

**Waunakee Public Library**  
**Library Board Meeting**  
**Via ZOOM**  
**Friday, March 11, 2022---7:45 AM**

Join Zoom Meeting

<https://us06web.zoom.us/j/81403054232?pwd=N0pURmpCdXc0NXUybHgyQmhrSWZpZz09>

Meeting ID: 814 0305 4232  
Passcode: 594844

- 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 February 2022 Library Board Minutes
  - B. Approve Schedule of Bills
  - C. Approve Financial Reports
- V. Director's Report & COVID update
- VI. Old Business
  - A. Friends of the Library Update
  - B. Discuss Strategic Plan Draft and plan of action
- VII. New Business
  - A. Request Madison Community Foundation distribute \$11,863.10 from Waunakee Library Forever Fund to supplement Library's 2022 Budget
- VIII. Adjourn

**Next Library Board meeting:** Friday, April 15, 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, January 21, 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** Mike made a motion to approve the consent agenda. Melissa seconded. Passed.
- V. **Director's Report & Covid update** The staff is happy that the mask mandate will be coming to an end on March 1. They are looking forward to doing their job without having to police the patron's not wearing masks. The Library hosted vaccine clinics continue to do well. Turning the upstairs Nook into a Quiet Area has been successful. Outreach bags were handed out to 149 students in the ELL program at WCSD. Thank you to Courtney and Amy for organizing and distributing the bags. Brittany introduced a new storytime 0-3yr age group called "Tiny Tots." Both the Winter Reading Program and Chill Chase scavenger hunt came to an end. Courtney is working on outreach plans for the year and spring/summer programming.
- VI. **Old Business**
  - A. **Friends of the Library Update** The annual Perennial Plant Sale order forms are out. PI Day is coming up on March 14.
  - B. **Discuss Strategic Plan Draft and plan of action** Goal #3 and #4 were presented. Erick will now take the draft to the Village.
- VII. **New Business:**
  - A. **Discuss and Approve 2021 DPI Library Annual Report**  
Erick discussed portions of the 2021 DPI Annual Report, which is required annually by the state. The Report was approved on a motion by Mike, seconded by Erin. Passed.
- VIII. **Adjourn:** The meeting was adjourned at 8:15 AM on a motion by Annie. Seconded by Erin. Passed.

**Library Board Meeting: Friday, March 11, 2022 at 7:45 AM**

**Via Zoom**

**Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary**

# February 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>		
	<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	274.96
		0.00
	<b>Total</b>	<b>274.96</b>
<u>100-551400-311 Postage</u>	SCLS	0.00
	Bibliotheca	0.00
	Midwest Alarm	0.00
	<b>Total</b>	<b>0.00</b>
<u>100-551400-320 Publications, subscriptions and dues</u>	Post Office	145.76
	<b>Total</b>	<b>145.76</b>
<u>100-551400-330 Travel and training</u>	WILS	0.00
	ALA	0.00
	Wauaukee Rotary	0.00
	WLA	0.00
	<b>Total</b>	<b>0.00</b>
<u>100-551400-340 Programs</u>	SCLS	0.00
	UW- Madison	0.00
	Expedia	450.20
	<b>Total</b>	<b>450.20</b>
<u>100-551400-341 Equipment</u>	Pig	0.00
	Office Max	21.98
	Amazon	247.60
	Boxed	142.21
	Culvers	25.00
	Wauaukee Chamber	0.00
	Dollar Tree	8.75
	Andrew Trester	200.00
	Lindsay Christians	150.00
	Zoom	0.00
	Claire Evans	200.00
	American Button Machines	69.43
	Minuteman Press	0.00
	Oriental Trading	0.00
	Cheap ass supplies	0.00
	<b>Total</b>	<b>1,064.97</b>

