

Waunakee Public Library
Library Board Meeting
Board Room
Friday, May 17, 2024 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. Introduction of new Library Trustees
- V. Consent agenda
 - A. Approve April 19, 2024 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
 - B. Update on Bruce Co. Proposal for Library Grounds
 - C. Discussion and possible action on Gift & Donation Policy
- VII. New Business
 - A. Discussion and possible Action on Internet & Computer Use Policy
- VIII. Adjourn

Next Library Board meeting: Friday, June 21, 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, April 19, 2024- 7:45AM

201 N. Madison Street, Conference Room

- I. **Call to order:** Cathy Sheffield called the meeting to order at 7:45 AM
- II. **Roll Call:**
 - A. **Roll call:** Present: Cathy Sheffield, Melissa Hill, Jean Elvekrog, Kathy Grosskopf, Annie Ballweg, Erin Moran, Angie Rojas Agudelo, Library Director Erick Plumb.
 - B. **Guests:** Caro Quintana-Kuether
- 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 Village decided not to make an offer to any of the previous candidates for Maintenance Manager and have reopened the position. LibraryCalendar launched on April 8, so far the change is going well. The new Village Communications Manager, Kaylyn Staudt is off to a great start. History Hall's display cases are filled with art from local artists brought to us through the Wisconsin Region Arts Program. The Book Bike has been painted in custom artwork by local artist Emily Balsley. Thank you to Amy Sampson for contracting this local artist. Caitlin joined the meeting today. She shared with us how successful her bilingual storytime programs have been, as well as the K-4 programming and ideas for future youth programs.
- VI. **Old Business**
 - A. **Friends of the Library Update** Antiques, collectables and good quality used books are being collected for the Antique/Vintage/Shabby Chic Sale in Community Hall on 5/9 & 5/10, which is Waunakee Garage Sale Weekend.
 - B. **Discussion and possible action on Gift & Donation Policy** Will revisit in May with the addition of Deed of Gift.
 - C. **Discussion and possible action on Named Gift Policy** Will revisit in May with an edited version.
 - D. **Discussion of Bruce Co. Proposal for Library Grounds** We went over the plans and discussed the various areas. We will revisit the plan when pricing comes in.
- VII. **New Business**
 - A. **Discuss and possibly take action on Child Safety Policy** No changes.
 - B. **Discuss and possibly take action on Volunteer Policy** Jean made a motion to approve the policy with changes. Cathy seconded. Passed.
- VIII. **Adjourn** Cathy made a motion to adjourn at 8:49. Jean seconded. Passed.

Library Board Meeting: Friday, May 17, 2024 at 7:45 AM

Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary

April 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
	Total	0.00
<u>100-551400-290 Leased items</u>	Gordon Flesch	319.75
		0.00
	Total	319.75
<u>100-551400-292 Maintenance contracts</u>	SCLS	0.00
	Fearing's	0.00
		0.00
	Total	0.00
<u>100-551400-311 Postage</u>	Post Office	39.27
	UPS Store	0.00
	Total	39.27
<u>100-551400-320 Publications, subscriptions and dues</u>	Wall Street Journal	-9.07
	State of Wi	0.00
	Barrons	359.88
	WLA	0.00
	Total	350.81
<u>100-551400-330 Travel and training</u>	SCLS	0.00
	UW- Madison	0.00
	WLA	0.00
	Dunkin	0.00
	Total	0.00
<u>100-551400-340 Programs</u>	Pig	48.74
	Dunkin	26.98
	Amazon	752.78
	Michaels	0.00
	Dollar Tree	6.25
	Kippian Inglis	250.00
	Tim Decorah	400.00
	Jerry Rabushka	275.00
	Costco	0.00
	Intuit Mailchimp	0.00
	Nicholas Chiarkas	250.00
	Sticker Mule	324.50
	Minuteman Press	736.01
	Culvers	25.00
	Post Office	0.00
	Total	3,095.26
<u>100-551400-341 Equipment</u>		

