



LIBRARY BOARD MEETING

**Waunakee Public Library Board Room
Friday, September 20, 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 August 23, 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 discussion and priorities for Village Facility Manager**
 - C. 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 and approve Adult Services and Community Engagement Manager position description**
 - B. Review and approve Access Services Librarian position description**
 - C. Review and approve Volunteer Coordinator position description**
 - D. Review and approve Business Coordinator position description**
 - E. Review and approve Special Event Coordinator position description**
- VIII. Adjourn**

Next Library Board meeting: Friday, October 18, 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.

Waunakee Public Library

Library Board Meeting

Friday, August 23, 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, Annie Ballweg, Carolina Quintana-Kuether, Library Director Erick Plumb.
Excused: Sam Kaufmann
 - B. **Guests:** No
- III. **Public Comment** No public comment
- IV. **Approval of the consent agenda** Jean made a motion to approve. Annie seconded. Passed.
- V. **Director's Report** The successful Summer Reading Program ended with over 500 people enjoying the 3rd Annual End of Summer Fest. Over 2,300 registered voters turned out for the Primary on August 13. Courtney is leaving her position as an Adult Services Manager on September 12 and Eppie is leaving her Youth Services Assistant position September 3. The Village has hired a new Maintenance Manager.
- VI. **Old Business**
 - A. **Friends of the Library Update** The Friends are bringing back a book sale to the November 23rd Craft Fair. The books will be stored at Friends houses until the sale, not at the Library. The Friends will also be holding an Election Day Bake Sale. Baked goods will have a patriotic theme and be available 7am-noon or until sold out.
 - B. **Library Grounds update** No update.
 - C. **Discussion and approval of Social Media Policy** Cathy made a motion to approve with the change of wording. Jean seconded. Passed.
 - D. **Discussion of 2025 library budget and staffing changes** Cathy made a motion to go into closed session. Kathy seconded. Passed. Roll call was taken.

Pursuant to §19.85 (1)(c), Stats., to consider employment, promotion, compensation or performance evaluation data of any public employee over which the Board has jurisdiction or exercises responsibility

Cathy made a motion to return to open session. Annie seconded. Passed. Roll call was taken.
- VII. **New Business**

A. Review of Community Hall Usage Policy and pricing Courtney shared how the new booking system is working. She indicated that for the Library to accept Credit Card payments would be a great addition in the future. Will discuss policy and pricing at a future meeting.

B. Discussion of Library Director goals for 2024-25(Library Director Evaluation). Cathy made a motion to go into closed session. Melissa seconded. Passed. Roll call was taken.

Pursuant to §19.85 (1)(c), Stats., to consider employment, promotion, compensation or performance evaluation data of any public employee over which the Board has jurisdiction or exercises responsibility

VIII. Adjourn Cathy made a motion to adjourn at 9:00am. Kathy seconded. Passed.

**Library Board Meeting: Friday, September 20, 2024 at 7:45 AM
Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary**

Waunakee Public Library

Library Board Meeting – Closed Session

Conference Room

Friday, August 23, 2024- 8:12 AM

Present: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Melissa Hill, Carolina Quintana-Kuether, Cathay Sheffield, Library Director Erick Plumb. Absent: Sam Kaufmann

Cathy Sheffield moved to go into closed session pursuant to §19.85 (1)(c), Stats., to consider employment, promotion, compensation or performance evaluation data of any public employee over which the Board has jurisdiction, in particular Library Director compensation.

Roll call vote; ayes: Annie Ballweg, Kathy Grosskopf, Melissa Hill, Jean Elvekrog, Cathy Sheffield, and Carolina Quintana-Kuether. Carried.

I. Discussion- 2025 library budget and staffing changes.

The board discussed upcoming staffing changes and how best to address staffing needs going forward.

II. Adjourn

Cathy moved to adjourn the closed session at 8:30 AM. Annie seconded. Carried.

***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.**

Respectfully submitted; Kathy Grosskopf, Trustee and Secretary



Waunakee Public Library

Library Board Meeting – Closed Session

Conference Room

Friday, August 23, 2024- 8:35 AM

Present: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Melissa Hill, Carolina Quintana-Kuether, Cathay Sheffield, Library Director Erick Plumb. Absent: Sam Kaufmann

Cathy Sheffield moved to go into closed session pursuant to §19.85 (1)(c), Stats., to consider employment, promotion, compensation or performance evaluation data of any public employee over which the Board has jurisdiction, in particular Library Director compensation.

Roll call vote; ayes: Annie Ballweg, Kathy Grosskopf, Melissa Hill, Jean Elvekrog, Cathy Sheffield, and Carolina Quintana-Kuether. Carried.

I. Discussion- Library Director goals for 2024-25 (Library Director Evaluation)

The board discussed Erick's performance ratings and what his goals will be for his next evaluation cycle.

II. Adjourn

Cathy moved to adjourn the closed session at 9:00 AM. Melissa seconded. Carried.

***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.**

Respectfully submitted; Kathy Grosskopf, Trustee and Secretary

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August 2024

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	469.82
		0.00
	Total	469.82
<u>100-551400-311 Postage</u>		
	SCLS	0.00
	Fearing's	0.00
		0.00
	Total	0.00
<u>100-551400-320 Publications, subscriptions and dues</u>		
	Post Office	53.83
	UPS Store	0.00
	Total	53.83
<u>100-551400-330 Travel and training</u>		
	Wall Street Journal	0.00
	State of Wi	0.00
	Amazon	0.00
	WLA	50.00
	Total	50.00
<u>100-551400-340 Programs</u>		
	SCLS	0.00
	UW- Madison	150.00
	WLA	0.00
	Dunkin	0.00
	Total	150.00
	Pig	0.00
	Dunkin	26.98
	Amazon	458.43
	Laura Eyler	275.00
	Walgreens	21.00
	Aldo Leopold Center	81.44
	Huma Siddiqui	400.00
	Jamie Statz-Paynter	129.00
	Rashni Sharma	600.00
	Etsy	4.82
	Culvers	25.00
	Waunakee rental	320.00
	Laura Eyler	0.00
	Signs.Com	1,964.65
	Waunakee Chamber	125.00
	Minuteman Press	0.00
	Ace Hardware	27.56

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	Target	15.00
	Total	4,473.88
<u>100-551400-341 Equipment</u>		
	Minuteman Press	0.00
	Amazon	0.00
	Nassco	0.00
	Laird Plastics	0.00
	SCLS	283.76
	Total	283.76
<u>100-551400-350 Repairs and maint</u>		
	Total	0.00
<u>100-551400-380 Adult books</u>		
	Amazon	169.28
	Baker and Taylor	4,698.71
	Barnes and Noble	0.00
	New Readers Press	130.05
	Total	4,998.04
<u>100-551400-381 Juvenile books</u>		
	Amazon	58.81
	Baker and Taylor	4,019.88
	Penworthy	0.00
	The Dot Central	0.00
	Total	4,078.69
<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
	Kanopy	100.70
	T-Mobile- Hotspots	100.66
	Verizon -Hotspots	200.05
	CDW - Adobe	0.00
	Total	401.41
<u>100-551400-385 Kit supplies</u>		
	Amazon	224.62
	Minuteman Press	42.46
	Target	0.00
	Walmart	0.00
	Ikea	137.15
	Wall Monkeys	0.00
	Total	404.23
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	0.00
	Midwest Tape	183.64
	Amazon	307.65
	Findaway	0.00
	Total	491.29
<u>100-551400-387 Videos</u>		
	Amazon	286.04
	Midwest Tape	102.70
	Debbie Howard	0.00
	Greta Productions	0.00
	Total	388.74
<u>100-551400-390 Other</u>		
	Amazon	140.23
	Office Depot	0.00
	Azuradisc	0.00
	Walmart	61.52
	Pig	0.00

