



LIBRARY BOARD MEETING

Waunakee Public Library Board Room

Friday, May 23, 2025, 7:45 AM

- I. Call to order**
- II. Roll call: Annie Ballweg, Jean Elvekrog, Melissa Hill, Leah Huibregtse, Sam Kaufmann, Carolina Quintana-Kuether, Cathy Sheffield, Library Director Erick Plumb.**
- III. Public Comment**
- IV. Introductions of Library board members**
- V. Proclamation of Appreciation for Kathy Grosskopf**
- VI. Consent agenda**
 - A. Approve April 18, 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**
 - B. Discuss and approve revised Library Code of Conduct Policy**
- VII. New Business**
 - A. Discuss and possibly approve revised Community Hall Usage Policy**
- VIII. Adjourn**

Next Library Board meeting: Friday, June 20, 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, April 18, 2025 - 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, Melissa Hill, Sam Kaufmann, Annie Ballweg, Cathy Sheffield, Carolina Quintana-Kuether and Library Director Erick Plumb.
 - B. Guests:** No
- III. Public Comment** No public comment
- IV. Approval of the consent agenda** Annie made a motion to approve. Carolina seconded. Passed.
- V. Director's Report** We hosted another successful election on April 1. There was a small turnout for the BadgerTalk program, "Communicating Across the Political Divide." We are hosting an exhibition on the history of discriminatory racial covenants. History Hall's display this month is a Wisconsin Regional Arts Program exhibit. The DPI and WLS have urged the public to lobby congress to restore funding to IMLS. The Village has created the Waunakee Employee CARE team, they hold regular staff events. We should have a preliminary look at the new website in the next few weeks.
- VI. Old Business**
 - A. Friends of the Library Update** Stamper's Green House is going to donate 10% of sales for Friends that use their Stamper's card.
 - B. Discuss and approve revised Library Code of Conduct Policy** We discussed changes to the policy, but decided to revisit in May.
- VII. New Business**
 - A. Approve opening at 1PM on Friday, May 2 for Staff Inservice** Cathy made a motion to approve. Jean seconded. Passed..
- VIII. Adjourn** Cathy adjourned the meeting at 8:22 AM

Library Board Meeting: Friday, May 23, 2025 at 7:45 AM

Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary

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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	63.91
		0.00
	Total	63.91
<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	144.40
	UPS Store	0.00
	Total	144.40
<u>100-551400-320 Publications, subscriptions and dues</u>	Wall Street Journal	0.00
	State of Wi	0.00
	Barrons	359.88
	WLA	0.00
	Total	359.88
<u>100-551400-330 Travel and training</u>	SCLS	0.00
	UW- Madison	148.50
	WLA	0.00
	Dunkin	0.00
	Total	148.50
<u>100-551400-340 Programs</u>	Pig	83.20
	Dunkin	27.98
	Amazon	230.60
	Michaels	23.97
	Dollar Tree	8.75
	Book Outlet	638.17
	Rashmi Sharma	150.00
	School life	322.65
	Costco	0.00
	Intuit Mailchimp	0.00
	Jerry Rabushka	350.00
	Sticker Mule	0.00
	Minuteman Press	0.00
	Culvers	0.00
	Post Office	0.00
	Total	1,835.32
<u>100-551400-341 Equipment</u>		

	Minuteman Press	0.00
	Amazon	0.00
	Nassco	0.00
	Laird Plastics	0.00
	SCLS	0.00
	Total	0.00
<u>100-551400-350 Repairs and maint</u>		
	Total	0.00
<u>100-551400-380 Adult books</u>		
	Amazon	378.30
	Baker and Taylor	5,079.96
	Barnes and Noble	0.00
	Dane County Library Service	0.00
	Total	5,458.26
<u>100-551400-381 Juvenile books</u>		
	Amazon	39.98
	Baker and Taylor	1,265.37
	Penworthy	0.00
	The Dot Central	0.00
	Total	1,305.35
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	0.00
	Total	0.00
<u>100-551400-384 - Digital Materials & Computer Software</u>		
	Slack	170.21
	Kanopy	109.25
	T-Mobile Hotspots	123.20
	Verizon -Hotspots	171.30
	Library Market	1,500.00
	CDW - Adobe	0.00
	Total	2,073.96
<u>100-551400-385 Kit supplies</u>		
	Amazon	551.65
	Minuteman Press	42.46
	Target	0.00
	Walmart	0.00
	Meta Horizon	0.00
	Wall Monkeys	0.00
	Total	594.11
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	0.00
	Midwest Tape	11.99
	Library Ideas	0.00
	Amazon	22.99
	Findaway/Playaway	0.00
	Total	34.98
<u>100-551400-387 Videos</u>		
	Amazon	418.25
	Midwest Tape	248.94
	Debbie Howard	0.00
	Greta Productions	0.00
	Total	667.19
<u>100-551400-390 Other</u>		
	Amazon	681.39
	Office Depot	129.20
	Trending Now Promotions	100.00
	Walmart	154.34
	Pig	0.00
	Demco	200.89

