

**Waunakee Public Library
Library Board Meeting
Library Board Room
Friday, August 18, 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 July 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. Library Board Secretary 2023-24 nominations and election
- VII. New Business
 - A. Discuss 2024 Budget proposal and goals
 - B. Discussion of Strategic Plan progress
- VIII. Adjourn

Next Library Board meeting: Friday, September 15, 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, July 28, 2023

7:45 AM Board Room 201 N. Madison St.

- I. **Call to order:** President Cathy Sheffield called the meeting to order at 7:45 A.M.
- II. **Present:** Angie Rojas Agudelo, Annie Ballweg, Jean Elvekrog, Melissa Hill, Erin Moran, Erick Plumb, Cathy Sheffield. Excused: Kathy Grosskopf
- III. **Public Comment:** none
- IV. **Consent Agenda:** Motion to approve by Annie; second by Melissa.
- V. **Director's Report: Summer Library Program** participation is "through the roof." Marked increase in teen participation. An End of Summer Fest is scheduled for August 17. Staff has been very helpful. **Paulette Rodriguez promoted** to take over duties of recently retired Gay Strandemo and Patti Cameron. Currently advertising for a new customer service library assistant. The Village and the Library awarded a \$9,000.00 **Wisconsin Humanities Grant** that will fund research for and design of an exhibit displaying the history of the Ho-Chunk Nation and its impact on our area; many thanks to Kylie West and Todd Schmidt for submitting the grant proposal. UW Dept. of Anthropology expertise is instrumental in the endeavor. The exhibit will become the property of the Ho-Chunk Nation and hopefully travel throughout the state. More programming throughout the Village in cooperation with the Ho-Chunk is also an anticipated goal of the grant. Dane County Public Libraries to host several in-person and virtual events October 1-7, 2023 to celebrate **Banned Books Con**. Erick and Brittany Gitzlaff (Youth Services Librarian) will be part of a panel discussion on censorship and intellectual freedom at Sun Prairie Public Library (Oct. 1). Mike Curato, celebrated Filipino-American author of graphic novel *Flamer* (published 2020; Lambda Literary Award for Children's and Young Adult Literature) will appear at WAUNAKEE PUBLIC LIBRARY on Oct. 2. Expect a large crowd. The weeklong events funded by **Beyond the Page**. "Book hiding" is becoming an issue at WPL.
- VI. **Old Business**
 - A. **Friends of the Library Update:** Jean reported that at our meeting last night, a Friend asked if the library could secure signage to attract patrons to History Hall exhibits. Also at the meeting, Erick reported that the VOX books the Friends authorized funds for are extremely popular. Members voted to purchase 41 additional titles which will increase the number in the library collection to 91. Fundraiser Bingo Party will be January 5, 2024.
 - B. **Community Hall Fee Table 2023-2024:** After some discussion, a motion to approve the new Pricing Guide was made by Jean and seconded by Angie. Carried. It was noted that the document should be offered in Spanish. Also, deposits should be made through a deposit card or cash until WPL can accept credit cards.
- VII. **New Business**
 - A. **2023-24 Library Board Officer nominations and election:** Cathy agreed to serve as president. Angie declined to renew her term as vice president; Jean volunteered to run

for that position. Discussion regarding the secretary position was tabled until the August meeting. Motion by Erin and second by Annie to approve partial slate. Carried.

B. Discuss 2024 Budget proposal and goals: Our increase in Dane County aid will be used to upgrade the speakers at our programs (not increase the number of programs) and also improve our collections. No additional staff positions are included in the budget. Health insurance coverage for village employees is currently being negotiated. Village-wide maintenance staffing is also under discussion. Strategic Plan-Related Budgetary Priorities: Additional interactive tech displays/equipment/devices. Tech training for staff. Collection audit. Progress on the strategic plan will be evaluated quarterly by the Library Board.

C. Library Trustee Continuing Education Opportunities: Virtual programs on Mon., Aug. 21 and Tues., Aug. 22 will be streamed in the Board Room. All trustees are invited. Refer to packet for additional opportunities that week.

VIII. Adjourn into Closed Session: Motion by Cathy; second by Melissa. Carried.

IX. Adjourn out of Closed Session: Motion by Jean; second by Annie. Carried.

X. Adjourn meeting: Motion by Cathy; second by Erin. Carried at 9:05 A.M.

Respectfully submitted,

Jean Elvekrog, Trustee (for Secretary Kathy Grosskopf)

Next Board Meeting is Friday, August 18, 2023 at 7:45 A.M. in the Board Room.

