

Rosemary Garfoot Public Library Board Meeting Agenda

Tuesday, September 17, 2024 at 5:15pm
2107 Julius Street, Cross Plains, WI 53528

This meeting will be held via zoom. To join, use the following link or meeting codes:
<https://us02web.zoom.us/j/88599250349?pwd=dGRHZW5GeDZ4VG1pS29CdFk4MXdwUT09>

Meeting ID: 885 9925 0349
Passcode: xkx03Pb

- 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 8/20/2024 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. Board book shelving/seating area (discussion)
 2. Self-check/open holds update (discussion)
- VIII. **New Business**
 1. MOMA for Beyond the Page/Ripple Project (discussion and action)
 2. Strategic Plan (discussion and possible action)
 3. Study room policy (discussion and possible action)
 4. Public Access Computers Policy (discussion and possible action)
 5. Library director evaluation process (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, October 15 at 5:15pm

Posting on _____ by _____

**Rosemary Garfoot Public Library Board Meeting Minutes
Tuesday, August 20, 2024**

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

Also present: Elizabeth Claus

Call to Order: Jenn Wankerl called the meeting to order at 5:16 pm

Public Comment: None

Approval of Minutes from July 2024 meeting (action item):

Fix date (June not May) on Approval of Minutes

- Bayliss made a motion to approve the minutes.
- Graves seconded. Motion carried.

Treasurer’s Report:

The cash management “money market” account reported at \$51,485.02

The Public “checking” account reported at \$44,903.94

MCF Endowment reported: \$137,037.51

Revenues to the Village reported at \$1209.24

Approval of Bills (action item):

Schaefer made a motion to approve the bills.

Kurka seconded. Motion carried.

Reports:

Director’s Report: new format - charts are appreciated



Programs and Attendance



Community and Meeting Room Use



Screenshot

- 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  collections.

Presidents Report

- None

Village Trustees Update:

- Offered a contract to the Carly Pearson for the position of village administrator, begins Sept 4th

Old Business:

- Cleaning contract update - up for 2025 \$225 per month, submitted supplemental to village

New Business:

- WI General Records Schedule - this one specific for libraries. Each library has the option to use this one or create your own. Follow the timelines on this one. Can shred older documents based on the allowances listed on the schedule.
 - Wagoner made a motion to adopt the WI Public Libraries and Public Library Systems and Related Records General Records Schedule.
 - Borschardt seconded. Motion passed.
- Future CIP items: Service Technician for HVAC, just under \$6000 for all services- recommend to do all of them at once so we don't get charged for additional visits. Can take out of Fund Balance which is currently just over 103,665 - enough because of increased money from Dane County.. Suggestion is to keep 20% of the operating budget in the balance.
 - Schaefer made a motion to move forward with the repairs listed on the 1901 quote using money from the Fund Balance.

