

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

- I. Call to order
- II. Roll call: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Melissa Hill, Erin Moran, Angie Rojas Agudelo, Cathy Sheffield, Library Director Erick Plumb.
- III. Public Comment
- IV. Consent agenda
  - A. Approve June 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. Library Board Officer 2022-23 nominations and election
- VII. New Business
  - A. Discuss 2023 Budget Goals
  - B. Discuss draft of Community Hall Usage Policy
  - C. Discuss 2022 Community Interest Survey Results
  - D. Library Trustee continuing education opportunities
  - E. Library Director Performance Evaluation\*
- VIII. Adjourn

**Next Library Board meeting:** Friday, August 19, 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.

**\*The Library Board may convene in closed session as authorized by Section 19.85(1)(c) of the Wisconsin Statutes for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Library Board may reconvene in open session.**

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, June 17, 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 Rojas Agudelo, Jean Elvekrog, 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** Jean made a motion to approve. Annie seconded. Passed.
- V. **Director's Report** The Summer Reading Program, "Oceans of Possibilities" has begun. Every Prairie Elementary classroom had a field trip to the Library. The Youth Librarians did presentations introducing the Summer program for all 4k-6 in Waunakee. Angie hosted an after-hours lock-in for the Teen Advisory Council of Students. The behavior issues that we were having with the teen patrons improved. Sunday hours have now ended, but were a success. The Library saw 6,149 visits during those Sunday hours. Two new Library Pages have been hired and will start in July. Erick will present a first pass at the budget at the July meeting.
- VI. **Old Business**
  - A. **Friends of the Library Update** The Friends will be having a get together for anyone that wants to attend the Community Band in the Park. They are also looking into pricing for an outing to Wollersheim Winery.
  - B. **Approve 2022-27 Strategic Plan** Angie made a motion to approve the Strategic Plan. Erin seconded. Passed.
  - C. **Approve the Revised Library Mission Statement** Cathy made a motion to approve the Mission Statement with discussed changes. Jean seconded. Passed.
- VII. **New Business**
  - A. **Discuss and Approve Revised Library Materials Selection & Collection Development Policy** Erin made a motion to approve. Cathy seconded. Passed.
  - B. **Discuss and Approve Revised Library Meeting Room Policy** Erin made a motion to approve the Meeting Room Policy. Jean seconded. Passed.
  - C. **Discuss and Approve Study Room Policy** Kathy made a motion to approve the policy as discussed. Melissa seconded. Passed.
  - D. **Discussion of Library Director Performance Evaluation process** Cathy will send out information via email in early July and would like feedback by July 13.
  - E. **Library Board Officer nominations** Will nominate and vote on Officers in July.

**VIII.** **Adjourn:** The meeting was adjourned at 9:05 AM on a motion by Annie. Seconded by Erin. Passed.

**Library Board Meeting: Friday, July 15, 2022 at 7:45 AM**  
**Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary**



# June 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	292.96
		0.00
	<b>Total</b>	<b>292.96</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	201.84
	<b>Total</b>	<b>201.84</b>
<u>100-551400-320 Publications, subscriptions and dues</u>		
	WILS	0.00
	ALA	0.00
	Wauaukee Lions Club	80.00
	WLA	0.00
	<b>Total</b>	<b>80.00</b>
<u>100-551400-330 Travel and training</u>		
	SCLS	0.00
	UW- Madison	0.00
	WLA	0.00
	UW Local Govt Center	0.00
	<b>Total</b>	<b>0.00</b>
<u>100-551400-340 Programs</u>		
	Pig	23.12
	Dollar tree	38.75
	Amazon	397.74
	Walmart	0.00
	Mad Science	712.00
	Sara Cotton	400.00
	David Landau	300.00
	Half Twisted - Half Knot	450.00
	Martin Espada	300.00
	Jeff McMullen	460.00
	Boxed	73.75
	Aldo Leopold Nature Center	140.30
	Hoo's Woods Raptor Center	500.00
	Lou Ann Novak	150.00
	Kim Flood	100.00
	Jerry Rabushka	250.00
	Stephanie Schmidt	144.00

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	Wayne Pinnow	200.00
	Zoozort	800.00
	Waunakee Chamber	250.00
	Melanie Juedes	120.00
	<b>Total</b>	<b>5,809.66</b>
<u>100-551400-341 Equipment</u>		
	Minuteman Press	0.00
	Amazon	29.99
	Nassco	0.00
	Laird Plastics	0.00
	SCLS	0.00
	<b>Total</b>	<b>29.99</b>
<u>100-551400-350 Repairs and maint</u>		
	<b>Total</b>	<b>0.00</b>
<u>100-551400-380 Adult books</u>		
	Amazon	98.93
	Baker and Taylor	2,372.23
	Barnes and Noble	0.00
	Beyond the Page	0.00
	<b>Total</b>	<b>2,471.16</b>
<u>100-551400-381 Juvenile books</u>		
	Amazon	0.00
	Baker and Taylor	613.79
	Penworthy	0.00
	The Dot Central	0.00
	<b>Total</b>	<b>613.79</b>
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	0.00
	<b>Total</b>	<b>0.00</b>
<u>100-551400-384 - Digital Materials &amp; Computer Software</u>		
	Amazon	0.00
	Demco Software	0.00
	TBS	0.00
	Verizon -Hotspots	200.09
	CDW - Adobe	0.00
	<b>Total</b>	<b>200.09</b>
<u>100-551400-385 Kit supplies</u>		
	Amazon	260.93
	Minuteman Press	42.46
	UPS Store	0.00
	Pig	0.00
	<b>Total</b>	<b>303.39</b>
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	436.65
	Midwest Tape	149.28
	Amazon	192.23
	Findaway	0.00
	<b>Total</b>	<b>778.16</b>
<u>100-551400-387 Videos</u>		
	Amazon	398.13
	Midwest Tape	72.71
	Debbie Howard	0.00
	Greta Productions	0.00
	<b>Total</b>	<b>470.84</b>
<u>100-551400-390 Other</u>		
	Amazon	91.63
	Office Depot	184.33
	Menards	5.98
	Ace Hardware	0.00

