

Waunakee Public Library
Library Board Meeting
Board Room
Friday, March 15, 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 February 16, 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 Named Gift Policy
 - B. Discuss and possibly take action on Gift Policy
- VIII. Adjourn

Next Library Board meeting: Friday, April 19, 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, February 16, 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, Annie Ballweg and Library Director Erick Plumb. Absent: Erin Moran
 - B. **Guests:** No guests
- III. **Public Comment** No public comment
- IV. **Approval of the consent agenda** Jean made a motion to approve. Annie seconded. Passed.
- V. **Director's Report** Erick is in the process of hiring two new Customer Service Assistants. The Village is interviewing for a Building and Maintenance Manager who will oversee all Village buildings including the Library. Erick met with a representative from Interior Investments to discuss a 5 year plan for furniture and possible enclosed meeting/study kiosks. The Library now has an Overdose Aid Kit located near the AED in History Hall. On February 13 staff attended Narcan training. In April we should have a proposal from Bruce Company for grounds. Amy Sampson shared information about the Mocktails program, Saturday Social, Saturday Social survey results and the Getting Started with Backyard Chickens program.
- VI. **Old Business**
 - A. **Friends of the Library Update** Preparing for PI Day sale. 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 possibly take action on Library Customer Service Policy** Cathy made a motion to retire the Customer Service Policy. Melissa seconded. Passed.
 - B. **Discuss and possibly take action on Bulletin Board Policy** We reviewed and made no changes at this time.
 - C. **Discuss and Approve 2023 DPI Annual Report** Revisit in March.
- VIII. **Adjourn** Kathy made a motion to adjourn at 8:35. Jean seconded. Passed.

Library Board Meeting: Friday, March 15, 2024 at 7:45 AM
Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary

February 2024

Account	Vender	Amount
<u>100-551400-210 Outside services</u>		
	Total	0.00
<u>100-551400-219 Automation levy</u>		
	SCLS	0.00
	Total	0.00
<u>100-551400-290 Leased items</u>		
	Total	0.00
<u>100-551400-292 Maintenance contracts</u>		
	Gordon Flesch	257.12
		0.00
	Total	257.12
<u>100-551400-311 Postage</u>		
	SCLS	0.00
	Fearing's	0.00
		0.00
	Total	0.00
<u>100-551400-320 Publications, subscriptions and dues</u>		
	Post Office	8.54
	UPS Store	0.00
	Total	8.54
<u>100-551400-330 Travel and training</u>		
	Wall Street Journal	0.00
	State of Wi	0.00
	Amazon	0.00
	WLA	0.00
	Total	0.00
<u>100-551400-340 Programs</u>		
	SCLS	0.00
	UW- Madison	0.00
	WLA	0.00
	Dunkin	0.00
	Total	0.00
<u>100-551400-341 Equipment</u>		
	Pig	24.75
	Dunkin	123.12
	Amazon	504.94
	Michaels	0.00
	Dollar Tree	20.00
	Pa Donica	240.00
	Havens Petting Farm	856.00
	Laura Eyler	275.00
	Costco	0.00
	Intuit Mailchimp	0.00
	Waunakee Rental	190.00
	Waunakee Chamber	0.00
	Minuteman Press	0.00
	Ace Hardware	0.00
	Post Office	0.00
	Total	2,233.81

