

Waunakee Public Library
Library Board Meeting
Library Board Room
Friday, September 30, 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 August 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. Discuss donor outreach letter
- VII. New Business
 - A. Approve Youth Services Librarian position description
 - B. Discuss and Approve Meeting Room Fee schedule for 2023
- VIII. Adjourn

Next Library Board meeting: Friday, October 28, 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, August 19, 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** Erin made a motion to approve. Melissa seconded. Passed.
- V. **Director's Report** The Summer Reading Program ended with a successful backyard blowout party last night, August 18. Elizabeth Clauss, Access Services Librarian will be leaving. In September Erick will attend an award ceremony with Chris Zellner, where OPN will be receiving a Design Award for Merit. The Library hosted another successful election on August 9. The Bruce Company started treatment on the pond to control weeds and algae. Brittany visited the elementary schools to distribute free books to students that participated in the Reading Express program this summer. Courtney finalized the All Around Town Program and marketing materials will be coming out soon. Amy compiled the responses from the Community Interest Survey and met with the Adult Services team to discuss how they will use the results in future programming.
- VI. **Old Business**
 - A. **Friends of the Library Update** The Friends had a Funraiser at Drumlin ridge, planning is ongoing for the November Craft Fair, and there is a Bingo Funraiser being planned for January 6, 2023.
 - B. **Discuss and approve Community Hall Usage Policy** Will discuss fee schedule in September. Will also discuss ideas for promotional packets, brochures and website. Erin made a motion to approve the Usage Policy. Melissa seconded. Passed.
 - C. **Discuss donor outreach goals and objectives for 2022 campaign** We discussed reaching out to donors as a thank you for past donations. We will revisit in September.
 - D. **Discuss and approve preliminary 2023 Operating Budget** We discussed Cost of Living increases and staffing. We will revisit in September.
- VII. **New Business**
 - A. **Approve closing Library on Friday, August 26, 2022 for Staff Inservice** Erin made a motion to close the Library as discussed. Jean seconded. Passed.

- B. Discuss History Hall curation** We discussed the current curator having a helper at no additional cost to the Library. We also discussed alternating between history and art exhibits in History Hall.
- C. Discuss staff appreciation** We discussed how to celebrate our wonderful staff and volunteers. Cathy will take care of organizing gifts and breakfast.

VIII. Adjourn: Kathy made a motion to adjourn at 9:11. Cathy seconded. Passed.

Library Board Meeting: Friday, September 16, 2022 at 7:45AM

Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary

August 2022

Account	Vender	Amount
<u>100-551400-217 Security Systems</u>	Pyramid Telephone and Security	0.00
	Total	0.00
<u>100-551400-219 Automation levy</u>	SCLS	0.00
	Total	0.00
	Total	0.00
<u>100-551400-290 Leased items</u>	Gordon Flesch	313.86
		0.00
	Total	313.86
<u>100-551400-292 Maintenance contracts</u>	SCLS	0.00
	Bibliotheca	0.00
	Midwest Alarm	0.00
	Total	0.00
<u>100-551400-311 Postage</u>	Post Office	145.76
	Total	145.76
<u>100-551400-320 Publications, subscriptions and dues</u>	Amazon Prime	0.00
	ALA	0.00
	Wauaukee Rotary	211.00
	WLA	0.00
	Total	211.00
<u>100-551400-330 Travel and training</u>	Evenbrite	419.88
	Dunkin	93.47
	Panera	363.48
	Pig	90.80
	Total	967.63
<u>100-551400-340 Programs</u>	Pig	43.85
	Apple Music	0.00
	Amazon	255.12
	Michaels	0.00
	Target	0.00
	Sticker Mule	80.50
	Dollar Tree	27.50
	Culvers	25.00
	Signs	1,318.95
	Pizza Hut	160.46
	Jannina Killian	100.00
	Waunakee Chamber of Commerce	100.00
	Minuteman Press	0.00
	Village of Waunakee	139.00
	Post Office	0.00
	Total	2,250.38
<u>100-551400-341 Equipment</u>		

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	Minuteman Press	0.00
	Amazon	-43.44
	Nassco	0.00
	Laird Plastics	0.00
	SCLS	0.00
	Total	-43.44
<u>100-551400-350 Repairs and maint</u>		
	Total	0.00
<u>100-551400-380 Adult books</u>		
	Amazon	87.55
	Baker and Taylor	2,850.21
	Hekla Publishing	33.43
	Beyond the Page	0.00
	Total	2,971.19
<u>100-551400-381 Juvenile books</u>		
	Amazon	0.00
	Baker and Taylor	1,882.03
	Penworthy	0.00
	Chicago Distribution Center	22.20
	Total	1,904.23
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	0.00
	Total	0.00
<u>100-551400-384 - Digital Materials & Computer Software</u>		
	Amazon	0.00
	Demco Software	0.00
	TBS	0.00
	Verizon -Hotspots	200.05
	CDW - Adobe	0.00
	Total	200.05
<u>100-551400-385 Kit supplies</u>		
	Amazon	336.05
	Minuteman Press	42.46
	UPS Store	0.00
	Nature Watch	0.00
	Total	378.51
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	120.55
	Midwest Tape	164.07
	Amazon	69.88
	Findaway	0.00
	Total	354.50
<u>100-551400-387 Videos</u>		
	Amazon	167.87
	Midwest Tape	481.15
	Debbie Howard	0.00
	Greta Productions	0.00
	Total	649.02
<u>100-551400-390 Other</u>		
	Amazon	338.82
	Minuteman Press	0.00
	Office Depot	85.98
	Ace Hardware	0.00
	Uline	0.00
	Demco	179.86
	Walgreens	0.00
	Pig	46.95
	Total	651.61
<u>100-551400-391 Personnel</u>		



<u>100-551400-392 Public relations</u>	Total	<u><u>0.00</u></u>
	Minuteman Press	34.00
	Fearings	0.00
	Waunakee Chamber of Commerce	250.00
<u>100-551401-210 Building serices</u>	Total	<u><u>284.00</u></u>
	CJ's Lawn and Snow	405.00
	Clear Vision	0.00
	Ahern Co	0.00
	Graber Manufacturing	0.00
	JR's Mulch	0.00
	Total	<u><u>405.00</u></u>
<u>100-551401-350 Repairs/Maintenance</u>		
	Division Street Mart	12.65
	Crescent Electric	0.00
	Menards	22.76
	Ace Hardware	0.00
	Laird Plastics	0.00
	Schilling Supply Company	538.68
	Amazon	0.00
	Capital Coffee	272.85
	Walgreens	0.00
	CF Statz	0.00
	Fearing's	0.00
	Total	<u><u>846.94</u></u>
<u>220 fund</u>		
	Out of print	0.00
	Waunakee Chamber of Commerce	0.00
	Tee Public	0.00
	Total	<u><u>0.00</u></u>
	Month Total	<u><u>12,490.24</u></u>

