

**Waunakee Public Library**  
**Library Board Meeting**  
**Library Board Room**  
**Friday, April 15, 2022---7:45 AM**

- I. Call to order
- II. Roll call: Annie Ballweg, Kathy Grosskopf, Melissa Hill, Erin Moran, Angie Ramos, Mike Ricker, Cathy Sheffield, Library Director Erick Plumb.
- III. Public Comment
- IV. Consent agenda
  - A. Approve March 2022 Library Board Minutes
  - B. Approve Schedule of Bills
  - C. Approve Financial Reports
- V. Director's Report (COVID, library activity, update on teen behavioral issues)
- VI. Old Business
  - A. Friends of the Library Update
  - B. Approve 2022-27 Strategic Plan
- VII. New Business
  - A. Appreciation for Mike Ricker on his retirement from the Library Board
- VIII. Adjourn

**Next Library Board meeting:** Friday, May 20, 2022 @ 7:45 AM in the Board Room, Waunakee Public Library

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

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

## Waunakee Public Library

### Library Board Meeting

Friday, March 11, 2022- 7:45AM-Via Zoom

- I. **Call to order:** Cathy called the meeting to order at 7:45 AM
- II. **Roll Call:**
  - A. **Roll call:** Present: Cathy Sheffield, Melissa Hill, Angie Ramos Mike Ricker, Annie Ballweg, Kathy Grosskopf, Erin Moran and Erick Plumb.
  - B. **Guests:** No guests
- III. **Public Comment** No public comment
- IV. **Approval of the consent agenda** Kathy made a motion to approve with a change of the word Staff in Old Business item B. Which previously read Village. Mike seconded. Passed.
- V. **Director's Report & Covid update** The staff is happy to have the Mask Mandate ended. ACT testing took place all week in Community Hall. If hosting the ACT testing again next year, we would probably not have Story Time. Teen visitors are up which is a good thing, but with it has come behavior problems and damage to the building. Due to these issues the Teen Study Room has been closed, so that repairs can be made and behavioral issues can be addressed. Even though the Covid numbers have gone down the Library will host vaccination clinics every Thursday in March. New Tech services are being offered by appointment. Brittany was able to attend Family Learning Night at Heritage after a 2 year hiatus. Angie and Brittany are starting a new program called "Reading Buddies," which allows a child to sign up to read with a teen volunteer. Courtney hosted 5 programs in addition to the book club. Amy and Courtney made bags to distribute to the school's ELL participants. They are also busy planning Spring and Summer programming.
- VI. **Old Business**
  - A. **Friends of the Library Update** The annual Perennial Plant Sale order forms are due on March 25. PI Day is coming up on March 14. The George Hesselberg, Author visit was well attended.
  - B. **Discuss Strategic Plan Draft and plan of action** Erick will discuss the plan with staff. Is hoping to bring the finalized plan to the Village in June.
- VII. **New Business:**
  - A. **Request Madison Community Foundation distribute \$11,863.10 from Waunakee Library Forever Fund to supplement Library's 2022 Budget** Cathy made a motion to distribute the \$11,863.10. Erin seconded. Passed.
- VIII. **Adjourn:** The meeting was adjourned at 8:39 AM on a motion by Annie. Seconded by Cathy. Passed.

Library Board Meeting: Friday, March 11, 2022 at 7:45 AM-Via Zoom

Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary

# March 2022

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>
<u>100-551400-292 Maintenance contracts</u>	Gordon Flesch	380.75
		0.00
	<b>Total</b>	<b>380.75</b>
<u>100-551400-311 Postage</u>	SCLS	0.00
	Bibliotheca	0.00
	Midwest Alarm	816.60
	<b>Total</b>	<b>816.60</b>
<u>100-551400-320 Publications, subscriptions and dues</u>	Post Office	131.75
	<b>Total</b>	<b>131.75</b>
<u>100-551400-330 Travel and training</u>	WILS	0.00
	ALA	0.00
	Wauaukee Rotary	199.00
	Wall Street Journal	233.94
	<b>Total</b>	<b>432.94</b>
<u>100-551400-340 Programs</u>	SCLS	0.00
	UW- Madison	0.00
	Hotel Vance	574.16
	Amy Sampson	22.20
	<b>Total</b>	<b>596.36</b>
<u>100-551400-341 Equipment</u>	Pig	15.86
	Apple Music	0.00
	Amazon	576.92
	Dollar Tree	62.50
	Collaborative Summer Library Pogram	78.48
	Mad Science	200.00
	Represented collective	40.00
	Huma Siddiqui	185.00
	Jamie Statz-Paynter	100.00
	Melanie Juedes	120.00
	Anne Urso	150.00
	Sara Alvarado	0.00
	Minuteman Press	0.00
	Thysse	0.00
	Post Office	0.00
	<b>Total</b>	<b>1,528.76</b>