	Demco	0.00
	Thermal Paper Direct	0.00
	Uline	0.00
<u>100-551400-391 Personnel</u>	Total	201.75
	Total	0.00
<u>100-551400-392 Public relations</u>		
	Minuteman Press	176.76
	Intuit Mailchimp	58.72
	Sticker Junkie	234.50
	Total	469.98
<u>100-551401-210 Building services</u>		
	Master Building Solutions	2,085.75
	Midwest Alarm	0.00
	Otis Elevator Company	0.00
	Bruce Company	301.00
	JF Ahern	304.00
	CJ's Lawn & Snow	422.00
	Total	3,112.75
<u>100-551401-350 Repairs/Maintenance</u>		
	Nassco	0.00
	Kraemer Air Filter Corp	0.00
	Menards	217.30
	Ace Hardware	46.36
	Amazon	32.99
	Schilling Supply Company	219.99
	Capital Coffee	0.00
	The Electricians	0.00
	USA Clean	0.00
	All American door hardware	81.63
	Total	598.27
<u>220 fund 220-551400-390</u>		
	Zoe's Pizza	405.21
	Waunakee Chamber of Commerce	240.00
	Tee Public	0.00
	Total	645.21
	Month Total	21,271.65

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR	
<u>LIBRARY OPERATIONS</u>							
100-551400-110	LIBRARY FULL TIME	37,105.14	316,529.86	481,614.00	165,084.14	65.72	291,646.89
100-551400-120	LIBRARY PART TIME	27,424.77	237,194.72	363,945.00	126,750.28	65.17	222,236.36
100-551400-130	LIBRARY FICA	4,685.29	40,349.31	64,686.00	24,336.69	62.38	37,111.88
100-551400-131	LIBRARY RETIREMENT	3,300.80	28,028.83	42,819.00	14,790.17	65.46	25,838.12
100-551400-132	LIBRARY HEALTH	12,786.18	115,075.62	156,479.00	41,403.38	73.54	116,639.37
100-551400-133	LIBRARY LIFE	74.81	649.53	808.00	158.47	80.39	580.87
100-551400-134	LIBRARY DENTAL	761.21	6,850.89	8,460.00	1,609.11	80.98	6,148.65
100-551400-210	LIBRARY OUTSIDE SERVICES	163.25	653.25	1,296.00	642.75	50.41	1,057.00
100-551400-219	LIBRARY AUTOMATION LEVY	.00	72,018.00	72,019.00	1.00	100.00	68,923.32
100-551400-225	LIBRARY COMMUNICATIONS	761.84	5,239.94	8,700.00	3,460.06	60.23	4,322.27
100-551400-290	LIBRARY LEASED ITEMS	469.82	4,559.78	8,940.00	4,380.22	51.00	4,790.46
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	.00	2,107.40	2,477.00	369.60	85.08	2,009.39
100-551400-311	LIBRARY POSTAGE	51.93	880.52	1,500.00	619.48	58.70	652.45
100-551400-320	LIBRARY PUBS/SUBS/DUES	680.83	6,282.69	2,924.00	(3,358.69)	214.87	1,723.08
100-551400-330	LIBRARY TRAVEL/TRAINING	200.00	1,129.08	2,200.00	1,070.92	51.32	360.00
100-551400-340	LIBRARY PROGRAMS	2,913.32	27,944.67	35,000.00	7,055.33	79.84	19,824.05
100-551400-341	LIBRARY EQUIPMENT	295.90	3,674.41	7,500.00	3,825.59	48.99	2,883.98
100-551400-380	LIBRARY ADULT BOOKS	3,900.56	25,282.81	50,000.00	24,717.19	50.57	21,486.33
100-551400-381	LIBRARY JUVENILE BOOKS	2,635.10	17,228.32	28,000.00	10,771.68	61.53	13,315.13
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	.00	6,976.16	8,572.00	1,595.84	81.38	6,787.48
100-551400-384	LIBRARY COMPUTER SOFTWARE	428.95	14,595.76	22,721.00	8,125.24	64.24	19,200.18
100-551400-385	LIBRARY KIT SUPPLIES	375.29	3,285.03	4,500.00	1,214.97	73.00	3,250.19
100-551400-386	LIBRARY AUDIO MATERIALS	409.97	7,152.05	8,500.00	1,347.95	84.14	3,833.63
100-551400-387	LIBRARY VIDEOS	662.06	5,325.01	8,000.00	2,674.99	66.56	5,290.92
100-551400-390	LIBRARY OTHER	1,118.22	6,388.87	16,000.00	9,611.13	39.93	7,515.07
100-551400-391	LIBRARY PERSONNEL	.00	.00	.00	.00	.00	230.00
100-551400-392	LIBRARY PUBLIC RELATIONS	462.95	2,494.05	6,000.00	3,505.95	41.57	2,205.41
	TOTAL LIBRARY OPERATIONS	101,668.19	957,896.56	1,413,660.00	455,763.44	67.76	889,862.48

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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR	
<u>LIBRARY BUILDING</u>							
100-551401-110	LIBRARY BLDG FULL TIME	5,097.12	43,026.15	66,272.00	23,245.85	64.92	43,134.46
100-551401-120	LIBRARY BLDG PART-TIME	2,035.88	17,160.99	34,334.00	17,173.01	49.98	13,197.08
100-551401-121	LIBRARY BLDG OVERTIME	.00	1,576.92	.00	(1,576.92)	.00	.00
100-551401-130	LIBRARY BLDG FICA	531.74	4,630.18	7,696.00	3,065.82	60.16	4,190.77
100-551401-131	LIBRARY BLDG RETIREMENT	351.70	3,077.61	4,573.00	1,495.39	67.30	2,933.15
100-551401-132	LIBRARY BLDG HEALTH	1,713.47	15,193.83	20,940.00	5,746.17	72.56	14,226.91
100-551401-133	LIBRARY BLDG LIFE	6.53	52.57	71.00	18.43	74.04	51.25
100-551401-134	LIBRARY BLDG DENTAL	163.97	1,483.49	1,968.00	484.51	75.38	1,347.10
100-551401-210	LIBRARY BLDG SERVICES	3,112.75	14,275.54	29,753.00	15,477.46	47.98	14,061.37
100-551401-220	LIBRARY BLDG UTILITIES	3,205.67	15,603.68	24,000.00	8,396.32	65.02	16,970.34
100-551401-221	LIBRARY BLDG GAS HEAT	282.97	6,617.99	18,000.00	11,382.01	36.77	10,470.00
100-551401-341	LIBRARY BLDG EQUIPMENT	.00	.00	1,446.00	1,446.00	.00	.00
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	1,217.35	8,166.63	21,000.00	12,833.37	38.89	11,074.01
100-551401-390	LIBRARY BLDG OTHER	.00	200.00	200.00	.00	100.00	185.00
	TOTAL LIBRARY BUILDING	17,719.15	131,065.58	230,253.00	99,187.42	56.92	131,841.44
<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
AUGUST 31, 2024

LIBRARY SPECIAL REVENUE FUND

<u>ASSETS</u>			
220-11110	COMMINGLED CASH	136,114.33	
220-11801	CASH ON HAND	175.00	
	TOTAL ASSETS		<u>136,289.33</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
220-34300	FUND BALANCE	124,317.37	
	BEGINNING FUND BALANCE	124,317.37	
	REVENUE OVER EXPENDITURES - YTD	11,971.96	
	TOTAL FUND EQUITY		<u>136,289.33</u>
	TOTAL LIABILITIES AND EQUITY		<u>136,289.33</u>



