



## **LIBRARY BOARD MEETING**

**Waunakee Public Library Board Room**

**Friday, March 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 February 21, 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 revised Study Room and Study Pod Policy**
  - B. Discuss and Approve revised Meeting Room Policy**
  - C. Discuss and Approve revised Appropriate Behavior Policy**
- VIII. Adjourn**

**Next Library Board meeting:** Friday, April 18, 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**

**Friday, February 21- 7:45AM**

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

- I. **Call to order:** Cathy Sheffield called the meeting to order at 7:45 AM
- II. **Roll Call:**
  - A. **Roll call:** Present: Jean Elvekrog, Kathy Grosskopf, Annie Ballweg, Cathy Sheffield, Carolina Quintana-Kuether and Library Director Erick Plumb.  
Excused: Melissa Hill and Sam Kaufmann
  - B. **Guests:** No
- III. **Public Comment** No public comment
- IV. **Approval of the consent agenda** Annie made a motion to approve. Jean seconded. Passed.
- V. **Director's Report** The Winter Reading Program was a success with a record level of participants. In the next two weeks the Pilar Booths will be delivered. Both booths will be installed upstairs, one off of the Historical area and one off of the nook. The process has begun for redesigning the website. The process of digitizing WPL's historical collection is finally becoming reality. Chelsea Severin will be taking the lead on this large project. We will discuss the Community Hall rental procedures and policies at the March meeting.
- VI. **Old Business**
  - A. **Friends of the Library Update** Pi Day planning is underway, for March 14 9:00-noon or until sold out. Pies will sell for \$18.00.
- VII. **New Business**
  - A. **Discuss and Approve 2024 DPI Annual Report** Jean made a motion to approve. Cathy seconded. Passed.
- VIII. **Adjourn** Jean adjourned the meeting at 8:06 AM

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

## February 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	0.00
	<b>Total</b>	<b>0.00</b>
	<b>Total</b>	<b>0.00</b>
<u>100-551400-290 Leased items</u>		
	Gordon Flesch	366.41
		0.00
	<b>Total</b>	<b>366.41</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	45.28
	UPS Store	0.00
	<b>Total</b>	<b>45.28</b>
<u>100-551400-320 Publications, subscriptions and dues</u>		
	Wall Street Journal	0.00
	State of Wi	0.00
	Amazon	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	11.65
	Dunkin	26.98
	Amazon	318.00
	Michaels	0.00
	Dollar Tree	0.00
	Samira Alvarez Gretzinger	100.00
	Menards	22.58
	Huma Siddiqui-Seitz	400.00
	Costco	0.00
	Culvers	25.00
	Rashmi Sharma	150.00
	Jamie Statz-Paynter	147.00
	Minuteman Press	0.00
	Ace Hardware	21.98
	Post Office	0.00
	<b>Total</b>	<b>1,223.19</b>
<u>100-551400-341 Equipment</u>		

	Minuteman Press	0.00
	Amazon	0.00
	Nassco	0.00
	TBS	640.00
	SCLS	0.00
<u>100-551400-350 Repairs and maint</u>	<b>Total</b>	<b>640.00</b>
	<b>Total</b>	<b>0.00</b>
<u>100-551400-380 Adult books</u>		
	Amazon	216.46
	Baker and Taylor	4,328.02
	Barnes and Noble	0.00
	Dane County Library Service	0.00
	<b>Total</b>	<b>4,544.48</b>
<u>100-551400-381 Juvenile books</u>		
	Amazon	0.00
	Baker and Taylor	2,061.83
	Penworthy	0.00
	The Dot Central	0.00
	<b>Total</b>	<b>2,061.83</b>
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	0.00
	APG Media	0.00
	<b>Total</b>	<b>0.00</b>
<u>100-551400-384 - Digital Materials &amp; Computer Software</u>		
	Slack	79.18
	Kanopy	137.75
	T-Mobile hotspots	123.20
	Verizon -Hotspots	200.05
	CDW - Adobe	0.00
	<b>Total</b>	<b>540.18</b>
<u>100-551400-385 Kit supplies</u>		
	Amazon	334.26
	Minuteman Press	76.46
	Target	0.00
	Walmart	0.00
	LL Bean	0.00
	Wall Monkeys	0.00
	<b>Total</b>	<b>410.72</b>
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	381.55
	Midwest Tape	67.70
	Amazon	0.00
	Findaway	0.00
	<b>Total</b>	<b>449.25</b>
<u>100-551400-387 Videos</u>		
	Amazon	319.34
	Midwest Tape	11.24
	Debbie Howard	0.00
	Greta Productions	0.00
	<b>Total</b>	<b>330.58</b>
<u>100-551400-390 Other</u>		
	Amazon	420.53
	Office Depot	198.97
	Azuradisc	0.00
	Walmart	78.28
	Pig	0.00
	Demco	350.17
	Thermal Paper Direct	0.00
	Uline	0.00

