

Waunakee Public Library
Library Board Meeting
Library Board Room
Friday, September 15, 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 August 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. Discussion of Library grounds
- VII. New Business
 - A. Discuss and approve amended Study Room Policy
 - B. Discuss and approve Library Programming Policy
 - C. Discuss and approve Resolution Approving Amendment to Dane County Standards for Public Libraries
 - D. Discuss and approve allowing Create Waunakee, Inc. to host gala fundraiser at WPL on February 17, 2024
- VIII. Adjourn

Next Library Board meeting: Friday, October 13, 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, August 18, 2023- 7:45AM

201 N. Madison Street, Conference Room

- I. **Call to order:** Cathy Sheffield called the meeting to order at 7:45 AM
- II. **Roll Call:**
 - A. **Roll call:** Present: Melissa Hill, Erin Moran, Annie Ballweg, Kathy Grosskopf, Angie Rojas Agudelo and Erick Plumb. Excused: Jean Elvekrog
 - B. **Guests:** No guests
- III. **Public Comment** No public comment
- IV. **Approval of the consent agenda** Annie made a motion to approve. Angie seconded. Passed.
- V. **Director's Report** The "Find Your Voice!" Summer Reading program wrapped on August 17 with a blowout party. It was a very successful program and the party had a huge turnout. Sunday hours will return on September 10. Erick is currently looking for a new Customer Service Assistant, their hours will include Sundays. The Vox Book collections were added in July and TonieBoxes were added in August. In the future we may want to add to the Vox Collection. The building is having its first maintenance issue since opening. ESG Electric will be coming August 21 to locate a problem with the lighting in History Hall and display cases. Erick will be joining the Village Management team for a retreat at the end of the month. Erick gave us a wish-list for the Library grounds for the Board's consideration and future discussion.
- VI. **Old Business**
 - A. **Friends of the Library Update** No update since July meeting.
 - B. **Library Board Secretary 2023-24 nominations and election** Cathy made a nomination for Kathy Grosskopf to remain as Secretary. Melissa seconded. Passed.
- VII. **New Business**
 - A. **Discuss 2024 Budget proposal and goals** Will discuss in September
 - B. **Discussion of Strategic Plan progress** Will discuss in September
- VIII. **Adjourn** Cathy made a motion to adjourn at 8:32AM. Annie seconded. Passed.

Library Board Meeting: Friday, September 22, 2023 at 7:45AM
Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary

Action Items:

Feedback on areas that need improvement (Erick)
Village Facilities Management (September)
Rotate management into monthly Board meetings (Erick)
Uses for overflow parking lot (Erick)
EV Car Charging Stations

August 2023

Account	Vender	Amount
<u>100-551400-217 Security Systems</u>	Pyramid Telephone and Security	0.00
	Total	0.00
<u>100-551400-219 Automation levy</u>	SCLS	0.00
	Total	0.00
	Total	0.00
<u>100-551400-290 Leased items</u>	Gordon Flesch	259.61
		0.00
	Total	259.61
<u>100-551400-292 Maintenance contracts</u>	SCLS	0.00
	Bibliotheca	0.00
	Midwest Alarm	0.00
	Total	0.00
<u>100-551400-311 Postage</u>	Post Office	108.34
	Total	108.34
<u>100-551400-320 Publications, subscriptions and dues</u>	National Notary Association	89.59
	ALA	300.00
	Wauaukee Rotary	0.00
	WLA	0.00
	Total	389.59
<u>100-551400-330 Travel and training</u>	Evenbrite	0.00
	Dunkin	0.00
	Panera	0.00
	Pig	0.00
	Total	0.00
<u>100-551400-340 Programs</u>	Pig	43.28
	Ace Hardware	3.99
	Amazon	775.00
	Chamber of commerce	300.00
	Book outlet	340.98
	Home Depot	357.75
	Michaels	23.98
	Signs	1,567.54
	Huma Siddiqui	175.00
	Intuit mailchimp	39.50
	Dave Friedman	600.00
	Dunkin	25.98
	Walmart	39.36
	Velarde Language Services	147.80
	James the Magician	700.00
	Home Depot	16.68
	Screen Door Sudio	71.92

	Village of Waunakee	89.00
	Total	5,317.76
<u>100-551400-341 Equipment</u>		
	Minuteman Press	0.00
	Amazon	0.00
	Nassco	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	146.68
	Baker and Taylor	3,601.77
	Hekla Publishing	0.00
	Beyond the Page	0.00
	Total	3,748.45
<u>100-551400-381 Juvenile books</u>		
	Amazon	0.00
	Baker and Taylor	2,299.98
	Penworthy	0.00
	Chicago Distribution Center	0.00
	Total	2,299.98
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	0.00
	Total	0.00
<u>100-551400-384 - Digital Materials & Computer Software</u>		
	Kanopy	133.95
	Demco Software	0.00
	TBS	0.00
	Verizon -Hotspots	200.05
	CDW - Adobe	0.00
	Total	334.00
<u>100-551400-385 Kit supplies</u>		
	Amazon	939.22
	Minuteman Press	0.00
	UPS Store	0.00
	Nature Watch	0.00
	Total	939.22
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	181.61
	Midwest Tape	125.42
	Amazon	0.00
	Findaway	0.00
	Total	307.03
<u>100-551400-387 Videos</u>		
	Amazon	608.14
	Midwest Tape	40.52
	Debbie Howard	0.00
	Greta Productions	0.00
	Total	648.66
<u>100-551400-390 Other</u>		
	Amazon	164.02
	Minuteman Press	0.00
	Office Depot	0.00
	Ace Hardware	0.00
	Uline	0.00
	Demco	477.44
	Walmart	35.16

	Pig	0.00
<u>100-551400-391 Personnel</u>	Total	676.62
	Total	0.00
<u>100-551400-392 Public relations</u>	Minuteman Press	189.00
	Fearings	0.00
	Waunakee Chamber of Commerce	0.00
	Total	189.00
<u>100-551401-210 Building serices</u>	Plunkett's Pest Control	149.00
	Bruce Company	512.50
	JF Ahern Co	210.11
	Butters-Fetting Co	0.00
	Midwest Alarm	486.60
	Total	1,358.21
<u>100-551401-350 Repairs/Maintenance</u>	Division Street Mart	12.10
	Crescent Electric	0.00
	Menards	83.75
	Ace Hardware	4.78
	Laird Plastics	0.00
	Schilling Supply Company	5,633.72
	Amazon	288.89
	Canteen	555.80
	Butters-Fetting Co	3,561.22
	CF Statz	0.00
	Fearing's	1,788.11
	Total	11,928.37
<u>220 fund</u>	Sweet Pea Floral	65.00
	Waunakee Chamber of Commerce	0.00
	Tee Public	0.00
	Total	65.00
	Month Total	28,569.84



