

Waunakee Public Library
Library Board Meeting
Via ZOOM
Friday, January 21, 2022---7:45 AM

Join Zoom Meeting

<https://us06web.zoom.us/j/82620217848?pwd=anZNaTFVQVV0aitOT256Q1cxckpWZZ09>

Meeting ID: 826 2021 7848

Passcode: 551981

- 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 December 2021 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. Adjourn

Next Library Board meeting: Friday, February 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, December 17, 2021- 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** Annie made a motion to approve the consent agenda. Mike seconded. Passed.
- V. **Director's Report & Covid update** The Mask Mandate was extended to January 3, 2022. The staff have done a great job of upholding the Mandate. Starting in January, Storytime will move to the Storytime Room. The use of Community Hall proved to be too large and promote the wandering of the littlest of participants. Dave Cerutti, the former Building Maintenance Supervisor, will return to his position after finding he wasn't ready for retirement and the position hadn't been filled. An ad was placed for the open Customer Service Assistant position. Thanks to the help of Angie Hircock the Teen Snack program has been successful and the staff is growing a rapport with this age group. Brittany has transitioned all of the kids/teens programs back indoors for the winter. In addition to writing the Art Display policy that will go into effect in January, Courtney has hosted 5 programs and attended 2 days of WLA sessions.
- VI. **Old Business**
 - A. **Friends of the Library Update** The Friends of the Library Craft Fair was successful, bringing in a total of \$6,621.81.
 - B. **Approve revised Collection Development & Materials Selection Policy** Cathy made a motion to approve the revised policy. Melissa seconded. Passed.
- VII. **New Business**
 - A. **Discuss Strategic Plan Draft and plan of action** We discussed the revised plan that has been brought down to four goals with objectives. The committee is looking for feedback on how to prioritize and will present the rough draft in January.
- VIII. **Adjourn:** The meeting was adjourned at 8:31 AM on a motion by Mike. Seconded by Erin. Passed.

Library Board Meeting: Friday, January 21, 2021 at 7:45 AM

Via Zoom

Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary

December 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	221.79
		0.00
	Total	221.79
<u>100-551400-311 Postage</u>	SCLS	0.00
	Bibliotheca	2,144.05
	Midwest Alarm	0.00
	Total	2,144.05
<u>100-551400-320 Publications, subscriptions and dues</u>	Post Office	138.38
	Minuteman Press	101.41
	Total	239.79
<u>100-551400-330 Travel and training</u>	WILS	0.00
	ALA	0.00
	Wauaukee Rotary	199.00
	WLA	0.00
	Total	199.00
<u>100-551400-340 Programs</u>	SCLS	0.00
	Hyatt	-10.00
	WLA	0.00
	National Notary Association	108.00
	Total	98.00
<u>100-551400-341 Equipment</u>	Pig	83.24
	Apple Music	0.00
	Amazon	183.61
	Michaels	0.00
	Target	0.00
	KFC	39.22
	Caitlin Pisari	37.50
	Dollar Tree	23.00
	Marcus Cederstrom	0.00
	Zoom	149.00
	Linda Conroy	0.00
	Sara Alvarado	0.00
	Minuteman Press	0.00
	Thysse	0.00
	Post Office	0.00
	Total	515.57

