

Waunakee Public Library
Library Board Meeting
Via ZOOM
Friday, February 18, 2022---7:45 AM

<https://us06web.zoom.us/j/86553790102?pwd=SWYwU1FDL1VzenJwZl1VY3hKaVNJQT09>

Meeting ID: 865 5379 0102
Passcode: 200523

- I. Call to order
- II. Roll call: Annie Ballweg, Kathy Grosskopf, Melissa Hill, Erin Moran, Angie Ramos, Mike Ricker, Cathy Sheffield, Library Director Erick Plumb.
- III. Public Comment
- IV. Consent agenda
 - A. Approve January 2022 Library Board Minutes
 - B. Approve Schedule of Bills
 - C. Approve Financial Reports
- V. Director's Report & COVID update
- VI. Old Business
 - A. Friends of the Library Update
 - B. Discuss Strategic Plan Draft and plan of action
- VII. New Business
 - A. Discuss and Approve 2021 DPI Library Annual Report
- VIII. Adjourn

Next Library Board meeting: Friday, March 18, 2022 @ 7:45AM in Community Hall, 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, January 21, 2022- 7:45AM

Via Zoom

- I. **Call to order:** Cathy called the meeting to order at 7:46 AM
- II. **Roll Call:**
 - A. **Roll call:** Present: Cathy Sheffield, Melissa Hill, Angie Ramos Mike Ricker, Annie Ballweg, Kathy Grosskopf, Erin Moran and Erick Plumb.
 - B. **Guests:** No guests
- III. **Public Comment** No public comment
- IV. **Approval of the consent agenda** Erin made a motion to approve the consent agenda. Mike seconded. Passed.
- V. **Director's Report & Covid update** Two Covid vaccine clinics were held with 257 doses given over the two days. WPL continues to help in the fight against the pandemic. There will be three more clinics in February. Covid has affected the WPL staff as with the rest of the community, but they have continued to maintain service. There has been a lot of interest in the two Customer Services Assistant positions. They are hoping to have two new people in place soon. The Board Room table is cracking, the Simon Family is working to preserve it. When finals week is over, they are going to work on making the Nook a "quiet zone." The newest member of the "Library of Things" collection, debuted in late December. The Winter Fun collection allows patrons to check-out sleds, fort making kits and even snowshoes.
- VI. **Old Business**
 - A. **Friends of the Library Update** Blinds have been ordered for the South wall of the Living Room. The Perennial Sale order forms will be coming out at the beginning of February. There will be a decision made soon as to if the Pi Day Sale will happen due to Covid.
 - B. **Discuss Strategic Plan Draft and plan of action** The committee presented the rough draft of Goal #1 and #2 of the new Strategic Plan. They will present #3 and #4 in February, before presenting the Final Draft to the Village.
- VII. **Adjourn:** The meeting was adjourned at 8:19 AM on a motion by Annie. Seconded by Erin. Passed.

Library Board Meeting: Friday, February 18, 2022 at 7:45 AM

Via Zoom

Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary

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January 2022

Account	Vender	Amount
<u>100-551400-210 Outside services</u>		
	Total	0.00
<u>100-551400-219 Automation levy</u>		
	SCLS	62,993.00
	Total	62,993.00
<u>100-551400-290 Leased items</u>		
	Gordon Flesch	243.10
		0.00
	Total	243.10
<u>100-551400-292 Maintenance contracts</u>		
	SCLS	0.00
	Bibliotheca	0.00
	Ahern	0.00
	Total	0.00
<u>100-551400-311 Postage</u>		
	Post Office	24.21
	Total	24.21
<u>100-551400-320 Publications, subscriptions and dues</u>		
	WILS	4,943.95
	Waunakee Rotary	0.00
	ALA	153.00
	WLA	0.00
	Total	5,096.95
<u>100-551400-330 Travel and training</u>		
	SCLS	0.00
	PLA Conference	330.00
	ALA	0.00
	Total	330.00
<u>100-551400-340 Programs</u>		
	Pig	11.37
	Apple Music	0.00
	Amazon	624.49
	Dollar Tree	17.25
	Target	0.00
	Anne Schwartz	150.00
	Boxed	134.31
	Dave Sanders	250.00
	Jane Mannetter	150.00
	Zoom	225.00
	Michaels	19.99
	Jose Velarde	135.60
	Minuteman Press	0.00
	Thysse	0.00
	Post Office	0.00
	Total	1,718.01
<u>100-551400-341 Equipment</u>		

