



LIBRARY BOARD MEETING

Waunakee Public Library Board Room

Friday, October 17, 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 September 19, 2025 Library Board Minutes**
 - B. Approve Schedule of Bills**
 - C. Approve Financial Reports**
- V. Library Director's Report**
- VI. Old Business**
 - A. Friends of the Library Update**
- VII. New Business**
 - A. Discussion and possible approval of 2026 Room Rental Fees**
 - B. Discussion of 2026 Operating budget**
 - C. Discussion of Library Strategic Plan progress**
- VIII. Adjourn**

Next Library Board meeting: Friday, November 21, 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

Friday, Sept 19 2025 - 7:45AM

201 N. Madison Street, Conference Room

- I. **Call to order:** Cathy Sheffield called to order
- II. **Roll call:** Annie Ballweg, Melissa Hill, Leah Huibregtse, Cathy Sheffield, Library Director Erick Plumb **Not present:** Jean Elvekrog, Sam Kaufmann, Carolina Quintana-Kuether
- III. **Public Comment**
- IV. **Consent agenda** Annie moved, Melissa seconded. Passed.
 - A. Approve August 22, 2025 Library Board Minutes
 - B. Approve Schedule of Bills
 - C. Approve Financial Reports
- V. **Library Director's Report** Sunday hours returned. Erick gave update on retiring and incoming employees. Erick discussing opportunities to collaborate with the Village more closely as roles are reposted. Ho-Chunk Nation exhibit will debut in October. New website live with minimal feedback; page views are up over last year. Summer reading program very busy and successful; exploring new programs and patron expectations for 2026.
- VI. **Old Business**
- VII. **New Business**
 - A. **Friends of the Library Update**
 - a. No update
 - A. **Discussion of Room Rental activity and goals**
 - a. Andrea Brandt, special events coordinator, gave update. Discussion on room maintenance and room usage. Looking for opportunities to bring in more corporate clients for meetings. Private parties can be challenging for setup, staffing and cleaning, especially with multiple parties on the same weekend. Discussion on use of space by nonprofits and opportunities to improve operations. Future discussion needed on what success looks like.
 - B. **Discussion and approval of revised Community Hall Usage Policy**
 - a. Cathy moved to approve. Leah seconds. Passes
 - C. **Approve replacement patron furniture purchases of up to \$12,000 using 220**
 - a. Annie moves to approve. Melissa seconds. Passes.
- VIII. **Adjourn**
 - a. Cathy moves. Annie seconds. Approve.

Next Library Board meeting: Friday, October 17 @7:45 in the Board Room

Respectfully submitted, Leah Huibregtse, Trustee

September 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	428.68
		0.00
	Total	428.68
<u>100-551400-292 Maintenance contracts</u>	SCLS	0.00
	Fearing's	0.00
	Bibliotheca	2,625.60
	Total	2,625.60
<u>100-551400-311 Postage</u>	Post Office	90.75
	UPS Store	0.00
	Total	90.75
<u>100-551400-320 Publications, subscriptions and dues</u>	Wall Street Journal	194.97
	Rotary Club	360.00
	Amazon	139.00
	WLA	.
	Total	693.97
<u>100-551400-330 Travel and training</u>	SCLS	0.00
	UW- Madison	490.00
	WLA	1,579.00
	Dunkin	0.00
	Total	2,069.00
<u>100-551400-340 Programs</u>	Pig	60.19
	Dunkin	30.78
	Amazon	1,434.99
	Lussier Family Heritage Center	50.00
	Culvers	25.00
	Dollar Tree	18.75
	Jim Rice	0.00
	Mystery to me	25.00
	Costco	211.74
	Book Outlet	681.79
	A room of ones own	25.00
	UPS Store	28.50
	Angella Puerta	500.00
	Lake City Books	25.00
	Post Office	0.00
	Total	3,116.74
<u>100-551400-341 Equipment</u>		