	Minuteman Press	0.00
	Amazon	0.00
	Nassco	0.00
	TBS	640.00
	SCLS	0.00
	Total	640.00
<u>100-551400-350 Repairs and maint</u>		
	Total	0.00
<u>100-551400-380 Adult books</u>		
	Amazon	118.27
	Baker and Taylor	3,490.44
	Barnes and Noble	0.00
	Dane County Library Service	0.00
	Total	3,608.71
<u>100-551400-381 Juvenile books</u>		
	Amazon	0.00
	Baker and Taylor	1,817.01
	Penworthy	0.00
	The Dot Central	0.00
	Total	1,817.01
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	0.00
	APG Media	103.20
	Total	103.20
<u>100-551400-384 - Digital Materials & Computer Software</u>		
	Amazon	0.00
	Kanopy	152.95
	T-Mobile hotspots	123.20
	Verizon -Hotspots	200.05
	CDW - Adobe	0.00
	Total	476.20
<u>100-551400-385 Kit supplies</u>		
	Amazon	661.35
	Minuteman Press	0.00
	Target	0.00
	Walmart	0.00
	LL Bean	0.00
	Wall Monkeys	0.00
	Total	661.35
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	178.36
	Midwest Tape	151.90
	Amazon	0.00
	Findaway	0.00
	Total	330.26
<u>100-551400-387 Videos</u>		
	Amazon	267.02
	Midwest Tape	140.17
	Debbie Howard	0.00
	Greta Productions	0.00
	Total	407.19
<u>100-551400-390 Other</u>		
	Amazon	0.00
	Office Depot	122.52
	Azuradisc	0.00
	Walmart	48.18
	Pig	0.00
	Demco	297.83
	Thermal Paper Direct	0.00
	Uline	0.00

<u>100-551400-391 Personnel</u>	Total	468.53
<u>100-551400-392 Public relations</u>	Total	0.00
	Minuteman Press	68.00
	Mailchimp	45.00
	Waunakee Rotary	0.00
<u>100-551401-210 Building services</u>	Total	113.00
	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
	Total	0.00
<u>100-551401-350 Repairs/Maintenance</u>		
	Nassco	0.00
	Kraemer Air Filter Corp	0.00
	Menards	45.88
	Ace Hardware	7.17
	Amazon	8.37
	Schilling Supply Company	1,169.81
	Gordon Electric Supply	241.52
	Master Building Solutions	427.19
	USA Clean	0.00
	Fearings	321.00
	Total	2,220.94
<u>220 fund</u>		
	Drumlin Ridge	228.43
	Deborah's Frame Garden	128.20
	Tee Public	0.00
	Total	356.63
	Month Total	13,702.49

March 1, 2024



Erick Plumb
Waunakee Public Library
201 N. Madison Street
Waunakee, WI 53597-1045

Dear Erick:

Thank you for your trust in Madison Community Foundation (MCF). We're honored to serve you, to steward your fund, and to help you achieve your charitable goals.

I write to share the amount that is available for distribution from the Waunakee Library Forever Fund for 2024, and to provide information on MCF's investment performance in 2023.

As you may know, 2023 ended strong for the financial markets and I am pleased to report that MCF's endowment portfolios performed similarly well. Our diversified portfolio with Commonfund returned 10.24%, and our environmental, social and governance (ESG) portfolio managed by Boston Trust Walden returned 13.38%.

MCF uses a "total return spending policy" to determine the annual amount available for endowment distributions. Historically this ranges between 4-5% of the average fund balance over the previous 20 quarters. The distribution amount remains at 4.25% for 2024. Calculating spending in this manner protects distributions from market volatility and balances them with endowment preservation and long-term growth.

For 2024, the amount available to distribute from your fund is as follows:

Waunakee Library Forever Fund (#1030243)	\$12,621.60
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On the reverse side of this page, you will find additional details on the performance and activity associated with your fund over the previous year.

You are encouraged to recommend a grant at any time using any of these methods:

- Email your request to: recommendagrants@madisongives.org
- Log in to your fund account at www.madisongives.org and select "Recommend A Grant"
- Complete and return a grant request form found at www.madisongives.org/grantform
- Call our Donor Engagement team: (608) 232-1763
- Contact MCF to setup automatic annual distributions

As always, we're here to support you in your charitable giving today and through your estate. Please don't hesitate to reach out if you have any questions. Thank you for your generosity and your confidence in Madison Community Foundation.

Best wishes,

A handwritten signature in blue ink, appearing to read "Bob Sorge".

Bob Sorge
President

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**2023 Fund Summary
Waunakee Library Forever Fund
Fund #1030243**

1/1/2023	Beginning Balance		\$302,091.77
Contributions / Gifts			
	+ Contributions		\$1,866.16
	+ Transfers In		\$0
+ / - Portfolio Gains (Losses)			
	+ / - Investment Results (Net of Fees)		\$30,264.85
Grants / Distributions			
	- Grants/Distributions		(\$12,252.43)
	- Transfers Out		\$0
	- MCF Support		(\$3,050.84)
12/31/2023	Ending Balance		\$318,919.51

How to Read your Fund Statement

Contributions/Gifts reflect any additions made to the fund during this period as either Contributions or Transfers In (from another fund at Madison Community Foundation).

