



LIBRARY BOARD MEETING

Waunakee Public Library Board Room

Friday, December 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 November 15, 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**
- VII. New Business**
 - A. Review furniture plans for meeting and study spaces**
 - B. Approve purchase of 2 single study pods from Pillar Booth for \$13,980 with 220 Funds**
 - C. Discuss and approve Meeting Room pricing for 2025**
 - D. Discuss use of library meeting rooms by political parties or organizations**
 - E. Discuss and Take Action on Library Management Performance Evaluation and Compensation.** The Library Board may convene in closed session as authorized by Wisconsin Statute 19.85(1)(c) for the purpose of 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 and discuss and take action on the subject matter discussed in closed session.
- VIII. Adjourn**

Next Library Board meeting: Friday, January 17, 2025 @ 7:45 AM in the Board Room, Waunakee Public Library

Notice is hereby given that members of 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, November 15, 2024- 7:45AM

201 N. Madison Street, Conference Room

- I. **Call to order:** Jean Elvekrog called the meeting to order at 7:45 AM
- II. **Roll Call:**
 - A. **Roll call:** Present: Melissa Hill, Jean Elvekrog, Kathy Grosskopf, Annie Ballweg, Carolina Quintana-Kuether, Sam Kaufmann and Library Director Erick Plumb.
Excused: Cathy Sheffield
 - B. **Guests:** No
- III. **Public Comment** No public comment
- IV. **Approval of the consent agenda** Sam made a motion to approve. Annie seconded. Passed.
- V. **Director's Report** The new Special Events Coordinator position will be posted next week. Jeff Witt is doing a great job of finding areas where our daily maintenance can be improved. The Village has posted a position for a Building Maintenance Supervisor that will replace Jeff Curwicks position.
- VI. **Old Business**
 - A. **Friends of the Library Update** The Election Day Bake Sale made \$848.00. The Annual Friends Craft Fair is Saturday, November 23 at the Waunakee Intermediate School. Bingo Night will be on Friday, January 10.
- VII. **New Business**
 - A. **Review 2024 letter to past donors** We reviewed and discussed changes. Erick will make changes and send the updated letter to donors.
- VIII. **Adjourn** Jean adjourned the meeting at 8:07 AM

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

November 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	446.02
		0.00
	Total	446.02
<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	174.53
	UPS Store	0.00
	Total	174.53
<u>100-551400-330 Travel and training</u>		
	Wall Street Journal	0.00
	State of Wi	0.00
	ALA	71.10
	WLA	0.00
	Total	71.10
<u>100-551400-340 Programs</u>		
	SCLS	0.00
	UW- Madison	0.00
	WLA	0.00
	Dunkin	0.00
	Total	0.00
<u>100-551400-341 Equipment</u>		
	Pig	0.00
	Dunkin	26.98
	Amazon	478.55
	Michaels	0.00
	Culvers	25.00
	Books 4 School	229.00
	Midwest Mujeres	1,000.00
	Laura Eyler	96.85
	Costco	0.00
	Intuit Mailchimp	0.00
	SCLS	31.50
	Jamie Statz-Paynter	117.00
	Minuteman Press	0.00
	Ace Hardware	32.95
	Post Office	0.00
	Total	2,037.83

<u>100-551400-391 Personnel</u>	Total	<u><u>1,645.36</u></u>
<u>100-551400-392 Public relations</u>	Total	<u><u>0.00</u></u>
	4imprint	626.67
	Intuit Mailchimp	58.00
	Waunakee Rotary	0.00
<u>100-551401-210 Building serices</u>	Total	<u><u>684.67</u></u>
	The Electricians	0.00
	Midwest Alarm	0.00
	Otis Elevator Company	0.00
	Bruce Company	0.00
	JF Ahern	255.00
	CJ's Lawn & Snow	0.00
	Total	<u><u>255.00</u></u>
<u>100-551401-350 Repairs/Maintenance</u>		
	Nassco	0.00
	Kraemer Air Filter Corp	0.00
	Menards	0.00
	Ace Hardware	0.00
	Amazon	0.00
	Schilling Supply Company	0.00
	Capital Coffee	0.00
	The Electricians	0.00
	USA Clean	0.00
	Waunakee Power Equipment	0.00
	Total	<u><u>0.00</u></u>
<u>220 fund</u>		
	Phyliss Haugen	90.00
	Waunakee Chamber of Commerce	0.00
	Tee Public	0.00
	Total	<u><u>90.00</u></u>
	 Month Total	 <u><u>14,323.87</u></u>

