

Waunakee Public Library
Library Board Meeting
Library Board Room
Thursday, February 23, 2023 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 January 27, 2023 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
- VII. New Business
 - A. Discuss and possibly take action on Community Hall Usage Policy
 - B. Discuss and approve Community Hall/Meeting Room rental Damage Policy
 - C. Discuss and Approve 2022 DPI Annual Report
- VIII. Adjourn

Next Library Board meeting: Friday, March 31, 2023 @ 7:45 AM in the Board Room, Waunakee Public Library

Notice is hereby given that the Village Board may attend this meeting. No action will be taken by the Village Board at this meeting.

Any person who has a qualifying disability as defined by the Americans With Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or form should contact the municipal clerk at (608) 850-8500, 500 West Main Street, Waunakee, Wisconsin.

Waunakee Public Library

Library Board Meeting

Friday, January 27, 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 and Erick Plumb. Absent: Erin Moran
 - 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 Pages will now be earning \$12.26 an hour and be considered a H1 on the Village Wage Scale. Martin Luther King Day programming brought in 122 people attending 5 different programs including 63 at a MLK-themed storytime. The staff looks forward to growing the offering on this special day next year and beyond. There will be one possibly two new Customer Service Assistants to replace Cindy Jensen's resignation and Gay Standemo's retirement. The Dane County Library Board is considering changes to the cost sharing factors of the non-resident reimbursement payment formula for county libraries. Kanopy is live and streaming for our patrons. New hires Laura Huff, Young Adult Librarian and Caitlin Klubacka, Youth Services Librarian have started and are going to be a great addition.
- VI. **Old Business**
 - A. **Friends of the Library Update** The Friends approved the purchase of two Uline utility carts for Community Hall, four plastic rolling bowse baskets and ten Herman Miller Activity Tables at their January 26 meeting.
- VII. **New Business**
 - A. **Discuss Community Hall Use Policy** We discussed the Policy and will revisit approving a Use Policy at a future meeting.
- VIII. **Adjourn:** Cathy made a motion to adjourn at 8:55. Kathy seconded. Passed.

Library Board Meeting: Thursday, February 23, 2023 at 7:45AM
Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary

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January 2023

Account	Vender	Amount
<u>100-551400-210 Outside services</u>		
	Total	0.00
<u>100-551400-219 Automation levy</u>	SCLS	68,923.32
	Total	68,923.32
<u>100-551400-290 Leased items</u>		
	Total	0.00
	Gordon Flesch	345.88
		0.00
	Total	345.88
<u>100-551400-292 Maintenance contracts</u>	SCLS	0.00
	Bibliotheca	0.00
	Ahern	0.00
	Total	0.00
<u>100-551400-311 Postage</u>	Post Office	134.26
	Total	134.26
<u>100-551400-320 Publications, subscriptions and dues</u>	WILS	5,009.73
	Waunakee Rotary	0.00
	ALA	0.00
	WLA	0.00
	Total	5,009.73
<u>100-551400-330 Travel and training</u>	SCLS	0.00
	PLA Conference	0.00
	ALA	0.00
	University of Wi	260.00
	Total	260.00
<u>100-551400-340 Programs</u>	Pig	55.29
	Apple Music	0.00
	Amazon	100.94
	Dollar Tree	0.00
	Target	0.00
	Swank Motion Pictures	118.00
	Boxed	0.00
	Rhiannon Gurley	200.00
	Dunkin	15.18
	Janway	335.68
	Michaels	0.00
	Gee Funny Farm	400.00
	Minuteman Press	42.46
	Thysse	0.00
	Post Office	0.00
	Total	1,267.55
<u>100-551400-341 Equipment</u>		