Transfers reflect gifts (Transfers In) or grants (Transfers Out) made between funds at Madison Community Foundation.

Investment Results (Net of Fees) represents the combination of: the fund's share of interest and dividend income generated in the endowment (investment income); the fund's share in the change of value of the securities sold in the endowment over this period at a price greater (realized gain) or less (realized loss) than their original cost; the fund's share in the change of value of the securities currently held in the endowment over this period, as an increase (unrealized gain) or decrease (unrealized loss); and associated investment management and custodial fees.

Grants/Distributions reflect grants made from the fund during this period as either direct Grants or Transfers Out (to another fund at Madison Community Foundation).

MCF Support reflects the support you provide MCF to cover the cost of administering your fund, and to advance MCF's work in the community.



1030243: Waunakee Library Forever Fund

1/1/2024 To 1/31/2024

Balance

Beginning Balance	318,919.51
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Contributions/Gifts

Contributions*	1,000.00
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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
	1,000.00

Portfolio Gains (Losses)

Interest & Dividends	601.99
Unrealized Gain / Loss	(120.09)
Realized Gain / Loss	0.00
Investment Expenses	(43.29)
	438.61

Grants/Distributions

Grants/Distributions	0.00
Transfers Out	0.00
MCF Support	(265.69)
	(265.69)

Ending Balance	\$320,092.43
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Available to Grant as of 1/31/2024	\$0.00
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A handwritten signature in blue ink, appearing to be a stylized 'S' or 'J' followed by a flourish.

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

February 2024

	2024			2023		% Change	% Change	YTD
	February	Prev Month	Yr-to-date	February	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	29	27	56	28	57	7.4%	N/A	N/A
CIRCULATION								
Physical circulation	22,422	22,751	45,173	23,009	47,120	-1.4%	-2.6%	-4.1%
Digital circulation	4,979	5,449	10,428	4,039	8,565	-8.6%	23.3%	21.8%
Library Total	27,401	28,200	55,601	27,048	55,685	-2.8%	1.3%	-0.2%
Per Day library was open	945	1,044	1,989	966	1,953	-9.5%	-2.2%	1.8%
Average of Deforest, Monona and Verona libraries	25,738	26,649	52,386	24,968	51,073	-3.4%	3.1%	2.6%
By Category								
Books								
Juvenile Fiction	2,927	2,973	5,900	2,957	6,019	-1.5%	-1.0%	-2.0%
Juvenile Non-Fiction	1,590	1,477	3,067	1,577	3,248	7.7%	0.8%	-5.6%
Easy Readers	1,661	1,694	3,355	1,779	3,545	-1.9%	-6.6%	-5.4%
Picture books	4,376	4,715	9,091	5,008	10,535	-7.2%	-12.6%	-13.7%
Total Juvenile	10,554	10,859	21,413	11,321	23,347	-2.8%	-6.8%	-8.3%
Young Adult	655	712	1,367	598	1,245	-8.0%	9.5%	9.8%
Adult Fiction	2,959	3,141	6,100	2,928	6,123	-5.8%	1.1%	-0.4%
Adult non-Fiction	2,618	2,527	5,145	2,343	4,780	3.6%	11.7%	7.6%
Large print	813	826	1,639	801	1,636	-1.6%	1.5%	0.2%
Total Adult	6,390	6,494	12,884	6,072	12,539	-1.6%	5.2%	2.8%
Magazines	375	397	772	409	766	-5.5%	-8.3%	0.8%
Audio	798	758	1,556	748	1,458	5.3%	6.7%	6.7%
DVD and Blu-ray	2,506	2,411	4,917	2,663	5,332	3.9%	-5.9%	-7.8%
Software and video games	190	158	348	113	221	20.3%	68.1%	57.5%
Kits	814	867	1,681	1,006	2,062	-6.1%	-19.1%	-18.5%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	77	62	139	49	91	24.2%	57.1%	52.7%
E-books	4,979	5,449	10,428	4,039	8,565	-8.6%	23.3%	21.8%
% of total circulation	18.2%	19.3%	18.8%	14.9%	15.4%	-6.0%	21.7%	N/A
PROGRAMS								
Children								
Number	40	38	78	35	66	5.3%	14.3%	18.2%
Attendance	1,337	1,034	2,371	1,033	1,978	29.3%	29.4%	19.9%
Young adult								
Number	6	5	11	4	8	20.0%	50.0%	37.5%
Attendance	34	35	69	19	49	-2.9%	78.9%	40.8%
Adult								
Number	19	20	39	11	28	-5.0%	72.7%	39.3%
Attendance	347	296	643	105	332	17.2%	230.5%	93.7%
NEW PATRONS ADDED	86	134	220	76	185	-35.8%	13.2%	18.9%
PUBLIC MEETING ROOM BOOKINGS	34	32	66	31	55	6.3%	9.7%	20.0%
STUDY ROOM BOOKINGS	569	483	1052	356	872	17.8%	59.8%	20.6%
PUBLIC PC SESSIONS	408	340	748	422	871	20.0%	-3.3%	-14.1%
UNIQUE WIRELESS USERS	1,622	1,674	3,296	2,032	4,267	-3.1%	-20.2%	-22.8%
CURBSIDE TRANSACTIONS	46	31	77	40	84	48.4%	15.0%	-8.3%
# OF VISITORS TO LIBRARY	13,890	11,720	25,610	10,963	22,430	18.5%	26.7%	14.2%