ef

<u>100-551400-391 Personnel</u>	<b>Total</b>	<b>1,047.95</b>
<u>100-551400-392 Public relations</u>	<b>Total</b>	<b>0.00</b>
	Minuteman Press	0.00
	Mailchimp	96.00
	Waunakee Rotary	0.00
<u>100-551401-210 Building serices</u>	<b>Total</b>	<b>96.00</b>
	Master Building Solutions	6,551.50
	Midwest Alarm	0.00
	Otis Elevator Company	0.00
	Bruce Company	0.00
	JF Ahern	255.00
	CJ's Lawn & Snow	0.00
	<b>Total</b>	<b>6,806.50</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	0.00
	Gordon Electric Supply	0.00
	Master Building Solutions	0.00
	USA Clean	0.00
	Fearings	556.00
	<b>Total</b>	<b>556.00</b>
<u>220 fund</u>		
	Demco	1,028.04
	Library Market	7,500.00
	Tee Public	0.00
	<b>Total</b>	<b>8,528.04</b>
	<b>Month Total</b>	<b>27,646.41</b>



VILLAGE OF WAUNAKEE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY OPERATIONS</u>						
100-551400-110 LIBRARY FULL TIME	35,497.44	66,417.47	440,455.00	374,037.53	15.08	74,210.27
100-551400-120 LIBRARY PART TIME	34,343.64	63,006.84	439,106.00	376,099.16	14.35	55,030.86
100-551400-130 LIBRARY FICA	5,040.98	9,789.58	67,290.00	57,500.42	14.55	9,381.37
100-551400-131 LIBRARY RETIREMENT	3,482.10	6,882.71	44,560.00	37,677.29	15.45	6,609.48
100-551400-132 LIBRARY HEALTH	13,082.06	37,770.42	173,958.00	136,187.58	21.71	36,839.07
100-551400-133 LIBRARY LIFE	68.34	205.02	831.00	625.98	24.67	212.55
100-551400-134 LIBRARY DENTAL	.00	.00	9,182.00	9,182.00	.00	2,283.63
100-551400-210 LIBRARY OUTSIDE SERVICES	.00	.00	1,296.00	1,296.00	.00	.00
100-551400-219 LIBRARY AUTOMATION LEVY	165.00	71,386.00	71,386.00	.00	100.00	72,018.00
100-551400-225 LIBRARY COMMUNICATIONS	766.72	766.72	9,120.00	8,353.28	8.41	731.02
100-551400-290 LIBRARY LEASED ITEMS	611.33	611.33	9,298.80	8,687.47	6.57	552.00
100-551400-292 LIBRARY MAINTENANCE CONTRACTS	.00	6,341.18	2,477.00	( 3,864.18)	256.00	2,107.40
100-551400-311 LIBRARY POSTAGE	182.62	203.77	1,800.00	1,596.23	11.32	746.41
100-551400-320 LIBRARY PUBS/SUBS/DUES	.00	82.29	3,114.00	3,031.71	2.64	4,053.04
100-551400-330 LIBRARY TRAVEL/TRAINING	.00	.00	3,500.00	3,500.00	.00	.00
100-551400-340 LIBRARY PROGRAMS	1,078.33	1,845.60	40,000.00	38,154.40	4.61	6,148.34
100-551400-341 LIBRARY EQUIPMENT	.00	.00	9,000.00	9,000.00	.00	1,961.73
100-551400-380 LIBRARY ADULT BOOKS	4,104.75	4,889.59	52,500.00	47,610.41	9.31	2,918.62
100-551400-381 LIBRARY JUVENILE BOOKS	1,287.90	2,019.90	29,500.00	27,480.10	6.85	4,189.83
100-551400-383 LIBRARY SERIAL SUBSCRIPTIONS	178.30	297.30	8,717.00	8,419.70	3.41	79.99
100-551400-384 LIBRARY COMPUTER SOFTWARE	11,176.55	11,281.05	23,302.00	12,020.95	48.41	10,144.49
100-551400-385 LIBRARY KIT SUPPLIES	99.32	737.71	4,500.00	3,762.29	16.39	730.65
100-551400-386 LIBRARY AUDIO MATERIALS	272.45	344.92	9,500.00	9,155.08	3.63	661.64
100-551400-387 LIBRARY VIDEOS	448.72	1,369.94	8,000.00	6,630.06	17.12	891.20
100-551400-390 LIBRARY OTHER	764.74	1,212.21	16,000.00	14,787.79	7.58	898.77
100-551400-392 LIBRARY PUBLIC RELATIONS	89.50	225.50	6,000.00	5,774.50	3.76	45.00
<b>TOTAL LIBRARY OPERATIONS</b>	<b>112,740.79</b>	<b>287,687.05</b>	<b>1,484,392.80</b>	<b>1,196,705.75</b>	<b>19.38</b>	<b>293,445.36</b>
<u>LIBRARY BUILDING</u>						
100-551401-110 LIBRARY BLDG FULL TIME	.00	.00	54,781.00	54,781.00	.00	9,939.40
100-551401-120 LIBRARY BLDG PART-TIME	3,423.56	6,609.96	31,025.00	24,415.04	21.31	4,071.94
100-551401-121 LIBRARY BLDG OVERTIME	.00	.00	.00	.00	.00	669.00
100-551401-130 LIBRARY BLDG FICA	261.92	534.53	6,564.00	6,029.47	8.14	1,113.29
100-551401-131 LIBRARY BLDG RETIREMENT	.00	.00	3,807.00	3,807.00	.00	731.98
100-551401-132 LIBRARY BLDG HEALTH	.00	.00	23,559.00	23,559.00	.00	4,683.92
100-551401-133 LIBRARY BLDG LIFE	.00	.00	85.00	85.00	.00	15.31
100-551401-134 LIBRARY BLDG DENTAL	.00	.00	2,128.00	2,128.00	.00	491.91
100-551401-210 LIBRARY BLDG SERVICES	2,635.00	2,635.00	29,903.00	27,268.00	8.81	1,987.38
100-551401-220 LIBRARY BLDG UTILITIES	1,746.29	1,746.29	21,000.00	19,253.71	8.32	1,710.91
100-551401-221 LIBRARY BLDG GAS HEAT	2,447.43	4,871.53	19,200.00	14,328.47	25.37	3,370.68
100-551401-341 LIBRARY BLDG EQUIPMENT	972.98	972.98	.00	( 972.98)	.00	.00
100-551401-350 LIBRARY BLDG REPAIRS/MAINT	721.48	721.48	21,000.00	20,278.52	3.44	1,582.91
100-551401-390 LIBRARY BLDG OTHER	429.88	429.88	200.00	( 229.88)	214.94	200.00
<b>TOTAL LIBRARY BUILDING</b>	<b>12,638.54</b>	<b>18,521.65</b>	<b>213,252.00</b>	<b>194,730.35</b>	<b>8.69</b>	<b>30,568.63</b>

