



## **LIBRARY BOARD MEETING**

**Waunakee Public Library Board Room  
Friday, April 18, 2025, 7:45 AM**

- I. Call to order**
- II. Roll call: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Melissa Hill, Sam Kaufmann, Carolina Quintana-Kuether, Cathy Sheffield, Library Director Erick Plumb.**
- III. Public Comment**
- IV. Consent agenda**
  - A. Approve March 21, 2025 Library Board Minutes**
  - B. Approve Schedule of Bills**
  - C. Approve Financial Reports**
- V. Library Director's Report**
- VI. Old Business**
  - A. Friends of the Library Update**
  - B. Discuss and approve revised Library Code of Conduct Policy**
- VII. New Business**
  - A. Approve opening at 1 PM on May 2 for Staff Inservice**
- VIII. Adjourn**

**Next Library Board meeting:** Friday, May 16, 2025 @ 7:45 AM in the Board Room, Waunakee Public Library

Notice is hereby given that members of the Village Board may attend this meeting. No action will be taken by the Village Board at this meeting.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or form should contact the municipal clerk at (608) 850-8500, 500 West Main Street, Waunakee, Wisconsin.

**Waunakee Public Library  
Library Board Meeting  
Friday, March 21, 2025 7:45 AM  
201 N. Madison Street, Board Room**

- I. **Call to order:** Cathy Sheffield called the meeting to order at 7:45 AM.
- II. **Roll call:** Present: Annie Ballweg, Jean Elvekrog, Melissa Hill, Sam Kaufmann, Carolina Quintana-Kuether, Cathy Sheffield, Library Director Erick Plumb.  
Excused: Kathy Grosskopf  
Also present: Library Circulation Manager Emily Harkins
- III. **Public Comment:** none
- IV. **Approval of the Consent Agenda:** Motion by Annie, second by Carolina to approve. Passed.
- V. **Library Director's Report:**
  - Two study pods are now on the second floor and being utilized by library users as well as staff.
  - We will host the Spring Election on April 1<sup>st</sup>.
  - 49 persons donated blood at the March 11<sup>th</sup> Blood Drive.
  - Over 500 adults attended virtual and in-person programs in February.
  - Emily reported that four library assistants are serving as a "scan team" at a mobile work station, scanning local history documents. They received training from a SCLS specialist. The documents are archived on the State Historical Society's link, [RecollectionWisconsin.org](https://www.recollectionwisconsin.org). Emily will share the link with the Board.
  - The new library website will be launched on August 19<sup>th</sup>.
  - Community Hall has been busy: Rental revenue in Jan-Feb 2024 was \$1500. Revenue for the same period in 2025 was \$4,047.50.
  - Erick met with Jeff Witt and Bill Frederick recently for their first Quarterly Maintenance Meeting. A **Capital Improvement Plan** will be established to track long term equipment replacement needs. **AV upgrades in Community Hall** need to be addressed immediately. A **pedestrian crosswalk** will be added near the Pleasant Drive entrance. As part of the 2025 Village sidewalk plan, an **accessible ramp** will be installed near the flagpole. New staff positions to be considered as part of the 2026 budget include a **building caretaker** and a **building attendant**.
  - SCLSS has plans to change their computer system to SIRSIDYNIX in 2026. Waunakee Public Library should not incur any additional costs.

- Erick encouraged us to attend a program in Community Hall on Monday, April 7 from 6:30-8 PM: ***Communicating Across Political Divides: The Power of Talking Together.***

**VI. Old Business**

- A. Friends of the Library Update:** The Pi Day Pie Sale was very successful. Net profit was \$1,960. A record 90 pies were sold in less than 90 minutes!

**VII. New Business**

**A. Discuss and Approve revised Study Room and Study Pod Policy**

Motion by Jean, second by Cathy to approve with changes. Passed.

**B. Discuss and Approve revised Meeting Room Policy**

Motion by Cathy and second by Sam to approve with changes. Passed.

**C. Discuss and Approve revised Appropriate Behavior Policy**

Changes were suggested. Erick will confer with the Village attorney and bring the policy back to the April meeting for further action.

**VIII. Adjourn:** Cathy adjourned the meeting at 8:45 AM.

**Respectfully submitted,**

Jean Elvekrog for Secretary Kathy Grosskopf

Next Library Board Meeting---Friday, April <sup>18</sup>~~21~~, 2025 at 7:45 AM  
Library Board Room

## March 2024

Account	Vender	Amount
<u>100-551400-210 Outside services</u>		
	<b>Total</b>	<b>0.00</b>
<u>100-551400-219 Automation levy</u>		
	SCLS	0.00
	<b>Total</b>	<b>0.00</b>
<u>100-551400-290 Leased items</u>		
	Gordon Flesch	0.00
	<b>Total</b>	<b>0.00</b>
<u>100-551400-292 Maintenance contracts</u>		
	SCLS	0.00
	Fearing's	0.00
	<b>Total</b>	<b>0.00</b>
<u>100-551400-311 Postage</u>		
	Post Office	32.08
	UPS Store	0.00
	<b>Total</b>	<b>32.08</b>
<u>100-551400-320 Publications, subscriptions and dues</u>		
	Wall Street Journal	194.97
	State of Wi	0.00
	Rotary Club of Waunakee	0.00
	WLA	0.00
	<b>Total</b>	<b>194.97</b>
<u>100-551400-330 Travel and training</u>		
	SCLS	0.00
	UW- Madison	0.00
	WLA	0.00
	Brittany - parking	0.00
	<b>Total</b>	<b>0.00</b>
<u>100-551400-340 Programs</u>		
	Pig	52.64
	Dunkin	27.98
	Amazon	700.48
	Michaels	0.00
	Dane County Extension	30.00
	Trinity Irish Dancers	150.00
	Bernie Witzack	0.00
	Pizza Hut	146.90
	Costco	176.67
	Todd Kinney	500.00
	Rashmi Sharma	225.00
	Ace Hardware	6.98
	Minuteman Press	0.00
	Dollar Tree	15.00
	Post Office	0.00
	<b>Total</b>	<b>2,031.65</b>
<u>100-551400-341 Equipment</u>		