1030243: Waunakee Library Forever Fund

7/1/2024 To 7/31/2024

Balance

Beginning Balance 324,178.11

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 62.49

Unrealized Gain / Loss 3,868.25

Realized Gain / Loss 305.88

Investment Expenses (45.44)

4,191.18

Grants/Distributions

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (270.15)

(270.15)

Ending Balance

\$328,099.14

Available to Grant as of 7/31/2024

\$0.00

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

August 2024

	2024			2023		% Change Prev Month	% Change Prev Year	YTD % Change
	August	Prev Month	Yr-to-date	August	Yr-to-date			
# of Days Library was open	27	26	223	27	225	3.8%	N/A	N/A
CIRCULATION								
Physical circulation	27,590	27,384	194,193	27,059	196,329	0.8%	2.0%	-1.1%
Digital circulation	5,145	5,247	41,024	4,731	34,518	-1.9%	8.8%	18.8%
Library Total	32,735	32,631	235,217	31,790	230,847	0.3%	3.0%	1.9%
Per Day library was open	1,212	1,255	1,055	1,177	1,026	-3.4%	3.0%	2.8%
Average of Deforest, Monona and Verona	30,069	32,302	221,111	30,684	221,214	-6.9%	-2.0%	0.0%
By Category								
Books								
Juvenile Fiction	4,377	4,293	28,512	4,161	27,232	2.0%	5.2%	4.7%
Juvenile Non-Fiction	1,711	1,702	12,814	1,806	13,223	0.5%	-5.3%	-3.1%
Easy Readers	2,202	2,183	14,879	2,043	14,854	0.9%	7.8%	0.2%
Picture books	5,484	5,214	38,214	4,735	40,467	5.2%	15.8%	-5.6%
Total Juvenile	13,774	13,392	94,419	12,745	95,776	2.9%	8.1%	-1.4%
Young Adult	849	889	6,362	966	6,161	-4.5%	-12.1%	3.3%
Adult Fiction	3,676	3,913	26,560	3,572	25,752	-6.1%	2.9%	3.1%
Adult non-Fiction	2,532	2,462	19,451	2,607	19,003	2.8%	-2.9%	2.4%
Large print	1,040	1,051	7,155	1,001	7,270	-1.0%	3.9%	-1.6%
Total Adult	7,248	7,426	53,166	7,180	52,025	-2.4%	0.9%	2.2%
Magazines	555	502	3,487	483	3,345	10.6%	14.9%	4.2%
Audio	970	952	6,942	1,321	7,154	1.9%	-26.6%	-3.0%
DVD and Blu-ray	2,779	2,810	19,988	2,895	21,191	-1.1%	-4.0%	-5.7%
Software and video games	171	166	1,360	168	1,065	3.0%	1.8%	27.7%
Kits	1,113	1,122	7,501	1,197	8,813	-0.8%	-7.0%	-14.9%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	82	89	603	73	523	-7.9%	12.3%	15.3%
E-books	5,145	5,247	41,024	4,731	34,518	-1.9%	8.8%	18.8%
% of total circulation	15.7%	16.1%	17.4%	14.9%	15.0%	-2.3%	5.6%	N/A
PROGRAMS								
Children								
Number	20	46	297	28	278	-56.5%	-28.6%	6.8%
Attendance	1,689	1,779	11,650	1,450	9,729	-5.1%	16.5%	19.7%
Young adult								
Number	2	9	47	5	44	-77.8%	-60.0%	6.8%
Attendance	50	154	444	40	387	-67.5%	25.0%	14.7%
Adult								
Number	18	16	160	16	110	12.5%	12.5%	45.5%
Attendance	770	208	3,051	657	1,653	270.2%	17.2%	84.6%
NEW PATRONS ADDED	135	104	866	108	809	29.8%	25.0%	7.0%
PUBLIC MEETING ROOM BOOKINGS	25	27	212	21	216	-7.4%	19.0%	-1.9%
STUDY ROOM BOOKINGS	709	610	4623	489	3504	16.2%	45.0%	31.9%
PUBLIC PC SESSIONS	528	452	3,441	519	3,581	16.8%	1.7%	-3.9%
UNIQUE WIRELESS USERS	1,696	1,466	12,885	2,303	17,457	15.7%	-26.4%	-26.2%
CURBSIDE TRANSACTIONS	21	22	245	47	294	-4.5%	-55.3%	-16.7%
# OF VISITORS TO LIBRARY	17,936	15,340	115,415	13,724	102,664	16.9%	30.7%	12.4%

Library Activity Report
Library Director Erick Plumb
September 20, 2024

Library Activity in August/September

- Sunday Hours returned the weekend following Labor Day. We'll be open 12-4 PM starting September 8 and running until Memorial Day weekend. 409 people visited on our first Sunday (more than the total that visited the 7-hour Saturday the previous day!).
- September is National Library Card Sign Up Month. To celebrate, we are distributing 1,000 new library cards that were designed by Harlow M., the winner of our community library card design contest. Stop by the Library and pick up one of your own!
- In addition, as we do every September, we have teamed up with the Chamber and some of its members for our "All Around Town" promotion. Show your Waunakee library card at participating businesses and get deep discounts! A list of participating businesses is attached in the packet.
- Todd Schmidt and I gave a tour of the library to representatives from the Wisconsin DNR and the Environmental Protection Agency on August 29. Both agencies were crucial to the Village's effort to ownership of a cleaned-up Waunakee Alloy site to build our building. DNR and EPA officials that worked on this project were able to tour the completed site for the very first time, and all expressed great satisfaction that the brownfield they worked on had been transformed into an amazing community asset.
- Brittany Gitzlaff and I gave an update on WPL five years after moving into the new building the Waunakee Rotary club on September 12.
- New Village Facilities Manager Jeff Witt began his duties on September 9. He will be working in the coming weeks to acclimate himself to the Village's facilities and processes. All current library maintenance staff now are part of the public works department. I'm eager to work with Jeff, and he has been invited to the October Library Board meeting for an introduction and to hear more from us about what specific projects we wish to pursue.
- We hope to once again be open to the public on MLK Day in January for a study day for our high schoolers and MLK Day programming. One wrinkle this year is that MLK Day falls on Inauguration Day for the next president. The Waunakee IDEA group is planning a slimmed-down slate of programs, with some being held on other days.
- I attended Tech Days training workshops on September 17-18. The first day was notable, as it featured two sessions on AI in public libraries. The morning session was called "From Basics to Breakthroughs: AI Strategies for Library Leaders" while the afternoon's was "Navigating Artificial Intelligence Through a Public Librarian's Lens." Day two featured a session on emerging tech and another on virtual reality. I also signed up for a five-week webinar series through UW-Madison starting in October called "Tech Crash Course – AI & Libraries."

Youth Services Report by Brittany Gitzlaff

We've reached the end of an incredibly busy summer! We finished up the Summer Reading Program, and all of our summer programming for kids and teens with increased participation in everything over last summer. We broke our Terrific Tuesday record with a reptile show that had 230 people attend, and teen programming was also at an all-time high. This month we were able to participate in community

events including National Night Out, the Kids Expo, and Chalk Walk. We also partnered with Public Works to host a Things That Go Storytime that was a huge hit. Laura collaborated with the new Game Haven store in town to host a Game Day for teens and adults. It was a huge success, and everyone is excited to make this a regular occurrence. We're all looking forward to the start of a new school, and jumping back into fall programming!

