

**Waunakee Public Library
Library Board Meeting
Library Programming Room
Friday, June 21, 2019 7:45 AM**

Agendas may change prior to the commencement of the meeting. Please check the posting board at the entrance to the library.

- I. Call to order
- II. Roll call: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Erin Moran, Mike Ricker, Cindy Turner, Geoff Vine, Erick Plumb. Introduction of guests.
- III. Consent agenda
 - A. Approve May 17, 2019 Library Board Minutes
 - B. Approve Schedule of Bills
 - C. Approve Financial Reports, plus *Forever Fund*, 220 Account, and capital campaign balances
- IV. Public Comment
- V. Director's Report
- VI. Old Business
 - A. Construction Committee Report
 - B. Discuss draft of Meeting Room Policy for new library
 - C. Plans for Donor Party
- VII. New Business
 - A. Board officer elections
 - B. Discuss draft of History Hall curator job description
 - C. Library director performance evaluation*
- VIII. Adjourn

LAST Library Bd meeting at 710 South St: Fri., July 19, 2019 @ 7:45 AM---prog. rm.

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.

***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 govern-mental body has jurisdiction or exercises responsibility. The Library Board may reconvene in open session.**

Waunakee Public Library

Library Board Meeting

Friday, May 17, 2019

7:45 AM

Library Programming Room

- I. **Call to order:** Jean called the meeting to order at 7:45 AM
- II. **Roll Call:**
 - A. **Roll call:** Present: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, , Mike Ricker, Cindy Turner, and Erick Plumb.
 - B. **Absent:** Erin Moran and Geoff Vine
- III. **Approval of consent agenda-:** Cindy moved, Mike seconded, Passed.
Discussion of library trial balance Designated Schubert Fund (220-34221) at \$540.00. This memorial gift was to purchase books for the children's collection. Jean moved, Kathy seconded that Brittany spend this fund. Passed. Erick will advise the Village that both the Carberry and Schubert 220 accounts should be removed.
- IV. **Public comment:** none
- V. **Library Director's Report:** Erick announced that Jeff Curwick was hired as the Facilities Maintenance Supervisor. He will begin on July 1st with shadowing Duane Statz and training by Vogel Bros. Despite the weather conditions on STEM Day, over 250 people attended the program at the High School, coordinated by Cindy Jensen. The summer program which now includes both the WCSD and St. John Catholic School begins on June 3rd. A complete summer program is planned, despite the library move in July.
Future use options of the current library building and site are under discussion by the WCSD Board, the Waunakee Plan Commission and others. No decisions have been made by any party. It could be a significant time period before any decision is made. The Plan Commissions summary sheet, maps and zoning specifics were in the packet. The full director's report including youth service and adult service sections were also included in the Board packet.
- VI. **Old Business**
 - A. **Construction Committee Report:** Erick Plumb
The building continues on target. The bridge is installed, road grading and gravel started. In the interior, painting, cabinet installation and other finishes are underway.
 - B. **Discuss draft of Meeting Room Policy for new library.** Erick and the Library Board conducted a detailed line by line consideration of the policy. Edits and suggestions were made. Erick will rework the draft and revisions. Mike offered assistance with editing. The policy and proposed rental fee table will be reviewed again in June.
- VII. **New business**

- A. Discuss proposed Rental Fees for New Library meeting rooms:** Erick Plumb
The proposed rental fees were examined side by side with the Village Center's Rental Fee Table. As both are Village facilities, there are similarities in charges for additional hours, kitchen, alcohol use and caterer's fees. This table will be edited and reviewed in June. Both the Meeting Rooms Policy and fee tables were included in the Board packet.

- B. Donor Sneak Preview: Tuesday, July 30th 6-8 PM :** Erick Plumb and Jean Elvekrog
Plans are in place including public remarks, tours, and catered refreshments. Printed invitations will be sent.

- C. Discuss Opening Day Festivities:** Erick Plumb
Gathering reports of successful opening day experiences from other Library Directors, Erick recommends that this day be a public open house for the entire community with tours of the building and grounds, not a business day. There will be a ribbon cutting at 2 PM and the new library will be open for the public until 6 PM. Low key activities for children such as face painting are planned as well as refreshments served on the patio. The new library will be open for materials checkout and normal library activities on August 2nd.

