



## **LIBRARY BOARD MEETING**

**Waunakee Public Library Board Room  
Friday, August 23, 2024 7:45 AM**

- I. Call to order**
- II. Roll call: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Melissa Hill, Sam Kaufmann, Carolina Quintana-Kuether, Cathy Sheffield, Library Director Erick Plumb.**
- III. Public Comment**
- IV. Consent agenda**
  - A. Approve July 19, 2024 Library Board Minutes**
  - B. Approve Schedule of Bills**
  - C. Approve Financial Reports**
- V. Library Director's Report**
- VI. Old Business**
  - A. Friends of the Library Update**
  - B. Library Grounds update**
  - C. Discussion and approval of Social Media Policy**
  - D. Discussion of 2025 library budget and staffing changes.**

The Library Board may convene in closed session as authorized by Section 19.85(1)(c) of the Wisconsin Statutes for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Library Board will reconvene in open session.
- VII. New Business**
  - A. Review of Community Hall Usage Policy and pricing**
  - B. Discussion of Library Director goals for 2024-25 (Library Director Evaluation)**

The Library Board may convene in closed session as authorized by Section 19.85(1)(c) of the Wisconsin Statutes for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Library Board may reconvene in open session.
- VIII. Adjourn**

**Next Library Board meeting:** Friday, September 20, 2024 @ 7:45 AM in the Board Room,  
Waunakee Public Library

Notice is hereby given that the Village Board may attend this meeting. No action will be taken by the Village Board at this meeting.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or form should contact the municipal clerk at (608) 850-8500, 500 West Main Street, Waunakee, Wisconsin.

2

**Waunakee Public Library**

**Library Board Meeting**

**Wednesday, July 19, 2024- 7:45AM**

**201 N. Madison Street, Conference Room**

- I. **Call to order:** Cathy Sheffield called the meeting to order at 7:45 AM
- II. **Roll Call:**
  - A. **Roll call:** Present: Cathy Sheffield, Melissa Hill, Jean Elvekrog, Kathy Grosskopf, Sam Kaufmann, Carolina Quintana-Kuether, Library Director Erick Plumb.  
Excused: Annie Ballweg
  - B. **Guests:** Paul Larson
- III. **Public Comment** No public comment
- IV. **Approval of the consent agenda** Jean made a motion to approve. Melissa seconded. Passed.
- V. **Director's Report** The Summer Reading Program is in full swing and may be a record Summer. Erick will report on participation numbers at our September meeting. Amy Sampson joined the meeting to report that there were 52 entries for the Library Card Design Contest. With 624 community members voting for their favorite finalist's design. Harlow M. had the winning design. The "Library of Things" has a newly purchased mobile cart. The puzzles collection has been quite popular. Patrons are enjoying the new study chairs that were purchased in June. The Village will hold more interviews for the Facilities Manager position on July 23.
- VI. **Old Business**
  - A. **Friends of the Library Update** The Friends received \$500.00 from Stampers for their Coupon Shopping Event. Friends will enjoy a social evening out at Drumlin Ridge on August 2nd.
  - B. **Update and discussion on next steps for Bruce Co. Proposal for Library Grounds** Will discuss more in August or September after we receive the final quotes.
  - C. **Discussion of 2025 library budget** Bring back in August.
- VII. **New Business**
  - A. **Discussion and possible action on Social Media Policy** Bring back in August.
  - B. **Approve payment of 220 funds to Badger Acoustic, Inc. for \$9,391 for Community Hall acoustic paneling installation** Jean made a motion to approve the payment. Sam seconded. Passed.
- VIII. **Adjourn** Cathy made a motion to adjourn at 8:45. Jean seconded. Passed.

**Library Board Meeting: Friday, August 23, 2024 at 7:45 AM**  
**Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary**

# July 2024

Account	Vender	Amount
<u>100-551400-210 Outside services</u>		
	<b>Total</b>	<b>0.00</b>
<u>100-551400-219 Automation levy</u>		
	SCLS	0.00
	<b>Total</b>	<b>0.00</b>
<u>100-551400-290 Leased items</u>		
	<b>Total</b>	<b>0.00</b>
<u>100-551400-292 Maintenance contracts</u>		
	Gordon Flesch	452.67
		0.00
	<b>Total</b>	<b>452.67</b>
<u>100-551400-311 Postage</u>		
	SCLS	0.00
	Fearing's	0.00
		0.00
	<b>Total</b>	<b>0.00</b>
<u>100-551400-320 Publications, subscriptions and dues</u>		
	Post Office	51.93
	UPS Store	0.00
	<b>Total</b>	<b>51.93</b>
<u>100-551400-330 Travel and training</u>		
	Wall Street Journal	0.00
	State of Wi	0.00
	Waunakee Rotary	375.00
	WLA	186.83
	<b>Total</b>	<b>561.83</b>
<u>100-551400-340 Programs</u>		
	SCLS	0.00
	UW- Madison	200.00
	WLA	0.00
	Dunkin	0.00
	<b>Total</b>	<b>200.00</b>
	Pig	54.24
	Dunkin	26.98
	Amazon	662.49
	Walmart	123.69
	School Life	107.30
	Kaitlin Walsh	200.00
	Literacy Network	1,400.00
	PBC Guru	3,500.00
	Costco	0.00
	Intuit Mailchimp	0.00
	Kimberly Crowley	1,100.00
	Padilly	111.35
	Pizza Hut	149.39
	Book Outlet	323.41
	Lakeshore	344.97
	Dollar Tree	33.75
	<b>Total</b>	<b>8,137.57</b>