	Pig	22.43
	Demco	292.92
	Walgreens	64.92
	Emily Harkins	43.50
	<b>Total</b>	<b>705.71</b>
<u>100-551400-391 Personnel</u>		
	<b>Total</b>	<b>0.00</b>
<u>100-551400-392 Public relations</u>		
	Minuteman Press	34.00
	UPS Store	0.00
	Canva	239.75
	<b>Total</b>	<b>273.75</b>
<u>100-551401-210 Building services</u>		
	CJ's Lawn and Snow	385.00
	Reinders	0.00
	Ahern Co	193.80
	Amazon	0.00
	<b>Total</b>	<b>578.80</b>
<u>100-551401-350 Repairs/Maintenance</u>		
	Division Street Mart	53.07
	Kraemer Air Filter Corp	0.00
	Menards	361.45
	Ace Hardware	126.91
	Amazon	0.00
	Schilling Supply Company	29.92
	Capital Coffee	347.80
	Walgreens	0.00
	Gordon	73.49
	Sloan Repair	74.67
	<b>Total</b>	<b>1,067.31</b>
<u>220 fund</u>		
	Out of print	0.00
	Waunakee Chamber of Commerce	0.00
	Tee Public	0.00
	<b>Total</b>	<b>0.00</b>
	<b>Month Total</b>	<b>13,877.45</b>

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VILLAGE OF WAUNAKEE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING JUNE 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR	
<u>LIBRARY OPERATIONS</u>							
100-551400-110	LIBRARY FULL TIME	33,441.63	198,776.97	472,532.00	273,755.03	42.07	168,714.80
100-551400-120	LIBRARY PART TIME	24,774.21	149,780.94	315,607.00	165,826.06	47.46	139,349.94
100-551400-130	LIBRARY FICA	4,179.66	27,126.83	58,414.00	31,287.17	46.44	24,114.51
100-551400-131	LIBRARY RETIREMENT	2,932.04	18,967.33	37,672.00	18,704.67	50.35	18,824.22
100-551400-132	LIBRARY HEALTH	10,078.47	77,977.67	135,329.00	57,351.33	57.62	80,928.31
100-551400-133	LIBRARY LIFE	61.84	373.66	598.00	224.34	62.48	426.98
100-551400-134	LIBRARY DENTAL	770.38	5,074.61	10,005.00	4,930.39	50.72	5,245.29
100-551400-210	LIBRARY OUTSIDE SERVICES	96.00	381.00	3,008.00	2,627.00	12.67	472.00
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	2,860.10	9,180.00	6,319.90	31.16	3,825.86
100-551400-290	LIBRARY LEASED ITEMS	587.84	3,130.48	8,256.00	5,125.52	37.92	2,518.78
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	.00	2,960.65	2,500.00	( 460.65)	118.43	630.00
100-551400-311	LIBRARY POSTAGE	135.98	525.34	800.00	274.66	65.67	325.04
100-551400-320	LIBRARY PUBS/SUBS/DUES	471.00	1,572.70	2,599.00	1,026.30	60.51	361.00
100-551400-330	LIBRARY TRAVEL/TRAINING	.00	1,180.36	2,900.00	1,719.64	40.70	255.00
100-551400-340	LIBRARY PROGRAMS	6,555.98	12,484.93	24,000.00	11,515.07	52.02	7,791.06
100-551400-341	LIBRARY EQUIPMENT	.00	2,468.23	7,500.00	5,031.77	32.91	3,240.65
100-551400-380	LIBRARY ADULT BOOKS	4,744.81	22,490.39	42,000.00	19,509.61	53.55	18,956.90
100-551400-381	LIBRARY JUVENILE BOOKS	2,284.14	10,848.49	22,000.00	11,151.51	49.31	7,758.52
100-551400-382	LIBRARY MICROFILM	.00	15.16	.00	( 15.16)	.00	.00
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	.00	389.01	7,950.00	7,560.99	4.89	8,278.90
100-551400-384	LIBRARY COMPUTER SOFTWARE	200.09	7,497.54	15,589.00	8,091.46	48.10	13,653.04
100-551400-385	LIBRARY KIT SUPPLIES	461.74	3,167.05	5,000.00	1,832.95	63.34	1,967.54
100-551400-386	LIBRARY AUDIO MATERIALS	803.11	3,705.50	9,500.00	5,794.50	39.01	3,790.96
100-551400-387	LIBRARY VIDEOS	514.86	3,665.50	8,500.00	4,834.50	43.12	4,162.46
100-551400-390	LIBRARY OTHER	430.70	5,569.14	17,825.00	12,255.86	31.24	5,282.04
100-551400-391	LIBRARY PERSONNEL	.00	56.00	.00	( 56.00)	.00	.00
100-551400-392	LIBRARY PUBLIC RELATIONS	154.40	1,374.45	1,500.00	125.55	91.63	677.57
	<b>TOTAL LIBRARY OPERATIONS</b>	<b>94,389.99</b>	<b>627,413.03</b>	<b>1,283,952.00</b>	<b>656,538.97</b>	<b>48.87</b>	<b>577,063.37</b>

