

Waunakee Public Library
Library Board Meeting
Library Board Room
Friday, November 17, 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 October 2023 Library Board Minutes
 - B. Approve Schedule of Bills
 - C. Approve Financial Reports
- V. Director's Report & Coffee Update
- VI. Old Business
 - A. Friends of the Library Update
 - B. Discussion and approval of end-of-year letter to building project donors
- VII. New Business
 - A. Discuss Strategic Plan implementation progress
- VIII. Adjourn

Next Library Board meeting: Friday, December 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, October 13, 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, Jean Elvekrog, Kathy Grosskopf, Cathy Sheffield, Annie Ballweg and Library Director Erick Plumb. Excused: Erin Moran and Angie Rojas Agudelo
 - B. **Guests:** No guests
- III. **Public Comment** No public comment
- IV. **Approval of the consent agenda** Annie made a motion to approve. Jean seconded. Passed.
- V. **Director's Report** Brittany and Erick participated on a panel at Banned Books Con, hosted by the Sun Prairie Library. Bruce company has been hired to develop a plan for the grounds. Library Calendar will be our new room rental software that we will begin using in Spring.
- VI. **Old Business**
 - A. **Friends of the Library Update** The planning for the November craft fair is going well. There will be a 2nd Annual Bingo night on January 5.
 - B. **Discussion of Library Grounds** The sidewalk has been poured by the McWatty playground. At a future date there is a plan to remove the rubber mulch and make the playground more accessible to everyone by putting down rubber matting. More soil needs to be brought in, because the grass seed sits on top of the ground and doesn't grow. More good quality topsoil is needed to allow the grass to grow properly. The fencing with trellis sections have been placed along the parking lot border. We will have to wait until spring to get the plants for the trellises, because Bruce Company is sold out. The feedback from the neighbors has been positive.
- VII. **New Business**
 - A. **Discuss future staffing needs and issues** There will be a need to redefine positions and look at adding some positions for the 2025 Budget. These needs will be discussed at a future meeting.
 - B. **Discuss effects of proposed Village-wide Buildings and Facilities Manager on Library operations** Erick showed us the job description for this new position. He believes that this new position and the sharing of staff will be a benefit to the Library.
 - C. **Discuss possible discontinuation of current coffee vending service** The current service is very expensive. The current carpet in the walkway between the lobby

and Children's area needs to be replaced due to coffee and hot chocolate being spilled. We discussed various options going forward, but all agreed that we should not continue with the current services. More research is needed and we will revisit the topic at a future meeting.

D. Discuss end-of-year letter to building project donors Jean and Cathy will work on a letter to donors letting them know about our successes and letting them know what current needs the Library has.

VIII. Adjourn Cathy made a motion to adjourn at 8:54 AM. Jean seconded. Passed.

Library Board Meeting: Friday, November 17, 2023 at 7:45AM
Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary

Action Items:

Research what policies neighboring libraries have that we may want to adopt.

Research other coffee vending companies or other options for coffee services.

Jean/Cathy's donor letter draft.

October 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
	Total	0.00
<u>100-551400-290 Leased items</u>		
	Gordon Flesch	450.76
		0.00
	Total	450.76
<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	221.03
	Total	221.03
<u>100-551400-320 Publications, subscriptions and dues</u>		
	WILS	0.00
	ALA	0.00
	Rotary Club of Waunakee	204.00
	WLA	50.00
	Total	254.00
<u>100-551400-330 Travel and training</u>		
	SCLS	0.00
	UW- Madison	325.00
	WLA	0.00
	Hyatt	0.00
	Total	325.00
<u>100-551400-340 Programs</u>		
	Pig	11.07
	Dollar Tree	35.00
	Amazon	253.27
	Nickolas Butler	750.00
	Target	0.00
	Dollar Tree	0.00
	Costco	144.49
	Curt Strutz	450.00
	Heidi Herman	0.00
	Dunkin	25.98
	Walgreens	28.67
	Waunakee rental	0.00
	Minuteman Press	42.46
	Culvers	25.00
	Post Office	0.00
	Total	1,765.94
<u>100-551400-341 Equipment</u>		