	Minuteman Press	648.86
	Amazon	0.00
	Nassco	0.00
	Laird Plastics	0.00
	SCLS	0.00
<u>100-551400-350 Repairs and maint</u>	Total	648.86
	Total	0.00
<u>100-551400-380 Adult books</u>		
	Amazon	72.96
	Baker and Taylor	4,249.04
	Barnes and Noble	0.00
	Dane County Library Service	0.00
	Total	4,322.00
<u>100-551400-381 Juvenile books</u>		
	Amazon	0.00
	Baker and Taylor	2,437.47
	Penworthy	0.00
	The Dot Central	0.00
	Total	2,437.47
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	0.00
	Total	0.00
<u>100-551400-384 - Digital Materials & Computer Software</u>		
	Amazon	0.00
	Kanopy	81.70
	T-Mobile Hotspots	123.20
	Verizon -Hotspots	200.05
	Library Market	1,500.00
	CDW - Adobe	0.00
	Total	1,904.95
<u>100-551400-385 Kit supplies</u>		
	Amazon	290.79
	Minuteman Press	42.46
	Target	0.00
	Walmart	0.00
	LL Bean	0.00
	Wall Monkeys	0.00
	Total	333.25
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	328.75
	Midwest Tape	145.00
	Library Ideas	1,518.37
	Amazon	186.92
	Findaway/Playaway	227.92
	Total	2,406.96
<u>100-551400-387 Videos</u>		
	Amazon	242.95
	Midwest Tape	274.30
	Debbie Howard	0.00
	Greta Productions	0.00
	Total	517.25
<u>100-551400-390 Other</u>		
	Amazon	492.43
	Office Depot	152.42
	Azuradisc	0.00
	Walmart	107.91
	Pig	0.00
	Demco	394.55

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	Thermal Paper Direct	0.00
	Uline	145.19
<u>100-551400-391 Personnel</u>	Total	1,292.50
	Total	0.00
<u>100-551400-392 Public relations</u>		
	Minuteman Press	34.00
	4-Imprint	703.24
	Mailchimp	45.00
	SCLS	136.44
	Canva	15.00
	Total	933.68
<u>100-551401-210 Building services</u>		
	Fearings	573.75
	Midwest Alarm	247.50
	Butters-Fetting	759.32
	Bruce Company	0.00
	JF Ahern	0.00
	CJ's Lawn & Snow	0.00
	Total	1,580.57
<u>100-551401-350 Repairs/Maintenance</u>		
	Nassco	0.00
	Kraemer Air Filter Corp	0.00
	Menards	129.99
	Ace Hardware	59.35
	Amazon	77.46
	Schilling Supply Company	0.00
	Capital Coffee	0.00
	The Electricians	0.00
	USA Clean	0.00
	Dane County Clean Sweep	15.00
	Total	281.80
<u>220 fund</u>		
	Bruce Company	1,419.41
	Waunakee Chamber of Commerce	0.00
	Judith Borke	6,508.13
	Total	7,927.54
	Month Total	28,391.92



1030243: Waunakee Library Forever Fund

3/1/2024 To 3/31/2024

Balance

Beginning Balance 325,498.47

Contributions/Gifts

Contributions* 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%.*

Transfers In 0.00

0.00

Portfolio Gains (Losses)

Interest & Dividends 323.33

Unrealized Gain / Loss 1,973.20

Realized Gain / Loss 3,092.12

Investment Expenses (23.34)

5,365.31

Grants/Distributions

Grants/Distributions (12,621.60)

Transfers Out 0.00

MCF Support (271.25)

(12,892.85)

Ending Balance

\$317,970.93

Available to Grant as of 3/31/2024

\$0.00



DETAILED STATEMENT OF FUND ACTIVITY:

1030243: Waunakee Library Forever Fund

Report Period: From 3/1/2024 12:00:00 AM To 3/31/2024 12:00:00 AM

Grants

Date	Organization / Designation	Amount
03/27/2024	Waunakee Public Library <i>Grant would be allocated to supplementary funding for library programs and collection development</i>	\$12,621.60
Total Grants		\$12,621.60

