

Waunakee Public Library
Library Board Meeting
via ZOOM
Friday, April 16, 2021---7:45 AM

*Agendas may change prior to the commencement of the meeting.
Please check the posting board in the library lobby.*

Join Zoom Meeting

<https://zoom.us/j/93799757752?pwd=WFhFaVZFK2xSZGhIUFE2VHBYNUxGdz09>

Meeting ID: 937 9975 7752

Passcode: 544954

- I. Call to order
- II. Roll call: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Melissa Hill, Erin Moran, Mike Ricker, Cathy Sheffield, Erick Plumb.
- III. Consent agenda
 - A. Approve March 19, 2021 Library Board Minutes
 - B. Approve Schedule of Bills
 - C. Approve Financial Reports
- IV. Director's Report including pandemic protocols update
- V. Old Business
 - A. Update on library staff assessment (Erick)
 - B. Update on WNC-ESL group's use of library space and equipment
- VI. New Business
 - A. Discuss and determine course of action for updated Strategic Plan goals and objectives
- VII. Adjourn

Next Library Board meeting: Friday, May 21, 2021 @ 7:45AM via ZOOM

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, March 19, 2021

7:45 AM

Meeting via Zoom

- I. **Call to order:** Jean called the meeting to order at 7:43 AM
- II. **Roll Call:**
 - A. **Roll call:** Present: Jean Elvekrog, Annie Ballweg, Kathy Grosskopf, Melissa Hill, Mike Ricker, Cathy Sheffield, Erin Moran, and Erick Plumb.
 - B. **Guests:** None
- III. **Approval of consent agenda:** Mike moved, Jean seconded. Passed.
- IV. **Director's Report including Covid-19 update and discussion of pandemic safety protocols at library** There has been an uptick in library traffic. People are enjoying sitting on the grounds and enjoying the playground. They have been using the Den and Community Hall. The majority of users seem to be individuals and family groups. Looking forward to Summer Programs in-person, the possibility of purchasing a tent for more outside usage or using Community Hall to keep social distancing. Erick and Brittany spoke to a group of 120+ staff members of MPL to share how WPL has stayed open and thrived in the face of the pandemic. Angie did a similar talk with Monona Public Library staff. Erick had been working for a while on making sure that staff could be vaccinated. He partnered with the Waunakee EMS and SSM health to set up a vaccine clinic for not only our staff, but other area libraries. The Board is extremely impressed and appreciative of the work that Erick put into this effort. Especially impressive is the community partnerships that were formed during the process. Huge thank you to Erick from the entire Board! On the heels of this discussion which was perfect timing, Jean brought up filing nomination papers for Library of the Year. Roberta is doing an article on the Library for the Tribune, it was felt that this is a perfect time to put out messaging on how the Library has been thriving and created a safe environment for patrons during this last year and will continue to do so.
- V. **Old Business**
 - A. **Update on library staff assessment** This is a long and time consuming process. Erick and Caitlin continue to move forward and hope to have something to present to the board in May.
 - B. **New Business**
 - A. **Review draft of Library Director job description** A thank you to Jean, Cathy, Mike and Annie for their work on this committee. They presented their new

updated Library Director's job description. The only changes that we made during the Board meeting were to add social media to the wording and change the qualifications to 8 years (was 10 years) of library experience and 3 years (was 5 years) of managerial experience. Motion to approve made by Cathie, Annie seconded. Passed.

B. Discuss 2014-2018 Strategic Plan and possible updates We all agreed that the plan needs to be updated. Each Board member will come up with an actionable plan for each of the goals by April 8 and provide them to Jean.

C. Discuss WNC ESL group computer access at the library Cathy and Mike presented what the needs of the group are and what their struggles have been during the pandemic. The Board would like to have this group use the library's resources. We discussed where they could meet and how they could meet safely, possibly acquiring Badger Shields to allow for lipreading.

VI. Adjourn: The meeting was adjourned at 8:46 AM on a motion by Mike, seconded by Jean. Passed.

Library Board Meeting: Friday, April 16, 2021 at 7:45 AM

The April meeting will take place via Zoom.

Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary

March 2021

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	247.47
		0.00
	Total	247.47
<u>100-551400-311 Postage</u>		
	SCLS	0.00
	Bibliotheca	0.00
	Midwest Alarm	0.00
	Total	0.00
<u>100-551400-320 Publications, subscriptions and dues</u>		
	Post Office	93.08
	Total	93.08
<u>100-551400-330 Travel and training</u>		
	WILS	0.00
	ALA	0.00
	Wauaukee Rotary	0.00
	WLA	0.00
	Total	0.00
<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
	Apple Music	0.00
	Amazon	336.95
	Michaels	0.00
	Target	0.00
	Khenchen Rinpoche	200.00
	William Pack	250.00
	Laura Keyes	200.00
	Derek Endres	200.00
	Zoom	14.99
	Linda Conroy	0.00
	Sara Alvarado	0.00
	Minuteman Press	0.00
	Thysse	0.00
	Post Office	0.00
	Total	1,201.94

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	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	69.02
	Baker and Taylor	1,983.55
	Barnes and Noble	0.00
	University of Wi	43.73
	Total	2,096.30
<u>100-551400-381 Juvenile books</u>		
	Amazon	72.16
	Baker and Taylor	1,418.01
	Penworthy	722.90
	The Dot Central	0.00
	Total	2,213.07
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	1,608.07
	Total	1,608.07
<u>100-551400-384 - Digital Materials & Computer Software</u>		
	Amazon	0.00
	Demco Software	0.00
	TBS	0.00
	Verizon -Hotspots	200.05
	CDW - Adobe	0.00
	Total	200.05
<u>100-551400-385 Kit supplies</u>		
	Amazon	410.83
	Minuteman Press	36.09
	UPS Store	0.00
	Genesis Graphics	163.40
	Total	610.32
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	605.23
	Midwest Tape	229.12
	Amazon	535.45
	Findaway	139.98
	Total	1,509.78
<u>100-551400-387 Videos</u>		
	Amazon	767.41
	Midwest Tape	284.10
	Debbie Howard	0.00
	Greta Productions	0.00
	Total	1,051.51
<u>100-551400-390 Other</u>		
	Amazon	509.72
	Office Depot	0.00
	SCLS	0.00
	Minuteman Press	29.00
	Pig	35.31
	Demco	0.00
	Uline	151.14
	Showcase	41.65
	Total	766.82
<u>100-551400-391 Personnel</u>		

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100-551400-392 Public relations

Total	<u>0.00</u>
Minuteman Press	0.00
Fearings	0.00

100-551401-210 Building serices

Total	<u>0.00</u>
RG Heating and Air Conditioning	452.50
Masters Building Solutions	2,025.00
Ahern Co	0.00
Amazon	0.00

100-551401-350 Repairs/Maintenance

Total	<u>2,477.50</u>
Nassco	0.00
Kraemer Air Filter Corp	0.00
Menards	63.95
Ace Hardware	60.13
Amazon	42.94
Schilling Supply Company	184.46
Capital Coffee	268.75
Walgreens	11.96
Waunakee Rental	0.00
Divison Street Mart	49.53
Total	<u>681.72</u>

220 fund

Out of print	0.00
Waunakee Chamber of Commerce	975.00
Tee Public	0.00
Total	<u>975.00</u>