	Minuteman Press	0.00
	Amazon	0.00
	Nassco	0.00
	Walmart	0.00
	SCLS	208.34
<u>100-551400-350 Repairs and maint</u>	<b>Total</b>	<b>208.34</b>
	<b>Total</b>	<b>0.00</b>
<u>100-551400-380 Adult books</u>		
	Amazon	215.34
	Baker and Taylor	3,510.80
	Barnes and Noble	0.00
	Dane County Library Service	0.00
	<b>Total</b>	<b>3,726.14</b>
<u>100-551400-381 Juvenile books</u>		
	Amazon	0.00
	Baker and Taylor	1,587.40
	Penworthy	0.00
	The Dot Central	0.00
	<b>Total</b>	<b>1,587.40</b>
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	0.00
	<b>Total</b>	<b>0.00</b>
<u>100-551400-384 - Digital Materials &amp; Computer Software</u>		
	Slack	78.75
	Kanopy	126.35
	T- mobile - Hotspots	123.20
	Verizon -Hotspots	200.05
	CDW - Adobe	0.00
	<b>Total</b>	<b>528.35</b>
<u>100-551400-385 Kit supplies</u>		
	Amazon	291.09
	Minuteman Press	0.00
	Target	0.00
	Walmart	0.00
	LL Bean	0.00
	Wall Monkeys	0.00
	<b>Total</b>	<b>291.09</b>
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	139.93
	Midwest Tape	0.00
	Amazon	0.00
	Playaway	0.00
	<b>Total</b>	<b>139.93</b>
<u>100-551400-387 Videos</u>		
	Amazon	345.68
	Midwest Tape	147.28
	Debbie Howard	0.00
	Greta Productions	0.00
	<b>Total</b>	<b>492.96</b>
<u>100-551400-390 Other</u>		
	Amazon	321.71
	Office Depot	0.00
	SCLS	773.87
	Walmart	0.00
	Pig	0.00
	Demco	0.00
	Thermal Paper Direct	0.00
	Duraready	321.11

<u>100-551400-391 Personnel</u>	<b>Total</b>	<b>1,416.69</b>
<u>100-551400-392 Public relations</u>	<b>Total</b>	<b>0.00</b>
	Minuteman Press	34.00
	SCLS	15.16
	Mailchimp	96.00
	Canva	0.00
<u>100-551401-210 Building serices</u>	<b>Total</b>	<b>145.16</b>
	The Electricians	0.00
	Midwest Alarm	0.00
	Otis Elevator Company	0.00
	Bruce Company	0.00
	JF Ahern	0.00
	Fearing's	0.00
	<b>Total</b>	<b>0.00</b>
<u>100-551401-350 Repairs/Maintenance</u>		
	Nassco	0.00
	Kraemer Air Filter Corp	0.00
	Menards	0.00
	Ace Hardware	0.00
	Amazon	0.00
	Schilling Supply Company	0.00
	Capital Coffee	0.00
	The Electricians	0.00
	USA Clean	0.00
	Waunakee Power Equipment	0.00
	<b>Total</b>	<b>0.00</b>
<u>430-5514000-810 Equipmenrt replacement /Capital</u>	SCLS	7,088.82
		<b>7,088.82</b>
<u>220 fund</u>		
	School Outfitters	0.00
	Waunakee Chamber of Commerce	0.00
	Tee Public	0.00
	<b>Total</b>	<b>0.00</b>
	<b>Month Total</b>	<b>17,883.58</b>



VILLAGE OF WAUNAKEE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>TAXES</u>						
100-41100110 GENERAL PROPERTY TAX	.00	8,206,649.00	8,206,649.00	.00	100.00	7,657,522.00
100-41200101 STATE SALES TAX	12.54	34.67	120.00	( 85.33)	28.89	35.12
100-41300110 UTILITY TAX	75,500.00	226,500.00	875,000.00	( 648,500.00)	25.89	215,100.00
100-41800101 INTEREST ON TAXES	.00	17.55	.00	17.55	.00	91.78
100-41900101 OTHER TAXES	.00	25,459.97	.00	25,459.97	.00	20,926.20
TOTAL TAXES	75,512.54	8,458,661.19	9,081,769.00	( 623,107.81)	93.14	7,893,675.10
<u>INTERGOVERNMENTAL REVENUE</u>						
100-43210012 FEDERAL POLICE VEST GRANT	.00	518.00	.00	518.00	.00	497.00
100-43400110 STATE SHARED REVENUE	.00	.00	586,062.00	( 586,062.00)	.00	.00
100-43400130 OTHER STATE SHARED REVENUE	.00	.00	232,508.00	( 232,508.00)	.00	.00
100-43411020 FIRE INSURANCE TAX	.00	.00	120,000.00	( 120,000.00)	.00	.00
100-43521030 TRANSPORTATION AIDS	.00	207,922.32	832,415.00	( 624,492.68)	24.98	207,273.15
100-43528040 STATE RECYCLING PAYMENT	.00	.00	28,000.00	( 28,000.00)	.00	.00
100-43740020 COUNTY LIBRARY AID	399,825.29	401,315.01	401,314.00	1.01	100.00	291,625.65
TOTAL INTERGOVERNMENTAL REVE	399,825.29	609,755.33	2,200,299.00	( 1,590,543.67)	27.71	499,395.80
<u>LICENSES &amp; PERMITS</u>						
100-44101010 LICENSES - LIQUOR & BEER	.00	36.60	16,000.00	( 15,963.40)	.23	10.00
100-44101015 LICENSES - OPERATOR	120.00	420.00	5,400.00	( 4,980.00)	7.78	530.00
100-44101020 LICENSES - CIGARETTE	.00	.00	1,200.00	( 1,200.00)	.00	.00
100-44101090 LICENSES - MISCELLANEOUS	75.00	375.00	5,000.00	( 4,625.00)	7.50	585.00
100-44202020 LICENSES - DOG	2,942.50	24,908.50	5,400.00	19,508.50	461.27	18,709.50
100-44202030 LICENSES - CAT	104.00	824.00	1,000.00	( 176.00)	82.40	720.00
100-44202040 LICENSES - CHICKENS	.00	.00	90.00	( 90.00)	.00	15.00
100-44210010 LICENSES - BICYCLE	1.00	1.00	20.00	( 19.00)	5.00	1.00
100-44313010 PERMIT FEES RESIDENTIAL NEW CO	10,999.75	46,502.55	80,000.00	( 33,497.45)	58.13	47,791.26
100-44313015 PERMIT FEES RES ALT & ADD	7,215.85	21,139.87	30,000.00	( 8,860.13)	70.47	19,314.86
100-44313020 PERMIT FEES NEW MULTI FAMILY	3,025.50	6,702.90	.00	6,702.90	.00	.00
100-44313030 PERMIT FEES NEW COMM & IND	.00	5,048.91	40,000.00	( 34,951.09)	12.62	322.50
100-44313035 PERMIT FEES COMM/IND ALT & ADD	447.50	1,503.50	13,000.00	( 11,496.50)	11.57	616.00
100-44320085 SIGN PERMIT	417.30	417.30	1,250.00	( 832.70)	33.38	75.00
100-44320090 PERMIT FEES MISC.	924.00	2,795.00	2,500.00	295.00	111.80	1,590.00
100-44352050 SITE PLAN APPROVAL	375.00	1,125.00	2,300.00	( 1,175.00)	48.91	320.00
100-44352060 PUD REVIEW	.00	1,200.00	.00	1,200.00	.00	.00
100-44452001 ZONING PERMITS	700.00	2,200.00	5,500.00	( 3,300.00)	40.00	2,200.00
100-44452010 JP ZONING PERMITS	514.90	514.90	1,000.00	( 485.10)	51.49	82.40
100-44452020 VARIANCE REQUEST	475.00	475.00	475.00	.00	100.00	.00
100-44452030 REZONING FEE	.00	.00	500.00	( 500.00)	.00	475.00
100-44452040 JOINT PLAN REZONING	.00	.00	400.00	( 400.00)	.00	.00
100-44452050 PLAT FEES	550.00	2,725.00	.00	2,725.00	.00	825.00
100-44452090 MISCELLANEOUS ZONING	.00	.00	250.00	( 250.00)	.00	475.00