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR	
<u>LIBRARY OPERATIONS</u>							
100-551400-110	LIBRARY FULL TIME	33,809.51	283,086.50	472,532.00	189,445.50	59.91	243,389.37
100-551400-120	LIBRARY PART TIME	28,127.64	215,095.42	315,607.00	100,511.58	68.15	201,856.54
100-551400-130	LIBRARY FICA	4,457.89	37,919.91	58,414.00	20,494.09	64.92	34,079.94
100-551400-131	LIBRARY RETIREMENT	3,001.94	26,376.18	37,672.00	11,295.82	70.02	26,282.28
100-551400-132	LIBRARY HEALTH	10,081.88	100,684.46	135,329.00	34,644.54	74.40	96,895.67
100-551400-133	LIBRARY LIFE	61.84	497.34	598.00	100.66	83.17	559.22
100-551400-134	LIBRARY DENTAL	608.02	6,453.01	10,005.00	3,551.99	64.50	6,658.83
100-551400-210	LIBRARY OUTSIDE SERVICES	102.00	579.00	3,008.00	2,429.00	19.25	646.00
100-551400-217	LIBRARY SECURITY SYSTEMS	.00	.00	.00	.00	.00	323.40
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	721.65	4,292.86	9,180.00	4,887.14	46.76	5,356.33
100-551400-290	LIBRARY LEASED ITEMS	608.74	4,422.07	8,256.00	3,833.93	53.56	3,622.04
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	.00	2,960.65	2,500.00	(460.65)	118.43	630.00
100-551400-311	LIBRARY POSTAGE	3.32	668.87	800.00	131.13	83.61	482.97
100-551400-320	LIBRARY PUBS/SUBS/DUES	300.00	1,991.70	2,599.00	607.30	76.63	599.00
100-551400-330	LIBRARY TRAVEL/TRAINING	.00	1,180.36	2,900.00	1,719.64	40.70	1,030.00
100-551400-340	LIBRARY PROGRAMS	1,190.46	17,772.13	24,000.00	6,227.87	74.05	9,752.92
100-551400-341	LIBRARY EQUIPMENT	559.98	3,107.19	7,500.00	4,392.81	41.43	3,693.02
100-551400-380	LIBRARY ADULT BOOKS	3,394.17	28,422.46	42,000.00	13,577.54	67.67	25,302.92
100-551400-381	LIBRARY JUVENILE BOOKS	2,520.98	13,983.26	22,000.00	8,016.74	63.56	13,558.07
100-551400-382	LIBRARY MICROFILM	.00	15.16	.00	(15.16)	.00	.00
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	.00	6,840.39	7,950.00	1,109.61	86.04	8,278.90
100-551400-384	LIBRARY COMPUTER SOFTWARE	200.05	7,911.19	15,589.00	7,677.81	50.75	14,192.09
100-551400-385	LIBRARY KIT SUPPLIES	553.62	4,006.07	5,000.00	993.93	80.12	2,830.29
100-551400-386	LIBRARY AUDIO MATERIALS	515.81	4,873.80	9,500.00	4,626.20	51.30	5,281.05
100-551400-387	LIBRARY VIDEOS	881.75	5,217.57	8,500.00	3,282.43	61.38	5,424.52
100-551400-390	LIBRARY OTHER	500.84	6,781.02	17,825.00	11,043.98	38.04	7,355.02
100-551400-391	LIBRARY PERSONNEL	56.00	112.00	.00	(112.00)	.00	.00
100-551400-392	LIBRARY PUBLIC RELATIONS	85.00	1,755.20	1,500.00	(255.20)	117.01	2,429.30
	TOTAL LIBRARY OPERATIONS	92,343.09	849,998.77	1,283,952.00	433,953.23	66.20	776,021.69

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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	4,598.36	38,919.30	59,479.00	20,559.70	65.43	37,857.60
100-551401-120	LIBRARY BLDG PART-TIME	1,924.48	15,183.69	22,697.00	7,513.31	66.90	12,916.45
100-551401-121	LIBRARY BLDG OVERTIME	.00	.15	.00	(.15)	.00	30.63
100-551401-130	LIBRARY BLDG FICA	486.78	4,273.00	6,286.00	2,013.00	67.98	4,033.53
100-551401-131	LIBRARY BLDG RETIREMENT	298.88	2,656.42	3,866.00	1,209.58	68.71	2,677.75
100-551401-132	LIBRARY BLDG HEALTH	1,504.93	13,790.86	18,720.00	4,929.14	73.67	13,541.60
100-551401-133	LIBRARY BLDG LIFE	5.71	50.06	68.00	17.94	73.62	42.41
100-551401-134	LIBRARY BLDG DENTAL	150.18	1,289.62	1,687.00	397.38	76.44	1,260.65
100-551401-210	LIBRARY BLDG SERVICES	405.00	4,838.80	29,500.00	24,661.20	16.40	9,428.50
100-551401-220	LIBRARY BLDG UTILITIES	3,661.03	16,524.28	24,000.00	7,475.72	68.85	14,516.74
100-551401-221	LIBRARY BLDG GAS HEAT	306.26	11,057.39	12,000.00	942.61	92.14	6,454.25
100-551401-341	LIBRARY BLDG EQUIPMENT	94.99	94.99	1,446.00	1,351.01	6.57	.00
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	503.66	10,560.46	22,000.00	11,439.54	48.00	9,034.86
100-551401-390	LIBRARY BLDG OTHER	.00	200.00	3,500.00	3,300.00	5.71	1,863.75
	TOTAL LIBRARY BUILDING	13,940.26	119,439.02	205,249.00	85,809.98	58.19	113,658.72
<u>DEPOT</u>							
100-551410-350	DEPOT REPAIRS/MAINT	.00	.00	600.00	600.00	.00	.00
	TOTAL DEPOT	.00	.00	600.00	600.00	.00	.00

VILLAGE OF WAUNAKEE
BALANCE SHEET
AUGUST 31, 2022

LIBRARY SPECIAL REVENUE FUND

ASSETS

220-11110	COMMINGLED CASH	79,131.32	
220-11801	CASH ON HAND	<u>1,129.83</u>	
	TOTAL ASSETS		<u>80,261.15</u>

LIABILITIES AND EQUITY

FUND EQUITY

220-34300	FUND BALANCE	<u>63,390.26</u>	
	BEGINNING FUND BALANCE	63,390.26	
	REVENUE OVER EXPENDITURES - YTD	<u>16,870.89</u>	
	TOTAL FUND EQUITY		<u>80,261.15</u>
	TOTAL LIABILITIES AND EQUITY		<u>80,261.15</u>

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1030243: Waunakee Library Forever Fund

8/1/2022 To 8/31/2022

Balance

Beginning Balance 313,351.85

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 (8,605.95)

(8,605.95)

Grants/Distributions

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (261.13)

(261.13)

Ending Balance

\$304,484.77

Cash Available for Grants as of 8/31/2022

\$0.00

A handwritten signature in blue ink, appearing to be a stylized 'D' or similar character.