	Thermal Paper Direct	0.00
	Uline	0.00
<u>100-551400-391 Personnel</u>	Total	1,265.82
	Total	0.00
<u>100-551400-392 Public relations</u>		
	Minuteman Press	0.00
	4-Imprint	0.00
	Mailchimp	96.00
	SCLS	0.00
	Canva	0.00
	Total	96.00
<u>100-551401-210 Building serices</u>		
	Fearings	0.00
	Midwest Alarm	173.00
	Butters-Fetting	2,264.26
	Bruce Company	0.00
	JF Ahern	0.00
	CJ's Lawn & Snow	432.00
	Total	2,869.26
<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
	Capital Coffee	0.00
	The Electricians	0.00
	USA Clean	0.00
	Dane County Clean Sweep	0.00
	Total	0.00
<u>220 -551400-390 fund</u>		
	Bruce Company	0.00
	Waunakee Chamber of Commerce	0.00
	Judith Borke	0.00
	Total	0.00
	Month Total	16,916.94

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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY OPERATIONS</u>						
100-551400-110 LIBRARY FULL TIME	35,047.59	135,967.69	440,455.00	304,487.31	30.87	148,400.43
100-551400-120 LIBRARY PART TIME	34,110.96	132,024.95	439,106.00	307,081.05	30.07	113,408.26
100-551400-130 LIBRARY FICA	4,988.74	19,786.30	67,290.00	47,503.70	29.40	19,020.29
100-551400-131 LIBRARY RETIREMENT	3,404.61	13,683.40	44,560.00	30,876.60	30.71	13,241.49
100-551400-132 LIBRARY HEALTH	13,082.06	63,934.54	173,958.00	110,023.46	36.75	62,411.43
100-551400-133 LIBRARY LIFE	68.34	341.70	831.00	489.30	41.12	354.25
100-551400-134 LIBRARY DENTAL	.00	.00	9,182.00	9,182.00	.00	3,806.05
100-551400-210 LIBRARY OUTSIDE SERVICES	102.00	246.00	1,296.00	1,050.00	18.98	105.00
100-551400-219 LIBRARY AUTOMATION LEVY	.00	71,386.00	71,386.00	.00	100.00	72,018.00
100-551400-225 LIBRARY COMMUNICATIONS	766.72	2,300.16	9,120.00	6,819.84	25.22	2,193.06
100-551400-290 LIBRARY LEASED ITEMS	897.10	2,184.10	9,298.80	7,114.70	23.49	1,788.92
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	26.97	262.11	1,800.00	1,537.89	14.56	783.58
100-551400-320 LIBRARY PUBS/SUBS/DUES	194.97	277.26	3,114.00	2,836.74	8.90	4,482.08
100-551400-330 LIBRARY TRAVEL/TRAINING	.00	.00	3,500.00	3,500.00	.00	452.50
100-551400-340 LIBRARY PROGRAMS	1,785.01	4,758.63	40,000.00	35,241.37	11.90	9,382.83
100-551400-341 LIBRARY EQUIPMENT	.00	848.34	9,000.00	8,151.66	9.43	2,239.72
100-551400-380 LIBRARY ADULT BOOKS	3,819.91	12,870.71	52,500.00	39,629.29	24.52	9,728.11
100-551400-381 LIBRARY JUVENILE BOOKS	1,627.38	5,284.68	29,500.00	24,215.32	17.91	8,548.40
100-551400-383 LIBRARY SERIAL SUBSCRIPTIONS	.00	297.30	8,717.00	8,419.70	3.41	183.19
100-551400-384 LIBRARY COMPUTER SOFTWARE	1,811.20	13,621.03	23,302.00	9,680.97	58.45	12,374.01
100-551400-385 LIBRARY KIT SUPPLIES	381.65	1,687.43	4,500.00	2,812.57	37.50	1,418.39
100-551400-386 LIBRARY AUDIO MATERIALS	238.11	855.80	9,500.00	8,644.20	9.01	1,556.28
100-551400-387 LIBRARY VIDEOS	617.07	2,261.47	8,000.00	5,738.53	28.27	2,320.58