	At Home	259.44
	Amazon	0.00
	Nassco	0.00
	Laird Plastics	0.00
	SCLS	0.00
<u>100-551400-350 Repairs and maint</u>	Total	259.44
	Total	0.00
<u>100-551400-380 Adult books</u>		
	Amazon	1,350.07
	Baker and Taylor	1,540.12
	Barnes and Noble	0.00
	Dane County Library Service	0.00
<u>100-551400-381 Juvenile books</u>	Total	2,890.19
	Amazon	1,732.71
	Baker and Taylor	826.50
	Penworthy	0.00
	The Dot Central	0.00
<u>100-551400-383 Serial subscriptions</u>	Total	2,559.21
	Rivistas	0.00
	Total	0.00
<u>100-551400-384 - Digital Materials & Computer Software</u>		
	Slack	164.57
	Kanopy	95.00
	T- mobile - Hotspots	124.00
	Verizon -Hotspots	182.00
	CDW - Adobe	0.00
<u>100-551400-385 Kit supplies</u>	Total	565.57
	Amazon	132.92
	Minuteman Press	0.00
	Target	0.00
	Walmart	0.00
	Wi DNR	90.00
	Wall Monkeys	0.00
<u>100-551400-386 Audio materials</u>	Total	222.92
	Bon Iver	41.13
	Midwest Tape	128.55
	Amazon	163.33
	Blackstone	198.94
	Playaway	475.28
<u>100-551400-387 Videos</u>	Total	1,007.23
	Amazon	612.83
	Midwest Tape	212.15
	Debbie Howard	0.00
	Greta Productions	0.00
<u>100-551400-390 Other</u>	Total	824.98
	Amazon	169.94
	Office Depot	0.00
	Azuradisc	0.00
	Walmart	0.00
	Pig	0.00
	Demco	165.36
	Thermal Paper Direct	0.00

	Uline	0.00
<u>100-551400-391 Personnel</u>	Total	335.30
	Total	0.00
<u>100-551400-392 Public relations</u>		
	Minuteman Press	76.46
	Fearings	0.00
	4imprint	276.97
	Facebook	1.21
	Total	354.64
<u>100-551401-210 Building serices</u>		
	Wisconsin Elevator Inspection	85.00
	Midwest Alarm	1,906.80
	Otis Elevator Company	2,782.20
	Bruce Company	313.00
	JF Ahern	0.00
	CJ's Lawn & Snow	432.00
	Total	5,519.00
<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	0.00
<u>220 fund</u>		
	Pick n save	45.21
	Waunakee Chamber of Commerce	240.00
	Tee Public	0.00
	Total	285.21
	Month Total	23,848.43

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 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	34,576.43	326,826.44	440,455.00	113,628.56	74.20	355,812.95
100-551400-120 LIBRARY PART TIME	32,499.79	315,599.38	439,106.00	123,506.62	71.87	265,474.26
100-551400-121 LIBRARY OVERTIME	.00	83.04	.00	(83.04)	.00	.00
100-551400-130 LIBRARY FICA	4,855.43	46,976.37	67,290.00	20,313.63	69.81	45,267.61
100-551400-131 LIBRARY RETIREMENT	3,374.05	32,428.00	44,560.00	12,132.00	72.77	31,508.50
100-551400-132 LIBRARY HEALTH	12,253.90	128,419.78	173,958.00	45,538.22	73.82	127,861.80
100-551400-133 LIBRARY LIFE	115.82	957.88	831.00	(126.88)	115.27	724.34
100-551400-134 LIBRARY DENTAL	.00	.00	9,182.00	9,182.00	.00	7,509.25
100-551400-210 LIBRARY OUTSIDE SERVICES	.00	3,031.00	1,296.00	(1,735.00)	233.87	761.25
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	6,133.95	9,120.00	2,986.05	67.26	6,001.78
100-551400-290 LIBRARY LEASED ITEMS	737.94	5,322.06	9,298.80	3,976.74	57.23	4,864.25
100-551400-292 LIBRARY MAINTENANCE CONTRACTS	.00	2,212.78	2,477.00	264.22	89.33	2,107.40
100-551400-311 LIBRARY POSTAGE	12.75	863.16	1,800.00	936.84	47.95	943.15
100-551400-320 LIBRARY PUBS/SUBS/DUES	380.00	2,192.57	3,114.00	921.43	70.41	10,600.09
100-551400-330 LIBRARY TRAVEL/TRAINING	.00	1,087.00	3,500.00	2,413.00	31.06	1,279.08
100-551400-340 LIBRARY PROGRAMS	3,514.73	27,387.98	40,000.00	12,612.02	68.47	33,795.20
100-551400-341 LIBRARY EQUIPMENT	259.44	2,437.78	9,000.00	6,562.22	27.09	3,958.17
100-551400-380 LIBRARY ADULT BOOKS	3,166.35	35,579.75	52,500.00	16,920.25	67.77	30,337.34
100-551400-381 LIBRARY JUVENILE BOOKS	2,108.00	13,535.54	29,500.00	15,964.46	45.88	21,307.01
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	574.59	22,764.99	23,302.00	537.01	97.70	15,000.02
100-551400-385 LIBRARY KIT SUPPLIES	878.98	3,853.47	4,500.00	646.53	85.63	3,682.11
100-551400-386 LIBRARY AUDIO MATERIALS	858.90	4,769.15	9,500.00	4,730.85	50.20	7,831.10
100-551400-387 LIBRARY VIDEOS	429.19	5,023.04	8,000.00	2,976.96	62.79	5,813.98
100-551400-390 LIBRARY OTHER	6,165.87	14,026.54	16,000.00	1,973.46	87.67	6,748.39
100-551400-392 LIBRARY PUBLIC RELATIONS	183.82	4,044.38	6,000.00	1,955.62	67.41	2,964.03
TOTAL LIBRARY OPERATIONS	107,712.24	1,082,870.04	1,484,392.80	401,522.76	72.95	1,071,147.22