Month Total	<u>15,732.63</u>
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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY OPERATIONS</u>						
100-551400-110 LIBRARY FULL TIME	26,365.06	83,861.58	381,334.00	297,472.42	21.99	78,953.84
100-551400-120 LIBRARY PART TIME	24,493.90	70,656.77	327,654.00	256,997.23	21.56	80,009.98
100-551400-130 LIBRARY FICA	3,714.17	13,003.00	54,237.00	41,234.00	23.97	12,911.12
100-551400-131 LIBRARY RETIREMENT	2,868.58	10,101.82	38,690.00	28,588.18	26.11	9,938.34
100-551400-132 LIBRARY HEALTH	16,589.93	48,371.02	137,464.00	89,092.98	35.19	46,857.44
100-551400-133 LIBRARY LIFE	60.18	240.50	664.00	423.50	36.22	201.21
100-551400-134 LIBRARY DENTAL	706.77	3,124.98	9,843.00	6,718.02	31.75	2,231.28
100-551400-210 LIBRARY OUTSIDE SERVICES	.00	.00	2,864.00	2,864.00	.00	258.00
100-551400-217 LIBRARY SECURITY SYSTEMS	.00	.00	1,220.00	1,220.00	.00	.00
100-551400-219 LIBRARY AUTOMATION LEVY	.00	55,512.00	55,707.00	195.00	99.65	46,787.95
100-551400-225 LIBRARY COMMUNICATIONS	764.90	1,527.90	9,000.00	7,472.10	16.98	1,458.38
100-551400-290 LIBRARY LEASED ITEMS	479.27	959.27	4,980.00	4,020.73	19.26	1,182.95
100-551400-292 LIBRARY MAINTENANCE CONTRACTS	.00	250.00	4,500.00	4,250.00	5.56	2,081.60
100-551400-311 LIBRARY POSTAGE	14.81	130.31	1,600.00	1,469.69	8.14	96.04
100-551400-320 LIBRARY PUBS/SUBS/DUES	.00	.00	2,805.00	2,805.00	.00	3,532.65
100-551400-330 LIBRARY TRAVEL/TRAINING	.00	255.00	4,200.00	3,945.00	6.07	462.00
100-551400-340 LIBRARY PROGRAMS	1,748.42	3,457.81	14,000.00	10,542.19	24.70	3,187.63
100-551400-341 LIBRARY EQUIPMENT	152.75	1,020.69	7,500.00	6,479.31	13.61	1,297.39
100-551400-350 LIBRARY REPAIRS/MAINT	.00	.00	.00	.00	.00	78.00
100-551400-380 LIBRARY ADULT BOOKS	5,173.38	8,150.37	40,000.00	31,849.63	20.38	7,626.65
100-551400-381 LIBRARY JUVENILE BOOKS	733.45	2,627.46	20,250.00	17,622.54	12.98	2,848.25
100-551400-383 LIBRARY SERIAL SUBSCRIPTIONS	1,608.07	1,608.07	7,995.00	6,386.93	20.11	(575.09)
100-551400-384 LIBRARY COMPUTER SOFTWARE	400.10	12,074.66	15,089.00	3,014.34	80.02	12,836.38
100-551400-385 LIBRARY KIT SUPPLIES	33.78	547.03	5,000.00	4,452.97	10.94	749.81
100-551400-386 LIBRARY AUDIO MATERIALS	111.82	795.18	10,500.00	9,704.82	7.57	3,340.87
100-551400-387 LIBRARY VIDEOS	462.86	1,811.11	8,500.00	6,688.89	21.31	1,693.20
100-551400-390 LIBRARY OTHER	261.12	2,375.47	19,256.00	16,880.53	12.34	5,084.34
100-551400-391 LIBRARY PERSONNEL	.00	.00	.00	.00	.00	61.00
100-551400-392 LIBRARY PUBLIC RELATIONS	.00	.00	1,500.00	1,500.00	.00	.00
TOTAL LIBRARY OPERATIONS	86,743.32	322,462.00	1,186,352.00	863,890.00	27.18	325,191.21

