

Waunakee Public Library
Library Board Meeting
Library Board Room
Friday, December 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 November 2023 Library Board Minutes
 - B. Approve Schedule of Bills
 - C. Approve Financial Reports
- V. Director's Report
- VI. Old Business
 - A. Friends of the Library Update
- VII. New Business
 - A. Approve amended Circulation Policy
 - B. Approve opening at 9:45 on Friday, January 12, 2024 for staff meeting
- VIII. Adjourn

Next Library Board meeting: Friday, January 19, 2024 @ 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, November 17, 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, Erin Moran, Angie Rojas Agudelo and Library Director Erick Plumb.
 - 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 & Coffee Update** Four new monthly records were set at WPL in October, for e-book checkouts (5,182), storytime attendance (1,015), study room usage (528 uses) and meeting room uses (34 non-library staff use). We had our 500,000th visitor in the new building. WCSD is working on final plans to use WPL for an evacuation and family reconciliation site. Dinovember will be running for a few more weeks. Staff and patrons are enjoying the dino shenanigans! The grounds are looking better with the removal of 4 dead or dying trees at the end of October. There has been positive feedback on the completion of the border fencing. The quotes for coffee service were high and services limited.
- VI. **Old Business**
 - A. **Friends of the Library Update** The Annual Craft Fair is tomorrow at the Intermediate School. Looking forward to a great day!
 - B. **Discussion and approval of end-of-year letter to building project donors** Cathy made a motion to approve the letter with discussed changes. Erin seconded. Passed
- VII. **New Business**
 - A. **Discuss Strategic Plan implementation progress** The board thanked Erick and the staff for working on this. It is very helpful to see the progress in a working document. 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.
- VIII. **Adjourn** Kathy made a motion to adjourn at 8:35 AM. Erin seconded. Passed.

Library Board Meeting: Friday, December 15, 2023 at 7:45AM
Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary

November 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	287.69
		0.00
	Total	287.69
<u>100-551400-311 Postage</u>		
	SCLS	0.00
	Bibliotheca	0.00
	Envisionware	0.00
	Total	0.00
<u>100-551400-320 Publications, subscriptions and dues</u>		
	Post Office	474.58
	Total	474.58
<u>100-551400-330 Travel and training</u>		
	WILS	0.00
	ALA	0.00
	Wauaukee Rotary	240.00
	WLA	0.00
	Total	240.00
<u>100-551400-340 Programs</u>		
	SCLS	0.00
	UW- Madison	0.00
	WLA	0.00
	Total	0.00
<u>100-551400-341 Equipment</u>		
	Pig	0.00
	Culvers	0.00
	Amazon	0.00
	Michaels	0.00
	Dunkin	25.98
	Michelle Duvall	300.00
	Jamie Statz-Paynter	84.00
	State of Wi - Dept of Natural Resources	150.00
	Marcus Cederstrom	0.00
	Ace Hardware	0.00
	Linda Conroy	0.00
	Sara Alvarado	0.00
	Minuteman Press	34.00
	Thysse	0.00
	Post Office	0.00
	Total	593.98

	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	331.35
	Baker and Taylor	4,518.32
	Barnes and Noble	0.00
	Herff Jones Yearbook	0.00
	Total	4,849.67
<u>100-551400-381 Juvenile books</u>		
	Amazon	138.96
	Baker and Taylor	2,023.63
	Penworthy	0.00
	The Dot Central	0.00
	Total	2,162.59
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	0.00
	Total	0.00
<u>100-551400-384 - Digital Materials & Computer Software</u>		
	Kanopy	72.20
	Demco Software	0.00
	TBS	0.00
	Verizon -Hotspots	200.05
	CDW - Adobe	1,067.71
	Total	1,339.96
<u>100-551400-385 Kit supplies</u>		
	Amazon	423.27
	Minuteman Press	0.00
	UPS Store	0.00
	Meta Quest	100.18
	Total	523.45
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	282.36
	Midwest Tape	172.67
	Amazon	0.00
	Findaway	0.00
	Total	455.03
<u>100-551400-387 Videos</u>		
	Amazon	271.50
	Midwest Tape	106.45
	Debbie Howard	0.00
	Greta Productions	0.00
	Total	377.95
<u>100-551400-390 Other</u>		
	Amazon	126.96
	Office Depot	0.00
	SCLS	0.00
	Minuteman Press	253.75
	Pig	0.00
	Demco	507.22
	Walgreens	0.00
	Library Market	3,500.00
	Total	4,387.93
<u>100-551400-391 Personnel</u>		

