



LIBRARY BOARD MEETING

Waunakee Public Library Board Room

Friday, September 19, 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 August 22, 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 of Room Rental activity and goals**
 - B. Discussion and approval of revised Community Hall Usage Policy**
 - C. Approve replacement patron furniture purchases of up to \$12,000 using 220 Funds**
- VIII. Adjourn**

Next Library Board meeting: Friday, October 17, 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, August 2025 - 7:45AM

201 N. Madison Street, Conference Room

- I. **Call to order:** Cathy Sheffield called the meeting to order at 7:45 AM
- II. **Roll Call:**
 - A. **Roll call:** Present: Jean Elvekrog, Melissa Hill, Leah, Huibregtse, Sam Kaufmann, Cathy Sheffield, and Library Director Erick Plumb. Virtual: Carolina Quintana-Kuether Absent: Annie Ballweg
- III. **Consent agenda** Jean moved, Cathy seconded. Passed.
 - A. **Approve July 18, 2025 Library Board Minutes**
 - B. **Approve Schedule of Bills**
 - C. **Approve Financial Reports**
- IV. **Library Director's Report** Summer reading program was busy and a success. The new website is live; thank you to Amy and Laura for their work. Erick to consider a 'find a book' option on the homepage. Friends of the Library pledged \$5K for an OverDrive Advantage account to increase access to e-books; will need an additional \$2,500 in budget to cover the full cost of additional resources. We are currently hiring for a new position to fill an existing position. WNC and Literacy Network has ended the English Language program due to low attendance and funding gap. The library is open to new a partner to host similar program.
- V. **Old Business**
 - A. **Friends of the Library Update** Staffed event on Aug. 14. Will sponsor author showcase Sept. 27. Friends webpage is also improved. A new exhibit on the history of the library is now live.
 - B. **Discussion of 2025 library budget**
 - Added \$2,500 for OverDrive Advantage.
 - Other budget items are standard and within normal range.
 - 2027 will include bigger asks, including camera upgrade, potentially with the full Village.
 - New flooring, particularly in the children's section, is needed. Exploring options beyond carpet but still want it to feel comfortable and not loud.
 - 220 Fund continues to grow and we may be able to cover extra costs with our 220 fund vs. asking the Village.
 - One big furniture order will be brought to September BOD meeting. Staff requests for office changes.
- VI. **New Business**
 - A. **Discussion & Approval of Active Shooter Policy**

Discussion: Locking down the building is difficult, given accessibility. Board recommended changing wording from shooter to threat. Erick will ask Village about

phone alerts and will explore training at in-service every two years. This policy will be put into a larger emergency response policy.

Approval: Cathy moved to approve as part of larger emergency response policy. Melissa seconded. Passed.

B. Discussion of Library Director goals for 2024-25 (Library Director Evaluation) 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.

Sam Move to close closed session. Jean seconded.

8:43 Cathy moved to reopen open session. Sam seconded. approved

VIII. Adjourn Sam moved to adjourn. Jean seconded. approved.

Next Library Board meeting: Friday, September 19, 2025@ 7:45 AM in the Board Room,

Respectfully submitted, Leah Huibregtse, Trustee

August 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	370.94
		0.00
	Total	370.94
<u>100-551400-292 Maintenance contracts</u>		
	SCLS	0.00
	Fearing's	0.00
		0.00
	Total	0.00
<u>100-551400-311 Postage</u>		
	Post Office	17.71
	UPS Store	0.00
	Total	17.71
<u>100-551400-320 Publications, subscriptions and dues</u>		
	Wall Street Journal	0.00
	National Notary Association	72.75
	Dept of Financial Institution	20.00
	WLA	0.00
	Total	92.75
<u>100-551400-330 Travel and training</u>		
	SCLS	0.00
	UW- Madison	0.00
	WLA	0.00
	Dunkin	0.00
	Total	0.00
<u>100-551400-340 Programs</u>		
	Pig	21.88
	Dunkin	27.98
	Amazon	1,059.45
	Chad Lewis	250.00
	Books for School	542.37
	Geoff Sabin Design	2,979.00
	Literacy Network	1,400.00
	Target	60.00
	PBC Guru	3,500.00
	Culvers	0.00
	Huma Siddiqui-Seitz	225.00
	Screen Door Studio	71.92
	Waunakee Chamber	15.00
	Wi Historical Society	31.82
	Ace Hardware	41.98
	Signs.com	1,630.24
	Total	11,856.64