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

August 2022

	2022			2021		% Change	% Change	YTD
	August	Prev Month	Yr-to-date	August	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	26	26	224	26	205	0.0%	N/A	N/A
CIRCULATION								
Physical circulation	26,216	26,543	192,868	24,346	169,737	-1.2%	7.7%	13.6%
Digital circulation	4,126	4,145	30,219	3,407	28,453	-0.5%	21.1%	6.2%
Library Total	30,342	30,688	223,087	27,753	198,190	-1.1%	9.3%	12.6%
Per Day library was open	1,167	1,180	996	1,067	967	-1.1%	9.3%	3.0%
Average of DeForest, Monona and Verona	29,402	28,513	211,955	27,505	181,563	3.1%	6.9%	16.7%
By Category								
Books								
Juvenile Fiction	4,294	4,547	28,845	3,964	26,559	-5.6%	8.3%	8.6%
Juvenile Non-Fiction	1,681	1,787	12,892	1,583	11,225	-5.9%	6.2%	14.9%
Easy Readers	1,925	2,060	14,453	1,680	13,162	-6.6%	14.6%	9.8%
Picture books	5,447	4,975	39,893	4,443	31,559	9.5%	22.6%	26.4%
Total Juvenile	13,347	13,369	96,083	11,670	82,505	-0.2%	14.4%	16.5%
Young Adult	917	1,023	6,161	1,137	6,881	-10.4%	-19.3%	-10.5%
Adult Fiction	3,452	3,377	24,209	3,168	21,764	2.2%	9.0%	11.2%
Adult non-Fiction	2,321	2,352	17,851	2,245	16,117	-1.3%	3.4%	10.8%
Large print	942	870	6,413	801	5,257	8.3%	17.6%	22.0%
Adult Paperbacks	52	69	530	100	696	-24.6%	-48.0%	-23.9%
Total Adult	6,767	6,668	49,003	6,314	43,834	1.5%	7.2%	11.8%
Magazines	390	415	3,413	449	3,520	-6.0%	-13.1%	-3.0%
Audio	811	873	5,998	899	6,107	-7.1%	-9.8%	-1.8%
DVD and Blu-ray	2,533	2,678	20,967	2,575	21,343	-5.4%	-1.6%	-1.8%
Software and video games	116	97	917	77	656	19.6%	50.6%	39.8%
Kits	1,221	1,300	9,488	1,137	4,274	-6.1%	7.4%	122.0%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	89	75	574	72	453	18.7%	23.6%	26.7%
E-books	4,126	4,145	30,219	3,407	28,453	-0.5%	21.1%	6.2%
% of total circulation	13.6%	13.5%	13.5%	12.3%	14.4%	0.7%	10.8%	N/A
PROGRAMS								
Children								
Number	20	29	244	5	95	-31.0%	300.0%	156.8%
Attendance	1,013	1,195	7,124	315	4,711	-15.2%	221.6%	51.2%
Young adult								
Number	5	8	49	3	37	-37.5%	66.7%	32.4%
Attendance	63	81	335	26	276	-22.2%	142.3%	21.4%
Adult								
Number	18	16	104	8	66	12.5%	125.0%	57.6%
Attendance	640	118	1,791	28	1,521	442.4%	2185.7%	17.8%
NEW PATRONS ADDED	125	127	1,015	79	525	-1.6%	58.2%	93.3%
PUBLIC MEETING ROOM BOOKINGS	17	17	155	9	37	0.0%	88.9%	318.9%
STUDY ROOM BOOKINGS	328	321	2694	218	523	2.2%	50.5%	415.1%
PUBLIC PC SESSIONS	406	353	3,174	444	2,333	15.0%	-8.6%	36.0%
UNIQUE WIRELESS USERS	2,111	1,842	14,640	1,249	7,365	14.6%	69.0%	98.8%
CURBSIDE TRANSACTIONS	54	39	429	41	1,522	38.5%	31.7%	-71.8%
# OF VISITORS TO LIBRARY	14,713	12,296	92,922	9,748	55,186	19.7%	50.9%	68.4%

Library Activity Report
Library Director Erick Plumb
September 2022

Library Activity in August/September

- Sunday hours have returned for the 2022-23 school year! We re-opened on Sundays on September 11 and were welcomed back with a robust crowd of nearly 200 on a rainy afternoon. The next two Sundays also saw ~150 people visit during the course of the afternoon – which is on pace and slightly higher than where we were in May. We'll be open 12-4 PM Sundays til Memorial Day weekend.
- PHMDC held its first public vaccine clinic with the new Pfizer bivalent vaccine that covers Omicron at their monthly clinic here at the Library on September 15. 45 doses were given!
- Also on the needle front, we held our first Blood Drive with the Red Cross on August 30. It was also a success!
- All Around Town continues through September! Celebrate National Library Card Sign-Up Month with us by using your library card at 20 participating local businesses for a discount! Details are on our website. We thank the Chamber for this wonderful partnership.
- I attended the AIA Wisconsin awards gala in Milwaukee on September 16 where OPN Architects was awarded another award for their work on our library. The award was a merit design award for being “a catalyst project for village economy and life.” Which was, of course, what we were aiming for with the design! I thank Wes Reynolds, Mark Kruser, and the rest of the OPN team for inviting me to celebrate their work.
- The 2023 Operating Budget will be presented at the October 17 Village Board meeting. The Village did choose to stay with Quartz for their insurance in 2023, and will give employees two options of HMO plan to choose – in a nutshell, employees can choose either higher premiums, or higher deductibles.
- In the Spring, we were made aware of a local business looking to provide English classes for their employees. After discussing possibilities with the business and local stakeholders, we connected them with Literacy Network in Madison, a nonprofit that specializes in providing classes for adult learners. They are now in their second session of classes, offering 4 classes of 8-10 students each and getting lots of positive feedback from students! Tip o’ the hat to our own Amy Sampson for making this connection possible.
- The Library held an all-day Inservice Day on Friday, August 26. The focus of the day was on teens in the library. While I never relish closing the building, our Inservice Day on Friday was a great experience, and a much-needed psychic "break" from public services for all of us, even though the day was busy. I appreciate the Board’s support in closing for the day. We had three sessions: a teen librarian roundtable, a

presentation on teen development from SCLS' Shawn Brommer (pictured), and a lengthy staff discussion/meeting on current plans and service topics. Sprinkled throughout, staff participated in Angie's Teen Food Olympics events that she has for our teen patrons. It's always hard to get the whole staff in one place for more than our regular hour-long staff meetings, so it was a great day to learn and bond a bit.

Youth Services Report by Brittany Gitzlaff

August is no longer a month to slow down. We continued both Terrific Tuesdays and the Summer Reading Program through the third week of August, and ended the week with the huge "End of Summer Fest" that saw hundreds of people celebrating an incredibly fun summer. We had a library table at National Night Out, the Kids Expo, and the Chalk Walk, and saw hundreds of people at each event. We delivered over 200 yard signs to kids and teens that finished the reading program all over Waunakee. Angie had a very successful Teen After Hours Hangout to wrap up the teen side of programming. She also did an awesome job planning an entire day of staff training centered around teen development, and how best to serve these patrons. The YS department all completed our one-on-one reviews. We also said goodbye to Disney, our PAWS to Read dog, as he's ready to retire after 13 years. We hope his younger brother can step into his place in the coming months.