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<u>100-551400-392 Public relations</u>	Total	<u><u>0.00</u></u>
	Minuteman Press	92.00
	Mailchimp	39.50
<u>100-551401-210 Building serices</u>	Total	<u><u>131.50</u></u>
	Masters Building Solutions	2,085.75
	The Electrician	357.00
	Ahern Co	223.00
	Butters-Fetting	1,080.00
<u>100-551401-350 Repairs/Maintenance</u>	Total	<u><u>3,745.75</u></u>
	Nassco	0.00
	Kraemer Air Filter Corp	0.00
	Menards	342.58
	Ace Hardware	28.98
	Amazon	189.71
	Schilling Supply Company	846.99
	Canteen	348.95
	Walgreens	0.00
	Waunakee Rental	0.00
	Kraemer Air Filter Corp	1,315.68
	Total	<u><u>3,072.89</u></u>
<u>220 fund</u>	Bluestar Ink	1,000.00
	Waunakee Chamber of Commerce	0.00
	Minuteman Press	133.22
	Total	<u><u>1,133.22</u></u>
	Month Total	<u><u>23,776.19</u></u>

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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2023

GENERAL FUND

	PERIOD		BUDGET		% OF		
	ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET	PRIOR YEAR	
<u>LIBRARY OPERATIONS</u>							
100-551400-110	LIBRARY FULL TIME	34,977.02	396,620.44	459,227.00	62,606.56	86.37	372,788.95
100-551400-120	LIBRARY PART TIME	28,266.95	303,114.12	363,302.00	60,187.88	83.43	293,871.95
100-551400-130	LIBRARY FICA	4,577.16	50,546.46	62,926.00	12,379.54	80.33	50,028.96
100-551400-131	LIBRARY RETIREMENT	3,100.67	35,083.75	41,758.00	6,674.25	84.02	34,484.89
100-551400-132	LIBRARY HEALTH	12,011.84	152,674.89	164,505.00	11,830.11	92.81	132,138.38
100-551400-133	LIBRARY LIFE	70.85	793.42	706.00	(87.42)	112.38	667.74
100-551400-134	LIBRARY DENTAL	684.05	8,200.80	9,526.00	1,325.20	86.09	8,402.27
100-551400-210	LIBRARY OUTSIDE SERVICES	105.00	1,447.00	1,652.00	205.00	87.59	897.00
100-551400-219	LIBRARY AUTOMATION LEVY	.00	68,923.32	68,923.00	(.32)	100.00	62,993.00
100-551400-225	LIBRARY COMMUNICATIONS	730.30	6,501.47	8,700.00	2,198.53	74.73	6,453.01
100-551400-290	LIBRARY LEASED ITEMS	582.57	6,664.17	8,196.00	1,531.83	81.31	6,152.39
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	26.75	1,050.83	1,000.00	(50.83)	105.08	1,072.91
100-551400-320	LIBRARY PUBS/SUBS/DUES	.00	2,985.74	2,899.00	(86.74)	102.99	2,540.70
100-551400-330	LIBRARY TRAVEL/TRAINING	325.00	1,349.00	2,200.00	851.00	61.32	2,673.67
100-551400-340	LIBRARY PROGRAMS	1,349.18	27,683.46	25,000.00	(2,683.46)	110.73	21,724.80
100-551400-341	LIBRARY EQUIPMENT	.00	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	5,314.12	34,264.32	44,000.00	9,735.68	77.87	39,439.12
100-551400-381	LIBRARY JUVENILE BOOKS	3,358.66	20,904.61	24,000.00	3,095.39	87.10	19,661.26
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	272.25	20,093.78	20,408.00	314.22	98.46	8,511.34
100-551400-385	LIBRARY KIT SUPPLIES	382.78	4,324.16	5,500.00	1,175.84	78.62	4,901.04
100-551400-386	LIBRARY AUDIO MATERIALS	285.80	5,393.26	8,500.00	3,106.74	63.45	5,868.46
100-551400-387	LIBRARY VIDEOS	736.39	7,009.93	8,000.00	990.07	87.62	6,451.70
100-551400-390	LIBRARY OTHER	4,359.11	13,302.99	18,125.00	4,822.01	73.40	9,802.82
100-551400-391	LIBRARY PERSONNEL	.00	230.00	.00	(230.00)	.00	112.00
100-551400-392	LIBRARY PUBLIC RELATIONS	39.50	3,067.91	3,500.00	432.09	87.65	2,816.36
TOTAL LIBRARY OPERATIONS		101,555.95	1,183,671.84	1,370,775.00	187,103.16	86.35	1,109,075.04

