

**Waunakee Public Library**  
**Library Board Meeting**  
**Via Zoom**  
**Friday, May 20, 2022---7:45 AM**

**Join Zoom Meeting**  
<https://us06web.zoom.us/j/81965473831?pwd=QzJrTjdWdGpOakFuczZmaWVKR2tudz09>

**Meeting ID: 819 6547 3831**  
**Passcode: 153829**

- I. Call to order
- II. Roll call: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Melissa Hill, Erin Moran, Angie Ramos, Cathy Sheffield, Library Director Erick Plumb.
- III. Public Comment
- IV. Consent agenda
  - A. Approve April 2022 Library Board Minutes
  - B. Approve Schedule of Bills
  - C. Approve Financial Reports
- V. Director's Report
- VI. Old Business
  - A. Friends of the Library Update
  - B. Approve 2022-27 Strategic Plan
- VII. New Business
  - A. Discuss and Approve Revised Library Behavior Policy
- VIII. Adjourn

**Next Library Board meeting:** Friday, June 17, 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, April 15, 2022- 7:45AM**

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

- 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. Annie seconded. Passed.
- V. **Director's Report & Covid update** The vaccine clinics were highly successful and will start up again should the need arise. March saw the library as it was intended to be pleasantly busy! Building visits were up 44% from the previous month and check outs increased by 19%. The first election held in Community Hall went really well, with many wondering about the Library after voting. The staff issued over two dozen new library cards. There may be an agreement upcoming for the Waunakee Food Pantry to occupy the lower level of the old Library building and Waunakee Neighborhood Connection moving into the main level. At our March meeting Erick discussed the increasing costs of providing free coffee/hot chocolate to patrons. The staff feels that we should start charging again. The idea of Selling cups with the Library logo on them and giving free coffee to the cup holder was an idea that was liked by all. There will be 5 new shade trees planted, with the help of Gary Hertzberg. Thank you to Brittany, Molly, Angie, Courtney, Amy, Emily and Elizabeth for all of the program planning, meetings attended and problem solving that you did in the Month of March to make our patrons Library experience the best that it can be.
- VI. **Old Business**
  - A. **Friends of the Library Update** The annual perennial sale and Pi Day pie sale were both a success. The Friends will be meeting on April 21 in Community Hall.
  - B. **Approve 2022-27 Strategic Plan** We discussed changing wording in Goal #2 from " Increase program offering for specific populations" and then naming specific populations, that we would generalize it more with the needs of "various populations". Mike made the suggestion that we highlight the new Strategic Plan with a strong vision/mission statement. We will continue the discussion in May by all bringing ideas.
- VII. **New Business**

**A. Appreciation for Mike Ricker on his retirement from the Library Board** Thank you to Mike for his 8 years of dedicated service to the Library Board. You will be missed!

**VIII. Adjourn:** The meeting was adjourned at 9:04 AM on a motion by Cathy. Seconded by Kathy. Passed.

**Library Board Meeting: Friday, May 20, 2022 at 7:45 AM**  
**Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary**

# April 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>                         |                  |                 |
|  | Gordon Flesch    | 298.72          |
|  |                  | 0.00            |
|  | <b>Total</b>     | <b>298.72</b>   |
| <u>100-551400-292 Maintenance contracts</u>                |                  |                 |
|  | SCLS             | 0.00            |
|  | Bibliotheca      | 0.00            |
|  | Midwest Alarm    | 0.00            |
|  | <b>Total</b>     | <b>0.00</b>     |
| <u>100-551400-311 Postage</u>                              |                  |                 |
|  | Post Office      | 87.64           |
|  | <b>Total</b>     | <b>87.64</b>    |
| <u>100-551400-320 Publications, subscriptions and dues</u> |                  |                 |
|  | WILS             | 0.00            |
|  | ALA              | 0.00            |
|  | Wauaukee Rotary  | 0.00            |
|  | WLA              | 0.00            |
|  | <b>Total</b>     | <b>0.00</b>     |
| <u>100-551400-330 Travel and training</u>                  |                  |                 |
|  | SCLS             | 0.00            |
|  | UW- Madison      | 445.00          |
|  | WLA              | 0.00            |
|  | <b>Total</b>     | <b>445.00</b>   |
| <u>100-551400-340 Programs</u>                             |                  |                 |
|  | Pig              | 67.63           |
|  | Apple Music      | 8.76            |
|  | Amazon           | 187.71          |
|  | Michaels         | 0.00            |
|  | Target           | 0.00            |
|  | James MacKinnon  | 300.00          |
|  | Christine Bright | 100.00          |
|  | Lisa Johnson     | 25.00           |
|  | Megan Cain       | 250.00          |
|  | Boxed            | 89.94           |
|  | Lisa Johnson     | 25.00           |
|  | Sara Alvarado    | 0.00            |
|  | Minuteman Press  | 0.00            |
|  | Thysse           | 0.00            |
|  | Post Office      | 0.00            |
|  | <b>Total</b>     | <b>1,054.04</b> |
| <u>100-551400-341 Equipment</u>                            |                  |                 |

