

Waunakee Public Library
Library Board Meeting
via ZOOM
Friday, May 21, 2021---7:45 AM

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

<https://zoom.us/j/95299997437?pwd=d3RtQjZzMmpTejNPMmhsc1V1bkhKZz09>

Meeting ID: 952 9999 7437

Passcode: 789985

- I. Call to order
- II. Roll call: Annie Ballweg, Kathy Grosskopf, Melissa Hill, Erin Moran, Angie Ramos, Mike Ricker, Cathy Sheffield, Erick Plumb. Special Guest: Jean Elvekrog
- III. Public Comment
- IV. Consent agenda
 - A. Approve April 16, 2021 Library Board Minutes
 - B. Approve Schedule of Bills
 - C. Approve Financial Reports
- IV. Director's Report
- V. Old Business
 - A. Update on library staff assessment (Erick)
 - B. Discuss and determine course of action for updated Strategic Plan Goal #1
- VI. New Business
 - A. Discuss and approve Summer 2021 Hours of Operation (June 1 – September 6, 2021)
 - B. Discuss and possibly take action on masking requirements in the Library effective June 2, 2021
 - C. Discuss and approve allowing usage of the Library's Study Rooms effective June 2, 2021
 - D. Discuss return of in-person Library Board meetings
- 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, April 16, 2021

7:45 AM

Meeting via Zoom

- I. **Call to order:** Jean called the meeting to order at 7:45 AM
- II. **Roll Call:**
 - A. **Roll call:** Present: Jean Elvekrog, Annie Ballweg, Kathy Grosskopf, Mike Ricker, Cathy Sheffield, Erin Moran, and Erick Plumb. Absent: Melissa Hill
 - B. **Guests:** None
- III. **Approval of consent agenda:** Mike moved, Cathy S. seconded. Passed.
- IV. **Director's Report including pandemic protocols update** On Friday, April 23 there will be a second vaccine clinic. SSM Health is holding the clinic at the Library, this is the second vaccine for our Library staff and the 13 other area libraries participating. This is a great press opportunity, as well as an opportunity to showcase the Library to other Dane county library staff. All of our staff will be fully vaccinated after April 23. Sun Prairie, Verona and Monona are set to start opening in some capacity over the next two weeks, with others to follow over the next couple of months. WPL has become the model for how to operate safely during this pandemic. Our staff is excited about not necessarily going back to normal pre-pandemic, but transforming into something of a new normal post-pandemic. There was a prairie burn done on the property. Next year Erick would like to make it open to the public. Yard games will start to be available to play outside or to check-out to take home. Looking into what games to have available. The pavers for the Button-Gilles memorial seating area were installed. Brittany debuted "Study Break Boxes" for high schoolers. Each box will contain a mindless activity, a quick fun distraction and something to munch on. She is also working with Kylie on a Storm Drain Mural Project. The newest storm drain to be painted is right outside the library and the artists will be a group of kids/teens. Courtney is working with Todd and Klylie to expand our partnership with the Create Waunakee committee. They will be working on a series called "Made in Waunakee" that will highlight local businesses and their creative practices. She is also working with Jeff from the Village Center to have some summer fitness programs on the patio.
- V. **Old Business**
 - A. **Update on library staff assessment** Erick and Caitlyn have been busy working on other projects. The process is moving forward slowly, hopefully they will have more to share at the May meeting.

B. Update on WNC-ESL group's use of library space and equipment They are recruiting three Zoom tutors. Melissa donated some outdated equipment from WCSO. Melissa along with Mike are putting together a proposal for the IT Director from WCSO for additional iPads and Chromebooks that may become available at the end of the school year. Mike will put all Spanish Apps onto the devices. Thank you to everyone working to make this a success.

VI. New Business

A. Discuss and determine a course of action for updated Strategic Plan goals and objectives Jean thanked everyone for all of the great ideas. Each Board member will take two goals to think about and fine tune before the next meeting. Kathy is working on goal 1 & 2, Annie 2 & 5, Erin 4 & 5, Cathy 3 & 6, Mike 4 & 6, Jean 2 & 5 and Melissa 1 & 3. Mike suggested that Senior members of the Library staff work on a goal as well, so that they feel a part of the process.

