

**Waunakee Public Library
Library Board Meeting
Library Board Room
Friday, October 28, 2022—7:45 AM**

- I. Call to order
- II. Roll call: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Melissa Hill, Erin Moran, Angie Rojas Agudelo, Cathy Sheffield, Library Director Erick Plumb.
- III. Public Comment
- IV. Consent agenda
 - A. Approve August 2022 Library Board Minutes
 - B. Approve Schedule of Bills
 - C. Approve Financial Reports
- V. Director's Report
- VI. Old Business
 - A. Friends of the Library Update
 - B. Discuss Community Hall marketing
- VII. New Business
 - A. Discuss and Approve Meeting Room Fee schedule for 2023
 - B. Approve Youth Services Librarian position description
 - C. Discuss plans for Martin Luther King Jr. Day on January 16, 2023
 - D. Discuss plans for creation of Library Grounds subcommittee
- VIII. Adjourn

Next Library Board meeting: Friday November 18, 2022 @ 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, August 19, 2022- 7:45AM

201 N. Madison Street, Conference Room

- I. **Call to order:** Cathy called the meeting to order at 7:45 AM
- II. **Roll Call:**
 - A. **Roll call:** Present: Cathy Sheffield, Melissa Hill, Angie Rojas Agudelo, Jean Elvekrog, Annie Ballweg, Kathy Grosskopf, Erin Moran and Erick Plumb.
 - B. **Guests:** No guests
- III. **Public Comment** No public comment
- IV. **Approval of the consent agenda** Erin made a motion to approve. Melissa seconded. Passed.
- V. **Director's Report** The Summer Reading Program ended with a successful backyard blowout party last night, August 18. Elizabeth Clauss, Access Services Librarian will be leaving. In September Erick will attend an award ceremony with Chris Zellner, where OPN will be receiving a Design Award for Merit. The Library hosted another successful election on August 9. The Bruce Company started treatment on the pond to control weeds and algae. Brittany visited the elementary schools to distribute free books to students that participated in the Reading Express program this summer. Courtney finalized the All Around Town Program and marketing materials will be coming out soon. Amy compiled the responses from the Community Interest Survey and met with the Adult Services team to discuss how they will use the results in future programming.
- VI. **Old Business**
 - A. **Friends of the Library Update** The Friends had a Funraiser at Drumlin ridge, planning is ongoing for the November Craft Fair, and there is a Bingo Funraiser being planned for January 6, 2023.
 - B. **Discuss and approve Community Hall Usage Policy** Will discuss fee schedule in September. Will also discuss ideas for promotional packets, brochures and website. Erin made a motion to approve the Usage Policy. Melissa seconded. Passed.
 - C. **Discuss donor outreach goals and objectives for 2022 campaign** We discussed reaching out to donors as a thank you for past donations. We will revisit in September.
 - D. **Discuss and approve preliminary 2023 Operating Budget** We discussed Cost of Living increases and staffing. We will revisit in September.
- VII. **New Business**
 - A. **Approve closing Library on Friday, August 26, 2022 for Staff Inservice** Erin made a motion to close the Library as discussed. Jean seconded. Passed.

- B. Discuss History Hall curation** We discussed the current curator having a helper at no additional cost to the Library. We also discussed alternating between history and art exhibits in History Hall.
- C. Discuss staff appreciation** We discussed how to celebrate our wonderful staff and volunteers. Cathy will take care of organizing gifts and breakfast.

VIII. Adjourn: Kathy made a motion to adjourn at 9:11. Cathy seconded. Passed.

Library Board Meeting: Friday, September 16, 2022 at 7:45AM

Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary

August 2022

Account	Vender	Amount
<u>100-551400-217 Security Systems</u>	Pyramid Telephone and Security	0.00
	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	313.86
		0.00
	Total	313.86
<u>100-551400-292 Maintenance contracts</u>	SCLS	0.00
	Bibliotheca	0.00
	Midwest Alarm	0.00
	Total	0.00
<u>100-551400-311 Postage</u>	Post Office	145.76
	Total	145.76
<u>100-551400-320 Publications, subscriptions and dues</u>	Amazon Prime	0.00
	ALA	0.00
	Wauankee Rotary	211.00
	WLA	0.00
	Total	211.00
<u>100-551400-330 Travel and training</u>	Evenbrite	419.88
	Dunkin	93.47
	Panera	363.48
	Pig	90.80
	Total	967.63
<u>100-551400-340 Programs</u>	Pig	43.85
	Apple Music	0.00
	Amazon	255.12
	Michaels	0.00
	Target	0.00
	Sticker Mule	80.50
	Dollar Tree	27.50
	Culvers	25.00
	Signs	1,318.95
	Pizza Hut	160.46
	Jannina Killian	100.00
	Waunakee Chamber of Commerce	100.00
	Minuteman Press	0.00
	Village of Waunakee	139.00
	Post Office	0.00
	Total	2,250.38
<u>100-551400-341 Equipment</u>		

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	Minuteman Press	0.00
	Amazon	-43.44
	Nassco	0.00
	Laird Plastics	0.00
	SCLS	0.00
<u>100-551400-350 Repairs and maint</u>	Total	-43.44
<u>100-551400-380 Adult books</u>	Total	0.00
	Amazon	87.55
	Baker and Taylor	2,850.21
	Hekla Publishing	33.43
	Beyond the Page	0.00
<u>100-551400-381 Juvenile books</u>	Total	2,971.19
	Amazon	0.00
	Baker and Taylor	1,882.03
	Penworthy	0.00
	Chicago Distribution Center	22.20
<u>100-551400-383 Serial subscriptions</u>	Total	1,904.23
	Rivistas	0.00
<u>100-551400-384 - Digital Materials & Computer Software</u>	Total	0.00
	Amazon	0.00
	Demco Software	0.00
	TBS	0.00
	Verizon -Hotspots	200.05
	CDW - Adobe	0.00
<u>100-551400-385 Kit supplies</u>	Total	200.05
	Amazon	336.05
	Minuteman Press	42.46
	UPS Store	0.00
	Nature Watch	0.00
<u>100-551400-386 Audio materials</u>	Total	378.51
	Blackstone Publishing	120.55
	Midwest Tape	164.07
	Amazon	69.88
	Findaway	0.00
<u>100-551400-387 Videos</u>	Total	354.50
	Amazon	167.87
	Midwest Tape	481.15
	Debbie Howard	0.00
	Greta Productions	0.00
<u>100-551400-390 Other</u>	Total	649.02
	Amazon	338.82
	Minuteman Press	0.00
	Office Depot	85.98
	Ace Hardware	0.00
	Uline	0.00
	Demco	179.86
	Walgreens	0.00
	Pig	46.95
<u>100-551400-391 Personnel</u>	Total	651.61

100-551400-392 Public relations

Total	0.00
Minuteman Press	34.00
Fearings	0.00
Waunakee Chamber of Commerce	250.00

100-551401-210 Building serices

Total	284.00
CJ's Lawn and Snow	405.00
Clear Vision	0.00
Ahern Co	0.00
Graber Manufacturing	0.00
JR's Mulch	0.00
Total	405.00

100-551401-350 Repairs/Maintenance

Division Street Mart	12.65
Crescent Electric	0.00
Menards	22.76
Ace Hardware	0.00
Laird Plastics	0.00
Schilling Supply Company	538.68
Amazon	0.00
Capital Coffee	272.85
Walgreens	0.00
CF Statz	0.00
Fearing's	0.00
Total	846.94

220 fund

Out of print	0.00
Waunakee Chamber of Commerce	0.00
Tee Public	0.00
Total	0.00

Month Total	12,490.24
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September 2022

