

Waunakee Public Library
Library Board Meeting
Board Room
Friday, February 16, 2024 7:45 AM

- I. Call to order
- II. Roll call: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Melissa Hill, Erin Moran, Angie Rojas Agudelo, Cathy Sheffield, Library Director Erick Plumb.
- III. Public Comment
- IV. Consent agenda
 - A. Approve January 19, 2024 Library Board Minutes
 - B. Approve Schedule of Bills
 - C. Approve Financial Reports
- V. Director's Report
- VI. Old Business
 - A. Friends of the Library Update
- VII. New Business
 - A. Discuss and possibly take action on Library Customer Service Policy
 - B. Discuss and possibly take action on Bulletin Board Policy
 - C. Discuss and Approve 2023 DPI Annual Report
- VIII. Adjourn

Next Library Board meeting: Friday, March 15, 2024 @ 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, January 19, 2024- 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: Cathy Sheffield, Melissa Hill, Jean Elvekrog, Kathy Grosskopf, Angie Rojas Agudelo, Erin Moran, and Library Director Erick Plumb. Excused : Annie Ballweg
 - B. **Guests:** No guests
- III. **Public Comment** No public comment
- IV. **Approval of the consent agenda** Kathy made a motion to approve. Jean seconded. Passed.
- V. **Director's Report & Discussion with Youth Services Manager Brittany Gitzlaff**

Thanks to WPLs amazing staff we had a memorable 2023. There were over 286,000 checkouts, digital circulation was up 18.5%, a record amount of over 50,000 items checked out and attendance to programs increased by 36%. Our Martin Luther King Junior Day programming brought in 103 people even in the sub-zero temperatures. We receive close to \$6,000 for the 220 Fund from the year-end mailing. There are currently three staff members that are interested in becoming involved in the Waunakee Rotary in 2024. Erick and Brittany will be meeting with Mark Brooks from Madison Country Day School to discuss working together in the future. We will be highlighting new Adult Fiction and Non-Fiction by displaying them up front in the lobby. The staff is excited about the huge expansion of the español and bilingual collection. The reorganization will open up lots of possibilities for future growth. The Youth Services team wrote a letter to all of the kids that received a Summer Reading sign in August. What a cool way to make participants feel special and get them motivated for the 2024 program!
- VI. **Old Business**
 - A. **Friends of the Library Update** The Bingo night was a lot of fun and made \$755. The friends are currently asking for donations of antiques and vintage items to sell during Waunakee Garage Sale Weekend.
- VII. **New Business**
 - A. **Discuss and approve Inclement Weather Policy** Cathy made a motion to approve the Policy as amended. Jean seconded. Passed.
 - B. **Discuss and approve revised Responsibility for Library Operations Policy** Erin made a motion to approve. Angie seconded. Passed.
- VIII. **Adjourn** Angie made a motion to adjourn the meeting at 8:37AM.

Library Board Meeting: Friday, February 16, 2024 at 7:45 AM
Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary

January 2024

Account	Vender	Amount
<u>100-551400-210 Outside services</u>		
	Total	0.00
<u>100-551400-219 Automation levy</u>		
	SCLS	72,018.00
	Total	72,018.00
	Total	0.00
<u>100-551400-290 Leased items</u>		
	Gordon Flesch	335.88
		0.00
	Total	335.88
<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	746.41
	UPS Store	0.00
	Total	746.41
<u>100-551400-320 Publications, subscriptions and dues</u>		
	WILS	3,969.74
	ALA	162.00
	Department of Financial Institution	20.00
	WLA	0.00
	Total	4,151.74
<u>100-551400-330 Travel and training</u>		
	SCLS	0.00
	UW- Madison	0.00
	WLA	0.00
	Dunkin	0.00
	Total	0.00
<u>100-551400-340 Programs</u>		
	Pig	21.04
	Dunkin	65.89
	Amazon	1,143.94
	Michaels	15.99
	Mark Moran	450.00
	Huma Siddiqui	400.00
	Claire Evans	275.00
	Coal Black Exotics	572.00
	Erin Murdock	200.00
	Karl Norland	300.00
	Pa Donica	80.00
	Joseph Baring	400.00
	Costco	214.16
	Culvers	25.00
	Book Outlet	294.25
	Movie Licensing USA	125.00
	Minuteman Press	42.46

	Dollar Tree	22.50
	Apple	10.51
<u>100-551400-341 Equipment</u>	Total	4,657.74
	Minuteman Press	0.00
	Amazon	165.88
	Nassco	0.00
	Uline	1,155.85
	SCLS	0.00
<u>100-551400-350 Repairs and maint</u>	Total	1,321.73
	Total	0.00
<u>100-551400-380 Adult books</u>	Amazon	268.99
	Baker and Taylor	3,341.29
	Barnes and Noble	0.00
	Dane County Library Service	0.00
	Total	3,610.28
<u>100-551400-381 Juvenile books</u>	Amazon	101.57
	Baker and Taylor	4,134.99
	Penworthy	0.00
	The Dot Central	0.00
<u>100-551400-383 Serial subscriptions</u>	Total	4,236.56
	Rivistas	0.00
	The Atlantic	79.99
	Total	79.99
<u>100-551400-384 - Digital Materials & Computer Software</u>	SCLS	9,979.00
	Kanopy	103.55
	T- mobile - Hotspots	13.44
	Verizon -Hotspots	200.05
	CDW - Adobe	0.00
<u>100-551400-385 Kit supplies</u>	Total	10,296.04
	Amazon	265.23
	Minuteman Press	42.46
	Target	0.00
	Walmart	0.00
	LL Bean	0.00
	Wall Monkeys	0.00
<u>100-551400-386 Audio materials</u>	Total	307.69
	Blackstone Publishing	414.29
	Midwest Tape	72.45
	Amazon	0.00
	Findaway	149.98
<u>100-551400-387 Videos</u>	Total	636.72
	Amazon	525.40
	Midwest Tape	313.33
	Debbie Howard	0.00
	Greta Productions	0.00
<u>100-551400-390 Other</u>	Total	838.73
	Amazon	253.23
	Office Depot	0.00
	Azuradisc	0.00
	Walmart	0.00