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VILLAGE OF WAUNAKEE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING JUNE 30, 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	27,446.34	59,479.00	32,032.66	46.14	26,844.99
100-551401-120	LIBRARY BLDG PART-TIME	1,721.52	10,591.07	22,697.00	12,105.93	46.66	9,220.40
100-551401-121	LIBRARY BLDG OVERTIME	.00	.15	.00	(.15)	.00	30.63
100-551401-130	LIBRARY BLDG FICA	467.72	3,068.41	6,286.00	3,217.59	48.81	2,917.49
100-551401-131	LIBRARY BLDG RETIREMENT	295.90	1,910.71	3,866.00	1,955.29	49.42	1,934.41
100-551401-132	LIBRARY BLDG HEALTH	1,339.75	10,615.82	18,720.00	8,104.18	56.71	11,277.45
100-551401-133	LIBRARY BLDG LIFE	5.71	38.64	68.00	29.36	56.82	31.00
100-551401-134	LIBRARY BLDG DENTAL	150.18	989.26	1,687.00	697.74	58.64	982.70
100-551401-210	LIBRARY BLDG SERVICES	4,790.00	4,240.00	29,500.00	25,260.00	14.37	4,515.00
100-551401-220	LIBRARY BLDG UTILITIES	2,820.44	9,570.10	24,000.00	14,429.90	39.88	8,149.65
100-551401-221	LIBRARY BLDG GAS HEAT	1,788.34	10,383.73	12,000.00	1,616.27	86.53	5,986.97
100-551401-341	LIBRARY BLDG EQUIPMENT	.00	.00	1,446.00	1,446.00	.00	.00
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	2,304.26	8,656.56	22,000.00	13,343.44	39.35	6,495.79
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>20,236.30</b>	<b>87,710.79</b>	<b>205,249.00</b>	<b>117,538.21</b>	<b>42.73</b>	<b>80,250.23</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>



VILLAGE OF WAUNAKEE  
BALANCE SHEET  
JUNE 30, 2022

LIBRARY SPECIAL REVENUE FUND

ASSETS

220-11110	COMMINGLED CASH	76,352.63	
220-11801	CASH ON HAND	709.57	
	TOTAL ASSETS		<u>77,062.20</u>

LIABILITIES AND EQUITY

FUND EQUITY

220-34300	FUND BALANCE	63,390.26	
	BEGINNING FUND BALANCE	63,390.26	
	REVENUE OVER EXPENDITURES - YTD	13,671.94	
	TOTAL FUND EQUITY		<u>77,062.20</u>
	TOTAL LIABILITIES AND EQUITY		<u>77,062.20</u>

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1030243: Waunakee Library Forever Fund

5/1/2022 To 5/31/2022

**Balance**

Beginning Balance 314,009.42

**Contributions/Gifts**

Contributions\* 50.00

*\*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

**50.00**

**Portfolio Gains (Losses)**

Investment Results, Net Of Fees 1,424.87

**1,424.87**

**Grants/Distributions**

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (261.67)

**(261.67)**

**Ending Balance**

**\$315,222.62**

**Cash Available for Grants as of 5/31/2022**

**\$0.00**

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

**Library Activity in June/July**

- The Summer reading program continues to roll right along. We are seeing our usage climb to near pre-pandemic levels, with multiple days registering over 700 visits per day, which has been great to see. The summer slate of programs has been going well. Terrific Tuesdays have been a success, particularly the early performance each week.
- We received an updated quote from Qual-Line for an expanded wooden fence in the parking lot along the alley. We are hoping to provide additional privacy to at least two of our immediate neighbors who still have to deal with headlights from the library parking lot. Originally, the plan was landscaping to provide shielding, but that has been ineffective. The fence – which would be identical to the current fence - would be installed in early 2023.
- We will be restarting our COVID-vaccine clinic collaboration with PHMDC in light of the new eligibility for the under-five year aged population. Our first clinic will be held on August 11 from 3-6 PM.
- We are working more closely with the Senior Center. As an example, we hosted a Senior Center “Memory Café” program here on July 7. A Memory Café is designed for person with mild cognitive impairment or early to mid-stage dementia, along with a family member or friend. The event included a tour plus an over view of our offerings for this group and their caregivers.
- We were pleased to host the July 8 meeting of COLAND at the library. COLAND – the Council of Library and Network Development – is a statewide board that advises the State Superintendent of Public Instruction (at DPI) to ensure that all state citizens have access to library and information services. Membership on the committee is made up of library system directors and other stakeholders from around the state. They met in Community Hall, and, thanks to the upgrades we’ve made in technology, were able to host a hybrid meeting that was livestreamed. After the formal meeting, I gave an extensive tour to the group, and they were staggered by how beautiful our facility is – and how WPL is at the forefront in terms of cutting edged public services. It was a pleasure showing off to this group of library leaders!
- Finally, in June we were pleased to see the completion of the Joan Gilles Memorial near Six Mile Creek on our grounds. The memorial – and its fund – were made in memory of longtime children’s librarian Molly Button’s granddaughter, Joan. The memorial is both in Joan’s memory as well as other children lost as infants.



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

June was an extremely exciting and busy month! The first few days of the month were spent visiting the three elementary schools and getting kids started on the Summer Reading Program. Storytimes returned soon after, and as soon as the final bell of the school year rang, it was busier than ever. We have all noticed that people seem more engaged and excited about participating than they have in many years. Terrific Tuesdays returned, and for the first time ever we were able to accommodate indoor shows with no ticketing system, and comfortably seat up to 175 people. The Library was once again a host for the second annual Make Music Day. We had a bucket drumming lesson, children's musician David Landau, the Six Mile Creek Fiddlers, and chances to create music with "Makey Makeys" and steel drums throughout the day. It's a joyful day we look forward to every year.

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

In June, I hosted 11 programs and my book club. I attended a webinar on our new Library Speakers Consortium programs coming up. I helped two patrons with tech appointments. I am planning a Volunteer Fair for the fall, where various non-profits will have a "booth" and be able

to promote their available volunteer opportunities. I did my self eval and have completed 2 others. I am still reaching out to local businesses to participate in this year's All Around Town program. I am working with the Dementia Friendly Coalition and they will host their memory café at the library in July, where I will field questions and give a tour. I am working on fall programming and continuing to field calls about meeting rooms.