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	412.44
		0.00
	Total	412.44
<u>100-551400-292 Maintenance contracts</u>	SCLS	0.00
	Fearing's	0.00
	Midwest Alarm	0.00
	Total	0.00
<u>100-551400-311 Postage</u>	Post Office	128.53
	UPS Store	9.75
	Total	138.28
<u>100-551400-320 Publications, subscriptions and dues</u>	National Notary Association	0.00
	State of Wi	0.00
	Amazon	139.00
	WLA	0.00
	Total	139.00
<u>100-551400-330 Travel and training</u>	SCLS	0.00
	UW- Madison	0.00
	WLA	0.00
	Dunkin	20.68
	Total	20.68
<u>100-551400-340 Programs</u>	Pig	0.00
	Apple Music	0.00
	Amazon	736.21
	Michaels	0.00
	Target	75.00
	Jenny Kalvaitis	100.00
	Shawn Bolduc	0.00
	William Pack	250.00
	Boxed	340.68
	Zoom	0.00
	Martha Fitzmier	150.00
	Waunakee Chamber	15.00
	Minuteman Press	0.00
	Ace Hardware	0.00
	Post Office	0.00
	Total	1,666.89
<u>100-551400-341 Equipment</u>		

	Minuteman Press	0.00
	Amazon	189.90
	Nassco	0.00
	Laird Plastics	0.00
	SCLS	0.00
<u>100-551400-350 Repairs and maint</u>	Total	189.90
<u>100-551400-380 Adult books</u>	Total	0.00
	Amazon	30.18
	Baker and Taylor	2,925.34
	Barnes and Noble	0.00
	Dane County Library Service	31.35
<u>100-551400-381 Juvenile books</u>	Total	2,986.87
	Amazon	0.00
	Baker and Taylor	1,060.59
	Penworthy	0.00
	The Dot Central	0.00
<u>100-551400-383 Serial subscriptions</u>	Total	1,060.59
	Rivistas	0.00
<u>100-551400-384 - Digital Materials & Computer Software</u>	Total	0.00
	Amazon	0.00
	Demco Software	0.00
	TBS	0.00
	Verizon -Hotspots	200.05
	CDW - Adobe	0.00
<u>100-551400-385 Kit supplies</u>	Total	200.05
	Amazon	173.46
	Minuteman Press	42.46
	Target	0.00
	Walmart	0.00
	LL Bean	0.00
	Wall Monkeys	0.00
<u>100-551400-386 Audio materials</u>	Total	215.92
	Blackstone Publishing	159.13
	Midwest Tape	210.22
	Amazon	91.87
	Findaway	0.00
<u>100-551400-387 Videos</u>	Total	461.22
	Amazon	326.41
	Midwest Tape	113.19
	Debbie Howard	0.00
	Greta Productions	0.00
<u>100-551400-390 Other</u>	Total	439.60
	Amazon	620.25
	Office Depot	227.47
	Azuradisc	130.34
	Walmart	55.29
	Pig	0.00
	Demco	0.00
	Thermal Paper Direct	180.29
	Uline	151.03

<u>100-551400-391 Personnel</u>	Total	1,364.67
<u>100-551400-392 Public relations</u>	Total	0.00
	Minuteman Press	126.00
	Fearings	0.00
<u>100-551401-210 Building services</u>	Total	126.00
	Masters Building Solutions	0.00
	Midwest Alarm	0.00
	Otis Elevator Company	2,208.60
	The Bruce Company	493.00
	Total	2,701.60
<u>100-551401-350 Repairs/Maintenance</u>		
	Nassco	0.00
	Kraemer Air Filter Corp	0.00
	Menards	180.08
	Ace Hardware	0.00
	Amazon	0.00
	Schilling Supply Company	139.41
	Capital Coffee	397.85
	The Electricians	3,765.00
	Waunakee Rental	0.00
	Waunakee Power Equipment	0.00
	Total	4,482.34
<u>220 fund</u>		
	Out of print	0.00
	Waunakee Chamber of Commerce	0.00
	Tee Public	0.00
	Total	0.00
	Month Total	16,606.05

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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY OPERATIONS</u>						
100-551400-110 LIBRARY FULL TIME	33,809.51	283,086.50	472,532.00	189,445.50	59.91	243,389.37
100-551400-120 LIBRARY PART TIME	28,127.64	215,095.42	315,607.00	100,511.58	68.15	201,856.54
100-551400-130 LIBRARY FICA	4,457.89	37,919.91	58,414.00	20,494.09	64.92	34,079.94
100-551400-131 LIBRARY RETIREMENT	3,001.94	26,376.18	37,672.00	11,295.82	70.02	26,282.28
100-551400-132 LIBRARY HEALTH	10,081.88	100,684.46	135,329.00	34,644.54	74.40	96,895.67
100-551400-133 LIBRARY LIFE	61.84	497.34	598.00	100.66	83.17	559.22
100-551400-134 LIBRARY DENTAL	608.02	6,453.01	10,005.00	3,551.99	64.50	6,658.83
100-551400-210 LIBRARY OUTSIDE SERVICES	102.00	579.00	3,008.00	2,429.00	19.25	646.00
100-551400-217 LIBRARY SECURITY SYSTEMS	.00	.00	.00	.00	.00	323.40
100-551400-219 LIBRARY AUTOMATION LEVY	.00	62,993.00	63,188.00	195.00	99.69	55,512.00
100-551400-225 LIBRARY COMMUNICATIONS	721.65	4,292.86	9,180.00	4,887.14	46.76	5,356.33
100-551400-290 LIBRARY LEASED ITEMS	608.74	4,422.07	8,256.00	3,833.93	53.56	3,622.04
100-551400-292 LIBRARY MAINTENANCE CONTRACTS	.00	2,960.65	2,500.00	(460.65)	118.43	630.00
100-551400-311 LIBRARY POSTAGE	3.32	668.87	800.00	131.13	83.61	482.97
100-551400-320 LIBRARY PUBS/SUBS/DUES	300.00	1,991.70	2,599.00	607.30	76.63	599.00
100-551400-330 LIBRARY TRAVEL/TRAINING	.00	1,180.36	2,900.00	1,719.64	40.70	1,030.00
100-551400-340 LIBRARY PROGRAMS	1,190.46	17,772.13	24,000.00	6,227.87	74.05	9,752.92
100-551400-341 LIBRARY EQUIPMENT	559.98	3,107.19	7,500.00	4,392.81	41.43	3,693.02
100-551400-380 LIBRARY ADULT BOOKS	3,394.17	28,422.46	42,000.00	13,577.54	67.67	25,302.92
100-551400-381 LIBRARY JUVENILE BOOKS	2,520.98	13,983.26	22,000.00	8,016.74	63.56	13,558.07
100-551400-382 LIBRARY MICROFILM	.00	15.16	.00	(15.16)	.00	.00
100-551400-383 LIBRARY SERIAL SUBSCRIPTIONS	.00	6,840.39	7,950.00	1,109.61	86.04	8,278.90
100-551400-384 LIBRARY COMPUTER SOFTWARE	200.05	7,911.19	15,589.00	7,677.81	50.75	14,192.09
100-551400-385 LIBRARY KIT SUPPLIES	553.62	4,006.07	5,000.00	993.93	80.12	2,830.29
100-551400-386 LIBRARY AUDIO MATERIALS	515.81	4,873.80	9,500.00	4,626.20	51.30	5,281.05
100-551400-387 LIBRARY VIDEOS	881.75	5,217.57	8,500.00	3,282.43	61.38	5,424.52
100-551400-390 LIBRARY OTHER	500.84	6,781.02	17,825.00	11,043.98	38.04	7,355.02
100-551400-391 LIBRARY PERSONNEL	56.00	112.00	.00	(112.00)	.00	.00
100-551400-392 LIBRARY PUBLIC RELATIONS	85.00	1,755.20	1,500.00	(255.20)	117.01	2,429.30
TOTAL LIBRARY OPERATIONS	92,343.09	849,998.77	1,283,952.00	433,953.23	66.20	776,021.69



VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY BUILDING</u>						
100-551401-110 LIBRARY BLDG FULL TIME	4,598.36	38,919.30	59,479.00	20,559.70	65.43	37,857.60
100-551401-120 LIBRARY BLDG PART-TIME	1,924.48	15,183.69	22,697.00	7,513.31	66.90	12,916.45
100-551401-121 LIBRARY BLDG OVERTIME	.00	.15	.00	(.15)	.00	30.63
100-551401-130 LIBRARY BLDG FICA	486.78	4,273.00	6,286.00	2,013.00	67.98	4,033.53
100-551401-131 LIBRARY BLDG RETIREMENT	298.88	2,656.42	3,866.00	1,209.58	68.71	2,677.75
100-551401-132 LIBRARY BLDG HEALTH	1,504.93	13,790.86	18,720.00	4,929.14	73.67	13,541.60
100-551401-133 LIBRARY BLDG LIFE	5.71	50.06	68.00	17.94	73.62	42.41
100-551401-134 LIBRARY BLDG DENTAL	150.18	1,289.62	1,687.00	397.38	76.44	1,260.65
100-551401-210 LIBRARY BLDG SERVICES	405.00	4,838.80	29,500.00	24,661.20	16.40	9,428.50
100-551401-220 LIBRARY BLDG UTILITIES	3,661.03	16,524.28	24,000.00	7,475.72	68.85	14,516.74
100-551401-221 LIBRARY BLDG GAS HEAT	306.26	11,057.39	12,000.00	942.61	92.14	6,454.25
100-551401-341 LIBRARY BLDG EQUIPMENT	94.99	94.99	1,446.00	1,351.01	6.57	.00
100-551401-350 LIBRARY BLDG REPAIRS/MAINT	503.66	10,560.46	22,000.00	11,439.54	48.00	9,034.86
100-551401-390 LIBRARY BLDG OTHER	.00	200.00	3,500.00	3,300.00	5.71	1,863.75
TOTAL LIBRARY BUILDING	13,940.26	119,439.02	205,249.00	85,809.98	58.19	113,658.72
<u>DEPOT</u>						
100-551410-350 DEPOT REPAIRS/MAINT	.00	.00	600.00	600.00	.00	.00
TOTAL DEPOT	.00	.00	600.00	600.00	.00	.00



VILLAGE OF WAUNAKEE
BALANCE SHEET
AUGUST 31, 2022

LIBRARY SPECIAL REVENUE FUND

ASSETS

220-11110	COMMINGLED CASH	79,131.32	
220-11801	CASH ON HAND	<u>1,129.83</u>	
	TOTAL ASSETS		<u><u>80,261.15</u></u>

LIABILITIES AND EQUITY

FUND EQUITY

220-34300	FUND BALANCE	<u>63,390.26</u>	
	BEGINNING FUND BALANCE	63,390.26	
	REVENUE OVER EXPENDITURES - YTD	<u>16,870.89</u>	
	TOTAL FUND EQUITY		<u><u>80,261.15</u></u>
	TOTAL LIABILITIES AND EQUITY		<u><u>80,261.15</u></u>

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1030243: Waunakee Library Forever Fund

8/1/2022 To 8/31/2022

Balance

Beginning Balance 313,351.85

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)

Investment Results, Net Of Fees (8,605.95)

(8,605.95)

Grants/Distributions

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (261.13)

(261.13)

Ending Balance

\$304,484.77

Cash Available for Grants as of 8/31/2022

\$0.00



1030243: Waunakee Library Forever Fund

9/1/2022 To 9/30/2022

Balance

Beginning Balance 304,484.77

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)

Investment Results, Net Of Fees (12,943.02)

(12,943.02)

Grants/Distributions

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (253.74)

(253.74)

Ending Balance

\$291,288.01

Cash Available for Grants as of 9/30/2022

\$0.00

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

August 2022

	2022			2021		% Change Prev Month	% Change Prev Year	YTD % Change
	August	Prev Month	Yr-to-date	August	Yr-to-date			
# of Days Library was open	26	26	224	26	205	0.0%	N/A	N/A
CIRCULATION								
Physical circulation	26,216	26,543	192,868	24,346	169,737	-1.2%	7.7%	13.6%
Digital circulation	4,126	4,145	30,219	3,407	28,453	-0.5%	21.1%	6.2%
Library Total	30,342	30,688	223,087	27,753	198,190	-1.1%	9.3%	12.6%
Per Day library was open	1,167	1,180	996	1,067	967	-1.1%	9.3%	3.0%
Average of Deforest, Monona and Verona	29,402	28,513	211,955	27,505	181,563	3.1%	6.9%	16.7%
By Category								
Books								
Juvenile Fiction	4,294	4,547	28,845	3,964	26,559	-5.6%	8.3%	8.6%
Juvenile Non-Fiction	1,681	1,787	12,892	1,583	11,225	-5.9%	6.2%	14.9%
Easy Readers	1,925	2,060	14,453	1,680	13,162	-6.6%	14.6%	9.8%
Picture books	5,447	4,975	39,893	4,443	31,559	9.5%	22.6%	26.4%
Total Juvenile	13,347	13,369	96,083	11,670	82,505	-0.2%	14.4%	16.5%
Young Adult	917	1,023	6,161	1,137	6,881	-10.4%	-19.3%	-10.5%
Adult Fiction	3,452	3,377	24,209	3,168	21,764	2.2%	9.0%	11.2%
Adult non-Fiction	2,321	2,352	17,851	2,245	16,117	-1.3%	3.4%	10.8%
Large print	942	870	6,413	801	5,257	8.3%	17.6%	22.0%
Adult Paperbacks	52	69	530	100	696	-24.6%	-48.0%	-23.9%
Total Adult	6,767	6,668	49,003	6,314	43,834	1.5%	7.2%	11.8%
Magazines	390	415	3,413	449	3,520	-6.0%	-13.1%	-3.0%
Audio	811	873	5,998	899	6,107	-7.1%	-9.8%	-1.8%
DVD and Blu-ray	2,533	2,678	20,967	2,575	21,343	-5.4%	-1.6%	-1.8%
Software and video games	116	97	917	77	656	19.6%	50.6%	39.8%
Kits	1,221	1,300	9,488	1,137	4,274	-6.1%	7.4%	122.0%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	89	75	574	72	453	18.7%	23.6%	26.7%
E-books	4,126	4,145	30,219	3,407	28,453	-0.5%	21.1%	6.2%
% of total circulation	13.6%	13.5%	13.5%	12.3%	14.4%	0.7%	10.8%	N/A
PROGRAMS								
Children								
Number	20	29	244	5	95	-31.0%	300.0%	156.8%
Attendance	1,013	1,195	7,124	315	4,711	-15.2%	221.6%	51.2%
Young adult								
Number	5	8	49	3	37	-37.5%	66.7%	32.4%
Attendance	63	81	335	26	276	-22.2%	142.3%	21.4%
Adult								
Number	18	16	104	8	66	12.5%	125.0%	57.6%
Attendance	640	118	1,791	28	1,521	442.4%	2185.7%	17.8%
NEW PATRONS ADDED	125	127	1,015	79	525	-1.6%	58.2%	93.3%
PUBLIC MEETING ROOM BOOKINGS	17	17	155	9	37	0.0%	88.9%	318.9%
STUDY ROOM BOOKINGS	328	321	2694	218	523	2.2%	50.5%	415.1%
PUBLIC PC SESSIONS	406	353	3,174	444	2,333	15.0%	-8.6%	36.0%
UNIQUE WIRELESS USERS	2,111	1,842	14,640	1,249	7,365	14.6%	69.0%	98.8%
CURBSIDE TRANSACTIONS	54	39	429	41	1,522	38.5%	31.7%	-71.8%
# OF VISITORS TO LIBRARY	14,713	12,296	92,922	9,748	55,186	19.7%	50.9%	68.4%

