Waunakee Public Library
Library Board Meeting
Library Board Room
Friday, July 28, 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 June 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
- B. Discuss and approve Community Hall Fee Table for 2023-24

VII.   New Business
- A. Library Board Officer 2023-24 nominations and election
- B. Discuss 2024 Budget proposal and goals
- C. Library Trustee continuing education opportunities
- D. Library Director Performance Goals for 2023-24*

VIII.   Adjourn

Next Library Board meeting: Friday, August 18, 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.

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

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

Waunakee Public Library

Library Board Meeting

Friday, June 16, 2023- 7:45AM

201 N. Madison Street, Conference Room

I. **Call to order:** Angie Rojas Agudelo called the meeting to order at 7:45 AM

II. **Roll Call:**
   A. **Roll call:** Present: Melissa Hill, Jean Elvekrog, Erin Moran, Annie Ballweg, Kathy Grosskopf, Angie Rojas Agudelo and Erick Plumb. Remote: Cathy Sheffield
   B. **Guests:** No guests

III. **Public Comment** No public comment

IV. **Approval of the consent agenda** Annie made a motion to approve. Melissa seconded. Passed.

V. **Director's Report** The Summer Reading Program is off to a great start, it will run until August 17. We were the host for the 4K Night that was attended by over 300 students and their families. We look forward to continuing that partnership in the future. On May 30th, Library Staff took Active Shooter training from WPD's Asher Torbeck. We will be using Village capital funds to purchase a hybrid fence to finish the fencing along the alley way. The fence alternates between metal panels and growing vines. The book bike has made an appearance at several events and we look forward to attending more events through the summer. Jeff Curwick was referred by SCLS to DPI to present an online tutorial on "Basic Building Maintenance" for small to mid-sized libraries statewide. Congratulations to Jeff! We set a new record in May with 25 non-library events held in Community Hall. Welcome back to Courtney Congriff who returned from Maternity Leave and thank you to Amy Sampson for everything she did to help in Courtney's absence.

VI. **New Business**
   A. **Discuss and approve amendments to Appropriate Behavior Policy** Jean made a motion to approve amendments to the Appropriate Behavior Policy with discussed addition and correction. Erin seconded. Passed.
   B. **Discuss Community Hall activity, staffing and pricing** We discussed the increased use of Community Hall. We need to further discuss at our July meeting how to staff properly for events and how that affects our rental fees.
   C. **Discuss 2023-24 Library Goals** Trustees will send to Cathy Sheffield 2 or 3 performance based goals for Erick's evaluation by July 1. Trustees will also read through the Strategic Plan to see if there is a need to place anything in our next year's budget to meet our goals.

VII. **Adjourn:** Annie made a motion to adjourn at 8:41AM. Jean seconded. Passed.

Library Board Meeting: Friday, July 28, 2023 at 7:45AM
Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary

June 2023

Account	Vender	Amount
100-551400-210 Outside services		
	Total	0.00
100-551400-219 Automation levy		
	SCLS	0.00
	Total	0.00
	Total	0.00
100-551400-290 Leased items		
	Gordon Flesch	333.96
		0.00
	Total	333.96
100-551400-292 Maintenance contracts		
	SCLS	0.00
	Bibliotheca	0.00
	Midwest Alarm	0.00
	Total	0.00
100-551400-311 Postage		
	Post Office	67.13
	Total	67.13
100-551400-320 Publications, subscriptions and dues		
	Wall street Journal	142.39
	Rotary Club of Waunakee	50.00
	Wauankee Lions Club	80.00
	WLA	180.00
	Total	452.39
100-551400-330 Travel and training		
	SCLS	0.00
	UW- Madison	0.00
	WLA	0.00
	UW Local Govt Center	0.00
	Total	0.00
100-551400-340 Programs		
	Pig	33.92
	Dollar tree	20.00
	Amazon	301.23
	Walmart	0.00
	Dunkin	25.98
	Ace Hardware	18.44
	Talewise	775.00
	Havens Petting Farm	760.00
	PBC Guru	3,500.00
	School life	38.40
	Boxed	0.00
	Mailchimp	39.50
	Hoo's Woods Raptor Center	0.00
	Lou Ann Novak	0.00
	Kim Flood	0.00
	Jerry Rabushka	0.00
	Stephanie Schmidt	0.00

3

	Wayne Pinnow	0.00
	Zoozort	0.00
	Waunakee Chamber	0.00
	Melanie Juedes	0.00
	Total	**5,512.47**

100-551400-341 Equipment

	Minuteman Press	0.00
	Amazon	0.00
	Nassco	0.00
	Cardio Partners	1,440.00
	SCLS	0.00
	Total	**1,440.00**

100-551400-350 Repairs and maint

	Total	**0.00**

100-551400-380 Adult books

	Amazon	251.25
	Baker and Taylor	2,339.13
	Barnes and Noble	0.00
	Beyond the Page	0.00
	Total	**2,590.38**

100-551400-381 Juvenile books

	Amazon	0.00
	Baker and Taylor	1,743.91
	Penworthy	0.00
	The Dot Central	0.00
	Total	**1,743.91**

100-551400-383 Serial subscriptions

	Rivistas	0.00
	Total	**0.00**

100-551400-384 - Digital Materials & Computer Software

	Kanopy	80.75
	Demco Software	1,078.46
	TBS	0.00
	Verizon -Hotspots	200.05
	CDW - Adobe	0.00
	Total	**1,359.26**

100-551400-385 Kit supplies

	Amazon	237.98
	Minuteman Press	42.46
	UPS Store	0.00
	Pig	0.00
	Total	**280.44**

100-551400-386 Audio materials

	Blackstone Publishing	349.53
	Midwest Tape	23.18
	Amazon	73.97
	Findaway	0.00
	Total	**446.68**

100-551400-387 Videos

	Amazon	524.71
	Midwest Tape	303.59
	Debbie Howard	0.00
	Greta Productions	0.00
	Total	**828.30**

100-551400-390 Other

	Amazon	214.97
	Office Depot	212.14
	Menards	0.00
	Ace Hardware	0.00

	Pig	0.00
	Demco	257.64
	Walmart	93.50
	Minuteman Press	37.47
	Total	**815.72**

100-551400-391 Personnel

	Total	**0.00**

100-551400-392 Public relations

	Minuteman Press	34.00
	UPS Store	0.00
	Canva	239.75
	Total	**273.75**

100-551401-210 Building serices

	CJ's Lawn and Snow	412.00
	Master Building Solutions	4,171.50
	Fearings	501.90
	Butters-Fetting Co	1,390.00
	Total	**6,475.40**