VII. Adjourn: The meeting was adjourned at 8:29 AM on a motion by Annie, seconded by Jean. Passed.

Library Board Meeting: Friday, May 21, 2021 at 7:45 AM
The May meeting will take place via Zoom.
Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary

April 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>		
	Gordon Flesch	228.82
		0.00
	Total	228.82
<u>100-551400-292 Maintenance contracts</u>		
	SCLS	0.00
	Bibliotheca	0.00
	Midwest Alarm	0.00
	Total	0.00
<u>100-551400-311 Postage</u>		
	Post Office	29.62
	Total	29.62
<u>100-551400-320 Publications, subscriptions and dues</u>		
	WILS	0.00
	ALA	0.00
	Wauaukee Rotary	0.00
	WLA	0.00
	Total	0.00
<u>100-551400-330 Travel and training</u>		
	SCLS	0.00
	UW- Madison	0.00
	WLA	0.00
	Total	0.00
<u>100-551400-340 Programs</u>		
	Pig	142.43
	Apple Music	0.00
	Amazon	388.73
	Michaels	0.00
	Target	0.00
	Jerry Rabushka	100.00
	Huma Siddiqui	85.00
	Caitlyn Schuchhardt	100.00
	MERI	143.20
	Zoom	14.99
	Linda Conroy	0.00
	Sara Alvarado	0.00
	Minuteman Press	0.00
	Thysse	0.00
	Post Office	0.00
	Total	974.35
<u>100-551400-341 Equipment</u>		

	Minuteman Press	0.00
	Amazon	33.98
	Nassco	0.00
	Laird Plastics	0.00
	SCLS	0.00
	Total	33.98
<u>100-551400-350 Repairs and maint</u>		
	Total	0.00
<u>100-551400-380 Adult books</u>		
	Amazon	0.00
	Baker and Taylor	4,053.80
	Barnes and Noble	0.00
	Beyond the Page	0.00
	Total	4,053.80
<u>100-551400-381 Juvenile books</u>		
	Amazon	134.48
	Baker and Taylor	1,869.36
	Penworthy	0.00
	The Dot Central	0.00
	Total	2,003.84
<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	978.19
	TBS	0.00
	Verizon -Hotspots	200.05
	CDW - Adobe	0.00
	Total	1,178.24
<u>100-551400-385 Kit supplies</u>		
	Amazon	233.87
	Minuteman Press	84.00
	UPS Store	0.00
	Walmart	139.76
	Total	457.63
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	681.21
	Midwest Tape	85.83
	Playaway	179.14
	Little Creek Press	40.00
	Amazon	59.44
	Total	1,045.62
<u>100-551400-387 Videos</u>		
	Amazon	85.55
	Midwest Tape	171.67
	Debbie Howard	0.00
	Greta Productions	0.00
	Total	257.22
<u>100-551400-390 Other</u>		
	Amazon	181.79
	Office Depot	0.00
	Versare Solutions	1,130.80
	Ace Hardware	0.00
	Pig	6.53
	Demco	112.31
	Walgreens	0.00
	Minuteman Press	395.70
	Total	1,827.13

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100-551400-391 Personnel

Total 0.00

100-551400-392 Public relations

Minuteman Press 0.00
Fearings 0.00

Total 0.00

100-551401-210 Building serices

Masters Building Solutions 0.00
Reinders 0.00
Ahern Co 0.00
Amazon 0.00

Total 0.00

100-551401-350 Repairs/Maintenance

Nassco 0.00
Kraemer Air Filter Corp 834.18
Menards 57.50
Ace Hardware 79.98
Amazon 0.00
Schilling Supply Company 575.78
Capital Coffee 259.20
Walgreens 17.94
Home Depot 259.00
JR's Mulch 1,005.00
Total 3,088.58

220 fund

Signart Studio 1,494.60
Waunakee Chamber of Commerce 0.00
Tee Public 0.00
Total 1,494.60