ACTION ITEMS:

Translate new 2023-24 Community Hall Fee Table into Spanish (Amy)

Investigate capability of accepting credit card payments for Community Hall fees (Erick)

Research portable lobby signage options for History Hall and 2nd floor offerings (Erick or staff)

Ask staff what patrons are requesting, i.e. types of technology (Erick)

Determine best tool needed to perform collection audit (Erick)

Determine funding source for upgrading McWatty Playground to meet ADA standards (Erick)

Discuss a need for donor letter to general public (August meeting)

Nominate and elect board secretary (August meeting)

Discussion of facility/grounds maintenance (September meeting)

July 2023

Account	Vender	Amount
<u>100-551400-210 Outside services</u>		
	Total	0.00
<u>100-551400-219 Automation levy</u>	SCLS	0.00
	Total	0.00
<u>100-551400-290 Leased items</u>		
	Total	0.00
<u>100-551400-292 Maintenance contracts</u>	Gordon Flesch	450.64
		0.00
	Total	450.64
<u>100-551400-311 Postage</u>	SCLS	0.00
	Bibliotheca	0.00
	Midwest Alarm	0.00
	Total	0.00
<u>100-551400-320 Publications, subscriptions and dues</u>	Post Office	140.86
	Total	140.86
<u>100-551400-330 Travel and training</u>	WILS	0.00
	ALA	0.00
	Amazon Prime	0.00
	WLA	0.00
	Total	0.00
<u>100-551400-340 Programs</u>	SCLS	0.00
	UW- Madison	0.00
	WLA	0.00
	TechSoup	0.00
	Total	0.00
<u>100-551400-341 Equipment</u>	Pig	106.75
	Apple Music	0.00
	Amazon	506.40
	Michaels	485.42
	Mailchimp	39.50
	Ace Hardware	0.00
	Dollar Tree	6.25
	Laura Keyes	250.00
	Keiran Murphy	250.00
	Outreach Ocean Odyssey	661.60
	Dunkin	25.98
	Sticker Mule	58.00
	Minuteman Press	0.00
	All American Print Supply	76.43
	Pizza hut	118.90
	Total	2,585.23

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	Minuteman Press	0.00
	Amazon	0.00
	Maria Braun	0.00
	Laird Plastics	0.00
	SCLS	0.00
	Total	0.00
<u>100-551400-350 Repairs and maint</u>		
	Total	0.00
<u>100-551400-380 Adult books</u>		
	Amazon	78.09
	Baker and Taylor	4,781.09
	Barnes and Noble	0.00
	Beyond the Page	0.00
	Total	4,859.18
<u>100-551400-381 Juvenile books</u>		
	Amazon	11.99
	Baker and Taylor	2,434.35
	Penworthy	0.00
	Interstate Books4School	0.00
	Total	2,446.34
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	6,629.29
	Total	6,629.29
<u>100-551400-384 - Digital Materials & Computer Software</u>		
	Kanopy	146.30
	Demco Software	0.00
	TBS	0.00
	Verizon -Hotspots	200.05
	CDW - Adobe	0.00
	Total	346.35
<u>100-551400-385 Kit supplies</u>		
	Amazon	475.75
	Minuteman Press	42.46
	School Outfitters	365.54
	American Button Machine	481.95
	Total	1,365.70
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	944.65
	Midwest Tape	95.37
	Amazon	45.99
	Findaway	0.00
	Total	1,086.01
<u>100-551400-387 Videos</u>		
	Amazon	760.35
	Midwest Tape	156.87
	Debbie Howard	0.00
	Greta Productions	0.00
	Total	917.22
<u>100-551400-390 Other</u>		
	Amazon	69.31
	Uline	0.00
	Walmart	36.32
	Ace Hardware	0.00
	Pig	0.00
	Demco	110.16
	Thermal paper direct	181.29
	Minuteman Press	0.00
	Total	397.08
<u>100-551400-391 Personnel</u>		