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY OPERATIONS</u>						
100-551400-110 LIBRARY FULL TIME	49,719.18	437,567.46	481,614.00	44,046.54	90.85	396,620.44
100-551400-120 LIBRARY PART TIME	42,446.29	336,830.21	363,945.00	27,114.79	92.55	303,114.12
100-551400-130 LIBRARY FICA	6,795.78	56,488.94	64,686.00	8,197.06	87.33	50,546.46
100-551400-131 LIBRARY RETIREMENT	4,655.01	39,149.47	42,819.00	3,669.53	91.43	35,083.75
100-551400-132 LIBRARY HEALTH	12,236.95	151,039.31	156,479.00	5,439.69	96.52	152,674.89
100-551400-133 LIBRARY LIFE	68.34	861.02	808.00	(53.02)	106.56	793.42
100-551400-134 LIBRARY DENTAL	658.36	8,825.97	8,460.00	(365.97)	104.33	8,200.80
100-551400-210 LIBRARY OUTSIDE SERVICES	108.00	977.25	1,296.00	318.75	75.41	1,447.00
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	.00	6,763.62	8,700.00	1,936.38	77.74	6,501.47
100-551400-290 LIBRARY LEASED ITEMS	755.28	7,247.83	8,940.00	1,692.17	81.07	6,664.17
100-551400-292 LIBRARY MAINTENANCE CONTRACTS	.00	4,320.18	2,477.00	(1,843.18)	174.41	2,009.39
100-551400-311 LIBRARY POSTAGE	8.80	980.48	1,500.00	519.52	65.37	1,050.83
100-551400-320 LIBRARY PUBS/SUBS/DUES	.00	10,915.06	2,924.00	(7,991.06)	373.29	2,985.74
100-551400-330 LIBRARY TRAVEL/TRAINING	20.00	1,499.08	2,200.00	700.92	68.14	1,349.00
100-551400-340 LIBRARY PROGRAMS	3,327.56	39,531.79	35,000.00	(4,531.79)	112.95	27,683.46
100-551400-341 LIBRARY EQUIPMENT	517.99	5,672.31	7,500.00	1,827.69	75.63	2,645.14
100-551400-380 LIBRARY ADULT BOOKS	5,383.42	39,087.95	50,000.00	10,912.05	78.18	34,264.32
100-551400-381 LIBRARY JUVENILE BOOKS	2,302.56	26,180.12	28,000.00	1,819.88	93.50	20,904.61
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	535.80	15,929.92	22,721.00	6,791.08	70.11	20,093.78
100-551400-385 LIBRARY KIT SUPPLIES	201.88	4,033.32	4,500.00	466.68	89.63	4,324.16
100-551400-386 LIBRARY AUDIO MATERIALS	39.98	8,313.41	8,500.00	186.59	97.80	5,393.26
100-551400-387 LIBRARY VIDEOS	475.82	6,606.65	8,000.00	1,393.35	82.58	7,009.93
100-551400-390 LIBRARY OTHER	1,360.59	9,226.37	16,000.00	6,773.63	57.66	13,302.99
100-551400-391 LIBRARY PERSONNEL	.00	.00	.00	.00	.00	230.00
100-551400-392 LIBRARY PUBLIC RELATIONS	126.00	3,182.03	6,000.00	2,817.97	53.03	3,067.91
TOTAL LIBRARY OPERATIONS	131,743.59	1,300,223.91	1,413,660.00	113,436.09	91.98	1,183,671.84

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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	.00	56,310.69	66,272.00	9,961.31	84.97	57,729.65
100-551401-120	LIBRARY BLDG PART-TIME	5,891.83	27,673.36	34,334.00	6,660.64	80.60	18,392.18
100-551401-121	LIBRARY BLDG OVERTIME	.00	2,066.73	.00 (2,066.73)	.00	321.68
100-551401-130	LIBRARY BLDG FICA	450.73	6,463.96	7,696.00	1,232.04	83.99	5,679.28
100-551401-131	LIBRARY BLDG RETIREMENT	.00	4,028.04	4,573.00	544.96	88.08	3,947.51
100-551401-132	LIBRARY BLDG HEALTH	.00	18,620.76	20,940.00	2,319.24	88.92	19,066.08
100-551401-133	LIBRARY BLDG LIFE	.00	65.63	71.00	5.37	92.44	68.92
100-551401-134	LIBRARY BLDG DENTAL	.00	1,811.42	1,968.00	156.58	92.04	1,826.75
100-551401-210	LIBRARY BLDG SERVICES	2,661.00	25,020.43	29,753.00	4,732.57	84.09	32,616.60
100-551401-220	LIBRARY BLDG UTILITIES	2,179.06	24,624.86	24,000.00 (624.86)	102.60	26,235.05
100-551401-221	LIBRARY BLDG GAS HEAT	598.83	7,792.50	18,000.00	10,207.50	43.29	11,910.20
100-551401-341	LIBRARY BLDG EQUIPMENT	.00	.00	1,446.00	1,446.00	.00	.00
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	1,870.06	11,802.98	21,000.00	9,197.02	56.20	19,298.39
100-551401-390	LIBRARY BLDG OTHER	8.99	208.99	200.00 (8.99)	104.50	185.00
	TOTAL LIBRARY BUILDING	13,660.50	186,490.35	230,253.00	43,762.65	80.99	197,277.29
<u>DEPOT</u>							
100-551410-210	DEPOT OUTSIDE SERVICES	.00	34.00	.00 (34.00)	.00	.00
100-551410-350	DEPOT REPAIRS/MAINT	237.80	237.80	600.00	362.20	39.63	52.00
	TOTAL DEPOT	237.80	271.80	600.00	328.20	45.30	52.00

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VILLAGE OF WAUNAKEE
BALANCE SHEET
NOVEMBER 30, 2024

LIBRARY SPECIAL REVENUE FUND

<u>ASSETS</u>			
220-11110	COMMINGLED CASH	144,563.17	
220-11801	CASH ON HAND	<u>1,862.37</u>	
	TOTAL ASSETS		<u>146,425.54</u>
 <u>LIABILITIES AND EQUITY</u>			
 <u>FUND EQUITY</u>			
220-34300	FUND BALANCE	<u>124,317.37</u>	
	BEGINNING FUND BALANCE	124,317.37	
	REVENUE OVER EXPENDITURES - YTD	<u>22,108.17</u>	
	TOTAL FUND EQUITY		<u>146,425.54</u>
	TOTAL LIABILITIES AND EQUITY		<u>146,425.54</u>