VIII. Adjourn: The meeting was adjourned at 8:55 AM on a motion by Jean, second by Annie.

Next Library Board Meeting: Friday, June 21, 2019 at 7:45 AM at WPL Programming Room.

Respectfully submitted, Cynthia S. Turner, Trustee and Secretary

VILLAGE OF WAUNAKEE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>TAXES</u>						
100-41100110 GENERAL PROPERTY TAX	.00	5,491,714.00	5,491,714.00	.00	100.00	5,174,966.27
100-41200101 STATE SALES TAX	10.00	51.30	120.00	(68.70)	42.75	50.00
100-41300110 UTILITY TAX	84,300.00	421,500.00	886,000.00	(464,500.00)	47.57	378,000.00
100-41800101 INTEREST ON TAXES	272.86	669.92	.00	669.92	.00	131.22
100-41900101 OTHER TAXES	14,177.19	14,177.19	.00	14,177.19	.00	2,960.90
TOTAL TAXES	98,760.05	5,928,112.41	6,377,834.00	(449,721.59)	92.95	5,556,108.39
<u>INTERGOVERNMENTAL REVENUE</u>						
100-43400110 STATE SHARED REVENUE	.00	.00	152,514.00	(152,514.00)	.00	.00
100-43400130 OTHER STATE SHARED REVENUE	39,969.86	39,969.86	68,016.00	(28,046.14)	58.77	.00
100-43411020 FIRE INSURANCE TAX	.00	.00	50,000.00	(50,000.00)	.00	.00
100-43510023 OTHER LAW ENFORCEMENT AIDS	.00	.00	.00	.00	.00	803.95
100-43521030 TRANSPORTATION AIDS	.00	408,699.90	817,775.00	(409,075.10)	49.98	385,032.64
100-43528040 STATE RECYCLING PAYMENT	28,396.65	28,396.65	20,000.00	8,396.65	141.98	28,347.35
100-43740020 COUNTY LIBRARY AID	1,971.88	8,600.31	182,830.00	(174,229.69)	4.70	167,147.00
100-43740091 SOUTH CENTRAL LIBRARY AID	.00	.00	.00	.00	.00	1,106.00
TOTAL INTERGOVERNMENTAL REVE	70,338.39	485,666.72	1,291,135.00	(805,468.28)	37.62	582,436.94
<u>LICENSES & PERMITS</u>						
100-44101010 LICENSES - LIQUOR & BEER	6,740.00	7,990.00	12,000.00	(4,010.00)	66.58	5,340.00
100-44101015 LICENSES - OPERATOR	3,325.00	4,560.00	5,000.00	(440.00)	91.20	4,025.00
100-44101020 LICENSES - CIGARETTE	400.00	500.00	800.00	(300.00)	62.50	400.00
100-44101090 LICENSES - MISCELLANEOUS	1,414.00	2,364.00	2,600.00	(236.00)	90.92	1,400.00
100-44202020 LICENSES - DOG	179.75	3,367.50	5,400.00	(2,032.50)	62.36	3,153.50
100-44202030 LICENSES - CAT	16.00	511.00	1,200.00	(689.00)	42.58	472.00
100-44210010 LICENSES - BICYCLE	1.00	1.00	40.00	(39.00)	2.50	.00
100-44313010 PERMIT FEES RESIDENTIAL NEW CO	10,752.50	45,346.00	52,500.00	(7,154.00)	86.37	50,766.07
100-44313015 PERMIT FEES RES ALT & ADD	3,016.99	15,509.72	15,000.00	509.72	103.40	16,638.13
100-44313020 PERMIT FEES NEW MULTI FAMILY	495.00	495.00	.00	495.00	.00	1,492.50
100-44313030 PERMIT FEES NEW COMM & IND	132.00	2,628.00	7,000.00	(4,372.00)	37.54	50.00
100-44313035 PERMIT FEES COMM/IND ALT & ADD	36,489.07	40,141.54	10,000.00	30,141.54	401.42	12,200.81
100-44320085 SIGN PERMIT	75.00	450.00	1,250.00	(800.00)	36.00	675.00
100-44320090 PERMIT FEES MISC.	330.00	2,217.75	2,500.00	(282.25)	88.71	1,545.00
100-44352050 SITE PLAN APPROVAL	.00	640.00	2,300.00	(1,660.00)	27.83	1,280.00
100-44352060 PUD REVIEW	.00	950.00	.00	950.00	.00	.00
100-44452001 ZONING PERMITS	450.00	1,850.00	5,500.00	(3,650.00)	33.64	2,774.75
100-44452010 JP ZONING PERMITS	.00	733.77	1,000.00	(266.23)	73.38	3,406.32
100-44452020 VARIANCE REQUEST	475.00	475.00	475.00	.00	100.00	.00
100-44452030 REZONING FEE	.00	820.00	500.00	320.00	164.00	1,855.00
100-44452040 JOINT PLAN REZONING	345.00	345.00	400.00	(55.00)	86.25	2,070.00
100-44452050 PLAT FEES	150.00	10,200.00	.00	10,200.00	.00	26,375.00
100-44452090 MISCELLANEOUS ZONING	.00	.00	250.00	(250.00)	.00	950.00