	Minuteman Press	0.00
	Amazon	188.99
	Nassco	0.00
	Laird Plastics	0.00
	SCLS	0.00
	Total	188.99
<u>100-551400-350 Repairs and maint</u>		
	Total	0.00
<u>100-551400-380 Adult books</u>		
	Amazon	326.10
	Baker and Taylor	4,856.79
	Barnes and Noble	0.00
	Herff Jones	59.99
	Total	5,242.88
<u>100-551400-381 Juvenile books</u>		
	Amazon	0.00
	Baker and Taylor	3,358.66
	Penworthy	0.00
	The Dot Central	0.00
	Total	3,358.66
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	0.00
	Total	0.00
<u>100-551400-384 - Digital Materials & Computer Software</u>		
	Kanopy	155.80
	Demco Software	0.00
	TBS	0.00
	Verizon -Hotspots	233.59
	CDW - Adobe	0.00
	Total	389.39
<u>100-551400-385 Kit supplies</u>		
	Amazon	294.34
	Minuteman Press	0.00
	LL Bean	0.00
	Pig	0.00
	Total	294.34
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	35.99
	Midwest Tape	214.38
	Amazon	54.45
	Findaway	0.00
	Total	304.82
<u>100-551400-387 Videos</u>		
	Amazon	819.62
	Midwest Tape	-37.17
	Total	782.45
<u>100-551400-390 Other</u>		
	Amazon	127.13
	Office Depot	134.37
	SCLS	921.89
	Walmart	213.52
	Pig	0.00
	Demco	115.95
	Chromalabel	75.21
	Minuteman Press	0.00
	Total	1,588.07
<u>100-551400-391 Personnel</u>		

	Total	<u>0.00</u>
<u>100-551400-392 Public relations</u>	Minuteman Press	0.00
	Mailchimp	39.50
	Waunakee Rotary	0.00
	Total	<u>39.50</u>
<u>100-551401-210 Building serices</u>	K & M Tie and Lumber	4,700.00
	Jefferson Fire & Safety	78.00
	Master Building Solutions	4,171.50
	Bruce Company	1,256.25
	Total	<u>10,205.75</u>
<u>100-551401-350 Repairs/Maintenance</u>	Division Street Mart	11.36
	Kraemer Air Filter Corp	0.00
	Menards	646.76
	Ace Hardware	0.00
	Amazon	0.00
	Schilling Supply Company	0.00
	Canteen	392.85
	Walgreens	0.00
	DSPS	51.13
	United Brick & Fireplace	115.92
	Total	<u>1,218.02</u>
<u>220 fund</u>	Out of print	0.00
	Waunakee Chamber of Commerce	0.00
	Tee Public	0.00
	Total	<u>0.00</u>
<u>426-551400-820 Capital Improvements</u>	Qual Line Fence	15,133.34
	Total	<u>15,133.34</u>
	Month Total	<u>41,762.94</u>