6

VILLAGE OF WAUNAKEE  
BALANCE SHEET  
FEBRUARY 28, 2025

LIBRARY SPECIAL REVENUE FUND

ASSETS

220-11110	COMMINGLED CASH	123,564.33	
220-11801	CASH ON HAND	2,006.27	
TOTAL ASSETS			125,570.60

LIABILITIES AND EQUITY

FUND EQUITY

220-34300	FUND BALANCE	141,395.77	
BEGINNING FUND BALANCE		141,395.77	
REVENUE OVER EXPENDITURES - YTD		( 15,825.17)	
TOTAL FUND EQUITY			125,570.60
TOTAL LIABILITIES AND EQUITY			125,570.60



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

Fund Statement: 1/1/2025 through 1/31/2025

<b>Beginning Balance</b>	<b>335,755.74</b>
<b><u>Contributions/Gifts</u></b>	
Contributions*	485.20
Transfers In	0.00
<b>Total Contributions</b>	<b>485.20</b>
<b><u>Portfolio Gains (Losses)</u></b>	
Interest & Dividends	65.92
Unrealized Gain / Loss	5,242.85
Realized Gain / Loss	250.99
Investment Expenses	(43.97)
<b>Total Portfolio Gains (Losses)</b>	<b>5,515.79</b>
<b><u>Grants/Distributions</u></b>	
Grants/Distributions	0.00
Transfers Out	0.00
MCF Support	(279.72)
<b>Total Grants/Distributions</b>	<b>(279.72)</b>
<b>Ending Fund Balance</b>	<b>341,477.01</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%.

