



## **LIBRARY BOARD MEETING**

**Waunakee Public Library Board Room  
Friday, February 21, 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 January 23, 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**
- VII. New Business**
  - A. Discuss and Approve 2024 DPI Annual Report**
- VIII. Adjourn**

**Next Library Board meeting:** Friday, March 21, 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  
Thursday, January 23- 7:45AM**

**201 N. Madison Street, Conference Room**

- I. **Call to order:** Jean Elvekrog called the meeting to order at 7:45 AM
- II. **Roll Call:**
  - A. **Roll call:** Present: Melissa Hill, Jean Elvekrog, Kathy Grosskopf, Annie Ballweg, Cathy Sheffield, Sam Kaufmann, Carolina Quintana-Kuether and Library Director Erick Plumb.
  - B. **Guests:** No
- III. **Public Comment** No public comment
- IV. **Approval of the consent agenda** Annie made a motion to approve with changes. Carolina seconded. Passed.
- V. **Director's Report** The Library was open on Martin Luther King Jr. Day, but without programming from Waunakee IDEA this year. It has been suggested that we consider closing on Martin Luther King Jr. Day, because without programming the Library wasn't very busy. There may be a need to look at a Policy for closing early due to Weather or Emergencies such as the HVAC malfunction that happened during the Holidays. There are some new fun additions to the Children's Room thanks to a generous gift from Neil and Sharon Kruschek. The Winter Reading program will continue through January 31.
- VI. **Old Business**
  - A. **Friends of the Library Update** The third annual Bingo Night was a success and we will be looking forward to the fourth annual on Friday, January 9, 2025. We are planning for Pie Day in March. Taking a look at the possibility of expanding the Craft Fair to Heritage Elementary in addition to the current Intermediate School Location.
- VII. **New Business**
  - A. **Discuss use of library meeting rooms by political parties or organizations** We will discuss again at a future meeting.
  - B. **Discuss and possibly take action on proposal for a new Waunakee Library website by LibraryMarket for \$17,000, to be paid with 220 Funds** Jean made a motion to move forward with the new website with \$15,000 from the Community Endowment Fund and \$2,000 from operating costs. Sam seconded. Passed.
- VIII. **Adjourn** Jean adjourned the meeting at 8:13 AM

**Library Board Meeting: Friday, February 21, 2025 at 7:45 AM  
Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary**

2

# January 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	71,386.00
	<b>Total</b>	<b>71,386.00</b>
	<b>Total</b>	<b>0.00</b>
<u>100-551400-290 Leased items</u>		
	Gordon Flesch	302.07
		0.00
	<b>Total</b>	<b>302.07</b>
<u>100-551400-292 Maintenance contracts</u>		
	SCLS	0.00
	Fearing's	0.00
		0.00
	<b>Total</b>	<b>0.00</b>
<u>100-551400-311 Postage</u>		
	Post Office	184.75
	UPS Store	0.00
	<b>Total</b>	<b>184.75</b>
<u>100-551400-320 Publications, subscriptions and dues</u>		
	WILS	0.00
	ALA	0.00
	Department of Financial Institution	0.00
	WLA	0.00
	<b>Total</b>	<b>0.00</b>
<u>100-551400-330 Travel and training</u>		
	SCLS	0.00
	UW- Madison	0.00
	WLA	0.00
	Dunkin	0.00
	<b>Total</b>	<b>0.00</b>
<u>100-551400-340 Programs</u>		
	Pig	25.43
	Dunkin	53.96
	Amazon	403.42
	Michaels	0.00
	Cameron Gillie	125.00
	Rashmi Sharma	150.00
	Claire Evans	0.00
	Target	64.98
	Erin Murdock	0.00
	Karl Norland	0.00
	Pa Donica	0.00
	Joseph Baring	0.00
	Costco	236.03
	Culvers	0.00
	Book Outlet	0.00
	Movie Licensing USA	0.00
	Minuteman Press	0.00

