

**Waunakee Public Library**  
**Library Board Meeting**  
**Library Board Room**  
**Friday, June 17, 2022---7:45 AM**

- 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 May 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
  - C. Approve Revised Library Mission Statement
- VII. New Business
  - A. Discuss and Approve Revised Library Materials Selection & Collection Development Policy
  - B. Discuss and Approve Revised Library Meeting Room Policy
  - C. Discuss and Approve Study Room Policy
  - D. Discussion of Library Director Performance Evaluation process
  - E. Library Board Officer nominations
- VIII. Adjourn

**Next Library Board meeting:** Friday, July 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, May 20, 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, Jean Elvekrog, Annie Ballweg, Kathy Grosskopf and Erick Plumb. Absent: Erin Moran
  - B. **Guests:** No guests
- III. **Public Comment** No public comment
- IV. **Approval of the consent agenda** Annie made a motion to approve. Jean seconded. Passed.
- V. **Director's Report & Covid update** Sunday hours are ending for the summer and adding Sunday proved to be very successful. The 12:00 p.m. hour seemed to be the busiest. May want to add summer Sunday hours in the future, but will wait for patron feedback. Getting ready to start the Summer Reading Program. Brittany is doing school visits to launch the program. Spanish story boxes have been introduced. Erick is in the process of hiring a CS Assistant. With summer coming, staffing will be adjusted now that the after school teen population will not all be coming at the same time. The sale of and or bringing a coffee cup to receive free coffee is going well. Would like to put a review of the Internet Policy on an upcoming agenda.
- VI. **Old Business**
  - A. **Friends of the Library Update** \$1,500 was given to the Library for the purchase of shade trees, \$2,000 for a subscription to on-line programming and \$1,000 for sponsorship for the Support Library Service Conference on 5/26 in Community Hall.
  - B. **Approve 2022-27 Strategic Plan** We discussed the addition of a strong Mission Statement to go with the new Strategic Plan. We are going to take another month to review a Mission Statement and discuss it again in June.
- VII. **New Business**
  - A. **Discuss and Approve Revised Library Behavior Policy** Cathy made a motion to do a trail run of the changes as discussed. Angie seconded. Passed.
- VIII. **Adjourn:** The meeting was adjourned at 9:04 AM on a motion by Melissa. Seconded by Kathy. Passed.

**Library Board Meeting: Friday, June 17, 2022 at 7:45 AM**

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

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# May 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	408.69
		0.00
	<b>Total</b>	<b>408.69</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	67.69
	<b>Total</b>	<b>67.69</b>
<u>100-551400-320 Publications, subscriptions and dues</u>		
	WILS	0.00
	Barrons	0.00
	Wauaukee Rotary	211.00
	WLA	180.00
	<b>Total</b>	<b>391.00</b>
<u>100-551400-330 Travel and training</u>		
	SCLS	0.00
	UW- Madison	0.00
	WLA	0.00
	<b>Total</b>	<b>0.00</b>
<u>100-551400-340 Programs</u>		
	Pig	47.56
	Apple Music	0.00
	Amazon	324.20
	Dollar Tree	7.50
	Target	0.00
	Color Blaze	0.00
	SCLS	0.00
	Sticker Mule	152.00
	Culvers	0.00
	Zoom	549.90
	Pizza Hut	54.85
	Sara Alvarado	0.00
	Minuteman Press	775.86
	Thysse	0.00
	Post Office	0.00
	<b>Total</b>	<b>1,911.87</b>
<u>100-551400-341 Equipment</u>		

	Minuteman Press	165.00
	Amazon	0.00
	Nassco	0.00
	Lee Recreation	0.00
	SCLS	0.00
	<b>Total</b>	<b>165.00</b>
<u>100-551400-350 Repairs and maint</u>		
	<b>Total</b>	<b>0.00</b>
<u>100-551400-380 Adult books</u>		
	Amazon	25.98
	Baker and Taylor	4,702.88
	Barnes and Noble	0.00
	Beyond the Page	0.00
	<b>Total</b>	<b>4,728.86</b>
<u>100-551400-381 Juvenile books</u>		
	Amazon	0.00
	Baker and Taylor	2,284.14
	Penworthy	0.00
	The Dot Central	0.00
	<b>Total</b>	<b>2,284.14</b>
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	0.00
	Barrons	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	792.71
	Minuteman Press	42.46
	Genesis Graphics	0.00
	Walmart	0.00
	<b>Total</b>	<b>835.17</b>
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	295.87
	Midwest Tape	103.32
	Amazon	26.99
	Findaway	123.98
	<b>Total</b>	<b>550.16</b>
<u>100-551400-387 Videos</u>		
	Amazon	275.78
	Midwest Tape	356.88
	Debbie Howard	0.00
	Greta Productions	0.00
	<b>Total</b>	<b>632.66</b>
<u>100-551400-390 Other</u>		
	Amazon	68.10
	Office Depot	0.00
	SCLS	1,265.50
	Ace Hardware	0.00
	Pig	30.90
	Demco	0.00
	Walgreens	0.00
	DuraReady	339.09
	<b>Total</b>	<b>1,703.59</b>
<u>100-551400-391 Personnel</u>		

