

# Rosemary Garfoot Public Library Board Meeting Agenda

**Tuesday, October 21 2025 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 from the 9/16/2025 regular board meeting (action item)
- IV. Treasurer's Report**
- V. Approval of Bills** (action item)
- VI. Reports**
  - 1. Director's
  - 2. President's
  - 3. Village Trustee's Update
- VII. Old Business**
- VIII. New Business**
  - 1. Extended hours for trick or treating (discussion and possible action)
  - 2. 2026 Holiday Hours (discussion and possible action)
  - 3. Marketing Plan update (discussion)
  - 4. Extra funds for 2025 book and AV purchases (discussion and possible action)
  - 5. Employee Recognition Fund Policy (discussion and possible action)
  - 6. Funding for desk chairs (discussion and possible action)
  - 7. Year End Recognition (discussion and possible action)
- IX. South Central Library System and/or Dane County Library Service Update**
- X. Closed Session**
  - 1. The Library Board will meet in Closed Session pursuant to 19.85(1)(c) of Wisconsin Statutes, "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." – Library Director Evaluation
    - i. Reconvene into Open Session pursuant to 19.85(2) of Wisconsin Statutes.
    - ii. Possible Action Regarding Library Director Evaluation
- XI. Future Agenda Items**
- XII. Adjournment:** The next board meeting will be held on Tuesday, November 18, 2025 at 5:15pm.

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

## PUBLIC COMMENT INSTRUCTIONS

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

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

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

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

**Rosemary Garfoot Public Library Board Meeting Minutes**  
**Tuesday, September 19, 2025**

**Present:** Jennifer Wankerl, Sarah Borchardt, Denise Baylis, Erica Wagoner, Robin Graves

**Joining the board:** Christina Makos (GCMS) and Emmy Benson

**Not present:**

**Also present:** Elizabeth Clauss

**Call to Order:** Jenn Wankerl called the meeting to order at 5:18 pm

**Public Comment:** None

**Included in Agenda Packet**

**PUBLIC COMMENT INSTRUCTIONS**

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***Request for clarification:*** Under the Virtual section: how this pertain to the residence of Berry since it only lists residents of Cross Plains in the instructions.

**Approval of Minutes from August 2025 meeting (action item):**

- Baylis made a motion to approve the August 2025 minutes.
- Graves seconded. Motion carried.