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VILLAGE OF WAUNAKEE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2024

LIBRARY SPECIAL REVENUE FUND

		PERIOD		BUDGET		% OF	
		ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET	PRIOR YEAR
<u>LIBRARY REVENUES</u>							
220-46740011	PUBLIC CHARGES	908.12	4,274.94	4,000.00	274.94	106.87	4,196.78
220-46740014	PHOTOCOPIES	355.88	4,452.09	3,000.00	1,452.09	148.40	3,021.86
220-46740015	ROOM RENTAL	2,796.21	16,490.29	12,500.00	3,990.29	131.92	15,213.26
	TOTAL LIBRARY REVENUES	4,060.21	25,217.32	19,500.00	5,717.32	129.32	22,431.90
<u>MISCELLANEOUS REVENUE</u>							
220-48140001	INTEREST INCOME	645.00	7,038.00	.00	7,038.00	.00	4,831.00
220-48540070	DONATIONS	.00	7,656.00	.00	7,656.00	.00	4,671.30
	TOTAL MISCELLANEOUS REVENUE	645.00	14,694.00	.00	14,694.00	.00	9,502.30
	TOTAL FUND REVENUE	4,705.21	39,911.32	19,500.00	20,411.32	204.67	31,934.20

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VILLAGE OF WAUNAKEE
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2024

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY</u>						
220-551400-390 LIBRARY OTHER	150.94	17,803.15	500.00	(17,303.15)	3,560.63	597.47
TOTAL LIBRARY	150.94	17,803.15	500.00	(17,303.15)	3,560.63	597.47
TOTAL LEISURE ACTIVITIES	150.94	17,803.15	500.00	(17,303.15)	3,560.63	597.47
TOTAL OTHER FINANCING USES	.00	.00	.00	.00	.00	.00
TOTAL FUND EXPENDITURES	150.94	17,803.15	500.00	(17,303.15)	3,560.63	597.47
NET REVENUES OVER EXPENDITURE	<u>4,554.27</u>	<u>22,108.17</u>	<u>19,000.00</u>			<u>31,336.73</u>

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

November 2024

	2024			2023		% Change	% Change	YTD
	November	Prev Month	Yr-to-date	November	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	28	31	310	28	312	-9.7%	N/A	N/A
CIRCULATION								
Physical circulation	22,813	22,767	262,538	22,464	265,690	0.2%	1.6%	-1.2%
Digital circulation	5,201	5,196	56,554	4,863	49,041	0.1%	7.0%	15.3%
Library Total	28,014	27,963	319,092	27,327	314,731	0.2%	2.5%	1.4%
Per Day library was open	1,001	902	1,029	976	1,009	10.9%	2.5%	2.0%
Average of DeForest, Monona and Verona	25,726	26,025	298,330	25,277	297,439	-1.1%	1.8%	0.3%
By Category								
Books								
Juvenile Fiction	3,108	3,221	38,075	3,312	37,033	-3.5%	-6.2%	2.8%
Juvenile Non-Fiction	1,488	1,572	17,226	1,414	17,624	-5.3%	5.2%	-2.3%
Easy Readers	1,529	1,660	19,833	1,658	20,071	-7.9%	-7.8%	-1.2%
Picture books	5,304	4,883	53,013	4,783	55,316	8.6%	10.9%	-4.2%
Total Juvenile	11,429	11,336	128,147	11,167	130,044	0.8%	2.3%	-1.5%
Young Adult	567	663	8,282	657	8,263	-14.5%	-13.7%	0.2%
Adult Fiction	3,087	3,312	36,346	2,915	34,997	-6.8%	5.9%	3.9%
Adult non-Fiction	2,142	2,152	25,952	2,064	25,533	-0.5%	3.8%	1.6%
Large print	905	966	9,930	797	9,744	-6.3%	13.6%	1.9%
Total Adult	6,134	6,430	72,228	5,776	70,274	-4.6%	6.2%	2.8%
Magazines	500	402	4,860	458	4,604	24.4%	9.2%	5.6%
Audio	776	719	9,245	864	9,825	7.9%	-10.2%	-5.9%
DVD and Blu-ray	2,296	2,139	26,643	2,363	28,356	7.3%	-2.8%	-6.0%
Software and video games	174	136	1,792	156	1,603	27.9%	11.5%	11.8%
Kits	814	844	10,078	935	11,649	-3.6%	-12.9%	-13.5%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	78	53	787	67	698	47.2%	16.4%	12.8%
E-books	5,201	5,196	56,554	4,863	49,041	0.1%	7.0%	15.3%
% of total circulation	18.6%	18.6%	17.7%	17.8%	15.6%	-0.1%	4.3%	N/A
PROGRAMS								
Children								
Number	37	43	409	37	384	-14.0%	0.0%	6.5%
Attendance	1,230	1,475	15,211	1,077	12,945	-16.6%	14.2%	17.5%
Young adult								
Number	7	7	67	6	61	0.0%	16.7%	9.8%
Attendance	37	60	578	19	459	-38.3%	94.7%	25.9%
Adult								
Number	20	24	224	19	171	-16.7%	5.3%	31.0%
Attendance	226	305	3,732	267	2,527	-25.9%	-15.4%	47.7%
NEW PATRONS ADDED	74	89	1,112	66	1,049	-16.9%	12.1%	6.0%
PUBLIC MEETING ROOM BOOKINGS	32	35	318	18	289	-8.6%	77.8%	10.0%
STUDY ROOM BOOKINGS	566	683	6468	495	4967	-17.1%	14.3%	30.2%
PUBLIC PC SESSIONS	362	417	4,640	347	4,768	-13.2%	4.3%	-2.7%
UNIQUE WIRELESS USERS	1,747	1,703	17,903	1989	23,727	2.6%	-12.2%	-24.5%
CURBSIDE TRANSACTIONS	27	33	334	39	415	-18.2%	-30.8%	-19.5%
# OF VISITORS TO LIBRARY	14,345	14,094	156,967	11,153	137,035	1.8%	28.6%	14.5%

