



## **LIBRARY BOARD MEETING**

**Waunakee Public Library Board Room  
Friday, October 11, 2024 7:45 AM**

- I. Call to order**
- II. Roll call: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Melissa Hill, Sam Kaufmann, Carolina Quintana-Kuether, Cathy Sheffield, Library Director Erick Plumb.**
- III. Public Comment**
- IV. Consent agenda**
  - A. Approve September 20, 2024 Library Board Minutes**
  - B. Approve Schedule of Bills**
  - C. Approve Financial Reports**
- V. Library Director's Report**
- VI. Old Business**
  - A. Introduction of Village Facility Manager Jeff Witt and discussion about maintenance priorities for 2025**
  - B. Friends of the Library Update**
  - C. Update on Strategic Plan progress**
- VII. New Business**
  - A. Review Appropriate Behavior Policy**
- VIII. Adjourn**

**Next Library Board meeting:** Friday, November 15, 2024 @ 7:45 AM in the Board Room, Waunakee Public Library

Notice is hereby given that the Village Board may attend this meeting. No action will be taken by the Village Board at this meeting.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or form should contact the municipal clerk at (608) 850-8500, 500 West Main Street, Waunakee, Wisconsin.

**Waunakee Public Library**

**Library Board Meeting**

**Friday, September 20, 2024- 7:45AM**

**201 N. Madison Street, Conference Room**

- I. **Call to order:** Cathy Sheffield called the meeting to order at 7:45 AM
- II. **Roll Call:**
  - A. **Roll call:** Present: Cathy Sheffield, Melissa Hill, Jean Elvekrog, Kathy Grosskopf, Annie Ballweg, Carolina Quintana-Kuether, Sam Kaufmann, Library Director Erick Plumb.
  - B. **Guests:** No
- III. **Public Comment** No public comment
- IV. **Approval of the consent agenda** Sam made a motion to approve. Jean seconded. Passed.
- V. **Director's Report** Sunday hours are back with 409 people visiting on the first Sunday. The new limited edition Library Cards are available to the first 1000 patrons. "All Around Town" is back again for patrons to use their Library Cards to receive discounts at local businesses. Erick and Brittany presented an update on how the Library is doing after 5 years in the New building at Waunakee Rotary. Jeff Witt, the new Village Facilities Manager started on September 9. We look forward to meeting Jeff at our October meeting.
- VI. **Old Business**
  - A. **Friends of the Library Update** \$350 in donations to the Friends was received at the "Notes of Community" concert on September 15th.
  - B. **Library Grounds discussion and priorities for Village Facility Manager** No updates on the Library Grounds. Items in order of priority for the new Village Facility Manager: Long term Capital Improvements, Event Support and maintaining Library Grounds.
  - C. **Discussion of the 2025 library budget and staffing needs** Cathy made a motion to go into closed session. Jean seconded. Passed. Roll call was taken.

**Pursuant to §19.85 (1)(c), Stats., to consider employment, promotion, compensation or performance evaluation data of any public employee over which the Board has jurisdiction or exercises responsibility**

Melissa made a motion to return to open session. Annie seconded. Passed. Roll call was taken.
- VII. **New Business**

- A. Review and approve Adult Services and Community Engagement Manager position description** Cathy made a motion to approve. Jean seconded. Passed.
- B. Review and approve Access Services Librarian position description** Melissa made a motion to approve with changes. Carolina seconded. Passed.
- C. Review and approve Volunteer Coordinator position description** Annie made a motion to approve with changes. Cathy seconded. Passed.
- D. Review and approve Business Coordinator position description** Jean made a motion to approve with changes. Kathy seconded. Passed.
- E. Review and approve Special Event Coordinator position description** Jean made a motion to approve. Carolina seconded. Passed.

**VIII. Adjourn** Cathy made a motion to adjourn at 8:58am. Kathy seconded. Passed.

**Library Board Meeting: Friday, October 11, 2024 at 7:45 AM**  
**Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary**

Waunakee Public Library

Library Board Meeting – Closed Session

Conference Room

Friday, September 20, 2024- 8:11 AM

Present: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Melissa Hill, Carolina Quintana-Kuether, Cathy Sheffield and Sam Kaufmann

Cathy Sheffield moved to go into closed session pursuant to §19.85 (1)(c), Stats., to consider employment, promotion, compensation or performance evaluation data of any public employee over which the Board has jurisdiction, in particular Library Director compensation.

Roll call vote; ayes: Annie Ballweg, Kathy Grosskopf, Melissa Hill, Jean Elvekrog, Cathy Sheffield Sam Kaufmann and Carolina Quintana-Kuether. Carried.

**I. Discussion of 2025 library budget and staffing changes.**

The board discussed upcoming staffing changes and how best to address staffing needs going forward.

**II. Adjourn**

Melissa moved to adjourn the closed session at 8:32 AM. Annie seconded. Carried.

