



LIBRARY BOARD MEETING

Waunakee Public Library Board Room

Friday, August 22, 2025 7:45 AM

- I. Call to order**
- II. Roll call: Annie Ballweg, Jean Elvekrog, Melissa Hill, Leah Huibregtse, Sam Kaufmann, Carolina Quintana-Kuether, Cathy Sheffield, Library Director Erick Plumb.**
- III. Public Comment**
- IV. Consent agenda**
 - A. Approve July 18, 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. Discussion of 2025 library budget**
- VII. New Business**
 - A. Discussion & Approval of Active Shooter Policy**
 - B. Discussion of Library Director goals for 2024-25 (Library Director Evaluation)**

The Library Board may convene in closed session as authorized by Section 19.85(1)(c) of the Wisconsin Statutes for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Library Board may reconvene in open session.
- VIII. Adjourn**

Next Library Board meeting: Friday, September 19, 2025@ 7:45 AM in the Board Room, Waunakee Public Library

Notice is hereby given that 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, July 18, 2025 - 7:45AM

201 N. Madison Street, Conference Room

- I. **Call to order:** Cathy Sheffield called the meeting to order at 7:45 AM
- II. **Roll Call:**
 - A. **Roll call:** Present: Jean Elvekrog, Melissa Hill, Leah Huibregtse, Sam Kaufmann, Cathy Sheffield, Carolina Quintana-Kuether, and Library Director Erick Plumb, Absent: Annie Ballweg
 - B. **Guests:** None
- III. **Public Comment** No public comment
- IV. **Approval of the consent agenda** Jean moved to approve. Melissa seconded. Passed.
- V. **Director's Report** Library use has been very high this summer. Have been having issues with messes (food and toys) in the children's area; considering additional signage/rethinking snack policy. Expecting to replace carpet in children's area and Community Hall next year. Erick has met with all 28 staff members, receiving useful feedback re: internal communication and continuing ed. 100% of staff is happy. Rop complaint is that PT staff want to work more. Will be addressing staff office in the next 12 months to create more private work spaces. Village is applying for Dane county grant to install 4 EV charging sites. These would be in our overflow lot.
- VI. **Old Business**
 - A. **Friends of the Library Update** Will be meeting next Thursday.
- VII. **New Business**
 - A. **Board Officers** Cathy moved to elect Cathy Sheffield- Pres, Jean-Elvekrog VP, Leah Huibregtse- Secretary, Caro seconded. Passed.
 - B. **Budget goals/priorities** Will be requesting one more PT library assistant (other PT staff will be receiving more hours). Adding a line item for video games. Also adding NYT online (plus games, food, and The Athletic), and paying for additional digital material licenses via Libby for our patrons.
 - C. **Website** New website is much easier to navigate. Suggested replacing prominent homepage icon for blog with "search the catalog" or "reserve a book." Will go live on 8/19. Ongoing feedback will be collected. Our staff will be able to make adjustments, will not be dependent upon web design company. Department heads will have more control/responsibility over their sections.
 - D. **Library/director goal setting** Will review 2024-25 goals next month. All trustees will suggest 1-2 performance based Library Director goals and 1-3 library goals.
- VIII. **Adjourn** Cathy made a motion to adjourn. Jean seconded. Passed. Cathy adjourned the meeting at 8:39 AM

Library Board Meeting: Friday, August 22, 2025 at 7:45 AM
Respectfully submitted, Cathy Sheffield, Trustee

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July 2024

Account	Vender	Amount
<u>100-551400-210 Outside services</u>		
	Total	0.00
<u>100-551400-219 Automation levy</u>	SCLS	0.00
	Total	0.00
<u>100-551400-290 Leased items</u>		
	Total	0.00
	Gordon Flesch	368.06
		0.00
	Total	368.06
<u>100-551400-292 Maintenance contracts</u>		
	SCLS	0.00
	Fearing's	0.00
		0.00
	Total	0.00
<u>100-551400-311 Postage</u>		
	Post Office	236.17
	UPS Store	0.00
	Total	236.17
<u>100-551400-320 Publications, subscriptions and dues</u>		
	Wall Street Journal	0.00
	State of Wi - Notary	20.00
	Amazon	0.00
	WLA	249.18
	Total	269.18
<u>100-551400-330 Travel and training</u>		
	SCLS	0.00
	UW- Madison	548.50
	WLA	0.00
	Dunkin	0.00
	Total	548.50
<u>100-551400-340 Programs</u>		
	Pig	70.68
	Dunkin	0.00
	Amazon	488.84
	Waunakee Rental	320.00
	Book Outlet	223.90
	All American Print Supply	67.51
	Ace Hardware	5.59
	Janway	370.00
	Sticker Junkie	149.00
	Pizza Hut	116.91
	Reptierience LLC	630.00
	Five Below	83.00
	Minuteman Press	98.31
	Francesca Colver Photography	400.00
	Waunakee Chamber of Commerce	75.00
	Target	45.00
	Dollar Tree	15.00