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100-551400-341 Equipment

Minuteman Press	0.00
Amazon	0.00
Nassco	0.00
Laird Plastics	0.00
SCLS	0.00
Total	0.00

100-551400-350 Repairs and maint

Total	0.00
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100-551400-380 Adult books

Amazon	466.71
Baker and Taylor	3,910.46
Barnes and Noble	0.00
New Readers Press	50.95
Total	4,428.12

100-551400-381 Juvenile books

Amazon	0.00
Baker and Taylor	1,801.11
Penworthy	0.00
Playaway	719.89
Total	2,521.00

100-551400-383 Serial subscriptions

Rivistas	0.00
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Total	0.00
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100-551400-384 - Digital Materials & Computer Software

Slack	173.59
Kanopy	113.05
T-Mobile- Hotspots	124.00
Verizon -Hotspots	182.15
CDW - Adobe	0.00
Total	592.79

100-551400-385 Kit supplies

Amazon	829.00
Minuteman Press	0.00
Target	0.00
Walmart	0.00
LL Bean	0.00
Wall Monkeys	0.00
Total	829.00

100-551400-386 Audio materials

Blackstone Publishing	865.68
Midwest Tape	0.00
Amazon	142.69
Playaway	73.65
Total	1,082.02

100-551400-387 Videos

Amazon	389.47
Midwest Tape	117.78
Debbie Howard	0.00
Greta Productions	0.00
Total	507.25

100-551400-390 Other

Amazon	36.43
Office Depot	0.00
Azuradisc	0.00
Walmart	58.09
Bibliotheca	5,598.00
Demco	172.35
Thermal Paper Direct	0.00

	Uline	0.00
<u>100-551400-391 Personnel</u>	Total	5,864.87
	Total	0.00
<u>100-551400-392 Public relations</u>		
	Mailchimp	10.84
	Sticker Junkie	164.00
	Waunakee Rotary	750.00
	Minuteman Press	144.46
	Facebook	28.52
	Total	1,097.82
<u>100-551401-210 Building serices</u>		
	Bruce Company	313.00
	Midwest Alarm	0.00
	Otis Elevator Company	0.00
	Masters Building	2,380.00
	Ahern	855.00
	CJ's Lawn & Snow	0.00
	Total	3,548.00
<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>		
	Out of print	0.00
	Waunakee Chamber of Commerce	0.00
	Library Market	8,667.00
	Total	8,667.00
	Month Total	41,475.91