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<u>100-551400-392 Public relations</u>	<b>Total</b>	<u><b>0.00</b></u>
	Minuteman Press	68.00
	Fearings	0.00
	Jose Velarde	86.40
<u>100-551401-210 Building serices</u>	<b>Total</b>	<u><b>154.40</b></u>
	CJ's Lawn and Snow	385.00
	SRB's Trees	3,325.00
	Ahern Co	190.00
	Butters-Fetting	1,080.00
<u>100-551401-350 Repairs/Maintenance</u>	<b>Total</b>	<u><b>4,980.00</b></u>
	Nassco	0.00
	Kraemer Air Filter Corp	910.38
	Menards	67.68
	Ace Hardware	78.09
	Amazon	202.77
	Schilling Supply Company	392.47
	Capital Coffee	567.80
	Walgreens	0.00
	Waunakee Rental	0.00
	Dresens Decks and Patio	0.00
	<b>Total</b>	<u><b>2,219.19</b></u>
<u>220 fund</u>	Sign art	0.00
	Waunakee Chamber of Commerce	0.00
	Tee Public	0.00
	<b>Total</b>	<u><b>0.00</b></u>
	<b>Month Total</b>	<u><b>21,232.47</b></u>

VILLAGE OF WAUNAKEE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING MAY 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	33,441.62	165,335.34	472,532.00	307,196.66	34.99	140,124.24
100-551400-120	LIBRARY PART TIME	25,433.73	125,006.73	315,607.00	190,600.27	39.61	116,874.06
100-551400-130	LIBRARY FICA	4,230.18	22,947.17	58,414.00	35,466.83	39.28	20,437.06
100-551400-131	LIBRARY RETIREMENT	2,948.88	16,035.29	37,672.00	21,636.71	42.57	15,905.35
100-551400-132	LIBRARY HEALTH	8,924.00	67,899.20	135,329.00	67,429.80	50.17	64,338.38
100-551400-133	LIBRARY LIFE	51.97	311.82	598.00	286.18	52.14	360.86
100-551400-134	LIBRARY DENTAL	770.38	4,304.23	10,005.00	5,700.77	43.02	4,538.52
100-551400-210	LIBRARY OUTSIDE SERVICES	96.00	285.00	3,008.00	2,723.00	9.47	385.00
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	711.11	2,148.99	9,180.00	7,031.01	23.41	3,059.33
100-551400-290	LIBRARY LEASED ITEMS	703.57	2,542.64	8,256.00	5,713.36	30.80	2,025.32
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	.00	2,960.65	2,500.00	( 460.65)	118.43	250.00
100-551400-311	LIBRARY POSTAGE	77.35	389.36	800.00	410.64	48.67	250.26
100-551400-320	LIBRARY PUBS/SUBS/DUES	.00	1,101.70	2,599.00	1,497.30	42.39	101.00
100-551400-330	LIBRARY TRAVEL/TRAINING	( 174.00)	1,180.36	2,900.00	1,719.64	40.70	255.00
100-551400-340	LIBRARY PROGRAMS	1,579.94	5,928.95	24,000.00	18,071.05	24.70	6,525.00
100-551400-341	LIBRARY EQUIPMENT	165.00	2,468.23	7,500.00	5,031.77	32.91	1,054.67
100-551400-380	LIBRARY ADULT BOOKS	3,483.24	17,745.58	42,000.00	24,254.42	42.25	14,437.77
100-551400-381	LIBRARY JUVENILE BOOKS	1,040.88	8,564.35	22,000.00	13,435.65	38.93	6,772.21
100-551400-382	LIBRARY MICROFILM	.00	15.16	.00	( 15.16)	.00	.00
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	364.88	389.01	7,950.00	7,560.99	4.89	1,847.95
100-551400-384	LIBRARY COMPUTER SOFTWARE	1,227.15	7,297.45	15,589.00	8,291.55	46.81	13,452.95
100-551400-385	LIBRARY KIT SUPPLIES	810.24	2,705.31	5,000.00	2,294.69	54.11	1,594.99
100-551400-386	LIBRARY AUDIO MATERIALS	535.97	2,902.39	9,500.00	6,597.61	30.55	2,924.91
100-551400-387	LIBRARY VIDEOS	723.60	3,150.64	8,500.00	5,349.36	37.07	3,416.10
100-551400-390	LIBRARY OTHER	1,627.37	5,138.44	17,825.00	12,686.56	28.83	5,005.75
100-551400-391	LIBRARY PERSONNEL	.00	56.00	.00	( 56.00)	.00	.00
100-551400-392	LIBRARY PUBLIC RELATIONS	68.00	1,220.05	1,500.00	279.95	81.34	677.57
TOTAL LIBRARY OPERATIONS		88,841.06	533,023.04	1,283,952.00	750,928.96	41.51	482,126.25