	Minuteman Press	0.00
	Amazon	221.78
	Nassco	0.00
	Laird Plastics	0.00
	SCLS	0.00
<u>100-551400-350 Repairs and maint</u>	Total	221.78
	Total	0.00
<u>100-551400-380 Adult books</u>		
	Amazon	345.73
	Baker and Taylor	1,916.77
	Barnes and Noble	0.00
	SCLS	0.00
	Total	2,262.50
<u>100-551400-381 Juvenile books</u>		
	Amazon	0.00
	Baker and Taylor	1,115.77
	Penworthy	0.00
	The Dot Central	0.00
	Total	1,115.77
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	0.00
	The Atlantic	74.99
	Total	74.99
<u>100-551400-384 - Digital Materials & Computer Software</u>		
	SCLS	9,166.00
	Demco Software	1,024.67
	TBS	0.00
	Verizon -Hotspots	200.05
	CDW-G	840.77
	Total	11,231.49
<u>100-551400-385 Kit supplies</u>		
	Amazon	115.33
	Minuteman Press	0.00
	Walmart	0.00
	Pig	0.00
	Total	115.33
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	338.27
	Midwest Tape	13.59
	Amazon	18.25
	Findaway	119.98
	Total	490.09
<u>100-551400-387 Videos</u>		
	Amazon	651.19
	Midwest Tape	170.71
	Jim Theres	0.00
	Greta Productions	0.00
	Total	821.90
<u>100-551400-390 Other</u>		
	Amazon	479.15
	Walgreens	3.99
	Thermal Paper Direct	74.90
	Office Depot	183.60
	Walmart	83.02
	Demco	200.75
	Uline	183.55
	SCLS	590.00
	Total	1,798.96
<u>100-551400-391 Personnel</u>		

<u>100-551400-392 Public relations</u>	Total	0.00
	Minuteman Press	68.00
	4 Imprint	0.00
	Total	68.00
<u>100-551401-210 Building serices</u>		
	Masters Building Solutions	0.00
	Reinders	0.00
	Ahern Co	0.00
	Amazon	0.00
	Total	0.00
<u>100-551401-350 Repairs/Maintenance</u>		
	Nassco	0.00
	Monster Janitorial	0.00
	Menards	64.29
	Ace Hardware	14.34
	Amazon	0.00
	Schilling Supply Company	697.99
	Capital Coffee	552.85
	Walgreens	0.00
	Home Depot	79.00
	Canteen	348.95
	Total	1,757.42
<u>220-551400-390</u>		
	Craftsman Table and Tap	100.00
	Waunakee Chamber of Commerce	25.00
	Tee Public	0.00
	Total	125.00
	Month Total	96,023.97

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WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