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	Minuteman Press	0.00
	Amazon	0.00
	Nassco	0.00
	Laird Plastics	0.00
	SCLS	0.00
<u>100-551400-350 Repairs and maint</u>	Total	0.00
	Total	0.00
<u>100-551400-380 Adult books</u>		
	Amazon	75.95
	Baker and Taylor	4,064.97
	Barnes and Noble	0.00
	Beyond the Page	0.00
	Total	4,140.92
<u>100-551400-381 Juvenile books</u>		
	Amazon	24.05
	Baker and Taylor	778.85
	Penworthy	0.00
	The Dot Central	0.00
	Total	802.90
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	0.00
	Total	0.00
<u>100-551400-384 - Digital Materials & Computer Software</u>		
	Amazon	0.00
	Demco Software	0.00
	TBS	0.00
	Verizon -Hotspots	200.07
	CDW - Adobe	922.42
	Total	1,122.49
<u>100-551400-385 Kit supplies</u>		
	Amazon	438.45
	Minuteman Press	0.00
	UPS Store	0.00
	Target	56.95
	Total	495.40
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	239.01
	Midwest Tape	83.23
	Amazon	26.99
	Findaway	267.95
	Total	617.18
<u>100-551400-387 Videos</u>		
	Amazon	450.25
	Midwest Tape	378.51
	Debbie Howard	0.00
	Greta Productions	0.00
	Total	828.76
<u>100-551400-390 Other</u>		
	Amazon	305.33
	Office Depot	70.97
	Judith Borke	4,024.92
	Ace Hardware	0.00
	Pig	0.00
	Demco	84.43
	Walgreens	0.00
	DuraReady	205.37
	Total	4,691.02
<u>100-551400-391 Personnel</u>		

<u>100-551400-392 Public relations</u>	Total	0.00
	Minuteman Press	68.00
	Fearings	0.00

<u>100-551401-210 Building serices</u>	Total	68.00
	Masters Building Solutions	4,060.00
	Reinders	0.00
	Ahern Co	0.00
	Amazon	0.00

	Total	4,060.00
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<u>100-551401-350 Repairs/Maintenance</u>	Nassco	0.00
	Kraemer Air Filter Corp	0.00
	Menards	52.36
	Ace Hardware	0.00
	Amazon	0.00
	Schilling Supply Company	440.46
	Capital Coffee	511.85
	Walgreens	15.35
	Waunakee Rental	0.00
	Dresens Decks and Patio	0.00
	Total	1,020.02

<u>220 fund</u>	Out of print	0.00
	Waunakee Chamber of Commerce	0.00
	Tee Public	0.00
	Total	0.00

Month Total		21,264.89
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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2020

GENERAL FUND

		PERIOD		BUDGET		% OF	
		ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET	PRIOR YEAR
<u>LIBRARY OPERATIONS</u>							
100-551400-110	LIBRARY FULL TIME	24,018.87	284,478.89	330,458.00	45,979.11	86.09	275,482.86
100-551400-120	LIBRARY PART TIME	26,089.20	285,731.74	330,623.00	44,891.26	86.42	281,990.33
100-551400-130	LIBRARY FICA	3,691.39	42,886.49	50,571.00	7,684.51	84.80	40,848.11
100-551400-131	LIBRARY RETIREMENT	2,803.37	33,215.87	36,403.00	3,187.13	91.24	29,986.00
100-551400-132	LIBRARY HEALTH	6,637.10	121,705.30	122,183.00	477.70	99.61	102,437.25
100-551400-133	LIBRARY LIFE	59.92	661.33	542.00	(119.33)	122.02	550.74
100-551400-134	LIBRARY DENTAL	557.82	6,921.37	7,209.00	287.63	96.01	6,945.11
100-551400-210	LIBRARY OUTSIDE SERVICES	.00	840.00	2,864.00	2,024.00	29.33	1,308.00
100-551400-217	LIBRARY SECURITY SYSTEMS	.00	.00	325.00	325.00	.00	943.15
100-551400-219	LIBRARY AUTOMATION LEVY	.00	46,787.95	45,453.00	(1,334.95)	102.94	44,006.48
100-551400-225	LIBRARY COMMUNICATIONS	757.06	7,636.22	9,000.00	1,363.78	84.85	7,564.75
100-551400-290	LIBRARY LEASED ITEMS	445.13	4,428.87	4,691.00	262.13	94.41	3,460.50
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	.00	4,163.20	4,500.00	336.80	92.52	3,505.83
100-551400-311	LIBRARY POSTAGE	112.66	565.91	1,600.00	1,034.09	35.37	999.97
100-551400-320	LIBRARY PUBS/SUBS/DUES	.00	1,265.55	3,180.00	1,914.45	39.80	3,691.50
100-551400-330	LIBRARY TRAVEL/TRAINING	15.00	1,775.72	4,200.00	2,424.28	42.28	1,864.48
100-551400-340	LIBRARY PROGRAMS	576.39	20,096.59	19,000.00	(1,096.59)	105.77	17,172.88
100-551400-341	LIBRARY EQUIPMENT	.00	3,783.28	7,500.00	3,716.72	50.44	9,401.17
100-551400-380	LIBRARY ADULT BOOKS	5,541.93	36,696.88	41,000.00	4,303.12	89.50	30,723.93
100-551400-381	LIBRARY JUVENILE BOOKS	2,973.11	15,161.32	20,250.00	5,088.68	74.87	20,489.15
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	.00	8,136.44	8,745.00	608.56	93.04	13,639.48
100-551400-384	LIBRARY COMPUTER SOFTWARE	200.05	16,008.20	14,707.00	(1,301.20)	108.85	8,934.44
100-551400-385	LIBRARY KIT SUPPLIES	281.83	3,289.25	5,500.00	2,210.75	59.80	2,723.40
100-551400-386	LIBRARY AUDIO MATERIALS	1,071.14	7,483.42	12,500.00	5,016.58	59.87	9,537.76
100-551400-387	LIBRARY VIDEOS	534.55	7,422.39	8,500.00	1,077.61	87.32	9,110.18
100-551400-390	LIBRARY OTHER	24,836.41	35,425.92	21,912.00	(13,513.92)	161.67	17,122.50
100-551400-391	LIBRARY PERSONNEL	.00	61.00	.00	(61.00)	.00	545.00
100-551400-392	LIBRARY PUBLIC RELATIONS	.00	1,117.41	1,700.00	582.59	65.73	1,295.15
TOTAL LIBRARY OPERATIONS		101,202.93	997,746.51	1,115,116.00	117,369.49	89.47	946,280.10