Month Total 16,673.43

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY OPERATIONS</u>						
100-551400-110 LIBRARY FULL TIME	28,060.82	111,922.40	381,334.00	269,411.60	29.35	102,806.69
100-551400-120 LIBRARY PART TIME	23,265.93	93,922.70	327,654.00	233,731.30	28.67	104,065.33
100-551400-130 LIBRARY FICA	3,749.96	16,752.96	54,237.00	37,484.04	30.89	16,383.59
100-551400-131 LIBRARY RETIREMENT	2,896.71	12,998.53	38,690.00	25,691.47	33.60	12,653.67
100-551400-132 LIBRARY HEALTH	7,983.68	56,354.70	137,464.00	81,109.30	41.00	54,215.55
100-551400-133 LIBRARY LIFE	60.18	300.68	664.00	363.32	45.28	251.51
100-551400-134 LIBRARY DENTAL	706.77	3,831.75	9,843.00	6,011.25	38.93	2,789.10
100-551400-210 LIBRARY OUTSIDE SERVICES	.00	.00	2,864.00	2,864.00	.00	345.00
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	2,292.80	9,000.00	6,707.20	25.48	2,187.57
100-551400-290 LIBRARY LEASED ITEMS	542.35	1,501.62	4,980.00	3,478.38	30.15	1,477.83
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	105.67	235.98	1,600.00	1,364.02	14.75	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	12.00
100-551400-340 LIBRARY PROGRAMS	1,267.02	4,724.83	14,000.00	9,275.17	33.75	3,687.94
100-551400-341 LIBRARY EQUIPMENT	.00	1,020.69	7,500.00	6,479.31	13.61	1,993.84
100-551400-350 LIBRARY REPAIRS/MAINT	.00	.00	.00	.00	.00	78.00
100-551400-380 LIBRARY ADULT BOOKS	2,114.99	10,265.36	40,000.00	29,734.64	25.66	9,494.50
100-551400-381 LIBRARY JUVENILE BOOKS	2,150.90	4,778.36	20,250.00	15,471.64	23.60	3,963.84
100-551400-383 LIBRARY SERIAL SUBSCRIPTIONS	.00	1,608.07	7,995.00	6,386.93	20.11	(575.09)
100-551400-384 LIBRARY COMPUTER SOFTWARE	200.05	12,274.71	15,089.00	2,814.29	81.35	13,486.47
100-551400-385 LIBRARY KIT SUPPLIES	630.32	1,177.35	5,000.00	3,822.65	23.55	880.81
100-551400-386 LIBRARY AUDIO MATERIALS	1,349.14	2,144.32	10,500.00	8,355.68	20.42	3,647.06
100-551400-387 LIBRARY VIDEOS	856.39	2,667.50	8,500.00	5,832.50	31.38	2,444.73
100-551400-390 LIBRARY OTHER	827.68	3,203.15	31,270.59	28,067.44	10.24	5,634.13
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	77,533.46	399,995.46	1,198,366.59	798,371.13	33.38	394,483.31

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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 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	4,806.65	18,001.06	56,618.00	38,616.94	31.79	16,847.92
100-551401-120	LIBRARY BLDG PART-TIME	1,719.27	6,724.17	22,234.00	15,509.83	30.24	6,988.93
100-551401-121	LIBRARY BLDG OVERTIME	.00	30.63	.00	(30.63)	.00	39.06
100-551401-130	LIBRARY BLDG FICA	493.87	2,059.27	6,033.00	3,973.73	34.13	1,912.63
100-551401-131	LIBRARY BLDG RETIREMENT	324.45	1,337.46	3,822.00	2,484.54	34.99	1,241.60
100-551401-132	LIBRARY BLDG HEALTH	1,229.27	7,847.79	17,985.00	10,137.21	43.64	8,453.36
100-551401-133	LIBRARY BLDG LIFE	4.43	20.89	54.00	33.11	38.69	24.16
100-551401-134	LIBRARY BLDG DENTAL	168.43	701.34	1,687.00	985.66	41.57	705.14
100-551401-210	LIBRARY BLDG SERVICES	2,025.00	2,025.00	30,698.00	28,673.00	6.60	1,155.94
100-551401-220	LIBRARY BLDG UTILITIES	1,596.97	4,460.25	36,000.00	31,539.75	12.39	4,514.84
100-551401-221	LIBRARY BLDG GAS HEAT	1,015.04	5,143.42	12,000.00	6,856.58	42.86	4,675.99
100-551401-341	LIBRARY BLDG EQUIPMENT	.00	.00	1,445.54	1,445.54	.00	.00
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	941.72	2,619.12	21,000.00	18,380.88	12.47	6,083.72
100-551401-390	LIBRARY BLDG OTHER	268.75	1,863.75	3,500.00	1,636.25	53.25	.00
	TOTAL LIBRARY BUILDING	14,593.85	52,834.15	213,076.54	160,242.39	24.80	52,643.29
<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