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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	4,901.76	57,729.65	63,731.00	6,001.35	90.58	52,881.56
100-551401-120	LIBRARY BLDG PART-TIME	1,795.10	18,392.18	24,691.00	6,298.82	74.49	19,347.05
100-551401-121	LIBRARY BLDG OVERTIME	.00	321.68	.00	(321.68)	.00	.15
100-551401-130	LIBRARY BLDG FICA	495.66	5,679.28	6,763.00	1,083.72	83.98	5,622.07
100-551401-131	LIBRARY BLDG RETIREMENT	333.32	3,947.51	4,334.00	386.49	91.08	3,563.93
100-551401-132	LIBRARY BLDG HEALTH	1,607.32	19,066.08	19,666.00	599.92	96.95	18,369.07
100-551401-133	LIBRARY BLDG LIFE	5.89	68.92	69.00	.08	99.88	67.66
100-551401-134	LIBRARY BLDG DENTAL	159.19	1,826.75	1,857.00	30.25	98.37	1,740.16
100-551401-210	LIBRARY BLDG SERVICES	7,365.75	32,616.60	29,030.00	(3,586.60)	112.35	8,983.49
100-551401-220	LIBRARY BLDG UTILITIES	2,409.77	26,235.05	24,000.00	(2,235.05)	109.31	25,664.84
100-551401-221	LIBRARY BLDG GAS HEAT	843.13	11,910.20	15,000.00	3,089.80	79.40	13,567.33
100-551401-341	LIBRARY BLDG EQUIPMENT	.00	.00	1,446.00	1,446.00	.00	94.99
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	825.17	19,298.39	21,000.00	1,701.61	91.90	17,243.91
100-551401-390	LIBRARY BLDG OTHER	.00	185.00	3,500.00	3,315.00	5.29	200.00
TOTAL LIBRARY BUILDING		20,742.06	197,277.29	215,087.00	17,809.71	91.72	167,346.21
<u>DEPOT</u>							
100-551410-210	DEPOT OUTSIDE SERVICES	(52.00)	.00	.00	.00	.00	.00
100-551410-350	DEPOT REPAIRS/MAINT	52.00	52.00	600.00	548.00	8.67	24.00
TOTAL DEPOT		.00	52.00	600.00	548.00	8.67	24.00

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VILLAGE OF WAUNAKEE
BALANCE SHEET
NOVEMBER 30, 2023

LIBRARY SPECIAL REVENUE FUND

ASSETS

220-11110	COMMINGLED CASH	118,330.09	
220-11801	CASH ON HAND	628.02	
	TOTAL ASSETS		<u>118,958.11</u>

LIABILITIES AND EQUITY

FUND EQUITY

220-34300	FUND BALANCE	88,169.38	
	BEGINNING FUND BALANCE	88,169.38	
	REVENUE OVER EXPENDITURES - YTD	31,336.73	
	TOTAL FUND EQUITY		<u>119,506.11</u>
	TOTAL LIABILITIES AND EQUITY		<u>119,506.11</u>

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1030243: Waunakee Library Forever Fund

10/1/2023 To 10/31/2023

Balance

Beginning Balance 302,838.84

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 606.64

Unrealized Gain / Loss (4,760.36)

Realized Gain / Loss (0.42)

Investment Expenses (20.79)

(4,174.93)

Grants/Distributions

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (252.51)

(252.51)