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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR	
<u>LIBRARY BUILDING</u>							
100-551401-110	LIBRARY BLDG FULL TIME	4,355.64	13,194.41	56,618.00	43,423.59	23.30	12,681.72
100-551401-120	LIBRARY BLDG PART-TIME	2,082.43	5,004.90	22,234.00	17,229.10	22.51	5,425.95
100-551401-121	LIBRARY BLDG OVERTIME	.00	30.63	.00	(30.63)	.00	39.06
100-551401-130	LIBRARY BLDG FICA	488.07	1,565.40	6,033.00	4,467.60	25.95	1,489.36
100-551401-131	LIBRARY BLDG RETIREMENT	294.00	1,013.01	3,822.00	2,808.99	26.50	960.38
100-551401-132	LIBRARY BLDG HEALTH	2,269.52	6,618.52	17,985.00	11,366.48	36.80	7,427.30
100-551401-133	LIBRARY BLDG LIFE	4.43	16.46	54.00	37.54	30.48	19.73
100-551401-134	LIBRARY BLDG DENTAL	137.78	532.91	1,687.00	1,154.09	31.59	567.36
100-551401-210	LIBRARY BLDG SERVICES	.00	.00	30,698.00	30,698.00	.00	1,155.94
100-551401-220	LIBRARY BLDG UTILITIES	1,432.66	2,863.28	36,000.00	33,136.72	7.95	3,210.16
100-551401-221	LIBRARY BLDG GAS HEAT	1,223.86	4,128.38	12,000.00	7,871.62	34.40	4,073.93
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	849.53	1,677.40	21,000.00	19,322.60	7.99	4,749.93
100-551401-390	LIBRARY BLDG OTHER	.00	1,595.00	3,500.00	1,905.00	45.57	.00
	TOTAL LIBRARY BUILDING	13,137.92	38,240.30	211,631.00	173,390.70	18.07	41,800.82
<u>DEPOT</u>							
100-551410-350	DEPOT REPAIRS/MAINT	.00	.00	600.00	600.00	.00	.00
	TOTAL DEPOT	.00	.00	600.00	600.00	.00	.00
<u>PARKS</u>							
100-552420-110	PARKS FULL TIME	16,642.49	37,420.00	200,585.00	163,165.00	18.66	18,661.58
100-552420-120	PARKS PART-TIME	.00	.00	40,124.00	40,124.00	.00	.00
100-552420-121	PARKS OVERTIME	138.28	276.56	3,300.00	3,023.44	8.38	564.31
100-552420-130	PARKS FICA	1,250.66	2,966.18	18,668.00	15,701.82	15.89	1,469.10
100-552420-131	PARKS RETIREMENT	1,132.68	2,679.72	13,759.00	11,079.28	19.48	1,338.19
100-552420-132	PARKS HEALTH	3,242.77	10,138.27	62,936.00	52,797.73	16.11	7,868.88
100-552420-133	PARKS LIFE	73.50	151.26	630.00	478.74	24.01	65.37
100-552420-134	PARKS DENTAL	362.06	1,036.77	5,300.00	4,263.23	19.56	508.29
100-552420-210	PARKS SERVICES	.00	.00	12,200.00	12,200.00	.00	.00
100-552420-220	PARKS UTILITIES	1,954.03	3,956.56	31,020.00	27,063.44	12.75	3,283.51
100-552420-221	PARKS GAS HEAT	432.73	432.73	1,250.00	817.27	34.62	362.83
100-552420-320	PARKS PUBS/SUBS/DUES	.00	125.00	310.00	185.00	40.32	15.00
100-552420-330	PARKS TRAVEL/TRAINING	.00	387.50	1,000.00	612.50	38.75	642.50
100-552420-341	PARKS EQUIPMENT	.00	.00	2,750.00	2,750.00	.00	.00
100-552420-343	PARKS WEED SPRAY/FERTILIZER	.00	.00	15,000.00	15,000.00	.00	.00
100-552420-345	PARKS UNIFORMS	.00	.00	500.00	500.00	.00	.00
100-552420-350	PARKS REPAIRS/MAINT	269.86	269.86	11,200.00	10,930.14	2.41	425.35
100-552420-352	PARKS VANDALISM REPAIRS	.00	.00	500.00	500.00	.00	.00
100-552420-390	PARKS OTHER	30.94	256.44	7,300.00	7,043.56	3.51	521.04
100-552420-391	PARKS PERSONNEL	.00	.00	500.00	500.00	.00	38.33
	TOTAL PARKS	25,530.00	60,096.85	428,832.00	368,735.15	14.01	35,764.28

VILLAGE OF WAUNAKEE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING MARCH 31, 2021

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY REVENUES</u>						
220-46740011 PUBLIC CHARGES	134.98	1,268.97	13,200.00	(11,931.03)	9.61	2,436.35
220-46740014 PHOTOCOPIES	.00	236.29	1,700.00	(1,463.71)	13.90	672.11
220-46740015 ROOM RENTAL	.00	.00	3,000.00	(3,000.00)	.00	1,559.01
TOTAL LIBRARY REVENUES	134.98	1,505.26	17,900.00	(16,394.74)	8.41	4,667.47
<u>MISCELLANEOUS REVENUE</u>						
220-48140001 INTEREST INCOME	.00	185.00	225.00	(40.00)	82.22	247.00
220-48540070 DONATIONS	5.00	1,485.12	.00	1,485.12	.00	20.00
TOTAL MISCELLANEOUS REVENUE	5.00	1,670.12	225.00	1,445.12	742.28	267.00
TOTAL FUND REVENUE	139.98	3,175.38	18,125.00	(14,949.62)	17.52	4,934.47