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	Minuteman Press	0.00
	Amazon	144.00
	Nassco	0.00
	Laird Plastics	0.00
	SCLS	782.90
	<b>Total</b>	<b>926.90</b>
<u>100-551400-350 Repairs and maint</u>		
	<b>Total</b>	<b>0.00</b>
<u>100-551400-380 Adult books</u>		
	Amazon	28.92
	Baker and Taylor	4,677.84
	Barnes and Noble	0.00
	University of Wi	0.00
	<b>Total</b>	<b>4,706.76</b>
<u>100-551400-381 Juvenile books</u>		
	Amazon	0.00
	Baker and Taylor	2,923.07
	Penworthy	0.00
	Will Publishing	20.00
	<b>Total</b>	<b>2,943.07</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>		
	Quickbooks	105.00
	Demco Software	0.00
	TBS	0.00
	Verizon -Hotspots	200.07
	CDW - Adobe	0.00
	<b>Total</b>	<b>305.07</b>
<u>100-551400-385 Kit supplies</u>		
	Amazon	307.99
	Minuteman Press	32.25
	UPS Store	0.00
	Janway	319.14
	<b>Total</b>	<b>659.38</b>
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	472.51
	Midwest Tape	135.28
	Amazon	0.00
	Chicago Distribution Center	45.05
	<b>Total</b>	<b>652.84</b>
<u>100-551400-387 Videos</u>		
	Amazon	343.65
	Midwest Tape	517.96
	Debbie Howard	0.00
	Greta Productions	0.00
	<b>Total</b>	<b>861.61</b>
<u>100-551400-390 Other</u>		
	Amazon	226.83
	Office Depot	195.03
	Thermal Paper Direct	69.34
	Minuteman Press	170.00
	Pig	0.00
	Friends of WPL	250.25
	Demco	125.17
	Duraready	210.77
	<b>Total</b>	<b>1,247.39</b>
<u>100-551400-391 Personnel</u>		

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<u>100-551400-392 Public relations</u>	<b>Total</b>	<u><u>0.00</u></u>
	Minuteman Press	0.00
	Fearings	0.00
	SCLS	15.16
<u>100-551401-210 Building serices</u>	<b>Total</b>	<u><u>15.16</u></u>
	RG Heating and Air Conditioning	0.00
	Masters Building Solutions	0.00
	Ahern Co	0.00
	Amazon	0.00
<u>100-551401-350 Repairs/Maintenance</u>	<b>Total</b>	<u><u>0.00</u></u>
	Nassco	0.00
	Kraemer Air Filter Corp	0.00
	Menards	238.71
	Ace Hardware	32.03
	Amazon	0.00
	Schilling Supply Company	630.64
	Capital Coffee	894.10
	Walgreens	17.04
	Waunakee Rental	0.00
	Divison Street Mart	0.00
	<b>Total</b>	<u><u>1,812.52</u></u>
<u>220 fund</u>	Dunkin	24.98
	Waunakee Chamber of Commerce	0.00
	Tee Public	0.00
	<b>Total</b>	<u><u>24.98</u></u>
	<b>Month Total</b>	<u><u>18,042.84</u></u>