**\*The Library Board may convene in closed session as authorized by Section 19.85(1)(c) of the Wisconsin Statutes for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Library Board may reconvene in open session.**

**Respectfully submitted; Kathy Grosskopf, Trustee and Secretary**

4

## September 2024

Account	Vender	Amount
<u>100-551400-210 Outside services</u>		
	<b>Total</b>	<b>0.00</b>
<u>100-551400-219 Automation levy</u>	SCLS	0.00
	<b>Total</b>	<b>0.00</b>
<u>100-551400-290 Leased items</u>		
	<b>Total</b>	<b>0.00</b>
	Gordon Flesch	304.47
		0.00
	<b>Total</b>	<b>304.47</b>
<u>100-551400-292 Maintenance contracts</u>		
	SCLS	0.00
	Fearing's	0.00
		0.00
	<b>Total</b>	<b>0.00</b>
<u>100-551400-311 Postage</u>		
	Post Office	32.93
	UPS Store	0.00
	<b>Total</b>	<b>32.93</b>
<u>100-551400-320 Publications, subscriptions and dues</u>		
	Wall Street Journal	194.97
	WILS	4,218.40
	Amazon	139.00
	WLA	0.00
	<b>Total</b>	<b>4,552.37</b>
<u>100-551400-330 Travel and training</u>		
	SCLS	0.00
	UW- Madison	200.00
	WLA	0.00
	Dunkin	0.00
	<b>Total</b>	<b>200.00</b>
<u>100-551400-340 Programs</u>		
	Pig	0.00
	Dunkin	26.98
	Amazon	691.44
	Molly Krupp	275.00
	Geoff Sabin Design	2,289.00
	American Button Machines	72.20
	Department of Naturl Resources	200.00
	Laura Huff	50.25
	Costco	258.32
	Dollar Tree	3.96
	Laura Eyler	80.63
	Waunakee Chamber	0.00
	Minuteman Press	0.00
	Ace Hardware	0.00
	Superspace	344.00
	<b>Total</b>	<b>4,291.78</b>
<u>100-551400-341 Equipment</u>		

	Minuteman Press	0.00
	Amazon	129.99
	Bibliotheca	1,066.16
	Laird Plastics	0.00
	SCLS	0.00
<u>100-551400-350 Repairs and maint</u>	<b>Total</b>	<b>1,196.15</b>
	<b>Total</b>	<b>0.00</b>
<u>100-551400-380 Adult books</u>		
	Amazon	142.82
	Baker and Taylor	3,104.37
	Herf Jones	64.99
	Dane County Library Service	0.00
	<b>Total</b>	<b>3,312.18</b>
<u>100-551400-381 Juvenile books</u>		
	Amazon	0.00
	Baker and Taylor	2,570.55
	Penworthy	0.00
	The Dot Central	0.00
	<b>Total</b>	<b>2,570.55</b>
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	0.00
	<b>Total</b>	<b>0.00</b>
<u>100-551400-384 - Digital Materials &amp; Computer Software</u>		
	Amazon	0.00
	Kanopy	103.55
	T-mobile - Hotspots	92.40
	Verizon -Hotspots	200.05
	CDW - Adobe	0.00
	<b>Total</b>	<b>396.00</b>
<u>100-551400-385 Kit supplies</u>		
	Amazon	124.82
	Minuteman Press	42.46
	Target	0.00
	Walmart	0.00
	LL Bean	0.00
	Wall Monkeys	0.00
	<b>Total</b>	<b>167.28</b>
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	103.98
	Midwest Tape	263.52
	Amazon	275.36
	Playaway	149.98
	<b>Total</b>	<b>792.84</b>
<u>100-551400-387 Videos</u>		
	Amazon	106.93
	Midwest Tape	223.41
	Debbie Howard	0.00
	Greta Productions	0.00
	<b>Total</b>	<b>330.34</b>
<u>100-551400-390 Other</u>		
	Amazon	277.25
	Office Depot	176.43
	Azuradisc	99.98
	Walmart	42.17
	Pig	0.00
	Demco	86.27
	Thermal Paper Direct	0.00
	Uline	0.00

<u>100-551400-391 Personnel</u>	<b>Total</b>	<b>682.10</b>
<u>100-551400-392 Public relations</u>	<b>Total</b>	<b>0.00</b>
	Minuteman Press	34.00
	Intuit Mailchimp	58.00
	Waunakee Rotary	0.00
<u>100-551401-210 Building services</u>	<b>Total</b>	<b>92.00</b>
	Master Building Solutions	2,085.75
	Midwest Alarm	1,816.08
	Otis Elevator Company	2,671.16
	Bruce Company	301.00
	Wisconsin Elevator Inspection	85.00
	CJ's Lawn & Snow	0.00
	<b>Total</b>	<b>6,958.99</b>
<u>100-551401-350 Repairs/Maintenance</u>		
	Nassco	0.00
	Kraemer Air Filter Corp	0.00
	Menards	159.64
	Ace Hardware	62.08
	Amazon	0.00
	Schilling Supply Company	592.17
	Kully Supply	228.16
	The Electricians	0.00
	Fearing's	318.00
	Waunakee Power Equipment	0.00
	<b>Total</b>	<b>1,360.05</b>
<u>220-551400-390</u>		
	One Light Studio	600.00
	Waunakee Chamber of Commerce	0.00
	Tee Public	0.00
	<b>Total</b>	<b>600.00</b>
	<b>Month Total</b>	<b>27,840.03</b>

# WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

September 2024

	2024			2023		% 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	251	28	253	3.7%	N/A	N/A
<b>CIRCULATION</b>								
Physical circulation	22,765	27,590	216,958	22,652	218,981	-17.5%	0.5%	-0.9%
Digital circulation	5,133	5,145	46,157	4,478	38,996	-0.2%	14.6%	18.4%
Library Total	27,898	32,735	263,115	27,130	257,977	-14.8%	2.8%	2.0%
Per Day library was open	996	1,212	1,048	969	1,020	-17.8%	2.8%	2.8%
Average of Deforest, Monona and Verona libraries	25,468	30,069	246,579	24,807	246,020	-15.3%	2.7%	0.2%
<b>By Category</b>								
Books								
Juvenile Fiction	3,234	4,377	31,746	2,983	30,215	-26.1%	8.4%	5.1%
Juvenile Non-Fiction	1,352	1,711	14,166	1,339	14,562	-21.0%	1.0%	-2.7%
Easy Readers	1,765	2,202	16,644	1,752	16,606	-19.8%	0.7%	0.2%
Picture books	4,612	5,484	42,826	4,678	45,145	-15.9%	-1.4%	-5.1%
Total Juvenile	10,963	13,774	105,382	10,752	106,528	-20.4%	2.0%	-1.1%
Young Adult	690	849	7,052	709	6,870	-18.7%	-2.7%	2.6%
Adult Fiction	3,387	3,676	29,947	3,132	28,884	-7.9%	8.1%	3.7%
Adult non-Fiction	2,207	2,532	21,658	2,239	21,242	-12.8%	-1.4%	2.0%
Large print	904	1,040	8,059	853	8,123	-13.1%	6.0%	-0.8%
Total Adult	6,498	7,248	59,664	6,224	58,249	-10.3%	4.4%	2.4%
Magazines	471	555	3,958	381	3,726	-15.1%	23.6%	6.2%
Audio	808	970	7,750	991	8,145	-16.7%	-18.5%	-4.8%
DVD and Blu-ray	2,220	2,779	22,208	2,386	23,577	-20.1%	-7.0%	-5.8%
Software and video games	122	171	1,482	228	1,293	-28.7%	-46.5%	14.6%
Kits	919	1,113	8,420	897	9,710	-17.4%	2.5%	-13.3%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	53	82	656	50	573	-35.4%	6.0%	14.5%
E-books	5,133	5,145	46,157	4,478	38,996	-0.2%	14.6%	18.4%
% of total circulation	18.4%	15.7%	17.5%	16.5%	15.1%	17.1%	11.5%	N/A
<b>PROGRAMS</b>								
Children								
Number	32	20	329	27	305	60.0%	18.5%	7.9%
Attendance	856	1,689	12,506	824	10,553	-49.3%	3.9%	18.5%
Young adult								
Number	6	2	53	5	49	200.0%	20.0%	8.2%
Attendance	37	50	481	25	412	-26.0%	48.0%	16.7%
Adult								
Number	20	18	180	20	130	11.1%	0.0%	38.5%
Attendance	150	770	3,201	243	1,896	-80.5%	-38.3%	68.8%
<b>NEW PATRONS ADDED</b>	83	135	949	82	891	-38.5%	1.2%	6.5%
<b>PUBLIC MEETING ROOM BOOKINGS</b>	39	25	251	21	237	56.0%	85.7%	5.9%
<b>STUDY ROOM BOOKINGS</b>	596	709	5219	440	3944	-15.9%	35.5%	32.3%
<b>PUBLIC PC SESSIONS</b>	420	528	3,861	384	3,965	-20.5%	9.4%	-2.6%
<b>UNIQUE WIRELESS USERS</b>	1,568	1,696	14,453	2,043	19,500	-7.5%	-23.3%	-25.9%
<b>CURBSIDE TRANSACTIONS</b>	29	21	274	46	340	38.1%	-37.0%	-19.4%
<b># OF VISITORS TO LIBRARY</b>	13,113	17,936	128,528	11,025	113,689	-26.9%	18.9%	13.1%