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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY OPERATIONS</u>						
100-551400-110 LIBRARY FULL TIME	34,885.01	292,250.01	440,455.00	148,204.99	66.35	316,529.86
100-551400-120 LIBRARY PART TIME	34,128.42	283,099.59	439,106.00	156,006.41	64.47	237,194.72
100-551400-121 LIBRARY OVERTIME	.00	83.04	.00	(83.04)	.00	.00
100-551400-130 LIBRARY FICA	5,003.64	42,120.94	67,290.00	25,169.06	62.60	40,349.31
100-551400-131 LIBRARY RETIREMENT	3,401.28	29,053.95	44,560.00	15,506.05	65.20	28,028.83
100-551400-132 LIBRARY HEALTH	12,253.90	116,165.88	173,958.00	57,792.12	66.78	115,075.62
100-551400-133 LIBRARY LIFE	115.82	842.06	831.00	(11.06)	101.33	649.53
100-551400-134 LIBRARY DENTAL	.00	.00	9,182.00	9,182.00	.00	6,850.89
100-551400-210 LIBRARY OUTSIDE SERVICES	99.00	3,031.00	1,296.00	(1,735.00)	233.87	653.25
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	5,367.69	9,120.00	3,752.31	58.86	5,239.94
100-551400-290 LIBRARY LEASED ITEMS	370.94	4,584.12	9,298.80	4,714.68	49.30	4,559.78
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	245.38	850.41	1,800.00	949.59	47.25	880.52
100-551400-320 LIBRARY PUBS/SUBS/DUES	341.93	1,812.57	3,114.00	1,301.43	58.21	6,282.69
100-551400-330 LIBRARY TRAVEL/TRAINING	.00	1,087.00	3,500.00	2,413.00	31.06	1,129.08
100-551400-340 LIBRARY PROGRAMS	8,057.45	23,873.25	40,000.00	16,126.75	59.68	27,944.67
100-551400-341 LIBRARY EQUIPMENT	.00	2,178.34	9,000.00	6,821.66	24.20	3,674.41
100-551400-380 LIBRARY ADULT BOOKS	4,478.93	32,413.40	52,500.00	20,086.60	61.74	25,282.81
100-551400-381 LIBRARY JUVENILE BOOKS	1,594.62	11,427.54	29,500.00	18,072.46	38.74	17,228.32
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	569.99	22,190.40	23,302.00	1,111.60	95.23	14,595.76
100-551400-385 LIBRARY KIT SUPPLIES	458.88	2,974.49	4,500.00	1,525.51	66.10	3,285.03
100-551400-386 LIBRARY AUDIO MATERIALS	1,195.99	3,910.25	9,500.00	5,589.75	41.16	7,152.05
100-551400-387 LIBRARY VIDEOS	869.96	4,593.85	8,000.00	3,406.15	57.42	5,325.01
100-551400-390 LIBRARY OTHER	1,238.16	7,860.67	16,000.00	8,139.33	49.13	6,388.87
100-551400-392 LIBRARY PUBLIC RELATIONS	1,480.05	3,860.56	6,000.00	2,139.44	64.34	2,494.05
TOTAL LIBRARY OPERATIONS	111,555.61	975,157.80	1,484,392.80	509,235.00	65.69	957,896.56

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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY BUILDING</u>						
100-551401-110 LIBRARY BLDG FULL TIME	.00	633.45	54,781.00	54,147.55	1.16	43,026.15
100-551401-120 LIBRARY BLDG PART-TIME	3,702.54	24,443.15	31,025.00	6,581.85	78.79	17,160.99
100-551401-121 LIBRARY BLDG OVERTIME	.00	.00	.00	.00	.00	1,576.92
100-551401-130 LIBRARY BLDG FICA	283.23	1,944.05	6,564.00	4,619.95	29.62	4,630.18
100-551401-131 LIBRARY BLDG RETIREMENT	.00	44.02	3,807.00	3,762.98	1.16	3,077.61
100-551401-132 LIBRARY BLDG HEALTH	.00	269.39	23,559.00	23,289.61	1.14	15,193.83
100-551401-133 LIBRARY BLDG LIFE	.00	6.51	85.00	78.49	7.66	52.57
100-551401-134 LIBRARY BLDG DENTAL	.00	.00	2,128.00	2,128.00	.00	1,483.49
100-551401-210 LIBRARY BLDG SERVICES	4,775.28	12,663.42	29,903.00	17,239.58	42.35	14,275.54
100-551401-220 LIBRARY BLDG UTILITIES	4,267.45	17,720.74	21,000.00	3,279.26	84.38	15,603.68
100-551401-221 LIBRARY BLDG GAS HEAT	205.08	9,082.35	19,200.00	10,117.65	47.30	6,617.99
100-551401-341 LIBRARY BLDG EQUIPMENT	.00	972.98	1,446.00	473.02	67.29	.00
100-551401-350 LIBRARY BLDG REPAIRS/MAINT	1,153.58	3,900.84	21,000.00	17,099.16	18.58	8,166.63
100-551401-390 LIBRARY BLDG OTHER	1,318.65	4,845.10	200.00	(4,645.10)	2,422.55	200.00
TOTAL LIBRARY BUILDING	15,705.81	76,526.00	214,698.00	138,172.00	35.64	131,065.58
<u>DEPOT</u>						
100-551410-350 DEPOT REPAIRS/MAINT	.00	171.44	2,000.00	1,828.56	8.57	.00
100-551410-390 DEPOT OTHER	.00	4.58	.00	(4.58)	.00	.00
TOTAL DEPOT	.00	176.02	2,000.00	1,823.98	8.80	.00