8



# WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

February 2025

	2025			2024		% Change	% Change	YTD
	February	Prev Month	Yr-to-date	February	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	28	30	58	29	56	-6.7%	N/A	N/A
<b>CIRCULATION</b>								
Physical circulation	22,854	24,829	47,683	22,422	45,173	-8.0%	1.9%	5.6%
Digital circulation	5,468	6,111	11,579	4,979	10,428	-10.5%	9.8%	11.0%
Library Total	28,322	30,940	59,262	27,401	55,601	-8.5%	3.4%	6.6%
Per Day library was open	1,012	1,031	2,043	945	1,989	-1.9%	7.1%	2.7%
Average of Deforest, Monona and Verona libraries	24,631	27,045	51,676	25,738	52,386	-8.9%	-4.3%	-1.4%
<b>By Category</b>								
Books								
Juvenile Fiction	3,195	3,250	6,445	2,927	5,900	-1.7%	9.2%	9.2%
Juvenile Non-Fiction	1,593	1,582	3,175	1,590	3,067	0.7%	0.2%	3.5%
Easy Readers	1,741	1,713	3,454	1,661	3,355	1.6%	4.8%	3.0%
Picture books	4,587	5,127	9,714	4,376	9,091	-10.5%	4.8%	6.9%
Total Juvenile	11,116	11,672	22,788	10,554	21,413	-4.8%	5.3%	6.4%
Young Adult	696	676	1,372	655	1,367	3.0%	6.3%	0.4%
Adult Fiction	3,286	3,516	6,802	2,959	6,100	-6.5%	11.1%	11.5%
Adult non-Fiction	2,346	2,773	5,119	2,618	5,145	-15.4%	-10.4%	-0.5%
Large print	864	1,015	1,879	813	1,639	-14.9%	6.3%	14.6%
Total Adult	6,496	7,304	13,800	6,390	12,884	-11.1%	1.7%	7.1%
Magazines	441	547	988	375	772	-19.4%	17.6%	28.0%
Audio	710	843	1,553	798	1,556	-15.8%	-11.0%	-0.2%
DVD and Blu-ray	2,170	2,524	4,694	2,506	4,917	-14.0%	-13.4%	-4.5%
Software and video games	196	264	460	190	348	-25.8%	3.2%	32.2%
Kits	906	864	1,770	814	1,681	4.9%	11.3%	5.3%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	62	64	126	77	139	-3.1%	-19.5%	-9.4%
E-books	5,468	6,111	11,579	4,979	10,428	-10.5%	9.8%	11.0%
% of total circulation	19.3%	19.8%	19.5%	18.2%	18.8%	-2.3%	6.2%	N/A
<b>PROGRAMS</b>								
Children								
Number	39	39	78	40	78	0.0%	-2.5%	0.0%
Attendance	1,256	1,228	2,484	1,337	2,371	2.3%	-6.1%	4.8%
Young adult								
Number	7	6	13	6	11	16.7%	16.7%	18.2%
Attendance	17	34	51	34	69	-50.0%	-50.0%	-26.1%
Adult								
Number	22	23	45	19	39	-4.3%	15.8%	15.4%
Attendance	342	289	631	347	643	18.3%	-1.4%	-1.9%
<b>NEW PATRONS ADDED</b>								
	n/a	83	#VALUE!	86	220	#VALUE!	#VALUE!	#VALUE!
<b>PUBLIC MEETING ROOM BOOKINGS</b>								
	30	31	61	34	66	-3.2%	-11.8%	-7.6%
<b>STUDY ROOM BOOKINGS</b>								
	558	690	1248	569	1052	-19.1%	-1.9%	18.6%
<b>PUBLIC PC SESSIONS</b>								
	353	429	782	408	748	-17.7%	-13.5%	4.5%
<b>UNIQUE WIRELESS USERS</b>								
	1,562	1,738	3,300	1,622	3,296	-10.1%	-3.7%	0.1%
<b>CURBSIDE TRANSACTIONS</b>								
	31	37	68	46	77	-16.2%	-32.6%	-11.7%
<b># OF VISITORS TO LIBRARY</b>								
	12,419	12,941	25,360	13,890	25,610	-4.0%	-10.6%	-1.0%

9

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

**Library Activity in February/March**

- Our two Study Pods were delivered and installed early in March. The pods are a nice complement to our existing – and very well-utilized - study rooms. Beyond patron use, staff that share office space have found them useful, particularly for zoom calls.
- We hosted the Friends of the Library's annual Pi Day at the Library on March 14. The Friends sold out 90 pies in less than 90 minutes! The fundraiser made \$1960 for the Friends. Many thanks to the volunteer bakers and workers that made the event a success again!
- The Library hosts the Spring Election on Tuesday, April 1. We hosted a Red Cross Community Blood Drive on March 11 with 49 donors.
- Please note the impressive statistics Amy cites in her report below for adult programming in February. Between in-person and virtual programs, over 500 people attended, which, if not a record, is close.
- In our continued effort to boost our Local History section, we have created a Local History Scanning Station with a new scanner and table. Several staff members will devote themselves to continuing to digitize our local history collections, as we seek to expand those collections.
- I had a quarterly Maintenance Meeting with Jeff Witt and head of Public Works Bill Frederick. I relayed that we remain very gratified with how our maintenance is going and we discussed small projects and upgrades that we will be pursuing in the coming weeks and months. We also discussed longer term initiatives such as beginning to build a priority list for a Capital Replacement Plan for the building. We also discussed planning for the 2026 budget cycle, where we will seek new positions such as a "Building Attendant" that could staff the building during non-library events after hours and an additional Building Caretaker so that we may get to our goal of having custodial services seven days per week. I inquired about adding traffic calming feature at the eastern portion of the drive/parking lot, such as a speed bump or pedestrian crossing signs in the middle of the drive. I also requested that we look at adding a new accessible ramp to our entry walkway nearest the flag pole.
- I will attend the SCLS All Director meeting on March 20 where a recommendation will be made by a work group as to replace the system's computer cataloging and circulations system (called an ILS in library-jargonspeak). The system adopted our current software, the semi-open-sourced Bibliovations, in 2011, to much tumult. I remain neutral as to whether to pursue another vendor, but am cautious of switching due to the chaotic switch we experienced fourteen years ago.
- A quick update on how Community Hall rentals are going with our new Events Coordinator. In 2024, we received \$1,500 in room rental fees in January and February. In 2025, we have made \$4,047.50 during the same time period. While I want to temper my enthusiasm for cold-hearted profit-seeking, this is an encouraging sign of what is possible.

