

Waunakee Public Library
Library Board Meeting
Library Board Room
Friday, January 19, 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 December 2023 Library Board Minutes
 - B. Approve Schedule of Bills
 - C. Approve Financial Reports
- V. Director's Report & Discussion with Youth Services Manager Brittany Gitzlaff
- VI. Old Business
 - A. Friends of the Library Update
- VII. New Business
 - A. Discuss and approve Inclement Weather Policy
 - B. Discuss and approve revised Responsibility for Library Operations Policy
- VIII. Adjourn

Next Library Board meeting: Friday, February 16, 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

December
Friday, ~~November~~ 15, 2023- 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, Erin Moran, and Library Director Erick Plumb. Excused : Angie Rojas Agudelo and Cathy Sheffield.
 - B. **Guests:** No guests
- III. **Public Comment** No public comment
- IV. **Approval of the consent agenda** Erin made a motion to approve. Annie seconded. Passed.
- V. **Director's Report** The Winter Reading program has started and will run through January 31. January 15, MLK programming will include two guest speakers Fred Reed and Rev. Joe Baring both from the NAACP. Two VR Headsets have been added to the Library of Things Collection. With the help of the Village's Finance Department, the Library will have a PayPal account. The addition of PayPal will allow staff to take credit cards as payment, in addition to allowing us to solicit donations online in the future. The Bruce Company has been surveying the grounds, so that they can come up with a written Grounds Plan.
- VI. **Old Business**
 - A. **Friends of the Library Update** The Annual Craft Fair was a success, sales were more than 2022 coming in over \$7,500. New Officers were named at the October meeting. The 2nd Annual Bingo Night will be on Friday, January 5.
- VII. **New Business**
 - A. **Approve amended Cancellation Policy** Erin made a motion to amend the policy. Kathy seconded. Passed.
 - B. **Approve opening at 9:45 AM on Friday, January 12, 2024 for staff meeting** Melissa made a motion to approve opening at 9:45 AM on Friday, January 12, 2024 for a quarterly staff meeting. Annie seconded. Passed.
- VIII. **Adjourn** Jean Elvekrog adjourned the meeting at 8:07AM.

Library Board Meeting: Friday, January 17, 2024 at 7:45 AM
Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary

Action Item: Librarians attend monthly Board Meetings on a rotating basis.

December 2023

Account	Vender	Amount
<u>100-551400-210 Outside services</u>		
	Total	0.00
<u>100-551400-219 Automation levy</u>	SCLS	0.00
	Total	0.00
<u>100-551400-290 Leased items</u>		
	Total	0.00
	Gordon Flesch	311.37
		0.00
	Total	311.37
<u>100-551400-292 Maintenance contracts</u>		
	SCLS	0.00
	Bibliotheca	2,107.40
	Midwest Alarm	0.00
	Total	2,107.40
<u>100-551400-311 Postage</u>		
	Post Office	215.01
	Total	215.01
<u>100-551400-320 Publications, subscriptions and dues</u>		
	WILS	0.00
	ALA	0.00
	Wallstreet Journal	174.04
	National Notary Association	70.65
	Total	244.69
<u>100-551400-330 Travel and training</u>		
	SCLS	12.00
	UW- Madison	0.00
	WLA	0.00
	Total	12.00
<u>100-551400-340 Programs</u>		
	Pig	1.29
	Dunkin	25.00
	Amazon	0.00
	Michaels	0.00
	Target	0.00
	Costco	97.54
	Laura Keyes	0.00
	Gary Wenstrup	0.00
	Marcus Cederstrom	0.00
	Zoom	0.00
	Linda Conroy	0.00
	Sara Alvarado	0.00
	Minuteman Press	0.00
	Thysse	0.00
	Post Office	0.00
	Total	123.83
<u>100-551400-341 Equipment</u>		