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

This month I finalized, distributed, and marketed the community interest survey, which received 220 responses. I am currently working on compiling responses into a report for the management team/board to review. I also continued expanding our Instagram presence on social media, which included attending an Instagram for Libraries webinar. The Regional Equity Team is on pause for the summer, but the Ripple Project Internship is now accepting applications and I am helping promote that opportunity. I attended an SCLS webinar about helping patrons with digital skills, and then created a handout to offer patrons after tech help appointments that shares online resources where they can learn and practice digital skills. I have also been working on planning Fall programs (Waunakee is Home Live, mending days, blood drive, resume workshops, vaccine clinics, etc.).



## COMMUNITY HALL USAGE 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, including Community Hall, a large event space intended for use by both the library and the community at large. Community Hall usage will be governed by this Community Hall Usage Policy.

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

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

### **Community Hall Description**

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

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

### **Rental Fees**

Rental fees will be assessed for all non-Library or non-governmental events or meetings held in Community Hall. Library-affiliated organizations such as the Friends of Waunakee Library, Village of

Waunakee bodies and departments, and other national, state, and local governmental bodies will not be charged a fee for using Community Hall. Current Rental Fees can be found on the Library's website under the Rental Fee table.

### **General Guidelines for Using Community Hall**

Users of Community Hall and attendees will:

- Not disrupt the use of the library by others.
- Set up and return room to its former arrangement when finished.
- Complete meetings or events at the agreed upon time.
- Put all refuse in trash receptacles provided.
- Affix nothing to walls without approval of library management. Users will abide event decoration guidelines as described below.
- 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 any event in Community Hall at any time.

### **Limitations**

Community Hall may not be used for:

- Canvassing or collecting signatures for a political campaign 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 Director.
- Any purpose which may interfere with the regular operation of the library.
- Meetings with people under 18 years of age without adult supervision.
- Storage of materials or equipment.

### **Equipment**

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

### **Decorations**

Renters of Community Hall are encouraged to provide decorations for their events. The Library does not provide decorations. The library provides no tablecloths so if you wish to have table coverings, please plan to bring your own. There are limitations to decorations. Table decorations are allowed, but we ask that no glitter or confetti be used in decorations of any kind. If you wish to hang decorations on



the walls, only painter's tape is permissible. Please no duct tape, scotch tape, packing tape, or any other kind of tape besides painters. Nothing is to be hung on the glass windows in the back of the room or the wood wall / screen in the front of the room, even with painter's tape. Use of prohibited items or adhesives resulting in damage or excessive cleaning will result in damages being charged to the renter.

### **Reservation Priorities for Community Hall**

Room Reservations must be made by contacting the Library in person or via phone. Groups must complete a Room Reservation Form in print to reserve or rent Community Hall and agree to abide by this policy and all library conditions for using a meeting room. Community Hall Reservations must be made by a responsible member of the organization, over 18 years old, who will see that all the regulations are followed. 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. Village of Waunakee governmental bodies or Village departments.
3. State of Wisconsin or U.S. Federal government meetings
4. Other organizations in order by date of application and payment received.
5. Private events and functions

Rooms may be reserved no more than 18 months in advance of the meeting date. Exceptions are also made for library-sponsored programs and meetings of Village of Waunakee government. The Library reserves the right to pre-empt reservations; however, the Library will not preempt within 2 weeks of the scheduled meeting date. The library reserves the right to close and cancel use of Community Hall in the event of an emergency due to weather conditions or if rooms are in need of repair. In the event of a library-initiated cancellation, a full refund will be issued to the rental party.

### **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 August 19, 2022



## Waunakee Public Library 2022 Community Interest Survey Results

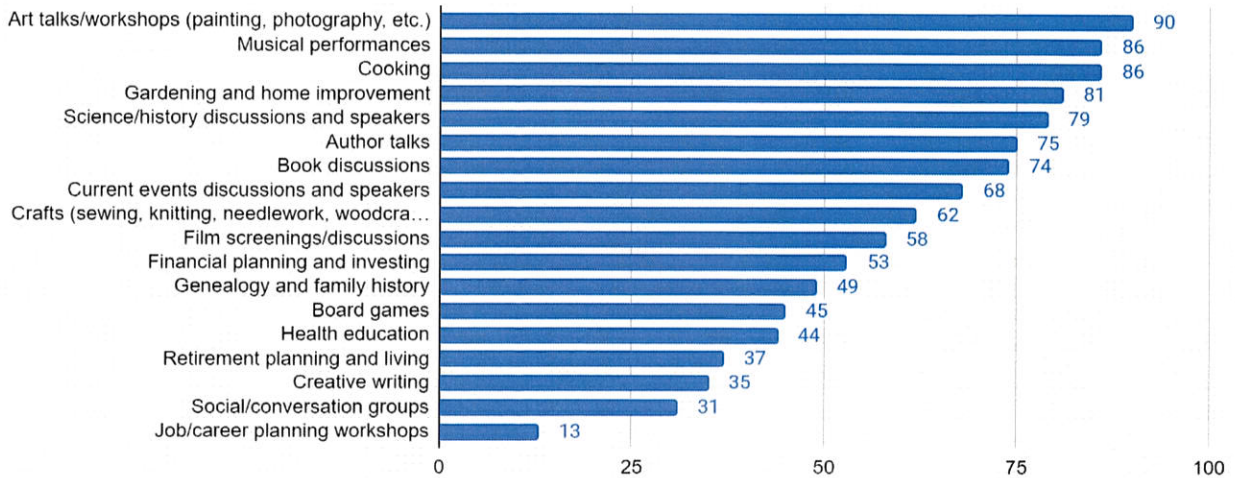
The survey was open from June 8<sup>th</sup> to June 30<sup>th</sup>. In total, we received 220 responses (181 online, 39 paper/217 English, 3 Spanish).

### Data notes:

- The first three questions included an option for “This Age Range Does Not Apply to Me.” These responses were not included in the graph and subtracted from the question’s total responses.
- Any response to the “Other” option for the first four questions are included in the comments section.