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	34,944.02	361,643.42	459,227.00	97,583.58	78.75	342,888.13
100-551400-120 LIBRARY PART TIME	26,730.97	274,847.17	363,302.00	88,454.83	75.65	266,137.32
100-551400-130 LIBRARY FICA	4,457.14	45,969.30	62,926.00	16,956.70	73.05	45,893.97
100-551400-131 LIBRARY RETIREMENT	3,067.43	31,983.08	41,758.00	9,774.92	76.59	31,762.20
100-551400-132 LIBRARY HEALTH	12,011.84	140,663.05	164,505.00	23,841.95	85.51	121,211.29
100-551400-133 LIBRARY LIFE	70.85	722.57	706.00	(16.57)	102.35	609.68
100-551400-134 LIBRARY DENTAL	684.05	7,516.75	9,526.00	2,009.25	78.91	7,731.65
100-551400-210 LIBRARY OUTSIDE SERVICES	177.00	1,342.00	1,652.00	310.00	81.23	792.00
100-551400-219 LIBRARY AUTOMATION LEVY	.00	68,923.32	68,923.00	(.32)	100.00	62,993.00
100-551400-225 LIBRARY COMMUNICATIONS	724.45	5,771.17	8,700.00	2,928.83	66.34	5,736.16
100-551400-290 LIBRARY LEASED ITEMS	745.64	6,081.60	8,196.00	2,114.40	74.20	5,468.27
100-551400-292 LIBRARY MAINTENANCE CONTRACTS	.00	2,009.39	2,572.00	562.61	78.13	4,153.43
100-551400-311 LIBRARY POSTAGE	271.44	1,024.08	1,000.00	(24.08)	102.41	952.91
100-551400-320 LIBRARY PUBS/SUBS/DUES	918.04	2,985.74	2,899.00	(86.74)	102.99	2,341.70
100-551400-330 LIBRARY TRAVEL/TRAINING	664.00	1,024.00	2,200.00	1,176.00	46.55	2,533.67
100-551400-340 LIBRARY PROGRAMS	1,405.86	26,334.28	25,000.00	(1,334.28)	105.34	19,742.98
100-551400-341 LIBRARY EQUIPMENT	188.99	2,645.14	7,500.00	4,854.86	35.27	3,253.65
100-551400-350 LIBRARY REPAIRS/MAINT	.00	.00	.00	.00	.00	372.85
100-551400-380 LIBRARY ADULT BOOKS	3,626.57	28,950.20	44,000.00	15,049.80	65.80	34,781.33
100-551400-381 LIBRARY JUVENILE BOOKS	1,930.84	17,545.95	24,000.00	6,454.05	73.11	16,925.88
100-551400-383 LIBRARY SERIAL SUBSCRIPTIONS	.00	6,787.48	8,150.00	1,362.52	83.28	6,840.39
100-551400-384 LIBRARY COMPUTER SOFTWARE	389.39	19,821.53	20,408.00	586.47	97.13	8,311.29
100-551400-385 LIBRARY KIT SUPPLIES	112.95	3,941.38	5,500.00	1,558.62	71.66	4,642.48
100-551400-386 LIBRARY AUDIO MATERIALS	777.96	5,107.46	8,500.00	3,392.54	60.09	5,495.22
100-551400-387 LIBRARY VIDEOS	448.11	6,273.54	8,000.00	1,726.46	78.42	5,963.67
100-551400-390 LIBRARY OTHER	1,417.70	8,943.88	18,125.00	9,181.12	49.35	8,776.24
100-551400-391 LIBRARY PERSONNEL	.00	230.00	.00	(230.00)	.00	112.00
100-551400-392 LIBRARY PUBLIC RELATIONS	634.00	3,028.41	3,500.00	471.59	86.53	2,680.36
TOTAL LIBRARY OPERATIONS	96,399.24	1,082,115.89	1,370,775.00	288,659.11	78.94	1,019,103.72

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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2023

GENERAL FUND

		PERIOD		BUDGET		% OF	
		ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET	PRIOR YEAR
<u>LIBRARY BUILDING</u>							
100-551401-110	LIBRARY BLDG FULL TIME	4,687.31	52,827.89	63,731.00	10,903.11	82.89	48,116.02
100-551401-120	LIBRARY BLDG PART-TIME	1,591.19	16,597.08	24,691.00	8,093.92	67.22	18,373.99
100-551401-121	LIBRARY BLDG OVERTIME	321.68	321.68	.00	(321.68)	.00	.15
100-551401-130	LIBRARY BLDG FICA	488.27	5,183.62	6,763.00	1,579.38	76.65	5,196.08
100-551401-131	LIBRARY BLDG RETIREMENT	340.62	3,614.19	4,334.00	719.81	83.39	3,254.18
100-551401-132	LIBRARY BLDG HEALTH	1,607.32	17,458.76	19,666.00	2,207.24	88.78	16,800.72
100-551401-133	LIBRARY BLDG LIFE	5.89	63.03	69.00	5.97	91.35	61.48
100-551401-134	LIBRARY BLDG DENTAL	159.19	1,667.56	1,857.00	189.44	89.80	1,589.98
100-551401-210	LIBRARY BLDG SERVICES	9,680.48	25,250.85	29,030.00	3,779.15	86.98	8,983.49
100-551401-220	LIBRARY BLDG UTILITIES	3,037.24	23,825.28	24,000.00	174.72	99.27	23,291.89
100-551401-221	LIBRARY BLDG GAS HEAT	339.94	11,067.07	15,000.00	3,932.93	73.78	12,532.27
100-551401-341	LIBRARY BLDG EQUIPMENT	.00	.00	1,446.00	1,446.00	.00	94.99
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	1,032.06	18,473.22	21,000.00	2,526.78	87.97	16,584.99
100-551401-390	LIBRARY BLDG OTHER	.00	185.00	3,500.00	3,315.00	5.29	200.00
TOTAL LIBRARY BUILDING		23,291.19	176,535.23	215,087.00	38,551.77	82.08	155,080.23
<u>DEPOT</u>							
100-551410-210	DEPOT OUTSIDE SERVICES	52.00	52.00	.00	(52.00)	.00	.00
100-551410-350	DEPOT REPAIRS/MAINT	.00	.00	600.00	600.00	.00	24.00
TOTAL DEPOT		52.00	52.00	600.00	548.00	8.67	24.00