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY</u>						
220-551400-390 LIBRARY OTHER	34.75	34.75	500.00	465.25	6.95	159.65
TOTAL LIBRARY	34.75	34.75	500.00	465.25	6.95	159.65
TOTAL LEISURE ACTIVITIES	34.75	34.75	500.00	465.25	6.95	159.65
<u>TRANSFERS OUT</u>						
220-592400-900 TRANSFER OUT	.00	(2,000.00)	.00	2,000.00	.00	3,500.00
TOTAL TRANSFERS OUT	.00	(2,000.00)	.00	2,000.00	.00	3,500.00
TOTAL OTHER FINANCING USES	.00	(2,000.00)	.00	2,000.00	.00	3,500.00
TOTAL FUND EXPENDITURES	34.75	(1,965.25)	500.00	2,465.25	393.05-	3,659.65
NET REVENUES OVER EXPENDITURE	105.23	5,140.63	17,625.00			1,274.82

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1030243: Waunakee Library Forever Fund

2/1/2021 To 2/28/2021

Balance

Beginning Balance	296,878.85
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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	538.39
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538.39

Portfolio Gains (Losses), Net of Fees

Interest & Dividends	337.84
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Unrealized Gain / Loss	1,356.02
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Realized Gain / Loss	2,267.55
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Trustee Fees	(16.69)
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3,944.72

Grants/Distributions

Grants/Distributions	0.00
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Transfers Out	0.00
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MCF Support	(247.40)
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(247.40)

Ending Balance

\$301,114.56

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

March 2021

	2021			2020		% Change Prev Month	% Change Prev Year	YTD % Change
	March	Prev Month	Yr-to-date	March	Yr-to-date			
# of Days Library was open	27	24	75	12	65	12.5%	N/A	N/A
CIRCULATION								
Physical circulation	24,875	17,206	57,231	14,440	64,289	44.6%	72.3%	-11.0%
Digital circulation	3,764	3,322	10,676	3,131	8,739	13.3%	20.2%	22.2%
Library Total	28,639	20,528	67,907	17,571	73,028	39.5%	63.0%	-7.0%
<i>Per Day library was open</i>	1,061	855	2,697	1,464	3,557	24.0%	-27.6%	-24.2%
Average of Deforest, Monona and	22,652	17,969	59,101	18,244	74,984	26.1%	24.2%	-21.2%
By Category								
Books								
Juvenile Fiction	3,841	2,571	8,602	1,724	7,195	49.4%	122.8%	19.6%
Juvenile Non-Fiction	1,759	1,190	3,999	997	4,504	47.8%	76.4%	-11.2%
Easy Readers	2,073	1,445	4,610	981	4,608	43.5%	111.3%	0.0%
Picture books	4,613	2,860	9,797	2,352	11,726	61.3%	96.1%	-16.5%
Total Juvenile	12,286	8,066	27,008	6,054	28,033	52.3%	102.9%	-3.7%
Young Adult	980	799	2,417	483	1,682	22.7%	102.9%	43.7%
Adult Fiction	3,268	2,275	7,733	1,671	7,014	43.6%	95.6%	10.3%
Adult non-Fiction	2,470	1,732	5,863	1,285	6,009	42.6%	92.2%	-2.4%
Large print	740	565	1,890	371	1,710	31.0%	99.5%	10.5%
Adult Paperbacks	96	71	268	48	666	35.2%	100.0%	-59.8%
Total Adult	6,574	4,643	15,754	3,375	15,399	41.6%	94.8%	2.3%
Magazines	478	373	1,241	306	1,253	28.2%	56.2%	-1.0%
Audio	980	574	2,118	793	3,510	70.7%	23.6%	-39.7%
DVD and Blu-ray	3,352	2,602	8,186	2,794	11,317	28.8%	20.0%	-27.7%
Software and video games	99	81	276	20	77	22.2%	395.0%	258.4%
Kits	7	10	22	569	2,800	-30.0%	-98.8%	-99.2%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	67	43	132	38	158	55.8%	76.3%	-16.5%
E-books	3,764	3,322	10,676	3,131	8,739	13.3%	20.2%	22.2%
% of total circulation	13.1%	16.2%	15.7%	17.8%	12.0%	-18.8%	-26.2%	N/A
PROGRAMS								
Children								
Number	8	11	28	26	129	-27.3%	-69.2%	-78.3%
Attendance	252	612	1,352	946	4,221	-58.8%	-73.4%	-68.0%
Young adult								
Number	5	6	13	3	19	-16.7%	66.7%	-31.6%
Attendance	44	43	97	33	739	2.3%	33.3%	-86.9%
Adult								
Number	9	9	27	5	15	0.0%	80.0%	80.0%
Attendance	128	98	714	107	421	30.6%	19.6%	69.6%
NEW PATRONS ADDED	33	37	111	53	247	-10.8%	-37.7%	-55.1%
PUBLIC MEETING ROOM BOOKINGS	1	0	1	11	45	NA	-90.9%	-97.8%
STUDY ROOM BOOKINGS	0	0	0	128	726	NA	-100.0%	-100.0%
PUBLIC PC SESSIONS	282	249	688	155	1,331	13.3%	81.9%	-48.3%
UNIQUE WIRELESS USERS	714	596	1,874	1,311	5,271	19.8%	-45.5%	-64.4%
CURBSIDE TRANSACTIONS	146	171	1,266	0	0	-14.6%	N/A	N/A
# OF VISITORS TO LIBRARY	5,799	4,588	14,060	12,275	60,423	26.4%	-52.8%	-76.7%