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<u>100-551400-341 Equipment</u>	Total	3,158.74
	Minuteman Press	0.00
	Amazon	0.00
	Nassco	0.00
	Laird Plastics	0.00
	SCLS	0.00
	Total	0.00
<u>100-551400-350 Repairs and maint</u>		
<u>100-551400-380 Adult books</u>	Total	0.00
	Amazon	460.49
	Baker and Taylor	2,781.96
	Barnes and Noble	0.00
	Dane County Library Service	0.00
	Total	3,242.45
<u>100-551400-381 Juvenile books</u>		
	Amazon	0.00
	Baker and Taylor	1,181.62
	Penworthy	0.00
	The Dot Central	0.00
	Total	1,181.62
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	5,630.71
<u>100-551400-384 - Digital Materials & Computer Software</u>	Total	5,630.71
	Slack	150.79
	Kanopy	128.25
	T- mobile - Hotspots	124.00
	Verizon -Hotspots	182.00
	CDW - Adobe	0.00
	Total	585.04
<u>100-551400-385 Kit supplies</u>		
	Amazon	458.88
	Minuteman Press	0.00
	Target	0.00
	Walmart	0.00
	LL Bean	0.00
	Wall Monkeys	0.00
	Total	458.88
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	776.31
	Midwest Tape	176.62
	Amazon	184.87
	Findaway	0.00
	Total	1,137.80
<u>100-551400-387 Videos</u>		
	Amazon	759.41
	Midwest Tape	123.69
	Walmart	0.00
	Greta Productions	0.00
	Total	883.10
<u>100-551400-390 Other</u>		
	Amazon	425.18
	Office Depot	166.28
	Uline	313.45
	Walmart	73.53
	SCLS	456.79
	Demco	89.29

	Thermal Paper Direct	0.00
	DuraReady	0.00
<u>100-551400-391 Personnel</u>	Total	1,524.52
	Total	0.00
<u>100-551400-392 Public relations</u>		
	Minuteman Press	110.46
	Walgreens	0.00
	Mailchimp	55.59
	Sticker Junkie	215.00
	Total	381.05
<u>100-551401-210 Building serices</u>		
	Master Building Solutions	0.00
	Midwest Alarm	887.28
	Ahern	340.00
	Bruce Company	0.00
	Butters-Fetting	0.00
	CJ's Lawn & Snow	432.00
	Total	1,659.28
<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
	Total	0.00
<u>220 fund</u>		
	Out of print	0.00
	Waunakee Chamber of Commerce	0.00
	Tee Public	0.00
	Total	0.00
	Month Total	21,265.10