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|   |                       |                 |
|---|-----------------------|-----------------|
|   | Minuteman Press       | 0.00            |
|   | Amazon                | 0.00            |
|   | Nassco                | 0.00            |
|   | Laird Plastics        | 0.00            |
|   | SCLS                  | 375.02          |
|   | <b>Total</b>          | <b>375.02</b>   |
| <u>100-551400-350 Repairs and maint</u>                           |                       |                 |
|   | <b>Total</b>          | <b>0.00</b>     |
| <u>100-551400-380 Adult books</u>                                 |                       |                 |
|   | Amazon                | 140.74          |
|   | Baker and Taylor      | 3,332.51        |
|   | Barnes and Noble      | 0.00            |
|   | Beyond the Page       | 0.00            |
|   | <b>Total</b>          | <b>3,473.25</b> |
| <u>100-551400-381 Juvenile books</u>                              |                       |                 |
|   | Amazon                | 0.00            |
|   | Baker and Taylor      | 1,040.88        |
|   | Penworthy             | 0.00            |
|   | The Dot Central       | 0.00            |
|   | <b>Total</b>          | <b>1,040.88</b> |
| <u>100-551400-383 Serial subscriptions</u>                        |                       |                 |
|   | Rivistas              | 0.00            |
|   | Waunakee Tribune      | 65.00           |
|   | Barrons               | 299.88          |
|   | <b>Total</b>          | <b>364.88</b>   |
| <u>100-551400-384 - Digital Materials &amp; Computer Software</u> |                       |                 |
|   | Amazon                | 0.00            |
|   | Demco Software        | 1,027.10        |
|   | TBS                   | 0.00            |
|   | Verizon -Hotspots     | 200.05          |
|   | CDW - Adobe           | 0.00            |
|   | <b>Total</b>          | <b>1,227.15</b> |
| <u>100-551400-385 Kit supplies</u>                                |                       |                 |
|   | Amazon                | 429.77          |
|   | Minuteman Press       | 32.25           |
|   | Walmart               | 55.88           |
|   | Michaels              | 22.39           |
|   | Dollar Tree           | 3.75            |
|   | <b>Total</b>          | <b>544.04</b>   |
| <u>100-551400-386 Audio materials</u>                             |                       |                 |
|   | Blackstone Publishing | 318.11          |
|   | Midwest Tape          | 108.91          |
|   | Playaway              | 0.00            |
|   | Little Creek Press    | 0.00            |
|   | Amazon                | 0.00            |
|   | <b>Total</b>          | <b>427.02</b>   |
| <u>100-551400-387 Videos</u>                                      |                       |                 |
|   | Amazon                | 497.17          |
|   | Midwest Tape          | 132.68          |
|   | Debbie Howard         | 0.00            |
|   | Greta Productions     | 0.00            |
|   | <b>Total</b>          | <b>629.85</b>   |
| <u>100-551400-390 Other</u>                                       |                       |                 |
|   | Amazon                | 78.53           |
|   | Office Depot          | 0.00            |
|   | Uline                 | 71.72           |
|   | Demco                 | 231.37          |
|   | Pig                   | 36.21           |
|   | SCLS                  | 284.90          |
|   | Showcases             | 102.44          |
|   | Minuteman Press       | 0.00            |