Summer Reading Stats

- 845 summer reading necklaces given out
- 463 yard signs given out
 - o 388 signs in 2023, +19%
- 115 teens completed the program
 - o 98 teens in 2023, +17%
- 448 kids completed the program
 - o 328 kids in 2023, +36%
 - § 563 total in 2024, 426 total in 2023, +32%

2024 Summer Programming Stats

- 66 storytimes, 2467 people
 - o 2023: 55 storytimes, 1694 people, +45%
- 46 kids programs, 3554 people
 - o 2023: 48 programs, 3276 people, +8%
- 18 teen programs, 293 people
 - o 2023: 21 programs, 194 people, +51%

Adult Outreach Report by Courtney Cosgriff

In August, I hosted my book club and 3 programs. I attended a Banned Books webinar detailing what Dane County plans to do for Banned Books week. I had a meeting with Amy and Erick where we discussed all my plans for departure. I attended the Library board meeting where we briefly discussed Community Hall and its policies. I met with Rick from the Dane County Historical Society where we discussed scanning, Recollection Wisconsin, and he also dropped off some relevant Waunakee historical materials. I finalized some All Around Town promotional materials and sent an email out to all participating businesses answering final questions. I have been busy notifying all my contacts and tying up loose ends!

Community Engagement Report by Amy Sampson

This month started off with a focus on the end of summer fest and adult summer reading! For our end of summer event, we made the decision to move indoors and adjusted the activities to better fit the space. We ended up with a very enthusiastic crowd of about 700 people having a great time in the library to celebrate the end of summer reading! Adult Summer Reading ended with a 25% increase in finishers compared to last year (119 participated with 84 turning in their final sheet). I held our fifth blood drive with volunteers from the Friends, and that also broke our record for units collected at that drive! Finally, this month has been busy with preparing and transitioning duties with Courtney's

departure.

Random happy image of the month:

Things That Go storytime, Aug 20



Adult Services & Community Engagement Manager Position Description

Typical Responsibilities of Position

Under the general supervision of the Library Director, oversees adults services; oversees programming both inside and outside the library; manages engagement and marketing activities throughout the community; serves as a liaison with community organizations; provides patron assistance in locating library materials and accessing library digital and print collections; helps plan, publicize, and carry out programs, events, and outreach for children, teens, and adults; explains library services, policies, and procedures; and answers reference questions in person, by phone, or through email. This position requires acting as building supervisor as needed.

Supervision Received and Exercised

Receives general supervision from the Library Director. Performs general supervision as "person in charge" at various times. Directly supervises Special Events Coordinator. Directly supervises Library Assistant staff assisting with programming, marketing, and outreach activities.

Minimum Qualifications

- Master of Library Science from an American Library Association accredited institution.
- 3 years of public library experience required.
- Keyboarding and general office experience required.
- Knowledge of social media management, general web design experience, and online marketing preferred.
- Library programming planning and implementation experience desired.

Additional Desirable Qualifications

- Bilingual in Spanish and English.

Duties and Responsibilities

- Serves as a member of the library's management team and serves as onsite manager as needed.
- Plans, organizes, and conducts events for adults and promotes library services to the community.
- Initiates, plans, and provides outreach services for customers, community members, organizations, and businesses.
- Participates with collection development and selection of new materials. Oversees library's subscriptions to digital resources.
- Works with Library management, programming staff, and other library staff to disseminate the activities and programs of the Library to the Waunakee-area community.

- Promotes library services through various types of publicity, including web and social media content.
- Works with the Village of Waunakee's Communications Manager to ensure the library is well-represented in Village-wide communications and that the Library is coordinating its programs and marketing across all Village departments.
- Acts as the public information coordinator for the library, writing press releases, and working with local media to communicate library initiatives to the public.
- Assist Library Director with library donor engagement and other development activities.
- Provides reader's advisory, reference, and other patron assistance services in the library and at outreach locations.
- Serves as the principal contact for community groups interested in outreach services.
- Coordinates with library managers to provide appropriate staffing for outreach events as needed.
- Oversees library displays and exhibits for adults.
- Serves as library's liaison to Waunakee Neighborhood Connection.
- Confers with other community groups in an advisory capacity.
- Conducts library tours.
- Performs other outreach activities for library patrons, schools, and community organizations both in the library and at locations throughout the community.
- Advises the Library Director in regard to policies and procedures in area of responsibility, writes reports and recommendations, and implements decisions.
- Assists in developing the Spanish-language and world language collections, evaluates and selects materials for purchase, and maintains the collection through weeding.
- Assists in library technology planning, implementation, and management.
- Assists in maintaining accuracy of the public catalog and website.
- Supervises and trains library support staff, writes instructions and trains staff on changes in procedures within area of responsibility.
- Carries out library policies and procedures.
- Compiles statistical information on area of service.
- Serves on professional and library system committees as assigned by the Director.
- Performs light housekeeping.
- Performs all other duties as assigned.

Knowledge and Abilities

- Ability to plan, organize, train, supervise, coach, and evaluate the work of library employees.
- Ability to direct the work of team members.
- Ability to effectively present information and respond to questions from patrons.
- Ability to gather statistics, analyze information, and write professional reports.
- Ability to think creatively and make thoughtful decisions using policies and procedures as guides to solve unique problems within library operations.

- Ability to identify areas for improved service and recommend changes by identifying problems and opportunities, reviewing possible alternative courses of action, and utilizing information and resources for decision-making purposes.
- Ability to give input into decisions and support decisions once made.
- Ability to perform and supervise the classification of materials, reference work, and materials selection.
- Ability to plan, organize, and carry out programs for youth.
- Ability to maintain confidentiality of library patron information.
- Ability to use computer software and manage computer technology.
- Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required.
- Ability to work in teams and take direction from peers and superiors, and consider, assimilate, and utilize input from others.
- Possesses advanced knowledge of library marketing tools, particularly online and digital marketing.
- Ability to maintain a regular work schedule.
- Ability to travel to meetings outside the library.
- Possess outstanding interpersonal skills to maintain and foster cooperative and courteous working relationship with the public, peers, supervisors, and subordinates.
- Willingness to maintain skills in the above-mentioned areas through active participation in appropriate continuing education activities.
- Ability to use professional English grammar and spelling, verbal and written communication skills, and age-appropriate language with various audiences.

Mental Requirements

- Ability to apply technical knowledge.
- Ability to grasp abstract and concrete concepts.
- Ability to comprehend and follow detailed instructions.
- Ability to discern when to ask for help or call the Library Director.
- Ability to maintain the mental capacity for concentrating for extended periods of time.
- Ability to communicate ideas and information effectively in both written and verbal form.
- Ability to calculate basic arithmetic problems without the aid of a calculator.
- Ability to read, understand, and retain information contained in staff communications such as emails, the staff blog, and the library's private Facebook group.
- Ability to learn and implement secure email practices.
- Ability to set priorities in order to meet assignment deadlines.
- Ability to approach problems/opportunities logically and to apply personal knowledge and experience.

Physical Demands of the Position

In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

- Ability to be in a stationary position for extended periods.
- Ability to adjust body position and/or move as needed for tasks including the following: shelving and retrieving materials; leading customers to collections or other areas of the library; operating a staff computer; transporting materials or equipment.
- Ability to exchange information and converse with customers and coworkers.
- Ability to communicate fluently in English.
- Ability to detect and understand information on a computer screen and on paper memos and schedules.
- Ability to perform data entry on a computer, laptop, iPad or other electronic device.

Environmental/Working conditions

- Our mission: The Waunakee Public Library opens doors for curious minds, nurtures learning, creates opportunities and enriches lives by bringing people and ideas together.
- The library serves a community of about 20,000, with an ongoing goal of promoting diversity, equity, and inclusion in all areas of staffing and service.
- Inside work environment with some activities outdoors
- Includes regular evening and weekend hours
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is graded S1 in the Village of Waunakee's Employee Compensation Strategy. The Village of Waunakee is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Access Services Librarian Position Description

Typical Responsibilities of Position

Under the supervision of the Circulation Manager, this staff member is responsible for helping to oversee the Library's day-to-day access services activities, including customer service, problem item management, and Page supervision; provides patron assistance resolving issues with records and charges, answering questions in person, by phone, or through email; assists patrons in accessing library digital and print collections; and serves as the Circulation Manager's backup in her absence.