21



<u>100-551400-341 Equipment</u>	Minuteman Press	0.00
	Amazon	295.90
	Nassco	0.00
	Laird Plastics	0.00
	SCLS	0.00
	<b>Total</b>	<b>295.90</b>
<u>100-551400-350 Repairs and maint</u>		
	<b>Total</b>	<b>0.00</b>
<u>100-551400-380 Adult books</u>		
	Amazon	265.84
	Baker and Taylor	3,612.74
	Barnes and Noble	0.00
	Dane County Library Service	0.00
	<b>Total</b>	<b>3,878.58</b>
<u>100-551400-381 Juvenile books</u>		
	Amazon	0.00
	Baker and Taylor	2,635.10
	Penworthy	0.00
	The Dot Central	0.00
	<b>Total</b>	<b>2,635.10</b>
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	6,792.97
	<b>Total</b>	<b>6,792.97</b>
<u>100-551400-384 - Digital Materials &amp; Computer Software</u>		
	Amazon	0.00
	Kanopy	97.85
	T- mobile - Hotspots	123.20
	Verizon -Hotspots	200.05
	CDW - Adobe	0.00
	<b>Total</b>	<b>421.10</b>
<u>100-551400-385 Kit supplies</u>		
	Amazon	400.61
	Minuteman Press	0.00
	Target	0.00
	Walmart	0.00
	LL Bean	0.00
	Wall Monkeys	0.00
	<b>Total</b>	<b>400.61</b>
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	172.56
	Midwest Tape	139.31
	Amazon	53.77
	Findaway	0.00
	<b>Total</b>	<b>365.64</b>
<u>100-551400-387 Videos</u>		
	Amazon	845.71
	Midwest Tape	143.69
	Walmart	0.00
	Greta Productions	0.00
	<b>Total</b>	<b>989.40</b>
<u>100-551400-390 Other</u>		
	Amazon	212.21
	Office Depot	158.36
	Costco	123.78
	Walmart	37.64
	SCLS	2.40
	Demco	361.45
	Thermal Paper Direct	0.00

5

	DuraReady	311.57
	<b>Total</b>	<b>1,207.41</b>
<u>100-551400-391 Personnel</u>		
	<b>Total</b>	<b>0.00</b>
<u>100-551400-392 Public relations</u>		
	Mailchimp	45.00
	Walgreens	155.95
	Puzzery	90.00
	Sticker Mule	160.00
	Minuteman Press	102.00
	<b>Total</b>	<b>552.95</b>
<u>100-551401-210 Building serices</u>		
	Master Building Solutions	2,085.75
	Midwest Alarm	844.92
	Otis Elevator Company	0.00
	Bruce Company	301.00
	Butters-Fetting	1,080.00
	CJ's Lawn & Snow	1,266.00
	<b>Total</b>	<b>5,577.67</b>
<u>100-551401-350 Repairs/Maintenance</u>		
	Nassco	0.00
	Kraemer Air Filter Corp	0.00
	Menards	198.91
	Ace Hardware	0.00
	Amazon	287.58
	Schilling Supply Company	602.67
	Capital Coffee	0.00
	The Electricians	0.00
	USA Clean	0.00
	Waunakee Power Equipment	0.00
	<b>Total</b>	<b>1,089.16</b>
<u>220 fund (220-551400-390)</u>		
	Demco	2,541.61
	Waunakee Chamber of Commerce	190.00
	IKEA	621.35
	<b>Total</b>	<b>3,352.96</b>
	<b>Month Total</b>	<b>36,963.45</b>



**1030243: Waunakee Library Forever Fund**

6/1/2024 To 6/30/2024

**Balance**

Beginning Balance	320,576.96
-------------------	------------

**Contributions/Gifts**

Contributions*	0.00
----------------	------

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

Transfers In	0.00
--------------	------

**0.00**

**Portfolio Gains (Losses)**

Interest & Dividends	11.29
----------------------	-------

Unrealized Gain / Loss	1,321.29
------------------------	----------

Realized Gain / Loss	2,594.27
----------------------	----------

Investment Expenses	(58.55)
---------------------	---------

**3,868.30**

**Grants/Distributions**

Grants/Distributions	0.00
----------------------	------

Transfers Out	0.00
---------------	------

MCF Support	(267.15)
-------------	----------

**(267.15)**

**Ending Balance**

**\$324,178.11**

**Available to Grant as of 6/30/2024**

**\$0.00**

7

# WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

July 2024

	2024			2023		% Change	% Change	YTD
	July	Prev Month	Yr-to-date	July	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	26	26	196	26	198	0.0%	N/A	N/A
<b>CIRCULATION</b>								
Physical circulation	27,384	26,954	166,603	26,036	169,270	1.6%	5.2%	-1.6%
Digital circulation	5,247	4,929	35,879	4,507	29,787	6.5%	16.4%	20.5%
Library Total	32,631	31,883	202,482	30,543	199,057	2.3%	6.8%	1.7%
Per Day library was open	1,255	1,226	1,033	1,175	1,005	2.3%	6.8%	2.8%
Average of Deforest, Monona and Verona	32,302	30,582	191,042	30,529	190,529	5.6%	5.8%	0.3%
<b>By Category</b>								
<b>Books</b>								
Juvenile Fiction	4,293	4,491	24,135	3,969	23,071	-4.4%	8.2%	4.6%
Juvenile Non-Fiction	1,702	1,725	11,103	1,606	11,417	-1.3%	6.0%	-2.8%
Easy Readers	2,183	2,293	12,677	2,020	12,811	-4.8%	8.1%	-1.0%
Picture books	5,214	5,262	32,730	5,314	35,732	-0.9%	-1.9%	-8.4%
Total Juvenile	13,392	13,771	80,645	12,909	83,031	-2.8%	3.7%	-2.9%
Young Adult	889	1,033	5,513	954	5,195	-13.9%	-6.8%	6.1%
Adult Fiction	3,913	3,511	22,884	3,555	22,180	11.4%	10.1%	3.2%
Adult non-Fiction	2,462	2,258	16,919	2,178	16,396	9.0%	13.0%	3.2%
Large print	1,051	852	6,115	952	6,269	23.4%	10.4%	-2.5%
Total Adult	7,426	6,621	45,918	6,685	44,845	12.2%	11.1%	2.4%
Magazines	502	503	2,932	490	2,862	-0.2%	2.4%	2.4%
Audio	952	975	5,972	916	5,833	-2.4%	3.9%	2.4%
DVD and Blu-ray	2,810	2,609	17,209	2,735	18,296	7.7%	2.7%	-5.9%
Software and video games	166	174	1,189	129	897	-4.6%	28.7%	32.6%
Kits	1,122	1,153	6,388	1,116	7,616	-2.7%	0.5%	-16.1%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	89	81	521	64	450	9.9%	39.1%	15.8%
E-books	5,247	4,929	35,879	4,507	29,787	6.5%	16.4%	20.5%
% of total circulation	16.1%	15.5%	17.7%	14.8%	15.0%	4.0%	9.0%	N/A
<b>PROGRAMS</b>								
<b>Children</b>								
Number	46	46	277	34	250	0.0%	35.3%	10.8%
Attendance	1,779	2,553	9,961	1,346	8,279	-30.3%	32.2%	20.3%
<b>Young adult</b>								
Number	9	7	45	9	39	28.6%	0.0%	15.4%
Attendance	154	89	394	104	347	73.0%	48.1%	13.5%
<b>Adult</b>								
Number	16	28	142	15	94	-42.9%	6.7%	51.1%
Attendance	208	393	2,281	118	996	-47.1%	76.3%	129.0%
NEW PATRONS ADDED	104	135	731	116	701	-23.0%	-10.3%	4.3%
PUBLIC MEETING ROOM BOOKINGS	27	19	187	23	195	42.1%	17.4%	-4.1%
STUDY ROOM BOOKINGS	610	541	3914	376	3015	12.8%	62.2%	29.8%
PUBLIC PC SESSIONS	452	486	2,913	420	3,062	-7.0%	7.6%	-4.9%
UNIQUE WIRELESS USERS	1,466	1,549	11,189	2,069	15,154	-5.4%	-29.1%	-26.2%
CURBSIDE TRANSACTIONS	22	21	224	36	247	4.8%	-38.9%	-9.3%
# OF VISITORS TO LIBRARY	15,340	15,355	97,479	13,381	88,940	-0.1%	14.6%	9.6%