100-551400-390 LIBRARY OTHER	1,078.22	3,604.70	16,000.00	12,395.30	22.53	2,291.13
100-551400-392 LIBRARY PUBLIC RELATIONS	145.16	466.66	6,000.00	5,533.34	7.78	369.63
TOTAL LIBRARY OPERATIONS	104,193.77	495,292.14	1,484,392.80	989,100.66	33.37	494,985.01
<u>LIBRARY BUILDING</u>						
100-551401-110 LIBRARY BLDG FULL TIME	.00	.00	54,781.00	54,781.00	.00	20,069.93
100-551401-120 LIBRARY BLDG PART-TIME	2,402.33	12,149.46	31,025.00	18,875.54	39.16	8,322.62
100-551401-121 LIBRARY BLDG OVERTIME	.00	.00	.00	.00	.00	1,314.10
100-551401-130 LIBRARY BLDG FICA	183.77	958.30	6,564.00	5,605.70	14.60	2,234.93
100-551401-131 LIBRARY BLDG RETIREMENT	.00	.00	3,807.00	3,807.00	.00	1,475.50
100-551401-132 LIBRARY BLDG HEALTH	.00	.00	23,559.00	23,559.00	.00	8,110.86
100-551401-133 LIBRARY BLDG LIFE	.00	.00	85.00	85.00	.00	27.09
100-551401-134 LIBRARY BLDG DENTAL	.00	.00	2,128.00	2,128.00	.00	819.85
100-551401-210 LIBRARY BLDG SERVICES	3,119.26	5,754.26	29,903.00	24,148.74	19.24	3,151.70
100-551401-220 LIBRARY BLDG UTILITIES	2,044.70	5,529.28	21,000.00	15,470.72	26.33	5,391.62
100-551401-221 LIBRARY BLDG GAS HEAT	1,099.57	7,651.26	19,200.00	11,548.74	39.85	5,305.44
100-551401-341 LIBRARY BLDG EQUIPMENT	.00	972.98	.00	(972.98)	.00	.00
100-551401-350 LIBRARY BLDG REPAIRS/MAINT	402.15	1,151.48	21,000.00	19,848.52	5.48	3,371.40
100-551401-390 LIBRARY BLDG OTHER	938.40	1,888.82	200.00	(1,688.82)	944.41	200.00
TOTAL LIBRARY BUILDING	10,190.18	36,055.84	213,252.00	177,196.16	16.91	59,795.04

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VILLAGE OF WAUNAKEE
BALANCE SHEET
APRIL 30, 2025

LIBRARY SPECIAL REVENUE FUND

ASSETS

220-11110	COMMINGLED CASH	131,134.32	
220-11801	CASH ON HAND	<u>1,581.92</u>	
	TOTAL ASSETS		<u>132,716.24</u>

LIABILITIES AND EQUITY

FUND EQUITY

220-34300	FUND BALANCE	<u>141,395.77</u>	
	BEGINNING FUND BALANCE	141,395.77	
	REVENUE OVER EXPENDITURES - YTD	<u>(8,679.53)</u>	
	TOTAL FUND EQUITY		<u>132,716.24</u>
	TOTAL LIABILITIES AND EQUITY		<u>132,716.24</u>

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Summary of Fund Activity
Waunakee Library Forever Fund - # 1030243

Fund Statement: 1/1/2025 through 3/31/2025

Beginning Balance	335,755.74
Contributions/Gifts	
Contributions*	485.20
Transfers In	0.00
Total Contributions	485.20
Portfolio Gains (Losses)	
Interest & Dividends	216.38
Unrealized Gain / Loss	(177.65)
Realized Gain / Loss	829.42
Investment Expenses	(94.85)
Total Portfolio Gains (Losses)	773.30
Grants/Distributions	
Grants/Distributions	0.00
Transfers Out	0.00
MCF Support	(849.07)
Total Grants/Distributions	(849.07)
Ending Fund Balance	336,165.17
Available to Grant	13,080.80

*Contribution totals include net gift amounts for credit card gifts. Each credit card gift is assessed a merchant processing fee by the donor's credit card company of approximately 4%.