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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY BUILDING</u>						
100-551401-110 LIBRARY BLDG FULL TIME	4,166.19	48,576.86	53,621.00	5,044.14	90.59	22,673.07
100-551401-120 LIBRARY BLDG PART-TIME	1,284.22	16,616.50	20,570.00	3,953.50	80.78	3,369.10
100-551401-121 LIBRARY BLDG OVERTIME	.00	39.06	.00	(39.06)	.00	688.51
100-551401-130 LIBRARY BLDG FICA	401.95	4,965.26	5,675.00	709.74	87.49	1,852.55
100-551401-131 LIBRARY BLDG RETIREMENT	281.22	3,383.31	3,619.00	235.69	93.49	1,530.23
100-551401-132 LIBRARY BLDG HEALTH	1,026.06	17,948.27	16,938.00	(1,010.27)	105.96	8,478.70
100-551401-133 LIBRARY BLDG LIFE	4.43	56.76	54.00	(2.76)	105.11	23.08
100-551401-134 LIBRARY BLDG DENTAL	137.78	1,669.60	1,687.00	17.40	98.97	910.21
100-551401-210 LIBRARY BLDG SERVICES	.00	10,924.22	21,200.00	10,275.78	51.53	22,931.69
100-551401-220 LIBRARY BLDG UTILITIES	1,732.29	21,481.62	45,000.00	23,518.38	47.74	29,699.48
100-551401-221 LIBRARY BLDG GAS HEAT	.00	6,053.33	12,000.00	5,946.67	50.44	3,785.71
100-551401-341 LIBRARY BLDG EQUIPMENT	.00	4,625.78	.00	(4,625.78)	.00	.00
100-551401-350 LIBRARY BLDG REPAIRS/MAINT	977.29	23,485.35	23,000.00	(485.35)	102.11	599.69
100-551401-390 LIBRARY BLDG OTHER	.00	614.98	2,000.00	1,385.02	30.75	53.50
TOTAL LIBRARY BUILDING	10,011.43	160,440.90	205,364.00	44,923.10	78.13	96,595.52
<u>DEPOT</u>						
100-551410-350 DEPOT REPAIRS/MAINT	.00	22.80	600.00	577.20	3.80	22.80
TOTAL DEPOT	.00	22.80	600.00	577.20	3.80	22.80



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

A handwritten signature in black ink, appearing to be a stylized letter 'Q' or 'G', is located at the bottom center of the page.