<u>100-551400-392 Public relations</u>	Total	<u>0.00</u>
	Minuteman Press	58.00
	Thyssen	0.00
<u>100-551401-210 Building services</u>	Total	<u>58.00</u>
	Graber Manufacturing	0.00
	Curb Appeal Madison	0.00
	CJ's Lawn & Snow	412.00
	Amazon	0.00
<u>100-551401-350 Repairs/Maintenance</u>	Total	<u>412.00</u>
	Nassco	220.20
	Home Depot	0.00
	Menards	66.88
	Ace Hardware	72.97
	Amazon	196.08
	Schilling Supply Company	0.00
	Canteen	888.75
	Walgreens	0.00
	Walmart	0.00
	Kully Supply	154.94
	Total	<u>1,599.82</u>
<u>220 fund</u>	Out of print	0.00
	Waunakee Chamber of Commerce	0.00
	Cathy Sheffield	0.00
	Total	<u>0.00</u>
<u>430-55140-810 Equipment replacement capital</u>	SCLS	0.00
	Total	<u>0.00</u>
	Month Total	<u>23,293.72</u>

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY OPERATIONS</u>						
100-551400-110 LIBRARY FULL TIME	52,524.51	256,476.44	459,227.00	202,750.56	55.85	249,276.99
100-551400-120 LIBRARY PART TIME	37,423.22	196,522.21	363,302.00	166,779.79	54.09	186,967.78
100-551400-130 LIBRARY FICA	6,584.97	32,715.22	62,926.00	30,210.78	51.99	33,462.02
100-551400-131 LIBRARY RETIREMENT	4,583.47	22,796.68	41,758.00	18,961.32	54.59	23,374.24
100-551400-132 LIBRARY HEALTH	13,531.31	104,627.53	164,505.00	59,877.47	63.60	90,602.58
100-551400-133 LIBRARY LIFE	70.85	510.02	706.00	195.98	72.24	435.50
100-551400-134 LIBRARY DENTAL	684.05	5,464.60	9,526.00	4,061.40	57.37	5,844.99
100-551400-210 LIBRARY OUTSIDE SERVICES	108.00	949.00	1,652.00	703.00	57.45	477.00
100-551400-219 LIBRARY AUTOMATION LEVY	.00	68,923.32	68,923.00	(.32)	100.00	62,993.00
100-551400-225 LIBRARY COMMUNICATIONS	724.18	3,597.82	8,700.00	5,102.18	41.35	3,571.21
100-551400-290 LIBRARY LEASED ITEMS	745.52	4,235.97	8,196.00	3,960.03	51.68	3,813.33
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	67.13	503.44	1,000.00	496.56	50.34	665.55
100-551400-320 LIBRARY PUBS/SUBS/DUES	311.39	6,663.22	2,899.00	(3,764.22)	229.85	1,691.70
100-551400-330 LIBRARY TRAVEL/TRAINING	.00	360.00	2,200.00	1,840.00	16.36	1,180.36
100-551400-340 LIBRARY PROGRAMS	3,449.64	16,908.67	25,000.00	8,091.33	67.63	16,581.67
100-551400-341 LIBRARY EQUIPMENT	1,440.00	2,883.98	7,500.00	4,616.02	38.45	2,547.21
100-551400-380 LIBRARY ADULT BOOKS	2,608.88	16,602.25	44,000.00	27,397.75	37.73	25,028.29
100-551400-381 LIBRARY JUVENILE BOOKS	1,743.91	10,868.79	24,000.00	13,131.21	45.29	11,462.28
100-551400-382 LIBRARY MICROFILM	.00	.00	.00	.00	.00	15.16
100-551400-383 LIBRARY SERIAL SUBSCRIPTIONS	6,629.29	6,787.48	8,150.00	1,362.52	83.28	6,840.39
100-551400-384 LIBRARY COMPUTER SOFTWARE	346.35	13,856.45	20,408.00	6,551.55	67.90	7,711.14
100-551400-385 LIBRARY KIT SUPPLIES	280.44	1,450.75	5,500.00	4,049.25	26.38	3,452.45
100-551400-386 LIBRARY AUDIO MATERIALS	118.55	2,633.40	8,500.00	5,866.60	30.98	4,357.99
100-551400-387 LIBRARY VIDEOS	818.77	4,701.91	8,000.00	3,298.09	58.77	4,335.82
100-551400-390 LIBRARY OTHER	879.55	7,039.61	18,125.00	11,085.39	38.84	6,280.18
100-551400-391 LIBRARY PERSONNEL	86.00	230.00	.00	(230.00)	.00	56.00
100-551400-392 LIBRARY PUBLIC RELATIONS	273.75	2,147.41	3,500.00	1,352.59	61.35	1,670.20
TOTAL LIBRARY OPERATIONS	136,033.73	792,465.56	1,370,775.00	578,309.44	57.81	757,655.68

