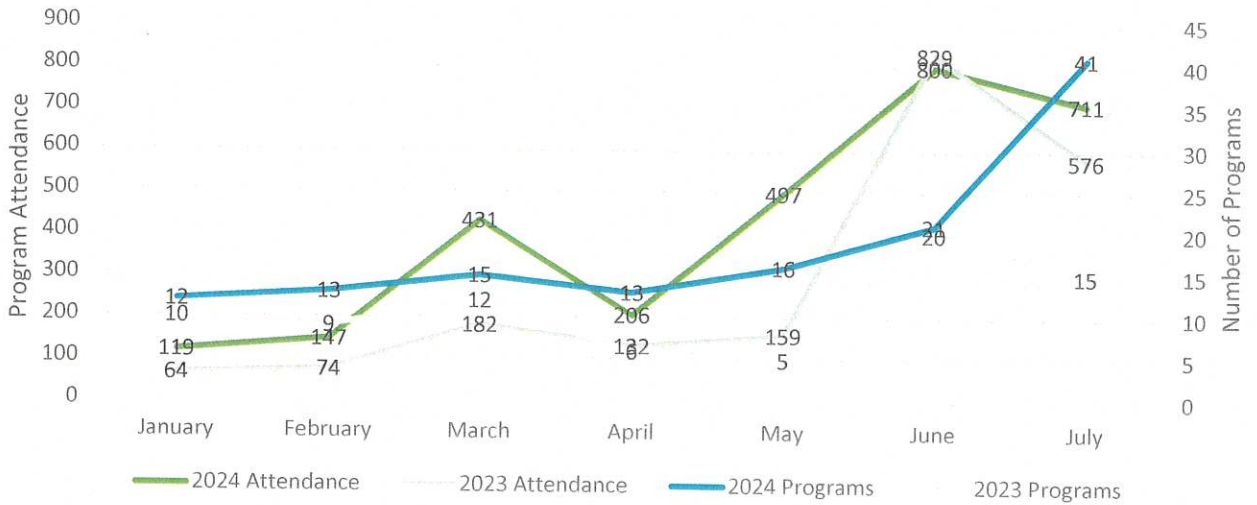250 BFT

45390 Other Law and Ordinance Violations   829.24

45200 Rent   50
Total Donations/Misc. Revenue   1209.24

2024 July Revenues for Library
Copy Donations   43.3

Misc. Donations/Revenue   102.4
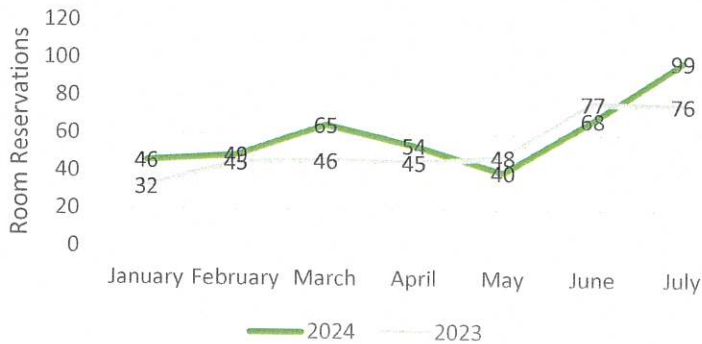
Total Donations/Misc. Revenue   145.5

August Director's Report

Circulation and Holds

Month	2024 Circulation	2023 Circulation	2024 Holds Placed and Filled	2023 Holds Placed and Filled
January	5176	4240	3222 / 3088	2720
February	4822	4099	3451	2720
March	5586	4640	3521	2826
April	4730	3932	3320	2669
May	4927	3942	3421	2414
June	5888 / 5345		3739	2663
July	6200	5380	3569 / 3067	
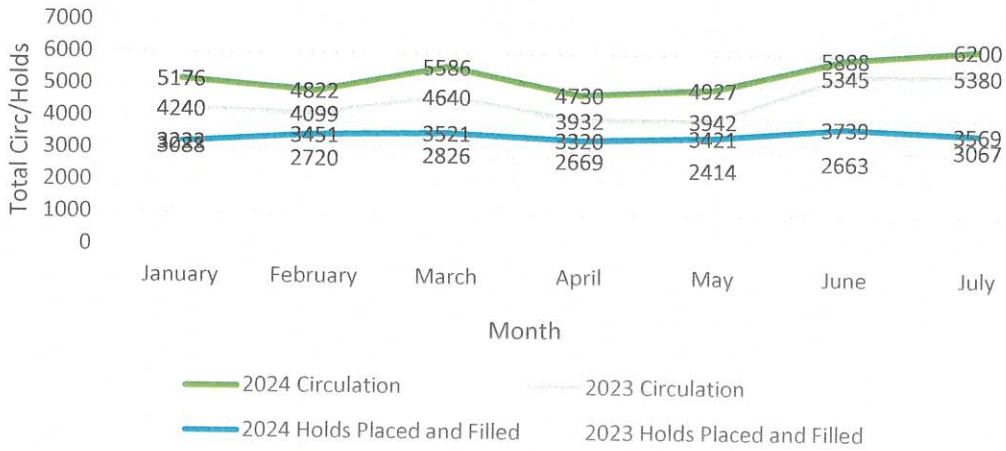
Programs and Attendance

Month	2024 Attendance	2023 Attendance	2024 Programs	2023 Programs
January	119	64	12	10
February	147	74	13	9
March	431	182	15	12
April	206	132	13	
May	497	159	16	5
June	829 / 800		21 / 20	
July	711	576	41	15

Community and Meeting Room Use

| Month	2024	2023
January	46	32
February	48	45
March	65	46
April	54	45
May	48	40
June	77	68
July	99	76

- A busy month at the library! We had 5,297 visitors and ran more than twice our average number of programs and provided supplies for 610 passive programs. It was great to see so many folks in the library enjoying the programs or getting creative with the makerspace activities.
- SLP has officially wrapped up. We had 42 kids collect prize books and 39 adults turn in their sheets to be entered in the prize raffle. We're looking at our stats and feedback to figure out where we need to adjust things for next year. Huge thank you again to the schools for helping us get the reading logs out to families, and to the Lions, Optimists, and Friends of the Library for sponsoring all the programs and prize books.
- August is quiet for programming as we prep for fall. Starting in September for kids: Community Helpers storytime series with special guests from all village departments, Little Learners STEAM programming with Parks and Rec on Wednesday mornings, Construction Zone afterschool on Thursdays for school-age kids, activities for all no-school days, and our regular Read with a Dog, Tween/Teen Book Club. For adults, we're highlighting a cheese tasting/history of cheese program with Fromagination (funding from Beyond the Page), as well as an ice cream program with UW's Food Science Department Head that will include tasting Babcock ice cream (this program is led by our practicum student, Michelle Fisher). We're also partnering with Public Facilities and the Wisconsin Water Library for an all-ages program about microplastics in wastewater and a tour of our wastewater treatment plant. A fall festival is in the works for October to tie in with the Halloween display as well.
- Lots of projects on the horizon as we move into autumn: self-check and open holds, creating picture book city, starting to RFID our collection, continued collection maintenance, and relabeling some of the children's collections.

General Records Schedule

Wisconsin's Public Libraries and Public Library Systems and Related Records

Approved by the Public Records Board:

June 12, 2017
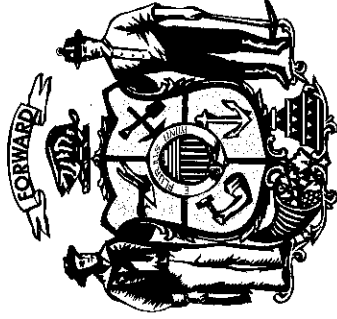
Expiration: June 12, 2027

For use by all units of Wisconsin Government at the State, County, and Municipal level

I. Scope

This schedule governs the records retention obligations of state agencies pursuant to Wis. Stat. § 16.61, and applies to "public records" as defined in Wis. Stat. § 16.61(2)(b). These "public records" are referred to as "records" in this schedule.

This schedule covers records which most state agencies, including the University of Wisconsin System Administration, the University of Wisconsin Institutions, all Wisconsin counties, municipalities and other units of local government create and use in the operation of public libraries and public library systems. The schedule is applicable to all records regardless of format or media.

This general schedule may *not* include records which are unique to the mission of a single government unit. Records that are unique to the mission of a specific government unit require a separate Records Disposition Authorization (RDA). The department or institution is responsible for creating a RDA that must be submitted to, and approved by, the Public Records Board (PRB).