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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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	34,517.17	257,365.00	440,455.00	183,090.00	58.43	279,424.72
100-551400-120 LIBRARY PART TIME	33,359.15	248,971.17	439,106.00	190,134.83	56.70	209,769.95
100-551400-121 LIBRARY OVERTIME	.00	83.04	.00	(83.04)	.00	.00
100-551400-130 LIBRARY FICA	4,916.66	37,117.30	67,290.00	30,172.70	55.16	35,664.02
100-551400-131 LIBRARY RETIREMENT	3,433.89	25,652.67	44,560.00	18,907.33	57.57	24,728.03
100-551400-132 LIBRARY HEALTH	12,337.55	103,911.98	173,958.00	70,046.02	59.73	102,289.44
100-551400-133 LIBRARY LIFE	115.82	726.24	831.00	104.76	87.39	574.72
100-551400-134 LIBRARY DENTAL	.00	.00	9,182.00	9,182.00	.00	6,089.68
100-551400-210 LIBRARY OUTSIDE SERVICES	306.00	2,932.00	1,296.00	(1,636.00)	226.23	490.00
100-551400-219 LIBRARY AUTOMATION LEVY	.00	71,386.00	71,386.00	.00	100.00	72,018.00
100-551400-225 LIBRARY COMMUNICATIONS	767.09	4,601.43	9,120.00	4,518.57	50.45	4,478.10
100-551400-290 LIBRARY LEASED ITEMS	986.58	4,213.18	9,298.80	5,085.62	45.31	4,089.96
100-551400-292 LIBRARY MAINTENANCE CONTRACTS	.00	2,212.78	2,477.00	264.22	89.33	2,107.40
100-551400-311 LIBRARY POSTAGE	17.46	605.03	1,800.00	1,194.97	33.61	828.59
100-551400-320 LIBRARY PUBS/SUBS/DUES	597.87	1,470.64	3,114.00	1,643.36	47.23	5,601.86
100-551400-330 LIBRARY TRAVEL/TRAINING	548.50	1,087.00	3,500.00	2,413.00	31.06	929.08
100-551400-340 LIBRARY PROGRAMS	2,786.40	15,815.80	40,000.00	24,184.20	39.54	25,031.35
100-551400-341 LIBRARY EQUIPMENT	.00	2,178.34	9,000.00	6,821.66	24.20	3,378.51
100-551400-380 LIBRARY ADULT BOOKS	3,390.15	27,934.47	52,500.00	24,565.53	53.21	21,382.25
100-551400-381 LIBRARY JUVENILE BOOKS	1,749.35	9,832.92	29,500.00	19,667.08	33.33	14,593.22
100-551400-383 LIBRARY SERIAL SUBSCRIPTIONS	5,630.71	5,928.01	8,717.00	2,788.99	68.01	6,976.16
100-551400-384 LIBRARY COMPUTER SOFTWARE	597.15	21,620.41	23,302.00	1,681.59	92.78	14,166.81
100-551400-385 LIBRARY KIT SUPPLIES	269.95	2,515.61	4,500.00	1,984.39	55.90	2,909.74
100-551400-386 LIBRARY AUDIO MATERIALS	795.84	2,714.26	9,500.00	6,785.74	28.57	6,742.08
100-551400-387 LIBRARY VIDEOS	598.73	3,723.89	8,000.00	4,276.11	46.55	4,662.95
100-551400-390 LIBRARY OTHER	1,166.23	6,622.51	16,000.00	9,377.49	41.39	5,270.65
100-551400-392 LIBRARY PUBLIC RELATIONS	936.93	2,380.51	6,000.00	3,619.49	39.68	2,031.10
TOTAL LIBRARY OPERATIONS	109,825.18	863,602.19	1,484,392.80	620,790.61	58.18	856,228.37

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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY BUILDING</u>						
100-551401-110 LIBRARY BLDG FULL TIME	391.25	633.45	54,781.00	54,147.55	1.16	37,929.03
100-551401-120 LIBRARY BLDG PART-TIME	2,819.74	20,740.61	31,025.00	10,284.39	66.85	15,125.11
100-551401-121 LIBRARY BLDG OVERTIME	.00	.00	.00	.00	.00	1,576.92
100-551401-130 LIBRARY BLDG FICA	243.84	1,660.82	6,564.00	4,903.18	25.30	4,098.44
100-551401-131 LIBRARY BLDG RETIREMENT	27.19	44.02	3,807.00	3,762.98	1.16	2,725.91
100-551401-132 LIBRARY BLDG HEALTH	163.88	269.39	23,559.00	23,289.61	1.14	13,480.36
100-551401-133 LIBRARY BLDG LIFE	3.29	6.51	85.00	78.49	7.66	46.04
100-551401-134 LIBRARY BLDG DENTAL	.00	.00	2,128.00	2,128.00	.00	1,319.52
100-551401-210 LIBRARY BLDG SERVICES	432.00	7,888.14	29,903.00	22,014.86	26.38	11,162.79
100-551401-220 LIBRARY BLDG UTILITIES	3,450.02	13,453.29	21,000.00	7,546.71	64.06	12,398.01
100-551401-221 LIBRARY BLDG GAS HEAT	243.01	8,877.27	19,200.00	10,322.73	46.24	6,335.02
100-551401-341 LIBRARY BLDG EQUIPMENT	.00	972.98	1,446.00	473.02	67.29	.00
100-551401-350 LIBRARY BLDG REPAIRS/MAINT	321.17	2,747.26	21,000.00	18,252.74	13.08	6,949.28
100-551401-390 LIBRARY BLDG OTHER	87.93	3,526.45	200.00	(3,326.45)	1,763.23	200.00
TOTAL LIBRARY BUILDING	8,183.32	60,820.19	214,698.00	153,877.81	28.33	113,346.43
<u>DEPOT</u>						
100-551410-350 DEPOT REPAIRS/MAINT	.00	171.44	2,000.00	1,828.56	8.57	.00
100-551410-390 DEPOT OTHER	.00	4.58	.00	(4.58)	.00	.00
TOTAL DEPOT	.00	176.02	2,000.00	1,823.98	8.80	.00