- Baylis seconded. Motion passed.
- 2025 Draft Budget
 - Cleaning contract increase
 - Split Supplies into subcategories Books / juvenile / eBooks (Overdrive Advantage)
 - Less periodicals and reference materials - not being used as much
 - Last year compensation package 3% increase - cost of living increases, for salaried and part time staff.
 - Health insurance going up a lot (ETF), some of the increase is due to adding Catherine to insurance plan.
 - Proposal underway to get increased funds from Dane county for programming
 - Graves made a motion to present the Library's 2025 budget to the village board.
 - Baylis seconded. Motion passed.
- Self-Check and RFID stations \$5000
 - Until we can reconfigure the desk we'll move the table so the kiosk will fit. Self check-out will be near the display cabinet. The money could come from Fund balance or Checking Account.
 - Baylis made a motion to pay for the self check out from the Fund balance.
 - Schaefer seconded. Motion Passed.
- Board book shelving seating area - proposal
 - Currently a little cubby of different sizes which is hard to keep in alphabetical order.
 - The cubby would give families a chance to sit next to each other and read in the children's area. Friends of the library would donate 3,000, the board would approve putting in up to 2,200 to cover the rest and shipping.
 - Kurka made a motion for the payment of the remainder of the invoice coming from checking, not to exceed 2,200. Graves seconded. Motion passed.
- Staff evaluation / goal setting
 - Annual evaluation of staff, and possibly board evaluating the director position. Elizabeth will reach out to other librarians to see how that works and if it is beneficial. Set concrete goals for growth with staff members. Accountability. Wankerl will be attending "Roberts Rules" session and will learn how we would go forward with a closed session. Good to have a process in place in the event of a difficult situation, also a nice opportunity for positive feedback. Madison public library already has something in place for director evaluations.
- Strategic Plan Draft (2025-2029)
 - Demographics - make sure we are offering resources for everyone including those in poverty. 6.3% of households don't have internet at home - do we have wi-fi and computers available.
 - Like format of Goals / Objectives / Activities - reasonable amount. Goals are Broad.
 - 2nd goal, 3rd action- update "the library will investigate new online resources" modify to acting upon not just investigating.
 - Work with Park and Rec to make best use the space for the community.
 - The space where the current pool is, keep as a potential expansion area for the library. Village Hall project is priority, then pool, before any possible expansion of the library. Keep the space as a recreation / library use space.
 - Marketing plan - Elizabeth and Kelly currently evaluating and increasing awareness of programming. How we can get the word out and reach people. Social Media, posters / QR codes at the Pig & Coffee shop. Peachjar through school community offerings. Month calendar layout is nice. + Google Calendar

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

-N/A

Next meeting is Tuesday, September 17, at 5:15pm (Zoom)

Future Agenda Item:

- Staff evaluation plan

Adjournment: Borchardt made a motion to adjourn the meeting at 6:24 p.m.
Schaefer Seconded. Motion carried.

Respectfully Submitted by
Erica Wagoner

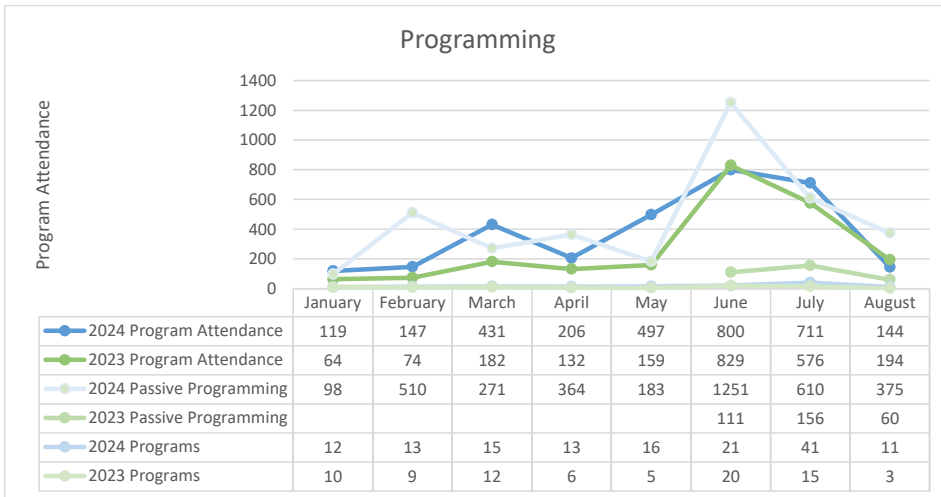
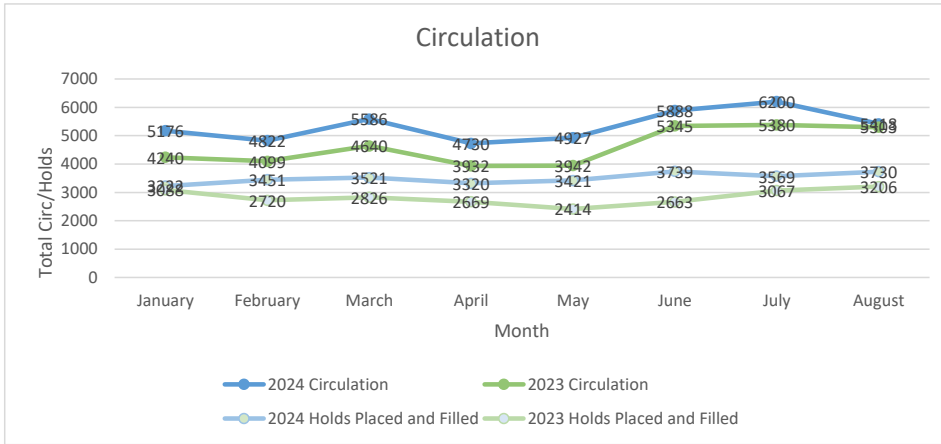
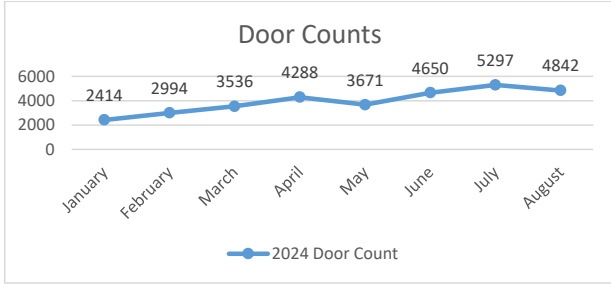
2024 August Invoices for Board Approval