VILLAGE OF WAUNAKEE
BALANCE SHEET
OCTOBER 31, 2023

LIBRARY SPECIAL REVENUE FUND

ASSETS

220-11110	COMMINGLED CASH	115,113.26	
220-11801	CASH ON HAND	<u>792.77</u>	
	TOTAL ASSETS		<u>115,906.03</u>

LIABILITIES AND EQUITY

FUND EQUITY

220-34300	FUND BALANCE	<u>88,169.38</u>	
	BEGINNING FUND BALANCE	88,169.38	
	REVENUE OVER EXPENDITURES - YTD	<u>27,736.65</u>	
	TOTAL FUND EQUITY		<u>115,906.03</u>
	TOTAL LIABILITIES AND EQUITY		<u>115,906.03</u>

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1030243: Waunakee Library Forever Fund

9/1/2023 To 9/30/2023

Balance

Beginning Balance	308,212.46
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Contributions/Gifts

Contributions*	0.00
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**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
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0.00

Portfolio Gains (Losses)

Interest & Dividends	417.17
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Unrealized Gain / Loss	(5,176.65)
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Realized Gain / Loss	(345.60)
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Investment Expenses	(11.70)
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(5,116.78)

Grants/Distributions

Grants/Distributions	0.00
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Transfers Out	0.00
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MCF Support	(256.84)
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(256.84)

Ending Balance

\$302,838.84

Available to Grant as of 9/30/2023

\$0.00

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

October 2023

	2023			2022		% Change	% Change	YTD
	October	Prev Month	Yr-to-date	October	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	31	28	284	31	283	10.7%	N/A	N/A
CIRCULATION								
Physical circulation	24,245	22,652	243,226	22,922	238,155	7.0%	5.8%	2.1%
Digital circulation	5,182	4,478	44,178	3,903	37,988	15.7%	32.8%	16.3%
Library Total	29,427	27,130	287,404	26,825	276,143	8.5%	9.7%	4.1%
Per Day library was open	949	969	1,012	865	976	-2.0%	9.7%	3.7%
Average of Deforest, Monona and Verona	26,142	24,807	272,162	23,694	260,072	5.4%	10.3%	4.6%
By Category								
Books								
Juvenile Fiction	3,506	2,983	33,721	3,475	35,452	17.5%	0.9%	-4.9%
Juvenile Non-Fiction	1,648	1,339	16,210	1,356	15,511	23.1%	21.5%	4.5%
Easy Readers	1,807	1,752	18,413	1,685	17,860	3.1%	7.2%	3.1%
Picture books	5,388	4,678	50,533	5,477	50,456	15.2%	-1.6%	0.2%
Total Juvenile	12,349	10,752	118,877	11,993	119,279	14.9%	3.0%	-0.3%
Young Adult	736	709	7,606	583	7,399	3.8%	26.2%	2.8%
Adult Fiction	3,143	3,084	31,474	2,840	30,035	1.9%	10.7%	4.8%
Adult non-Fiction	2,227	2,239	23,469	2,095	22,196	-0.5%	6.3%	5.7%
Large print	824	853	8,947	831	8,086	-3.4%	-0.8%	10.6%
Adult Paperbacks	55	48	608	55	632	14.6%	0.0%	-3.8%
Total Adult	6,249	6,224	64,498	5,821	60,949	0.4%	7.4%	5.8%
Magazines	420	381	4,146	423	4,262	10.2%	-0.7%	-2.7%
Audio	816	991	8,961	721	7,466	-17.7%	13.2%	20.0%
DVD and Blu-ray	2,416	2,386	25,993	2,105	25,195	1.3%	14.8%	3.2%
Software and video games	154	228	1,447	97	1,135	-32.5%	58.8%	27.5%
Kits	1,004	897	10,714	1,086	11,458	11.9%	-7.6%	-6.5%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	58	50	631	56	679	16.0%	3.6%	-7.1%
E-books	5,182	4,478	44,178	3,903	37,988	15.7%	32.8%	16.3%
% of total circulation	17.6%	16.5%	15.4%	14.5%	13.8%	6.7%	21.0%	N/A
PROGRAMS								
Children								
Number	42	27	347	34	306	55.6%	23.5%	13.4%
Attendance	1,315	824	11,868	857	8,613	59.6%	53.4%	37.8%
Young adult								
Number	6	5	55	5	58	20.0%	20.0%	-5.2%
Attendance	28	25	440	41	388	12.0%	-31.7%	13.4%
Adult								
Number	22	20	152	13	115	10.0%	69.2%	32.2%
Attendance	364	243	2,260	330	2,313	49.8%	10.3%	-2.3%
NEW PATRONS ADDED	92	82	983	124	1,305	12.2%	-25.8%	-24.7%
PUBLIC MEETING ROOM BOOKINGS	34	21	271	27	201	61.9%	25.9%	34.8%
STUDY ROOM BOOKINGS	528	440	4472	392	3453	20.0%	34.7%	29.5%
PUBLIC PC SESSIONS	456	384	4,421	0	3,538	18.8%	N/A	25.0%
UNIQUE WIRELESS USERS	2,238	2,043	21,738	6,337	22,961	9.5%	-64.7%	-5.3%
CURBSIDE TRANSACTIONS	36	46	376	0	482	-21.7%	N/A	-22.0%
# OF VISITORS TO LIBRARY	12,193	11,025	125,882	12,312	116,087	10.6%	-1.0%	8.4%