January 2023

	2023			2022		% Change Prev Month	% Change Prev Year	YTD % Change
	January	Prev Month	Yr-to-date	January	Yr-to-date			
# of Days Library was open	29	27	29	29	29	7.4%	N/A	N/A
CIRCULATION								
Physical circulation	24,111	19,967	24,111	21,003	21,003	20.8%	14.8%	14.8%
Digital circulation	4,526	3,889	4,526	3,686	3,686	16.4%	22.8%	22.8%
Library Total	28,637	23,856	28,637	24,689	24,689	20.0%	16.0%	16.0%
Per Day library was open	987	884	987	851	851	11.8%	16.0%	16.0%
Average of DeForest, Monona and Verona	26,105	22,801	26,105	25,421	25,421	14.5%	2.7%	2.7%
By Category								
Books								
Juvenile Fiction	3,062	2,792	3,062	2,768	2,768	9.7%	10.6%	10.6%
Juvenile Non-Fiction	1,671	1,017	1,671	1,344	1,344	64.3%	24.3%	24.3%
Easy Readers	1,766	1,315	1,766	1,480	1,480	34.3%	19.3%	19.3%
Picture books	5,527	4,182	5,527	4,222	4,222	32.2%	30.9%	30.9%
Total Juvenile	12,026	9,306	12,026	9,814	9,814	29.2%	22.5%	22.5%
Young Adult	647	607	647	548	548	6.6%	18.1%	18.1%
Adult Fiction	3,110	2,807	3,110	2,676	2,676	10.8%	16.2%	16.2%
Adult non-Fiction	2,437	1,838	2,437	2,128	2,128	32.6%	14.5%	14.5%
Large print	835	797	835	691	691	4.8%	20.8%	20.8%
Adult Paperbacks	85	53	85	67	67	60.4%	26.9%	26.9%
Total Adult	6,467	5,495	6,467	5,562	5,562	17.7%	16.3%	16.3%
Magazines	357	345	357	406	406	3.5%	-12.1%	-12.1%
Audio	710	716	710	651	651	-0.8%	9.1%	9.1%
DVD and Blu-ray	2,669	2,468	2,669	2,727	2,727	8.1%	-2.1%	-2.1%
Software and video games	108	121	108	129	129	-10.7%	-16.3%	-16.3%
Kits	1,056	828	1,056	1,089	1,089	27.5%	-3.0%	-3.0%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	42	51	42	49	49	-17.6%	-14.3%	-14.3%
E-books	4,526	3,889	4,526	3,686	3,686	16.4%	22.8%	22.8%
% of total circulation	15.8%	16.3%	15.8%	14.9%	14.9%	-3.1%	5.9%	N/A
PROGRAMS								
Children								
Number	31	23	31	29	29	34.8%	6.9%	6.9%
Attendance	945	467	945	560	560	102.4%	68.8%	68.8%
Young adult								
Number	4	4	4	7	7	0.0%	-42.9%	-42.9%
Attendance	30	34	30	20	20	-11.8%	50.0%	50.0%
Adult								
Number	17	13	17	10	10	30.8%	70.0%	70.0%
Attendance	227	193	227	359	359	17.6%	-36.8%	-36.8%
NEW PATRONS ADDED	109	70	109	71	71	55.7%	53.5%	53.5%
PUBLIC MEETING ROOM BOOKINGS	24	18	24	14	14	33.3%	71.4%	71.4%
STUDY ROOM BOOKINGS	516	331	516	276	276	55.9%	87.0%	87.0%
PUBLIC PC SESSIONS	449	284	449	299	299	58.1%	50.2%	50.2%
UNIQUE WIRELESS USERS	2,235	1,677	2,235	1,470	1,470	33.3%	52.0%	52.0%
CURBSIDE TRANSACTIONS	44	41	44	70	70	7.3%	-37.1%	-37.1%
# OF VISITORS TO LIBRARY	11,467	8,516	11,467	8,200	8,200	34.7%	39.8%	39.8%

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Library Activity Report
Library Director Erick Plumb
February 2023

Library Activity in January/February

- The library bid adieu to longtime librarian Gay Strandemo on February 3. Gay retired after 25+ years with WPL. We wish her the best during her well-earned retirement!
- We hired two new Customer Service Assistants: Andrea Brandt and Katherine Faust. They will begin their duties the week of February 26. Both have a wealth of customer service experience in various areas and will add to our talented staff.
- Courtney Cosgriff began her maternity leave on February 18, a few days ahead of her due date. We're eager to welcome a new "library kid" to our lively bunch. While Courtney is away, her duties will be shared by Amy Sampson and myself. The Board should note that with both Courtney and Gay absent, adult programming will be significantly lighter until Courtney's return. I'll be taking Courtney's Thursday evening shift as manager on duty during her leave.
- The Library hosted the primary election on February 21. The Spring election will be held on April 4 in Community Hall.
- Library staff were stunned and disappointed to see a blog post on February 16 from an anonymous author calling themselves "Meteras" posted from a group called "Dane Undivided" entitled "Grooming Kids at the Waunakee Public Library." The post was widely shared on social media. Since the post went live, we have received a number of questions and comments from people in the community. Library Staff will refer patrons to the Collection Development Policy and will follow procedures from there. I fully support the library staff's efforts to make an inclusive, well-rounded collection representing various viewpoints, including those some may find offense, available to all ages in an increasingly-diverse community. I urge parents to take responsibility for the items their children may check out in the public library and to contact me directly if they have questions or concerns.
- I've been working from home the week of February 20 – due to a case of COVID.