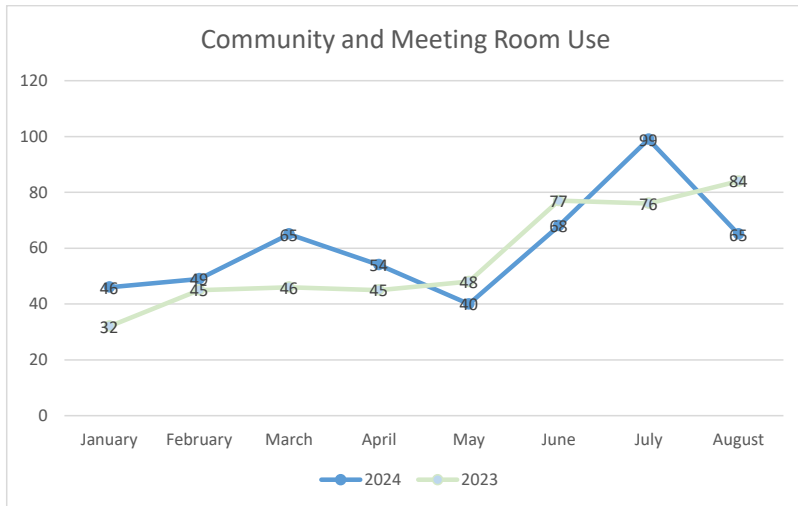
Category	Date	Vendor	Amount
Audiovisual	55110-304-104		
	8/5/2024	Midwest Tape	267.9
	8/11/2024	Midwest Tape	29.99
	8/19/2024	Midwest Tape	141.99
	8/22/2024	T-Mobile (hotspot)	31.15
	8/23/2024	Midwest Tape	89.22
Books	55110-304-101		
	8/11/2024	Baker and Taylor	285.33
	8/15/2024	Baker and Taylor	248.97
	8/27/2024	Baker and Taylor	281.57
Building Supplies	51600-304		
	8/1/2024	Maintenance Services of Southern Wis	51.84
Communication	51600-202		
	8/15/2024	TDS	376.77
Dues and Subscriptions			
Equipment	55110-301		
	8/6/2024	Rhyme (kyocera)	55.83
	8/12/2024	Rhyme (sharp)	76.43
Maintenance	51600-305		
	8/15/2024	1801 Inc.	506.01
	8/20/2024	Dan and Sons Painting	500 *paint and patch of entryway
Meetings			
Misc.			
	9/1/2024	Nate Glynn-August	150
Periodicals			
Postage	55110-201		
	7/9/2024	USPS (Visa)	136
	7/16/2024	USPS (Visa)	4.4
	7/30/2024	USPS (Visa)	4.4
Programming		7/6/2024 Piggly Wiggly (Birthday Cake-Visa)	158.94
Reference			
Supplies	55110-304-105		
	8/10/2024	Amazon	89.85
	8/12/2024	Rhyme	18.57
	8/13/2024	Demco	169.72
	8/21/2024	Demco	625.48
	8/23/2024	Ace	9.99
Support Services (ILS Fees)			
Support Services	51600-207		
	8/1/2024	Maintenance Services of Southern Wisconsin	648.12
Technology			
Utilities 51600-203			
	8/15/2024	CP Utilities	202.72
	8/15/2024	MGE	1560.7
Library Checkbook/Petty Cash			6862.69