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

September 2022

	2022			2021		% Change	% Change	YTD
	September	Prev Month	Yr-to-date	September	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	28	26	252	28	233	7.7%	N/A	N/A
CIRCULATION								
Physical circulation	22,365	26,216	215,233	21,607	191,344	-14.7%	3.5%	12.5%
Digital circulation	3,866	4,126	34,085	3,292	31,745	-6.3%	17.4%	7.4%
Library Total	26,231	30,342	249,318	24,899	223,089	-13.5%	5.3%	11.8%
Per Day library was open	937	1,167	989	889	957	-19.7%	5.3%	3.3%
Average of Deforest, Monona and Verona libraries	24,424	29,402	236,378	23,805	205,368	-16.9%	2.6%	15.1%
By Category								
Books								
Juvenile Fiction	3,132	4,294	31,977	3,344	29,903	-27.1%	-6.3%	6.9%
Juvenile Non-Fiction	1,263	1,681	14,155	1,232	12,457	-24.9%	2.5%	13.6%
Easy Readers	1,722	1,925	16,175	1,527	14,689	-10.5%	12.8%	10.1%
Picture books	5,086	5,447	44,979	4,296	35,855	-6.6%	18.4%	25.4%
Total Juvenile	11,203	13,347	107,286	10,399	92,904	-16.1%	7.7%	15.5%
Young Adult	655	917	6,816	732	7,613	-28.6%	-10.5%	-10.5%
Adult Fiction	2,986	3,452	27,195	2,880	24,644	-13.5%	3.7%	10.4%
Adult non-Fiction	2,250	2,321	20,101	2,124	18,241	-3.1%	5.9%	10.2%
Large print	842	942	7,255	648	5,905	-10.6%	29.9%	22.9%
Adult Paperbacks	47	52	577	81	777	-9.6%	-42.0%	-25.7%
Total Adult	6,125	6,767	55,128	5,733	49,567	-9.5%	6.8%	11.2%
Magazines	426	390	3,839	393	3,913	9.2%	8.4%	-1.9%
Audio	747	811	6,745	742	6,849	-7.9%	0.7%	-1.5%
DVD and Blu-ray	2,123	2,533	23,090	2,479	23,822	-16.2%	-14.4%	-3.1%
Software and video games	121	116	1,038	80	736	4.3%	51.3%	41.0%
Kits	884	1,221	10,372	977	5,251	-27.6%	-9.5%	97.5%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	49	89	623	51	504	-44.9%	-3.9%	23.6%
E-books	3,866	4,126	34,085	3,292	31,745	-6.3%	17.4%	7.4%
% of total circulation	14.7%	13.6%	13.7%	13.2%	14.2%	8.4%	11.5%	N/A
PROGRAMS								
Children								
Number	28	20	272	19	114	40.0%	47.4%	138.6%
Attendance	632	1,013	7,756	408	5,119	-37.6%	54.9%	51.5%
Young adult								
Number	4	5	53	6	43	-20.0%	-33.3%	23.3%
Attendance	12	63	347	26	302	-81.0%	-53.8%	14.9%
Adult								
Number	18	18	122	4	70	0.0%	350.0%	74.3%
Attendance	192	640	1,983	28	1,549	-70.0%	585.7%	28.0%
NEW PATRONS ADDED	166	125	1,181	86	611	32.8%	93.0%	93.3%
PUBLIC MEETING ROOM BOOKINGS	19	17	174	3	40	11.8%	533.3%	335.0%
STUDY ROOM BOOKINGS	367	328	3061	208	731	11.9%	76.4%	318.7%
PUBLIC PC SESSIONS	364	406	3,538	371	2,704	-10.3%	-1.9%	30.8%
UNIQUE WIRELESS USERS	1,984	2,111	16,624	1,236	8,601	-6.0%	60.5%	93.3%
CURBSIDE TRANSACTIONS	53	54	482	43	1,565	-1.9%	23.3%	-69.2%
# OF VISITORS TO LIBRARY	10,853	14,713	103,775	8,661	63,847	-26.2%	25.3%	62.5%

Library Activity Report
Library Director Erick Plumb
September/October 2022

Library Activity in August/September/October

- Sunday hours have returned for the 2022-23 school year! We re-opened on Sundays on September 11 and were welcomed back with a robust crowd of nearly 200 on a rainy afternoon. The next two Sundays also saw ~150 people visit during the course of the afternoon – which is on pace and slightly higher than where we were in May. We'll be open 12-4 PM Sundays til Memorial Day weekend.
- PHMDC held its first public vaccine clinic with the new Pfizer bivalent vaccine that covers Omicron at their monthly clinic here at the Library on September 15. 45 doses were given! Our second clinic on October 6 saw 74 doses given!
- Also on the needle front, we held our first Blood Drive with the Red Cross on August 30. It was also a success!
- I attended the AIA Wisconsin awards gala in Milwaukee on September 16 where OPN Architects was awarded another award for their work on our library. The award was a merit design award for being “a catalyst project for village economy and life.” Which was, of course, what we were aiming for with the design! I thank Wes Reynolds, Mark Kruser, and the rest of the OPN team for inviting me to celebrate their work.
- The 2023 Operating Budget was presented at the October 17 Village Board meeting. As we've discussed, the Library presented a largely status quo budget. The Village did choose to stay with Quartz for their insurance in 2023, and will give employees two options of HMO plan to choose – in a nutshell, employees can choose either higher premiums, or higher deductibles.
- In the Spring, we were made aware of a local business looking to provide English classes for their employees. After discussing possibilities with the business and local stakeholders, we connected them with Literacy Network in Madison, a nonprofit that specializes in providing classes for adult learners. They are now in their second session of classes, offering 4 classes of 8-10 students each and getting lots of positive feedback from students! Tip o' the hat to our own Amy Sampson for making this connection possible.
- The Library held an all-day Inservice Day on Friday, August 26. The focus of the day was on teens in the library. While I never relish closing the building, our Inservice Day on Friday was a great experience, and a much-needed psychic "break" from public services for all of us, even though the day was busy. I appreciate the Board's support in closing for the day. We had three sessions: a teen librarian roundtable, a presentation on teen development from SCLS' Shawn Brommer (pictured), and a lengthy staff discussion/meeting on current plans and service topics. Sprinkled throughout, staff participated in Angie's Teen Food Olympics events that she has for

our teen patrons. It's always hard to get the whole staff in one place for more than our regular hour-long staff meetings, so it was a great day to learn and bond a bit. After discussing the day with staff in the month following, we think it may be worth having 1-2 regularly scheduled all-day inservice days on the books each year. I am generally loathe to close, but it may be worth it for staff morale and development.

- We are hiring for a second, full-time children's librarian to add to our offerings for youth and their caregivers. This will allow us to greatly increase our services beyond what Brittany and our teen librarian, Angie, can do by themselves. Elizabeth Clauss, one of our FT adult librarians, left in August to become director of the Monticello Public Library and the Library Board decided now is the right time to convert that position to serving our growing Youth Services department.
- We are close to finalizing an agreement with Kanopy, an online streaming service for library patrons. This year has seen increased patron awareness of these services and a number of our users have inquired. We plan on giving it a try in 2023. The service will cost \$3,200 to start; cost is determined by usage so it's possible this could go higher is successful.
- We are in the process of working through an agreement with WCSD for the Library to serve as a family reunification site, in the event that Prairie Elementary needs to be evacuated in an emergency. I've forwarded the proposed MOU (attached in the packet) to the Village for review.

Youth Services Report by Brittany Gitzlaff

September had a bit of a slow start as we settled into a new school year, and adjusted to a new schedule. Storytimes shifted again to include a weekly storytime just for babies, and Jammie Jams returned to being every Monday evening in-person with Molly. Cindy's STEAM and Maker programs continue to be an after-school hit, as well as the snack program for teens that Angie brought back at the end of the month. In addition to her popular Take & Make craft bags, Jody also offered a drop-in craft to make during her Saturday shift. We hope to continue this about once a month. We also helped celebrate National Library Card Sign-up Month with an "Adopt a Reading Buddy" program for kids to help encourage them to read more with their new "buddy," and provided an online library card sign-up for all interested 4K students.

Adult Services Report by Courtney Cosgriff

In September, I hosted 9 programs and my book club. I attended a SCLS Collection Development meeting where we discussed research methods and collection dev resources. I met with the Building Connections team to discuss how we can further (non-book club) programming into the fall/winter. I love that we are keeping the momentum going with this series. I attended a SCLS Inclusive Services meeting where we discussed post-covid life and

programming. I attended a WLA Outreach Services roundtable where we discussed the idea of "Conversation Cafes" and facilitating hard conversations in the library. I also attended another Kanopy webinar to see their new offerings. I started collecting donations for my Community Art Swap next month. I am also working on wrapping up All Around Town and will have rough numbers next month.