VILLAGE OF WAUNAKEE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2022

GENERAL FUND

	PERIOD		BUDGET		% OF	
	ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET	PRIOR YEAR
<u>LIBRARY OPERATIONS</u>						
100-551400-110	LIBRARY FULL TIME	33,441.60	98,452.10	472,532.00	374,079.90	20.84 83,861.58
100-551400-120	LIBRARY PART TIME	24,094.19	74,707.16	315,607.00	240,899.84	23.67 70,656.77
100-551400-130	LIBRARY FICA	4,160.59	14,497.36	58,414.00	43,916.64	24.82 13,003.00
100-551400-131	LIBRARY RETIREMENT	2,898.73	10,164.24	37,672.00	27,507.76	26.98 10,101.82
100-551400-132	LIBRARY HEALTH	16,928.79	50,602.66	135,329.00	84,726.34	37.39 48,371.02
100-551400-133	LIBRARY LIFE	51.97	207.88	598.00	390.12	34.76 240.50
100-551400-134	LIBRARY DENTAL	706.77	2,827.08	10,005.00	7,177.92	28.26 3,124.98
100-551400-210	LIBRARY OUTSIDE SERVICES	93.00	93.00	3,008.00	2,915.00	3.09 .00
100-551400-219	LIBRARY AUTOMATION LEVY	.00	62,993.00	63,188.00	195.00	99.69 55,512.00
100-551400-225	LIBRARY COMMUNICATIONS	724.89	724.89	9,180.00	8,455.11	7.90 1,527.90
100-551400-290	LIBRARY LEASED ITEMS	675.63	1,245.47	8,256.00	7,010.53	15.09 959.27
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	816.60	2,960.65	2,500.00	( 460.65)	118.43 250.00
100-551400-311	LIBRARY POSTAGE	142.73	169.97	800.00	630.03	21.25 130.31
100-551400-320	LIBRARY PUBS/SUBS/DUES	( 34.94)	867.76	2,599.00	1,731.24	33.39 .00
100-551400-330	LIBRARY TRAVEL/TRAINING	.00	780.20	2,900.00	2,119.80	26.90 255.00
100-551400-340	LIBRARY PROGRAMS	1,051.94	3,165.24	24,000.00	20,834.76	13.19 3,457.81
100-551400-341	LIBRARY EQUIPMENT	782.90	1,784.21	7,500.00	5,715.79	23.79 1,020.69
100-551400-380	LIBRARY ADULT BOOKS	5,898.07	9,555.58	42,000.00	32,444.42	22.75 8,150.37
100-551400-381	LIBRARY JUVENILE BOOKS	2,349.78	4,616.20	22,000.00	17,383.80	20.98 2,627.46
100-551400-382	LIBRARY MICROFILM	15.16	15.16	.00	( 15.16)	.00 .00
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	( 45.86)	24.13	7,950.00	7,925.87	.30 1,608.07
100-551400-384	LIBRARY COMPUTER SOFTWARE	200.07	5,765.25	15,589.00	9,823.75	36.98 12,074.66
100-551400-385	LIBRARY KIT SUPPLIES	835.14	1,322.52	5,000.00	3,677.48	26.45 547.03
100-551400-386	LIBRARY AUDIO MATERIALS	806.36	1,653.85	9,500.00	7,846.15	17.41 795.18
100-551400-387	LIBRARY VIDEOS	1,039.48	2,046.89	8,500.00	6,453.11	24.08 1,811.11
100-551400-390	LIBRARY OTHER	1,052.52	2,164.69	17,825.00	15,660.31	12.14 2,375.47
100-551400-391	LIBRARY PERSONNEL	.00	56.00	.00	( 56.00)	.00 .00
100-551400-392	LIBRARY PUBLIC RELATIONS	852.89	1,152.05	1,500.00	347.95	76.80 .00
<b>TOTAL LIBRARY OPERATIONS</b>		<b>99,539.00</b>	<b>354,615.19</b>	<b>1,283,952.00</b>	<b>929,336.81</b>	<b>27.62 322,462.00</b>