Adult Services Report by Courtney Cosgriff

In August, I hosted 10 programs and my book club. I attended a webinar on Kanopy to see if we potentially want to sign up for next year. Amy and I hosted the End of Summer Fest which was attended by over 400 people and went great! We learned a lot for next year as well. I am working on recruiting artists for 2023 Artist of the Month also starting to promote the Community Art Swap in November.

Community Engagement Report by Amy Sampson

This month I finalized and compiled responses from the Community Interest Survey into a report for the management team. I met with the Adult Services team to discuss results and talk about how to use them in programming. I also finalized details for fall programs like a resume workshop, Libby trainings, the blood drive, End of Summer Fest, and more. I purchased four new yard games to expand the collection after the continued high usage this year. This month also saw a lot more of my time spent on marketing with the increased number of programs for July and August with Summer Reading and new partnerships.

Teens

Warning Tracking Sheet

Please only fill out colored sections.

Delete text in colored boxes at the end of the day! Everyone deserves a fresh start tomorrow!

Date

Notes: Please fill out this to help provide all library patrons consistency. Give ample time after each warning for disruptive behavior to change. It takes us all a little time to adjust. (Please note this assimilation time and the following warning guidelines are for disruptive behavior not abusive behavior.)

Examples of...

Disruptive Behavior

Abusive Behavior

Loud Voices

Threatening Staff or Other Patrons

Making/Leaving a Mess

Sexual Harrassment

Swearing

Drinking, Smoking, or Vaping

Warning Steps

Step 1

Breezy Reminder Lay the Blame Somewhere Else!

For warning 1, don't blame the behavior. Blame the rules, blame the layout of the building, etcetera for your reminder of the rules. For teens, feel free to grab a boredom box to give them something to do.

Examples:

Hi, I'm XXX, I don't know if you know, but the library really echoes so your voices are carrying pretty far. Would you mind lowering your volume?

Hey There, I'm XXX, Just wanted to let you know that the study rooms are not sound proof so I can hear your conversation.

Hello, I'm XXX, We have kids in the library so we don't allow swearing, would you mind keeping the language PG?

Step 2

More Serious Warning Time to Use Your Serious Librarian Voice!

For warning 2, be more serious, but don't threaten. Explain the rules again and why their behavior is disruptive.

Examples:

It sounds like you are having a good time, but we ask that all patrons are respectful of others using the library. I need you to lower your volume.

I'm glad you grabbed snacks today, but please remember to pick up your wrappers, it helps us keep the library clean for everyone. There is a trash can just outside.

I know you guys are just joking around with each other, but our rules don't allow swearing. I need you to keep the language library appropriate.

Step 3

If/Then Get a Manager

For warning 3, please get a manager. They will give an if/then warning. If this behavior continues, then we will need you to try again tomorrow. They will be reminded that we want them here, but their behavior is disruptive.

Step 4

Try Again Tomorrow Get a Manager

No more warnings, if they still carry on with their disruptive behavior, the manager on duty will ask them to try again tomorrow. Again, we will remind them that we want them here, but that this behavior won't be tolerated.

Patron/Group:

Main Location:

Warned for:

Warned by:

Warning Tracking Sheet form with colored boxes for Patron/Group, Main Location, Warned for, and Warned by.

Time:

Teens

Step 2:	Warned for:		Time:	
	Warned by:			
Step 3:	Warned for:		Time:	
	Warned by:			
Step 4:	Asked to leave by:		Time:	

Patron/Group:

Main Location:

Step 1:	Warned for:		Time:	
	Warned by:			
Step 2:	Warned for:		Time:	
	Warned by:			
Step 3:	Warned for:		Time:	
	Warned by:			
Step 4:	Asked to leave by:		Time:	

Patron/Group:

Main Location:

Step 1:	Warned for:		Time:	
	Warned by:			
Step 2:	Warned for:		Time:	
	Warned by:			
Step 3:	Warned for:		Time:	
	Warned by:			
Step 4:	Asked to leave by:		Time:	

WAUNAKEE PUBLIC LIBRARY STRATEGIC PLAN 2022-2027

"Bad libraries build collections,
good libraries build services, great
libraries build communities."
- R. David Lankes



GOAL 1 - COMMUNITY

Establish the library as a civic focal point
for the greater Waunakee Community

- Work closely with the Village to become a community destination and resource hub.
- Build diverse partnerships that expand the Library's capacity to make a positive difference in the lives of people of all backgrounds.



GOAL 2 - PASSION

Fuel a passion for reading, personal
growth, and learning

- Maintain quality, diverse, and inclusive print collections.
- Provide reading-related programming that engages and attracts patrons.
- Support patrons in their use of library resources.
- Encourage patrons to explore areas of interest and nurture their creativity.



GOAL 3 - ACCESS

Expand access to information and ideas

- Connect patrons to the library digitally.
- Continue to reach patrons in innovative ways.



GOAL 4 - CULTURE

Foster an organizational culture of
customer service, innovation, and
professional growth

- Evaluate and improve library user experience.
- Ensure staff and Trustees receive training on current practices and collaborate to maintain an effective organizational culture and structure.



October 1, 2022

Dear [Waunakee Public Library supporter]:

It is hard to believe that it has been three years since we opened our doors at the new Waunakee Library for the first time in August 2019. It's even more amazing that it's been five years since we launched our successful "Engaging Minds, Connecting Community" capital campaign for the new building. You'll recall that the campaign successfully met its \$1.5 million goal in less than a year, demonstrating to the Village of Waunakee and the community at large the great well of support that existed for this project. As 2022 winds down, we wanted to check in with our supporters to give you an update on how the library has thrived in our new building.

Since August 1 2019,* WPL has welcomed 366,699 visitors to the new library through August 2022. In addition to the expanded number of library programs we have been able to hold in our new spaces, WPL has hosted 360 non-library events, ranging from birthday parties and baby showers to public town halls and corporate training sessions. Our study rooms have been booked over 5,000 times. Total check-outs over the three year period we've been open is 20% higher than the three years prior to moving in. And, our building has attracted regional and national notice. We are proud that the new building project itself has won three design and engineering awards, demonstrating what a truly remarkable place the library turned out to be!

Now that we are hopefully past the acute phases of the pandemic, we are again moving full-speed ahead at WPL. In the past year, we have expanded our staffing to accommodate seven-days-per-week services and expanded programming. The Library revised our strategic plan (see enclosed) to show where we'd like to go in the next five years. It's an exciting time to look to the future once again!

Waunakee Library has made incredible strides since making our move to North Madison Street. As we continue to grow our services, and with your continued support, we will remain a vital resource for Waunakee to engage our residents' minds and connect community members in the years to come.