2024 August Library Revenues remitted to the Village

46710 General Revenue	36.45
43570 Dane County Grant	
45190 Other Law and Ordinance Violations	16
48200 Rent	
Total Donations/Misc. Revenue	52.45
2024 August Revenues for Library	
Copy Donations	49.32
Misc. Donations/Revenue	89
Total Donations/Misc. Revenue	138.12

September Director's Report





- Fall programming started the first week of September. We increased our regular children’s programming to offer two extra programs every week to help offer more for school-age children, as well as for families with preschoolers.
- We’re hiring to fill a library assistant vacancy and hope to have the new library assistant hired and starting by early October.
- We started arranging our picture books by category. While I’ve been trying to minimize the number of sub-collections elsewhere in the library, this is one location where people tend to browse by subject or favorite author/character, so it will hopefully make it more user-friendly.

Enchanted Valley Woodworks

5007 Enchanted Valley Rd
Cross Plains, WI 53528
garen@enchantedvalleywoodworks.com

Proposal

ADDRESS

Rosemary Garfoot Public
Library
2107 Julius St
Cross Plains, WI 53528

PROPOSAL # 1224

DATE 09/04/2024

JOB NAME

Kids area

DESCRIPTION	AMOUNT
Kids bookcase Maple solid wood with clear finish Some backs and different parts will have maple veneer plywood. Wood countertop for the top 3/4" thick Bench will have wood border and plywood under the seat cushion No seat cushion included Adjustable shelves. 3 holes per shelf Per picture sent Aug 22nd Installed This would be in a few pieces to bring in. The countertop would dress up so you don't see the sides of the top	4,200.00

Proposal is valid for 15 business days from the proposal date listed above.
A 50% deposit is due upfront. The remaining balance is due upon receipt.

SUBTOTAL	4,200.00
TAX	0.00
TOTAL	\$4,200.00

Accepted By

Accepted Date

Memorandum of Mutual Accountability: Beyond the Page/Ripple

Dane County generates and maintains some of the starkest racial disparities in the nation across every indicator of well-being, as outlined in the 2013 Race to Equity Report and the 10-year update. Libraries, due to their public service role and connection to local government, are uniquely situated to support equitable, inclusive and just communities.

Between Fall 2020 & Spring 2022, Dane County libraries participated in ongoing internal work to root out racism and white supremacy on both individual and institutional levels. This work supported the initiative of diversifying BtP programming and engaging the public in meaningful conversations about race and justice, as well as creating more welcoming, inclusive and equitable libraries. *The Ripple Project*, as it is known, brought the following initiatives to fruition:

Phase 1: Assessing organizational culture

Phase 2: Formation of regional equity teams

Phase 3: Foundational workshops

Phase 4: Support ongoing work of regional equity teams

Moving forward BtP has absorbed the underpinnings of the Ripple Project. The next 5 years will involve the following initiatives:

- BtP designates at least \$5K/year to support local library equity initiatives
- BtP events incorporate an equity focus in addition to the Humanities focus
- Libraries actively participate in Regional Equity Teams whenever possible
- Libraries identify annual (or longer term) DEI goals in conjunction with RETs
- Library leadership considers the recommendations of equity teams which may include:
 - On-going professional development opportunities for staff
 - Changes to library policies/practices
 - Changes to recruitment, hiring and retention policies/practices

This agreement acknowledges that municipalities may have their own DEI/equity plans and initiatives, and that those may take priority over the initiatives of this agreement.