Library Activity Report
Library Director Erick Plumb
March 15, 2024

Library Activity in February/January

- We hired three Customer Service Assistants, all of whom began this past week. Cassie Phoenix went to library school with Gay Strandemo, and worked with Emily Harkins at the Borders on University in the distant past. She's an avid reader, and excels at recommending books. Kinda Dupre comes to us with lots of SCLS library experience. She's worked at multiple branches in Madison, and she also volunteered at the Monona Library. She's pumped to be back in a library setting. Finally, long-time patron Beth Doescher joins us. Beth loves the library, and says it's been her favorite place since she moved to Waunakee. She's making a change from her career as a CPA, and she's excited about working with the public and getting to know the staff here. We're glad to have them on board.
- We note the departure of two employees. Gail Winship resigned in February due to health issues. Gail was a great employee and worked terrifically with our patrons. Library Page Ana Heichel also resigned, due to a family move. We'll miss them both.
- The Friends of the Library's annual Pi Day sale takes place on 3/14 starting at 9 AM. Join us early as we were out of pies by 11 AM last year.
- The Library building successfully hosted the Create Waunakee Gala on February 17. Congrats to event organizers for their smashing success and their, well, boundless *creativity* in transforming the Library into a very posh event space for one night. (See Brittany's note below)
- Kaylyn Staudt was hired by the Village as the Village of Waunakee's Communication Manager. I was happy to be included in the interviews and Kaylyn will do great work expanding on the Village's communication initiatives. She begins March 25.
- This week (March 11-15), the Village is also conducting interviews for finalists for the Village-wide Facilities Maintenance Manager. Again, I'll take part in that process while library staff give tours of our facility and grounds to the finalists. I am looking forward to meeting the finalists.
- The consultants from the Bruce Co. will present initial ideas for landscaping and grounds development to the Grounds Committee on March 18. I will share with the Board what transpires from this meeting at our April Library Board meeting.
- WPL likely will utilize Dane County Library Service's Beyond the Page endowment to contract with Spanish-language outreach consultant, Araceli Esparza. Araceli would work with Library staff to identify areas where we can reasonably grow our services and programming, as well as working to reach potential Latino patrons in and around Waunakee. She has presented on Spanish-language outreach at Madison Public Library and assisted Sun Prairie Public Library and Marshall Public Library as a Beyond the Page-funded consultant. Our work together would begin in the Fall of 2024 and would last 12-24 months.
- Finally, after consistent community feedback about the acoustical challenges of Community Hall over our first four years, I have had Jeff Curwick reach out to several acoustical engineering consultant firms for ideas that could result in a venue with better sound quality. Many have noted that, beautiful as Community Hall is, unamplified voices are swallowed by the cavernous space. I'll report back at a later meeting on the next steps.