VILLAGE OF WAUNAKEE
BALANCE SHEET
JULY 31, 2025

LIBRARY SPECIAL REVENUE FUND

ASSETS

220-11110	COMMINGLED CASH	143,622.73	
220-11801	CASH ON HAND	175.00	
	TOTAL ASSETS		143,797.73

LIABILITIES AND EQUITY

FUND EQUITY

220-34300	FUND BALANCE	141,395.77	
	BEGINNING FUND BALANCE	141,395.77	
	REVENUE OVER EXPENDITURES - YTD	2,401.96	
	TOTAL FUND EQUITY		143,797.73
	TOTAL LIABILITIES AND EQUITY		143,797.73

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WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

July

2025

	2025			2024		% Change	% Change	YTD
	July	Prev Month	Yr-to-date	July	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	26	26	199	26	196	0.0%	N/A	N/A
CIRCULATION								
Physical circulation	27,470	26,800	173,336	27,384	166,603	2.5%	0.3%	4.0%
Digital circulation	5,740	5,910	40,453	5,247	35,879	-2.9%	9.4%	12.7%
Library Total	33,210	32,710	213,789	32,631	202,482	1.5%	1.8%	5.6%
Per Day library was open	1,277	1,258	1,074	1,255	1,033	1.5%	1.8%	4.0%
Average of DeForest, Monona and Verona	33,418	32,293	197,146	32,302	191,042	3.5%	3.5%	3.2%
By Category								
Books								
Juvenile Fiction	4,419	4,378	25,285	4,293	24,135	0.9%	2.9%	4.8%
Juvenile Non-Fiction	1,892	1,771	11,995	1,702	11,103	6.8%	11.2%	8.0%
Easy Readers	2,343	2,477	13,632	2,183	12,677	-5.4%	7.3%	7.5%
Picture books	5,218	5,131	34,408	5,214	32,730	1.7%	0.1%	5.1%
Total Juvenile	13,872	13,757	85,320	13,392	80,645	0.8%	3.6%	5.8%
Young Adult	1,069	997	5,563	889	5,513	7.2%	20.2%	0.9%
Adult Fiction	3,844	3,638	24,214	3,913	22,884	5.7%	-1.8%	5.8%
Adult non-Fiction	2,205	2,228	16,757	2,462	16,919	-1.0%	-10.4%	-1.0%
Large print	1,061	1,079	7,020	1,051	6,115	-1.7%	1.0%	14.8%
Total Adult	7,110	6,945	47,991	7,426	45,918	2.4%	-4.3%	4.5%
Magazines	476	411	3,371	502	2,932	15.8%	-5.2%	15.0%
Audio	848	876	5,707	952	5,972	-3.2%	-10.9%	-4.4%
DVD and Blu-ray	2,500	2,194	15,694	2,810	17,209	13.9%	-11.0%	-8.8%
Software and video games	284	209	1,609	166	1,189	35.9%	71.1%	35.3%
Kits	1,187	1,291	7,165	1,122	6,388	-8.1%	5.8%	12.2%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	84	84	518	89	521	0.0%	-5.6%	-0.6%
E-books	5,740	5,910	40,453	5,247	35,879	-2.9%	9.4%	12.7%
% of total circulation	17.3%	18.1%	18.9%	16.1%	17.7%	-4.3%	7.5%	N/A
PROGRAMS								
Children								
Number	50	39	269	46	277	28.2%	8.7%	-2.9%
Attendance	2,517	2,364	10,656	1,779	9,961	6.5%	41.5%	7.0%
Young adult								
Number	12	7	60	9	45	71.4%	33.3%	33.3%
Attendance	150	69	448	154	394	117.4%	-2.6%	13.7%
Adult								
Number	21	19	157	16	142	10.5%	31.3%	10.6%
Attendance	213	235	2,004	208	2,281	-9.4%	2.4%	-12.1%
NEW PATRONS ADDED	102	100	694	104	731	2.0%	-1.9%	-5.1%
PUBLIC MEETING ROOM BOOKINGS	27	29	209	27	187	-6.9%	0.0%	11.8%
STUDY ROOM BOOKINGS	772	617	4853	610	3914	25.1%	26.6%	24.0%
PUBLIC PC SESSIONS	571	503	3,226	452	2,913	13.5%	26.3%	10.7%
UNIQUE WIRELESS USERS	1,934	1,896	12,603	1,466	11,189	2.0%	31.9%	12.6%
CURBSIDE TRANSACTIONS	24	24	211	22	224	0.0%	9.1%	-5.8%
# OF VISITORS TO LIBRARY	16,974	16,053	102,219	15,340	97,479	5.7%	10.7%	4.9%