1030243: Waunakee Library Forever Fund

7/1/2023 To 7/31/2023

Balance

Beginning Balance 305,955.37

Contributions/Gifts

Contributions* 47.95

**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
47.95

Portfolio Gains (Losses)

Interest & Dividends 545.85
Unrealized Gain / Loss 4,352.28
Realized Gain / Loss 680.62
Investment Expenses (33.56)
5,545.19

Grants/Distributions

Grants/Distributions 0.00
Transfers Out 0.00
MCF Support (254.96)
(254.96)

Ending Balance

\$311,293.55

Available to Grant as of 7/31/2023

\$0.00

7

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

August 2023

	2023			2022		% Change	% Change	YTD
	August	Prev Month	Yr-to-date	August	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	27	26	225	26	224	3.8%	N/A	N/A
CIRCULATION								
Physical circulation	27,059	26,036	196,329	26,216	192,868	3.9%	3.2%	1.8%
Digital circulation	4,731	4,507	34,518	4,126	30,219	5.0%	14.7%	14.2%
Library Total	31,790	30,543	230,847	30,342	223,087	4.1%	4.8%	3.5%
Per Day library was open	1,177	1,175	1,026	1,167	996	0.2%	0.9%	3.0%
Average of Deforest, Monona and Verona	30,684	30,529	221,214	29,402	211,955	0.5%	4.4%	4.4%
By Category								
Books								
Juvenile Fiction	4,161	3,969	27,232	4,294	28,845	4.8%	-3.1%	-5.6%
Juvenile Non-Fiction	1,806	1,606	13,223	1,681	12,892	12.5%	7.4%	2.6%
Easy Readers	2,043	2,020	14,854	1,925	14,453	1.1%	6.1%	2.8%
Picture books	4,735	5,314	40,467	5,447	39,893	-10.9%	-13.1%	1.4%
Total Juvenile	12,745	12,909	95,776	13,347	96,083	-1.3%	-4.5%	-0.3%
Young Adult	966	954	6,161	917	6,161	1.3%	5.3%	0.0%
Adult Fiction	3,494	3,487	25,247	3,452	24,209	0.2%	1.2%	4.3%
Adult non-Fiction	2,607	2,178	19,003	2,321	17,851	19.7%	12.3%	6.5%
Large print	1,001	952	7,270	942	6,413	5.1%	6.3%	13.4%
Adult Paperbacks	78	68	505	52	530	14.7%	50.0%	-4.7%
Total Adult	7,180	6,685	52,025	6,767	49,003	7.4%	6.1%	6.2%
Magazines	483	490	3,345	390	3,413	-1.4%	23.8%	-2.0%
Audio	1,321	916	7,154	811	5,998	44.2%	62.9%	19.3%
DVD and Blu-ray	2,895	2,735	21,191	2,533	20,967	5.9%	14.3%	1.1%
Software and video games	168	129	1,065	116	917	30.2%	44.8%	16.1%
Kits	1,197	1,116	8,813	1,221	9,488	7.3%	-2.0%	-7.1%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	73	64	523	89	574	14.1%	-18.0%	-8.9%
E-books	4,731	4,507	34,518	4,126	30,219	5.0%	14.7%	14.2%
% of total circulation	14.9%	14.8%	15.0%	13.6%	13.5%	0.9%	9.4%	N/A
PROGRAMS								
Children								
Number	28	34	278	20	244	-17.6%	40.0%	13.9%
Attendance	1,450	1,346	9,729	1,013	7,124	7.7%	43.1%	36.6%
Young adult								
Number	5	9	44	5	49	-44.4%	0.0%	-10.2%
Attendance	40	104	387	63	335	-61.5%	-36.5%	15.5%
Adult								
Number	16	15	110	8	84	6.7%	100.0%	31.0%
Attendance	657	118	1,653	640	1,791	456.8%	2.7%	-7.7%
NEW PATRONS ADDED	108	116	809	125	1,015	-6.9%	-13.6%	-20.3%
PUBLIC MEETING ROOM BOOKINGS	21	23	216	17	155	-8.7%	23.5%	39.4%
STUDY ROOM BOOKINGS	489	376	3504	328	2694	30.1%	49.1%	30.1%
PUBLIC PC SESSIONS	519	420	3,581	406	3,174	23.6%	27.8%	12.8%
UNIQUE WIRELESS USERS	2,303	2,069	17,457	2,111	14,640	11.3%	9.1%	19.2%
CURBSIDE TRANSACTIONS	47	36	294	54	429	30.6%	-13.0%	-31.5%
# OF VISITORS TO LIBRARY	13,724	13,381	102,664	14,713	92,922	2.6%	-6.7%	10.5%

Library Activity Report
Library Director Erick Plumb
September 2023

Library Activity in July/August

- Sunday hours returned on September 10. It is wonderful to again be open seven days a week.
- We hired two new Customer Service Assistant: Stef O'Keefe and Jordan Pluff. We're excited to have them join the team; they began training on September 10.
- In more bittersweet news, two of our longest-serving library assistants - Sarah Ottosen and Beth Johnson - made their official retirement announcements. Both have been with WPL for nearly twenty years after retiring as school teachers(!). They have been a very large part of what makes WPL a special place, and we will miss them. But, Sarah and Beth both deserve a happy, fulfilling retirement. They retire in February.
- September is Library All Around Town month. In partnership with the Chamber of Commerce, participating businesses in the Village will give discounts if customers show the WPL Library card at purchase. Use those library cards to get savings, people!
- I'm working with Public Works to identify dead or dying large trees that need to be removed. There are at least five along the creek that need to come down. One is right by our pedestrian bridge, and is a good storm away from being a major problem for us. The Board should be aware that this going to be costly, but is long overdue and probably should have been done as part of the initial building project.
- Additionally, after consulting with Parks and Public Works Departments, I've approved adding a concrete sidewalk that connects McWatty Playground to the actual sidewalk (connecting the drive to the alleyway) near the two benches. This will vastly improve accessibility. In the next few years, the rubber mulch will be replaced with a smooth, rubberized surface. This is all a part of the Village's ongoing efforts to make their playgrounds as accessible as possible.
- We were notified that the software we utilize for room bookings and program registration is being discontinued in 2024. Our contract runs through April 2024, at which time we will need a new online booking/registration solution. Staff are already investigating alternatives (as are hundreds of other libraries nationwide!).
- The first reading of the 2024 budget will take place at the October 16 Village Board meeting.
- In addition to the five Trustee Training webinars I attended in August, I attended four "tech week" webinars on September 11-13, with topics ranging from AI in Libraries to dealing with digital distractions, to best-practices for one-on-one tech appointments.