	Minuteman Press	0.00
	Amazon	361.31
	Nassco	0.00
	Laird Plastics	0.00
	SCLS	0.00
<u>100-551400-350 Repairs and maint</u>	Total	361.31
	Total	0.00
<u>100-551400-380 Adult books</u>	Amazon	110.15
	Baker and Taylor	2,836.39
	Barnes and Noble	0.00
	SCLS	502.00
	Total	3,448.54
<u>100-551400-381 Juvenile books</u>	Amazon	0.00
	Baker and Taylor	2,266.42
	Penworthy	0.00
	The Dot Central	0.00
	Total	2,266.42
<u>100-551400-383 Serial subscriptions</u>	Rivistas	0.00
	The Atlantic	69.99
	Total	69.99
<u>100-551400-384 - Digital Materials & Computer Software</u>	SCLS	195.00
	Demco Software	975.88
	TBS	0.00
	Verizon -Hotspots	200.05
	WILS	0.00
	Total	1,370.93
<u>100-551400-385 Kit supplies</u>	Amazon	358.34
	Minuteman Press	32.25
	Walmart	55.88
	Pig	0.00
	Total	446.47
<u>100-551400-386 Audio materials</u>	Blackstone Publishing	635.53
	Midwest Tape	76.75
	Amazon	0.00
	Findaway	139.98
	Total	852.26
<u>100-551400-387 Videos</u>	Amazon	347.76
	Midwest Tape	340.37
	Jim Theres	0.00
	Greta Productions	0.00
	Total	688.13
<u>100-551400-390 Other</u>	Amazon	870.61
	Office Depot	0.00
	Chicago Distribution Center	77.53
	Ace Hardware	0.00
	Pig	40.52
	Demco	107.89
	Walgreens	17.04
	SCLS	0.00
	Total	1,113.59
<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	34.00
	4 Imprint	265.16
<u>100-551401-210 Building serices</u>	Total	<u><u>299.16</u></u>
	Masters Building Solutions	0.00
	Reinders	0.00
	Ahern Co	0.00
	Amazon	0.00
<u>100-551401-350 Repairs/Maintenance</u>	Total	<u><u>0.00</u></u>
	Nassco	0.00
	Monster Janitorial	123.01
	Menards	439.87
	Ace Hardware	9.99
	Amazon	68.94
	Schilling Supply Company	412.19
	Capital Coffee	586.90
	Walgreens	0.00
	Division Street Mart	9.50
	Hallman Lindsay	36.49
	Total	<u><u>1,686.89</u></u>
<u>220 fund</u>	Out of print	0.00
	Waunakee Chamber of Commerce	0.00
	Tee Public	0.00
	Total	<u><u>0.00</u></u>
	Month Total	<u><u>83,008.96</u></u>





1030243: Waunakee Library Forever Fund

12/1/2021 To 12/31/2021

Balance

Beginning Balance 336,561.67

Contributions/Gifts

Contributions* 1,190.71

**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

1,190.71

Portfolio Gains (Losses)

Investment Results, Net Of Fees 8,974.09

8,974.09

Grants/Distributions

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (280.47)

(280.47)

Ending Balance

\$346,446.00

Cash Available for Grants as of 12/31/2021

\$0.35

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WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