	Pig	0.00
	Demco	393.41
	Thermal Paper Direct	72.90
	Uline	200.44
<u>100-551400-391 Personnel</u>	Total	919.98
	Total	0.00
<u>100-551400-392 Public relations</u>		
	Minuteman Press	0.00
	Fearings	0.00
	Mailchimp	45.00
	Total	45.00
<u>100-551401-210 Building serices</u>		
	The Electricians	1,166.50
	Midwest Alarm	1,150.00
	Otis Elevator Company	0.00
	Bruce Company	0.00
	JF Ahern	223.00
	CJ's Lawn & Snow	0.00
	Total	2,539.50
<u>100-551401-350 Repairs/Maintenance</u>		
	Nassco	139.46
	Kraemer Air Filter Corp	0.00
	Menards	0.00
	Ace Hardware	0.00
	Amazon	33.98
	Schilling Supply Company	464.73
	Capital Coffee	0.00
	The Electricians	0.00
	USA Clean	196.55
	Waunakee Power Equipment	0.00
	Total	834.72
<u>220 fund</u>		
	Out of print	0.00
	Waunakee Chamber of Commerce	0.00
	Tee Public	0.00
	Total	0.00
	Month Total	107,576.71

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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY OPERATIONS</u>						
100-551400-110 LIBRARY FULL TIME	53,491.62	450,112.06	459,227.00	9,114.94	98.02	421,233.80
100-551400-120 LIBRARY PART TIME	39,524.55	342,638.67	363,302.00	20,663.33	94.31	340,078.73
100-551400-130 LIBRARY FICA	6,829.10	57,375.56	62,926.00	5,550.44	91.18	56,965.12
100-551400-131 LIBRARY RETIREMENT	4,716.15	39,799.90	41,758.00	1,958.10	95.31	38,999.31
100-551400-132 LIBRARY HEALTH	14,305.43	166,980.32	164,505.00	(2,475.32)	101.50	136,233.88
100-551400-133 LIBRARY LIFE	70.85	864.27	706.00	(158.27)	122.42	667.74
100-551400-134 LIBRARY DENTAL	761.21	8,962.01	9,526.00	563.99	94.08	8,444.59
100-551400-210 LIBRARY OUTSIDE SERVICES	315.00	1,762.00	1,652.00	(110.00)	106.66	1,212.00
100-551400-219 LIBRARY AUTOMATION LEVY	.00	68,923.32	68,923.00	(.32)	100.00	62,993.00
100-551400-225 LIBRARY COMMUNICATIONS	1,460.60	7,962.07	8,700.00	737.93	91.52	8,607.67
100-551400-290 LIBRARY LEASED ITEMS	1,237.01	7,901.18	8,196.00	294.82	96.40	7,704.45
100-551400-292 LIBRARY MAINTENANCE CONTRACTS	2,107.40	4,116.79	2,572.00	(1,544.79)	160.06	2,144.04
100-551400-311 LIBRARY POSTAGE	685.87	1,736.70	1,000.00	(736.70)	173.67	1,457.24
100-551400-320 LIBRARY PUBS/SUBS/DUES	484.69	3,470.43	2,899.00	(571.43)	119.71	2,540.70
100-551400-330 LIBRARY TRAVEL/TRAINING	12.00	1,361.00	2,200.00	839.00	61.86	2,854.46
100-551400-340 LIBRARY PROGRAMS	350.29	28,033.75	25,000.00	(3,033.75)	112.14	25,312.80
100-551400-341 LIBRARY EQUIPMENT	.00	2,645.14	7,500.00	4,854.86	35.27	3,734.15
100-551400-350 LIBRARY REPAIRS/MAINT	111.93	111.93	.00	(111.93)	.00	372.85
100-551400-380 LIBRARY ADULT BOOKS	9,380.99	43,645.31	44,000.00	354.69	99.19	48,276.74
100-551400-381 LIBRARY JUVENILE BOOKS	4,597.73	25,502.34	24,000.00	(1,502.34)	106.26	23,782.50
100-551400-383 LIBRARY SERIAL SUBSCRIPTIONS	.00	6,787.48	8,150.00	1,362.52	83.28	6,840.39
100-551400-384 LIBRARY COMPUTER SOFTWARE	1,679.66	21,773.44	20,408.00	(1,365.44)	106.69	8,911.44
100-551400-385 LIBRARY KIT SUPPLIES	826.08	5,150.24	5,500.00	349.76	93.64	5,451.16
100-551400-386 LIBRARY AUDIO MATERIALS	601.46	5,994.72	8,500.00	2,505.28	70.53	6,609.12
100-551400-387 LIBRARY VIDEOS	1,342.40	8,352.33	8,000.00	(352.33)	104.40	7,342.56
100-551400-390 LIBRARY OTHER	1,472.11	14,775.10	18,125.00	3,349.90	81.52	11,300.45
100-551400-391 LIBRARY PERSONNEL	.00	230.00	.00	(230.00)	.00	112.00
100-551400-392 LIBRARY PUBLIC RELATIONS	254.36	3,322.27	3,500.00	177.73	94.92	2,955.74
TOTAL LIBRARY OPERATIONS	146,618.49	1,330,290.33	1,370,775.00	40,484.67	97.05	1,243,138.63