100-551401-350 Repairs/Maintenance

	JR's Mulch Sales	51.00
	Kraemer Air Filter Corp	0.00
	Menards	281.85
	Ace Hardware	26.57
	Amazon	145.37
	Schilling Supply Company	821.80
	Canteen	382.85
	Walgreens	0.00
	Gordon	0.00
	Sloan Repair	0.00
	Total	**1,709.44**

220 fund

	Out of print	0.00
	Waunakee Chamber of Commerce	300.00
	Tee Public	0.00
	Total	**300.00**
	Month Total	**24,629.23**

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
	LIBRARY OPERATIONS						
100-551400-110	LIBRARY FULL TIME	34,944.01	203,951.93	459,227.00	255,275.07	44.41	198,776.97
100-551400-120	LIBRARY PART TIME	25,753.67	159,098.99	363,302.00	204,203.01	43.79	149,780.94
100-551400-130	LIBRARY FICA	4,378.83	26,130.25	62,926.00	36,795.75	41.53	27,126.83
100-551400-131	LIBRARY RETIREMENT	3,026.36	18,213.21	41,758.00	23,544.79	43.62	18,967.33
100-551400-132	LIBRARY HEALTH	12,011.84	91,096.22	164,505.00	73,408.78	55.38	77,977.67
100-551400-133	LIBRARY LIFE	70.85	439.17	706.00	266.83	62.21	373.66
100-551400-134	LIBRARY DENTAL	684.05	4,780.55	9,526.00	4,745.45	50.18	5,074.61
100-551400-210	LIBRARY OUTSIDE SERVICES	108.00	841.00	1,652.00	811.00	50.91	381.00
100-551400-219	LIBRARY AUTOMATION LEVY	.00	68,923.32	68,923.00	(.32)	100.00	62,993.00
100-551400-225	LIBRARY COMMUNICATIONS	716.18	2,873.64	8,700.00	5,826.36	33.03	2,860.10
100-551400-290	LIBRARY LEASED ITEMS	628.84	3,490.45	8,196.00	4,705.55	42.59	3,130.48
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	.00	2,009.39	2,572.00	562.61	78.13	2,960.65
100-551400-311	LIBRARY POSTAGE	11.73	436.31	1,000.00	563.69	43.63	525.34
100-551400-320	LIBRARY PUBS/SUBS/DUES	260.00	6,351.83	2,899.00	(3,452.83)	219.10	1,572.70
100-551400-330	LIBRARY TRAVEL/TRAINING	100.00	360.00	2,200.00	1,840.00	16.36	1,180.36
100-551400-340	LIBRARY PROGRAMS	5,010.29	13,459.03	25,000.00	11,540.97	53.84	12,484.93
100-551400-341	LIBRARY EQUIPMENT	582.20	1,443.98	7,500.00	6,056.02	19.25	2,468.23
100-551400-380	LIBRARY ADULT BOOKS	1,982.91	13,993.37	44,000.00	30,006.63	31.80	22,490.39
100-551400-381	LIBRARY JUVENILE BOOKS	1,599.32	9,124.88	24,000.00	14,875.12	38.02	10,848.49
100-551400-382	LIBRARY MICROFILM	.00	.00	.00	.00	.00	15.16
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	.00	158.19	8,150.00	7,991.81	1.94	389.01
100-551400-384	LIBRARY COMPUTER SOFTWARE	1,430.51	13,510.10	20,408.00	6,897.90	66.20	7,497.54
100-551400-385	LIBRARY KIT SUPPLIES	247.54	1,170.31	5,500.00	4,329.69	21.28	3,167.05
100-551400-386	LIBRARY AUDIO MATERIALS	.00	2,514.85	8,500.00	5,985.15	29.59	3,705.50
100-551400-387	LIBRARY VIDEOS	954.42	3,883.14	8,000.00	4,116.86	48.54	3,665.50
100-551400-390	LIBRARY OTHER	801.69	6,160.06	18,125.00	11,964.94	33.99	5,569.14
100-551400-391	LIBRARY PERSONNEL	.00	144.00	.00	(144.00)	.00	56.00
100-551400-392	LIBRARY PUBLIC RELATIONS	1,292.58	1,873.66	3,500.00	1,626.34	53.53	1,374.45
	TOTAL LIBRARY OPERATIONS	96,595.82	656,431.83	1,370,775.00	714,343.17	47.89	627,413.03

6

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
LIBRARY BUILDING						
100-551401-110 LIBRARY BLDG FULL TIME	4,894.10	30,818.79	63,731.00	32,912.21	48.36	27,446.34
100-551401-120 LIBRARY BLDG PART-TIME	1,002.23	9,252.78	24,691.00	15,438.22	37.47	10,591.07
100-551401-121 LIBRARY BLDG OVERTIME	.00	.00	.00	.00	.00	.15
100-551401-130 LIBRARY BLDG FICA	434.42	2,982.10	6,763.00	3,780.90	44.09	3,068.41
100-551401-131 LIBRARY BLDG RETIREMENT	332.80	2,095.68	4,334.00	2,238.32	48.35	1,910.71
100-551401-132 LIBRARY BLDG HEALTH	1,607.32	10,823.71	19,666.00	8,842.29	55.04	10,615.82
100-551401-133 LIBRARY BLDG LIFE	5.89	39.47	69.00	29.53	57.20	38.64
100-551401-134 LIBRARY BLDG DENTAL	159.19	1,028.72	1,857.00	828.28	55.40	989.26
100-551401-210 LIBRARY BLDG SERVICES	412.00	2,666.54	29,030.00	26,363.46	9.19	4,240.00
100-551401-220 LIBRARY BLDG UTILITIES	2,539.35	10,165.31	24,000.00	13,834.69	42.36	9,570.10
100-551401-221 LIBRARY BLDG GAS HEAT	295.57	10,082.26	15,000.00	4,917.74	67.22	10,383.73
100-551401-341 LIBRARY BLDG EQUIPMENT	.00	.00	1,446.00	1,446.00	.00	.00
100-551401-350 LIBRARY BLDG REPAIRS/MAINT	759.59	6,631.40	21,000.00	14,368.60	31.58	8,656.56
100-551401-390 LIBRARY BLDG OTHER	.00	185.00	3,500.00	3,315.00	5.29	200.00
TOTAL LIBRARY BUILDING	12,442.46	86,771.76	215,087.00	128,315.24	40.34	87,710.79
DEPOT						
100-551410-350 DEPOT REPAIRS/MAINT	.00	.00	600.00	600.00	.00	.00
TOTAL DEPOT	.00	.00	600.00	600.00	.00	.00