Thank you,

Cathy Sheffield
President, Library Board of Trustees
Waunakee Public Library

Erick Plumb
Library Director
Waunakee Public Library

Youth Services Librarian – Waunakee Public Library

Reports To: Youth Services Manager

Work Schedule: Full time, with regular evening and weekend hours expected

General Job Description

Youth Services Librarians provide professional assistance and programming to support customers, birth through high school, and their caregivers. They promote education and literacy for all ages of youth by implementing creative programming, and maintaining and recommending appropriate resources. This position functions at a higher level of autonomy, professionalism, and independent judgment than an entry level position. Professional development and community outreach are also key expectations. *This position will focus on service for grades K-12 with a special emphasis on elementary-aged children.*

Education/Experience Required

- Master's in Library & Information Science from an ALA-accredited institution
- Experience working in customer service
- Experience working with children and/or teens

Additional Desirable Qualifications

- Experience working in a public library
- Experience with BiblioVations or another ILS
- Bilingual in Spanish and English

Duties and Responsibilities

- Design, develop and execute programs – both in-house and through outreach - for children and their parents or caregivers with fitting content and at customer-friendly times.
- Demonstrate respect for diversity and inclusion of cultural values, and continually develop cultural awareness in order to provide inclusive and equitable service to diverse populations.
- Provide front-line library service to all customers; maintain appropriate decorum and atmosphere in the department's public spaces.
- Respond to reference, readers' advisory and research requests in a timely and efficient manner
- Attend regular continuing education seminars, and attend and participate in WPL and South Central Library System related committees and meetings.
- Understand theories of infant, child, and adolescent learning, literacy development and brain development, and their implications for library service.
- Continually represent the Library's image by providing best solution strategies that satisfy both the customer and the library.
- Monitor and appropriately address behavior issues to provide a safe and welcoming environment for all customers.
- Select, order, weed, and maintain library materials in assigned areas, mindful of the department's selection policies and budget.
- Participates as an active member of a working team to increase the effectiveness of the Youth Services department.
- Builds and sustains relationships with community partners.

- Assist Youth Services Manager in all duties and projects related to the functions and responsibilities of the department. These duties are assigned according to changing departmental needs and individual staff strengths.
- Performs general library duties as assigned.

Physical Demands of the Position

In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

- Ability to be in a stationary position for extended periods.
- Ability to adjust body position and/or move as needed for tasks including the following: shelving and retrieving materials; leading customers to collections or other areas of the library; operating a staff computer; transporting materials or equipment.
- Ability to exchange information and converse with customers and coworkers.
- Ability to perform data entry on a computer, laptop, iPad or other electronic device.

Mental Requirements

- Ability to understand and perform assigned library procedures and apply library policy
- Ability to read, understand, and retain information contained in staff communications
- Ability to discern when to ask for help or call a manager
- Strong customer service skills
- Excellent written communication skills
- Knowledge of computer functions and office equipment
- Attentive to details and strives for accuracy
- Ability to organize assigned work

Environmental/Working conditions

- Our mission: The Waunakee Public Library opens doors for curious minds, nurtures learning, creates opportunities and enriches lives by bringing people and ideas together.
- The library serves a community of about 18,000, with an ongoing goal of promoting diversity, equity, and inclusion in all areas of staffing and service.
- Inside work environment
- This position requires acting as building supervisor as needed.

This position is graded H3 in the Village of Waunakee's Employee Compensation Strategy. The Village of Waunakee is an Equal Opportunity employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

2021-22 Rental Fee Table – Waunakee Public Library

	Monday to 5 PM Friday (4 Hour Time Limit)	5 PM Friday to Sunday (6 Hour Time Limit)
Community Hall > 50 people	\$125.00	\$350.00
Community Hall < 50 people	\$50.00	\$125.00
Board Room	\$25.00*	\$25.00* (available when library is open to the public)

**All fees waived for not-for-profit 501(c)(3) organizations that provide tax-exempt certificates to the Library.*

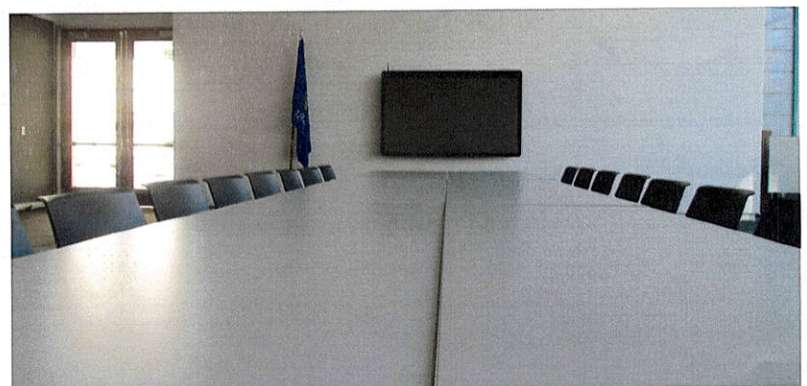
Additional Hours in Community Hall: \$50.00 per hour (Monday through 6 PM Friday)
 \$100.00 per hour (Friday evening through Sunday)

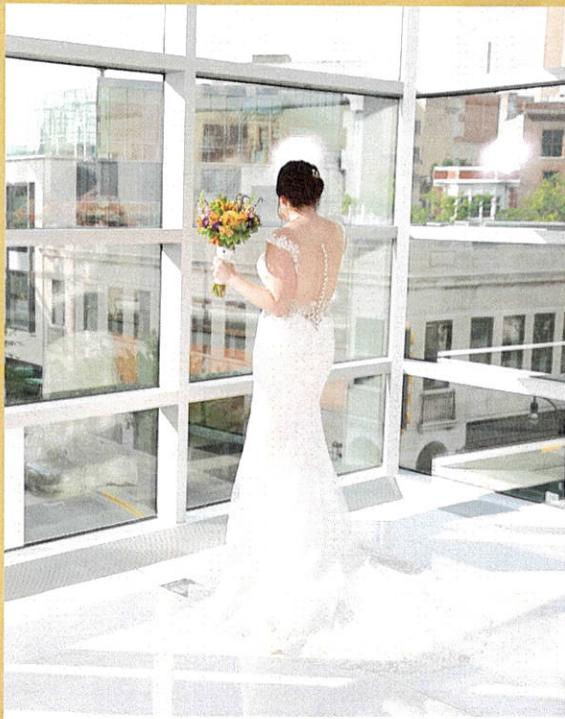
Alcohol-service fee for events in Community Hall: \$50 for events with fewer than 50 attendees
 or \$100.00 for events with 50 or more attendees

All fees waived for meetings involving library-related organizations and meetings of local, state, and federal governmental agencies.