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

April 2024

	2024			2023		% Change	% Change	YTD
	April	Prev Month	Yr-to-date	April	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	29	30	115	29	117	-3.3%	N/A	N/A
CIRCULATION								
Physical circulation	22,614	23,354	91,141	22,923	95,390	-3.2%	-1.3%	-4.5%
Digital circulation	4,932	5,369	20,729	4,282	17,106	-8.1%	15.2%	21.2%
Library Total	27,546	28,723	111,870	27,205	112,496	-4.1%	1.3%	-0.6%
Per Day library was open	950	957	973	938	962	-0.8%	1.3%	1.2%
Average of Deforest, Monona and Verona	25,507	26,482	104,376	25,323	104,749	-3.7%	0.7%	-0.4%
By Category								
Books								
Juvenile Fiction	3,069	3,141	12,110	2,951	12,189	-2.3%	4.0%	-0.6%
Juvenile Non-Fiction	1,664	1,482	6,213	1,659	6,537	12.3%	0.3%	-5.0%
Easy Readers	1,679	1,774	6,808	1,780	7,157	-5.4%	-5.7%	-4.9%
Picture books	4,608	4,491	18,190	4,794	20,463	2.6%	-3.9%	-11.1%
Total Juvenile	11,020	10,888	43,321	11,184	46,346	1.2%	-1.5%	-6.5%
Young Adult	705	782	2,854	696	2,683	-9.8%	1.3%	6.4%
Adult Fiction	3,167	3,143	12,410	2,859	12,418	0.8%	10.8%	-0.1%
Adult non-Fiction	2,424	2,447	10,016	2,352	9,773	-0.9%	3.1%	2.5%
Large print	877	856	3,372	880	3,493	2.5%	-0.3%	-3.5%
Total Adult	6,468	6,446	25,798	6,091	25,684	0.3%	6.2%	0.4%
Magazines	355	451	1,578	397	1,570	-21.3%	-10.6%	0.5%
Audio	792	817	3,165	885	3,282	-3.1%	-10.5%	-3.6%
DVD and Blu-ray	2,182	2,804	9,903	2,410	10,718	-22.2%	-9.5%	-7.6%
Software and video games	171	158	677	124	505	8.2%	37.9%	34.1%
Kits	818	859	3,358	1,044	4,253	-4.8%	-21.6%	-21.0%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	65	92	296	64	228	-29.3%	1.6%	29.8%
E-books	4,932	5,369	20,729	4,282	17,106	-8.1%	15.2%	21.2%
% of total circulation	17.9%	18.7%	18.5%	15.7%	15.2%	-4.2%	13.8%	N/A
PROGRAMS								
Children								
Number	48	39	165	42	145	23.1%	14.3%	13.8%
Attendance	1,433	1,359	5,163	1,243	4,190	5.4%	15.3%	23.2%
Young adult								
Number	7	6	24	4	19	16.7%	75.0%	26.3%
Attendance	29	25	123	28	167	16.0%	3.6%	-26.3%
Adult								
Number	20	21	80	13	53	-4.8%	53.8%	50.9%
Attendance	371	379	1,393	146	656	-2.1%	154.1%	112.3%
NEW PATRONS ADDED	102	94	416	93	374	8.5%	9.7%	11.2%
PUBLIC MEETING ROOM BOOKINGS	24	27	117	29	110	-11.1%	-17.2%	6.4%
STUDY ROOM BOOKINGS	544	510	2106	451	1781	6.7%	20.6%	18.2%
PUBLIC PC SESSIONS	439	422	1,609	403	1,806	4.0%	8.9%	-10.9%
UNIQUE WIRELESS USERS	1,694	1,631	6,621	2,429	8,837	3.9%	-30.3%	-25.1%
CURBSIDE TRANSACTIONS	36	36	149	24	137	0.0%	50.0%	8.8%
# OF VISITORS TO LIBRARY	14,797	13,148	53,555	14,705	49,667	12.5%	0.6%	7.8%

Library Activity Report
Library Director Erick Plumb
May 17, 2024

Library Activity in April/May

- It's positively summer-y at the Library as we are but a few short weeks away from launching this year's Summer Library Program. This year's theme is "Adventure Begins at Your Library!" Expect big crowds at our Terrific Tuesdays series of programs, and lots of activity in our Children's area and programming rooms.
- Youth Services staff are busy making visits to every K-8 class in WCSO and, better still, hosting field trips of students here at the Library, as Brittany discusses below.
- We are hosting two Bilingual Spanish Storytimes per month now, which I'm very pleased to share. One occurs on Saturdays, to make storytime available to children with working parents that cannot visit during the week.
- We held a half-day Inservice Day on May 10. In addition to a staff meeting, we held sessions on Narcan training in case of an opioid overdose in the building, Library privacy laws and issues in Wisconsin, and hands-on AV tech training for meeting rooms, as we have many new staff members that are unfamiliar with our AV services for users in our meeting rooms.
- Waunakee.com email addresses for Committee and Commission members are being beta-tested in May and should – hopefully! – be available to members of the Library Board sometime in June.
- The Village continues to advertise for the open Village Maintenance Manager position. We are hopeful that a quality candidate can be found soon!
- We continue to see some book-hiding activity in the Children's Room. Staff are monitoring for this frequently and we have taken steps with our surveillance cameras to get a cleaner view of the areas that the books have been taken from and of the areas that they are usually hidden. As the Board is aware, the most frequent targets of book-hiding are titles on racial equity, gender, and LGBTQ issues and non-traditional families.
- As we ready for our five-year anniversary in our new building in August (!), we will be holding a special community contest where members of all ages can have a go at redesigning WPL's library card for a special, limited-edition series. While we are oddly fond of our so-ugly-they're-endearing regular yellow library cards, this contest will be a fun way for Waunakee to show its creativity.
- Staff are taking our fifth anniversary here as an opportunity to pause and evaluate how the library building is functioning, particularly areas that seem under-utilized, even as we continue to see solid growth in usage and visits to the building. Those spaces include: the Den (former coffee area), the Nook quiet reading/study area upstairs, some "dead" space in the rear of the lobby, some areas of seating upstairs by the windows (furniture replacement should help!), the Local History section, Patio, and Alcove area under the stairs. We are beginning to brainstorm as a team what could be relocated, moved, removed, etc. to activate those spaces going forward.