**Library Activity Report**  
**Library Director Erick Plumb**  
**October 11, 2024**

**Library Activity in September/October**

- Our Facilities Manager, Jeff Curwick, has accepted a new position as City Facilities Manager for the City of Middleton. Jeff has been with us since we opened our new building in 2019 and his care of the building and grounds is greatly appreciated by patrons and staff alike. Staff particularly appreciated the many small tasks Jeff helped us with on a daily basis. Our success with Community Hall is greatly due to Jeff's support of these events. Despite our sadness that he is leaving, we are pleased that he will continue to grow in his career. We have no doubt that he will thrive in Middleton. Thanks Jeff, and congratulations! His final day will be on October 18.
- Kathy Faust, who has been a Customer Services Assistant for several years, resigned for personal reasons. Kathy has been a great employee here and will be missed. Her last day was October 4.
- We are conducting interviews the week of October 7 for two new Library Assistants to replace Kathy and Eppie Larson in Youth Services. Thus far, we've received over a dozen applicants, which has been heartening.
- Amy Sampson and Beth Meyer took up their new roles as Adult Services and Community Engagement Manager and Access Services Librarian in October. As we've discussed, both will excel in their new positions and I'm eager to work with them both in their new roles.
- I had Jeff Curwick work with Mobile Glass to give us an updated estimate on what it would cost to enclose the Tech Hub, for future use as a flexible meeting space or some other use as PCs dwindle in future years. In addition, I asked them to estimate what it would cost to enclose the Den, while leaving a walkway to the Board Room and access to the Coffee/Hospitality Counter. The Den has been underutilized, as we've discussed before, a situation made more glaring with the absence of coffee. A thought would be to turn the Den into a flexible, informal space similar to the Living Room for small meetings and gatherings. We also looked at the Nook upstairs, but that would be a difficult project due to the need to access the emergency exit, study rooms 6 & 7, and due to the configuration of HVAC vents. The quotes for the Den and Tech Hub are enclosed in the packet. I should say that these are merely for future discussion as we look toward our furniture and meeting/study room space overhaul in the next couple of years.

**Youth Services Report by Brittany Gitzlaff**

September is always a month of transition as we all develop new routines and settle back into a new school year. We helped celebrate National Library Card Sign-up Month with an "Adopt a Reading Buddy" program. We also introduced our first Kid Librarian of the Month. Each month a new kid will be featured, and they will create a display in the library that features all of their favorite library materials. The Teen Advisory Council is off to an amazing start with 19 members, which is by far the most we've ever had. Laura was also able to get into the Intermediate School during their lunch hour and promote

the library and our programs to interested kids. All other programs and storytimes are filling up as usual, and we're looking forward to a busy October!

#### **Adult Services & Community Engagement Report by Amy Sampson**

September focused mainly on transitioning with Courtney's departure and preparing for my planned time off in October. I trained several staff members on tasks they are taking over for me. I scheduled MLK Day plans for 2025 with the Waunakee IDEA, taking into consideration the holiday is also inauguration day next year. I prepared for the Caregiver Resource Fair coming up on October 24th. Our Midwest Mujeres Ambassadors are preparing an all-ages, bilingual Day of the Dead celebration on October 26th, so I have prepped a survey to start promoting at this event through December to ask about community interests for Spanish-language programs and materials. We also celebrated National Library Card Sign Up Month with All Around Town promotions at local businesses and the new custom library cards from our contest earlier in the year.

#### **Random happy image of the month:**

*September Kid Librarian, Madelyn, with her display of favorite items.*



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

Build off community diversity, equity, and inclusion efforts to add partnerships with diverse groups and add more diverse programming to the library's repertoire.		WMC Spanish classes, Building Connections programming, MLK Day!	Bilingual storytime	Additional bilingual and Spanish-language materials. Additional storytimes.				
Work with patrons and groups of various races, nationalities, abilities, and socioeconomic levels to ensure that the library is a welcoming and inclusive place for all.		One-on-one tech support for non-English patrons, work with service clubs						
<b>GOAL 2 - Fuel a passion for reading, personal growth, and learning</b>								
Objective - Maintain quality, diverse, and inclusive print collections.								
Maintain collection numbers +/- 5% more than required by the county.		Done	N/A as requirement dropped					
Weed outdated or damaged items.		First major weeding opened since building						
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					
<b>Objective - Provide reading-related programming that engages and attracts patrons.</b>								
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 Nicholas Butler					
Offer a reading incentive program for adults that involves local businesses.		All Around Town incentive for library participation.	Piggy Wiggly employee program (9 participants).					
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 Britiany						
<b>Objective - Support patrons in their use of library resources.</b>								
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						
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					
Increase program offerings for various populations, including disabilities, teens, elderly		Ci - pediatric all-ages storytimes on Fridays	Many more teen programs					
<b>Objective - Encourage patrons to explore areas of interest and nurture their creativity.</b>								