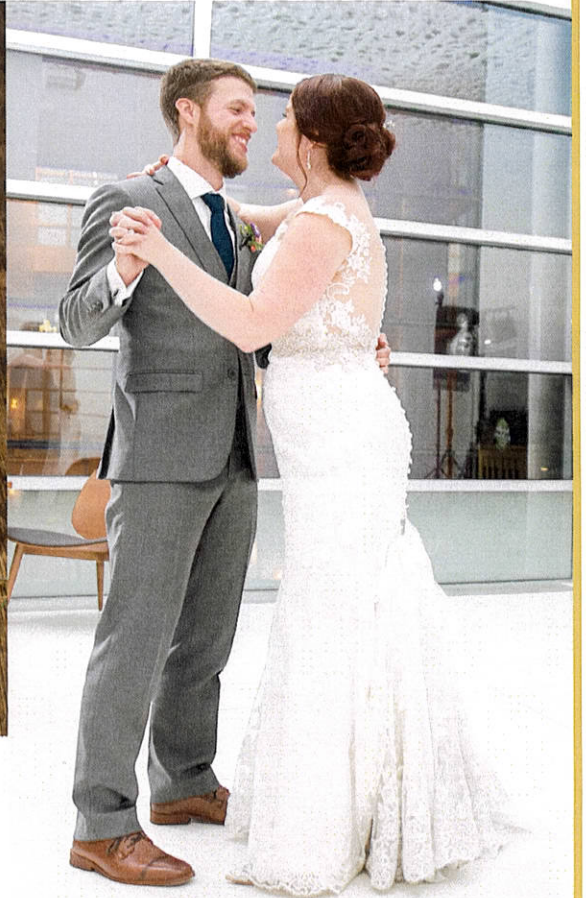
2022 Fee Schedule for Madison Public Library Central Rental Spaces

Room	Library Open Hours	Before/After Hours
Study Room	\$10 per hour	Not Available
First Floor Conference Room	\$35 per hour	Not Available
Meeting Room 301 or 302	\$80 per hour	\$110 per hour
Community Room (Combined 301 and 302)	\$160 per hour	\$230 per hour
Madison Room	\$160 per hour	\$230 per hour





Weddings



Rev. 03/22
22

Photos by Chris Belleza & Kas Photography

Plan Your Best Day Ever



Photos by Jen Dederich

WHO WE ARE

ABOUT MADISON PUBLIC LIBRARY

Madison Public Library's tradition of promoting education, literacy and community involvement has enriched the City of Madison for more than 140 years. Madison Public Library Event Staff's goal is to enhance the library's tradition by providing you with incredible spaces for personal, educational, and business events at the downtown central library.

MEET OUR STAFF

Hannah Peschek—Visitor Service Specialist

Phone: 608-243-0478 | email: HPeschek@madisonpubliclibrary.org

La Lee Thao—Event Coordinator

Phone: 608-243-0478 | email: Events@madisonpubliclibrary.org

Mark Benno—Library Facilities Manager

For special requests regarding what is allowed in the building, you must receive approval from Mark. All requests must go through the Event Team first.

FACILITY AT A GLANCE

Madison Public Library's Central Library is the ideal downtown Madison location. From coordinating with caterers to setting the room just right, our professional events team will ensure your event runs smoothly, letting you relax on your big day.

EVENT SPACES

The Central Library offers several public spaces on the 3rd floor.

W. JEROME FRAUTSCHI MADISON ROOM

The Madison room is a unique, airy and elegant space perfect for ceremonies, receptions, and/or dances. This sunny space replicates the feel of the open outdoors with the comfort of being indoors. This open space features tall wall-to-wall windows, which let you enjoy the city views, accessible by both stairs and elevator. For a breath of fresh air, head out to our small rooftop terrace—provided by Pleasant T. Rowland Foundation—with seating for up to 12 guests at three small tables.

DIANE ENDRES BALLWEG ART GALLERY

The Art Gallery extends from the Madison Room, past the Community Room to the 3rd floor restrooms. The displays in the Gallery are not décor; they are rotating installations. The art gallery is included in all rental packages. As such, any art in the Gallery becomes part of your event and cannot be removed or covered.

MADISON COMMUNITY FOUNDATION COMMUNITY ROOM

This space features dark gray carpeting and floor-to-ceiling windows overlooking the city. The Community Room has two entrance doors from the Madison room and three single doors along the side of the room from the Art Gallery. The catering kitchen is located at one end of the Community Room. For smaller events, this space can be divided into two rooms—Room 301 and Room 302—with a drop down wall.



Photo by Chris Belleza

Event Space Packages

Maximize guest count and space by renting the entire 3rd floor. There are 3 packages to choose from: Short Story, Novel, Epic. *(See pricing list for more information)*

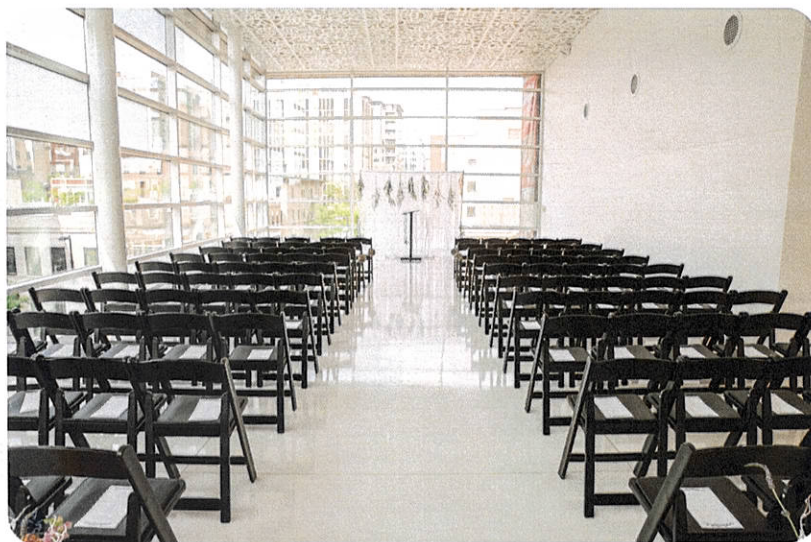
Room set-up:

Maximum capacity of our spaces will depend on your desired room setup. For a ceremony only, our facilities can accommodate a maximum of 170 guests. For events with a meal, we can accommodate up to 150 guests. Depending on your needs and set up requests, actual numbers may vary.

Included in your rental:

Furniture options:

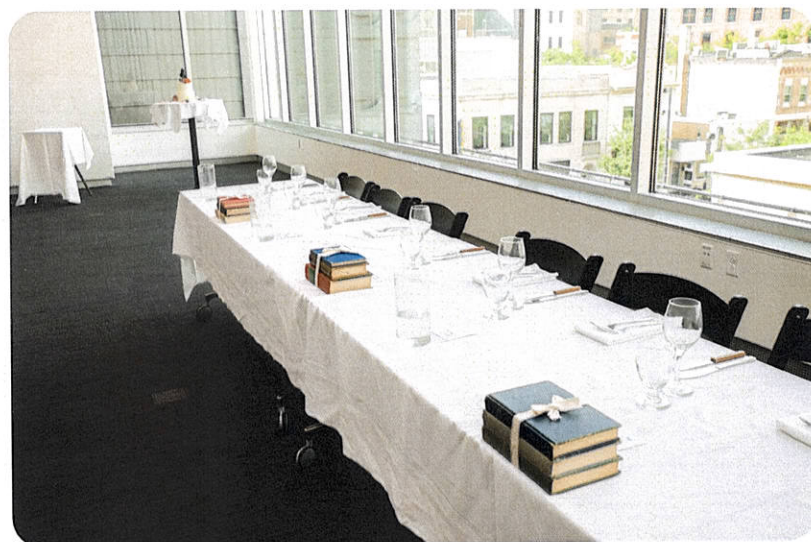
- 6ft diameter round tables
- 6ft by 3ft rectangle tables
- 2ft diameter cocktail tables
- Cushioned black folding chairs
- Armless gray chairs
- For those needing the support of chair arms, we have gray chairs with arms available
- 2-8ft coat racks
- Podium