**Library Activity Report**  
**Library Director Erick Plumb**  
**August 23, 2024**

**Library Activity in July/August**

- This year's edition of the Summer Reading Program events ended with a bang at our 3<sup>rd</sup> Annual End of Summer Fest on August 15. The rain pushed the festivities indoors, but that didn't stop over 500 people from taking over much of the library for games, activities, crafts, food, and, of course, a big bouncy house in Community Hall. (Our door counters tracked 750 during the event hours but lots of people came and went out for food.) Our staff did a great job this summer providing amazing programs, and the community turned out in force.



- While the events for kids are complete for the summer, the teen and adult summer reading program rolls on through August 31.
- The Partisan Primary was held at WPL on August 13. For an August election, the turnout was high. I don't have official numbers for voters, but our door count registered 2,300 for the day.
- With the election and end of summer party, plus one last Terrific ~~Tuesday~~ Wednesday event featuring reptiles that drew a 325, the second week of August had a heady feeling reminiscent of August 2019, when the buzz of the new building was at its height.
- Our first month of SCLS-mandated cybersecurity went well. All staff participated. Our email system is rolling out Two-Factor Authorization over the next several weeks?



- Courtney Cosgriff, our wonderful Adult Services Manager, has accepted a position as Director of Digital Services at the Schaumburg Public Library outside Chicago. This is a great next step in her career, and Schaumburg is also where her family lives, so it was a move that makes all the sense in the world. She's accomplished quite a bit for us in her 7 years here as our very first Adult Services manager, and she'll be missed greatly. Her last day will be September 12, where she will, appropriately, host a program that evening. Her departure does require us to look at how we want to move forward with our managerial and professional positions. We'll take our time deciding how we want to proceed. We will discuss staffing options at our August meeting as we discuss the 2025 budget.
- In further bittersweet news, Youth Services Assistant Eppie Larson, our Sunday face of the Children's Room, is moving on to a fulltime position at Arboretum Elementary school in the Media Center. She will work for our friendly Library Trustee Melissa Hill in this position. We're happy for Eppie, if saddened by her departure, but it is nice knowing that she still will be able to positively affect Waunakee kids. She'll stay with us through the end of September so we can take some time filling her position on Sundays.

#### **Youth Services Report by Brittany Gitzlaff.**

July continued to be a super busy and fun month. Terrific Tuesdays this month were the Discovery Center Museum and the Miller & Mike Comedy Show. We continued to get the Book Bike out for Play in Your Park with the Village Center, and collaborated once again for another successful scavenger hunt that was Olympic themed. Teen programs continue to pull in higher than normal numbers with the two most popular this month being Tie Dye and a Late Night Hangout. Caitlin and Laura planned a series of very popular escape rooms, and Caitlin also did a Spy Series for kids that filled up immediately. The summer reading program has been incredibly smooth so far, and the beaded necklaces for kids continue to be a huge hit!

#### **Adult Outreach Report by Courtney Cosgriff**

In July, I hosted 2 programs and my book club. I attended an SCLS Inclusive Services meeting. I attended a WLA Intellectual Freedom meeting. I had an adult programmer meeting with Amy and Paulette to discuss fall programs and any other events/concerns coming up. Emily and I assisted with the Village Maintenance Supervisor interviews. I attended a Village Insurance meeting to discuss options for next year. I attended a Beyond the Page Banned Books meeting where we finalized details for Banned Books Week this fall. I met with a local game group who will become part of a reoccurring library program this fall. I am busy gathering All Around Town participants, which include a couple of new businesses!

#### **Community Engagement Report by Amy Sampson**

This month, the card design contest closed and the winner was announced! 14-year-old Harlow Mandabach's design will be printed on library cards available in September. I ordered stickers of the design for those who do not want to replace their card, and three custom puzzles with a collage of

entries to circulate in our new collection. This month Laura and I took the book bike to the Live from the Park concerts. I met with Tim Decorah, the new project coordinator for Waunakee Community Cares Coalition, and Veronica Castillo, the new executive director for Waunakee Neighborhood Connection. I also met (with Erick, Caitlin, and Brittany) with Araceli Esparza for a fall partnership coordinated by Beyond the Page to develop a "Latino Nights at the Library" program. I attended the Chamber's Friday Perk and Village Hall. I continued to work on fall programs and confirmed the fall semester for English classes with Literacy Network.

**Random happy image of the month:**







## DRAFT - SOCIAL MEDIA POLICY

### **I. Purpose**

The Waunakee Public Library uses social media to maintain a community-focused presence in our users' online lives and provide a limited public forum as it applies to the library's mission statement. Social media provides an avenue for users to discover library services and resources and learn about upcoming events and library news. The audience of the Waunakee Public Library's social media is intended to be library users and residents of the South Central Library System.

Posts made by library staff on Library social media platforms shall support the library's mission statement, "to welcome and connect all members of the community... to further the civic life, health, and well-being of all." Postings on library social media accounts shall include Library announcements; promotion of free thought, speech, press, dissemination of knowledge, instruction, and study; links to area community or educational resources; announcements of interest from the Village of Waunakee and its municipal departments; and relevant news from outside the library. Staff shall not post commercial, religious, and partisan political content. Staff shall respect copyright laws when posting someone else's work, attributing it to the original author and linking to the work's original publication whenever possible.

