



**Strategic Plan
and
Five-Year Operational Plan
2013-2017**

Baraboo Public Library Strategic Plan

Adopted August 21, 2012

Mission Statement

The Baraboo Public Library offers a safe and welcoming environment, providing area residents and visitors with confidential access to cutting edge, high quality resources. As a center of lifelong learning, the library proactively engages diverse audiences, encourages collaboration, and challenges and empowers its users to participate fully as members of their local and global communities.

Values

Be welcoming
Enable access to cutting edge, high quality resources
Be collaborative
Maintain the highest standards of accountability to users and stakeholders
Be proactive and responsive
Maintain privacy and confidentiality
Be objective, impartial, trustworthy, and honest

Vision

Enlighten, enrich, entertain, inspire!

Strategic Directions

We will

- Continue to provide the highest quality customer service and access to print materials, audio, video and programming
- Communicate frequently and effectively
- Support the broadest range of interests and ages
- Have outstanding facilities
- Be enterprising while maintaining the highest standards of accountability
- Provide access to emerging and relevant technologies

Operational Plan 2013 – 2017

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Strategic Direction: Continue to provide the highest-quality customer service and access to print, audio, video, and programming

Strategic Direction: Support the broadest range of interests and ages

Objective: Create clarifying statements for the values and incorporate into library training and evaluation.

Services and programs should embody the values identified in the 2012 Strategic Plan. Each employee should demonstrate the values in their daily performance. We should reflect the values in our different roles in the library, and our performance should be measured with these ideals in mind.

Action Steps	Who	When	Cost	Measure Success	Date Completed
Solicit input from staff on the definition of "values" and the value of the work they do.	Director	November 2013	0.5 hours of MA time	Request communicated to library staff	Email requesting input sent 11-26-2013
Hold an all-staff meeting to discuss together and develop shared definitions of the values	Director and In-service Facilitator	December 2013	\$200 - SCLS Continuing Education Grant \$200 - N. Nelson Donation Wages for all staff for 3 hours	Staff In-service scheduled and held; definitions created.	12-05-13
Meet with supervisors to discuss options for training and orientation of new staff in the values	Director	February 2014	1 hour of time for MA, NR, CK, ZO to meet 1 hour MA to prep. Values Orientation piece	Standard orientation materials created for new employees that include interpretation of the values	Meeting held: 03-07-14
Meet with supervisors to discuss	Director	February 2014	1 hour of time for MA, NR, CK, ZO	1) Additional evaluation form for supervisor to use	Combined with above meeting: 03-07-14 Form created and shared with all staff:

implementing measurement of values in performance evaluation.			2 hours MA to prep evaluation forms	with City form created. 2) Additional evaluation form for employee self-evaluation created.	03-27-14
Incorporate values measurement into 2015 performance evaluation	Supervisors	2015 -	-	Include above as part of all evaluations beginning in January of 2015.	Included as a part of performance evaluations beginning January 2015.
Train new staff on values	Supervisors	2015		Include as a part of orientation for new hires	Training has not been systematically implemented; MA will meet with supervisors to discuss September 2015. 01-2017: Supervisors provide new staff with values as part of their employee orientation.

Objective: Define “highest quality of customer service” by creating a Patron Bill of Rights.

At its core, a customer service bill of rights details the customer service policies and commitments of an organization, company or government agency. A customer bill of rights helps organizations focus and develop core customer service policies. (e. g. City of Seattle Customer Bill of Rights, and others)

01-02-15: As part of the book buying trip, on Saturday, December 6, 2014 a number of staff members visited Hy-Vee to experience their customer service and environment. Will defer this objective until the Emergency Action Plan is complete, likely until 2016.

08-16-15: Accomplishing this objective in 2016 still seems a reasonable goal.

01-14-17: Work on other objectives related to publicity, technology, interior improvements, and the addition/remodel project have been prioritized ahead of the Patron Bill of Rights. Emergency Action Plan is still incomplete and should be finished before beginning this project.

03-09-18: This objective never rose to the top of the list of priorities.

Action Steps	Who	When	Cost	Measure success	Date Completed
Gather examples from other cities or through the resources available from CVMIC	Director	2016	1 hour MA	Distribution of samples to all staff	
Collect input from staff	Supervisors	2016	1 hour- all staff	Solicit and tabulate input at regular YS/AD meeting	

Draft BPL Patron Bill of Rights	Supervisors ; Director	2016	2 hours MA 1 hour NR, CK, ZO	Draft created	
Bring to Library Board for approval	Director	2016	-	Approved by Board	

Objective: Develop an emergency action plan

Part of high quality customer service is proactively addressing safety concerns. A plan should be developed so that staff members are prepared to respond to severe weather, violent intruders, or other emergency situations.

Action Steps	Who	When	Cost	Measure Success	Date Completed
Obtain example plans	Director	2013- 2015	8 hours		Sample plans collected from other libraries and a hospital; reviewed city draft plan and Sauk County plan; selected Sauk County plan as template
Develop written plan	Director AS Librarian/ Asst. Director	2016 2017	40 hours		PROGRESS: 2016: none 2017: Director's time is consumed with Adult Department Reading Room Refresh project and the Library Expansion Committee work; she delegates development of the written plan to the Adult Services Librarian/Assistant Director 10-23-17: Draft emergency procedures document distributed to Leadership Team for review and comment. 12-15-17: Updated draft circulated to the Leadership Team
Identify re-unification sites	Director	2016 2017	5 hours		PROGRESS: December 2016: Contacted City and County Emergency Management Directors for recommendation 11-10-17: Following the onsite ALICE training, identified the reunification sites and obtained permission/agreement from Baraboo Fire Chief Stieve and Sauk County Emergency Management Director Jeff Jelinek Controlled release: Sauk County West Square Building West Lobby Uncontrolled release: Fire Department, 125 4 th St
Train staff in response techniques	Police Department and other emergency management	2013 2015	All staff – 2 hours All staff –		Staff In-service February 28, 2013: "Responding to Security emergencies," presented by Police Chief Mark Schauf 03- 23-15: Current best practices on responding to a violent intruder

	personnel		3.5 hours		presented by Police Chief Mark Schauf, two additional officers, and José Para; included both presentation and role playing
	AS Librarian/ Asst. Dir.		3 hours		April – May 2015: NR sets up all phone extensions for PA-type announcement. Staff begin to use for closing announcement to make procedure familiar and routine.
	City of Baraboo and Sauk County Emergency Management personnel	Spring 2017	All staff – 2 hours each		Spring 2017: All City of Baraboo staff participate in general ALICE protocol training and practice scenarios
	City of Baraboo and Sauk County Emergency Management personnel	Fall 2017	All staff – 3 hours each		11-10-17: Closed library from 9am-1pm to provide staff with onsite ALICE protocol training and scenario practice
Review and update plan					

Objective: Explore purchasing an AED and training staff in CPR

Action Steps	Who	When	Cost	Measure Success	Date Completed
Evaluate cost and need	Director and all staff	Q1 2017	4 hours		
Identify and purchase unit	Director				September 2017: The Police Department donated an AED that they no longer need to the Library
Train staff	Baraboo District Ambulance Service				
Apply for grant from CVMIC to reimburse cost	Director	Q3 2017			

Objective: Increase the number of WorldCat requests made each year 2013 – 2017

Many library patrons don't know that if they can't find what they want in LinkCat, we can often get it from outside the South Central Library System (SCLS) through WorldCat. This is another way we can provide high quality access for our patrons. To increase the number of requests made we need to promote the service.

01-20-14: OCLC is migrating to a new software system called WorldShare. [World Share is the administrative software for libraries to request and borrow materials for out-of-system interlibrary loan. WorldCat Discovery is the interface that patrons may search and request items if patron-initiated holds are supported. We currently allow patrons to request materials; clarification added 08-16-15] Migration was anticipated in the fall of 2013, but has been delayed as bugs have been discovered and eliminated. The current working date for migration is May 19, 2014. We will wait until the new system is place before updating the promotional materials or doing the publicity.

07-31-15: OCLC delayed the cutover date from May 2014 December 2014, then in September 2014 to December 2015. We are waiting until most of the known bugs have been fixed before changing to the new website/software. ILL/Serials Coordinator Katie Alexander has already attended a training session on how patron initiated requests work. Katie and Adult Services Librarian Nathan Rybarczyk will view archived webinars on setting up WorldCat Discovery to determine whether support from Madison Public Library and the South Central Library System is required. Current target date to cutover to WorldCat Discovery is fall of 2015. We will wait until the setup is nearly complete before promoting the service.

12-06-2016: In March of 2016, OCLC decided that libraries will not have to switch to WorldCat Discovery from WorldCat FirstSearch and that they will be creating a new FirstSearch interface as a result of input by libraries on how much they value the unique capabilities of FirstSearch. After exploring WorldCat Discovery, the product will not suit our needs and we are choosing to stay with FirstSearch.

Our Interlibrary Loan Coordinator and Development Director resigned their positions in 2016 and no progress was made in promoting out-of-system interlibrary loan. Also, after discussing the goals of out-of-system interlibrary loan, we feel that promotion of the service is important, but increasing the amount of requests is not necessarily beneficial. We should be purchasing and adding items for the collection instead of relying on WorldCat, especially with current items.

Action Steps	Who	When	Cost	Measure Success	Completed
Increase capacity and efficiency by training front desk staff to place requests online	ILL/Serials Coordinator		1 hour for all AD staff	Training held	January 16, 2014
Create a display promoting out of system interlibrary loan	ILL/Serials Coordinator and Development Director	?	1 hour each-KA & RW	Display created and photographed	8-10-15: still on hold pending implementation of WorldCat Discovery
Do press release/story on out-of- system interlibrary loan	Development Director	?	1 hour RW	Article is run in paper	8-10-15: still on hold pending implementation of WorldCat Discovery
Do a feature in the library newsletter	Development Director	?	0.5 hours RW	Story appears in newsletter	8-10-15: still on hold pending implementation of WorldCat Discovery
Create a bookmark for handout at the front desk promoting the service	Development Director	?	1 hour RW	Distribution of 250 bookmarks	8-10-15: still on hold pending implementation of WorldCat Discovery

Objective: Implement single card Baraboo community borrowing in cooperation with the UW-Baraboo/Sauk County Library.

The Baraboo Public Library (BPL) and the University of Wisconsin-Baraboo /Sauk County (UW-BSC) Library offer community patrons a complementary set of resources. By offering single card borrowing, we are improving ease of access and promoting both collections to the benefit of BPL patrons and UW-BSC students.

PROGRESS IN 2014: Marc Boucher, Cate Booth, and I presented a poster session on multi-type collaboration on May 1 at the Wisconsin Association of Academic Librarians. Marc and I presented sessions on multi-type collaboration focusing on the community borrowing card at the Wisconsin Association of Public Librarians on May 9, 2014 at UW- Fox Valley on May 23, 2014 and at the Wisconsin Library Association Fall Conference on November 5, 2014. Since then, the administration of the Wisconsin Valley Library System has expressed interest in starting a community borrowing card project partnering with UW-Marathon County.

PROGRESS IN 2015: On June 5 Marc Boucher and I met with the Wisconsin Library Association legislative committee to propose a change to Chapter 43 which would facilitate broader implementation of patron borrowing across public and academic library systems. The committee felt that in order to support the change, we needed to demonstrate a broader coalition of interest. The proposed change was tabled.

In the fall the UW system migrated to a new integrated library system (ILS). Due to changes to procedures and permissions, Baraboo Public Library staff is no longer permitted to access the UW catalog directly. Applications for the joint library must be routed via email to UW-BSC library staff to enter into ILS.

Action Steps	Who	When	Cost	Measure Success	Date Completed
Draft proposal summarizing project and communicate to UW-System and SCLS.	UW-BSC Librarians and BPL Director	February 2013	1 hour MA	Proposal communicated	March 2013
Obtain approval from UW governing bodies	UW-BSC Librarians	March 2013	-	Approval	April 2013
Draft Memorandum of Understanding between UW-BSC and BPL and present for approval to Library Board	UW-BSC Librarians and BPL Director	April 2013	-Document drafted by UW-BSC Director; 0.5 hour MA to review	Document created;	June 18, 2013
Implement registration of UW-BSC community patrons at BPL	BPL staff		Now part of existing service desk procedures	Offer new patrons UW-BSC cards	August, 2013
Communicate with SCLS and DPI about	BPL Director and UW-BSC	May 2013	8 hours MA	Tentative proposal	October – November 2013

the project and any legal issues related to implementation	Director			drafted and presented to ILS	
Proposal presented to SCLS ILS Committee for approval	BPL Director		3 hours MA	Proposal approved	December 4, 2013
Implement and promote	BPL & UW-BSC				January 2, 2014

Objective: Increase patron self-service options with open hold shelves

On some visits, patrons want to simply pick up their holds and go. By offering self- service options, patrons can get on their way faster. In order to install open hold shelves near the front desk, the existing arrangement of public computers must be modified, including transitioning to laptops for two of the desktops.