LIBRARY SPECIAL REVENUE FUND

ASSETS

220-11110	COMMINGLED CASH	105,428.75	
220-11801	CASH ON HAND	1,034.37	
	TOTAL ASSETS		106,463.12

LIABILITIES AND EQUITY

FUND EQUITY

220-34300	FUND BALANCE	88,169.38	
	BEGINNING FUND BALANCE	88,169.38	
	REVENUE OVER EXPENDITURES - YTD	18,293.74	
	TOTAL FUND EQUITY		106,463.12
	TOTAL LIABILITIES AND EQUITY		106,463.12

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

June   2023

	2023			2022		% Change	% Change	YTD
	June	Prev Month	Yr-to-date	June	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	26	29	172	26	172	-10.3%	N/A	N/A
CIRCULATION								
Physical circulation	27,190	20,654	143,234	27,329	140,109	31.6%	-0.5%	2.2%
Digital circulation	4,080	4,094	25,280	3,782	21,948	-0.3%	7.9%	15.2%
Library Total	31,270	24,748	168,514	31,111	162,057	26.4%	0.5%	4.0%
Per Day library was open	1,203	853	980	1,197	942	40.9%	0.5%	4.0%
Average of Deforest, Monona and Verona	31,149	24,103	160,000	28,403	154,040	29.2%	9.7%	3.9%
By Category								
Books								
Juvenile Fiction	4,291	2,622	19,102	4,700	20,004	63.7%	-8.7%	-4.5%
Juvenile Non-Fiction	1,858	1,416	9,811	1,888	9,424	31.2%	-1.6%	4.1%
Easy Readers	2,211	1,423	10,791	2,353	10,468	55.4%	-6.0%	3.1%
Picture books	5,621	4,334	30,418	5,311	29,471	29.7%	5.8%	3.2%
Total Juvenile	13,981	9,795	70,122	14,252	69,367	42.7%	-1.9%	1.1%
Young Adult	928	630	4,241	1,070	4,221	47.3%	-13.3%	0.5%
Adult Fiction	3,314	2,770	18,266	3,275	17,380	19.6%	1.2%	5.1%
Adult non-Fiction	2,258	2,187	14,218	2,216	13,178	3.2%	1.9%	7.9%
Large print	935	889	5,317	832	4,601	5.2%	12.4%	15.6%
Adult Paperbacks	68	55	359	76	409	23.6%	-10.5%	-12.2%
Total Adult	6,575	5,901	38,160	6,399	35,568	11.4%	2.8%	7.3%
Magazines	499	303	2,372	452	2,608	64.7%	10.4%	-9.0%
Audio	930	705	4,917	870	4,314	31.9%	6.9%	14.0%
DVD and Blu-ray	2,656	2,187	15,561	2,529	15,756	21.4%	5.0%	-1.2%
Software and video games	153	110	768	138	704	39.1%	10.9%	9.1%
Kits	1,342	905	6,500	1,489	6,967	48.3%	-9.9%	-6.7%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	85	73	386	82	410	16.4%	3.7%	-5.9%
E-books	4,080	4,094	25,280	3,782	21,948	-0.3%	7.9%	15.2%
% of total circulation	13.0%	16.5%	15.0%	12.2%	13.5%	-21.1%	7.3%	N/A
PROGRAMS								
Children								
Number	41	30	216	36	195	36.7%	13.9%	10.8%
Attendance	2,174	569	6,933	1,317	4,916	282.1%	65.1%	41.0%
Young adult								
Number	7	4	30	6	36	75.0%	16.7%	-16.7%
Attendance	50	26	243	23	191	92.3%	117.4%	27.2%
Adult								
Number	14	12	79	9	60	16.7%	55.6%	31.7%
Attendance	119	103	878	145	1,033	15.5%	-17.9%	-15.0%
NEW PATRONS ADDED	147	64	585	197	763	129.7%	-25.4%	-23.3%
PUBLIC MEETING ROOM BOOKINGS	27	35	172	23	121	-22.9%	17.4%	42.1%
STUDY ROOM BOOKINGS	429	429	2639	355	2045	0.0%	20.8%	29.0%
PUBLIC PC SESSIONS	419	417	2,642	454	2,415	0.5%	-7.7%	9.4%
UNIQUE WIRELESS USERS	2,192	2,056	13,085	2,027	10,687	6.6%	8.1%	22.4%
CURBSIDE TRANSACTIONS	39	35	211	56	336	11.4%	-30.4%	-37.2%
# OF VISITORS TO LIBRARY	14,500	11,392	75,559	13,589	65,913	27.3%	6.7%	14.6%

Library Activity Report
Library Director Erick Plumb
July 2023

Library Activity in June/July

- Our Summer Reading Program - with the theme of "Find Your Voice!" – rolls on with robust attendance at programs and with solid participation in the summer reading program itself. As usual, we have many incentives to spur summer reading for all ages, and a great slate of programming for Waunakee's youth. The Reading program runs until August 17 when we wrap up with an all-out blowout end-of-summer party. Please join us that late-afternoon and evening!
- Paulette Rodriguez earned a promotion to Programming/Engagement Assistant, a half-time position focused on developing programs for adults in addition to working with the public. This was the role previously filled by Gay Strandemo and Patti Cameron. Paulette has a wealth of great ideas and we're eager for her to get started in her new role. Congratulations Paulette!
- Brittany and I will be part of a panel in October for Banned Books Con, a program celebrating the freedom to read affiliated with the Wisconsin Book Festival and the Beyond the Page . We will be discussing the events of this spring and how public libraries are now prominently a part of the culture wars in this country. The event is tentatively scheduled for October 1 at the Sun Prairie Public Library.
- On October 2, as part of the same Banned Books Con, WPL will be hosting an author event with author Mike Curato, author of the acclaimed graphic novel *Flamer*, the fourth most-challenged title nation-wide in 2022 according to the American Library Association. We're proud to host the event and look forward to large turnout.
- The Village of Waunakee and the Library received a $9,000 grant from Wisconsin Humanities to develop a historical display on Ho-Chunk Nation history in History Hall in conjunction with the Ho-Chunk Nation and University of Wisconsin-Madison Department of Anthropology curation students. The display will be designed to be a traveling exhibit, allowing the Ho-Chunk Nation to lend it to other area establishments in the future. I'm grateful to Todd Schmidt and especially to Kylie West at Village Hall for coordinating and writing the grant application. We will begin work developing the exhibit this fall with a planned unveiling in History Hall in mid-2024.