**Youth Services Report by Brittany Gitzlaff**

February was a busy month with many exciting opportunities. We had all first-grade classes from Heritage and Arboretum come in for field trips. We went on a tour, shared a story, and everyone was given time to browse and pick out a book to check-out, and take back to school with them. We were also happy to host the final Big Read Celebration for the elementary schools again. Families were invited to participate in fun activities and crafts as they finished up an interactive book club at school. The Village-wide scavenger hunt this month was super popular, with well over 200 kids completing their searches. The teens were busily working on their collaborative art projects that will both be on display in the library in the coming months.

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

This month, our adult programs saw great engagement! We collaborated with Create Waunakee to bring back the Community Art Swap and had a great event with over 135 attendees. Our recurring programs along with presentations from Diane Ballweg, traveler Joe Fahey, and local author Cameron Gillie brought out a total of 342 in-person attendees for adult programs in February. Kelli joined me for two of the programs to learn our process, and she will take over several Thursday evening programs starting in March. I continue to plan future programs, including a Fall local author showcase with Writers Group leaders George Morrison and Jerry McGinley.

I am working with Maddy to add folders to the memory kits with local resources for caregivers and people living with dementia. I am also working with Andrea to update Community Hall materials. Laura and I started the website development process with LibraryMarket. **The launch date is tentatively set for August 19th!** I also attended several webinars from the Wild Wisconsin Winter Web Conference on management and communications.

**Random happy image of the month:**





*Library Assistant Beth D. shows off the Local History Scanning Desk that she assembled.*



## STUDY ROOM AND STUDY POD POLICY

(Revisions in italics.)

As a public institution, the Waunakee Public Library encourages use of its private meeting and study spaces by community groups and community members. The Waunakee Public Library offers nine study rooms of various sizes and features for use by individuals or small groups. *The library also has two enclosed single-user study pods available on the second floor.*

The library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with library policies. The Waunakee Public Library's Behavior Policy applies to programs or meetings held within study and *meeting spaces* at all times. Use of meeting and study rooms should not interfere with the normal functions of the library or use by library customers. Library staff will have free access to rooms at all times. Lights are to remain on at all times unless they interfere with use of A/V equipment. Exceptions to the Study Room & Study Pod Policy may be made at the discretion of library management.

There are nine study rooms in the library *available for library customers to reserve*. Two are located in the Children's Area on the first floor. Seven study rooms are located on the second floor. Study Room One is in the Young Adult Section and is generally reserved for use by teen and pre-teen library patrons (with exceptions made by library management).

### General Guidelines for Study Room Usage

Study Rooms are available for public use only during the library's open hours. All users of Study Rooms must vacate the rooms ~~45~~ 5 minutes prior to the library's closing time.

Study Rooms are available on a first-come, first-served basis; however, library users are strongly encouraged to reserve the use of a study rooms in advance on the library's website or in person with a librarian before entering a room. The library will hold a Study Room or Pod reservation for no more than ten minutes if a patron booking a room is not present at the beginning of a reserved time period. The library may limit Study Room or Pod usage to two hours per session, depending upon availability.

User and attendees will:

- Not disrupt the use of the library by others.
- Set up and return room to its former arrangement when finished.
- Put all refuse in trash receptacles provided.
- Affix nothing to walls or doors.
- Not block fire exits in any way.
- Not exceed designated maximum room capacity. Room Capacity is posted on each study room doorway.
- Leave room in good condition.

- *Users of Study Pods will refrain from eating inside the pods. Beverages must be covered within the space.*

Study Room & Study Pod Users that do not abide by the General Guidelines above may have their access to private study and meeting spaces restricted by the Library Director.

### **Equipment**

Users are responsible for any damage to library-owned equipment or furniture. The library is not responsible for any damage to equipment brought into the building.

*Approved by the Waunakee Public Library Board, June 17, 2022*

*Revised September 15, 2023*

*Reviewed and Revised on March 21, 2025*





## MEETING ROOM POLICY

*Revisions in italics.*

As a public institution, the Waunakee Public Library encourages use of its meeting rooms by community groups and community members. The Waunakee Public Library offers rooms of various sizes and features for use by small to large groups. The Meeting Room Policy refers to usage of the Library's Board Room, Small Conference Room, and Living Room. Study Room usage will be governed by the Study Room Policy. Community Hall usage will be governed by the Community Hall Usage Policy.

Meeting rooms are made available to the public regardless of the beliefs or affiliations of individuals or groups requesting their use, and use of the library's rooms does not constitute the Waunakee Public Library's endorsement or advocacy of a meeting's content or an individual/group. Library meeting room use may include content that may be unorthodox, unpopular with the majority, or controversial in nature. The library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights.