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VILLAGE OF WAUNAKEE
BALANCE SHEET
AUGUST 31, 2025

LIBRARY SPECIAL REVENUE FUND

ASSETS

220-11110	COMMINGLED CASH	145,674.15	
220-11801	CASH ON HAND	1,111.30	
	TOTAL ASSETS		146,785.45

LIABILITIES AND EQUITY

FUND EQUITY

220-34300	FUND BALANCE	141,395.77	
	BEGINNING FUND BALANCE	141,395.77	
	REVENUE OVER EXPENDITURES - YTD	5,389.68	
	TOTAL FUND EQUITY		146,785.45
	TOTAL LIABILITIES AND EQUITY		146,785.45

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WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

August 2025

	2025			2024		% Change	% Change	YTD
	August	Prev Month	Yr-to-date	August	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	27	26	226	27	223	3.8%	N/A	N/A
CIRCULATION								
Physical circulation	24,766	27,470	198,102	27,590	194,193	-9.8%	-10.2%	2.0%
Digital circulation	6,085	5,740	46,538	5,145	41,024	6.0%	18.3%	13.4%
Library Total	30,851	33,210	244,640	32,735	235,217	-7.1%	-5.8%	4.0%
Per Day library was open	1,143	1,277	1,082	1,212	1,055	-10.5%	-5.8%	2.6%
Average of Deforest, Monona and Verona	30,234	33,418	227,380	30,069	221,111	-9.5%	0.5%	2.8%
By Category								
Books								
Juvenile Fiction	4,079	4,419	29,364	4,377	28,512	-7.7%	-6.8%	3.0%
Juvenile Non-Fiction	1,463	1,892	13,458	1,711	12,814	-22.7%	-14.5%	5.0%
Easy Readers	1,808	2,343	15,440	2,202	14,879	-22.8%	-17.9%	3.8%
Picture books	4,696	5,218	39,104	5,484	38,214	-10.0%	-14.4%	2.3%
Total Juvenile	12,046	13,872	97,366	13,774	94,419	-13.2%	-12.5%	3.1%
Young Adult	973	1,069	6,536	849	6,362	-9.0%	14.6%	2.7%
Adult Fiction	3,707	3,844	27,921	3,676	26,560	-3.6%	0.8%	5.1%
Adult non-Fiction	2,340	2,205	19,097	2,532	19,451	6.1%	-7.6%	-1.8%
Large print	960	1,061	7,980	1,040	7,155	-9.5%	-7.7%	11.5%
Total Adult	7,007	7,110	54,998	7,248	53,166	-1.4%	-3.3%	3.4%
Magazines	456	476	3,827	555	3,487	-4.2%	-17.8%	9.8%
Audio	830	848	6,537	970	6,942	-2.1%	-14.4%	-5.8%
DVD and Blu-ray	2,167	2,500	17,861	2,779	19,988	-13.3%	-22.0%	-10.6%
Software and video games	260	284	1,869	171	1,360	-8.5%	52.0%	37.4%
Kits	922	1,187	8,087	1,113	7,501	-22.3%	-17.2%	7.8%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	69	84	587	82	603	-17.9%	-15.9%	-2.7%
E-books	6,085	5,740	46,538	5,145	41,024	6.0%	18.3%	13.4%
% of total circulation	19.7%	17.3%	19.0%	15.7%	17.4%	14.1%	25.5%	N/A
PROGRAMS								
Children								
Number	24	50	293	20	297	-52.0%	20.0%	-1.3%
Attendance	1,511	2,517	12,167	1,689	11,650	-40.0%	-10.5%	4.4%
Young adult								
Number	3	12	63	2	47	-75.0%	50.0%	34.0%
Attendance	13	150	461	50	444	-91.3%	-74.0%	3.8%
Adult								
Number	19	21	176	18	160	-9.5%	5.6%	10.0%
Attendance	849	213	2,853	770	3,051	298.6%	10.3%	-6.5%
NEW PATRONS ADDED	100	102	794	135	866	-2.0%	-25.9%	-8.3%
PUBLIC MEETING ROOM BOOKINGS	18	27	227	25	212	-33.3%	-28.0%	7.1%
STUDY ROOM BOOKINGS	642	772	5495	709	4623	-16.8%	-9.4%	18.9%
PUBLIC PC SESSIONS	562	571	3,788	528	3,441	-1.6%	6.4%	10.1%
UNIQUE WIRELESS USERS	1,751	1,934	14,354	1,696	12,885	-9.5%	3.2%	11.4%
CURBSIDE TRANSACTIONS	21	24	232	21	245	-12.5%	0.0%	-5.3%
# OF VISITORS TO LIBRARY	15,019	16,974	117,238	17,936	115,415	-11.5%	-16.3%	1.6%