Youth Services Report by Brittany Gitzlaff

June was a very hectic, eventful month. Day one saw the first day of Summer Reading Program, our final school visit, and an end-of-year celebration for 4K students and their families that brought Kona Ice, a bubble show, and over 500 people to the library. We were also able to get out and about with the book bike this month, and visit with kids and families at the Big Rig Gig and Play in Your Park events that the Village Center hosted. The weather really messed with us this month forcing us to reschedule our first big Terrific Tuesday of the year. Thankfully, we were able to quickly make it a Terrific Thursday, and welcomed Havens Petting Farm and their animals to the library where easily over 500 people attended. Laura hosted her most successful teen program to date, Frankentoys, which had 18 teens taking apart old toys and putting them back together in hilarious, and often, creepy ways. All of Caitlin's monthly STEAM and art programs filled up quickly, and the month closed out with the two of them working together to create and host an escape room event. It filled up so quickly they had to add a second program that also filled up immediately.

Adult Outreach Report by Courtney Cosgriff

I returned from maternity leave on June 5th! I attended a Zoom meeting with Todd and other managers to discuss new review strategies. I met with Jared to review and discuss the Village's Income Continuation Insurance policy. I attended the Allyship workshop hosted by WI Libraries Talk About Race. I met with Amy to discuss the transition regarding Community Hall, Artist of the Month, and other tasks she successfully handled while I was gone. I began planning fall programs including some musical acts and a series of intro computer classes which has been requested by several patrons. I'm working with the Writer's Group to host a Local Author Showcase here in the fall. I'm working on securing more All Around Town businesses for the September promotion.

Community Engagement Report by Amy Sampson

In June we kicked off our new adult summer reading program! We had an early bird raffle for adults who picked up their program sheet in the first two weeks and had 92 entries. I started taking the book bike to Live from the Park with Laura and had a great first time – signed someone up for a library card, distributed summer reading info, checked out several books, and gave out lots of bubbles to kiddos. Laura and I also attended the WHS GSA's Pride Picnic on June 25th (no bike due to rain), and made pride buttons and had LGBTQ+ books available for checkout. I was unable to attend my Building Connections program on the 22nd due to illness, but our program partner Kellen from Waunakee IDEA stepped up and was able to facilitate the documentary and guest speaker so we didn't have to cancel the program! This month I also met with Erick, Courtney, and Jeff to discuss Community Hall. I compiled reservation data and worked with Courtney to draft a new pricing plan. I finalized the vendors for End of Summer Fest and am working with Caitlin and Laura on bringing screen printing to the fest and future programs. Finally, we were able to secure another $500 grant from Beyond the Page to support the childcare portion of English classes starting in the fall.

Banned Books Con

Join us October 1-7, 2023 to celebrate the freedom to read!

Dane County Public Libraries will host several events (in person and virtual) throughout the week including banned book clubs, author visits, a panel discussion and freedom to read celebrations.

Join the conversation on social media! Share a banned book selfie or a reflection on why you support the freedom to read using #BannedBooksCon

Schedule:

Sunday, October 1st | Panel discussion on censorship and intellectual freedom

TBD at Sun Prairie Public Library

Monday, October 2nd | Author talk: Mike Curato

6:30-7:30pm at Waunakee Public Library

Tuesday, October 3rd | Author livestream: Jacqueline Woodson

TBD at Fitchburg, Deerfield and Oregon

Wednesday, October 4th | TBD

Thursday, October 5th | TBD

Friday, October 6th | Freedom to Read Celebrations

Saturday, October 7th | Freedom to Read Celebrations

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.

Approved by the Library Board on August 20, 2021

Proposed
Pricing Guide

	Monday - 6pm Friday	6pm Friday - Sunday
Base Price	$50 (4 Hours included)	$250 (6 Hours included)
Hours Beyond Included Time	$50/hour	$100/hour

One-Time Fees:

After Hours Fee
$100
Any event with rental hours outside of library open hours will incur an extra fee

Alcohol Service Fee
$100
See Food and Beverage section for guidelines on serving alcohol

Rental hours **include** any set up and take down time by renter. Tables and chairs will be set up in advance by library staff.

Fees are waived for all library-related events and events by local, state, or national governmental bodies.

Payment

Full payment is due 14 days prior to the event. Checks should be made payable to Waunakee Public Library.

Pricing effective August 1st, 2023

Waunakee PUBLIC LIBRARY

To:	Library Board
From:	Erick Plumb, Library Director
Date:	July 28, 2023
Re:	2024 Operating budgets

Library Trustees,

On July 21, I submitted my proposed 2024 operating budgets to Village Finance Director Renee Meinholz. As you may remember, the Village has department heads budget for all non-personnel lines only; wages and benefits – and decisions on staffing changes - are determined later in the budget process when more information about the budgetary landscape and insurance costs are known. The Library has two operating budgets: the Library Operations budget (most library staff, services, and costs) and the Library Building budget (maintenance staff, maintenance fees, equipment purchases, repairs, etc.). We also have our reserve 220 Fund available. The Village utilizes a zero-based budgeting approach, where line items don't change from the prior year unless there is a provided justification.

 The Library has three main sources of revenue: the Village's general fund, Dane County reimbursement, and user fees which are applied to the 220 Fund. The main difference in our 2024 budget is the amount of funding we will receive from Dane County and other adjacent counties. We are estimated to receive over $291,000 in county funds in 2024, up roughly $80,000 over the funding we've received over the past three years. This increase grants a lot of flexibility in smaller, non-personnel budget lines, such as new library materials and programming, our two bread-and-butter core services.