Ending Balance

\$298,411.40

Available to Grant as of 10/31/2023

\$0.00

Library Activity Report
Library Director Erick Plumb
December 15, 2023

Library Activity in November/December

- While it's much more sedate than its summer counterpart, the Winter Reading Program launched at the Library. The program is for all ages, and reading records can be turned in for fabulous prizes. The WRP goes through January 31.
- We're excited to again offer programming on MLK Day on January 15, 2024. Guest speakers will include Fred Reed and Rev. Joe Baring from the NAACP. Mr. Reed was a pallbearer at MLK's funeral in 1968. Both men were involved in the Open Housing Marches in Milwaukee in the 1960s and have ACLU lifetime achievement awards. We are excited to host them!
- The Friends of the Library held their Craft Fair and Bake Sale on November 18 at the Intermediate School. It was another successful event, raising over \$7,000 for the organization.
- We have added VR headsets to our Library of Things collection! Two Meta Quest headsets are available, in kits that include four games. Checkouts are for fourteen days to patrons 16 and older. These headsets are courtesy of a generous grant by University of Wisconsin, Department of public Instruction, and Field Day Learning Games.
- The Library will be activating a PayPal account in January with help from the Village's Finance Dept. This will (finally) allow staff to take credit card payments both online and in the lobby. Happily, it will also enable us to easily solicit for donations online in future appeals to our supporters for funds.
- A team from the Bruce Co. were onsite surveying the grounds and making measurements as a kickoff to their work for a grounds plan.
- Holiday closings: along with other Village of Waunakee facilities, WPL will be closed December 23-25 and December 31 and January 1.

Youth Services Report by Brittany Gitzlaff

We had a blast in November celebrating Dinovember for another year! We hosted two dinosaur-themed escape rooms and brought in Dinosaur Dimensions on a no-school day to learn all about dinosaurs, and even meet a few (in puppet form, of course). The most exciting, yet simple, activity was definitely the dinosaur scavenger hunt. Kids went nuts trying to locate all the hidden dinosaur pictures throughout the kids area, and hundreds of dinosaur stickers were given out. November also brought the return of Young & the Restless, which will pick up even more now that we're in cold-weather season. We were also happy to see the Madison Reading Project book drive return, and quickly signed up to be a drop-off location. This month I also attended the SCLS Youth Services workshop, which always kick starts thoughts of summer, and provides ideas for fun, upcoming programs.

Adult Outreach Report by Courtney Cosgriff

In November, I hosted 3 programs and my book club. I hosted the second annual Community Art Swap which was a success. I attended a Dementia Friendly Coalition meeting where we discussed a brain health program and hosting memory screenings at the library. I attended the SCLS Inclusive Services meeting. I attended the WLA Outreach Roundtable meeting where we discussed outreach on a budget. I had check-ins with Amy and Paulette. I had a meeting with Tracy from DCLS and a rep from American Players Theater about offering tickets to patrons next summer. I got two VR headsets together to be ready for check-out

Community Engagement Report by Amy Sampson

This month I met with Lit Network and WNC to go over the mid-semester report for English Classes. Lit Network has an attendance goal of an average of 15 students per class, but they were excited to see that just in our first semester we are exceeding that average! We booked our second semester to run from January-May at the library, and then potentially going virtual over the summer. I also met with Courtney and Paulette to discuss creating a blog for the library. I created an online form for Community Hall applications as an alternative to scanning and emailing the paper form. I held two programs and updated the adult/teen winter reading program that starts on 12/1. I finished up Dinovember social media content with good engagement throughout the month!

Amy on the Saturday Socials program

Saturday Socials started in February 2023 as an opportunity for people to meet and chat with their neighbors. A few goals were to help people connect after the isolation of the pandemic and with the influx of new people moving to the Village.

After an initial show of interest in the first two sessions (9 and then 18 attendees), April-July saw very low turnout (ranging between 2-8 attendees for an average of 4 people/session). Since August, however, attendance has been steady at 13-22 attendees for an average of 18 people/session, and we often have a group waiting at the doors at 9 to come in and get cozy in the den!

To develop more opportunities to meet these program goals, in January 2024, Paulette is starting a drop-in game night for folks to socialize over card or board games and an "Unbook" Club for folks to chat about books/what they're currently reading. I am also going to put out a short survey at the next few Saturday Socials to ask attendees what they would like to see at future sessions/social programs and collect feedback after the first year now that it has found its rhythm.

Proposed 2024 Library Board Policy review schedule:

Month denotes policy review and discussion. If significant amendments are necessary, the revised policy would be voted on for approval the following month.