Waunakee Public Library Activity Report
Library Director Erick Plumb
August 22, 2025

Library Activity in July/August

- The Summer Reading Program wrapped on August 14 with our annual blow-out end of summer festival. It was a great night to cap a very busy summer. We'll share full details of total participation for the SLP at our September meeting. Many thanks to Brittany, Amy, Laura, Caitlyn and the entire library crew for making another summer so memorable.
- By the time you read this, the updated website should be live. I'm trusting that it's a smashing success and that the problems will be few and easily smoothed-over. I'll let the Board know how it's going when we meet.
- The Friends of the Library generously agreed to fund an Overdrive Advantage subscription for our e-book collection in 2026. They will provide \$5,000 with the Library adding an additional \$2,500 in the 2026 budget for a full \$7,500 Advantage subscription, on top of the \$11,500 we contribute to the state and SCLS digital buying pool. What this means is that our e-book budget will be more than 50% larger next year, with many items to be selected and earmarked solely for first-use by Waunakee users. This should ease the long wait-times that otherwise mar an ever-improving digital materials service provided through Overdrive's Libby app. We thank the Friends for their continues support and generosity.
- We bid adieu to talented Library Assistant Jordan Pluff on August 19. Jordan finished her MLS degree this past spring and recently was hired for a full-time professional job as a school librarian in the McFarland school district. She'll be great and we wish her well. We are currently hiring to replace her position.

Youth Services Report by Brittany Gitzlaff

July was much like June in that it was very busy and filled with many exciting events. Our big performers this month were the Miller & Mike comedy show, Circus Cameron, and James the Magician. We also offered a food feud, multiple escape rooms, and music classes with Melody Sprouts. Popular teens programs this month were, of course, the late night hangout, and messy art. The book bike was able to dodge the rain for two more appearances at Play in Your Park with the Village Center. We also hosted the school's Early Childhood class for two storytimes, and did some outreach storytimes at local daycares. We are now in the final weeks of the Summer Reading Program, and busily preparing to wrap everything up, and get ready for summer yard signs!

Adult Services & Community Engagement Report by Amy Sampson

In July, Laura and I were trained on managing the new website and spent the month building pages and inputting content. We are working with LibraryMarket on finalizing content before our August 19th launch. Laura and I also switched our newsletter provider to LibraryAware instead of Mailchimp after Mailchimp's rising costs and clunky platform. We spent time learning the new platform and integrating it into the new website.

I spent time talking with program partners on collaborating for a Fall English Class location, but unfortunately, Literacy Network has had to cancel Waunakee's program after the Summer semester. This is due to a combination of our drop in student registrations in 2025 and Literacy Network's loss of federal funding.

In other program planning, I met with George and Jerry from the Writers Group to check in about our September Local Author Showcase. Kelli and I also met and discussed plans for fall programs. I finalized planning for the End of Summer Fest, including booking a reptiles meet and greet to make up for the reptile Terrific Tuesday we had to cancel. The Friends will be sponsoring this portion of the event. I recruited volunteers for our August blood drive – thanks again Friends! I confirmed a total of 19 All Around Town businesses in September, and am now working on creating marketing materials for the partnering businesses.