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Library Activity Report
Library Director Erick Plumb
April 2021

COVID-19 and Library Activity

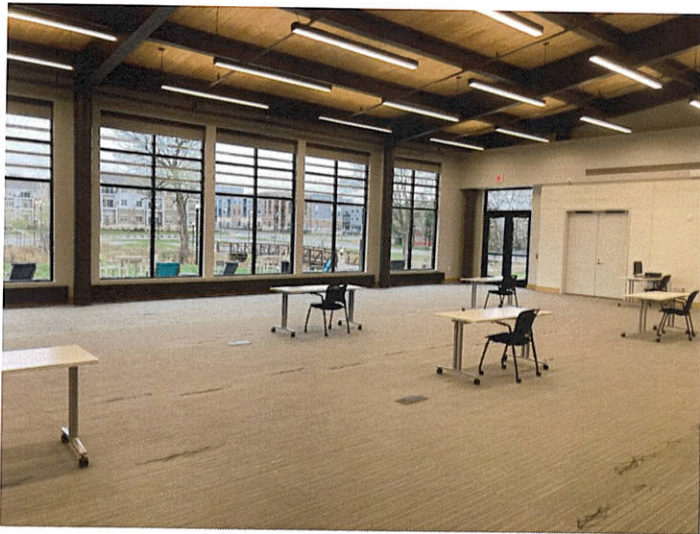
- On March 26, we co-hosted our COVID-19 vaccine clinic for Dane County-area public library staff. Our partnership with SSM Health and Waunakee Area EMS enabled the “library group” to be added to a previously scheduled vaccine clinic at Waunakee Community High School. 226 first doses of the Moderna vaccine were administered as part of our group. Thirteen public libraries took part, plus the staff of the South Central Library System headquarters and delivery services. As of March 27, all WPL staff members had received at least one dose of vaccine, and more than a third of us have been fully vaccinated. We thank our partners at SSM (especially Sandy Cowan) and Scott Russell at WAEMS. We also thank Randy Guttenberg at WCSD for giving his blessing to allow us access to the District’s clinic.



- Our second-dose clinic will be held at our library on April 23 from 8 AM to 12 PM in Community Hall. We are beyond excited to host this in our own building and show off not just our building to area librarians, but also how we’re serving our community during the pandemic. It will be a large-but-festive production for us, so we encourage everyone on the Board to pop in to celebrate. After all, our efforts have helped move all

the Dane County libraries closer to reopening. March 26 was a surprisingly emotional and inspirational day for a lot of us, so we are pleased to be the site of the “final jab” for so many of our friends and colleagues.

- Speaking of which, most, if not all, Dane County libraries will be joining us in opening their doors in the next month. Waunakee staff are being looked to our peers as leaders in how to serve the public safely during the late-stages of the pandemic. You’ll recall last month that we presented on our experiences and safeguards to the staffs of Madison Public Library and Monona Public Library. This month we presented to Middleton Library’s staff and will present to Sun Prairie Public Library’s staff. Other libraries have reached out to WPL staff informally to ask questions. The Library Board should feel pride that we are looked to as a service model for our peer communities. I want to again thank you as a Board, but I also want to thank the staff of our Library for what they have done over the past year: despite the risks, they worked tirelessly to devise ways to serve Waunakee in as safe a manner as we could possibly devise. To a person, they have committed themselves to serving our patrons, in an accessible-yet-safe way. We always say that public libraries like ours are essential; WPL staff have proven the point in recent months.
- As you know, we made seating available for customers upstairs, in Community Hall, and in the Den. Most people utilizing this service are looking to bring in their own device to work for longer periods of time. We did add four additional patron PCs in Community Hall which has doubled our PC count since usage is limited upstairs in the Tech Hub.