A handwritten signature in black ink, consisting of a stylized, cursive letter 'S' or '8'.

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

April 2025

	2025			2024		% Change	% Change	YTD
	April	Prev Month	Yr-to-date	April	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	29	31	118	29	115	-6.5%	N/A	N/A
CIRCULATION								
Physical circulation	23,649	25,553	96,885	22,614	91,141	-7.5%	4.6%	6.3%
Digital circulation	5,580	5,941	23,100	4,932	20,729	-6.1%	13.1%	11.4%
Library Total	29,229	31,494	119,985	27,546	111,870	-7.2%	6.1%	7.3%
Per Day library was open	1,008	1,016	1,017	950	973	-0.8%	6.1%	4.5%
Average of Deforest, Monona and Verona	25,722	28,620	106,017	25,507	104,376	-10.1%	0.8%	1.6%
By Category								
Books								
Juvenile Fiction	3,112	3,708	13,265	3,069	12,110	-16.1%	1.4%	9.5%
Juvenile Non-Fiction	1,811	1,814	6,800	1,664	6,213	-0.2%	8.8%	9.4%
Easy Readers	1,740	1,953	7,147	1,679	6,808	-10.9%	3.6%	5.0%
Picture books	5,008	5,152	19,874	4,608	18,190	-2.8%	8.7%	9.3%
Total Juvenile	11,671	12,627	47,086	11,020	43,321	-7.6%	5.9%	8.7%
Young Adult	601	874	2,847	705	2,854	-31.2%	-14.8%	-0.2%
Adult Fiction	3,303	3,370	13,475	3,167	12,410	-2.0%	4.3%	8.6%
Adult non-Fiction	2,383	2,565	10,067	2,424	10,016	-7.1%	-1.7%	0.5%
Large print	983	1,032	3,894	877	3,372	-4.7%	12.1%	15.5%
Total Adult	6,669	6,967	27,436	6,468	25,798	-4.3%	3.1%	6.3%
Magazines	414	496	1,898	355	1,578	-16.5%	16.6%	20.3%
Audio	793	928	3,274	792	3,165	-14.5%	0.1%	3.4%
DVD and Blu-ray	2,110	2,218	9,022	2,182	9,903	-4.9%	-3.3%	-8.9%
Software and video games	223	227	910	171	677	-1.8%	30.4%	34.4%
Kits	1,052	1,039	3,861	818	3,358	1.3%	28.6%	15.0%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	59	106	291	65	296	-44.3%	-9.2%	-1.7%
E-books	5,580	5,941	23,100	4,932	20,729	-6.1%	13.1%	11.4%
% of total circulation	19.1%	18.9%	19.3%	17.9%	18.5%	1.2%	6.6%	N/A
PROGRAMS								
Children								
Number	45	39	162	48	165	15.4%	-6.3%	-1.8%
Attendance	1,401	1,402	5,287	1,433	5,163	-0.1%	-2.2%	2.4%
Young adult								
Number	10	11	34	7	24	-9.1%	42.9%	41.7%
Attendance	57	69	177	29	123	-17.4%	96.6%	43.9%
Adult								
Number	27	25	97	20	80	8.0%	35.0%	21.3%
Attendance	362	316	1,309	371	1,393	14.6%	-2.4%	-6.0%
NEW PATRONS ADDED	109	98	410	102	416	11.2%	6.9%	-1.4%
PUBLIC MEETING ROOM BOOKINGS	33	32	126	24	117	3.1%	37.5%	7.7%
STUDY ROOM BOOKINGS	774	688	2710	544	2106	12.5%	42.3%	28.7%
PUBLIC PC SESSIONS	478	422	1,682	439	1,609	13.3%	8.9%	4.5%
UNIQUE WIRELESS USERS	1,845	1,787	6,932	1,694	6,621	3.2%	8.9%	4.7%
CURBSIDE TRANSACTIONS	36	32	136	36	149	12.5%	0.0%	-8.7%
# OF VISITORS TO LIBRARY	15,940	14,430	55,730	14,797	53,555	10.5%	7.7%	4.1%