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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY BUILDING</u>						
100-551401-110 LIBRARY BLDG FULL TIME	7,352.64	65,082.29	63,731.00	(1,351.29)	102.12	59,491.70
100-551401-120 LIBRARY BLDG PART-TIME	2,650.05	21,042.23	24,691.00	3,648.77	85.22	21,233.16
100-551401-121 LIBRARY BLDG OVERTIME	436.56	758.24	.00	(758.24)	.00	93.37
100-551401-130 LIBRARY BLDG FICA	785.33	6,464.61	6,763.00	298.39	95.59	6,269.62
100-551401-131 LIBRARY BLDG RETIREMENT	532.12	4,479.63	4,334.00	(145.63)	103.36	4,005.68
100-551401-132 LIBRARY BLDG HEALTH	1,901.94	20,968.02	19,666.00	(1,302.02)	106.62	19,624.45
100-551401-133 LIBRARY BLDG LIFE	5.89	74.81	69.00	(5.81)	108.42	67.66
100-551401-134 LIBRARY BLDG DENTAL	163.97	1,990.72	1,857.00	(133.72)	107.20	1,740.16
100-551401-210 LIBRARY BLDG SERVICES	2,816.10	35,432.70	29,030.00	(6,402.70)	122.06	14,766.99
100-551401-220 LIBRARY BLDG UTILITIES	3,775.84	30,010.89	24,000.00	(6,010.89)	125.05	29,689.71
100-551401-221 LIBRARY BLDG GAS HEAT	1,394.48	13,304.68	15,000.00	1,695.32	88.70	16,084.60
100-551401-341 LIBRARY BLDG EQUIPMENT	.00	.00	1,446.00	1,446.00	.00	94.99
100-551401-350 LIBRARY BLDG REPAIRS/MAINT	3,802.69	23,101.08	21,000.00	(2,101.08)	110.01	19,318.74
100-551401-390 LIBRARY BLDG OTHER	.00	185.00	3,500.00	3,315.00	5.29	200.00
TOTAL LIBRARY BUILDING	25,617.61	222,894.90	215,087.00	(7,807.90)	103.63	192,680.83
<u>DEPOT</u>						
100-551410-350 DEPOT REPAIRS/MAINT	.00	52.00	600.00	548.00	8.67	24.00
TOTAL DEPOT	.00	52.00	600.00	548.00	8.67	24.00

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VILLAGE OF WAUNAKEE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2023

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY REVENUES</u>						
220-46740011 PUBLIC CHARGES	302.50	4,499.28	4,000.00	499.28	112.48	3,803.01
220-46740014 PHOTOCOPIES	330.28	3,352.14	2,750.00	602.14	121.90	2,838.43
220-46740015 ROOM RENTAL	2,132.70	17,345.96	7,500.00	9,845.96	231.28	7,203.79
TOTAL LIBRARY REVENUES	2,765.48	25,197.38	14,250.00	10,947.38	176.82	13,845.23
<u>MISCELLANEOUS REVENUE</u>						
220-48040010 MISCELLANEOUS REVENUE	.00	.00	.00	.00	.00	14.99
220-48140001 INTEREST INCOME	584.00	5,415.00	.00	5,415.00	.00	1,221.00
220-48540070 DONATIONS	11,422.20	16,093.50	.00	16,093.50	.00	11,314.00
TOTAL MISCELLANEOUS REVENUE	12,006.20	21,508.50	.00	21,508.50	.00	12,549.99
TOTAL FUND REVENUE	14,771.68	46,705.88	14,250.00	32,455.88	327.76	26,395.22

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2023

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY</u>						
220-551400-340 LIBRARY PROGRAMS	1,133.22	1,133.22	.00	(1,133.22)	.00	.00
220-551400-390 LIBRARY OTHER	8,827.20	9,424.67	500.00	(8,924.67)	1,884.93	1,616.10
TOTAL LIBRARY	9,960.42	10,557.89	500.00	(10,057.89)	2,111.58	1,616.10
TOTAL LEISURE ACTIVITIES	9,960.42	10,557.89	500.00	(10,057.89)	2,111.58	1,616.10
TOTAL OTHER FINANCING USES	.00	.00	.00	.00	.00	.00
TOTAL FUND EXPENDITURES	9,960.42	10,557.89	500.00	(10,057.89)	2,111.58	1,616.10
NET REVENUES OVER EXPENDITURE	4,811.26	36,147.99	13,750.00			24,779.12

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2023

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY</u>						
220-551400-340 LIBRARY PROGRAMS	1,133.22	1,133.22	.00	(1,133.22)	.00	.00
220-551400-390 LIBRARY OTHER	8,827.20	9,424.67	500.00	(8,924.67)	1,884.93	1,616.10
TOTAL LIBRARY	9,960.42	10,557.89	500.00	(10,057.89)	2,111.58	1,616.10
TOTAL LEISURE ACTIVITIES	9,960.42	10,557.89	500.00	(10,057.89)	2,111.58	1,616.10
TOTAL OTHER FINANCING USES	.00	.00	.00	.00	.00	.00
TOTAL FUND EXPENDITURES	9,960.42	10,557.89	500.00	(10,057.89)	2,111.58	1,616.10
NET REVENUES OVER EXPENDITURE	4,811.26	36,147.99	13,750.00			24,779.12

VILLAGE OF WAUNAKEE
BALANCE SHEET
DECEMBER 31, 2023

LIBRARY SPECIAL REVENUE FUND

ASSETS

220-11110	COMMINGLED CASH	123,318.20	
220-11801	CASH ON HAND	<u>999.17</u>	
	TOTAL ASSETS		<u><u>124,317.37</u></u>

LIABILITIES AND EQUITY

FUND EQUITY

220-34300	FUND BALANCE	<u>88,169.38</u>	
	BEGINNING FUND BALANCE	88,169.38	
	REVENUE OVER EXPENDITURES - YTD	<u>36,147.99</u>	
	TOTAL FUND EQUITY		<u><u>124,317.37</u></u>
	TOTAL LIABILITIES AND EQUITY		<u><u>124,317.37</u></u>