January 2022

	2022			2021		% Change	% Change	YTD
	January	Prev Month	Yr-to-date	January	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	29	28	29	24	24	3.6%	N/A	N/A
CIRCULATION								
Physical circulation	21,003	20,787	21,003	15,150	15,150	1.0%	38.6%	38.6%
Digital circulation	3,686	3,325	3,686	3,590	3,590	10.9%	2.7%	2.7%
Library Total	24,689	24,112	24,689	18,740	18,740	2.4%	31.7%	31.7%
Per Day library was open	851	861	851	781	781	-1.1%	9.0%	9.0%
Average of Deforest, Monona and Verona	25,421	22,727	25,421	18,479	18,479	11.9%	37.6%	37.6%
By Category								
Books								
Juvenile Fiction	2,768	2,835	2,768	2,190	2,190	-2.4%	26.4%	26.4%
Juvenile Non-Fiction	1,344	1,374	1,344	1,050	1,050	-2.2%	28.0%	28.0%
Easy Readers	1,480	1,259	1,480	1,092	1,092	17.6%	35.5%	35.5%
Picture books	4,222	4,125	4,222	2,324	2,324	2.4%	81.7%	81.7%
Total Juvenile	9,814	9,593	9,814	6,656	6,656	2.3%	47.4%	47.4%
Young Adult	548	590	548	638	638	-7.1%	-14.1%	-14.1%
Adult Fiction	2,676	2,654	2,676	2,190	2,190	0.8%	22.2%	22.2%
Adult non-Fiction	2,128	1,994	2,128	1,661	1,661	6.7%	28.1%	28.1%
Large print	691	692	691	585	585	-0.1%	18.1%	18.1%
Adult Paperbacks	67	82	67	101	101	-18.3%	-33.7%	-33.7%
Total Adult	5,562	5,422	5,562	4,537	4,537	2.6%	22.6%	22.6%
Magazines	406	430	406	390	390	-5.6%	4.1%	4.1%
Audio	651	679	651	564	564	-4.1%	15.4%	15.4%
DVD and Blu-ray	2,727	2,913	2,727	2,232	2,232	-6.4%	22.2%	22.2%
Software and video games	129	148	129	96	96	-12.8%	34.4%	34.4%
Kits	1,089	933	1,089	5	5	16.7%	21680.0%	21680.0%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	49	52	49	22	22	-5.8%	122.7%	122.7%
E-books	3,686	3,325	3,686	3,590	3,590	10.9%	2.7%	2.7%
% of total circulation	14.9%	13.8%	14.9%	19.2%	19.2%	8.3%	-22.1%	N/A
PROGRAMS								
Children								
Number	29	26	29	9	9	11.5%	222.2%	222.2%
Attendance	560	395	560	488	488	41.8%	14.8%	14.8%
Young adult								
Number	7	4	7	2	2	75.0%	250.0%	250.0%
Attendance	20	17	20	10	10	17.6%	100.0%	100.0%
Adult								
Number	10	6	10	9	9	66.7%	11.1%	11.1%
Attendance	359	55	359	488	488	552.7%	-26.4%	-26.4%
NEW PATRONS ADDED	71	43	71	41	41	65.1%	73.2%	73.2%
PUBLIC MEETING ROOM BOOKINGS	14	10	14	0	0	40.0%	N/A	N/A
STUDY ROOM BOOKINGS	276	223	276	0	0	23.8%	N/A	N/A
PUBLIC PC SESSIONS	299	296	299	157	157	1.0%	90.4%	90.4%
UNIQUE WIRELESS USERS	1,470	1,258	1,470	564	564	16.9%	160.6%	160.6%
CURBSIDE TRANSACTIONS	70	96	70	949	949	-27.1%	-92.6%	-92.6%
# OF VISITORS TO LIBRARY	8,200	7,846	8,200	3,673	3,673	4.5%	123.3%	123.3%