	Minuteman Press	0.00
	Amazon	0.00
	Nassco	0.00
	Laird Plastics	0.00
	SCLS	0.00
<u>100-551400-350 Repairs and maint</u>	Total	0.00
	Total	0.00
<u>100-551400-380 Adult books</u>		
	Amazon	142.95
	Baker and Taylor	3,588.98
	Barnes and Noble	0.00
	Beyond the Page	0.00
	Total	3,731.93
<u>100-551400-381 Juvenile books</u>		
	Amazon	0.00
	Baker and Taylor	2,425.92
	Penworthy	0.00
	The Dot Central	0.00
	Total	2,425.92
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	0.00
	Total	0.00
<u>100-551400-384 - Digital Materials & Computer Software</u>		
	Kanopy	108.30
	Demco Software	0.00
	TBS	0.00
	Verizon -Hotspots	200.05
	CDW - Adobe	0.00
	Total	308.35
<u>100-551400-385 Kit supplies</u>		
	Amazon	457.21
	Minuteman Press	0.00
	Michaels	31.97
	Pig	0.00
	Total	489.18
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	32.00
	Midwest Tape	136.00
	Amazon	22.98
	Findaway	0.00
	Total	190.98
<u>100-551400-387 Videos</u>		
	Amazon	856.71
	Midwest Tape	75.71
	Debbie Howard	0.00
	Greta Productions	0.00
	Total	932.42
<u>100-551400-390 Other</u>		
	Amazon	206.33
	Office Depot	116.97
	SCLS	0.00
	Ace Hardware	0.00
	Minuteman Press	182.95
	Demco	0.00
	Walmart	145.36
	Thermal Paper Direct Co	0.00
	Total	651.61
<u>100-551400-391 Personnel</u>		

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100-551400-392 Public relations

Total	0.00
Minuteman Press	77.86
Fearings	0.00
Mailchimp	45.00

100-551401-210 Building serices

Total	122.86
Masters Building Solutions	0.00
Midwest Alarm	1,183.98
Ahern Co	0.00
Amazon	0.00

100-551401-350 Repairs/Maintenance

Total	1,183.98
Nassco	0.00
Kraemer Air Filter Corp	0.00
Menards	215.93
Ace Hardware	0.00
Amazon	12.99
Schilling Supply Company	0.00
Capital Coffee	0.00
Walgreens	0.00
Waunakee Rental	0.00
Interstate Battery Center	219.96
Total	448.88

220 fund

Interior Investments	8,827.20
Waunakee Chamber of Commerce	0.00
	0.00
Total	8,827.20
Month Total	22,327.61



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	210.00	1,657.00	1,652.00	(5.00)	100.30	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	8,550.67	42,814.99	44,000.00	1,185.01	97.31	48,276.74
100-551400-381 LIBRARY JUVENILE BOOKS	4,551.00	25,455.61	24,000.00	(1,455.61)	106.07	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	1,479.61	21,573.39	20,408.00	(1,165.39)	105.71	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	145,436.39	1,329,108.23	1,370,775.00	41,666.77	96.96	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	1,912.01	28,147.06	24,000.00	(4,147.06)	117.28	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	23,753.78	221,031.07	215,087.00	(5,944.07)	102.76	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	.00	4,196.78	4,000.00	196.78	104.92	3,803.01
220-46740014 PHOTOCOPIES	.00	3,021.86	2,750.00	271.86	109.89	2,838.43
220-46740015 ROOM RENTAL	.00	15,213.26	7,500.00	7,713.26	202.84	7,203.79
TOTAL LIBRARY REVENUES	.00	22,431.90	14,250.00	8,181.90	157.42	13,845.23
<u>MISCELLANEOUS REVENUE</u>						
220-48040010 MISCELLANEOUS REVENUE	.00	.00	.00	.00	.00	14.99
220-48140001 INTEREST INCOME	.00	4,831.00	.00	4,831.00	.00	1,221.00
220-48540070 DONATIONS	11,422.20	16,093.50	.00	16,093.50	.00	11,314.00
TOTAL MISCELLANEOUS REVENUE	11,422.20	20,924.50	.00	20,924.50	.00	12,549.99
TOTAL FUND REVENUE	11,422.20	43,356.40	14,250.00	29,106.40	304.26	26,395.22

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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	1,461.78	32,798.51	13,750.00			24,779.12