Action Steps	Who	When	Cost	Measure Success	Date Completed
Draft an in-library Laptop Checkout Policy and present to Policy Committee	AS Librarian/Asst. Dir.	Fall 2013	10 hours NR; 3 hours MA	Policy drafted and reviewed by Library Director and Policy Committee	October – November 2013
Present Laptop Checkout Policy to Library Board for approval	AS Librarian/Asst. Dir./ Director		1 hour each	Policy approved	November 19, 2013
Purchase replacement computers for 2013	AS Librarian/Asst. Dir.	December 2013	2 hours NA Line 392-\$700 FOL-\$1,400	Equipment purchased	December 11, 2013
Rearrange express computers	AS Librarian/Asst. Dir.	February 2014	4 hours NR	Equipment re-arranged	March 17, 2014
Implement in-library laptop checkout service	AS Librarian/Asst. Director and Circulation Supervisor	February 2014	4 hours NR and ZO; \$100 supplies to circ. laptops	Laptops and accessories processed and ready for checkout.	March 2014

Install shelving for holds	Director & AS Librarian/Asst. Dir. Circulation Supervisor	March 2014	4 hours each	Shelves moved from Director's Office to space across from front desk	May 2014 2016: AS Librarian/Asst. Dir delegated to Circulation Supervisor responsibility for the Adult Services space and layout. Spring 2017: Hold shelves are shifted from across from the front desk to shelving near the internet PCs. Full height shelving improves accessibility for patrons and staff; area across from the front desk is now more open, uncluttered, and less congested. Fiction, mysteries, audiobooks on CD, westerns, science fiction, ad romance collections were shifted and/or moved to different stacks to accommodate the new location for the hold shelf.
Adapt workflows	AS Librarian/Asst. Director and Circulation Supervisor	March 2014			May 2014
Monitor percent age of items checked out from unit	AS Librarian/Assistant Director	Monthly		Data gathered	<p>2014 Jan: 2.2%; Feb: 2.2%; Mar: 2.0%; April: 1.7%; May: 7.3%; June: 10.4% July: 10.5%; Aug: 11.6%; Sep: 11.9%; Oct: 12%; Nov: 11%; Dec: 11.6% Annual Average: 7.9%</p> <p>2015 Jan: 14%; Feb: 12.7%; Mar:12.9%; Apr: 13.2%; May:13.3%; June: 12% Jul: 13%; Aug: 13.5%; Sep: 14%; Oct: 13.6%; Nov: 13.9%; Dec: 14.4% Annual Average: 13.4%</p> <p>2016 Jan: 14.9%; Feb: 13.8%; Mar: 15.6%; Apr: 15.7%; May: 14.6%; Jun: 16.2%; Jul: 16.6%; Aug: 14.4%; Sep: 15.6%; Oct: 16%; Nov: 16%; Dec: 16.7% Annual Average: 15.5%</p> <p>2017: Jan: 16.3%; Feb: 16.3%; Mar:16.6%; Apr: 17.3 %; May: 17.9%; Jun:17.2%; Jul: 15.7%; Aug: 16.1%; Sep: 17.8%; Oct: 16.8%; Nov: 16.7%; Dec: 17.1% Annual Average: 16.8%</p>

Objective: Add a self-checkout to the Youth Services Department

01-20-14: \$10,000 was cut from the Library capital request in the final budget revision by the Council. The Board chose to retain the other capital requests (building maintenance and book returns) and postpone the self-checkout for another year.

10-21-14: Capital request to purchase the self-checkout unit was cut from the library budget request by City Administration along with all other library capital requests. Prices for units are coming down. We may be able to negotiate a better price for the purchase of two units, one for youth department and a replacement for the unit at the front desk next year.

08-13-15: In late July Adult Services Librarian/Asst. Director Nathan Rybarczyk visited public libraries in Monona, Oregon, and McFarland to view self-checkout units for two vendors – Bibliotheca and 3M –and discuss with staff to determine how satisfied they are with the product. The week of August 10, SCLS signed a support agreement with Bibliotheca whereby SCLS staff will provide support services to libraries directly and will receive a portion of the libraries’ maintenance contract fees. Based on feedback from library visits, Nathan recommended we go with 3M Library Systems. We are hoping to purchase two units since the one in the Adult Department more than five years old and no longer eligible for software upgrades or hardware support).

10-2015: Bibliotheca announced it was merging with 3M Library Systems.

Action Steps	Who	When	Cost	Measure Success	Date Completed
Gather necessary quotes for adding a self-checkout in YS Dept.	AS Librarian/Asst. Dir.	June 2013	1 hour NR	Quote obtained	August 1, 2013 September 24, 2014
Make capital request	Director		6 hours MA	Request for funding approved by Library Board and submitted to City Administration	September 20, 2013 September 30, 2014
Action Steps	Who	When	Cost	Measure Success	Date Completed
Research equipment	AS Librarian/Asst. Dir	July 2015	20 hours NR plus	Library visits made;	All research completed by July 31, 2015

options – Bibliotheca or 3M?			mileage	data gathered	
Make capital request for 2 self-checkout units	Director	August 2015	6 hours MA	Request for funding approved by Library Board and submitted to City Admin.	Request for funding proposed to City Admin in September 2015 and approved by the Common Council in November for 2016 Library Capital Equipment budget.
Order new units	AS Librarian/Asst. Dir.	Jan 2016	1 hour	Units delivered	
Install units	AS Librarian/Asst. Dir.; vendor technician	Before the summer reading program begins in June	1 hour ea.	Units in use by patrons	May 10, 2016 – Self Checkout installed
Monitor percent age of items checked out from unit	AS Librarian/Assistant Director	Monthly		Data gathered	<p>2016 May: 3.8%; Jun: 4.6%; Jul: 0*; Aug: 4.5%; Sep: 6.6%; Oct: 7% Nov: 6%; Dec: 4.2%</p> <p>2017 Jan: 6.6%; Feb: 6.6%; Mar: 6.8%; Apr: 7.3%; May: 3.4*%; Jun: 6.7% Jul: 6.9%; Aug: 8.7%; Sep: 4.1*%; Oct: 1.3*%; Nov: 7.2%; Dec: 6.6%</p> <p>Annual Average: 6.0%</p> <p>*The unit was down for repairs in May, September, and October.</p>

Objective: Create an “information desk” in the Adult department and staff during busiest times of day

An information desk would be the focal point for more involved questions about resources and technology. Patron registration could be performed there and the telephone could be answered as well. Provision of these more involved services at a location removed from the circulation desk would allow circulation desk staff to focus, and it would provide an additional degree of privacy and confidentiality for patrons in need of reference assistance.

01-20-14: This objective is a lower priority. We have other projects for space improvement in the Adult Services area that need to be completed before we consider how this service point might work.

08-16-15: This objective remains a low priority at this time. Need to finish other Adult Department space improvements first.

12-06-16: After analyzing our space, there is no additional space in the library that we can spare to create an "Information Desk."

Action Steps	Who	When	Cost	Measure Success	Date Completed
Explore options for furniture, computer and phone at focal point.	AS Librarian/Asst. Dir. and Director	2015			12-06-16: Project ended (see 12-06-2016 update above)
Create a proposal that summarizes needs & \$	AS Librarian/Asst. Dir	2015			12-06-16: Project ended (see 12-06-2016 update above)

Objective: Re-organize youth collections

Non-Dewey re-organization of the Teen nonfiction collection completed in the first half of 2013 was an excellent pilot project for the larger undertaking of implementing a non-Dewey organization of the entire children's nonfiction collection. The more intuitive approach to grouping subjects enhances access to the collection and improves the quality of browsing.

Action Steps	Who	When	Cost	Measure Success	Date Completed
Evaluate lessons learned in Teen Project	YS Librarian; Teen Program Coordinator	Fall 2013	-	Create written report;	
Plan project and timeline	YS Librarian	Fall 2013	1hour CK	Timeline planned	October 2013
Research library literature for info on similar projects	YS Librarian	January – March 2014	12 hours CK	Info gathered and analyzed from BPL perspective	Categories/subcategories discussed at YS Meeting 03-12-14
Re-organize picture book collection	YS Librarian; Purchasing/Cataloging Coordinator	April 2014	50 hours CK; 25 hours MJB	Collection re-organized; Use stats monitored	June 2014 Total picture book checkouts 2013: 22,581 Total picture book checkouts 2014: 25,156 (+11%) Total picture book checkouts 2015: 21, 583

					Total picture book checkouts 2016: 17,757 Total picture book checkouts 2017: 18,483
Re-organize non-fiction collection	YS Librarian; Purchasing/ Cataloging Coordinator	Begin August 2017	100 hours CK; 50 hours MJB	Collection re-organized; use stats monitored	Decided not to do

Objective: Add Sunday hours, if funding can be obtained (2015)

More open hours means more access OR re-structured hours provide more access at times that our patrons want it potentially with no additional expense.

01-21-14: Our 2015 budget request should include the amount required to offer Sunday hours from Labor Day to Memorial Day.

09-16-14: Direction from the Library Board indicated that they would prefer to see operating funds directed toward the Library Development Director position at this time. In 2015, the approximately \$10,000 of revenue in excess of operating expenditures will go to compensating the Development Director for “operational” duties – largely publicity-related activities.

08-16-15: Sunday hours may be possible if we opted to close the library Monday – Thursday at 8pm rather than 8:30pm. We could open on Sunday from perhaps 12-3pm between Labor Day and Memorial Day. A survey would be advisable to determine if this shift would be preferred by our patrons. It is important to note that this would not **add** to our open hours.

04-01-16: Rather than assume that patrons want open hours on Sunday, we will ask patrons for their input on hours that would offer improved access to the library facility.

08-16-16: 194 community members took the survey. The results were fascinating but not conclusive. For example nearly equal numbers of respondents, 62 and 63 respectively, said they would like more hours on Saturday AND Sunday versus “current hours meet their needs.” That said, a clear majority of respondents (120) agreed that the City of Baraboo should allocate additional tax dollars for additional open hours.

Beyond the question of more weekend hours, comments included: several requests (8 of 67) for longer hours on Friday; prioritizing funding for facility and collections rather than more open hours; requests for additional morning hours; and “everything is okay as is.” Some follow-up is needed to clarify these results and gather input from community members who are not already library users.

01-14-17: As we complete this five-year planning period and pursue another strategic planning process, open hours should be a consideration.

Action Steps	Who	When	Cost	Measure Success	Date Completed
Draft a survey to determine library open hours that offer	Library Director and leadership team	Q1 2016	20 hours to draft	Survey complete; available and advertised	May 1: Survey drafted and posted on library website; link sent out via email May – July: survey available and advertised in library newsletter

improved access to the facility					
Evaluate results of survey	Leadership team	Q2 2016	1-2 hours	Survey data tabulated Results evaluated	08-16-16: Survey results distributed at the Library Board meeting

Objective: Ensure ongoing provision of high-quality resources – print, audio, and video in desired formats.

PHYSICAL HOLDINGS

High quality resources are materials that our patrons want to use. One way we can measure this, in addition to circulation, is with the LINK statistic, “Percent checkout from own collection.” We want to increase this percentage. In addition to monitoring high demand lists provided by SCLS, maintenance of existing holdings including removing dated and unused materials and replacing worn volumes improves the appearance of the collection. Attractive and timely displays highlight materials that might otherwise be overlooked. Demand should inform the allocation of the materials budget.

Action Steps	Who	When	Cost	Measure success	Date Completed
Review the Material Selection Policy	Director, YS Librarian, AS Librarian/Asst. Director	Q1 2014	2 hours each-MA, CK, NR	Policy reviewed	MA: January 2014
Weed youth collections	YS Librarian	2013	40 hours CK and PJ	Dated materials removed; Majority of materials are in very good to excellent condition; Majority of items have been used in the past year.	December 2013 and annually since
Weed adult fiction collections	Director, AS Librarian/Asst. Director; Circulation Supervisor; volunteers; AD Shelver	Beginning 2013	20 hours each-MA, NR, ZO, Shelver annually	Dated materials removed; Majority of materials are in very good to excellent condition; Majority of items have	Jan-Dec 2013: Large Print Mysteries Paperbacks 2014: Westerns and romance 2015: Fiction

				been used in the past year.	2016: Large print, westerns, romances, fiction, mysteries, science fiction 2017: Fiction, science fiction, and romance collections
Weed adult nonfiction collection	Director; AS Librarian/Asst. Director; Circulation Supervisor; volunteers	Beginning 2014	100 hours MA; 50 hours ZO; 50 hours NR; 200 hours volunteers and AD Shelver	Dated materials removed; Majority of materials are in very good to excellent condition	Jan-Feb:2014 Duplicate titles removed. Weeding reports ordered: 3-17-14: 600-619.99 5-12-14: 0-199.99 06-16-14: 200-399.99 11-17-14: 400-699.99 02-09-15: 700-999.99 Initial nonfiction weeding project completed 08-21-15 2016: Travel; health and medicine; computer, art, collectibles and antiques, history
Review budget allocations, and based on circulation, propose changes to Library Board	Supervisors/Director	Annually	4 hours	Budget and Circulation summarized; Proposal presented to Library Board	March Library Board meeting, March 18, 2014 September 2015 as part of the budget preparation process
Create attractive displays	Circulation Assistants	Monthly	2 hours per week for 2 CAs in Adult Dept.(1 hour ea.) and 1CA in Youth Dept.	Displays planned and mounted	Beginning April 2015 Adult Services: April – Gardening May – Outdoor Fun June - Good Old Summertime July – Life Stories 2016 Adult Services: Year-round: new fiction, new nonfiction, new movies/TV series, new music Jan – WI & Midwest Road Trips Feb – Black History Month Mar – Joanna Fluke Mysteries/Recipes Apr – Gardening