Waunakee Public Library Activity Report
Library Director Erick Plumb
May 23, 2025

Library Activity in April/May

- The South Central System's library directors voted almost unanimously on May 15 to replace our current Integrated Library System Software (ILS), Bibliovations, with a well-established product from SirsiDynix. The SirsiDynix product, called Symphony, is found in over 1,000 public libraries in the US. (Just in case you aren't up on your library jargon, an ILS – integrated library system – is the circ/catalog/cataloguing/acquisitions software that we all run; in our case, Bibliovations.) The evaluation committee found the SirsiDynix system not only more functional and user-friendly, but the total cost to SCLS – and its members – to be lower, due to including features that we currently pay third-party providers for, such as the mobile app for LINKcat. The plan is to migrate to the new system next year, with a goal of "By May 1, 2026."
- As she notes in her report below, Amy Sampson and Laura Huff continue to make progress on new website development. We are still looking at a mid-August launch with managerial staff to get a first tutorial on July 2.
- We logged 774 (!!) study room bookings in April, absolutely blowing past our previous monthly record. 70 of those bookings were in the two new study pods, which was very nice to see. We also saw 24 uses of the Teen Study Room, with at least one booking each weekday we were open.
- The Library staff had a productive staff training morning on Friday, May 2. Staff had a refresher training conducted by Senior Center case managers on working with customers with dementia. We then held a session on library privacy laws and public record laws in Wisconsin, with a particular focus on working with law enforcement agencies should the need arise. Staff also received a sneak peek at the new library website - due to launch in August - and discussed the plans for the Summer Reading Program, which will launch on June 1.
- Believe it or not, the summer reading program is almost upon us. This year's theme is "Color Our World." In the run up to the Summer Reading Program's launch on June 1, youth services staff will begin to make their annual classroom visits to local schools. All kids in Grades K-8 will be visited to discuss ways they can keep engaged and learning during the summer months.
- I gave a tour to 18 Verona Public Library staff members on May 16. Verona, despite having a building that is less than twenty years old, is conducting a building needs study, as they continue to grow.
- On June 1, we will have a professional photographer, Francesca Colver, in to take new, professional photos of library spaces that could be used for marketing library programs and meeting spaces. The last professional photographs were taken just after opening in 2019.

Youth Services Report by Brittany Gitzlaff

April was a busy month with many fun opportunities. We partnered with Create Waunakee to offer a WRAP Arts program for kids where they designed their own book covers. They are on display now and will be through mid-May. We hosted local author and Prairie Elementary teacher Steven Stack for an

author event and were excited to learn more about his writing process. This month was also the start of field trip season, and classes from Prairie walked down several times to hear a story, talk about nonfiction books, and check-out. The teens enjoyed the annual Junk Food Olympics event, and continue to partake in "Lunch with the Librarian" at the Intermediate School. We were also incredibly fortunate to have Jordan Pluff with us for this semester as a practicum student. Jordan already works at the library, is about to graduate from UW Madison with her Master's degree, and is so talented working with kids and teens of all ages. She led several programs and storytimes for us, including our first ever Sensory Friendly Storytime, and did a wonderful job all around.