VILLAGE OF WAUNAKEE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING MAY 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY BUILDING</u>						
100-551401-110 LIBRARY BLDG FULL TIME	4,552.48	22,893.86	59,479.00	36,585.14	38.49	22,356.70
100-551401-120 LIBRARY BLDG PART-TIME	1,987.64	8,869.55	22,697.00	13,827.45	39.08	7,936.29
100-551401-121 LIBRARY BLDG OVERTIME	.00	.15	.00	(.15)	.00	30.63
100-551401-130 LIBRARY BLDG FICA	488.07	2,600.69	6,286.00	3,685.31	41.37	2,480.73
100-551401-131 LIBRARY BLDG RETIREMENT	295.90	1,614.81	3,866.00	2,251.19	41.77	1,631.46
100-551401-132 LIBRARY BLDG HEALTH	1,174.57	9,276.07	18,720.00	9,443.93	49.55	8,961.06
100-551401-133 LIBRARY BLDG LIFE	5.62	32.93	68.00	35.07	48.43	25.32
100-551401-134 LIBRARY BLDG DENTAL	150.18	839.08	1,687.00	847.92	49.74	839.12
100-551401-210 LIBRARY BLDG SERVICES	( 925.00)	( 550.00)	29,500.00	30,050.00	1.86-	2,025.00
100-551401-220 LIBRARY BLDG UTILITIES	1,682.61	6,749.66	24,000.00	17,250.34	28.12	6,148.17
100-551401-221 LIBRARY BLDG GAS HEAT	.00	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	1,654.57	6,352.30	22,000.00	15,647.70	28.87	5,588.57
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>11,066.64</b>	<b>67,474.49</b>	<b>205,249.00</b>	<b>137,774.51</b>	<b>32.87</b>	<b>65,030.22</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>

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VILLAGE OF WAUNAKEE  
BALANCE SHEET  
MAY 31, 2022

LIBRARY SPECIAL REVENUE FUND

ASSETS

220-11110	COMMINGLED CASH	73,359.45	
220-11801	CASH ON HAND	175.00	
	TOTAL ASSETS		<u>73,534.45</u>

LIABILITIES AND EQUITY

FUND EQUITY

220-34300	FUND BALANCE	63,390.26	
	BEGINNING FUND BALANCE	63,390.26	
	REVENUE OVER EXPENDITURES - YTD	10,144.19	
	TOTAL FUND EQUITY		<u>73,534.45</u>
	TOTAL LIABILITIES AND EQUITY		<u>73,534.45</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**

# WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

May 2022

	2022			2021		% Change	% Change	YTD
	May	Prev Month	Yr-to-date	May	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	30	29	146	26	127	3.4%	N/A	73.1%
<b>CIRCULATION</b>								
Physical circulation	21,255	23,902	112,780	20,442	94,414	-11.1%	4.0%	19.5%
Digital circulation	3,620	3,701	18,166	3,614	17,853	-2.2%	0.2%	1.8%
Library Total	24,875	27,603	130,946	24,056	112,267	-9.9%	3.4%	16.6%
Per Day library was open	829	952	897	925	884	-12.9%	-10.4%	1.5%
Average of DeForest, Monona and Verona	23,628	25,915	125,637	20,694	96,444	-8.8%	14.2%	30.3%
<b>By Category</b>								
<b>Books</b>								
Juvenile Fiction	2,967	3,142	15,304	2,913	13,869	-5.6%	1.9%	10.3%
Juvenile Non-Fiction	1,345	1,741	7,536	1,313	6,422	-22.7%	2.4%	17.3%
Easy Readers	1,531	1,862	8,115	1,632	7,532	-17.8%	-6.2%	7.7%
Picture books	4,569	5,168	24,160	4,263	17,572	-11.6%	7.2%	37.5%
Total Juvenile	10,412	11,913	55,115	10,121	45,395	-12.6%	2.9%	21.4%
Young Adult	593	669	3,151	756	3,728	-11.4%	-21.6%	-15.5%
Adult Fiction	2,784	3,014	14,105	2,517	12,428	-7.6%	10.6%	13.5%
Adult non-Fiction	2,143	2,241	10,962	1,946	9,467	-4.4%	10.1%	15.8%
Large print	755	833	3,769	558	3,016	-9.4%	35.3%	25.0%
Adult Paperbacks	56	71	333	87	448	-21.1%	-35.6%	-25.7%
Total Adult	5,738	6,159	29,169	5,108	25,359	-6.8%	12.3%	15.0%
Magazines	396	382	2,156	428	1,987	3.7%	-7.5%	8.5%
Audio	709	641	3,444	751	3,493	10.6%	-5.6%	-1.4%
DVD and Blu-ray	2,145	2,812	13,227	2,538	12,987	-23.7%	-15.5%	1.8%
Software and video games	95	77	566	51	379	23.4%	86.3%	49.3%
Kits	1,054	1,154	5,478	612	760	-8.7%	72.2%	620.8%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	72	75	328	54	218	-4.0%	33.3%	50.5%
E-books	3,620	3,701	18,166	3,614	17,853	-2.2%	0.2%	1.8%
% of total circulation	14.6%	13.4%	13.9%	15.0%	15.9%	8.5%	-3.1%	N/A
<b>PROGRAMS</b>								
<b>Children</b>								
Number	21	38	159	10	50	-44.7%	110.0%	218.0%
Attendance	464	1,096	3,599	322	2,381	-57.7%	44.1%	51.2%
<b>Young adult</b>								
Number	4	5	30	5	24	-20.0%	-20.0%	25.0%
Attendance	24	48	168	23	159	-50.0%	4.3%	5.7%
<b>Adult</b>								
Number	12	15	61	5	33	-20.0%	140.0%	84.8%
Attendance	84	185	888	65	1,110	-54.6%	29.2%	-20.0%
NEW PATRONS ADDED	106	110	566	43	206	-3.6%	146.5%	174.8%
PUBLIC MEETING ROOM BOOKINGS	22	21	98	5	9	4.8%	340.0%	988.9%
STUDY ROOM BOOKINGS	342	432	1690	0	0	-20.8%	N/A	N/A
PUBLIC PC SESSIONS	375	482	1,961	243	1,217	-22.2%	54.3%	61.1%
UNIQUE WIRELESS USERS	1,840	2,082	8,660	797	3,682	-11.6%	130.9%	135.2%
CURBSIDE TRANSACTIONS	45	47	280	57	1,403	-4.3%	-21.1%	-80.0%
# OF VISITORS TO LIBRARY	10,849	13,252	52,324	6,336	26,751	-18.1%	71.2%	95.6%

