



LIBRARY BOARD MEETING

**Waunakee Public Library Board Room
Friday, November 21, 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. Consent agenda**
 - A. Approve October 17, 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. Discussion and possible approval of 2026 Room Rental Fees**
 - C. Discussion of Library Strategic Plan progress**
- VII. New Business**
 - A. Approve closing library until 1 PM on December 5 for Staff Inservice**
- VIII. Adjourn**

Next Library Board meeting: Friday, December 19, 2025@ 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

Waunakee Public Library Board Room

Friday, October 17, 2025 7:45 AM

Call to order. Cathy calls to order at 7:43 AM.

Roll call: Annie Ballweg, Jean Elvekrog, Melissa Hill, Leah Huibregtse, Sam Kaufmann, Carolina Quintana-Kuether, Cathy Sheffield, Library Director Erick Plumb.

Public Comment - none

Consent agenda - Cathy motions to approve. Annie seconds. approved.

A. Approve September 19, 2025 Library Board Minutes

B. Approve Schedule of Bills

C. Approve Financial Reports

Library Director's Report

Old Business Ho Chunk display is now up at the library and will move to other library locations. A major wholesaler - Baker & Taylor - has closed. Erick is looking at other possible sources for books, as all libraries are struggling to get new books. The library participated in the Village Sustainability Fair, and there is interest to do a better job sharing the effort that went into cleaning the land where the library sits, as well as other sustainability efforts, like the solar panels. Interviews for the Parks & Rec Director are ongoing. Erick was impressed with the candidates. Waunakee Book Bike will be part of the Wisconsin Library Association event. Village-wide shooter training was held and education will be ongoing.

A. Friends of the Library Update Jean provided an update. Craft fair coming up in November. Next year it will be at two locations.

A. Discussion and possible approval of 2026 Room Rental Fees Continued discussion on room rates. The board agreed with simplifying the rate structure and adjusting rates in line with comparable spaces at local libraries. The board will review final rate sheets ahead of the November meeting. Rates will be active in 2026.

B. Discussion of 2026 Operating budget Proposed budget had small adjustments to reduce overall cost in alignment with Village request due to cost of living, insurance and other budget increases across the Village. A part-time

library assistant is in the budget that will go to the Village Board for review.

C. Discussion of Library Strategic Plan progress Board reviewed Goal 2: Fuel a passion for reading, person growth and learning. Board was supportive of ongoing efforts.

VIII. Adjourn Cathy moved. Caro seconded. Approved.

Next Library Board meeting: Friday, November 21, 2025 @ 7:45 AM in the Board Room, Waunakee Public Library

October 2024

Account	Vender	Amount
<u>100-551400-210 Outside services</u>		
	Total	0.00
<u>100-551400-219 Automation levy</u>	SCLS	0.00
	Total	0.00
<u>100-551400-290 Leased items</u>		
	Total	0.00
	Gordon Flesch	452.60
		0.00
	Total	452.60
<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	13.55
	UPS Store	0.00
	Total	13.55
<u>100-551400-320 Publications, subscriptions and dues</u>	Wall Street Journal	0.00
	State of Wi	0.00
	Amazon	0.00
	WLA	7,333.49
	Total	7,333.49
<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	0.00
	Dunkin	27.98
	Amazon	1,032.01
	Michaels	0.00
	Dollar Tree	14.50
	Target	112.48
	Peter Fletcher	400.00
	Huma Siddiqui-Seitz	225.00
	Costco	350.70
	Intuit Mailchimp	0.00
	Bess Miller	450.00
	Waunakee Chamber	0.00
	Minuteman Press	0.00
	4Imprint	1,278.67
	Post Office	0.00
	Total	3,891.34
<u>100-551400-341 Equipment</u>		