See the Introduction to General Records Schedules for additional information about how to use this schedule. In particular please review the restrictions on conditions that might preclude the authorized destruction of documents in the normal course of business including open records requests, ongoing legal holds, or audits currently underway or known to be planned.

This schedule goes into effect upon final approval by the Public Records Board.

Historical Records – Notification to State Historical Society

To adopt this General Records Schedule complete and submit form PRB-002, Notification of General Records Schedule Adoption. Additionally, per Wis. Stat. § 19.21 you are required to provide a 60-day notice to the Historical Society prior to the destruction of any records. Unless the Historical Society directs otherwise, the library may begin record destruction upon receipt of the response letter.

II. Records Format

Records covered in this schedule may be in paper, electronic, or other formats. Electronic format examples include those created or transmitted via e-mail, data contained in database systems, and tapes/cartridges. To safeguard the information contained in records maintained *exclusively* in electronic format, agencies must meet the standards and requirements for the management of electronic records outlined in Wis. Admin. Code ch. Admin 12.

III. Personally Identifiable Information

Wisconsin law requires authorities to specifically identify certain record series within a general records schedule that contain Personally Identifiable Information (PII). Wisconsin Stat. § 19.62(5) defines PII broadly as "information that can be associated with a particular individual through one or more identifiers or other information or circumstances." Despite this broad definition, Wis. Stat. § 16.61(3)(u)(2), requires that record series within a schedule containing the following types of PII need not be identified as such: a) the results of certain computer matching programs; b) mailing lists; c) telephone or e-mail directories; d) record series pertaining exclusively

to agency employees; and e) record series that contains PII incidental to the primary purpose for which the records series was created, and f) those relating to state agency procurement or budgeting. If in doubt as to whether a specific record series contains PII, check with your agency legal counsel.

Information about identity theft and information security is available at http://itsecurity.wi.gov/ .

IV. Confidentiality of Records

Most records are not confidential and are open to public disclosure, however, there are exceptions. This GRS will identify any record series that may contain information required by law to be kept confidential or specifically required to be protected from public access, identifying the state or federal statute, administrative rule, or other legal authority that so requires. If in doubt as to whether or not a specific record, or content in that record, is confidential, check with your agency legal counsel. A record series should be identified as confidential even if not all records in the series contain confidential information and not all parts of records covered by the series are confidential.

V. Superseded Record Series

"Superseded" means that a new record series or RDA number has been used to cover records that were previously identified differently. The last column in the following GRS table titled "Previous RDA Number (if applicable)" provides a cross walk between new and any superseded RDA numbers. When revising a GRS, an attempt is made to retain the previous RDA number, providing the underlying records remain the same.

VI. Related Records

The "Related Records Series" section provides information on other record series in approved GRSs which may relate to the broader functional area of this GRS. These record series are listed to facilitate a more complete understanding of all the record series within the broad scope of this function of government. It may not however contain a complete listing of all records series used within your agency for these types of business records. See the "Related Records Series" section included in this document.

VII. Closed Record Series

When revising a GRS it is common for some previously included record series to be closed. The "Closed Series" section lists series containing records that are no longer created, nor are they expected to be in the future. See the "Closed Series" section included in this document.

VIII. Revision History

See the "Revision History" section for a listing of changes to this GRS.

Board / Governing Body Materials for Libraries & Systems   *Prior to destroying any records, review instructions in Scope section above.

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
001	Bylaws	Bylaws of the public library or public library system.	No	No	*Event and destroy*	*Event is superseded*	Bylaws created and amended by the Board to establish the structure and responsibilities of the board, and the manner in which the library will meet its regulatory requirements.	
002	Annual Reports	Annual reports documenting the library's services and finances over the previous year.	No	No	*Event + 2 years and destroy*	*Event is date the report is submitted to DPI.*	These reports are submitted to the Board &/or Municipality and to DPI per Wis. Stat. ch. 43.58(6)(a).	**003; 004**

Administrative Files   *Prior to destroying any records, review instructions in Scope section above.

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
003	Donor Files – Monetary Donations	Information about monetary donations to the library and/or archives.	Yes	May contain, Wis. Stat. § 43.58(7)(a)	*Event + 5 years and destroy confidential*	*Event is when the library acknowledges receipt of donation.*	May include receipts for donations, letters of acknowledgment, and supporting documentation.	**012**

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
004	Donor Files – Property Donations	Information about donors of property (such as artwork, furniture, computers, etc.) to the library and/or archives.	Yes	May contain, Wis. Stat. § 43.58(7)(a)	*Event + 5 years and destroy confidential*	*Event is when item is no longer in library's possession or conditions of contract have been met.*	May include signed deed of gift forms, receipts for donations, letters of acknowledgment, contracts stating terms of donation and supporting documentation.	**013; 115**
005	Patron Incident and Disciplinary Files	Records regarding patrons who have received disciplinary action or prohibitory sanctions.	Yes	Yes, Wis. Stat. § 43.30(1m)	*Event + 5 years and destroy confidential*	*Event is the date of the incident or rule violation.*	May consist of letters sent to patrons describing the unacceptable activity and the prohibitions on patron privileges.	**016**
006	Purchase Request	Requests from library patrons requesting items to be added to the library collection.	Yes	Yes, Wis. Stat. § 43.30(1m)	*Event + 1 year and destroy confidential*	*Event is decision made regarding requested item.*		**017**
007	Request for Reconsideration of Library Materials	Suggestions received from a patron or patrons asking the library to discard or reclassify a specific item in the collection, the library's response and action if any.	Yes	No	*Event + 6 years and destroy confidential*	*Event is date decision is made by the library.*		**019**

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
008	**Legal Opinions**	Correspondence with the attorney who provided legal counsel to the library.	Yes	Yes, Wis. Stat. § 905.03	*Event + 5 years and destroy confidential*	*Event is date superseded or opinion is no longer relevant.*	These records may be covered by attorney-client confidentiality.	**025**
009	**Litigation Files**	Records documenting any litigation to which the library is a party.	Yes	Yes, Wis. Stat. § 905.03	*Event + 5 years and destroy confidential*	*Event is date case is closed and appeals exhausted.*	These records may be covered by attorney-client confidentiality. May include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc.	**026**
010	**Accident Reports / Claims**	Records pertaining to any incidents on the library premises by non-employees.	Yes	No	*Event + 7 years and destroy confidential*	*Event is the date of the reported incident.*	May include related information, such as witness statements, medical information, legal counsel, or subsequent claims.	**015**

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
Financial Materials	*Prior to destroying any records, review instructions in Scope section above.							
011	Budget Records	Records used to prepare the library's budget.	No	No	*Fiscal year + 6 years and destroy*		May include planning materials, such as current budget and financial reports, projections of revenue, expenses (materials, services, marketing, IT), and fixed costs, and requests by each department for funding.	028; 029
012	Annual Inventory and Depreciation Schedules	Records listing all major library property, electronic equipment and its book/materials value.	No	No	*Fiscal year + 5 years and destroy*		Items remain on the inventory until their active life has elapsed.	042
Integrated Library System, Interlibrary Loan & Information Technology	*Prior to destroying any records, review instructions in Scope section above.							
013	Bibliographic Records and Finding Aids	Basic information about each title in the library collection and/or items in the archival collection.	No	No	*Event and destroy*	*Event is when item is withdrawn from the library's collection.*	Records are maintained in a card catalog system and shelf list, or electronically in an ILS.	87; 118
014	Item Level Record	Records documenting each individual copy of any title or item within the collection.	No	No	*Event and destroy*	*Event is when item is withdrawn from the library's collection.*	Record consists of links to a bibliographic record, plus the copy number, location, and availability.	088

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
015	Authority Files	Authority information used to identify names and subjects according to established rules in bibliographic records.	No	No	*Event and destroy*	*Event is when item is withdrawn from the library's collection.*	Records are deleted from an ILS when there is no longer an item to which it can refer (blind reference).	089
016	Patron Registration and Application Forms	Patron registration and applications used to identify each individual, including contact information, who may borrow materials or use library resources.	Yes	Yes, Wis. Stat. § 43.30(1m)	*Event and destroy confidential*	*Event is when the information has been entered into the Patron Database and information is verified for accuracy.*	Forms may include, registration or policy acknowledgement for other library services or privileges, such as acceptable use of the Internet.	090
017	Patron Level Record	Identifying information from the patron registration form and other information entered into the ILS to identify items currently borrowed, fines, holds, and special privileges.	Yes	Yes, Wis. Stat. § 43.30(1m)	*Event and destroy confidential*	*Event is when the card expires without renewal and all items are returned and fines paid, per library policy.*		091
018	Overdue Notices	Notices are sent to patrons to remind them to return borrowed items.	Yes	Yes, Wis. Stat. § 43.30(1m)	*Event and destroy confidential*	*Event is when fines are paid or are written off, per library or system policy.*	Notices may be generated manually or automatically by the ILS.	092