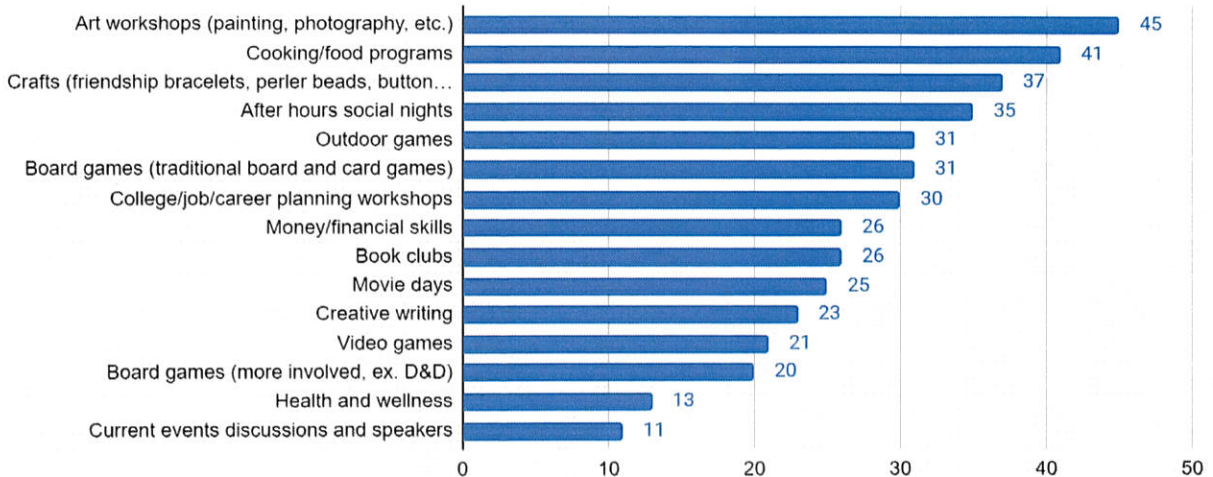
### What kinds of adult programs would interest you? (Choose all that apply)

210 Responses



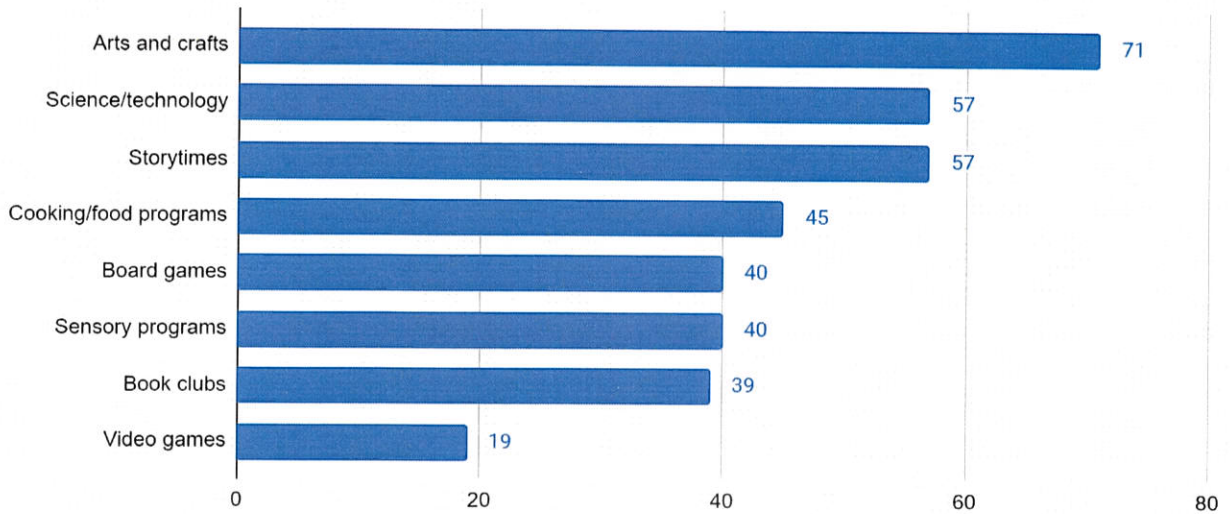
### What kinds of teen (Grade 5-12) programs would interest you? (Choose all that apply)

76 Responses



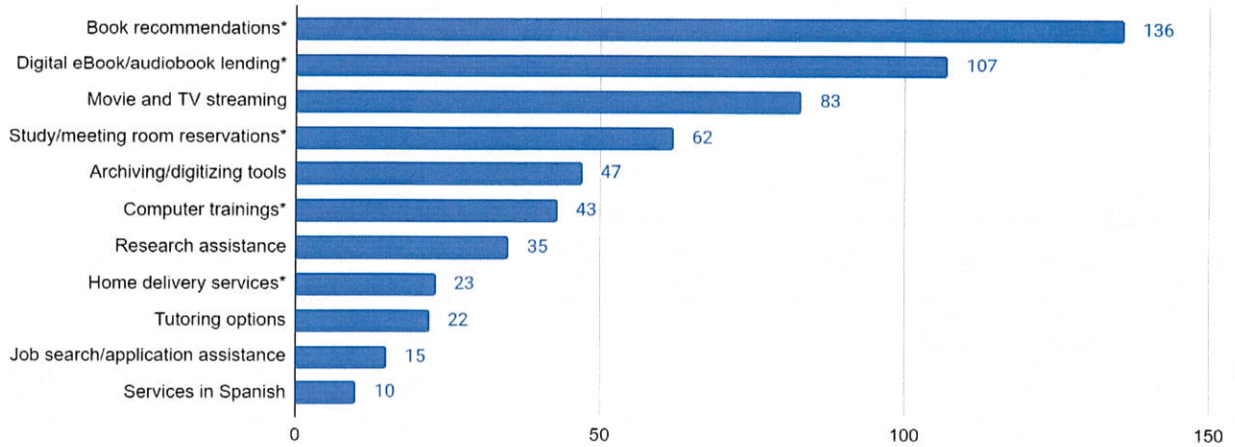
**What kinds of youth (Age 0-Grade 4) programs would interest you? (Choose all that apply)**