Create learning clubs			Maker Monday, STEAM break, Sustainable Studio, Writers group, Book Club for Nature Lovers					
Rotating art displays		Yes!						
Interactive displays			Selfie Station, Selfie with first card; Take and Make crafts;					
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					
Staff liaison to Create Waunakee		Yes						
Programming involving various creative professions			Jewelry-maker, wood-worker, weavers, etc.					
Library staff creative culture								
<b>GOAL 3 - Expand access to all information</b>								
Objective - Connect patrons to the library digitally								
Redesign website								
Share print collections and resources on the website and social media.			FB, Instagram,					
Offer virtual options during in-person events			Yes for some programs in Community Hall					
Explore ways to acquire and lend devices such as tablets and hotspots to patrons and provide education on their use.			Hotspots, Kindles, launchpods, Tonypoxes					
Solicit and collect patron feedback electronically.		Community Engagement Survey completed, summer 2022		Plan for summer 2024 engagement survey				
Objective - Continue to reach patrons in innovative ways.								
Evaluate daily library hours and adjust for optimal patron access.		Hourly gate monitoring	Hourly gate monitoring					
Continue to offer the option of personalized "grab bags."		Take and make bags, book rec bags, teacher support						
Continually assess the learning needs of the Waunakee community and adjust services and offerings to meet those needs.		Joint programs with local schools (Battle of Books, Big Read, SRP collabs)						
Host in-person and virtual speaker events for the community.		Yes!						
Reach new library users in the community.			Catlin at WMC events, church introductions at spanish language services, outreach at community events - book bike!					
Increase accessibility of library signage			New entryway signage					
<b>GOAL 4 - Foster an organizational culture of customer service, innovation, and professional growth</b>								
	Erick							

Objective - Evaluate and improve library user experience								
Maintain records of patron requests and review annually								
Encourage staff to experiment and try new ideas, such as snacks for teens and "library of things" circ items		Snacks for teens	Library of things; Kid Librarian of the Month; staff blog.	New displays, blog.				
Continue to evaluate and address language and accessibility needs of patrons			Yes	Outreach to Latino community; additional Spanish storytimes; outreach to churches				
Identify ways to solicit feedback from patrons regarding ideas for improvement of the library's environment and offerings		Community Engagement survey		Community engagement survey in 2025				
Objective - Ensure Staff and Trustees receive training on current practices and collaborate to maintain an effective org structure and culture								
Connect staff members with more professional growth opportunities at national, regional, and local levels to inspire novel ideas and programming.			Additional funds offered in 2024	Staff are required to do some training; encouraged to do webinars in off-desk hours				
Ensure that staff have access to the education, training, technological resources, and facilities they need to serve their patrons well. Establish a protocol for staff members to request additional resources.			Check-in conversation system to address development needs	Bi-annual check in conversations				
FT staff should complete a minimum of 10 hours of Continuing education per year; part-time staff should complete a minimum of 5 hours per year.			Working towards for PT staff	SCLS and Village monthly tech security training; all FT staff participate in regular CE opportunities online and in person				
Examine ways of recognizing staff professional advancement through certification or credentialing.								
Increase Trustee participation in Wisconsin Library Association training			Trustee Training Week and other CE options forwarded	Ask for input on what would be helpful to Trustees				
Update the organizational structure and succession plan for library staff and management as needed.			Working on it for 2025.	Changes to parttime Library Assistant role and wages; new positions in 2025				

24



## APPROPRIATE BEHAVIOR POLICY

### I. Purpose of Policy

The purpose of this policy, adopted by the Waunakee Public Library Board of Trustees in accordance with Wisconsin Statute 43.52(2), is to establish rules and regulate the use of the library so everyone can share its resources in a clean, safe, and welcoming environment.

### II. Definitions and Guidelines

- A. These behavior rules apply to the facility, grounds, and parking lots of the Waunakee Public Library and to all persons in or on the premises.
- B. Persons violating these rules may be asked by any staff member to alter their behavior or to leave the premises. Any library staff member may bar a patron in violation of this policy from using the library for up to one day. Staff will submit a brief written report of the behavior to the Library Director. Any illegal activity will be reported to law enforcement immediately.
- C. If warranted, the Library Director or their designee may bar the patron from using the library for a further amount of time. Official written notice barring the patron from using the library will be sent to the last known address of the patron when possible.
- D. Patrons may appeal the decision of the Library Director to the Waunakee Public Library Board of Trustees *in writing*. Upon receipt of the appeal, discussion will be scheduled on the agenda of the next regularly scheduled meeting of the Library Board of Trustees. Their decision will be final.
- E. Persons on library premises while they are barred will be criminally trespassing and law enforcement will be notified. An exception will be made for a patron attending the Library Board of Trustees meeting in which their appeal is being discussed.

### III. Behavior Rules

The rights of individuals to use the library should not be abridged or denied. To guarantee these rights for all persons, no library patron shall engage in the following prohibited behaviors:

- 1. Committing or attempting to commit any activity that would constitute a violation of any federal, state, or local criminal statute or ordinance including theft of library items.
- 2. Directing a specific threat of physical harm against an individual, group of individuals, or property.
- 3. Uttering profane, obscene, or offensive language.