Supervision Received and Exercised

Receives general supervision from the Library Director. Supervised directly by the Circulation Manager. Provides direct supervision of Library Pages/Shelvers. Performs general supervision as the Circulation Manager's backup scheduler and point person.

Minimum Qualifications

- A minimum of 2 years of public library experience required.
- Keyboarding and general office experience required.
- Library technology management experience preferred.

Additional Desirable Qualifications

- Bilingual in Spanish and English.

Duties and Responsibilities

- Under the supervision of the Circulation Manager, oversees day-to-day workflow of circulation activities performed by Library Pages, such as shelving and check-in of items.
- Trains new Library Pages when they are hired
- Trains all Library Pages when there are new workflows.
- Updates the Page Manual as needed.
- Meets bi-annually with Pages and provides a written summary of each meeting to the Circulation Manager.
- Manages problem items (damaged, lost, parts missing) and patron financial transactions, including billing, refunds, and overdue notices.
- Contacts patrons about issues on their accounts, making judgment calls about waiving or adjusting charges as needed.
- Connects with problem item staff at other system libraries as needed to resolve account issues.
- Manages the internal card for expired and missing Holds.
- Resolves missing Holds on the HAP Expired Report.

- Runs the following reports: Damaged & Paid at Another Library, Lost & Paid at Another Library, Claims Returned, Items Status with a Lost Status, Unresolved Refunds.
- Creates and edits staff schedule in the absence of the Circulation Manager.
- Collects door count stats in the absence of the Circulation Manager.
- Assists patrons with library technology and software.
- Provides direct reader's advisory, reference, and other patron assistance services in the library.
- Advises the Library Director and Circulation Manager in regard to policies and procedures in area of responsibility.
- Orders necessary equipment and supplies for public and technical services use.
- Maintains adult collections through weeding.
- Plans staff morale-boosting activities.
- Provides technical support for organizations using library meeting areas.
- Carries out library policies and procedures.
- Compiles statistical information on areas of service.
- Attends CSS meetings in the absence of the Circulation Manager
- Performs light housekeeping.
- Performs all other duties as assigned.

Knowledge and Abilities

- Ability to plan, organize, train, supervise, coach, and evaluate the work of library employees.
- Ability to direct the work of Pages.
- Ability to effectively present information and respond to questions from patrons.
- Ability to gather statistics, analyze information, and write professional reports.
- Ability to think creatively and make thoughtful decisions using policies and procedures as guides to solve unique problems within library operations.
- Ability to identify areas for improved service and recommend changes by identifying problems and opportunities, reviewing possible alternative courses of action, and utilizing information and resources for decision-making purposes.
- Ability to give input into decisions and support decisions once made.
- Ability to maintain confidentiality of library patron information.
- Ability to use computer software and manage computer technology.
- Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required.
- Ability to work in teams and take direction from peers and superiors, and consider, assimilate, and utilize input from others.
- Ability to maintain a regular work schedule.
- Possess outstanding interpersonal skills to maintain and foster cooperative and courteous working relationship with the public, peers, supervisors, and subordinates.
- Willingness to maintain skills in the above-mentioned areas through active participation in appropriate continuing education activities.

- Ability to use professional English grammar and spelling, verbal and written communication skills, and age-appropriate language with various audiences.

Mental Requirements

- Ability to apply technical knowledge.
- Ability to grasp abstract and concrete concepts.
- Ability to comprehend and follow detailed instructions.
- Ability to discern when to ask for help or call the Library Director.
- Ability to maintain the mental capacity for concentrating for extended periods of time.
- Ability to communicate ideas and information effectively in both written and verbal form.
- Ability to calculate basic arithmetic problems without the aid of a calculator.
- Ability to read, understand, and retain information contained in staff communications such as emails, the staff blog, and the library's private Signal group.
- Ability to learn and implement secure email practices.
- Ability to set priorities in order to meet assignment deadlines.
- Ability to approach problems/opportunities logically and to apply personal knowledge and experience.

Physical Demands of the Position

In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

- Ability to be in a stationary position for extended periods.
- Ability to adjust body position and/or move as needed for tasks including the following: shelving and retrieving materials; leading customers to collections or other areas of the library; operating a staff computer; transporting materials or equipment.
- Ability to exchange information and converse with customers and coworkers.
- Ability to communicate fluently in English.
- Ability to detect and understand information on a computer screen and on paper memos and schedules.
- Ability to perform data entry on a computer, laptop, iPad or other electronic device.

Environmental/Working conditions

- Our mission: The Waunakee Public Library opens doors for curious minds, nurtures learning, creates opportunities and enriches lives by bringing people and ideas together.
- The library serves a community of about 23,000, with an ongoing goal of promoting diversity, equity, and inclusion in all areas of staffing and service.
- Inside work environment with some activities outdoors
- Includes regular evening and weekend hours
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is graded H6 in the Village of Waunakee's Employee Compensation Strategy. The Village of Waunakee is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Volunteer Coordinator Position Description

Typical Responsibilities of Position

Volunteer Coordinator manages the library's volunteers and coordinate their schedules with the Circulation Manager. Volunteer coordination includes the following tasks: monitoring the volunteer applications from the website and following up when positions are available; training new volunteers on tasks such as PICK list and shelving; managing volunteer schedules and communicating with management and staff when there are call-offs or when a shift has changed; and overseeing annual volunteer appreciation activities.

Volunteer Coordinators may have additional duties, such as cataloging library materials; physical and digital inventory upkeep; proctoring tests; filling holds from outside the library system through the Outer Library Loan (OLL) program; investigating customer billing issues and notifying them of outstanding charges; processing inventory and/or patron reports; and training in additional positions to serve as a back-up for those with primary responsibility.

Volunteer Coordinators share some duties with Library Assistants: helping library customers with checkout, checking in materials, filling holds, re-shelving library materials, maintaining materials in the library collection in a neat and orderly fashion, making study room reservations, and assisting in other support tasks as assigned.

Supervision Received and Exercised

Receives direct supervision from the Circulation Manager.

Minimum Qualifications

- Two years of public library experience
- High school diploma or GED equivalency.
- Customer service experience.
- Typing skills at a speed necessary to perform essential functions.
- Experience using general office equipment (computers, copy machines, printers).

Additional Desirable Qualifications

- Associate degree or two years of college.
- Bilingual in Spanish and English.

Duties and Responsibilities

- Monitors volunteer applications from the website and follows up when positions are available.
- Trains new volunteers on tasks such as PICK list and shelving.
- Manages volunteer schedules and communicates with management and staff when there are call-offs or when a shift has changed.
- Oversees annual volunteer appreciation activities.