VILLAGE OF WAUNAKEE
BALANCE SHEET
APRIL 30, 2021

LIBRARY SPECIAL REVENUE FUND

ASSETS

220-11110	COMMINGLED CASH	59,745.08	
220-11801	CASH ON HAND	175.00	
	TOTAL ASSETS		<u>59,920.08</u>

LIABILITIES AND EQUITY

FUND EQUITY

220-34300	FUND BALANCE	60,773.71	
	BEGINNING FUND BALANCE	60,773.71	
	REVENUE OVER EXPENDITURES - YTD	(853.63)	
	TOTAL FUND EQUITY		<u>59,920.08</u>
	TOTAL LIABILITIES AND EQUITY		<u>59,920.08</u>

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1030243: Waunakee Library Forever Fund

3/1/2021 To 3/31/2021

Balance

Beginning Balance 301,114.56

Contributions/Gifts

Contributions* 0.00

**Contribution totals include net gift amounts for credit card gifts. Each credit card gift is assessed a merchant processing fee by the donor's credit card company of approximately 4%.*

Transfers In 0.00

0.00

Portfolio Gains (Losses)

Investment Results, Net Of Fees 4,756.04

4,756.04

Grants/Distributions

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (250.93)

(250.93)

Ending Balance

\$305,619.67

Cash Available for Grants as of 3/31/2021

\$11,035.35

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

April 2021

	2021			2020		% Change Prev Month	% Change Prev Year	YTD % Change
	April	Prev Month	Yr-to-date	April	Yr-to-date			
# of Days Library was open	26	27	101	3	68	-3.7%	N/A	N/A
CIRCULATION								
Physical circulation	20,038	21,578	73,972	1,666	65,955	-7.1%	1102.8%	12.2%
Digital circulation	3,563	3,764	14,239	3,643	12,382	-5.3%	-2.2%	15.0%
Library Total	23,601	25,342	88,211	5,309	78,337	-6.9%	344.5%	12.6%
Per Day library was open	908	939	873	1,770	1,152	-3.3%	-48.7%	-24.2%
Average of DeForest, Monona and Verona	19,468	19,834	75,750	1,447	76,430	-1.8%	1245.7%	-0.9%
By Category								
Books								
Juvenile Fiction	2,821	3,374	10,956	223	7,418	-16.4%	1165.0%	47.7%
Juvenile Non-Fiction	1,352	1,517	5,109	133	4,637	-10.9%	916.5%	10.2%
Easy Readers	1,560	1,803	5,900	69	4,677	-13.5%	2160.9%	26.1%
Picture books	4,083	4,042	13,309	289	12,015	1.0%	1312.8%	10.8%
Total Juvenile	9,816	10,736	35,274	714	28,747	-8.6%	1274.8%	22.7%
Young Adult	703	832	2,972	84	1,766	-15.5%	736.9%	68.3%
Adult Fiction	2,602	2,844	9,911	240	7,254	-8.5%	984.2%	36.6%
Adult non-Fiction	2,010	2,118	7,521	205	6,214	-5.1%	880.5%	21.0%
Large print	681	627	2,458	53	1,763	8.6%	1184.9%	39.4%
Adult Paperbacks	104	85	361	3	669	22.4%	3366.7%	-46.0%
Total Adult	5,397	5,674	20,251	501	15,900	-4.9%	977.2%	27.4%
Magazines	411	385	1,559	41	1,294	6.8%	902.4%	20.5%
Audio	762	842	2,742	105	3,615	-9.5%	625.7%	-24.1%
DVD and Blu-ray	2,702	2,913	10,449	218	11,535	-7.2%	1139.4%	-9.4%
Software and video games	68	83	328	2	79	-18.1%	3300.0%	315.2%
Kits	126	7	148	1	2,801	1700.0%	12500.0%	-94.7%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	38	61	164	0	158	-37.7%	N/A	3.8%
E-books	3,563	3,764	14,239	3,643	12,382	-5.3%	-2.2%	15.0%
% of total circulation	15.1%	14.9%	16.1%	68.6%	15.8%	1.6%	-78.0%	N/A
PROGRAMS								
Children								
Number	12	8	40	0	129	50.0%	N/A	-69.0%
Attendance	707	252	2,059	0	4,221	180.6%	N/A	-51.2%
Young adult								
Number	6	5	19	0	19	20.0%	N/A	0.0%
Attendance	39	44	136	0	739	-11.4%	N/A	-81.6%
Adult								
Number	8	9	35	0	15	-11.1%	N/A	133.3%
Attendance	331	128	1,045	0	421	158.6%	N/A	148.2%
NEW PATRONS ADDED	52	33	163	22	269	57.6%	136.4%	-39.4%
PUBLIC MEETING ROOM BOOKINGS	3	1	4	0	45	200.0%	N/A	-91.1%
STUDY ROOM BOOKINGS	0	0	0	0	726	NA	N/A	-100.0%
PUBLIC PC SESSIONS	286	282	974	0	1,331	1.4%	N/A	-26.8%
UNIQUE WIRELESS USERS	1,011	714	2,885	223	5,494	41.6%	353.4%	-47.5%
CURBSIDE TRANSACTIONS	80	146	1,346	157	157	-45.2%	-49.0%	757.3%
# OF VISITORS TO LIBRARY	6,355	5,799	20,415	0	60,423	9.6%	N/A	-66.2%