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VILLAGE OF WAUNAKEE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY OPERATIONS</u>						
100-551400-110 LIBRARY FULL TIME	34,502.63	100,920.10	440,455.00	339,534.90	22.91	111,355.62
100-551400-120 LIBRARY PART TIME	34,907.15	97,913.99	439,106.00	341,192.01	22.30	86,178.69
100-551400-130 LIBRARY FICA	5,007.98	14,797.56	67,290.00	52,492.44	21.99	14,354.56
100-551400-131 LIBRARY RETIREMENT	3,396.08	10,278.79	44,560.00	34,281.21	23.07	9,915.19
100-551400-132 LIBRARY HEALTH	13,082.06	50,852.48	173,958.00	123,105.52	29.23	49,625.25
100-551400-133 LIBRARY LIFE	68.34	273.36	831.00	557.64	32.90	283.40
100-551400-134 LIBRARY DENTAL	.00	.00	9,182.00	9,182.00	.00	3,044.84
100-551400-210 LIBRARY OUTSIDE SERVICES	144.00	144.00	1,296.00	1,152.00	11.11	.00
100-551400-219 LIBRARY AUTOMATION LEVY	.00	71,386.00	71,386.00	.00	100.00	72,018.00
100-551400-225 LIBRARY COMMUNICATIONS	766.72	1,533.44	9,120.00	7,586.56	16.81	1,462.04
100-551400-290 LIBRARY LEASED ITEMS	675.67	1,287.00	9,298.80	8,011.80	13.84	1,174.29
100-551400-292 LIBRARY MAINTENANCE CONTRACTS	.00	6,341.18	2,477.00	( 3,864.18)	256.00	2,107.40
100-551400-311 LIBRARY POSTAGE	31.37	235.14	1,800.00	1,564.86	13.06	754.95
100-551400-320 LIBRARY PUBS/SUBS/DUES	.00	82.29	3,114.00	3,031.71	2.64	4,053.04
100-551400-330 LIBRARY TRAVEL/TRAINING	.00	.00	3,500.00	3,500.00	.00	.00
100-551400-340 LIBRARY PROGRAMS	1,128.02	2,973.62	40,000.00	37,026.38	7.43	7,812.50
100-551400-341 LIBRARY EQUIPMENT	848.34	848.34	9,000.00	8,151.66	9.43	1,961.73
100-551400-380 LIBRARY ADULT BOOKS	4,161.21	9,050.80	52,500.00	43,449.20	17.24	6,574.82
100-551400-381 LIBRARY JUVENILE BOOKS	1,637.40	3,657.30	29,500.00	25,842.70	12.40	6,006.84
100-551400-383 LIBRARY SERIAL SUBSCRIPTIONS	.00	297.30	8,717.00	8,419.70	3.41	183.19
100-551400-384 LIBRARY COMPUTER SOFTWARE	528.78	11,809.83	23,302.00	11,492.17	50.68	10,592.26
100-551400-385 LIBRARY KIT SUPPLIES	568.07	1,305.78	4,500.00	3,194.22	29.02	1,001.00
100-551400-386 LIBRARY AUDIO MATERIALS	272.77	617.69	9,500.00	8,882.31	6.50	1,151.13
100-551400-387 LIBRARY VIDEOS	274.46	1,644.40	8,000.00	6,355.60	20.56	1,245.92
100-551400-390 LIBRARY OTHER	1,314.27	2,526.48	16,000.00	13,473.52	15.79	1,587.72
100-551400-392 LIBRARY PUBLIC RELATIONS	96.00	321.50	6,000.00	5,678.50	5.36	158.00
<b>TOTAL LIBRARY OPERATIONS</b>	<b>103,411.32</b>	<b>391,098.37</b>	<b>1,484,392.80</b>	<b>1,093,294.43</b>	<b>26.35</b>	<b>394,602.38</b>
<u>LIBRARY BUILDING</u>						
100-551401-110 LIBRARY BLDG FULL TIME	.00	.00	54,781.00	54,781.00	.00	14,972.81
100-551401-120 LIBRARY BLDG PART-TIME	3,137.17	9,747.13	31,025.00	21,277.87	31.42	6,236.43
100-551401-121 LIBRARY BLDG OVERTIME	.00	.00	.00	.00	.00	1,314.10
100-551401-130 LIBRARY BLDG FICA	240.00	774.53	6,564.00	5,789.47	11.80	1,699.34
100-551401-131 LIBRARY BLDG RETIREMENT	.00	.00	3,807.00	3,807.00	.00	1,123.80
100-551401-132 LIBRARY BLDG HEALTH	.00	.00	23,559.00	23,559.00	.00	6,397.39
100-551401-133 LIBRARY BLDG LIFE	.00	.00	85.00	85.00	.00	21.20
100-551401-134 LIBRARY BLDG DENTAL	.00	.00	2,128.00	2,128.00	.00	655.88
100-551401-210 LIBRARY BLDG SERVICES	.00	2,635.00	29,903.00	27,268.00	8.81	2,392.38
100-551401-220 LIBRARY BLDG UTILITIES	1,738.29	3,484.58	21,000.00	17,515.42	16.59	3,634.51
100-551401-221 LIBRARY BLDG GAS HEAT	1,680.16	6,551.69	19,200.00	12,648.31	34.12	4,447.37
100-551401-341 LIBRARY BLDG EQUIPMENT	.00	972.98	.00	( 972.98)	.00	.00
100-551401-350 LIBRARY BLDG REPAIRS/MAINT	27.85	749.33	21,000.00	20,250.67	3.57	3,055.66
100-551401-390 LIBRARY BLDG OTHER	520.54	950.42	200.00	( 750.42)	475.21	200.00
<b>TOTAL LIBRARY BUILDING</b>	<b>7,344.01</b>	<b>25,865.66</b>	<b>213,252.00</b>	<b>187,386.34</b>	<b>12.13</b>	<b>46,150.87</b>