December 2023

- Circulation Policy (last amended 2020)

January 2024

- Responsibility for Library Operations Policy (2017)
- Emergency Closing Policy (2014)

February 2024

- Bulletin Boards and handouts Policy (2019)
- Customer Service Policy (2015)

March 2024

- Gift & Donation Policy (2020)
- Named Gift Policy (2016)

April 2024

- Child Safety Policy (2020)
- *Introduce new Library Volunteer Policy*

May 2024

- Internet and Computer Use Policy (2017)

June 2024

- Privacy of Library Records and Library Use Policy (last amended 2018)

July 2024

- Community Hall Usage Policy (2023)
- Meeting Room Policy (2022)

August 2024

- Study Room Policy (2023)
- WiFi Hotspot Usage Policy (2021)

September 2024

- Behavior Policy (2022)

October 2024

- **Materials Selection & Collection Development Policy (2023)**

November 2024

- **Library Programming Policy (2023)**

December 204

- ***Any additions or new policies identified as necessary in 2024***



CIRCULATION POLICY

CHECKING OUT

TYPE OF ITEM	CHECKOUT ITEM LIMIT*	LOAN PERIOD	MAY RENEW**
Adult, YA and Children's books	None	28 days	Yes
New Adult Fiction books	None	14 days	Yes
Lucky Day materials	4	14 days	No
DVD and Blu-Ray	None	7 days	Yes
Audiobooks (CD and Playaway)	None	28 days	Yes
Music CDs	None	14 days	Yes
Adult, YA and Children's magazines	None	14 days	Yes
Kits	None	14 days	Yes
Hotspots	1	7 days	No
E-readers	None	28 days	No
<i>Yard Games and Snow Much Fun</i>	<i>None</i>	<i>7 days</i>	<i>No</i>
<i>VR Headsets</i>	<i>1</i>	<i>14 Days</i>	<i>No</i>

*Patrons are limited to a total of 100 items out at a time.

**Items may be renewed twice, as long as they are not on hold for another patron. The system blocks renewals when there are holds or when the patron has used both renewals. When renewals are blocked for either reason, materials should be returned to the library.

- *Fines are based on material type and are charged according to the checkout library's fine policy. Waunakee Public Library is fine-free, so any materials checked out in Waunakee will not accrue overdue fines. Items checked out at other libraries may accrue overdue fines. Waunakee only charges for lost or damaged materials.*

CARDHOLDER RESPONSIBILITY

You are responsible for all materials borrowed on your card and your child's card. Please report lost cards immediately. *If charges on your account are over \$20.00, the self-check will block checkout, and you will need a librarian to assist you.* Returning a lost item may reduce the charge on your account if the item is not damaged and if the owning library has not withdrawn it. You are financially responsible for charges to your account and your child's account. *We want you to be able to check out materials, and we are happy to work with you to address charges set by our library.*

GETTING A LIBRARY CARD

If you are a resident of a county (including Adams, Columbia, Dane, Green, Portage, Sauk and Wood counties) in the South Central Library System (SCLS), Waunakee Public Library will issue you a card that works in all system libraries.

Waunakee Library asks for two forms of identification: **photo I.D.** and **proof of current address.** A driver's license with your current address meets both criteria. If your photo I.D. does not have a current address, Waunakee will accept the following:

- A checkbook with your name and current address pre-printed on it
- A current lease or bill with your name and address on it
- A piece of current mail with your name and current address on it

Cards may be issued to children of any age. Applicants under 16 are required to obtain their parent or guardian's signature on the card application. *Children residing in more than one household will be issued one card. All SCLS libraries lend to any patron with a card in good standing from any SCLS library, and the library system only issues one card per person. Waunakee cards have a detachable key fob with a barcode, and the LINKcat app will store barcodes that can be scanned at self-checks. Both features can be used to ease card use for children in more than one household.*

Waunakee Library issues all library cards for free. If you have lost your card, you can get a replacement for free by bringing in a photo I.D. For other questions about getting a library card, please ask at one of our desks, email us at waupl@waupl.org, or call us at 608-849-4217.

If you are not a resident of an SCLS county but are a Wisconsin resident*, you may be able to borrow materials from Waunakee Public Library. To borrow materials, you must have a photo I.D. with your current address and a valid library card from your local library.

We will create an account for you and attach one of our patron barcodes to your card.

*Milwaukee County has not signed an agreement with SCLS for exchange of library services. Residents of Milwaukee County are not eligible for an SCLS account.

DUE DATES

You may request receipts at checkout, sign up for advance notice emails of items due, or both. You can also manage your account via our [online catalog](#) or LINKcat app by logging in with your barcode and PIN.

FORGOTTEN OR LOST CARDS

If you forget your card, Waunakee Library will check out materials to you with a photo I.D. or by verifying information on your account. We prefer to have your library card at checkout, and we expect people with lost cards to report and replace them in a timely manner. If your card is used before you have reported it as lost or stolen, you are responsible for the materials checked out on it. To get a free replacement for your card, you will need to present a photo I.D. or otherwise verify account information.