4. Engaging in sexual contact, activities, or conduct.
5. Being in a state of intoxication that causes a public disturbance.
6. Damaging or defacing public property.
7. Using tobacco products of any kind, including e-cigarettes and other similar devices, in the building or within fifty feet of entrances and exits.
8. Bringing firearms or other weapons as defined by Wisconsin State Statutes (concealed or otherwise) into the building, except for firearms carried by authorized law enforcement personnel. This policy shall be posted per Wisconsin state law at all building entrances.
9. Engaging in conduct that disrupts or interferes with the normal operation of the library or disturbs library staff or patrons.
10. Engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature to library users or staff including stalking, prolonged staring at, or following another with the intent to annoy or disturb.
11. Entering non-public areas of the library without permission.
12. *Bringing bicycles, scooters, skateboards, hoverboards, and other similar items into the library. Items should be locked outside or may be stowed in the staff areas with permission of library staff.*
13. Refusing to follow the reasonable directions of library staff.
14. Selling, soliciting, petitioning, distribution of materials for any purpose is prohibited. Citizens seeking nomination for public office may not solicit for signatures on library grounds but are allowed to collect signatures on public sidewalks along the surrounding streets.
15. Consuming food or drink that creates a nuisance because of odor or mess. Library staff are authorized to determine if a particular food or drink item is not appropriate for a particular location, such as near library equipment, shelving, or in an enclosed study room.
16. Bringing animals into the library, with the exception of service animals and service animal trainees, unless part of a library event. Emotional support or companion animals are not allowed inside the library.
17. Leaving an animal tethered and unattended on the library premises.
18. Sleeping in the library for an extended period of time or that creates a disturbance.
19. Leaving one or more children under the age of 8 unsupervised or unattended in or on the library premises (see Child Safety Policy).
20. Not wearing shoes or shirt within the library.
21. Remaining in the building following closing without permission of library staff.
22. *Adults sitting in areas designated for use by teens and children, such as the Young Adult Room and Study Room 1. Adults may browse the Young Adult collections but must be accompanied by a young adult or child to sit and work in these areas.*
23. Disturbing others because of offensive body odor or strongly scented personal products.
24. Bathing, shaving, and other personal grooming activities.

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

Adopted May 20, 2022

Revised October 11, 2024

October 2024



# Waunakee Public Library

## Adult Programs

\* = Registration Required

### 10/2, 10/16 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 A Journey into the Hidden World of Tropical Bats\*

1:00pm | Virtual

Join us in kicking off October as we welcome three Smithsonian-affiliated scientists to teach us about the remarkable world of tropical bats!

### 10/3, 10/17 Yoga for Beginners

10:00am | Community Hall

This class is a gentle yoga class for all ages, and all levels, no registration required.

### 10/3 Writer's Group

1:00pm | Board Room

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

### 10/5 Saturday Social

9:00am | Den

Get to know your neighbors at our Saturday Social! There will be complimentary coffee and donuts to enjoy while catching up with old and new friends.

### 10/8 Fall Cardmaking\*

6:30pm | Community Hall

Join us for a fall cardmaking class!

### 10/9 Author Talk with Silvia Moreno-Garcia\*

6:00pm | Virtual

You're invited to free your mind with the highly acclaimed Silvia Moreno-Garcia, author of several best-selling novels including *Mexican Gothic*, *The Daughter of Doctor Moreau*, and many more!

### 10/10 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!

## Book Clubs



### Wednesday Night Page Turners

10/9 | 6:30pm | Overlook

*The Wager* by David Grann

### Books in the Overlook

10/15 | 6:30pm | Overlook

*We Have Always Lived in the Castle* by Shirley Jackson



### 10/14, 10/15 Sustainable Studio\*

6:00pm | Community Hall

Make a wooden porch sign using pre-cut wood and stencils. This is a two-day class.

### 10/17 Rebels Total K9

6:30pm | Community Hall

Molly Krupp, owner of Rebels Total K9 and professional dog trainer, will demonstrate basic dog training techniques that help build confidence in both you and your dog leading to a happy and fulfilling relationship.

### 10/22 Author Talk with Lori Gottlieb\*

1:00pm | Virtual

In her remarkable book *Maybe You Should Talk to Someone*, Lori Gottlieb tells us that despite her license and rigorous training, her most significant credential is that she's a card-carrying member of the human race.

### 10/23 Brain Health Book Club

6:30pm | Board Room

Join us for a book group discussing *My Two Elaines* by Martin J Schreiber, led by Ellen from the ADRC.

### 10/24 Caregivers Resource Fair

11:00am | Community Hall

Stop by for an opportunity to visit with more than 20 agencies that provide assistance to family caregivers. Presented in partnership with the Waunakee Dementia Friendly Committee and Waunakee Senior Center.