|   |                              |                         |
|---|------------------------------|-------------------------|
| <u>100-551400-391 Personnel</u>               | <b>Total</b>                 | <u><u>805.17</u></u>    |
| <br>  |                              |                         |
| <u>100-551400-392 Public relations</u>        | <b>Total</b>                 | <u><u>0.00</u></u>      |
|   | Minuteman Press              | 34.00                   |
|   | Fearings                     | 0.00                    |
| <br>  |                              |                         |
| <u>100-551401-210 Building serices</u>        | <b>Total</b>                 | <u><u>34.00</u></u>     |
|   | Masters Building Solutions   | 0.00                    |
|   | Reinders                     | 0.00                    |
|   | Ahern Co                     | 0.00                    |
|   | Amazon                       | 0.00                    |
| <br>  |                              |                         |
| <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                      | 195.56                  |
|   | Ace Hardware                 | 31.94                   |
|   | Amazon                       | 57.73                   |
|   | Schilling Supply Company     | 449.85                  |
|   | Capital Coffee               | 907.75                  |
|   | Walgreens                    | 25.72                   |
|   | Home Depot                   | 0.00                    |
|   | JR's Mulch                   | 0.00                    |
|   | <b>Total</b>                 | <u><u>1,668.55</u></u>  |
| <br>  |                              |                         |
| <u>430-551400-810 - Equipment replacement</u> | SCLS                         | 2,759.79                |
|   | <b>Total</b>                 | <u><u>2,759.79</u></u>  |
| <br>  |                              |                         |
| <u>220 fund</u>                               | Signart Studio               | 0.00                    |
|   | Waunakee Chamber of Commerce | 0.00                    |
|   | Tee Public                   | 0.00                    |
|   | <b>Total</b>                 | <u><u>0.00</u></u>      |
| <br>  |                              |                         |
|   | <b>Month Total</b>           | <u><u>15,235.00</u></u> |