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
019	Library Use Reports and Statistics	Reports summarizing acquisition, interlibrary loan activity, catalog, and circulation activities.	No	No	*Creation + 1 year and destroy*		Libraries should be aware of what use report information their shared ILS retains.	**093**
020	Interlibrary Loan Records	Records used to track the request and return of library items with libraries outside the local ILS.	Yes	Yes, Wis. Stat. § 43.30(1m)	*Event and destroy confidential*	*Event is when item is returned to the lending library.*	Records indicate when and where the item was sent, when it is due back, and when it was returned.	**095**
021	Interlibrary Loan Request Records	Records providing information about items shipped, unfilled requests, conditional loans, renewal requests, and returns.	Yes	Yes, Wis. Stat. § 43.30(1m)	*Event + 30 days and destroy confidential*	*Event is when item is returned to the lending library.*		**096; 097**
022	Log of Interlibrary Loan Transactions	Information of ILL activity, date shipped, place shipped from and to, the title, and the date it was returned for all requests by member libraries.	No	No	*Event + 30 days and destroy*	*Event is when item is returned to the lending library.*	This log is a source document for monthly statistics.	**098**

Departmental Records *Prior to destroying any records; review instructions in Scope section above.

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
023	Internet, Equipment or Room Use Agreements	Patron agreements to abide by the library's policies when using a computer, the internet, and equipment or rooms at the library.	Yes	Yes, Wis. Stat. § 43.30(1m)	*Event and destroy confidential*	*Event is end of business day or when equipment or room are no longer in use.*	Agreements include the personally identifiable information about the patron.	**103; 104**
024	Reference Requests & Responses	Records documenting research or scholarly requests for information about or access to items within the institution's collections.	Yes	Yes, Wis. Stat. § 43.30(1m)	*Event and destroy confidential*	*Event is date request is fulfilled or response is provided.*	May include requester's contact information and records necessary for the administration of the institution's ILL program.	**106**
025	Programming and Events Files	Information about specific library programs or events.	No	No	*Event + 1 year and destroy*	*Event is date of the program or event.*	May contain a copy of materials developed for publicity and programming, and evaluation forms.	**108; 109; 111;112**
026	Contest Entry Forms	Forms used to award prizes for contests.	Yes	Yes, Wis. Stat. § 43.30(1m)	*Event + 30 days and destroy confidential*	*Event is when contest winner is determined.*	May include names, contact information, school, grade, and age.	**110**

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
027	**Press Releases**	Official press releases and related topical indexes.	No	No	*Creation + 5 years and destroy*			**114**
028	**Archival Accession / Deaccession Records and Processing Files**	Information documenting the transfer of legal and physical custody of materials (photographs, documents, objects, printed materials, furniture, etc.) to and from local history collections including what is retained or deaccessioned during collection processing.	Yes	May contain, Wis. Stat. § 43.58(7)(a)	*Permanent*		May include date of transfer, name or brief bio of the donor/creator, contents of container, documentation transferring intellectual property rights to the library, restrictions of collection on use and letter of acknowledgement.	**116; 117**
Library System / Shared Automated System Records							*Prior to destroying any records, review instructions in Scope section above.	
029	**Library System Plans**	Plans identifying the services that are offered by the library system, and the budget for other services.	No	No	*Event + 10 years and destroy*	*Event is superseded.*	The system board approves the plan and it must also be approved by DPI. Retention per Wis. Admin. Code ch. PI 6.06(4)(a).	**119**

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
030	Materials and Rotating Collections Records	Lists of current materials available for use by member libraries.	No	No	**Event and destroy**	*Event is superseded or no longer needed.*	May include professional collections, supplemental materials, AV materials, or rotating collections.	**122; 123**
031	Materials and Rotating Collections Use Summary	Report of the circulation or distribution information from the system holdings to borrowers or member libraries' temporary holding status.	No	No	**Event + 30 days and destroy confidential**	*Event is when item is returned to the lending library.*		**124**
032	Delivery Service Forms	Records documenting ILL items that are in transit.	No	No	**Event and destroy**	*Event is when item has been delivered.*	May include courier routes and hub connections with other state, system, school district, and private courier services.	**125; 126**

Closed Series

A closed series contains records that are no longer created, nor are they expected to be in the future.

RDA Number	Record Series Title	Minimum Retention and Disposition	Rationale
008	Subject Files	ACT+5	Individual RDAs in the GRS cover records in a more succinct manner.
053	License and Permits	EXP+1	Not a public library record.
054	Inspection Reports	ACT	Not a public library record.
059	Mobile Collection Schedule	SUP	Duplicates 126 Delivery and Mobile Collections Schedule
094	Online Union Catalogs	ACT	Obsolete.
101	Interlibrary Loan (ILL) Reference Codes	ACT	Not a public library record.
102	ILL Periodical Title Requests	FIS+5	Not a public library record.
113	Library Newsletters	CR+3	Not a public library record.
121	Membership Lists	ACT	Not a public library record.
128	Workshop Calendars and Flyers	SUP	Not a public library record.
065	Union Membership		Obsolete
073	Union Contract Negotiation Files		Obsolete

Related Records Series

Information on other record series in approved GRSs which may relate to the broader functional area of this GRS. These record series are listed to facilitate a more complete understanding of all the record series within the broad scope of this function of government. It may not however contain a complete listing of all records series used within your agency for these types of business records.

RDA Number	Record Series Title	Description	Notes/Comments

Revision History

A listing of changes to this GRS.

Superseded General Records Schedules available on the Public Records Board webpage.

https://publicrecordsboard.wi.gov/Pages/GRS/Statewide.aspx

Revision Date	RDA Number	Record Series Title	Revision Made
01/2017	002	Policy Manual	Superseded by ADM00023.
01/2017	005	Minutes and Meeting Materials	Superseded by ADM00025.
01/2017	006	General Correspondence	Superseded by ADM00010.
01/2017	007	Director/Assistant Director's Reports	Superseded by ADM00025.
01/2017	009	Meeting Records – Internal Staff	Superseded by ADM00027.
01/2017	010	Procedures	Superseded by ADM00027.
01/2017	011	Planners/Calendars	Superseded by ADM00005.
01/2017	014	Grant Files	Superseded by ADM00013.
01/2017	018	Compliments/Complaints/Suggestions	Superseded by ADM00007.
01/2017	020	Strategic Planning – Development Documentation	Superseded by ADM00017.
01/2017	021	Strategic Planning – Final	Superseded by ADM00017.
01/2017	022	Open Records Requests	Superseded by ADM00022.
01/2017	023	Contracts	Superseded by PUR00010.
01/2017	024	Leases	Superseded by PUR00010.
01/2017	027	Staff/System Newsletters	Superseded by ADM00015.
01/2017	030	Annual Financial Report/Audit	Superseded by FIS00001 (previously 90000004).

Revision History

A listing of changes to this GRS.

Superseded General Records Schedules available on the Public Records Board webpage.

https://publicrecordsboard.wi.gov/Pages/GRS/Statewide.aspx

Revision Date	RDA Number	Record Series Title	Revision Made
01/2017	031	Monthly Financial Reports	Superseded by ADM00001 (previously 90000002).
01/2017	032	Accounts Payable/Receivable	Superseded by FIS00020 (previously 90000021).
01/2017	033	Journal Entries/General Ledger	Superseded by FIS00020 (previously 90000021).
01/2017	034	Balance Sheet	Superseded by FIS00020 (previously 90000021).
01/2017	035	Deposit Slips and Cancelled Checks	Superseded by FIS00027 (previously 90000041).
01/2017	036	Invoices	Superseded by FIS00020 (previously 90000021).
01/2017	037	Purchase/Order Records	Superseded by PUR00010.
01/2017	038	Sales Records	Superseded by FIS00020 (previously 90000021).
01/2017	039	Cash Receipts	Superseded by FIS00020 (previously 90000021).
01/2017	040	Petty Cash Vouchers	Superseded by FIS00020 (previously 90000021).
01/2017	041	Bank Statements and Reconciliation	Superseded by FIS00020 (previously 90000021).
01/2017	043	State Tax Returns	Superseded by FIS00026 (previously 90000092).
01/2017	044	Payroll Deduction/Liability Records	Superseded by PAY00021.
01/2017	045	Insurance Policies	Superseded by RISK0025 & RISK00035.
01/2017	046	Request for Bids, Proposals and RFP	Superseded by PUR00010.
01/2017	047	W-2 Forms	Superseded by PAY00016A.