Community Engagement Report by Amy Sampson

This month, I drafted the Strategic Plan/New Building Highlights handout to include with the capital campaign donor letter. I created an adult sensory kit similar to the one in the kids' section to provide support to patrons with sensory need working upstairs. I also updated the website for easier access to tutorials on how to use our databases. For programs, I worked with the Building Connections committee, which now includes a representative from Waunakee IDEA, to plan programs for the fall. I hosted/coordinated 2 programs and scheduled more vaccine clinics, a blood drive, and a LinkedIn workshop.

**AGREEMENT TO PERMIT THE USE OF A FACILITY AS A
FAMILY REUNIFICATION SITE**

This agreement is entered into this 4th day of October, 2022, by and between:

PARTIES: Waunakee Public Library
201 N. Madison St.
Waunakee, WI 53597
("Owner")

And

The Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597
("District")

RECITALS:

- A. The District has a need for a facility to serve as a family reunification site in the event that a designated school(s) in the District experiences an emergency or crisis requiring the reunification of students, staff, and their families; and
- B. The Owner has a facility which includes space(s) or area(s) that are appropriate or adequate to serve as a family reunification site for the District; and
- C. The parties desire to reach an understanding that will result in providing the facility owned by the Owner to the District to serve as a family reunification site for the various buildings within the Waunakee Community School District.

TERMS AND CONDITIONS:

This agreement is made for the temporary use of a facility designated by the Owner for use by the District as a reunification site for the Waunakee Community School District students and staff in the event of an emergency or crisis requiring the reunification of students, staff and their families.

1. Facility Name and Address

Waunakee Public Library
201 N. Madison St.
Waunakee, WI 53597

2. Owner's Responsibilities

- a) The Owner has identified the facility, and the District has determined that the facility is suitable for use as a family reunification site. The Owner will provide access to the facility, dependent upon availability as a District reunification site. Availability of the facility will include use by the District, with advance notice, for no more than one reunification exercise conducted by the District on an annual basis.
- b) The Owner will designate a person and one or more alternates to serve as the Owner's contact/representative for the facility in the event a family reunification process is activated by the District. Owner will provide the District with the necessary phone numbers to reach the Owner's contact/representative.
- c) The Owner will provide the District, dependent upon availability, with access to the Facility during the school term in the event the District activates the reunification process. The Owner will provide the District with keys and/or access codes to exterior and interior doors needed to access the area(s) designated for use by the Owner in the event a family reunification process is activated by the District.
- d) The Owner will provide an orientation of the facility to designated District staff. The orientation will include how to access the area(s) designated for use by the District such as, location of lights, restrooms, drinking water, and available tables/chairs.

3. District's Responsibilities

- a) The Director of Student Services will serve as the designated representative for the District in the event a family reunification process is activated.
- b) The Director of Student Services will be responsible for keys and/or access codes for the facility issued to the District by the Owner.
- c) The District will provide a "Family Reunification Team" to prepare and operate the District's reunification center at the facility.
- d) The District will attempt to give advance notice to the owner prior to arriving at the facility in the event of an evacuation.
- e) The District will only utilize area(s) in the facility that the Owner has designated for use by the District.
- f) The District is responsible for providing appropriate security for the reunification process at the Owner's facility.
- g) The District agrees to indemnify, save and hold free and harmless, the Owner of the facility, its officers, agents, representatives and employees from and against all claims, demands, loss, liability, cost or expense of any kind or nature whatsoever which the Owner, its officers, agents, representatives or employees or any of them may sustain or incur, or that may be imposed upon any of them, or injury to, or death of, persons or damages to property arising out of, connected

with, or attributable to use of the facility by the District as a family reunification site unless the facility or its employees are clearly negligent in causing harm.

- h) The District will add the Owner as an "additional insured" on the District's General Liability Insurance Policy. The District shall provide the Owner with a Certificate of Insurance on an annual basis to verify coverage. The policy shall include personal injury and property damage coverage.
- i) The District agrees to reimburse the Owner, if requested, for all direct costs incurred by the Owner when their facility is utilized by the District as a family reunification site.

4. Term

This agreement shall be in force and effect from October, 4, 2022 through October, 4, 2023 ("Initial Period"). This agreement shall be renewed automatically following the Initial Period for subsequent one-year terms unless notified in writing by either party at least ninety (90) days prior to the expiration date. Terms of the agreement and/or renewal period(s) may be renegotiated by the parties.

Waunakee Public Library

Waunakee Community School District

By _____
REPRESENTATIVE

By _____
Randy Guttenberg, District Administrator

Date _____

Date _____



November 1, 2022

Dear [Waunakee Public Library supporter]:

Waunakee Public Library has experienced tremendous growth since the doors of our new facility opened on August 1, 2019. As 2022 winds down, we want to update you on how the library has been thriving.

Since opening, WPL has welcomed 377,522 visitors through September 2022. In addition to the expanded number of library programs we have been able to hold in our new spaces, WPL has hosted 379 non-library events, ranging from birthday parties and baby showers to public town halls and corporate training sessions. Our study rooms have been booked over 6,000 times. Total check-outs over the three year period we've been open are 20% higher than the three years prior to moving in. And, our building has attracted regional and national notice. We are proud that the project itself won three design and engineering awards, demonstrating what a truly remarkable place the library turned out to be!

We are moving full-speed ahead at WPL. In the past year, we have expanded our staffing to accommodate seven-days-per-week services and offered multiple programming opportunities. The Library Board revised our strategic plan (see enclosed) to show where we'd like to go in the next five years. It's an exciting time to look to the future once again!

Waunakee Public Library has made incredible strides since moving to North Madison Street. As we continue to grow our services, and with your continued support, we will remain a vital resource for Waunakee to engage our residents' minds and connect community members in the years to come.

Thank you,

Erick Plumb
Library Director
Waunakee Public Library

Cathy Sheffield
President, Library Board of Trustees
Waunakee Public Library

WAUNAKEE PUBLIC LIBRARY STRATEGIC PLAN 2022-2027

"People may go to the library
looking mainly for information, but
they find each other there."
- Robert Putnam



GOAL 1 - COMMUNITY

**Establish the library as a civic focal point
for the greater Waunakee Community**

- Work closely with the Village to become a community destination and resource hub.
- Build diverse partnerships that expand the Library's capacity to make a positive difference in the lives of people of all backgrounds.



GOAL 2 - PASSION

**Fuel a passion for reading, personal
growth, and learning**

- Maintain quality, diverse, and inclusive collections.
- Provide reading-related programming that engages and attracts patrons.
- Support patrons in their use of library resources.
- Encourage patrons to explore areas of interest and nurture their creativity.

GOAL 3 - ACCESS



Expand access to information and ideas

- Connect patrons to the library digitally.
- Continue to reach patrons in innovative ways.

GOAL 4 - CULTURE



**Foster an organizational culture of
customer service, innovation, and
professional growth**

- Evaluate and improve library user experience.
- Ensure staff and Trustees receive training on current practices and collaborate to maintain an effective organizational culture and structure.

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2019



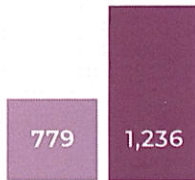
2022



New Building Highlights

"We LOVE our library and it acts as a community hub for my family."
- 2022 Community Survey

Increased new
cardholders by 59%



8/2018-7/2019 8/2021-7/2022

377,522 Library Visits
379 Private Events Hosted
6,264 Study Rooms Used



since August 2019

Increased
circulation by 20%



8/2018-7/2019 8/2021-7/2022

- 2022 AIA Wisconsin Design Merit Award for being a "Catalyst Project for Village Economy and Life"
- 2020 ACEC Wisconsin Engineering Excellence Award
- 2020 InBusiness Magazine Commercial Design Award



201 N. Madison St. Waunakee WI 53597 | (608) 849-4217
www.waunakeepubliclibrary.org

Fwd: Community Hall brochure

Jean Elvekrog <jelvekrog@gmail.com>

Mon 8/29/2022 11:02 AM

To: Erick Plumb <eplumb@waupl.org>; Cathy Sheffield <cathysheff@yahoo.com>

Hi, Erick and Cathy~

I know this is an eventful week for both of you with classes beginning for your children. It looks to be a great year!