**Treasurer’s Report:**

The cash management “money market” account reported at \$74,657.73

The Public “checking” account reported at \$31,897.98

MCF Endowment Fund reported: \$141,518.31

Revenues to the Village reported at \$73.00

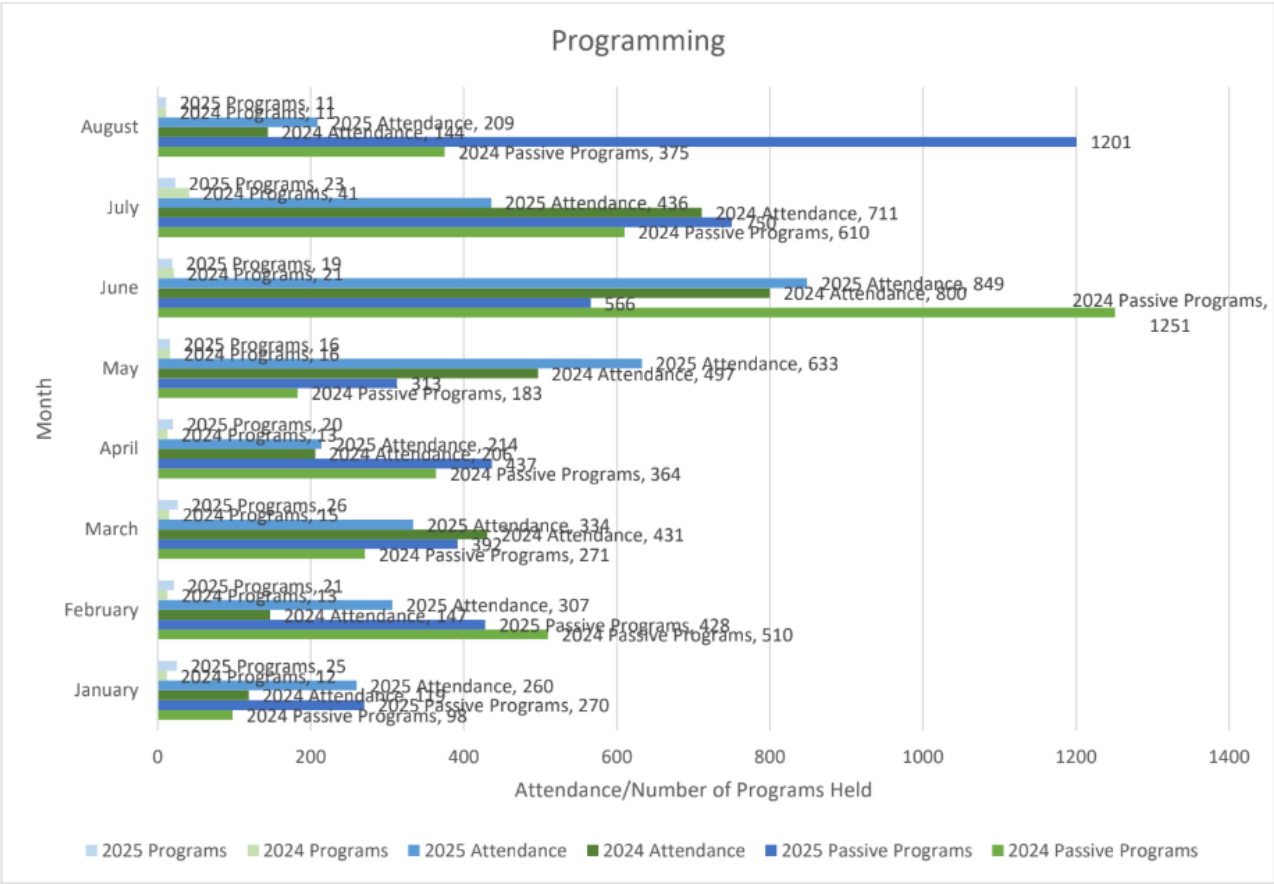
**Approval of Bills (action item):**

- Wagoner made a motion to approve the bills.
- Benson seconded. Motion carried.
- Discussion: Friends of the library, Lions, Optimist Club donations helped to support the summer programming. A lump-sum amount of \$2889.47 for SLP presenters reflected payments for multiple presenters from the summer reading program.

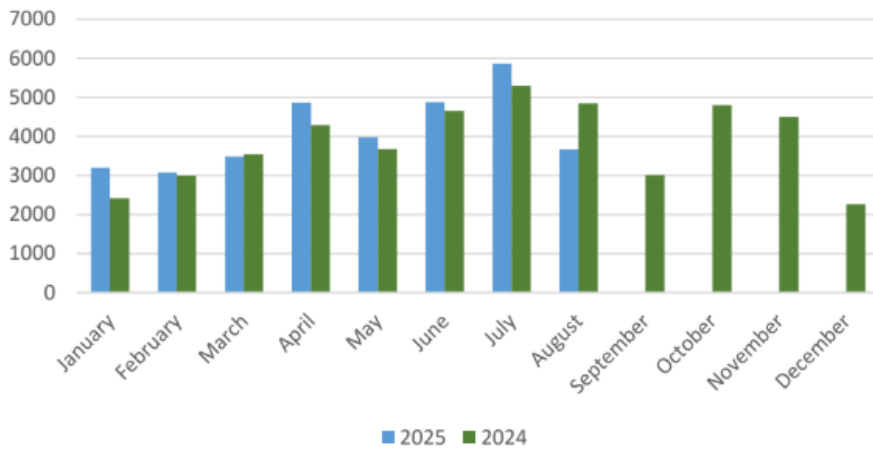
REPORTS:

Director’s Report:

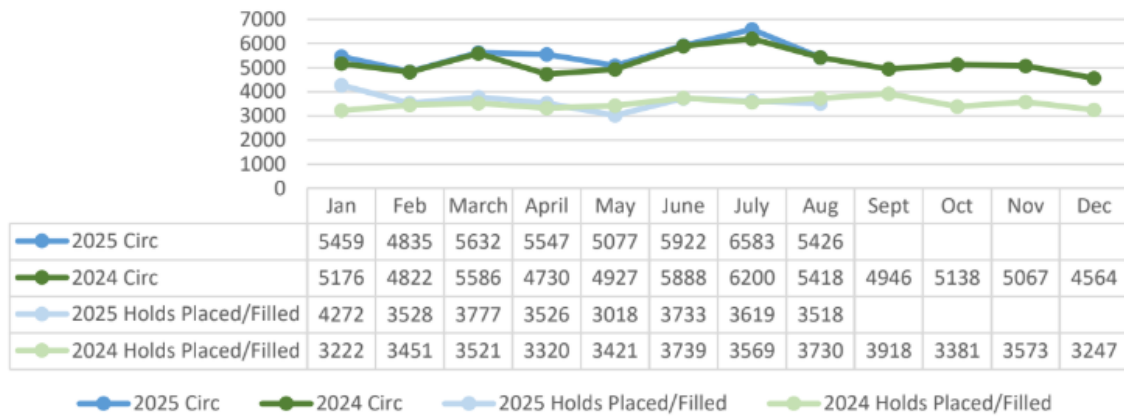
- Welcome to our two newest board members, Christina Makos (school representative) and Emmy Benson!
- Fall programming is off and running. We’ve had good turnout so far and anticipate a busy autumn! We’re featuring several programs in partnership with local folks, and to try to offer outreach and connections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