Youth Services Report by Brittany Gitzlaff.

April was a very eventful month. In the building, we hosted another successful escape room, met a new dog participating in our PAWS to Read program, and enjoyed a kids' program that the teens from TACOS

planned and presented. We also welcomed back many of the classes from Prairie for spring field trips, began field trips with St. John's, and hosted students from Blessed Trinity Catholic School in Dane for the first time. Outside of the building, we attended the Family Learning Night at Prairie, had another successful Village scavenger hunt, and Caitlin did a presentation in Spanish to the people at Crossroads Church about the library, and then hosted a group of them at the library to learn more about what we offer.

Adult Outreach Report by Courtney Cosgriff

In April, I hosted 3 programs and my book club (which is really ramping up these past few months!). We launched LibraryCalendar so I've been assisting patrons (and staff) with how to make reservations and Community Hall/Board Room requests. I attended my monthly Dementia Friendly Committee meeting where we put final touches on a Caregiver Resource Fair. We will be bringing caregiver books/DVDs, memory kits, and more. I joined the Banned Books committee of Beyond the Page and we are in the planning stages for BBW in the fall. I set up a new round of library clothing for staff. I attended an "Check Out APT" meeting to coordinate logistics for handing out free APT vouchers. Community Hall requests remain busy and steady. I'm planning for All Around Town this fall and my summer programs.

Community Engagement Report by Amy Sampson

In April, we launched our LibraryCalendar software - it's been a smooth transition for both staff and patrons. At the beginning of the month, I helped celebrate National Library Week with a screenprinting program with Laura and Caitlin and unveiling the Book Bike's new art for the summer. I had three programs for our yearly April Wellness series, collaborating with Waunakee Community Cares Coalition. I also helped Nancy create a volunteer interest form for our website. I started attending the weekly communications check-ins with all village departments, led by Kaylyn Staudt, the village's communications manager. Finally, I started planning and preparing for our all ages Library Card Design Contest, launching May 17th, to celebrate our 5th anniversary at 201 N Madison!



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. Named Gifts

The library may offer named gift opportunities in association with capital projects. The Library Board and Library Director will consider these opportunities on a case-by-case basis.

5. 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

Proposed Revisions May 17, 2024



DEED OF GIFT

WAUNAKEE PUBLIC LIBRARY DEED OF GIFT

Name of Donor(s)

Address of Donor(s)

_____ ("Donor"), hereby irrevocably and unconditionally donates, gives, grants, assigns, delivers, transfers, and forever releases to the Waunakee Public Library ("Library") all rights, title, and interest in and to the property described below ("Property").

PROPERTY

PROPERTY DESCRIPTION

Donor represents and warrants that the Property is free and clear of any and all claims, judgments, interests, restrictions, liens, infringements, or encumbrances, and that to the best of its knowledge the Donor has the right to transfer clear title of the Property to the Library by Deed of Gift.

Donor hereby represents and warrants that it is the only lawful owner(s) of the Property, or that the Donor is fully and legally authorized by the lawful owner(s) of the Property to enter in this Deed of Gift.

Donor acknowledges upon execution of this Deed of Gift, the Property irrevocably becomes the property of the Library and that the disposition of the Property is at the Library's sole discretion.

Upon execution and delivery of this Deed of Gift to the Waunakee Public Library, I/we agree to indemnify, defend, and hold harmless the Waunakee Public Library, its governing board, the Village of Waunakee and its officers, employees, agents, representatives, successors and assigns from any and all liability, claims, damages, losses, penalties, injuries and/or expenses (including attorney's fees) arising from or relating to conduct that would be a breach of my/our warranties or representations herein.