### **II. Content**

The library's social media profiles and platforms may include the following:

- Basic library information, such as hours, location, and contact details
- Photos and videos of the library building, grounds, staff, and special events
- Schedules of upcoming events
- Readers' advisory tools and featured resources from the collection
- Links to the library's catalog and other resource-discovery tools
- Other appropriate social media applications developed by library staff or a third party
- Information re-posted or shared from the Village of Waunakee and its departments
- Posts and information supporting the library's commitment to intellectual freedom

### **III. Original Posts**

Library staff can make original posts and comments using the library's account on the library's platforms. These guidelines also apply to content that the library posts via all other social media accounts and tools. Staff must conduct themselves as representatives of the Library and the Village of Waunakee while using the library's account.

Library staff members that post on library social media platforms using their personal accounts shall not be presumed to speak for the Waunakee Public Library or the Village of Waunakee.

Staff should be aware that posts from their individual accounts may be presumed by members of the public to represent the library and Village of Waunakee. As such, staff members are encouraged to utilize caution.

#### **IV. Privacy**

The links between the library's social media profiles and users' profiles can create a positive sense of community. However, as users post more of their personal information online, library staff must take a responsible approach to the privacy of both users and staff. The library staff reserve the right to take down any abusive or inappropriate posts that violate this policy. Posting of individuals' names on library-created content should only be used when permission has been granted by the subject and will not be used for commercial purposes.

#### **V. Public Comments on Library social media posts**

The library welcomes social media engagement with its intended users of area residents. However, the library reserves the right to remove messages or postings that it deems to be in violation of the Social Media Policy.

Content containing any of the following will be removed from any social media forum:

- Obscene content as defined by Sec.948.11 of the Wisconsin Statutes.
- Imminent or true threats against the library, library staff, or other users
- Potentially libelous statements
- Plagiarized or copyrighted material
- Comments, links, or information unrelated to the library or the purpose of the forum
- Any content that violates state or federal law.

The Waunakee Public Library reserves the right to remove any posted content in violation of this policy. Any comment or post that removed from the site must be documented by the employee responsible for the site and reported to the Library Director. Documentation must include a copy of the post, time of post, date of post, name of individual responsible for the content, and any other relevant information to the situation. If content is removed, in addition to documenting, staff should send a message to any members of the public that violate the policy. User's posts that are removed will be retained by the library for 1 year, with the exception of posts that may contain illegal conduct, which will be released to the appropriate authorities.

Library staff may restrict or limit public comments on a post, in the event that a post receives undue attention and engagement from users beyond the library's intended audience. An example of library restrictions or limits in this case would be to restrict public comments entirely on a post, or to limit commenting rights only to those who have followed WPL's account for at least 24 hours.

#### **VI. Other Pages**

The library may connect to the social media pages of other groups, organizations, and individuals, for instance by "liking" a page on Facebook, "following" a user on Twitter, etc. Staff should exercise judgment in deciding which pages are appropriate to connect to in this way. The library does not use social media to imply endorsement of political figures or beliefs,

religious organizations, or commercial entities. Library staff reserves the right to remove any comments, “likes” or tags.

**VII. Public Record**

All Waunakee Public Library social media accounts and all content contained within are subject to State of Wisconsin Public record statutes 19.21 and 43.30.

*Introduced: July 19, 2024*





## COMMUNITY HALL USAGE POLICY

As a public institution, the Waunakee Public Library encourages use of its meeting rooms by community groups and community members. The Waunakee Public Library offers rooms of various sizes and features for use by small to large groups, including Community Hall, a large event space intended for use by both the library and the community at large. Community Hall usage will be governed by this Community Hall Usage Policy.

Community Hall is made available to the public regardless of the beliefs or affiliations of individuals or groups requesting its use, and use of the library's event spaces does not constitute the Waunakee Public Library's endorsement or advocacy of a meeting's content or an individual/group. Library meeting room use may include content that may be unorthodox, unpopular with the majority, or controversial in nature. The library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights.

The library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with library policies. The Waunakee Public Library's Behavior Policy applies to programs or meetings held within the building and on library grounds. Use of Community Hall should not interfere with the normal functions of the library or use by library customers. Library staff will have free access to rooms at all times. Lights are to remain on at all times unless they interfere with use of A/V equipment. Exceptions to the Meeting Room Policy may be made at the discretion of the Library Director.

### **Community Hall Description**

Community Hall is a 2,300 square-foot event space located on the west end of the building. The room offers several seating configurations for large group gatherings. Community Hall accommodates 72 people in classroom-style seating, 96 people in banquet set-up, and 100 in seated auditorium-style layout. Amenities include a full audiovisual system, lectern, microphones, and camera system for livestreaming or recording. Community Hall also features a Warming Kitchen which is available to all groups using Community Hall. Both Community Hall and the Warming Kitchen are available during non-library hours. All events in Community Hall must end by 10 PM.

Events using Community Hall also have access to the Patio, weather permitting. As a public outdoor space, however, the Library cannot guarantee exclusive use of any outdoor venue.

### **Rental Fees**

Rental fees will be assessed for all non-Library or non-governmental events or meetings held in Community Hall. Library-affiliated organizations such as the Friends of Waunakee Library, Village of Waunakee bodies and departments, and other national, state, and local governmental bodies will not be

charged a fee for using Community Hall. Current Rental Fees can be found on the Library's website under the Rental Fee table. Local non-profit organizations and service clubs may request to use Community Hall free of charge once per calendar year by completing the Room Rental Fee waiver form. The Library Director will consider such requests on a case by case basis. Library staff members may use Community Hall once per year for family, personal, or other purposes free of charge. Staff members reserving the room will be responsible for set-up and clean-up of the space prior to and after the event.

### **General Guidelines for Using Community Hall**

Users of Community Hall and attendees will:

- Not disrupt the use of the library by others.
- Set up and return room to its former arrangement when finished.
- Complete meetings or events at the agreed upon time.
- Put all refuse in trash receptacles provided.
- Affix nothing to walls without approval of library management. Users will abide event decoration guidelines as described below.
- Not block fire exits in any way.
- Not exceed designated maximum room capacity.
- Leave area in good condition.

Persons attending meetings are subject to library rules, regulations, and policies. Groups who disturb library activity or library users will be denied future use of meeting rooms. All renters of Community Hall are subject to the Rental Damage Policy. Library staff may enter and remain in any event in Community Hall at any time.

### **Limitations**

Community Hall may not be used for:

- Canvassing or collecting signatures for a political campaign on the Library's grounds, per the Library Behavior Policy.
- Programs for which there is an admission charge or ones designed as fund-raisers, except by prior permission of the Waunakee Public Library Director.
- Any purpose which may interfere with the regular operation of the library.
- Meetings with people under 18 years of age without adult supervision.
- Storage of materials or equipment.