	Minuteman Press	0.00
	Amazon	0.00
	Nassco	0.00
	TBS	640.00
	SCLS	0.00
	<b>Total</b>	<b>640.00</b>
<u>100-551400-350 Repairs and maint</u>		
	<b>Total</b>	<b>0.00</b>
<u>100-551400-380 Adult books</u>		
	Amazon	129.70
	Baker and Taylor	5,756.39
	Barnes and Noble	0.00
	Chicago Distribution Center	79.52
	<b>Total</b>	<b>5,965.61</b>
<u>100-551400-381 Juvenile books</u>		
	Amazon	27.18
	Baker and Taylor	2,302.60
	Penworthy	0.00
	The Dot Central	0.00
	<b>Total</b>	<b>2,329.78</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
	Demco Software	0.00
	TBS	0.00
	Verizon -Hotspots	200.05
	CDW - Adobe	0.00
	<b>Total</b>	<b>200.05</b>
<u>100-551400-385 Kit supplies</u>		
	Amazon	705.10
	Minuteman Press	0.00
	Dollar Tree	12.50
	Pig	0.00
	<b>Total</b>	<b>717.60</b>
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	252.74
	Midwest Tape	76.64
	Amazon	174.82
	Findaway	303.95
	<b>Total</b>	<b>808.15</b>
<u>100-551400-387 Videos</u>		
	Amazon	465.91
	Midwest Tape	287.10
	Debbie Howard	0.00
	Greta Productions	0.00
	<b>Total</b>	<b>753.01</b>
<u>100-551400-390 Other</u>		
	Amazon	269.72
	Office Depot	0.00
	SCLS	0.00
	DuraReady	0.00
	Pig	29.24
	Demco	193.11
	Walgreens	17.04
	Uline	201.85
	<b>Total</b>	<b>710.96</b>
<u>100-551400-391 Personnel</u>		

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	<b>Total</b>	<u><u>0.00</u></u>
<u>100-551400-392 Public relations</u>	Minuteman Press	852.89
	Fearings	0.00
	<b>Total</b>	<u><u>852.89</u></u>
<u>100-551401-210 Building services</u>	Masters Building Solutions	0.00
	Reinders	0.00
	The Electrician	229.00
	Amazon	0.00
	<b>Total</b>	<u><u>229.00</u></u>
<u>100-551401-350 Repairs/Maintenance</u>	Nassco	0.00
	Kraemer Air Filter Corp	0.00
	Menards	0.00
	Ace Hardware	7.59
	Amazon	263.49
	Schilling Supply Company	259.06
	Capital Coffee	544.25
	Walgreens	0.00
	Interstate All Battery Center	109.95
	Wisconsin Scrub & Sweep	0.00
	<b>Total</b>	<u><u>1,184.34</u></u>
<u>100-551401-390 Building other</u>	Gallagher Tent and Awning	0.00
	<b>Total</b>	<u><u>0.00</u></u>
<u>220 fund</u>	Out of print	0.00
	Waunakee Chamber of Commerce	0.00
	Tee Public	0.00
	<b>Total</b>	<u><u>0.00</u></u>
	<b>Month Total</b>	<u><u>16,327.28</u></u>