I/We represent and warrant that I/we have the full right, power and authority to give the Property to the Library and that the information I/we have provided herein is accurate.

DONOR(S)

Signature of Donor

Date

Signature of Donor

Date

WAUNAKEE PUBLIC LIBRARY

Library Director



INTERNET & COMPUTER USE POLICY & GUIDELINES

I. Purpose

The Waunakee Public Library (WPL) provides access to a broad range of information resources through the Internet. We make this service available as part of our mission to fulfill individual informational needs for day-to-day living, cultural, educational and leisure pursuits. The library strives to serve people of all ages at all levels of need and considers its endorsement of the Library Bill of Rights and the Freedom to Read documents to apply to the use of electronic information.

II. Disclaimer

- A. The library does not monitor, has no control over, and does not accept responsibility for material on the Internet. The library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof. The quality, accuracy and timeliness of information on the Internet varies from site to site, and sites may be controversial or of a mature nature.
- B. The availability of networked information via library computers or wireless access does not constitute the library's endorsement of the content of that information. If any patron believes that information obtained via library computers is inaccurate or offensive, the patron should contact the original producer or distributor of the information.
- C. Users access the library computer hardware, software and documentation at their own risk. WPL is not responsible for equipment malfunction, loss of data, any damages to the user's disks, data etc. or electronic transactions of any type which are related to the public use of library computer resources.

III. Eligible Computer Workstation Users

- A. Individuals with a current South Central Library System (SCLS) library card may access the internet using their library card number.
- B. Users must use their own personal library card or internet-use only card to access the Internet or ask for a guest pass.
- C. Guest passes may be issued to individuals who do not have a library card if they are 16 or older and have a valid photo ID such as a current driver's license which includes their full name and date of birth.

- D. Individuals who are ineligible for a SCLS library card due to lack of proof of address may apply for an internet-use card using a current photo ID. Waunakee School District students who are 16 and older may apply for an internet-use card using their school-issued photo ID. Internet-use cards are for computer workstation use only and cannot be used to check out library materials.
- E. Waunakee School District students under the age of 16 can be issued an Internet card on a case by case basis.
- F. Children eight years or younger are required to be accompanied by parent/guardian or care taker to use a computer.
- G. Patrons are limited to a maximum of ~~two~~ four 60 minute sessions per person on a workstation or a total of ~~two~~ four hours per day. During times when the computers are in high demand, patrons may be limited to one 60 minute session. If a longer time period is required special arrangements may be made with the staff at the Service Desk.

IV. Responsibilities of Users

- A. Access, use, or dissemination of information via the Internet in the Library is the responsibility of the user. In the case of minors, it is a joint responsibility of the user and the parent or guardian. Because parents or guardians may feel that information available through the Internet is not suitable for viewing by children in their care, supervision is advised.
- B. Users should be aware that they are working in a public environment shared by people of all ages and sensibilities. Users will refrain from the use of Internet sounds and visuals which might disrupt the ability of other library patrons to use the library and its resources.
- C. Library staff reserve the right to end Internet sessions when sexually explicit or pornographic materials are displayed. (See also Illegal and Unacceptable Uses). The sites that users have accessed may be visually monitored to ensure the library's policy is followed.
- D. Patrons are responsible for all printing, and photocopying costs. Failure to pay for printing will result in loss of computer privileges. A charge of \$.10 per page will be charged for black and white printouts, and a charge of \$.25 per page will be charged for color printouts payable at the circulation desk.
- E. The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Patrons using library equipment and/or Internet are responsible for any infringement.
- F. Storage devices are available for purchase at the circulation desk.

V. Choosing and Evaluating Sources

- A. Users should evaluate Internet sources just as they do print materials, questioning the accuracy and completeness of information.
- B. Users must use the Internet at their own risk realizing that beyond the Library's home page and supporting documents they may encounter materials they find offensive.