				<p>May – Star Wars; “May the Fourth Be With You” May – Seed Saving Jun – New Biographies Jul – New Nonfiction (“Get Another Story”) Aug – National Parks (100th Anniversary of the National Parks Service) Sep – “Last Chance” books Oct – Jane Goodall (tie-in with staff Halloween costumes) Oct – Halloween costumes, crafts, activities, stories, horror) Nov – Presidential Candidates Nov –Squash! Dec – “Tis the Season” seasonal holidays, sports, activities, crafts</p> <p>Adult Services Display Case Feb – German Carnival Clubs Jun – Baraboo Tour of Historic Homes Jul – Historic Preservation – Gollmar Brothers Circus History</p> <p>2017 Adult Services Biography Authors’ Birthdays in January Libraries! Libraries and Librarians in Fiction, Nonfiction & Film “Heart-Thumping Thrillers” (all with red covers) Astronomy, Planets “I Like Big Books ...” “Good Things Come in Small Packages” -Tiny Tomes National Worship of Tools Day Sunshine Pi Day and Einstein’s Birthday Time Travel James Patterson (Birthday) Baseball! Feng Shui Wine (corresponding with the Spring Wine Walk) Weddings “Build a Better World” Smile! (Smiley face book covers) Great Depression/Riding the Rails Classics Jerry Apps (corresponding with his visit to Baraboo) Circus (with the Big Top Parade and Ringling Reunion) Ralph Pierce Circus Collection (memorabilia)</p>
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				<p>“Never Judge a Books by Its Movie” ‘To the Sea!’ Eclipse information “Music “ Titles National Piano Month Personal Storytelling/Memoir Books and Movies Based on Duet Concert Set List Scarecrow Contest; Fall Pumpkin Carving/Halloween Craft Domestic Violence Awareness Month (Hope House collaboration) “Give Thanksgiving Its Due” Handmade Gifts/Crafts Seasonal Reading</p> <p>Endcap: WI History, Westerns, Cowboys versus Big Dresses (romance paperback), Christmas Romances</p> <p>Youth Services: January – Fairies July – Summer Reading February – Dr. Seuss August – Library Palooza March – Zoo Sept. – Reptiles and Amphibians April – Zoo Oct. – Scarecrows on Parade May – Summer Reading Nov. – Turkey Bingo June – Summer reading Dec. - Snow</p>
Monitor average % checkout from own collection	Director	Monthly – beginning in January 2014	Director - 0.25 hour per month	<p>2014 Jan: 60.8%; Feb:61%; Mar: 63%; Apr: 62%; May: 59%; Jun: 66% Jul: 68%; Aug: 65%; Sep: 63%; Oct: 64%; Nov: 64%; Dec: 63% Average: 63.2%</p> <p>2015 Jan: 62%; Feb: 61%; Mar: 61.3%; Apr: 63%; May: 65%; Jun: 71% Jul: 69.5%; Aug: 68.4%; Sep: NA; Oct: 65.5%; Nov: 65.4%; Dec: 61.1% Average: 64.8%</p> <p>2016 Jan: 61.9%; Feb: 64.6%; Mar: 63.7%; Apr: NA; May: 64.9%; Jun: 68.8%; Jul: 67.4%; Aug: 66.6%; Sep: 62.3%; Oct: 65%; Nov: 65%; Dec: 61.8% Average: 64.7%</p> <p>2017 Jan: 64.0%; Feb: 62.2%; Mar: 62.3%; Apr: 63.1%; May: 61.9%;</p>

					Jun: 65.7%; Jul: 65.4%; Aug: NA; Sep: 65.9%; Oct: 64.7%; Nov: 62.8%; Dec: 61.8% Average: 63.6%
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DIGITAL HOLDINGS

Our patrons also desire electronic resources – e-books, e-audio, and other resources. To meet patron demand, we desire to increase the VARIETY of electronic resources available and the FUNDS SPENT on electronic resources.

Action Steps	Who	When	Cost	Measure Success	Date Completed
Selectors seek out digital resources appropriate to collections	Director, YS Librarian, AS Librarian/Asst. Director, Teen Services Coordinator	Annually as part of routine selection process		Additional digital resources available to patrons	<p>2013 Ancestry Library: \$109 Overdrive: \$1,733 Overdrive Advantage: \$1,111</p> <p>2014 Ancestry Library: \$108 Overdrive: \$2,480 Overdrive Advantage: \$279</p> <p>2015 Ancestry Library: \$110 A-Z Databases (business resources): \$1,523 Consumer Reports: \$421 Flipster (digital magazines): \$591 Overdrive: \$3,567 Overdrive Advantage: \$399</p> <p>2016 Ancestry Library: \$110 Consumer Reports Online: \$442 Flipster: \$511 Overdrive: \$3,689 Overdrive Advantage: \$383 NEW! Launch pads added to the Youth Collections:\$1,935</p> <p>2017 Ancestry Library: \$113 Consumer Reports Online: \$455 Flipster (digital magazines): \$484 Overdrive (e-books and e-audiobooks):\$4,239</p>

					Overdrive Advantage (SCLS only collection): \$375 NEW! Two Playaway Locks (preloaded e-readers) (\$594.98) and five Playaways (digital audiobook players) (\$411.94) NOTE: These new items were purchased with Sauk County Technology Funding and a patron donation. We will be adding more Playaway digital audiobook players to the collection every other month in 2018 from our regular AV budget. (NR) Additional Launchpads (tablets pre-loaded with themed activities and games) to the Youth Collections (\$2,024.72) for a total of 23 14 Findaway Bookpacs (digital audiobook player/print book combos) to the collection (\$819.90)
Monitor funds spent of digital resources	Director				2013: \$2,953 2014: \$2,868 2015: \$6,610 2016: \$7,070 2017: \$9,518

We have unique resources related to local history to preserve and make available from our website. Identify resources to digitize and secure funding to do so.

Action Steps	Who	When	Cost	Measure Success	Date Completed
Identify unique local history resources to digitize	AS Librarian/Asst. Director	Q1 2014	1 hour	Project defined	Joe Ward's <i>Baraboo 1850-2010 Chronology of the Growth of the Commercial & Retail Districts</i> Robert "Bob" Dewel's <i>Sauk County and Baraboo</i>
Obtain copyright permissions from authors	Director	Q2 2014	20 hours	Agreements on file	August 4, 2014: Agreement drafted and approved by City Attorney Mark Reitz September 9, 2014: Signed agreement on file for Dewel October 23, 2014: signed agreement of file for Ward
Secure funding	Development Director		25 hours	Funding received	Sauk Cty Arts, Humanities & Historic Preservation grant (RW): \$3,880; applied 6/25/14 for local history digitization grant; notified of selection 7/16/14; funds rec'd 8/13/14 Rec'd \$3,000 in ind. sponsorships for digitization project (RW) Used funds held in segregated from genealogy donations
Research and purchase equipment	AS Librarian/Asst. Director		5 hours		April 2014: lap top and scanner purchased
Hire intern	AS Librarian/Asst. Director	July - August 2014	3 hours 2 hours	Intern hired	Draft job description Job posted; interviews conducted; and top applicant hired

Train intern	AS Librarian/Asst. Director; intern	August 2014	10 hours each	Intern able to work independently	August 31, 2014
Scanning	Intern	Complete by May 2015	376.25 hours	Books scanned and searchable from library website	September 2014 – May 2015
Uploading files to website and create webpages	AS Librarian/Asst. Director		200 hours		
Celebrate Completion of project	AS Librarian/Asst. Director; Development Director; Director; intern	May 2015	3 hours 8 hours 1 hour 1 hour	Event held	Digitization Celebration held on May 26, 2015

Objective: Ensure ongoing provision of high-quality programming for youth, teens and adults

Action Steps	Who	When	Cost	Measure Success	Date Completed
Define “high quality programming”	Director; YS Librarian; AS Librarian/Asst. Dir; YS Programming Coordinator	Q1 2014			01-05-2015 – Programs that our patrons attend. Note that when the strategic plan is updated in 2018, the leadership team would like to discuss and propose alternate wording for “high quality.”
Plan adult programming in response to needs and interests	AS Librarian/Asst. Dir.; Marketing, Adult Programming, ILL Coordinator; other Adult Department Staff	3 planning periods per year – Winter/Spring; Summer; Fall annually	40 hours MA; 20 hours NR	Attendance at programs increases by 5% each year	Adult Program Attendance: 2012=1,509* 2013=1,356 (-10%) 2014=1,667 (+23%) 2015=1,194 (-28%) 2016=1,635 (+36%) 2017=1,467 (-10%) *Includes Concert on the Square –“Dream Big – READ”
Plan youth programming – babies through teen in response to needs and interests	YS Librarian and staff	3 planning periods per year – Winter/Spring; Summer; Fall annually	40 hours CK;	Attendance at programs increases by 5% each year	Children’s Program Attendance: 2012=8,557 2013=10,518 (+23%) 2014=11,228 (+6.8%) 2015=12,596 (+12.2%) 2016=14,067 (+11.7%) 2017=13,784 (-2.0%) Teen Program Attendance:

					2012=2,142 2013=2,096 (-2%) 2014=1,804 (-14%) 2015=1,828 (+1.3%) 2016=1759 (-3.8%) 2017=1206 (-31%)
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12-2-16: All library program planning staff has noted a decline in interest in summer reading offerings and incentives and propose to re-think the model. Piloting a library-wide event that includes all ages.

Action Steps	Who	When	Cost	Measure Success	Date Completed
Brainstorming meetings (4)	All library program planning staff plus Dir.	December 2016 – February 2017	1 hour each, plus 4 additional hours for YS Librarian	List of ideas to explore generated	Meetings held December 28, January 4, and January 11, January 18
Program planned(SRP)	All library program planning staff	February-March 2017			February 22, March 8, March 22, April 12, June 7, June 14
Celebration planned	All library program planning staff	February-March 2017			February 8, February 15, March 1, March 22, April 19, June 14, June 21, June 28, July 5, July 19, July 26, August 2, August 9
Run program	All library program planning staff	June – August 2017			
Hold summer's end celebration	All library program planning staff	August 12, 2017			
Evaluate and Apply to 2018	All library program planning staff	September 2017, December 2017			Programming staff has decided to not do Palooza in 2018 because: <ol style="list-style-type: none"> 1. It didn't serve the purpose to increase excitement and participation in the summer reading program 2. It costs too much money.

Objective: Collaborate with community organizations on library programs

Resource sharing has always been a strong suit of libraries. By working with groups and organizations throughout Baraboo and Sauk County we will be able to expand and improve our program offerings to the benefit of our patrons.

Action Steps	Who	When	Cost	Measure Success	Date Completed
Look for program	All program planners	Ongoing throughout	-	Increase number of	Number of Co-sponsored programs: 2013=25

partners and contact		the year		programs presented with partner organizations	2014=66 (36 Youth + 30 Adult) 2015= 68 (39 Youth + 29 Adult) 2016=77 (47 Youth + 30 Adult) 2017=72 (51 Youth + 21 Adult)
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Objective: Explore services to support small businesses

In January 2016 the W.R. and Floy A. Sauey Foundation approached the library with an idea to create a small business support center. The idea would be to provide the owners of small Baraboo area business the services they need to help their businesses thrive.