Key highlights of the budget proposal:

- Significant increase in Dane County reimbursement. The county funding formula is finally taking into account circulation and usage statistics from years that we were in our new building with much higher usage. We anticipate these funds to increase further in the future.
- The increase in county funds allows us to anticipate expenses to come in slightly *under revenue* at least in the library operations budget, while increasing in certain key
- Increase to the library programming budget (line 100-551400-340). I propose adding an additional $10,000 to our programming budget for all ages (up from $25,000 to $35,000). Programming is one of our key services and main draws to the library. We excel at it. Additional funds will allow us to invest in additional programming opportunities and will allow us to contract with more-expensive program providers and partners.

15

- An increased book budget for all ages ($78,000 from $68,000 from combines lines 380-381). After holding steady on the number of items we have had in our collection, it is time to expand, particularly in adult non-fiction and español collections. We also wish to weed and rebuild much of our youth collection.
- Thanks to room rental fees, the 220 fund continues to expand, and those fees have made up for the loss in overdue fine fees that we had relied upon traditionally to pad the Fund. As the fund grows, the Library Board will want to consider how and when to strategically utilize funds to augment future budgets.

At this time, I propose no changes in our staffing levels for 2024. The Village has generously allowed Library to grow its staff to serve a growing community in our new building. We have a tremendously talented staff in place, and now I would like to see what is possible with more tools – more books and items, more programming funds, more outreach funding – for them to use.

Village of Waunakee
Zero Based Budgeting - Summary
2024 Budget

Library			2024 **Budget**		2023 **Budget**		**Variance**
Expenditures							
	Wages	$	-	$	-	$	-
	Fringes		-		-		-
	Other		294,705		268,825		25,880
	Subtotal		294,705		268,825		25,880
Revenues							
COUNTY LIBRARY AID	100-43740020	$	291,624	$	210,293		
GRANTS/DONATIONS	100-48540070		12,000		12,000		
			-		-		
	Subtotal		303,624		222,293		
Net cost of service			(8,919)		46,532		
Share of general revenues			-		-		
	Tax Levy needs	$	(8,919)	$	46,532		

Library Building			2024 **Budget**		2023 **Budget**		**Variance**
Expenditures							
	Wages	$	-	$	-	$	-
	Fringes		-		-		-
	Other		92,753		92,530		223
	Subtotal	$	92,753		92,530		223
Revenues							
		$	-	$	-		
			-		-		
	Subtotal	$	-	$	-		
Net cost of service			92,753		92,530		
Share of general revenues			-		-		
	Tax Levy needs	$	92,753	$	92,530		
		$	303,624	$	222,293		

/7

Library Fund			2024 Budget		2023 Budget
Expenditures					
	Wages		$ -	$	-
	Fringes		-		-
	Other		500		500
	Subtotal		$ 500	$	500
Revenues					
PUBLIC CHARGES		220-46740011	$ 4,000	$	4,000
VENDING		220-46740011	-		-
ROOM RENTALS		220-46740015	12,500		7,500
PHOTOCOPIES		220-46740014	3,000		2,750
INTEREST INCOME		220-48140001	-		-
			-		-
	Subtotal		$ 19,500	$	14,250
Net cost of service			(19,000)		(13,750)
Share of general revenues			-		-
	Tax Levy needs		$ (19,000)	$	(13,750)

Village of Waunakee
Zero Based Budgeting - Line items
2024 Budget

Account Number	Account Name	2024	2023	Difference
100-551400-210	LIBRARY OUTSIDE SERVICES	1,152	1,652	(500)
100-551400-217	LIBRARY SECURITY SYSTEMS	-	-	-
100-551400-219	LIBRARY AUTOMATION LEVY	72,019	68,923	3,096
100-551400-225	LIBRARY COMMUNICATIONS	8,700	8,700	-
100-551400-290	LIBRARY LEASED ITEMS	8,940	8,196	744
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	2,477	2,572	(95)
100-551400-311	LIBRARY POSTAGE	1,500	1,000	500
100-551400-320	LIBRARY PUBS/SUBS/DUES	2,924	2,899	25
100-551400-330	LIBRARY TRAVEL/TRAINING	2,200	2,200	-
100-551400-340	LIBRARY PROGRAMS	35,000	25,000	10,000
100-551400-341	LIBRARY EQUIPMENT	7,500	7,500	-
100-551400-350	LIBRARY REPAIRS/MAINT	-	-	-
100-551400-380	LIBRARY ADULT BOOKS	50,000	44,000	6,000
100-551400-381	LIBRARY JUVENILE BOOKS	28,000	24,000	4,000
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	8,572	8,150	422
100-551400-384	LIBRARY COMPUTER SOFTWARE	22,721	20,408	2,313
100-551400-385	LIBRARY KIT SUPPLIES	4,500	5,500	(1,000)
100-551400-386	LIBRARY AUDIO MATERIALS	8,500	8,500	-
100-551400-387	LIBRARY VIDEOS	8,000	8,000	-
100-551400-390	LIBRARY SUPPLIES	16,000	18,125	(2,125)
100-551400-391	LIBRARY PERSONNEL	-	-	-
100-551400-392	LIBRARY PUBLIC RELATIONS	6,000	3,500	2,500
		294,705	268,825	25,880

Account Number	Account Name	Item	Vendor	Quantity	Unit Price	Amount	Description
				(If necessary)			
100-551400-210	LIBRARY OUTSIDE SERVICES	1					
		2	iSolved	384	3.00	1,152	Timekeeping fees (32 employees x 12 months)
		3				-	
		4					
		5					
						$ 1,152	1,652
							(500)
100-551400-217	LIBRARY SECURITY SYSTEMS	1				$ -	
		2				$ -	-
							-
100-551400-219	LIBRARY AUTOMATION LEVY	1	South Central Library System			$ 72,019	
		2				$ 72,019	68,923
							3,096

19

100-551400-225 LIBRARY COMMUNICATIONS

#	Item	Qty	Rate	Amount		Note	Flag
1	TDS Telecom	12	725.00	$	8,700		
2							
				$	8,700		8,700

100-551400-290 LIBRARY LEASED ITEMS

#	Item	Qty	Rate	Amount		Note	Flag
1	GFC Leasing	12	295.00		3,540	Copier lease	
2	Gordon Flesch	12	450.00		5,400	Meter click (based on 2022-23 usage)	
3							
				$	8,940		8,196 / 744