Youth Services Report by Brittany Gitzlaff.

February was an exciting and busy month as we yet again broke our attendance record by 107 people

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for the 0-6 age group. Both storytimes and Young & the Restless bring in large crowds, especially during the colder months. Laura and Caitlin had a great turnout for their late-night teen event, and tons of fun was had as they took over the library. We also hosted two large community events this month. First up was the Big Read celebration in collaboration with the three elementary schools. Kids and families enjoyed various activities throughout the building, and a great time was had by all. We're delighted to have such a strong relationship with the school district, and that they ask us to collaborate with them. In possibly the biggest event since our grand opening, the library was also the host for the Create Waunakee gala. The library was beautifully transformed, and there was so much enjoyment everywhere you looked. It was a unique way to showcase the library in a new light for the community.



Adult Outreach Report by Courtney Cosgriff

In January, I hosted 3 programs and my book club. Amy and I attended two Library Market trainings for the new calendar / study room software. We are in the process of training staff and discussing ways to introduce to patrons before our live date. I attended a Narcan training. I attended some Beyond the Page meetings regarding a Latine Music and Dance series. I assisted Emily with Library Assistant interviews and selections. I am planning Summer programming and hope to apply for a BTP grant for an Indigenous Arts series in the fall. I organized a group of menders to mend clothes for patrons next month.

Community Engagement Report by Amy Sampson

This month I continued planning Spring/summer programs and held another Building Connections book club. We started planning for our 3rd annual End of Summer Fest in August, and have two of our food trucks booked. Courtney and I continued Library Calendar Training, and I worked on writing a workflow for programming staff to use when creating events.



NAMED GIFT POLICY

PURPOSE

This policy serves as a guideline to members of the Waunakee Public Library (herein the Library) that wishes to honor persons or entities making contributions for the construction and/or operation of the new library facility.

DEFINITIONS

The Library's properties, facilities, rooms, spaces and features within those facilities, and programs available for naming shall be collectively referred to as "Named Gifts."

POLICY

1. Authority

Authority for approving all Named Gifts rests with the Library Board at the recommendation of the Library Director.

2. Requirements for Named Gifts

- a. No commitment for Named Gifts shall be made prior to approval of the proposed gift by the Board at the recommendation of the Library Director.
- b. Each proposal for a Named Gift shall be considered on its merits with all due attention given to both the long-term and short-term appropriateness of a Named Gift.
- c. Any proposal for a Named Gift shall be subject to review by the Village of Waunakee's legal counsel, if appropriate.
- d. In reviewing a request for a named gift, consideration shall be given to:
 - i. the significance of the proposed gift as it relates to the realization and/or success of the project;
 - ii. the urgency of need for project funds;

- iii. the eminence and reputation of the individual or entity whose name is proposed; and
 - iv. the relationship of the individual or entity to the library.
- e. The gift shall constitute a significant portion of the total cost of the item to be named. The gift shall either: (1) fund the total cost of the item to be named; or (2) provide a substantial portion of the total cost. The gift required to qualify for specific named gifts shall be presented in a separate list of Named Gift Opportunities.
- f. The donor must agree to pay a minimum of 50% of their gift within three years from the date their gift commitment is made. The balance, if any, must be paid within the following two years. Pledges exceeding five years must be approved by the Library Board at the recommendation of the Library Director.
- g. A named gift conferred in recognition of a pledge is contingent on fulfillment of that pledge and will be approved on that condition.

Should a named gift be conferred in exchange for a pledge, and should that pledge go unfulfilled in accordance with the agreed-upon pledge payment schedule, the Library reserves the right to cancel the named gift and remove any existing acknowledgements or signage already in place related to the original named gift.