Youth Services Report by Brittany Gitzlaff

We started off the New Year with a lot of excitement! We welcomed Laura Huff, our new Young Adult Librarian, to the team on January 3. She jumped right in with programs and book ordering, and we're so excited she's here. Caitlin continues to settle in, and in addition to taking over the programs that Cindy was formerly doing, she's also added two new monthly Storytimes: Bilingual Storytime and Little Bodies, Big Feelings Storytime. She is also working hard to make connections with the Spanish-speaking population in Waunakee, and attended an outreach event hosted by Crossroads Church to provide books and crafts and library cards. We participated in a very busy Martin Luther King Jr. Day with the "I Have a Dream Storytime" for

kids and families that was well attended. Laura was busy with her snack cart handing out snacks to the many, many teens that were utilizing the space to study. We finished up the month with the conclusion of both the Winter Reading Program and the Blizzard Blitz Scavenger Hunt. Participation was over a hundred kids for each, and there were many happy faces picking up their free books and other prizes.

Adult Services Report by Courtney Cosgriff

In January, I hosted 5 programs and my book club. I attended a SCLS Inclusive Services Meeting. I attended a WLA Intellectual Freedom committee meeting. I attended a VR meeting and discussed different ideas for the Oculus headset—we will begin to allow in-house check-outs soon! I had 3 tech appointments with patrons. I reached out to a couple food trucks for our End of Summer Bash. I have begun collaborating with the Village Center for summer fitness classes again. I have been working with Amy on various tasks that she is handling while I'm gone and making sure she has all the information she needs!

Community Engagement Report by Amy Sampson

This month I updated marketing materials and the website to reflect our new subscription to Kanopy. I also updated our local history page and will continue in February to do a sweep of the website cleaning up some pages and checking for dead links. I worked on planning Spring and Summer programs like our upcoming Blood Drive, Saturday Socials, a wellness series with Waunakee Community Cares Coalition, and the End of Summer Fest. I signed up to run the library's table at March's Waunakee Wellness Fair and also registered for UW-Madison iSchool's Lead the Way Community Engagement conference in for April.



COMMUNITY HALL USAGE POLICY

(Proposed changes in bold italics)

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 seating, 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. **Local non-profit organizations and service clubs may request to use Community Hall once per calendar year by completing the Room Rental Fee waiver form. The Library Director will consider such requests on a case by case basis. Library staff members may use Community Hall once per year for family, personal, or other purposes free of charge. Staff members reserving the room will be responsible for set-up and clean-up of the space prior to and after the event.**

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. **All renters of Community Hall are subject to the Rental Damage Policy.** 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 & Prohibited Items

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 adhesives besides painter's tape. 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. **Events wishing to utilize paint during a program must receive permission by the Library Director prior to the event. Events using paint must utilize drop-cloths on the floor and coverings on the table surfaces.** . No candles or other open flames are permitted inside Community Hall. Use of prohibited items or adhesives resulting in damage or excessive cleaning will result in damages being charged to the renter **as outlined by the Library's Rental Damage Policy.**

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 set forth 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. Priorities for Community Hall usage is as follows:

1. Use for Library programming or library-related meetings.
2. Use by Village of Waunakee governmental bodies or Village departments.
3. Use for State of Wisconsin or U.S. Federal government meetings
4. Use by 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 or the Village of Waunakee. 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. **Signage for**

private events are not permitted outside the Library on the building or on the grounds without permission of 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

Revised February 23, 2023

Waunakee Public Library

Rental Damage Policy – DRAFT

Purpose

The Waunakee Public Library provides meeting and event spaces to the community for uses beyond the regular scope of library operations and programming. The Library has two rooms to rent: the Board Room and Community Hall. The Rental Damage Policy applies to renters and non-Library users of these two spaces. All users of these spaces – whether charged a rental fee or if the fee is waived, are subject to this policy and must agree to comply with the policy as a prerequisite for room usage. The purpose of the policy is to establish standard procedures and guidelines for covering the cost of excess damage/wear and tear caused by renters of the Waunakee Public Library. The library hosts a wide variety of events sponsored by a variety of hosts. While some renters treat our facility with the utmost care, others are less concerned with leaving the facility in the condition that it was when they arrived.

This policy will put into place a system that will identify specific charges for damage / additional clean-up for our facility and a mechanism for collection.