The _____ agrees to operate within the above memorandum.
(Library name)

Signature, Library Director Date

Signature, Library Board President Date

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.

Number of people whose income in the past 12 months is below the poverty level

Age group	Count	Percentage
Under 18 years	75	3.7% of 2,034
35 to 64 years	50	1.3% of 3,792
65 years and over	35	2.1% of 1,694
18 to 34 years	64	4.9% of 1,307

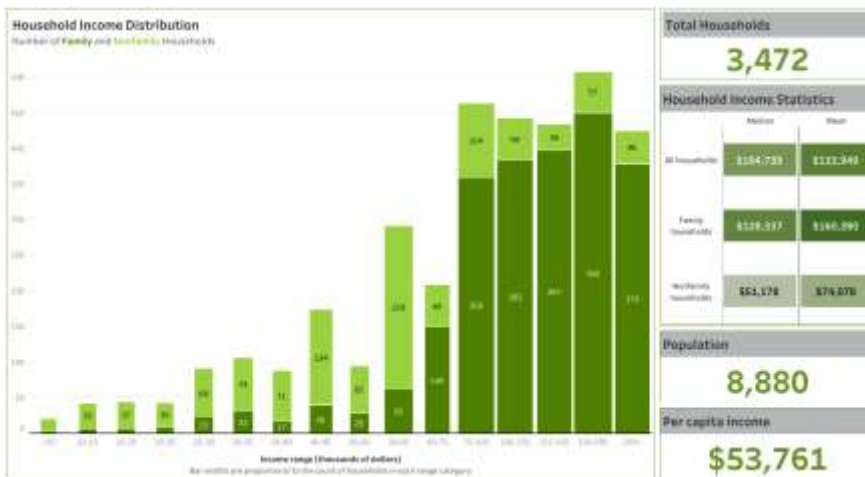
Source: 2022 American Community Survey 5-year estimates for Census Tracts 129 & 130 in Dane County, Wisconsin (Subject Tables S1702).

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 extremely 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, as well as a relatively high average household income. Only 1% of residents do not have a high school diploma, with over 50% of residents having at least some college education.



Source: 2022 American Community Survey 5-year estimates for Census Tracts 129 & 130 in Dane County, Wisconsin (Subject Tables S1702, S1703, S1704, S1705, S1706, S1707, S1708, S1709, S1710, S1711, S1712).

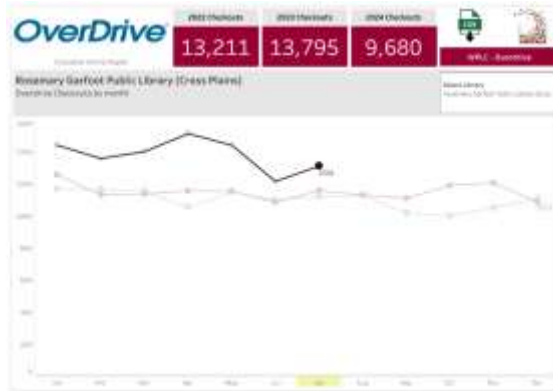
Service Data



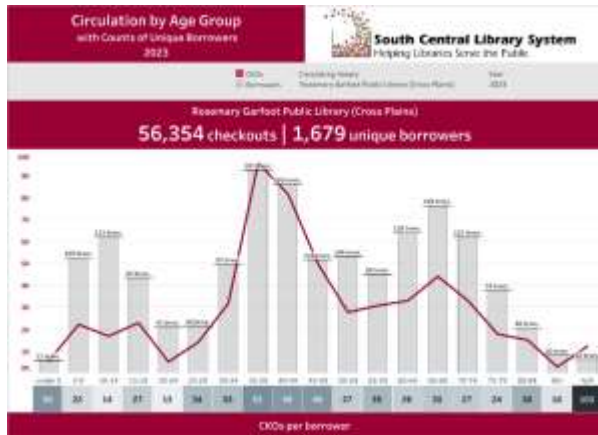
In 2023, the library had 2,668 registered borrowers. They visited our library more than 53,500 times and checked out 54,527 pieces of physical material, as well as 15,625 digital downloads through Wisconsin's Digital Library. Fully half of the physical items circulated at the Rosemary Garfoot Public 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.