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VILLAGE OF WAUNAKEE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2025

LIBRARY SPECIAL REVENUE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
	<u>LIBRARY REVENUES</u>						
220-46740011	PUBLIC CHARGES	165.20	1,667.48	4,000.00	( 2,332.52)	41.69	1,198.72
220-46740014	PHOTOCOPIES	403.46	1,301.75	4,000.00	( 2,698.25)	32.54	1,170.28
220-46740015	ROOM RENTAL	2,172.99	5,559.25	12,500.00	( 6,940.75)	44.47	2,938.40
	TOTAL LIBRARY REVENUES	2,741.65	8,528.48	20,500.00	( 11,971.52)	41.60	5,307.40
	<u>MISCELLANEOUS REVENUE</u>						
220-48140001	INTEREST INCOME	.00	1,073.00	.00	1,073.00	.00	1,873.00
220-48540070	DONATIONS	.00	4,000.00	.00	4,000.00	.00	3,735.00
	TOTAL MISCELLANEOUS REVENUE	.00	5,073.00	.00	5,073.00	.00	5,608.00
	TOTAL FUND REVENUE	2,741.65	13,601.48	20,500.00	( 6,898.52)	66.35	10,915.40

VILLAGE OF WAUNAKEE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2025

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY</u>						
220-551400-390 LIBRARY OTHER	.00	21,181.00	500.00	( 20,681.00)	4,236.20	900.80
TOTAL LIBRARY	.00	21,181.00	500.00	( 20,681.00)	4,236.20	900.80
TOTAL LEISURE ACTIVITIES	.00	21,181.00	500.00	( 20,681.00)	4,236.20	900.80
<u>TRANSFERS OUT</u>						
220-592400-900 TRANSFER OUT	.00	5,000.00	.00	( 5,000.00)	.00	.00
TOTAL TRANSFERS OUT	.00	5,000.00	.00	( 5,000.00)	.00	.00
TOTAL OTHER FINANCING USES	.00	5,000.00	.00	( 5,000.00)	.00	.00
TOTAL FUND EXPENDITURES	.00	26,181.00	500.00	( 25,681.00)	5,236.20	900.80
NET REVENUES OVER EXPENDITURE	2,741.65	( 12,579.52)	20,000.00			10,014.60

VILLAGE OF WAUNAKEE  
BALANCE SHEET  
MARCH 31, 2025

LIBRARY SPECIAL REVENUE FUND

ASSETS

220-11110	COMMINGLED CASH	124,068.33	
220-11801	CASH ON HAND	175.00	
	TOTAL ASSETS		124,243.33

LIABILITIES AND EQUITY

FUND EQUITY

220-34300	FUND BALANCE	141,395.77	
	BEGINNING FUND BALANCE	141,395.77	
	REVENUE OVER EXPENDITURES - YTD	( 12,579.52)	
	TOTAL FUND EQUITY		128,816.25
	TOTAL LIABILITIES AND EQUITY		128,816.25



Summary of Fund Activity  
Waunakee Library Forever Fund - # 1030243

Fund Statement: 1/1/2025 through 2/28/2025

<b>Beginning Balance</b>	<b>335,755.74</b>
<b><u>Contributions/Gifts</u></b>	
Contributions*	485.20
Transfers In	0.00
<b>Total Contributions</b>	<b>485.20</b>
<b><u>Portfolio Gains (Losses)</u></b>	
Interest & Dividends	138.21
Unrealized Gain / Loss	5,410.62
Realized Gain / Loss	588.98
Investment Expenses	(69.42)
<b>Total Portfolio Gains (Losses)</b>	<b>6,068.39</b>
<b><u>Grants/Distributions</u></b>	
Grants/Distributions	0.00
Transfers Out	0.00
MCF Support	(564.28)
<b>Total Grants/Distributions</b>	<b>(564.28)</b>
<b>Ending Fund Balance</b>	<b>341,745.05</b>
Available to Grant	0.00

\*Contribution totals include net gift amounts for credit card gifts. Each credit card gift is assessed a merchant processing fee by the donor's credit card company of approximately 4%.

# WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

March 2025

	2025			2024		% Change	% Change	YTD
	March	Prev Month	Yr-to-date	March	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	31	28	89	30	86	10.7%	N/A	N/A
<b>CIRCULATION</b>								
Physical circulation	25,553	22,854	73,236	23,354	68,527	11.8%	9.4%	6.9%
Digital circulation	5,941	5,468	17,520	5,369	15,797	8.7%	10.7%	10.9%
Library Total	31,494	28,322	90,756	28,723	84,324	11.2%	9.6%	7.6%
Per Day library was open	1,016	1,012	3,059	957	2,947	0.4%	6.1%	3.8%
Average of Deforest, Monona and Verona libraries	28,620	24,631	80,295	26,482	78,869	16.2%	8.1%	1.8%
<b>By Category</b>								
Books								
Juvenile Fiction	3,708	3,195	10,153	3,141	9,041	16.1%	18.1%	12.3%
Juvenile Non-Fiction	1,814	1,593	4,989	1,482	4,549	13.9%	22.4%	9.7%
Easy Readers	1,953	1,741	5,407	1,774	5,129	12.2%	10.1%	5.4%
Picture books	5,152	4,587	14,866	4,491	13,582	12.3%	14.7%	9.5%
Total Juvenile	12,627	11,116	35,415	10,888	32,301	13.6%	16.0%	9.6%
Young Adult	874	696	2,246	782	2,149	25.6%	11.8%	4.5%
Adult Fiction	3,370	3,286	10,172	3,143	9,243	2.6%	7.2%	10.1%
Adult non-Fiction	2,565	2,346	7,684	2,447	7,592	9.3%	4.8%	1.2%
Large print	1,032	864	2,911	856	2,495	19.4%	20.6%	16.7%
Total Adult	6,967	6,496	20,767	6,446	19,330	7.3%	8.1%	7.4%
Magazines	496	441	1,484	451	1,223	12.5%	10.0%	21.3%
Audio	928	710	2,481	817	2,373	30.7%	13.6%	4.6%
DVD and Blu-ray	2,218	2,170	6,912	2,804	7,721	2.2%	-20.9%	-10.5%
Software and video games	227	196	687	158	506	15.8%	43.7%	35.8%
Kits	1,039	906	2,809	859	2,540	14.7%	21.0%	10.6%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	106	62	232	92	231	71.0%	15.2%	0.4%
E-books	5,941	5,468	17,520	5,369	15,797	8.7%	10.7%	10.9%
% of total circulation	18.9%	19.3%	19.3%	18.7%	18.7%	-2.3%	0.9%	N/A
<b>PROGRAMS</b>								
Children								
Number	39	39	117	39	117	0.0%	0.0%	0.0%
Attendance	1,402	1,256	3,886	1,359	3,730	11.6%	3.2%	4.2%
Young adult								
Number	11	7	24	6	17	57.1%	83.3%	41.2%
Attendance	69	17	120	25	94	305.9%	176.0%	27.7%
Adult								
Number	25	22	70	21	60	13.6%	19.0%	16.7%
Attendance	316	342	947	379	1,022	-7.6%	-16.6%	-7.3%
<b>NEW PATRONS ADDED</b>	98	120	301	94	314	-18.3%	4.3%	-4.1%
<b>PUBLIC MEETING ROOM BOOKINGS</b>	32	30	93	27	93	6.7%	18.5%	0.0%
<b>STUDY ROOM BOOKINGS</b>	688	558	1936	510	1562	23.3%	34.9%	23.9%
<b>PUBLIC PC SESSIONS</b>	422	353	1,204	422	1,170	19.5%	0.0%	2.9%
<b>UNIQUE WIRELESS USERS</b>	1,787	1,562	5,087	1,631	4,927	14.4%	9.6%	3.2%
<b>CURBSIDE TRANSACTIONS</b>	32	31	100	36	113	3.2%	-11.1%	-11.5%
<b># OF VISITORS TO LIBRARY</b>	14,430	12,419	39,790	13,148	38,758	16.2%	9.8%	2.7%



**Waunakee Public Library Activity Report**  
**Library Director Erick Plumb**  
**April 18, 2025**

**Library Activity in March/April**

- We were proud to host a BadgerTalk program on April 7 called "Communicating Across the Political Divide." This was particularly a good time for a program like this, given the divisions seen among Americans both nationally and locally. While turnout was not large, staff feel pride in hosting such discussions.
- We hosted the Spring election on April 1 and, once again, it went without any issues for us. We thank the Clerk and her team for another smooth day.
- We are hosting an exhibition on the history of discriminatory racial covenants nationally and in Dane County. Racial covenants were clauses inserted into property deeds to prevent non-Whites from buying or occupying land. Although no longer valid or enforceable, they can still be found in the land deeds of almost every American community. On April 17, we'll host a presentation by Rick Bernstein, Executive Director of the Dane County Historical Society, that will explore additional context, background, and impacts of racial covenants in our county. This display and program is made possible thanks to support from Beyond the Page, National Endowment for the Humanities, Madison Community Foundation, the Evjue Foundation, Dane Arts, and Dane County Department of Planning & Development.
- Library Staff received CPR and AED refresher training on April 11.
- We're hosting the Wisconsin Regional Arts Program (WRAP) exhibit this month in History Hall. This display and related programming was conducted by our partners at Create Waunakee.
- I attended a meeting of SCLS member library directors on March 20. For the past several months, SCLS staff and member library staff have been working to evaluate various ILS options. (Just in case you aren't up on your library jargon, an ILS – integrated library system – is the circ/catalog/cataloguing/acquisitions software that we all run; in our case, Biblionation.) SCLS has been on what is now called Biblionation since 2011. I'll be honest that I haven't been a fan since day one. The system did our last ILS review in 2017/18 when it was decided to stick with Biblionation in the hope that it would continue to develop and improve. Unfortunately, it hasn't. The ILS Evaluation Lead Work Group made a recommendation at the All Directors to migrate to SirsiDynix Symphony, ILS that is in use nationwide. If this moves forward, and I am confident it will, we would not migrate until 2026. But nothing is final until May. While final costs or member libraries are still to be determined, SCLS reassured anxious members at the March meeting that costs per library should be at or below what we currently pay for Biblionation.
- President Trump issued an executive order on March 14 that would gut the Institute of Museum and Library Services (IMLS) the only federal agency dedicated to supporting American museums and libraries. All IMLS personnel were placed on administrative leave on March 31. While WPL receives no federal funds directly, South Central Library System and other systems across Wisconsin do; that funding lowers the costs for technology and delivery services for individual libraries. Wisconsin's Attorney General, Josh Kaul, joined 20 other states in a lawsuit that would force the Trump administration to restore funding to IMLS. Also, the Wisconsin library

community has rallied in response: DPI and Wisconsin library systems have urged the public to get involved in lobbying Congress to restore funding to IMLS. They set up a website for informational and advocacy purposes: <https://mywisconsinlibrary.org>

- The Village of Waunakee Employee CARE team held a lunchtime trivia event for Village employees on April 16. I've neglected mention of the CARE team, to my chagrin. The CARE (Creating a Rewarding Environment) Team is made up of employees from each department, working together to foster an engaging, inclusive, and supportive workplace. Each quarter, CARE shares updates, recognitions, and helpful resources to keep everyone informed and connected. Regular staff events are held each quarter. Emily Harkins is the Library's representative to the CARE team. Village admin is to be commended for their work on staff retention the past few years!

#### **Youth Services Report by Brittany Gitzlaff**

March was another busy month with several exciting events. The Trinity Irish Dancers were here with another huge turnout for their performance, and the ever-popular Teen Late Night Hangout was back with enough interested teens to warrant a waitlist. Caitlin hosted author Samira Alvarez for the program "Explorando en Español," which drew a large crowd on Saturday morning to hear the author's book and do crafts. We took a storytime break during the week of Spring Break, and Laura and Caitlin put together another set of Escape Rooms that were very much enjoyed by all age groups. We also attended the Family Learning Night event at Heritage Elementary, and made bracelets and keychains with many of their families and had a great time.