HOLDS

All items on hold for pickup at Waunakee Public Library are on the open holds shelves in the front lobby, near the self-checks. Holds are alphabetized by patrons' last names and are shelved spine label down for privacy. You may request to have your items held in our staff office if that is your preference.

Holds may be placed by using the [online catalog](#) or by speaking to a librarian at the desk or on the phone (608-849-4217).

RENEWALS

Most materials may be renewed twice, unless they are Lucky Day books or on hold for another patron. Renewals may be done by using the [online catalog](#) or by speaking to a librarian in person or on the phone. Items that were overdue already when renewed will stop accruing fines, but will retain fines accrued before they were renewed if they were originally checked out at a library that charges fines.

OUTER-LIBRARY LOAN (OLL)

Some materials that are not available through SCLS may be borrowed from outside the system. To place an OLL, use our [online form](#), or speak to a librarian.

RETURNING ITEMS

Materials checked out from an SCLS library may be returned to any SCLS library. The Waunakee Library has a drive-thru bookdrop that is open 24 hours a day, 7 days a week.

OLLs, e-readers, hot spots, and kits should be returned to a librarian during open hours.

PICKUP WINDOW

The pickup window is located above the drive-thru bookdrop and has a button to press for service. We request you call ahead to set up a pickup appointment to give us time to get your materials ready.

LOST OR DAMAGED ITEMS

An automated system adds a replacement charge to your account for items that are more than 28 days overdue. The library also charges for items that are damaged. *Waunakee Library charges the retail list price for lost and damaged items and generally does not accept replacement copies as payment. Buying a replacement must be approved in advance by a manager.*

If you return an item that has been set to lost, it will clear the charges to your account if the item was checked out in Waunakee, as long as the item is in good condition and has not been withdrawn by the owning library. It will revert to fines if it was checked out at a library that charges fines, as long as the item is in good condition and has not been withdrawn by the owning library. If you pay for a lost item belonging to Waunakee Library, you are eligible for a refund if the item is returned within 6 months and is in good condition. If you pay for an item belonging to another library, refunds are subject to the owning library's policy.

Patrons who are charged for damaged items belonging to Waunakee may keep them after payment, unless the item was discarded because it was damaged by mold or other hazardous substances. Damaged items awaiting payment will be kept on our problem item shelf for 6 months before being discarded, unless we know the patron's wishes before that.

When part of an item is missing or damaged, the library makes the following charges:

1. Book cover \$2.00
2. Individual audiobook CD \$10.00
3. Individual TV series DVD \$10.00
4. Audiobook case \$10.00
5. Playaway case \$6.00
6. Playaway View case \$6.00
7. DVD/CD booklets \$1.00
8. DVD/CD cases \$1.00
9. Launchpad wall adaptor \$10.00
10. Launchpad USB cord \$7.00
11. Launchpad case \$13.00
12. E-reader USB cord \$6.00
13. E-reader wall adaptor \$10.00

Approved by the Library Board on January 17, 2020

Amended on December 15, 2023

Winter Reading Challenge

Adults and Teens | Dec 1st - Jan 31st



Get a book rec from a librarian (in person or online!)	Read for 15 minutes	Watch something on Kanopy	Attend a Library program	Suggest a square for our next BINGO on the back!
Read for 30 minutes	Read a nonfiction book	Create Art	Do a Random Act of Kindness	Go for a walk
Visit a park	Visit the Library in January	FREE  SPACE!	Download an eBook, audiobook, or magazine on Libby	Read for 30 minutes
Follow the library on Facebook or Instagram	Send a letter or card to a friend	Read for 30 minutes	Visit the Library in December	Support a local business
Try a recipe from a cookbook	Read a short story	Check out a Staff Pick or Lucky Day item	Read for 15 minutes	Read a book by an author not from the US

Bring your sheet in to the library after your first BINGO for a free donut coupon from Dunkin! Turn in your sheet by January 31st and each BINGO completed will be an entry into a drawing for one of five library mugs!

Name: _____ Phone: _____

Email: _____ [Staff initials: _____]



DECEMBER AT THE LIBRARY



ADULT PROGRAMS

12/1 WINTER READING CHALLENGE

Try our Winter Reading Challenge! Pick up your challenge sheet from the front desk at the library or on our website, read books, do activities, and earn prizes. Runs through January 31 and is for ages 11+.