VILLAGE OF WAUNAKEE
BALANCE SHEET
DECEMBER 31, 2023

LIBRARY SPECIAL REVENUE FUND

ASSETS

220-11110	COMMINGLED CASH	118,878.09	
220-11801	CASH ON HAND	(1,766.31)	
	TOTAL ASSETS		<u>117,111.78</u>

LIABILITIES AND EQUITY

FUND EQUITY

220-34300	FUND BALANCE	88,169.38	
	BEGINNING FUND BALANCE	88,169.38	
	REVENUE OVER EXPENDITURES - YTD	32,798.51	
	TOTAL FUND EQUITY		<u>120,967.89</u>
	TOTAL LIABILITIES AND EQUITY		<u>120,967.89</u>



1030243: Waunakee Library Forever Fund

11/1/2023 To 11/30/2023

Balance

Beginning Balance 298,584.20

Contributions/Gifts

Contributions* 96.91

**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

96.91

Portfolio Gains (Losses)

Interest & Dividends 347.62

Unrealized Gain / Loss 12,730.70

Realized Gain / Loss (778.75)

Investment Expenses (0.06)

12,299.51

Grants/Distributions

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (248.82)

(248.82)

Ending Balance

\$310,731.80

Available to Grant as of 11/30/2023

\$0.00

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

December 2023

	2023			2022		% Change	% Change	YTD
	December	Prev Month	Yr-to-date	December	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	28	28	340	27	338	0.0%	N/A	N/A
CIRCULATION								
Physical circulation	20,719	22,464	286,409	19,967	280,834	-7.8%	3.8%	2.0%
Digital circulation	4,954	4,863	53,995	3,889	45,574	1.9%	27.4%	18.5%
Library Total	25,673	27,327	340,404	23,856	326,408	-6.1%	7.6%	4.3%
Per Day library was open	917	976	1,001	884	966	-6.1%	3.8%	3.7%
Average of Deforest, Monona and Verona	23,937	25,277	321,376	22,801	307,085	-5.3%	5.0%	4.7%
By Category								
Books								
Juvenile Fiction	2,645	3,312	39,678	2,792	41,427	-20.1%	-5.3%	-4.2%
Juvenile Non-Fiction	1,210	1,414	18,834	1,017	17,926	-14.4%	19.0%	5.1%
Easy Readers	1,515	1,658	21,586	1,315	20,706	-8.6%	15.2%	4.2%
Picture books	4,235	4,783	59,551	4,182	59,963	-11.5%	1.3%	-0.7%
Total Juvenile	9,605	11,167	139,649	9,306	140,022	-14.0%	3.2%	-0.3%
Young Adult	646	657	8,909	607	8,639	-1.7%	6.4%	3.1%
Adult Fiction	2,885	2,874	37,233	2,807	35,751	0.4%	2.8%	4.1%
Adult non-Fiction	2,054	2,064	27,587	1,838	26,030	-0.5%	11.8%	6.0%
Large print	742	797	10,486	797	9,716	-6.9%	-6.9%	7.9%
Adult Paperbacks	48	41	697	53	754	17.1%	-9.4%	-7.6%
Total Adult	5,729	5,776	76,003	5,495	72,251	-0.8%	4.3%	5.2%
Magazines	376	458	4,980	345	5,074	-17.9%	9.0%	-1.9%
Audio	783	864	10,608	716	8,922	-9.4%	9.4%	18.9%
DVD and Blu-ray	2,626	2,363	30,982	2,468	30,111	11.1%	6.4%	2.9%
Software and video games	140	156	1,743	121	1,350	-10.3%	15.7%	29.1%
Kits	711	935	12,360	828	13,297	-24.0%	-14.1%	-7.0%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	61	67	759	51	765	-9.0%	19.6%	-0.8%
E-books	4,954	4,863	53,995	3,889	45,574	1.9%	27.4%	18.5%
% of total circulation	19.3%	17.8%	15.9%	16.3%	14.0%	8.4%	18.4%	N/A
PROGRAMS								
Children								
Number	34	37	418	23	358	-8.1%	47.8%	16.8%
Attendance	977	1,077	13,922	467	9,750	-9.3%	109.2%	42.8%
Young adult								
Number	6	6	67	4	67	0.0%	50.0%	0.0%
Attendance	19	19	478	34	457	0.0%	-44.1%	4.6%
Adult								
Number	13	19	184	13	147	-31.6%	0.0%	25.2%
Attendance	247	267	2,774	193	2,812	-7.5%	28.0%	-1.4%
NEW PATRONS ADDED	69	66	1,118	70	1,472	4.5%	-1.4%	-24.0%
PUBLIC MEETING ROOM BOOKINGS	23	18	312	18	243	27.8%	27.8%	28.4%
STUDY ROOM BOOKINGS	429	495	5396	331	4200	-13.3%	29.6%	28.5%
PUBLIC PC SESSIONS	394	347	5,162	284	4,646	13.5%	38.7%	11.1%
UNIQUE WIRELESS USERS	1,549	1,989	25,276	1677	22,518	-22.1%	-7.6%	12.2%
CURBSIDE TRANSACTIONS	32	39	447	41	601	-17.9%	-22.0%	-25.6%
# OF VISITORS TO LIBRARY	10,580	11,153	147,615	8,516	137,330	-5.1%	24.2%	7.5%