Library Activity Report
Library Director Erick Plumb
May 2021

COVID-19 and Library Activity

- On April 23, we hosted 222 Dane County area public librarians from 15 libraries for our second-dose Moderna vaccine clinic. All Waunakee Library staff are now fully-vaccinated. Our efforts to vaccinate area library staff has been noted in allowing area libraries that had still been closed to moving closer to re-opening their doors. All Dane County libraries will be re-opened to the public as of May 24. WPL staff did a phenomenal job coordinating the event, and the space at the Library worked wonderfully as a host site. We want to thank our partners at SSM Health and Waunakee Area EMS for making this happen.



- We hosted our first three in-person events in a year this past month – all outdoors. We held an outdoor program featuring the Trinity Irish Dancers troupe on April 17 on the patio. (See pic below.) We had over 100 (!) people sit or stand on the lawn to watch. It was a great success. On May 1, we hosted a Yard Game kickoff event for people to play games in our backyard from the now-circulating yard games collection. 40 people

attended on a breezy Saturday. And, lastly, we hosted our regular monthly book club, the Wednesday Night Page Turners group, on the patio on the evening of May 12. Librarian Patti Cameron reported that all ten attendees loved being outside and that the group will make outdoor meetings a permanent part of their schedule going forward during the warmer months.



- Outdoor programming will be a regular feature of our Summer Library Program this summer. Most of the big, weekly performances will be held outside on the lawn, and storytimes will once again meet in person outdoors and in Community Hall should the weather call for it. There will also be virtual programs continuing this summer and indefinitely.
- From May 1 to May 15, History Hall hosted the Wisconsin Regional Arts Program (WRAP). Local Waunakee-area artists filled our display case with their work (including pieces from our good friend, a Mr. Michael Ricker!). An in-person art workshop will be held in Community Hall on May 15. We were very excited to host this this year (we had planned to in 2020 before COVID hit), and look forward to future art showcases in the future.
- Much progress was made on the library grounds the past month. The Gilles-Button memorial seating area received landscaping around the pavers and benches should be installed soon. Three picnic tables were installed near Six Mile Creek courtesy of the Friends of the Library and another donor family. And the lawn was slit-seeded,