VILLAGE OF WAUNAKEE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2022

GENERAL FUND

|                                  | PERIOD<br>ACTUAL                    | YTD ACTUAL        | BUDGET<br>AMOUNT    | VARIANCE            | % OF<br>BUDGET       | PRIOR YEAR   |                     |
|----------------------------------|-------------------------------------|-------------------|---------------------|---------------------|----------------------|--------------|---------------------|
| <u>TAXES</u>                     |                                     |                   |                     |                     |                      |              |                     |
| 100-41100110                     | GENERAL PROPERTY TAX                | .00               | 6,719,289.00        | 6,719,289.00        | .00                  | 100.00       | 6,081,317.00        |
| 100-41200101                     | STATE SALES TAX                     | 10.00             | 40.00               | 120.00              | ( 80.00)             | 33.33        | 40.00               |
| 100-41300110                     | UTILITY TAX                         | 81,800.00         | 327,200.00          | 920,000.00          | ( 592,800.00)        | 35.57        | 318,000.00          |
| 100-41800101                     | INTEREST ON TAXES                   | 112.46            | 189.10              | .00                 | 189.10               | .00          | 172.77              |
| 100-41900101                     | OTHER TAXES                         | .00               | 3,958.85            | .00                 | 3,958.85             | .00          | 4,061.61            |
|                                  | <b>TOTAL TAXES</b>                  | <b>81,922.46</b>  | <b>7,050,676.95</b> | <b>7,639,409.00</b> | <b>( 588,732.05)</b> | <b>92.29</b> | <b>6,403,591.38</b> |
| <u>INTERGOVERNMENTAL REVENUE</u> |                                     |                   |                     |                     |                      |              |                     |
| 100-43210012                     | FEDERAL POLICE VEST GRANT           | .00               | .00                 | .00                 | .00                  | .00          | 752.45              |
| 100-43400110                     | STATE SHARED REVENUE                | .00               | .00                 | 149,006.00          | ( 149,006.00)        | .00          | .00                 |
| 100-43400130                     | OTHER STATE SHARED REVENUE          | .00               | .00                 | 94,803.00           | ( 94,803.00)         | .00          | .00                 |
| 100-43411020                     | FIRE INSURANCE TAX                  | .00               | .00                 | 80,000.00           | ( 80,000.00)         | .00          | .00                 |
| 100-43510023                     | OTHER LAW ENFORCEMENT AIDS          | 596.16            | 2,376.48            | .00                 | 2,376.48             | .00          | 1,440.00            |
| 100-43512060                     | STATE EMS FUNDING ASSISTANCE        | .00               | 7,483.17            | .00                 | 7,483.17             | .00          | .00                 |
| 100-43521030                     | TRANSPORTATION AIDS                 | 214,440.71        | 428,881.42          | 860,145.00          | ( 431,263.58)        | 49.86        | 436,233.46          |
| 100-43528040                     | STATE RECYCLING PAYMENT             | .00               | .00                 | 23,000.00           | ( 23,000.00)         | .00          | .00                 |
| 100-43740020                     | COUNTY LIBRARY AID                  | .00               | 6,998.71            | 213,072.00          | ( 206,073.29)        | 3.28         | 6,164.52            |
| 100-43740091                     | SOUTH CENTRAL LIBRARY AID           | .00               | 880.20              | .00                 | 880.20               | .00          | .00                 |
|                                  | <b>TOTAL INTERGOVERNMENTAL REVE</b> | <b>215,036.87</b> | <b>446,619.98</b>   | <b>1,420,026.00</b> | <b>( 973,406.02)</b> | <b>31.45</b> | <b>444,590.43</b>   |
| <u>LICENSES &amp; PERMITS</u>    |                                     |                   |                     |                     |                      |              |                     |
| 100-44101010                     | LICENSES - LIQUOR & BEER            | 70.00             | 241.64              | 12,000.00           | ( 11,758.36)         | 2.01         | 2,395.00            |
| 100-44101015                     | LICENSES - OPERATOR                 | 100.00            | 657.00              | 5,000.00            | ( 4,343.00)          | 13.14        | 380.00              |
| 100-44101020                     | LICENSES - CIGARETTE                | .00               | 100.00              | 800.00              | ( 700.00)            | 12.50        | 300.00              |
| 100-44101090                     | LICENSES - MISCELLANEOUS            | 725.00            | 875.00              | 2,600.00            | ( 1,725.00)          | 33.65        | 675.00              |
| 100-44202020                     | LICENSES - DOG                      | 207.50            | 3,196.25            | 5,400.00            | ( 2,203.75)          | 59.19        | 3,013.75            |
| 100-44202030                     | LICENSES - CAT                      | 16.00             | 520.00              | 1,000.00            | ( 480.00)            | 52.00        | 448.00              |
| 100-44210010                     | LICENSES - BICYCLE                  | .00               | .00                 | 20.00               | ( 20.00)             | .00          | .00                 |
| 100-44313010                     | PERMIT FEES RESIDENTIAL NEW CO      | 10,450.00         | 47,016.98           | 52,500.00           | ( 5,483.02)          | 89.56        | 60,912.53           |
| 100-44313015                     | PERMIT FEES RES ALT & ADD           | 5,740.67          | 17,361.03           | 15,000.00           | 2,361.03             | 115.74       | 20,168.17           |
| 100-44313020                     | PERMIT FEES NEW MULTI FAMILY        | .00               | .00                 | .00                 | .00                  | .00          | 2,966.50            |
| 100-44313030                     | PERMIT FEES NEW COMM & IND          | .00               | 132.00              | 7,000.00            | ( 6,868.00)          | 1.89         | 7,332.58            |
| 100-44313035                     | PERMIT FEES COMM/IND ALT & ADD      | .00               | 4,718.96            | 10,000.00           | ( 5,281.04)          | 47.19        | 40,197.54           |
| 100-44313095                     | NO PERMIT PENALTIES                 | .00               | 50.00               | .00                 | 50.00                | .00          | .00                 |
| 100-44320085                     | SIGN PERMIT                         | .00               | .00                 | 1,250.00            | ( 1,250.00)          | .00          | 150.00              |
| 100-44320090                     | PERMIT FEES MISC.                   | 390.00            | 4,455.00            | 2,500.00            | 1,955.00             | 178.20       | 2,912.00            |
| 100-44352050                     | SITE PLAN APPROVAL                  | 795.00            | 795.00              | 2,300.00            | ( 1,505.00)          | 34.57        | 1,280.00            |
| 100-44352060                     | PUD REVIEW                          | .00               | 2,850.00            | .00                 | 2,850.00             | .00          | 3,000.00            |