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

**Library Activity in May/June**

The Summer Reading Program has begun! This year's theme is "Oceans of Possibilities" and is related to marine life. Our regular summer programming begins this week (June 13) with the end of the school year. Unlike last year, most programs will be inside Community Hall, so we don't need to sweat the weather (sometimes literally). In the weeks leading up to the start of summer, Library youth librarians continue visited WCSD classrooms in grades K-6 (and St. John's). Every Prairie Elementary class visited the library in person as part of a field trip, which was wonderful to see. (See Brittany's report below for total numbers.) In every respect, we are excited to have our first "normal" summer at the new library, pandemic-willing.

Our teen librarian, Angie Hircock, put together and hosted an after-hours lock-in for the teens that participated in TACOS (Teen Advisory Council of Students) this year. It was a wonderful group of teens and everyone had a great time making stickers, playing video games, watching movies, and eating pizza. Angie continues to do a great job working with this population. Overall, we saw a marked improvement in the behavioral issues with this group by May, as both teen patrons and staff adjusted to our new expectations

We wrapped up our first (school) year of Sunday Hours at WPL on Memorial Day weekend and, by all measures, Sunday hours were a success! Since our first open Sunday on September 13, 2021, we hosted **6,149 visits** on Sundays. We saw a marked increase in usage towards the end of the school year, particularly after the mask mandate ended. We also started to see greater numbers of non-library events being held in Community Hall this spring, a trend that I hope continues even through our Summer Sundays closure. We will re-open on Sundays the weekend following Labor Day.

The Library hired two new Library Pages/Shelvers: Ana Heichel and Maria Braun. Both will begin their duties with us in July. We will say goodbye to two of our long-time Pages: Audrey Churchill and Jaidin esser, both of whom graduated from WCHS and are off to college this summer. Audrey and Jaidin were fantastic members of our team, and we hope that their first taste of the world of work through our library was a great experience for both of them.

**Youth Services Report by Brittany Gitzlaff**

May was an incredibly busy month as we wrapped up all of our Storytimes, and kids and teens programs for the spring, and shifted to Summer Reading promotion instead. First, I wrapped up the final field trips with Prairie, which were super successful and a ton of fun, and then I visited all of the 4K sites. At the end of the month, Angie presented at an assembly for the Intermediate School, and joined Molly and me for our St. John's visit. Angie also put together and hosted an after-hours lock-in for the teens that participated in TACOS (Teen Advisory

Council of Students) this year. It was a wonderful group of teens and everyone had a great time making stickers, playing video games, watching movies, and eating pizza. I am appreciative of the rest of the YS staff that has done an excellent job holding things down in the building, while we move through this busy month and prepare for Summer Reading.

**Class visits in May/June:**

Class Field Trips to the Library: 18

Kids: 528

Brittany Visits to Schools: 21

Kids: 2683

Angie Visits to Schools: 2

Teens: 732

**Adult Services Report by Courtney Cosgriff**

In May, I hosted 7 programs. My book club met on their own because of a family emergency. I got the adult summer reading display ready. I attended an adult programmers meeting and listened to the recording of the WLA Outreach webinar. I began reaching out to local businesses for September's All Around Town program. I created sheets of metadata for digitization and verified copyright from a few sources. I am working on fall programming.

**Community Engagement Report by Amy Sampson**

- Finished 4 bilingual/Spanish storyboxes with Brittany
- Ripple Internship Committee meeting
- Led final Building Connections book discussion 5/5; preparing for June 26th Poverty Simulation and July 16th Waunakee is Home Live
- Coordinated Free Comic Book Day 5/7
- Updated Favorite Author Club list with input from current users
- Drafted program/services survey to inform upcoming collaborations; sent to get translated
- Restarted library Instagram (@waunakeepubliclibrary) to reach audiences no longer on Facebook

6-17-22 update

**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 various 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 by offering 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.



## MISSION STATEMENT (DRAFT)

The mission of the Waunakee Public Library is to welcome and connect all members of our diverse community, and to work collaboratively with the Village and other partners to help further the civic life, health, and well-being of the community. The Library serves to fuel a passion for reading, personal growth, and lifelong learning by not only maintaining quality, diverse, and inclusive materials and programming, but also by expanding free and equal access to information and ideas in innovative ways.

Approved by the Waunakee Public Library Board, June 17, 2022



## MATERIALS SELECTION & COLLECTION DEVELOPMENT POLICY

*(Proposed revisions in italics)*

### **Introduction**

The Board of Trustees of the Waunakee Public Library has adopted the following materials selection policy to guide librarians and to inform the public of the principles upon which the selections are made.

The Mission Statement of the Waunakee Public Library guides the selection of materials as it does the development of services and the allocation of resources.

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.

The Library supports the individual's right to have access to ideas and information representing all points of view. The Board of Trustees of the Waunakee Public Library has adopted the American Library Association's "Library Bill Of Rights," "The Freedom to Read," and "Freedom to View" statements, attached herewith.