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Waunakee Public Library Activity Report
Library Director Erick Plumb
December 20, 2024

Library Activity in November/December

- The Library approaches the end of 2024 in a strong position. We have seen considerable growth this year in library building visits, program attendance, private meeting and study room bookings, and the number of new patrons getting library cards. A highlight is our programs for teens and tweens, with program attendance up over 25% (!) for the year. While physical circulation of items is down a touch from 2023, digital checkouts are up 15%, accounting for almost one-fifth of the items that we circulate. I can't wait to build upon these gains in 2025.

- Our annual Winter Reading program for all ages is underway. Library users may complete reading and other tasks around the community to fill their activity sheets and collect prizes. The program runs through January 31.

- One of our talented Library Assistants, Paulette Rodriguez, departed to pursue new opportunities at the end of November. Paulette added great programs to the library – especially crafts-based programs. She'll be missed. We hired Kelli Miller to fill Paulette's role. Kelli has an MLIS from UW-Madison, as well as experience at the Winding Rivers Library System, La Crosse County Public Library, and Platteville Public Library. She starts her duties here on December 15.

- We have begun interviewing candidates for the new Special Events Coordinator position, to start in January. We thank the Village Board for approving the new position in the 2025 budget, as well as the reclassification of our part-time staff that will allow higher starting wages and greater diversity of roles for our staff. The Village Board approved the 2025 budget at their November 21 meeting.

- The Village's Public Works Dept. hired Randy West to be a new fulltime Building Maintenance Supervisor. He will primarily help out at the library, as well as other facilities as needed. Our building maintenance crew is now fully staffed for the first time in months!

- The Library closed on December 6 for a half-day staff inservice. The library staff met at South Central Library System headquarters in Madison for our quarterly staff meeting, plus training on

digital services and a tour of the system's delivery facility, which was quite impressive. The day was a success, and it helped to get out of the library building for a field trip.

- WPL has a community survey for area residents that are native Spanish speakers on our website and in print at a few area locations. WPL has greatly expanded our services to Spanish-speakers, but we know that we have much work to do to reach this growing segment of our community. The survey can be found online here : <https://tinyurl.com/yffc2bx>
- Staff from Prairie Elementary toured the Library on November 20 to finalize plans for WPL to serve as an evacuation site for the school should an emergency occur. We have discussed this over the past two years with the school district; it will be a relief to know that a solid plan is in place for both school and library should the need ever arise.
- We look forward to once again being open on Martin Luther King Jr. Day on January 20. Holiday-themed programs held in conjunction with the Waunakee IDEA will take place the week prior, so the day will be devoted to providing a warm third place for students to study for finals.

Youth Services Report by Brittany Gitzlaff

November felt busier than normal as the weather turned cold for good and brought everyone indoors. We brought back the popular Young & the Restless program, which will continue during these cold months. Caregivers really appreciate the opportunity to let their kids run indoors. We also hosted the 4K event "Flashlight, Forts, & Fiction." Thanks to the Friends of the Library for sponsoring the snacks for these families as they were invited to build forts and share books together. Laura and Caitlin put together another series of escape rooms for kids, families, and teens. These always fill up, and are enjoyed by all. Quite possibly the highlight of the month is the breakthrough in outreach for teens. Laura has been attending both book clubs at the high school, and a new initiative at the Intermediate School called "Lunch with the Librarian." Over 50 kids chose to spend their lunch period hanging out with Laura, learning more about the library, and doing a quick craft!

Adult Services & Community Engagement Report by Amy Sampson

In November, we sadly said goodbye to Paulette from the library team – her creative spirit and positive energy will be missed by staff and patrons alike! I continued planning Winter/Spring programs and have us booked through April. I also attended a Beyond the Page ideas workshop in Oregon to discuss 2025 humanities programs and grants. We launched the Spanish-language programs and materials interest survey. I updated Winter Reading Adult/Teen program and prepared materials to launch December 1st.