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Library Activity Report
Library Director Erick Plumb
November 17, 2023

Library Activity in October/November

- We continue to be remarkably busy at WPL. We set four new monthly WPL records in October. New marks were set for the number of e-book checkouts (5,182), storytime attendance (1,015), study room usage (528 uses) and meeting room uses (34 non-library events/meetings).
- Also, this fall, we logged our 500,000th visit to the new building since opening in August 2019.
- Our bilingual storytime continues its slow-and-steady growth. 22 people participated in October. We hope to continue to expand Spanish-language programming in 2024.
- The Friends of the Library Craft Fair & Bake Sale is Saturday, November 18 at the Intermediate School. We hope to see everyone there.
- I am working with Waunakee Community School District to finalize plans for WPL to serve as an evacuation and family reconciliation site in the event of a school-wide evacuation at Prairie Elementary. WCSD and I had spoken last year about having this be formally arranged, but now we're getting into the details as to how it would actually work, if WCSD wishes to proceed. If they decide to move forward, I will bring the issue back to Library Board's attention, as serving as a site would likely mean we would close our building and lots to the general public and mobilize library staff to assist the school's staff in the event of an emergency.
- It's Dinovember! Check social media all month long for dino-related marketing and shenanigans. I'll never fail to be amazed at how popular this low-key social media program is each year, and it's gratifying to see other libraries now posting similar content. Imitation is the best form of flattery, right?
- Tree removal was performed in late October. Four dead-or-dying large trees were removed from the south side of Six Mile Creek, which is a great improvement. While the focus of our grounds improvement plans will be for the north side of the creek, I do hope that the overgrown vegetation on the south bank can be cleaned up and thinned with invasive plants and weeds removed in the coming years.
- News from around local library land: Madison Public Library Director Greg Mickells announced his retirement after a decade in the role. Greg has been a good partner to us. Also, South central Library System Director Martha Van Pelt is retiring as well, leaving just after the new year. MVP, as she's known, has been with SCLS since 2010. Both will be missed. SCLS moved to their new headquarters on Madison's north side over the past few months; for the first time, all SCLS services – administration, technology support, and delivery services and fleet – will be in one location. Finally, our friends in Oregon, WI will be closing their library on December 11 in preparation for opening their facility shortly after New Years'. The new Oregon Public Library can be considered a younger sibling of WPL's, as we share an architect, many of the same building contractors, and also share a project owner's representative, our friend and colleague Geoff Vine. I'm eager to attend opening day.

Youth Services Report by Brittany Gitzlaff

October was a record-setting month! We had over 1000 people attend storytimes, which is over 200 more than the next highest month! We also saw very high participation at the Create Waunakee Trunk-or-Treat event held in the overflow parking lot of the Library. I had a blast handing out candy to kids, and also really enjoyed reading not-so-spooky stories to families at the Schumacher Farm Halloween

event. I also attended WLA, and enjoyed hearing sessions about DEI, public and school library collaboration, and a new teen internship program for libraries. Caitlin set up a library table at WNC during one of their most popular times for client shopping. She was able to sign up several people for library cards, and talked to many more. Popular teen programs this month were sewing mini zombie plushies, and a spooky movie double feature on a no school day.