Library Activity Report
Library Director Erick Plumb
January 19, 2023

Library Activity in December/January

- The Waunakee Public Library wrapped up a memorable – in many ways – 2023 with a strong final month. We ended up with over 286,000 checkouts of physical items, up a bit from 2022, and the most we've had since I took over as Library Director in 2016. Our digital circulation soared again, up 18.5%, passing 50,000 items checked out – a new record. More exciting was our program attendance: we welcomed 17,174 attendees to 669 programs (not counting passive programs), an increase of 36% in attendance. The number of programs went up 17%. It was an extraordinary year, and all of the credit goes to WPL's amazing staff who provide great customer service and compelling programs to all.
- We were pleased to remain open on Martin Luther King Junior Day on January 15. We offered a full day's worth of programming in conjunction with our partners at the Waunakee Idea. Guest speakers included Fred Reed and Rev. Joe Baring from the NAACP. Both men were involved in the Open Housing Marches in Milwaukee in the 1960s and have ACLU lifetime achievement awards. In all, 103 people braved the sub-zero temperatures to attend the four MLK Day programs. Additionally, as we have in the past, we opened much of the Library up to students to study. We saw fewer students this year – we have to think the weather kept them home – but it was gratifying to see them utilize WPL as a gathering spot once again.
- Like all of southern Wisconsin, we have been hammered by snowfall this month. The library closed three days in one week due to two separate storms. The second storm will take a bit of time to dig out from. Jeff and his crew have done their best to keep the lot and walkways clear, but, as with the streets themselves, the plunging temps have made it difficult. Let's hope this is the worst storm of the winter.
- The year-end mailing in December successfully raised nearly \$6,000 for the Library's 220 Revenue Fund. As discussed that money will be allocated towards the purchase of furniture replacement.
- I will be adding a second Library staff member as a member of Waunakee Rotary in 2024. With my schedule outside of library hours consumed by my children's activities, I am finding it hard to devote the necessary time and energy towards the Club. WPL should definitely have and maintain a presence with Rotary. Currently, three staff members are interested.
- Sarah Ottosen and Beth Johnson will be retiring in early February, as you know. They will be very much missed. We are in the process of recruiting for new Customer Service Assistants.
- I had a very nice introductory meeting on January 17 with Mark Brooks, Head of School at Madison Country Day School, to discuss possible opportunities to work together, similar to our relationship with WCSD and St. John's. He and I will meet with Brittany Gitzlaff to discuss possible options in the near-future.
- We rearranged the materials in the Lobby. To highlight our increased book budget, we placed all of the new Adult Fiction and Non-Fiction closest to entrance, with Lucky Day, themed displays, and Staff Picks pushed to the rear of the space. I'd prefer the focus this year to be on all of the new items we're adding. Thus far, patrons have liked the change.
- We have GREATLY expanded our español and bilingual collection for youth. We have expanded from one shelving unit to a full row. This necessitated a big rearranging of much of the youth collections. I'm really excited to finally expand this collection, and we see future growth on the

horizon. Thanks to Brittany and Caitlin for making this happen. Below is a pic of a full cart of new Spanish-language items being readied to be added to the collection:



Youth Services Report by Brittany Gitzlaff.