In that event, if any named gifts are available at the level of the total of campaign pledge payments actually received, the Library may offer those named gift opportunities to the donor. If no named gifts are available, the Library may attempt to acknowledge the donor's gift in another suitable fashion.

FORMS OF RECOGNITION

1. All Donors shall be recognized as follows:
 - a) All donors of gifts of any size will be publicly recognized at the completion of the campaign (e.g., newsletter, website, temporary on-site signage).
 - b) Donors of campaign gifts of \$2,500 or more will be permanently recognized by name on the Center Wall of Honor.
 - c) In addition to 2 above, donors of \$100,000 or more may also elect to have their name displayed in association with specific features of the facility (e.g. a certain room or area), subject to availability.
 - d) To avoid any appearance of commercial influence or conflict of interest, additional due diligence should be taken before recommending the naming of a major named gift opportunity that involves the name of a

business, corporation or a corporate foundation.

DURATION

- a) When a facility that has been named in recognition of a donor has reached the end of its useful life and will be replaced or substantially renovated, the replaced or renovated structure will carry forward the original donor's name in the same manner, or a substantially similar manner, as originally recognized.
- b) Named Gifts may be time-limited at the discretion of the Library or the Donor. The time limitation may be a specifically stated number of years, or based on the functional lifespan of the named entity. The intended time limit for these named gifts is the functional lifespan of the named entity.
- c) Demolishing, substantially remodeling or replacing a named physical entity effectively ends the named gift. Relocating, substantially altering the function of or eliminating an institutional entity effectively ends the named gift.
- d) The Library will make every attempt to contact the Donor or Donor representative to inform them of the pending changes. Plaques and other commemorative items may be preserved to be presented to the Donor or Donor representative as appropriate.
- e) If at any time following the approval of a named gift, extraordinary circumstances develop so that the continued use of that name may substantially compromise the public trust, the Library reserves the exclusive right to discontinue use of the donor's name in association with the library.

DOCUMENTATION

Written notice of a donor's request for a named gift should accompany their written gift commitment. A properly completed campaign pledge form shall suffice as will other written notice from the donor.

In exchange for a verbal gift commitment, which will be followed by a written gift commitment within a reasonable period of time, the Library Board, at its sole discretion, may "Reserve" a named gift opportunity. If the verbal gift commitment is not followed by a written gift commitment in a timely manner, the Library Board reserves the right to release the reserved named gift and make it available to other donors after notifying the initial interested party.

AVAILABILITY

A donor's request for a named gift is subject to availability and named gifts will be

granted to donors on a first come, first served basis. However, if all named gift opportunities at the level of the donor's gift are taken, the donor may elect any combination of available lower level named gifts whose sum total do not exceed the total dollar amount of their gift commitment.

EXCEPTIONS

1. Some potential donors may have specific ideas for commemorating their gift that are not consistent with this Policy. Requests for exceptions to this policy should be discouraged. However, if the gift is sufficient enough and the recognition the donor is requesting would not generally compromise the integrity of this policy or Library or their standing in the community or with its constituents (including past donors), the Library Board may elect to entertain the exception. The board reserves the right to consider donor history, volunteer history, donor capacity, or other circumstances.
2. Before approving any such exception, the Library is required to inform other donors who have made gifts of the same size or greater than the exception gift being considered. It would be the intent of the board, though not the requirement, to seek the consent of those donors before approving the exception.



GIFT AND DONATION POLICY

The Waunakee Public Library welcomes the support of the community through gifts of money or real property. These gifts help enrich and improve public library resources.

1. Authority

- A. According to the Wisconsin State Statutes s. 43.58 (Power & Duties), "the library board shall have exclusive control of the expenditures of all money collected, donated or appropriated to the library fund."
- B. The funds described in this policy are included within the scope of this statement of authority.

2. Types of Gifts and Terms of Acceptance

- A. The Library does not accept gifts of books, pamphlets, periodicals, audiovisual materials, and other items without the approval of the Library Director. Such items will be accepted only if they enhance the library's collection, such as materials relating to local, state, or regional history or culture. Any special collections of gift books that are deemed usable may be integrated into the regular collection rather than be kept together as a separate entity.
- B. Gifts of money, real property, art objects, portraits, antiques, and other museum objects are accepted or rejected on the basis of suitability to the library's mission, décor, and availability of space for display, as well as the understanding that the library has the authority to make whatever disposition is deemed advisable, which may include sale, transfer to another agency, and so forth.
- C. Requirement of special housing or special handling of any item proposed as a gift may render it unacceptable.