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR	
<u>LIBRARY BUILDING</u>							
100-551401-110	LIBRARY BLDG FULL TIME	7,413.91	38,232.70	63,731.00	25,498.30	59.99	34,320.94
100-551401-120	LIBRARY BLDG PART-TIME	1,902.93	11,155.71	24,691.00	13,535.29	45.18	13,259.21
100-551401-121	LIBRARY BLDG OVERTIME	.00	.00	.00	.00	.00	.15
100-551401-130	LIBRARY BLDG FICA	694.17	3,676.27	6,763.00	3,086.73	54.36	3,786.22
100-551401-131	LIBRARY BLDG RETIREMENT	504.15	2,599.83	4,334.00	1,734.17	59.99	2,357.54
100-551401-132	LIBRARY BLDG HEALTH	1,795.88	12,619.59	19,666.00	7,046.41	64.17	12,285.93
100-551401-133	LIBRARY BLDG LIFE	5.89	45.36	69.00	23.64	65.74	44.35
100-551401-134	LIBRARY BLDG DENTAL	159.19	1,187.91	1,857.00	669.09	63.97	1,139.44
100-551401-210	LIBRARY BLDG SERVICES	6,475.40	9,141.94	29,030.00	19,888.06	31.49	4,433.80
100-551401-220	LIBRARY BLDG UTILITIES	3,117.21	13,282.52	24,000.00	10,717.48	55.34	12,863.25
100-551401-221	LIBRARY BLDG GAS HEAT	.00	10,082.26	15,000.00	4,917.74	67.22	10,751.13
100-551401-341	LIBRARY BLDG EQUIPMENT	.00	.00	1,446.00	1,446.00	.00	.00
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	1,642.64	8,274.04	21,000.00	12,725.96	39.40	10,056.80
100-551401-390	LIBRARY BLDG OTHER	.00	185.00	3,500.00	3,315.00	5.29	200.00
	TOTAL LIBRARY BUILDING	23,711.37	110,483.13	215,087.00	104,603.87	51.37	105,498.76
<u>DEPOT</u>							
100-551410-350	DEPOT REPAIRS/MAINT	.00	.00	600.00	600.00	.00	.00
	TOTAL DEPOT	.00	.00	600.00	600.00	.00	.00

VILLAGE OF WAUNAKEE
BALANCE SHEET
JULY 31, 2023

LIBRARY SPECIAL REVENUE FUND

<u>ASSETS</u>			
220-11110	COMMINGLED CASH	108,887.96	
220-11801	CASH ON HAND	175.00	
	TOTAL ASSETS		<u>109,062.96</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
220-34300	FUND BALANCE	88,169.38	
	BEGINNING FUND BALANCE	88,169.38	
	REVENUE OVER EXPENDITURES - YTD	20,893.58	
	TOTAL FUND EQUITY		<u>109,062.96</u>
	TOTAL LIABILITIES AND EQUITY		<u>109,062.96</u>

9



1030243: Waunakee Library Forever Fund

6/1/2023 To 6/30/2023

Balance

Beginning Balance 299,873.75

Contributions/Gifts

Contributions* 0.00

**Contribution totals include net gift amounts for credit card gifts. Each credit card gift is assessed a merchant processing fee by the donor's credit card company of approximately 4%.*

Transfers In 0.00

0.00

Portfolio Gains (Losses)

Interest & Dividends 213.14

Unrealized Gain / Loss 6,051.66

Realized Gain / Loss 82.90

Investment Expenses (16.23)

6,331.47

Grants/Distributions

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (249.85)

(249.85)