- In another sign that the pandemic is nearing its end, I gave my first tour of the library to other librarians and officials for the first time in a year. OPN Architects’ Wes Reynolds and I showed several officials from the Menasha Public Library around the building. Some of you may recall this was a regular occurrence prior to COVID, so it was exhilarating to once again show what we have built again.

- The pavers for the Button-Gilles memorial seating area was installed on April 13. It looks very nice and shows what a great location was chosen for this meditative spot along Six Mile Creek.



- YARD GAMES collection established
Drive by UW's campus and you'll always see students playing Spikeball or Cornhole on the lawn, and it got us thinking about possibly creating a yard game collection here! We have such a nice lawn area and with weather getting nicer and people looking to spend more time outside for safe gatherings, this could fill a niche for people to either do here or take home for a short loan. So, we have established a new collection: The Waunakee Public Library is happy to announce our newest collection just in time for Summer: Yard Games! With classic yard games like Cornhole, Bocce Ball, and Ladder Toss as well as new favorites like Slammo and Flickin' Chicken, we have games for all ages. Games can be checked out and played on the Library Lawn or brought home for your own backyard fun. Join us at the Library for a drop-in Yard Games Kickoff event on May 1st from 10am-2pm to try out the new games before they can be checked out! Kudos to librarian Amy Sampson for the idea.

Initial games include:
Cornhole
Kubb
Molky

Slammo (Roundnet)
Ladder Golf
Giant Checkers
Giant Dominoes
Ring Toss
Jazzminton
Flickin' Chicken
Giant Jenga
Lawn Bowling
Sidewalk Chalk

Youth Services Report by Brittany Gitzlaff

March continued much the same with the addition of a second pandemic Spring Break. We took a break from Storytimes, hosted our monthly STEAM Break program, and offered Spring Break at Home bags. In two weeks, we gave away 93 bags filled with multiple fun activities that kids could make at home including a balloon popper, a kaleidoscope, comic book pages, and more. Angie also debuted a new service exclusively for high schoolers called "Study Break Box." Each box has a mindless activity, a quick fun distraction, something to munch, and more. Registration filled up quickly and this will continue to be offered every other week through May. I am working with Kylie from Village Hall on a new Storm Drain Mural Project. The newest storm drain mural to be designed and painted will be right outside the library with a target date of completion in early June. We were able to put together a group of kids and teens to be our artists and we're excited to see what they come up with.

Adult Services Report by Courtney Cosgriff

In March, I hosted my Ales and Tales book club and 5 programs. I had an adult programmers meeting with other SCLS libraries. I also met with the WLA Outreach Round Table where we discussed possible outreach ideas and how to get people more involved in the committee. I met with Todd and Kylie to expand on our partnership with the Create Waunakee committee. We will be starting a series called "Made in Waunakee" that highlights local businesses and their creative practices. I met with Jeff from the Village Center to discuss our collaborative fitness programs we will do on the library patio this summer. I began working on Summer Reading promotional materials

Waunakee Public Library Strategic Plan

“Opening Doors for Curious Minds”

Suggestions for new/additional goals & objectives

Goal 1: Fuel a passion for reading, personal growth and learning

Increase program and collection offerings for specific populations, including special needs families, teens, and elderly patrons.

Plan for the technology offerings which created a lot of excitement before. We should make a plan to cover tech offerings now ourselves or else support the subject through another organization.

Plan a future hire with someone passionate on the subject of technology who will be a major player in this area. (perhaps one of our outstanding current employees?)

Connect staff members with more professional growth opportunities at national, regional, and local levels to inspire novel ideas and programming.

Create online “Learning Clubs” for older adults. Take advantage of free opportunities like Code.org, DuoLingo, etc. where participants could learn together and support each other.....with snacks!

Arrange for more programs featuring well-known, award-winning authors and illustrators. Partner with the school district to ensure optimal attendance and participation.

Offer a reading incentive program for adults that involves local businesses.

Increase the size of the library’s large print (fiction and nonfiction) collection.