	Dollar Tree	0.00
	Apple	0.00
<u>100-551400-341 Equipment</u>	<b>Total</b>	<b>1,058.82</b>
	Minuteman Press	0.00
	Amazon	0.00
	Nassco	0.00
	Uline	0.00
	SCLS	0.00
<u>100-551400-350 Repairs and maint</u>	<b>Total</b>	<b>0.00</b>
	<b>Total</b>	<b>0.00</b>
<u>100-551400-380 Adult books</u>	Amazon	765.60
	Baker and Taylor	3,916.50
	Barnes and Noble	0.00
	Dane County Library Service	0.00
<u>100-551400-381 Juvenile books</u>	<b>Total</b>	<b>4,682.10</b>
	Amazon	92.60
	Baker and Taylor	1,502.87
	Penworthy	0.00
	The Dot Central	0.00
<u>100-551400-383 Serial subscriptions</u>	<b>Total</b>	<b>1,595.47</b>
	Publishers Weekly	178.30
	The Atlantic	0.00
	Waunakee Tribune	119.00
<u>100-551400-384 - Digital Materials &amp; Computer Software</u>	<b>Total</b>	<b>297.30</b>
	SCLS	10,760.00
	Kanopy	104.50
	T- mobile - Hotspots	123.20
	Verizon -Hotspots	200.05
	Slack	78.75
	CDW - Adobe	0.00
<u>100-551400-385 Kit supplies</u>	<b>Total</b>	<b>11,266.50</b>
	Amazon	820.20
	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>	<b>Total</b>	<b>862.66</b>
	Blackstone Publishing	0.00
	Midwest Tape	0.00
	Amazon	144.45
	Findaway	0.00
<u>100-551400-387 Videos</u>	<b>Total</b>	<b>144.45</b>
	Amazon	766.21
	Midwest Tape	303.60
	Debbie Howard	0.00
	Greta Productions	0.00
<u>100-551400-390 Other</u>	<b>Total</b>	<b>1,069.81</b>
	Amazon	497.93
	Office Depot	0.00
	Rubber stamp champ	26.74

	Walmart	0.00
	Pig	0.00
	Demco	36.93
	Sam's Club	65.39
	Minuteman Press	198.01
<u>100-551400-391 Personnel</u>	<b>Total</b>	<b>825.00</b>

	<b>Total</b>	<b>0.00</b>
<u>100-551400-392 Public relations</u>		
	Minuteman Press	136.00
	Fearings	0.00
	Mailchimp	89.50

	<b>Total</b>	<b>225.50</b>
<u>100-551401-210 Building services</u>		
	The Electricians	0.00
	Midwest Alarm	0.00
	Otis Elevator Company	0.00
	Bruce Company	0.00
	JF Ahern	0.00
	CJ's Lawn & Snow	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	187.44
	Capital Coffee	0.00
	The Electricians	0.00
	USA Clean	0.00
	Waunakee Power Equipment	0.00
	<b>Total</b>	<b>187.44</b>

<u>220 fund</u>		
	Pillar	13,980.00
	Waunakee Chamber of Commerce	0.00
	Tee Public	0.00
	<b>Total</b>	<b>13,980.00</b>
	<b>Month Total</b>	<b>108,067.87</b>



**Summary of Fund Activity**  
**Waunakee Library Forever Fund - # 1030243**

Fund Statement: 1/1/2024 through 12/31/2024

<b>Beginning Balance</b>	<b>318,919.51</b>
<b><u>Contributions/Gifts</u></b>	
Contributions*	1,243.60
Transfers In	0.00
<b>Total Contributions</b>	<b>1,243.60</b>
<b><u>Portfolio Gains (Losses)</u></b>	
Interest & Dividends	2,989.93
Unrealized Gain / Loss	20,586.95
Realized Gain / Loss	8,311.21
Investment Expenses	(416.36)
<b>Total Portfolio Gains (Losses)</b>	<b>31,471.73</b>
<b><u>Grants/Distributions</u></b>	
Grants/Distributions	(12,621.60)
Transfers Out	0.00
MCF Support	(3,257.50)
<b>Total Grants/Distributions</b>	<b>(15,879.10)</b>
<b>Ending Fund Balance</b>	<b>335,755.74</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%.