VILLAGE OF WAUNAKEE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2022

GENERAL FUND

		PERIOD		BUDGET		% OF	
		ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET	PRIOR YEAR
<u>LIBRARY BUILDING</u>							
100-551401-110	LIBRARY BLDG FULL TIME	4,514.03	13,604.34	59,479.00	45,874.66	22.87	13,194.41
100-551401-120	LIBRARY BLDG PART-TIME	1,886.64	4,985.02	22,697.00	17,711.98	21.96	5,004.90
100-551401-121	LIBRARY BLDG OVERTIME	.00	.15	.00	(.15)	.00	30.63
100-551401-130	LIBRARY BLDG FICA	477.93	1,617.86	6,286.00	4,668.14	25.74	1,565.40
100-551401-131	LIBRARY BLDG RETIREMENT	293.40	1,011.01	3,866.00	2,854.99	26.15	1,013.01
100-551401-132	LIBRARY BLDG HEALTH	2,281.41	6,879.31	18,720.00	11,840.69	36.75	6,618.52
100-551401-133	LIBRARY BLDG LIFE	5.15	21.23	68.00	46.77	31.22	16.46
100-551401-134	LIBRARY BLDG DENTAL	137.78	551.12	1,687.00	1,135.88	32.67	532.91
100-551401-210	LIBRARY BLDG SERVICES	375.00	375.00	29,500.00	29,125.00	1.27	.00
100-551401-220	LIBRARY BLDG UTILITIES	1,541.44	3,254.79	24,000.00	20,745.21	13.56	2,863.28
100-551401-221	LIBRARY BLDG GAS HEAT	2,002.84	7,111.90	12,000.00	4,888.10	59.27	4,128.38
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	804.00	2,641.93	22,000.00	19,358.07	12.01	1,677.40
100-551401-390	LIBRARY BLDG OTHER	.00	200.00	3,500.00	3,300.00	5.71	1,595.00
TOTAL LIBRARY BUILDING		14,319.62	42,253.66	203,803.00	161,549.34	20.73	38,240.30
<u>DEPOT</u>							
100-551410-350	DEPOT REPAIRS/MAINT	.00	.00	600.00	600.00	.00	.00
TOTAL DEPOT		.00	.00	600.00	600.00	.00	.00
<u>PARKS</u>							
100-552420-110	PARKS FULL TIME	6,867.80	18,272.12	214,801.00	196,528.88	8.51	37,420.00
100-552420-120	PARKS PART-TIME	.00	.00	40,439.00	40,439.00	.00	.00
100-552420-121	PARKS OVERTIME	522.26	725.57	3,300.00	2,574.43	21.99	276.56
100-552420-130	PARKS FICA	454.42	1,353.64	19,779.00	18,425.36	6.84	2,966.18
100-552420-131	PARKS RETIREMENT	416.57	1,224.33	14,156.00	12,931.67	8.65	2,679.72
100-552420-132	PARKS HEALTH	1,747.73	6,311.13	67,327.00	61,015.87	9.37	10,138.27
100-552420-133	PARKS LIFE	7.73	33.46	678.00	644.54	4.94	151.26
100-552420-134	PARKS DENTAL	285.49	891.78	4,821.00	3,929.22	18.50	1,036.77
100-552420-210	PARKS SERVICES	.00	600.00	12,200.00	11,600.00	4.92	.00
100-552420-220	PARKS UTILITIES	2,068.25	4,242.87	31,020.00	26,777.13	13.68	3,956.56
100-552420-221	PARKS GAS HEAT	183.66	656.74	1,250.00	593.26	52.54	432.73
100-552420-320	PARKS PUBS/SUBS/DUES	.00	175.00	310.00	135.00	56.45	125.00
100-552420-330	PARKS TRAVEL/TRAINING	.00	505.00	1,000.00	495.00	50.50	387.50
100-552420-341	PARKS EQUIPMENT	.00	305.99	2,750.00	2,444.01	11.13	.00
100-552420-343	PARKS WEED SPRAY/FERTILIZER	.00	.00	15,000.00	15,000.00	.00	.00
100-552420-345	PARKS UNIFORMS	.00	.00	500.00	500.00	.00	.00
100-552420-350	PARKS REPAIRS/MAINT	89.42	89.42	11,200.00	11,110.58	.80	269.86
100-552420-352	PARKS VANDALISM REPAIRS	.00	.00	500.00	500.00	.00	.00
100-552420-390	PARKS OTHER	929.56	970.40	7,500.00	6,529.60	12.94	260.81
100-552420-391	PARKS PERSONNEL	.00	.00	500.00	500.00	.00	.00
TOTAL PARKS		13,572.89	36,357.45	449,031.00	412,673.55	8.10	60,101.22

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VILLAGE OF WAUNAKEE  
BALANCE SHEET  
MARCH 31, 2022

LIBRARY SPECIAL REVENUE FUND

ASSETS

220-11110	COMMINGLED CASH	70,504.74	
220-11801	CASH ON HAND	175.00	
	TOTAL ASSETS		<u>70,679.74</u>

LIABILITIES AND EQUITY

FUND EQUITY

220-34300	FUND BALANCE	63,390.26	
	BEGINNING FUND BALANCE	63,390.26	
	REVENUE OVER EXPENDITURES - YTD	7,289.48	
	TOTAL FUND EQUITY		<u>70,679.74</u>
	TOTAL LIABILITIES AND EQUITY		<u>70,679.74</u>