### **Objectives**

The Waunakee Public Library acquires and makes available materials which inform, educate, entertain, and enrich persons as individuals and members of society. Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs. Included are works of enduring value as well as timely materials on current issues. In general, scholarly, highly specialized, or archival materials are beyond the scope of the Library's budget.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

### **Responsibility for Selection**

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Waunakee Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the

director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

### **Criteria for Selection**

To build a well-balanced collection of merit and significance, materials in all forms must be measured by objective guidelines. Since the library does not promote particular beliefs or views, the collection will contain various positions on important questions, including unpopular or unorthodox positions. The Library actively strives to ensure that materials representing many differing views and a broad diversity of human thought and creativity are represented in its collection. A balanced collection reflects a diversity of materials, not necessarily an equality of numbers.

Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy. Responsibility for choosing what an individual will read rests with the individual. Responsibility for the use of library materials by children and young adults rests with their parents or legal guardians.

All acquisitions, whether purchased or donated, are considered in terms of the following standards. An item need not meet all of the criteria in order to be acceptable. Several standards and combinations of standards may be used, as some materials may be judged primarily on artistic merit, while others are considered because of scholarship, value as human documents, or ability to satisfy the recreational and entertainment needs of the community

1. The main points considered in the selection of materials are:
  - individual merit of each item
  - popular appeal/demand
  - suitability of material for the clientele
  - existing library holdings
  - budget
  - relevance to community needs
2. Selection may be limited by the following factors:
  - Physical limitations of the building
  - Price and format
  - Availability of low-demand materials in other library collections
3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.
4. Selection of library materials will not be influenced by:
  - The possibility that they may come into the possession of children or young adults
  - The liability of materials to theft or mutilation

- The Library does not attempt to meet the curriculum needs of education programs. Textbooks are generally, not acquired.

### **Interlibrary Loan**

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Waunakee Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

### **Gifts and Donations**

In general, the library will decline to accept gifts and donations of items for our circulating collections. The library may accept gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed, as determined by the library director on a case by case basis. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts of books or money may also be accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested. In all cases, the Waunakee Public Library director will make the final determination of all titles or items that are to be added to the collection.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

### **Withdrawal of Materials**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials may be sold in the library book sale or disposed of by other means. Individual items that are being withdrawn may not be saved for specific individuals.

### **Requests for Reconsideration**

The Waunakee Public Library recognizes the choice of library materials by library users is an individual matter, and some materials may be deemed inappropriate or offensive by patrons. While an individual may reject materials for himself/herself, he/she cannot exercise censorship to restrict access to the materials by others. Recognizing that a diversity of materials may result in some requests for reconsideration, the following procedures have been developed to assure that objections or complaints are handled in an attentive and consistent manner. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. *At no time will the library staff act in loco parentis.* Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

### **Procedure for Requests for Reconsideration**

Any individual expressing an objection to or concern about library material should receive respectful attention from the staff member first approached. This staff member should use his or her own best judgment in attempting to answer the concerns or clarify the situation. If the individual is not satisfied with the explanation received, the staff member should offer the options of speaking with a supervisor or filling out a "Request for Reconsideration" form. He/she may ask for a reconsideration in the following manner:

- 1) A "Request for Reconsideration" form must be completed and returned to a staff member at the appropriate service desk. The form will be given to the head of that department, who will forward a copy of the form to the Library Director. *Patrons must reside in a South Central Library System county to have their request considered and only one request per patron will be considered at a time.*
- 2) *The request for reconsideration will be acknowledged in writing by the Library Director within (10) ten days. The Library Director will assign a panel of staff members to evaluate the item in question. This will be completed in no more than (30) thirty business days of the initial request for reconsideration. The panel's recommendations will be considered, and the Library Director's final decision will be mailed to the patron. Once a title has been considered, it will not be reviewed again for a period of 2 years.*
- 3) *Patrons may appeal the decision of the Library Director to the Monona Public Library Board of Trustees. An appeal must be made in writing and delivered to the Library Director. Upon receipt of the written appeal, discussion of the appeal will be scheduled on the agenda of the next regularly scheduled meeting of the Library Board of Trustees. The decision of the Board regarding the item will be final.*

- Adopted and Revised December 2021
- Proposed revisions, June 2022



**REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

The trustees of the Waunakee Public Library have established a materials selection policy and a procedure for gathering input about particular items included in the library's collections. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

Waunakee Public Library  
201 North Madison Street  
Waunakee, WI 53597

Date \_\_\_\_\_  
Your Name \_\_\_\_\_  
Your Address \_\_\_\_\_  
City \_\_\_\_\_ State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you represent self?  Or an organization?   
Name of Organization (if necessary) \_\_\_\_\_

1. Resource on which you are commenting:  
 Book (e-book)  Movie  Magazine  Audio Recording  
 Digital Resource  Game  Newspaper  Other

Title of Item:

Author/Artist/Producer:

2. What brought this resource to your attention?

3. Have you examined, read, or viewed the entire resource? If not, what sections did you review?



4. What concerns you about the resource? Please be specific and list page numbers or sections when applicable. Attach additional sheets if necessary.

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting that the Library consider taking regarding this item?

Signature of person submitting reconsideration request: \_\_\_\_\_

Date: \_\_\_\_\_

**The Waunakee Public Library appreciates your interest in the Library's collection. You will receive notification of the progress or decision of this request within: thirty (30) days from the date the form is received by the library.**



## Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).