Youth Services Report by Brittany Gitzlaff

August was a very busy month as we wrapped up our summer programming, participated in many community events, and finished the reading program. Our final Terrific Tuesday programs were all well attended, as well as our annual Things That Go Storytime with our friends from Public Works. We had a perfect, very warm afternoon for the Make a Splash Water Day that saw over a 100 people throwing water balloons and enjoying multiple slip-n-slides across the library lawn. The Library participated in the final Play in Your Park program with the book bike, and had tables with giveaways and crafts at both National Night Out and the Chalk Walk. Caitlin was excited to be invited to bring the book bike to WNC's final summer event for their clients. These events are smaller, but she was able to share a wealth of library information, give out free books to kids, and sign people up for library cards. We wrapped up the

Summer Reading Program with a total of 426 kids and teens completing every step of the program. 272 of those finishers earned one of our "A Library Reader Lives Here" yard signs that can now be seen all across town.

Adult Outreach Report by Courtney Cosgriff

In August, I hosted two programs and my book club. I assisted Emily with interviews for the new CSA position and we are excited about our choices. I assisted with the end of Summer Fest which was a wild day. I did my quarterly check-ins with Paulette and Amy. I created marketing materials for September's All Around Town promotion. I am assisting the Writer's Group for the Local Author Showcase this month. I am working on picking book club books for next year as well as fall programming.

Community Engagement Report by Amy Sampson

This month rounded out Summer Reading with the second annual End of Summer Fest on the 17th! **We had over 500 people attend**, with over 100 folks creating their own library logo tote bag or t-shirt with our silkscreen press. The Adult Summer Reading program had 68 people submit program sheets to the final raffle, and I received several comments from participants noting how much fun they had with the program. We held our blood drive on August 29th, and once again had support from Friends of the Library volunteers to help check in donors. In August, I also worked on reaching out to fall presenters and finalizing English Classes for September.

Staff Meeting fun & feedback (Erick again)

At our September 8 Staff Meeting, we went around the room as I asked two questions of staff: 1) what do you like/love about WPL? and 2) if you were library director for a week, what's one change you'd make or new service you'd implement? Everyone had to answer and names were drawn from a hat. One rule: they couldn't say vague things they liked, such as "the staff" or "the patrons." I asked them to get a bit deeper. Another rule: they couldn't repeat what was previously said, so they had to prepare multiple answers ahead of time. Here's what they said:

Things staff likes/loves about WPL:

- Natural light
- Patio as a meeting space
- The Collaborations amongst staff and with outside orgs
- How delighted and surprised patrons often are that we offer so many services to them
- The feeling of autonomy to try new ideas within the job
- The Fun-but-still-productive work environment
- The Responsiveness of staff to fulfilling patron needs
- Rooftop garden
- The technology like hotspots we offer to patrons
- Offering one on one appointments for tech help
- Using Slack for library-wide communication
- All of the avenues we provide patrons to discover new books
- How we constantly try new ways to reach new patrons
- The progress made building a solid collection
- The large, open work area in the staff room (compared to 710 South St!!!)

- History Hall
- Various outdoor spaces and the natural elements that are found within building
- Having a “trouble” person to fix urgent building issues (i.e. maintenance help)
- The library’s location in the center of Waunakee

Things they’d do/change/implement if they had my job for a month:

- Replace patron chairs (they’re awful)
- Move the ABC quilt in children’s room & replace with something more kid-friendly
- Remove “creepy” paintings and porcelain dolls upstairs
- Add more study rooms
- Make the Book Return easier to find in the Lobby
- Add more display space in Teen Area
- Create a “Service Menu” for Tech Hub and tech-related patron questions; questions outside what’s on the menu are referred to one-on-one help
- Add directional signage for Children’s Room, and especially, restrooms
- Make all signage bilingual
- Ditch the clunky-looking Catalog PCs and buy stack end-panel-mounted tablets for patrons to search our collection
- Add more forward-facing shelving in AV, especially CD collection
- Fix “loud” clanking front doors
- Move Large Print close to elevator upstairs
- Fix acoustics inside building
- Get rid of (expensive) coffee machine; use that money for patron services like additional hotspots, tech, etc.
- Survey community (more) regularly
- Get rid of the useless “islands” in parking lot to aid the ease of snow removal
- Get a new library logo, preferably not purple, and not featuring prairie grass or cattails.

Needless, to say, there are some quality ideas there, some of which we’d thought of, some of which were new.



STUDY ROOM POLICY

Changes in italics.

As a public institution, the Waunakee Public Library encourages use of its private meeting and study rooms by community groups and community members. The Waunakee Public Library offers nine study rooms of various sizes and features for use by individuals or small groups.

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 study rooms at all times. Use of meeting and study rooms 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 Study Room Policy may be made at the discretion of library management.

There are nine study rooms in the Library. Two are located in the Children's Area on the first floor. Seven study rooms are located on the second floor. Study Room One is located in the Young Adult Section and is generally reserved for use by teen and pre-teen library patrons (with exceptions made by library management).

General Guidelines for Study Room Usage

Study Rooms are available for public use only during the Library's open hours. All users of Study Rooms must vacate the rooms 15 minutes prior to the Library's closing time.

Study Rooms are available on a first-come, first-served basis; however, Library users are strongly encouraged to reserve the use of a study rooms in advance on the library's website or in person with a librarian before entering a room. *The Library will hold a Study Room reservation for no more than ten minutes if a patron booking a room is not present at the beginning of a reserved time period.* The Library may limit Study Room usage to two hours per session, depending upon availability.

User and attendees will:

- Not disrupt the use of the library by others.
- Set up and return room to its former arrangement when finished.
- Put all refuse in trash receptacles provided.
- Affix nothing to walls or doors.
- Not block fire exits in any way.
- Not exceed designated maximum room capacity. Room Capacity is posted on each study room doorway.

- Leave room in good condition.

Study Room Users that do not abide by the General Guidelines above may have their access to Study Rooms restricted by the Library Director.

Equipment

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

Approved by the Waunakee Public Library Board, June 17, 2022

Revised September 15, 2023



LIBRARY PROGRAMMING POLICY

Introduction & Principles

The Waunakee Public Library offers library-sponsored and staff-conducted programs and events to meet the educational, informational, recreational, and cultural needs of our diverse and growing community. This policy works to support the library's mission to:

“fuel a passion for reading, personal growth, and lifelong learning by not only maintaining quality, diverse, and inclusive materials and programming, but also by expanding free and equal access to information and ideas in innovative ways.”