Library Activity Report
Library Director Erick Plumb
February 2022

Library Activity & COVID update

- We continue to truck along as the omicron wave of the COVID-19 pandemic crests and falls around us. We are seeing our largest programming counts since reopening and things “feel” closer to normal than before.
- On February 14, PHMDC announced the county’s mask mandate would expire on March 1. Library staff welcomes this news. While mask-wearing adherence has been high at the Library by our patrons, staff are vocally relieved to once again do their jobs serving the community without the additional responsibility of reminding a small minority of users to put on masks or wear them properly. Over the course of months, the enforcement of the mask mandate, as necessary as it was, proved to be wearying for us. The mandate’s departure also reflects the decrease in cases in the area and that also is a relief to staff as we see an uptick in usage.
- Our COVID vaccine clinics continue to do solid business. PHMDC tells us that our site is the busiest mobile-clinic site that they run in the entirety of Dane County, which is amazing! It proves we are filling a need in our corner of the county. We’re proud of our efforts in this area.
- We transitioned the Nook upstairs to a designated Quiet Area. We have been pleased with the feedback; several patrons have expressed gratitude for having a quieter spot available in our busy building. This also has deterred some of our younger, louder users from utilizing the area and instead to take up residence in more appropriate locations. “



- Courtney and Amy finalized and are distributing 149 outreach bags for students in the English Language Learners program through WCSD. The drawstring bags include a card application and information about the library in both English and Spanish, a coupon for a free book to keep, a craft provided by the YS staff, and a library travel mug for the

student or their family (advertising the coffee/tea/hot chocolate always available at the library). We hope to continue this relationship with the ELL program in the coming semesters and find ways to engage with these families in our community!



Youth Services Report by Brittany Gitzlaff

January proved to be more of a difficult month to begin the year as we worked through several staff shortages, but we ultimately were able to keep the desk in the kids area covered and offer all of our scheduled programs. I switched up the Storytime schedule a bit and broke our sessions into two age groups. Preschool Storytime continues as usual, and new this month is "Tiny Tots" for ages 0-3. It's offered twice a week and was instantly successful with a consistent audience. We also welcomed back CI Pediatric Therapy Center for their monthly storytime. They focus on language and motor development milestones, and offer caregivers a chance to ask questions. This month we also wrapped up the Winter Reading Program and the Chilly Chase scavenger hunt. Both had a large participation with many kids earning free books, and other prizes. The most difficult part of this month was an uptick in troubling behaviors from our teens. Angie bore the brunt of these issues and did so with continued compassion and

respect. We are hopeful her unflappable dedication to serving this population sets us up for better times ahead. Thank you, Angie!

Adult Services Report by Courtney Cosgriff

In January, I hosted 5 programs and my book club. I met with Amy to discuss outreach plans for the next year. Gay, Patti, Amy, and myself also met to discuss programming and responsibilities for the next year. I worked on promoting and reaching out to local artists for our monthly display and we are currently booked through December. Amy and I are working on outreach bags for ELL families within the schools and WNC. I am busy with room reservations and spring / summer programming.



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
 PI-2401 (Rev. 1-21)
 S. 43.05(4) & 43.58(6)
FOR THE YEAR 2021

INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2021 are due to the DPI Division for Libraries and Technology no later than March 1, 2021.

I. GENERAL INFORMATION

1. Name of Library Waunakee Public Library		2. Public Library System South Central Library System			
3a. Head Librarian First Name Erick	3b. Head Librarian Last Name Plumb	4a. Certification Grade Grade 1	4b. Certification Type Regular		5. Certification Expiration Date 01/31/2026
6a. Street Address 201 N. Madison St.	6b. Mailing Address or PO Box 201 N. Madison St.	7. City / Village / Town Waunakee	8a. ZIP 53597	8b. ZIP4 1045	9. County Dane
10. Library Phone Number 6088494217	11. Fax Number (608)849-7817	12. Library E-mail Address of Director eplumb@waupl.org			
13. Library Website URL www.waunakeepubliclibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does the library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is the library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 39,393	21. Did the library or a branch move to a new facility or expand an existing facility during the fiscal year? No			22. DUNS Number <i>Nine digits</i> 124096249	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
19a. Winter Hours Open per Week	63	63	
19b. Number of Winter Weeks	34	2	
19c. Summer Hours Open per Week	60	0	
19d. Number of Summer Weeks	16		
19e. Total Weeks per Year	50	2	
19f. Total Hours per year for this location	3,102	126	

COVID-19

Did the library provide the following services during the COVID-19 pandemic?