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 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	83.04	716.49	54,781.00	54,064.51	1.31	48,123.27
100-551401-120 LIBRARY BLDG PART-TIME	3,038.72	27,481.87	31,025.00	3,543.13	88.58	19,271.41
100-551401-121 LIBRARY BLDG OVERTIME	.00	.00	.00	.00	.00	2,066.73
100-551401-130 LIBRARY BLDG FICA	238.34	2,182.39	6,564.00	4,381.61	33.25	5,205.08
100-551401-131 LIBRARY BLDG RETIREMENT	5.77	49.79	3,807.00	3,757.21	1.31	3,463.11
100-551401-132 LIBRARY BLDG HEALTH	35.62	305.01	23,559.00	23,253.99	1.29	16,907.30
100-551401-133 LIBRARY BLDG LIFE	1.13	7.64	85.00	77.36	8.99	59.10
100-551401-134 LIBRARY BLDG DENTAL	.00	.00	2,128.00	2,128.00	.00	1,647.46
100-551401-210 LIBRARY BLDG SERVICES	830.00	13,493.42	29,903.00	16,409.58	45.12	16,859.52
100-551401-220 LIBRARY BLDG UTILITIES	3,964.97	21,685.71	21,000.00	(685.71)	103.27	19,446.45
100-551401-221 LIBRARY BLDG GAS HEAT	264.33	9,346.68	19,200.00	9,853.32	48.68	6,617.99
100-551401-341 LIBRARY BLDG EQUIPMENT	1,300.50	2,273.48	1,446.00	(827.48)	157.23	.00
100-551401-350 LIBRARY BLDG REPAIRS/MAINT	1,480.99	5,381.83	21,000.00	15,618.17	25.63	9,393.20
100-551401-390 LIBRARY BLDG OTHER	44.62	4,889.72	200.00	(4,689.72)	2,444.86	200.00
TOTAL LIBRARY BUILDING	11,288.03	87,814.03	214,698.00	126,883.97	40.90	149,260.62
<u>DEPOT</u>						
100-551410-350 DEPOT REPAIRS/MAINT	679.49	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	679.49	855.51	2,000.00	1,144.49	42.78	.00

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VILLAGE OF WAUNAKEE
BALANCE SHEET
SEPTEMBER 30, 2025

LIBRARY SPECIAL REVENUE FUND

ASSETS

220-11110	COMMINGLED CASH	142,060.42	
220-11801	CASH ON HAND	<u>1,250.28</u>	
	TOTAL ASSETS		<u>143,310.70</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>1,914.93</u>	
	TOTAL FUND EQUITY		<u>143,310.70</u>
	TOTAL LIABILITIES AND EQUITY		<u>143,310.70</u>



WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

September 2025

	2025			2024		% Change	% Change	YTD
	September	Prev Month	Yr-to-date	September	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	28	27	254	28	251	3.7%	N/A	N/A
CIRCULATION								
Physical circulation	22,156	24,766	220,258	22,765	216,958	-10.5%	-2.7%	1.5%
Digital circulation	5,689	6,085	52,227	5,133	46,157	-6.5%	10.8%	13.2%
Library Total	27,845	30,851	272,485	27,898	263,115	-9.7%	-0.2%	3.6%
Per Day library was open	994	1,143	1,073	996	1,048	-13.0%	-0.2%	2.3%
Average of Deforest, Monona and Verona libraries	26,107	30,234	253,487	25,468	246,579	-13.7%	2.5%	2.8%
By Category								
Books								
Juvenile Fiction	3,149	4,079	32,513	3,234	31,746	-22.8%	-2.6%	2.4%
Juvenile Non-Fiction	1,336	1,463	14,794	1,352	14,166	-8.7%	-1.2%	4.4%
Easy Readers	1,636	1,808	17,076	1,765	16,644	-9.5%	-7.3%	2.6%
Picture books	4,674	4,696	43,778	4,612	42,826	-0.5%	1.3%	2.2%
Total Juvenile	10,795	12,046	108,161	10,963	105,382	-10.4%	-1.5%	2.6%
Young Adult	753	973	7,289	690	7,052	-22.6%	9.1%	3.4%
Adult Fiction	3,529	3,707	31,450	3,387	29,947	-4.8%	4.2%	5.0%
Adult non-Fiction	2,218	2,340	21,315	2,207	21,658	-5.2%	0.5%	-1.6%
Large print	914	960	8,894	904	8,059	-4.8%	1.1%	10.4%
Total Adult	6,661	7,007	61,659	6,498	59,664	-4.9%	2.5%	3.3%
Magazines	365	456	4,192	471	3,958	-20.0%	-22.5%	5.9%
Audio	670	830	7,207	808	7,750	-19.3%	-17.1%	-7.0%
DVD and Blu-ray	1,808	2,167	19,669	2,220	22,208	-16.6%	-18.6%	-11.4%
Software and video games	175	260	2,044	122	1,482	-32.7%	43.4%	37.9%
Kits	829	922	8,916	919	8,420	-10.1%	-9.8%	5.9%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	72	69	659	53	656	4.3%	35.8%	0.5%
E-books	5,689	6,085	52,227	5,133	46,157	-6.5%	10.8%	13.2%
% of total circulation	20.4%	19.7%	19.2%	18.4%	17.5%	3.6%	11.0%	N/A
PROGRAMS								
Children								
Number	33	24	326	32	329	37.5%	3.1%	-0.9%
Attendance	946	1,511	13,113	856	12,506	-37.4%	10.5%	4.9%
Young adult								
Number	6	3	69	6	53	100.0%	0.0%	30.2%
Attendance	24	13	485	37	481	84.6%	-35.1%	0.8%
Adult								
Number	22	19	198	20	180	15.8%	10.0%	10.0%
Attendance	333	849	3,186	150	3,201	-60.8%	122.0%	-0.5%
NEW PATRONS ADDED	103	100	897	83	949	3.0%	24.1%	-5.5%
PUBLIC MEETING ROOM BOOKINGS	28	18	255	39	251	55.6%	-28.2%	1.6%
STUDY ROOM BOOKINGS	650	642	6145	596	5219	1.2%	9.1%	17.7%
PUBLIC PC SESSIONS	422	562	4,210	420	3,861	-24.9%	0.5%	9.0%
UNIQUE WIRELESS USERS	1,820	1,751	16,174	1,568	14,453	3.9%	16.1%	11.9%
CURBSIDE TRANSACTIONS	25	21	257	29	274	19.0%	-13.8%	-6.2%
# OF VISITORS TO LIBRARY	12,680	15,019	129,918	13,113	128,528	-15.6%	-3.3%	1.1%

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Waunakee Public Library Activity Report
Library Director Erick Plumb
October 17, 2025

Library Activity in September/October

- The Village Board will review the 2026 operating budget at its October 20 meeting. At a Department Head meeting on October 7, the first draft of the budget revealed a total budget increase significantly higher than desired, given certain necessary increases the Village must include, plus a 7% hike in insurance costs, plus the proposed addition of six new Village positions (including a 20/hr Library Assistant position). In response, department heads were instructed to revise their budgets to search for potential reductions. I went through and shaved several thousand off what is an already-lean budget. We will discuss in detail at our meeting.
- The long-awaited display of historical panels highlighting the Ho-Chunk Nation, our area's original inhabitants, is up! The four-panel display, located in History Hall, was created in partnership with the Village, UW-Madison, and the Ho-Chunk Nation. The exhibit will be here through Indigenous People's Month in November, then be available to travel to other libraries for display.
- The library world received a jolt on October 7 when Baker & Taylor, one of the two major book wholesalers, announced it was shuttering. The Library has used B&T for almost all our print book orders for decades. We, like many libraries and book vendors, have noticed significant issues with distribution in recent months, with many of our orders for new titles instantly relegated to being backordered. We are now hustling, along with thousands of other libraries, to find an alternative. We most likely will land with Ingram, the other major wholesaler, but there are other, smaller options that we are looking into as well. Amazon - of course - is making a big play to up their share of the library market too, offering comparable savings for bulk orders.
- The Library participated in the first-ever Village Sustainability Fair on October 7. The evening was a success, as I was able to chat with a few dozen community members interested in sustainability efforts in Waunakee. I shared information about related programming and services, like the portable energy meters that we circulate. I also was able to highlight just how transformative the conversion of our site from the Alloy brownfield to the Library has been. Many had no idea what was located here before, how contaminated the site was, and how much effort it took to clean up. Also, in preparation, I reviewed the data from our solar panels on the roof of Community Hall. Since 2019, our solar panels have produced 224.7 MWh since opening. That's enough to save 19.9 barrels of oil, reduce CO2 emissions by 151 metric Tons, drive an electric car 1,099,861 miles without stopping. It's also enough electricity to power 25 households for one year. Pretty impressive for a not-very-large solar array!
- I participated in the first round of interview sessions for the Parks and Recreation Director position.
- The Wisconsin Library Association's annual conference is being held October 28-30 on Middleton. I'll be going - and so will our book bike! The bike will be displayed among other library outreach vehicles of all shapes and sizes at the conference.
- Village-wide active shooter training will be held at the Village Center on October 14. Library staff that are available will attend.