Revision History

A listing of changes to this GRS.

Superseded General Records Schedules available on the Public Records Board webpage.

https://publicrecordsboard.wi.gov/Pages/GRS/Statewide.aspx

Revision Date	RDA Number	Record Series Title	Revision Made
01/2017	048	Employer Contributions to Retirement Accounts	Superseded by PAY00012.
01/2017	049	Electronic Funds Transfer	Superseded by PAY00021.
01/2017	050	Payroll Summaries	Superseded by PAY00011.
01/2017	051	Payroll Records	Superseded by PAY00011.
01/2017	052	Blueprints/Building Plans/Final Specifications	Superseded by FAC00015.
01/2017	055	Hazardous Material Safety Data Sheets	Superseded by RISK00048.
01/2017	056	Security Log	Superseded by FAC00086.
01/2017	057	Surveillance Recordings	Superseded by FAC00082.
01/2017	058	Vehicle Files	Superseded by FLEET013.
01/2017	060	Personnel Files	Superseded by HR000190.
03/2019	061	Interview Materials for Non-Hires	Superseded by HR000013 (previously HR000016).
01/2017	062	Open Application Files	Superseded by HR000022.
01/2017	063	Withholding Forms	Superseded by PAY00021.
01/2017	064	Health Plan Applications	Superseded by PAY00021.
01/2017	066	I-9 File	Superseded by HR000026.

Revision History

A listing of changes to this GRS.

Superseded General Records Schedules available on the Public Records Board webpage.
https://publicrecordsboard.wi.gov/Pages/GRS/Statewide.aspx

Revision Date	RDA Number	Record Series Title	Revision Made
01/2017	067	Staff Work Schedules	Superseded by ADM00005.
01/2017	068	Time and Attendance	Superseded by PAY00009.
01/2017	069	Vacation and Sick Leave Calculator and Report	Superseded by PAY00012.
01/2017	070	Time Off/Vacation Requests	Superseded by PAY00012.
01/2017	071	Employee Injury Records	Superseded by RISK0010.
01/2017	072	Grievances	Superseded by HR000110.
01/2017	074	Workers Disability Compensation Files	Superseded by RISK0010.
03/2019	075	Job Descriptions	Superseded by HR000190 (previously HR000045).
01/2017	076	Volunteer/Community Service Files	Superseded by HR000191.
01/2017	077	Continuing Education & Training	Superseded by HR000185.
01/2017	078	User Accounts	Superseded by IT000032.
01/2017	079	Confidentiality Form	Superseded by IT000033.
01/2017	080	Logon ID Request Acknowledged by User	Superseded by IT000033.
01/2017	081	Security Reports	Superseded by IT000026.
01/2017	082	Network Usage Logs	Superseded by IT000026.

Revision History

A listing of changes to this GRS.

Superseded General Records Schedules available on the Public Records Board webpage.

https://publicrecordsboard.wi.gov/Pages/GRS/Statewide.aspx

Revision Date	RDA Number	Record Series Title	Revision Made
01/2017	083	Electronic Equipment Inventory	Superseded by FIS00050 (previously 90000110).
01/2017	084	Web/Intranet Files	Superseded by IT000042.
01/2017	085	Library/System Website	Superseded by IT000042.
01/2017	086	Order Records	Superseded by FIS00020 (previously 90000021).
01/2017	099	Monthly ILL Transactions-Borrowing Statistics	Superseded by ADM00001.
01/2017	100	Monthly Statistics on Items Lent by Member Libraries	Superseded by ADM00001.
01/2017	105	Reference Statistics	Superseded by ADM00001.
01/2017	107	Publicity, Design, and Production Requests	Superseded by FIS00020 (previously 90000021).
01/2017	120	System Advisory Board Meeting Records	Superseded by ADM000025.
01/2017	127	Training and Workshop Records	Superseded by ADM00012.
01/2017	129	Registration Forms	Superseded by ADM00012.
01/2017	130	Workshop Statistics	Superseded by ADM00001.

Maintenance Services of Southern Wisconsin, LLC.
4126 Robertson Road
Madison, WI 53714

Rosemary Garfoot Public Library   Friday, August 2, 2024
2107 Julius Street
Cross Plains, WI 53528

Attn: Elizabeth, Clauss,

Maintenance Services of Southern Wisconsin, LLC. would like to take this opportunity to "Thank You" for your continued patronage. As we strive to continue to provide a quality service at a reasonable cost, we find ourselves facing increased costs associated with materials, insurance, taxes, and particularly labor costs. Due to the particularly tight labor market existing in the Madison and surrounding area, we are forced to ask for an increase in our basic monthly or daily rate. We have not increased our costs and have kept our rates for many years.

To continue to employ reliable and quality conscientious personnel, we must maintain wage rates at locally competitive levels. At all times we strive to provide the highest level of janitorial and maintenance service in the area.

We are currently charging $865.50 per month for janitorial services that are provided 5 days per week.
Your monthly costs would increase $225.00 per month. This increase is for janitorial services that are provided 5 days per week.
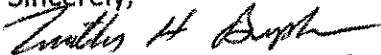
The new monthly cost for janitorial services will be $1090.50.

If this causes any undue hardship or if you have any reservations regarding the following requested increase, please call Maintenance Services of Southern Wisconsin, LLC as soon as possible to discuss options available at 608-246-9665. We would like to do whatever it takes to retain your business!!
This increase would cover increased wages and the associated governmental taxes for the individual workers.

Thank you for your consideration!

Sincerely,

Sales/Customer Service Manager
Maintenance Services of Southern Wisconsin, LLC.
4126 Robertson Road
Madison, WI. 53714
Office (608) 246-9665
Cell (608) 438-1386
Fax (608) 246-9181
timbrayshaw@ymail.com

Spring Repairs After PM

Ryan Sippel <rsippel@1901inc.com>
Thu 5/23/2024 3:45 PM
To:Elizabeth Clauss <eclauss@rgpl.org>

Hey Elizabeth,

Like we talked about, the outdoor air sensor is reading incorrectly. We're about 15 degrees off the actual temperature. This is our backup outdoor temp when the web-based weather is down. We did happen to be down this morning. This sensor controls the enable and setpoints of the boilers and the economizers on the RTU's as well as the heating and cooling lockouts of the RTU's. We are looking at $70 for a new one.

Second, we looked at the heating valve serving room 117. The valve actuator is broken on this one. When these valves fail they go to full heating which is what is causing it to be warm in that office. We manually valved this off so it should stay around setpoint. A new valve is about $200.

Lastly, the boilers. We had an alarm from Tuesday for a "brown out". This was more than likely to due to the storms we had that night. Both boilers seem to be running fine currently.
The issue we're having is the setpoint from the building automation system (BAS). Currently we are stuck at a setpoint of 150 to the boilers even though the BAS has an effective setpoint of 125°. We verified that the boiler is doing what the BAS is telling it to do as far as setpoint, and that the signal from the BAS controller is what the boiler is seeing. Seems to me like it might be a range issue on the BAS side, but I'm not positive.

As far as the previous quotes go.

-Looks like the RTU-2 supply fan motor went up about $60. So we are at $3060 with labor on that one.

-The boiler screen price has not changed so we are still at $1900 with labor.

-The humidifier was the last thing. It just needs a water level sensor. Price has not changed on this either. We're still at $375 for this.

Let me know if you have any questions. Controlworks can call me if they have any questions as well.

The outdoor sensor and the valve are both in stock and I can swap them out at the same time to save some labor is that is okay with you. Let me know.