	Yes / No	Number of Interactions (if known)
1a. answering general information requests from the public (phone calls, emails, text messages, online forms, etc.)	Yes	-1
1b. providing reference service	Yes	-1
1bi. reference service provided via email	Yes	-1
1bii. reference service provided via chat	No	-1
1biii. reference service provided via text message	No	0
1biv. reference service provided via telephone	Yes	-1
1bv. reference service provided via another method (e.g., online service or form)	Yes	-1
1bvi. describe "another method of reference service": Social media and website forms		
1c. hosting virtual programming or recorded content	Yes	-1
1d. offering curbside pickup	Yes	-1
1e. offering drive-thru circulation of physical materials	Yes	1,785
1f. offering vestibule/porch pickups	No	-1
1g. offering delivery of materials (mail or drop-off)	Yes	-1
1h. managing IT services for external Wi-Fi access	Yes	-1
1i. providing other types of online and electronic services	No	0
1ii. describe "other services":		

ELECTRONIC MATERIALS ADDED DUE TO COVID-19

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No	Number Added (if known)
2a. increasing the concurrent or monthly borrowing limits for electronic materials purchased locally	No	0
2b. increasing the concurrent or monthly borrowing limits for electronic materials purchased by the library system or consortia	No	0
2c. increasing the number of electronic materials and holdings purchased locally	No	0
2d. increasing the number of electronic materials and holdings purchased by the library system or consortia	No	-1
2e. augmenting the public's ability to use electronic materials in another way	No	0
2f. describe "augmenting in another way":		

PUBLIC SERVICES COVID-19

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No
3. Electronic Library Cards Issued During COVID-19	Yes
4. External Wi-Fi Access Added During COVID-19	Yes
5. External Wi-Fi Access Increased During COVID-19	Yes
6. Staff Re-Assigned During COVID-19	No

COVID-19 CLOSURES

Initial date closed due to COVID-19	
First date reopened following initial COVID-19 closure	
Additional building closure and reopening dates, please describe	

II. LIBRARY COLLECTION

	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	57,316	5,820
2. Electronic Books <i>E-books</i>	172,182	
3. Audio Materials	5,380	386
4. Electronic Audio Materials <i>Downloadable</i>	67,575	
5. Video Materials	8,150	673
6. Electronic Video Materials <i>Downloadable</i>	575	
7. Other Materials Owned Childcare kits, storyboxes, equipment	1,042	
8a. Electronic Collections <i>Locally owned or leased</i>	9	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	0	
8c. Electronic Collections <i>Provided through BadgerLink</i>	63	
9. Total Electronic Collections <i>Local, regional, and state</i>	72	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	128	

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III. LIBRARY SERVICES

1. Circulation Transactions					
a. Total Circulation	b. Children's Materials	c. Circulation of Other Physical Items (subset of 1a.)			
253,725	151,598	-1			
2. Interlibrary Loans (ILL)					
Method for Counting ILL Transactions					
Total ILL Transactions					
Mode of ILL Transaction (Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)					
		Items Loaned to Other Libraries Provided to		Items Borrowed from Other Libraries Received from	
Integrated Library System (ILS)					
WISCAT					
Other (includes OCLC, manual tracking, or other methods)					
Total		87,846		81,992	
3. Number of Registered Users			4. Reference Transactions		5. Library Visits
a. Resident	b. Nonresident	c. Total	a. Method	b. Annual Count	a. Method
7,498	2,047	9,545	Did Not Collect		b. Annual Count
					Actual Count
					91,467
6. Uses of Public Internet Computers			7. Uses of Public Wireless Internet		
a. Number of Public Use Computers	b. Number of Public Use Computers with Internet Access	c. Method	d. Annual Count	a. Method	b. Annual Count
16	13	Actual Count	3,741	Actual Count	202,247
8. Website Visits					
63,325	9a. Local Electronic Collection Retrievals	9b. Other Electronic Collection Retrievals	9c. Statewide Electronic Collection Retrievals	9d. Total Electronic Collection Retrievals	
	10,507	0	441	10,948	
10. Uses of Electronic Materials by Library Users					
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials	
22,209	18,648	2	40,859	5,015	