94 Responses



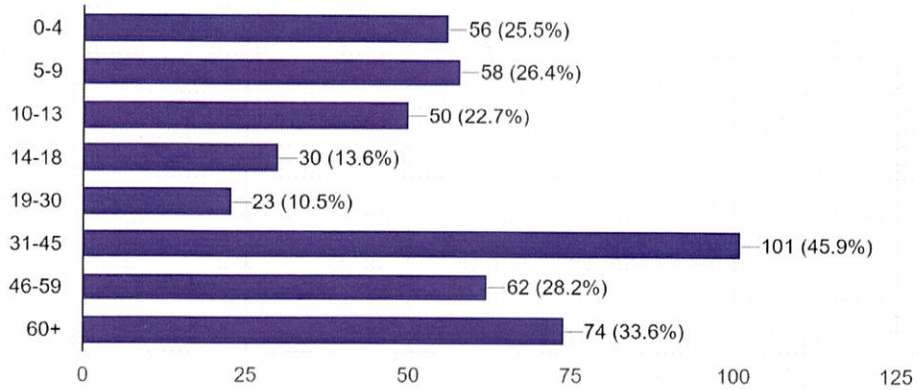
**What kinds of services interest you? (Choose all that apply) \* = currently offered**

220 Responses



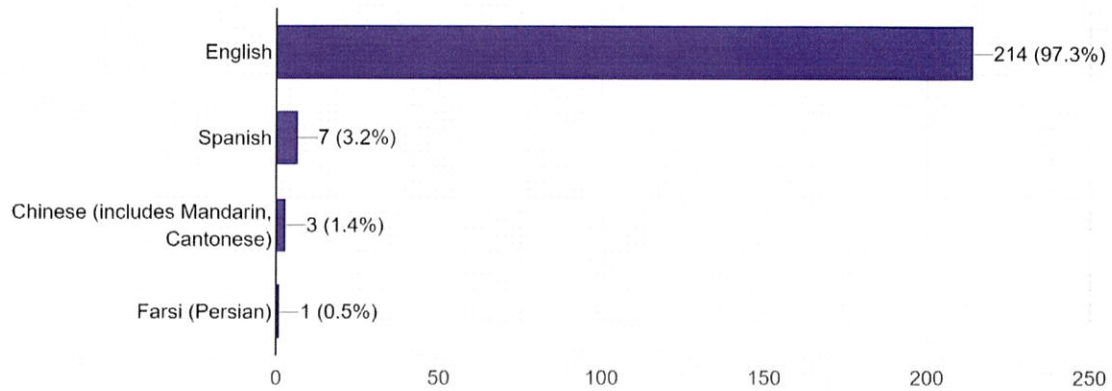
What are the ages of people living in your home (check all that apply)

220 responses



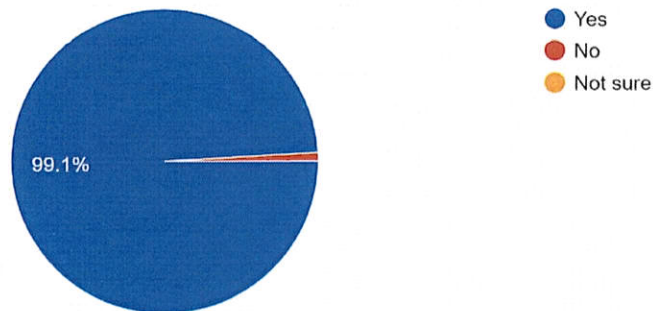
What is the primary language spoken in your home?

220 responses



Do you have regular access to internet in your home?

220 responses



79

Open-ended comments:

[Program Idea](#)

[Collection Critique](#)

[Program Method](#)

[General Request](#)

[Program Time](#)

[Negative Feedback](#)

[Collection Request](#)

[Positive Feedback](#)

Program Idea:

• **Adult:**

- I would love to have free lectures done by UW Madison professors. I also think that free family movie nights would be great for bringing our community together.
- Coding programs would be great I would even volunteer to help. The online resources are great!
- Love Waunakee Library! Would love a sewing class btw.
- Please bring back the movies. So glad you have two book clubs.
- Would love to see more group writing/study sessions and maybe some seminars involving creative writing tips!
- Board game events would be fun to have.
- Would be cool to see something like monona's Eco-Action Tuesdays
- I think having movie nights showing movies based on books in the library would be interesting, along with a discussion of how the movie differs from the book.
- I would love to attend a language class for Spanish. I appreciate the Tai Chi class that you have provided. I also would love to attend any home repair/improvement workshop.
- Would like to watch a mushroom seminar. Foraging for wild + edible mushrooms, maybe wild plants also
- Coding for adults
- bow making and floral arranging workshop
- Game night, like Mexican train (with dominoes), not just board and card games
- Sports related books and discussions
- Especially environment/climate speakers
- Outdoor movies shown on side of building maybe?
- I would love if the adult summer and/or winter reading program was more like the kid's in its format (I know, I know... I'm a nerd). Maybe like a bingo sheet where you can cross off squares for reading a magazine, reading nonfiction, reading a book from the New Shelf, listening to an audiobook, attending a library program, thanking a librarian :), etc. Every time you finish a line of the bingo sheet you turn it in for an entry or entries. It would be fun to push myself to step out of my comfort zone with types of books and add a little kid-like joy in our lives.
- Current candidates for local office

• **Youth**

- Children's book clubs where parents can gather and discuss children's/young adult books that they find interesting or useful or impactful for their families (e.g. what children's books about Pride did you find useful in discussing gender diversity with your family)
- Maybe writing classes or workshops for kids would be useful this summer! Our 2nd grader needs lots of practice.
- LGBTQ hangout for teens
- LGBTQ groups, anti-bullying, respect for others, self-esteem
- Events that include the whole family, like concerts