#### **Adult Services & Community Engagement Report by Amy Sampson**

In March, I started working on the Summer Reading program and am reaching out to local businesses for adult prizes. I am also reaching out to presenters for summer programs. I attended the Wellness Fair at the Village Center on March 8th with Jordan. We also had another successful blood drive on March 11th with help from the Friends of the Library checking in donors.

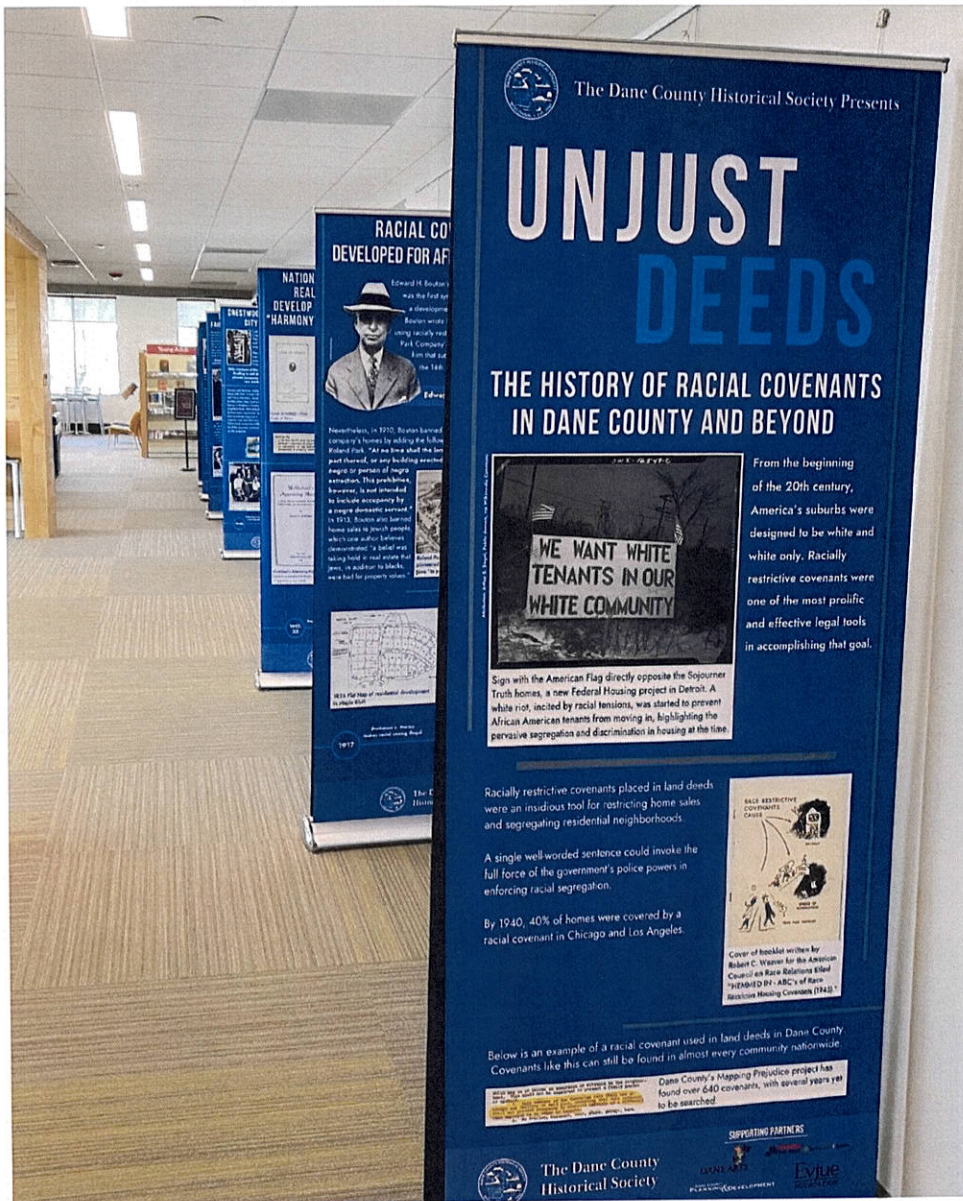
I met with Lidia from WNC and Bex from Literacy Network to discuss English Classes and summer semester plans. We are hoping to hold in-person classes over the summer but looking for a different location than the library. Brittany and I met with Desiree and Scott from Waunakee Area EMS to plan partnership programs for all ages. For adults, we have a CPR class scheduled for June and hope to kick off a quarterly awareness series in the fall.

Laura and I continue to work with Library Market on the new website, and developed the site map in March.

15



Not-So-Random image of the month:



The Dane County Historical Society Presents

# UNJUST DEEDS

## THE HISTORY OF RACIAL COVENANTS IN DANE COUNTY AND BEYOND



From the beginning of the 20th century, America's suburbs were designed to be white and white only. Racially restrictive covenants were one of the most prolific and effective legal tools in accomplishing that goal.

Sign with the American Flag directly opposite the Soporner Truth homes, a new Federal Housing project in Detroit. A white riot, incited by racial tensions, was started to prevent African American tenants from moving in, highlighting the pervasive segregation and discrimination in housing at the time.

Racially restrictive covenants placed in land deeds were an insidious tool for restricting home sales and segregating residential neighborhoods.

A single well-worded sentence could invoke the full force of the government's police powers in enforcing racial segregation.

By 1940, 40% of homes were covered by a racial covenant in Chicago and Los Angeles.



Cover of booklet written by Robert C. Weaver for the American Council on Race Relations titled "PEASEBERRY - ABC's of Race Restrictive Covenants (1940)"

Below is an example of a racial covenant used in land deeds in Dane County. Covenants like this can still be found in almost every community nationwide.

Dane County's Mapping Prejudice project has found over 640 covenants, with several years yet to be searched.

**SUPPORTING PARTNERS**  
The Dane County Historical Society  
DANISH ARTS  
Evjue



## LIBRARY CODE OF CONDUCT

*Revisions in italics.*

### **I. Purpose of Policy**

The purpose of this policy, adopted by the Waunakee Public Library Board of Trustees in accordance with Wisconsin Statute 43.52(2), is to establish rules and regulate the use of the library so everyone can share its resources in a clean, safe, and welcoming environment.