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

December 2021

	2021			2020		% Change Prev Month	% Change Prev Year	YTD % Change
	December	Prev Month	Yr-to-date	December	Yr-to-date			
# of Days Library was open	28	28	320	25	266	0.0%	N/A	N/A
CIRCULATION								
Physical circulation	20,787	21,421	255,939	12,157	167,647	-3.0%	71.0%	52.7%
Digital circulation	3,325	3,606	42,249	3,273	39,142	-7.8%	1.6%	7.9%
Library Total	24,112	25,027	298,188	15,430	206,789	-3.7%	56.3%	44.2%
Per Day library was open	861	894	932	617	777	-3.7%	39.5%	19.9%
Average of Deforest, Monona and Verona	22,727	24,121	276,662	17,827	199,313	-5.8%	27.5%	38.8%
By Category								
Books								
Juvenile Fiction	2,835	3,093	39,249	1,875	23,305	-8.3%	51.2%	68.4%
Juvenile Non-Fiction	1,374	1,390	16,619	750	11,080	-1.2%	83.2%	50.0%
Easy Readers	1,259	1,436	18,904	653	10,745	-12.3%	92.8%	75.9%
Picture books	4,125	4,605	49,306	1,711	27,274	-10.4%	141.1%	80.8%
Total Juvenile	9,593	10,524	124,078	4,989	72,404	-8.8%	92.3%	71.4%
Young Adult	590	553	9,409	537	6,364	6.7%	9.9%	47.8%
Adult Fiction	2,654	2,644	32,784	1,754	23,482	0.4%	51.3%	39.6%
Adult non-Fiction	1,994	1,779	24,024	1,514	17,269	12.1%	31.7%	39.1%
Large print	692	704	7,994	607	6,420	-1.7%	14.0%	24.5%
Adult Paperbacks	82	81	1,018	78	1,139	1.2%	5.1%	-10.6%
Total Adult	5,422	5,208	65,820	3,953	48,310	4.1%	37.2%	36.2%
Magazines	430	513	5,285	149	3,116	-16.2%	188.6%	69.6%
Audio	679	760	9,013	493	8,018	-10.7%	37.7%	12.4%
DVD and Blu-ray	2,913	2,505	31,758	1,885	25,670	16.3%	54.5%	23.7%
Software and video games	148	96	1,089	115	367	54.2%	28.7%	196.7%
Kits	933	1,180	8,550	4	2,905	-20.9%	23225.0%	194.3%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	52	65	685	19	362	-20.0%	173.7%	89.2%
E-books	3,325	3,606	42,249	3,273	39,142	-7.8%	1.6%	7.9%
% of total circulation	13.8%	14.4%	14.2%	21.2%	18.9%	-4.3%	-35.0%	N/A
PROGRAMS								
Children								
Number	26	26	186	9	196	0.0%	188.9%	-5.1%
Attendance	395	433	6,451	420	7,858	-8.8%	-6.0%	-17.9%
Young adult								
Number	4	9	61	4	52	-55.6%	0.0%	17.3%
Attendance	17	36	391	24	911	-52.8%	-29.2%	-57.1%
Adult								
Number	6	7	97	10	62	-14.3%	-40.0%	56.5%
Attendance	55	89	1,774	67	869	-38.2%	-17.9%	104.1%
NEW PATRONS ADDED	43	56	782	20	565	-23.2%	115.0%	38.4%
PUBLIC MEETING ROOM BOOKINGS	10	17	82	0	50	-41.2%	N/A	64.0%
STUDY ROOM BOOKINGS	223	292	1609	0	726	-23.6%	N/A	121.6%
PUBLIC PC SESSIONS	296	358	3,741	0	1,968	-17.3%	N/A	90.1%
UNIQUE WIRELESS USERS	1,258	1,277	12,471	5,427	27,131	-1.5%	-76.8%	-54.0%
CURBSIDE TRANSACTIONS	96	67	1,785	0	1,873	43.3%	N/A	-4.7%
# OF VISITORS TO LIBRARY	7,846	8,559	89,682	0	88,914	-8.3%	N/A	0.9%