## The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic

system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic

society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

*7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*

American Library Association (/)  
Association of American Publishers (<http://www.publishers.org/>)

*Subsequently endorsed by:*

American Booksellers for Free Expression (<http://www.bookweb.org/abfe>)  
The Association of American University Presses (<http://www.aaupnet.org/>)  
The Children's Book Council (<http://www.cbcbooks.org/>)  
Freedom to Read Foundation (<http://www.ftrf.org>)  
National Association of College Stores (<http://www.nacs.org/>)  
National Coalition Against Censorship (<http://www.ncac.org/>)  
National Council of Teachers of English (<http://www.ncte.org/>)  
The Thomas Jefferson Center for the Protection of Free Expression

## Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

**Endorsed January 10, 1990, by the ALA Council**

(/offices/oif)



## MEETING ROOM POLICY

As a public institution, the Waunakee Public Library encourages use of its meeting rooms by community groups and community members. The Waunakee Public Library offers rooms of various sizes and features for use by small to large groups. The Meeting Room Policy here refers to usage of the Library's Board Room, Small Conference Room, and Living Room. Study Room usage will be governed by the Study Room Policy. Community Hall usage will be governed by the Community Hall Usage Policy.

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

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

### **General Guidelines for meeting rooms (Board Room, Living Room, and Small Conference Room)**

Meetings are to take place during regular library hours and must end 15 minutes before the library's scheduled closing time. Exceptions may be made with the approval of library management.

User and attendees will:

- Not disrupt the use of the library by others.
- Set up and return room to its former arrangement when finished.
- Put all refuse in trash receptacles provided.
- Affix nothing to walls without approval of library management.
- Not block fire exits in any way.
- Not exceed designated maximum room capacity.

- Leave area in good condition.

Persons attending meetings are subject to library rules, regulations, and policies. Groups who disturb library activity or library users will be denied future use of meeting rooms. Library staff may enter and remain in a meeting room at any time during a meeting.

### **Limitations**

Meeting rooms may not be used for:

- Canvassing or collecting signatures for a political campaign are not permitted on the Library's grounds, per the Library Behavior Policy.
- Programs for which there is an admission charge or ones designed as fund-raisers, except by prior permission of the Waunakee Public Library Board.
- Any purpose which may interfere with the regular operation of the library.
- Meetings with people under 18 years of age without adult supervision.
- Storage of materials or equipment.

### **Equipment**

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

### **Reservation Priorities for meeting rooms (Board Room, Living Room, and Small Conference Room)**

Groups must complete a Room Reservation Form in print or on the Library's website to reserve or rent a Meeting Room. Reservations must be made by a responsible member of the organization, over 18 years old, who will see that all the regulations are followed. If more than one group requests a room for the same time, priority will be given as follows:

1. Library programming or library-related meetings;
2. Other organizations in order by date of application and payment received. Rooms may be reserved no more than 90 days in advance of the meeting date. Exceptions are also made for library-sponsored programs and meetings of Village of Waunakee government. The Library reserves the right to pre-empt reservations; however, the Library will not preempt within 2 weeks of the scheduled meeting date. The library reserves the right to close and cancel use of its meeting rooms in the event of an emergency due to weather conditions or if rooms are in need of repair.

### **Hold Harmless Agreement**

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

### **Disclaimer**

The fact that a group is permitted to use a library meeting room does not in any way constitute endorsement of the group's policies or beliefs by the Library. No advertisements or announcements

implying such endorsements will be permitted. The Library's logo must not be used on any promotional material unless approved by the Library Director. The Library Director or his/her designee may consider exception(s) to any aspect of this policy.

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

Amended June 17, 2022

31.5





## STUDY ROOM POLICY

As a public institution, the Waunakee Public Library encourages use of its private meeting and study rooms by community groups and community members. The Waunakee Public Library offers nine study rooms of various sizes and features for use by individuals or small groups.

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

There are nine study rooms in the Library. Two are located in the Children's Area on the first floor. Seven study rooms are located on the second floor. Study Room One is located in the Young Adult Section and is generally reserved for use by teen and pre-teen library patrons (with exceptions made by library management).

### **General Guidelines for Study Room Usage**

Study Rooms are available for public use only during the Library's open hours. All users of Study Rooms must vacate the rooms prior to the Library's closing time.

Study Rooms are available on a first-come, first-served basis; however, Library users are strongly encouraged to reserve the use of a study rooms in advance on the library's website or in person with a librarian before entering a room. The Library may limit Study Room usage to two hours per session, depending upon availability.

User and attendees will:

- Not disrupt the use of the library by others.
- Set up and return room to its former arrangement when finished.
- Put all refuse in trash receptacles provided.
- Affix nothing to walls or doors/
- Not block fire exits in any way.
- Not exceed designated maximum room capacity. Room Capacity is posted on each study room doorway.
- Leave room in good condition.

## **Equipment**

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

Approved by the Waunakee Public Library Board, June 17, 2022



**Waunakee**  
**PUBLIC LIBRARY**  
**ENCUESTA COMUNITARIA**

¡La Biblioteca Pública de Waunakee quiere saber su opinión!

Con el fin de ayudarnos a proporcionar programas útiles y entretenidos, ¡por favor comparta su opinión completando la encuesta a continuación o en línea: <https://tinyurl.com/WPLsurvey22>

Devuelva las copias en papel a la biblioteca antes del 1 de julio del 2022.