100-551400-292 LIBRARY MAINTENANCE CONTRACTS

#	Item	Amount		Note	Flag
1	South Central Library System	$	2,477	Bibliotheca (Self check Maint.)	
2					
3					
		$	2,477		2,572 / (95)

100-551400-311 LIBRARY POSTAGE

#	Item	Amount		Flag
1	Post office	$	1,500	
2				
		$	1,500	1,000 / 500

100-551400-320 LIBRARY PUBS/SUBS/DUES

#	Item	Amount		Note	Flag
1	WLA Membership-Plumb		600		
2	WLA Membership-Gitzlaff		225		
3	WLA Membership-Cosgriff		225		
4	WLA Membership - Huff		225		
5	WLA Membership - Sampson		225		
6	WLA Membership - Klabacka		225		
7	Waunakee-Westport Lions		80		
7	Waunakee Rotary		650		
8	WLA Membership - Board		50		
9	Amazon		119	Share of Prime membership	
10	ALA – Plumb		300		
		$	2,924		2,899 / 25

100-551400-330 LIBRARY TRAVEL/TRAINING

#	Item	Amount		Flag
1	Mileage		500	
2	WI Library Association Reg. (6)		800	
3	WI Library Conf. Lodging		400	
4	Misc. system workshops		500	
5	Meals WLA		-	
6				
7				
8				
		$	2,200	2,200

100-551400-340 LIBRARY PROGRAMS

#	Item	Amount		Note
1	Youth Programs	$	20,000	
2	Adult Programs		10,000	
4	History Hall		5,000	Curator stipend, mileage, printing

20

2024 ZBB Library.xlsx

100-551400-341 — LIBRARY EQUIPMENT

Line	Vendor	Amount	Note			
5				35,000	25,000	**10,000**
1	South Central Library System	5,000	Patron technical equipment			
2	Amazon	2,500	Staff technical equipment			
3						
4						
		$ 7,500		7,500		**-**

100-551400-380 — LIBRARY ADULT BOOKS

Line	Vendor	Amount	Note			
1	Baker & Taylor	$ 40,000				
2	Amazon	4,000	Physical and Kindle copies			
3	Lucky Day Collection	6,000				
4						
5						
6						
		$ 50,000		44,000		**6,000**

100-551400-381 — LIBRARY JUVENILE BOOKS

Line	Vendor	Amount			
1	Baker & Taylor	$ 25,000			
2	Lucky Day Collection	3,000			
5					
		$ 28,000	24,000		**4,000**

100-551400-383 — LIBRARY SERIAL SUBSCRIPTIONS

Line	Vendor	Amount			
1	Rivistas Magazine Subscription Service	$ 7,172			
2	New York Times	1,050			
3	Hometown News	150			
4	Wall Street Journal	200			
5					
6					
		$ 8,572	8,150		**422**

100-551400-384 — LIBRARY COMPUTER SOFTWARE

Line	Vendor	Amount	Note			
1	WI Library Services	5,142	Online database subscriptions			
2	SCLS digital resources line	9,979	Overdrive (e-books) & Digital magazines			
3	Verizon	2,600	Hot Spot subscriptions (5)			
4	Kanopy	5,000	Online streaming service			
5						
		$ 22,721		20,408		**2,313**

100-551400-385 — LIBRARY KIT SUPPLIES

Line	Vendor	Amount			
1	Amazon	4,500			
2					
3					
4					
5					
		$ 4,500	5,500		**(1,000)**

2024 ZBB Library.xlsx

LIBRARY AUDIO MATERIALS — 100-551400-386

#	Item	Amount	
1	Books on Tape	8,500	8,500
2	Recorded Books		
3	Findaway World		
4	Midwest Tapes		
5	Listening Library		
6			
		$ 8,500	8,500

LIBRARY VIDEOS — 100-551400-387

#	Item	Amount	
1	Baker & Taylor Entertainment	1,000	
2	Midwest Tapes	1,000	
3	Amazon	6,000	
4			
		$ 8,000	8,000

LIBRARY SUPPLIES — 100-551400-390

#	Item	Amount	Note	
1	Costco	1,000	Program support	
2	Demco	7,500		
3	Office Depot	7,500		
4	Piggly Wiggly			
5	Tuition Reimbursement			
6	Azuradisc			
7	Upstart			
8	Uline			
10				
		$ 16,000		18,125 (2,125)

LIBRARY PERSONNEL — 100-551400-391

#	Item	Amount	
1		$ -	-
2			
3			
4		$ -	-

LIBRARY PUBLIC RELATIONS — 100-551400-392

#	Item	Amount	Note	
1	Printing & Design	6,000	Consolidated from line 100-551400-210	3,500 / 2,500
2				
3				
4				
5				
6				
		$ 6,000		
		$ 294,705		268,825 / 25,880

72

Village of Waunakee
Zero Based Budgeting - Line items
2024 Budget

Account Number	Account Name	2024	2023	Difference
100-551401-210	LIBRARY BLDG SERVICES	29,753	29,030	723
100-551401-220	LIBRARY BLDG UTILITIES	21,000	24,000	(3,000)
100-551401-221	LIBRARY BLDG GAS HEAT	21,000	15,000	6,000
100-551401-341	LIBRARY BLDG EQUIPMENT	-	-	-
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	21,000	21,000	-
100-551401-390	LIBRARY BLDG OTHER	-	3,500	(3,500)
	TOTAL	92,753	92,530	223

Account Number	Account Name	Item	Vendor	Quantity	Unit Price (If necessary)	Amount	Description
100-551401-210	LIBRARY BLDG SERVICES	1	Capital Coffee	12	525.00	$ 6,300	Coffee vending
		2	Otis elevator			2,100	Elevator maintenance
		3	Vendor-TBD			7,500	Landscaping/gardening
		4	Masters			8,343	HVAC operating system
		5	Butters Fetting			2,800	HVAC equipment maintenance
		6	Ahern			800	Sprinkler system
		7	Midwest Fire Alarm			660	Fire alarm
		8	Vendor-TBD	1	1,250.00	1,250	Window cleaning 1x annually
						$ 29,753	29,030
							723