The library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with library policies. The Waunakee Public Library's Behavior Policy applies to programs or meetings held within meeting and study rooms at all times. Use of meeting and study rooms should not interfere with the normal functions of the library or use by library customers. Library staff will have free access to rooms at all times. Lights are to remain on at all times unless they interfere with use of A/V equipment. Exceptions to the Meeting Room Policy may be made at the discretion of the Library Director.

### **General Guidelines for meeting rooms (Board Room, Living Room, and Small Conference Room)**

Meetings are to take place during regular library hours and must end 15 minutes before the library's scheduled closing time. Exceptions may be made with the approval of library management.

User and attendees will:

- Not disrupt the use of the library by others.
- Set up and return room to its former arrangement when finished.
- Put all refuse in trash receptacles provided.
- Affix nothing to walls without approval of library management.
- Not block fire exits in any way.
- Not exceed designated maximum room capacity.
- Leave area in good condition.
- *Not serve or consume alcoholic beverages during a meeting without prior approval of the Library Director.*

Persons attending meetings are subject to library rules, regulations, and policies. Groups who disturb library activity or library users will be denied future use of meeting rooms. Library staff may enter and remain in a meeting room at any time during a meeting.

### **Limitations**

Meeting rooms may not be used for:

~~• Canvassing or collecting signatures for a political campaign are not permitted on the Library's grounds, per the Library Behavior Policy.~~

- Programs for which there is an admission charge or ones designed as fund-raisers, except by prior permission of the Waunakee Public Library Board.
- Any purpose which may interfere with the regular operation of the library.
- Meetings with people under 18 years of age without adult supervision.
- Storage of materials or equipment.

### **Equipment**

Users are responsible for any damage to Library-owned equipment or furniture. The Library is not responsible for any damage to equipment brought into the building.

### **Reservation Priorities for meeting rooms (Board Room, Living Room, and Small Conference Room)**

Groups must complete a Room Reservation Form in print or on the Library's website to reserve or rent a Meeting Room. Reservations must be made by a responsible member of the organization, over 18 years old, who will see that all the regulations are followed. If more than one group requests a room for the same time, priority will be given as follows:

1. Library programming or library-related meetings;
2. Other organizations in order by date of application and payment received. Rooms may be reserved no more than 90 days in advance of the meeting date. Exceptions are also made for library-sponsored programs and meetings of Village of Waunakee government. The Library reserves the right to pre-empt reservations; however, the Library will not preempt within 2 weeks of the scheduled meeting date. The library reserves the right to close and cancel use of its meeting rooms in the event of an emergency due to weather conditions or if rooms need repair.

### **Hold Harmless Agreement**

User must abide by rules stated in this policy, indemnify the library from any damage caused by user, and hold the Library, the Village of Waunakee and its employees, free from any liability.

### **Disclaimer**

The fact that a group is permitted to use a library meeting room does not in any way constitute endorsement of the group's policies or beliefs by the Library. No advertisements or announcements implying such endorsements will be permitted. The Library's logo must not be used on any promotional

material unless approved by the Library Director. The Library Director or his/her designee may consider exceptions to any aspect of this policy.

*Approved by the Waunakee Public Library Board, June 21, 2019*

*Amended June 17, 2022*

*Reviewed and Revised on March 21, 2025*





## APPROPRIATE BEHAVIOR POLICY

*Revisions in italics.*

### **I. Purpose of Policy**

The purpose of this policy, adopted by the Waunakee Public Library Board of Trustees in accordance with Wisconsin Statute 43.52(2), is to establish rules and regulate the use of the library so everyone can share its resources in a clean, safe, and welcoming environment.

### **II. Definitions and Guidelines**

- A. These behavior rules apply to the facility, grounds, and parking lots of the Waunakee Public Library and to all persons in or on the premises.
- B. Persons violating these rules may be asked by any staff member to alter their behavior or to leave the premises. Any library staff member may bar a patron in violation of this policy from using the library for up to one day. Staff will submit a brief written report of the behavior to the Library Director. Any illegal activity will be reported to law enforcement immediately.
- C. If warranted, the Library Director or their designee may bar the patron from using the library for a further amount of time. Official written notice barring the patron from using the library will be sent to the last known address of the patron when possible.
- D. Patrons may appeal the decision of the Library Director to the Waunakee Public Library Board of Trustees in writing. Upon receipt of the appeal, discussion will be scheduled on the agenda of the next regularly scheduled meeting of the Library Board of Trustees. Their decision will be final.
- E. Persons on library premises while they are barred will be criminally trespassing and law enforcement will be notified. An exception will be made for a patron attending the Library Board of Trustees meeting in which their appeal is being discussed.

### **III. Behavior Rules**

The rights of individuals to use the library should not be abridged or denied. To guarantee these rights for all persons, no library patron shall engage in the following prohibited behaviors:

- 1. Committing or attempting to commit any activity that would constitute a violation of any federal, state, or local criminal statute or ordinance including theft of library items.
- 2. Directing a specific threat of physical harm against an individual, group of individuals, or property.
- 3. Uttering profane, obscene, or offensive language.