1030243: Waunakee Library Forever Fund

2/1/2022 To 2/28/2022

**Balance**

Beginning Balance 337,976.64

**Contributions/Gifts**

Contributions\* 0.00

*\*Contribution totals include net gift amounts for credit card gifts. Each credit card gift is assessed a merchant processing fee by the donor's credit card company of approximately 4%.*

Transfers In 0.00

**0.00**

**Portfolio Gains (Losses)**

Investment Results, Net Of Fees (5,199.73)

**(5,199.73)**

**Grants/Distributions**

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (281.65)

**(281.65)**

**Ending Balance**

**\$332,495.26**

**Cash Available for Grants as of 2/28/2022**

**\$0.35**

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**Library Activity Report**  
**Library Director Erick Plumb**  
**April 2022**

**Library Activity & COVID update**

- We wrapped up our weekly series of COVID vaccination clinics held in partnership with Public Health Madison Dane County. In all, our clinics administered 367 doses of vaccine since January. We are stopping the clinics for now, but will agree to once again serve as a site should county-wide demand increase at a later date due to additional eligibility of age groups or new variants.
- We saw usage of the library surge in March, with building visits up 44% in March from February. The end of the mask mandate and the return of our full in-person programming schedule helped. 11,824 visits were logged in March, the first time that more than 10,000 people have come into the library in a month since March 2020. The number of check-outs increased by 19% in March as well. It's been lovely to see the place bustling as it was intended to be!
- We successfully held our first election on April 5. 1,132 Village of Waunakee residents cast their votes at the Library. 1,905 people total visited the building that day. The election ran smoothly with no issues. It was a very gratifying day on several fronts: first, the election itself went well, and eased congestion at the Village Center; secondly, it brought a number of residents who had not been to the Library before into the building. Anecdotally, we heard from several dozen people who wandered the building looking what we have to offer after they finished voting. We issued over two dozen new cards that day alone. It was great to have the building bustling and buzzing again. And we thank Village Clerk Karla Endres and Deputy Clerk Lynn Richardson for working with us to make the day a success!
- We are once again advertising for open Customer Services Assistant positions. We were informed by one employee that they will leave us this summer and we also learned that a second employee will be on medical leave to recover from surgery. We hope to have 1-2 people ready to go for the start of our busy summer season on June 1.
- Old Library update: The Village is closing on an agreement with the Waunakee Food Pantry to utilize the lower level of the old library building on 710 South Street. The Waunakee Neighborhood Connection sent a letter expressing interest in occupying the upper level of the building. The Village abandoned plans to move Village Hall to the old library a few months ago.
- Coffee/Cocoa update: The Board will remember that I discussed the ballooning cost of coffee machine supplies in March. We have provided free beverage service since re-opening in June 2020 during the pandemic, the idea being a way to welcome the (thinner) crowds of people who ventured to the Library. As usage of the building as ramped up in recent months, consumption of coffee and especially hot chocolate has too: we budgeted \$400 a month for these supplies, and our last two months have seen orders skyrocket well past \$1,000. (Our 4/12/22 bill is attached in the packet.) In late March, I instructed Elizabeth to hold off on ordering new supplies until the next

“regular” ordering date, leaving us out of stock for a large chunk of time. We can do one of three things with this service going forward: 1) keep the status quo, and absorb higher-than-expected costs; 2) find sponsorships to off-set much of the costs; or 3) charge again. We discussed this a bit in March. I also asked staff to weigh in on what they would like to see happen and they were nearly unanimous in having us charge for the service again. They thought finding sponsorships would be better for actual programs than a secondary service like beverages. I discussed with Todd Schmidt and he too favored returning to charging. I’m persuaded now too that charging makes sense in our post-acute-pandemic phase of operations as a busy library. So, unless the Board strongly feels that this should be a free service, I propose to once again begin charging for beverages beginning this week.

- We will be planting five new shade trees this spring. The library site certainly could use additional shade, so we are working with the Village to install four shade maples alongside the southwest facing portion of the building in the back yard, running from the patio door area to the end of the children’s room. These maples will reach the top of the lower story windows and grow from there, giving us a bit of a respite from the constant sunshine. Additionally, we will be adding a shade tree by the playground, another area that can properly be described as sun-drenched. We thank Gary Hertzberg for working on this, and Jean Elvekrog for working to secure additional funding from the Friends of the Library.