Waunakee Public Library Activity Report
Library Director Erick Plumb
September 19, 2025

Library Activity in August/September

- Sunday hours have returned! We resumed seven-day service on Sunday, September 7. We will be open 12-4 on Sundays until Memorial Day weekend.
- Library Assistant Darlene Laufenberg will be leaving the Library after six years of service. Darlene recently retired from her job at WCSD and will be spending more time with family. We'll miss her. Her last day was September 14.
- We hired two new Library Assistants – one to replace Darlene, and one to replace Jordan Pluff. Happily, we received nearly 40 applications and conducted seven interviews. Hannah Flanders and Alex Schwier join our Sunday crew on September 14. Both are 2025 MLIS grads from the University of Wisconsin and both have experience in area public libraries. Alex spent a decade at Epic Systems prior to switching to libraries; Hannah worked in business communications, education, and retail. We're excited to have them join our tremendous staff.
- We are hiring a new library Page after Eva Storch resigned.
- Sue McDade is retiring as head of the Community Services Department at the end of the year, after an amazing two-decade run in Waunakee. Sue has been a great source of wisdom for me and her crew at the Village Center have been great partners to us at the Library, and we are going to miss her.
- The much-anticipated Ho-Chunk Nation historical exhibit will debut at the Library on October 13. The exhibit was unveiled at an event at Schumacher Farms Park in August. It was created in partnership with the Ho-Chunk Nation, Wisconsin Humanities, and UniverCity Alliance, sharing the history, language, and deep connection to the land that defines Ho-Chunk Heritage. The exhibit will travel to other area libraries beginning at the end of the year.
- Our new website went live on August 19, and so far, so good. Patrons and staff alike seem satisfied with the site and its improved ease-of-use. Our first three weeks saw 22,404 page view, up a bit from the same time period last year. The top landing pages are the event calendar, room rental launch page, and information about the All Around Town program in September.