4

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR	
<u>LIBRARY OPERATIONS</u>							
100-551400-110	LIBRARY FULL TIME	22,827.39	125,659.22	293,864.00	168,204.78	42.76	103,548.27
100-551400-120	LIBRARY PART TIME	22,658.03	123,123.24	282,031.00	158,907.76	43.66	107,800.19
100-551400-130	LIBRARY FICA	3,329.15	18,193.87	44,055.00	25,861.13	41.30	15,347.05
100-551400-131	LIBRARY RETIREMENT	2,534.29	13,363.48	31,760.00	18,396.52	42.08	11,892.32
100-551400-132	LIBRARY HEALTH	5,755.25	53,193.25	122,303.00	69,109.75	43.49	51,503.50
100-551400-133	LIBRARY LIFE	41.96	251.76	509.00	257.24	49.46	206.87
100-551400-134	LIBRARY DENTAL	554.75	3,616.60	9,924.00	6,307.40	36.44	3,935.08
100-551400-210	LIBRARY OUTSIDE SERVICES	116.00	389.00	1,864.00	1,475.00	20.87	1,779.00
100-551400-217	LIBRARY SECURITY SYSTEMS	.00	.00	325.00	325.00	.00	.00
100-551400-219	LIBRARY AUTOMATION LEVY	.00	44,006.48	49,006.00	4,999.52	89.80	45,612.47
100-551400-225	LIBRARY COMMUNICATIONS	548.17	2,189.55	6,528.00	4,338.45	33.54	2,259.55
100-551400-290	LIBRARY LEASED ITEMS	281.62	389.36	4,596.00	4,206.64	8.47	324.11
100-551400-292	LIBRARY MAINTENANCE CONTRACT	.00	2,146.43	4,500.00	2,353.57	47.70	165.00
100-551400-311	LIBRARY POSTAGE	71.15	373.20	1,350.00	976.80	27.64	390.01
100-551400-320	LIBRARY PUBS/SUBS/DUES	504.00	1,793.25	2,450.00	656.75	73.19	2,495.51
100-551400-330	LIBRARY TRAVEL/TRAINING	.00	1,025.00	3,135.00	2,110.00	32.70	1,050.40
100-551400-340	LIBRARY PROGRAMS	583.26	3,901.58	14,100.00	10,198.42	27.67	9,380.54
100-551400-341	LIBRARY EQUIPMENT	1,350.00	2,163.94	5,000.00	2,836.06	43.28	2,506.69
100-551400-380	LIBRARY ADULT BOOKS	4,057.78	12,654.51	41,000.00	28,345.49	30.86	10,291.29
100-551400-381	LIBRARY JUVENILE BOOKS	1,333.92	7,500.55	20,250.00	12,749.45	37.04	7,612.39
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	305.01	7,856.56	7,920.00	63.44	99.20	7,330.33
100-551400-384	LIBRARY COMPUTER SOFTWARE	194.87	5,518.93	13,832.00	8,313.07	39.90	9,743.48
100-551400-385	LIBRARY KIT SUPPLIES	271.83	741.07	4,250.00	3,508.93	17.44	1,101.90
100-551400-386	LIBRARY AUDIO MATERIALS	721.70	4,120.03	12,500.00	8,379.97	32.96	1,704.83
100-551400-387	LIBRARY VIDEOS	651.28	3,584.09	8,500.00	4,915.91	42.17	3,475.47
100-551400-390	LIBRARY OTHER	580.26	4,887.34	16,912.00	12,024.66	28.90	5,522.90
100-551400-392	LIBRARY PUBLIC RELATIONS	530.88	530.88	1,700.00	1,169.12	31.23	.00
TOTAL LIBRARY OPERATIONS		69,802.55	443,173.17	1,004,164.00	560,990.83	44.13	406,979.15
<u>LIBRARY BUILDING</u>							
100-551401-110	LIBRARY BLDG FULL TIME	.00	81.90	26,150.00	26,068.10	.31	195.97
100-551401-120	LIBRARY BLDG PART-TIME	.00	.00	14,674.00	14,674.00	.00	.00
100-551401-130	LIBRARY BLDG FICA	.00	6.27	3,123.00	3,116.73	.20	14.53
100-551401-131	LIBRARY BLDG RETIREMENT	.00	5.37	1,713.00	1,707.63	.31	13.12
100-551401-132	LIBRARY BLDG HEALTH	.00	.00	8,015.00	8,015.00	.00	130.27
100-551401-133	LIBRARY BLDG LIFE	.00	.74	100.00	99.26	.74	.47
100-551401-134	LIBRARY BLDG DENTAL	.00	.00	811.00	811.00	.00	7.45
100-551401-210	LIBRARY BLDG SERVICES	1,444.00	7,356.67	22,600.00	15,243.33	32.55	6,699.02
100-551401-220	LIBRARY BLDG UTILITIES	830.36	5,023.20	29,500.00	24,476.80	17.03	3,600.51
100-551401-221	LIBRARY BLDG GAS HEAT	84.73	1,329.34	6,859.00	5,529.66	19.38	1,243.60
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	68.96	68.96	7,500.00	7,431.04	.92	144.77
100-551401-390	LIBRARY BLDG OTHER	.00	.00	600.00	600.00	.00	167.80
TOTAL LIBRARY BUILDING		2,428.05	13,872.45	121,645.00	107,772.55	11.40	12,217.51