Thank you,

Ryan Sippel | Service Technician
Mobile: 608.220.3899 | Office: 608.308.1901
rsippel@1901inc.com | Connect with us on **Linkedin**

1901 Inc. | 2801 Syene Road | Madison, WI 53713-3203

www.1901inc.com

Library Fund - Fund 130
Expenses

Account #	Account #	Account Description	Actual 2013	Actual 2014	Actual 2015	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Actual 2023	Budget 2024	Budget 2025	% change vs. 2024	Notes
51600	202	Communication	1,445	1,707	1,456	1,468	1,527	1,554	1,653	1,645	1,670	2,244	4,488	4,800	4,800	0%	
51600	203	Utilities	19,761	20,607	18,615	19,346	17,414	22,379	17,218	17,068	21,694	20,828	18,281	22,000	22,000	0%	contract increased by 225/month; the Village pays 25% of the bill, so this only reflects the library portion of the increase
51610	207	Support Services	8,923	7,140	7,789	6,491	7,140	7,789	7,789	7,789	7,329	7,790	7,774	7,800	9,850	21%	
51610	304	Supplies			756	1,731	1,349	1,715	1,028	1,340	1,698	1,210	1,553	1,600	1,600	0%	
51610	305	Maintenance	8,651	6,588	9,720	8,279	6,551	11,342	14,225	8,833	10,500	14,205	17,698	11,000	13,000	15%	
55110	201	Postage	358	363	431	448	374	276	278	393	51	69	30	375	375	0%	
55110	204	Dues & Subscriptions	162	342	79	473	479	384	504	425	358	236	296	400	400	0%	
55110	205	Meetings		888	769	2,419	1,802	3,025	1,159	1,101	1,169	516	1,215	2,500	2,500	0%	
55110	206	Printing	75	69	166	237	510	198	243	130	461	423	64	350	350	0%	
55110	207	Support Services	25,207	26,354	26,648	26,605	26,879	28,216	28,040	28,078	28,740	29,785	29,798	29,850	28,248	-5%	
55110	301	Equipment	1,591	6,619	5,493	5,416	5,101	6,578	6,099	5,557	8,788	10,160	4,221	8,500	9,500	11%	
55110	302	Technology	8,953			2,288	1,087	1,750	1,990	2,312	1,950	1,464	2,647	2,000	2,000	11%	
55110	304-101	Supplies - Books	24,492	23,212	25,363	22,320	23,939	22,678	24,936	25,827	25,866	30,321	25,217	27,725	19,000	-46%	
55110	304-102	Supplies - Reference Materials	2,213	1,081	1,889	1,236	2,181	2,163	1,405	1,440	1,874	828	1,484	2,000	1,800	-11%	
55110	304-103	Supplies - Periodicals	2,590	2,768	2,887	2,680	2,754	3,169	3,484	2,240	3,578	2,494	2,962	3,300	3,000	-17%	
55110	304-104	Supplies - Audiovisual	6,132	10,166	8,874	8,434	8,497	5,761	5,763	6,725	8,497	6,098	4,875	8,600	6,000	-43%	
P	304-105	Supplies - General	6,550	6,487	6,445	6,968	6,285	6,423	6,300	6,948	6,792	6,118	5,698	8,100	8,000	-1%	
55110	304-106	Supplies - Ebooks													2,000		
55110	304-107	Supplies - Juvenile Books													10,390		
55110	306	Programs	2,543	1,004	2,120	1,762	1,729	2,703	2,940	3,012	2,950	3,321	2,654	3,600	3,600	0%	
55110	399	Miscellaneous			788	1,186	580	1,632	1,256	1,203	1,184	1,666	1,061	1,700	1,500	-13%	
59200		Transfers to Other Funds			7,557												
		Totals	119,646	115,390	127,759	119,788	116,177	129,752	126,311	123,068	136,645	139,726	132,017	146,400	145,914	2%	
																1%	
																1,464	147,864	

Account #	Account #	Account Description	Actual 2013	Actual 2014	Actual 2015	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Actual 2023	Budget 2024	Budget 2025	Notes
55110	101	Director	56,308	58,046	60,230	61,580	62,784	64,603	65,465	67,682	68,498	68,941	62,887	62,750	65,945	
55110	102	Assistant Director	36,261	37,409	39,335	40,216	40,996	42,184	43,503	44,202	44,718	46,013	45,078	51,000	52,532	
55110	103	Librarian	30,941	31,908	33,104	33,834	34,482	35,477	36,490	37,257	37,848	40,081	42,286	49,025	50,496	
55110	104	Part-Time Staff	39,615	40,663	39,261	45,449	45,254	47,358	49,615	43,852	47,747	42,602	51,793	64,000	68000.00	includes longevity raises of 3% for long-term PT staff and for extra staffing for increased library usage and programming
55110	110	Bonus Pool					2,764	2,833	2,912	4,442	2,968	1,376				
55110	171	Health Insurance	28,138	30,536	30,476	32,479	31,702	33,011	33,488	34,340	36,834	37,114	27,572	52,000		
55110	172	Dental	3,523	2,688	3,155	2,739	2,253	1,637	3,070	1,572	3,079	2,299	3,347	3,000		
55110	173	Retirement	10,484	11,103	11,294	10,705	11,374	12,019	12,532	12,944	12,876	10,133	10,643	11,225		
55110	174	Social Security	9,898	10,137	10,650	10,811	11,216	11,524	12,016	11,920	12,148	12,129	12,649	14,050		
55110	175	Medicare	2,315	2,371	2,493	2,528	2,623	2,695	2,810	2,788	2,841	2,837	2,959	3,275		
55110	176	Life Insurance	511	669	732	812	877	936	1,018	1,079	1,121	1,138	597	750	750	
55110	177	Income Continuation														
			217,993	225,529	250,739	241,156	246,324	254,276	263,920	262,076	270,587	264,568	259,810	311,075		
			337,639	340,919	358,498	360,943	362,501	384,028	390,231	385,144	407,232	404,394	391,827	457,475		

Library Fund - Fund 130
Revenues

Account #	Account Description	Actual 2013	Actual 2014	Actual 2015	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Actual 2022	Actual 2023	Budget 2024	Budget 2025	% change vs. 2024
41110	General Property Taxes	221,412	234,575	241,390	250,250	258,200	273,175	290,794	295,467	294,884	304,803	304,800		#DIV/0!
43570	Dane County Grant										1,000	-		
43720	Dane County Library Reimbursement	86,047	94,138	95,748	106,377	108,521	105,673	100,991	105,066	117,320	117,418	149,725	169,438	12%
43725	Other County Library Reimbursement										8,270	10,500	8,655	-18%
45190	Other Law and Ordinance Violations			-	3,680	3,525	3,299	2,328	453	929	575	475	300	-37%
46710	General Library Revenue	11,387	8,724	10,009	4,629	5,373	5,434	5,085	5,231	9,476	452	200	200	0%
48000	Miscellaneous Revenue			183		587	133		1,235	6,642		-	-	
48200	Rent			400	1,000	445	717	678	175	475	1,850	150	150	0%
49310	Endowment Funds	12,000		2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000		#DIV/0!
	Totals	330,846	337,437	349,730	367,935	378,651	390,430	401,876	409,627	431,726	436,367	467,850	178,743	-62%

Columbia: 443
Green: 5.21
Iowa: 843.69
Sauk: 7364.08
Total: 8655.98

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Hover to zoom
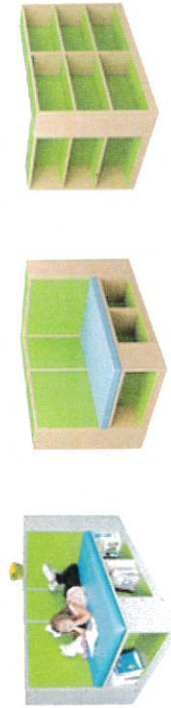
Welcome to Your Library

The Rosemary Garfoot Public Library was founded in 1964, thanks to the work of a dedicated group of citizens who undertook much of the fundraising, organizing, and planning to build a library for our community. The library was founded with an $800 contribution from the Village of Cross Plains, as well as over $1340 raised through the Community Chest and a fundraising dance. The library was originally located in the grocery store, although it soon found a more permanent home in the municipal building. In 1966, the library moved to its current location on Julius Street, into the old Park School building. In 2006, the current building—Wisconsin's first LEED certified public library—was built on the same site, with an expanded footprint of 16,000 square feet, including two smaller meeting rooms and a large Community Room that is available for public use.

About the Strategic Planning Process

The library's previous strategic plan expired in 2023. A new director was hired in June of 2023, so the strategic planning process was delayed a year to give the incoming director time to meet and learn more about the community. The library conducted a SOAR (Strengths, Opportunities, Achievements, and Results) survey with the library board and library staff in January and February 2024. The results of this survey were discussed at the February Library Board meeting. This discussion was led by Shawn Brommer, strategic plan consultant with South Central Library System.

Following this discussion, a more concise community survey was created by Library Director, Elizabeth Clauss, and Assistant Director, Kelly McKewin. This survey was posted on April 1 and remained live through the first part of May. Responses were collected through links on library and village websites, social media, and newsletters, as well as through paper forms available at the library. The library also had a table set up on April 2 to collect feedback from community members coming to the library for Election Day, as well as at the Village Annual Meeting on April 25. Both of these were efforts to reach community members who may not be current or frequent library users. The library board, Shawn Brommer, and Elizabeth Clauss discussed the results of the survey at the May board meeting, and a draft of the strategic plan was presented at the August board meeting.