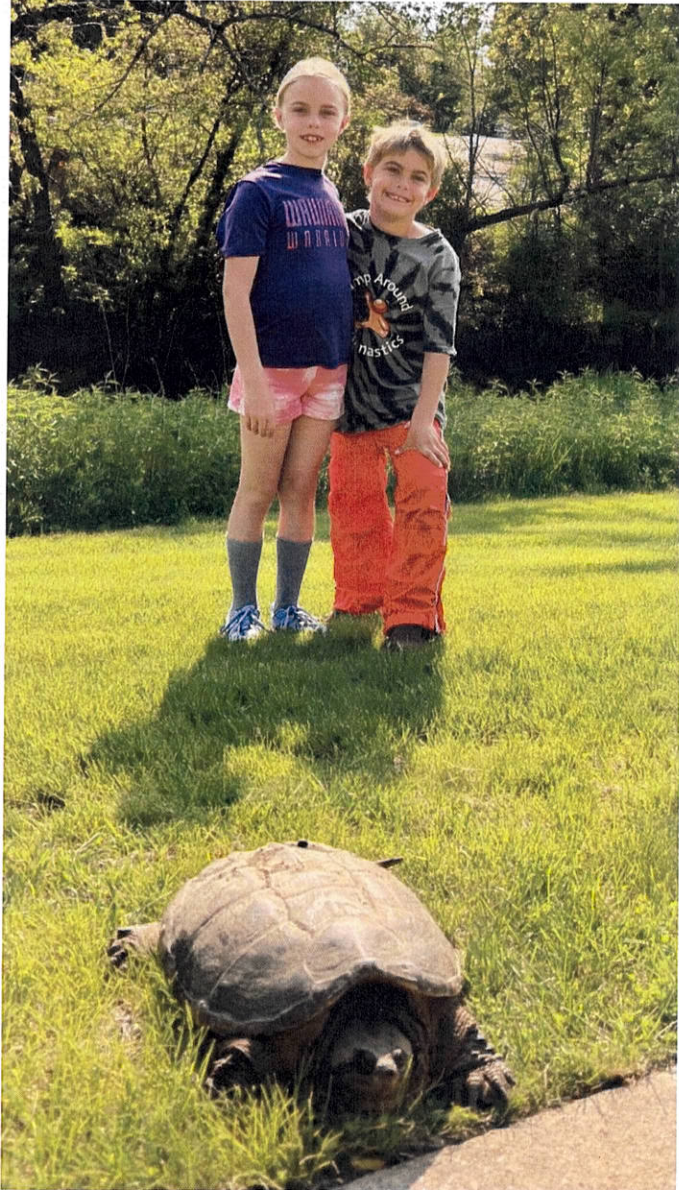
Adult Services & Community Engagement Report by Amy Sampson

In April, I worked on summer and fall programs. We hosted the Dane County Historical Society traveling exhibit "Unjust Deeds: A History of Racial Covenants in Dane County and Beyond" and had a program on the topic. We received many positive comments from folks who were appreciative to have the chance to learn about the subject. We confirmed English Classes will be held at Heritage Elementary for the summer semester. Attendance was much lower this semester and we hope the new location will be a better fit for students.

I continued securing Summer Reading prizes for adults from local businesses and finalized the program sheet. I am working with a Wisconsin illustrator to create custom library stickers for prizes as well. American Players Theatre is partnering with Dane County Libraries again this year, so we will be giving away ticket vouchers at the end of May and have two vouchers to use for a summer reading raffle.

Website development continues ahead of schedule. Laura and I are moving on to writing content and creating templates for pages after approving the design prototype.

Random happy image of the month: Two happy library users and the giant snapping turtle that lives in the Creek





Proclamation of Appreciation for Kathy Grosskopf

WHEREAS, **Kathy Grosskopf**, an active citizen of the community, has faithfully served the Waunakee Public Library as a Library Board Trustee from 2017 until 2025;

and WHEREAS, **Kathy Grosskopf** greatly assisted the Waunakee Public Library's Board and Library Director during her tenure, notably during the opening a new facility in 2019, navigating the COVID-19 crisis in 2020-21, and advocating for the Library and its staff during a public disinformation campaign in 2023;

and WHEREAS, **Kathy Grosskopf's** contributions to the Waunakee Public Library is an indication of her pride in our wider community;

and WHEREAS, **Kathy Grosskopf's** work was particularly notable in her service as Library Board Secretary from 2020-25, her role as Trustee Liaison to the Friends of the Waunakee Public Library, and her work aligning the services of the Waunakee Public Library and Waunakee Community School District;

and WHEREAS, the Library Board, the employees of the Waunakee Public Library, and the users of the Waunakee Public Library benefited tremendously from **Kathy Grosskopf's** knowledge, resourcefulness, and commitment, during a time of tremendous changes and growth for the Waunakee Public Library;

and WHEREAS, **Kathy Grosskopf's** experience, leadership, integrity, and dedication have earned her the respect and gratitude of all who use the Waunakee Public Library.

NOW, THEREFORE, BE IT RESOLVED, that the Library Board of the Village of Waunakee extends its sincere and heartfelt appreciation to **Kathy Grosskopf** and hereby commends her for her dedication and outstanding service to the Waunakee Public Library and wishes her well in her future endeavors.