December saw a bit of the usual holiday slow down, but was still filled with plenty of fun. Winter Reading Program returned, as well as another village-wide scavenger hunt, the "Arctic Adventure." 167 people of all ages completed the hunt, and had a blast doing so. We hosted the 4K Bedtime event, and although it was a smaller turnout than we had hoped, there was lots of fun happening as families played games, ate snacks, and read stories. Caitlin visited WNC at their new location for the first time to be available for library cards, give free books to kids, and answer any questions about the library. That was also a small turnout, but we're hopeful in the New Year that they'll see higher numbers of their clients. We wrapped up the year with a special letter we wrote and sent to every kid that received a Summer Reading yard sign in August. We wanted to send them a few library stickers, let them know we hope they're still reading a lot, and share a quick preview of what's to come to in summer 2024. We had an awesome year, and can't wait to see what comes next!

Adult Outreach Report by Courtney Cosgriff

In December, I hosted 3 programs and my book club. I attended a webinar hosted by the Library Speakers Consortium on their new marketing efforts and authors to come in 2024. I had a quarterly check-in with Erick. I had a meeting with volunteer menders to host a mending workshop in the Spring. I created content and articles for the Village's Annual Guide. I am in the process of booking spring programs.

Community Engagement Report by Amy Sampson

This month we launched the Winter Reading Challenge for adults and teens! I finalized our MLK Day schedule with Waunakee IDEA and scheduled the next Building Connections program. I continued to research and reach out to 2024 programming opportunities. I also created a survey to use at our next Saturday Social for feedback on this program and other social program ideas.



INCLEMENT WEATHER POLICY

I. Purpose of Policy

When the weather becomes hazardous to the health and safety of the public and/or library staff, the library will close or take safety precautions.

II. Library Closures:

While it is desirable that the Library remain open scheduled hours, the library may close when the weather threatens the safety of the public and library staff and would make travel to and from the library unsafe. The decision to close or postpone the opening of the library due to inclement weather is at the discretion of the Library Director or their chosen designate. Staff will alert the public to closures on our website, through social media, and on the incoming phone message.

III. Library Safety Measures Due to Inclement Weather:

A. When the National Weather Service issues a Severe Thunderstorm Warning that includes Waunakee the library will notify patrons of the impending weather. Staff will state that if a Tornado Warning is issued for the area, the library will require patrons to take cover or leave the library immediately.

B. In the event of a Tornado Warning that includes Waunakee, staff will circulate through the building and request that patrons follow library staff to a safe area on the first floor of the building. Library staff will strongly encourage the public to take cover in the designated areas, but cannot require that patrons remain in the library. Staff and patrons will stay in designated safety areas until the Tornado Warning expires. Weather radio, flashlights, and water are located in the Staff Room's main shelter area. If possible, staff should bring these items, as well as a personal cell phone, to the other designated areas.

C. Designated safety areas for tornado events include:

- Youth Services Storage Area and Staff Restroom
- Restrooms in History Hall
- Rear Emergency Stairwell
- Family Restrooms in the Children's Department

Secondary safety areas include:

- Catering Kitchen and Community Hall storage room
- Staff Entry Hallway
- Mechanical & Utility Room

IV. Staff Compensation Related to Inclement Weather Situations:

If the library closes, or if an employee is unable to reach or remain at the library because of inclement weather, staff may use available vacation leave or personal days in lieu of time missed on that day. Sick time may not be used. Employees may otherwise choose to make up missed hours caused by inclement weather during that week with supervisor approval.

This policy replaces any previous policy regarding inclement weather or emergency closings.

Library Board Approved on January 19, 2024



RESPONSIBILITY FOR LIBRARY OPERATIONS POLICY

I. Introduction

In a public service facility maintaining services for a total of 63 or more hours per week, absences of the Library Director result in two distinct needs for other staff to assume responsibility.

- A. The first case happens frequently and regularly when the Director has completed his or her work for the day, is out of the library on business, or is not scheduled to work on a particular day. In this situation, the library needs a staff member to act as the official interpreter of library policy and to make decisions in crisis situations.
- B. The second case occurs only when the Director is absent from his/her position for long periods of time, such as a vacation, or when the position itself is vacant. In this case, the needs of the library require that one person assume responsibility for the continued maintenance of all library functions and services.