Even though my thoughts for the Community Hall brochure and contract aren't due until the October board meeting, I am sharing a few bullet points in the event that Amy/Courtney can begin work on it earlier.

As I mentioned at the August meeting, our rental experience at Schumacher Farm Park in July was so smooth and painless. I'd like to share some of what they include in their marketing materials, along with a few of my thoughts.

In no particular order:

- We have a hearing loop in that room.
- Include AV/sound system capabilities, screen, projector, mic(s), etc.
- A list of caterers in the area would be very helpful for renters who are not from Madison/Waunakee. Both Lone Girl and Buckingham's were impressed and grateful to use the Warming Kitchen for the donor event in July 2019.
- Include a cancellation/refund policy.
- Include a security deposit.
- Can't we include the patio and lawn rental (for an additional fee, perhaps)? We highlighted those spaces as rentable during the capital campaign.
- We need to be specific about which service organizations/governmental bodies will be exempt from rental fees.
- Include our expectation for mixed recycling.
- Include the number and size of tables available; also number of wheeled chairs.
- We need to be specific about the use of tents, firepits and all grills. (We did grill hot dogs at the Open House on August 1, 2019!!!!) 🙄 The grill was borrowed from the Village Center.
- Include suggested uses for the room, i.e. retirement/birthday/graduation parties, wedding receptions, showers, reunions, art shows, workshops, etc.
- Warming Kitchen with large refrigerator, ice machine, coffeemaker and plenty of work/counter space.
- Fees.
- Smoking and firearms prohibited.
- Liquor policy.
- Our commitment to DEI.
- Accessible gender neutral restrooms adjacent to Community Hall.
- All rented areas must be returned to excellent condition.
- Charge a deposit.

Thanks very much. I'll see you in October.

Jean

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2021-22 Rental Fee Table – Waunakee Public Library

	Monday to 5 PM Friday (4 Hour Time Limit)	5 PM Friday to Sunday (6 Hour Time Limit)
Community Hall > 50 people	\$125.00	\$350.00
Community Hall < 50 people	\$50.00	\$125.00
Board Room	\$25.00*	\$25.00* (available when library is open to the public)

**All fees waived for not-for-profit 501(c)(3) organizations that provide tax-exempt certificates to the Library.*

Additional Hours in Community Hall: \$50.00 per hour (Monday through 6 PM Friday)
\$100.00 per hour (Friday evening through Sunday)

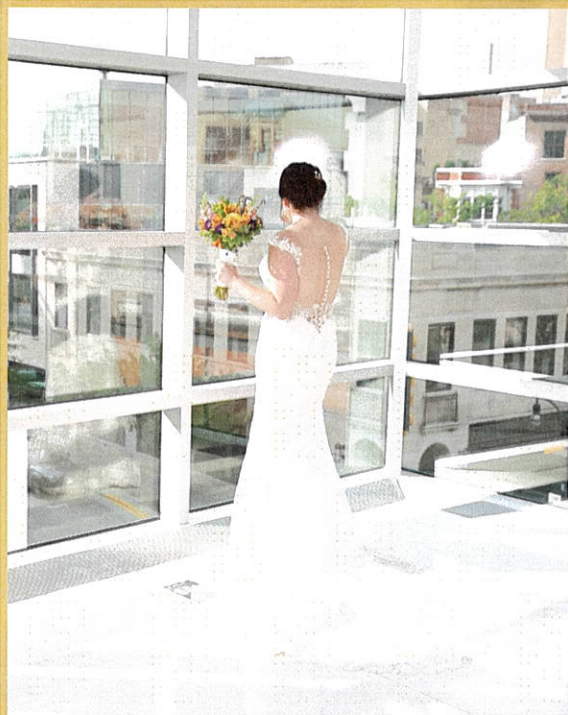
Alcohol-service fee for events in Community Hall: \$50 for events with fewer than 50 attendees
or \$100.00 for events with 50 or more attendees

All fees waived for meetings involving library-related organizations and meetings of local, state, and federal governmental agencies.

2022 Fee Schedule for Madison Public Library Central Rental Spaces

Room	Library Open Hours	Before/After Hours
Study Room	\$10 per hour	Not Available
First Floor Conference Room	\$35 per hour	Not Available
Meeting Room 301 or 302	\$80 per hour	\$110 per hour
Community Room (Combined 301 and 302)	\$160 per hour	\$230 per hour
Madison Room	\$160 per hour	\$230 per hour





Weddings



MADISON
PUBLIC
LIBRARY

Rev. 03/22

29

Photos by Chris Belleza & Kas Photography

Plan Your Best Day Ever



Photos by Jen Dederich

WHO WE ARE

ABOUT MADISON PUBLIC LIBRARY

Madison Public Library's tradition of promoting education, literacy and community involvement has enriched the City of Madison for more than 140 years. Madison Public Library Event Staff's goal is to enhance the library's tradition by providing you with incredible spaces for personal, educational, and business events at the downtown central library.

MEET OUR STAFF

Hannah Peschek—Visitor Service Specialist

Phone: 608-243-0478 | email: HPeschek@madisonpubliclibrary.org

La Lee Thao—Event Coordinator

Phone: 608-243-0478 | email: Events@madisonpubliclibrary.org

Mark Benno—Library Facilities Manager

For special requests regarding what is allowed in the building, you must receive approval from Mark. All requests must go through the Event Team first.

FACILITY AT A GLANCE

Madison Public Library's Central Library is the ideal downtown Madison location. From coordinating with caterers to setting the room just right, our professional events team will ensure your event runs smoothly, letting you relax on your big day.

EVENT SPACES

The Central Library offers several public spaces on the 3rd floor.

W. JEROME FRAUTSCHI MADISON ROOM

The Madison room is a unique, airy and elegant space perfect for ceremonies, receptions, and/or dances. This sunny space replicates the feel of the open outdoors with the comfort of being indoors. This open space features tall wall-to-wall windows, which let you enjoy the city views, accessible by both stairs and elevator. For a breath of fresh air, head out to our small rooftop terrace—provided by Pleasant T. Rowland Foundation—with seating for up to 12 guests at three small tables.

DIANE ENDRES BALLWEG ART GALLERY

The Art Gallery extends from the Madison Room, past the Community Room to the 3rd floor restrooms. The displays in the Gallery are not décor; they are rotating installations. The art gallery is included in all rental packages. As such, any art in the Gallery becomes part of your event and cannot be removed or covered.

MADISON COMMUNITY FOUNDATION COMMUNITY ROOM

This space features dark gray carpeting and floor-to-ceiling windows overlooking the city. The Community Room has two entrance doors from the Madison room and three single doors along the side of the room from the Art Gallery. The catering kitchen is located at one end of the Community Room. For smaller events, this space can be divided into two rooms—Room 301 and Room 302—with a drop down wall.



Photo by Chris Belleza

Event Space Packages

Maximize guest count and space by renting the entire 3rd floor. There are 3 packages to choose from: Short Story, Novel, Epic. (See *pricing list for more information*)

Room set-up:

Maximum capacity of our spaces will depend on your desired room setup. For a ceremony only, our facilities can accommodate a maximum of 170 guests. For events with a meal, we can accommodate up to 150 guests. Depending on your needs and set up requests, actual numbers may vary.