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

January 2024

	2024			2023		% Change	% Change	YTD
	January	Prev Month	Yr-to-date	January	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	27	28	27	29	29	-3.6%	N/A	N/A
CIRCULATION								
Physical circulation	22,751	20,719	22,751	24,111	24,111	9.8%	-5.6%	-5.6%
Digital circulation	5,449	4,954	5,449	4,526	4,526	10.0%	20.4%	20.4%
Library Total	28,200	25,673	28,200	28,637	28,637	9.8%	-1.5%	-1.5%
Per Day library was open	1,044	917	1,044	987	987	13.9%	5.8%	5.8%
Average of Deforest, Monona and Verona	26,649	23,937	26,649	26,105	26,105	11.3%	2.1%	2.1%
By Category								
Books								
Juvenile Fiction	2,973	2,645	2,973	3,062	3,062	12.4%	-2.9%	-2.9%
Juvenile Non-Fiction	1,477	1,210	1,477	1,671	1,671	22.1%	-11.6%	-11.6%
Easy Readers	1,694	1,515	1,694	1,766	1,766	11.8%	-4.1%	-4.1%
Picture books	4,715	4,235	4,715	5,527	5,527	11.3%	-14.7%	-14.7%
Total Juvenile	10,859	9,605	10,859	12,026	12,026	13.1%	-9.7%	-9.7%
Young Adult	712	646	712	647	647	10.2%	10.0%	10.0%
Adult Fiction	3,141	2,933	3,141	3,195	3,195	7.1%	-1.7%	-1.7%
Adult non-Fiction	2,527	2,054	2,527	2,437	2,437	23.0%	3.7%	3.7%
Large print	826	742	826	835	835	11.3%	-1.1%	-1.1%
Total Adult	6,494	5,729	6,494	6,467	6,467	13.4%	0.4%	0.4%
Magazines	397	376	397	357	357	5.6%	11.2%	11.2%
Audio	758	783	758	710	710	-3.2%	6.8%	6.8%
DVD and Blu-ray	2,411	2,626	2,411	2,669	2,669	-8.2%	-9.7%	-9.7%
Software and video games	158	140	158	108	108	12.9%	46.3%	46.3%
Kits	867	711	867	1,056	1,056	21.9%	-17.9%	-17.9%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	62	61	62	42	42	1.6%	47.6%	47.6%
E-books	5,449	4,954	5,449	4,526	4,526	10.0%	20.4%	20.4%
% of total circulation	19.3%	19.3%	19.3%	15.8%	15.8%	0.1%	22.3%	N/A
PROGRAMS								
Children								
Number	38	34	38	31	31	11.8%	22.6%	22.6%
Attendance	1,034	977	1,034	945	945	5.8%	9.4%	9.4%
Young adult								
Number	5	6	5	4	4	-16.7%	25.0%	25.0%
Attendance	35	19	35	30	30	84.2%	16.7%	16.7%
Adult								
Number	20	13	20	17	17	53.8%	17.6%	17.6%
Attendance	296	247	296	227	227	19.8%	30.4%	30.4%
NEW PATRONS ADDED	134	69	134	109	109	94.2%	22.9%	22.9%
PUBLIC MEETING ROOM BOOKINGS	32	23	32	24	24	39.1%	33.3%	33.3%
STUDY ROOM BOOKINGS	483	429	483	516	516	12.6%	-6.4%	-6.4%
PUBLIC PC SESSIONS	340	394	340	449	449	-13.7%	-24.3%	-24.3%
UNIQUE WIRELESS USERS	1,674	1,549	1,674	2,235	2,235	8.1%	-25.1%	-25.1%
CURBSIDE TRANSACTIONS	31	32	31	44	44	-3.1%	-29.5%	-29.5%
# OF VISITORS TO LIBRARY	11,720	10,580	11,720	11,467	11,467	10.8%	2.2%	2.2%

Library Activity Report
Library Director Erick Plumb
February 16, 2024

Library Activity in January/February

- We are in the process of hiring two new Customer Service Assistants to replace Beth Johnson and Sarah Ottosen, both of whom recently retired. We had the largest candidate pool since COVID, which was very nice to see. Additionally, the Village is conducting interviews this month for the Village-wide Building and Maintenance Manager position, who will oversee all building and grounds personnel, including those at the Library.
- I met with interior designer from Interior Investments, the furniture firm. They will be developing ideas for furniture replacement and enhancement for our consideration, from new chairs, to study carrels and possibly enclosed meeting/study kiosks. I also solicited their ideas for remodeling the area of the Staff Office where the three FT librarians work; hopefully, we can provide a more-private and personalized work environment in that corner. An achievable goal could be the substantial replacement of all patron furniture over the next five years, with new pieces being ordered and installed each year.
- We installed an O.A.K. (Overdose Aid Kit) box in History Hall near our defibrillator. The box comes courtesy of a grant through Safe Communities Madison-Dane County. OAKs are boxes that include information on how to administer the lifesaving drug Narcan in an emergency, breathing masks, and other information and resources for those impacted by the opioid epidemic. Staff attended training on February 13 on how to safely administer Narcan if necessary.
- We turn the keys of the Library over to Create Waunakee on the evening of February 17 for their first-ever gala event to raise funds. We hope it all goes well!
- I met with Village Administrator Todd Schmidt and Finance Director Renee Meinholz to discuss long-term staffing plans at the library that would affect future operating budgets. We also discussed usage of the 220 Fund for equipment and furniture replacement. Renee will run the numbers on various scenarios in the coming weeks to give us ample time to recommend staffing changes in the 2025 budget, due in July.

Youth Services Report by Brittany Gitzlaff.

January tested us with multiple programs cancelled due to weather, but we more than made up for it. We've been wanting to add yoga for kids and caregivers back into the schedule for some time now, and had little luck with instructors, but thankfully, Pa from Gentle Heart Kids Yoga reached out, and we were able to schedule a series of programs that were well received. Caitlin also added a new program for kids with the goal of letting them run off their energy and play games called Running Amok. Both Laura and Caitlin hosted successful glow paint programs for kids and teens, complete with black lights in a completely dark Storytime Room. We once again provided the I Have a Dream Storytime for MLK day, and had a great turnout with lots of kids with big dreams. Winter Reading concluded with many reading sheets turned in, and books given out. The month concluded with a set of field trips with all of the first graders from Arboretum. This is the first time we've been able to host Arboretum kids, and we all had an awesome time. 44 kids received new library cards, and every kid left with a book they had chosen to check-out.

Adult Outreach Report by Courtney Cosgriff

In January, I hosted 2 programs and my book club. I attended the Beyond the Page Ideas Workshop where we discussed collaborative grant ideas for 2024. We will be participating in a Latine Dance and Music series in the Spring. Amy and I have been attending a series of meetings to get our new calendar/study room software up and running smoothly. We hope to launch April 1st for everyone. I attended a WLA Intellectual Freedom meeting. I also attended a SCLS Inclusive Services meeting. I am getting spring programming ready while juggling lots of requests for Community Hall.