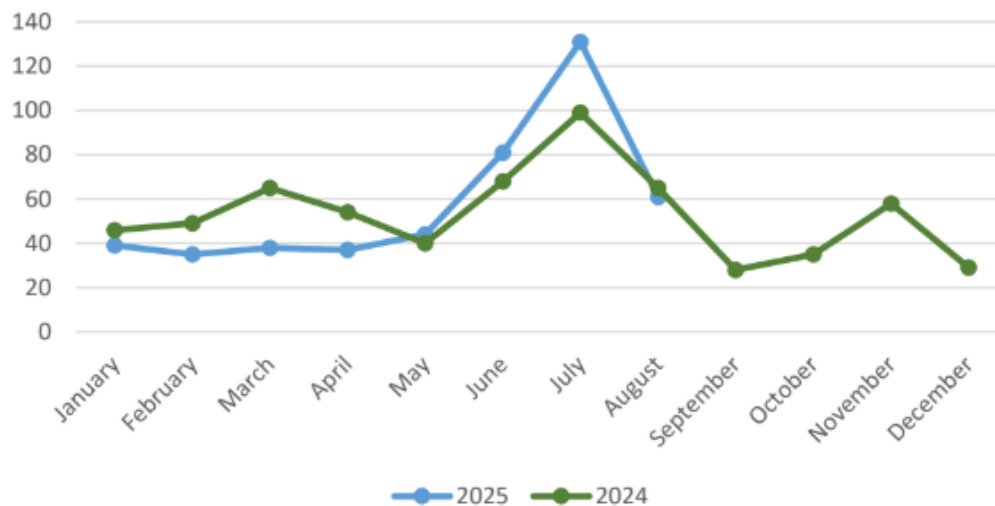
### Patron Counts



### Circulation and Holds



### Community and Meeting Room Use



**Presidents Report:**

- Working at St. Francis advertised that the bus available to take students bus to the library.

**Village Trustees Update:**

- Tonight at 7pm is the village meeting about the EMS.
- Still discussion about budget and village hall.

**Old Business:**

- None

**New Business:**

- Budget Amendment (discussion and possible action)
  - 13,000 (2025) proposed increase to 17,150 (2026) - quote not available before the budget was due. Dane County funding might help cover this regular maintenance.
  - Justification: Our maintenance agreement for our Building Automation System has expired; this is the cost for a software license renewal, as well as annual maintenance.
  - This would be a recurring cost of around \$3000 as there is an annual licensing and support fee to maintain software and service.
    - Graves recommends submitting the supplemental budget request form to the village with the proposed increase from 13,000 to 17,150.
    - Baylis second the motion. Motion Carried.
- Internet Policy (discussion and possible action)
  - Boarchardt made a motion to accept the changes to the Internet Policy as presented by the director.
  - Makos seconded. Motion carried.
  - Discussion: internet use increase from 1 hour to 4 hours
    - Student internet use. Users under 8 must be accompanied by an adult.
    - Comparable to other library policies across the South Central Library system
    - Filters / Firewalls?
- Library Director Evaluation
  - A subcommittee formed consisting of Borchardt and Graves to present to the library board during next month's meeting in a closed session discussion.

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

- N/A

**Closed Session**

- 1. The Library Board will meet in Closed Session pursuant to 19.85(1)(c) of Wisconsin Statutes, "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." – Compensation for Assistant Director**
- i. Reconvene into Open Session pursuant to 19.85(2) of Wisconsin Statutes.**
  - ii. Possible Action Regarding Compensation for Assistant Director**

**Borchardt made a motion to go into a closed session.  
Wagoner seconded. Motion carried.**

**Wagoner will make a motion to reconvene.  
Graves seconded. Motion carried.**

- Baylis made a motion to provide the assistant director with a bonus of \$1,500 paid from library's payroll funds to compensate Kelly McKewin for covering extra responsibilities during the director's 3 month absence while on maternity leave.
- Graves seconded. Motion carried.

**Next meeting is Tuesday, October 21, 2025 at 5:15pm (In Person)**

**Future Agenda Items:**

- Director Evaluation Presentation from subcommittee.

**Adjournment:**

Borchardt made a motion to adjourn at 5:48 pm.  
Graves seconded. Motion carried.

Respectfully Submitted by:  
Erica Wagoner

### 2025 September Invoices for Board Approval

| Category                      | Date                 | Vendor              | Amount |
|-------------------------------|----------------------|---------------------|--------|
| <b>Audiovisual</b>            | <b>55110-304-104</b> |                     |        |
|                               | 9/2/2025             | Midwest Tape        | 24.99  |
|                               | 9/5/2025             | Midwest Tape        | 136.7  |
|                               | 9/12/2025            | Midwest Tape        | 159.17 |
|                               | 9/14/2025            | Amazon              | 71.18  |
|                               | 9/23/2025            | Amazon              | 57.85  |
| <b>Books</b>                  | <b>55110-304-101</b> |                     |        |
|                               | 9/8/2025             | Amazon              | 11.39  |
|                               | 9/8/2025             | Baker and Taylor    | 162.4  |
|                               | 9/23/2025            | Amazon              | 16.47  |
| <b>Building Supplies</b>      | <b>51600-304</b>     |                     |        |
|                               |                      | Maintenance         |        |
|                               | 9/1/2025             | Services            | 59.16  |
| <b>Communication</b>          | <b>51600-202</b>     |                     |        |
|                               | 9/2/2025             | Peterson Sanitation | 10.5   |
|                               | 9/15/2025            | TDS                 | 347.36 |
| <b>Dues and Subscriptions</b> | 9/26/2025            | eGold Fax           | 30.49  |
|                               | <b>55110-204</b>     |                     |        |
| <b>eBooks</b>                 |                      | Wisconsin DFI       |        |
|                               | 9/30/2025            | (Notary Filing Fee) | 20     |
| <b>55110-304-106</b>          |                      |                     |        |