VI. Supervising Children's Use

- A. The public library, unlike schools, does not serve in loco parentis (in place of a parent). Librarians cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet. The Waunakee Public Library supports the right for each family to decide what appropriate Internet use is for their children. The responsibility for what minors read or view on the Internet rests with parents or guardians.
- B. The Library will make information available to help parents and guardians in their efforts to exercise their rights and responsibilities regarding their own children's use of electronic resources. For more information on children and the Internet see Child Safety on the Information Highway (<http://www.safekids.com>).
- C. Parents and children are encouraged to start their exploration of the Internet with the Library's homepage and Reference Links.
- D. The following are recommended guidelines for parents and guardians to ensure that children have positive online experiences, whether at home or in the library.
 - 1. Use the Internet as a family. Join your children in Internet exploration.
 - 2. Explore the wide range of available information and tell your children about sites you consider inappropriate for them.
 - 3. Encourage children to use sites recommended on the Library's homepage and counsel them to avoid sites you consider unsuitable.
 - 4. Provide guidelines for your children on the amount of time they spend online, just as for television viewing.
 - 5. Instruct children NEVER to give out personal information (name, address, password, telephone number, credit card number) online.
 - 6. Provide children with guidelines on acceptable use of electronic resources, including email and social networking sites.
 - 7. Teach children to be good online consumers. As with print information, consider the source, date, and accuracy of online information.
- E. Librarians are partners with parents in guiding children to safe and appropriate use of the Internet. A valid South Central Library System card provides authorized access to WPL

computers for the use of our patrons. Parents and guardians are solely responsible for supervising their children's Internet sessions and for letting their children know if there are materials children should not use or view; library staff cannot monitor parental restrictions. The library assists parents and guardians who desire guidance for their children's use of the Internet through their technical expertise and guidance.

VII. Illegal and Unacceptable Uses of Library Internet:

People may use the library computers only for legal purposes. Examples of unacceptable uses include but are not limited to the following:

- A. Harassment of other users and/or violation of their privacy.
- B. Any and all forms of bullying.
- C. Libeling, slandering or maliciously offending other users.
- D. Violating copyright laws or software licensing agreements.
- E. Using another person's card or misrepresenting oneself as another user.
- F. Obstructing other people's work by overuse of system resources.
- G. Attempting to modify or gain access to files, passwords, or data belonging to others.
- H. Attempting to crash, degrade performance of or gain unauthorized access to the library's computer systems and networks.
- I. Intentionally modifying or damaging equipment software or data belonging to the library or other users.
- J. Sending, receiving, or displaying text or graphics which are deemed inappropriate or harmful according to accepted community standards, or which disturb or disrupt the library use of other patrons.
- K. Viewing or sending child pornography is a federal offense and the Village of Waunakee Police Department will be notified.
- L. Exposing children to harmful materials. Sec.948.11 of the Wisconsin Statutes.
- M. These restrictions also apply in email and social networking environments accessed through the library computers and the library's wireless network.

VIII. Compliance

If an individual or group of Internet users creates a disturbance that limits the effective use of the library by others, they will be asked to correct their behavior and/or leave the building as appropriate.

Failure to comply with this policy or with library staff directions may result in restriction or termination of the user's library privileges and may result in prosecution under local, state or federal laws.

Any person who enters or remains on library premises after losing their library privileges will be reported to the Village of Waunakee Police Department for removal.

IX. Reevaluation of Waunakee Public Library Internet/Computer Policy and Guidelines

This policy will be reviewed and amended, if needed, on an annual basis.

Adopted by Library Board February 10, 2017
Revised May 17, 2024

Library Card

Design Contest



**Submissions open
May 17th - June 21st**



Library Card

Design Contest

To celebrate **Waunakee Public Library's 5th anniversary** of our new building, we are looking to YOU to design a special edition library card!

All ages are invited to submit an original design showing how you **"Explore at the Library!"**

Submissions open on Friday, May 17th and are **due by 6pm on Friday, June 21st**. Library staff will pick their top 5 entries, and the public will vote on these finalists for a winner!