fertilized, received treatment for weed removal, and is now in the best shape it's ever been. Jeff Curwick and our friends at Public Works have done a great job reviving the grass, which was, we'll admit, in pretty dire circumstances last year. We are looking at adding new trees by McWatty Playground, and I've gotten a quote from Qual-Line Fencing about extending the wooden fence along the parking lot alley in 2022 as a capital project. Finally, the permanent Storywalk holders were installed along the recreation trail. The Storywalk was the surprise hit of 2020 and, thanks to the generosity of the Friends of the Library, we have permanent, non-rickety ways of displaying new picture books each month.



- Finally, we have begun work investigating new library website designs. We have had initial conversations with Influx Library User Experience Consultants, led by Aaron Schmidt, the fellow whose presentation on Library UX I shared with the Library Board several months back. You can see examples of their work at www.weareinflux.com. We'll have much more on this for the Board's consideration in coming months. We are aiming for something that is visually pleasing yet clean and simple. Like in our building itself, we want to avoid clutter at all costs. Examples of websites they have worked on that we've liked include:

<https://elwoodlibrary.org>
<https://bedfordlibrary.org>
<https://scottpublib.org>
<https://chapelhillpubliclibrary.org>
<https://cfldev.helloprefab.com>

Youth Services Report by Brittany Gitzlaff

April was an exciting month as I am so pleased to report we had our first in-person program in over a year! The Trinity Irish Dancers performed on the patio to a masked crowd of about 250 people. It was a wonderful use of the space and I underestimated how lovely it would be to see all these faces out from

behind our screens. I am planning more outdoor programs for the summer and see this being a service we continue permanently. This month I collaborated with Connie from the Village Center again for the "Searching for Spring" community-wide scavenger hunt. We had 100 people complete the hunt, which we made much trickier than the first time. This program will take place one more time in June. The last bit of excitement for the month was the installation of our new, permanent StoryWalk signs. This was made possible by a very generous gift from the Friends and not only do the signs look so much better, but they also will keep the story protected from all types of weather. This month I also completed the two-part Village employee training "Ho-Chunk Nation History" and a workshop called "Streamline for Success: Library Programs & Services Reboot."

Adult Services Report by Courtney Cosgriff

In April, I hosted my Ales and Tales book club and 4 programs. I had an adult programmers meeting with other SCLS libraries. I met several times with the UW class that is in charge of the Ho-Chunk project and how we can spread awareness about the Ho-Chunk Nation in the village of Waunakee. I met with Pheasant Branch Conservancy and the Senior Center about setting up a Nature Writing series here in the summer. This class will commemorate PBC's anniversary. I assisted in the set-up and organization of the vaccine clinic that was hosted by the library. I am in the process of reaching out to businesses for the All Around Town program in September. I am also currently planning the adult and staff summer reading programs.



LIBRARY BOARD ACTION ITEM SUMMARY SHEET

MEETING DATE: 5/21/2021

ITEM: Approve Operational Hours for Summer 2021 (June 1-September 6, 2021)

PRESENTER: Erick Plumb, Library Director

ISSUE SUMMARY:

The COVID-19 pandemic forced the Library to cut back on its hours of operation in 2020. As of May 2021, we still are not back to our pre-COVID hours. The main difference in our current weekly operational schedule is that we have cut back on our evening hours, closing at 6 PM, Monday-Friday, where we used to stay open until 9 PM Mondays-Thursdays.

We are seeing an uptick in usage of the library, although demand does not yet warrant the full return of 63 hours of open time each week. The Library is currently logging roughly 50% of pre-COVID daily visits. We do have some interest among community members in additional evening hours, however. We propose expanding our evening hours two nights per weeks beginning in June through the remainder of the summer to meet a small growth in demand.

Proposed updated hours are:
Monday-Tuesday 9 AM – 8 PM
Wednesday-Friday 9 AM – 6 PM
Saturday 10 AM – 5 PM

BUDGET IMPACT: None. 2021 budget assumed pre-COVID scheduling.

STAFF RECOMMENDATION: Staff recommends approval

RECOMMENDED MOTION: approve proposed Summer 2021 Operational Hours beginning June 1, 2021.