Youth Services Report by Brittany Gitzlaff

Exciting Summer Reading Program Stats:

- 581 people finished the reading program (129 teens and 452 kids)
- 54 teens completed an optional bonus reading challenge
- We gave out 1014 summer reading necklaces to kids of all ages - these were meant to encourage them to visit the library as much as possible and collect a new bead for their necklace each time they did

- 390 summer reading yard signs for those that finished the reading program were handed out and are in yards across Waunakee and Westport
- We had 70 storytimes with a total of 3298 people attending
- We had 43 programs for kids with a total of 3094 people attending
- We had 22 teen programs with a total of 232 people attending

August concluded all things summer reading. In addition to the reading program, we also participated in the National Night Out event with the police department, and had a table at the Kids Expo. We partnered with both the public works department and the Waunakee Area EMS for two storytimes featuring trucks and an ambulance. Another Village of Waunakee Scavenger Hunt took place this month, and had great participation. Summer reading yard sign delivery wrapped up the month, and now the YS department is taking a short break before we jump into fall!

Adult Services & Community Engagement Report by Amy Sampson

August finished up the Adult Summer Reading program with 150 participants and 102 turning in their final sheet - a participation increase of ~25% this year compared to 2024. We celebrated with the End of Summer Fest drawing another great crowd for food trucks, games, a bounce house, Repterience reptiles, and more. The Friends of the Library sponsored Repterience and had a very popular information/tattoo booth in Community Hall.

The week after summer reading ended, our new website launched on August 19th. It has been a relatively smooth transition with positive feedback from patrons.

I attended a Dementia Friendly Committee meeting to prepare for the Caregiver Resource Fair on September 25th at the Village Center. I also attended a WNC Back to School Resource Fair that coincided with Fill the Bus supply distribution. At this event, I was able to make 10 new library cards for parents and students.

I held another successful Red Cross blood drive with help from the Friends of the Library. I met with WNC and Crossroads Church to discuss future English Class planning now that Literacy Network is not continuing classes, and we are working out what this will look like. I continue planning for Fall programs and am starting to book out to January.

I also joined Emily and Erick on interviews for our open Library Assistant positions.

Random happy image of the month:

One of the many baby snapping turtles that hatched just off our back patio and that are ambling all over the library's land.



Library Room Rental Questions for Board Discussion

This month, we present additional revisions to the Community Hall Usage Policy in response to several incidents that have been issues in recent weeks. We are also in the process of revising our fee table and user guide for 2026 which we plan to propose at the October Board meeting. As we plan for 2026, we welcome discussion and guidance from the Library Board as we keep developing our user guide and marketing plans.

1. Currently, many Community Hall rentals are from parties - birthdays, showers, etc. These are lucrative but can be staff-intensive for clean up. Is this where the Board would like us to keep focusing on to grow - or should the Library pivot to market to businesses and meetings more heavily and focus more on that area?
2. The large number of Board Room bookings are from not-for-profits, many from outside Waunakee. While the Board Room is considerably less staff-intensive, staff are involved in set-up/clean up. Does the Board want to consider asking not-for-profits in general or even non-local orgs to pay a rental fee?

Here is a breakdown of Board Room usage in 2025:

- Private 25 (82 Hours)
- Library 31
- Government 31
- Non-Profit 63 (128 Hours) 11 of those were Scouts' meetings

3. What is the Board's definition of success when considering our non-library events services?



COMMUNITY HALL USAGE POLICY

As a public institution, the Waunakee Public Library ("the Library") encourages use of its meeting rooms by community groups and community members. The Waunakee Public Library offers rooms of various sizes and features for use by small to large groups, including Community Hall, a large event space intended for use by both the Library and the community at large. Community Hall usage will be governed by this Community Hall Usage Policy.

Community Hall is made available to the public regardless of the beliefs or affiliations of individuals or groups requesting its use, and use of the Library's event spaces does not constitute the Waunakee Public Library's endorsement or advocacy of a meeting's content or an individual/group. Library meeting room use may include content that may be unorthodox, unpopular with the majority, or controversial in nature. The Library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights.