A handwritten signature in blue ink, appearing to be a stylized 'C' or 'G'.



# WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

January 2025

	2025			2024		% Change	% Change	YTD
	January	Prev Month	Yr-to-date	January	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	30	28	30	27	27	7.1%	N/A	N/A
<b>CIRCULATION</b>								
Physical circulation	24,829	20,416	24,829	22,751	22,751	21.6%	9.1%	9.1%
Digital circulation	6,111	5,095	6,111	5,449	5,449	19.9%	12.1%	12.1%
Library Total	30,940	25,511	30,940	28,200	28,200	21.3%	9.7%	9.7%
Per Day library was open	1,031	911	1,031	1,044	1,044	13.2%	-1.3%	-1.3%
Average of Deforest, Monona and Verona	27,045	24,092	27,045	26,649	26,649	12.3%	1.5%	1.5%
By Category								
Books								
Juvenile Fiction	3,250	2,734	3,250	2,973	2,973	18.9%	9.3%	9.3%
Juvenile Non-Fiction	1,582	1,261	1,582	1,477	1,477	25.5%	7.1%	7.1%
Easy Readers	1,713	1,264	1,713	1,694	1,694	35.5%	1.1%	1.1%
Picture books	5,127	4,185	5,127	4,715	4,715	22.5%	8.7%	8.7%
Total Juvenile	11,672	9,444	11,672	10,859	10,859	23.6%	7.5%	7.5%
Young Adult	676	606	676	712	712	11.6%	-5.1%	-5.1%
Adult Fiction	3,516	2,883	3,516	3,141	3,141	22.0%	11.9%	11.9%
Adult non-Fiction	2,773	2,110	2,773	2,527	2,527	31.4%	9.7%	9.7%
Large print	1,015	929	1,015	826	826	9.3%	22.9%	22.9%
Total Adult	7,304	5,922	7,304	6,494	6,494	23.3%	12.5%	12.5%
Magazines	547	411	547	397	397	33.1%	37.8%	37.8%
Audio	843	724	843	758	758	16.4%	11.2%	11.2%
DVD and Blu-ray	2,524	2,289	2,524	2,411	2,411	10.3%	4.7%	4.7%
Software and video games	264	162	264	158	158	63.0%	67.1%	67.1%
Kits	864	755	864	867	867	14.4%	-0.3%	-0.3%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	64	44	64	62	62	45.5%	3.2%	3.2%
E-books	6,111	5,095	6,111	5,449	5,449	19.9%	12.1%	12.1%
% of total circulation	19.8%	20.0%	19.8%	19.3%	19.3%	-1.1%	2.2%	N/A
<b>PROGRAMS</b>								
Children								
Number	39	27	39	38	38	44.4%	2.6%	2.6%
Attendance	1,228	906	1,228	1,034	1,034	35.5%	18.8%	18.8%
Young adult								
Number	6	6	6	5	5	0.0%	20.0%	20.0%
Attendance	34	31	34	35	35	9.7%	-2.9%	-2.9%
Adult								
Number	23	16	23	20	20	43.8%	15.0%	15.0%
Attendance	289	150	289	296	296	92.7%	-2.4%	-2.4%
NEW PATRONS ADDED	83	43	83	134	134	93.0%	-38.1%	-38.1%
PUBLIC MEETING ROOM BOOKINGS	31	29	31	32	32	6.9%	-3.1%	-3.1%
STUDY ROOM BOOKINGS	690	480	690	483	483	43.8%	42.9%	42.9%
PUBLIC PC SESSIONS	429	341	429	340	340	25.8%	26.2%	26.2%
UNIQUE WIRELESS USERS	1,738	1,447	1,738	1,674	1,674	20.1%	3.8%	3.8%
CURBSIDE TRANSACTIONS	37	31	37	31	31	19.4%	19.4%	19.4%
# OF VISITORS TO LIBRARY	12,941	9,825	12,941	11,720	11,720	31.7%	10.4%	10.4%