Youth Services Report by Brittany Gitzlaff

September brought a welcomed slow down as school resumed and the weather remained mild. All of our regular programs for kids and teens returned this month. We also did the "Adopt a Reading Buddy" program for kids that encouraged them to adopt a small stuffed animal friend with the promise to read together as much as possible. With school back in session we were able to begin hosting Prairie Elementary for field trips again, and Laura returned to the Intermediate School for "Lunch With a Librarian." With the end of the year already creeping closer and closer, we have been hard at work adding new kits and other materials to our "Library of Things," and working to find other methods of securing all the back-ordered materials that have recently built up.

Adult Services & Community Engagement Report by Amy Sampson

In September, we had our yearly All Around Town promotion to celebrate National Library Card Sign Up Month. We had 19 businesses participating this year and received positive feedback from community members using the perks. I met with the Dane County Libraries Regional Equity Teams at our kickoff in Oregon for the new school year to discuss our goals around equity at the library. I also attended the Caregiver Resource Fair at the Senior Center organized by the Dementia Friendly Committee.

Unfortunately, one of my co-organizers for the Local Author Showcase, George Morrison, passed away suddenly at the beginning of the month. George's passing is also a big loss for our Writer's Group, and I will be working with the group to look into ways we can honor his contributions. We were still able to hold the showcase at the end of the month and welcomed 23 authors from around Wisconsin to meet with over 70 attendees.

I started setting up an account with Ingram book ordering after Baker and Taylor's purchase fell through to get our backordered purchases.

Director Meetings & Events

- Village Department Head Meetings, September 2 and October 7
- Library Assistant Interviews, September 3
- Library management meeting, September 4
- Library Staff Meeting, September 5
- CE - TechDay webinars, September 9-10 (*Truth in the Age of Deepfakes; Using AI in Project Management; What Does AI Mean for Our Future?; Ancient Worlds, New Tech: Bringing History to Life with AR and MR in the Library*)
- Dane County Library Directors meeting, September 11
- SCLS Annual visit with Tim Drexler, September 12

- Library e-commerce plan with Village Finance, September 22
- CE - "Belonging at Work: An Inspiring Environment for Neurodivergent Employees," September 25
- Village Administrator Todd Schmidt, September 25
- Staff Performance Plan meeting, October 1
- CE - It's Called Praxis: How Cis Managers Can Support Trans Staff," October 2
- County Director Un-Retreat at Monona, October 3
- Village Parks & Rec Director Interviews (7), October 6-7
- Village Sustainability Fair at Village Center, October 7

2025

Pricing Guide

Room	M-F Library Open Hours	Sat/Sun Library Open Hours	Before/After Hours
Community Hall	\$25 per hour	\$50 per hour	\$75 per hour

Alcohol Service Fee - \$100

See Food and Beverage section for guidelines on serving alcohol.

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.

Payment

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



Pricing effective January 1st, 2025

Meeting Room Rental Fee Table

Last Updated Date
January 1, 2025

Pricing Guide

Room	M-F Library Open Hours	Sat/Sun Library Open Hours	Before/After Hours
Community Hall	\$25 per hour	\$50 per hour	\$75 per hour
Board Room*	\$10 per hour	\$10 per hour	N/A

*Not-for-profit and governmental organization fees waived with proof of tax-exempt status

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

Board Discussion Item: Meeting Room Fees

Proposed 2026 Board Room Rates

- Introduce 2 hour minimum
- Raise Rate to \$25/Hour
- \$50 for 8am hour early start
- Introduce a Non-Profit rate (outside Waunakee Community School District area) = \$12/Hour
- Free for local Non-Profits (within Waunakee CSD area)

Notes:

Madison Public Library's conference room is \$40/hour, books regularly 3-6 hours at a time, comparable in size -seating 20, doesn't have access to a counter top/sink or beautiful wood table or natural light, it's tucked towards the back rather than right off the front like ours, no parking other than ramp or meters

Factors influencing price: location/accessibility, size of space, amenities provided

Proposed 2025 Community Hall Rates

Changes from 2025

- 2 hour minimums on weekdays
- 4 hour minimums on weekends
- Increased Rates due to market demand
- Friday evening rates increase
- Saturday and Sunday no longer distinguishes between open and non-open hours

Proposed 2026 M-F Rates
MON-FRI (2 hour min)
MON-FRI 8AM start \$75
MON-THU \$40/Hour 9AM-8PM
FRI \$40/Hour 9AM-4PM
*FRI \$50/Hour 4-6PM
FRI \$75/Hour 6-10PM

Proposed 2026 Sat-Sun Rates
SAT & SUN (4 hour min)
SAT 8AM start \$100 (all early start events must end by 4PM)
*SAT \$75/Hour 9AM-10PM
*SUN \$65/Hour 10AM-4PM
SUN 5PM or 6PM end \$100/Hour

Examples of common booking scenarios:

Examples of 2026 Weekend Hours/Rates
Decorate Night Before: FRI 4-6PM \$100 (if available)
FRI 4-10PM + alcohol = \$500
Saturday 9AM-4PM (no alcohol) = \$525
Saturday 4PM-10PM + alcohol = \$550
Saturday 9AM-10PM + alcohol = \$1,075
Sunday 10AM-4PM (no alcohol) = \$390
Sunday 12PM-4PM (no alcohol) = \$260
Sunday 12PM-6PM + alcohol = \$560
Sunday 10AM-6PM + alcohol = \$690

Andrea's notes from site visits to comparable facilities:

Main takeaways from my tours of Goodman Center and Madison Public Library

- *We have excellent access and parking!!! Include plenty of street parking and South lot with an additional 64 spots and 2 handicap spots.*
- *We have lots of open green space and are easy to find*
- *Our CH space has great high ceilings and both CH and BR have great natural light*
- *Our warming kitchen is huge and stands out a great asset*
- *Our access to kitchen and carts for caterers is so convenient, door #1 for BR too*
- *Our facility is very clean!*
- *We are a niche market (Library and Community/Rental Space) MPL agrees with this, and finding a balance is a challenge*
- *Events is really a "hospitality" department for coordinating rentals*
- *Our Board Room is very very nice, and additional Den space is definitely unique, there really are no great comps other than Madison's conference space of which I feel ours is nicer.*

Strategic Plan	Responsibility	2022-23 Activities	2023-24 Activities	2024-25 Activities	2025-26 Activities	2026-27 Activities	Evaluation
GOAL 2 - Fuel a passion for reading, personal growth, and learning							
Objective - Maintain quality, diverse, and inclusive print collections.							
Maintain collection numbers >/= 5% more than required by the county.		Done	N/A as requirement dropped	N/A			
Weed outdated or damaged items.		First major weeding opened since building		Travel books from 1998. All pre-21st century items weeded from children's collection			
Increase equity of collection		Early Word "Diverse Titles List" for collection development; growth of Espanol collection, focus on DEI-themed book displays	Utilizing different collection development resources that specialize in diverse titles	Espanol collections continue; monthly displays to include diverse materials			
Objective - Provide reading-related programming that engages and attracts patrons.							
Arrange for more programs featuring well-known award-winning authors and illustrators. Partner with the school district to ensure optimal attendance and participation.		Speakers Consortium	Banned Books Con! Additional programming funds for higher-paid speakers like Nickolas Butler	Get clarification on what Board actually wants with this. Does Speakers Consortium fill this need?			
Offer a reading incentive program for adults that involves local businesses.		All Around Town incentive for library participation.	Piggly Wiggly employee program (9 participants).	All around town; expanded SRP and Winter reading programs			
Create new readers with enhanced programming for children, teens, and adults both at the library and out in the community.		"Everything we do," says a flustered Brittany					
Objective - Support patrons in their use of library resources.							
Schedule times for patrons to get help answering questions in person or online about the library, books, how to use databases for research, etc.		Librarian Tech Support; help with Novelist		New website with easier to use FAQs and tutorials			
Provide help with school research after school hours (signage in stacks, computer areas, study areas to increase awareness of this option).		We don't get very much of this at all. Mainly we provide a space for private tutoring sessions.					
Plan workshops to support various patron needs		?	Reintroduced computer classes	One on one tech help has supplanted this need			