The Library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with Library policies. The Waunakee Public Library's Behavior Policy applies to programs or meetings held within the building and on Library grounds. Use of Community Hall should not interfere with the normal functions of the Library or use by Library customers. Library staff will have free access to rooms at all times. Lights are to remain on at all times unless they interfere with use of A/V equipment. Exceptions to the Meeting Room Policy may be made at the discretion of the Library Director.

Community Hall Description

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

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

Reservation Priorities for Community Hall

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

- I. Use for Library programming or Library-related meetings.

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

Reservation for Private Events

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

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

Rooms may be reserved no more than 18 months in advance of the meeting date. Exceptions are also made for Library-sponsored programs and meetings of Village of Waunakee government. The Library reserves the right to pre-empt reservations; however, the Library will not preempt within 4 weeks of the scheduled meeting date. The Library reserves the right to close and cancel use of Community Hall in the event of an emergency due to weather conditions or if rooms are in need of repair. In the event of a Library-initiated cancellation, a full refund will be issued to the rental party.

Rental Fees

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

Cancellations and Refunds

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

- Cancellations requested MORE than 4 WEEKS of the event date will receive a FULL refund of the total payment due in the form of a check.
- Cancellations requested MORE than 2 WEEKS but LESS than 4 WEEKS of the event date will receive a 50% refund of the total payment due in the form of a check.
- Cancellations requested LESS than 2 WEEKS of the event date will not be refunded.

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

Alcohol Fee Refunds

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

General Guidelines for Using Community Hall

Users of Community Hall and attendees will:

- Not disrupt the use of the Library by others.
- Set up and return room to its former arrangement when finished.
- Complete meetings or events at the agreed upon time.
- Put all refuse in trash receptacles provided.
- -Affix nothing to walls without approval of Library management. Users will abide to the event decoration guidelines as described below.
- Not block fire exits in any way.
- Not exceed designated maximum room capacity.
- *Not prop open external doors.*
- *Keep Library furniture inside the building at all times.*
- *Will have a parent or guardian accompany children 8 years and under if in the main areas of the library. All children must be supervised at the event. See the Library's Child Safety Policy.*
- Leave area in good condition.

Persons attending meetings are subject to Library rules, regulations, and policies. Groups who disturb Library activity or Library users will be denied future use of meeting rooms. All renters of Community Hall are subject to the Rental Damage Policy. Library staff may enter and remain in any event in Community Hall at any time.

Limitations

Community Hall may not be used for:

- Programs for which there is an admission charge or ones designed as fundraisers, except by prior permission of the Waunakee Public Library Director.
- Any purpose which may interfere with the regular operation of the Library.
- Meetings with people under 18 years of age without adult supervision.
- Storage of materials or equipment.

Equipment

Users are responsible for any damage to Library-owned equipment, flooring, or furniture. The Library is not responsible for any damage to equipment brought into the building.

Room Damage

Additional custodial time necessary for clean up or damage to spaces/equipment will be invoiced to the renter. The Library will provide documentation of damages and will pursue restitution to the fullest extent allowed by law. Replacement or repair charges per individual item will be assessed at time of invoice. Checks returned as NSF will be charged a \$30 processing fee in addition to any bank fees.

Unpaid damages will result in not being able to use a Library space until damages are paid. At the discretion of the Library Director, significant damages may prevent a group or organization from renting a space in the future.

Decorations & Prohibited Items

The Library does not provide decorations or tablecloths. There are limitations to items that may be used in Community Hall. If you wish to hang decorations on the walls, only painter's tape is permissible. Nothing may be hung on the glass windows in the back of the room or the wood wall/screen in the front of the room, even with painter's tape. Nothing may be hung from the ceiling. Use of prohibited items may result in charges to the renter. See Room Damage section.