7

**Waunakee Public Library Activity Report**  
**Library Director Erick Plumb**  
**February 21, 2025**

**Library Activity in January/February**

- WPL saw a record level of participation for our Winter Reading Program. Over 200 children and 60 adults participated.
- The two single-use Pillar Booths we ordered should be delivered in the next week or so. Staff have been polled on potential locations for the booths. We are very much hoping
- We held a new website kickoff meeting, on Thursday, February 20, with our new website designer, LibraryMarket. WPL staff are being asked to give their feedback on what features would be most useful to them to serve the public going forward. We are excited to begin the process. Incidentally, 2025 is the year of library re-designing their websites: Madison Public Library just announced their redesign.
- After multiple false starts over the past several years, Library staff are working with SCLS' local history digitization specialist Tamara Ramski and Recollection Wisconsin to renew our efforts to digitize the entirety of our local history collection. Library Assistants Tiffany Anderson and Chelsea Severin began training on February 19 and will take the lead on these efforts. In addition to digitization, we will be looking at ways to make the physical collections more findable and usable, and investigate what would be necessary to make a more patron-friendly workspace for the collection than our current dark corner.
- Finally, new Special Events Coordinator Andrea Brandt is working with AMy Sampson and I on a revamp to our Community Hall rental procedures and Usage Policy. Changes that are being considered for the Board's review include a revised cancellation policy, room damages policy, and more refinements on booking procedures and limitations. Please look for that in March. Additionally, the Library \*eagerly\* awaits the usage of the Village's new e-commerce system that is being utilized for licensing currently at Village Hall as a test of the new system. The Board should agree with me that not having the ability to collect and process payments by credit card is a detriment to our services. We hope to correct that soon!

**Youth Services Report by Brittany Gitzlaff**

January was a busy month with all of our regularly scheduled programming returning. With some extra cold weather and finals week happening, we became a popular destination. We handed out extra snacks to 59 studying teens on MLK day, which was a big hit. We wrapped up our Winter Reading Program for kids, which had over 200 kids participating, and over 100 free books given out. Outreach numbers for teens continue to be high, and the advisory councils are keeping Laura busy with all their plans for the library. We are all busy excitedly planning another summer and looking forward to more outreach and events in the coming months.

8



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

In January, I started training Andrea for the Special Events Coordinator position and training Kelli for adult programs. Laura and I met with LibraryMarket to discuss working with them for a website. I also met with Rose from SCLS who currently handles our website hosting. After Board approval, we developed a staff input survey to start the process of determining our needs.

Winter reading finished with 60 participants for the teen/adult program, up from 47 last year.

I submitted information for the Spring/Summer Village activity guide.

I coordinated volunteers for our March blood drive with the Friends of the Library and am working with Create Waunakee to recruit volunteers to help with our February Art Supply Swap. We are already seeing donations coming in for the swap and should have a good selection for folks. We are also working with Create Waunakee and high school student group S. E. E. as a drop off location for a community art project. I also reached out to local artists and have our upstairs local art wall booked through the month of August.

### **Random happy image of the month:**

*Diane Ballweg filled Community Hall on February 10 to discuss her memoir on flying.*





Wisconsin Department of Public Instruction  
**PUBLIC LIBRARY ANNUAL REPORT**  
PI-2401 (Rev. 01-25)  
S. 43.05(4) & 43.58(6)  
**FOR THE YEAR 2024**

**INSTRUCTIONS:** Complete and return electronic, signed copy of the form and attachments to the library system. Confirm with the library system if printed, signed copies are required.