Authorization

The implementation of this policy will be the responsibility of the Library Director or his/her designee. The oversight of this policy will be the function of the Library Board. Additional review may be requested from the Village Attorney.

Objectives

- A. Approve policies and procedures that encourage all building users to treat our facility with great care and respect – with the goal of reducing potential damage or excessive wear and tear.
- B. Reduce the general tax-payers share of the cost of caring for our facility when the cause of excess cost is a private renter.
- C. Provide a system for the collection of additional fees that is easy to understand and administer.
- D. Identify specific charges for damage/additional clean-up caused by renters.

Collection of the Damage Deposit

Facility renters that have events that are of a nature that causes staff concern, will be asked to provide a damage deposit. The damage deposit can be paid in one of two ways.

1. Provide a valid credit/debit card number and authorization to charge one week prior to the event. This card will be charged for any damage that occurs and a receipt will be mailed to the renter.
2. Write a check to the Village of Waunakee for an amount equal to the base rental fee for the event. The check will be cashed the day it is submitted and the damage deposit (minus any applied charges) will be returned within 30 days of the event.

Accounting for Charges

Building Supervisors will be responsible for reporting facility damage to the Building Maintenance Manager (their direct supervisor) and the Library Director. A camera will be available for their use to document issues at the time of the event. Detailed time records will be kept by our staff to document additional time spent addressing issues.

A notice will be sent to the renter detailing any damage that occurred and the appropriate charges. Charges will automatically be applied for renters who have provided a credit card. Renters providing deposit by personal check will be refunded the balance available once the damage charges have been applied.

Fees Defined

Failure to properly dispose trash in receptacles	\$50
Carpet cleaning other than customary	\$200
Kitchen cleaning other than customary	\$100
Misc cleaning other than customary by staff	\$50/hour – actual time billed
Replacement of event table	\$400
Replacement of microphone	\$350
Replacement of AV cable	\$200
Replacement of stackable chair	\$100
Service of alcohol without prior permission	2X the current alcohol fee
Misc repairs to facility by staff or contractor	Actual costs incurred

Appealing Charges

Renters wishing to appeal the charges assessed must first request a meeting with the Library Director. A complete description of the issue will be reviewed including photographic documentation. If at that time the renter is still not satisfied, the issue will be reviewed and resolved by the Library Board.

Proposed February 23, 2022



INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2022 are due to the DPI Division for Libraries and Technology no later than March 1, 2023.

I. GENERAL INFORMATION

1. Name of Library Waunakee Public Library		2. Public Library System South Central Library System			
3a. Head Librarian First Name Erick	3b. Head Librarian Last Name Plumb	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 01/31/2026	
6a. Street Address 201 N. Madison St.	6b. Mailing Address or PO Box 201 N. Madison St.	7. City / Village / Town Waunakee	8a. ZIP 53597	8b. ZIP4 1045	9. County Dane
10. Library Phone Number 6088494217	11. Fax Number (608)849-7817	12. Library E-mail Address of Director cplumb@waupl.org			
13. Library Website URL www.waunakeepubliclibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 39,393	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number 124096249	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	63		
19b. Number of winter weeks	36		
19c. Summer hours open per week	60		
19d. Number of summer weeks	16		
19e. Total weeks per year	52		
19f. Total hours per year for this location	3,228		

PUBLIC SERVICES COVID-19

Closed Outlets Due to COVID-19	No
Public Services During COVID-19	Yes
Electronic Library Cards issued during COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	No
External Wi-Fi Access Added During COVID-19	Yes
External Wi-Fi Access Increased During COVID-19	Yes
Staff Re-Assigned During COVID-19	No

COVID-19 CLOSURES

Initial date closed due to COVID-19	First date reopened following initial COVID-19 closure
-------------------------------------	--