The data compiled for the 2025-2029 strategic plan includes service data from 2023 as reported for the Department of Public Instruction's Annual Report, as well as 5-year estimates from the

U.S. Census Bureau's American Community Survey in 2022. The data used was the most current available at the time this plan was created.

Mission Statement

The Rosemary Garfoot Public Library serves the community through provision of materials and services designed to create a community of life-long learners. The library provides access to materials in a variety of formats to meet the educational, recreational and information needs of the citizens in a manner reflective of the resource base.

The Rosemary Garfoot Public Library provides free and open access to information and the universe of ideas to a diverse and inclusive community. By connecting people to the transformative power of knowledge, the library advances literacy, guides life-long learning and inspires curiosity and creativity.

The library encourages activities that promote stewardship of our environment through promotion of the facility as a living laboratory, provision of environmental and ecological collections, and development of environmentally inspired practices, programs and workshops.

To fulfill this mission, the library promotes an interest in reading by providing leisure reading and other materials for persons of all ages. The library encourages self-development through provision of access to information resources in a variety of formats and through access to a diverse selection of technologies. The library serves the community by providing answers to their informational needs and serves the citizens by providing exceptional customer service.

Our Community

Our community includes the Village of Cross Plains, the Town of Berry, and the Town of Cross Plains. Additionally, as a member of the South Central Library System, we share resources and welcome visitors and circulation from residents of Green, Dane, Sauk, Colombia, Wood, Adams, and Portage Counties. Additionally, we have reciprocal borrowing agreements with most other library systems in the state of Wisconsin.

Meet Our Community

The Rosemary Garfoot Public Library's service area includes the Village of Cross Plains, as well as the Towns of Berry and Cross Plains. 39.1% of Village residents, or 1,908 residents, have library cards. The townships have an 18.1% membership rate, or 725 cardholders. To increase membership we will need to find ways to meet future members out in the community and to engage with them there, rather than to wait for them to come to us.

Our community is less diverse than many of our surrounding communities. Almost 95% of residents are white, per the U.S. Census Bureau's 2022 American Community Survey. Regardless, we need to offer a variety of programs and make sure we are offering collections, programming, and services for all members of our community, both for those who belong to

those groups and to provide a window into the lived experiences of other cultures and groups. While less than .5% of households speak languages other than English as their primary language and just 3% of households immigrated from other countries, providing access to resources and materials in languages other than English would still be an important step in welcoming and serving these populations.

Cross Plains also remains primarily inhabited by home owners rather than renters, as only about 20% of residents are renters. However, as with much of Dane County, the cost of living has increased substantially, leaving over 35% of renters either cost burdened or extemely cost burdened by the price of rent. More affordable housing continues to be a struggle here as elsewhere in the county, especially for the 2.6% of our population that is living below the poverty line.

Finally, Cross Plains has a high level of education attainment amongst its residents. Only 1% of residents do not have a high school diploma, with over 50% of residents having at least some college education.
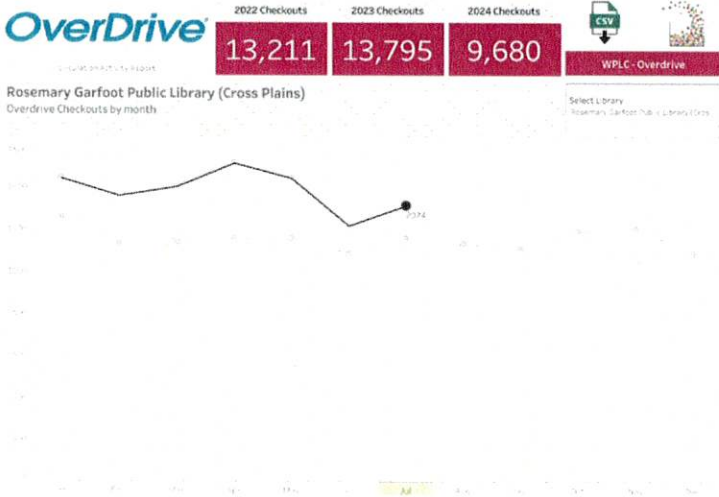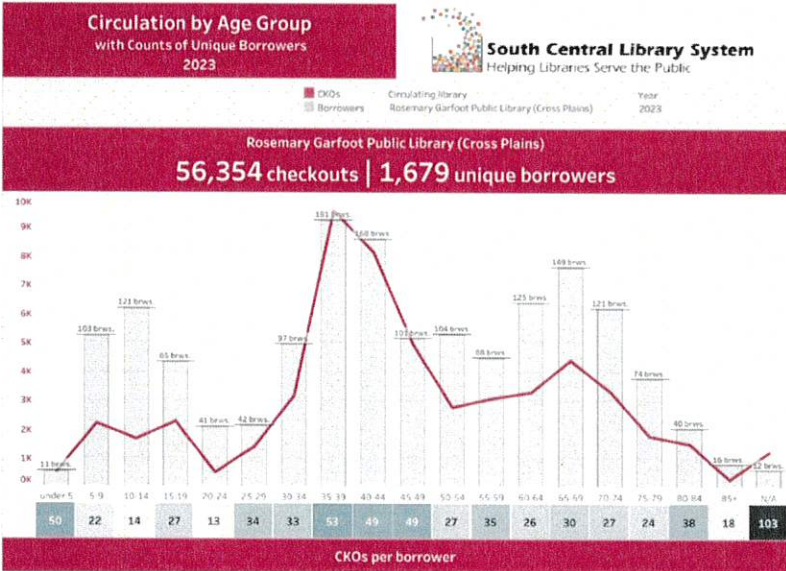
Service Data
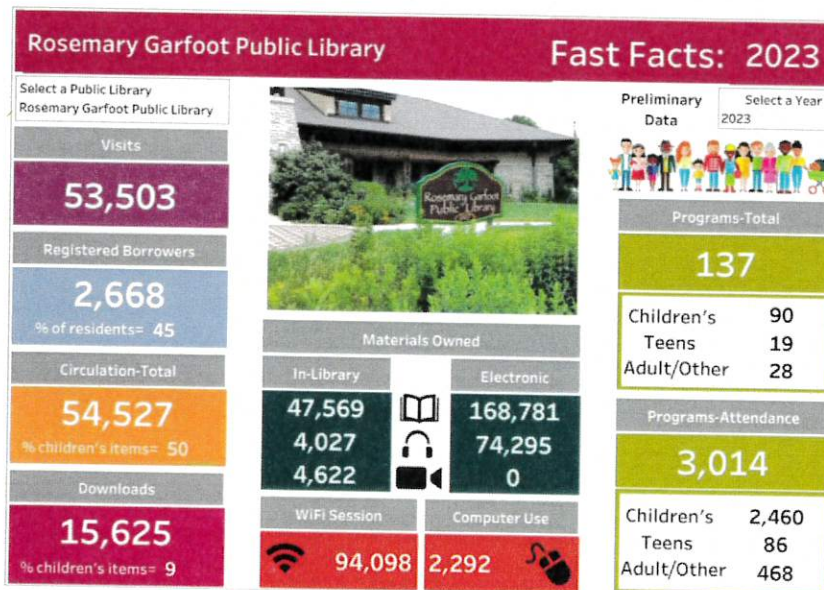
In 2023, the library had 2,668 registered borrowers. They visited our library more than 53,500 times and checked out 54,527 pieces of physical material, as well as 15,625 digital downloads through Wisconsin's Digital Library. Fully half of the physical items circulated at the Rosemary Garfoot Public Library in 2023 were children's materials, showing a strong focus on early literacy in our community. The library also offered 137 programs in 2023, with 3,014 people attending them. Additionally, the library circulates digital materials through Wisconsin's Digital Library.

Circulation of ebooks and digital audiobooks has increased by 200-300 checkouts per month over 2023's digital circulation. More than half of the digital circulation is for digital audiobooks, showing a shift away from audiobooks with discs or Playaways and a move towards a more portable digital format. Investing in access to digital resources, or reallocating current budget lines towards digital formats, will be an important focus for future planning and budgeting.