### **Equipment**

Users are responsible for any damage to Library-owned equipment, flooring, or furniture. The Library is not responsible for any damage to equipment brought into the building.



### **Decorations & Prohibited Items**

Renters of Community Hall are encouraged to provide decorations for their events. The Library does not provide decorations. The library provides no tablecloths so if you wish to have table coverings, please plan to bring your own. There are limitations to decorations. Table decorations are allowed, but we ask that no glitter or confetti be used in decorations of any kind. If you wish to hang decorations on the walls, only painter's tape is permissible. Please no duct tape, scotch tape, packing tape, or any other kind of adhesives besides painter's tape. Nothing is to be hung on the glass windows in the back of the room or the wood wall / screen in the front of the room, even with painter's tape. Events wishing to utilize paint during a program must receive permission by the Library Director prior to the event. Events using paint must utilize drop-cloths on the floor and coverings on the table surfaces. . No candles or other open flames are permitted inside Community Hall. Use of prohibited items or adhesives resulting in damage or excessive cleaning will result in damages being charged to the renter as outlined by the Library's Rental Damage Policy.

### **Reservation Priorities for Community Hall**

Room Reservations must be made by contacting the Library in person or via phone. Groups must complete a Room Reservation Form in print to reserve or rent Community Hall and agree to abide by this policy and all library conditions set forth for using a meeting room. Community Hall Reservations must be made by a responsible member of the organization, over 18 years old, who will see that all the regulations are followed. Priorities for Community Hall usage is as follows:

1. Use for Library programming or library-related meetings.
2. Use by Village of Waunakee governmental bodies or Village departments.
3. Use for State of Wisconsin or U.S. Federal government meetings
4. Use by other organizations in order by date of application and payment received.
5. Private events and functions

Rooms may be reserved no more than 18 months in advance of the meeting date. Exceptions are also made for library-sponsored programs and meetings of Village of Waunakee government. The Library reserves the right to pre-empt reservations; however, the Library will not preempt within 2 weeks of the scheduled meeting date. The library reserves the right to close and cancel use of Community Hall in the event of an emergency due to weather conditions or if rooms are in need of repair. In the event of a library-initiated cancellation, a full refund will be issued to the rental party.

### **Hold Harmless Agreement**

User must abide by rules stated in this policy, indemnify the library from any damage caused by user, and hold the Library, the Village of Waunakee and its employees, free from any liability.

### **Disclaimer**

The fact that a group is permitted to use a library meeting room does not in any way constitute endorsement of the group's policies or beliefs by the Library or the Village of Waunakee. No advertisements or announcements implying such endorsements will be permitted. The Library's logo must not be used on any promotional material unless approved by the Library Director. Signage for

private meetings or events are not permitted outside the Library on the building, on the grounds, or in library windows without permission of the Library Director.

The Library Director or his/her designee may consider exception(s) to any aspect of this policy.

Approved by the Waunakee Public Library Board, June 21, 2019

Amended August 19, 2022

Revised and amended February 24, 2023

# Pricing Guide

	Monday - 6pm Friday	6pm Friday - Sunday
Base Price	\$50 (4 Hours included)	\$250 (6 Hours included)
Hours Beyond Included Time	\$50/hour	\$100/hour

## One-Time Fees:

**After Hours  
Fee**  
\$100

Any event with rental hours  
outside of library open hours  
will incur an extra fee

**Alcohol Service  
Fee**  
\$100

See Food and Beverage  
section for guidelines on  
serving alcohol

Rental hours **include** any set up and take down time by renter. Tables and chairs will be set up in advance by library staff.

Fees are waived for all library-related events and events by local, state, or national governmental bodies.

## Payment

Full payment is due 14 days prior to the event. Checks should be made payable to Waunakee Public Library.



Pricing effective August 1st, 2023





333 South Madison Street – Waunakee, WI 53597  
608-850-5992

**RENTAL FEE TABLE**

	<u>Monday through Friday</u> (*Four Hour Time Limit)	<u>Friday Evening and Saturday</u> (*Six Hour Time Limit)	<u>Sunday</u> (*Six Hour Time Limit)
<b>Waunakee Resident Users</b> Must have a current address within the Village of Waunakee.	<b>Conference/Board Room</b> \$25.00 <b>Activity Room/Studio</b> \$35.00 <b>Community Rooms</b> <b>A, B or C</b> \$55.00 <b>Large Rooms</b> <b>A, B and C together</b> \$150.00	<b>Conference/Board Room</b> \$25.00 <b>Activity Room/Studio</b> \$55.00 <b>Community Rooms</b> <b>A, B or C</b> \$175.00 <b>Large Rooms</b> <b>A, B and C together</b> \$500.00	<b>Conference/Board Room</b> \$25.00 <b>Activity Room/Studio</b> \$45.00 <b>Community Rooms</b> <b>A, B or C</b> \$110.00 <b>Large Rooms</b> <b>A, B and C together</b> \$300.00
<b>Non-Resident Users</b> All users outside the Village of Waunakee	<b>Conference/Board Room</b> \$35.00 <b>Activity Room/Studio</b> \$70.00 <b>Community Rooms</b> <b>A, B or C</b> \$90.00 <b>Large Rooms</b> <b>A, B and C together</b> \$250.00	<b>Conference/Board Room</b> \$35.00 <b>Activity Room/Studio</b> \$90.00 <b>Community Rooms</b> <b>A, B or C</b> \$250.00 <b>Large Rooms</b> <b>A, B and C together</b> \$700.00	<b>Conference/Board Room</b> \$35.00 <b>Activity Room/Studio</b> \$80.00 <b>Community Rooms</b> <b>A, B or C</b> 170.00 <b>Large Rooms</b> <b>A, B and C together</b> \$500.00
<b>Additional Hours</b>	\$50.00 per additional hour over four hour time limit.	\$100.00 per additional hour over four hour time limit.	\$100.00 per additional hour over six hour time limit.
<b>Kitchen Fee</b>	\$35.00 – resident \$50.00 - non-resident fee for the use of the catering kitchen	\$50.00 – resident \$100.00 - non-resident fee for the use of the catering kitchen	\$35.00 – resident \$50.00 - non-resident fee for the use of the catering kitchen
<b>Caterer's Fee</b>	10% of the total bill (excluding tax, service, and gratuity) Caterers must be pre-approved. This fee takes the place of the kitchen fee.		
<b>AV Equipment</b>	Contact Village Center staff for pricing.		
<b>Alcohol Service Fee</b>	Charged to renters serving alcohol without the use of our bar vendor.	2 rooms - \$100.00 3 rooms - \$150.00	2 rooms - \$75.00 3 rooms - \$100.00
<b>Gym Rental</b>	Residents - \$50.00/hour Non-Residents - \$80.00/hour	Residents - \$50.00/hour Non-Residents - \$80.00/hour	Residents - \$50.00/hour Non-Residents - \$80.00/hour

**Pricing effective, January 1, 2020**



**Henderson County Public Library  
Special Events Coordinator  
Job Description**

**Job Summary:**

The Special Events Coordinator is responsible for the creation, implementation and evaluation of signature events supporting both HCPL's internal events and third-party rental events. Internal events may include, but are not limited to, concerts, author visits, virtual programs, podcasts, and cultural events and might be in-person, virtual, or hybrid. These events are a unique way for the Library to reach out to the community promoting the Library's mission while at the same time providing interesting and creative activities for the residents.