VILLAGE OF WAUNAKEE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JANUARY 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	31,568.88	31,568.88	472,532.00	440,963.12	6.68 29,684.99
100-551400-120	LIBRARY PART TIME	25,178.22	25,178.22	315,607.00	290,428.78	7.98 23,253.22
100-551400-130	LIBRARY FICA	6,073.62	6,073.62	58,414.00	52,340.38	10.40 5,588.26
100-551400-131	LIBRARY RETIREMENT	4,319.64	4,319.64	37,672.00	33,352.36	11.47 4,351.40
100-551400-132	LIBRARY HEALTH	25,301.33	25,301.33	135,329.00	110,027.67	18.70 23,797.41
100-551400-133	LIBRARY LIFE	103.94	103.94	598.00	494.06	17.38 120.14
100-551400-134	LIBRARY DENTAL	1,413.54	1,413.54	10,005.00	8,591.46	14.13 1,711.44
100-551400-210	LIBRARY OUTSIDE SERVICES	.00	.00	3,008.00	3,008.00	.00 .00
100-551400-219	LIBRARY AUTOMATION LEVY	62,993.00	62,993.00	63,188.00	195.00	99.69 55,512.00
100-551400-225	LIBRARY COMMUNICATIONS	.00	.00	9,180.00	9,180.00	.00 .00
100-551400-290	LIBRARY LEASED ITEMS	.00	.00	8,256.00	8,256.00	.00 .00
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	2,144.05	2,144.05	2,500.00	355.95	85.76 .00
100-551400-311	LIBRARY POSTAGE	4.23	4.23	800.00	795.77	.53 .00
100-551400-320	LIBRARY PUBS/SUBS/DUES	749.70	749.70	2,599.00	1,849.30	28.85 .00
100-551400-330	LIBRARY TRAVEL/TRAINING	.00	.00	2,900.00	2,900.00	.00 255.00
100-551400-340	LIBRARY PROGRAMS	833.99	833.99	24,000.00	23,166.01	3.47 1,094.40
100-551400-341	LIBRARY EQUIPMENT	57.81	57.81	7,500.00	7,442.19	.77 107.99
100-551400-380	LIBRARY ADULT BOOKS	.00	.00	42,000.00	42,000.00	.00 2,055.51
100-551400-381	LIBRARY JUVENILE BOOKS	.00	.00	22,000.00	22,000.00	.00 588.02
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	69.99	69.99	7,950.00	7,880.01	.88 .00
100-551400-384	LIBRARY COMPUTER SOFTWARE	4,194.25	4,194.25	15,589.00	11,394.75	26.91 4,565.56
100-551400-385	LIBRARY KIT SUPPLIES	143.79	143.79	5,000.00	4,856.21	2.88 170.94
100-551400-386	LIBRARY AUDIO MATERIALS	261.30	261.30	9,500.00	9,238.70	2.75 476.99
100-551400-387	LIBRARY VIDEOS	593.07	593.07	8,500.00	7,906.93	6.98 753.53
100-551400-390	LIBRARY OTHER	83.39	83.39	17,825.00	17,741.61	.47 1,282.29
100-551400-392	LIBRARY PUBLIC RELATIONS	.00	.00	1,500.00	1,500.00	.00 .00
TOTAL LIBRARY OPERATIONS		166,087.74	166,087.74	1,283,952.00	1,117,864.26	12.94 155,369.09
<u>LIBRARY BUILDING</u>						
100-551401-110	LIBRARY BLDG FULL TIME	4,537.84	4,537.84	59,479.00	54,941.16	7.63 4,512.55
100-551401-120	LIBRARY BLDG PART-TIME	1,678.38	1,678.38	22,697.00	21,018.62	7.39 1,354.51
100-551401-121	LIBRARY BLDG OVERTIME	.15	.15	.00	(.15)	.00 30.63
100-551401-130	LIBRARY BLDG FICA	695.28	695.28	6,286.00	5,590.72	11.06 630.66
100-551401-131	LIBRARY BLDG RETIREMENT	421.71	421.71	3,866.00	3,444.29	10.91 427.00
100-551401-132	LIBRARY BLDG HEALTH	3,423.33	3,423.33	18,720.00	15,296.67	18.29 3,294.62
100-551401-133	LIBRARY BLDG LIFE	10.46	10.46	68.00	57.54	15.38 8.60
100-551401-134	LIBRARY BLDG DENTAL	275.56	275.56	1,687.00	1,411.44	16.33 264.64
100-551401-210	LIBRARY BLDG SERVICES	.00	.00	29,500.00	29,500.00	.00 .00
100-551401-220	LIBRARY BLDG UTILITIES	.00	.00	24,000.00	24,000.00	.00 .00
100-551401-221	LIBRARY BLDG GAS HEAT	.00	.00	12,000.00	12,000.00	.00 1,502.97
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	.00	.00	22,000.00	22,000.00	.00 359.18
100-551401-390	LIBRARY BLDG OTHER	200.00	200.00	3,500.00	3,300.00	5.71 200.00
TOTAL LIBRARY BUILDING		11,242.71	11,242.71	203,803.00	192,560.29	5.52 12,585.36