Included in your rental:

Furniture options:

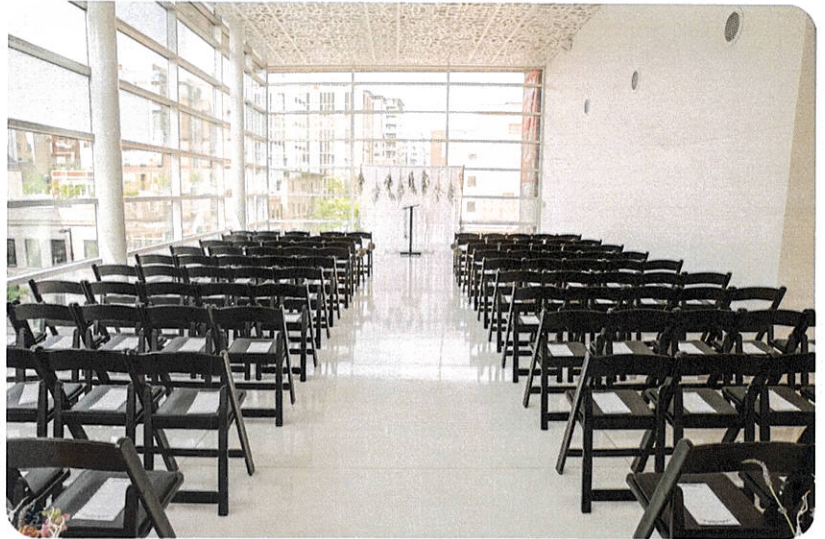
- 6ft diameter round tables
- 6ft by 3ft rectangle tables
- 2ft diameter cocktail tables
- Cushioned black folding chairs
- Armless gray chairs
- For those needing the support of chair arms, we have gray chairs with arms available
- 2-8ft coat racks
- Podium

Audio/Visual Equipment:

For your convenience, we have the following A/V equipment available for your use:

- Built-in 3rd floor sound system
- 6 wireless microphones
- 1 wired microphone
- 3 wall projectors; 1 large and 2 small in the Community Room
- 2 wall-mounted televisions in the Community Room

Please note: *Madison Public Library does not provide extension cords, power strips, laptops, ipads, or connection cords. Use of such items is allowed, but must adhere to Madison Public Library safety protocol.*



Photos by Chris Belleza

GUIDELINES FOR USING LIBRARY SPACES

WEDDING CEREMONIES

Customers renting a 3rd floor space at the Madison Public Library for a wedding ceremony will also receive complimentary rehearsal time. The rehearsal will include an Event Coordinator, basic room set up*, and room cleaning after the rehearsal.

For ceremonies on-site, couples have the potential use of a private conference room and a comfort room** for use as dressing space.

**Complete set up dependent upon other events occurring at Madison Public Library before the rehearsal*

***Use is dependent upon availability of the space*

PHOTOGRAPHY

During normal library hours wedding guests are welcome to have pictures taken throughout the library as long as other library guests are not included in pictures. After the library closes to the public, wedding guests are limited to spaces included in the rental agreement. Event Staff from Madison Public Library may follow up after your wedding with a special photo request. If you are willing to share, event staff may use some of your photographs on social media or printed material. There is a release form included in the event planning folder if you are willing to share photos of your special day.



Photos by Chris Belleza

DECORATION POLICIES

Rental clients are encouraged to bring in decorations, table settings and linens to create a distinctive look for their event. Decorating is only allowed in the spaces rented for your event. If you have questions about one of your decorative items or a special request, please consult the Events Team.

Please note that all decorations and outside equipment must be removed from Madison Public Library immediately following the conclusion of your event.

Prohibited Decorations:

- Live flower petals (floral arrangements are permitted)
- Open flames or lit candles
- Items hung from the ceiling
- Confetti and glitter of any type
- Helium balloons
- Glow sticks
- When hanging or taping to the floor, only painters tape is permitted

DELIVERIES AND PICKUPS

Prior arrangements for deliveries or pick-ups must be made with the Event Team. Decorations and large equipment such as band instruments or DJ sound systems must be dropped off at the loading dock on N. Henry Street. Unscheduled deliveries/pick-ups may not be accepted if staff is unavailable or if the loading dock is already in use.

There is no event parking in the loading dock or drop-off area.

SMOKING

Smoking is prohibited in all parts of the library. This includes the outdoor patio on the 3rd floor. If you wish to smoke, there is a designated space outside of the library's main entrance on N. Fairchild Street. As a reminder, smoking is not permitted within 25 feet of the building.

CATERING OPTIONS

Madison Public Library's Central Branch has a list of pre-approved vendors that can provide catering for your event. Please see the attached Catering List. Outside food and beverages are prohibited.

DESSERTS

All desserts must come from a licensed bakery or other dessert establishment. Homemade desserts are not permitted.

ALCOHOL POLICIES

The Madison Public Library's Central Branch has an alcohol permit held by Gib's Bar. Events wishing to serve alcohol may do so by working directly with Gib's. No outside alcohol is allowed.

ACCOMMODATIONS

Let us help you make the most of your event. Madison Public Library's Central Branch has many features to ensure all guests enjoy their visit including:

- Wheelchair ramp entry at both entrances
- Elevator access to all floors
- Accessible restrooms
- Wheelchair ramp with handrails leading to the 3rd floor patio
- Multiple entry doors to the 3rd floor Community Room

To request special accommodations, please contact your Event Coordinator at least one week prior to your event.



Photos by Chris Belleza & Kas Photography

REQUEST THE SPACE

Contact the Events Team to set up a tour of the space.

Once you have toured the library and decided it is the place for your event, contact the Events Team. A contract must be filled out along with a non-refundable \$100 deposit in order to secure your date.

FEES

Please see accompanying Fee Sheet for room rental pricing, security fees, additional costs and payment options.

Full Rental payment will be due 30 days prior to your event.

SPECIAL NOTES

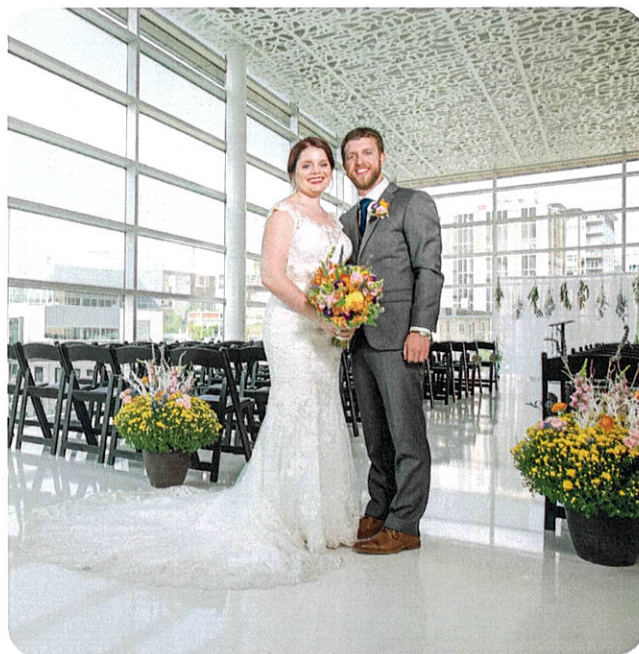
Novel and Epic packages include the entire 3rd floor until 11:00pm. Clean up time will be 11:00pm until 11:29pm. If any guests are still in the building after 11:29pm, there will be a late fee of \$500. Madison Public Library will invoice this fee after an event, if needed.

If there is a request for use of non library furniture for the event, please consult your Event Coordinator before renting as a non-usage fee of \$500 may be applied. Madison Public Library Event Staff cannot move outside rental items.

Madison Public Library has a piano available for use. If the piano is desired, a tuning fee will be assessed.

Madison Public Library is not responsible for the damage or loss of any property of a rental client or guest within the building prior to, during, or following an event.

Have more questions? Please contact the Events Team for more information.



Photos by Chris Belleza & Kas Photography

VISITOR INFORMATION

By Air

Madison's airport is the Dane County Regional Airport.

Taxi Services

Badger Cab 608-256-5566
Madison Taxi 608-255-8294
Union Cab 608-242-2000
Green Cab 608-255-1234

Car Rentals

AVIS 608-242-2442
Budget 608-249-5544
Enterprise 608-661-4900
Hertz 608-241-3803
National 608-249-1614
Alamo 608-249-1449

Train

Amtrak is available to Portage and Columbus. From there, taking the Greyhound bus to downtown Madison is the best option.