Ending Balance

\$305,955.37

Available to Grant as of 6/30/2023

\$0.00

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

July 2023

	2023			2022		% Change	% Change	YTD
	July	Prev Month	Yr-to-date	July	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	26	26	198	26	198	0.0%	N/A	N/A
CIRCULATION								
Physical circulation	26,036	27,190	169,270	26,543	166,652	-4.2%	-1.9%	1.6%
Digital circulation	4,507	4,080	29,787	4,145	26,093	10.5%	8.7%	14.2%
Library Total	30,543	31,270	199,057	30,688	192,745	-2.3%	-0.5%	3.3%
Per Day library was open	1,175	1,203	1,005	1,180	973	-2.3%	-0.5%	3.3%
Average of Deforest, Monona and Verona	30,529	31,149	190,529	28,513	182,553	-2.0%	7.1%	4.4%
By Category								
Books								
Juvenile Fiction	3,969	4,291	23,071	4,547	24,551	-7.5%	-12.7%	-6.0%
Juvenile Non-Fiction	1,606	1,858	11,417	1,787	11,211	-13.6%	-10.1%	1.8%
Easy Readers	2,020	2,211	12,811	2,060	12,528	-8.6%	-1.9%	2.3%
Picture books	5,314	5,621	35,732	4,975	34,446	-5.5%	6.8%	3.7%
Total Juvenile	12,909	13,981	83,031	13,369	82,736	-7.7%	-3.4%	0.4%
Young Adult	954	928	5,195	1,023	5,244	2.8%	-6.7%	-0.9%
Adult Fiction	3,487	3,314	21,753	3,377	20,757	5.2%	3.3%	4.8%
Adult non-Fiction	2,178	2,258	16,396	2,352	15,530	-3.5%	-7.4%	5.6%
Large print	952	935	6,269	870	5,471	1.8%	9.4%	14.6%
Adult Paperbacks	68	68	427	69	478	0.0%	-1.4%	-10.7%
Total Adult	6,685	6,575	44,845	6,668	42,236	1.7%	0.3%	6.2%
Magazines	490	499	2,862	415	3,023	-1.8%	18.1%	-5.3%
Audio	916	930	5,833	873	5,187	-1.5%	4.9%	12.5%
DVD and Blu-ray	2,735	2,656	18,296	2,678	18,434	3.0%	2.1%	-0.7%
Software and video games	129	153	897	97	801	-15.7%	33.0%	12.0%
Kits	1,116	1,342	7,616	1,300	8,267	-16.8%	-14.2%	-7.9%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	64	85	450	75	485	-24.7%	-14.7%	-7.2%
E-books	4,507	4,080	29,787	4,145	26,093	10.5%	8.7%	14.2%
% of total circulation	14.8%	13.0%	15.0%	13.5%	13.5%	13.1%	9.2%	N/A
PROGRAMS								
Children								
Number	34	41	250	29	224	-17.1%	17.2%	11.6%
Attendance	1,346	2,174	8,279	1,195	6,111	-38.1%	12.6%	35.5%
Young adult								
Number	9	7	39	8	44	28.6%	12.5%	-11.4%
Attendance	104	50	347	81	272	108.0%	28.4%	27.6%
Adult								
Number	15	14	94	16	76	7.1%	-6.3%	23.7%
Attendance	118	119	996	118	1,151	-0.8%	0.0%	-13.5%
NEW PATRONS ADDED	116	147	701	127	890	-21.1%	-8.7%	-21.2%
PUBLIC MEETING ROOM BOOKINGS	23	27	195	17	138	-14.8%	35.3%	41.3%
STUDY ROOM BOOKINGS	376	429	3015	321	2366	-12.4%	17.1%	27.4%
PUBLIC PC SESSIONS	420	419	3,062	353	2,768	0.2%	19.0%	10.6%
UNIQUE WIRELESS USERS	2,069	2,192	15,154	1,842	12,529	-5.6%	12.3%	21.0%
CURBSIDE TRANSACTIONS	36	39	247	39	375	-7.7%	-7.7%	-34.1%
# OF VISITORS TO LIBRARY	13,381	14,500	88,940	12,296	78,209	-7.7%	8.8%	13.7%