Library Use



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

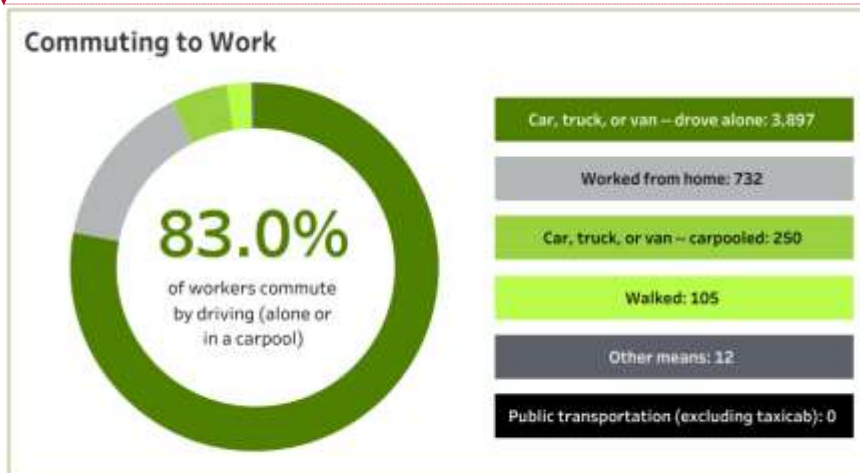
cardholders between the ages of 45 and 74, showing that community members of all ages and stages of life value lifelong learning and the materials they have access to through our library.

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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 times 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.

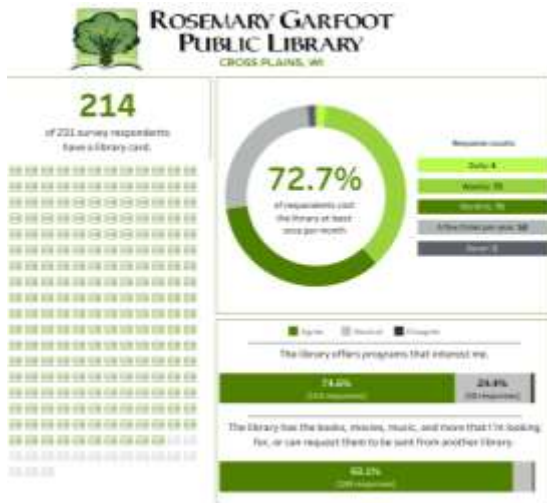


Source: 2022 American Community Survey 5-year estimates for Census Tracts 129 & 130 in Dane County, Wisconsin (Data Profiles DPOS).

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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.



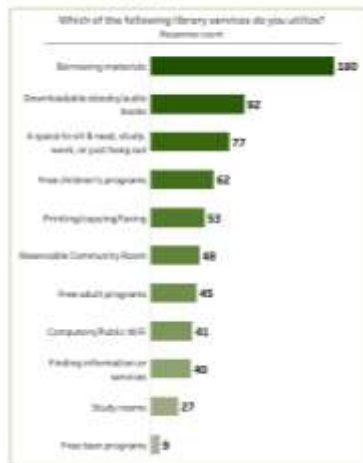
We had 231 responses to our community survey, and 214 of respondents had library cards. Having the survey available at the library on Election Day and at the Village Annual Meeting helped us get more feedback from non-library users, which helped us figure out where the library needs to change and grow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



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
<p>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.</p>	<p>Community members will be aware of services and programs offered by the Rosemary Garfoot Public Library.</p> <p>The library will find ways to foster community connections through programming, the usage of our space, and providing a place for organizations to meet.</p>	<ul style="list-style-type: none"> • The library will create a marketing plan by 12/31/24. • 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. • 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.
<p>The library connects our community to materials, resources, and information.</p>	<p>The library will evaluate our collection.</p>	<ul style="list-style-type: none"> • Library staff will weed library collections by 12/31/25 to get collections updated, and will begin and maintain a consistent weeding schedule BY 1/1/2026.