The library seeks to include a variety of programming options for all age groups representing a diversity of genres, formats, ideas, and expressions with a multitude of viewpoints and cultural perspectives that reflect the diversity in our community. Programs may be held within the Library, on the Library grounds, elsewhere within the Village of Waunakee, or online.

This policy is to provide library staff with guidelines to assist them in the development of library programs, events, and exhibits. It is also intended to inform the public about the principles and criteria by which programs are selected. This policy does not apply to privately-held or privately-sponsored meetings or events that may be held within the confines of the Library.

Planning and Implementation

Selection and planning of library programs are the responsibility of the professional staff of the Waunakee Public Library. Other staff members and the public may recommend programs and exhibits for consideration. The director may delegate the authority to interpret the policy in day-to-day decisions to professional staff members. The director retains the authority to reject or approve any program or exhibit.

Selection and planning of library programs and exhibits will be based on the interests and needs of the community and is subject to staff, budget, and space availability.

The Library may partner with other agencies, organizations, businesses, and individuals to implement a program provided the programs and exhibits are compatible with the Library's mission.

Library sponsorship of a program or exhibit does not constitute an endorsement of the content of the program or exhibit. Beliefs and opinions expressed during library programs by speakers, presenters, performers, or participants do not necessarily represent the viewpoint of the Waunakee Public Library.

Library programs must be non-commercial in nature. While organizations, businesses, and individuals may offer their expertise on topics of interest at no charge, they may not actively promote themselves during a program. Information about the organization may be made available by request or on a table for participants. Presenters may not actively solicit participants' contact information but may leave an optional sign-in sheet at a table.

Performers, presenters, and exhibitors may be allowed to sell items that are directly related to the event such as books or music recordings with advance permission from the staff member planning the event or the library director.

All library-sponsored programs must be open to the public at no charge, unless they are a fundraiser for the Library or Friends of the Library. Only library-sponsored or cosponsored programs, events, or exhibits may involve monetary solicitation, sale of items, or fundraising activities.

Intellectual Freedom

The Waunakee Public Library recognizes that at any given time some programs, events, or exhibits may be deemed inappropriate or offensive by patrons. Selection of programs and events are based on the principles stated in this policy. Library programs, events, and related exhibits will not exclude topics solely on the grounds that they may be controversial.

The Library Board believes that censorship is purely an individual matter and declares that while anyone is free to reject for themselves programs, events, or exhibits that they do not approve of, he/she cannot exercise this right of censorship to other persons to attend or view. The Waunakee Public Library adheres to and supports the Library Bill of Rights, Freedom to View Statement, and the Freedom to Read Statement. (See Appendix.)

Program Attendance

- Attendance at programs may be drop-in, or in the case of limited space or resources, may require registration. Registration will be made available on a first-come, first-served basis. In cases of drop-in programs, attendance may be limited when safety or the success of a program requires it.
- Programs may be designed with certain age-limit parameters. Exceptions may be made at the discretion of the presenter or organizer.
- While some programs may be designed for children under the age of 8 to attend independently, parents and caregivers must remain in the building. Responsibility for supervising children's attendance at programs, events, and exhibits lies with parents or legal guardians.
- Program attendees must comply with all library policies. Program attendees that are actively interrupting, impeding, or interfering with a library program may be asked to depart the library.
- Any group wishing to attend a library program is asked to contact the library to confirm there will be space for a large group.
- Participants consent to be photographed and/or filmed and give permission for those images to be used for library promotion. Participants who do not wish to be photographed should notify library staff.
- To request sign language interpretation or other accommodation, please contact the library at least two weeks before the event.

Please contact the Library Director with questions, comments or concerns about library programs, events, or exhibits.

Appendix:

Library Bill of Rights

Freedom to Read Statement

Freedom to View Statement

Approved September 15, 2023

Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

(/offices/oif)

Resolution Approving Amendment to Dane County Standards for Public Libraries

Whereas the Dane County Board of Supervisors has established the County Library Board as the County Library Planning Committee as required by Section 43.11, Wisconsin Statutes, and

Whereas Section 43.11(3)(d) of the Wisconsin Statutes states that the plan of library services for a county may include standards of operation for public libraries in the county, and

Whereas, the Dane County Library Board is proposing Resolution 149, 2023 to the Dane County Board of Supervisors to amend the standards to do the following:

- Include requirement to provide WiFi access to patrons;
- Consider self-check, automated handling systems toward the FTE standard;
- Reduce requirement of total Internet access computers by 2/3;
- Eliminate total items and items added requirements to allow libraries to make decisions about how they spend collection dollars in response to their community needs.

Whereas Section 43.11(3)(d) requires that such standards be approved by the public library boards of at least 50% of the participating municipalities in the county that contain at least 80% of the population of participating municipalities in the county prior to adoption by the County Board of Supervisors,

Now, therefore be it resolved that the Waunakee Library Board hereby approves the amendment as proposed in Resolution 149, 2023 amending Dane County Library Standards.

Now, therefore be it further resolved that a confirmed copy of this resolution be forwarded by this Library Board to:

Dane County Library Board
1874 S Stoughton Rd
Madison, WI 53716

Date Passed: September 15, 2023

Vote: _____

Authorized Signature

Title of Person signing



2024 Create Waunakee Committee/Create Waunakee, Inc. Fundraiser “A Ball of Creativity”

This event is a joint effort between the Village’s Create Waunakee Committee and the new associated non-profit, Create Waunakee, Inc.

Create Waunakee Committee members are hosting this event to raise money for *Create Waunakee, Inc.* programming and future projects that exceed the Village funding limits. Create Waunakee, Inc. will fund the programming initiated and run by the Village’s Create Waunakee Committee members. This is the start of the Village slowly becoming a SUPPORTER of these initiatives, instead of the organizer. This has long been the planned “next step” in the Village’s Creative Economy planning. The Create Waunakee, Inc. non-profit Board includes Create Waunakee Committee members Natasha Lutes (President), Todd Schmidt (Secretary) and Silvia Guerin (Board Member). The two additional members of this board are Rona Neri (Vice-President) and Dennis Petzke (Treasurer). The two groups are very much intertwined, working together for the same purpose. Rona and Dennis have been very instrumental in our most successful program, Waunakee Artisan Market.

The use of the Waunakee Public Library for this event is important to the Create Waunakee Committee. From holding our meetings in the boardroom, to hosting WRAP, one of our largest programs each year, and partnering on so many more, the library has become such an important part of our committee. We want to share the beauty and accessibility of the library with the larger Dane County community for this event.