In addition, the Special Events Coordinator will plan and coordinate an efficient and effective use of Library event spaces while serving community needs. The Special Events Coordinator will make sure private and public special events go smoothly, exceed customer expectations, and establish the Library as a destination for special events.

**Specific Duties and Responsibilities:**

- Oversee, develop, and implement a multi-year vision and plan for signature events within the library, aligning with HCPL's mission, vision, and strategic priorities.
- Collaborate with internal and external stakeholders to design, develop, and oversee the implementation of high-profile library programs and special events at the library.
- Develop and create programs in multiple formats and through various channels, including in-person programs, podcasts, live-streaming, virtual, and other forms of distribution.
- Coordinate presenter travel to and from Henderson, arranging airfare, lodging, and ground transportation as needed.
- Ensure a welcoming and accessible tone for programming and events, including the delivery of opening and closing remarks, as needed.
- Act as the central point of contact for inquiries about reserving event space and main contact on the day of the event.
- Develop, implement, and oversee procedures for public and private special events at the Library.
- Market event spaces and coordinate event schedules.
- Plan special event details inclusive of guest needs. Maintain a high level of communication with guests planning events.
- Coordinate with IT for audio and video needs, while becoming an authority on the in-house

technology.

- Provide tech support to individuals and/or organizations utilizing the event space.
- Must have flexibility to coordinate evening and weekend events within a 40-hour work week.

**General Duties and Responsibilities:**

- Maintain good relations with the public and staff.
- Follow policies and procedures consistently.
- Attend and participate in meetings, workshops, and conferences as appropriate.
- Perform other duties as assigned.

**Education and Experience Requirements:**

- Bachelor's degree in event management/planning or related discipline or proven success as an event planner or coordinator is required.
- Experience in marketing and/or public relations.
- Ability to write grammatically correct press releases, professional correspondence, and program descriptions is required.
- Public library experience preferred, not required.

**Specific Knowledge, Skills, and Abilities:**

- Ability to establish and maintain rapport with customers and provide a high level of professional customer service.
- Ability to manage customer concerns positively and proactively.
- Ability to quickly adapt, handle pressure with grace, and make split-second decisions.
- A thorough knowledge or willingness to learn about the culture of the community.
- Knowledge and understanding of meeting and event planning principles.
- Knowledge of program evaluation techniques.
- A clear understanding of the library's public service mission and a forward-thinking vision regarding the library's role in the community.
- Strong presentation skills.
- Proficiency with Windows-based PCs, Microsoft Office products, Apple products, web searching, and email.

**General Knowledge, Skills, and Abilities:**

- Ability to organize work, set priorities, use time effectively, work independently, and meet deadlines.
- Ability to multi-task, create acceptable products by strict deadlines, and work effectively with a variety of people and situations.
- Excellent written and verbal communication skills.
- Ability to maintain records in a standard, orderly, and systematic fashion.
- Ability to pay close attention to details and concentrate on work with frequent interruptions.



- Ability to analyze and creatively solve problems related to the position.
- Initiative, energy, and imagination are necessary to perform job functions with minimum direction.
- Flexible, adaptable, and able to flourish in a changing environment.
- Ability to cross-train in order to perform other duties and responsibilities as required.
- Possession of valid driver's license and good driving record. Willingness to use personal vehicle to attend meetings, make presentations, etc. Mileage is reimbursed.

**Physical Requirements:**

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. The employee is regularly required to stand; sit; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk and hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

**Work Schedule:**

This is a full-time position that requires 40 hours per week. Varied schedules may include mornings, afternoons, evenings, and weekends in various departments. Dependability and diligent attendance are required.

**Supervisor:**

Circulation Manager, Circulation Assistant Manager, and Library Director

# MINNPOST

Metro

## Twin Cities libraries accessible beyond posted hours

*Libraries across the metro are accessible to patrons with pre-registration for extended hour usage, with more branches offering the service later this summer and fall.*

by **H. Jiahong Pan**

07/15/2024



This past June, Scott County Libraries launched extended access at the New Prague Memorial Library. Credit: MinnPost photo by H. Jiahong Pan

24



Just after noon one cloudy Sunday, Burnsville resident Fay Li found herself in a study room at the Burnhaven library studying for an exam to become a registered nurse.

The library, however, wouldn't open for another hour. Li got access to the library as part of initiatives by two south metro libraries, called Extended Access, to allow patrons access to facilities during hours when the building is officially closed and when staff isn't present.

Fourteen such libraries in Dakota and Scott County are accessible to patrons with pre-registration, with the Galaxie library in Apple Valley and the Savage library being accessible as of this month. One more library branch each in Dakota and Scott County will be accessible after-hours later this summer.

For Li, who commuted from Shakopee to the Burnhaven library before relocating just to take advantage of extended access hours, it's given her time to study for the exam.

"One time I was just coming here to study and I really wanted to stay. One of the leaders said we have self access hours," Li said.

## [Related | Checking in with Minnesota's new alternative rideshare companies](#)

### **Full after-hours access years in the making**

Scott County began its foray in making its libraries accessible in off hours shortly after the Great Recession of 2008. County officials said they made their library meeting rooms accessible off-hours between 2009 and 2010.

Scott County Library officials say the response to off-hours meeting room use inspired them to provide access to other library resources.

"The positive response to after-hours meeting room use inspired SCL (Scott County Libraries) to consider how we could similarly provide access to other desirable resources like Wi-Fi, computers, and study spaces," Scott County spokesperson Lisa Kohner said.

From 2018 to 2019, Scott County worked with the University of Minnesota's [Resilient Communities Project](#) to determine how to increase library access. The collaboration was part of a larger county effort to implement its 2040 comprehensive plan goals, which was crafted under the same state law that mandated [Minneapolis' controversial comprehensive plan](#).