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		<ul style="list-style-type: none"> • The library will increase access to digital materials and resources. • The library will investigate and implement new resource option to provide access to information both within and outside the library building.
<p>The library provides programs that are relevant and of interest to our community.</p>	<p>The library will increase program participation by 12/31/25.</p>	<ul style="list-style-type: none"> • 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.

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Appendix I

Resources consulted in the creation of this strategic plan:

- 2023 Wisconsin Public Library Service Data
- 2024 Cross Plains Community Survey
- Cross Plains Library History by Anita Saeman
- Rosemary Garfoot Public Library Board Meeting Minutes
- SOAR Survey for Library Staff and Library Board Members
- South Central Library System's LinkCAT library catalog
- U.S. Census Bureau's American Community Survey in 2022

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South Central Library System consultant Shawn Brommer, aided in the creation of the plan and Tim Drexler created the graphs used in the Meet Our Community portion of this strategic plan.

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 IV

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!

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Appendix V

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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 beneficial 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.

Rosemary Garfoot Public Library Study Room Use Policy

The Rosemary Garfoot Public Library has two study rooms available for use by small groups or individuals to meet or work. Rooms are available on a first come, first served basis. Study rooms are available with seating capacity of four to eight.

Description of Rooms Available

- Historical Society/ Study Room 1 seats up to four (4) people. This room holds Historical Society archives and doubles as office space for the Society.
- Study Room 2 seats up to eight (8) people.
- Both rooms have access to the library's free wireless Internet access.
- When study rooms are in high demand, library staff may book the Community Room as an alternate study room, providing the Community Room is not already booked for public use.

Reservations of Rooms and Hours Available

- Study rooms must be reserved before use. Reservations can be made either in-person or by phone on the same day of the requested reservation time. Reservations are available on a first come, first served basis.
- The person who reserves the room is responsible for the room and using it in an appropriate manner, per the library's behavior policy.
- Study rooms may be reserved by those aged 13 or older. Persons younger than 13 must have an adult 18 years or older present in the study room at all times during use.
- Reservations may be made for up to two hours per day. If there are no other requests to use the meeting room, the reservation may be extended for another two hours.
- Reservation start times are firm. If a patron does not arrive within 10 minutes of the scheduled time, the room will be made available to others.
- Failure to notify the library of a cancellation may result in loss of study room privileges.
- Vacating the room is required if another reservation is scheduled for the room.
- If the room is vacated prior to the reservation's end time, that time will be made available for other users.

Rules of Use

- Study rooms are intended for the purposes of quiet study and discussion.
- The study room seating capacity may not be exceeded due to fire code.
- Furniture may not be brought into the room or removed without approval from library staff.
- Food and drink are permitted in study rooms.
- Study room users shall keep noise to a minimum. If the noise level disrupts other library users, individuals causing the disturbance will be asked to leave the study rooms.
- The library will not provide storage for people using the study rooms.

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Deleted: , is to provide space for small groups to meet and work. Groups may reserve study rooms in advance; individuals may use study rooms on a first come, first served basis. Two s

Deleted: To ensure the rooms are available to all library users, the Rosemary Garfoot Public Library Board of Trustees sets forth the following rules governing use of the library study rooms.

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<#>Advance group reservations may be made in-person or via telephone. ¶
<#>Responsibility for the room rests with the