OverDrive

2022 Checkouts	2023 Checkouts	2024 Checkouts
13,211	13,795	9,680

Rosemary Garfoot Public Library (Cross Plains)
Overdrive Checkouts by month

Library Use

Circulation by Age Group with Counts of Unique Borrowers 2023

South Central Library System Helping Libraries Serve the Public

Rosemary Garfoot Public Library (Cross Plains)
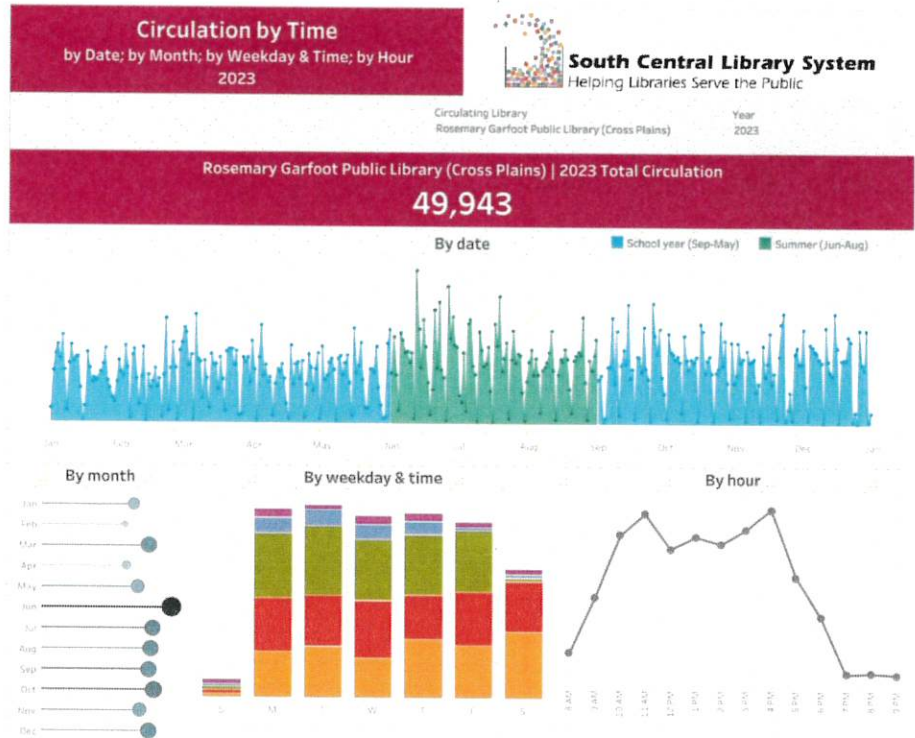**56,354** checkouts | **1,679** unique borrowers

Circulation has rebounded following emergency library closures and reduced services during the early days of the COVID-19 pandemic. Year-to-date circulation for 2024 shows a large increase over 2023's circulation, an encouraging trend to see. Our most dedicated borrowers tend to be between the ages of 30-44, likely many parents and families among them. Circulation remains strong, and is nearly as high, for cardholders between the ages of 45 and 74, showing that community members of all ages and stages of life value lifelong learning and the materials they have access to through our library.

Unsurprisingly, circulation spikes in June with the start of the Summer Reading Program and remains high through August. Notably, circulation remains fairly steady throughout the rest of the year, with a temporary drop in late December, which slowly picks back up as we head towards March. The library can look at adjusting programming and other initiatives to encourage more library use during these quieter t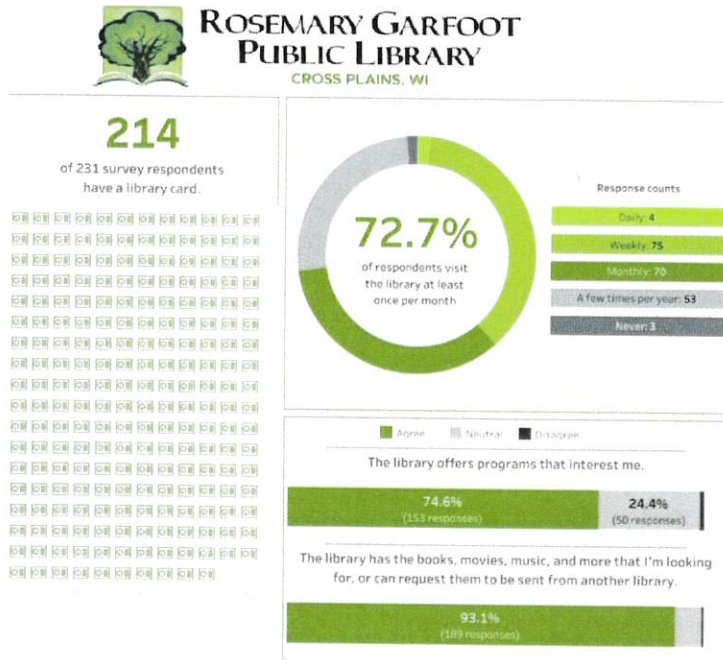imes of year. Our busiest times of day tend to be late morning—around 11am—and between 4 and 5pm. According the 2022 American Community Survey, nearly 80% of our community commutes to work, helping to explain the circulation spike during the evening commute. These busier times of day are fairly consistent through the week and can help us tailor our programming to times that we already have more traffic to increase engagement and program participation.

Circulation by Time
by Date; by Month; by Weekday & Time; by Hour
2023

South Central Library System
Helping Libraries Serve the Public

Circulating Library
Rosemary Garfoot Public Library (Cross Plains)

Year
2023

Rosemary Garfoot Public Library (Cross Plains) | 2023 Total Circulation
49,943

By date — School year (Sep-May) — Summer (Jun-Aug)

By month

By weekday & time

By hour

Employment Statistics	
Employed	5088
Unemployed	42
Not in labor force	1980
Driving commute	78%

Community Survey

In the late winter and early spring of 2024, the library conducted surveys to learn more about what our community wants and needs from their library. This process began with an in-depth SOAR (Strengths, Opportunities, Achievements, Results) survey for library staff and board members. The results of this survey helped guide the creation of the community survey, which opened to the public on April 1.
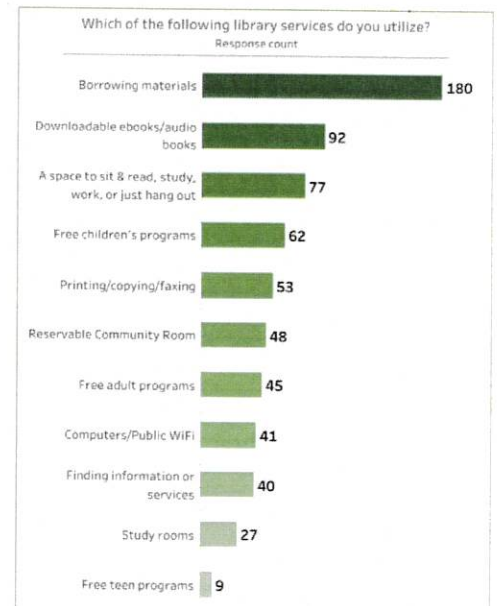
ROSEMARY GARFOOT PUBLIC LIBRARY
CROSS PLAINS, WI

214
of 231 survey respondents have a library card.

72.7%
of respondents visit the library at least once per month

Response counts
- Daily: 4
- Weekly: 75
- Monthly: 70
- A few times per year: 53
- Never: 3

Agree Neutral Disagree

The library offers programs that interest me.
- 74.6% (153 responses)
- 24.4% (50 responses)

The library has the books, movies, music, and more that I'm looking for, or can request them to be sent from another library.
- 93.1% (189 responses)

We had 231 responses to our community survey, and 214 of respondents had library cards. Having the survey available at the library on Election Day and at the Village Annual Meeting helped us get more feedback from non-library users, which helped us figure out where the library needs to change and grow to attract future members.

Of those who have a library card, 72.7% visit the library at least once per month, showing that the library is an important destination and community asset for current users. Among those who are not monthly visitors, all but three respondents use the library at least a few times per year.

The library collection remains a core part of the services we provide for our community. 93.1% of respondents said that the library provides access to the materials they are looking for, and the collection was far and away the most popularly utilitized services we provide to our community. Also notable is the use of the library as a space, either for organized meetings or for our community members to just come and study, read, or spend time. Knowing that this is one of the top three services our community uses and appreciates means that we need to focus on retaining the spaces we have, and also look to creatively create new spaces within the library to support this service in our community. Finally, computer, printer, fax, and internet use are also one of the most popular services provided to our community. Per the

2024 Community Survey Results

Which of the following library services do you utilize?
Response count

Service	Count
Borrowing materials	180
Downloadable ebooks/audio books	92
A space to sit & read, study, work, or just hang out	77
Free children's programs	62
Printing/copying/faxing	53
Reservable Community Room	48
Free adult programs	45
Computers/Public WiFi	41
Finding information or services	40
Study rooms	27
Free teen programs	9

2022 US Census Bureau's Community Survey, 6.3% of households in our service area do not have internet access. In a world increasingly reliant on technology, providing access to the internet, and the devices our community can use to access it, must remain an essential part of our service model.