Action Steps	Who	When	Cost	Measure Success	Date Completed
Define goal	Director; Foundation Rep.	January - August	3 hours	Goal in place	Meetings held with Alison Martin August 8 and January 11 with additional email communication January 17, 2017: Library Board agrees to postpone funding discussion until the needs assessment is complete and a draft plan & budget are in place.
Form advisory committee	Director	January 2017	2 hours	Committee created	01-20-17: committee formation in process ... Advisory Committee Membership: Alison Martin, W.R. & Floy A. Sauey Family Foundation Ed Geick, City Administrator Pat Cannon, Community Development Authority Director Bekah Stelling, small business owner/entrepreneur Ed White, Sauk County Development Corporation Exec. Director Musa Ayar, UW-BSC Business and Economics Professor Bobbie Boettcher, Baraboo Area Chamber of Commerce Exec. Director P.J. Kruschel, small business owner/entrepreneur
Draft and finalize survey	UW-BSC Professor; Advisory Committee	January – February 2017	4 hours	Survey ready for intern	02-21-17: Professor Ayar selected student for internship and has created draft survey 02-27-17: Advisory Group provided feedback on the draft needs assessment survey as well as the number and types of businesses to include in survey group 03-01-17: Professor Ayar and project intern meet to finalize survey and discuss survey process (face-to-face visits) 03-21-17: \$500 donation from the Sauey Family Foundation received and process for compensating intern arranged with City accounting.
Perform needs assessment	Intern	February – May 2017	Est. \$500	Survey complete	Survey conducted by intern April –May and includes responses from 36 businesses.
Review findings; identify needs;	Advisory Committee	May-June 2017	4 hours (Dir.)	Plan and budget	06-20-17: Professor Ayar completed survey report 07-11-17: Advisory group met and discussed the results of the survey

recommend action plan and develop budget				created	and identified the top need as web, email, and social media marketing as a critical need. Decision was made to offer a social media marketing for small business class to be held at the library. If instructor agrees, the sessions will be recorded and offered online, on demand. 09-08-17: M. Allen met with UW-Madison social media and digital marketing instructor Don Stanley to gauge his interest in participating.
Secure funding	Director; Foundation rep.	June 2017	2 hours	Plan for funding in place	W.R. and Floy A. Sauey Foundation to provide the funding for the cost of all expenses associated with the classes.
Plan programs/services and evaluation method	Library staff or others?	June - August			10-05-17: Don Stanley and Advisory Group develop plan for the social media marketing classes. Classes will be held at the Civic Center because the library program room is unavailable at the proposed class times and scheduled for February, March, and April of 2018. Ed White and Sauk County Development Corporation takes on the coordination duties for the classes and will host the archived recordings of the classes. Recordings to be created by Kory Hartmann at 99.7 MAX FM and funded by the Foundation as well. 12-31-17: Sauey Family Foundation makes a \$2,500 donation to the Library Building Fund for assistance in getting this project started.
Implement service	Library staff or others?	September 2017			02-12 and 02-14: Facebook for Business Newbies 03-12 and 03-14: Facebook Ads 101 for Beginners 04-09 and 04-11: Facebook 201: Beyond the Basics

Strategic Direction: Communicate frequently and effectively

Objective: Hire Library Development Coordinator

The Library Board approved the creation of a 12-month, 24-hour per week Library Development Coordinator position to begin laying the ground work for the future fundraising needs of the library and to focus on improving the communication about library events, services, activities and projects to our community.

08-17-15: The Library Board approved the creation of a 12-month, 24-hour per week Library Development Coordinator position in 2012 to begin laying the ground work for the future fundraising needs of the library and to focus on improving communication about library events, services, activities, and projects to the community. That position was filled by Robin Whyte in December 2012 and increased to 40 hours per week in July 2013; it has been renewed on an annual basis for 2014 and 2015. This position is responsible for the planning, organization, execution, and evaluation of library fundraising, communications, marketing, and public relations efforts. See Development Director Development Plan/Annual Review for details of results.

01-16-17: The Development Director resigned effective February 5, 2016.

Action	Who	When	Cost	Measure Success	Date Completed
Advertise approved and graded position	Director	August 2012	4 hours MA-	Ads distributed	8/29/12
Interview candidates	Director and selected staff and Board members	September 2012		Interviews conducted	10/30/12
Offer position	Director	November 2012	-	Offer made	11/12/12
Obtain written acceptance	Director	November 2012	-	Acceptance received	11/12/12

Objective: Re-assign marketing tasks performed by Development Director

The 2016 budget did not include funds to cover the time spent on operational duties by the Development Director, specifically marketing and volunteer coordination. When Katie Alexander gave notice that she was leaving the ILL/Serials Coordinator position in mid November, the decision was made to revise the position to include the marketing tasks. Volunteer coordination was assigned to the Teen Services Coordinator who already managed the teen volunteers.

Action	Who	When	Cost	Measure Success	Date Completed
Revise position description	Adult Services Librarian/Asst. Dir.; Director	November 17-December 10, 2015		Revised job description approved by Library Board	12-15-15: Library Board approves revised position
Post opening for new position	Adult Services Librarian/Asst. Dir.	After approved by Library Board		Opening posted	12-22-15
Interview and hire qualified applicant	Adult Services Librarian/Asst. Dir.; Circ Supervisor; YS Librarian; Director		Four hours for each staff member(1 hour per interview) + 1 hour for discussion to make decision	Interviews conducted; applicant hired	January 2016: Received 19 application for position January-February: top applicants interviewed February 15, 2016: Joan Wheeler accepts position as Marketing, Adult Programming, and Interlibrary Loan Coordinator

Objective: Create library logo and improve the consistency of the appearance of library messaging

A brand or logo creates a connection between a visual image and an organization or business. Once created, this graphical representation of the organization is used throughout the print and online communications (letterhead, website, name tags, signage, publicity flyers, etc.)

11-06-14: After seeing the lovely work that Amy Sullivan created for A Novel Evening, I am convinced we need her to put the finishing touches on our logo. Contacted her on November 6 to gauge her interest and she replied positively. Sent follow-up emails in December, and January, still nothing to report.

Action	Who	When	Cost	Measure Success	Date Completed
Form workgroup among staff to discuss logo design and inspiration	Interested group of library staff	September 2012	-	Schedule and hold meeting; document ideas	9/13/12
Purchase and install Adobe Photoshop on shared laptop	AS Librarian/Asst. Dir.	September 2012	Approx \$100; Line 311	Software purchased and installed	September 14, 2012
Develop concepts identified in brainstorming	AS Librarian/Asst. Dir.; YS Program Coordinator	October 2012-March 2013	6 hours each NR and AH	Concepts defined for presentation	April-May 2013
Bring concepts to workgroup and best design	All above	April 23, 2013		Schedule and hold meeting; make selection	June 2013
Present concept to Library Board	Director and others				July 16 2013
Identify outside graphic designer to refine and complete design	Director	Fall 2013	\$1,000 for graphic artist; 4 hours MA time	Logo complete	Progress: Contacted MATC Graphic Design Dept – no response Graduate of MATC contacted me, meeting 1-23-14 11-06-2014: Have selected Amy Sullivan to finalize the design; still working to get the job on her schedule. May 2016: Shared Amy Sullivan’s images and price at Library Board meeting; gave Board feedback for revisions to Amy. No communication from Amy through September October 2016: Nellie Schmitz of Next Level Creative agrees to take project and presents her concepts at 10-18 Board meeting November 2016: Board officially approves logo concepts December 2016: Board approves stationary package
Apply design consistently to library communications -	Director and all library staff	Q1 2017	\$1,500	New letterhead; business cards, library cards printed and in use; website	02-22-17: Letterhead, envelopes and business cards printed and in use (\$385) 03-13-17: Re-designed website featuring new logo and color pallet goes live

				updated; logo used consistently on library promotional materials	03-31-17: New library card/key tags combos featuring logo printed and in use (\$623) 2017: Posters and newsletters consistently display new logo and contact info for library
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Objective: Create a publicity procedure to use when promoting library programs and events

Create a standard workflow for publicizing events assigning tasks, defining procedure, itemizing contact info for media.

3-18-14: Publicity procedure is in practice but not yet documented.

Action	Who	When	Cost	Measure Success	Date Completed
Create draft procedure	Development Director	March 2013		Draft plan created	3/15/13
Review with Director	Director and Dev. Director	April 2013		Meeting held; edits/revision	Re-reviewed w/MA 6/3/14; edits made 6/5/14
Implement plan	Staff	May 2013			Board approved plan 6/17/14;gathered feedback from staff and implemented plan June 2014
Gather feedback from staff and revise plan accordingly	Staff	Ongoing			Requested annual feedback/update from Leadership Team 1/5/15 2017: Began revision of process based on new outlets and publicity products

Objective: Raise the awareness of library activities throughout the community

Action	Who	When	Cost	Measure Success	Date Completed
Send press releases to <i>Baraboo News Republic</i> (BNR) about library news programs and events at least weekly	Development Director Marketing, Adult Programming, ILL Coordinator	Beginning December 2012	-	Library news published in BNR	2013: 75 write-ups in BNR and 12 monthly columns 2014: 53 press releases; 98 write-ups in BNR included 9 monthly columns and 27 front-page stories Aug 2015: continuing w/regular press releases; no monthly columns due to Board's limits on PR time 2016: continuing w/ press releases; library programs appear in daily BNR community calendar 2017: continuing with press releases to BNR; also place

					notices on Chamber of Commerce web and Downtown Baraboo Inc. calendars
Create library newsletter and distribute through a variety of means	Development Director Marketing,, Adult Programming, ILL Coordinator	January 2013		Monthly issues published and distributed	2013: 10 monthly issues 2014: 12 monthly issues Aug 2015: 8 monthly issues to date; continue to distribute at front desk, in YS, to library board, city hall and council; online December 2015: 12 monthly issues 2016: 12 monthly issues; title of newsletter is now "Library Connections" in a four-page format. 2017: 12 monthly issues of CURRENT newsletter in 4-8-page format
Combine email addresses and enter into suitable software for purposes of sending out news and info to patrons who have requested it.	Development Director Marketing, Adult Programming, ILL Coordinator	May 2013	part of donor software package – Segregated Funds used.	Addresses collected by adult and youth services as well as Friends combined into a single database	Software purchased 3/30/2013 July 2015: discontinued using GiftWorks donor software; canceled Constant Contact acct at \$15/mo; switched to free MailChimp; successfully exported mailing lists from GW and CC to MC 2016: weekly email updates on library programs sent via Mail Chimp to 362 subscribers 2017: send updates once or twice monthly to up to 415 recipients (on 12/29/17)
Cultivate online and social media presence	YS Librarian; AS Librarian/Asst. Dir.; Teen Services Coord.; YS Program Coord.; Marketing, Adult Programming, ILL Coordinator	Ongoing	-	Updates and posts several times per week on library website and Facebook page	2013: Nearly daily FB posts 2014: Emphasis on fun, funny, and thought-provoking posts to encourage interaction with the page 8/10/15: 1,240 FB likes 1/16/17: 1,515 FB likes 2/4/18: 1735 FB likes
Develop relationship with Baraboo Schools and keep students and teachers informed about library programs and activities	YS Librarian	Ongoing	2-3 hours per week- CK	Video and audio announcements at elementary schools and other efforts	2013: YS Librarian regularly visits elementary schools- public and private; YS staff are regular attendees at the Children's Services Networking Group (THIS IS NO LONGER HAPPNING AS OF 1/1/16; program info distributed in "Friday Folders" 2014: YS Librarian continues to make monthly visits to

					<p>kindergarten and first grade classes at both public and private schools</p> <p>2015: Continuation of above</p> <p>2016: Continuation of above</p> <p>2017: Continuation of above</p>
<p>Keep funding bodies, e.g. Common Council and Sauk Co. Board of Supervisors, informed about library programs and activities</p>	<p>Director and various staff</p>	<p>Twice per year</p>	<p>-</p>	<p>Date scheduled and presentations made</p>	<p>2013 Monthly delivery of library newsletter to Council</p> <p>2014 Monthly: delivery of library newsletter to Council and City Hall mgrs.; invited Sauk Supervisors to A Novel Evening Oct 2014 Monthly: started to attend Baraboo Economic Development Commission (BEDC) meetings 6-24-14: MA presented library overview at the Common Council meeting 10-13-14: CK at Parks & Rec. Commission for StoryWalk</p> <p>2015: Monthly: newsletter delivery to City Hall and Council Monthly: continued attending the Baraboo Economic Development Commission (BEDC) Meetings whenever possible 6-29-15: MA mailed 2014 stakeholders annual report and letter to all Common Council members, the Sauk county Library Board , and the Sauk County Board of Supervisors</p> <p>2016: Monthly: newsletter delivery to City Hall and Council Monthly: continued attending the Baraboo Economic Development Commission (BEDC) Meetings whenever possible April 12: Rec'd a proclamation from Mayor Palm declaring April 10-16 National Library Week – spoke briefly on current library news and activities June 14: attended City Council goal setting session with Council members and department heads October 1: started monthly report to the City Council; written report is included in the Council meeting packet</p>

					<p>2017:</p> <p>Monthly: newsletter delivery to City Hall and Council</p> <p>Monthly or bi-monthly: Library Directors report to the Council included in the Council meeting packets</p> <p>Continued to attend Baraboo Economic Development Commission (BEDC) meetings when possible</p> <p>04-11-17 - Rec'd a proclamation from Mayor Palm declaring April 9-15 National Library Week</p> <p>06-13-17: Attended Council meeting that included the goal setting session to kick off the 2018 budget process</p> <p>06-26-17: Organized and hosted an informational meeting of the City Council at the library; included a tour by staff, a review of library statistics, a report from the citizen's Upgrade Review Committee, and a discussion for the preliminary budget for the proposed library expansion project</p> <p>07-25-17: Attended City Council meeting to answer questions during discussion of the capital plan</p> <p>10-24-17: Attended City Council meeting; was given an opportunity by the Mayor to speak to the library budget request</p>
Keep community and service organizations informed about library programs and activities	Various staff		-	6-8 presentation per year total	<p>2013: Staff appeared at meetings of the Optimists, Kiwanis, Golden K, Baraboo Senior Center, WiIN; RW attended DBI meetings; hosted DBI mtg at library 1/25/13</p> <p>2014: RW/MA hosted AAUW at library 2/26/14; RW spoke to Golden K 1/9/14 and Lions 2/19/14; attended DBI mtgs, Chamber receptions; CK spoke to East School Parent Support Group 02-11-14, Boys & Girls Club parent meeting 5-12-14, Kiwanis 11-11-14 and organized library card signup at Food Pantry 9-19-14</p> <p>2015:</p> <p>RW:</p> <p>8/10/15: continuing to attend Chamber receptions, Kiwanis lunches, and DBI mtgs; spoke to PEO 8/10/15</p> <p>MA:</p> <p>1-17-15 Display on Seed Library at Master Gardener's Open House</p>