12/2 SATURDAY SOCIAL

9:00AM | DEN

Get to know your neighbors over complimentary coffee and donuts at our Saturday Social!

12/4 HOLIDAY CARDMAKING*

6:30PM | COMMUNITY HALL

Get a jump on your holiday cards with Jamie Statz Paynter. All supplies and materials to make up to 4 cards are included in this card buffet. Registration is required and space is limited.

12/5 AUTHOR TALK WITH VICTORIA AVEYARD*

6:00PM | VIRTUAL

Join us as the instant #1 New York Times bestselling author of the Red Queen and Realm Breaker series, Victoria Aveyard, chats with us about YA fantasy fiction, world-building, and her incredible body of work!

12/5 PAYING FOR COLLEGE: GETTING FROM HERE TO THERE

6:30PM | COMMUNITY HALL

Whether your children are learning to crawl or leaning to drive, figure out strategies to help you save and pay for college. College Admissions Counselor Kelli Richards will overview the cost of college, financial aid and applying for scholarships. Financial Advisor Mitch Jordan will talk more about strategies to reach your college savings goal and features of different savings plans.

12/7 WRITER'S GROUP

1:00PM | BOARD ROOM

This monthly group meets at the library on the 1st Thu of the month to discuss all things writing related.

12/12 AUTHOR TALK WITH STEPHANIE LAND*

1:00PM | VIRTUAL

You're invited to an afternoon chat with New York Times bestselling author Stephanie Land as she talks to us about her new memoir, *Class: A Memoir of Motherhood, Hunger, and Higher Education*.

12/13 WEDNESDAY NIGHT PAGE TURNERS

6:30PM | OVERLOOK

Reading *The Lager Queen of Minnesota* by J. Ryan Stradal.

12/14 DEMYSTIFYING ESTATE PLANNING

6:30PM | COMMUNITY HALL

How do I create a plan for my future that provides for loved ones, brings peace of mind, and makes my wishes known? In this seminar, we will answer this question and explore the various legal documents that make up an Estate Plan.

12/18 SUSTAINABLE STUDIO*

1:00PM OR 6:00PM | COMMUNITY HALL

Participants will learn how to create inspirational journals using reclaimed materials!

12/19 BOOKS IN THE OVERLOOK

6:30PM | OVERLOOK

Reading *Lessons in Chemistry* by Bonnie Garmus.

12/20 A GOOD YARN

10:00AM | LIVING ROOM

Bring your current knitting/crochet project for a social hour with a group of like-minded fiber friends!

HOLIDAY HOURS

Saturday December 23rd -
Monday December 25th: CLOSED
Sunday December 31st - Monday
January 1st: CLOSED

Waunakee Public Library

December 2023

Children's Programs

Storytimes

Kids Dance Party

* = Registration Required

Friday, December 1 - 9:45 a.m.

Come dance up a storm to all of our favorite songs!

Young & the Restless

Saturday, December 2, 16, & 30 - 10:00 a.m.

This is open indoor play time is an opportunity for kids to be active, develop motor skills, and make new friends. Ages 0-5.

Pokemon Club

Monday, December 4 - 3:30 p.m.

Join fellow Pokémon players and fans to enjoy all things Pokémon. For grades K-4.

LEGO League

Wednesday, December 6 - 3:30 p.m.

Join us to freely build your own creation or participate in the monthly LEGO building challenge. For grades K-4.

Storycrafters

Saturday, December 9 - 10:00 a.m.

Meet at the library for a story, song, and a craft! All ages.

Music Together

Monday, December 11 - 9:45 a.m.

Join Ms. Catherine from Music Together for a fun music and movement program!

My First Book Club*

Tuesday, December 12 - 3:30 p.m.

Join us as we snack and read longer picture books, early readers and chapter books together. For grades K-2.

STEAM Break*

Wednesday, December 13 - 3:30 p.m.

Join us in building, experimenting and creating. Experiments and activities relate to all things STEAM. For grades 1-4.

Maker Monday*

Monday, December 18 - 3:30 p.m.

Did you know there are no two snowflakes alike? Express yourself making your own unique snowflakes created with a variety of materials and techniques.

Kid's Club*

Wednesday, December 20 - 3:30 p.m.

Join us for a club just for kids! Each month will feature a different activity, craft, and brain break! For grades K-3.