### 2025 September Library Revenues remitted to the Village

|                               |                         |       |
|-------------------------------|-------------------------|-------|
| 46710                         | General Revenue         | 5.25  |
|                               | Other Law and Ordinance |       |
| 45190                         | Violations              | 5.5   |
| 48200                         | Rent                    | 0     |
| Total Donations/Misc. Revenue |                         | 10.75 |

### 2025 September Revenues for Library

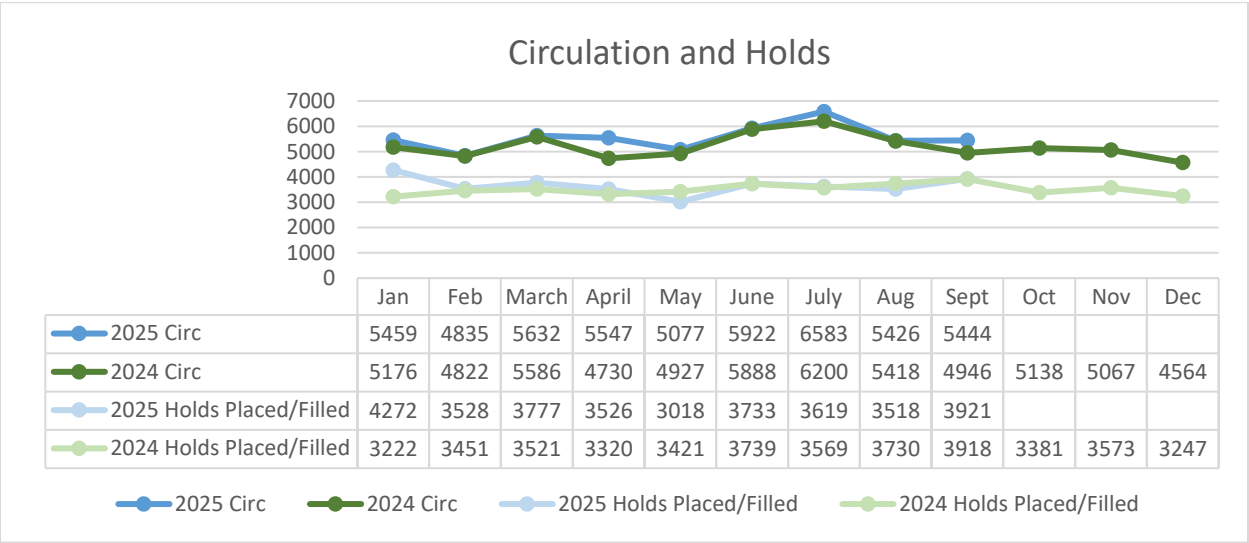
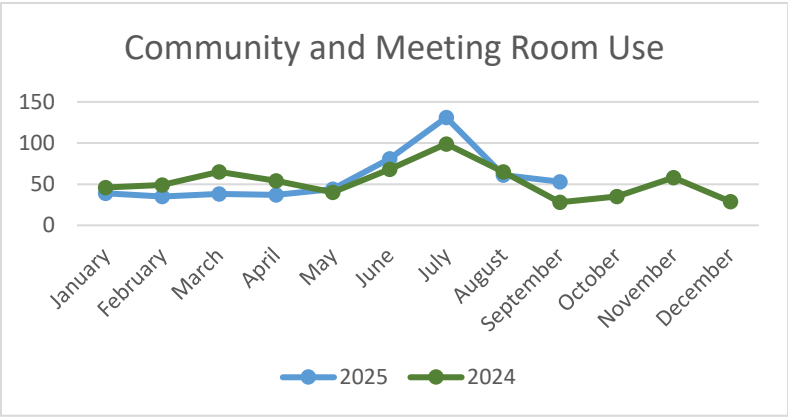
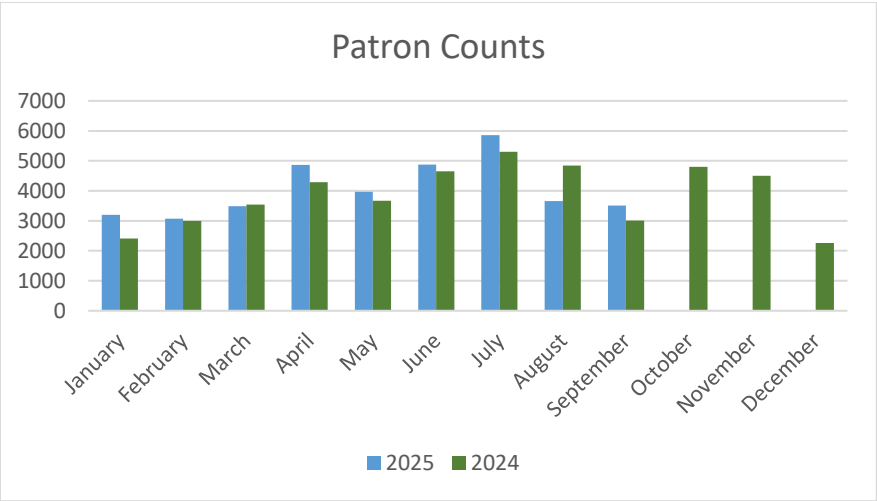
|                               |                         |        |                                                                                                                                                           |
|-------------------------------|-------------------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
|                               | Copy Donations          | 148.09 | receipt book tallied 94.31; deposited a damaged items check to this account and gave village cash due to refund from cash box donations at start of month |
|                               | Misc. Donations/Revenue | 70     |                                                                                                                                                           |
| Total Donations/Misc. Revenue |                         | 218.09 |                                                                                                                                                           |