### **Youth Services Report by Brittany Gitzlaff**

March was a month filled with many highs and lows. We were excited to bring back Jammie Jams in-person for the first time in two years. This evening storytime is important to working families, and we received a few comments of gratitude regarding that. Everyone loves Ms. Molly's amusing pajama choices as well! We also planned for some extra activities during the week of Spring Break. It turned out to be a fairly quiet week, but we had medium-sized groups enjoying making their own puzzles and sun-catchers, watching "Encanto," and completing an I Spy Scavenger Hunt around the children's area. Angie planned a full week of "Hunger Games" inspired events, and had attendance at each one. The lows of the month centered on continuing to adjust to the ever-increasing number of teens that flood the building after school, and deciding how to best accommodate them. Angie is now spending more of her time upstairs near the teen area during their arrival in order to try and get them started off on the right foot. She also had the smart and creative idea to add a magnet wall in the teen study room. This both helps prevent wear and tear, and provides them a little something to do while they use the room. (More on teens below.)

### **Adult Services Report by Courtney Cosgriff**

In March, I hosted 4 programs and my book club. I am coordinating with members of the Ripple Project to host a couple programs later in the year. The Ripple Project is a part of the Beyond

the Page initiative. Amy and I dropped off the ESL bags at all the Waunakee schools. Amy, Emily, Elizabeth, and I have started a tech support service where we help patrons with various tech issues. We switch off on who helps and I've taken a couple people this month. I set up at the Village Center's Health & Wellness Fair where roughly 200 people came through. I issued new cards, renewed some cards, and answered questions on library programs/services. I did some light weeding in Non-Fiction, but it will need a lot more next year. I have lots of programs planned for the spring and summer and am in the process of planning more!

### **Community Engagement Report by Amy Sampson**

- Met with Michelle and Jodie from WCCC, scheduled two dates in April for speakers at the library to tie in with prevention and wellness programs in April
- Attended March 30th coalition meeting
- Met with Cindy from the Senior Center, will do technology help sessions at the senior center in addition to doing more advertising in their newsletter of home delivery and tech help services. Will also deliver monthly newsletters to them.
- Met with WNC, Dane Mfg, and Literacy Network to discuss English Class collaboration. Dane Mfg is setting up workforce partnership for LN's summer trimester, we will look into possibility of community partnership sessions at the library during the Fall trimester/next Spring.
- Set up Librarian Tech Help with Eliz, Em, Courtney, coordinated Senior Center times with Diane from SC.
- Coordinated delivery of EL bags to schools, working with YS team to track free book coupons returned
- Attended PLA in Portland (3/23-3/25) courtesy of SCLS scholarship. Sessions attended included: Building a Dynamic World Languages Collection, Effective Security Strategies: Empowering Staff to Address Disruptive Behaviors (not helpful), Digital Navigators: Supporting Patrons by Meeting Them Where They Are, Workforce Development Successes and Failures, Programming for Neurodiverse Adults, A Library's Journey Towards Building a 21st-Century Inclusive Community, The Future of Libraries: Innovative Spaces for Community Learning, Pathways to Professional Diversity through Library Internships, Facilitating EDI Conversations
- Joined Ripple Internship Committee, first meeting in April
- Met with Regional Equity Team and (final meeting of) Ask, Listen, Empower Book Club

### **Teen Services update – Erick**

Much of the library staff's energy and time in recent weeks has been devoted to adjusting our services and staffing to adjust to the 50-60 teens and middle-schoolers flooding the Library after school each day. We love having teens here, and the building was built in part to give them a place to go, but, as we discussed at length last month, we are encountering significant

behavioral issues from this population that have seen us consider changes to how we provide services in response. In the last few weeks we have made the following changes:

- Rigorously enforced capacity limits in study rooms to no more than 4 people at a time
- Enforced food policy to a greater degree and worked with staff on consistency of enforcement
- Enforced Nook and Overlook as Quiet Zones. We are hoping to “tilt” the noise forward in the building, as was originally intended with the design of the building.
- We moved the Large Print collection from the front of the building upstairs to the rear of the second floor, near the Quiet zones. The thought is to open up more seating in the front of the building – the “louder” areas – and also to give these two very different user groups a bit more distance from one another.
- We closed the Teen Study Room until we developed a new procedure for opening it again. We now “book” the space as we would any other meeting room, with the person booking the space responsible for what occurs in the room. Teens must use their real contact information to book the room, agree to terms of use, and check out when done. The thought is that we are going to treat them as responsible users, similar to people booking the Meeting Room or Living Room
- Our largest change was implementing a new staffing model to have 3 staff members upstairs from 4-6 PM each day when the building is at its busiest. One person could not possibly oversee the entirety of the floor at peak times so we are deploying staff in three areas upstairs going forward. Besides the reference desk station, we are adding two roving positions, one near Young Adult and the Tech Hub, and one in the Quiet Zone. The idea is that the two rovers can oversee behavior, keep their eyes on what’s happening in the study rooms, and free up the reference desk person to concentrate on actual library services. We just launched this model last week, but so far, it has been working. For now, the two rovers are to be management staff, including yours truly.