LET THIS PROCLAMATION be entered into and made part of the permanent records of the Village of Waunakee and let a suitable copy be presented to Kathy **Grosskopf**.

PASSED AND ADOPTED this 23rd Day of May, 2025.

Cathy Sheffield, Library Board President

Erick Plumb, Library Director



LIBRARY CODE OF CONDUCT

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 prohibit a user 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 prohibit the user from using the library for a further amount of time. Official written notice barring the user from visiting the library will be sent to the last known address of the user when possible.
- D. Users 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 user 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 user 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. *Posting or distributing materials on library bulletin boards, shelving, or display spaces without permission of library staff.*
9. Using tobacco products of any kind, including e-cigarettes and other similar devices, in the building or within fifty feet of entrances and exits.
10. 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.
11. Engaging in conduct that disrupts or interferes with the normal operation of the library or disturbs library staff or other users.
12. 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.
13. Entering non-public areas of the library without permission.
14. Bringing bicycles, scooters, skateboards, *rollerblades*, 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.
15. Refusing to follow the reasonable directions of library staff.
16. Selling, soliciting, petitioning, surveying, or distributing materials for any purpose is prohibited on library grounds. *Citizens seeking nomination for public office or for campaign purposes may only do so in the library's reserved private study or meeting rooms; it is not permitted anywhere else on library property. Canvassing is also allowed on public sidewalks along the surrounding streets.*
17. 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.*
18. 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.
19. Leaving an animal tethered and unattended on the library premises.
20. Sleeping in the library for an extended period of time or that creates a disturbance.
21. Leaving one or more children under the age of 8 unsupervised or unattended in or on the library premises (see Child Safety Policy).
22. Not wearing shoes or shirt within the library.
23. Remaining in the building following closing without permission of library staff.
24. 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.
25. Disturbing others because of offensive body odor or strongly scented personal products.
 26. Bathing, shaving, and other personal grooming activities.

Appeals to the Library Board contesting any disciplinary action must be sent in writing to the "Contact the Library Director" form on the library's website.

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

Adopted May 20, 2022

Reviewed October 11, 2024

Reviewed and Revised May 23,
2025



COMMUNITY HALL USAGE POLICY

(Proposed revisions in italics)

As a public institution, the Waunakee Public Library ("the 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, including Community Hall, a large event space intended for use by both the Library and the community at large. Community Hall usage will be governed by this Community Hall Usage Policy.

Community Hall is made available to the public regardless of the beliefs or affiliations of individuals or groups requesting its use, and use of the Library's event spaces 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 the building and on Library grounds. Use of Community Hall 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.

Community Hall Description

Community Hall is a 2,300 square-foot event space located on the west end of the building. The room offers several seating configurations for large group gatherings. Community Hall accommodates 72 people in classroom-style seating, 96 people in banquet set-up, and 100 in seated auditorium-style layout. Amenities include a full audiovisual system, lectern, microphones, and camera system for livestreaming or recording. Community Hall also features a Warming Kitchen which is available to all groups using Community Hall. Both Community Hall and the Warming Kitchen are available during non-open hours. All events in Community Hall must end by 10 PM.

Events using Community Hall also have access to the Patio, weather permitting. As a public outdoor space, however, the Library cannot guarantee exclusive use of any outdoor venue.

Reservation Priorities for Community Hall

In general, priorities for Community Hall usage are as follows:

1. Use for Library programming or Library-related meetings.
2. Use by Village of Waunakee governmental bodies or Village departments.
3. Use for State of Wisconsin or U.S. Federal government meetings
4. Private events and functions in order by date of application and payment received.

Reservation for Private Events

Room Reservations must be made via the Library's website by submitting a request through the Library's online room reservation portal. All requested reservations require a confirmation email by Library staff. Community Hall Reservations must be made by a responsible member of the organization, over 18 years old, who will see that all the regulations are followed.

Reservation requests and payment for room rentals are due in full 4 weeks prior to the event. All reservations are considered pending until payment is received in full. Requests to change the start or end time of an event may not be allowed if requested LESS than 4 weeks prior to the event. Requests to shorten the length of an event made less than 4 weeks prior to the event will not receive a refund.