### 10/29 Inside the Roman Colosseum

6:30pm | Community Hall

Joe Fahey will take you through the Roman Colosseum's 2,000-year history, including a tour of its recently opened hypogeum, the underground labyrinth which was used to orchestrate the wild animal and gladiatorial spectacles.

October 2024

# Waunakee Public Library

## Kids Programs

\* = Registration Required

### 10/2 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.

### 10/7 Pokemon Club

3:30pm | Storytime room

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

### 10/8 My First Book Club\*

3:30pm | Storytime room

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

### 10/9 STEAM Break\*

3:30pm | Storytime room

Join us in building, experimenting and creating. Experiments and activities relate to all things STEAM (Science, Tech, Engineering, Art and Math). Grades K-4.

### 10/11 Kids Dance Party

9:45am | Storytime room

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

### 10/16 Kids Club\*

3:30pm | Storytime room

Join us for a club just for kids! Each month features a different activity, craft, and brain break! Grades K-3.

### 10/17 PAWS to Read\*

4:00pm | Storytime room

Come read a story with Dalton and Flik, certified Pet Partners Therapy Dogs and Read With Me Program Dogs! Grades K-4.

### 10/23 Open Art Studio

3:30pm | Storytime room

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

### 10/26 Storycrafters

10:00am | Storytime room

Join us for a story, song, and craft! This program is recommended for all ages and their caregiver.

### 10/26 Celebración del Día de los Muertos

10:00am | Community Hall

Join us for a Day of the Dead event for toda la familia! We will watch Disney's movie Coco while serving Mexican hot chocolate and sweet bread. There will be Day of the Dead crafts and a short presentation on the meaning of this celebration by the Latina Waunakee Public library Ambassadors project. This is a bilingual and bicultural program. All are welcome!

### 10/28 Maker Monday\*

3:30pm | Storytime room

This class is open to all kids who love art & want some more hands-on time to develop their skills and experiment with different techniques & materials. Grades 1-4.

## Storytimes

### Baby Time

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

Share some stories, rhymes, and lap songs, followed by play time for babies and chat time for caregivers! Ages 0-1.

### Preschool Storytime

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

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

Fun for preschoolers and caregivers who are getting ready for the school experience. Ages 3-5.

### Tiny Tots

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

THURSDAY 9:45AM | 10/3, 10/10, 10/17, 10/24, 10/31

Tiny Tots is an active 20 minute program of simple stories, rhymes, and songs. Ages 1-3.

### Jammie Jams

MONDAY 6:30PM | 10/7, 10/14, 10/21, 10/28

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

### Little Bodies Big Feelings Storytime

FRIDAY 9:45AM 10/4

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

### All Ages Storytime

FRIDAY 9:45AM | 10/17

Come join the professionals of CI Pediatric Therapy for books & activities! All ages.

### Bilingual Storytime/Hora del Cuento Bilingüe

FRIDAY 9:45AM | 10/25

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

## Teen Programs

### 10/2 Preteen Book Club

6:30pm | Living Room

Reading Sweep by Jonathan Auxier. Grades 5-8.

### 10/10 Teen Book Club

6:30pm | Living Room

Reading Cinder by Marissa Meyer. Grades 8+.

### 10/11 Teen Late Night Hangout\*

6:30pm | All Over!

It's time for a late night lock-in at the library! We will have food, movies, video games, button making, and more! Grades 5-12.

### 10/14 Haunted Paintings

4:30pm | Storytime Room

We'll provide some classic artwork for you, and you'll paint ghosts, bats, or anything else you can dream up! Grades 5-12.

### 10/18 TACOS

4:00pm | Board Room

Members have input into teen and preteen library programs.

### 10/22 Anime Club

4:30pm | Storytime Room

We'll watch anime and do some anime-related activities! Grades 5-12, permission slip required.

### 10/29 Crafternoon: Fuse Beads

4:30pm | Storytime Room

We'll have fuse beads for you to make whatever you imagine and then we'll iron it so it's permanently fused! Grades 5-12.



## Proposal

### Mobile Glass Inc.

5626 Woodland Dr. Waunakee WI 53597

Phone: 608.849.4113 Fax: 608.849.5991

[www.mobileglass.us](http://www.mobileglass.us)

**Women-owned Business Enterprise**

**Small Business Enterprise**

*Tech Hub*

DATE: 9/25/2024

To: Jeff

**Project: Waunakee Library**

**Project location: Waunakee**

**Prepared By: Dan Burhans**

### Scope Of Work: Adding Glass doors and sidelites to upstairs conference room

Two ½" tempered glass doors with concealed closers in an aluminum head, pivots on the floor, 10" back-to-back pull handles. Closers to swing one way and have a hold open feature.

Sidelite panels of ½" tempered glass installed into 2" channel in the head and 1" channel on the floor, finish black/bronze.