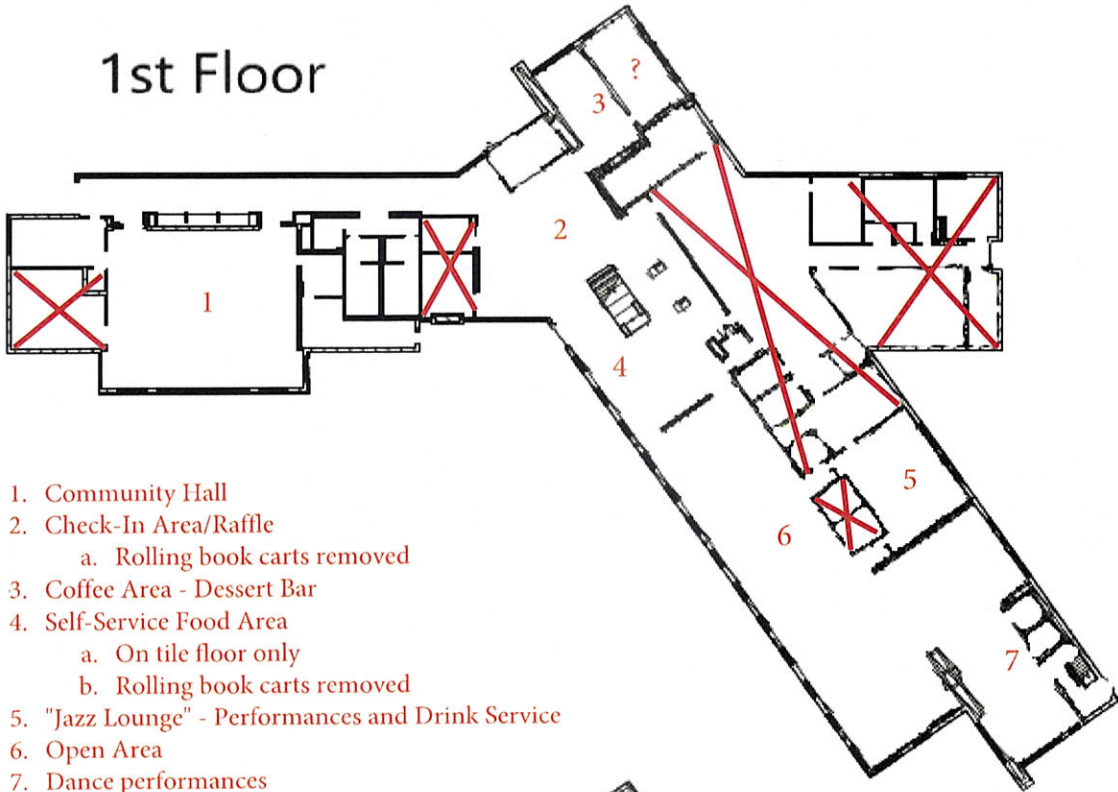
Here is the tentative plan if we are able to utilize the library. We will be responsible for the event from beginning to end, requiring little of the library staff. We are happy to work through any concerns.

- Date: Saturday, February 17, 2024
- Full library (Several areas will actually be blocked off from access - see map for details)
- After Hours - 6:00 PM - 11:00 PM (All set-up can begin after 4:00 PM except Community Hall)
- 18+ or 21+ (Still TBD) (Except for students who are volunteering with or performing at the event)
- Committee members and volunteers will be assigned to cleaning efforts throughout the night and at the end.
 - Mabita’s Cleaning Service, Inc. (Insured commercial and residential cleaner) has agreed to sponsor final cleaning services after the event. She and her staff are equipped for all types of cleaning, including carpet.
- We will work to recruit Village Staff aside from our committee to assist that night to ensure there is plenty of staff available.
 - Todd Schmidt, Kylie West, Brittany Gitzlaff and Erin Moran are all confirmed as committee staff who will be at the event for the duration.
- Set-up will be handled by the Create Waunakee Committee members and volunteers (except for any of the tables and chairs the library can provide). Photos will be taken prior to the event to ensure everything is returned as-is after the event (furniture, bookstands, regular tables, etc.).
- All Individual small study rooms would be closed/locked to keep cleaning easier.
- NO FOOD OR DRINK UPSTAIRS. This will help with clean-up. We will have someone stationed at the bottom of the stairs as well as a sign and garage receptacles to prevent this.
- Estimated at ~200 attendees. We would not have an actual number until ticket sales happen since this is our first time.

Below is our general plan for layout...Attached map has additional corresponding details.

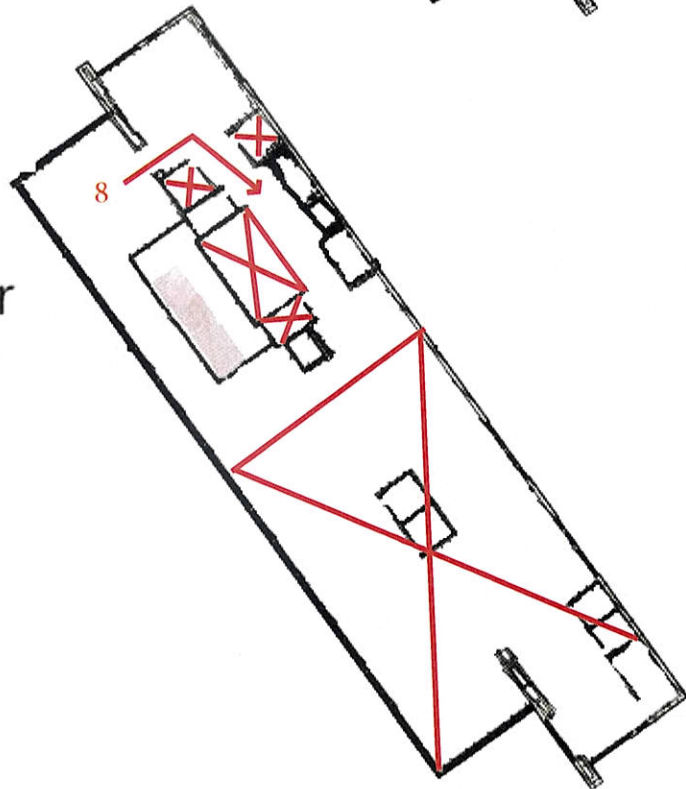
1. **Community Hall** – DJ, Drink Service (Cash Bar #1), Tables for seating, and dancing area. This would be the main "Ball" Area.
 - a. This would be using tables/chairs the library has. Linens would be provided by us.
 - b. **History Hall** – We would love to display local artist works (just like we do for WRAP) for at least the week prior – but would do it for as long as we are able if possible. We
2. **Main Foyer/In-front of stairs** - Check-In Area; Raffle Drawing; possible small ensemble performances.
 - a. Rolling Book carts removed from this area.
3. **Coffee Lounge** - Dessert Bar & Coffee Area
 - a. We can pay for supplies for use of the library's coffee bar as-is or provide completely separate supplies - with purchasing guidance from library staff.
 - b. **Board Room** - We would love to showcase this room if possible, but unless we have a plan that just uses it as a walk-through (i.e. no sitting and only display of art or something) we would leave it locked to protect our favorite table.
4. **Main Area (Tile Floor - before the glass wall)** – 3-4 Self-Service Food Stations will be placed here along walls. They will be placed ONLY on the tiled floor to prevent spills during serving and make cleanup of spills easier.
5. **Story Time Room** – "Jazz Lounge" featuring Cash Bar #2 and smaller acoustic performances
6. **Bookshelves/Walkway Area** - We would like to use the existing furniture/seating along this area to create the cozy area in the Storytime Room (this furniture would be returned to its regular spots at the end of the night)
7. **Children's Play Area (Back of library by staircase doors)** - Live performances – Local Groups/Bands/dance schools.
8. **Upstairs** - Silent Auction Area will be held here, in addition to a photo booth area. This will also allow for additional bathroom access and allow attendees to see the rooftop view as well.
 - a. The entire back half of the upper floor would be blocked from access. The computer room would also be completely blocked from access.
 - b. No tables will be placed for seating up here aside from any that are already available.
 - c. **Tech Hub Art Gallery Wall** - Would love to work with Courtney to get a variety of artwork displayed there during this time as well!