Library Activity Report
Library Director Erick Plumb
January 2022

Library Activity & COVID update

- We have hosted two COVID vaccine/booster clinics with PHMDC at the Library in January. 257 doses were administered at these events and we are pleased to once again be on the frontlines of the fight against the epidemic. We will host additional afterschool/work vaccine/booster clinics on the first three Thursdays in February starting Thursday, February 3!
- Like nearly all workplaces, COVID infections and exposures have impacted Library staff in recent weeks but we continue to provide full services and have no plans to reduce services at this time. The only exception would be if we find ourselves short-staffed on a given day where we may consider limiting hours or services temporarily depending upon the situation. But, so far, we have been able to ride the latest COVID wave.
- We are in the process of filling two open part-time Customer Services Assistant positions, and we are hopeful to be at full-strength by February. After a period with little interest, we have had a half-dozen applications in the last ten days and are conducting interviews this week.
- Via a generous donation, the Friends of the Library have gifted a new permanent staff checkout station for the lobby to replace our makeshift set-up that we've introduced post-COVID. The new desk will give more workspace but crucially will also be on wheels and is adaptable, which will be an improvement over the much-maligned previous permanent staff checkout station that we opened the building with in 2019. Due to supply issues, we won't receive the desk until early summer. Still, we are thrilled, and thank the Friends and their benefactors for their generosity.
- In other furniture news, the beloved Board Room table is cracking. We are working with the Simon family to repair it and shore up the table so that it lasts for years to come. We're also working to increase the humidity levels in the Room to decrease cracking.
- This month, after Finals week is over, we are going to experiment with making the Nook on the second floor a designated quiet area. As the Board is aware, the Library opened without a designated "Quiet Zone." We're attempting this experiment in response to patron requests for quieter spaces for study/work when study rooms are unavailable, and also, frankly, to discourage teen use of the Nook after school – and hopefully encouraging them to utilize other areas where they can be teens. It should be noted that it's a Quiet Zone, not a silent Zone. We'll see how it goes.
- Also, late in December we debuted our latest "library of things" collection: the Winter Fun Collection! Like the Backyard Games collection, this is aimed at outdoor activity with neighbors, friends, and family. The collection includes sleds, snowshoes, a fort making kit, and other activities. More about the Library of Things collections are found here: <https://www.waunakeepubliclibrary.org/library-things> . Below is a picture of a group using items from this collection on the hill in the Library's backyard.



Youth Services Report by Brittany Gitzlaff

The numbers for programs and services remained steady. We did bring back two popular programs. The Chilly Chase Scavenger Hunt in collaboration with the Village Center began the end of the month over winter break and is off to a great start. Young and the Restless has also proved to be a welcomed return as families are looking for ways to burn off energy during these cold months. Jody's very popular Take & Make Craft Bags had another big month, but as all good things must come to an end, we will begin to phase these out in the new year as we hope to shift to more and more in-person events. **Angie's after-school snacks for teens has gained an incredible following in just a month with 113 people receiving snacks (bold added by Erick).**

Adult Services Report by Courtney Cosgriff

In December, I hosted 2 programs and my book club. I attended a programming virtual showcase which included a variety of presenters that can do virtual programs. We hosted our first annual Book Club Social, which went very well! I met with Amy to discuss programming and outreach for next year which was very exciting. Patti, Gay, Amy, and I will meet after the New Year to discuss our roles and programming. I secured our first two artists for the local

artist display upstairs. That will begin in February. I was out for over two weeks this month due to a COVID exposure and then infection so I spent a lot of time catching up on email and doing meetings from home.

DRAFT LIBRARY STRATEGIC PLAN

Goal #1: Establish the library as a civic focal point for the greater Waunakee Community

Objective: Work closely with the Village to become a community destination and resource hub.