Board-approved, signed annual reports for 2024 are due to the DPI Division for Libraries and Technology no later than March 1, 2025.

I. GENERAL INFORMATION					
1. Name of Library Waunakee Public Library			2. Public Library System South Central Library System		
3b. Head Librarian First Name Erick	3c. 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 PJR1HMOV5JRP3
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

10



II. LIBRARY COLLECTIONS					
			a. Number Owned / Leased	b. Number Added	
1. Books in Print			56,625	5,359	
2. Physical Subscriptions			107		
3. Physical Audio Materials			4,366	207	
4. Physical Video Materials			6,297	566	
5. Other Physical Materials			1,137		
6. Total Physical Items in Collection			68,425		
			Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement	Provided by the State
7. E-books			No	Yes	No
8. E-series			No	Yes	No
9. E-audio			No	Yes	No
10. E-video			Yes	No	No
11. Research Databases			Yes	No	Yes
12. Online Learning Platforms			Yes	No	Yes
III. LIBRARY SERVICES					
1. Physical Circulation Transactions			2. Interlibrary Loans		
a. Total Circulation	b. Children's Materials	c. Other Physical Items	a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>	
282,054	170,068	13,650	76,556	85,172	
			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. Electronic Content Circulation Transactions					
a. E-books	b. E-series	c. E-audio	d. E-video	e. Children's E-materials	f. Total E-materials
24,005	7,238	30,407	1,587	6,275	63,237
4. Number of Registered Users			5. Overdue Fines	6. Reference Transactions	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count
9,039	2,859	11,898	No	Survey Week(s)	5,720
				Actual Count	166,792
8. Uses of Public Internet Computers				9. 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	4,981	Actual Count	227,452

	<b>LIBRARY PROGRAMS AND ATTENDANCE</b>	
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**Total In-Person and Live, Virtual Statistics by Age**

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	187	184	89	241	0
Total Attendance	8,256	9,279	1,439	3,971	0

**Total Program Statistics by Program Category**

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded	
Number of Programs	543	99	59	0	
Total Attendance	14,228	7,623	1,094		
Total Program Views				0	

Describe the library's in-person programs:

Storytimes, author readings, bookclubs, presentations, crafting events, etc.

Which platforms does the library use to host the library's live, virtual programs:

Zoom

Describe the library's live, virtual programs:

Author events, current affairs presentations, etc.

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

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
<b>PRESIDENT</b>					
1. Cathy	Sheffield	1118 Ireland Drive	Waunakee	53597	cathy.waunakeelibrary@gn
2. Jean	Elvekrog	401 Doral Court	Waunakee	53597	jeanwaulibrary@gmail.com
3. Sam	Kaufmann	908 Turnberry Drive	Waunakee	53597	skaufmann@waunakee.com
4. Melissa	Hill	4233 Kenwood Street	Madison	53704	melissalibrary42@gmail.co
5. Annie	Ballweg	1224 Dartmouth Drive	Waunakee	53597	annieblibrary@gmail.com
6. Kathy	Grosskopf	5508 Woodland Dr	Waunakee	53597	kathyglibrary@gmail.com
7. Carolina	Quintana-Kueth	115 Dolan Ave	Waunakee	53597	caro53597library@gmail.co
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

[illegible]

## 2. County

a. Home County Appropriation for Library Services

Subtotal 2a

\$285,821

## a. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Columbia	\$3,962	Sauk	\$561
Dodge	\$0		
Green	\$970		
Iowa	\$297		
Jefferson	\$11		
Rock	\$4		
		Subtotal 2b	\$5,805

### 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. Other Funds Carried Forward and Expended. Do not include state aid. Report state funds in 3b above.