FOR MORE INFORMATION CONTACT: Erick Plumb, Library Director, at eplumb@waupl.org or 608-849-4208.



LIBRARY BOARD ACTION ITEM SUMMARY SHEET

MEETING DATE: 5/21/2021

ITEM: Approve Public Usage of Library's Study Rooms

PRESENTER: Erick Plumb, Library Director

ISSUE SUMMARY:

The COVID-19 pandemic forced the Library to close the building's nine study rooms. These rooms have been closed since March 2020. Since reopening the building to the public, there has been considerable interest by our community in once again taking advantage of these spaces. Until widespread vaccination was in place, it was justifiable to keep these spaces closed. The Library has been able to meet demand somewhat by offering Community Hall and the Patio as places to work. Now that we are entering another phase of the pandemic, and with all County Health orders lifted June 2, 2021, where most if not all adults have been vaccinated, we propose that we reopen Study Rooms for public usage effective June 2 as demand continues to be high.

We would continue to make Community Hall available for small groups of two or more to meet. Community Hall remains a great option for this as it is distant from all other library users

BUDGET IMPACT: None.

STAFF RECOMMENDATION: Staff recommends approval

RECOMMENDED MOTION: Approve Public Usage of Library's Study Rooms effective June 2, 2021

FOR MORE INFORMATION CONTACT: Erick Plumb, Library Director, at eplumb@waupl.org or 608-849-4208.

COVID-19 Vaccine Available for Everyone 12 and Older: [Find your dose](#)





Public Health Will Lift All Dane County Orders June 2

Tuesday, May 18, 2021 - 12:30pm

Effective on June 2, Public Health Madison & Dane County will lift all public health orders, including mask requirements, and gathering and capacity limits.


"Today I applaud the 63% of Dane County residents who have gotten vaccinated. This extremely high number allows us to make the decision today to lift our orders on June 2, when we estimate that 75% of those eligible for vaccine will have received their first dose," said Janel Heinrich, Director of Public Health Madison & Dane County. "Because not everyone is able to get vaccinated, particularly our kids younger than 12, even after the orders expire, unvaccinated people should continue to wear masks in public spaces."

When the orders expire on June 2, masking requirements will become recommendations and individual businesses and organizations may choose to enforce their own policies [PDF](https://publichealthmdc.com/documents/business_recommendations.pdf)  (https://publichealthmdc.com/documents/business_recommendations.pdf).

"There may be people and businesses out there who still want mask policies in place after the orders end as masks still provide an additional layer of protection," said Dane County Executive Joe Parisi. "We recommend that businesses take this time to consider next steps [PDF](http://publichealthmdc.com/documents/business_recommendations.pdf)  (http://publichealthmdc.com/documents/business_recommendations.pdf), while reminding patrons of the current order (<https://publichealthmdc.com/coronavirus/forward-dane/current-order>) which remains in place."

In just six days since Dane County's 12-15 year olds became eligible to receive Pfizer's COVID-19 vaccine, 16.4% have received their first dose of vaccine. 53.5% of Dane County residents are fully vaccinated.

"This two-week window gives 12-15 year-olds more time to get vaccinated before all orders are lifted," said Satya Rhodes-Conway, City of Madison Mayor. "I encourage all vaccinators, not just Public Health, to continue to prioritize vaccine equity and continue to outreach to and visit those communities who have been most affected by COVID-19."

After June 2, Public Health Madison & Dane County strongly recommends that school and youth settings continue to require masks in indoor settings, as outlined in the latest CDC [link](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html)  (<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>) guidance.

"Dane County has put in the work, and now we are going to start seeing the benefits. The pandemic isn't over, but we are getting closer to normal thanks to the sacrifices we have all made in the past year. We have saved lives in this county by following public health orders and now getting vaccinated. We should all be proud," said Jerry Halverson, MD, Chair of the Board of Health.