- Provides public service at the desks: checking out library materials, accurately entering and maintaining customer records (including registering and issuing cards), reserving study rooms, and courteously assisting customers with balances due, including accepting payment, providing positive options, and negotiating and waiving charges when appropriate.
- Provides public service in the lobby: greeting customers as they enter the building, reserving study rooms, and offering assistance to customers who are browsing and/or using self-checks.
- Provides public service at the drive-thru pickup window.
- Provides public service with library PCs: assisting customers with basic tasks, such as printing, emailing, or accessing library resources.
- Manages interactions in a polite and professional manner.
- Answers telephone, ascertaining the nature of the call, and either personally assists the caller or directs the caller to the appropriate individual or department.
- Makes study room reservations and directs rental queries to appropriate manager.
- Answers questions about library accounts, searches the catalog for customer requests, leads customers to materials in the library building, places holds for materials coming from other libraries, and makes recommendations.
- Fills hold requests from library system customers by printing a list and searching the shelves.
- Checks in and sorts returned library materials and places them on designated carts for the Pages to shelve.
- Performs opening duties: unlocking public entrances, logging on to staff PCs, starting computer programs, running reports, and emptying bookdrop.
- Performs closing duties: clearing the building of customers, securing money, closing computer programs, logging off staff PCs, and locking public entrances.
- Shelf reads and straightens materials on the shelves.
- Assists with library programs and displays.
- Serves as primary contact (or contact partner) for at least one additional area of responsibility, such as OLL, customer billing, cataloging, patron record management, or inventory management.
- May be assigned to serve as the secondary contact, or back-up, for additional areas of responsibility.
- Works independently and as part of a team.
- Performs light housekeeping.
- Performs other related work.

Knowledge and Abilities

- Communicates effectively with staff and public.
- Responds to customer emails, phone calls, and other messages in a timely way.
- Maintains and fosters cooperative and courteous working relationships (i.e. with the public, peers, supervisor, district-wide staff, outside agencies, work groups, and committees), and demonstrates strong interpersonal skills.
- Initiates own work, sets priorities, and meets critical deadlines.
- Keeps organized, detailed records (paper and digital).
- Listens, seeks to understand, and resolves customer needs by providing positive solutions or timely referrals to appropriate staff.
- Maintains confidentiality of library patron information.

- Stays current with library technology and trends.
- Maintains a regular work schedule.
- Maintains flexibility in the midst of change.
- Periodically performs moderately heavy physical work.
- Develops a working understanding of the Dewey Decimal System.
- Understands and performs assigned library procedures.

Mental Requirements

- Ability to apply technical knowledge.
- Ability to grasp abstract and concrete concepts.
- Ability to comprehend and follow detailed instructions.
- Ability to discern when to ask for help or call a manager.
- Ability to communicate ideas and information effectively in both written and verbal form.
- Ability to calculate basic arithmetic problems without the aid of a calculator.
- Ability to read, understand, and retain information contained in staff communications such as emails, the staff blog, and the library's Signal group.
- Ability to learn and implement secure email practices.
- Ability to set priorities in order to meet assignment deadlines.
- Ability to approach problems/opportunities logically and to apply personal knowledge and experience.

Physical Demands of the Position

In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

- Ability to be in a stationary position for extended periods.
- Ability to adjust body position and/or move as needed for tasks including the following: shelving and retrieving materials; leading customers to collections or other areas of the library; operating a staff computer; transporting materials or equipment.
- Ability to exchange information and converse with customers and coworkers.
- Ability to communicate fluently in English.
- Ability to detect and understand information on a computer screen and on paper memos and schedules.
- Ability to perform data entry on a computer, laptop, iPad or other electronic device.

Environmental/Working conditions

- Our mission: The Waunakee Public Library opens doors for curious minds, nurtures learning, creates opportunities and enriches lives by bringing people and ideas together.
- The library serves a community of about 18,000, with an ongoing goal of promoting diversity, equity, and inclusion in all areas of staffing and service.
- Inside work environment
- Includes evening and weekend hours
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is graded H6 in the Village of Waunakee's Employee Compensation Strategy. The Village of Waunakee is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Library Business Coordinator Position Description

Typical Responsibilities of Position

The Library Business Coordinator shares some direct customer service duties with Library Assistants: helping library customers with checkout, checking in materials, filling holds, re-shelving library materials, maintaining materials in the library collection in a neat and orderly fashion, and assisting in other support tasks as assigned.

The Library Business Coordinator manages the library's day-to-day activities regarding finance and record-keeping: invoice recording and processing, preparing bi-monthly deposits for Waunakee Village finance department, preparing monthly cash and statistics reports, reconciling library credit card statements, ordering annual tax forms, and other related duties. This position may also be trained to serve as a back-up for those with a different primary responsibility.

Supervision Received and Exercised

Receives direct supervision from the Library Director.

Minimum Qualifications

- Associate's degree in Business Administration, Accounting, or related field.
- One year of work related experience which includes bookkeeping and accounts payable.
- Experience working in Windows with applications such as Excel.
- Customer service experience.
- Typing skills at a speed necessary to perform essential functions.
- Experience using general office equipment (computers, copy machines, printers).

Additional Desirable Qualifications

- Previous library employment and experience with Koha or another ILS.
- Bachelor's degree in Business Administration, Accounting, or related field.
- Bilingual in Spanish and English

Duties and Responsibilities

- Serves as liaison between the library staff and Waunakee Village financial department.
- Generates and distributes monthly financial reports to include budget status reports, detail expenditure reports, and other reports as needed.
- Verifies deposits with the bank and resolves discrepancies in a timely manner.
- Maintains financial documents with appropriate supporting material and updates records as necessary.
- Examines and verifies a wide variety of financial documents and reports.
- Ensures expenditures are charged to the appropriate accounts.

- Provides public service at the desks: checking out library materials, accurately entering and maintaining customer records (including registering and issuing cards), and courteously assisting customers with balances due, including accepting payment, providing positive options, and negotiating and waiving charges when appropriate.
- Provides public service in the lobby: greeting customers as they enter the building, offering assistance to customers who are browsing and/or using self-checks.
- Provides public service at the drive-thru pickup window.
- Provides public service with library PCs: assisting customers with basic tasks, such as printing, emailing, or accessing library resources.
- Manages interactions in a polite and professional manner.
- Answers telephone, ascertaining the nature of the call, and either personally assists the caller or directs the caller to the appropriate individual or department.
- Answers questions about library accounts, searches the catalog for customer requests, leads customers to materials in the library building, places holds for materials coming from other libraries, and makes recommendations.
- Fills hold requests from library system customers by printing a list and searching the shelves.
- Checks in and sorts returned library materials and places them on designated carts for the Pages to shelf.
- Performs opening duties: unlocking public entrances, logging on to staff PCs, starting computer programs, running reports, and emptying bookdrop.
- Performs closing duties: clearing the building of customers, securing money, closing computer programs, logging off staff PCs, and locking public entrances.
- Shelf reads and straightens materials on the shelves.
- Assists with library programs and displays.
- May be assigned to serve as the secondary contact, or back-up, for additional areas of responsibility, such as cataloging.
- Works independently and as part of a team.
- Performs light housekeeping.
- Performs other related work.

Knowledge and Abilities

- Communicates effectively with staff and public.
- Understands bookkeeping and basic principles of municipal accounting.
- Understands record keeping and filing principles and methods.
- Maintains organized, fiscal and clerical records (paper and digital).
- Initiates own work, sets priorities, and meets critical deadlines.
- Generates accurate and detailed reports.
- Meet deadlines and complete various reports in a timely manner.
- Responds to customer emails, phone calls, and other messages in a timely way.
- Maintains and fosters cooperative and courteous working relationships (i.e. with the public, peers, supervisor, district-wide staff, outside agencies, work groups, and committees), and demonstrates strong interpersonal skills.
- Listens, seeks to understand, and resolves customer needs by providing positive solutions or timely referrals to appropriate staff.
- Maintains confidentiality of library patron information.
- Stays current with library technology and trends.
- Maintains a regular work schedule.

- Maintains flexibility in the midst of change.
- Periodically performs moderately heavy physical work.
- Develops a working understanding of the Dewey Decimal System.
- Understands and performs assigned library procedures.