### **II. Definitions and Guidelines**

- A. These behavior rules apply to the facility, grounds, and parking lots of the Waunakee Public Library and to all persons in or on the premises.
- B. Persons violating these rules may be asked by any staff member to alter their behavior or to leave the premises. Any library staff member may prohibit a user in violation of this policy from using the library for up to one day. Staff will submit a brief written report of the behavior to the Library Director. Any illegal activity will be reported to law enforcement immediately.
- C. If warranted, the Library Director or their designee may prohibit the user from using the library for a further amount of time. Official written notice barring the user from visiting the library will be sent to the last known address of the user when possible.
- D. Users may appeal the decision of the Library Director to the Waunakee Public Library Board of Trustees in writing. Upon receipt of the appeal, discussion will be scheduled on the agenda of the next regularly scheduled meeting of the Library Board of Trustees. Their decision will be final.
- E. Persons on library premises while they are barred will be criminally trespassing and law enforcement will be notified. An exception will be made for a user attending the Library Board of Trustees meeting in which their appeal is being discussed.

### **III. Behavior Rules**

The rights of individuals to use the library should not be abridged or denied. To guarantee these rights for all persons, no library user shall engage in the following prohibited behaviors:

- 1. Committing or attempting to commit any activity that would constitute a violation of any federal, state, or local criminal statute or ordinance including theft of library items.
- 2. Directing a specific threat of physical harm against an individual, group of individuals, or property.
- 3. Uttering profane, obscene, or offensive language.



4. Engaging in sexual contact, activities, or conduct.
5. ~~Being in a state of intoxication that causes a public disturbance.~~ *Possessing, selling, distributing, consuming, or being under the influence of any alcoholic beverage or controlled substance.*
6. Damaging or defacing public property.
7. Stealing or hiding materials to prevent their usage by others.
8. *Posting or distributing materials on library bulletin boards, shelving, or display spaces without permission of library staff.*
9. Using tobacco products of any kind, including e-cigarettes and other similar devices, in the building or within fifty feet of entrances and exits.
10. Bringing firearms or other weapons as defined by Wisconsin State Statutes (concealed or otherwise) into the building, except for firearms carried by authorized law enforcement personnel. This policy shall be posted per Wisconsin state law at all building entrances.
11. Engaging in conduct that disrupts or interferes with the normal operation of the library or disturbs library staff or other users.
12. Engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature to library users or staff including stalking, prolonged staring at, or following another with the intent to annoy or disturb.
13. Entering non-public areas of the library without permission.
14. Bringing bicycles, scooters, skateboards, *rollerblades*, hoverboards, and other similar items into the library. Items should be locked outside or may be stowed in the staff areas with permission of library staff.
15. Refusing to follow the reasonable directions of library staff.
16. Selling, soliciting, petitioning, surveying, or distributing materials for any purpose is prohibited on library grounds. *Citizens seeking nomination for public office or for a campaign may only solicit signatures in the library's reserved private study or meeting rooms; it is not permitted anywhere else on library property. Canvassing is also allowed on public sidewalks along the surrounding streets.*
17. Consuming food or drink that creates a nuisance because of odor or mess. Library staff are authorized to determine if a particular food or drink item is not appropriate for a particular location, such as near library equipment, shelving, or in an enclosed study room. *Food and uncovered drinks are prohibited in the enclosed Study Pods.*
18. Bringing animals into the library, with the exception of service animals and service animal trainees, unless part of a library event. Emotional support or companion animals are not allowed inside the library.
19. Leaving an animal tethered and unattended on the library premises.
20. Sleeping in the library for an extended period of time or that creates a disturbance.
21. Leaving one or more children under the age of 8 unsupervised or unattended in or on the library premises (see Child Safety Policy).
22. Not wearing shoes or shirt within the library.
23. Remaining in the building following closing without permission of library staff.
24. Adults sitting in areas designated for use by teens and children, such as the Young



- Adult Room and Study Room 1. Adults may browse the Young Adult collections but must be accompanied by a young adult or child to sit and work in these areas.
25. Disturbing others because of offensive body odor or strongly scented personal products.
  26. Bathing, shaving, and other personal grooming activities.

Appeals to the Library Board contesting any disciplinary action must be sent in writing to the "Contact the Library Director" form on the library's website.

This policy replaces any previous policy regarding behavior in the library.

Adopted May 20, 2022

Reviewed October 11, 2024

Reviewed and Revised April 18,  
2025

April 2025

# Waunakee Public Library

## Kids Programs

\* = Registration Required

### 4/1 UnBook Club\*

3:30pm | Storytime room

We will discuss our favorite books, do an activity, and have time to read and enjoy a snack! Grades 3-4.

### 4/2 LEGO League

3:30pm | Storytime room

Come join us to build your own creation or participate in the monthly LEGO building challenge. Grades K-4.

### 4/5 The Young and the Restless

10:00am | Community Hall

Get your wiggles out with! This program is an opportunity for kids to be active, develop motor skills, and make new friends. Ages 0-5.

### 4/7 Pokemon Club

3:30pm | Storytime room

Join fellow Pokémon players and fans to enjoy all things Pokémon. Grades K-4.

### 4/8 My First Book Club\*

3:30pm | Storytime room

Join us as we snack and read longer picture books, early readers and chapter books together. Grades K-2.

### 4/9 STEAM Break\*

3:30pm | Storytime room

Join us in building and experimenting all things STEAM (Science, Tech, Engineering, Art and Math). Grades K-4.

### 4/11 Kids Dance Party

9:45am | Storytime room

Join us in building, experimenting and creating! Experiments and activities relate to all things STEAM (Science, Tech, Engineering, Art and Math). Grades K-4.

### 4/16 Kids Club\*

3:30pm | Storytime room

Join us for a club just for kids! Each month features a different activity, craft, and brain break! Grades K-3.

### 4/17 PAWS to Read\*

4:00pm | Storytime room

Read a story with our team of certified Pet Partners Therapy Dogs & Read With Me Program Dogs! Grades K-4.

### 4/18 WRAP Kids\*

11:00am | Storytime room

Join Create Waunakee for our second annual WRAP Kids event! Kids will create their version of this year's mixed-media project, "Design Your Own Book Cover." Ages 5-12.

### 4/23 Open Art Studio

3:30pm | Storytime room

Children will be able to explore and create using a variety of different art mediums and materials. Grades K-4.

### 4/26 Author Visit: Steven Stack

10:00am | Community Hall

Author, and Prairie Elementary teacher, Steven Stack will be joining us to share a reading from his new book *Jack: The Story of a Dog*. Steven will have books for sale, a simple craft, and light treats.

### 4/28 Maker Monday\*

3:30pm | Storytime room

For kids who love art & want more hands-on time to try out different techniques & materials. Grades 1-4.