4. Engaging in sexual contact, activities, or conduct.
5. ~~Being in a state of intoxication that causes a public disturbance.~~ *Possessing, selling, distributing, consuming, or being under the influence of any alcoholic beverage or controlled substance.*
6. Damaging or defacing public property.
7. Stealing or hiding materials to prevent their usage by others.
8. Using tobacco products of any kind, including e-cigarettes and other similar devices, in the building or within fifty feet of entrances and exits.
9. Bringing firearms or other weapons as defined by Wisconsin State Statutes (concealed or otherwise) into the building, except for firearms carried by authorized law enforcement personnel. This policy shall be posted per Wisconsin state law at all building entrances.
10. Engaging in conduct that disrupts or interferes with the normal operation of the library or disturbs library staff or patrons.
11. Engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature to library users or staff including stalking, prolonged staring at, or following another with the intent to annoy or disturb.
12. Entering non-public areas of the library without permission.
13. Bringing bicycles, scooters, skateboards, hoverboards, and other similar items into the library. Items should be locked outside or may be stowed in the staff areas with permission of library staff.
14. Refusing to follow the reasonable directions of library staff.
15. Selling, soliciting, petitioning, distribution of materials for any purpose is prohibited. Citizens seeking nomination for public office *or for a campaign* may not solicit for signatures *in common public areas in the library building and grounds such as the parking lots, entrance walkway, vestibule, lobby, walking paths, playground, or other open areas of the building or grounds that are available to all library users.* *Signature solicitation and gathering is allowed in private meeting or study rooms that may be reserved for such purposes. No partisan signage may be displayed in or near the reserved meeting or study room, however. Canvassing is also allowed on public sidewalks along the surrounding streets.*
16. Consuming food or drink that creates a nuisance because of odor or mess. Library staff are authorized to determine if a particular food or drink item is not appropriate for a particular location, such as near library equipment, shelving, or in an enclosed study room. *Food and uncovered drinks are prohibited in the enclosed Study Pods.*
17. Bringing animals into the library, with the exception of service animals and service animal trainees, unless part of a library event. Emotional support or companion animals are not allowed inside the library.
18. Leaving an animal tethered and unattended on the library premises.
19. Sleeping in the library for an extended period of time or that creates a disturbance.
20. Leaving one or more children under the age of 8 unsupervised or unattended in or on the library premises (see Child Safety Policy).
21. Not wearing shoes or shirt within the library.

22. Remaining in the building following closing without permission of library staff.
23. Adults sitting in areas designated for use by teens and children, such as the Young Adult Room and Study Room 1. Adults may browse the Young Adult collections but must be accompanied by a young adult or child to sit and work in these areas.
24. Disturbing others because of offensive body odor or strongly scented personal products.
25. Bathing, shaving, and other personal grooming activities.

This policy replaces any previous policy regarding behavior in the library.

Adopted May 20, 2022

Reviewed October 11, 2024

Reviewed and Revised March  
21, 2025



March 2025

# Waunakee Public Library

## Kids Programs

\* = Registration Required

### 3/1 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.

### 3/3 Pokemon Club

3:30pm | Storytime room

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

### 3/4 UnBook Club\*

3:30pm | Storytime room

We will discuss our favorite books, do an activity, and have time to read and enjoy a snack! Grades 3-4.

### 3/5 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.

### 3/8 Explorando en Español: with author Samira Álvarez

10:00am | Storytime room

Join us for a special bilingual event inspired by author Samira Alvarez and her book "Así Respiro."

### 3/11 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.

### 3/12 STEAM Break: UW Biomedical Engineering Visit\*

3:30pm | Storytime room

This month we welcome graduate students from UW-Madison's Biomedical Engineering school. Grades 1-4.

### 3/15 Trinity Irish Dancers

11:00am | Community Hall

These talented dancers return to demonstrate their jaw-dropping skills and passion for the Irish jig! All Ages.

### 3/19 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.

### 3/20 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.

### 3/24 Maker Monday\*

3:30pm | Storytime room

For kids who love art & want more hands-on time to try out different techniques & materials. Grades 1-4.

### 3/26 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.

### 3/27 & 3/28 Museum Escape Room - Family\*

3/27 @ 3:30pm; 3/28 @ 2:00pm or 3:30pm | Storytime room

You're trapped! You've been locked in the museum and you're the only people around! Can you escape without being caught?

## Storytimes

### Baby Time (Ages 0-1)

WEDNESDAY 9:45AM | 3/5, 3/12, 3/19, 3/26

### Preschool Storytime (Ages 3-5)

TUESDAY 9:45AM | 3/4, 3/11, 3/18, 3/25

WEDNESDAY 10:45AM | 3/5, 3/12, 3/19, 3/26

### Tiny Tots (Ages 1-3)

TUESDAY 10:45AM | 3/4, 3/11, 3/18, 3/25

THURSDAY 9:45AM | 3/6, 3/13, 3/20, 3/27

### Jammie Jams

MONDAY 6:30PM | 3/3, 3/10, 3/17, 3/31

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 3/7

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 | 3/14

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

### All Ages Storytime

FRIDAY 9:45AM | 3/21

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

### Storycrafters

SATURDAY 10:00AM | 3/29

Meet at the library for a story, song, and a craft! This program is recommended for all ages and their caregiver.