Audio/Visual Equipment:

For your convenience, we have the following A/V equipment available for your use:

- Built-in 3rd floor sound system
- 6 wireless microphones
- 1 wired microphone
- 3 wall projectors; 1 large and 2 small in the Community Room
- 2 wall-mounted televisions in the Community Room



Please note: *Madison Public Library does not provide extension cords, power strips, laptops, ipads, or connection cords. Use of such items is allowed, but must adhere to Madison Public Library safety protocol.*

Photos by Chris Belleza

GUIDELINES FOR USING LIBRARY SPACES

WEDDING CEREMONIES

Customers renting a 3rd floor space at the Madison Public Library for a wedding ceremony will also receive complimentary rehearsal time. The rehearsal will include an Event Coordinator, basic room set up*, and room cleaning after the rehearsal.

For ceremonies on-site, couples have the potential use of a private conference room and a comfort room** for use as dressing space.

**Complete set up dependent upon other events occurring at Madison Public Library before the rehearsal*

***Use is dependent upon availability of the space*



Photos by Chris Belleza

PHOTOGRAPHY

During normal library hours wedding guests are welcome to have pictures taken throughout the library as long as other library guests are not included in pictures. After the library closes to the public, wedding guests are limited to spaces included in the rental agreement. Event Staff from Madison Public Library may follow up after your wedding with a special photo request. If you are willing to share, event staff may use some of your photographs on social media or printed material. There is a release form included in the event planning folder if you are willing to share photos of your special day.

DECORATION POLICIES

Rental clients are encouraged to bring in decorations, table settings and linens to create a distinctive look for their event. Decorating is only allowed in the spaces rented for your event. If you have questions about one of your decorative items or a special request, please consult the Events Team.

Please note that all decorations and outside equipment must be removed from Madison Public Library immediately following the conclusion of your event.

Prohibited Decorations:

- Live flower petals (floral arrangements are permitted)
- Open flames or lit candles
- Items hung from the ceiling
- Confetti and glitter of any type
- Helium balloons
- Glow sticks
- When hanging or taping to the floor, only painters tape is permitted

DELIVERIES AND PICKUPS

Prior arrangements for deliveries or pick-ups must be made with the Event Team. Decorations and large equipment such as band instruments or DJ sound systems must be dropped off at the loading dock on N. Henry Street. Unscheduled deliveries/pick-ups may not be accepted if staff is unavailable or if the loading dock is already in use.

There is no event parking in the loading dock or drop-off area.

SMOKING

Smoking is prohibited in all parts of the library. This includes the outdoor patio on the 3rd floor. If you wish to smoke, there is a designated space outside of the library's main entrance on N. Fairchild Street. As a reminder, smoking is not permitted within 25 feet of the building.

CATERING OPTIONS

Madison Public Library's Central Branch has a list of pre-approved vendors that can provide catering for your event. Please see the attached Catering List. Outside food and beverages are prohibited.

DESSERTS

All desserts must come from a licensed bakery or other dessert establishment. Homemade desserts are not permitted.

ALCOHOL POLICIES

The Madison Public Library's Central Branch has an alcohol permit held by Gib's Bar. Events wishing to serve alcohol may do so by working directly with Gib's. No outside alcohol is allowed.

ACCOMMODATIONS

Let us help you make the most of your event. Madison Public Library's Central Branch has many features to ensure all guests enjoy their visit including:

- Wheelchair ramp entry at both entrances
- Elevator access to all floors
- Accessible restrooms
- Wheelchair ramp with handrails leading to the 3rd floor patio
- Multiple entry doors to the 3rd floor Community Room

To request special accommodations, please contact your Event Coordinator at least one week prior to your event.



Photos by Chris Belleza & Kas Photography

REQUEST THE SPACE

Contact the Events Team to set up a tour of the space.

Once you have toured the library and decided it is the place for your event, contact the Events Team. A contract must be filled out along with a non-refundable \$100 deposit in order to secure your date.

FEES

Please see accompanying Fee Sheet for room rental pricing, security fees, additional costs and payment options.

Full Rental payment will be due 30 days prior to your event.

SPECIAL NOTES

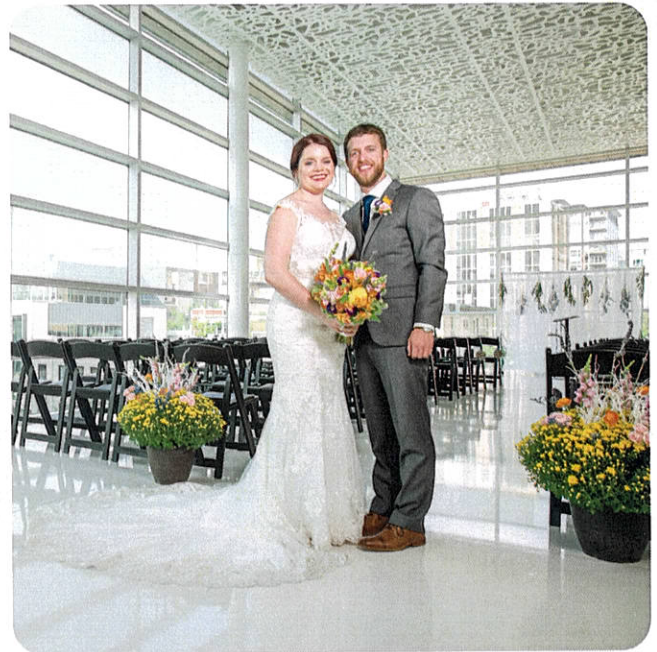
Novel and Epic packages include the entire 3rd floor until 11:00pm. Clean up time will be 11:00pm until 11:29pm. If any guests are still in the building after 11:29pm, there will be a late fee of \$500. Madison Public Library will invoice this fee after an event, if needed.

If there is a request for use of non library furniture for the event, please consult your Event Coordinator before renting as a non-usage fee of \$500 may be applied. Madison Public Library Event Staff cannot move outside rental items.

Madison Public Library has a piano available for use. If the piano is desired, a tuning fee will be assessed.

Madison Public Library is not responsible for the damage or loss of any property of a rental client or guest within the building prior to, during, or following an event.

Have more questions? Please contact the Events Team for more information.



Photos by Chris Belleza & Kas Photography

VISITOR INFORMATION

By Air

Madison's airport is the Dane County Regional Airport.

Taxi Services

Badger Cab 608-256-5566
Madison Taxi 608-255-8294
Union Cab 608-242-2000
Green Cab 608-255-1234

Car Rentals

AVIS 608-242-2442
Budget 608-249-5544
Enterprise 608-661-4900
Hertz 608-241-3803
National 608-249-1614
Alamo 608-249-1449

Train

Amtrak is available to Portage and Columbus. From there, taking the Greyhound bus to downtown Madison is the best option.