Community Engagement Report by Amy Sampson

This month, I had several programs with MLK Day and then Mocktails later in the month. I also put out a survey at this month's Saturday Social, and received 7 responses back, all sharing their appreciation of the program. The new semester of English classes started with a smaller group, but attendance continues to grow. I continued booking Spring programs like Getting Started with Backyard Chickens and Waunakee Community Cares Coalition's April Wellness series. At the end of the month, we wrapped up Adult/Teen Winter Reading with 47 sheets returned. Courtney and I started setting up our LibraryCalendar site with weekly meetings to continue the process through February before training staff. I re-did our general library informational brochure and sent it to the schools (English and Spanish) to be included in new family packets.

Waunakee Public Library
Customer Service Philosophy

Excellent customer service is our top priority and we will strive to create a rewarding library experience for our community. It is the responsibility of every staff member to present a positive image of the library at all times. We believe that the customer comes first and that how we treat people is more important than anything else.

Therefore:

- We provide courteous, responsive, high-quality service to our customers. We provide the best possible service at all times, within the constraints of available resources.
- We provide the same quality of service to all regardless of age, race, gender, religion, ethnicity, educational background, physical limitations, or any other criteria.
- We provide access to traditional and innovative resources and instruction in their uses.
- We seek innovative approaches to benefit our customers.
- We listen to our customers and respond to suggestions and concerns with fairness and flexibility. Whenever possible, judgment calls will be made in the patrons' favor.
- We respect our customers' privacy.
- We will use our knowledge of library resources to fulfill requests in a timely manner or present alternatives when requests cannot be met immediately.
- We treat library employees as customers and believe that great internal customer service creates great external customer service.

Approved March 9, 2015



BULLETIN BOARD AND HANDOUTS POLICY

Handouts and postings on Waunakee Public Library bulletin boards are reserved for publicizing library and government events of local interest and information.

Priority Posting will go to:

- Library and library-related items.
- Village government publications.
- Other government publications of local interest.
- Non-commercial materials of local civic, cultural, educational or recreational interest.

Free directories and pamphlet of local interest will be distributed only as space permits.

Forms of literature **unacceptable** or unsuitable for library distribution or posting include:

- Items advertising or promoting business or commercial entities, advertisements of businesses, products, or services.
- Direct requests for contributions not associated with an event (including non-profit or charitable institutions).
- Information about any event or activity not open to the public.
- Personal notices, handouts, and advertisements of articles for sale.
- Job postings and participant requests for medical studies or other research.
- Non-profit organization newsletters and meeting minutes.

Procedures

- All items submitted for posting must comply with the Bulletin Board and Handouts Policy.
- Organizations may mail or deliver their items directly to the library. Only designated professional library staff may post or remove materials for public display or distribution.
- All materials for public display or distribution must include: the organization's name, address, web address (if applicable), and telephone number.
- Materials left for posting or distribution without library authorization will be discarded.

- In general, bulletin board notices are accepted for dated material only, not to exceed thirty days (30 days) as space permits.
- Activities having no specific date may be displayed for a reasonable length of time (as determined by the library director and as space permits) or up to 60 days.
- Unused materials will be discarded or recycled.

Approved on September 20, 2019.

Proposed 2024 Library Board Policy review schedule:

Month denotes policy review and discussion. If significant amendments are necessary, the revised policy would be voted on for approval the following month.

December 2023

- Circulation Policy (last amended 2020) ✓

January 2024

- Responsibility for Library Operations Policy (2017) ✓
- Emergency Closing Policy (2014) ✓

February 2024

- Bulletin Boards and Handouts Policy (2019)
- Customer Service Policy (2015)

March 2024

- Gift & Donation Policy (2020)
- Named Gift Policy (2016)

April 2024

- Child Safety Policy (2020)
- *Introduce new Library Volunteer Policy*

May 2024

- Internet and Computer Use Policy (2017)

June 2024

- Privacy of Library Records and Library Use Policy (last amended 2018)

July 2024

- Community Hall Usage Policy (2023)
- Meeting Room Policy (2022)

August 2024

- Study Room Policy (2023)
- WiFi Hotspot Usage Policy (2021)

September 2024

- Behavior Policy (2022)



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
PI-2401 (Rev. 01-24)
S. 43.05(4) & 43.58(6)
FOR THE YEAR 2023

INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2023 are due to the DPI Division for Libraries and Technology no later than February 29, 2024.

I. GENERAL INFORMATION					
1. Name of Library Waunakee Public Library			2. Public Library System South Central Library System		
3a. Head Librarian First Name Erick	3b. Head Librarian Last Name Plumb	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 01/31/2026	
6a. Street Address 201 N. Madison St.	6b. Mailing Address or PO Box 201 N. Madison St.	7. City / Village / Town Waunakee	8a. ZIP 53597	8b. ZIP4 1045	9. County Dane
10. Library Phone Number 6088494217	11. Fax Number (608)849-7817	12. Library E-mail Address of Director eplumb@waupl.org			
13. Library Website URL www.waunakeepubliclibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 39,393	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number	
HOURS OF OPERATION					
	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)		
19a. Winter hours open per week	63	0	0		
19b. Number of winter weeks	36	0	0		
19c. Summer hours open per week	60	0	0		
19d. Number of summer weeks	16	0	0		
19e. Total weeks per year	52	0	0		
19f. Total hours per year for this location	3,228	0	0		

II. LIBRARY COLLECTION									
								a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>								56,949	5,206
2. Electronic Books <i>E-books</i>								168,781	
3. Audio Materials								5,829	294
4. Electronic Audio Materials <i>Downloadable</i>								74,295	
5. Video Materials								7,317	586
6. Electronic Video Materials <i>Downloadable</i>								0	
7. Other Materials Owned <i>Describe</i> Childcare kits, storyboxes, play equipment, video games								1,049	
8a. Electronic Collections <i>Locally Owned or Leased</i>								5	
8b. Electronic Collections <i>Purchased by library system or consortia</i>								1	
8c. Electronic Collections <i>Provided through BadgerLink</i>								62	
9. Total Electronic Collections <i>Local, regional, and state</i>								68	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>								112	