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VILLAGE OF WAUNAKEE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2022

GENERAL FUND

|                           | PERIOD                          |                  | BUDGET            |                     | % OF              |                         |
|---------------------------|---------------------------------|------------------|-------------------|---------------------|-------------------|-------------------------|
|                           | ACTUAL                          | YTD ACTUAL       | AMOUNT            | VARIANCE            | BUDGET            | PRIOR YEAR              |
| <u>LIBRARY OPERATIONS</u> |                                 |                  |                   |                     |                   |                         |
| 100-551400-110            | LIBRARY FULL TIME               | 33,441.62        | 131,893.72        | 472,532.00          | 340,638.28        | 27.91 111,922.40        |
| 100-551400-120            | LIBRARY PART TIME               | 24,865.84        | 99,573.00         | 315,607.00          | 216,034.00        | 31.55 93,922.70         |
| 100-551400-130            | LIBRARY FICA                    | 4,219.63         | 18,716.99         | 58,414.00           | 39,697.01         | 32.04 16,752.96         |
| 100-551400-131            | LIBRARY RETIREMENT              | 2,922.17         | 13,086.41         | 37,672.00           | 24,585.59         | 34.74 12,998.53         |
| 100-551400-132            | LIBRARY HEALTH                  | 8,372.54         | 58,975.20         | 135,329.00          | 76,353.80         | 43.58 56,354.70         |
| 100-551400-133            | LIBRARY LIFE                    | 51.97            | 259.85            | 598.00              | 338.15            | 43.45 300.68            |
| 100-551400-134            | LIBRARY DENTAL                  | 706.77           | 3,533.85          | 10,005.00           | 6,471.15          | 35.32 3,831.75          |
| 100-551400-210            | LIBRARY OUTSIDE SERVICES        | 96.00            | 189.00            | 3,008.00            | 2,819.00          | 6.28 .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          | 712.99           | 1,437.88          | 9,180.00            | 7,742.12          | 15.66 2,292.80          |
| 100-551400-290            | LIBRARY LEASED ITEMS            | 593.60           | 1,839.07          | 8,256.00            | 6,416.93          | 22.28 1,501.62          |
| 100-551400-292            | LIBRARY MAINTENANCE CONTRACTS   | .00              | 2,960.65          | 2,500.00            | ( 460.65)         | 118.43 250.00           |
| 100-551400-311            | LIBRARY POSTAGE                 | 142.04           | 312.01            | 800.00              | 487.99            | 39.00 235.98            |
| 100-551400-320            | LIBRARY PUBS/SUBS/DUES          | 233.94           | 1,101.70          | 2,599.00            | 1,497.30          | 42.39 .00               |
| 100-551400-330            | LIBRARY TRAVEL/TRAINING         | 574.16           | 1,354.36          | 2,900.00            | 1,545.64          | 46.70 255.00            |
| 100-551400-340            | LIBRARY PROGRAMS                | 1,183.77         | 4,349.01          | 24,000.00           | 19,650.99         | 18.12 4,724.83          |
| 100-551400-341            | LIBRARY EQUIPMENT               | 519.02           | 2,303.23          | 7,500.00            | 5,196.77          | 30.71 1,020.69          |
| 100-551400-380            | LIBRARY ADULT BOOKS             | 4,706.76         | 14,262.34         | 42,000.00           | 27,737.66         | 33.96 10,304.31         |
| 100-551400-381            | LIBRARY JUVENILE BOOKS          | 2,907.27         | 7,523.47          | 22,000.00           | 14,476.53         | 34.20 4,778.36          |
| 100-551400-382            | LIBRARY MICROFILM               | .00              | 15.16             | .00                 | ( 15.16)          | .00 .00                 |
| 100-551400-383            | LIBRARY SERIAL SUBSCRIPTIONS    | .00              | 24.13             | 7,950.00            | 7,925.87          | .30 1,608.07            |
| 100-551400-384            | LIBRARY COMPUTER SOFTWARE       | 305.05           | 6,070.30          | 15,589.00           | 9,518.70          | 38.94 12,274.71         |
| 100-551400-385            | LIBRARY KIT SUPPLIES            | 572.55           | 1,895.07          | 5,000.00            | 3,104.93          | 37.90 1,177.35          |
| 100-551400-386            | LIBRARY AUDIO MATERIALS         | 712.57           | 2,366.42          | 9,500.00            | 7,133.58          | 24.91 2,144.32          |
| 100-551400-387            | LIBRARY VIDEOS                  | 380.15           | 2,427.04          | 8,500.00            | 6,072.96          | 28.55 2,667.50          |
| 100-551400-390            | LIBRARY OTHER                   | 1,346.38         | 3,511.07          | 17,825.00           | 14,313.93         | 19.70 3,203.15          |
| 100-551400-391            | LIBRARY PERSONNEL               | .00              | 56.00             | .00                 | ( 56.00)          | .00 .00                 |
| 100-551400-392            | LIBRARY PUBLIC RELATIONS        | .00              | 1,152.05          | 1,500.00            | 347.95            | 76.80 .00               |
|                           | <b>TOTAL LIBRARY OPERATIONS</b> | <b>89,566.79</b> | <b>444,181.98</b> | <b>1,283,952.00</b> | <b>839,770.02</b> | <b>34.59 400,034.41</b> |