**1. ¿Qué tipo de programas para adultos le interesarían? (Elija todo lo que corresponda)**

- |  |  |
|--|--|
| <input type="checkbox"/> Charlas/talleres de arte (pintura, fotografía, etc.)            | <input type="checkbox"/> Jardinería y mejoras para el hogar          |
| <input type="checkbox"/> Charlas con autor   | <input type="checkbox"/> Genealogía e historia familiar              |
| <input type="checkbox"/> Juegos de mesa  | <input type="checkbox"/> Health education                            |
| <input type="checkbox"/> Clubes de lectura   | <input type="checkbox"/> Talleres de planificación de empleo/carrera |
| <input type="checkbox"/> Cocina  | <input type="checkbox"/> Actuaciones musicales                       |
| <input type="checkbox"/> Escritura creativa  | <input type="checkbox"/> Vida y planificación de la jubilación       |
| <input type="checkbox"/> Artesanía (costura, tejido, bordado, artesanía en madera, etc.) | <input type="checkbox"/> Charlas y oradores sobre ciencia/historia   |
| <input type="checkbox"/> Debates de actualidad y ponentes                                | <input type="checkbox"/> Grupos sociales/de conversación             |
| <input type="checkbox"/> Proyecciones de películas/diálogo                               | <input type="checkbox"/> Este rango de edad no aplica para mí        |
| <input type="checkbox"/> Planificación financiera e inversión                            | <input type="checkbox"/> Otro:                                       |

**2. ¿Qué tipo de programas para adolescentes (Grado 5-12) le interesarían? (Elija todo lo que corresponda)**

- |  |   |
|--|---|
| <input type="checkbox"/> Noches sociales por las tardes  | <input type="checkbox"/> Escritura creativa                   |
| <input type="checkbox"/> Charlas/talleres de arte (pintura, fotografía, etc.)                              | <input type="checkbox"/> Debates de actualidad y ponentes     |
| <input type="checkbox"/> Juegos de mesa (juegos tradicionales de mesa y cartas)                            | <input type="checkbox"/> Salud y bienestar                    |
| <input type="checkbox"/> Juegos de mesa (más elaborados, por ejemplo, Dungeons & Dragons)                  | <input type="checkbox"/> Habilidades monetarias/financieras   |
| <input type="checkbox"/> Clubes de lectura   | <input type="checkbox"/> Días de cine                         |
| <input type="checkbox"/> Talleres de planificación universitaria/laboral/profesional                       | <input type="checkbox"/> Juegos al aire libre                 |
| <input type="checkbox"/> Programas de cocina/alimentación  | <input type="checkbox"/> Videojuegos                          |
| <input type="checkbox"/> Artesanías (pulseras de amistad, cuentas de perler, fabricación de botones, etc.) | <input type="checkbox"/> Este rango de edad no aplica para mí |
|  | <input type="checkbox"/> Otro:                                |

**3. ¿Qué tipo de programas para juveniles (Edad 0-Grado 4) le interesarían? (Elija todo lo que corresponda)**

- |   |   |
|---|---|
| <input type="checkbox"/> Arte y artesanía                 | <input type="checkbox"/> Programas sensoriales                |
| <input type="checkbox"/> Juegos de mesa                   | <input type="checkbox"/> Cuentos                              |
| <input type="checkbox"/> Clubes de lectura                | <input type="checkbox"/> Videojuegos                          |
| <input type="checkbox"/> Programas de cocina/alimentación | <input type="checkbox"/> Este rango de edad no aplica para mí |
| <input type="checkbox"/> Ciencia/tecnología               | <input type="checkbox"/> Otro:                                |

**4. ¿Qué tipo de servicios le interesan? \*=ofrecido actualmente (Elija todo lo que corresponda)**

- |  |  |
|--|--|
| <input type="checkbox"/> Herramientas de archivo/digitalización                    | <input type="checkbox"/> Transmisión de películas y TV           |
| <input type="checkbox"/> Recomendaciones de libros*                                | <input type="checkbox"/> Asistencia a la investigación           |
| <input type="checkbox"/> Cursos de computación*                                    | <input type="checkbox"/> Servicios en español                    |
| <input type="checkbox"/> Préstamo de libros electrónicos/audiolibros digitales*    | <input type="checkbox"/> Reservas de salas de estudio/reuniones* |
| <input type="checkbox"/> Servicios de entrega a domicilio*                         | <input type="checkbox"/> Opciones de tutoría                     |
| <input type="checkbox"/> Asistencia para la búsqueda de empleo/solicitud de empleo | <input type="checkbox"/> Otro:                                   |

**5. Por favor, comparta un poco sobre su hogar:**

**a. ¿Cuáles son las edades de las personas que viven en su hogar? (Elija todo lo que corresponda)**

- |                                |                                |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> 0-4   | <input type="checkbox"/> 19-30 |
| <input type="checkbox"/> 5-9   | <input type="checkbox"/> 31-45 |
| <input type="checkbox"/> 10-13 | <input type="checkbox"/> 46-59 |
| <input type="checkbox"/> 14-18 | <input type="checkbox"/> 60+   |

**b. ¿Cuál es el idioma principal que se habla en su hogar?**

- |                                  |   |
|----------------------------------|---|
| <input type="checkbox"/> Inglés  | <input type="checkbox"/> Chino (incluye mandarín, cantonés) |
| <input type="checkbox"/> Español | <input type="checkbox"/> Otro:                              |

**c. ¿Tiene acceso regular a Internet en su hogar?**

- Sí  
 No

**6. Por favor, comparta cualquier comentario adicional que sienta que nos ayudaría a mejorar nuestros programas y servicios:**

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(Opcional) Si desea participar para ganar una de las 10 tazas de la biblioteca, comparta su nombre y un correo electrónico o número de teléfono aquí:



**Waunakee  
PUBLIC LIBRARY  
2022 COMMUNITY SURVEY**

The Waunakee Public Library wants to hear from you!