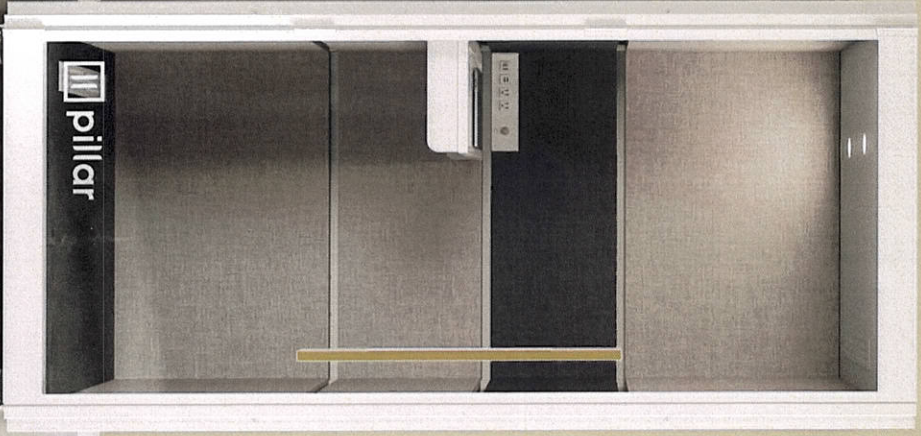
I attended a webinar on how to be a hearing-friendly library, and as a result purchased two hearing loop receivers for Community Hall to increase accessibility for users of that space with its infamous acoustics. I am working on updating signage to bring awareness to these devices for users.

Random happy image of the month:



pillar

The Pillar Booth
Specifications





The Pillar Booth

An oasis. The Pillar Booth is an individual workspace designed to add privacy to bustling environments without sacrificing comfort. With an adjustable sit/stand desk, The Pillar Booth provides a quiet, comfortable space for calls, meetings, and heads down focus.

Suitable for any type of floor plan, Pillar Booths are used in offices, universities, libraries, apartment buildings, warehouses, and beyond. Made in the USA with incredible attention to detail, audio engineering, and comfort, it is no surprise that Pillar Booth is the fastest growing phone booth brand.

Pillar Booths are designed to be the industry-leader in sustainability, comfort, and durability.

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**Sustainable**

Sustainably designed with eco-friendly wood, removable acoustic panels and an occupancy sensor to conserve energy.

**Quick Assembly**

The assembly of each Pillar Booth is minimal and takes less than an hour with two people using only an allen wrench.

**High Quality Materials**

Made in the USA with a durable steel frame, shatterproof door, and UL listed lighting and electrical components.

**Code + Compliance**

Pillar Booths align with building and local regulations without expensive modifications.

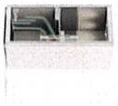
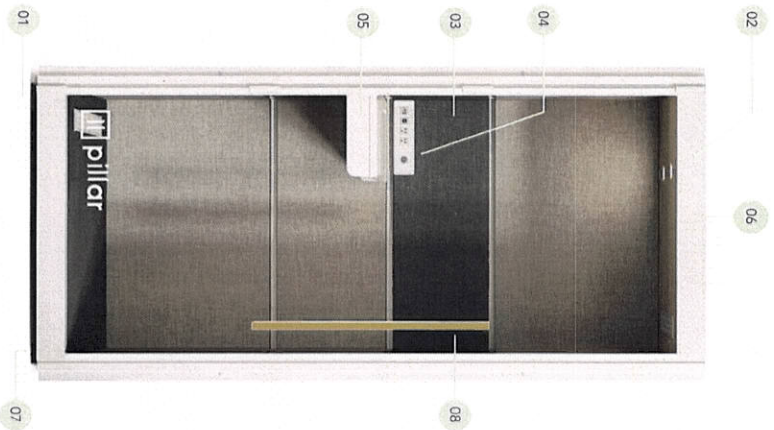
**Total Cost Of Ownership**

Pillar Booths are built to last and offer features that allow the booth to adapt to any space without additional expense.

**Made In America**

Assembled in Chicago, Pillar Booth works with local suppliers for access to specialty parts, sustainable materials, and related processes.

Standard features



01 Active Ventilation

Four fans work together to refresh the air in the booth once per minute, providing significantly better ventilation than other privacy booths.



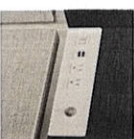
02 LED Lighting

Motion activated LED lights help to conserve energy and create a well-lit environment for video conferencing and focused work.



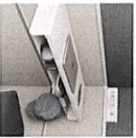
03 Removable Acoustic Panels

Removable and cleanable acoustic panels maximize sound absorption and acoustic performance.



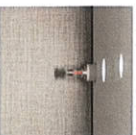
04 Power + Connectivity

USB A+C ports, outlets and an ethernet port ensure you can connect all your devices at one time.



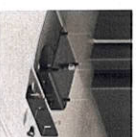
05 Height Adjustable Desk

The desk can be set at three different heights, making it easy to work from a chair, a stool, or while standing.



06 Fire Suppression

Simply unscrew the sprinkler cap to install the sprinkler piping through a pre-drilled hole in the ceiling.



07 Seismic Anchors

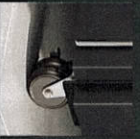
Anchor your booth to the floor with Pillar Booth's standard glides which can easily be bolted to the ground.



08 Magnetic Door Seal

The thick acrylic door with a tight seal keeps your conversation in and exterior noise out.

Custom features



Casters

Lockable casters provide an easy way to move booths around your office or facility, maximizing flexibility as your privacy needs evolve.