1st Floor



- 1. Community Hall
- 2. Check-In Area/Raffle
 - a. Rolling book carts removed
- 3. Coffee Area - Dessert Bar
- 4. Self-Service Food Area
 - a. On tile floor only
 - b. Rolling book carts removed
- 5. "Jazz Lounge" - Performances and Drink Service
- 6. Open Area
- 7. Dance performances
- 8. Silent Auction Area/Photo Booth & Additional Bathroom Access

2nd Floor



Waunakee Public Library

Meeting with Tim Ripp from Bruce Company to develop a comprehensive landscape plan

September 21, 2023

A meeting was scheduled with Tim Ripp, Jean Elvekrog and Paul Larson for the purpose developing a comprehensive landscape and maintenance plan. The basic principles described were as follows:

1. As stated above, develop a landscape plan—one that would be comprehensive, avoiding multiple disjointed subsequent plans that may be consuming and counterproductive.
2. Develop a landscape maintenance plan to preserve the incredible gift to the community that the Waunakee Public Library represents.
3. Develop a landscape plan which minimizes maintenance time, energy (and cost).

With the above principles in mind, a tour of the library property commenced starting at the northwest corner of the property and proceeding counter-clockwise.

1. Fence sections to be added extending from the current privacy fence toward Madison Street.



Digital details of the current plans for this fence will be forwarded to Tim. The agreed upon fence to be erected in October includes several panels with a wire mesh for vine or greenery growth. A recommendation was made to change the planting for these sections to honey suckle, which has a tougher stem and a longer year round eye appeal, also being less invasive than our current plan.

2. Transformer at northwest corner by Madison Street.



Reduce the maintenance of weekly weed whacking by cutting out the grass and rimming with [I believe Tim said] mulching as a weed barrier.

3. Storm drain at northwest corner of the property by Madison Street.



Remove grass and replace with stone rip-rap. The will help prevent clogging with grassy materials, reduce maintenance.

4. Trunk care and damage throughout library property. Locust trees are a good choice for the campus.



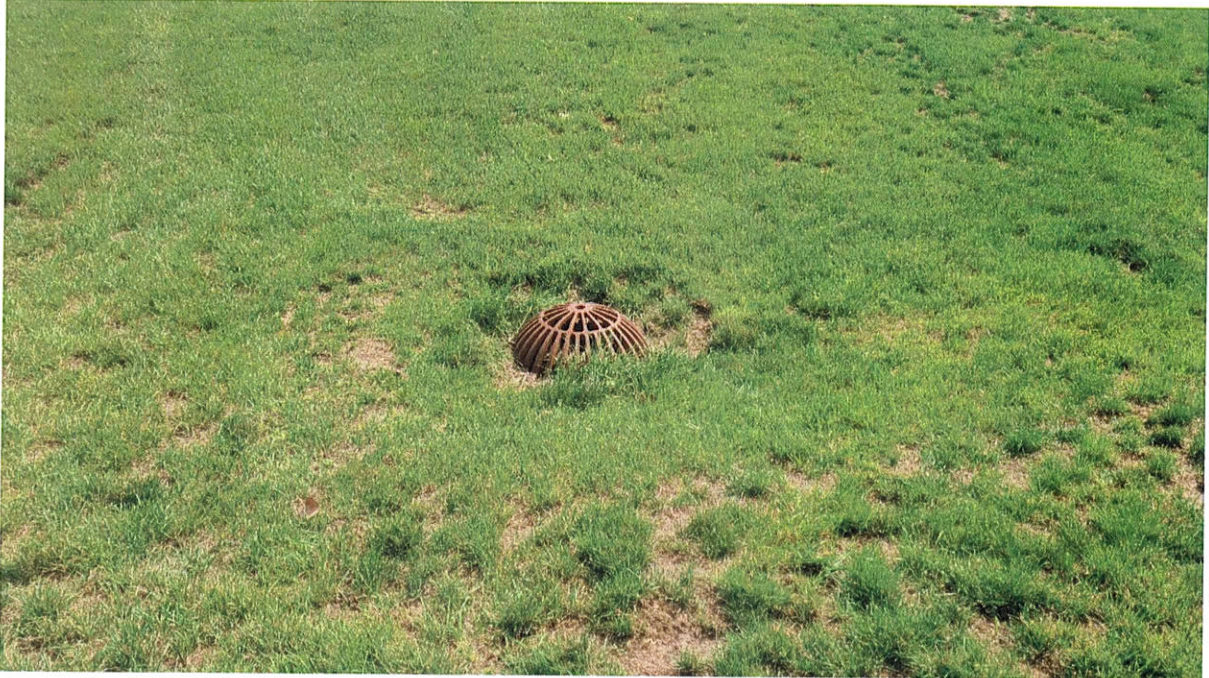
Tim recommended that beds be cut around the trees with mulch added to prevent further damage to the trunks by lawnmowers.

5. Flower bed at main entrance sign.



Areas like this should be maintained by regular mulching and application of Preen (a pre-emergent germination preventer) in the spring (April) and in the fall (October).

6. Storm drain in the west lawn.



These objects are high maintenance—it's not worth the time and effort to keep them clean. A recommendation was made to cut away the grass by 1-2 feet and replace with fist-sized stone.