|                       |                      |                      |        |
|-----------------------|----------------------|----------------------|--------|
|                       | 9/18/2025            | Overdrive            | 190.5  |
| <b>Equipment</b>      | <b>55110-301</b>     |                      |        |
|                       | 9/15/2025            | Rhyme                | 183.53 |
| <b>Juvenile Books</b> | <b>55110-304-107</b> |                      |        |
|                       | 7/7/2025             | Baker and Taylor     | 109.3  |
|                       | 9/3/2025             | Baker and Taylor     | 46.34  |
|                       | 9/26/2025            | Penworthy            | 537.26 |
|                       | 9/29/2025            | Baker and Taylor     | 56.52  |
| <b>Maintenance</b>    | <b>51600-305</b>     |                      |        |
|                       |                      | HJ Pertzborn-Annual  |        |
|                       | 9/29/2025            | Sprinkler Inspection | 410    |
| <b>Meetings</b>       | <b>55110-304-107</b> |                      |        |
|                       |                      | American Red Cross   |        |
|                       | 9/17/2025            | Library CPR Training | 288    |
| <b>Misc.</b>          | <b>55110-399</b>     |                      |        |
|                       | 9/1/2025             | Nate Glynn           | 200    |
| <b>Periodicals</b>    | <b>55110-304-103</b> |                      |        |
|                       |                      | Times-Tribune (2     |        |
|                       | 9/5/2025             | year subscription)   | 96     |
| <b>Postage</b>        | <b>55110-201</b>     |                      |        |
|                       | 8/5/2025             | USPS (Visa)          | 4.96   |
|                       | 8/12/2025            | USPS (Visa)          | 4.25   |
| <b>Programming</b>    | <b>55110-306</b>     |                      |        |
|                       |                      | Crossroads Coffee    |        |
|                       | 8/5/2025             | (Visa)               | 18     |
|                       |                      | Piggly Wiggly (Aug.  |        |
|                       | 8/11/2025            | Statement)           | 31.96  |
|                       | 8/11/2025            | Kwik Trip (Visa)     | 20     |