AV Kit

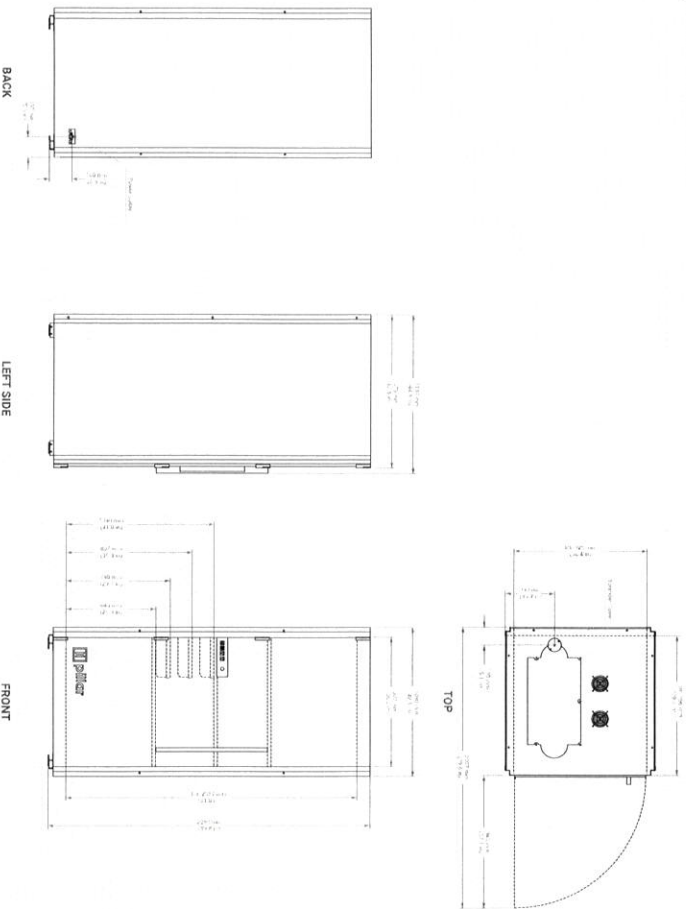
Seamlessly integrate a monitor or CPU into your booth for video conferencing.



Custom Colors + Finishes

Add door graphics + choose your acoustic panel fabric colors, external wood, and more.

Specifications



Exterior
42.5" W x 42.5" D x 39.2" H
44.5" D (with handle)
79" D (with door open)

Interior
36.4" W x 39.2" D x 31" H

Desk Work Area
34.5" W x 12" D x 29.4" H

Weight
500 lbs

Door
3/8" thick acrylic

Airflow
72 ft³/min | 4 fans

Power
2 outlets | 2 USB ports
120v | 3 prong plug
5.5 ft. length cord | UL listed

Lighting
Two 2.5" diameter puck lights
468 Lumens, lasting 50,000+ hours

Connectivity
Ethernet, CAT6

Color + fabric options

Standard colors

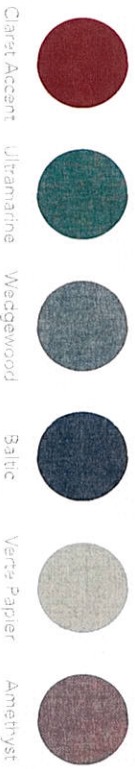


Standard fabrics



Custom colors and finishes

Add door graphics + choose your acoustic panel fabric colors, external wood, and more.



NOTE: Material subject to approval and testing of the material. Custom solutions can add lead-time & cost. Contact for material & availability. All customizations are priced at the time of ordering. Placeholder: sales@pillarbooth.com

Warranty

Pillar Booths have a 3-year limited warranty covering defects in parts, materials, or the product as a whole. Read more about our warranty offerings here: www.pillarbooth.com/pages/warranty

Quote - Pillar Booth / Waunakee Library

Item	Unit Cost	Quantity	Total
The Pillar Booth (White or Black)	\$6,695	2	\$13,390
Stool (add-on)	\$200	2	\$400
Casters (add-on)	\$400	2	\$800
End of Year Discount	(\$1,100)	2	(\$2,200)
Assembly (add-on)	\$600	2	\$1,200
Freight	\$595	2	\$1,190
Total			\$13,980

Price before applicable taxes (if any). Assembly is quoted based on regular hours, non-union labor, and access to a freight elevator

Quote - Pillar Booth / Waunakee Library

Item	Unit Cost	Quantity	Total
The Pillar Booth for Two (White or Black)	\$15,995	1	\$15,995
Furniture for The Pillar Booth for Two (add-on)	\$2,500	1	\$2,500
Casters (add-on)	\$400	1	\$400
End of Year Discount	(\$3,000)	1	(\$3,000)
Assembly (add-on)	\$1,000	1	\$1,000
Freight	\$995	1	\$995
Total			\$17,890

Price before applicable taxes (if any). Assembly is quoted based on regular hours, non-union labor, and access to a freight elevator

2-person booth

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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

Hourly Rental Rates for Large Meeting Rooms in Area

Facility	<u>Weekdays price per hour</u>	<u>Weekends price per hour (Friday eve-Sun)</u>	<u>Non-open hours</u>
Waunakee Library Community Hall	\$ 12.50	\$ 41.67	100**
<i>WPL proposed (2025)</i>	\$ 25.00	\$ 50.00	75.00
Village Center	\$ 42.50	\$ 91.67	
MPL Community Room	\$ 160.00	\$ 160.00	230.00
Monona PL * Forum Room	\$ 20.00	\$ 20.00	
Fitchburg Community Center	\$ 32.50	\$ 70.00	
Town of Verona CC	\$ 80.00	\$ 90.00	
DeForest PL*	\$ 16.67	\$ 16.67	
DeForest Cornerstone CC	\$ 32.50	\$ 32.50	
Lussier Community Education Center	\$ 50.00	\$ 75.00	
East Madison Community Center	\$ 55.00	\$ 100.00	
Goodman Community Center Evjue Room	\$ 55.00	\$ 65.00	
Sun Prairie Westside CC	\$ 10.00	\$ 25.00	