				<p>2-22-15 Display at the WiiN Bridal Show 4-25-15 Display and book arch to Sauk County Earth Day and Encore Art event 6-25-15 Spoke to Golden K June –July 2015 Led 6 memoir workshops at public libraries around Sauk County</p> <p>Youth Services Staff West Open House: 8-27-15 (CK) BSD Open Registration Days: Aug. 6 and Aug. 11; Anne and Gail Parent/Teacher Conferences: Jan. 27 @ West (CK); March 11 @ East (CK); March 12 @ East (CK); March 11 @ West (GJ); March 12 @ West (GJ) PTA meeting @ GLW Jan. 13 (CK) Ice Age Trail meeting: Jan. 24 (CK) CW 57 – TV spot: March 17 (PJ) Materials Girls Quilters Guild: 3-6 (CK) Gem City Quilters Guild: 3-12 (CK) Reedsburg Quilters Guild: 1-12 (CK) Literacy Night @ JYMS: 3-2 (PJ)</p> <p>Library staff on Administrator Thursday Radio show on: January 26 (Meg); March 11 (Penny);April 28 (Nathan); June 10 (Carey); September 9 (Carey)</p> <p>2016 West Open House – August 30, 2016 (CK) JYMS Literacy Night – March 1, 2016 (PJ) Parks/Rec meeting – July 11, 2016 (CK) Master Gardener’s Board meeting – February 6 (MA) Optimists – September 20 (MA)</p> <p>MA joined Rotary in July and attended weekly meetings, also attended month Chamber “Business After 5” receptions and weekly DBI meetings.</p> <p>Library staff on Administrator Thursday Radio show on: January 28 (Meg), March 9 (Penny); April 28 (Nathan); June 15 (Carey); September 15 (Meg); December 15 (Meg & FOL President Beth Persche)</p>
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					<p>2017 Ad for library will appear in the 2017 Explore Baraboo brochure (Meg won \$100 gift certificate toward cost as door prize at a 2016 Chamber After 5 event)</p> <p>Meg continues to attend weekly Rotary meetings, Chamber “Business After 5” events and DBI meetings as frequently as possible</p> <p>Meg continues to serve of the Board of the Baraboo Area Literacy Council and the Kids’ Ranch (Vice President)</p> <p>Administrator Thursday Radio Show January 25 (Anne); March 15 (Meg); April 12 (Nathan); June 14 (Carey); September 13 (Joan); December 13 (Meg)</p> <p>Earth Day celebration – April 23 (Carey and Joan) Business Walk – April 27 (Meg) Village Square Apartments visit – June 12 (Anne and Carey) DBI Library tour – July 28 Meg hosted; Penny, Carey, Gretchen? Barbara? Mari Jo? Provided tour Community Heroes Event – August 13 (Carey) Baraboo School District Community Partnership Task Force member (Meg) DBI meeting – October 6 (Penny) Ho-Chunk Presentation – November 8 (Penny and Joan) Boys and Girls Club Spaghetti Dinner – December 7 (Carey)</p>
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Objective: Re-design the library website to create a fresh, compelling appearance and to enhance ease of use

Action	Who	When	Cost	Success Measure	Date Complete
Work group; identify goals for the new website	N. Knappen, E. Burchett, AS Librarian/Asst. Director; ILL Coordinator	October 2015	2 hours ea.	Sample websites with desired features identified	<p>October 20, 2015: Discussion at Library Board meeting; re-design of website is desirable in context of PR mailing proposed by Dev. Director. Work group formed and tasked with bringing samples to the November meeting.</p> <p>Work group meets to prepare for Nov. Board mtg.</p> <p>November 17, 2015: Work group presents a list of attributes desired in the re-designed website. Board moves to draft an RFP for there-design.</p>

Draft request for proposals and identify a list of designers	N. Knappen, E. Burchett, AS Librarian/Asst. Director; ILL Coordinator	December 2015 - January 2016	2 hours ea. Plus 4 additional hours for AS Librarian/Asst. Dir.	RFP in final form	February 16, 2016: Draft RFP reviewed at Library Board meeting and approved.
Review proposals	N. Knappen, E. Burchett, AS Librarian/Asst. Director; Circ. Supervisor (in place of ILL Coordinator who resigned)	Spring 2016		Web designer selected	March 15, 2016: Proposals received; Library Board tasks work group with review and recommendation of top proposal. April 19, 2016: Work group prepares recommendation for Board; Board postpones decision and sends recommendation back to work group for further discussion. May 17, 2016: Director reports that work group is divided; recommends re-visiting goals and investigating the SCLS web design services available with our membership
SCLS does redesign	SCLS web designer and New work group AS Librarian/Asst. Dir.	Summer and Fall 2016	50 hours 4 hours 30 hours		Work group meets several times (July 20, August 19, October 5) to discuss details and communicate to SCLS web designer September 19, 2016: AS Librarian shares mock-up with Library Board for input. October 21, 2016: all specifications delivered to SCLS web designer, except logo. December, 2016: logo image files and colors delivered to web designer
New site goes live	SCLS web designer	February 2017			March 13, 2017
Monitor visits and feedback	AS Librarian/Asst. Dir.	March 2017 -			Monthly website data is reported to the Library Board in the monthly statistics report.

Strategic Direction: Have outstanding facilities

Objective: Reorganize Adult Department to improve appearance and access to popular materials as well as utility

Until the time that we implement our plans for the addition and remodel of the library space, there is much we can do to improve the comfort and appearance of the public use spaces and the utility of the staff work areas.

Action	Who	When	Cost	Success Measure	Date Complete
Purchase new magazine shelving	B & G Committee	2013	Segregated	Quote/expenditure approved by Library	3-23-13

solution and dispose of dated boxes	Chair; ILL/Serials Coordinator			Board; Items purchased and installed	
Design and purchase interior book return box	Director	2014	~\$5,000	Item designed, made, and installed	April 2013: Al Anderson completes design September 2013: 2014 capital request made November 2013: 2014 capital request approved January 2015: Book return delivered and in use
Re-organize ILL office space	Director, AS Lib/Asst. Dir, ILL Serial Coord.; Circulation Supervisor	2015	Unknown	Space organized with work spaces for AS Lib/Asst. Dir., ILL Serials Coord., Circ. Super., and Dev. Director plus one volunteer	3-5-15: Met with SCLS Building Consultant to consider options for furniture 6-6-15: Met with contractor to obtain quote for wall removal 1-19-16: Board reviews quotes for wall removal and awards work to Joe Huinker 3-01-16: Work completed
Rearrange collections to highlight most popular materials and collections	Director; AS Librarian/Asst. Dir.; B&G Committee Circulation Supervisor	2015-2016	\$15,000	Collections re-organized	3-05-15: Met with SCLS Building Consultant Deb Haeffner to identify shelving needs 6-08-15: Presented proposal to Buildings & Grounds Committee for units to hold mystery collection and DVDs; Committee recommends to the full Board 7-13-15: Received second quote; no other bids made 7-21-15: Library Board approves purchase of the shelving units with impact fees. 12-23-15 to 12-27-15: weeded and re-located reference collection; shifted local history, and dismantled wall shelving unit from original local history area (MA) 12-23-15: cabling and wiring for shift of main bank of computers completed 12-28 and 12-29-15: New shelving units delivered and installed 1-04-16: final adjustments made to units 1-04-16 to 01-11-16: volunteers and MJB re-labeled the DVD collection and moved to the new units; shifted mystery collection to new shelving May – October 2016: adult collections shifted again under the direction of the Circulation Supervisor, to make best use of available space.
Select and purchase reading room	B & G Committee;	2015		Furniture selected with Board approval,	2-08-15: Buildings & Grounds Committee meets to discuss ideas and options; NK creates Pinterest board to facilitate

furniture to replace dated and worn items	Director and staff			purchased and installed	exchange of ideas. 3-5-15 MA meets with DH from SCLS to discuss furniture ideas 5-15-15: SCLS Building consultant sends quotes for soft chairs and tables and chairs 6-08-15: Buildings & Grounds Committee meets to view furniture images and quotes; wants to see other options.
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11-09-15: The Buildings & Grounds Committee met with reps. from OPN Architects to enlist their services for the refresh of the reading room to help ensure that improvements will “make sense” in the long term plans for the addition and re-model project.

02-16-16: Library Board contracts with OPN for interior design services to plan the refresh of the reading rooms. Maximum project budget: \$100,000; maximum fee to OPN\$: 9,900. Priorities are additional electrical outlets, furniture, fireplace*, carpet, and painting.

Action	Who	When	Cost	Success Measure	Date Complete
Choose furniture and finishes	Refresh Work Group & OPN	Spring 2016		Selections made	Work group meetings held 3-22, 5-3, 7-26, and 8-10
Approve bid documents	Refresh Work Group			Documents ready for release	11-14-16: MA does “walkthrough” of bid docs. with OPN 11-29-2016: Work group meets to review 95% bid documents 12-2-16: MA has conference call with OPN to follow up on work group questions 12-16-16: MA has conference call with OPN to get answers to questions and discuss bid process 12-20-16: Bid process approved by library board
Release bid documents to contractors	Director			Documents emailed to contractors	1-06-17: Bid documents released to contractors 1-20-17: Questions from contractors due to OPN 1-27-17: OPN releases Addendum #1 summarizing all questions and answers 2-3-17: Proposals due
Review proposals and make recommendation to Library Board	Refresh Work Group	2-8-17		Meeting held; consensus reached on recommendations	2-14-17 : Work Group meets and recommends the Library Board accept the Ploetz Furniture proposal for the study tables and chairs and lounge chairs 2-21-17: To expedite project the Library Board authorizes the Work Group to award remainder of the work as long as project stays within the \$100,000 cap.
Award contracts	Library Board	2-21-17		Awards made	3-28-17: Work Group awards contracts for electrical, flooring and painting
Schedule work	Director	March 2017		Work scheduled	4-6-17: Contractors’ meeting is held to schedule the work and answer questions 4-14-17: Work begins 4-20-17: Painting completed

					4-26-17: Library is closed to facilitate carpet installation 4-27-17: Floor outlet installation completed 4-28-17: High top counter installed 5-4-17: Entryway light fixture installed 5-6-17 Flooring installation completed 5-10 and 5-11: Study tables and chairs delivered 5-18- and 5-19: Pop-up outlets installed on counter 5-25-17: Lounge chairs delivered 10-2017: Front doors refinished
Celebrate with ribbon cutting ceremony	All			Date set; plans made	5-5-17: The Library was a stop on the Downtown Baraboo, Inc. Spring Wine Walk – it was a celebration of the refreshed space!

***01-11-16:** Friends of the Library proposed to fund the purchase and installation of an electric insert for the fireplace in the reading room. Initially this is treated as part of the bigger project, but the Library Board approves breaking it out to facilitate completion in a more timely fashion, hopefully by the Friends Annual Meeting in early September.

Action	Who	When	Cost	Success Measure	Date Complete
Selection of insert and doors	Refresh Work Group	Spring 2016		Selection made	7-26 and 8-10
Obtain bids for doors and necessary electrical	OPN			Bids obtained	8-16-16: Library Board authorizes Friends Board to award bids to expedite; jobs awarded to Schaefer Electric and Top Hat
Work completed	Contractors	Fall 2016	Electrical= Insert, doors, and installation=		9-13-16: techs from Top Hat remove plaques, clean chimney and hearth and install insert 10-06-16: Roy Mjelde from Top Hat measures for doors 10-10-16: FOL president Beth Persche makes color selection for doors; Roy orders doors 11-09-16: fireplace electrical completed 11-23-16: Fireplace doors installed

12-13-16: Friends of the Library offer to fund the purchase institutional quality garbage cans for the public areas throughout the library.

Action	Who	When	Cost	Success Measure	Date Complete
Selection desired product(s)	Library staff	Fall 2016	2 hours (discussion at two weekly meetings)	Selection made	Number of style of cans agreed upon at Leadership meeting, December 1, 2016; color choice deferred to Friends
Present request to Friends Board	Director	December 12, 2016	2 hours	Presentation made	Friends Board was receptive to the proposal and suggested obtaining samples in order to make the final decision on color

Obtain color samples	Director	Before next Friends meeting		Samples received	Due to foul weather the Friends did not meet in January
Present color samples to Friends Board for decision	Director	February Friends Board meeting	1 hour	Presentation made; decision reached	August 2017
Obtains 3 quotes to comply with City purchasing policy	Director	March Friends Board meeting		Quotes in hand	December 2017
Purchase	Director	March 2017		Purchase made; cans delivered and in use	January 2018

Objective: Improve Youth Services Department to facilitate best use of existing space

Same as above - until the time that we implement our plans for the addition and remodel of the library space, there is much we can do to improve the comfort and appearance of the public use spaces and the utility of the staff work areas.