### **Program Method**

- I would love programs to be offered in person AND via zoom (or just recorded for later viewing). I know that doesn't work for every program but i would love to see it for speakers. It provides so much flexibility and i would definitely participate more.
- I would like to see some sort of alternative plan for classes (ex. card making) to help some of us actually get to do these activities instead of being constantly shut out by others who jump on opportunities and fill them instantly. The community has grown beyond the availability offered.
- Having book club selections suggested by participants in place of or in addition to those scheduled by the librarian discussion coordinator.
- I know depending on the service it may not be as feasible, but I love having the option to participate via Zoom where possible. Or making presentation recordings available on YouTube for those who can't make it in person.
- Online programs

### **Program Time**

- Toddler programs on the weekends would be great to be accessible to working parents!
- We would love more frequent kids programming for elementary aged kids. My kids have had a lot of fun during the programs they've attended.
- More weekend activities for toddlers. We love Young and the Restless but story time would be great too!
- The two year old really loved your "Get your wiggles out" program this winter. Would be great if it took place every week. Thank you.
- we are a two working parent household so would love to see some of the fun weekday kid activities available during the weekend as well. Also, we LOVE the library. Thanks for all you do-it's very impressive!
- If there's any way to have one or two more things after 4pm when people get off work that would be so great. I know my 7 yr old would love to participate more if I could get her there in time.
- Was excited to see Tai Chi offering. Wasn't able to make it this time, but hope it will be offered again. Same with PiYo. It was sooo early, though. Would prefer something around 9 am.
- more weekend programs

- As a parent who works full-time I would love to see more evening or weekend storytime/programming for young children. We love the library but so many of the fun organized activities happen while I work and my toddler is at daycare.
- These [kids] programs would have to be after 5:30 pm M-F.

### Collection Request

- I think you should start a seed library.
- Would love to see more shared community items like the yard games. Wilton cake pans is one idea. Stampin Up rubber stamps is another.
- Expanding the "Advanced" section of the 0-5 age book section. My 4 1/2 year old granddaughter has moved well beyond toddler and picture books to the advanced ones, especially those with chapters (as well as drawings, pictures, etc. Ex..My Happy Life is one she loves so much that I had to read it to her over a dozen times before we returned it. She painted sunsets and tried various area tire swings because of its content.)
- Have a borrow art program like Platteville, Wisconsin. They have about 10 pieces of art that you can borrow for a month.
- Lend-a-pet. have a library dog that families can dog sit for a week/month (or mice, gerbals, hamsters, beta fish, cat, snake lizard...)
- Borrow/lend skills people register their skills + offer their services free..
- Lend laptops/tablets
- how about a puzzle/board game swap or lending?
- A few things to consider:
  - A subscription to Duotrope
  - I would love a greater selection of magazines housed at the library, especially ones you can't have transferred from other libraries. A few examples would be Taproot, Flow, Kinfolk, The Gentlewoman, Womankind, Frankie, Darling
  - And I think I can have the following transferred from other libraries but would still be nice to have on site: Vogue, Elle, The Week
- Might be nice to have parenting or adult books near the kids section so adults can peruse while kids play 😊
- More books on display...I get most of my books by browsing your lucky day, the book clubs and other shelves in the front of the library. Always great books to select from. Thank you.
- Hoopla app participation

### Collection Critique

- The local newspaper archive could be made more visible and accessible.
- I would like to see more age appropriate books in the young children's section. There was some books on display with very sexual themes and politically biased. We would like books that do not push one political agenda on families. We want the children's section to be safe for small kids. Please do not continue to take away the innocence of our children.
- Too often there are not enough copies of popular digital books for kindle ---making wait time ridiculously long.
- Retain older books. Please don't remove them from circulation just because they are old.

## General Request

- If you ever have a moment where there's budget room and not a clearly obvious use that's absolutely needed beyond discussion... just don't. Use the money to repay capital debt faster.
- The weekly emails are very helpful as the information is pushed to me, rather than me having to go and find it. Maybe putting all the events on a shared calendar that syncs to google and apple calendars.
- Some monitors in some of the study rooms would be great a lot of people work from home now so to work from the library or study using Monitors would be awesome
- Sunday hours year-round
- I am already missing your Sunday hours.
- I needed a sound-proof room with good acoustics so that I could virtually train 500 people at a time for work, but the rooms echoed too much so I had to travel to Milwaukee to go to my Corporate. I really hope that you can make one of the less busy meeting rooms be acoustically ready for virtual trainings and meetings so that we can use the rooms for that type of work. The low-traffic area that has a locked meeting room was a good location, but the lighting was dark and the sound echoed. Thanks!

## Negative Feedback

- Over the past few years it has become less inviting bringing my children to the library. I feel the political climate and social justice/agenda driven books are not appropriate for my family. I wish more classic books and literature was available and promoted. For example, I was in library and "White Trash" was one book title in the front of building, while another was promoting an LGBTQ (too sexualized for the target age) agenda without making it known to parents. Storytimes seem at times agenda driven and I so wish we could do holiday parties/crafts. I'm not looking to ban the books...just wish the library also cared about more traditional families with more conservative values. I am white, conservative and feel very unwelcomed at this location.
- The playground is in need of attention, as well, to prevent further injuries to children. Please feel free to contact me about this.
- The community room at the library has bad acoustics. it's very difficult to hear conversations, music etc. The room needs baffles in the ceiling to quiet the room and speakers throughout to get the presentation out.
- Taxpayer dollars subsidizing movies and tv viewing beyond absurd [in response to movie/streaming option on services section]

## Positive Feedback

- This library is the best! Love all the programs and services currently offered.
- I love the library as it is now! Anything you add will make it shine even more!
- Crafts are very fun, highly recommend
- You do a great job on hosting diverse offerings. Keep them coming!
- You're doing amazing
- I consistently rely on recommendations for books and appreciate it.
- We LOVE our library and it acts as a community hub for my family. Thank you for all the current offerings!