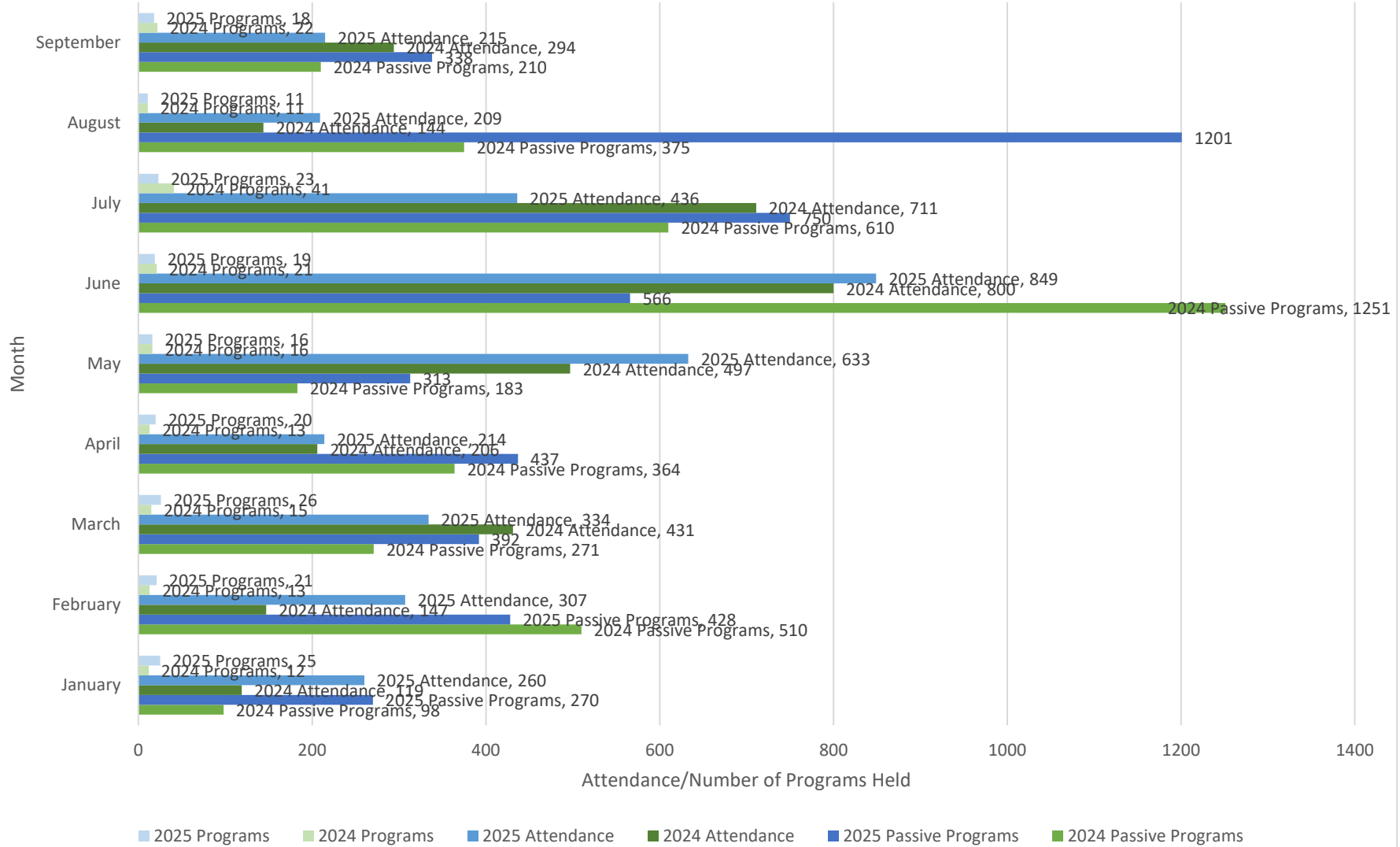
|                                |                      |                                   |         |
|--------------------------------|----------------------|-----------------------------------|---------|
|                                | 9/8/2025             | Amazon                            | 7.99    |
|                                | 9/10/2025            | Amazon                            | 4.45    |
| <b>Reference</b>               | <b>55110-304-102</b> |                                   |         |
| <b>Supplies</b>                | <b>55110-304-105</b> |                                   |         |
|                                | 8/8/2025             | Office Depot                      | 92.86   |
|                                | 9/8/2025             | Amazon                            | 14.97   |
|                                | 9/15/2025            | Rhyme                             | 122.69  |
|                                | 9/23/2025            | Amazon                            | 144.82  |
|                                | 9/24/2025            | Amazon                            | 103.02  |
|                                | 9/29/2025            | Amazon                            | 5.64    |
| <b>Support</b>                 |                      |                                   |         |
| <b>Services (ILS</b>           | <b>55110-</b>        |                                   |         |
| <b>Fees)</b>                   | <b>207</b>           |                                   |         |
| <b>Support</b>                 |                      |                                   |         |
| <b>Services</b>                | <b>51600-</b>        |                                   |         |
| <b>(Cleaning)</b>              | <b>207</b>           |                                   |         |
|                                |                      | Maintenance                       |         |
|                                | 9/1/2025             | Services                          | 817.85  |
| <b>Technology</b>              | <b>55110-</b>        |                                   |         |
|                                | <b>302</b>           |                                   |         |
| <b>Utilities</b>               | <b>51600-</b>        |                                   |         |
|                                | <b>203</b>           |                                   |         |
|                                | 9/15/2025            | CP Water and Sewer                | 187.57  |
|                                | 9/19/2025            | MGE                               | 1310.5  |
| <b>Library Checkbook/Petty</b> |                      |                                   |         |
| <b>Cash</b>                    |                      |                                   |         |
|                                | 6/4/2025             | Baker and Taylor (LP<br>Donation) | 21.65   |
|                                |                      |                                   | 6138.29 |

October 2025 Director’s Report





## Programming



- We have an intern starting this week who will be helping with shelving, shelf reading, and other similar projects.
- Our main book vendor, Baker and Taylor, recently and abruptly closed. We are working with a new vendor, although orders are somewhat delayed as they are inundated with new customers.
- The library is hosting a friendly village department pumpkin decorating competition to tie in with our Halloween display. Pumpkins will be on display October 30-31 and the public will vote for the winning department.
- We've had some exciting new program and outreach opportunities—a Bioblitz as part of the Wisconsin Science Festival, wading in the Black Earth Creek with BECWA, an upcoming library-sponsored blood drive, and homeschool programming.
- Our no-school day programming has proven very popular—we had over 50 people for the autumn ornaments program on October 13—and are looking forward to wading in the Black Earth Creek on 10/30 and the Wild Rumpus Circus and trick or treating on 10/31.
- And an update from Kelly about a recent conference she attended:
  - I attended the inaugural "Upgrade" conference at UW-Madison on Oct. 6 and 7, which was focused on technology uses/advancements in libraries. There were two highly engaging keynote speakers who touched upon the pitfalls and dangers of AI, while still emphasizing the need for librarians to stay up-to-date and in touch with how AI is being used in information landscapes so that we don't fall behind the times. I also got to attend a variety of really interesting sessions. One of the most interesting ones focused on checking out individual software licenses (for things like Photoshop, Illustrator, etc.) to users remotely on their own devices as opposed to purchasing those licenses for a library computer and only making them available to patrons for in-library-use. There were also sessions on building "home media preservation" kits that can be checked out in a Library of Things, as well as one on engaging kids aged 6-11 to stay involved with the library through popular computer games like Minecraft, both of which seemed relevant to us with our ever-expanding LOT and large population of families who use the library. I also attended a session on social media/advertising tools, and while I didn't come away learning anything new from that one, it was at least nice to see that we're already using pretty much all of the commonly recommended tools available to us (Canva, Mailchimp, FB/Instagram) to reach people.