III. LIBRARY SERVICES									
1. Circulation Transactions			c. Circulation of Other Physical Items (subset of 1a.)		2. Interlibrary Loans				
a. Total Circulation	b. Children's Materials				a. Items Loaned <i>Provided to</i>		b. Items Received <i>Received from</i>		
285,487	173,169		14,872		77,862		86,494		
					Method for Counting ILL Transactions Total ILL Transactions				
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)				Items Loaned to Other Libraries <i>Provided to</i>		Items Borrowed from Other Libraries <i>Received from</i>			
Integrated Library Systems (ILS)									
WISCAT									
Other (includes OCLC, manual tracking or other methods)									
3. Number of Registered Users			d. Overdue Fines	4. Reference Transactions		5. Library Visits			
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count	a. Method	b. Annual Count		
8,276	2,425	10,701	No			Actual Count	147,615		
6. Uses of Public Internet Computers					7. Uses of Public Wireless Internet				
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count				
16	13	Actual Count	5,126	Actual Count	327,843				
8. Website Visits		9. Electronic Collection Retrieval							
	a. Local	b. Other	c. Statewide	d. Total					
83,348	8,539	3,895	984	13,418					
10. Uses of Electronic Materials by Users of Your Library									
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials					
22,846	27,254	0	50,100	4,965					

**In-person Programs and Attendance + Live,
Virtual Programs and Attendance (not asynchronous views)**

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs	281	130	67	182	0	660
Total Attendance	8,749	5,173	478	2,322	0	16,722

In-Person Programs and Program Attendance Annual Count

	11a. Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs	281	130	67	146	-1
Total Attendance	8,749	5,173	478	1,698	-1
Number of Programs	11f. Onsite In-Person - Subtotal	11g. Offsite In-Person - Subtotal	11h. Total		
	624	0	624		
Total Attendance	16,098	0	16,098		

11i. Describe the library's in-person programs: Storytimes, author readings, bookclubs, presentations, crafting events, etc.

21

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs	0	0	0	36		36
Total Live Virtual Attendance	0	0	0	624		624
Total views of live programs that were recorded and posted for asynchronous viewing	-1	-1	-1	-1		0

12g. Which platforms does the library use to host the library's live, virtual programs: Zoom

12h. Describe the library's live, virtual programs: Author events, current affairs presentations, etc.

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	13a. Children (0-5)	13b. Children (6-11)	13c. Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f. Total
Number of Programs	0	0	0	0		0
Total Pre-Recorded Program Views	0	0	0	0		0

13g. Which platforms does the library use to host the library's pre-recorded programs:

13h. Describe the library's pre-recorded programs:

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Cathy	Sheffield	1118 Ireland Drive	Waunakee	53597	cathysheff@yahoo.com
2. Jean	Elvekrog	401 Doral Court	Waunakee	53597	jelvekrog@gmail.com
3. Erin	Moran	215 West Main Street	Waunakee	53597	emoran@waunakee.com
4. Melissa	Hill	4233 Kenwood Street	Madison	53704	hillm.0013@gmail.com
5. Annie	Ballweg	1224 Dartmouth Drive	Waunakee	53597	annieballweg@yahoo.com
6. Kathy	Grosskopf	5508 Woodland Dr	Waunakee	53597	kathygrosskopf@hotmail.co
7. Angelica	Rojas Agudelo	210 Kensington Lane	Waunakee	53597	angie.mra1223@gmail.com
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					

No. of Library Board Members
Include vacancies in this count

7

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
Village	Waunakee	\$1,362,123
City		
Subtotal 1		\$1,362,123

2. County

a. Home County Appropriation for Library Services

Subtotal 2a \$207,227

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Sauk	\$396		
Dodge	\$18		
Green	\$4		
Iowa	\$51		
Jefferson	\$22		
Columbia	\$3,728		
Subtotal 2b			\$4,219

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
SCLS Youth Literacy Grant	\$475		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0
Subtotal 3			\$475

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount
	\$0
Subtotal 4	\$0

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
	\$0		
Subtotal 5			\$0

6. Funds Carried Forward Do not include state aid. Report state funds in 3b above.

\$0

7. All Other Operating Income

\$13,852

8. Total Operating Income Add 1 through 7

\$1,587,896

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

\$1,338,863

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

Yes

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Director / Head Librarian	Library Director / Chief Officer	MLS (ALA)	\$101,287	40.00
Youth Services Manager	Department Head / Coordinator / Se	MLS (ALA)	\$68,684	40.00
Adult Services Manager	Department Head / Coordinator / Se	MLS (ALA)	\$61,839	40.00
Circulation Manager	Department Head / Coordinator / Se	MLS (ALA)	\$62,159	40.00
Youth/Teen Services Librarian	Librarian (MLS)	MLS (ALA)	\$49,005	40.00
Youth Services Librarian	Librarian (MLS)	MLS (ALA)	\$50,971	40.00
Community Engagement Librarian	Community Outreach / Engagement	MLS (ALA)	\$52,329	40.00
Building Maintenance Manager	Facility Engineering Manager (Main	Other	\$69,230	40.00

b. Other Paid Staff See Instructions

Position (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Public Services Assistant	Library Assistant - Public Services	Other	\$75,434	81.00
Technical Services Assistant	Library Assistant - Technical Service	Other	\$38,299	30.00
Business Assistant	Bookkeeper	Other	\$38,845	30.00
Programming & Engagement Assist	Library Assistant - Public Services	Other	\$44,578	40.00
Customer Service Assistant	Library Assistant - Public Services	Other	\$96,180	129.00
Pages/Shelvers	Page/Shelver	Other	\$31,810	48.00
Building Supervisor II	Janitorial Cleaner	Other	\$22,128	24.00

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA
Accredited Program (FTE)

7.00

Other Persons Holding the
Title of Librarian (FTE)

Subtotal 2a

7.00

b. All Other Paid Staff (FTE)

Include maintenance, plant
operations, and security

10.55

c. Total Library Staff
(FTE)

17.55

25

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			96,416
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library
		c. Subtotal	
2. Circulation to Nonresidents Living in the Library's County	37,855	51,716	89,571
3. Circulation to Nonresidents Living in Another County in the Library System	3,784	2,816	6,600
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	66	147	213
5. Circulation to All Other Wisconsin Residents	32	6. Circulation to Persons from Out of the State	0
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
Actual	No		
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Columbia	2,395	f. Rock	7
b. Dodge	15	g. Sauk	267
c. Green	154	h.	
d. Iowa	125	i.	
e. Jefferson	0	j.	