I took the book bike to concerts in the park three times, and Laura and Caitlin took it out another week. I presented at the Friends membership meeting to discuss adult services, outreach, and overdrive advantage.

Random happy image of the month: End of Summer Fest on August 14





To: Village Administrator Todd Schmidt, and Finance Director Renee Meinholz

From: Erick Plumb, Library Director

Date: July 25, 2025

Re: Request for additional PT Library Assistant (H5) in 2026 Budget

Dear Todd & Renee,

For the 2026 budget cycle, the Waunakee Public Library is fortunate to again expect increased funding from Dane County plus adjacent counties in addition to the strong commitment of funds we receive annually from the Village. We expect \$492,123 in funds from Dane County and adjacent counties, up \$90,000 from our county funding this year. Thanks to this significant increase, the Library Board authorized me to ask for one additional part-time staff member to allow the library to better cope with expanding usage, the growth in our services, and to allow better flexibility in scheduling for the 63 hours per week we are open to the community

For the library's personnel portion of the 2026 budget, we propose the addition of one 20-hr per week Library Assistant (0.5 FTE) , to work primarily evenings and weekends. This position would begin on or after April 1, 2026, ahead of the busy summer reading program. The position would be rated H5 on our wage scale.

In 2025, WPL continues to see increased usage. Through June, building visits are up 4% from 2024, averaging 493 people per day. Circulation of materials is up 6%. We are on pace to hold over 700 library events. Our study room bookings are up 23% over 2024. PC usage continues to grow – up 8% - with many of those users needing technical assistance. Overall, I think it's fair to say that WPL continues to steadily grow at the same pace as the Village itself.

This additional staff member would enable the library to continue to operate fully-staffed during staff illnesses and vacations, allow increased schedule flexibility for current staff, and enable more "off-desk" time for staff to focus on their non-customer service duties, such as for the Special Events Coordinator to grow our event/meeting revenue. Depending on the skills of the person hired, this position could assist fulltime staff with special events, programming, technical work, or outreach, in addition to working with our customers.

I know there are many acute staffing needs facing the Village in the budget. I understand too that decisions regarding staff increases are subject to the constraints of factors like insurance costs. But due

to the additional funds from our County partners, we feel that this may be a reasonable request if other factors allow an increase in staffing across the Village.

Thank you for your consideration.



ACTIVE SHOOTER POLICY

I. Purpose

The purpose of this policy is to guide Waunakee Public Library staff in responding to an active shooter or similar threat in or near the library. These guidelines aim to preserve life and maximize safety. Staff are encouraged to respond quickly and decisively, prioritizing personal safety while assisting others when it is reasonable and safe to do so.

II. Definitions

- Active Shooter: An individual actively engaged in killing or attempting to kill people in a confined and populated area, typically with a firearm and often without a specific pattern in victim selection.
- Hide Out / Hide: Seek shelter out of public view, preferably in a locked or secure location offering protection from gunfire.

III. Procedures

A. Lockdown Protocol

The lockdown plan is intended to secure staff and patrons in the event of an active shooter or other imminent threat.

A lockdown will be initiated if:

1. The library is directed to do so by the Waunakee Police Department, Village Administration.
2. A staff member personally observes a credible external threat—immediately call 911 and secure as many doors as possible. Staff will be notified via Slack and Signal channels.
3. An active shooter is known to be near or in the library—management or the designated lead staff member will lock all exterior doors, including main public entrances.

Emergency Notification Announcement (via Slack and loudly in person):

“THIS IS AN EMERGENCY. THE LIBRARY IS NOW IN LOCKDOWN. MOVE AWAY FROM WINDOWS AND OUT OF SIGHT. LOCK AND SECURE DOORS IMMEDIATELY.”

Once locked down, staff will not open any door until law enforcement gives the all-clear and the manager in charge of the library announces that the lockdown has ended.

IV. Response Guidelines – If Active Shooter is on Premises

A. Evacuation (RUN)

If a safe escape route is available, patrons and staff are to:

- Evacuate immediately without waiting for others to agree.
- Leave all personal belongings.
- Help others escape if possible.
- Prevent others from entering dangerous areas.
- Keep hands visible at all times for police.
- Follow all law enforcement instructions.
- Do not attempt to move wounded individuals—administer aid only in safe areas.
- Once safe, call 911.
- Meet at the designated reunification point: Waunakee Village Center

B. Shelter in Place (HIDE)

If evacuation is not safe:

- Lock and barricade doors using furniture or other heavy objects.
- Turn off lights, silence phones, and remain silent.
- Close blinds and cover windows.
- Hide behind large items for cover (e.g., desks, shelving).
- Remain out of sight and quiet until cleared by law enforcement.