Increase program offerings for various populations, including disabilities, teens, elderly		CL - pediatric all-ages storytimes on Fridays	Many more teen programs	Lunch with Librarian at schools and two HS book clubs! Fieldtrips to library for transitional students at MS		
Objective - Encourage patrons to explore areas of interest and nurture their creativity.						
Create learning clubs			Maker Monday, STEAM break, Sustainable Studio, Writers group, Book Club for Nature Lovers	Added Good Yarn group, Mahjong, plus all the stuff from last year		
Rotating art displays		Yes!	Yes!	Yes!		
Interactive displays			Selfie Station, Selfie with first card; Take and Make crafts;	Kid librarian of the month! Stef's display board by elevator, take and make groups, scavenger hunts,		
Technology for usage in-library (podcasting, graphic design software, etc.)						
Maintain partnerships with orgs and businesses that support arts and creativity			Create Waunakee, Village Center	Create Waunakee, Village Center, Library Speakers Consortium, Beyond the Page		
Staff liaison to Create Waunakee			Yes	No; CW went private		
Programming involving various creative professions			Jewelry-maker, wood-worker, weavers, etc.	Needle felting, photography, dancers, etc.		
Library staff creative culture				Book displays, display board, blog, craft programs.		

October 2025



Waunakee Public Library

Book Clubs

Adult Programs

* = Registration Required

10/1, 10/15 A Good Yarn

10:00am | Living Room

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

10/2, 10/9, 10/16, 10/23, 10/30 Good Morning Games

9:00am | Community Hall

Join us for an adult game group where we play Mahjong (Filipino style)! Don't know how to play? We are happy to teach!

10/2 Writer's Group

1:00pm | Living Room

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

10/2 Nuestra América*

1:00pm | Virtual

Join us in conversation with Smithsonian professionals Adrián Aldaba and Emily Key as they discuss *Nuestra América*, highlighting inspiring stories of Latinos throughout history as well as their incredible contributions to the cultural, social, and political character of the United States.

10/4 Saturday Social

9:00am | Den

Get to know your neighbors with complimentary coffee and donuts!

10/8 Indigenous Foodways in the Great Lakes Region with Wild Bearies

1:00pm | Community Hall

Join the Wild Bearies for an afternoon discussion focusing on Indigenous foodways in the Great Lakes region covering topics such as culturally relevant foods for the Ho-Chunk peoples and the importance of foraging and farming.

10/9 Author Talk with Leigh Bardugo*

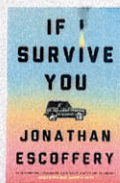
6:00pm | Virtual

Join us as we pick the brain of the New York Times bestselling author Leigh Bardugo, celebrating the release of her *Six of Crows* (The Dregs Edition).

10/9 Sustainable Studio*

6:00pm | Community Hall

In honor of El Día de los Muertos, come and create your own Papel Picado!



Wednesday Night Page Turners

10/8 | 6:30pm | Overlook

If I Survive You by Jonathan Escoffery

Books in the Overlook

10/21 | 6:30pm | Overlook

The Only One Left by Riley Sager



10/22 Author Talk with Malala Yousafzai*

6:00pm | Virtual

You are invited to join us online and be one of the first to hear from Nobel Peace Prize Laureate Malala Yousafzai about her astonishing new memoir, *Finding My Way*.

10/23 Global Entries: Author Visit with Joe Fahey

6:30pm | Community Hall

Join us for a presentation from beloved traveler and presenter Joe Fahey! Joe Fahey will introduce his new book, *Global Entries*, by discussing the inspiration and process of writing the book as well as fun backstories of his adventures.

10/27 Classical Guitarist Peter Fletcher

6:00pm | Community Hall

Join us for an audience friendly, solo recital from American classical guitarist, Peter Fletcher. This recital includes repertoire that runs the gamut from the Renaissance Period through the 20th Century.

10/28 Cooking with Huma*

6:30pm | Community Hall

Join Chef Huma Siddiqui-Seitz for a demonstration on how to cook Mediterranean chicken with sun dried tomatoes, olives and spinach and orzo salad with tomatoes, red onions, english cucumbers, garbanzo beans.

10/29 Author Talk with Philippa Gregory*

1:00pm | Virtual

Coined as the "queen of British historical fiction," Philippa Gregory returns to the infamous Tudor Court with a tale that is both timely and timeless. We invite you to sit down with us for an intriguing conversation with Gregory about her newest novel *Boleyn Traitor*.