## **Rosemary Garfoot Public Library**

### **Marketing Plan 2025-2026**

#### **Introduction:**

Rosemary Garfoot Public Library serves the community of Cross Plains, as well as the Town of Berry, Town of Cross Plains, and other area residents. It was founded in 1964 by a group of dedicated residents who undertook much of the fundraising, organizing, and planning to build the library. Our community has a strong interest in the outdoors, recreation, lifelong learning, and being environmentally friendly, and our library reflects those community values.

**Library 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.

#### **Community Input:**

As part of a strategic planning process, the library conducted a community survey in April 2024. Two hundred thirty-one community members responded to the survey. Of those:

- 214 of the 231 respondents had library cards
- 72.7% visited the library at least monthly
- 74.6% agreed that the library offered programs that were of interest to them
- 93.1% reported that the library offered a selection of materials that were of interest to them

- The most popular library services, in order of popularity, are borrowing materials, ebooks/digital audiobooks, using the library as a space, and the free children's programming we offer.

### **Target Audiences:**

Based on the community survey, ILS circulation data, and census data, our marketing plan will focus on the following audiences:

- Families with young children
- Families who homeschool
- Adults in our community that do not currently attend library programs

### **Needs of Target Audiences:**

A community survey was conducted in April 2024 as part of our strategic plan process. This survey included questions about programming and what our community wants from their public library. These findings helped us better understand what our community needs from us, and especially what our target audiences are looking for.

In terms of programming, we received the following ideas and suggestions:

- More family programming during non-work hours or on the weekend, such as the annual family fort night we already host
- Adult programming in the evenings that focuses on cooking, crafts, yoga, games, or community speakers
  - Cooking classes were suggested by many respondents, leading us to conclude that this is something strongly desired by our community
- Outreach at community events
- Small groups or other programming for elementary-age kids
- Programs for young children and stay at home parents during the week

We also received some input on the materials or other services our community would like to see us offer, including:

- Museum or park passes
- An expanded library of things, especially tools or other large items

### **Identify Competitors:**

The target audiences for this plan have the following competitors:

- Families with Young Children



- Parks and Rec programming, children's museum, playgroups in the area/in Madison metro area
- Young Adults
  - School, extracurricular activities, jobs
- Adults
  - Work or childcare, Club sports or other group membership, Northwest Dane Senior Services, other area libraries

**Set Measurable Goals:** Based on the data, the target audiences, the needs, the services and the competitors, these goals have been identified.

- Goal #1: The library will offer at least one weekend program per month in 2025.
- Goal #2: The library will increase summer reading program completion by 10% in 2025.
- Goal #3: The library will offer homeschool-specific programming by September 2025.
- Goal #4: The library will host at least 10 offsite or outreach programs between January 1, 2025 and December 31, 2025.

**Promote Products and Services:** The following promotional tools will be used to achieve the goals in this marketing plan.

**Promote Products and Services:** The following promotional tools will be used to achieve the goals in this marketing plan.

| Promotional Tool                                           | Marketing Strategy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Social Media (Facebook posts, Instagram posts and stories) | <p>Social media posts are made on an as-needed basis, with a goal of posting 2-4 times a week (and no more than once a day) so that we are regularly showing up in people’s feeds, while not over-saturating our followers or the algorithms with content.</p> <p>Posts that contain pictures of people tend to get more interaction than graphics or posters, so priority is given to actual photos of library events, whether they are recapping a past event or advertising an upcoming one. Graphics will be posted on occasion. High profile programs/important news will get shared to the local Cross Plains neighborhood group on Facebook as well as posted to our feed. Instagram stories are used to post time-sensitive things (i.e. "program starting in an hour") or to interact with other relevant organizations (WLA, Beyond the Page, etc.) that increase our reach.</p> |

|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                      | <p>Posts are ideally scheduled 1-2 weeks in advance to ensure content for the week is varied.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Parks and Recreation Activity Guides | <p>Library programs will be included in the Parks and Recreation Activity Guide that is sent out three times per year to help us reach community members that are active through parks and rec, but not regular library users or attendees.</p>                                                                                                                                                                                                                                                                                                                       |
| Cross Plains Village Newsletter      | <p>The Village newsletter comes out on the 15th of the month, every other month (January, March, etc.). In each edition, we submit write-ups of as many programs as we can fit, with priority given to one-off programs over reoccurring events. We submit a roughly equal amount of youth and adult programs to this newsletter.</p>                                                                                                                                                                                                                                 |
| Middleton-Times Tribune              | <p>We submit a weekly round-up of news to the Middleton Times-Tribune, which is published on Thursdays. Each round-up includes all programs and events happening in the next two to three weeks, along with occasional reminders about year-round passive programs or general library news.</p>                                                                                                                                                                                                                                                                       |
| e-Newsletter (email)                 | <p>The library maintains separate email lists for adult and youth programming. One e-newsletter per month is sent to adult programming subscribers, typically on the first business day of the month. These newsletters highlight all programs happening in the current month, and occasionally a short library news update. One or two e-newsletters are sent to the youth programming subscribers per month, depending on the number of programs happening. The timing of these newsletters is determined based on the timing of programs throughout the month.</p> |

|                                                                                                                                                         |                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Print newsletter available at the library, village hall, and community partner's locations (NWDSS, Piggly Wiggly, Crossroads Coffee, After School Club) | Print newsletters listing all children and adult programs for the month are made available about a week before the month begins. These newsletters are brief and include a short description of each program.                                          |
| Kid's Newsletter shared with the local schools through Peach Jar and email                                                                              | The kid's school newsletter is sent out during the school year (September-June). It highlights only programs of interest to school-age children. It highlights both reoccurring programs and one-time events, especially those held on no school days. |
| Library Website                                                                                                                                         | The library website lists all programs and events on a calendar. Program titles are added to the calendar as soon as they are scheduled, with descriptions of the programs and graphics added 4-8 weeks before they occur.                             |

**Budget:** The marketing plan does not have a set budget, but can use money set aside for printing (\$375) or programming (\$3,600).