In order to help us provide useful and entertaining programs, please give us your input by filling out the survey below or online at <https://tinyurl.com/WPLsurvey22>

If filling out a physical survey, please return it to the library lobby by July 1, 2022.

**1. What kinds of adult programs would interest you? (Choose all that apply)**

- |  |   |
|--|---|
| <input type="checkbox"/> Art talks/workshops (painting, photography, etc.)       | <input type="checkbox"/> Financial planning and investing         |
| <input type="checkbox"/> Author talks  | <input type="checkbox"/> Gardening and home improvement           |
| <input type="checkbox"/> Board games   | <input type="checkbox"/> Genealogy and family history             |
| <input type="checkbox"/> Book discussions  | <input type="checkbox"/> Health education                         |
| <input type="checkbox"/> Cooking   | <input type="checkbox"/> Job/career planning workshops            |
| <input type="checkbox"/> Creative writing  | <input type="checkbox"/> Musical performances                     |
| <input type="checkbox"/> Crafts (sewing, knitting, needlework, woodcrafts, etc.) | <input type="checkbox"/> Retirement planning and living           |
| <input type="checkbox"/> Current events discussions and speakers                 | <input type="checkbox"/> Science/history discussions and speakers |
| <input type="checkbox"/> Film screenings/discussions                             | <input type="checkbox"/> Social/conversation groups               |
|  | <input type="checkbox"/> This age range does not apply to me      |
|  | <input type="checkbox"/> Other:                                   |

**2. What kinds of teen (Grade 5-12) programs would interest you? (Choose all that apply)**

- |   |  |
|---|--|
| <input type="checkbox"/> After hours social nights  | <input type="checkbox"/> Creative writing                        |
| <input type="checkbox"/> Art workshops (painting, photography, etc.)                      | <input type="checkbox"/> Current events discussions and speakers |
| <input type="checkbox"/> Board games (traditional board and card games)                   | <input type="checkbox"/> Health and wellness                     |
| <input type="checkbox"/> Board games (more involved, ex. D&D)                             | <input type="checkbox"/> Money/financial skills                  |
| <input type="checkbox"/> Book clubs   | <input type="checkbox"/> Movie days                              |
| <input type="checkbox"/> College/job/career planning workshops                            | <input type="checkbox"/> Outdoor games                           |
| <input type="checkbox"/> Cooking/food programs  | <input type="checkbox"/> Video games                             |
| <input type="checkbox"/> Crafts (friendship bracelets, perler beads, button making, etc.) | <input type="checkbox"/> This age range does not apply to me     |
|   | <input type="checkbox"/> Other:                                  |

**3. What kinds of youth (Age 0-Grade 4) programs would interest you? (Choose all that apply)**

- |  |  |
|--|--|
| <input type="checkbox"/> Arts and crafts       | <input type="checkbox"/> Sensory programs                    |
| <input type="checkbox"/> Board games           | <input type="checkbox"/> Storytimes                          |
| <input type="checkbox"/> Book clubs            | <input type="checkbox"/> Video games                         |
| <input type="checkbox"/> Cooking/food programs | <input type="checkbox"/> This age range does not apply to me |
| <input type="checkbox"/> Science/technology    | <input type="checkbox"/> Other:                              |

**4. What kinds of services interest you? (Choose all that apply) \*=*currently offered***

- |  |   |
|--|---|
| <input type="checkbox"/> Archiving/digitizing tools        | <input type="checkbox"/> Movie and TV streaming           |
| <input type="checkbox"/> Book recommendations*             | <input type="checkbox"/> Research assistance              |
| <input type="checkbox"/> Computer trainings*               | <input type="checkbox"/> Services in Spanish              |
| <input type="checkbox"/> Digital eBook/audiobook lending*  | <input type="checkbox"/> Study/meeting room reservations* |
| <input type="checkbox"/> Home delivery services*           | <input type="checkbox"/> Tutoring options                 |
| <input type="checkbox"/> Job search/application assistance | <input type="checkbox"/> Other:                           |

**5. Please share a little about your household:**

**a. What are the ages of people living in your home? (check all that apply)**

- |                                |                                |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> 0-4   | <input type="checkbox"/> 19-30 |
| <input type="checkbox"/> 5-9   | <input type="checkbox"/> 31-45 |
| <input type="checkbox"/> 10-13 | <input type="checkbox"/> 46-59 |
| <input type="checkbox"/> 14-18 | <input type="checkbox"/> 60+   |

**b. What is the primary language spoken in your home?**

- |                                  |   |
|----------------------------------|---|
| <input type="checkbox"/> English | <input type="checkbox"/> Chinese (includes Mandarin, Cantonese) |
| <input type="checkbox"/> Spanish | <input type="checkbox"/> Other:                                 |

**c. Do you have regular access to internet in your home?**

- Yes  
 No

**6. Please share any additional comments that you feel would help us improve our programs and services:**

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(Optional) If you would like to enter to win one of 10 library travel mugs, please share your name and an email or phone number here:

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