## Teen Programs

### 3/5 Preteen Book Club

6:30pm | Living Room

Reading *The Night War* by Kimberly Brubaker Bradley.  
Grades 5-8.

### 3/13 Teen Book Club

6:30pm | Living Room

Reading *The Radium Girls* by Kate Moor (YA Version).  
Grades 8+.

### 3/11 ACT Diagnostic Day for Sophomores\*

8:00am | Community Hall

This diagnostic will help you work out some test taking jitters as well as help you focus your studying!

### 3/14 Teen Late Night Hangout\*

6:30pm

It's time for a late night lock-in at the library. We will have food, movies, video games, button making, and more! Grades 5-12.

### 3/18 Crafternoon: Reverse Coloring

4:30pm | Storytime Room

Have you ever colored in reverse? We'll put the color down and then draw the lines around it! Grades 5-12.

### 3/21 TACOS

4:00pm | Board Room

TACOS members, it's our monthly meeting!

### 3/25 Anime Club

4:30pm | Storytime Room

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

### 3/27 Museum Escape Room - Teens\*

2:00pm | Storytime Room

You're trapped! You've been locked in the museum and you're the only people around! Can you escape without being caught?



March 2025

# Waunakee Public Library

## Adult Programs

\* = Registration Required

### 3/1 Saturday Social

9:00am | Den

Get to know your neighbors with complimentary coffee and donuts!

### 3/5, 3/19 Yoga for Beginners

10:00am | Community Hall

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

### 3/5, 3/19 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!

### 3/6, 3/13, 3/20, 3/27 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!

### 3/6 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!

### 3/6 Demystifying Estate Planning

6:30pm | Community Hall

What is Estate Planning? What is Probate? How do I create a plan for my future that provides for loved ones, brings peace of mind, and makes my wishes known? We'll answer these questions and explore documents that make up an Estate Plan.

### 3/11 Community Blood Drive

12:30pm | Community Hall

The Library is hosting a Red Cross Blood Drive 12:30 - 5:30pm. This month, donors will receive a \$10 gift card! To sign up, visit the link on our website.

### 3/12 Author Talk with Dan Heath\*

1:00pm | Virtual

Join us for an enlightening conversation with bestselling author Dan Heath as he talks with us about his newest book, *Reset: How to Change What's Not Working*.

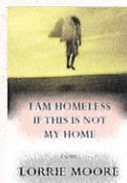
### 3/13 Medicare 101

6:30pm | Community Hall

Retirement specialist Jake Zimmermann will discuss the different parts of Medicare (A, B, C and D) and how people can pay for health care after retirement. Registration requested but not required.

22

## Book Clubs



### Wednesday Night Page Turners

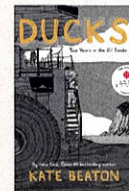
3/12 | 6:30pm | Overlook

*I am Homeless if This is Not My Home* by Lorrie Moore

### Books in the Overlook

3/18 | 6:30pm | Overlook

*Ducks* by Kate Beaton



### 3/14 Annual Pi Day Sale

9:00am | Lobby

The Friends of the Waunakee Public Library will once again sell delicious homemade pies of various types in the library lobby. Hours are from 9 a.m. – noon or until they are sold out!

### 3/18 Author Visit with Jerry McGinley

6:30pm | Community Hall

Hear from local author Jerry McGinley about his recently-concluded mystery series ft. detectives Pat Donegal and Shea Sommers. He will also discuss his upcoming book, *Dust Under Our Feet*, which traces the story of a family of Irish immigrants to the farmlands of southwestern Wisconsin from 1844 to 1940.

### 3/20 Author Talk with Clara Bingham\*

1:00pm | Virtual

Join us for a transformative conversation with award-winning journalist and author, Clara Bingham, as she chats with us about her new book, *The Movement: How Women's Liberation Transformed America, 1963-1973*.

### 3/25 Cooking with Huma\*

6:30pm | Community Hall

Join Huma Siddiqui-Seitz as she teaches us how to cook Tandoori meatballs and couscous salad!

### 3/26 Author Talk with Jennifer Weiner\*

6:00pm | Virtual

You're invited to a glimmering conversation with bestselling author Jennifer Weiner as we chat about the signature emotional depth of her books that have been inspiring readers toward self-discovery for decades.

### 3/27 Museum Escape Room - Adults\*

6:00pm | Storytime Room

You're trapped! You've been locked in the museum and you're the only people around! Can you escape without being caught? Bring your puzzle-solving skills to make your way out of this adults-only escape room!