The management team began review of both the Meeting Room Policy and Behavior Policy. We are working on breaking out study rooms into a new Study Room policy for the Board to consider. We have reached consensus by and large on proposals. The Board should expect to review finalized policy updates at the May meeting.

Purchase Order

\*Fill in your PO number here if desired.

**Order Comments**

**Bill To**

WAUNAKEE PUBLIC LIBRARY  
201 N. Madison Street  
Attn: Erick Plumb  
Waunakee, WI 53597

**Ship To**

Waunakee Public Library  
201 N. Madison Street  
Attn: Erick Plumb  
Waunakee, WI 53597

**Items**

**Price**

**Qty**

**Total**

Items	Price	Qty	Total
1304 Half - Half Creamer	\$21.95/180 per box	2	\$43.90
4400 Imperial Costa Rican Tarrazu 10ct	\$125.00/10 Bags-Case	2	\$250.00
5024 10 oz Eco Cup FSC Certified	\$109.95/1000-per case	1	\$109.95
5032 Eco Sleeves 100% Recycled	\$64.95/1000 per case	1	\$64.95
6010 Chocolate Syrup	\$125.00/6-.5gal-Case	2	\$250.00
6020 FV Cappuccino 6-2 #	\$90.00/1 per EACH	2	\$180.00

**Order Total**

**Order Total: \$898.80**

Tax and freight to be calculated on your final Capital Coffee invoice.

← CONTINUE SHOPPING

COMPLETE ORDER →

*April 12 coffee order*

*14*

# Teen Study Room Registration Form

DATE

## INFORMATION

/

Full Name :

Email :

Phone :

## I UNDERSTAND...

Initial

I understand I am taking responsibility for any damage to the teen study room that occurs between check in and check out, even if I myself did not cause that damage.

I understand that if I forget to check out I am responsible for anyone using the room until the library closes for the day.

I understand that if I do not follow behavior, study room, and food policies the library can ban me from study room use for a reasonable amount of time.

Check In:  Staff Initial:

Check Out:  Staff Initial:

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## **DRAFT LIBRARY STRATEGIC PLAN, 2022-27**

### **Goal #1: Establish the library as a civic focal point for the greater Waunakee Community**

Objective: Work closely with the Village to become a community destination and resource hub.

#### Actions:

- Collaborate with the Village and other partners to be a destination for events to help further the civic, health and wellbeing of the community.
  - Utilize both indoor and outdoor space
  - Work with Village Center for referrals when one space is booked
- Optimize use of space.
  - Adapt to help people find a sense of belonging, ownership, comfort
  - Consider offering vending options
  - Offer a variety of spaces
  - Regularly reevaluate the usage of different areas; adjust ambiance if needed
  - Designate staff to proactively seek groups to use outdoor space
- Serve as an information resource about the Waunakee area. Have books with local relevance up to date, maintain historically correct data, and digitize and keep archives of community news.
- Increase promotion of library event space availability across the community.
- Find ways for the Waunakee community to create and share original content, such as open-mic events.
- Partner with the Village and school district to increase community awareness of electronic resources (databases, Consumer Reports, Overdrive, etc.).

Objective: Build diverse partnerships that expand the Library's capacity to make a positive difference in the lives of people of all backgrounds.

#### Actions:

- Develop new strategic partnerships and strengthen existing relationships by designating a staff member liaison to have monthly check-ins with partners.
- Work with governmental entities to achieve sustainable levels of support via monthly check-ins between Village Administration and the Library Director.
- Seek supplemental funding to enhance the library's resources, technology, facilities and services.
  - Seek foundation funding and grants (initial goal of one grant per year).
  - Connect with local donors and solicit annual support.
  - Maintain a strong relationship with Friends of the Library.
- Build off community diversity, equity, and inclusion efforts to add partnerships with diverse groups and add more diverse programming to the library's repertoire.