5

VILLAGE OF WAUNAKEE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2019

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY REVENUES</u>						
220-46740011 PUBLIC CHARGES	1,130.48	4,213.59	16,000.00	(11,786.41)	26.33	4,229.52
220-46740014 PHOTOCOPIES	289.58	1,620.55	1,700.00	(79.45)	95.33	929.94
TOTAL LIBRARY REVENUES	1,420.06	5,834.14	17,700.00	(11,865.86)	32.96	5,159.46
<u>MISCELLANEOUS REVENUE</u>						
220-48140001 INTEREST INCOME	64.00	303.00	225.00	78.00	134.67	49.00
220-48540070 DONATIONS	200.67	537.83	.00	537.83	.00	289.90
TOTAL MISCELLANEOUS REVENUE	264.67	840.83	225.00	615.83	373.70	338.90
TOTAL FUND REVENUE	1,684.73	6,674.97	17,925.00	(11,250.03)	37.24	5,498.36

6

May 2019

Account	Vender	Amount
<u>100-551400-210 Outside services</u>		
	Total	0.00
<u>100-551400-219 Automation levy</u>		
	Total	0.00
<u>100-551400-225 Communications</u>		
	Total	0.00
<u>100-551400-290 Leased items</u>		
	Gordon Flesch	0.00
	Total	0.00
<u>100-551400-292 Maintenance contracts</u>		
	SCLS	0.00
	Total	0.00
<u>100-551400-311 Postage</u>		
	Post Office	135.02
	Total	135.02
<u>100-551400-320 Publications, subscriptions and dues</u>		
	Waunakee Lions Club	80.00
	ALA	72.00
	Amazon Prime	
	WLA	240.00
	Total	392.00
<u>100-551400-330 Travel and training</u>		
	Total	0.00
<u>100-551400-340 Programs</u>		
	Pig	73.37
	Apple Music	10.54
	Amazon	80.44
	Dollar Tree	0.00
	Demco	48.05
	Zoozort	700.00
	Circus Dogs	500.00
	Jeff McMullen	600.00
	Great Scott	600.00
	Miller and Mike	650.00
	Trudy Callaghan	100.00
	Mindy Habecker	50.00
	Jamie Statz-Paynter	75.00
	Bruce Company	29.99
	Artistic Adornment	18.69
	Total	3,536.08
<u>100-551400-341 Equipment</u>		

7

	Uline	140.00
	Showcase	0.00
	Amazon	0.00
	Total	140.00
<u>100-551400-350 Repairs and maint</u>		
	Total	0.00
<u>100-551400-380 Adult books</u>	Amazon	71.40
	Baker and Taylor	3,370.29
	Mike Andre	40.00
	Total	3,481.69
<u>100-551400-381 Juvenile books</u>	Amazon	0.00
	Baker and Taylor	3,054.94
	Penworthy	1,160.63
	Total	4,215.57
<u>100-551400-383 Serial subscriptions</u>	Rivistas	0.00