Additional building closure and reopening dates, please describe

II. LIBRARY COLLECTION

	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	59,821	4,624
2. Electronic Books <i>E-books</i>	173,351	
3. Audio Materials	5,611	271
4. Electronic Audio Materials <i>Downloadable</i>	71,196	
5. Video Materials	8,456	594
6. Electronic Video Materials <i>Downloadable</i>	0	
7. Other Materials Owned <i>Describe</i> Childcare kits, storyboxes, play equipment, video games	953	
8a. Electronic Collections <i>Locally Owned or Leased</i>	2	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	1	
8c. Electronic Collections <i>Provided through BadgerLink</i>	63	
9. Total Electronic Collections <i>Local, regional, and state</i>	66	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	113	

III. LIBRARY SERVICES

1. Circulation Transactions		c. Circulation of Other Physical Items (subset of 1a.)		2. Interlibrary Loans			
a. Total Circulation	b. Children's Materials	15,248		a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>		
279,773	173,507			77,998	81,967		
				Method for Counting ILL Transactions		Total ILL Transactions	
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)				Items Loaned to Other Libraries <i>Provided to</i>		Items Borrowed from Other Libraries <i>Received from</i>	
Integrated Library Systems (ILS)							
WISCAT							
Other (includes OCLC, manual tracking or other methods)							
3. Number of Registered Users			d. Overdue Fines	4. Reference Transactions		5. Library Visits	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count	a. Method	b. Annual Count
7,951	2,242	10,193	No	Did Not Collect		Actual Count	137,330
6. Uses of Public Internet Computers					7. Uses of Public Wireless Internet		
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access		c. Method	d. Annual Count	a. Method	b. Annual Count	
16	13		Actual Count	4,646	Actual Count	308,279	
8. Website Visits	9. Electronic Collection Retrieval						
71,646	a. Local	b. Other	c. Statewide	d. Total			
	6,531	2,086	690	9,307			
10. Uses of Electronic Materials by Users of Your Library							
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials		e. Uses of Children's Electronic Materials		
21,637	21,839	12	43,488		4,245		

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In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs	258	74	67	168	0	567
Total Attendance	9,956	2,316	457	2,620	0	15,349

In-Person Programs and Program Attendance Annual Count

	11a. Children (0-5)		11b. Children (6-11)		11c. Young Adult (12-18)		11d. Adult (19+)		11e. General Interest (all ages)	
	11f. Onsite In-Person - Subtotal	11g. Offsite In-Person - Subtotal	11h. Total	11i. Total	11j. Total	11k. Total	11l. Total	11m. Total	11n. Total	11o. Total
Number of Programs	241	74	67	132	0	0	0	0	0	0
Total Attendance	9,750	2,316	457	2,084	0	0	0	0	0	0
Number of Programs	514	0	514							
Total Attendance	14,607	0	14,607							

11i. Describe the library's in-person programs: Storytimes, author readings, bookclubs, presentations, crafting events, etc.

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	12a. Children (0-5)		12b. Children (6-11)		12c. Young Adult (12-18)		12d. Adult (19+)		12e. General Interest (all ages)		12f. Total	
	12g. Total	12h. Total	12i. Total	12j. Total	12k. Total	12l. Total	12m. Total	12n. Total	12o. Total	12p. Total	12q. Total	12r. Total
Number of Programs	17	-1	36	-1	53							
Total Live Virtual Attendance	206	-1	536	-1	742							
Total views of live programs that were recorded and posted for asynchronous viewing	-1	-1	-1	-1	-1							

12g. Which platforms does the library use to host the library's live, virtual programs: Facebook, YouTube, Zoom

12h. Describe the library's live, virtual programs: Storytimes, author events, presentations.

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	13a. Children (0-5)		13b. Children (6-11)		13c. Young Adult (12-18)		13d. Adult (19+)		13e. General Interest (all ages)		13f. Total	
	13g. Total	13h. Total	13i. Total	13j. Total	13k. Total	13l. Total	13m. Total	13n. Total	13o. Total	13p. Total	13q. Total	13r. Total
Number of Programs	0	0	0	0	0							
Total Pre-Recorded Program Views	0	0	0	0	0							

13g. Which platforms does the library use to host the library's pre-recorded programs:

13h. Describe the library's pre-recorded programs:

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Cathy	Sheffield	1118 Ireland Drive	Waunakee	53597	cathysheff@yahoo.com
2. Jean	Elvekrog	401 Doral Court	Waunakee	53597	jelvekrog@gmail.com
3. Erin	Moran	215 West Main Street	Waunakee	53597	emoran@waunakee.com
4. Melissa	Hill	4233 Kenwood Street	Madison	53704	hillm.0013@gmail.com
5. Annie	Ballweg	1224 Dartmouth Drive	Waunakee	53597	annieballweg@yahoo.com
6. Kathy	Grosskopf	5508 Woodland Dr	Waunakee	53597	kathygrosskopf@hotmail.co
7. Angelica	Rojas Agudelo	210 Kensington Lane	Waunakee	53597	angie.mra1223@gmail.com
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					

No. of Library Board Members
Include vacancies in this count

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X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$97,859	40.00				
Youth Services Manager	MLS (ALA)	\$66,671	40.00				
Adult Services Manager	MLS (ALA)	\$65,061	40.00				
Circulation Manager	MLS (ALA)	\$58,809	40.00				
Youth/Teen Services Librarian	MLS (ALA)	\$51,397	40.00				
Adult/Digital Services Librarian	MLS (ALA)	\$48,906	40.00				

b. Other Paid Staff See Instructions

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Library Assistant III	Other	\$246,560	204.00				
Library Assistant I	Other	\$70,457	95.00				
Pages/Shelvers	Other	\$20,078	48.00				
Building Maintenance	Other	\$27,013	40.00				
Facilities Manager	Other	\$65,187	40.00				

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE)		c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	Include maintenance, plant operations, and security		
6.00	0.00	6.00	10.68	16.68	

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			93,423
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.			
	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	37,345	50,343	87,688
3. Circulation to Nonresidents Living in Another County in the Library System	3,875	1,518	5,393
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	204	86	290
5. Circulation to All Other Wisconsin Residents	52	6. Circulation to Persons from Out of the State	0
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Columbia	1,095	f. Rock	1
b. Dodge	0	g. Sauk	155
c. Green	268	h.	
d. Iowa	82	i.	
e. Jefferson	3	j.	

XII. TECHNOLOGY

1a. Does your library provide wireless Internet access for patrons' mobile devices? Yes	2. Library type of Internet Connection <i>Mark all that apply</i> Yes a. State TEACH line No b. Other broadband connection Local, cable, telco, community network, etc.	3. Is the library CIPA compliant? No
1b. Does your library provide external wireless access on the library grounds or from a mobile unit such a bookmobile? Yes		

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	16	16	11
Total Self-Directed Activity Participation	2,253	1,685	795
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	2		45
Total Self-Directed Activity Participation	126		4,859
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name Brittany	b. Last Name Gitzlaff	c. Email Address bgitzlaff@waupl.org	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name Courtney	b. Last Name Cosgriff	c. Email Address ccosgriff@waupl.org	



XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats. A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Cathy Sheffield	
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Erick Plumb	

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Dane

The Waunakee Public Library Board of Trustees hereby states that in 2022 the South Central Library System
Name of Public Library *Name of Public Library System / Service*

- did provide effective leadership and adequately met the needs of the library.
- did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements

Explanation of library board's response. Attach additional sheets if necessary.


Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

DRAFT

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Cathy Sheffield	

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COMMENTS

SECTION II

6. Electronic Video Materials (downloadable)

As of September 1, 2022, Overdrive videos were no longer available.--2023-02-07



About

(<https://admin.education.wisc.edu/ccb/about/>)

Literature Resources

(<https://ccbc.education.wisc.edu/literature-resources/>)

Intellectual Freedom

(<https://ccbc.education.wisc.edu/intellectual-freedom-2/>)

Concern Library Attempting to "Indoctrinate" Children

Posted on March 16, 2022 (<https://ccbc.education.wisc.edu/concern-library-attempting-to-indoctrinate-children/>)

Q: A recent concern raised by several people is that our library is attempting to "indoctrinate" children with the materials we provide. What are your thoughts on how to respond?