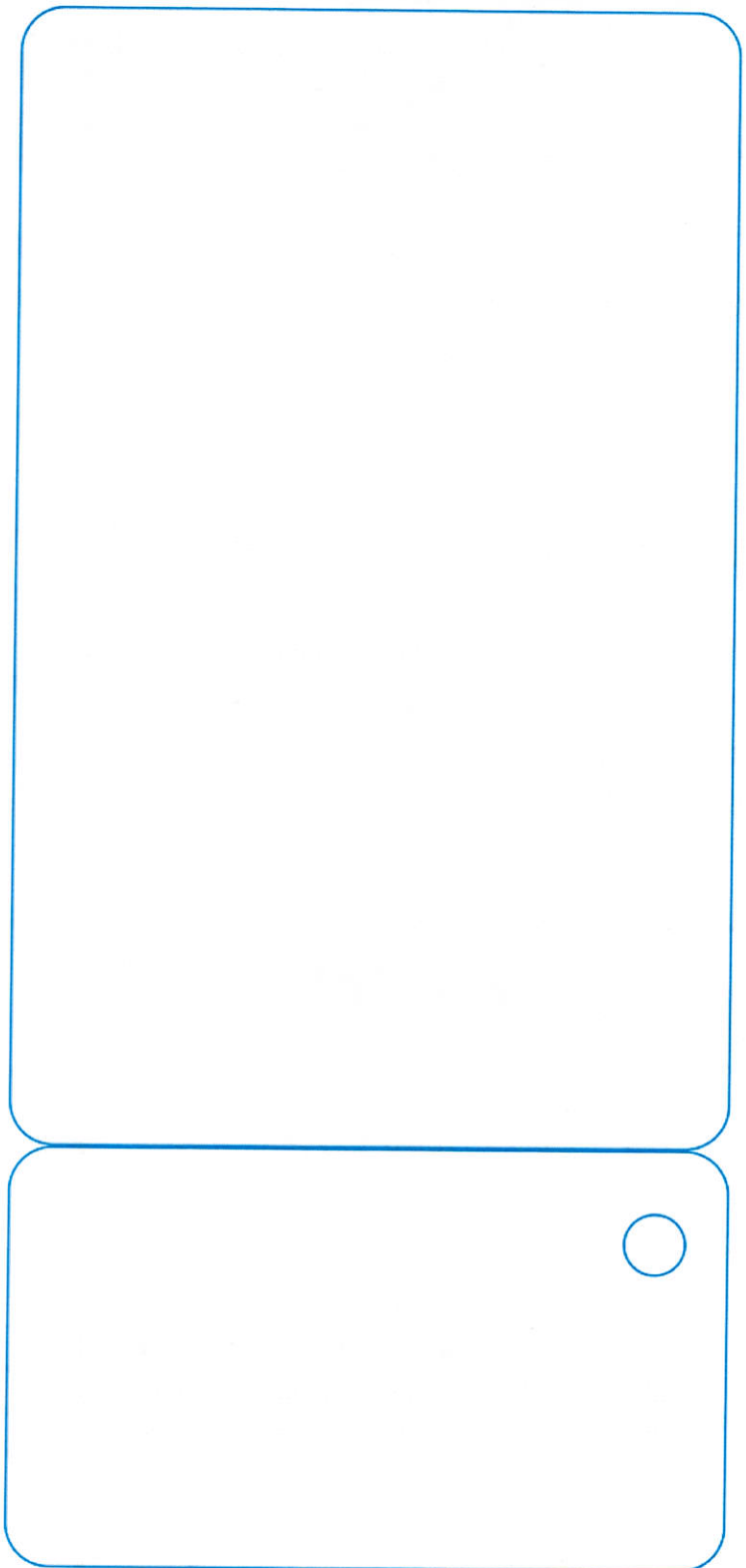
How to Enter

For physical submissions, use the contest design template (see reverse) and turn in at the lobby desk. For digital submissions, a digital template is available on our website.

- May 17th - Submissions open
- **June 21st at 6pm - Submission due**
- June 26th - Public voting opens
- July 3rd - Public voting closes at 8pm
- July 8th - Winner announced
- September 2024 - Limited edition cards released!

Requirements

- Design must incorporate the theme "Explore at the Library"
- Design may be any medium (digital, photography, pencils, etc.) but must use the dimensions of the library card and keychain template.
- One entry per person
- Artwork must be original
- Artist must live in the Waunakee Public Library service area



Name: _____ Phone: _____

Address: _____ Email: _____

(If under 18) Parent/Guardian Name: _____ Age: _____

Artist's Statement (tell us about your design!): _____

Waunakee Public Library

May 2024

Adult Programs

Genius, Power, and Deception on the Eve of World War I: An Author Talk with Douglas Brunt - VIRTUAL
Wednesday, May 1 - 2:00 p.m.

Join us as we chat with New York Times bestselling author, Douglas Brunt, about instant bestselling debut non-fiction work *The Mysterious Case of Rudolph Diesel: Genius, Power, and Deception on the Eve of World War I*.

Writer's Group

Thursday, May 2 - 1:00 p.m.

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

Readers Social: The Unbook Club

Thursday, May 2 - 6:30 p.m.

This club is for anyone wishing to talk about good books, get book recommendations from others, and build comradery over the shared love of reading.

Saturday Social

Saturday, May 4 - 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.

Hiring a Home Improvement Contractor & Avoiding Common Pitfalls

Tuesday, May 7 - 6:30 p.m.