\$0

## 7. All Other Operating Income

\$14,377

8. Total Operating Income *Add 1 through 7*

\$1,645,341

9. What is the current year annual appropriation provided by governing body(ies) for the public library?	\$1,296,331
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.

[illegible]



**X. STAFF (cont'd.)**

b. Other Paid Staff See *Instructions*

[illegible]

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			b. All Other Paid Staff (FTE)	
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	Include maintenance, plant operations, and security	c. Total Library Staff (FTE)
6.88	0.00	6.88	8.50	15.38

17

### 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>			98,548
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	39,609	51,833	91,442
3. Circulation to Nonresidents Living in Another County in the Library System	3,156	3,671	6,827
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	118	137	255
5. Circulation to All Other Wisconsin Residents	24	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?  Actual	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)?  No		8b. If yes, does the library allow residents in adjacent systems to purchase library cards?
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	3,104	f. Rock	74
b. Dodge	10	g. Sauk	394
c. Green	173	h.	
d. Iowa	50	i.	
e. Jefferson	3	j.	

### XII. TECHNOLOGY (Not included in 2024 Report)

### 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	22	20	24
Total Self-Directed Activity Participation	3,015	2,079	757
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	3	0	69
Total Self-Directed Activity Participation	142	0	5,993
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	
Amy	Sampson	asampson@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 country 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 2024 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](mailto: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

20



	COMMENTS	
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## SECTION III

## 6a. Method Used to Count Reference Transactions

Collected a weekly sample of reference questions for the first time in many years.--2025-02-13

DRAFT

February 2025

# Waunakee Public Library



## Kids Programs

\* = Registration Required

### 2/1, 2/8, 2/15 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.

### 2/3 Pokemon Club

3:30pm | Storytime room

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

### 2/5 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.

### 2/11 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.

### 1/12 STEAM Break\*

3:30pm | 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.

### 2/19 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.

### 2/20 PAWS to Read\*

4:00pm | Storytime room

Read a story with Dalton and Flik, certified Pet Partners Therapy Dogs & Read With Me Program Dogs! Grades K-4.

### 2/22 Storycrafters

10:00am | Storytime room

Join us for a story, song, and craft! This program is recommended for all ages and their caregiver.

### 2/24 Maker Monday\*

3:30pm | Storytime room

This class is open to all kids who love art & want some more hands-on time to develop their skills and experiment with different techniques & materials. Grades 1-4.

### 2/26 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.

### 2/28 Kids Dance Party

9:45am | Storytime room

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

77

## Storytimes

### Baby Time

WEDNESDAY 9:45AM | 2/5, 2/12, 2/19, 2/26

Share some stories, rhymes, and lap songs, followed by play time for babies and chat time for caregivers! Ages 0-1.

### Preschool Storytime

TUESDAY 9:45AM | 2/4, 2/11, 2/18, 2/25

WEDNESDAY 10:45AM | 2/5, 2/12, 2/19, 2/26

Fun for preschoolers and caregivers who are getting ready for the school experience. Ages 3-5.

### Tiny Tots

TUESDAY 10:45AM | 2/4, 2/11, 2/18, 2/25

THURSDAY 9:45AM | 2/6, 2/13, 2/20, 2/27

Tiny Tots is an active 20 minute program of simple stories, rhymes, and songs. Ages 1-3.

### Jammie Jams

MONDAY 6:30PM | 2/3, 2/10, 2/17, 2/24

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 2/7

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

### Bilingual Storytime/Hora del Cuento Bilingüe

FRIDAY 9:45AM | 2/14

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

### All Ages Storytime

FRIDAY 9:45AM | 2/21

Come join the professionals of CI Pediatric Therapy for books & activities! All ages.

## Teen Programs

### 2/4 Crafternoon: Buttons

4:30pm | Storytime Room

We'll have button makers out for you to personalize some buttons however you'd like! Grades 5-12.