C. Take Action (FIGHT)

Only as a last resort, and only if your life is in immediate danger:

- Act aggressively to disrupt or incapacitate the shooter.
- Improvise weapons.
- Yell, throw objects, and coordinate with others if possible.
- Commit fully to your actions.

V. Post-Incident Response

A. All Clear

Law enforcement will clear the building. Staff should confirm identity of anyone requesting entry or call 911 to verify an all-clear.

B. Responsible Parties

The Library Director or person-in-charge will:

- Maintain access to building keys and security systems.
- Have knowledge of persons in the building and evacuation plans.
- Coordinate with police and Village officials as needed.

C. Crime Scene Management

If the library is designated a crime scene:

- Staff will await clearance from the Waunakee Police Department before re-entry.
- The Village Administrator and Library Director will coordinate cleaning and communication.
- Efforts will be made to recover personal items and access essential records.

D. Media Liaison

All media inquiries will be referred to the Village Administrator or designated spokesperson.

E. Staff Support

- Mental health support and Employee Assistance Program (EAP) resources will be provided.
- Staff directly involved will be given priority access to services.

VI. Training

- The Active Shooter Policy will be reviewed annually with all library staff.
- Waunakee Police will be invited annually to provide training and walkthroughs.
- New employees will be trained during orientation.
- Training materials on handling active shooter and other dangerous situations will be made available to all staff.

Adopted by Waunakee Public Library Board on: August 22, 2025

August 2025

Waunakee Public Library

Adult Programs

* = Registration Required

6/1 - 8/14 Adult Summer Reading Program

Bring your sheet into the library after your first BINGO for a free voucher/coupon from a local business! Turn in your sheet by August 14th and each BINGO completed will be an entry into a drawing for one of five local giftcards!

8/2 Saturday Social

9:00am | Den

Get to know your neighbors with complimentary coffee and donuts!

8/5 The Stories, Science, and History of Birds*

1:00pm | Virtual

Delve into the fascinating world of birds through astonishing photography and clear explanations in this absorbing global guide, *The Bird Book: The Stories, Science, and History of Birds*. Dr. Jay Jinsing Falk is a Postdoctoral Fellow at the Smithsonian Tropical Research Institute and the University of Colorado.

8/6, 8/20 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!

8/7, 8/14, 8/21, 8/28 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!

8/7 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!



9/27 Save the Date! Local Author Showcase

10:00am - 12:00pm | Community Hall

The Writer's Group and the Friends of the Waunakee Library are excited to present a showcase of the finest writers in the area! Meet award-winning writers and discover best-selling books! There will be refreshments, a raffle, and opening address from author Doug Moe.

Book Clubs



Wednesday Night Page Turners

8/13 | 6:30pm | Overlook

The End of Drum-Time by Hanna Pylväinen

Books in the Overlook

8/19 | 6:30pm | Overlook

Land of Milk and Honey by C Pam Zhang



8/7 Sustainable Studio*

6:00pm | Community Hall

Design a Boho tassel keychain for your keys or for decoration!

8/14 End of Summer Fest

4:00pm | Library Lawn

Come celebrate the end of summer reading with the library! There will be food trucks, yard games, a bounce house, reptiles to meet, screen printing, a bubble station, and more for kids and adults! For screen printing, bring a light-colored T-shirt (we're using black ink!) or we will have tote bags available to use.

8/20 Author Talk with Casey McQuiston*

6:00pm | Virtual

Bring an appetite for sizzling drama as we discuss New York Times bestselling author Casey McQuiston's latest romantic comedy, *The Pairing*.

8/21 Discovering Governor Nelson State Park

6:30pm | Community Hall

Hear from the Friends of Governor Nelson State Park about this gorgeous State resource in Waunakee's own backyard! Governor Nelson State Park offers hiking, prairie, woods, oak savannah, two beaches (one for people, one for pets), picnic areas, a boat launch, Native American Mounds, and much more. Plus, learn about the available volunteer activities you can join to help support the park!