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VILLAGE OF WAUNAKEE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<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	4,327.66	4,327.66	214,801.00	210,473.34	2.01	11,212.41
100-552420-120 PARKS PART-TIME	.00	.00	40,439.00	40,439.00	.00	.00
100-552420-121 PARKS OVERTIME	.00	.00	3,300.00	3,300.00	.00	138.28
100-552420-130 PARKS FICA	375.58	375.58	19,779.00	19,403.42	1.90	997.33
100-552420-131 PARKS RETIREMENT	334.55	334.55	14,156.00	13,821.45	2.36	901.36
100-552420-132 PARKS HEALTH	2,564.13	2,564.13	67,327.00	64,762.87	3.81	5,252.66
100-552420-133 PARKS LIFE	12.07	12.07	678.00	665.93	1.78	39.60
100-552420-134 PARKS DENTAL	453.72	453.72	4,821.00	4,367.28	9.41	549.40
100-552420-210 PARKS SERVICES	.00	.00	12,200.00	12,200.00	.00	.00
100-552420-220 PARKS UTILITIES	.00	.00	31,020.00	31,020.00	.00	.00
100-552420-221 PARKS GAS HEAT	.00	.00	1,250.00	1,250.00	.00	.00
100-552420-320 PARKS PUBS/SUBS/DUES	.00	.00	310.00	310.00	.00	125.00
100-552420-330 PARKS TRAVEL/TRAINING	325.00	325.00	1,000.00	675.00	32.50	387.50
100-552420-341 PARKS EQUIPMENT	.00	.00	2,750.00	2,750.00	.00	.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	.00	.00	11,200.00	11,200.00	.00	.00
100-552420-352 PARKS VANDALISM REPAIRS	.00	.00	500.00	500.00	.00	.00
100-552420-390 PARKS OTHER	9.36	9.36	7,500.00	7,490.64	.12	213.75
100-552420-391 PARKS PERSONNEL	.00	.00	500.00	500.00	.00	.00
TOTAL PARKS	8,402.07	8,402.07	449,031.00	440,628.93	1.87	19,817.29
<u>PARKS EQUIPMENT MAINTENANCE</u>						
100-552421-110 PARKS EQUIPMENT FULL TIME	.00	.00	23,947.00	23,947.00	.00	826.42
100-552421-130 PARKS EQUIPMENT FICA	.00	.00	1,832.00	1,832.00	.00	81.28
100-552421-131 PARKS EQUIPMENT RETIREMENT	.00	.00	1,557.00	1,557.00	.00	74.54
100-552421-132 PARKS EQUIPMENT HEALTH	.00	.00	6,679.00	6,679.00	.00	360.09
100-552421-133 PARKS EQUIPMENT LIFE	.00	.00	32.00	32.00	.00	.68
100-552421-134 PARKS EQUIPMENT DENTAL	.00	.00	602.00	602.00	.00	44.56
100-552421-210 PARKS EQUIPMENT SERVICE	.00	.00	3,000.00	3,000.00	.00	.00
100-552421-342 PARKS EQUIPMENT GAS/OIL/ANTI	.00	.00	18,325.00	18,325.00	.00	.00
100-552421-350 PARKS EQUIPMENT SUPPLIES	.00	.00	16,000.00	16,000.00	.00	1,354.22
TOTAL PARKS EQUIPMENT MAINTEN	.00	.00	71,974.00	71,974.00	.00	2,741.79

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1030243: Waunakee Library Forever Fund

1/1/2022 To 1/31/2022

**Balance**

Beginning Balance 346,446.00

**Contributions/Gifts**

Contributions\* 200.00

*\*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

**200.00**

**Portfolio Gains (Losses)**

Investment Results, Net Of Fees (8,381.65)

**(8,381.65)**

**Grants/Distributions**

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (287.71)

**(287.71)**

**Ending Balance**

**\$337,976.64**

**Cash Available for Grants as of 1/31/2022**

**\$0.35**

A handwritten signature in blue ink, appearing to be the number "4" with a stylized flourish.



**WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT**

February 2022

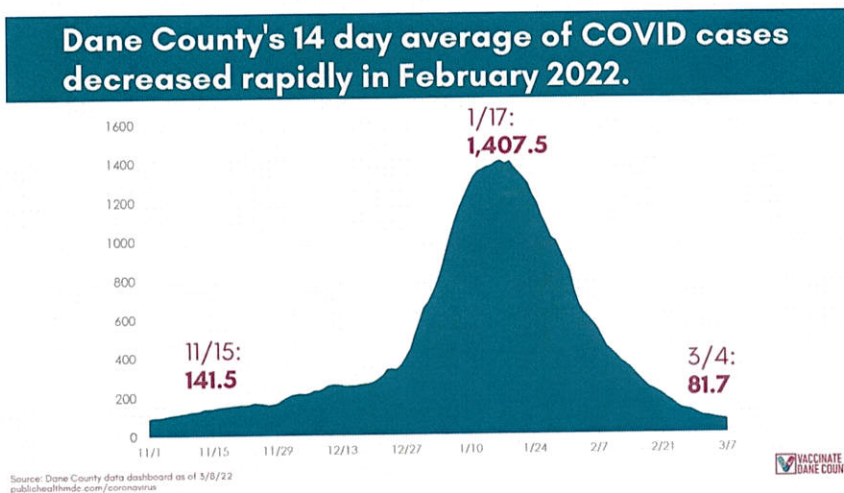
	2022			2021		% Change	% Change	YTD
	February	Prev Month	Yr-to-date	February	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	27	29	56	24	48	-6.9%	N/A	N/A
<b>CIRCULATION</b>								
Physical circulation	21,285	21,003	42,288	17,206	32,356	1.3%	23.7%	30.7%
Digital circulation	3,301	3,686	6,987	3,322	6,912	-10.4%	-0.6%	1.1%
Library Total	24,586	24,689	49,275	20,528	39,268	-0.4%	19.8%	25.5%
Per Day library was open	911	851	1,762	855	1,636	7.0%	6.5%	7.7%
Average of Deforest, Monona and Verona libraries	23,386	25,421	48,807	17,969	36,449	-8.0%	30.1%	33.9%
<b>By Category</b>								
Books								
Juvenile Fiction	2,909	2,768	5,677	2,571	4,761	5.1%	13.1%	19.2%
Juvenile Non-Fiction	1,471	1,344	2,815	1,190	2,240	9.4%	23.6%	25.7%
Easy Readers	1,570	1,480	3,050	1,445	2,537	6.1%	8.7%	20.2%
Picture books	4,576	4,222	8,798	2,860	5,184	8.4%	60.0%	69.7%
Total Juvenile	10,526	9,814	20,340	8,066	14,722	7.3%	30.5%	38.2%
Young Adult	655	548	1,203	799	1,437	19.5%	-18.0%	-16.3%
Adult Fiction	2,576	2,676	5,252	2,275	4,465	-3.7%	13.2%	17.6%
Adult non-Fiction	2,003	2,128	4,131	1,732	3,393	-5.9%	15.6%	21.8%
Large print	656	691	1,347	565	1,150	-5.1%	16.1%	17.1%
Adult Paperbacks	75	67	142	71	172	11.9%	5.6%	-17.4%
Total Adult	5,310	5,562	10,872	4,643	9,180	-4.5%	14.4%	18.4%
Magazines	416	406	822	373	763	2.5%	11.5%	7.7%
Audio	623	651	1,274	574	1,138	-4.3%	8.5%	12.0%
DVD and Blu-ray	2,594	2,727	5,321	2,602	4,834	-4.9%	-0.3%	10.1%
Software and video games	115	129	244	81	177	-10.9%	42.0%	37.9%
Kits	975	1,089	2,064	10	15	-10.5%	9650.0%	13660.0%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	54	49	103	43	65	10.2%	25.6%	58.5%
E-books	3,301	3,686	6,987	3,322	6,912	-10.4%	-0.6%	1.1%
% of total circulation	13.4%	14.9%	14.2%	16.2%	17.6%	-10.1%	-17.0%	N/A
<b>PROGRAMS</b>								
Children								
Number	32	29	61	11	20	10.3%	190.9%	205.0%
Attendance	606	560	1,166	612	1,100	8.2%	-1.0%	6.0%
Young adult								
Number	6	7	13	6	8	-14.3%	0.0%	62.5%
Attendance	23	20	43	43	53	15.0%	-46.5%	-18.9%
Adult								
Number	12	10	22	2	11	20.0%	500.0%	100.0%
Attendance	153	359	512	98	586	-57.4%	56.1%	-12.6%
<b>NEW PATRONS ADDED</b>	131	71	202	37	78	84.5%	254.1%	159.0%
<b>PUBLIC MEETING ROOM BOOKINGS</b>	15	14	29	0	0	7.1%	N/A	N/A
<b>STUDY ROOM BOOKINGS</b>	254	276	530	0	0	-8.0%	N/A	N/A
<b>PUBLIC PC SESSIONS</b>	377	299	676	249	406	26.1%	51.4%	66.5%
<b>UNIQUE WIRELESS USERS</b>	1,396	1,470	2,866	596	1,160	-5.0%	134.2%	147.1%
<b>CURBSIDE TRANSACTIONS</b>	66	70	136	171	1,120	-5.7%	-61.4%	-87.9%
<b># OF VISITORS TO LIBRARY</b>	8,199	8,200	16,399	4,588	8,261	0.0%	78.7%	98.5%

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

**Library Activity & COVID update**

- Library staff are relieved and pleased to see the end of the mask mandate in Dane County. After many months of enforcing the mandate, staff were justifiably relieved to no longer need to do so. It's also a relief to see cases drop so suddenly and see Dane County get something closer to normal. The graph PHMDC published on 3/8 regarding County case counts was striking:



- We are seeing increased activity and usage of study and meeting rooms just since the mandate ended on 3/1. Also, daily gate counts are now routinely hitting 400 people rather than the 300 or so we say in February. It's nice to see.
- Also nice to see: the teens have taken over Community Hall this week (the week of 3/7). We're hosting ACT testing each day for the entirety of the week.
- Less nice to see: we are seeing continued behavioral issues with our after-school teen visitors. This is dispiriting, as the Board knows how committed we are as a library to making this a welcoming environment for this age group. Unfortunately, some of our younger visitors are spoiling things for all. We saw some damage to the large Teen Study Room, as well as some trashing of the Living Room by a group of teens. In response, we have closed the Teen Study Room for a period of time, both to repair the damage to the walls and door, and to give some time to "re-set" our behavioral expectations. Also, we are limiting the ability of teen groups to walk-in to use the Living Room for now. We hope that this re-set, coupled with springtime and this curious phase of the pandemic, will see things reach a new equilibrium soon.
- While they are nowhere near as busy as before, we continue to offer COVID vaccination clinics every Thursday with our partners at PHMDC. We are committed to doing this through March.



- New service offered: Starting this week, we are now offering one-on-one appointments for patrons who need tech help. Appointments are an hour long and are for the topics that require more attention than just a quick print job or email attachment issue. This includes device set up (tablet, e-reader, cell phone), Libby tutorials and troubleshooting, Microsoft Office, computer basics, internet basics, email help, and an “Other” option they can describe and we can decide if we’re able to help or not. Appointments can be made using the form on our website (under Services – Librarian Tech Support or at [waunakeepubliclibrary.org/tech](http://waunakeepubliclibrary.org/tech)) or by calling the library and staff can fill out the form over the phone for the patron.

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

February was an eventful month. For the first time in two years, I was invited back into one of the schools for their Family Learning Night. I went to Heritage and made fidgets with about 45 kids and their families. It felt wonderful to be back! Angie and I collaborated with the Student Council at the high school to begin a new program called “Reading Buddies.” Kids can sign up for this program and spend 15 minutes reading with a teen volunteer. This builds leadership skills in the teens and helps to further establish a love of reading in the kids. The first program was a great success! We saw Storytime attendance continue to steadily increase, and Cindy’s in-house I Spy Scavenger Hunt was a huge success that sent kids racing all over the kids’ area searching for clues.

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

In January, I hosted 5 programs and my book club. Amy and I put together some outreach bags including some translated library materials and swag to give to the school’s ELL participants. I attended a programming meeting with other adult programmers in SCLS. I’m working with Beyond the Page and a local artist to put on a “Women in STEM” exhibit. The exhibit will run in the lobby from mid-March to mid-April. Currently, I’m busy planning spring and summer programming, room rentals, local artists, and weeding. Amy and I also started planning the End of the Summer Bash. There will be food trucks, a bounce house, yard games, and more.’

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

- Met with Lisa and Helyn from WNC and Angie Ramos to discuss English Class collaboration with Dane Manufacturing for their employees. We have a meeting in March with Literacy Network to discuss instruction options.
- Set up meetings for first week in March with Cindy from the Senior Center and Jodie and Michelle from Waunakee Community Cares Coalition to start relationship building and

hear about their programs/services. Still figuring out a time to meet with Ellen from the Chamber.

- Finalized ELL bags and writing a letter for teachers. Just waiting on Monique for distribution details.
- Met with Regional Equity Team and Ask Listen Empower Book Club.
- Set up blood drive with Elizabeth for August.
- Started planning End of Summer Bash with Courtney.
- Met with Shawn from DANenet to learn about their computer class offerings.
- Contacted Dane County Job Center/DWD to ask about resume workshops, Job Center not currently offering in person, DWD just left message to return call.
- Finalized website page with resources for job seekers/career tools.

## **DRAFT LIBRARY STRATEGIC PLAN**

### **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 special needs families, 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.
- 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.





March 1, 2022

Erick Plumb  
Waunakee Public Library  
201 N. Madison Street  
Waunakee, WI 53597-1045

Dear Erick:

Thank you for your trust in Madison Community Foundation (MCF) to help you achieve your philanthropic goals, and to serve our community.