#### **Evaluation / Assessment of Marketing Plan Goals:**

The plan will be evaluated monthly to make sure that we are keeping the goals in mind as we plan upcoming programming. There will be a more thorough evaluation held in July 2025 to look at how we're doing and to adjust goals, budgets, or tools as needed, as well as a final evaluation in December 2025.

**Date of Evaluation:** July 2025

**Goal #1:** The library will offer at least one weekend program per month in 2025.

**Measurement:** Verify that one weekend program was held monthly, based on a review of past programs, as well as looking ahead towards the last half of 2025 to make sure there are weekend programs scheduled for the remainder of the year.

**Recommended Action:** Evaluation will look at program attendance and will take into account the topic or type of program that was offered for each Saturday so that we can adjust accordingly for the last half of 2025 and 2026 program planning.

**Evaluation:** The library has been very successful at hosting Saturday programming, although attendance has not been as consistent as we would have hoped. Weekend craft programs have typically been flops,

while our Teas of East Asia program was a huge hit. While we also had a couple of months where we didn't offer Saturday programming, we also had months where we offered multiple programs on Saturdays, so it has averaged out to one per month.

**Date of Evaluation:** August 2025

**Goal #2:** The library will increase summer reading program completion by 10% in 2025.

**Measurement:** We will compare the number of readers who completed SRP in 2025 to the number that completed it in 2024. We had a large number of kids start the 2024 program, but many dropped out along the way.

**Recommended Action:** Further action will be decided based off of the how completion percentages change, and which changes we implement for the 2025 program seem to make the largest difference.

**Evaluation:** SLP overall participation was down this year (2024 adult sign ups were 134 and kid sign ups were 726; 2025 was 123 and 659, respectively). However, the number of people who completed the program grew significantly, especially when taking lower overall participation into account (2024 only saw 20 adults turn in their sheets and 46 kids; 2025 was 23 and 68, respectively).

**Date of Evaluation:** July 2025

**Goal #3:** The library will offer homeschool-specific programming by September 2025.

**Measurement:** Is the library offering homeschool specific programming?

**Recommended Action:** Further action will be recommended based off of community response to homeschool programs and feedback from homeschooling families.

**Evaluation:** We started offering homeschool programming in September 2025, with our first meeting serving as an opportunity to talk with homeschool families in our community and hear what they would like to see offered and how we can better serve them. We are aiming for one homeschool program per month (although obviously anyone is welcome, even those who don't homeschool).

**Date of Evaluation:** July 2025

**Goal #4:** The library will host at least 10 offsite or outreach programs between January 1, 2025 and December 31, 2025.

**Measurement:** A mid-year review of offsite and outreach programs will be conducted in July 2025, with an eye towards planning further partnership and outreach programs in the last half of the year.

**Recommended Action:** Further action will be recommended based on program and outreach attendance and response.

**Evaluation:** We were not as successful with outreach/off-site programming as we had hoped this year. As of October, we have only hosted 5 off-site/outreach programs. However, we have 3 more scheduled before the end of the year (BioBlitz at Hickory Hill, wading in Black Earth Creek with BECWA, and a Blood

Drive). We had planned to do more outreach at community events and the farmer's market, but being down a full-time staff member over the summer made that difficult.

## **Draft Rosemary Garfoot Public Library Employee Recognition Fund**

### **Purpose**

The Employee Recognition Fund (ERF) is set up to recognize the lives of library staff through cards, flowers, and/or gifts during times of hardship or celebration. We value and appreciate our employees both at work and outside of it. The ERF is a benefit for all library staff.

The ERF will be funded with money from library-held accounts, with expenditures not to exceed \$600 annually. The library director will coordinate and track recognition of the events below, as well as coordinate purchase of gifts, cards, etc.

### **Guidelines**

Illness – Approximately \$80.00 will be spent for gifts and/or flowers for the following:

- Hospital stay
- Extended stay at home

Death

- Immediate family member (mother, father, child, wife, husband, brother, or sister) will receive \$80.00 for an appropriate memorial.
- Death of an employee will receive \$100.00 for an appropriate memorial.

Wedding – Wedding gifts or money totaling \$50.00 will be given to the employee from the ERF. Additional monies may be collected.

Babies – Gifts or money totaling \$50.00 will be given to the employee from the ERF. Additional monies may be collected.

Graduation-- Gifts or money totaling \$50.00 will be given to the employee from the ERF. Additional monies may be collected.

Retirement—Money totaling up to \$50.00 will be used to put together a celebration at the library for the employee.

Birthday—Gift totaling up to \$10.00 will be given to the employee, with an all-employee treat for all birthdays occurring in that month.

Work Anniversary—Gift totaling up to \$10.00 will be given to the employee.