	Minuteman Press	0.00
	Amazon	0.00
	Nassco	0.00
	Laird Plastics	0.00
	SCLS	0.00
<u>100-551400-350 Repairs and maint</u>	Total	0.00
	Total	0.00
<u>100-551400-380 Adult books</u>		
	Amazon	3,556.86
	Baker and Taylor	145.80
	Proliteracy	45.95
	Ingram	390.55
	Total	4,139.16
<u>100-551400-381 Juvenile books</u>		
	Amazon	2,625.78
	Baker and Taylor	65.07
	Penworthy	0.00
	Libraria	919.64
	Total	3,610.49
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	0.00
	Total	0.00
<u>100-551400-384 - Digital Materials & Computer Software</u>		
	Slack	150.21
	Kanopy	163.40
	T- mobile - Hotspots	124.00
	Verizon -Hotspots	182.02
	CDW - Adobe	0.00
	Total	619.63
<u>100-551400-385 Kit supplies</u>		
	Amazon	510.50
	Minuteman Press	0.00
	Target	0.00
	Walmart	0.00
	LL Bean	0.00
	Wall Monkeys	0.00
	Total	510.50
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	1,064.30
	Midwest Tape	188.76
	Amazon	27.00
	Playaway	302.82
	Total	1,582.88
<u>100-551400-387 Videos</u>		
	Amazon	353.88
	Midwest Tape	481.30
	Debbie Howard	0.00
	Greta Productions	0.00
	Total	835.18
<u>100-551400-390 Other</u>		
	Amazon	277.17
	Office Depot	202.00
	Minuteman Press	74.76
	Walmart	106.58
	SCLS	3.30
	Demco	352.70
	Thermal Paper Direct	0.00
	Uline	0.00

5

<u>100-551400-391 Personnel</u>	Total	<u>1,016.51</u>
<u>100-551400-392 Public relations</u>	Total	<u>0.00</u>
	Minuteman Press	138.96
	Fearings	0.00
	Waunakee Rotary	0.00
<u>100-551401-210 Building services</u>	Total	<u>138.96</u>
	The Electricians	0.00
	Midwest Alarm	0.00
	Otis Elevator Company	0.00
	Bruce Company	313.00
	JF Ahern	0.00
	CJ's Lawn & Snow	0.00
	Total	<u>313.00</u>
<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
	Waunakee Power Equipment	0.00
	Total	<u>0.00</u>
<u>220 fund</u>		
	Out of print	0.00
	Waunakee Chamber of Commerce	0.00
	Tee Public	0.00
	Total	<u>0.00</u>
	Month Total	<u>24,457.29</u>