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LIBRARY PROGRAMS AND ATTENDANCE

11. Programs and Program Attendance Annual Count
Method for Counting Number of Programs and Attendance

Total Program and Attendance Statistics

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Programs	184	68	96	0	348
Total Program Attendance	4,009	235	750	0	4,994
Describe the library's programs					

In-person, Virtual, and Pre-recorded Program Statistics

	In-Person Programs		d Program Attendance		e. Total
	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	
Number of Programs	111	38	57	0	206
Total Program Attendance	4,009	235	750	0	4,994

Describe the library's in-person programs: Storytimes, author readings, bookclubs, presentations, crafting events, etc.

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Live Virtual Programs	73	30	39		142
Total Live Virtual Program Attendance	-1	-1	-1		0
Total Views of Live Programs Recorded for Asynchronous Viewing	2,710	189	439		3,338

Which platforms does the library use to host the library's live, virtual programs: Facebook, YouTube, Zoom

Describe the library's live, virtual programs: Storytimes, author events, bookclubs, presentations

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Pre-recorded Programs	-1	-1	-1	0
Total Pre-recorded Program Views	-1	-1	-1	0

Which platforms does the library use to host the library's pre-recorded programs:

Describe the library's pre-recorded programs:

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Cathy	Sheffield	1307 Tierney Drive	Waunakee	53597	cathysheff@yahoo.com
2. Mike	Ricker	1117 Woodbridge Trail	Waunakee	53597	rickermike@icloud.com
3. Erin	Moran	215 West Main Street	Waunakee	53597	emoran@waunakee.com
4. Melissa	Hill	4233 Kenwood Street	Madison	53704	hillm.0013@gmail.com
5. Annie	Ballweg	1224 Dartmouth Drive	Waunakee	53597	annieballweg@yahoo.com
6. Kathy	Grosskopf	5508 Woodland Dr	Waunakee	53597	kathygrosskopf@hotmail.com
7. Angelica	Ramos	210 Kensington Lane	Waunakee	53597	angelicaramos628@gmail.com
8.					
9.					
10.					
11.					
12.					

Number of Library Board Members
Include vacancies in this count

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V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service **Only Joint libraries report more than one municipality here**

Municipality Type	Name	Amount
Village	Waunakee	\$1,198,761
City		
		Subtotal 1
		\$1,198,761

2. County

a. Home County Appropriation for Library Service

Subtotal 2a \$206,074

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Columbia	\$6,047		
Green	\$180		
Iowa	\$55		
Jefferson	\$16		
Sauk	\$700		
		Subtotal 2b	\$6,998

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
SCLS Youth Literacy Grant	\$475		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	

Subtotal 3 \$475

4. Federal Funds *Name of program—for LSTA grant awards, grant number and project title*
Program or Project

Program or Project	Amount
LSTA Grant	\$515
ARPA funds	\$2,400
Subtotal 4	
\$2,915	

5. Contract Income *From other governmental units, libraries, agencies, library systems, etc.*

Name	Amount	Name	Amount
	\$0		
		Subtotal 5	\$0

6. Funds Carried Forward <i>Do not include state aid. Report state funds in 3b above.</i> \$0	7. All Other Operating Income \$19,504	8. Total Operating Income <i>Add 1 through 7</i> \$1,434,727	9. What is the current year annual appropriation provided by governing body(ies) for the public library? \$1,263,183	10. Was the library's municipality exempt from the county library tax for the report year? <i>Wis. Stat. s. 43.64(2)</i> Yes
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VI. LIBRARY OPERATING EXPENDITURES

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages <i>Include maintenance, security, plant operations</i>		2. Employee Benefits <i>Include maintenance, security, plant operations</i>		
\$735,141		\$262,260		
3. Library Collection Expenditures				
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials	e. Subtotal 3
\$82,278	\$23,350	\$17,588	\$6,039	\$129,255
4. Contracts for Services <i>Include contracts with other libraries, municipalities, and library systems here. Include service provider.</i>				
Provider		Amount	Provider	
SCLS Tech/ILS		\$55,762		
				Subtotal 4
				\$55,762
5. Other Operating Expenditures				\$137,691
6. Total Operating Expenditures <i>Add 1 through 5</i>				\$1,320,109
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?				\$2,915