In response to these diverse situations, the Library Board adopts the following policy regarding the responsibility for library operations during the Director's absence.

II. Absence of the Library Director for Short Periods of Time

- A. This section covers the following situations: when the Director is absent from the library, having completed his or her work day, is out of the library on business, or is not scheduled to work on a particular day.
- B. Given the need to have one person responsible for representing library policy and maintaining library security, the Library Board has established that the following positions, if on duty and based on overall seniority, will assume this responsibility:
 - 1. Youth Services Manager
 - 2. Adult Services and Outreach Manager
 - 3. Circulation Manager
 - 4. Young Adult Librarian
 - 5. Youth Services Librarian
 - 6. Most senior staff member on premises.

- C. This temporary assumption of authority is limited to situations that require immediate action or intervention. Decisions required in these situations shall be made in accordance with established library policy.

III. Extended Absence of the Library Director

- A. The management staff member with the most seniority as defined in part II (B) above will assume responsibility for the continued maintenance of library operations during an extended absence of the Library Director, such as a vacation, illness, or other leave.
- B. Major decisions shall be delayed until the Director's return whenever possible. If such delay is not possible, the librarian with the most seniority will make the necessary decisions after consulting other full-time staff members and the Library Board President.
- C. Established precedent and existing policy shall guide the decisions made in the absence of the Director. Changes in library routines and practices will not be introduced in the absence of the Director.

Approved June 9, 2017

Revised January 19, 2024

Waunakee Public Library

January 2024

Adult Programs

Reader Social "UnBook Club"

Wednesday, January 3 - 6:30 p.m.

This is not your typical book club. There's no assigned book and no "finish by" deadline. It's just a group of book-loving readers who want to share what they're reading and gather recommendations from others. Join us!

Writer's Group

Thursday, January 4 - 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, January 6 - 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.

Get Creative with Mocktails

Tuesday, January 9 - 6:30 p.m.

Get creative and keep it simple and easy with mocktail mixers from Karl Norland, owner of Imaginary Tea. Space is limited, Registration is required.

Embrace Love in the New Year: A Heartfelt

Conversation with Rebecca Serle

Wednesday, January 10 - 7:00 p.m. - VIRTUAL

Join us as we kick off the New Year talking to Rebecca Serle about her journey writing epic love stories to span generations.

Political Dynamics of the Israeli-Palestinian Conflict

Thursday, January 11 - 6:30 p.m.

This talk explores the ups and downs of the Israeli-Palestinian conflict over time, the current strategies of the participants, and where it is likely to go. This program is presented by UW professor, Nadav Shelef. Shelef is the Harvey M. Meyerhoff Professor of Israel Studies and Professor of Political Science.

March on Milwaukee: Civil Rights in Wisconsin

Monday, January 15 - 2:00 p.m.

In honor of MLK Day, join us as we hear from former NAACP Youth Commandos Rev. Joseph Baring and Fred Reed about their experiences in the Civil Rights movement in Milwaukee, including Milwaukee's Open Housing Marches of 1967-8. Baring and Reed will also reflect on civil rights in Wisconsin in recent years.

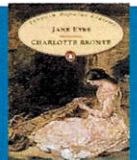
BOOK CLUBS

Wednesday Night Page Turners

Wednesday, January 10 - 6:30 p.m.

Jane Eyre

by Charlotte Bronte



Books in the Overlook

Tuesday, January 16 - 6:30 p.m.

The Guest

by Emma Cline



Break the Ice

Monday, January 15 - 3:30 p.m.

Join us for a group game called "Break the Ice." This conversational card game will connect us to each other and help us take a deeper dive into the topic of Race. (Most appropriate for 5th grade- adults).

MLK/FBI: Documentary and Discussion

Monday, January 15 - 5:30 p.m.

Join us for a viewing of the documentary *MLK/FBI*, followed by a discussion facilitated by The Waunakee IDEA.

A Good Yarn

Wednesday, January 17 - 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.

Open Play Game Night

Wednesday, January 17 - 6:30 p.m.

Join the fun! This open game hour is for anyone who enjoys playing parlor games, cards, or assorted board games.