VILLAGE OF WAUNAKEE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2022

GENERAL FUND

|   | PERIOD<br>ACTUAL | YTD ACTUAL       | BUDGET<br>AMOUNT  | VARIANCE          | % OF<br>BUDGET | PRIOR YEAR       |
|---|------------------|------------------|-------------------|-------------------|----------------|------------------|
| <u>LIBRARY BUILDING</u>                   |                  |                  |                   |                   |                |                  |
| 100-551401-110 LIBRARY BLDG FULL TIME     | 4,737.04         | 18,341.38        | 59,479.00         | 41,137.62         | 30.84          | 18,001.06        |
| 100-551401-120 LIBRARY BLDG PART-TIME     | 1,896.89         | 6,881.91         | 22,697.00         | 15,815.09         | 30.32          | 6,724.17         |
| 100-551401-121 LIBRARY BLDG OVERTIME      | .00              | .15              | .00               | (.15)             | .00            | 30.63            |
| 100-551401-130 LIBRARY BLDG FICA          | 494.76           | 2,112.62         | 6,286.00          | 4,173.38          | 33.61          | 2,059.27         |
| 100-551401-131 LIBRARY BLDG RETIREMENT    | 307.90           | 1,318.91         | 3,866.00          | 2,547.09          | 34.12          | 1,337.46         |
| 100-551401-132 LIBRARY BLDG HEALTH        | 1,222.19         | 8,101.50         | 18,720.00         | 10,618.50         | 43.28          | 7,847.79         |
| 100-551401-133 LIBRARY BLDG LIFE          | 6.08             | 27.31            | 68.00             | 40.69             | 40.16          | 20.89            |
| 100-551401-134 LIBRARY BLDG DENTAL        | 137.78           | 688.90           | 1,687.00          | 998.10            | 40.84          | 701.34           |
| 100-551401-210 LIBRARY BLDG SERVICES      | .00              | 375.00           | 29,500.00         | 29,125.00         | 1.27           | 2,025.00         |
| 100-551401-220 LIBRARY BLDG UTILITIES     | 1,812.26         | 5,067.05         | 24,000.00         | 18,932.95         | 21.11          | 4,460.25         |
| 100-551401-221 LIBRARY BLDG GAS HEAT      | 1,483.49         | 8,595.39         | 12,000.00         | 3,404.61          | 71.63          | 5,143.42         |
| 100-551401-341 LIBRARY BLDG EQUIPMENT     | .00              | .00              | 1,446.00          | 1,446.00          | .00            | .00              |
| 100-551401-350 LIBRARY BLDG REPAIRS/MAINT | 2,055.80         | 4,697.73         | 22,000.00         | 17,302.27         | 21.35          | 2,619.12         |
| 100-551401-390 LIBRARY BLDG OTHER         | .00              | 200.00           | 3,500.00          | 3,300.00          | 5.71           | 1,863.75         |
| <b>TOTAL LIBRARY BUILDING</b>             | <b>14,154.19</b> | <b>56,407.85</b> | <b>205,249.00</b> | <b>148,841.15</b> | <b>27.48</b>   | <b>52,834.15</b> |
| <u>DEPOT</u>                              |                  |                  |                   |                   |                |                  |
| 100-551410-350 DEPOT REPAIRS/MAINT        | .00              | .00              | 600.00            | 600.00            | .00            | .00              |
| <b>TOTAL DEPOT</b>                        | <b>.00</b>       | <b>.00</b>       | <b>600.00</b>     | <b>600.00</b>     | <b>.00</b>     | <b>.00</b>       |