7. Multiple areas of winter kill, salt damage or thinned lawn through the library property. This one is along the paved path at the west side of the property by Madison Street.



Areas like this need to be reseeded in the spring. The seed could be raked in, but better yet would be to top-dress with a thin layer of compost/soil mix. Overseed with Madison Parks lawn seed. Use some Round Up on the "creeping Charlie" weeds.

8. Drainage pond just north of creek at Madison Street.



The drainage pond was recently serviced by Bruce Company. Noxious weeds (thistle, burdock, wild parsnip, buckthorn, honeysuckle, etc.) and unwanted volunteer trees (willow, box elder, mulberry, etc.) should be removed. Dogwood is ok.

9. Area south of the creek by the Madison Street bridge.



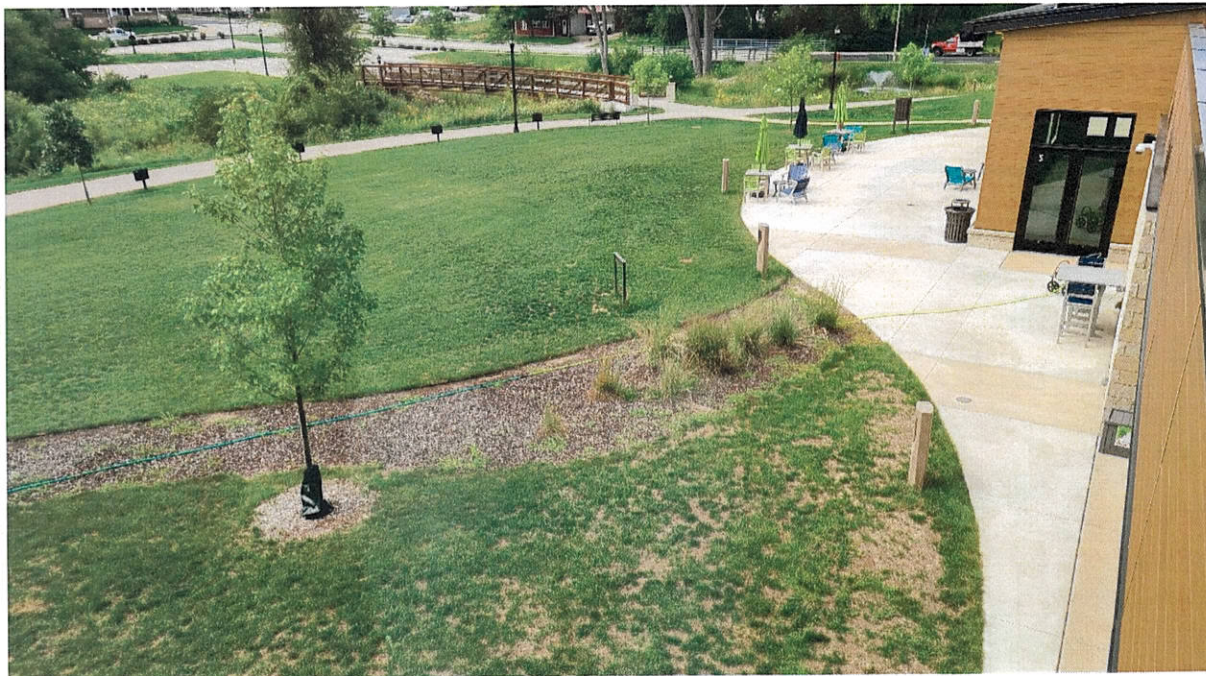
Volunteer trees behind the landscape plantings should be removed. Arrows point to the trees to be removed. [I forgot the name of the desired shrubs.] REMOVE WILLOWS.

10. Tree care.



One to two feet of sod from around the trees should be removed each spring and mulched, being careful not to root girdle the tree (excess material above the root ball damages the tree). Sod removal eliminates the need to use a string trimmer around the trunk, which is likely to damage the trunk. Young trees need watering during excessively hot and dry weather. An ideal way to water is by using the tree trunk bags, and assure they are not empty. **WATER BAGS SHOULD BE FULL FROM NOW UNTIL THE END OF THE FALL.** Tree bags are less necessary for the well-established trees, trees near the creek, and those protected by the library building. Especially prone to heat stress are the trees just to the south of the library building, which is the hot side of the building. Dead branches should be removed, and the trees trimmed in a way to promote proper growth.

11. A request has been made for a pergola in the space south of the library.



A pergola to the south of the community space of the library would expand the use of the south lawn, but designed to provide shade and shelter from the heat of the sun. The best siting of the pergola would be directly south of the stone wall of the library wing so as not to obstruct the view to the creek from the community room. A pergola will not provide complete shading within the pergola, as the sun shines at an angle at this latitude. Therefore, it might be necessary to add retractable screening of some sort to provide shade. Trees could be planted to the east and west of the pergola to provide additional shading. Areas around the light posts and at the edge of the concrete could be lined with stone rip-rap to clean these areas up and reduce maintenance. A 3' bed with Prairie Drop Seed with occasional pavers for steppingstones along the cement would be a good buffer, too.

12. Odd space and mulch trail just outside the southwest side of the main library.



This “odd” space would be ideal for a pollinator garden filled with native flowers. Tim recommended removing all grass in that area. There are currently pollinator garden grants available. A quick search online reveals grants through the following agencies:

- [**Klorane Botanical Foundation Budding Botanist**](#): Supports programs to teach respect for the environment and protect nature and to help bring garden-based learning opportunities to students
- [**Wild One’s Seeds for Education \(SFE\) Fund**](#): Grants for hands-on projects for schools that develop awareness for nature by growing native plants in a garden or landscape.
- [**Bee Grant Program**](#): Grants for schools and non-profit organizations to receive support for educational beehives and bee programming
- [**Alliant Energy Community Foundation**](#): Grants for environmental stewardship
- [**Xerxes Society**](#) and [**Pollinator Partnership**](#) also give grants.

Tim also recommended contacting Lisa Johnson, Dane County UWEX Horticulture Educator at Dane County UW-Extension, Madison, Wisconsin, for further information on pollinator gardens.

13. Dead zone at southeast corner of main library.



This dead zone is doing nothing other than creating a difficult area to mow and maintain. All grasses should be removed and planted as a “zero-scape,” meaning planting that requires zero watering and minimal maintenance. This could be zero-scape flowers (such as sedum and coreopsis), low-grow sumac or grasses.

14. Drainage pond at southeast corner of the library.



This area has been infiltrated with cattails, which will eventually fill the entire area and crowd out all other vegetation. Could remove some of the cattails every year to maintain diversity. Also should remove volunteer willow trees.