*Library open hours only
 Prices reflect resident fees where applicable.
 Base fees only
 ** Flat fee per event

Private Events at Central

Meeting Room Hourly Rental Rates

Room	2025 Hourly Rates	Before Library Hours	After Library Hours	Notes
Conference Room 104	\$40	NA	NA	Board meetings, committees, presentations, trainings. TV & white boards. Capacity: 20.
Meeting Room 301 or 302	\$90	\$120	\$130	Mid-size lectures, meetings, classes. Projector, TV, white boards, teleconference capabilities. Capacity: 40-90
Community Room	\$180	\$240	\$260	Large lectures, ceremonies, workshops. Projector, TV, white boards, teleconference capabilities. Capacity: 100-250
Madison Room	\$180	\$240	\$260	Large lectures, workshops, classes. Audio-equipped. Does not include floor closure. Capacity: 40-150.

Sliding scale non-profit discount available. Inquire with Events Staff.

- Hourly rentals available Monday-Friday.
- Nonrefundable deposit of hourly rate required at booking, due 5 business days after reservation is made. Final payments required 10 business days before event.
- 2 hour minimum reservation.
- Reservation must include set up and tear down time.

Private Events at Central

Non-Wedding Celebrations

Private Reception	Thursday & Friday	Saturday
3rd Floor 3pm-10pm	\$1500	\$2000

Sliding scale non-profit discount available. Inquire with Events Staff.

5.5% tax may be incurred

- Available Thursday-Saturday.
- Nonrefundable 25% deposit required at booking, due 5 business days after reservation is made. Final payments required 10 business days before event.

Includes:

- 7 hours of rental space on 3rd Floor.
- Full closure of and exclusive access to entire 3rd floor: Community Room, Madison Room, Art Gallery, Bathrooms and Patio (seasonal).
- Planning time with Event Coordinator.
- Tables, chairs, cocktail tables, and set up and tear down of all library furniture.
- Day-of technical and practical support from Library Events staff for the duration of your event.
- Access to all audio/visual equipment including projectors, TVs, in-house speakers and microphones.
- Month-of coordination with all vendors.
- After hours security monitors.
- Vendors permitted: catering, bar, live entertainment.

Proposed Pricing Guide

Room	M-F Library Open Hours	Sat/Sun Library Open Hours	Before/After Hours
Community Hall	\$25 per hour	\$50 per hour	\$75 per hour
Board Room*	\$10 per hour	\$20 per hour	N/A

*Not-for-profit and governmental organization fees waived with proof of tax-exempt status

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

Payment

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



Pricing effective January 1st, 2025



MEETING ROOM 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. The Meeting Room Policy here refers to usage of the Library's Board Room, Small Conference Room, and Living Room. Study Room usage will be governed by the Study Room Policy. Community Hall usage will be governed by the Community Hall Usage Policy.

Meeting rooms are made available to the public regardless of the beliefs or affiliations of individuals or groups requesting their use, and use of the library's rooms 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 meeting and study rooms at all times. Use of meeting and study rooms 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.

General Guidelines for meeting rooms (Board Room, Living Room, and Small Conference Room)

Meetings are to take place during regular library hours and must end 15 minutes before the library's scheduled closing time. Exceptions may be made with the approval of library management.

User and attendees will:

- Not disrupt the use of the library by others.
- Set up and return room to its former arrangement when finished.
- Put all refuse in trash receptacles provided.
- Affix nothing to walls without approval of library management.
- 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. Library staff may enter and remain in a meeting room at any time during a meeting.

Limitations

Meeting rooms may not be used for:

- Canvassing or collecting signatures for a political campaign are not permitted 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 Board.
- 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 or furniture. The Library is not responsible for any damage to equipment brought into the building.

Reservation Priorities for meeting rooms (Board Room, Living Room, and Small Conference Room)

Groups must complete a Room Reservation Form in print or on the Library's website to reserve or rent a Meeting Room. Reservations must be made by a responsible member of the organization, over 18 years old, who will see that all the regulations are followed. If more than one group requests a room for the same time, priority will be given as follows:

1. Library programming or library-related meetings;
2. Other organizations in order by date of application and payment received. Rooms may be reserved no more than 90 days 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 its meeting rooms in the event of an emergency due to weather conditions or if rooms are in need of repair.

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. 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. 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 June 17, 2022

December 2024



Waunakee Public Library

Kids Programs

* = Registration Required

12/1 Winter Reading Program

Kids age 0-10, try our Winter Reading Program for a chance to earn more prizes! Pick up your reading sheet from the kids desk at the library, read books, complete activities, and earn prizes. Runs through January 31.

12/2 Pokemon Club

3:30pm | Storytime room

Join fellow Pokémon players and fans to enjoy all things Pokémon. Grades K-4.

12/3 No-Stress Book Club*

3:30pm | Storytime room

Read whatever you like, hear what other kids are reading, and that's it! It can be a book you just started reading, or one you've read before and loved. We'll also have time to play a game and enjoy a snack. Grades 3-4.

12/4 LEGO League

3:30pm | Storytime room

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

12/7 and 12/21 The Young and the Restless

10:00am | Community Hall

Get your wiggles out with! This program is an opportunity for kids to be active, develop motor skills, and make new friends. Ages 0-5.