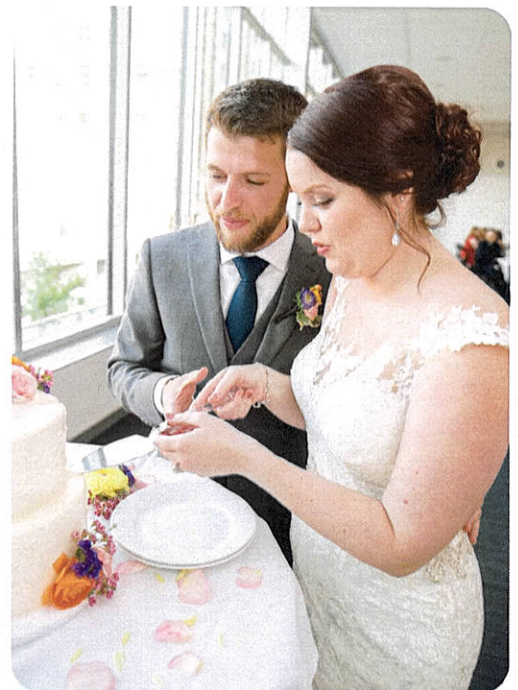
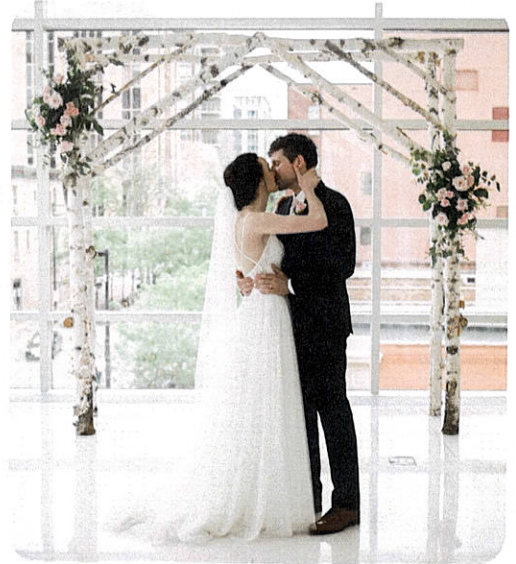
Bus

Greyhound Bus (800-231-2222) offers nationwide service to Madison.

Badger Bus (608-255-6771) offers services between Milwaukee and Madison.

Parking

Metered parking is available throughout downtown Madison. The Overture Parking ramp is available for the Public located on Mifflin Street, 1 block from the library.



Photos by Jen Dederich, Chris Belleza & Kas Photography

HOTELS IN THE AREA

Best Western Premier Park Hotel

22 S Carroll Street
Madison, WI 53703
(608) 285-8000
Distance: .2 Miles

Hyatt Place Madison/Downtown

333 W Washington Ave
Madison, WI 53703
(608) 257-2700
Distance: .2 Miles

The Madison Concourse Hotel

1 W Dayton Street
Madison, WI 53703
(608) 257-6000
Distance: .2 Miles

AC Hotel by Marriott Madison Downtown

1 N Webster Street
Madison, WI 537063
(608) 286-1337
Distance: .4 Miles

Hampton Inn & Suites Madison/ Downtown

440 W Johnson Street
Madison, WI 53703
(608) 255-0360
Distance: .4 Miles

Hilton Madison Monona Terrace

9 E Wilson Street
Madison, WI 53703
(608) 255-5100
Distance: .5 Miles

DoubleTree by Hilton Hotel

525 W Johnson Street
Madison, WI 53703
(608) 251-5511
Distance: .5 Miles

The Edgewater

1001 Wisconsin Place
Madison, WI 53703
(608) 535-8200
Distance: .5 Miles

Mansion Hill Inn

424 N Pinckney Street
Madison, WI 53703
(608) 255-0172
Distance: .5 Miles

Graduate Madison

601 Langdon Street
Madison, WI 53703
(608) 257-4391
Distance: .5 Miles

Hotel Red

1501 Monroe Street
Madison, WI 53711
(608) 819-8228
Distance: 1.4 Miles

Best Western Plus Inntowner Madison

2424 University Ave
Madison, WI 53726
(608) 233-8778
Distance: 2.3 Miles

Sheraton Madison Hotel

706 John Nolen Drive
Madison, WI 53713
(608) 251-2300
Distance: 2.4 Miles

Crowne Plaza Hotel Madison

4402 E Washington Ave
Madison, WI 53704
(608) 244-4703
Distance: 6.3 Miles

Best Western East Towne Suites

4801 Annamark Drive
Madison, WI 53704
(608) 244-2020
Distance: 6.5 Miles

Best Western West Towne Suites

650 Grand Canyon Drive
Madison, WI 53719
(608) 833-2400
Distance: 10.2 Miles

Radisson Hotel Madison

517 Grand Canyon Drive
Madison, WI 53719
(608) 833-0100
Distance: 10.3 Miles

Youth Services Librarian – Waunakee Public Library

Reports To: Youth Services Manager

Work Schedule: Full time, with regular evening and weekend hours expected

General Job Description

Youth Services Librarians provide professional assistance and programming to support customers, birth through high school, and their caregivers. They promote education and literacy for all ages of youth by implementing creative programming, and maintaining and recommending appropriate resources. This position functions at a higher level of autonomy, professionalism, and independent judgment than an entry level position. Professional development and community outreach are also key expectations. This position will focus on service for grades K-12 with a special emphasis on elementary-aged children.

Education/Experience Required

- Master's in Library & Information Science from an ALA-accredited institution
- Experience working in customer service
- Experience working with children and/or teens

Additional Desirable Qualifications

- Experience working in a public library
- Experience with Biblioventions or another ILS
- Bilingual in Spanish and English

Duties and Responsibilities

- Design, develop and execute programs – both in-house and through outreach - for children and their parents or caregivers with fitting content and at customer-friendly times.
- Demonstrate respect for diversity and inclusion of cultural values, and continually develop cultural awareness in order to provide inclusive and equitable service to diverse populations.
- Provide front-line library service to all customers; maintain appropriate decorum and atmosphere in the department's public spaces.
- Respond to reference, readers' advisory and research requests in a timely and efficient manner
- Attend regular continuing education seminars, and attend and participate in WPL and South Central Library System related committees and meetings.
- Understand theories of infant, child, and adolescent learning, literacy development and brain development, and their implications for library service.
- Continually represent the Library's image by providing best solution strategies that satisfy both the customer and the library.
- Monitor and appropriately address behavior issues to provide a safe and welcoming environment for all customers.
- Select, order, weed, and maintain library materials in assigned areas, mindful of the department's selection policies and budget.
- Participates as an active member of a working team to increase the effectiveness of the Youth Services department.
- Builds and sustains relationships with community partners.

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- Assist Youth Services Manager in all duties and projects related to the functions and responsibilities of the department. These duties are assigned according to changing departmental needs and individual staff strengths.
- Performs general library duties as assigned.

Physical Demands of the Position

In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

- Ability to be in a stationary position for extended periods.
- Ability to adjust body position and/or move as needed for tasks including the following: shelving and retrieving materials; leading customers to collections or other areas of the library; operating a staff computer; transporting materials or equipment.
- Ability to exchange information and converse with customers and coworkers.
- Ability to perform data entry on a computer, laptop, iPad or other electronic device.

Mental Requirements

- Ability to understand and perform assigned library procedures and apply library policy
- Ability to read, understand, and retain information contained in staff communications
- Ability to discern when to ask for help or call a manager
- Strong customer service skills
- Excellent written communication skills
- Knowledge of computer functions and office equipment
- Attentive to details and strives for accuracy
- Ability to organize assigned work

Environmental/Working conditions

- Our mission: The Waunakee Public Library opens doors for curious minds, nurtures learning, creates opportunities and enriches lives by bringing people and ideas together.
- The library serves a community of about 18,000, with an ongoing goal of promoting diversity, equity, and inclusion in all areas of staffing and service.
- Inside work environment
- This position requires acting as building supervisor as needed.

This position is graded H3 in the Village of Waunakee's Employee Compensation Strategy. The Village of Waunakee is an Equal Opportunity employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.