10/30 Escape Room: Escape the Witch's Cottage*

6:30pm | Storytime Room

You found your way to a witch's cottage, and now you can't get out! Can you escape before the witch arrives? It's going to be skeleFUN! Bring your clue-finding and puzzle-solving skills to make your way through an escape room!

October 2025

Waunakee Public Library

Kids Programs

* = Registration Required

10/1-11/3 Halloween Hide

Get Out and Explore Our Village! There is a Halloween picture hidden outdoors at 16 different locations around town. Visit the locations and find the sign with the picture! Bingo sheets are available at the Village Center or the Library.

10/1 LEGO League

3:30pm | Storytime room

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

10/3 Kids Dance Party

9:45am | Storytime room

Come shimmy, shake, and dance up a storm to all of our favorite songs! All ages.

10/3 Book BINGO

3:30pm | Storytime room

Join us for BINGO! A few lucky winners will take home a book and everyone will have fun! Grades K-4.

10/6 Pokemon Club

3:30pm | Storytime room

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

10/7 UnBook Club*

3:30pm | Storytime room

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

10/8 STEAM Break: Animal Adaptations*

3:30pm | Storytime room

Lussier Family Heritage Center will bring 2 of their ambassador animals to explore their adaptations. Grades 1-4.

10/14 My First Book Club*

3:30pm | Storytime room

Join us as we snack and read longer picture books, early readers and chapter books. Grades K-2.

10/22 Open Art Studio

3:30pm | Storytime room

Children will be able to explore and create using a variety of different art mediums and materials. Grades K-4.

10/23 & 10/24 Family Escape Room: Escape the Witch's Cottage*

10/23: 3pm; 10/24: 3pm & 4pm | Storytime room

You found your way to a witch's cottage, and now you can't get out! Can you escape before the witch arrives? It's going to be skeleFUN! Grades K-

10/27 Maker Monday*

3:30pm | Storytime room

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

Storytimes

Baby Time (Ages 0-1)

WEDNESDAY 9:45AM | 10/1, 10/8, 10/15, 10/22, 10/29

Preschool Storytime (Ages 3-5)

TUESDAY 9:45AM | 10/7, 10/14, 10/21, 10/28

WEDNESDAY 10:45AM | 10/1, 10/8, 10/15, 10/22, 10/29

Tiny Tots (Ages 1-3)

TUESDAY 10:45AM | 10/7, 10/14, 10/21, 10/28

THURSDAY 9:45AM | 10/2, 10/9, 10/16, 10/23, 10/30

Jammie Jams

MONDAY 6:30PM | 10/6, 10/13, 10/20, 10/27

Wear your coziest pajamas and join us for an evening storytime! We'll share stories, rhymes & activities! All ages.

Bilingual Storytime/Hora del Cuento Bilingüe

FRIDAY 9:45AM | 10/10

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

Storycrafters

SATURDAY 10:00AM | 10/11

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

All Ages Storytime

FRIDAY 9:45AM | 10/17

Join CI Pediatric Therapy Centers for an interactive story time of books, songs, movement, crafts, and fun! All Ages.

Little Bodies, Big Feelings

FRIDAY 9:45AM | 10/24

Come play, sing, and read with us about our emotions and healthy ways to address them! All ages.

Teen Programs

10/1 Preteen Book Club

6:30pm | Living Room

Reading *How to Talk to Your Succulent* by Zoe Persico. Grades 5-8.

10/9 Teen Book Club

6:30pm | Living Room

Reading *Moonstorm* by Yoon Ha Lee. Grades 8+.

10/13 Teen Dungeons & Dragons*

4:30pm | Board Room | Grades 8+

10/14 Preteen Dungeons & Dragons*

4:30pm | Living Room | Grades 5-7

Get ready to roll! We're going to play through a Dungeons and Dragons module set in the fantasy world of... Wisconsin? The Wisconsin Historical Society has written a D&D module full of Wisconsin myths, legends, and history! In this adventure, you'll travel in the footsteps of a knight-errant trying to save a village from an ancient curse.

10/23 Teen Escape Room: Escape the Witch's Cottage*

2:00pm | Storytime Room

Teens and preteens, you found your way to a witch's cottage, and now you can't get out! Can you escape before the witch arrives? It's going to be skeleFUN! Grades 5-12.

10/28 Crafternoon: Friendship Bracelets

4:30pm | Storytime Room

Embrace your creativity! We've got beads; you've got ideas. Make a bracelet for yourself, for a friend, for a stranger - whatever you want! Grades 5-12.

Teen Advisory Groups:

10/10 NACHOS*

4:00pm | Board Room

10/17 TACOS*

4:00pm | Board Room