Rooms may be reserved no more than 18 months 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 4 weeks of the scheduled meeting date. The Library reserves the right to close and cancel use of Community Hall in the event of an emergency due to weather conditions or if rooms are in need of repair. In the event of a Library-initiated cancellation, a full refund will be issued to the rental party.

Rental Fees

Rental fees will be assessed for all non-Library or non-governmental events or meetings held in Community Hall. Library-affiliated organizations such as the Friends of Waunakee Library, Village of Waunakee committees and departments, and other national, state, and local governmental bodies will not be charged a fee for using Community Hall. Current Rental Fees can be found on the Library's website under the Rental Fee table. The Library Director will consider requests by organizations to exempt themselves from a usage fee on a case-by-case basis. Library staff members may use Community Hall once per year for family, personal, or other purposes free of charge. Staff members reserving the room will be responsible for set-up and clean-up of the space prior to and after the event.

Cancellations and Refunds

Only the contact who booked the event may request a refund, and may be asked to verify information before a check will be issued.

- *Cancellations requested MORE than 4 WEEKS of the event date will receive a FULL refund of the total payment due in the form of a check.*
- *Cancellations requested LESS than 4 WEEKS of the event date will not be refunded.*

The Library reserves the right to cancel any pending or approved event for weather, safety, or other reasons that effect Library operations at any time. The Library will do their best to contact the person who scheduled the event of any cancellation as soon as possible. Events that are cancelled for these types of reasons may be rescheduled or issued a FULL refund.

Alcohol Fee Refunds

The alcohol fee is a part of the total payment due. The Library will not issue a separate refund of the alcohol fee from the total payment received if the party decides they no longer want to serve alcohol. Please decide at time of booking whether or not you wish to serve alcohol.

General Guidelines for Using Community Hall

Users of Community Hall and attendees will:

- Not disrupt the use of the Library by others.
 - Set up and return room to its former arrangement when finished.
 - Complete meetings or events at the agreed upon time.
 - Put all refuse in trash receptacles provided.
- Affix nothing to walls without approval of Library management. Users will abide event decoration guidelines as described below.
- Not block fire exits in any way.
 - Not exceed designated maximum room capacity.
 - Leave area in good condition.

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. All renters of Community Hall are subject to the Rental Damage Policy. Library staff may enter and remain in any event in Community Hall at any time.

Limitations

Community Hall may not be used for:

- ~~— Canvassing or collecting signatures for a political campaign 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 Director.
- 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, flooring, or furniture. The Library is not responsible for any damage to equipment brought into the building.

Room Damage

Additional custodial time necessary for clean up or damage to spaces/equipment will be invoiced to the renter. The Library will provide documentation of damages and will pursue restitution to the fullest extent allowed by law. Replacement or repair charges per individual item will be assessed at time of invoice. Checks returned as NSF will be charged a \$30 processing fee in addition to any bank fees. Unpaid damages will result in not being able to use a Library space until damages are paid. At the



discretion of the Library Director, significant damages may prevent a group or organization from renting a space in the future.

Decorations & Prohibited Items

Renters of Community Hall are encouraged to provide decorations for their events. The Library does not provide decorations. The Library provides no tablecloths so if you wish to have table coverings, please plan to bring your own.

There are limitations to decorations. Table decorations are allowed, but we ask that no glitter or confetti be used in decorations of any kind. If you wish to hang decorations on the walls, only painter's tape is permissible. Duct tape, scotch tape, packing tape, or any other kind of adhesives besides painter's tape are prohibited. Nothing may be hung on the glass windows in the back of the room or the wood wall / screen in the front of the room, even with painter's tape.

Events wishing to utilize paint during a program must receive permission by the Library Director prior to the event and must utilize drop-cloths on the floor and coverings on the table surfaces. No candles or other open flames are permitted inside Community Hall. Use of prohibited items or adhesives resulting in damage or excessive cleaning will result in damages being charged to the renter as outlined above.

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 or the Village of Waunakee. 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. Signage for private meetings or events are not permitted outside the Library on the building, on the grounds, or in Library windows without permission of the Library Director.

The Library Director or his/her designee may consider exception(s) to any aspect of this policy.

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

Amended August 19, 2022

Revised and amended February 24, 2023

Reviewed and revised May 23, 2025