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income.
Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal		\$0	\$0
b. State		\$0	\$0
c. Municipal	Equipment replacement	\$4,100	\$3,785
d. County		\$0	\$0
e. Other		\$0	\$0
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
\$0	\$0	\$4,100	\$3,785

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

IX. TRUST FUNDS

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. <i>Wis. Stat. s. 43.58(6)(a)</i>	1. Total Amount of Other Funds at End of Year \$63,389	1. Total Amount of Trust Funds Held by the Library Board at End of Year \$346,446
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X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$95,805	40.00				
Youth Services Manager	MLS (ALA)	\$62,602	40.00				
Adult Services Manager	MLS (ALA)	\$61,062	40.00				
Circulation Manager	MLS (ALA)	\$51,560	40.00				
Youth/Teen Services Librarian	MLS (ALA)	\$51,560	40.00				
Adult/Digital Services Librarian	MLS (ALA)	\$44,704	40.00				
Building/Facilities Manager	Other	\$62,331	40.00				

b. Other Paid Staff See instructions

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week
Library Assistant III	Other	\$212,502	197.60				
Library Assistant II	Other	\$43,830	52.00				
Library Assistant I	Other	\$46,585	84.80				
Shelvers	Other	\$16,059	48.00				
Building Supervisor II	Other	\$21,674	35.00				

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	b. All Other Paid Staff (FTE) Include maintenance, plant operations, and security	c. Total Library Staff (FTE)
6.00	0.00	6.00	11.44	17.44

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents
See instructions for definition of nonresident

78,831

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County		28,267	45,912	74,179
3. Circulation to Nonresidents Living in Another County in the Library System		3,421	1,137	4,558
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		12	25	37
5. Circulation to All Other Wisconsin Residents 57		6. Circulation to Persons from Out of the State 0		
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?		

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a. Columbia	1,026	f. Rock	0
b. Dodge	5	g. Sauk	109
c. Green	1	h.	
d. Iowa	14	i.	
e. Jefferson	6	j.	

XII. TECHNOLOGY

1. Does the library provide wireless Internet access? Yes	2. Library type of Internet connection <i>Mark all that apply</i> <input checked="" type="checkbox"/> a. State TEACH line <input type="checkbox"/> b. Other broadband connection <i>Local cable, telco, community network, etc.</i>	3. Library use of Internet filtering software or service <input type="checkbox"/> a. Yes, on all Internet workstations <input type="checkbox"/> b. Yes, on some Internet workstations <input checked="" type="checkbox"/> c. No filtering on any Internet workstation
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XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
	Number of Self-directed Activities	35	24	2	61
	Total Self-directed Activity Participation	5,572	252	136	5,960

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

a. First Name Brittany	b. Last Name Gitzlaff	c. Email Address bgitzlaff@waupl.org
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3. Name and email address of primary staff person who serves as the librarian for adults. *Only the primary person is displayed here.*

a. First Name Courtney	b. Last Name Cosgriff	c. Email Address ccosgriff@waupl.org
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XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.* A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature <i>or designee</i>	Name of President or Designee <i>Print or type</i>	Date Signed
➤	Cathy Sheffield	
Library Director / Head Librarian Signature	Name of Director / Head Librarian <i>Print or type</i>	Date Signed
➤	Erick Plumb	

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STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Dane

The Waunakee Public Library Board of Trustees hereby states that in 2021 the South Central Library System

Name of Public Library

Name of Public Library System / Service

[X] did provide effective leadership and adequately met the needs of the library.

[] did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above two statements.

Explanation of library board's response. Attach additional sheets if necessary.

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

Table with 3 columns: President, Library Board of Trustees Signature or designee; Name of President or Designee Print or type; Date Signed. Row 1: Cathy Sheffield

COMMENTS

SECTION_III

Total Annual Circulation

Circulation 71% higher due to 2020 COVID effects.--2022-02-04