Increase the number of items in the library’s Spanish language collection.

Purchase more books published by the Wisconsin Historical Society Press.

Goal 2: Build partnerships that expand the library’s capacity to make a positive difference in people’s lives

Continue to build partnerships with local memory care facilities, such as Bright Star, Waunakee Manor and Home Again Living.

Collaborate with the Village and other community organizations to achieve common community goals.

Increase the use of meeting and gathering rooms by community groups.

Collaborate with the school district to identify the best ways to support students.

Partner with an organization that trains Certified Career Development facilitators who can offer career counseling and job search services.

Assign specific library staff members to be liaisons to the Senior Center, Village Center, schools, WNC, Schumacher Farm Park, and service clubs to expand partnership and streamline communication between different local entities. This will help eliminate overlap and cover gaps in services.

Do not forget to partner with the Waunakee Area Chamber of Commerce. They are a huge supporter of community activities and opportunities. Also, local medical clinics for ideas for programming, health activities, etc. The Chamber of Commerce has a complete list of local clubs, organizations, and outreach services that the library could consider partnering with.

Goal 3: Expand access to information and ideas

Update the website for easy one-click current information about programs, information, and suggestions from patrons.

Open the library 7 days per week and evaluate which hours are optimal for various groups of patrons (i.e. students, families, working adults, seniors, etc.) and adjust if necessary.

Find a way to share more of our collections digitally.

Continue using conferencing technology to host virtual speaker events for the community.

Begin lending surplus school district laptops and tablets to patrons. With our Mango Languages and Transparent Languages offerings, we could preload iPads and lend them to language learners.

Consider the information and mental growth needs of the Waunakee community. Collaborate actively with other local organizations to plan who will play what roles in meeting unmet needs in the future. Make a community plan to cover all of the needs we can discover.

Goal 4: Ensure connections to the digital world and nurture creativity (*change to: Connect digitally and nurture creativity*)

Develop programs using technology. For example: video editing, photo editing, game developing, and making a family tree.

Increase our presence on social media by assigning a staff member well-versed in this to continuously monitor and disseminate information. This could be particularly beneficial to build up the teens/tweens' participation and engagement with the library. For consistency, this staff person should also send articles or ideas for articles to the Waunakee Tribune.

Modernize and optimize the library's website.

Offer online reservation options for meeting & study rooms and the drive-up window.

Invite high school students involved with the Innovation Center and wanting to do community service, to conduct "maker" projects with younger kids.

Goal 5: Establish the library as a civic focal point and resource hub for the greater Waunakee community

Optimize the community's use of the library's outdoor space. Utilize a staff member to seek out groups and invite them to use the outdoor space, instead of waiting for groups to approach the library.

Ensure connection to digital resources/technology and nurture creativity within the community.

Goal 6: Foster an organizational culture of customer service, professional growth, and innovation

Send staff to WEMTA, Google Summit or other technology in education conferences so that they can provide professional development to other staff and patrons.

Establish a succession plan for library staff and management.

Make the library team and our community partners (WNC, Village Center, Senior Center, private schools, Innovation Committee, etc.) the joint focal point for the information and knowledge needs of Waunakee into the future. Root the culture that is currently working well at the library to give it ongoing life even when there is leadership change, as inevitably will occur.

Customer service is not only about welcoming and serving the patrons, but also inspiring potential future donors. If customer service and innovation are high at the library, patrons will recognize this and want to contribute back. Staff should be well versed and educated on the current needs of the library so they can share some ways with patrons as to how they can donate, both in-kind and toward a particular project.

Suggestions for additional goal and objectives:

Foster diversity and inclusion in the greater Waunakee community

- 1) Continue to work with the Village to offer and support programs promoting diversity and inclusion.*
- 2) Increase collection and programming offerings to serve a diverse population.*
- 3) Offer Spanish programs for patrons (or programs targeting ESL patrons).*
- 4) Create opportunities for patrons to learn about other cultures through collection and program content.*

Evaluate and improve library user experience

- 1) Evaluate and optimize use of space and furniture.*
- 2) Have staff maintain records of patron requests that the library currently cannot meet and periodically review to determine if a service adjustment is warranted.*
- 3) Establish a sense of place for residents and visitors within the library building and grounds.*
- 4) Expand access to information and ideas, particularly to patrons who have barriers to library access or have not utilized library services in a while (or ever).*