Mental Requirements

- Ability to apply technical knowledge.
- Ability to grasp abstract and concrete concepts.
- Ability to comprehend and follow detailed instructions.
- Ability to discern when to ask for help or call a manager.
- Ability to communicate ideas and information effectively in both written and verbal form.
- Ability to calculate basic arithmetic problems without the aid of a calculator.
- Ability to read, understand, and retain information contained in staff communications such as emails, the staff blog, and the library's private Facebook group.
- Ability to learn and implement secure email practices.
- Ability to set priorities in order to meet assignment deadlines.
- Ability to approach problems/opportunities logically and to apply personal knowledge and experience.

Physical Demands of the Position

In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

- Ability to be in a stationary position for extended periods.
- Ability to adjust body position and/or move as needed for tasks including the following: shelving and retrieving materials; leading customers to collections or other areas of the library; operating a staff computer; transporting materials or equipment.
- Ability to exchange information and converse with customers and coworkers.
- Ability to communicate fluently in English.
- Ability to detect and understand information on a computer screen and on paper memos and schedules.
- Ability to perform data entry on a computer, laptop, iPad or other electronic device.

Environmental/Working conditions

- Our mission: The Waunakee Public Library opens doors for curious minds, nurtures learning, creates opportunities and enriches lives by bringing people and ideas together.
- The library serves a community of about 18,000, with an ongoing goal of promoting diversity, equity, and inclusion in all areas of staffing and service.
- Inside work environment
- Includes evening and weekend hours
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is graded H6 in the Village of Waunakee's Employee Compensation Strategy. The Village of Waunakee is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Special Events Coordinator

Position Description

Summary

The Special Events Coordinator plans, coordinates, and oversees the use of library meeting and event spaces by non-library organizations, businesses, and individuals to fulfill the needs of our community members. The Special Events Coordinator will make sure private and public special events go smoothly, exceed customer expectations, and will work to establish the Waunakee Public Library as a destination for special events in the area. The Special Events coordinator will maximize the usage of WPL's event and meeting spaces, while coordinating with library staff to ensure library programming and service priorities are met.

As a library staff member, the person in this position will also provide regular customer service duties to library patrons as scheduled and needed

Supervision Received and Exercised

Receives direct supervision from the Adult Services & Community Engagement Manager and indirect supervision from the Library Director. Works closely with Village of Waunakee Maintenance staff.

Primary Duties and Responsibilities of the Position

- Plan, coordinate and oversee all phases of assigned events to include advance planning, day-of-event coverage, and post-event needs.
- Determine client needs and establish a plan for meeting those needs. Communicate necessary information to other library staff.
- Utilize library's online room reservation system.
- Evaluate requests for changed or added services during the event and determine how they can be accomplished.
- Maintain a courteous, cooperative and professional manner in all interactions with clients, coworkers, vendors, and the public.
- Prepare and distribute event-related information in a concise, professional and accurate manner, including detailed event orders and diagrams of room layouts.
- Conduct tours of the facility for client and prospective clients. Work with approved caterers and library staff to show facility to prospective clients.
- Provide information for billing activities for assigned events, in accordance with established policies and procedures.

- Set up and take down furniture, and work with Village of Waunakee Maintenance staff to prepare rooms for events and coordinate post-event cleaning. Work with library staff to make sure AV systems are functional for events.
- Assist in marketing the library's special event capabilities and spaces.
- Make recommendations to library management on equipment or service changes that should be made to improve the experience of special event clients.

Additional Duties

- Provides public service at the desks as needed: checking out library materials, accurately entering and maintaining customer records (including registering and issuing cards), and courteously assisting customers with balances due.
- Provides public service in the lobby: greeting customers as they enter the building, offering assistance to customers who are browsing and/or using self-checks.
- Provides public service at the drive-thru pickup window.
- Provides public service with library PCs: assisting customers with basic tasks, such as printing, emailing, or accessing library resources.
- Manages interactions in a polite and professional manner.
- Answers telephone, ascertaining the nature of the call, and either personally assists the caller or directs the caller to the appropriate individual or department.
- Answers questions about library accounts, searches the catalog for customer requests, leads customers to materials in the library building, places holds for materials coming from other libraries, and makes recommendations.
- Fills hold requests from library system customers by printing a list and searching the shelves.
- Checks in and sorts returned library materials and places them on designated carts for the Pages to shelve.
- Performs opening duties: unlocking public entrances, logging on to staff PCs, starting computer programs, running reports, and emptying bookdrop.
- Performs closing duties: clearing the building of customers, securing money, closing computer programs, logging off staff PCs, and locking public entrances.
- Shelf reads and straightens materials on the shelves.
- Assists with library displays.
- Performs light housekeeping.
- Performs other related work.

Weekly Hours

This position will be approximately 24 hours per week and will include weekdays, weekends, and evenings. Hours will vary based on the schedule of events, programs, and activities.

Desired Qualifications

Six months of experience coordinating events such as public programs, conferences, weddings and banquets. Possession of an associate or bachelor's degree in business, hotel/restaurant management, public administration, event management or other related areas may be substituted for the experience requirement. Other combinations of training and/or experience

which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform this position's duties will also be considered.

Additional Desirable Qualifications

- Bilingual in Spanish and English

Knowledge and Abilities

- Communicates effectively with staff and public.
- Interacts and gets along with others (coworkers and customers).
- Maintains confidentiality of library patron information.
- Stays current with library technology and trends.
- Maintains flexibility in the midst of change.
- Periodically performs moderately heavy physical work.
- Develops a working understanding of the Dewey Decimal System.
- Understands and performs assigned library procedures.
- Maintains and fosters cooperative and courteous working relationships with the public, peers and supervisor, and demonstrates strong interpersonal skills.

Mental Requirements

- Ability to apply technical knowledge.
- Ability to grasp abstract and concrete concepts.
- Ability to comprehend and follow detailed instructions.
- Ability to discern when to ask for help or call a manager.
- Ability to communicate ideas and information effectively in both written and verbal form.
- Ability to calculate basic arithmetic problems without the aid of a calculator.
- Ability to read, understand, and retain information contained in staff communications such as emails, the staff blog, and the library's private Facebook group.
- Ability to learn and implement secure email practices.
- Ability to set priorities in order to meet assignment deadlines.

Physical Demands of the Position

In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

- Ability to be in a stationary position for extended periods.
- Ability to adjust body position and/or move as needed for tasks including the following: shelving and retrieving materials; leading customers to collections or other areas of the library; operating a staff computer; transporting materials or equipment.
- Ability to exchange information and converse with customers and coworkers.
- Ability to communicate fluently in English.

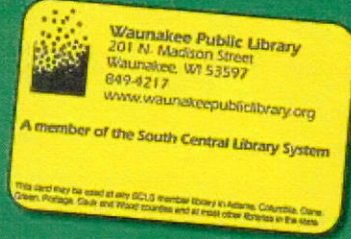
- Ability to detect and understand information on a computer screen and on paper memos and schedules.
- Ability to perform data entry on a computer, laptop, iPad or other electronic device.

Environmental/Working conditions

- Our mission: The Waunakee Public Library opens doors for curious minds, nurtures learning, creates opportunities and enriches lives by bringing people and ideas together.
- The library serves a growing service area of about 25,000, with an ongoing goal of promoting diversity, equity, and inclusion in all areas of staffing and service.
- Inside work environment
- Includes evening and weekend hours
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is graded H6 in the Village of Waunakee's Employee Compensation Strategy. The Village of Waunakee is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Use Your Waunakee Library Card All Around Town



Celebrate National Library Card Sign-Up Month with us!
Show your library card at any of the businesses below and receive the discount listed.

Restrictions/limitations may vary by business.

Discount is valid September 1 through September 30.