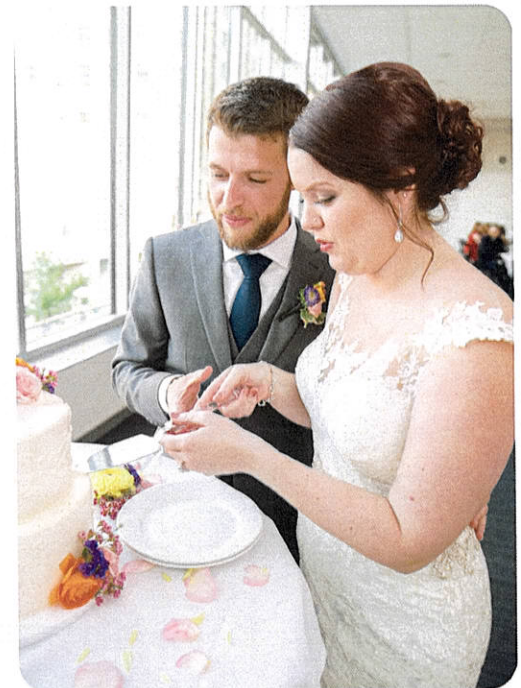
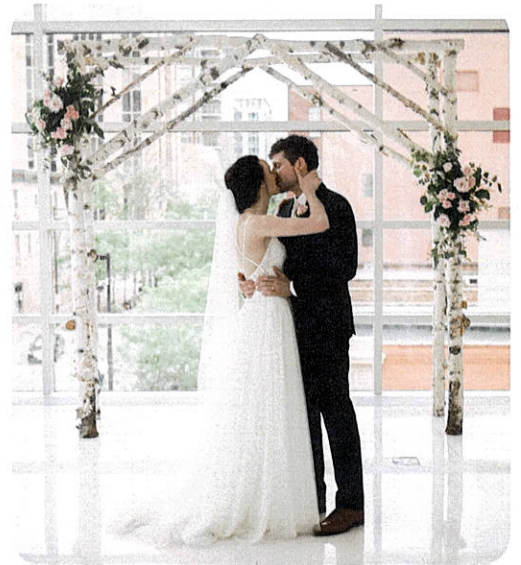
Bus

Greyhound Bus (800-231-2222) offers nationwide service to Madison.

Badger Bus (608-255-6771) offers services between Milwaukee and Madison.

Parking

Metered parking is available throughout downtown Madison. The Overture Parking ramp is available for the Public located on Mifflin Street, 1 block from the library.



Photos by Jen Dederich, Chris Belleza & Kas Photography

HOTELS IN THE AREA

Best Western Premier Park Hotel

22 S Carroll Street
Madison, WI 53703
(608) 285-8000
Distance: .2 Miles

Hyatt Place Madison/Downtown

333 W Washington Ave
Madison, WI 53703
(608) 257-2700
Distance: .2 Miles

The Madison Concourse Hotel

1 W Dayton Street
Madison, WI 53703
(608) 257-6000
Distance: .2 Miles

AC Hotel by Marriott Madison Downtown

1 N Webster Street
Madison, WI 537063
(608) 286-1337
Distance: .4 Miles

Hampton Inn & Suites Madison/ Downtown

440 W Johnson Street
Madison, WI 53703
(608) 255-0360
Distance: .4 Miles

Hilton Madison Monona Terrace

9 E Wilson Street
Madison, WI 53703
(608) 255-5100
Distance: .5 Miles

DoubleTree by Hilton Hotel

525 W Johnson Street
Madison, WI 53703
(608) 251-5511
Distance: .5 Miles

The Edgewater

1001 Wisconsin Place
Madison, WI 53703
(608) 535-8200
Distance: .5 Miles

Mansion Hill Inn

424 N Pinckney Street
Madison, WI 53703
(608) 255-0172
Distance: .5 Miles

Graduate Madison

601 Langdon Street
Madison, WI 53703
(608) 257-4391
Distance: .5 Miles

Hotel Red

1501 Monroe Street
Madison, WI 53711
(608) 819-8228
Distance: 1.4 Miles

Best Western Plus Inntowner Madison

2424 University Ave
Madison, WI 53726
(608) 233-8778
Distance: 2.3 Miles

Sheraton Madison Hotel

706 John Nolen Drive
Madison, WI 53713
(608) 251-2300
Distance: 2.4 Miles

Crowne Plaza Hotel Madison

4402 E Washington Ave
Madison, WI 53704
(608) 244-4703
Distance: 6.3 Miles

Best Western East Towne Suites

4801 Annamark Drive
Madison, WI 53704
(608) 244-2020
Distance: 6.5 Miles

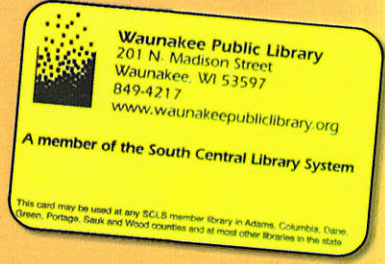
Best Western West Towne Suites

650 Grand Canyon Drive
Madison, WI 53719
(608)833-2400
Distance: 10.2 Miles

Radisson Hotel Madison

517 Grand Canyon Drive
Madison, WI 53719
(608) 833-0100
Distance: 10.3 Miles

Use Your Waunakee Library Card All Around Town



Celebrate National Library Card Sign-Up Month with us!
Show your library card at any of the businesses below and receive the discount listed.

Restrictions/limitations may vary by business.

Discount is valid September 1 through September 30.

2022 Participating Businesses

Buck & Honeys

1370 Water Wheel Drive
10% off total bill

Evie & Company

203 E. Main St Suite G
10% off any non-sale item

Herbal Aspect

204 W. Main St.
20% off your purchase

Hometown Pharmacy

233 S. Century Ave
15% off all books

Infinity Martial Arts

217 S. Century Ave.
1 month of lessons/uniform for \$29

Kee Kee Boutique

138 W. Main Street
10% off total (excludes sale)

Lone Girl Brewing Co.

114 E. Main St. #101
10% off bill

Meffert Oil

300 S. Division St.
404 W. Main St.
\$2 off car wash

Milio's Sandwiches

242 N. Century Ave.
10% off purchase

Minuteman Press

113 South Street
10% off any clothing/print order

MnM's Coffeehouse

509 W. Main St.
\$1 off your purchase

Musky Fool Fly Fishing Co.

105 E. Main St.
10% off purchase

Nails by Marlo

105 Baker Street
\$10 off manicure or pedicure

Orange Shoe Personal Fitness

114 E. Main Street #113
Free consultation / movement screen & 3 personal training sessions (\$150 value)

Red Barn Company

114 E. Main St.
15% off home decor, clothing, & handbags (not combined with any other offer)

Wana Bike Shop

200 W. Main Street
10% off tune-ups and accessories

Wisconsin Candle Company

119 W. Main St.
15% off in-store purchases

Waunakee Furniture ETC

121 W. Main Street
10% off accessories

Zoe's Pizzeria

604 E. Main Street
5% off purchase