The Sustainable Studio

Monday, January 22 - 6:00 p.m.

This month's Sustainable Studio session is a Craft Buffet. On the menu - Macrame Plant Hangers, Macrame Leaves/Feathers, Scrap Weaving & Smash Journaling! You pick the projects you want to work on, we'll provide the supplies.

Parent College Chat

Monday, January 29 - 6:30 p.m.

Join Kelli Richards from Capital College & Career as she discusses all things college,

Waunakee Public Library

Children's Programs

Storytimes

January 2024

* = Registration Required

LEGO League

Wednesday, January 3 - 3:30 p.m.

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

Young & the Restless

Saturday, January 6, 13, & 27 - 10:00 a.m.

This open indoor play time is an opportunity for kids to be active, develop motor skills, and make new friends. Ages 0-5.

Gentle Heart Kid's Yoga*

Monday, January 8, 22, & 29 - 10:00 a.m.

Welcome to "Gentle Heart Yoga," a tender exploration of movement and mindfulness designed for children aged 1 to 5. Join us for a delightful experience that encourages both physical and emotional well-being in the sweetest way possible.

Pokemon Club

Monday, January 8 - 3:30 p.m.

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

My First Book Club*

Tuesday, January 9 - 3:30 p.m.

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

STEAM Break: The Big Freeze*

Wednesday, January 10 - 3:30 p.m.

How do polar bears stay warm? Can you save someone from the clutches of an iceberg?! Join us as we explore life below zero. Grades 1-4.

Running Amok*

Tuesday, January 16 - 3:30 p.m.

Bring the outdoors in and expel all that pent-up winter energy with some active indoor games! We will be doing active games to get kids moving during those chilly winter months. Grades K-4.

Kid's Club*

Wednesday, January 17 - 3:30 p.m.

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

PAWS to Read*

Thursday, January 18 - 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, January 20 - 10:00 a.m.

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

Maker Monday*

Monday, January 22 - 3:30 p.m.

Turn out the lights, turn on the black lights, and paint a glow in the dark picture! Let your kids shine while creating a one-of-a-kind painting using fluorescent paint on a canvas. Grades 1-4.

Open Art Studio

Wednesday, January 24 - 3:30 p.m.

Children will be able to independently explore and create using a variety of different art mediums and materials. Projects are self directed at this drop-in art program. It is recommended patrons bring smocks.

All Ages Storytime

Friday, January 12 @ 9:45 a.m.

Baby Time

Wednesdays, January 10, 17, 24, & 31 @ 9:45 a.m.

Ages 0-1.

Preschool Storytime

Tuesdays, January 9, 16, 23, & 30 @ 9:45 a.m.

Wednesdays, January 10, 17, 24, & 31 @ 10:45 a.m.

Ages 3-5.

Tiny Tots

Tuesdays, January 9, 16, 23, & 30 @ 10:45 a.m.

Thursdays, January 11, 18, & 25 @ 9:45 a.m.

Ages 1-3 & caregiver.

Jammie Jams

Monday, January 8, 15, 22, & 29 @ 6:30 p.m.

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

I Have a Dream Storytime

Monday, January 15 @ 10:00 a.m.

Join us for this special edition Storytime honoring MLK Jr. We'll learn about kindness and celebrating differences. This storytime will include a craft.

Little Bodies, Big Feelings

Friday, January 19 @ 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.

Bilingual Storytime / Hora del Cuento Bilingüe

Friday, January 26 @ 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, January 3 @ 6:30 p.m.

We're reading *Be Prepared* by Vera Brosgol.

Late Night Hangout*

Friday, January 12 @ 6:30 p.m.

We will have food, movies, video games, button making, and more! Permission slips required.

TACOS

Friday, January 19 @ 4:00 p.m.

TACOS members- it's our monthly meeting!

Glow Paint*

Monday, January 22 @ 2:00 p.m.

We've got neon paints and blacklights - what kind of glowing painting will you make?

Anime Club

Tuesday, January 23 @ 4:30 p.m.

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

Crafternoon: Create a Gnome

Tuesday, January 30 @ 4:30 p.m.

Let's make a friendly gnome! This little creature makes a great shelf decoration.