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY OPERATIONS</u>						
100-551400-110 LIBRARY FULL TIME	34,192.23	361,018.67	440,455.00	79,436.33	81.96	387,848.28
100-551400-120 LIBRARY PART TIME	36,060.26	351,659.64	439,106.00	87,446.36	80.09	294,383.92
100-551400-121 LIBRARY OVERTIME	.00	83.04	.00	(83.04)	.00	.00
100-551400-130 LIBRARY FICA	5,098.43	52,074.80	67,290.00	15,215.20	77.39	49,693.16
100-551400-131 LIBRARY RETIREMENT	3,395.91	35,823.91	44,560.00	8,736.09	80.39	34,494.46
100-551400-132 LIBRARY HEALTH	12,253.90	140,673.68	173,958.00	33,284.32	80.87	138,802.36
100-551400-133 LIBRARY LIFE	115.82	1,073.70	831.00	(242.70)	129.21	792.68
100-551400-134 LIBRARY DENTAL	.00	.00	9,182.00	9,182.00	.00	8,167.61
100-551400-210 LIBRARY OUTSIDE SERVICES	198.00	3,229.00	1,296.00	(1,933.00)	249.15	869.25
100-551400-219 LIBRARY AUTOMATION LEVY	.00	71,386.00	71,386.00	.00	100.00	72,018.00
100-551400-225 LIBRARY COMMUNICATIONS	766.26	6,900.21	9,120.00	2,219.79	75.66	6,763.62
100-551400-290 LIBRARY LEASED ITEMS	1,473.73	6,795.79	9,298.80	2,503.01	73.08	6,492.55
100-551400-292 LIBRARY MAINTENANCE CONTRACTS	2,625.60	4,838.38	2,477.00	(2,361.38)	195.33	4,320.18
100-551400-311 LIBRARY POSTAGE	86.50	949.66	1,800.00	850.34	52.76	971.68
100-551400-320 LIBRARY PUBS/SUBS/DUES	7,667.46	9,860.03	3,114.00	(6,746.03)	316.64	10,915.06
100-551400-330 LIBRARY TRAVEL/TRAINING	1,270.00	2,357.00	3,500.00	1,143.00	67.34	1,479.08
100-551400-340 LIBRARY PROGRAMS	2,922.29	30,310.27	40,000.00	9,689.73	75.78	36,204.23
100-551400-341 LIBRARY EQUIPMENT	.00	2,437.78	9,000.00	6,562.22	27.09	5,154.32
100-551400-350 LIBRARY REPAIRS/MAINT	11.98	11.98	.00	(11.98)	.00	.00
100-551400-380 LIBRARY ADULT BOOKS	4,550.86	40,130.61	52,500.00	12,369.39	76.44	33,704.53
100-551400-381 LIBRARY JUVENILE BOOKS	2,808.11	16,343.65	29,500.00	13,156.35	55.40	23,877.56
100-551400-383 LIBRARY SERIAL SUBSCRIPTIONS	.00	5,928.01	8,717.00	2,788.99	68.01	6,976.16
100-551400-384 LIBRARY COMPUTER SOFTWARE	633.99	23,398.98	23,302.00	(96.98)	100.42	15,394.12
100-551400-385 LIBRARY KIT SUPPLIES	224.49	4,077.96	4,500.00	422.04	90.62	3,831.44
100-551400-386 LIBRARY AUDIO MATERIALS	1,581.04	6,350.19	9,500.00	3,149.81	66.84	8,273.43
100-551400-387 LIBRARY VIDEOS	1,442.99	6,466.03	8,000.00	1,533.97	80.83	6,130.83
100-551400-390 LIBRARY OTHER	392.60	14,419.14	16,000.00	1,580.86	90.12	7,865.78
100-551400-392 LIBRARY PUBLIC RELATIONS	383.14	4,427.52	6,000.00	1,572.48	73.79	3,056.03
TOTAL LIBRARY OPERATIONS	120,155.59	1,203,025.63	1,484,392.80	281,367.17	81.04	1,168,480.32

7

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY BUILDING</u>						
100-551401-110 LIBRARY BLDG FULL TIME	.00	716.49	54,781.00	54,064.51	1.31	56,310.69
100-551401-120 LIBRARY BLDG PART-TIME	2,840.00	30,321.87	31,025.00	703.13	97.73	21,781.53
100-551401-121 LIBRARY BLDG OVERTIME	.00	.00	.00	.00	.00	2,066.73
100-551401-130 LIBRARY BLDG FICA	217.25	2,399.64	6,564.00	4,164.36	36.56	6,013.23
100-551401-131 LIBRARY BLDG RETIREMENT	.00	49.79	3,807.00	3,757.21	1.31	4,028.04
100-551401-132 LIBRARY BLDG HEALTH	.00	305.01	23,559.00	23,253.99	1.29	18,620.76
100-551401-133 LIBRARY BLDG LIFE	.00	7.64	85.00	77.36	8.99	65.63
100-551401-134 LIBRARY BLDG DENTAL	.00	.00	2,128.00	2,128.00	.00	1,811.42
100-551401-210 LIBRARY BLDG SERVICES	5,465.37	18,958.79	29,903.00	10,944.21	63.40	22,359.43
100-551401-220 LIBRARY BLDG UTILITIES	3,077.61	24,763.32	21,000.00	(3,763.32)	117.92	22,445.80
100-551401-221 LIBRARY BLDG GAS HEAT	321.04	9,667.72	19,200.00	9,532.28	50.35	7,193.67
100-551401-341 LIBRARY BLDG EQUIPMENT	169.99	2,443.47	1,446.00	(997.47)	168.98	.00
100-551401-350 LIBRARY BLDG REPAIRS/MAINT	1,100.27	6,482.10	21,000.00	14,517.90	30.87	9,932.92
100-551401-390 LIBRARY BLDG OTHER	56.59	4,946.31	200.00	(4,746.31)	2,473.16	200.00
TOTAL LIBRARY BUILDING	13,248.12	101,062.15	214,698.00	113,635.85	47.07	172,829.85
<u>DEPOT</u>						
100-551410-210 DEPOT OUTSIDE SERVICES	42.00	42.00	.00	(42.00)	.00	34.00
100-551410-350 DEPOT REPAIRS/MAINT	.00	850.93	2,000.00	1,149.07	42.55	.00
100-551410-390 DEPOT OTHER	.00	4.58	.00	(4.58)	.00	.00
TOTAL DEPOT	42.00	897.51	2,000.00	1,102.49	44.88	34.00