Account Number	Account Name	Item	Vendor	Quantity	Unit Price	Amount	Description
100-551401-220	LIBRARY BLDG UTILITIES	1	Waunakee Utilities	12	1,750.00	$ 21,000	
		2				$ 21,000	24,000
							(3,000)

Account Number	Account Name	Item	Vendor	Quantity	Unit Price	Amount	Description
100-551401-221	LIBRARY BLDG GAS HEAT	1	MG&E	12	1,750.00	$ 21,000	Rise based on 2023 costs
		2				$ 21,000	15,000
							6,000

23

100-551401-350	LIBRARY BLDG REPAIRS/MAINT				
	1	Janitorial supplies	$ 15,000		
	2	Maintenance supplies	4,000	1-time equip purchases	
	3	Service calls	2,000		
	4		$ 21,000	21,000	-
100-551401-390	LIBRARY BLDG OTHER				
	1	Various vendors	$ -	Other	
	2		$ -	3,500	(3,500)
TOTAL			$ 92,753	92,530	223

Village of Waunakee
Zero Based Budgeting - Line items
2024 Budget

Account Number	Account Name	2024	2023	Difference
220-551400-311	LIBRARY POSTAGE	-	-	-
220-551400-320	LIBRARY PUBS/SUBS/DUES	-	-	-
220-551400-330	LIBRARY TRAVEL/TRAINING	-	-	-
220-551400-340	LIBRARY PROGRAMS	-	-	-
220-551400-390	LIBRARY OTHER	500	500	-
	TOTAL	500	500	-

Account Number	Account Name	Item	Vendor	Quantity	Unit Price	Amount	Description
					(If necessary)		
220-551400-311	LIBRARY POSTAGE	1	US Post Office		$ -	$ -	
		2			$ -		
220-551400-340	LIBRARY PROGRAMS	1	Various vendors		$ -	$ -	
		2					
220-551400-390	LIBRARY OTHER	1	Various vendors		$ 500	$ 500	
		2					
	TOTAL					$ 500	500

25

Trustee Training Week 2023

Registration is open for this year's Trustee Training Week.

Looking for last year's webinars? Visit the Recording & Resources section for access to the recordings, slides, and handouts for past webinars.

No More Neutral: How to Use Marketing to Position Your Library in Challenging Times

Monday, August 21, 2023 - 12:00

Presenter: Angela Hursh

On top of everything else they need to do, libraries increasingly find themselves at the center of controversy. The American Library Association reports a substantial increase in the number of book bans and challenges in 2022 (double the number of reports from 2021). Oftentimes, the library's efforts to create collection and

26

service policies that fulfill its mission statement of inclusion are the focus of these challenges. These attacks cost money, lower morale, and reduce productivity amongst the staff. They also threaten the very existence of libraries. But libraries do have some power, and it comes in the form of promotion. In this session, you'll learn marketing tactics you can use now to clarify your library's policies, solidify your library's positions, and clearly communicate your mission, vision, and values. And you'll hear tactics to use to rally community and stakeholder support if your library should face such a challenge.

Three learning outcomes:

- Concrete tips for strengthening the public's perception of libraries now, including tips on how to promote their mission, vision, and values, the policies they create to protect intellectual freedom, and their place in the community as a safe and welcoming space.
- Marketing strategies for handling a censorship challenge, including strategies for responding to statements from critics via email, social media, and in the press.
- Promotional ideas designed to rally library supporters to their defense.

Register for No More Neutral: How to Use Marketing to Position Your Library in Challenging Times

Wisconsin Library Law

Tuesday, August 22, 2023 - 12:00

Presenter: [Kris Turner](#)

Reading and understanding laws and regulations can be daunting, even more so when you are a trustee or on a library board. This session will focus on demystifying the law and focus on specific statutes and cases that affect Wisconsin libraries as well as a discussion of how to best answer legal questions when they inevitably arise. Topics covered include open meeting laws, statutory delegation of library board authority, basics of legal research, and more. When the session has concluded, you will be able to better locate and answer legal questions that you may face as a library board member and

also know what resources are available to you to get these difficult and stressful questions answered.

To help Kris develop his presentation, we have a <u>short survey</u> to determine the topics you are most interested in. Thank you!

Register for Wisconsin Library Law

Nurturing Your Library Culture

Wednesday, August 23, 2023 - 12:00

Presenter: <u>Jeannie Dilger</u>

Culture is all around us – it's the water for the fish!

In 2022, library science graduates looking for jobs ranked a positive, healthy workplace culture as being an even more important attribute than salary. A toxic workplace culture can impact mental health, decrease productivity, and lead good employees to leave for other jobs.

Join Library Director Jeannie Dilger for a look at what culture is, why it's important, and how to support the director and staff in creating or revising a culture statement. We'll talk about setting the tone with policies, decision-making, and hiring and evaluating the director. Learn how the work you do as trustees can influence the culture throughout the library.

Register for Nurturing Your Library Culture

LGBTQ-Inclusive Trusteeship

Thursday, August 24, 2023 - 12:00

Presenter: <u>Ray Lockman</u>

Ray Lockman (they/them) will equip Wisconsin trustees and library directors to be queer- and trans-inclusive advocates for their library communities.

Participants will learn helpful language and practical tips before we put our new skills to work by grappling with tough real-world scenarios.

Register for LGBTQ-Inclusive Trusteeship

Elected Officials are People, Too

Friday, August 25, 2023 - 12:00
Presenter: Lori Fisher

Strong relationships with your elected officials are key to library advocacy. Learn how to connect with your electeds (and their staffs) and consistently demonstrate the value of your library, whether you are a library Trustee/board member, Friends of the Library, affiliated with a library Foundation, or are a library staff member. Find out valuable tips, whether you are making your first contacts, or continuing longstanding relationships.