Adult Outreach Report by Courtney Cosgriff

In October, I hosted 7 programs and my book club. I gathered feedback from All Around Town participants (see below). I attended the WLA conference and attended sessions on podcasting, ChatGPT, and creative play for library staffers. Community Hall bookings are really ramping up and I'm booking something new nearly every day. I assisted Heritage Elementary with some local history finding and scanning for their new building. I am booking winter programming including some speakers through BadgerTalks. I selected my books for book club next year and updated both book club pages on the website.

Community Engagement Report by Amy Sampson

I started October with Banned Books Con, where we worked with Beyond the Page to host a successful (and powerful!) author visit from Mike Curato. I met with Waunakee IDEA to discuss MLK Jr Day plans at the library, and continued scheduling other programs through January. For marketing, I started posting more behind the scenes reels on our Instagram that have been popular as well as prepped for our 7th Dinovember. I created new directional signage for the lobby and started working with Madison artist Emily Balsley to design new artwork for the Book Bike now that we're using it more.

All Around Town feedback

Waunakee Furniture

"We had a few people use the promotion and a few others call about it. I would imagine the ones that called about the promotion came in to use it. We would participate next year as well.

As card owners ourselves, my wife and I took advantage this month of a number of places offering discounts."

Simply Unique

"I had 6 people use the discount. None of the people knew about the program so were happy to know they received a discount."

Infinity Martial Arts

"Thanks for checking in, unfortunately we did not have anyone take advantage of the special, last month was a slow month all around :(Either way we will continue to participate and next time I am going to make sure we push it more via social media."

Lyon Road Art

"It was good! Had a few people reach out and ask if they could use it on classes. Yes, willing to participate next year."

Zoe's Pizza

"The only feedback I have is that we definitely had less people this year using the library card discount. And I had the flyer hanging right in front of the register. Not sure why it was less."

Eno Vino

"We had 6 guests use the discount. Those that used them were excited about it. I did hear in 2 of the situations people hearing about us participating. I'm sure we would be willing to do it again as it is now a discount that is available in our system. "

Grace Coffee

"I was quite surprised when I pulled this number, but it appears that the discount was used at our Waunakee location 118 times!! It does appear to me that there were quite a few people who came in specifically because of that collaboration. We would be delighted to participate again next year!"

Draft letter to donors
November 27, 2023

Season's Greetings to our *Engaging Minds, Connecting Community Campaign* supporters,

We celebrated our fourth anniversary at 201 N. Madison Street in August 2023! Thank you again for helping make this beautiful library a reality. As they say, "time flies when you're having fun," and we have been having fun serving a continuously growing number of patrons. For example:

- We've averaged 150,000 **patron visits** per year, and the number continues to rise.
- We've hosted almost 600 **programs** at the library for children, teens, and adults in 2023 alone.
- **Community Hall and the Board Room** continue to be very popular. They have been rented 718 times for non-library events since we opened.
- We offer **technical assistance** for all your computer hardware and software questions. (See the enclosed "Ask A Librarian" flyer for more information).
- Over 1,700 **library cards** have been issued to new Waunakee patrons since August 2019. Waunakee Public Library now has nearly 10,000 library card holders!
- To help serve you better, we have increased our **staff** size to over 30, which includes 7 professional librarians with master's degrees.
- Interest in using our 9 **study rooms** has skyrocketed. They have been booked over 7,000 times in just four years! Patrons representing businesses, service organizations, and community groups, plus students of all ages, are reserving the spaces.

Study rooms have become so popular that patrons often need to wait to access a room. To alleviate this issue, we're researching options for additional private study areas. Specialized furniture will be needed for these designated areas.

At this time, we are asking for your financial assistance so we can purchase this furniture. Your contribution is, of course, tax deductible. Please make your check payable to Waunakee Public Library and submit it in the enclosed envelope. Donations can also be made directly online at {village payment link}.

Thank you for your consideration of this request. Your support will help us to continue serving our community of lifelong learners.