Programming also is one of our core services. 74.6% of respondents find our programming relevant. While encouraging to know that we are providing meaningful programs for many in our community, we also need to continue assessing the programming we're offering to figure out what we are missing in terms of variety, diversity, and topics. Promoting programs is also an important piece of this puzzle and would also help us reach more of the community with our lifelong learning and community building goals.

Rosemary Garfoot Public Library Strategic Plan 2025-2029

Goals	Objectives	Activities
Rosemary Garfoot Public Library is an integral part of the village and community life. As our community continues to grow and change, the library will adapt and grow along with it by engaging with the community to offer a wider range of services, resources, and information.	Community members will be aware of services and programs offered by the Rosemary Garfoot Public Library.	• The library will create a marketing plan by 12/1/24. • The library will connect with other community agencies & organizations that serve community members. • The library will increase outreach services to engage with the community outside of the library building and to reach people who may not otherwise use library services. • The library will offer a post-program survey to learn more about how attendees learned about the program.
Rosemary Garfoot Public Library is an integral part of the village and community life. As our community continues to grow and change, the library will adapt and grow along with it by engaging with the community to offer a wider range of services, resources, and information.	The library will find ways to foster community connections through programming, the usage of our space, and providing a place for organizations to meet.	• We will continue to reconfigure our space to provide more seating areas or spots to facilitate socializing, working, or other ways for community members to connect with each other. • The library will work with other community organizations and groups to provide new outlets for community members to learn about things happening in our community and a way for them to get involved.
The library connects our community to materials, resources, and information.	The library will evaluate our collection.	• Library staff will weed library collections by 12/31/24 to get collections more updated, and will begin and maintain a consistent weeding schedule BY 1/1/2026.

		• The library will increase access to digital materials and resources. • The library will investigate new online resource options to provide access to information both within and outside the library building.
The library provides programs that are relevant and of interest to our community.	The library will increase program participation by 12/31/25.	• The library will increase the number of programs offered in the evening or on weekends to make them more accessible to all members of the community. • The responses from the community survey for this strategic plan will be used to guide future programming choices, and the library will routinely offer a survey to learn more about what is of interest to our community.

Appendix I

SOAR Survey for Library Board and Library Staff

STRENGTHS

What makes you proud of your library?

Of what achievement in the last two years are you most proud?

And how do these points of pride reflect your library's greatest STRENGTHS?

What are your library's greatest assets?

Reflecting on the library's STRENGTHS and ASSETS, what do these strengths indicate about your library's capabilities?

OPPORTUNITIES
What are the OPPORTUNITIES that you would like to focus on for your library?(Identify the top three from your list.)

How can the library best meet the needs of community members?

What skills or resources does the library need to move forward?

ASPIRATIONS
What kind of library do you want? What are the most important attributes or essential components?

If you could wave a magic wand and accomplish 3 – 5 things to strengthen the health and vitality of your organization, what would they be?

Imagine that it's now 2 – 3 years in the future and your library and community have a thriving productive relationship. What does this look like? What steps were critical to making this happen?

RESULTS
You can also think of the results as ACHIEVEMENTS that your library has achieved and that you'd like to see it achieve in the future.

What are some key accomplishments that have already resulted in successful library programs, services, partnerships, facilities, etc.? What did it feel like?

How have you traditionally measured achievement and/or success? How might you measure it in the future?

What are some areas of library service that you might like to work on or enhance upon based on today's conversation?

FINAL THOUGHTS
Other thoughts/Ideas to remember?

Appendix II

Community Survey (future library member)
Help us plan the future of the Rosemary Garfoot Public Library by letting us know how you use (or don't use) the library.

Do you have a library card?
- Yes
- No

Why don't you use the library?
- They don't have the books, movies, or music I'm looking for.
- Hours/location isn't convenient.
- The programs aren't interesting to me.
- Not sure--I should start! How do I sign up for a library card?
- Other (please specify)

What could the library offer that would make you want to utilize it?

If you'd like us to follow up about any of your answers or requests for service, please leave us your name and email/phone number below.

Thank you for helping shape the future of the Rosemary Garfoot Public Library and our community!

Appendix III
Community Survey (library members)
Help us plan the future of the Rosemary Garfoot Public Library by letting us know how you use (or don't use) the library.

Do you have a library card?
- Yes
- No

How often do you visit us?
- Daily
- Weekly
- Monthly
- A few times per year
- Never

Which of the following library services do you utilize?
- Borrowing materials
- Downloadable e-books/audio books
- Free children's Programs
- Free teen programs
- Free adult programs
- A space to sit and read, study, work, or just hang out
- Study rooms
- Reservable Community Room
- Finding information or services
- Computers/Public wi-fi
- Printing/copying/faxing

The library offers programs that interest me.
- Agree
- Neutral
- Disagree

The library has the books, music, movies, and more that I'm looking for.
- Agree
- Neutral
- Disagree

What service(s) would you like to see the library offer our community?

Which services or programs that the library currently offers do you use or find the most helpful?

Anything else you'd like to share with us?

If you'd like us to follow up about any of your answers or requests for service, please leave us your name and email/phone number below.

Thank you for helping shape the future of the Rosemary Garfoot Public Library and our community!

Appendix IV

Comments from the Community Survey

What else would you like to see the library do or offer?

More family programs for parents and little kids during non-work hours. We enjoyed the tent night so much!

Hoopla is a fun app but might be too expensive. Love having Libby.

More teen and adult programming offerings- cooking classes, craft classes, teen book club, yoga for adults

Continue offering more programs and support within the community.

More arts and craft programs? Maybe advertise better so more people know about all your services?

I think coffee work/study days/nights would be cool!

More art programs and yoga for adults after school hours

Not sure at this time, but hope those programs currently offered continue

Continue with emails of monthly events and reminders of upcoming events.

Private study rooms. I used to try to come in to work, but it's often too noisy.

Open more hours

More clubs/activities for adults and older kids

Game board nights for families

Later open hours, more adult programs

Crafting classes for adults

More community and adult programs such as speakers on various topics and activities-- art/craft/yoga/meditation related

The art displays

more books for young children

I'd like some writing workshops or something of the sort!

Maybe community program with computers for seniors!

Continuing children's program, update playground, kids crafting/activities

Read aloud program for ages 8-11

Outreach at community events

Kids movie programs, kids/adult reading challenges, more wonderbooks kid options, elementary age book club

More community space, special programs/events

Classes/clubs for young adults/adults that meet once every 1-2 weeks

Cooking classes

More search and find around the library kid activities, kid take home activities with prizes, kid programs on weekends.

Small groups like Lego club, creative writing classes, and art classes for elementary-aged kids

Chess club, more programming for middle schoolers. Perhaps a volunteer program for middle schoolers.

It would be nice if there was a self-checkout option where if you reserve material, you can retrieve it from a shelf and scan it yourself. The library in Deforest had a system similar to this. I'm a bit anti-social so the less contact with people I have the better off.

Maybe more programs for families or parents/ children that work for kids with disabilities, programs for adults that accommodate different schedules

More children's programming

More kids programs or group activities during the week days

I really would like to see more public forums with our representatives. I also would like to see more classes where you can get introduced to new hobbies or information sharing in current topics

Tool/Household item rental

I would appreciate a cart for pre-schools/childcare facilities to use in order to collect books and take them to their vehicles. When collecting 30-40 books it becomes difficult to carry them.

Lend items like electric leaf blowers, any alternative earth friendly power tool, fishing poles and lures, seeds for planting, tablets for reading, etc...

More DnD programs, increased service opportunities

Hold music programs besides kid shows. Perhaps invite MHS or UW ensemble to play outside or inside; jam sessions for local players, etc. lectures/demos, guest artists

Admission to some area museums, state park passes. When we lived in Denver they had this and it was so fun! (You'd check out a backpack with maps and the pass, so there was a limit)

I think it would be benefical to move the books and stuff out of the study room. It's first come first serve yet I had to move study rooms because someone needed to leave because of the noise level. Very distracting.

Not doing anything more per se but making sure that the community know that opportunities exist

Programs on cell phones. Computer basics

What could the library offer that would make you want to utilize it?

More activities for children/toddlers

Public seminars on topics, like finance, legal, DNR, nature, WI history tie to books with more info.

Monthly weekend story time for infant/toddler aged children.

Any fun kids activities for stay at home mom's with infants & toddlers

Social media to post updates on current activities that are going on.

Why don't you use the library?

The programs aren't interesting to me.

They don't have the books, movies, or music I'm looking for.

Hours/location isn't convenient.