2024 Participating Businesses

Buck & Honeys

10% off total bill

Culvers

10% off purchase

Evie & Company

10% off any non-sale item

Game Haven

Show library card with purchase and be entered into gift card raffle

Hometown Pharmacy

15% off all books

Kee Kee Boutique

10% off total (excludes sale)

Lone Girl Brewing Co.

10% off bill

Lundy's Ice Cream

15% off bill

Lyon Road Art

20% off your purchase (classes & supplies)

Meffert Oil BP

\$2 off car wash

Minuteman Press

10% off any clothing/print order

Nails by Marlo

\$5 off your visit

Octopi Brewing

10% off their total bill food, drink, & to-go beer

Ooh La La

10% off (some items not included)

Orange Shoe Personal Fitness

Free stretch session

Pageberry Mercantile

10% off your order

Red Barn Company

15% off home decor, clothing, & handbags

Wana Bike Shop

\$5 off any helmet or \$10 off any tune-up

Waunakee Furniture ETC

10% off accessories

Wisconsin Candle Company

15% off in-store purchases

Zoe's Pizzeria

5% off purchase



Waunakee Public Library

September 2024

Adult Programs

A Good Yarn

Wednesday, September 4 & 18 - 10:00 a.m.
Bring your current knitting/crochet project for a social hour with a group of like-minded fiber friends!

Yoga for Beginners

Thursday, September 5 & 19 - 10:00 a.m.
This class is a gentle yoga class for all ages, and all levels. We start with some grounding poses and stretching poses to get ready for daily activities and helps to balance body and mind.

Writer's Group

Thursday, September 5 - 1:00 p.m.
Are you looking for a way to simply connect with other local authors and writers? Join the Writer's Group!

Mocktails with Chef Laura Eyler

Thursday, September 5 - 6:00 p.m.
Join us as we learn to make mocktails with chef, and owner of Thyme Savor Cuisine, Laura Eyler.

Saturday Social

Saturday, September 7 - 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!

Capturing the Human Drama Through History with Garrett Graff

Tuesday, September 10 - 1:00 p.m. - VIRTUAL
Don't forget to register for this incredibly moving virtual chat with New York Times bestselling author Garrett Graff! See online calendar for registration link.

Good Morning Games

Thursday, September 12 & 26 - 9:00 a.m.
Join us for an adult game group where we play Mahjong (Filipino style) and Rummikub! Don't know how to play, but want to learn? We are happy to teach! See you there!

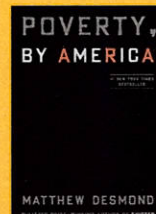
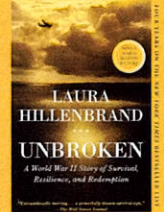
Intro to Needle Felting

Thursday, September 12 - 6:30 p.m.
Learn the basics of sculptural needle felting with wool while making pumpkins that will be added to a fall themed garland. We'll also be making felted wool acorns & 2D felted wool leaf cut outs to add to our garlands.

BOOK CLUBS

Wednesday Night Page Turners

Wednesday, September 11 - 6:30 p.m.
Unbroken by Laura Hillenbrand



Books in the Overlook

Tuesday, September 17 - 6:30 p.m.
Poverty, by America
by Matthew Desmond

The Sustainable Studio - Penciled Porch Sign

Monday, September 16 - 6:00 p.m.
Come and join us in making a wooden, outdoor porch sign using paint and stencils.

Memory Screening

Tuesday, September 17 - 10:00 a.m.
Meet with Ellen from the ADRC for a quick memory screening. Appointments required. Call Amy @ 608-850-2535 to schedule appointment.

Living with an Expansive Mind in a Distracted World- with Nate Klemp, PhD

Wednesday, September 18 - 1:00 p.m. - VIRTUAL
Join us as philosopher Nate Klemp helps us explore pathways back to openminded living when he talks to us about the core tenets in his new book *Open: Living with an Expansive Mind in a Distracted*

Learning How to Prevent Falls

Thursday, September 19 - 1:00 p.m.
Discuss where and why falls occur; medical conditions that may cause or increase risk of falling, medication, and more!

A Deep Dive in Character Development with Global Sensation Liane Moriarty

Saturday, September 21 - 6:00 p.m. - VIRTUAL
A modern-day Jane Austen who humorously skewers social mores while spinning a web of mystery, Moriarty asks profound questions in her newest I-can't-wait-to-find-out-what-happens novel. See online calendar for registration link.

September 2024

Waunakee Public Library

Children's Programs

* = Registration Required

Pokemon Club

Tuesday, September 3 - 3:30 p.m.

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

Music Together

Wednesday, September 4 - 9:30 a.m.

Join Ms. Catherine from Music Together for a fun music and movement program!

LEGO League

Wednesday, September 4 - 3:30 p.m.

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

Storycrafters

Saturday, September 7 - 10:00 a.m.

Meet at the library for a story, song, and a craft! This program is recommended for all ages and their caregiver.

My First Book Club*

Tuesday, September 10 - 3:30 p.m.

Join us as we snack and read longer picture books, early readers and chapter books together. We'll finish with a fun activity and/or craft based on the book. Children do not need to be reading on their own for this club. Grades K-2.

STEAM Breaks

Creepy Crawlers with Aldo Leopold Nature Center*

Wednesday, September 11 - 3:30 p.m.

Students will learn amazing facts about the adaptations of some of Wisconsin's "creepiest" critters. Sing songs and learn hands-on all about spiders, snakes, bats, and worms. Grades K - 4.

Adopt a Reading Buddy

Monday, September 16

Visit us now through the end of the month of September to adopt a Reading Buddy!

Kid's Club*

Wednesday, September 18 - 3:30 p.m.

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

PAWS to Read*

Thursday, September 19 - 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.

Maker Monday*

Monday, September 23 - 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, September 25 - 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.

Storytimes

Jammie Jams

Monday, September 9, 16, 23, & 30 @ 6:30 p.m.

Preschool Storytime

Tuesdays, September 10, 17, & 24 @ 9:45 a.m.

Wednesday, September 11, 18, & 25 @ 10:45 a.m.

Ages 3-5.

Tiny Tots

Tuesdays, September 10, 17, & 24 @ 10:45 a.m.

Thursday, September 12, 19, & 26 @ 9:45 a.m.

Ages 1-3 & caregiver.

Baby Time

Wednesday, September 11, 18, & 25 @ 9:45 a.m.

Ages 0-1.

Little Bodies, Big Feelings

Friday, September 13 @ 9:45 a.m.

Come play, sing, and read with us about our emotions and healthy ways to address them at our fun storytime for all ages.

All Ages Storytime

Friday, September 20 @ 9:45 a.m.

Activities will be geared towards children ages 2-5, but all ages welcome!

Bilingual Storytime - Hora de Cuentos Bilingüe

Saturday, September 21 & Friday, Sept 27 @ 9:45 a.m.

Join the fun of developing Spanish/English language skills with Bilingual storytime!

TEEN Programs

Preteen Book Club

Wednesday, September 4 @ 6:30 p.m.

This month, we're reading *We Still Belong* by Christine Day. Books are available in the library.

Teen Trivia: Last Teen Standing

Monday, September 9 @ 4:30 p.m.

Are you ready to test your trivia knowledge?

Will you be the last teen standing?

Teen Book Club

Thursday, September 12 @ 6:30 p.m.

We'll be reading *Queen of the Tiles* by Hanna Alkaf.

Books are available in the library.

Crafternoon: Mini Bookshelves

Tuesday, September 17 @ 4:30 p.m.

Choose your books and your decorations and put them all together into a delightfully tiny scene.

TACOS

Friday, September 20 @ 4:00 p.m.

TACOS members, it's our monthly meeting!

Anime Club

Tuesday, September 24 @ 4:30 p.m.

It's anime time!

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