XII. TECHNOLOGY**XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS**

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	24	17	8
Total Self-Directed Activity Participation	2,944	1,963	591
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	2		51
Total Self-Directed Activity Participation	116		5,614
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Brittany	Gitzlaff	bgitzlaff@waupl.org	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Courtney	Cosgriff	ccosgriff@waupl.org	

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS



We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- ☒ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☒ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☒ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- ☒ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☒ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- ☒ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☒ The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- ☒ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- ☒ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- ☒ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☒ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Cathy Sheffield	
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Erick Plumb	

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Dane

The Waunakee Public Library Board of Trustees hereby states that in 2023 the South Central Library System
Name of Public Library *Name of Public Library System / Service*

- ☒ did provide effective leadership and adequately met the needs of the library.
- ☐ did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee

Name of President or Designee Print or type

Date Signed

➤

Cathy

Sheffield

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COMMENTS

Attachments
Report Attachments - Library
Endowment Fund report--2024-02-10

DRAFT



1030243: Waunakee Library Forever Fund

1/1/2023 To 12/31/2023

Balance

Beginning Balance	302,091.77
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Contributions/Gifts

Contributions*	1,866.16
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**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%.*

Transfers In	0.00
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1,866.16

Portfolio Gains (Losses)

Interest & Dividends	6,716.30
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Unrealized Gain / Loss	20,156.47
------------------------	-----------

Realized Gain / Loss	3,156.18
----------------------	----------

Investment Expenses	(283.26)
---------------------	----------

29,745.69

Grants/Distributions

Grants/Distributions	(12,252.43)
----------------------	-------------

Transfers Out	0.00
---------------	------

MCF Support	(3,050.84)
-------------	------------

(15,303.27)

Ending Balance

\$318,400.35

Available to Grant as of 12/31/2023

\$0.00

Libraries and Loneliness | Editorial

by Hallie Rich

Feb 05, 2024 | Filed in [News](#)

Isolation—a health concern libraries can help address

I'll be honest—my first *LJ* feature, in the February issue, is a piece I didn't intend to write. Several months ago we set out to cover library visit trends, exploring the creative ways that libraries have worked to bring visitors back from pandemic lows. It's an important topic because the latest library visit data do not paint a pretty picture. Nearly four years after libraries shut their doors to "flatten the curve," visits have not yet fully rebounded.

I've been worried about library visits for a while now, but my concerns have largely focused on the effect fewer visits will have on the future of libraries. What I learned is that I had it backwards. Yes, there's a danger to libraries when fewer people use them; but the bigger threat in decreased library use is to the community itself.



In conversations with library directors about visit trends and programs, they acknowledged the losses in foot traffic; but, to a person, they expressed a sense of urgency in bringing people together. They all saw in their communities a strong desire for connection.

It got me thinking about our understanding of the importance of connecting with others. Eric Klinenberg detailed the critical nature of libraries as social infrastructure in his 2018 book, *Palaces for the People*, and nearly two decades before that, Robert Putnam's *Bowling Alone* identified the growing threat that the loss of social connection poses to modern American life. Adding to the social science comes the medical evidence from the U.S. Surgeon General that social isolation and loneliness are at the heart of many of our physical and mental health conditions.

In our cover story, [Hungry for Connection](#), we explore loneliness and our nation's public health response through the lens of libraries. I am increasingly convinced that libraries are indispensable to reducing isolation in communities of all kinds—large and small, urban and rural, red and blue—and our attention to loneliness must be treated with a seriousness and focus commensurate to the issue: Bringing people together is, in many ways, a matter of life and death.

This is one reason why efforts to undermine libraries are so dangerous. When people are made to feel unwelcome or unwanted in their library because the books by and about those who share their lived experience are removed, why would they visit the library? Fewer people visiting libraries means fewer chances for people to connect, profoundly impacting health and well-being.

Fortunately, *LJ*'s latest Budgets & Funding survey finds that Americans maintain a shared commitment to supporting their libraries, with operating budgets increasing nearly 8 percent last year. On the ballot issues they tracked, our partners at [EveryLibrary](#) report that voters approved 104 out of 109 operating referenda in 2023 and an estimated \$175 million for library capital projects.

This support is necessary for libraries to build and maintain robust and diverse collections, to design creative programs that engage a wide range of audiences, and to ensure that our spaces remain open and welcoming places for all.

As we enter another contentious election year, politics will work to divide us, but libraries will work harder to keep us together. Libraries need to remain places where everyone can see themselves—because feeling seen and understood is critical to feeling that we belong. Loneliness, after all, isn't about being alone; it's about feeling alone.

In writing the piece about loneliness, I kept returning to this stanza from [Maya Angelou's poem, "Alone."](#) Even some 50 years ago, she recognized what the science tells us today:

*Now if you listen closely
I'll tell you what I know
Storm clouds are gathering
The wind is gonna blow
The race of man is suffering
And I can hear the moan,
'Cause nobody,
But nobody
Can make it out here alone.*

Waunakee Public Library

February 2024

Adult Programs

Writer's Group

Thursday, February 1 - 1:00 p.m.

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

Saturday Social

Saturday, February 3 - 9:00 a.m.

Join us in the den on the first Saturday of the month to meet new people in a warm and welcoming space. There will be complimentary coffee/tea and donuts to enjoy.

Fermentology 101 with Fizzleology Foods

Tuesday, February 6 - 6:30 p.m.

Join Fizzleology Foods with a brief history of fermentation as well as the purpose and benefits of fermentation. We demonstrate the process while discussing sanitation and food safety. The program will also include a basic recipe and a sample of Fizzleology. Registration required!

Spice, Spirit, and Swoon—A Guaranteed Happily Ever After with Rom-Com Author Tessa Bailey

Thursday, February 8 - 7:00 p.m. - VIRTUAL

Join us as bestselling author Tessa Bailey talks about the launch of her new super hot sports romance duology about a bad boy professional athlete who falls for his biggest fan in her new book *Fangirl Down*. This program takes place online. See online calendar for link.

Antique Appraisal Event

Saturday, February 10 - 10:00 a.m. - 1:00 p.m.

Join us for an antiques and collectibles appraisal event featuring author and antiques expert Mark F. Moran! If you would like an item appraised, register by calling Courtney @ (608) 850-2533.