Open Art Studio

Wednesday, December 27 - 3:30 p.m.

Children will be able to independently explore and create using a variety of different art mediums and materials.

All Ages Storytime

Friday, December 8 @ 9:45 a.m.

Come join CI Pediatric Therapy Centers for books, activities, and fun! Learn how to enhance your child's language skills through reading.

Baby Time

Wednesdays, December 6, 13, & 20 @ 9:45 a.m.

Ages 0-1.

Preschool Storytime

Tuesdays, December 5, 12, & 19 @ 9:45 a.m.

Wednesdays, December 6, 13, & 20 @ 10:45 a.m.

Ages 3-5.

Tiny Tots

Tuesdays, December 5, 12, & 19 @ 10:45 a.m.

Thursdays, December 7, 14, & 21 @ 9:45 a.m.

Ages 1-3 & caregiver.

Jammie Jams

Monday, December 4, 11, & 18 @ 6:30 p.m.

Wear your coziest pajamas and join us in the Library for an evening storytime! All ages.

Little Bodies, Big Feelings

Friday, December 15 @ 9:45 a.m.

Come play, sing, and read with us about our emotions and healthy ways to address them at our fun storytime for all ages.

Bilingual Storytime / Hora del Cuento Bilingüe

Friday, December 22 @ 9:45 a.m.

We will be reading, singing and rhyming in both Spanish and English. For all ages.

TEEN Programs

Preteen Book Club

Wednesday, December 6 @ 6:30 p.m.

We're reading *The Jumbies* by Tracey Baptiste.

Crafternoon: Watercolor Painting

Monday, December 11 @ 4:30 p.m.

We're doing watercolor painting!

TACOS

Friday, December 15 @ 4:00 p.m.

TACOS members have input into all aspects of the teen and preteen library programs. Plus, they earn volunteer hours and create their own event at the end of the school year!

Teen Tote Decorating

Tuesday, December 19 @ 4:30 p.m.

We've got all the supplies for you to personalize a bag!

Anime Club

Tuesday, December 26 @ 4:30 p.m.

We'll vote on which anime to watch, have a craft, and eat snacks.

Teen Movie Double Feature

Thursday, December 28 @ 1:00 p.m.

Bring your blankets and pillows, and we'll provide the movies and snacks!

2024 Books in the Overlook

Tuesday, January 16 at 6:30 p.m.

The Guest by Emma Cline

Tuesday, February 20 at 6:30 p.m.

All My Rage by Sabaa Tahir

Tuesday, March 19 at 6:30 p.m.

Bright Young Women by Jessica Knoll

Tuesday, April 16 at 6:30 p.m.

Yellowface by R.F. Kuang

Tuesday, May 21 at 6:30 p.m.

Holly by Stephen King

Tuesday, June 18 at 6:30 p.m.

The Great Believers by Rebecca Makkai

Tuesday, July 16 at 6:30 p.m.

Women Talking by Miriam Toews

Tuesday, August 20 at 6:30 p.m.

Tom Lake by Ann Patchett

Tuesday, September 17 at 6:30 p.m.

Poverty, by America by Matthew Desmond

Tuesday, October 15 at 6:30 p.m.

We Have Always Lived in the Castle by Shirley Jackson

Tuesday, November 19 at 6:30 p.m.

Long Bright River by Liz Moore

Tuesday, December 17 at 6:30 p.m.

I Have Some Questions For You by Rebecca Makkai

WEDNESDAY NIGHT PAGE-TURNERS 2024

JANUARY 10	<i>Jane Eyre</i>	Charlotte Bronte
FEBRUARY 14	<i>The Good Lord Bird</i>	James McBride
MARCH 13	<i>The Brilliant Life of Eudora Honeysett</i>	Jane Lyons
APRIL 10	<i>The Celebrants</i>	Steven Rowley
MAY 8	<i>Mad Honey</i>	Jodi Picoult
JUNE 12	<i>Anxious People</i>	Fredrik Backman
JULY 10	<i>Hello, Beautiful</i>	Ann Napolitano
AUGUST 14	<i>The Island of Sea Women</i>	Lisa See
SEPTEMBER 11	<i>Unbroken</i>	Laura Hillenbrand
OCTOBER 9	<i>The Wager</i>	David Grann
NOVEMBER 13	<i>West with Giraffes: A Novel</i>	Lynda Rutledge
DECEMBER 11	<i>The River We Remember</i>	William Kent Krueger