Register for Elected Officials are People, Too

29

2023 United for Libraries Virtual Programs

Tuesday, August 1, 2023

- 10:30 am Eastern - Zoom Room Opens
- 11:00 am Eastern - Libraries as Transformational Spaces: Creating Comprehensive Services for Underserved Populations in Today's Political Climate
- 12:15 pm Eastern - Your Password Has Expired: Financial Best Practices for Library Friends
- 2:00 pm Eastern - Stand Up For Standout Friends: A Case Study In Replicable, Scalable Volunteer Recognition Programs
- 3:00 pm Eastern - **KEYNOTE: The Making of a Library Champion**

Wednesday, August 2, 2023

- 10:30 am Eastern - Zoom Room Opens
- 11:00 am Eastern - Joint Impact: Building Collaboration Capacity
- 12:15 pm Eastern - Unite Against Book Bans: Mobilize Your Community to Protect Intellectual Freedom
- 1:30 pm Eastern - Indigenous Ways of Knowing and Doing: Navigating Organizational Change
- 3:00 pm Eastern - Big "A" Library Advocacy

Thursday, August 3, 2023

- 10:30 am Eastern - Zoom Room Opens
- 11:00 am Eastern - KEYNOTE: Foundation and Fundraising Fundamentals
- 12:15 pm Eastern - Game On: Unlocking Membership Potential
- 1:30 pm Eastern - Trans Identities: Myths & Misinformation
- 2:30 pm Eastern - Advocacy Workshop: Learning about and Communicating with Elected Officials
- 4:00 pm Eastern - 2023 Virtual Gala Author Tea - will also be live streamed on Facebook (https://fb.me/e/1cD58JyXD)!

The 2023 Virtual Gala Author Tea live stream (https://fb.me/e/1cD58JyXD) is free and open to all. Make it an event at your library:

- Promote the Facebook event on your library's social media accounts.
- Promote the Facebook event on your library's website and your events calendar.
- Consider hosting an in-person viewing party at your library. Serve tea and snacks while attendees watch the live stream.

NOTE: The two (2) keynotes and ten (10) education sessions are not open to the public and cannot be shared in a group setting.

Dates, times, titles, and descriptions subject to change.

Updated 6/10/23

Program Descriptions

Libraries as Transformational Spaces: Creating Comprehensive Services for Underserved Populations in Today's Political Climate

Transform your library into a hub that serves the needs of your community, no matter what its political climate.

As libraries and the services they offer are increasingly scrutinized by politicians and members of the public, how can libraries continue to gain broad community support and serve underserved patrons? This panel will explore how Wicomico Public Libraries, a public library system located on Maryland's Eastern Shore, has been working to transform the library into a hub that serves the needs of a diverse community.

Joint Impact: Building Collaboration Capacity

Build collaboration capacity with your Trustees, Friends, and Foundations by engaging in a strategic planning process.

Have you ever stopped to think about what it means to truly collaborate? For libraries, Friends groups, and Foundations, collaboration is essential! However, when there's not agreement about what constitutes collaboration, tensions can rise. This session will explore how libraries, Friends groups, and Foundations can build collaboration capacity by engaging in a strategic planning process to bring clarity to the roles and responsibilities of each entity and strategic alignment to joint efforts. The result: A shared vision and strong team dynamics!

Stand Up for Standout Friends: A Case Study in Replicable, Scalable Volunteer Recognition Programs

Implement a meaningful recognition program for your library's Friends and volunteers.

Minnesota Association of Library Friends (MALF) implemented a volunteer recognition program, "Stand Up for Standout Friends," in 2016. Learn how to create your own successful volunteer recognition program, no matter what your library's size, by creating recognition strategies and recipient "perks."

Indigenous Ways of Knowing and Doing: Navigating Organizational Change

Create a culture of connectedness in your groups using methods developed to expand and preserve indigenous communities.

Navigating change, from how and when to begin shifting to communicating programmatic changes can be accomplished through centuries-old methods developed both to expand and preserve indigenous communities. From leadership shifts to disseminating information both inside and out of your organization, viewing challenges through the lens of tribal governance and sovereignty and creating a culture of connectedness brings time-tested solutions to modern organizations.

Unite Against Book Bans: Mobilize Your Community to Protect Intellectual Freedom

Use Unite Against Book Bans resources to empower your Trustees, Friends, and Foundations.

Learn about ALA's Unite Against Book Bans initiative, the state of book and other challenges nationally, what library Trustees/boards need to know, and how Friends and Foundations can help and support in the fight for intellectual freedom.

Your Password Has Expired: Financial Best Practices for Library Friends

Ensure your Friends of the Library group's financial procedures are following best practices.

Library Friends groups may vary in size and scope but all should have one thing in common: strong financial controls. This program will review best practices for a nonprofit to follow for internal controls, financial responsibility, and long-term succession planning for the organization.

Big "A" Library Advocacy

Kick off library advocacy in your community and mobilize your supporters.

Hear from support group experts about the success and challenges in big A policy advocacy for libraries. Advocacy requires mobilizing your community and is never guaranteed. We will discuss a variety of experiences and answer questions for those organizations preparing to begin Advocacy work in their communities. Where do you start? How do you prepare your board? What comes next?

KEYNOTE: Fundraising and Philanthropy: Creating a Culture of Giving

How do you create a culture of giving in your library community? Hear from a panel of fundraising professionals from libraries of all sizes on how to encourage philanthropy in your library board and beyond. Learn how to plan around annual events to increase your fundraising capacity, and how to get Boards/Trustees, Friends groups, and Foundations to help and work together for results.

Game On: Unlocking Membership Potential

Use simple gaming techniques for your Friends of the Library group to engage the community.

Join this session to learn how you can use simple gaming techniques as outreach tools to engage those in your community by raising awareness of how Friends groups support the library to increase membership. These gaming techniques can also be used in a variety of ways among Friends Boards, library staff, and for Membership Drives.

Trans Identities: Myths & Misinformation

Provide support for librarians and library staff working to create gender-inclusive spaces and programs.

Information about trans identities has exploded into the mainstream media over the past few years, and as a result, transgender people have become the subject of an intense national debate. As information has proliferated, however, so too has misinformation. Learn more about the common myths and misinformation around trans

identities, people, and experiences, as well as how to better judge what out there is fact, what's fiction, and what's merely opinion--and why it should matter to libraries.

Advocacy Workshop: Learning about and Communicating with Elected Officials

Craft effective advocacy messaging and create meaningful connections with your elected officials.

Communication with elected officials should be pointed and meaningful when advocating in any regard. This session will focus on research best practices, crafting appropriate messaging using these best practices, and producing the final messaging content whether it be on social media, email, or in-person. This session will empower attendees to be proactive in their advocacy support and provide step-by-step instructions when communicating with elected officials.

Dates, times, titles, and descriptions subject to change. Updated 6/10/23

33