12/10 My First Book Club*

3:30pm | Storytime room

Join us as we snack and read longer picture books, early readers and chapter books together. Grades K-2.

12/11 STEAM Break*

3:30pm | Storytime room

Join us in building, experimenting and creating. Experiments and activities relate to all things STEAM (Science, Tech, Engineering, Art and Math). Grades K-4.

12/18 Kids Club*

3:30pm | Storytime room

Join us for a club just for kids! Each month features a different activity, craft, and brain break! Grades K-3.

Storytimes

Baby Time

WEDNESDAY 9:45AM | 12/4, 12/11, 12/18

Share some stories, rhymes, and lap songs, followed by play time for babies and chat time for caregivers! Ages 0-1.

Preschool Storytime

TUESDAY 9:45AM | 12/3, 12/10, 12/17

WEDNESDAY 10:45AM | 12/4, 12/11, 12/18

Fun for preschoolers and caregivers who are getting ready for the school experience. Ages 3-5.

Tiny Tots

TUESDAY 10:45AM | 12/3, 12/10, 12/17

THURSDAY 9:45AM | 12/5, 12/12, 12/19

Tiny Tots is an active 20 minute program of simple stories, rhymes, and songs. Ages 1-3.

Jammie Jams

MONDAY 6:30PM | 12/2, 12/9, 12/16

Wear your coziest pajamas and join us for an evening storytime! We'll share stories, rhymes & activities! All ages.

Bilingual Storytime/Hora del Cuento Bilingüe

SATURDAY 9:45AM | 12/14

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

All Ages Storytime

FRIDAY 9:45AM | 12/20

Come join the professionals of CI Pediatric Therapy for books & activities! All ages.

Teen Programs

12/1 Winter Reading Challenge

Try our Winter Reading Challenge! Pick up your challenge sheet from the front desk at the library or on our website, read books, do activities, and earn prizes. Runs through January 31 and is for ages 11+.

12/4 Preteen Book Club

6:30pm | Living Room

Reading *The Westing Game* by Ellen Raskin. Grades 5-8.

12/9 Teen LEGO

4:30pm | Storytime Room

Let's build with Lego! We'll have our collection of Lego bricks out for you to use. Grades 5-12.

12/12 Teen Book Club

6:30pm | Living Room

Reading *Be Not Far From Me* by Mindy McGinnise. Grades 8+.

12/13 or 12/20 TACOS

4:00pm | Board Room

TACOS members, it's our monthly meeting! If you're not sure which meeting to go to, please contact Laura.

12/17 Anime Club

4:30pm | Storytime Room

We'll watch anime and do some anime-related activities! Grades 5-12, permission slip required.

December 2024

Waunakee Public Library

Book Clubs

Adult Programs

* = Registration Required

12/1 Winter Reading Challenge

Try our Winter Reading Challenge! Pick up your challenge sheet from the front desk at the library or on our website, read books, do activities, and earn prizes. Runs through January 31 and is for ages 11+.

12/3 Holiday Cardmaking*

6:30pm | Community Hall

Get a jump on your holiday cards with Jamie Statz Paynter. All supplies and materials to make up to 4 cards are included in this card buffet. Registration is required and space is limited.

12/7 Saturday Social

9:00am | Den

Get to know your neighbors at our Saturday Social! There will be complimentary coffee and donuts to enjoy while catching up with old and new friends.

12/4 and 12/18 A Good Yarn

10:00am | Living Room

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

12/5 and 12/19 Yoga for Beginners

10:00am | Community Hall

This class is a gentle yoga class for all ages, and all levels, no registration required.

12/5 Writer's Group

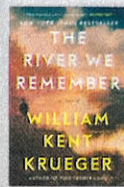
1:00pm | Board Room

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

12/4 Exploring the Smithsonian National Gem Collection*

1:00pm | Virtual

Join us for an absolutely dazzling presentation with the emeritus curator of the Smithsonian's National Gem Collection, Dr. Jeffrey E. Post as he talks about The Smithsonian National Gem Collection Unearthed: Surprising Stories Behind the Jewels.



Wednesday Night Page Turners

12/11 | 6:30pm | Overlook

The River We Remember by William Kent Krueger

Books in the Overlook

12/17 | 6:30pm | Overlook

I Have Some Questions for You by Rebecca Makkai



12/12 and 12/26 Good Morning Games

9:00am | Community Hall

Join us for an adult game group where we play Mahjong (Filipino style)! Don't know how to play? We are happy to teach!

12/11 Author Talk with Laura Dave*

1:00pm | Virtual

Join us for a captivating conversation with #1 New York Times bestselling author of *The Last Thing He Told Me*, Laura Dave, as she chats with us online about her newest book *The Night We Lost Him*.

12/14 Midwest Mujeres: Women's Wellness Day

11:00am | Community Hall

Take time for YOU! Join us for a rejuvenating women's wellness event hosted by the Waunakee Latina Ambassadors. Start with an energizing Zumba session, enjoy a healthy snack, and participate in a grounding exercise to reset your mind. Tap into your creativity with a fun crafting session designed to inspire. Come for the whole event or drop in for the activity that fits your schedule. Childcare provided for ages 4+. Let's celebrate wellness, connection, and YOU!

HOLIDAY HOURS

Tuesday Dec 24th: CLOSED

Wednesday Dec 25th: CLOSED

Tuesday Dec 31st: Closing at 1pm

Wednesday Jan 1st: CLOSED