Sincerely,

Erick Plumb
Director

Cathy Sheffield
Library Board President



2019



2023



New Building Highlights

Added 1741
Waunakee Library
cardholders



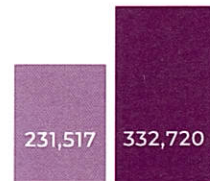
since August 2019

536,959 Library Visits
711 Private Events Hosted
Over 10,000 Study Rooms Used



since August 2019

Increased
circulation by 43%



8/2018-7/2019 8/2022-7/2023

- 2022 AIA Wisconsin Design Merit Award for being a "Catalyst Project for Village Economy and Life"
- 2020 ACEC Wisconsin Engineering Excellence Award
- 2020 InBusiness Magazine Commercial Design Award



ck

There are countless online resources designed to help users learn and practice digital skills! Here are some of our suggestions for free, interactive, ad-free websites:



DigitalLearn.org

An easy-to-use training resource made by the Public Library Association. Mostly uses interactive videos to teach material. Offers downloadable slides and lessons to print and use for reference.

This resource also offers free, printable certificates of completion for each lesson.

Topics include:

- Computer and Tablet Basics
- Internet Basics and Safety
- Microsoft Office
- Job Skills
- Social Media

Available in English and Spanish.



GCF LearnFree.org

A comprehensive online training resource developed by the Goodwill Community Foundation with over 200 topics. This site uses a mix of video, text, and pictures to teach material. It also offers an optional 'Save' feature to create an account and keep track of your progress.

Topics include:

- Computer Skills
- Smartphones & Tablets
- Microsoft Office
- Google/Gmail
- Career Skills
- Social Media
- Internet Safety
- Beginning Graphic Design
- Online Money Tips
- Basic HTML
- and so much more!

Available in multiple languages.



DigitalLiteracyAssessment.org

An online resource from Literacy Minnesota. This resource can be used to assess and inventory your current skills, with some opportunities for interactive training.

Topics include:

- Computer Basics
- Job Search Skills
- Microsoft Office
- Career Skills

We can help!


If you want help getting started with these resources or have other tech questions, schedule an appointment with a librarian for one-on-one tech support.

Fill out the form on our website under the "Services" tab, or give us a call at **(608) 849-4217**.

Framery Product Family

The World's Leading
Soundproof Pods & Booths
2023

framery

A man in a red polo shirt is sitting inside a Framery Q office pod, smiling and talking to a woman who is on a video call on a screen. The pod is a modern, soundproofed office space with large glass windows and a sleek design. The man is sitting on a grey cushioned bench, and the woman is sitting on a desk with a laptop and a monitor displaying a video call. The pod is situated in an office environment with large windows in the background.

Framery Q office pod is a multifunctional, soundproof space for 1–4 people. This pod is ideal for meetings, brainstorming sessions, and important one-on-one conversations in private without disturbing the office – or the office disturbing you. The pod’s award-winning design takes a minimum amount of floorspace, fitting seamlessly into your office.

Framery Q – The soundproof meeting pod for 1–4 people



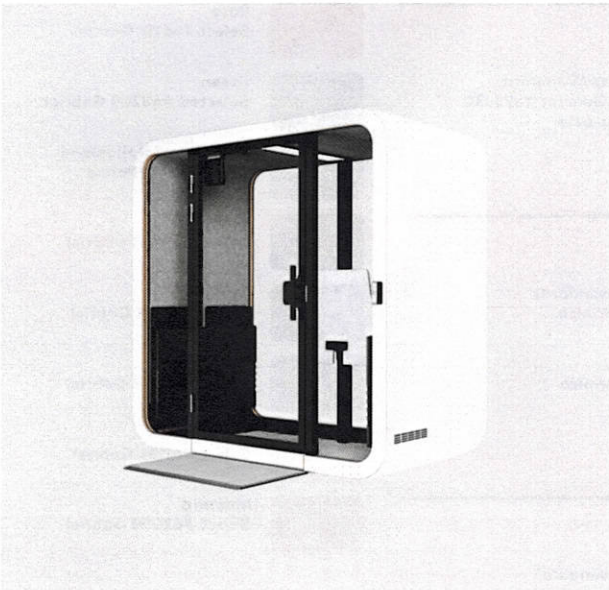
Framery Q Meeting Maggie

Suitable for meetings, brainstorming, gathering face-to-face, getting work done, and much more. Meeting Maggie comes with pleasant LED lighting and two power sockets. Two Maggie sofas with curved or straight backrest and a turnable table are always included.