Library Activity Report
Library Director Erick Plumb
August 2023

Library Activity in July/August

- Our Summer Reading Program - with the theme of "Find Your Voice!" – wraps on August 17 with an all-out blowout end-of-summer party. Please join us that late-afternoon and evening!
- We are in the process for hiring for a new Customer Service Assistant. The person will be a part of our Sunday crew. Incidentally, Sunday hours return for the school year, on September 10!
- In July, we added our Vox Book collections. In August, we've added several "TonieBoxes". Tonieboxes are digital audio players for kids that play songs and read stories, require no Wi-Fi or an account, and are simple to use. Read more about them/see them here:
<https://us.tonies.com/pages/toniebox>
- We've had our first widespread issue with the building since our opening. We've been having issues with our lighting, primarily in History Hall, over the past few weeks, plus in the display cases themselves. ESG Electric will be onsite on August 21 to hopefully find the problem and fix it.
- I'll be in Green Bay on August 29-30 with the rest of the Village management team for a retreat.
- Staff are looking at options for signage for the Lobby that can aid with wayfinding and that can highlight History Hall and upstairs art rotating exhibits.

Youth Services Report by Brittany Gitzlaff

July saw a bit of a slowdown, as it typically does, but there was still plenty of fun happening. Our most popular program was the much-anticipated Ocean Odyssey that featured a touch tank with a small shark. Laura hosted a successful Teen Lock-in with the help of Caitlin. The Friends sponsored both a fun yoga program for kids and families, and the start of a new collection called Vox Books. These are picture books that have an embedded audio player in them that reads the story to you. These books had been requested several times, and they were immediately wiped out once we made them available. We had a table at the popular Kids Expo, and had a blast making a monster craft with kids, and talking about the library to everyone there. We once again partnered with the elementary schools and their Reading Express program to gift every kid that participated with a new book for working hard on their reading all summer long.

Adult Outreach Report by Courtney Cosgriff

In July, I hosted two programs and my book club. I assisted with interviews for the Adult Services Programming Assistant and we excitedly hired Paulette for this role. We've met twice to discuss any questions or expectations. I met with Em and Beth M. to discuss nonfiction weeding. I attended a Village health insurance options meeting. I attended a one day conference on VR in the library. We will soon have a VR headset available for check-out. I have been getting businesses signed up for September's All Around Town program and am up to 24. I have been assisting the Writer's Group with the Local Author Showcase planned for the fall. I am busy planning fall programming.

Community Engagement Report by Amy Sampson

This month I met with the Building Connections partners to plan our next 3 programs for Sep, Nov, and Jan. We will be reading Flamer on 9/26 ahead of Mike Curato's visit to the library on 10/2, and I am working on reaching out to Ho-Chunk dance/music groups for our November program. I continued to bring the Book Bike to Live from the Park on Tuesdays. I recruited volunteers for the August blood drive and started recruiting donors. I continued planning for the English Classes and childcare to start in September. I attended the July Library Board meeting and updated CH pricing on our website and materials afterwards.

Strategic Plan	Responsibility	2022-23 Activities	2023-24 Activities	2024-25 Activities	2025-26 Activities	2026-27 Activities	Evaluation
GOAL 1 – Establish the Library as a civic focal point for the greater Waunakee Community	Erick						
Objective – Work closely with Village to become community destination hub	Management team						
Collaborate with the Village & partners to be a destination for events to help further the civic, health, and wellbeing of the community							
Optimize use of space (variety of spaces, vending options, evaluate usage of areas, etc.	Erick						
Serve as an information resource about the Waunakee area - up-to-date books, records, digitized archives							
Increase promotion of library event space availability across the community.							
Find ways for the Waunakee community to create and share original content, such as open-mic events.							
Partner with the Village and school district to increase community awareness of electronic resources (databases, Consumer Reports, Overdrive, etc.).							
Objective – Build diverse partnerships that expand the Library's capacity to make a positive difference in the lives of people of all backgrounds.							
Develop new strategic partnerships and strengthen existing relationships by designating a staff member liaison to have monthly check-ins with partners.							
Work with governmental entities to achieve sustainable levels of support via monthly check-ins between Village Administration and the Library Director							