Action	Who	When	Cost	Success Measure	Date Complete
Install secure materials return under counter	Director	Spring 2014	\$152.16 electrical; \$250 counter adaptation; \$537.00 Cart:	Return In use	July 2014: Cart purchased September 2014: Electrical re-configured October 2014: Counter adapted (2014 Capital Project)
Create more open seating space in area near the readers by moving holiday book collection to west wall and removing wooden shelving unit	YS Librarian	Fall 2014	5 hour YS Librarian	Materials shifted; shelving unit removed	December 2014
Create even more open seating space in area near the readers by moving the readers to the western wall and moving the Espanol	YS Librarian; Teen Specialist	March 2016	2 hour Teen Specialist	Materials shifted; shelving unit removed	March 2016

books by the magazine collection					
Improve comfort and access to early literacy play area by moving the LINKcat public access computer	YS Librarian; Director; AS Lib/Asst. Dir.	March 2015	1 hour each, plus data cabling	Workstation moved and in use	3-05-15: data cable installed; workstation moved.
Keep program room clutter free and storage space well organized	YS Staff	May 2015	Shelving cost plus 8 hours YS Librarian about 8 hours for each of 4 YS staff	Supplies organized Unneeded items discarded	5-31-15
Add art wherever possible	YS - Program Coordinator; YS Librarian	Annually	Varies by project	New art added annually	April 2014: Mondrian Mural created in lower level hall 2015: 1000 Books Before Kindergarten "Wall of Train" under construction 2016: 1000 Books Before Kindergarten "Wall of Train" cars are placed on the wall September 2017: "Abstract Art Chair" donated to Youth Services department
Painting of different areas in Youth Services Dept.	YS staff	2016	Varies by project		February 2016 – the three walls in the Readers' section August 2016 – both walls on either side of fireplace and walls where the public computers are located; two walls in the program room December 2016 – play area repainted August 2017 – DVD wall painted
Improve comfort, cleanliness and seating in the early literacy play area	YS staff	2017	Varies by project		August 17, 2017 – area rug in the play was cleaned and shampooed August 24, 2017 – new kitchen playset added to the play area (money provided by the Library's General Fund balance) September 2017 – Rocking chair was re-upholstered (AH&GJ)

Objective: Improve the program room sound system

Action Steps	Who	When	Cost	Measure Success	Date Completed
Need established	Adult and youth program staff	Fall 2016	2 hours		Library Board request for a "teen wish" evolved and identified the need for all program staff for a quality sound system that will be easy to use and integrate with the big screen TV.
Proposals	Adult Services	Fall 2016	5		NR contacted vendors and scheduled walkthroughs

solicited	Librarian/Asst. Adult Services Librarian/Asst; program staff; Director		hours 1.5 hours		Walkthroughs held three Tuesdays at noon in November 2016;
Vendor selected	Adult Services Librarian/Asst.; Youth Services Librarian; Director	December 2016		Vendor identified	Leadership team and programming staff selects J Stevens as top vendor
Obtain funding	Director	December 2016	3 hours	Funding secured	At the December 20, 2016 meeting, Library Board supports expenditure of \$1,269 remaining 2016 Sauk County Tech Funds and \$6,974.32 from Trust Funds
Add electrical outlets	Director	February 2017	3 hours	Outlets in place	January 24, 2017: Three electricians contacted; one proposal received to date
Install system	Vendor	February 2017		System installed	February 27, 2017
Train staff	Vendor; Adult Services Librarian/Asst.; program staff		1 hour	Staff trained	March 2017
Implement	Staff	March 2017		Equipment in use	March 2017

Objective: Add capacity for parking bicycles

Action Steps	Who	When	Cost	Measure Success	Date Completed
Need established	Library staff	Summer 2016			JF provided images illustrating the overflow of bicycles from the existing bike rack and the issues created;
Research options	Director	Summer 2016	5 hours	Model selected	June 2016: Model identified; purchase will be funded with 2014 Gala – Adult Facilities funds
Purchase unit	Director	Spring 2017			
Assemble and make available to the public	Adult Services Librarian/Asst. Director	Spring 2017	1 hour		April 2017

Objective: Continue to prioritize and complete routine building maintenance according to Maintenance Checklist

Our historic building needs ongoing maintenance to remain sound. Routine maintenance is critical to the continued normal operations of the library. Library East Building requires regular maintenance as well.

Action	Who	When	Cost	Success Measure	Date Completed
Follow routine maintenance procedures as defined by Building Maintenance Checklist	Director with the B & G Committee	Ongoing - quarterly	Budget Line 260	Plan and prioritize projects based on funding available	Meet with B&G Chair to review maintenance checklist quarterly: 11-07-13 10-20-14 2-16-15 6-08-15 **7-06-15 Rear door opener assist with push buttons installed with funding from the 2014 Big Dig Grant 12-06-16: Updated maintenance checklist 03-11-18: Updated maintenance check list
Monitor the chimney that vents the boiler and water heater to document the pace of deterioration	Director	Every six months	-	Images stored to file share	Roof leaks reached crisis in winter –spring of 2013. At recommendation of the City Engineer we had a new membrane installed on the roof. Masonry chimney was demolished and replaced with stainless steel. Completed August, 2013.
Monitor maintenance needs of Library East Building	Director in contact with current tenant	May 2013 - forward	-	Respond to issues raised by tenant in 24-48 hours	07-09- 13 Tree trimming; replied same day 08-06-13 Light fixtures; replied 08-12-13 10-10-13 bulb replacements; replied same day 10-21-13 furnace blowing cold air; replied same day (new furnaces installed by Top Hat in January 2014) 1-15-14 Toilet Leaking; replied same day 6-30-14 Sump pump replaced – replied same day 7-23-14 Lawn in need of mowing – replied same day (NR) 8-8-14 Front door sticking – replied same day but did not complete until 8-2014; had trouble finding someone to do the job 9-9-14 Lawn needs mowing – replied same day 11-6-14 Lighting fixture failed; tenant called Action Electric (had all fixtures and ballasts checked in January 2015) 02-17-15 bulb replacements need – replied same day 4-16-15 First year service on furnace completed; filters replaced 5-7-15 AC making funny noise; went over and fixed myself – vibrating sheet metal housing. 5-12-15 General grounds cleanup needed; replied same day 6-2-15 Lawn needs mowing – replied same day 8-19-15: thermostat problems – replied same day Tim Hanger diagnosed, top Hat did repair 10-16-15: Routine maintenance on lift station

					<p>4-26 & 7-21-16: Lift station needs repair (when hoist door is pulled or pushed lift stops) 5-23-16: Toilet running – called Baraboo Plumbing same day 10-13-16: front door lock sticking – called Tom Burroughs same day 10-13-16: centipedes and mice – called Orkin same day 11-22-16: dusk to dawn light on back of building out – called Action Electric same day</p> <p>03-13-17: East Building lift station inspection conducted; no violations; permit to operate issued 03-14-17: Pest problem under control; cancelled Orkin service 04-17-17: East Building fire inspection conducted; tow violations 05-04-17: Top Hat services furnaces at East Building 5-18-17: Burned out fluorescent lamps recycled by Action Electric 5-19-17: Fire Inspector notified that violations were corrected 10-11-17: Upstairs toilet repaired 11-07-17: Evidence of mice discovered; called Orkin</p> <p>02-09-18: Funny smell reported; upon investigation discovered that the old water softener (no longer in use) was leaking. Leak fixed and carpet in vicinity dried then cleaned on 2-20-18.</p>
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Objective: Addition/re-model project - Update of Building Program, Conceptual Design and Project Budget

We spent 2012 getting on track with our needs for communications and planning for future development, and developing and adopting a strategic plan for library services. Now is the time to assess our situation and determine the path forward.

Since 2009 when the building program and the design charrette for the addition and remodel project were completed, a paradigm shift has taken place in public libraries. The pace of change in technology has accelerated to make planning for the future, more like planning for change.

These changes have a profound effect on space needs. The current and future role of e-content, mobile devices, and wireless access are all significant changes that affect the assumptions on which our building program was based. In order to be sure we are moving forward with the best plan for the Baraboo Public Library to serve the needs of the community into the future, it makes sense to re-visit our existing design in light of this new information, affirm or change it, and then move forward.

Action	Who	When	Cost	Success Measure	Date Completed
Gather input from staff	Director; staff;	Summer	MA – 20	Staff input	Director attended -8-08-13 AS staff meeting

and Board members on changes to the 2009 Building Program	B&G Committee; Other Board members	2013	hours; All staff – 1hour each; CK and NR – 5 hours each; RW – 7 hours	gathered and tabulated; Board member input gathered and tabulated	Director attended 08-14-13 YS Staff meeting Buildings & Grounds committee Meetings: 07-18-13 09-05-13 Meeting with B&G Chair 07-17-13 and 07-26-13
Present summarized changes to OPN for feedback; request proposal for update of program and conceptual design	Director; B&G Chair; Development Director	Fall 2013	8 hours each MA and RW	Meeting held	10-11-13
Present proposal to Library Board	Director; B&G Chair	Late fall 2013	2 hours MA	Proposal presented	11-19-13 02-18-14 Proposal accepted.
OPN presents draft ideas for updated conceptual design	Board; Director, YS Librarian, AS Librarian; Dev. Director	April 2013	2 hours each for staff listed		4-15-14 Joint meeting of the Library Board and Buildings & Grounds Committee held; decision made to reduce plan by 7,000 sq ft and budget to \$6.8 million 5-29-14 Work group meets with Library Planner George Lawson to reduce the building program. 7-11-14 and 8-07-14 OPN principals, work group and City Administrator (8-07) meet to give feedback for design refinement. 8-19-14 Library Board gives feedback particularly focused on the exterior, the entryway considerations (front and back), and the addition footprint (too big compared to the original) 10-29-14 Joint meeting of the Library Board and Buildings & Grounds Committee; OPN presents updated designs 12-8-14 Joint meeting of the Library Board and Buildings & Grounds Committee; more refinements to the exterior are desired. 2-02-15 Joint meeting of the Library Board and Buildings & Grounds Committee; two new design options presented by OPN; straw poll shows indicates a consensus around Option 5 3-17-15 Meeting with City Engineer, OPN principals, Kevin McGuire of Kraemer Brothers and Library Director to provide plans from which to create a project budget estimate 7-23-15 Project budget estimate submitted 8-18-15 Estimate presented to the Library Board September – December 2015: Board discusses project budget

					<p>and capital request to City, capital campaign goal, and naming rights;11-17-15: City capital request \$5 million; Capital Campaign goal: \$2 million</p> <p>March 2016: Library Board begins discussion of formation of an ad hoc building upgrade review committee to review work done to date.</p>
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Objective: Addition/re-model project - Ad Hoc Upgrade Review Committee (URC)

Beginning in March of 2016, the Library Board considered various options for the creation of an ad hoc committee to review and assess the work done to date on the building project. The formation of the URC was approved by the Library Board in April. The URC will be made up of a diverse group of community members and will make recommendations to the Board for consideration and action. The URC Steering Committee is comprised of David Wernecke, Beth Persche, and Keri Olson. For all of the details see: <http://www.baraboopubliclibrary.org/buildingproject>

Action	Who	When	Cost	Success Measure	Date Completed
Develop URC purpose, process, and timeline	URC Steering Committee	May-July 2016		Process developed	8-16-16: presented at the Library Board meeting
Invite community members to participate on the URC	Beth Persche and David Wernecke	July 2016		URC formed	
Hold URC meetings according to plan	URC				9-14-16: current status of library space and building project 10-03-16:value and future role of the library 10-26-16: space needs to support future role - assessment of the strengths and weaknesses of the 2014/2015 conceptual design 11-16-16: formulation of recommendations
Library staff prepares presents input desired for URC meetings	Various staff	August-October 2016	Not to exceed \$3,500 in additional wages for hourly staff		9-14-16: MA -15 minute overview of project since 2001; ZO and JF – list of services; MJB, AF, EK, BL, AH, PJ – library tour; JW, AH and others – video 10-03-16: BL, GJ, GR, JW – staff presentation on future role of the library based on outcome of facilitated discussion led by Keri Olson on 9-22. 10-26-16: presentation by NR and CK on pros/cons of existing conceptual design based on feedback from all staff meeting on 10-20
URC finalizes report and recommendations	URC			Report in final format; presentation	1-11-17 – 1-12-17

				outlined	
URC presents recommendations to the Library Board	URC				1-17-17 Library Board meeting
Library Board discusses report and develops action plan	Library Board	Beginning February 21, 2017		Committee formed and given charge	02-21-17 Library Board meeting: Ad Hoc Committee formed and charged with forwarding the project according to the recommendation of the URC Report.

Objective: Forwarding the Library expansion project: Ad Hoc Library Expansion Committee (LEC)

According to the recommendation of the URC, the Library Board formed a new Ad Hoc committee charged with forwarding the expansion project according to the recommendations of the URC Report.