Framery Q Meeting Maggie Premium

This soundproof, hybrid meeting space can be used by 1–4 people, both in-person and online. A screen bracket and turnable monitor arm makes the layout ideal for videoconferencing, and adjustable lighting & ventilation makes the meeting experience even better. Two Maggie Sofas are always included, and you can choose between curved or straight backrest.



Framery Q Flip n' Fold

The Framery Q Flip n' Fold is a convenient and flexible fully-accessible interior meeting space. Easily accessible with a wheelchair, the low doorstep, automatic door opener, and folding chairs and table enable many different meeting arrangements. Automatic air ventilation creates a fresh and comfortable working environment. The product is easy to assemble and relocate when necessary.



Framery Q Flow

The Framery Q Flow interior layout is designed for uninterrupted heads-down work. It comes with an adjustable electric table that allows you to change your working position from sit-to-stand in a matter of seconds. The Flow has plenty of space inside for a chair and even an extra stool, making it possible to invite your colleague in for a chat or a shared video conference.

Framery One

Stunning design and world-class soundproofing make Framery One the ultimate one-person workstation. This pod is engineered for focus work or video calls and is compatible with Framery Connect. Framery One comes equipped with dual-embedded lighting optimized for video, adjustable ventilation & lighting and a height adjustable table.



- Framery One**
- The core essential features of the ultimate soundproof workstation
 - Space for standing work or to add your own stool
 - Power outlet, USB-C charger
 - Additional upgrades available



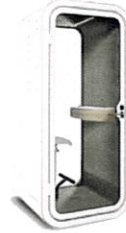
- Framery One Premium**
- Height-adjustable seat
 - Dual footrests
 - Fully-customizable materials and finishes
 - Activated carbon filter
 - Power outlet, USB-C charger

Framery O

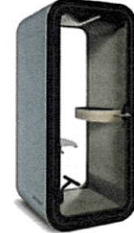
Framery O is the ideal space to take ad-hoc phone calls and join video meetings without disturbing the office. Featuring world-class soundproofing and echo-free acoustics, you can comfortably talk in private without compromising sound quality. And automatic ventilation makes Framery O a comfortable working environment for one.



- Framery O Quick Call**
- Space to stand or to add your own stool
 - White laminate table
 - Power outlet
 - Additional upgrades available



- Framery O Standard**
- Height-adjustable stool
 - White laminate table
 - Power outlet, USB-A+C charger
 - Additional upgrades available



- Framery O Color**
- Customizable materials and finishes
 - Height-adjustable stool
 - Power outlet, USB-A+C charger
 - Additional upgrades available

Framery Q

Framery Q office pod is a multifunctional, soundproof space for 1-4 people. This pod is ideal for meetings, brainstorming sessions, and important one-on-one conversations in private without disturbing the office – or the office disturbing you. The pod's award-winning design takes a minimum amount of floorspace, fitting seamlessly into your office.



- Framery Q Meeting Maggie**
- Two sofa options
 - Turnable table
 - LED lighting
 - Power outlets, USB-A+C charger
- Premium:** Wall-mounted screenbracket, turnable monitor arm, adjustable lighting and ventilation



- Framery Q Flow**
- Adjustable electric table
 - Enough space for two chairs or stools
 - LED lighting
 - Power outlets, USB-A+C charger



- Framery Q Flip n' Fold**
- Fully wheelchair accessible
 - Low doorstep
 - Folding table and chairs
 - Automatic door openers
 - Power outlets, USB-A+C charger

Framery 2Q

Framery 2Q is designed for 4-6 people. This meeting pod is the ideal place to co-create, brainstorm and meet together. Framery's superior sound insulation and echo-free acoustics ensure that your meetings won't disturb the office – and the office noise won't disturb you.



- Framery 2Q Huddle**
- Spacious enough for six people (chairs not included)
 - Full-sized table
 - Large whiteboard available as option
 - Adjustable lighting and ventilation
 - Wall-mounted screen bracket
 - Power outlets, USB-A+C charger, HDMI



- Framery 2Q Lounge**
- Wrap-around Clint Sofa
 - Full-sized whiteboard
 - Free-Standing Piaggio table
 - Adjustable lighting and ventilation
 - Wall-mounted shelf
 - Power outlets, USB-A+C charger



- Framery 2Q Without Furniture**
- Superb interior acoustics
 - Wheelchair accessible doorstep
 - Adjustable lighting and ventilation
 - Power outlets, USB-A+C charger