Sustainable Studio

Monday, February 19 - 6:30 p.m.

Come join us in making a "Joy" Bracelet from crystals and semiprecious gemstones. Registration required.

A Conversation with Award-Winning Author Jason Mott

Tuesday, February 20 - 3:00 p.m. - VIRTUAL

Join us as we talk to author Jason Mott about his novel *Hell of a Book*. This work of fiction is deeply honest, at times electrically funny, and is a book that goes to the heart of racism, police violence, and the hidden costs exacted upon Black Americans.

BOOK CLUBS

Wednesday Night Page Turners

Wednesday, February 14 - 6:30 p.m.

The Good Lord Bird

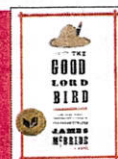
by James McBride



Books in the Overlook

Tuesday, February 20 - 6:30 p.m.

All My Rage
by Sabaa Tahir



A Good Yarn

Wednesday, February 21 - 10:00 a.m.

Bring your current knitting/crochet project for a social hour with a group of like-minded fiber friends! Meets in the Library's cozy Living Room.

Building Connections Book Club

Wednesday, February 21 - 6:30 p.m.

Join Waunakee Neighborhood Connection, Waunakee Public Library, and the Waunakee IDEA for a discussion of the National Book Award winner *Hell of a Book* by Jason Mott.

The Politics of Tea

Monday, February 26 - 6:00 p.m. -- ZOOM

Join Anglophile and former UK resident Claire Evans to explore the background of the most lucrative corporate venture the world has ever known and the product it brought to the West at any cost. This program takes place on Zoom. See online calendar for link.

Waunakee High School Chamber Orchestra Ensemble

Tuesday, February 27 - 6:00 p.m.

Join us in musical celebration as we welcome the Waunakee High School Chamber Orchestra Ensemble.

Be a Kick-Ass Boss Without Losing Your Humanity: An Author Talk with Kim Scott

Wednesday, February 28 - 1:00 p.m. - VIRTUAL

You don't have to choose between being a pushover and a jerk. Kim Scott, author of *Radical Candor: Be a Kick-Ass Boss Without Losing Your Humanity*, explains the Radical Candor feedback framework and how you can practice it today.

Cooking with Huma: Fish Tacos

Thursday, February 29 - 6:30 p.m.

Join Huma Siddiqui as she teaches us how to make Sajji fish tacos. Recipes provided. Registration required!

Waunakee Public Library

Children's Programs

February 2024

Storytimes

Young & the Restless

* = Registration Required

Saturday, February 3 - 10:00 a.m.

This open play time is an opportunity for kids to be active. Ages 0-5.

Pokemon Club

Monday, February 5 - 3:30 p.m.

Join fellow Pokémon player to enjoy all things Pokémon. Grades K-4.

LEGO League

Wednesday, February 7 - 3:30 p.m.

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

Running Amok*

Monday, February 12 - 3:30 p.m.

We will be doing active games to get kids moving during those chilly winter months. Grades K-4.

My First Book Club*

Tuesday, February 13 - 3:30 p.m.

Join as we snack and read an assortment of books together. Grades K-2.

STEAM Break: UW Madison's Biomedical Engineering Lab*

Wednesday, February 14 - 3:30 p.m.

We welcome graduate students from UW-Madison's Biomedical Engineering school. They will be using experiments to teach us how they create the tools that help medicine advance. Grades 1-4.

Kid's Dance Party

Friday, February 16 - 9:45 a.m.

Come shimmy, shake, and dance up a storm to all of our favorite songs!

Kid's Club*

Wednesday, February 21 - 3:30 p.m.

Join us for a club just for kids! Grades K-3.

PAWS to Read*

Thursday, February 22 - 4:00 p.m.

Come read a story with Dalton, a certified Pet Partners Therapy Dog and Read With Me Program Dog! Grades K-4

Storycrafters

Saturday, February 24 - 10:00 a.m.

Meet at the library for a story, song, and a craft! All ages.

Maker Monday*

Monday, February 26 - 3:30 p.m.

Enjoy the art making process by drawing, painting, collage, sculpture & more! Grades 1-4.

Open Art Studio

Wednesday, February 28 - 3:30 p.m.

Come flex your creative muscles at our Open Art Studio!

Little Bodies, Big Feelings

Friday, February 2 @ 9:45 a.m.

Come play, sing, and read with us about our emotions and healthy ways to address them at our fun storytime for all ages.

All Ages Storytime

Friday, February 9 @ 9:45 a.m.

Baby Time

Wednesdays, February 7, 14, 21, & 28 @ 9:45 a.m.

Ages 0-1.

Preschool Storytime

Tuesdays, February 6, 13, 20, & 27 @ 9:45 a.m.

Wednesdays, February 7, 14, 21, & 28 @ 10:45 a.m.

Ages 3-5.

Tiny Tots

Tuesdays, February 6, 13, 20, & 27 @ 10:45 a.m.

Thursdays, February 1, 8, 15, 22, & 29 @ 9:45 a.m.

Ages 1-3 & caregiver.

Jammie Jams

Monday, February 5, 12, 19, & 26 @ 6:30 p.m.

Wear your coziest pajamas and join us in the Library for an evening storytime! All ages.

Bilingual Storytime / Hora del Cuento Bilingüe

Friday, February 23 @ 9:45 a.m.

We will be reading, singing and rhyming in both Spanish and English. For all ages.

TEEN Programs

Preteen Book Club

Wednesday, February 7 @ 6:30 p.m.

This month we'll be reading *Gregor the Overlander* by Suzanne Collins.

Tower Building Challenge

Saturday, February 10 @ 2:00 p.m.

Build the tallest tower out of a variety of different materials, and you might win a (small) prize!

TACOS

Friday, February 16 @ 4:00 p.m.

TACOS members- it's our monthly meeting!

Crafternoon: Buttons

Tuesday, February 20 @ 4:30 p.m.

It is time to bring out the button maker! We'll have two sizes of buttons available!

Late Night Hangout*

Friday, February 23 @ 6:30 p.m.

It's time for a late night lock-in. We will have food, movies, video games, button making, and more!

Anime Club

Tuesday, February 27 @ 4:30 p.m.

We'll vote on which anime to watch, have a craft, and eat snacks.