Deleted: A person must be at least 13 years of age to occupy a study room

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- Patrons may not leave possessions in the room during their reservation time to run errands, get lunch, or for any other reason.
- Patrons leaving the room unattended for more than 10 minutes will forfeit their reservation.
- Items left behind will be placed in lost and found.
- Upon notification to staff, patrons may leave the room to find library materials to bring to the room. The library cannot assume responsibility for the security of private materials or equipment.
- Study rooms are available during open library hours of operation. All study room users must vacate the rooms ten (10) minutes prior to closing time.
- Patrons using study rooms must leave rooms in order.
- Study rooms may not be used for discussions or meetings if the content tends to incite an immediate breach of the peace.
- Study rooms may not be used for discussions or meetings that promote or encourage violence against or physical injury to individuals or groups of individuals.
- Use of tobacco products and consumption of alcohol on library premises is prohibited.
- Gatherings in the meeting rooms will not be open to the public due to room size.
- The library mailing address shall not be used by groups or individuals, and the library phone number shall not be used as a contact number.
- With the exception of the Historical Society, use of a study room as a place to conduct regular business or hold office hours, is prohibited.
- Anyone using the study rooms must comply with all library policies and shall immediately cease any actions deemed in violation of these policies.
- Failure to abide by library policies and rules for study room use, will result in suspension or termination of study room privileges.

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Deleted: <#>Patrons who need to leave the library during their scheduled time will not be penalized and they may reschedule. ¶

Charges and Fees

- Use of library study rooms is free of charge.
- If the room is not left neat and orderly and extra custodial cleaning is required, the library will bill the user a charge of \$25 to cover the cost of extra labor.
- If the room is damaged beyond normal wear and tear, the library will bill the user for repair or replacement costs. The library determines whether damaged furnishings or equipment can be repaired or require replacement. The library will make arrangements for repairs to walls, floors, furniture, etc.
- If individuals incur charges, they will not be allowed to reserve study rooms until all charges have been paid.

Adopted 3/20/2018

Rosemary Garfoot Public Library

Public Computer Use Policy

The Rosemary Garfoot Public Library offers a number of public access computers, available from the time we open each day until 10 minutes before closing. The computers provide access to the internet, printing, basic Microsoft Office programs, and more.

Users may sign in to use the computers using their South Central Library System card, or by getting a guest pass at the circulation desk for one-time use. Sessions are timed and capped at four hours per day, although patrons are encouraged to ask for additional time if needed, and if there are enough computers available to meet demand for other users.

Users assume responsibility for hardware and software during their scheduled time. The Rosemary Garfoot Public Library will not be responsible for injuries or damages to possessions of individuals or groups resulting from the use of the library's computers. Patrons are not allowed to install or download software products onto the library's computers.

All computers print in black and white and color. We welcome donations for printing, but there is no set fee for use of this service.

Library staff is available to provide assistance to users, but extensive one-on-one assistance may require a patron to make an appointment either in advance or for another day to ensure that there is adequate staffing for other library patrons as well as the computer user.

Adopted 10/24/96

Revised 10/7/00

Revised 3/27/07

Revised 9/21/10

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

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Deleted: Purpose: In order to promote computer literacy throughout the community, the following rules regarding use of the computers have been developed.

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1. EQUIPMENT AVAILABLE FOR USE: The library has for recreational and educational use: seven non-LINK Dell computers for Internet use word processing and spreadsheets. Computers use a shared Hewlett Packard inkjet printer. ¶

¶ HOURS/SCHEDULING: computers will be available during open library hours. Patrons may sign-up for use using the Library On-Line software. ¶

¶ Up to three computers may be reserved in advance by the public for training sessions or group instruction. ¶

¶ **See comprehensive Internet Policy** ¶

¶ 3. SOFTWARE/COPYING: All software except public domain software is copyrighted or under special licensing agreements and may not be copied. ¶

Deleted: 4. SUPPLIES/COST: There is no charge for use of any hardware or software. The first 10 sheets of paper used per day are free. Daily paper use exceeding 10 sheets will cost .10 per sheet. Users may purchase floppy discs for \$1 to store personal data. ¶

¶ 5.

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Deleted: the microcomputer equipment.

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Deleted: 6. USER REQUIREMENTS: Users must have a current library card. Computer time is scheduled for one person at one time. NO MORE THAN TWO PEOPLE MAY BE AT THE COMPUTER AT ANY TIME. Any person found abusing privileges or general library rules for behavior will relinquish his/her computer time. ¶

Deleted: 7. ASSISTANCE:

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Moved up [1]: Patrons are not allowed to install their software products. ¶