3. Deposit Materials

- A. Requests to have materials temporarily housed in the library, i.e., materials that are not outright gifts, will be considered on a case-by-case basis. Generally speaking, such requests will not be honored unless their benefit to the community as determined by the Library

Director outweighs the extraordinary administrative procedures required to service them and they cannot be reasonably be made available to the community through any other source.

4. **Special Library Funds**

- A. The **Library Special Revenue Fund**, designated as the 220 Fund on the Village of Waunakee's Income Statement as maintained by the Finance Director, is where miscellaneous income is deposited. Late fees, lost material revenue and other patron charges for service are deposited here; and associated expenditures will be transacted in Fund 220. The Library Director, under the supervision of the Library Board, may use special revenue fund money on special projects or services.
- B. The **General Library Donation Account**, designated as 100-48540070 on the Village of Waunakee's Income Statement as maintained by the Finance Director, is where monetary contributions from individuals and groups to the library are deposited. Money from the sale of real property, art objects, portraits, antiques, and other museum objects donated to the library will also be deposited in this account.
- C. **The Forever Fund** is an endowment established through the Madison Community Foundation for the purpose of enhancing the library's programming and services. Interest earned annually from this endowment will be used to fund library programming, technology, and staff training.

Adopted December 2, 2016

Revised March 25, 2020

Waunakee Public Library

March 2024

Adult Programs

Saturday Social

Saturday, March 2 - 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.

The Power of Friendships with NPR Legal Affairs Correspondent Nina Totenberg - VIRTUAL

Wednesday, March 6 - 3:00 p.m.

You are invited to an intimate conversation with Nina Totenberg as she talks about her nearly fifty-year friendship with Supreme Court Justice Ruth Bader Ginsburg and her book *Dinners With Ruth: A Memoir on the Power of Friendships*. This program takes place online. See online calendar for link.

Writer's Group

Thursday, March 7 - 1:00 p.m.

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

Cooking with Huma: Harissa Shrimp

Thursday, March 7 - 6:30 p.m.

Join Huma Siddiqui as she teaches us how to cook Harissa shrimp! Recipes provided. Registration required.

Temples of the Egyptian Gods

Monday, March 11 - 6:30 p.m.

For over 2,000 years the Egyptian Pharaohs paid homage to their gods by building lavish temples. Marvel at their immensity as seasoned international traveler, Joe Fahey, explains their meaning, shows you their grandeur and provides a lesson in hieroglyphics as well.

Community Blood Drive

Tuesday, March 12 - 12:30 - 5:30 p.m.

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

20 Years of Dragon-Riding in YA Fantasy with International Bestselling Author Christopher Paolini

Thursday, March 14 - 3:00 p.m. - VIRTUAL

Join us as we chat with bestselling author Christopher Paolini about his return to the World of Eragon with *Murtagh*. This program takes place online. See online calendar for link.

BOOK CLUBS

Wednesday Night Page Turners

Wednesday, March 13 - 6:30 p.m.

Brilliant Life of Eudora Honeysett by Annie Lyons



Books in the Overlook

Tuesday, March 19 - 6:30 p.m.

Bright Young Women
by Jessica Knoll



Brain Health & Aging

Thursday, March 14 - 6:30 p.m.

Join Ellen Taylor, from the ADRC, to find out what happens to our brains as we get older, reduce the risks for dementia, and learn more about age-related memory loss.

Library Offers Mending Services

Monday, March 11 through Friday, March 15

If you have an item of clothing that needs some light mending, drop it off at the library the week of March 11th. Our volunteer will work their magic on them and all items will be ready to be picked up by noon on Saturday, March 16th.

The Sustainable Studio

Monday, March 18 - 6:00 p.m.

Join us as we create decoupage clipboards! Registration required.