- 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.

**Goal #2: Fuel a passion for reading, personal growth, and learning**

Objective: Maintain quality, diverse, and inclusive print collections.

Actions:

- Maintain collection numbers  $\geq$  5% more than required by the county.
- Weed outdated or damaged items.
- Increase equity of collection:
  - Increase the size of the library's large print (fiction and nonfiction) collection.
  - Increase the number of items in the library's world language collections and visibility of multilingual items.
  - Increase access to online databases, inter-library collections, and other resources for patrons with diverse languages, abilities, and interests.
  - Do a diversity audit of collections.

Objective: Provide reading-related programming that engages and attracts patrons.

Actions:

- Arrange for more programs featuring well-known award-winning authors and illustrators. Partner with the school district to ensure optimal attendance and participation. (Consider virtual author/illustrator visits. Consider inviting authors/illustrators from diverse backgrounds.)
- Offer a reading incentive program for adults that involves local businesses. (Businesses would contribute incentives.)
- Create new readers with enhanced programming for children, teens, and adults both at the library and out in the community.

Objective: Support patrons in their use of library resources.

Actions:

- Schedule times for patrons to get help answering questions in person or online about the library, books, how to use databases for research, etc.
- Provide help with school research after school hours (signage in stacks, computer areas, study areas to increase awareness of this option).
- Plan workshops to support various patron needs:
  - Information literacy topics (how to use the library catalog, library databases, etc.)
  - Library accessibility tool use for patrons with special needs

- Electronic resource use for senior citizens
- Library resource use for Spanish speakers
- Increase program offerings for specific populations, including patrons with disabilities, teens, and elderly patrons.

Objective: Encourage patrons to explore areas of interest and nurture their creativity.

Actions:

- Create online “learning clubs” for all ages. Take advantage of free online apps and opportunities where participants could learn together and support each other.
- Create permanent and rotating art displays.
- Design interactive displays and activities such as conversation/question walls, grab bags, etc.
- Provide technology to use in-library such as podcasting mics, photo/video/graphic design software.
- Maintain partnerships with organizations and businesses that support arts and creativity within the community.
- Continue to designate a staff member as a liaison to Create Waunakee.
- Continue to offer programming involving various creative professions, activities and more.
- Create a culture of creativity and offer library staff opportunities to inspire and engage their own creative side.

### **Goal #3: Expand access to information and ideas**

Objective: Connect patrons to the library digitally.

Actions:

- Redesign website for easy, one-click current information about programs, information, and suggestions from patrons.
  - Ensure website compliance in terms of accessibility and multi-language support for all patrons
  - Create a process and routine to update website and social media
- Share print collections and digital resources on the website and social media.
  - Create virtual displays of available titles: seasonal, topical, etc.
  - Highlight reference materials and database resources and how they can be useful for patrons
- Offer virtual options during in-person events.
- Explore ways to acquire and lend devices such as tablets and hotspots to patrons and provide education on their use.
- Solicit and collect patron feedback electronically.

Objective: Continue to reach patrons in innovative ways.

Actions:

- Evaluate daily library hours and adjust for optimal patron access.
- Continue to offer the option of personalized “grab bags.”
- Continually assess the learning needs of the Waunakee community and adjust services and offerings to meet those needs.
- Host in-person and virtual speaker events for the community.
- Reach new library users in the community.
- Increase accessibility of library signage.

**Goal #4: Foster an organizational culture of customer service, innovation, and professional growth**

Objective: Evaluate and improve library user experience.

Actions:

- Maintain records of patron requests that the library currently cannot meet and review annually to determine if a service adjustment is warranted.
- Encourage staff to experiment and try new ideas to better serve customers, such as study snacks for teens and “library of things” circulation items.
- Continue to evaluate and address language and accessibility needs of patrons.
- Identify ways to solicit feedback from patrons regarding ideas for improvement of the library’s environment and offerings.

Objective: Ensure staff and Trustees receive training on current practices and collaborate to maintain an effective organizational culture and structure.

Actions:

- Connect staff members with more professional growth opportunities at national, regional, and local levels to inspire novel ideas and programming.
- 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.
- 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.
- Examine ways of recognizing staff professional advancement through certification or credentialing.
- Increase Trustee participation in Wisconsin Library Association training.
- Update the organizational structure and succession plan for library staff and management as needed.