8

VILLAGE OF WAUNAKEE
BALANCE SHEET
OCTOBER 31, 2025

LIBRARY SPECIAL REVENUE FUND

<u>ASSETS</u>			
220-11110	COMMINGLED CASH	144,586.77	
220-11801	CASH ON HAND	1,874.39	
TOTAL ASSETS			146,461.16
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
220-34300	FUND BALANCE	141,395.77	
BEGINNING FUND BALANCE		141,395.77	
REVENUE OVER EXPENDITURES - YTD		5,065.39	
TOTAL FUND EQUITY			146,461.16
TOTAL LIABILITIES AND EQUITY			146,461.16

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

October 2025

	2025			2024		% Change	% Change	YTD
	October	Prev Month	Yr-to-date	October	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	31	28	285	31	282	10.7%	N/A	N/A
CIRCULATION								
Physical circulation	22,802	22,156	243,060	22,767	239,725	2.9%	0.2%	1.4%
Digital circulation	5,946	5,689	58,173	5,196	51,353	4.5%	14.4%	13.3%
Library Total	28,748	27,845	301,233	27,963	291,078	3.2%	2.8%	3.5%
Per Day library was open	927	994	1,057	902	1,032	-6.7%	2.8%	2.4%
Average of Deforest, Monona and Verona	26,000	26,107	279,487	26,025	272,604	-0.4%	-0.1%	2.5%
By Category								
Books								
Juvenile Fiction	3,177	3,149	35,690	3,221	34,967	0.9%	-1.4%	2.1%
Juvenile Non-Fiction	1,531	1,336	16,325	1,572	15,738	14.6%	-2.6%	3.7%
Easy Readers	1,723	1,636	18,799	1,660	18,304	5.3%	3.8%	2.7%
Picture books	4,964	4,674	48,742	4,883	47,709	6.2%	1.7%	2.2%
Total Juvenile	11,395	10,795	119,556	11,336	116,718	5.6%	0.5%	2.4%
Young Adult	772	753	8,061	663	7,715	2.5%	16.4%	4.5%
Adult Fiction	3,312	3,529	34,762	3,312	33,259	-6.1%	0.0%	4.5%
Adult non-Fiction	2,201	2,218	23,516	2,152	23,810	-0.8%	2.3%	-1.2%
Large print	977	914	9,871	966	9,025	6.9%	1.1%	9.4%
Total Adult	6,490	6,661	68,149	6,430	66,094	-2.6%	0.9%	3.1%
Magazines	409	365	4,601	402	4,360	12.1%	1.7%	5.5%
Audio	680	670	7,887	719	8,469	1.5%	-5.4%	-6.9%
DVD and Blu-ray	1,988	1,808	21,657	2,139	24,347	10.0%	-7.1%	-11.0%
Software and video games	183	175	2,227	136	1,618	4.6%	34.6%	37.6%
Kits	745	829	9,661	844	9,264	-10.1%	-11.7%	4.3%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	62	72	721	53	709	-13.9%	17.0%	1.7%
E-books	5,946	5,689	58,173	5,196	51,353	4.5%	14.4%	13.3%
% of total circulation	20.7%	20.4%	19.3%	18.6%	17.6%	1.2%	11.3%	N/A
PROGRAMS								
Children								
Number	43	33	369	43	372	30.3%	0.0%	-0.8%
Attendance	1,384	946	14,497	1,475	13,981	46.3%	-6.2%	3.7%
Young adult								
Number	7	6	76	7	60	16.7%	0.0%	26.7%
Attendance	50	24	535	60	541	108.3%	-16.7%	-1.1%
Adult								
Number	21	22	219	24	204	-4.5%	-12.5%	7.4%
Attendance	309	333	3,495	305	3,506	-7.2%	1.3%	-0.3%
NEW PATRONS ADDED	91	103	988	89	1,038	-11.7%	2.2%	-4.8%
PUBLIC MEETING ROOM BOOKINGS	26	28	281	35	286	-7.1%	-25.7%	-1.7%
STUDY ROOM BOOKINGS	648	650	6793	683	5902	-0.3%	-5.1%	15.1%
PUBLIC PC SESSIONS	460	422	4,670	417	4,278	9.0%	10.3%	9.2%
UNIQUE WIRELESS USERS	1,954	1,820	18,128	1703	16,156	7.4%	14.7%	12.2%
CURBSIDE TRANSACTIONS	28	25	285	33	307	12.0%	-15.2%	-7.2%
# OF VISITORS TO LIBRARY	13,269	12,680	143,187	14,094	142,622	4.6%	-5.9%	0.4%