Actions:

- Collaborate with the Village and other partners to be a destination for events to help further the civic, health and wellbeing of the community.
 - Utilize both indoor and outdoor space
 - Work with Village Center for referrals when one space is booked
- Optimize use of space.
 - Adapt to help people find a sense of belonging, ownership, comfort
 - Consider offering vending options
 - Offer a variety of spaces
 - Regularly reevaluate the usage of different areas; adjust ambiance if needed
 - Designate staff to proactively seek groups to use outdoor space
- Serve as an information resource about the Waunakee area. Have books with local relevance up to date, maintain historically correct data, and digitize and keep archives of community news.
- Increase promotion of library event space availability across the community.
- Find ways for the Waunakee community to create and share original content, such as open-mic events.
- Partner with the Village and school district to increase community awareness of electronic resources (databases, Consumer Reports, Overdrive, etc.).

Objective: Build diverse partnerships that expand the Library's capacity to make a positive difference in the lives of people of all backgrounds.

Actions:

- Develop new strategic partnerships and strengthen existing relationships by designating a staff member liaison to have monthly check-ins with partners.
- Work with governmental entities to achieve sustainable levels of support via monthly check-ins between Village Administration and the Library Director.
- Seek supplemental funding to enhance the library's resources, technology, facilities and services.
 - Seek foundation funding and grants (initial goal of one grant per year).

- Connect with local donors and solicit annual support.
- Maintain a strong relationship with Friends of the Library.
- Build off community diversity, equity, and inclusion efforts to add partnerships with diverse groups and add more diverse programming to the library's repertoire.
- Work with patrons and groups of various races, nationalities, abilities, and socioeconomic levels to ensure that the library is a welcoming and inclusive place for all.

Goal #2: Fuel a passion for reading, personal growth, and learning

Objective: Maintain quality, diverse, and inclusive print collections.

Actions:

- Maintain collection numbers \geq 5% more than required by the county.
- Weed outdated or damaged items.
- Increase equity of collection:
 - Increase the size of the library's large print (fiction and nonfiction) collection.
 - Increase the number of items in the library's world language collections and visibility of multilingual items.
 - Increase access to online databases, inter-library collections, and other resources for patrons with diverse languages, abilities, and interests.
 - Do a diversity audit of collections.

Objective: Provide reading-related programming that engages and attracts patrons.

Actions:

- Arrange for more programs featuring well-known award-winning authors and illustrators. Partner with the school district to ensure optimal attendance and participation. (Consider virtual author/illustrator visits. Consider inviting authors/illustrators from diverse backgrounds.)
- Offer a reading incentive program for adults that involves local businesses. (Businesses would contribute incentives.)
- Create new readers with enhanced programming for children, teens, and adults both at the library and out in the community.

Objective: Support patrons in their use of library resources.

Actions:

- Schedule times for patrons to get help answering questions in person or online about the library, books, how to use databases for research, etc.
- Provide help with school research after school hours (signage in stacks, computer areas, study areas to increase awareness of this option).
- Plan workshops to support various patron needs:
 - Information literacy topics (how to use the library catalog, library databases, etc.)
 - Library accessibility tool use for patrons with special needs
 - Electronic resource use for senior citizens
 - Library resource use for Spanish speakers
- Increase program offerings for specific populations, including special needs families, teens, and elderly patrons.

Objective: Encourage patrons to explore areas of interest and nurture their creativity.

Actions:

- Create online “learning clubs” for all ages. Take advantage of free online apps and opportunities where participants could learn together and support each other.
- Create permanent and rotating art displays.
- Design interactive displays and activities such as conversation/question walls, grab bags, etc.
- Provide technology to use in-library such as podcasting mics, photo/video/graphic design software.
- Maintain partnerships with organizations and businesses that support arts and creativity within the community.
- Continue to designate a staff member as a liaison to Create Waunakee.
- Continue to offer programming involving various creative professions, activities and more.
- Create a culture of creativity and offer library staff opportunities to inspire and engage their own creative side.