15. Prairie meadow.



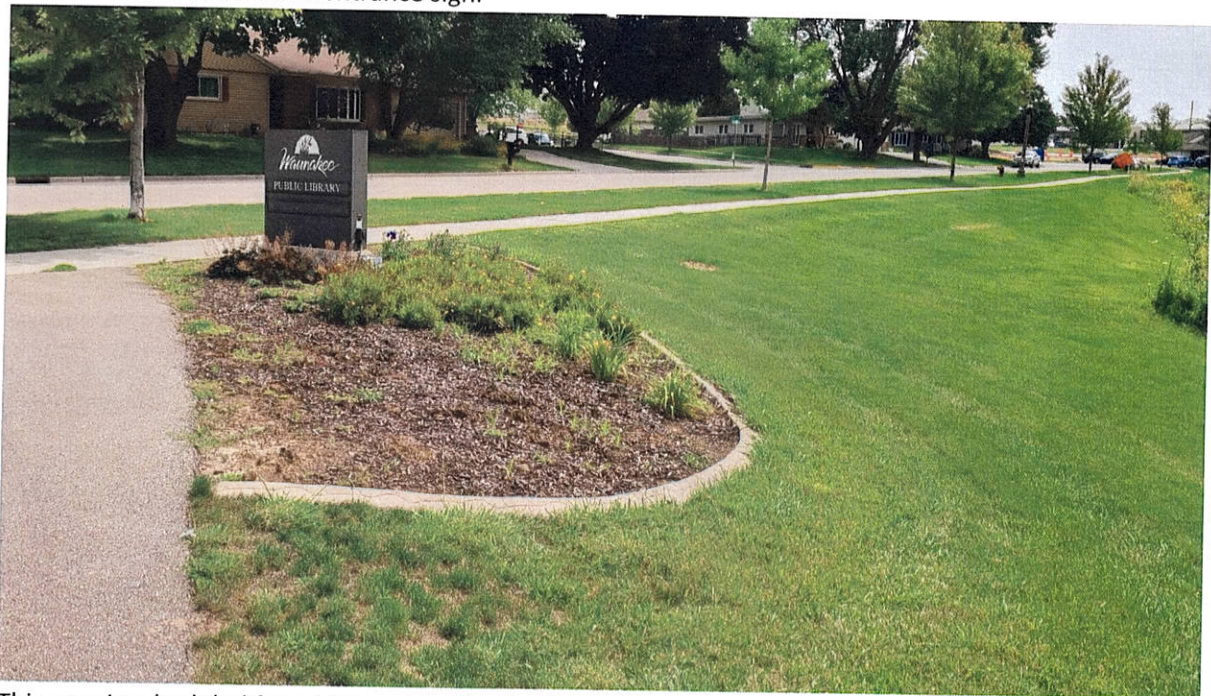
The proposed prairie meadow is the extensive grasses area to the south of the picnic tables, extending to the creek. This area could be slit seeded with a prairie flower mix in Oct or Nov, requiring mowing only once or twice a year. Paths extending down to the creek could be mowed. Keep a clean edge of lawn along the south side of the concrete path.

16. Area around lights and signs on the easterly paved trail.



Areas around the signs and lights are difficult to maintain. The posts, subject to the string trimmer, will eventually damage the posts. Could cut out area, remove grasses, and fill with mulch or stone.

17. Flower bed at east entrance sign.



This area is scheduled for additional daylily plantings. Planting should be close together to crowd out weeds. Again, Preen recommended in spring and fall, and 3" of shredded hardwood mulch recommended as being a more desirable (and cheaper) alternative.

18. Retention pond east of library.



Not much needs to be done with this area. This area has been burned on a yearly basis and should be continued. Volunteer trees that are not desired should be removed.

19. Small space behind the service areas to the east of the main library.



There has been loss of one of the shrubs in this space. It should not be replaced as is too delicate for our weather zone. These two shrubs should be watered profusely in the fall. The hole left where the middle shrub was planted should be covered up for aesthetic purposes.

20. Addition small spaces in service area immediately east of the main library.



These areas should be designed as low maintenance areas. In the upper photo, tall grasses should be planted towards the rear of the space and the shorter plants (coreopsis) brought forward and closely spaced to crowd out weeds. Prairie Drop Seed should be placed around the fire hydrant. These areas should be treated with Preen and mulched regularly.

21. Playground area.



The need to provide shade in this area was discussed. Several trees (3) should be planted on the flat spaces in front (west) of the playground area; 20-30 feet from the structure. Tree options were reviewed—a good choice would be the honey locust tree, which grows rapidly and provides a filtered shade and are disease resistant. The honey locust trees would also be a good choice for other areas on the library campus.

22. The drain to the west of the Redbud tree.



The drainage ditch should be cleaned out and once again, larger stones would promote drainage and keep the drain clean. KF grasses could be incorporated into this area as well.

23. East fence extension.



Treatment of the east fence area would be the same as plans listed in paragraph 1. The Karl Foerster grasses will need to be removed. The larger ones can be divided into 2 to 4 root clumps and used elsewhere on the library property. Qual Line Fence will remove the grasses, but it will be up to the library to save the grasses. The grasses should be heeled into mulch and wet down until transplanted.

Grasses would be ideal for the area on the south side of the current fence; shrubs are not recommended. Serviceberry, intermixed with the KF grasses would work well along the alley not bordered by fencing.

24. Rain garden on roof



Our plan was to review the rain garden--our question is how to manage the area. Unfortunately, after a very fruitful and informative review of the property, we forgot to review this area.

Summary

In summary, the consensus was to formulate a comprehensive plan. It is expected that progress toward achieving our goal would be to address the most critical areas first, and work on less critical areas down the road.

The other main goal is to develop a plan that is not only beautiful, but very importantly, to minimize maintenance.

The estimated cost for the Bruce Company to develop a master plan would be about \$800. The cost of full implementation of the plan is uncertain, because "it depends." The library controlled public parking lot to the south of the creek will not be included in the master plan, other than that discussed in paragraph 8.

Personal Comments:

Not discussed at our meeting are some additional cons of the proposed pergola. Previously mentioned is the fact that because of the angle of the sun, it is unlikely that it would provide the desired shade. A retracting cover over the pergola, and curtains or retractable partition walls may provide shade, but would add complexity and high maintenance to the plan. Also, one would expect that a pergola would provide a perfect perch for birds with accompanying messes. Additional trees were already recommended to provide shade to the pergola—could these not be strategically placed near the existing patio to provide areas of shade?

Overall, the meeting with Tim Ripp of the Bruce Company was very enlightening and informative. He obviously has great experience and knowledge of landscaping and was extremely responsive and helpful in all aspects. We would highly recommend continuing this relationship with Tim and the Bruce Company.