Prohibited Items:

- Lit candles or open flames
- Catering cans or Sternos or open flames of any kind
- Helium-filled Balloons
- Duct tape, scotch tape, packing tape or any other adhesive besides painter's tape
- Glitter
- Confetti
- Paint
- Pinatas (allowed outside only)
- Silly String
- Slime
- Play-doh
- Super Glue or Hot Glue

Hold Harmless Agreement

User must abide by rules stated in this policy, indemnify the Library from any damage caused by user, and hold the Library, the Village of Waunakee and its employees, free from any liability.

Disclaimer

The fact that a group is permitted to use a Library meeting room does not in any way constitute endorsement of the group's policies or beliefs by the Library or the Village of Waunakee. No advertisements or announcements implying such endorsements will be permitted. The Library's logo must not be used on any promotional material unless approved by the Library Director. Signage for private meetings or events are not permitted outside the Library on the building, on the grounds, or in Library windows without permission of the Library Director.

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

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

Amended August 19, 2022

Revised and amended February 24, 2023

Revised and amended May 23, 2025

Reviewed and revised September 19, 2025

Your cart

CONTINUE SHOPPING

PRODUCT	TOTAL QUANTITY	TOTAL
<div><div></div><div><div>REGENCY SKU#: REG-7701GY</div><div>Regency Nova Lounge Chair</div><div>\$722.85</div><div>Color: Grey</div></div></div>	<div><div>-</div><div>6</div><div>+</div></div>	<div><div></div><div>\$4,337.10</div></div>

Sales tax will be charged on this order... Are you tax exempt?

Yes ☒ No

Subtotal	\$4,337.10
Shipping To: Wisconsin, 53597. Change?	
Available rates:	
<input checked="" type="radio"/> Shipping	\$934.95
EST. TOTAL	\$5,272.05
Final shipping & taxes calculated at checkout	



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\$132 /mo




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Shopping Cart

Products in Cart

Item		Price	Quantity	Subtotal
	KFI Midtown Table w/HPL top 29"H x 72"W x 36"D Frame color Black Laminate top color Studio Teak Item # W13835320	\$1,339.00	3	\$4,017.00

i This product ships directly from the manufacturer in approximately 15 working days.

	KFI Jive Chair w/16"H back 34"H x 20-1/2"W x 21"D Frame color Black Laminate color White Item # W13834310	\$229.00	10	\$2,290.00
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i This product ships directly from the manufacturer in approximately 3 working days.

Cart Summary

Cart ID: 16795364

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Contract Used: NOT SEEING YOUR CONTRACT?

No contracts are available

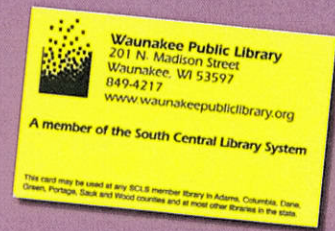
Merchandise Total	\$6,307.00
Shipping	TBD
Tax	TBD

Cart Total \$6,307.00

Shipping Address

Billing Address

Use Your Waunakee Library Card All Around Town



Celebrate National Library Card Sign-Up Month with us!
Show your library card at any of the businesses below and receive the discount listed. Valid September 1-30.

2025 Participating Businesses



Buck & Honey's

10% off library card holder's items



Culvers

10% off purchase



Evie & Co

10% off any non-sale item



Game Haven

10% off



The Lone Girl Brewing Co.

10% off bill



Lundy's Ice Cream

15% off bill



Lyon Road Art

20% off purchase



Meffert Oil

\$2 off car wash



Minuteman Press

10% off any clothing or print order



NBM Beauty & Spray Tan

\$10 off one full-price service

Octopi Brewing Co.

15% off total bill food, drink & to-go beer



Ooh La La

10% off (some exclusions)



Orange Shoe Personal Fitness

\$400 of free training



Pageberry Mercantile

10% off your order



Piggly Wiggly

5% off



Thalaiva's

10% off dine in or takeout



WanaBike

\$5 off any bike helmet



Waunakee Furniture ETC

10% off accessories



Waunakee Furniture ETC

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15% off purchase