Waunakee Public Library Activity Report
Library Director Erick Plumb
November 21, 2025

Library Activity in October/November

- Due to the uncertainty surrounding FoodShare benefits this month, we have set up a Little Free Pantry at the library! If you or someone you know could use an extra meal or two, stop by the den at the library to pick up some food, no questions asked. We are also expanding our after-school snacks for teens to be available every weekday from 4pm-5pm at the upstairs reference desk.
- The 2026 Operating budget was approved at the November 17 Village Board meeting. We are grateful that Village administration and the Board included our request for an additional part-time Library Assistant to help manage our continued growth. That position will begin in January.
- The Village welcomes new Parks and Recreation Director Michael Axon to Waunakee on November 24. Mike was the Parks and Rec Director at Cross Plains for many years and is also a Village of Waunakee resident. I'm looking forward to working together in the future!
- I was elected to the South Central Library System's Administrative Council. The Administrative Council ("AC") is the primary advisory group to the SCLS Board and SCLS staff. This Council determines the course of action and oversight of "big picture" issues that affect all members. It receives reports from the committees, makes planning recommendations, and recommends the annual budget, plan and services priorities. I will represent a cluster of eight Dane County Libraries for the next two years on the AC.
- My state Library Director certification is up for renewal at the end of January, so I'm making a last mad dash to accrue Continuing Education credits by the end of the year! On November 16 I completed a four-week course through UW-Madison's iSchool called "Libraries and the Customer Experience," which, despite its rather plain name was a good dive into User Experience (UX) tools and tips to enhance our already high-quality customer service. In October, I also completed a weekly series of webinars also through the iSchool called "Advocacy Crash Course: Championing Staff & Creating a Welcoming Library Environment." Sessions on working with neurodivergent staff and patrons, the disability community, and handling trans staff were all quite useful to me.
- Additionally, I have joined a planning committee for the Dane County Libraries to plan a project around eliminating barriers to services at county Libraries and creating a county-wide promotional campaign to attract new users, particularly amongst marginalized communities or to bring people back to the libraries if they haven't been back in a few years. Dane County Library Services was awarded a Partners in Equity (PIE) grant. Planning work begins in December, with an eye towards really getting moving after the libraries migrate to our new ILS software in April.
- The Library hosted the entirety of the Village's staff for a Village-wide event on November 13. After an hour of games, the staff worked with Randy Guttenberg, former WCSD Superintendent, on developing a Village employee mission statement. Amy Sampson saved the day in front of the entire Village staff when she assisted when a technical issue threatened to stymie Randy's AV presentation.