Action	Who	When	Cost	Success Measure	Date Completed
Committee charge and membership established	Library Board	February 2017		Committee formed; charge established	<p>02-21-17: Board President Mary Grant appoints Tony Kujawa, David Wernecke, and Bekah Stelling to the Ad Hoc Building Upgrade Committee Charge defined in URC Report:</p> <p>A three person ad hoc committee of the Library’s Board of Trustees should be charged with</p> <ul style="list-style-type: none"> • forwarding the expansion project by developing and utilizing a clear, concise, consistent, and compelling message to educate elected officials • building stakeholder and community support • working collaboratively with staff • developing a plan and reporting regularly to the City Council and the Library Board <p>06-20-16: Keri Olson, Mary Grant, Beth Persche, and Meg Allen are appointed to the Ad Hoc Building Upgrade Committee</p> <p>08-04-17: Beth Persche steps down; her employment situation has changed and requires more of her time and attention.</p> <p>08-11-17: Committee name is changed to the Ad Hoc Library Expansion Committee (LEC)</p> <p>10-17-17: Board recommends appointing new members to the LEC perhaps a URC member, Friends of the Library President Sara Roltgen, City Engineer Tom Pinion (ex officio) and one or two City Council members</p> <p>11-21-17: Lacey Steffes and Sara Roltgen appointed to the LEC; John Ellington notes that he should not serve on the LEC because it places a quorum of the Board on the committee.</p>

					<p>12-19-17: City Council member Michael Zolper and Friends of the Library VP Luisa Ramos both appointed to the LEC. Sara Roltgen stepped down due to lack of time to properly participate.</p> <p>01-30-17: Keri Olson steps down from the LEC</p>
Should a consultant or employee be hired to work on the Library Expansion Project?	LEC/Library Board	April – May 2018		Decision made	<p>4-25-17: K. Olson submits proposal to serve as a consultant to the Library Board for purposes of advancing the library expansion project</p> <p>5-1-18: LEC meets to discuss Olson’s proposal and agrees to recommend to the Library Board</p> <p>5-3-17: Based on legal advice, Olson withdraws consultancy proposal.</p> <p>5-16-17: Library Board agrees that if there is to be a position advertised the process must be consistent with the Library’s Hiring Policy</p> <p>Olson agrees to assist with the process as a volunteer</p>
Develop a clear, compelling message to inform elected officials	Library Board	June 2018		New members agree to serve and begin attending meetings	<p>3-9-17: LEC met with the Mayor and City Administrator; Mayor makes it clear that the City will NOT fund the entire project and other capital projects are urgent (roads) and will not be delayed in favor of the library expansion. Other revenue sources are discussed.</p> <p>06-13-17: At the City Council goal setting session to kick of the budget process, M. Allen explains the Library Board’s wish:</p> <ul style="list-style-type: none"> • While the need is urgent, timing in the capital plan at 2020-2021 is great • The Library Board does NOT expect the City to fund the entire project • The Library Board would like to make an additional capital request timed such that it does not conflict with their self-imposed 60% debt-limit <p>06-26-17: Informational City Council Meeting is held at the Library and includes viewing the library video, a tour of the library led by staff; a presentation on library use statistics, and an explanation of the new estimated project budget.</p> <p>07-19-17: M. Allen submits capital building request in preparation for 7-25 Council meeting discussion: City: \$10 million - divided between 2020-2021 Library: \$1 million Total estimated project budget: \$11 million</p> <p>07-25-17: At Committee of the Whole Council discussion of the capital plan, library expansion request presented as above except all in 2021.</p>

<p>Build stakeholder and community support; work collaboratively with staff</p>	<p>Library Board</p>	<p>June 2018</p>		<p>New members agree to serve and begin attending meetings</p>	<p>06-20-17 Library Board meeting: Keri Olson, Friends President Beth Persche, and Library Director Allen are appointed to the Committee</p> <p>07-28-17: Weekly Downtown Baraboo, Inc. (DBI) meeting held at the library. M. Allen gives an update on progress on the expansion project; library staff provide a tour.</p> <p>07-26-17: Baraboo News Republic Article on doubling capital request and delaying from 2020 to 2021.</p> <p>01-21-18: Baraboo News Republic article (front page) on selection of the architect with whom to begin negotiations – MSA-Quinn Evans</p>
<p>Develop and implement a plan to keep the project moving forward</p>					<p>06-06-17: A new estimated project budget is developed based on the square footage of the charrette design (2010) and the cost per square foot calculated from of the revised design budget (2015) extrapolated at 3% to 2021 - \$11 million</p> <p>07-12-17: Keri Olson meets with the Mayor, the City Administrator and all of the City Council members to gauge their support for the library expansion project. The top three takeaways are:</p> <ul style="list-style-type: none"> • There is overwhelming support for the expansion as a result of the library tour and use information presented at the 6-26 meeting • The City will NOT fund the entire project • There is a desire to see a plan in order to better understand the actual cost and amount of funding the City should commit; hiring an architect and moving the design process forward is among the highest priorities <p>07-18-17: Library Board empowers the LEC to draft a request for proposal for architectural planning and design services (RFP).</p> <p>08-11-17: Initial RFP draft created by David Wernecke; City Engineer Tom Pinion agrees to assist the LEC; there is discussion about strategies to gather community input on the project. M. Allen offer to get input from Bruce Smith (community conversations process).</p> <p>10-17-18: Library Board agrees by consensus that energy efficiency is a priority; empowers the LEC to bring a single recommendation for hire to the Board with justification; and approves RFP and list of firms to solicit for proposal. Bruce Smith never responds with proposal for community conversations.</p>

					<p>10-19-17: RFP distributed</p> <p>11-2-17: Mandatory pre-proposal meeting; reps from 14 firms attend</p> <p>11-17-17 and 11-18-17: Eleven (11) proposals received and distributed to the LEC members.</p> <p>12-05-17: Short list of four firms to interview selected by the LEC</p> <p>01-11-18: Interviews</p> <p>01-15-18: LEC meets to select the top firm to recommend to the Library Board</p> <p>01-16-18: Library Board agrees to begin negotiations with MSA-Quinn Evans with one dissenting vote.</p>
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Objective: Perform activities fundamental to a successful capital campaign.

Action	Who	When	Cost	Success Measure	Date Completed
Plan special events and fundraisers to introduce new supporters to library	Development Director	February (annual) September 2014 October 2014		Meet goal: break even Meet goals: break even; attract new donors; receive publicity Meet goals: break even; attract new donors; receive publicity	2/26/14: Valentine wish tree netted \$679 and 47 new items 2/26/15: netted \$872 and 55 new items 9/28/14: Muppet Sing-along netted \$3,267; 540 attended; new business sponsors; front-page publicity 10/25/14: A Novel Evening gala netted \$8,576; 120 pd tkts; 62% new donors; 3 newspaper write-ups incl. cover story
Research planned giving	Development Director			Proposal to LD and board	Progress: Sept 2014 joined PGC board; collecting info; researching 2015: Attended planned giving webinars & workshops; continued involvement with PGCSCW
Manage donor database	Development Director			Have data entry up-to-date; write up protocol for reference;	June 2015: GiftWorks changed to monthly sub plan; canceled 6/30/15. Selected DonorPerfect Online to replace at \$39/mo. August 2015: completing conversion of data

	Director			review w/LD	2016: Director is now responsible for donor database
Publicize library activities	Development Director Adult Programming, marketing Coordinator				2014: published 9 BNR library columns; 12 monthly newsletters; issued weekly press releases; total 98 BNR write-ups incl. 27 front page (doesn't include Around Town Calendar mentions) 2016: Daily calendar events; photos; articles in BNR
Support volunteers	Development Director Teen Services Librarian				Feb 2014: hosted 1 st volunteer appreciation lunch to celebrate over 1,000 volunteer hrs donated December 7: Volunteer Appreciation party at Con Amici NOTE: Volunteer coordination activities were re-assigned to the Teen Services Coordinator as of January 1, 2016
Serve as staff liaison to Friends of the Library	Staff				2014: RW recruited new officers; attended meetings 2015:RW continued to participate in meetings; provide PR 2016: Jean Funcke offers to serve as Staff Representative to the Friends. 2017: Jean Funcke continues to serve as Staff Representative to the Friends

Objective: Plan capital campaign to raise funds for the building project

Once we have our updated conceptual design, project budget, and a commitment from the Council for funding and timing, capital campaign planning should begin.

Action	Who	When	Cost	Success Measure	Date Completed
establish naming rights	Development Director	2015		Approved list of naming rights opportunities and donation levels	Progress: Feb 2014 presented naming rights suggestions to board; discussion tabled; raised again July 2015; tabled until August
plan donor recognition	Development Director	2015		Completed and approved plan	Progress: collecting information and samples
research alternative funding sources	Development Director	2015 ongoing		Report to LD and board	Progress: collecting samples; reading articles; attended tax credit workshop March 2015; ongoing conversations with outside experts
draft case statement	Development Director	2015		Completed and approved brochure	Feb 2015: sent new general info brochure to printer (English and Spanish) Aug 2015: working on a building/history brochure

					Both will be components/building blocks for case statement; also collecting examples of other libraries' case statements
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Objective: Execute capital campaign

When the timing is right, begin capital campaign and proceed according to plan.

Action	Who	When	Cost	Success Measure	Date Completed
Run capital campaign per the plan					
Communicate progress continuously					

Strategic Direction: Be enterprising and accountable

Objective: Seek outside funding for technology, programs, and collections

Action	Who	When	Cost	Success Measure	Date Completed
Seek grant funding	Development Director; AS Librarian; YS Librarian; Teen Coordinator	Year-round		Grant applications are made	<p>Grant Apps Submitted in 2013: GSCCF (RW) – \$1,500; applied 3/1/13 for iPad; not selected WI Center for the Book (RW) – \$300; applied 4/11/13 for Jerry Apps visit; not selected</p> <p>Sauk Co. “Good Idea Grant” (CK): \$291; applied March 2013; awarded April 2013</p> <p>ALA – YALSA Summer teen Intern Grant (PJ): submitted December 2012; grant was awarded March 2013. \$1000</p> <p>ALA-YALSA Summer Reading Grant (PJ): submitted December 2012; grant was awarded March 2013. \$1000</p> <p>LSTA (Digital Literacy) (PJ): submitted Sept. 13, 2013; grant not awarded Dec. 16, 2013</p>

				<p>Walmart (CK and PJ) – submitted February 2013; grant awarded July 2013 for \$1000.</p> <p>Grant apps submitted in 2014: Kitchen Garden International (RW) – \$500 value; applied 1/10/14; notified 3/15/14 not selected</p> <p>Baraboo National Bank (RW): requested YS SRP sponsorship 3/20/14; awarded/rec'd \$700 4/24/14</p> <p>Various local businesses (RW): mailings April – June requested prizes for youth SRP; rec'd 15 responses</p> <p>Big Dig Community Service (RW): applied 4-21-14; awarded \$4,788 8/13/14; funds rec'd 10/13/14</p> <p>Community First Bank (RW): requested adult SRP sponsorship 4/28/14; rec'd \$250 for prize baskets 5/5/14 and \$300 for challenge grant 11/4/14</p> <p>Wisconsin Center for the Book (RW): \$300; applied on 6-12-14 for Victoria Houston visit; notified of selection 7/3/14; funds rec'd 12/2/14</p> <p>Amy Lee Sullivan (RW): \$2,500 in graphic design services; applied 6/25/14; selected 6/30/14</p> <p>Sauk Cty Arts, Humanities & Historic Preservation grant (RW): \$3,880; applied 6/25/14 for local history digitization grant; notified of selection 7/16/14; funds rec'd 8/13/14</p> <p>Baraboo Elks (RW): \$10K; applied for makerspace grant 8/29/14; notified 10/30/14 not selected</p> <p>Walmart Grant (CK and PJ): \$2500; application submitted February 2014; grant was not awarded</p> <p>St. Clare Health Care Foundation (CK): \$2000; Application submitted 10-14; grant was not awarded November 2014.</p> <p>Grant applications submitted in 2015: RW directed not to spend time on grants for operating or program expenses</p>
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					<p>ALA Teen Tech Week - Digital Literacy for Teens(PJ): \$1,000; submitted December 2014; awarded February 4, 2015</p> <p>Jack Ezra Keats Foundation – family service project (CK): \$500; application submitted March 2015; grant awarded May 8, 2015.</p> <p>St. Clare Health Care Foundation (CK): application submitted 4-13; grant was not awarded May 2015.</p> <p>Walmart (PJ and CK): \$1000; application submitted 5-26-15; grant was not awarded, August 2015.</p> <p>ALSC Creativity Grant (CK and PJ): application submitted September 2015; grant was not awarded October 2015. \$7500</p> <p>Grant applications submitted in 2016: None</p> <p>Grant applications submitted in 2017: None</p>
Seek local sponsorships	Development Director Director and other staff	Year-round and particularly in spring for summer youth programming needs		Additional funding for special projects and programs secured	<p>2013 Sponsors: Baraboo National Bank, Walmart, BMO Harris Bank, Community First Bank, Quintessential Quilts, Islamic Center of Madison, Baraboo Elks Lodge</p> <p>2014 Sponsors: Baraboo Elks Lodge, Baraboo Natl Bank, Comm First Bank, Walmart, Helen Ziegler, IBEX Puppetry, plus 11 Muppet box sponsors; rec'd \$3,000 in ind. sponsorships for digitization project; Pizza Ranch</p> <p>2015 Sponsors: Baraboo Elks Lodge, Walmart, Baraboo National Bank, Pizza Ranch</p> <p>2016 Sponsors: Baraboo National Bank; Bradshaw-Knight Foundation, Dental Associates of Baraboo and Richard and Mavis Schulze (StoryWalk)</p> <p>2017 Sponsors: Baraboo Elks Lodge (1000 BKS program); Baraboo National Bank (Library Palooza); rec'd \$800 in individual sponsorships for Library Palooza</p>
Conduct first annual appeal	Development Director	November-December 2013	60 hours RW; plus \$834 for printing and postage	Net \$5,000	<p>Mailed first week of December 2013: net was \$6,666 as of 5/20/14 – board voted to spend \$1,250 on PC replacements and the balance of \$5,416 on adult books; we received another \$25 gift in July making the final totals \$7,525 gross and \$6,691 net, with \$5,541 the balance for adult books</p> <p>2014: Held Muppet and ANE fundraisers instead of mail appeal</p>

Create Development Plan	Development Director	Annually, beginning December 2013	20 hours RW		2014: Presented at Feb 2014 Library Board meeting 2015: Presented at Feb 2015 board meeting; board approved
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Objective: Actively advertise and market office space available in the East Building

08-31-13: At the beginning of the summer, our current East Building tenants, Land Title, a division of Dane County Title expressed an interest in renting the entire building. We negotiated a mutually agreeable change in rent, and they elected to continue on a month-to-month lease. Land Title made improvements to the space including painting the interior, updating the light fixtures, foundation landscaping, and installing new awnings.