Thanks to you and our generous neighbors, our collective impact continues to grow. We welcomed 33 new named funds and our Legacy Society grew by a dozen members and families in 2021. We were humbled to receive nearly \$22 million in gifts, bringing MCF's assets to over \$400 million. Last year, together with your generosity, our community's foundation distributed more than \$30.6 million in grants and scholarships to make a difference right here in our community and beyond.

On the reverse side of this page, you will find that our permanently endowed funds experienced solid growth in 2021, providing an ever-growing source of support for our community.

For 2022, the amount available to distribute from the Waunakee Library Forever Fund is as follows:

<b>Waunakee Library Forever Fund (#1030243)</b>	<b>\$11,863.10</b>
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This amount is calculated as 4.25% of the fund's average balance over the previous 20 quarters. Calculating the distribution in this manner reflects a best practice in the field. It protects distributions from market volatility and balances them with endowment preservation.

You are welcome to recommend a grant at any time using any of these methods:

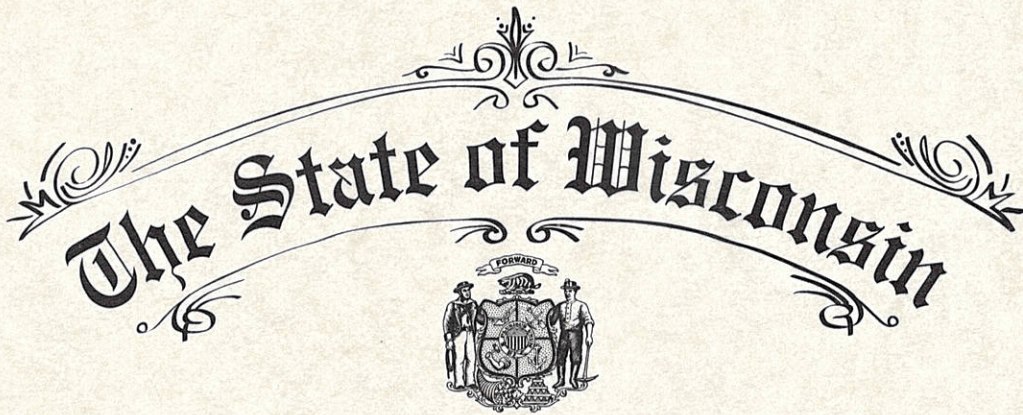
- Log in at [www.madisongives.org](http://www.madisongives.org) and "Recommend A Grant."
- Complete and mail a grant recommendation form from the website: [www.madisongives.org/grantform](http://www.madisongives.org/grantform)
- Call or email our Donor Engagement team: (608) 232-1763 / [support@madisongives.org](mailto:support@madisongives.org)
- Contact Connie Tibbetts at [ctibbetts@madisongives.org](mailto:ctibbetts@madisongives.org) to set up an automatic annual distribution to occur each year until you notify MCF otherwise.

Thank you for entrusting MCF to steward this endowed legacy for our community.

Best wishes,

Bob Sorge  
President





**OFFICE OF THE GOVERNOR**

**CERTIFICATE OF COMMENDATION**

HONORING

*Waunakee Public Library*

ON BEHALF OF THE PEOPLE OF THE STATE OF WISCONSIN,  
I AM PLEASED TO COMMEND WAUNAKEE PUBLIC LIBRARY  
FOR ITS SERVICE TO OUR STATE.

PUBLIC LIBRARIES IN WISCONSIN ARE THE HEARTS OF  
OUR CITIES, TOWNS, VILLAGES, AND COMMUNITIES, AND HAVE LONG  
SERVED AS TRUSTED AND TREASURED INSTITUTIONS THAT OFFER OPPORTUNITIES  
FOR ALL PEOPLE TO EXPLORE NEW WORLDS, LEARN IMPORTANT SKILLS,  
ACCESS CRITICAL RESOURCES, AND BECOME MORE  
ENGAGED CITIZENS OF OUR DEMOCRACY.

I EXTEND MY PERSONAL THANKS TO WAUNAKEE PUBLIC LIBRARY  
FOR ITS COUNTLESS CONTRIBUTIONS TO THE WAUNAKEE COMMUNITY AND FOR  
SERVING AS A BOLD EXAMPLE FOR PUBLIC LIBRARIES EVERYWHERE.



DONE ON THIS 10TH DAY OF  
DECEMBER 2021.

*Tony Evers*  
TONY EVERS  
GOVERNOR