- Set the date: the Friends of the Library will host their annual Craft Fair and Book & Bake Sale at the Intermediate School on November 22.

Youth Services Report by Brittany Gitzlaff

October was a busy month! Laura and Caitlin put together a super fun Halloween-themed escape room that was offered multiple times for different age groups during Fall Break. We also had the Village-wide scavenger hunt happening this month with a Halloween theme. Caitlin and I attended Create Waunakee's Trunk-or-Treat event in our overflow lot dressed as Elephant and Piggie and gave out candy to hundreds of kids. Molly volunteered at Schumacher Farm's Halloween event and read "spooky" stories to kids in the chicken coop. This month we wrapped up our field trips with Prairie Elementary, and Laura continued to visit Intermediate for Lunch With the Librarian and the high school book clubs. Jody offered a new program, "Book Bingo," and families really enjoyed playing Bingo and winning free books and other small prizes. I attended WLA for one day and learned from and enjoyed sessions about trauma in the library, expanding open-ended play, and early literacy initiatives.

Adult Services & Community Engagement Report by Amy Sampson

In October, I worked with our new book ordering vendor, Ingram, and collections staff to set up our accounts and processes. Ingram has been overwhelmed with new clients since Baker & Taylor announced their closure, and is experiencing some delays in shipping materials, but our orders are starting to trickle in.

I revamped our Winter Reading program for adults and teens, moving from a bingo style to a board game style, and ordered library mugs as prizes. Brittany is also updating the kids WRP to match. I attended the Dementia Friendly Committee meeting. I also went to one day of the Wisconsin Library Association conference, attending sessions on mobile library services and adult programming. I also helped distribute the sign up for other County libraries to host the traveling Ho-Chunk Language and Culture banners exhibit.

At the end of the month, I coordinated ordering food and setting up logistics for a little free pantry to address the delay in SNAP/FoodShare benefits. I reached out to the food pantry to have their information available at the table.

Director Meetings & Continuing Education

- CE - "Your Voice Matters: Advocating for Yourself at Work," October 16
- Village Board, October 20
- CE - "Somebody Has to be on the Front Lines: Public Library Staff and Social Assistance Services," October 21
- Village Deputy Admin Lauren Freeman, October 23
- Village GIS specialist, Austin Coppernoll, October 23
- Friends of the Library meeting, October 23
- CE - "Inspirations, Burdens, and Other Lies: The Disability Community in the Library," October 27

- Wisconsin Library Association, October 29
- Village Administrator Todd Schmidt, October 30
- Village Department Head Meeting, November 5
- Library management meeting, November 6
- Deputy Village Admin Jared Heyn, November 11
- Village-wide Staff Meeting, November 13
- Dane County Library Directors meeting at Fitchburg PL, November 13
- Village Board, November 17
- CE – iSchool Course “Libraries and the Customer Experience,” October 20 – November 16