Contacts

Media Inquiries, communications@publichealthmdc.com (<mailto:communications@publichealthmdc.com>)

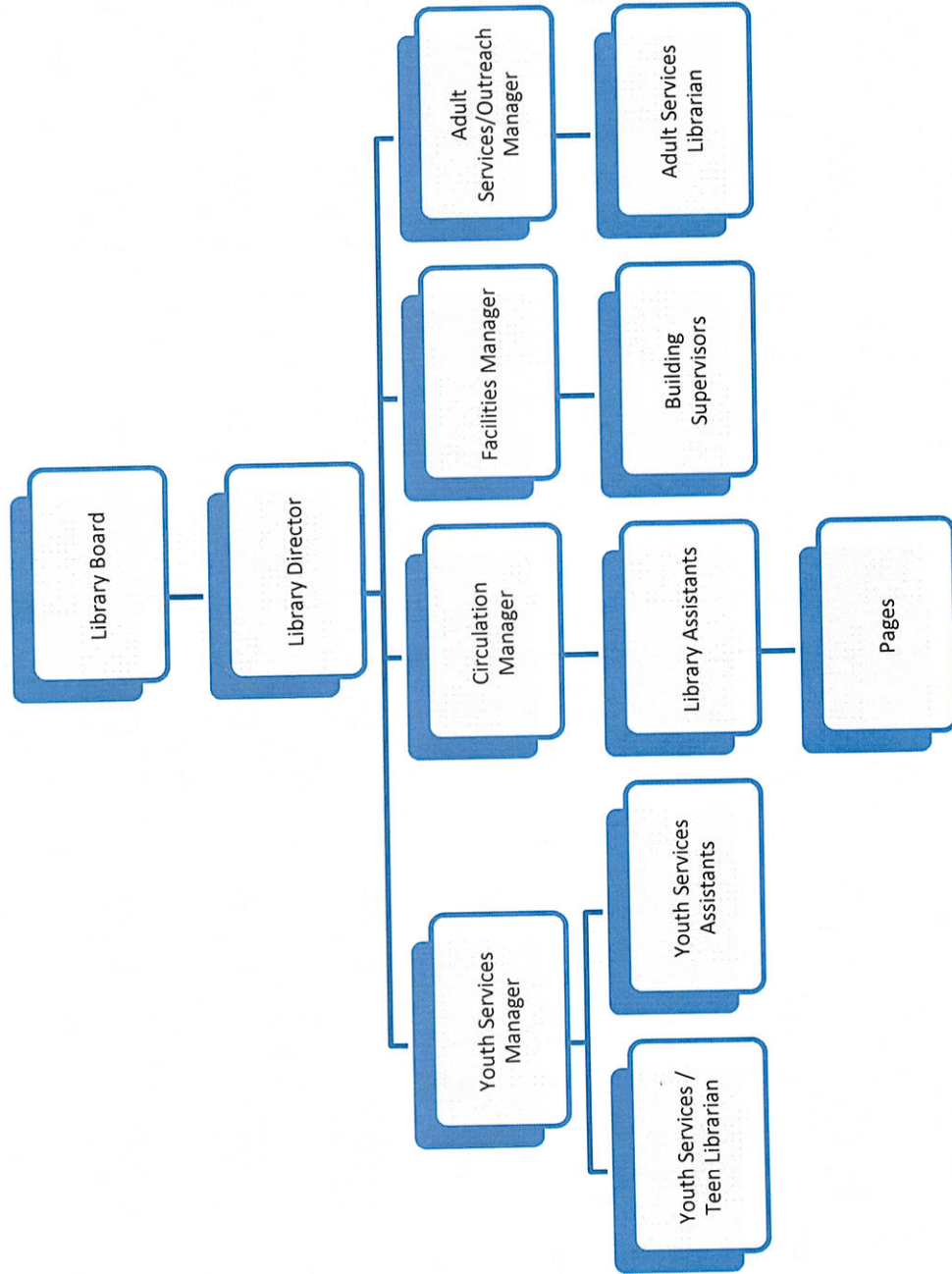
Links

[Current Order](https://publichealthmdc.com/coronavirus/forward-dane/current-order) (<https://publichealthmdc.com/coronavirus/forward-dane/current-order>)

Images

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Waunakee Public Library Organizational Chart
September 2020



Proposed Staffing Structure