Action	Who	When	Cost	Success Measure	Date Completed
Advertise space with local realtors					Space rented
Advertise space among DBI membership					↓
Post "For Rent" signage and contact info					

Strategic Direction: Provide access to emerging and relevant technologies

Objective: Evaluate existing technology infrastructure for weaknesses and opportunities

Action	Who	When	Cost	Success Measure	Date Completed
Form work group	Director and AS Librarian; UW-BSC Library Director; Baraboo School District IT personnel	Early 2013	1 hour each MA and NR	Group formed and in contact	February, 2013
Review existing services and identify strengths and weaknesses	Director and AS Librarian;	Spring-Fall 2013	2 hours each MA	Meeting scheduled and	Meeting held: 4-10-13

	UW-BSC Library Director; Baraboo School District IT personnel		and NR	held; priorities set	Priorities identified: The most pressing need is for web- based email; two main options to consider Office 365 and Google Domain
Study Options	AS Librarian UW-BSC Library Director Baraboo School District IT personnel	Summer-Fall	NR – 20-30 hours	Office 365 and Google Domain cloud based options evaluated for application to Baraboo Public Library setting	November 2013 : Office 365 A2 package selected with the addition of archival backup at a small cost

Objective: Plan for and implement changes identified in evaluation

3-18-14: SCLS announced in January that as a system-wide solution to the need for web-based email, they would be migrating all library email to Office 365 A2 package, if the libraries approved of that solution. On March 12, the Technology Committee voted to approve this proposal.

Action	Who	When	Cost	Success Measure	Date Completed
Migrate email to Office 365 on SCLS timetable	AD Lib/Asst. Dir.	Beginning in June			June 2014
Conduct pilot project test of Office 365 cloud-based storage and project management functionality		Unknown as of March 18, 2014			Trial begins June 2014 and includes OneDrive web-based storage and a calendaring function, with additional functionality being added as upgrades are received.
Consider whether to drop SCLS PC support services	Director; AS Librarian	Annually	MA 16 hours; NR 50 hours		The value of the service offered by SCLS outweighs the shortcomings (lack of funding to support customization and individual library projects). In addition, the AS Lib/Asst Dir job description would require revision; many unrelated to technology would need to be reassigned. Decision made to keep SCLS PC Support Services in 2015 2015: Decision affirmed for 2016. 2016: Decision affirmed for 2017. 2017: Decision affirmed for 2018

Objective: Improve the use of technology in library programming and services

10-17-14: Scan to email is identified by library staff as a needed enhancement in the staff wish list process.

Action	Who	When	Cost	Success Measure	Date Completed
Implement scan to email option with existing copiers	AS Lib./Asst. Dir.	Q3 2014	3 hours	Service in place; staff trained	February 16, 2015

09-15-15: Library Board suggests a technology survey be conducted to identify patron needs.

Action	Who	When	Cost	Success Measure	Date Completed
Identify needs through an online survey	AS Lib./Asst. Dir.	Fall 2015	30 hours AS Lib./Asst. Dir. Plus 8 hours ea. Director and YS Lib.	Survey conducted; results tabulated and analyzed	Survey period: March 18 – March 31, 2016 Results reported to the Library Board Results showed we need to improve communication; see also other feedback**
Update services based on results	AS Lib./Asst. Dir.; Marketing, Adult Programming Coord.				City Newsletter article: Fall 2016 Info featured in monthly Current newsletter October 2016 issue

01-03-16: 2016 budget includes funding for a number of capital requests related to technology for programming: purchase of a 3D printer; purchase of a laptop lab; purchase of a digital story time kit (75" TV, Apple TV and iPad)

Action	Who	When	Cost	Success Measure	Date Completed
Research 3D Printers for capital request and get quotes	AS Lib./Asst. Dir.	Fall 2015	3 hours	Quotes obtained	August 2015
Make capital request	Director	Fall 2015	3 hours	Request made	September 2015: 3 separate mtgs.- Library Board Finance Committee, Library Board, City Administration

					November 2015: City Council approves
Do final research and obtain updated quotes	AS Lib./Asst. Dir.	2016	15 hours	Final quotes obtained	November 2015 – January 2016
Purchase 3D printer	AS Lib./Asst. Dir.	2016	1 hour	Equipment delivered	May 2016
Draft 3D Printer Policy and Procedure	AS Lib./Asst. Dir.	2016	20 hours	Policy updated	Policy approved at the December 20, 2016 Library Board meeting
Implement in programming	AS Lib./Asst. Dir.; Program staff AS Lib./Asst. Dir; YS Librarian	2017	50 hours	Device used in programming	January 9, 2017: Debuted at Tween Scene program January 24, 2017: Research on use in programming continues April 25, 2017: Nathan presented 3D printer introduction to 26 program attendees including BNR reporter; article with photo appeared in the April 26 th edition of the BNR
Implement as service	AS Lib./Asst. Dir and Adult Services staff	March 2017		Device offered as service	February 2017

Action	Who	When	Cost	Success Measure	Date Completed
Research laptop lab for capital request and get quotes	AS Lib./Asst. Dir.	Fall 2015	10 hours	Equipment selected; quotes obtained	August 2015
Make capital request	Director	Fall 2015	3 hours	Request made	September 2015: 3 separate mtgs.- Library Board Finance Committee, Library Board, City Administration November 2015: City Council approves
Do final research and obtain updated quotes	AS Lib./Asst. Dir.	2016	20 hours	Final quotes obtained	May 2016 – November 2016
Purchase equipment	AS Lib./Asst. Dir.	2016	1 hour	Equipment delivered	November 2016
Implement in programming	Programming staff	2017		Laptops used in programs	Debut program scheduled for February 2017
Implement as service	Staff	2017		Laptops used in service applications	Used for proctoring an exam: January 20, 2017 11-2017: Chrome books were made available for checkout by patrons when not in use for programs.

Action	Who	When	Cost	Success Measure	Date Completed
Research equipment for digital story time kit (bi screen TV and iPads, plus accessories) for capital request and get quotes	YS Lib.	Fall 2015	3 hours		August 2015
Make capital request	Director	Fall 2015	3 hours	Request made	September 2015: 3 separate mtgs.- Library Board Finance Committee, Library Board, City Administration November 2015: City Council approves
Do final research and obtain updated quotes	AS Lib./Asst. Dir.	2016	10 hours	Finals selections made and quotes obtained	October – November 2016 SCLS as ISP connection establishes on November 29, 2016 Progress: NR recommends the purchase of MacBook to streamline the configuration of the iPad and for use of the Apple TV/75" TV in presentations
Purchase equipment	AS Lib./Asst. Dir	2016	1 hour	Equipment delivered	November – December 2016
Purchase MacBook	AS Lib./Asst. Dir.	2017	0.5 hours		Purchased a MacBook Pro and an USB-C Digital AV Multiport Adapter on 7/05/2017 with \$2,318 in funding from the Friends of the Library.
Implement in programming	YS programming staff	2017			Fall 2017

LSTA grant offers opportunity for pilot project to make mobile hot spots available to our patrons for check out.

Action	Who	When	Cost	Success Measure	Date Completed
Volunteer for project	AS Lib./Asst. Dir.	2016	1 hour	BAR identified as participant	February 2016
Hotspot ready for checkout	AS Lib./Asst. Dir.	2016	5 hours	Unit cataloged and packaged	October 25, 2016
Monitor use	AS Lib./Asst. Dir.	October 2016-	1 hour	Use statistics obtained	17 checkouts

		February 2017			
Evaluate service and determine whether to continue	AS Lib./Asst. Dir.; Director; YS Librarian, Circ. Supervisor	February – March 2017	2 hours	Decision made	We elected to discontinue use of the mobile hotspot we had due to poor circulation and cost.

** 2016 Technology survey showed that patrons would appreciate a projector available for check out.

Action Steps	Who	When	Cost	Measure Success	Date Completed
Research equipment	AS Lib./Asst. Dir. With input from others	December 2017	5 hours	Model selected	Selected the Epson Home Cinema 1060 1080p projector for patron use.
Purchase desired model	AS Lib./Asst. Dir.;	December 2017	0.25 hours	Purchase made	December 18, 2017-purchased an Epson Home Cinema 1060 1080p projector, a hard case, and an HDMI cable for \$611.39.
Review Device Checkout Policy and update if necessary	AS Lib./Asst. Dir.;		1-5 hours	Policy reviewed and updated if necessary	
Prepare for checkout	Cataloging/Purchasing Coordinator	January 2018	1 hour	Item processed and cataloged	
Implement new service and publicize	Marketing/Adult Program Coordinator and Adult Services staff	January 2018	1 hr.		

09-20-16: Our analog microfilm readers/printers are failing and the manufacturer no longer makes toner or parts to fix the equipment. The existing toner supply (what we have on hand and vendor inventory) will last for several months. If a part fails there is a good chance our vendor may be unable to do a successful repair. Our best option is to get updated microfilm reading equipment. This equipment is critical to our ability to access our holdings of the Baraboo News (back to 1855) on microfilm. Our collection is unique. Sauk County Historical Society often refers researchers to the library for this resource.

Action Steps	Who	When	Cost	Measure Success	Date Completed
Research microfilm	AS Lib./Asst. Dir.	Summer 2016	20 hours	Top choice identified	July and August 2016

scanners					
Obtain quotes	AS Lib./Asst. Dir.	August 2016	2 hours	Proposals in hand	August 2016
Make capital request	Director	September 2016	3 hours	Request made	September 2016: 3 separate mtgs.- Library Board Finance Committee, Library Board, City Administration November 2016: City Council approves
Purchase equipment	AS Lib./Asst. Dir.	2017	1 hour	Equipment delivered	January 23, 2017: PC and printer received January 27, 2017: scanner scheduled for delivery
Install	Vendor	2017	3 hours	Equipment operational	January 27, 2017
Train staff	AS Lib./Asst. Dir.	2017	1 hour		February 2017

05-2017: It was identified by staff and the Adult Services Librarian that we were in need of an easier way for patrons to print from their devices at the library. SCLS recommends and supports a service called PrinterOn sold by Today's Business Solutions (TBS).

Action Steps	Who	When	Cost	Measure Success	Date Completed
Demonstration from PrinterOn	AS Lib./Asst. Dir.	June 2017	0.5 hours		June 19, 2017
Obtain quotes	AS Lib./Asst. Dir.	June 2017	0.25 hours	Proposals in hand	June 19, 2017
Purchase software and service	AS Lib./Asst. Dir.	August 2017	0.5 hours	Purchase made	August 7, 2017
Schedule installation	AS Lib./Asst. Dir.	August 2017	1.5 hours	Installation complete	August 16, 2017
Train staff	AS Lib./Asst. Dir.	2017	1 hour		August 2017

Objective: Bandwidth increase

Our ability to provide access to relevant and emerging technologies is dependent on our ability to secure sufficient bandwidth.

08-16-15: In late 2014 BadgerNet/TEACH awarded a bandwidth increase from 10Mbps to 20Mbps. As SCLS moves Dane county libraries to the Metropolitan Unified Fiber Network (MUFN) BCN bandwidth is made available for other libraries. In addition attempts to work with Sauk County IT staff have been met with little or no interest at this time. While continuing to increase our bandwidth is important, the best means for us to obtain it may not be forming a community area network at this time.

01-17-17: BadgerNet/TEACH is increasing bandwidth to all public library customers with no accompanying increase in monthly fee. We anticipate and increase to 100Mbps at some point during 2017. With continued excellent service from BadgerNet, there is no current need to pursue joining the City fiber network or creating a community area network (CAN).

12-12-2017: We received our BadgerNet/TEACH bandwidth increase to 100 mbps.

Action	Who	When	Cost	Success Measure	Date Completed
Explore joining the City fiber network	Director; City Administrator; AS Librarian		MA NR	Cost and service improvement data gathered for decision-making	
Explore creating a Community Area Network in Sauk County	UW-BSC Library Director, Director; Sauk County librarians; school districts, hospitals, municipalities		MA NR		

04-04-18 FINAL Updated by nr, ck, jw and ma