### 2/5 Preteen Book Club

6:30pm | Living Room

Reading *Next Stop* by Debbie Fong. Grades 5-8.

### 2/13 Teen Book Club

6:30pm | Living Room

Reading *A Thousand Beginnings and Endings*, edited by Ellen Oh and Elsie Chapman. Grades 8+.

### 2/14 or 2/21 TACOS

4:00pm | Board Room

TACOS members, it's our monthly meeting! If you're not sure which meeting to go to, please contact Laura.

### 2/17 Candy Sushi

4:30pm | Storytime Room

Instead of fish & rice, we'll be making sushi-inspired treats out of gummy candies, rice crispies, and other sweets! Grades 5-12.

### 2/25 Anime Club

4:30pm | Storytime Room

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



February 2025

# Waunakee Public Library

## Adult Programs

## Book Clubs

\* = Registration Required

### 2/1 Saturday Social

9:00am | Den

Get to know your neighbors at our Saturday Social! There will be complimentary coffee and donuts to enjoy while catching up with old and new friends.

### 2/4 How We Create Pandemics\*

1:00pm | Virtual

Join us for this enlightening presentation with Smithsonian curator Sabrina Sholts as she talks about how the very fact of being human increases our pandemic risks—and gives us the power to save ourselves.

### 2/5, 2/19 Yoga for Beginners

10:00am | Community Hall

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

### 2/5, 2/19 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!

### 2/6, 2/13, 2/20, 2/27 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!

### 2/6 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!

### 2/10 Author Visit: Diane Ballweg

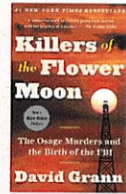
6:30pm | Community Hall

We are excited to welcome Diane Ballweg as she shares her recent memoir, *Into the Wind, Above the Clouds*. Her personal experience as "The Pink Pilot" fuels her inspiring and fascinating reflections that aim to understand and accept who we are.

### 2/11 Author Talk with Waubgeshig Rice\*

6:00pm | Virtual

You're invited to a riveting conversation with bestselling author Waubgeshig Rice to chat about his newest book *Moon of the Turning Leaves*, the hotly anticipated sequel to the bestselling novel *Moon of the Crusted Snow*.



### Wednesday Night Page Turners

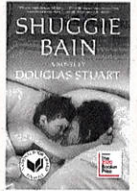
2/12 | 6:30pm | Overlook

*Killers of the Flower Moon* by David Grann

### Books in the Overlook

2/18 | 6:30pm | Overlook

*Shuggie Bain* by Douglas Stuart



### 2/11 The Lost City of Machu Picchu

6:30pm | Community Hall

For centuries, Machu Picchu was considered merely a myth of the long-gone Incan Empire. Now, it is one of the world's greatest archeological finds. Joe Fahey will take you on a tour to the unimaginable and mysterious mountaintop retreat for the great Incan Emperors.

### 2/18 Author Talk with Lee Hawkins\*

1:00pm | Virtual

We welcome you to our conversation with journalist and author Lee Hawkins as he talks to us about the examination of his family's legacy of post-enslavement trauma and resilience in this riveting memoir, *I Am Nobody's Slave: How Uncovering My Family's History Set Me Free*.

### 2/22 Community Art Supply Swap

9:00am | Community Hall

Help us keep art supplies out of landfills and into new loving homes! Bring new or gently used art supplies (paint, yarn, canvases, jewelry making supplies, anything goes!) and swap them for something new! Can't make the swap, but still want to contribute? We are accepting donations of all art supplies leading up to the event.

### 2/25 Around Wisco: Hiking the Ice Age Trail

6:30pm | Community Hall

Join photojournalist Cameron Gillie for a presentation all about his newest book *Around Wisco: Hiking the Ice Age Trail*. A long-time photographer, he set out to take on the most ambitious project of his career by documenting the people, communities, and scenic views he saw on his journey along the 1,200 mile Ice Age Trail with his camera.