8/26 Community Blood Drive*

12:30pm | Community Hall

The Library is hosting a Blood Drive for the American Red Cross from 12:30 to 5:30pm in Community Hall. To sign up for an appointment please call 1-800-733-2767 or visit the link in our web calendar.

8/28 How to Thrive in a World of Constant Chaos*

1:00pm | Virtual

Learn how to master the daily grind and become shatterproof in a tumultuous world with key insights by Dr. Tasha Eurich as she talks about her newest book, *Shatterproof: How to Thrive in a World of Constant Chaos (And why resilience alone isn't enough)*.

August 2025

Waunakee Public Library

Kids Programs

* = Registration Required

6/1 - 8/14 Summer Reading Program!

Keep track of your reading and complete other goals in order to win prizes and have fun. Turn in your sheets by 8/14 to collect your prizes!

8/1 Make a Splash Water Day

2:30pm | Library Lawn

All kids and families are invited to get wet! Water activities will include, water balloon fights, water guns, a slip and slide and more.

8/4 Pokemon Club

3:30pm | Storytime room

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

8/5 Duke Otherwise

1:30pm or 3:00pm | Community Hall

Using his clever songs and unique showmanship, Duke Otherwise effortlessly engages and inspires children of all ages. Duke challenges kids to think outside the box while singing some of the wittiest and most fun tunes ever heard in the library! Ages 4+.

8/6 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.

8/12 Ambulance Storytime

9:45am | Patio

Join us for a special ambulance-themed storytime! First we'll read about them, then we'll get to tour one with our friends from Waunakee Area EMS. All ages.

8/12 Zoozort

1:00pm, 2:15pm, or 3:30pm | Community Hall

Join licensed animal educator Noelle Bezio of Zoozort for a hands-on interactive program featuring live exotic animals from around the world! Ages 4+.

8/13 STEAM Break: Robots*

3:30pm | Storytime room

This month the ThunderHEADS, a student-run robotics team from BadgerBots, will bring their creations from the First Teach Robotics Challenge. Grades K-4.

8/18 and 8/20 Melody Sprouts Music Time

Ages 0-4: 8/18 at 9:45am or 8/20 at 10:45am

Ages 4-6: 8/18 at 10:45am or 8/20 at 9:45am

Storytime Room | Come experience the joy of music in a class that's full of fun, learning, and imagination!

8/19 Things That Go Storytime

9:45am | Patio

First we'll read about them, then we get to visit them up close! Join us for a special outdoor Storytime, and our favorite trucks from the Waunakee Public Works department. All ages.

8/27 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.

Storytimes

Baby Time (Ages 0-1)

WEDNESDAY 9:45AM | 8/6

Preschool Storytime (Ages 3-5)

TUESDAY 9:45AM | 8/5

WEDNESDAY 10:45AM | 8/6

Tiny Tots (Ages 1-3)

TUESDAY 10:45AM | 8/5

THURSDAY 9:45AM | 8/7

Jammie Jams

MONDAY 6:30PM | 8/4

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

Teen Programs

8/1 Make a Splash Water Day

2:30pm | Library Lawn

All kids and families are invited to get wet! Activities will include water balloon fights, water guns, a slip and slide & more.

8/4 Crafternoon: Collage Art

2:00pm | Storytime Room

Come make a collage! We'll be cutting and gluing all sorts of fun pictures to make art. Grades 5+

8/7 Bridge Building Challenge

2:00pm | Storytime Room

How long can you build a bridge? How strong? What if it were made of marshmallows? Compete with each other to find out the answers! Grades 5+

8/11 Break a Record

2:00pm | Storytime Room

Can you beat a world record? Find out here, competing against real world records in things like "quickest time to arrange Mr. Potato Head while blindfolded." Good luck! Grades 5+

End of Summer Fest!

8/14 4:00pm-7:00pm | Library Lawn

Come celebrate the end of summer reading with the library! There will be food trucks, yard games, a bounce house, reptiles to meet, screen printing, a bubble station, and more for kids and adults!

Repterience Reptiles - Sponsored by the Friends of the Waunakee Library:

- Meet Toast the 13-foot Burmese python, Balance the Tegu, Ragnar the Sulphur Water Monitor, Echo the alligator, and more!

Screen Printing:

- Bring a light-colored T-shirt (we're using black ink!) or we will have tote bags available to use