25

Through the Resilient Communities Project collaboration, a research team of St. Catherine University library science students found enthusiastic interest in [libraries open to the public beyond staffed hours](#), particularly from those who live in Jordan, a town off of Highway 169 10 miles southwest of Shakopee.

Scott County Libraries launched extended access at the Jordan library in September 2021, making it accessible to those with a registered library card from the hours of 6 a.m. to 10 p.m. Since its launch, the branch has seen 11,619 extended-hours visitors. The Scott County library system has 1,370 registered users as of June 25.

Meanwhile, Dakota County Libraries launched extended access at the Farmington library early last year, making it accessible to users from 6 a.m. to 11 p.m. County spokesperson Mary Beth Schubert said it started with Farmington because the branch had limited hours and “the need for more access was greatest there.” Since its launch, 2,737 people have registered to access libraries countywide after hours.

Scott County soon began to expand to other branch locations, including to New Prague in June of 2023. Extended hours usage at the New Prague branch soared since it started, doubling from 122 visits in June of 2023 to 255 in May of this year. The New Prague library has the second-highest off-hours visits among Scott County libraries, after the library in Jordan.

### [Related | North Loop Green brings nature into the ‘concrete jungle’](#)

During a recent four-hour visit to the New Prague library on a Friday afternoon, when it is closed, a MinnPost reporter saw a group of homeschooled children playing with toys in a meeting room, as well as people coming and going to browse books and use computers.

Jennifer A., a New Prague resident who declined to share her last name with MinnPost for privacy reasons, was one of those patrons.

“I don’t have internet access so that’s why I come here,” said Jennifer, adding she has a very old computer.

The initiative costs Scott County \$20,000 per branch annually, which includes software, security measures such as cameras, and staff time. For Dakota County, it spent \$275,000 for security cameras, speakers for automated announcements, building modifications, and software adjustments, and plans to spend \$150,000 annually on energy costs and utilities for all 10 locations.

26



“Ongoing software costs and staff time to support the process are needed whether we offer this service or not,” Dakota County spokesperson Mary Beth Schubert added.

Despite the lack of staff present off hours, Scott County librarian Kristy Rieger believes the initiative will require more staff, not less.

“Reducing staff would counterintuitively erode both the user experience and the sustainability of SCL’s overall operations. Many SCL, city, and county partners are working behind the scenes to ensure visitors have a great experience, regardless of when they visit the library. Long term, we expect extended access to gradually increase the need for staff, contingent on impacts to basic operations (shelving, item processing, etc.) and community demands for programming,” Rieger said.

## How to get extended access

Nine of 10 Dakota County library branches are now accessible for extended hours, with the Galaxie library in Apple Valley joining the roster on July 8. Dakota County expects the Wentworth Branch library in West St. Paul to be accessible sometime in August.

Meanwhile, five of seven Scott County library branches are accessible off-hours, with the addition of the Savage library on July 1. The county expects to make the Prior Lake branch accessible sometime in September.

Scott County library officials have no immediate plans to make its Shakopee branch accessible for extended hours.

“As our largest branch, and our only branch with two floors, the Shakopee Library would likely require extensive and costly facility modifications to safely support extended access. As a result, we felt it best to pause and revisit Shakopee at a later date,” Rieger said, adding they increased staffed hours at Shakopee library in March 2024.

Securing access to a Dakota or Scott County library is relatively simple. A person first needs to have a library card from a [Minnesota regional library system](#), which includes any library in the Twin Cities. They then need to register the library card in-person at a library associated with the system you wish to use after hours. They will also need to bring a state-issued identification card so library staff can verify the person’s identity.

27



## [Related | Six things you need to know about the Blue Line Extension's expected environmental impacts](#)

After a library card is registered with their system, a person will need to [review](#) a [video](#) about the service, as well as complete an access form. The access form for Dakota County libraries can be [completed online](#), while the access form for Scott County must be completed in-person.

Rieger expects for patrons to obtain extended hours access on the same day they sign up. Indeed, the MinnPost reporter was granted extended hours access at Scott County Libraries the same day they registered their existing Hennepin County library card with the system last November. Meanwhile, Dakota County library officials expect to take one to three weeks to process applications for extended access, though the MinnPost writer was able to receive a proximity card to access Dakota County libraries in a little more than a week after registering their Hennepin County library card with Dakota County.

### **After-hours access elsewhere**

In September, Hennepin County libraries converted its Osseo branch library into a self-service branch. Once open three days a week, the library is now open when Osseo City Hall is open.

Marnie Schuster, a Maple Grove resident, found herself visiting the Osseo City Hall to make copies one Monday in July. With the Osseo library open more often, Schuster thinks she may start visiting more.

“It’s right by my kids’ high school,” said Schuster.

Hennepin County Library also allows users to pick up reserved books at the Arvonne Fraser and Ridgedale libraries during certain hours when the library is not open. Holds at these libraries are kept in a separate room and can be accessed by scanning a library card.

Meanwhile, both the Carver County Library and Great River Regional Library systems, the latter serving central Minnesota, are considering following in Dakota and Scott County’s footsteps in allowing their patrons to use their libraries during off hours.

For the Great River Regional Library, it has not decided where to start the pilot. Because some of its libraries are located in city facilities, those cities would have to approve the pilot.

“It is too soon for us to name the specific location. We are discussing possible locations and will need city approval in order to move forward,” Executive Director Karen Pundsack said in an e-mail.

Libraries in Anoka, Carver and Washington counties, as well as the St. Paul Public Library, have lockers available for those who wish to pick up library materials either outside of library hours or outside of library facilities. For example, Carver County has three such lockers in municipal buildings in Cologne, Mayer, and Victoria, as well as one additional set of lockers at Southwest Transit's Carver Station. The four Carver County lockers combined have a total circulation of 10,317 in 2023.

---

© 2024 MinnPost

Powered by Newspack

29



# Waunakee Public Library

August 2024

## Adult Programs

### Writer's Group

Thursday, August 1 - 1:00 p.m.

Are you looking for a way to simply connect with other local authors and writers? Join the Waunakee Library Writer's Group!

### Saturday Social

Saturday, August 3 - 9:00 a.m.

Join us in the den to meet new people in a warm and welcoming space. There will be complimentary coffee/tea and donuts to enjoy while catching up with old and new friends.

### Frank Lloyd Wright's World Heritage Buildings

Monday, August 5 - 6:30 p.m.