9

VILLAGE OF WAUNAKEE  
BALANCE SHEET  
APRIL 30, 2022

LIBRARY SPECIAL REVENUE FUND

ASSETS

|           |                 |           |                  |
|-----------|-----------------|-----------|------------------|
| 220-11110 | COMMINGLED CASH | 71,040.64 |                  |
| 220-11801 | CASH ON HAND    | 574.19    |                  |
|           | TOTAL ASSETS    |           | <u>71,614.83</u> |

LIABILITIES AND EQUITY

FUND EQUITY

|           |                                 |           |                  |
|-----------|---------------------------------|-----------|------------------|
| 220-34300 | FUND BALANCE                    | 63,390.26 |                  |
|           | BEGINNING FUND BALANCE          | 63,390.26 |                  |
|           | REVENUE OVER EXPENDITURES - YTD | 8,224.57  |                  |
|           | TOTAL FUND EQUITY               |           | <u>71,614.83</u> |
|           | TOTAL LIABILITIES AND EQUITY    |           | <u>71,614.83</u> |





1030243: Waunakee Library Forever Fund

4/1/2022 To 4/30/2022

**Balance**

Beginning Balance 321,880.46

**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 (7,602.81)

**(7,602.81)**

**Grants/Distributions**

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (268.23)

**(268.23)**

**Ending Balance**

**\$314,009.42**

**Cash Available for Grants as of 4/30/2022**

**\$0.00**

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

**Library Activity & COVID update**

- COVID has touched the library staff at times in the past month, both with employees out sick or having to care for household members. It has been a reality check that, although we are back to normal in most ways, the pandemic is not over. Having said that...
- Much of May at the Library is spent prepping for the launch of the Summer Reading Program on June 1. We're particularly excited this year as 2022 is shaping out to be the first "normal" summer in our new building; and the building will be able to host a tremendous number of programs and attendees!
- Over 500 Prairie Elementary students visited the library in the past several weeks as part of their summer orientation to library services. Children's Librarian Brittany Gitzlaff and Teen Librarian Angie Hircock will visit Arboretum, Heritage, and the Intermediate School in advance of the start of summer
- The Library is hosting the Wisconsin Regional Arts Program (WRAP) throughout the month of May. Artists from around the local area are displaying their work in Community Hall and in the display cases in History Hall throughout the month. In addition, the Create Waunakee committee held an aluminum casting art workshop on Saturday, May 14. Kylie West and team have put together an impressive display and series of events! We're happy to host!
- We are adding Spanish-language storyboxes. Story Boxes have a collection of thematic stories and toys to enhance your reading experience. These have topics such as food, forest animals, and emotions, and there will be more soon. Storyboxes remain enormously popular with our patrons, and we are glad to add materials in Spanish to this popular service.
- Additionally, we did add the Pocket Translator service in late March and have used it with several patrons with success. While we still desperately seek bilingual staff, this has been a welcome tool in the interim!
- We are hiring Customer Services Assistants. We just hired Gail Winship this week; she'll start June 1. Gail has extensive customer service experience, ranging from public sector office work to working as a case manager with homeless families in western Wisconsin. She'll be a fantastic addition to our team. We are hoping to add one more member to our team in the coming weeks.
- Teen update: our new staffing model that we introduced in April where we had several staff members upstairs at peak usage times after school has worked well. Behavior issues have dropped significantly, and teen patrons and staff alike have adjusted to new, shared expectations. While we still have the stray incident, the situation is \*much\* improved, and it's been gratifying to come to a new "normal" afterschool. We are still planning on