Seek supplemental funding to enhance the library's resources, technology, facilities and services.																				
Build off community diversity, equity, and inclusion efforts to add partnerships with diverse groups and add more diverse programming to the library's repertoire.																				
Work with patrons and groups of various races, nationalities, abilities, and socioeconomic levels to ensure that the library is a welcoming and inclusive place for all.																				
GOAL 2 - Fuel a passion for reading, personal growth, and learning																				
Objective - Maintain quality, diverse, and inclusive print collections.																				
Maintain collection numbers >= 5% more than required by the county.																				
Weed outdated or damaged items.																				
Increase equity of collection																				
Objective - Provide reading-related programming that engages and attracts patrons.																				
Arrange for more programs featuring well-known award-winning authors and illustrators. Partner with the school																				
Offer a reading incentive program for adults that involves local businesses.																				
Create new readers with enhanced programming for children, teens, and adults both at the library and out in the community.																				
Objective - Support patrons in their use of library resources.																				
Schedule times for patrons to get help answering questions in person or online about the library, books, how to use databases for research, etc.																				
Provide help with school research after school hours (signage in stacks, computer areas, study areas to increase awareness of this option).																				
Plan workshops to support various patron needs																				
Increase program offerings for various populations, including disabilities, teens, elderly																				

Objective - Encourage patrons to explore areas of interest and nurture their creativity.	Create learning clubs	Rotating art displays	Interactive displays	Technology for usage in-library (podcasting, graphic design software, etc.)											
Maintain partnerships with orgs and businesses that support arts and creativity	Staff liasion to Create Waunakee	Programming involving various creative professions	Library staff creative culture												
GOAL 3 - Expand access to all information	Objective - Connect patrons to the library digitally	Redesign website	Share print collections and resources on the website and social media.	Offer virtual options during in-person events	Explore ways to acquire and lend devices such as tablets and hotspots to patrons and provide education on their use.	Solicit and collect patron feedback electronically.	Objective - Continue to reach patrons in innovative ways.	Evaluate daily library hours and adjust for optimal patron access.	Continue to offer the option of personalized "grab bags."	Continually assess the learning needs of the Waunakee community and adjust services and offerings to meet those needs.	Host in-person and virtual speaker events for the community.	Reach new library users in the community.			
Increase accessibility of library signage															

<p>GOAL 4 - Foster an organizational culture of customer service, innovation, and professional growth</p>	<p>Objective - Evaluate and improve library user experience</p>	<p>Maintain records of patron requests and review annually</p>	<p>Encourage staff to experiment and try new ideas, such a snacks for teens abd "library of things" circ items</p>	<p>Continue to evaluate and address language and accessibility needs of patrons</p>	<p>Identify ways to solicit feedback from patrons regarding ideas for improvement of the library's environment and offerings</p>	<p>Objective - Ensure Staff and Trustees receive training on current practices and collaborate to maintain an effective org structure and culture</p>	<p>Connect staff members with more professional growth opportunities at national, regional, and local levels to inspire novel ideas and programming.</p>	<p>Ensure that staff have access to the education, training, technological resources, and facilities they need to serve their patrons well. Establish a protocol for staff members to request additional resources.</p>	<p>FT staff should complete a minimum of 10 hours of Continuing education per year, part-time staff should complete a minimum of 5 hours per year.</p>	<p>Examine ways of recognizing staff professional advancement through certification or credentialing.</p>	<p>Increase Trustee participation in Wisconsin Library Association training.</p>	<p>Update the organizational structure and succession plan for library staff and management as needed.</p>			
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17

Erick's wish-list for library grounds August 2023

I've been thinking of areas that need improvement since our Grounds Subcommittee collapsed this Spring. I thought it would be helpful if I wrote them in one place for the Board's consideration and future discussion. Here's my list of areas I'd like to improve in the coming years:

1. Extend alleyway fencing (in-progress)
2. McWatty Playground area:
 - plant screening shrubs along alleyway
 - plant additional large shade trees to cover play equipment and picnic area
 - work with Parks Dept. on ADA matters, long-term upkeep
3. Increased seasonal shade structure(s) on Patio – pergola? Cantilevered fabric structures?



4. Decrease amount of mowed turfgrass in areas that do not see public use and replace with prairie plantings (Creekside Point, some areas around path where grass has failed to take root). Add mowed paths to creek where appropriate.

5. In areas near building where grass has failed due to slope, water runoff, soil conditions, etc., determine what would be appropriate to plant (rain gardens? other resilient landscaping?...)



6. With Village, determine ways to regularly "activate" Overflow Lot – programming, amenities, etc. (Food Truck Friday? Pop-Up markets? Small skate park? Small bike hub?)

7. Activate and utilize Village-owned space south of Six Mile Creek (Public gardens, public art?)



8. Determine plan for future upkeep of rooftop garden.

9. Add solar panels to Library's main wing roof.