We will give you valuable information and tips on avoiding common pitfalls to ensure that you will have an epic home improvement experience with a contractor you can trust.

A Murder Mystery, Family Story, & Love Letter to Strong Women Everywhere: Author Talk w/ Nina Simon -- VIRTUAL

Wednesday, May 8 - 6:00 p.m.

You're invited to join Nina Simon online as she chats about her whodunnit about a grandmother-mother-daughter trio of amateur sleuths, *Mother-Daughter Murder Night*.

Building Connections Book Club

Thursday, May 9 - 6:30 p.m.

Join us for a discussion of the new memoir by award-winning journalist Prachi Gupta, *They Called Us Exceptional: And Other Lies that Raised Us*.

BOOK CLUBS

Wednesday Night Page Turners

Wednesday, May 8 - 6:30 p.m.

Mad Honey by Jodi Picoult



Books in the Overlook

Tuesday, May 21 - 6:30 p.m.

Holly by Stephen King

The Sustainable Studio

Monday, May 13 - 6:00 p.m.

Create decorative patches to mend, repair, or embellish clothing items. Registration required.

A Good Yarn

Wednesday, May 15 - 10:00 a.m.

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

Getting Started with Backyard Chickens

Wednesday, May 15 - 6:30 p.m.

This presentation will discuss why you might want to raise an urban chicken flock, basic husbandry for chicks and older hens, including housing, feeding, cleaning, etc.,

Cook Club

Thursday, May 16 - 6:00 p.m.

Select a recipe from our featured cook book, prepare the dish at home, and bring it with you to our club meeting!

History and Sounds of Mariachi

Monday, May 20 - 6:30 p.m.

Join the cultural celebration with our free program, featuring a vibrant live show with an 8-piece mariachi band! This event will be a fun and enriching experience for the whole family.

Threads (Fiber Arts Group)

Wednesday, May 22 - 6:00 p.m.

Whether you crochet, knit, weave, sew, quilt, hook, tat, embroider, or felt this group is for you.

The Early Blues

Thursday, May 23 - 6:30 p.m.

St. Louis piano/percussion duo Cherry and Jerry will take the stage with stories behind some of the songs and composers that put blues on the map.

May 2024

Waunakee Public Library

Children's Programs

* = Registration Required

LEGO League

Wednesday, May 1 - 3:30 p.m.

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

Pokemon Club

Monday, May 6 - 3:30 p.m.

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



My First Book Club*

Tuesday, May 7 - 3:30 p.m.

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

STEAM Break*

Wednesday, May 8 - 3:30 p.m.

If you can dream it you can build it - out of cardboard! We will be designing and building creative cardboard structures using the MakeDo Cardboard Constructions kits. For grades 1-4.

Kid's Club*

Wednesday, May 15 - 3:30 p.m.

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

Storycrafters

Saturday, May 18 - 10:00 a.m.

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

Maker Monday*

Monday, May 20 - 3:30 p.m.

Come learn the art of cookie decorating. Create a masterpiece on a cookie and then enjoy eating your sweet treat or give it to a friend to enjoy. Don't miss this dough-lightful workshop. Grades 1-4.

Open Art Studio

Wednesday, May 22 - 3:30 p.m.

Come flex your creative muscles at our Open Art Studio! 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.



Storytimes

Little Bodies, Big Feelings

Friday, May 3 @ 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, May 17 @ 9:45 a.m.

Baby Time

Wednesdays, May 1 & 8 @ 9:45 a.m.

Ages 0-1.

Preschool Storytime

Tuesdays, May 7 @ 9:45 a.m.

Wednesdays, May 1 & 8 @ 10:45 a.m.

Ages 3-5.

Tiny Tots

Tuesdays, May 7 @ 10:45 a.m.

Thursdays, May 2 & 9 @ 9:45 a.m.

Ages 1-3 & caregiver.

Jammie Jams

Monday, May 6 @ 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

Saturday, May 25 @ 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, May 1 @ 6:30 p.m.

We're reading *Show Me A Sign* by Ann Clare LeZotte.

Video Game Day

Saturday, May 4 @ 2:00 p.m.

Join us for some Nintendo Switch fun.

Crafternoon: Paper Flowers

Tuesday, May 14 @ 4:30 p.m.

We're making paper flowers! Join us for some colorful crafting.

Anime Club

Tuesday, May 28 @ 4:30 p.m.

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

TACOS Late Night Hangout

Friday, May 31 @ 6:30 p.m.

TACOS, it is time for your end of year party! Check your email for details and your permission slip.