Memory Screening

Tuesday, March 19 - 11:00 a.m.

Meet with Ellen from the ADRC for a quick memory screening. Appointments required. Call Courtney @ 608-850-2533 to schedule appointment.

A Good Yarn

Wednesday, March 20 - 10:00 a.m.

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

Intro to Block Printing with Bernie

Monday, March 25 - 6:00 p.m.

In this workshop you will be led through the ideation process, carve your own lino block, and learn how to print multiples on paper! Registration required.

Cooking Class with Thyme Savor Cuisine

Thursday, March 28 - 6:00 p.m.

Join us for a cooking demo from Thyme Savor Cuisine.

Registration required.

March 2024

Waunakee Public Library

Children's Programs

Young & the Restless

* = Registration Required

Saturday, March 2 & 9 - 10:00 a.m.

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

Gentle Heart Kid's Yoga*

Monday, March 4, 11, & 18 - 10:00 a.m.

In this class, we'll embark on a journey of gentle poses, simple stretches, and imaginative play. Ages 1-5.

Pokemon Club

Monday, March 4 - 3:30 p.m.

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

LEGO League

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

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

My First Book Club*

Tuesday, March 12 - 3:30 p.m.

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

STEAM Break*

Wednesday, March 13 - 3:30 p.m.

Make your own fidget spinner and bouncy balls. For grades 1-4.

PAWS to Read*

Thursday, March 14 - 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.

Trinity Irish Dancers

Saturday, March 16 - 12:00 p.m.

The talented & tenacious Trinity Irish Dancers return to demonstrate their jaw-dropping skills and passion for the Irish jig! All ages welcome!

Running Amok*

Monday, March 18 - 3:30 p.m.

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

Kid's Club*

Wednesday, March 20 - 3:30 p.m.

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

Maker Monday*

Monday, March 25 - 3:30 p.m.

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

Open Art Studio

Wednesday, March 27 - 3:30 p.m.

Come flex your creative muscles at our Open Art Studio!

Unicorn Party*

Thursday, March 28 - 10:00 a.m.

Do you love unicorns? So do we! We will have lots of rainbow treats, read unicorn stories, make unicorn crafts, and play unicorn games.

Unicorn enthusiasts are invited to dress up in their most magical outfits and bring any unicorn stuffy friends along to participate! Grades K-4.

Storycrafters*

Saturday, March 30 - 10:00 a.m.

Meet at the library for a story, song, and a craft! This program is

Storytimes

Little Bodies, Big Feelings

Friday, March 1 @ 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, March 8 @ 9:45 a.m.

Baby Time

Wednesdays, March 6, 13, & 20 @ 9:45 a.m.

Ages 0-1.

Preschool Storytime

Tuesdays, March 5, 12, & 19 @ 9:45 a.m.

Wednesdays, March 6, 13, & 20 @ 10:45 a.m.

Ages 3-5.

Tiny Tots

Tuesdays, March 5, 12, & 19 @ 10:45 a.m.

Thursdays, March 7, 14, & 21 @ 9:45 a.m.

Ages 1-3 & caregiver.

Jammie Jams

Monday, March 4, 11, & 18 @ 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, March 15 & Saturday, March 23 @ 9:45 a.m.

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

TEEN Programs

Crafternoon: Dragon Eggs

Saturday, March 2 @ 2:00 p.m.

Have you ever wanted your own dragon? Well, we can't give you that, but we *can* help you make a shiny, metallic dragon egg!

Preteen Book Club

Wednesday, March 6 @ 6:30 p.m.

This month, we're reading *Rez Dogs* by Joseph Bruchac.

Diagnostic ACT for Sophomores*

Tuesday, March 12 @ 8:00 a.m.

Sophomores, sign up now for a free ACT diagnostic test!

TACOS

Friday, March 15 @ 4:00 p.m.

TACOS members- it's our monthly meeting!

Crafternoon: Soap Carving

Tuesday, March 19 @ 4:30 p.m.

Get a taste of carving! We'll be turning soap into sculptures.

Anime Club

Tuesday, March 26 @ 4:30 p.m.

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