**FOR THE SUM OF: \$8,575.00**

This is a quotation on the goods named, subject to the conditions noted below: This proposal supersedes any previously given, either written or verbal, and is valid for 60 days only unless extended at our option.

To accept this quotation, sign here and return:

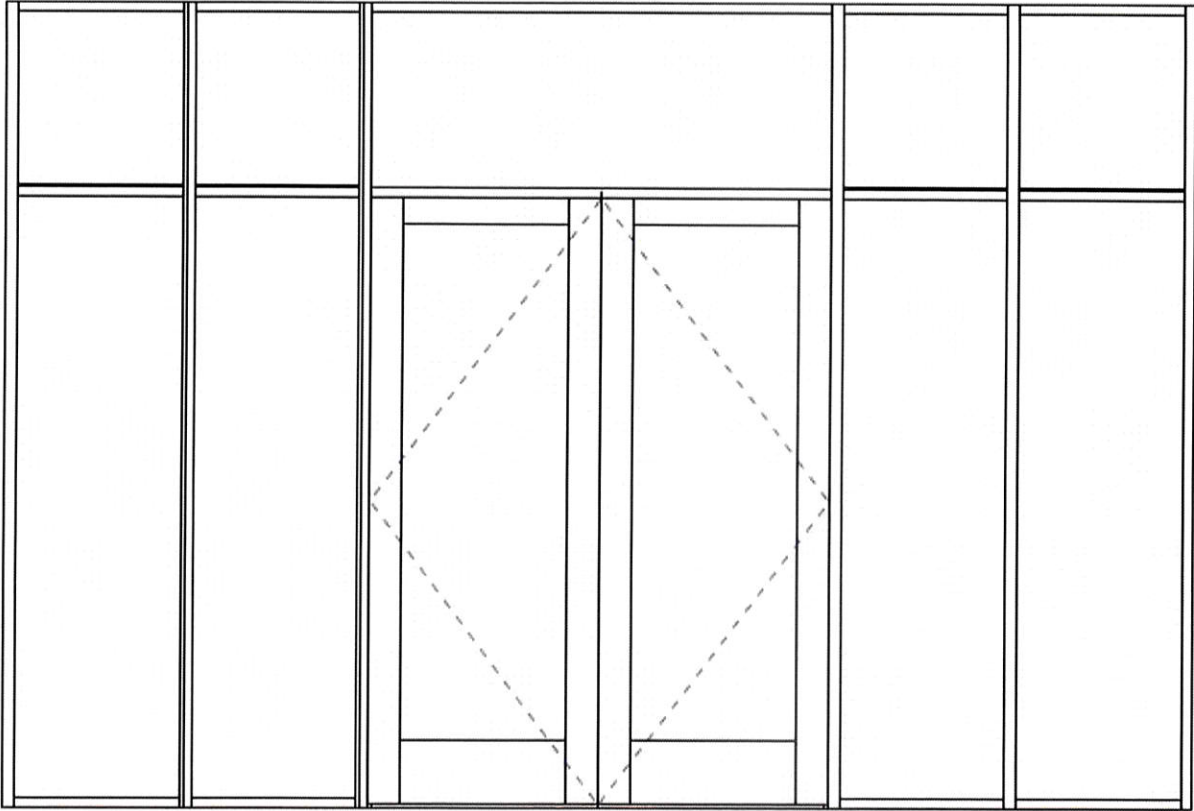
Date:

\*This proposal will not become a contract until Mobile Glass accepts the work in writing and into their schedule.

MOBILE GLASS INC. PREPARED BY: Dan Burhans

Date: 9/25/2024

**THANK YOU FOR YOUR BUSINESS!**





## Proposal

### Mobile Glass Inc.

5626 Woodland Dr. Waunakee WI 53597

Phone: 608.849.4113 Fax: 608.849.5991

[www.mobileglass.us](http://www.mobileglass.us)

**Women-owned Business Enterprise**

**Small Business Enterprise**

To: Jeff Curwick

DATE: 9/25/2024

**Project: Waunakee Library**

**Project location: Waunakee**

**Prepared By: Dan Burhans**

### Scope Of Work: Adding Aluminum doors and sidelites to downstairs conference room

Interior Dark Bronze aluminum storefront frame to resemble adjacent interior vestibule in design. Two 8' aluminum doors all with 1/4" clear tempered glazing.

Door hardware, closers with hold open, ladder pull handles and hinges.

Sealant of frame.

**FOR THE SUM OF: \$11,682.00**

This is a quotation on the goods named, subject to the conditions noted below: This proposal supersedes any previously given, either written or verbal, and is valid for 60 days only unless extended at our option.

To accept this quotation, sign here and return:

Date:

\*This proposal will not become a contract until Mobile Glass accepts the work in writing and into their schedule.

MOBILE GLASS INC. PREPARED BY: Dan Burhans

Date: 9/25/2024

**THANK YOU FOR YOUR BUSINESS!**