In the summer of 2019, UNESCO designated The 20th Century Architecture of Frank Lloyd Wright onto the World Heritage List. This group of eight buildings designed by the American Architect put Wright's work onto the same stage as Egypt's pyramids and the Taj Mahal. Historian Keiran Murphy will give a presentation on this inscription and its history!

### Your All Access Pass Behind the Scenes at the Space Station with Smithsonian Curator Dr. Jennifer Levasseur

Wednesday, August 7 - 1:00 p.m. - VIRTUAL

You're invited to virtually step inside one of the greatest international achievements with a behind-the-scenes guide to space exploration with the Smithsonian National Air and Space Museum curator Dr. Jennifer Levasseur.

### The Golden Ticket to College Admissions Is Not What You Think: Redefining Success for Parents of Teens with Irena Smith, PhD

Thursday, August 15 - 1:00 p.m. - VIRTUAL

Another college application season is around the corner, and stress is already beginning to ratchet up for teens and their parents. You're invited to join us for this must-watch talk by Irena Smith, PhD. See online calendar for link.

### End of Summer Fest

Thursday, August 15 - 4:00 - 7:00 p.m.

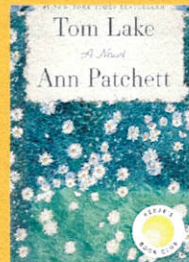
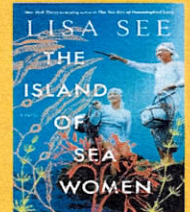
Come celebrate the end of summer reading with the library! There will be food trucks, yard games, a bounce house, screen printing, a bubble station, and more for kids and adults!

## BOOK CLUBS

### Wednesday Night Page Turners

Wednesday, August 14 - 6:30 p.m.

*The Island of Sea Women* by Lisa See



### Books in the Overlook

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

*Tom Lake* by Ann Patchett

### Basket Weaving with Kim Crowley

Monday, August 19 - 6:30 p.m.

Spend 90 minutes making a small basket you can keep to take home with Kimberly Crowley and her granddaughter Brooklynn Awonohopy. All material will be provided for everyone to complete a basket. Registration required.

### The Sustainable Studio -

#### Doming Resin "Ephemera Cache" Pendant

Tuesday, August 20 - 6:00 p.m.

Learn how to create a unique jewelry piece using bezel pendants and doming resin. All materials will be provided. Registration required.

### A Good Yarn

Wednesday, August 21 - 10:00 a.m.

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

### An Exploration of Friendship, Reckoning, and Hope with novelist Shelby Van Pelt

Wednesday, August 21 - 6:00 p.m. - VIRTUAL

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

### Community Blood Drive

Tuesday, August 27 - 12:30 - 5:30 p.m.

The Library is hosting a Red Cross Blood Drive from 12:30 to 5:30pm in Community Hall.



August 2024

# Waunakee Public Library

## Children's Programs

## Storytimes

\* = Registration Required

### Make a Splash Water Day

Friday, August 2 - 2:30 p.m.

All kids and families are invited to get wet! Water activities will include, water balloon fights, water guns, a slip and slide and more. Event will take place on the library's lawn. Freeze pops will be provided!

### Pokemon Club

Monday, August 5 - 3:30 p.m.

Join fellow Pokémon player to enjoy all things Pokémon. Grades K-4.

### Zoozort

Tuesday, August 6 - 1:00, 2:15, & 3:00

Join licensed animal educator Noelle Tarrant of Zoozort for a hands-on interactive program featuring live exotic animals from around the world!

### LEGO League

Wednesday, August 7 - 3:30 p.m.

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

### STEAM Break

Tuesday, August 13 - 3:30 p.m.

Join us in building, experimenting and creating. Experiments and activities relate to all things STEAM (Science, Technology, Engineering, Art and Math). For grades 1-4.

### Coal Black Exotics Reptile Show

Wednesday, August 14 - 1:30 & 3:00 p.m.

Join Coal Black Exotics for a hands-on experience to learn about amazing reptiles from around the world! We'll be meeting and learning about snakes, lizards, and more! Ages 4+.

### End of Summer Fest

Thursday, August 15 - 4:00 - 7:00 p.m.

Come celebrate the end of summer reading with the library! There will be food trucks, yard games, a bounce house, screen printing, a bubble station, and more!

### Kid's Club

Wednesday, August 21 - 3:30 p.m.

Join us for a club just for kids! Grades K-3.

### Maker Monday

Monday, August 26 - 3:30 p.m.

This class is open to all kids who love art & want some more hands-on time to develop their skills and experiment with different techniques & materials. Grades K-4.

### Open Art Studio

Wednesday, August 28 - 3:30 p.m.

Children will be able to independently explore and create using a variety of different art mediums and materials. It is recommended patrons bring smocks.

### PAWS to Read

Thursday, August 29 - 4:00 p.m.

Come read a story with Dalton and Flik, certified Pet Partners Therapy Dogs and Read With Me Program Dogs! Grades K-4.

### Jammie Jams

Monday, August 5 @ 6:30 p.m.

### Preschool Storytime

Tuesdays, August 6 @ 9:45 a.m.

Wednesday, August 7 @ 10:45 a.m.

Ages 3-5.

### Tiny Tots

Tuesdays, August 6 @ 10:45 a.m.

Thursday, August 1 & 8 @ 9:45 a.m.

Ages 1-3 & caregiver.

### Baby Time

Wednesday, August 7 @ 9:45 a.m.

Ages 0-1.

### Things That Go Storytime

Tuesday, August 20 @ 9:45 a.m.

First we'll read about them, then we get to visit them up close! Join us for a special outdoor Storytime, and our favorite trucks from the Waunakee Public Works department. All ages, no registration.

## TEEN Programs

### Teen Escape Room:

#### Escape the Mummy's Curse

Thursday, August 1 @ 2:00 p.m.

Teens and preteens, we're trapped in the mummy's tomb! Registration required.

#### Make a Splash Water Day

Friday, August 2 @ 2:30 p.m.

All kids and families are invited to get wet! Water activities will include, water balloon fights, water guns, a slip and slide and more. Event will take place on the library's lawn. Freeze pops will be provided!

#### End of Summer Fest

Thursday, August 15 @ 4:00 p.m.

Come celebrate the end of summer reading with the library! There will be food trucks, yard games, a bounce house, screen printing, a bubble station, and more for kids and adults!



#### Game Day with Game Haven

Late August--watch the calendar!

The Game Haven game store will be bringing some fun, exciting board games for us to try out!