hosting a training inservice for staff designed around serving teens as a unique population, with a Friday in August the likeliest date.

- Coffee/Cocoa update: last month, you'll recall that I reported on the cost of coffee and related supplies and how we needed to find a solution as costs were unsustainable. We hit on a solution that kept beverages free but charged for the cups and lids. Regular patrons that know to bring in their own mug can continue to help themselves to free coffee or cocoa. One month in, this experiment seems to be working. We did not have to order additional supplies during a monthly period for the first time in months, and, when you factor in the small amount of revenue made from cups (\$60 in first three weeks), our expenses are in line with what we had budgeted for monthly. So, we'll continue with this model over the next few months and see where we're at and adjust as needed.

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

April was a busy month with many fun traditions finally returning! The Trinity Irish Dancers performed inside Community Hall to a very large crowd of all ages. Cindy attended the Family Learning Night at Prairie Elementary and helped make fidgets with over 70 students. Prairie also asked if we'd be interested in hosting field trips to any interested classes. As this is one of my favorite things to do, I of course said yes! Nearly every single class has signed up, and these field trips will take place over a four-week stretch that begin mid-April and will conclude mid-May. Of the classes that have already visited, all of them have been so fun, and the kids are so excited to be here. Additionally, all month long I have been taking a course through UW-Madison called "Storytime: An Opportunity for Social Justice." We have learned and discussed ways to make storytimes more inclusive, and how to highlight differences in a positive way.

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

I hosted 7 programs and my book club. I created some summer reading materials for children and teens. I'm booking lots of summer and fall programs and the calendar is getting very full. I attended webinars on digital equity and grant writing. I met with an organization called Library Speakers Consortia which provide big-name virtual author events to libraries. We will join this and begin offering this programming in July thanks to a generous Friends donation. I continue to coordinate art displays and meeting room bookings. I created some new stack signage.

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

- Started working on bilingual/Spanish storyboxes with Brittany
- Regional equity team meeting, First meeting of Ripple Internship Committee
- Coordinated with ORE, BER, MOO, STO, BLV to set up a virtual program in October with Tenant Resource Center
- Started tech help visits at the Senior Center, helped 4 people on 4/8's first visit!

- Hosted/co-hosted 3 programs (4/13, 4/27, 4/28)
- Started drafting community needs survey for feedback on programs and service need



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

The mission of the Waunakee Public Library is to make high-interest, high-demand materials readily available, as well as to actively support the lifelong learning and information needs of community residents of all ages and abilities. Special emphasis is placed on stimulating children's interests and appreciation for reading and learning, on integrating new technology with traditional library resources, and expanding access and services beyond the library's physical walls.

### **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.



**DRAFT Waunakee**  
**Public Library**  
**Appropriate Behavior**  
**Policy**

**I. Purpose of Policy**

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

**II. Definitions and Guidelines**

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

**III. Behavior Rules**

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

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

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

This policy replaces any previous policy regarding behavior in the library.  
Adopted May 20, 2022





# Readers Choice Award

To recognize that

## Waunakee Library

Received the popular vote in the category of

# Best Thing for kids to do

As voted by the readers of the

**Waunakee** Tribune

NO ONE DELIVERS  
BETTER