- I love the variety of events our library has to offer. Thanks for being awesome!
- Thank you for all the efforts from you! Waunakee public library is the best!
- The library is excellent. Keep up the excellent services.
- Kids storytimes are the best! Thank you for all of the wonderful kids programming you do!
- This is a great facility with helpful staff. I have grandchildren that I like to take to library programs (ages 2 and 5 1/2). They are in school or daycare during the week so it's nice to go to things on the weekend. The two year old really loved your "Get your wiggles out" program this winter. Would be great if it took place every week. Thank you.
- I am a reading specialist (retired) and have been using the library tutoring local students. Wonderful people and beautiful library!!!
- I really enjoyed having the library open on Sundays.
- Like the free coffee if you bring your cup
- Thank you!
- We love the library and appreciate all the great things the library does for us already.
- My kids LOVED the scavenger hunt/clue summer programs
- I love the children programs. Include movement and scarves and egg shakers in your storytime with the littles.
- We love the personalized grab bag program for kids!
- Love the yard games
- YOU ARE ALL AWESOME!
- The library looks great and the programs are impressive. Now that we are more comfortable going places, we are excited to check out the library!



## Trustee Training Week 2022

Join us August 22 - 26 for Trustee Training Week 2022. Registration is now open!

### 2022 Schedule

#### Materials Challenges and Your Library from the Trustee Table

Monday, August 22

Presenter: Becky Spratford (/becky-spratford)

Regardless of whether or not your library has had a request for reconsideration of library materials, the increase in challenges is dramatic, and quite frankly, upsetting. Becky Spratford, an expert in serving leisure readers through the public library with over 20 years of experience as a locally elected library trustee, Reaching Across Illinois Library System board member, and Illinois Library Association Executive Board member, will walk you through everything you need to do to prepare for a request to ban titles at your library. From the steps you need to take right now, to how to properly handle a challenge from your seat at the trustee table, Becky will help you to put the emotions aside and protect intellectual freedom.

Register for Materials Challenges and Your Library from the Trustee Table ([https://us02web.zoom.us/webinar/register/WN\\_j-fkcbQ0TzK5ZHnLXHqZZw](https://us02web.zoom.us/webinar/register/WN_j-fkcbQ0TzK5ZHnLXHqZZw))

#### Here to Stay: Recruiting & Retaining Dedicated Library Workers

Tuesday, August 23

Presenter: Lisa Shaw (/lisa-shaw)

The highly competitive job market makes it much harder for libraries to attract and keep library staff - including directors. While libraries might struggle to compete with other employers on wage scales, they can create a culture of inclusivity, inspiration, and belonging that appeals to creative and hard-working employees. This session will include practical tools for library boards like improving board-director relationships, reviewing job descriptions, and investigating options for improved salaries and benefits, and more to make your library a great place to work and help reduce staff turnover and shortages.

Register for Here to Stay: Recruiting & Retaining Dedicated Library Workers ([https://us02web.zoom.us/webinar/register/WN\\_9np\\_AQLSSya2EwWwzQ9UeA](https://us02web.zoom.us/webinar/register/WN_9np_AQLSSya2EwWwzQ9UeA))

#### Effective & Efficient Meetings: Parliamentary Procedure

Wednesday, August 24

Presenter: Nancy Sylvester (/nancy-sylvester)

Planning great meetings and running them effectively and efficiently is crucial to a strong organization. This webinar will help make parliamentary procedure understandable and useful to you as well as focus on the tools to help you with the meetings you conduct and attend. After this webinar, the attendees will not only have a better understanding of parliamentary procedure but will have the knowledge and skills to help run an effective meeting.

Register for Effective & Efficient Meetings: Parliamentary Procedure ([https://us02web.zoom.us/webinar/register/WN\\_o5HqhJDdTK-f\\_xBhw86xhQ](https://us02web.zoom.us/webinar/register/WN_o5HqhJDdTK-f_xBhw86xhQ))

#### Making Sense & Cents of a Library Building Project: The Library Trustee Role

Thursday, August 25

Presenter: John Thompson (/john-thompson)

Public libraries around Wisconsin are building, expanding, and/or renovating their spaces. Your Library Director or Building Consultant is recommending to the board the need for additional library space. What is the role of the library board? How can the library board support the project?

John Thompson will share some tips and insights on the library board role, an overview of the process, some of the costs involved, and how potential choices might impact the project and library services.

Register for Making Sense & Cents of a Library Building Project: The Library Trustee Role ([https://us02web.zoom.us/webinar/register/WN\\_MaAHQI9IQrm4pXhbXu6Cpw](https://us02web.zoom.us/webinar/register/WN_MaAHQI9IQrm4pXhbXu6Cpw))

# From Stories to Action: How to Talk about Your Budget to Activate Support and Secure Funding

Friday, August 26

Presenter: John Chrastka (/john-chrastka)

The core of any library's strategic plan, management plan, or development plan is the organization's own mission, vision, and values system. But very often, the plans describe the "features" of the library, like hours, collections, staffing levels, and facilities rather than the expected or hoped for outcomes. And library leaders are ready to share powerful stories about how the library impacts users, but not often about their own work. Learn how to talk about your funding in a new way by talking about you, your staff and board, and why you do the work you do.

Register for From Stories to Action: How to Talk about Your Budget to Activate Support and Secure Funding ([https://us02web.zoom.us/webinar/register/WN\\_Mx-fF86HRBymM77V\\_v](https://us02web.zoom.us/webinar/register/WN_Mx-fF86HRBymM77V_v))

Wisconsin Trustee Training Week (TTW) was developed in 2014 by Jamie Matczak at the Nicolet Federated Library System with the goal of providing high-quality webinars to public library boards, friends, and trustees in Wisconsin. Since 2015, TTW has been coordinated by Jean Anderson at the South Central Library System.