Like [accusations that libraries are providing pornography](https://ccbc.education.wisc.edu/accusations-of-providing-pornography/) (<https://ccbc.education.wisc.edu/accusations-of-providing-pornography/>), the claim that libraries are indoctrinating children is coming up more and more right now among individuals expressing concerns or complaints, or challenging library materials. It is, to put it bluntly, a tactic being used by those who are encouraging people to object to certain types of materials, such as books affirming the lives and experiences of LGBTQ individuals, or books that talk about racism in our society in the present and past.

It's important to note, however, that it may not feel like a tactic to the person making a complaint in your local library. The idea that the library is indoctrinating children may feel genuine and very real to them when they see material on the shelves, or on display, or coming home with their children, that they find personally objectionable or upsetting, or counter to their beliefs.

Libraries curate collections with the purpose of providing choices for recreational reading and to support research and inquiry. This is the opposite of indoctrination. The library isn't forcing anyone to check anything out, let alone attempting to indoctrinate them by encouraging them to accept a set of beliefs without question or criticism.

Libraries exist within the context of our society, and their collections and services are a reflection of our society. Behind this argument of indoctrination is unease with increased societal recognition of historical and contemporary racism and affirmation for LGBTQ lives. One of the ways this shift has had an impact on libraries (and classrooms) is in the increase in the number of books published for youth that reflect diverse identities and experiences and address inequities of the past and present in our society. Of course not every book published is purchased, but among the increased numbers of diverse books are many books that will align to various selection criteria outlined in an individual library's board-approved policies and related procedures for collection development. This shift in society is also reflected in the fact that institutions and government, including publicly funded libraries, are carrying out their work, fulfilling their missions, and following their policies and procedures with heightened awareness of their legal and ethical obligation to nondiscrimination.

Of course these are good things for the work we do, even if their impact isn't appreciated by everyone.

In addressing the claim of indoctrination, we think it's important to articulate some of the ideas essential to how libraries function in our society and your community, and to affirm the role of parents and guardians in children's lives. Examples of points you might make include:

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- We support our community members’ recreational reading and research interests by providing access to thousands of books and other materials on a wide range of topics reflecting many aspects of the world in which we all live.
- We provide choices but don’t endorse any single point of view.
- We curate the collection following board-approved policies and related procedures, which outline a range of selection criteria for us to weigh in choosing materials, such as _____ (e.g, potential appeal, accuracy, attention of critics and reviewers). The personal opinions and views of those selecting materials have no place in selection, and individuals who select materials have a professional responsibility to work to overcome their own bias.
- We know that among the range of materials we provide, there will be those of interest to and valued by some that are considered controversial by others; however, one person’s idea of “controversial” is not necessarily the same as another’s.
- Parents and guardians are the single most important influence as a child makes choices about what to read—we not only encourage but expect them to guide their own children’s reading.
- Trust that your guidance matters.

Your response may or may not make a difference to someone claiming indoctrination, but your points are also critical for others in the community to understand, including those in positions of authority who have the responsibility for deciding the outcome if there is a materials challenge.

March 2022

Thank you to Monica Treptow, Julia Lee and Merri Lindgren for their input on this response.

Posted in What IF ... Forum (<https://ccbc.education.wisc.edu/category/what-if/>) | Tagged public libraries (<https://ccbc.education.wisc.edu/tag/public-libraries/>), school libraries (<https://ccbc.education.wisc.edu/tag/school-libraries/>)



QUICK LINKS

- Book of the Week (<https://ccbc.education.wisc.edu/literature-resources/book-of-the-week/>)
- CCBC Diversity Statistics (<https://ccbc.education.wisc.edu/literature-resources/ccbc-diversity-statistics/>)
- FAQs (<https://ccbc.education.wisc.edu/category/faqs/>)
- Support the CCBC (<https://ccbc.education.wisc.edu/about/support-the-ccbc/>)

CONTACT US

Cooperative Children’s Book Center
 401 Teacher Education Building
 225 N. Mills Street
 Madison, WI 53706, USA

Email: ccbcinfo@education.wisc.edu (<mailto:ccbcinfo@education.wisc.edu>)

Phone: 608-263-3720 (tel:608-263-3720)