Strategic Plan	Responsibility	2022-23 Activities	2023-24 Activities	2024-25 Activities	2025-26 Activities	2026-27 Activities	Evaluation
GOAL 1 – Establish the Library as a civic focal point for the greater Waunakee Community	Erick	Saturday socials					
Objective – Work closely with Village to become community destination hub	Management team						
Collaborate with the Village & partners to be a destination for events to help further the civic, health, and wellbeing of the community		Wellness fair, play in your park, scavenger hunts, PW storytime, National Night Out, Kids Expo	Wellness fair, play in your park, scavenger hunts, PW storytime, National Night Out, Kids Expo	Wellness fair, play in your park, scavenger hunts, PW storytime, National Night Out, Kids Expo	Wellness fair, play in your park, scavenger hunts, PW storytime, National Night Out, Kids Expo		
Optimize use of space (variety of spaces, vending options, evaluate usage of areas, etc.)	Erick		Evaluation of space usage	Plans for renewal of meeting and study spaces, furniture replacement; Community Hall event coordinator	New Event Coordinator - new marketing, renewed policies and expansion of service		
Serve as an information resource about the Waunakee area - up-to-date books, records, digitized archives		Continued to digitize archives and upload, two binders in Tech hub with Local Resources, Church guide		Erick took a UW course on archive and local history best practices	Great expansion of local history scanning and uploads to local history collection		
Increase promotion of library event space availability across the community.		New guide	Updated guide. Evaluate usage of meeting/event spaces	Updated guide. Goals for new Event Coordinator will be to market spaces more and increase sales	Increased marketing. New website makes reservations easier		
Find ways for the Waunakee community to create and share original content, such as open-mic events.		Rotating art gallery, local author showcase, art swap, writers' group	Rotating art gallery, local author showcase, art swap, writers' group	Continuing crafting program. Teen and Kids' crafting and art events. Rotating art gallery, local author showcase, art swap, writers' group	Continuing crafting program. Teen and Kids' crafting and art events. Rotating art gallery, local author showcase, art swap, writers' group		
Partner with the Village and school district to increase community awareness of electronic resources (databases, Consumer Reports, Overdrive, etc.).		Increased Kanopy and Libby advertising		Better website makes access to electronic resources easier. Expanded local history collection			
Objective – Build diverse partnerships that expand the Library's capacity to make a positive difference in the lives of people of all backgrounds.							
Develop new strategic partnerships and strengthen existing relationships by designating a staff member liaison to have monthly check-ins with partners.		WNC, Rotary, Lions, Create Waunakee, Chamber partnership					

Work with governmental entities to achieve sustainable levels of support via monthly check-ins between Village Administration and the Library Director					Erick and Todd meet monthly	Close working relationship between Village admin and library leadership		
Seek supplemental funding to enhance the library's resources, technology, facilities and services.		BTP grants, friends,	Donor letter update on library news/.		Maintain relationships with past donors. Increase marketing and usage of Community Hall as event space.	Friends of Library finding of ebook local collection and new programming		
Build off community diversity, equity, and inclusion efforts to add partnerships with diverse groups and add more diverse programming to the library's repertoire.		WNC spanish classes, Building Connections programming, MLK Day!	Bilingual storytime		Additional bilingual and Spanish-language materials. Additional storytimes.			
Work with patrons and groups of various races, nationalities, abilities, and socioeconomic levels to ensure that the library is a welcoming and inclusive place for all.		One -on-one tech support for non-English patrons; work with service clubs						

2026 Proposed Fee Schedule

Room	Sunday – 6 PM Friday	Friday Eve-Saturday
Community Hall	\$50 per hour	\$75 per hour
Board Room*	\$25 per hour \$12 per hour not-for-profit**	\$25 per hour \$12 per hour not-for-profit**

*Board Room available during library open hours

**Local Not-for-profit (within Waunakee Community School District area) and governmental organization fees waived with proof of tax-exempt status

Pricing Guide

Weekday	Friday	Weekend
Monday-Thursday 2 hour minimum	Friday 2 hour minimum	Saturday & Sunday 4 hour minimum
\$50/hr 9am-8pm 1 hour in empty space \$25/hr	\$50/hr 9am-6pm \$75/hr 6pm-10pm	\$75/hr Saturday 9am-10pm \$50/hr Sunday 10am-4pm

Pricing effective January 1st, 2026

Rental hours include any set up and take down time by renter. Tables and chairs will be set up in advance by library staff.

The hourly rate is not prorated for time intervals less than one hour.

Fees are waived for all library-related events and events by local, state, or national governmental bodies.

Alcohol Service Fee - \$100

See Food and Beverage section for guidelines on serving alcohol.

Payment

Full payment is due 4 weeks prior to the event.
Checks should be made payable to Waunakee Public Library.