## Storytimes

### Baby Time (Ages 0-1)

WEDNESDAY 9:45AM | 4/2, 4/9, 4/16, 4/23, 4/30

### Preschool Storytime (Ages 3-5)

TUESDAY 9:45AM | 4/1, 4/8, 4/15, 4/22, 4/29

WEDNESDAY 10:45AM | 4/2, 4/9, 4/16, 4/23, 4/30

### Tiny Tots (Ages 1-3)

TUESDAY 10:45AM | 4/1, 4/8, 4/15, 4/22, 4/29

THURSDAY 9:45AM | 4/3, 4/10, 4/17, 4/24

### Jammie Jams

MONDAY 6:30PM | 4/7, 4/14, 4/21, 4/28

Wear your coziest pajamas and join us for an evening storytime! We'll share stories, rhymes & activities! All ages.

### Little Bodies Big Feelings Storytime

FRIDAY 9:45AM 4/4

Come play, sing, and read with us about our emotions and healthy ways to address them! All ages.

### Storycrafters

SATURDAY 10:00AM | 4/12

Meet at the library for a story, song, and a craft! This program is recommended for all ages and their caregiver.

### Sensory-Friendly Storytime\*

FRIDAY 9:45AM | 4/18

Come join us and the professionals of CI Pediatric Therapy for stories, songs, & a craft! All ages. Registration required.

### Bilingual Storytime/Hora del Cuento Bilingüe

FRIDAY 9:45AM | 4/25

Join the fun of developing Spanish/English language skills with Bilingual storytime! All ages.

## Teen Programs

### 4/2 Preteen Book Club

6:30pm | Living Room

Reading *Falling Short* by Ernesto Cisneros. Grades 5-8.

### 4/10 Teen Book Club

6:30pm | Living Room

Reading *The Prince and the Dressmaker* by Jen Wang. Grades 8+.

### 4/15 Crafternoon: Shrinky Dinks

4:30pm | Storytime Room

We're going to make shrinky dinks! Draw on plastic and watch it shrink into fun keychains or just a cool bit of art! Grades 5-12.

### 4/18 TACOS

4:00pm | Board Room

TACOS members, it's our monthly meeting!

### 4/19 5th Annual Junk Food Olympics

2:00pm | Storytime Room

come compete in the 5th Annual Junk Food Olympics! You will be able to compete in multiple food-related challenges! Grades 5-12.

### 4/22 Anime Club

4:30pm | Storytime Room

We'll watch anime and do some anime-related activities! Grades 5-12, permission slip required.

### 4/28 Glow Paint\*

4:30pm | Storytime Room

we're painting in the dark! Come paint with neon paint under a black light and watch your art shine! Registration required. Grades 5-12.



April 2025

# Waunakee Public Library

## Adult Programs

\* = Registration Required

### 4/2, 4/16, 4/23 Yoga for Beginners

10:00am | Community Hall

This class is a gentle yoga class for all ages, and all levels, no registration required.

### 4/2, 4/16 A Good Yarn

10:00am | Living Room

Bring your current knitting/crochet project for a social hour with a group of like-minded fiber friends!

### 4/2 Author Talk with Jodi Picoult\*

6:00pm | Virtual

Step into Spring with us as we chat with the highly acclaimed New York Times bestselling author Jodi Picoult about her newest novel, *By Any Other Name*.

### 4/3, 4/10, 4/17, 4/24 Good Morning Games

9:00am | Community Hall

Join us for an adult game group where we play Mahjong (Filipino style)! Don't know how to play? We are happy to teach!

### 4/3 Writer's Group

1:00pm | Living Room

Are you looking for a way to connect with other local authors and writers? Join the Writer's Group!

### 4/5 Saturday Social

9:00am | Den

Get to know your neighbors with complimentary coffee and donuts!

### 4/7 Communicating Across the Political Divide

6:30pm | Community Hall

Join fellow community members to learn more about constructive dialogue and the benefits of talking together. Following the talk, participants will have the opportunity to brainstorm and discuss ways to apply these insights in our own community.

### 4/8 The Stories, Science, and History of Trees\*

1:00pm | Virtual

Join us as Smithsonian Horticulturalist Matthew Fleming, guides us through the secret world of trees through the beautiful and absorbing guide *The Tree Book: The Stories, Science, and History of Trees*.

### 4/8 Road to Sobriety with Todd Kinney

6:30pm | Community Hall

In partnership with Waunakee Community Cares Coalition, join us in welcoming attorney and author Todd Kinney as he discusses his memoir *I Didn't Believe It Either: One Dad's Discovery That Everything Is Better Without Alcohol*.

## Book Clubs



### Wednesday Night Page Turners

4/9 | 6:30pm | Overlook

*Shadow of the Wind* by Carlos Ruiz Zafón

### Books in the Overlook

4/15 | 6:30pm | Overlook

*Symphony of Secrets* by Brendan Slocumb



### 4/10 Composting 101

6:30pm | Community Hall

Join Anne Lies, a Master Gardener and Extension Horticulture Volunteer, to answer all of your pressing questions about composting for your garden.

### 4/17 Unjust Deeds: A History of Racial Covenants in Dane County and Beyond

6:30pm | Community Hall

Racial covenants were clauses inserted into property deeds to prevent non-Whites from buying or occupying land. This presentation by Rick Bernstein, Executive Director of the Dane County Historical Society, will explore additional context, background, and impacts of racial covenants in our county. Registration requested.

### 4/22 Author Visit with Amy Pease

6:30pm | Community Hall

Hear from local author Amy Pease as she discusses her recent mystery novel, *Northwoods*. Pease will also share about her experiences as a debut author, upcoming projects, and all things books and writing!

### 4/24 Author Talk with Gregg Hurwitz\*

6:00pm | Virtual

You're invited to a riveting conversation with New York Times bestselling author Gregg Hurwitz as he chats with us about his *Orphan X* series and his life as a writer of suspenseful storytelling.

### 4/29 Brick by Brick: Libby Wipperfurth's Journey of Recovery and Renewal

6:30pm | Community Hall

Libby Wipperfurth's life changed 3,268 days ago when she faced deep depression, anxiety, and years of alcoholism. Despite having a daughter she adored, she couldn't stop drinking and felt trapped. Immersing herself in recovery, she sought to understand addiction and mental health. Now, she shares her journey in her memoir, *Bricks*, inspiring others to heal and grow. Presented in partnership with Waunakee Community Cares Coalition.