	Total	0.00
<u>100-551400-384 - Digital Materials & Computer Software</u>	Amazon	-51.68
	Demco Software	887.25
	SCLS	115.88
	WILS	0.00
	Verizon -Hotspots	0.00
	Total	951.45
<u>100-551400-385 Kit supplies</u>	Amazon	204.31
	Walmart	60.00
	Total	264.31
<u>100-551400-386 Audio materials</u>	Recorded Books	606.80
	Midwest Tape	144.89
	Penguin Random House	0.00
	Findaway	70.94
	Total	822.63
<u>100-551400-387 Videos</u>	Amazon	224.97
	Midwest Tape	139.66
	Total	364.63
<u>100-551400-390 Other</u>	Amazon	29.09
	Demco	1,028.54
	Pig	18.46
	Total	1,076.09
<u>100-551400-391 Personnel</u>		
	Total	0.00
<u>100-551400-392 Public relations</u>		

5

<u>100-551401-210 Building serices</u>	Total	<u>0.00</u>
	Coverall	1,345.00
	Plunketts	0.00
	Total	<u>1,345.00</u>
<u>430-551400-810 Equipment Replacement</u>	SCLS	3,470.58
	Total	<u>3,470.58</u>
	Month Total	<u>20,195.05</u>



1030243: Waunakee Library Forever Fund

4/1/2019 To 4/30/2019

Balance

Beginning Balance 271,520.53

Contributions/Gifts

Contributions* 0.00

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

Transfers In 0.00

0.00

Portfolio Gains (Losses)

Investment Results, Net Of Fees 4,860.08

4,860.08

Grants/Distributions

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (226.27)

(226.27)

Ending Balance

\$276,154.34

Cash Available for Grants as of 4/30/2019

\$9,946.89

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

May 2019

	2019			2018		% Change	% Change	YTD
	May	Prev Month	Yr-to-date	May	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	26	26	127	26	128	0.0%	N/A	-3.8%
CIRCULATION								
Physical circulation	18,926	19,785	97,732	19,177	95,724	-4.3%	-1.3%	2.1%
Digital circulation	2,472	2,468	12,164	1,990	9,896	0.2%	24.2%	22.9%
Library Total	21,398	22,253	109,896	21,167	105,620	-3.8%	1.1%	4.0%
<i>Per Day library was open</i>	823	856	865	814	825	-3.8%	1.1%	4.9%
Average of DeForest, Monona and	26,947	28,133	140,716	26,626	142,271	-4.2%	1.2%	-1.1%
By Category								
Books								
Juvenile Fiction	2,251	2,035	10,223	2,006	10,111	10.6%	12.2%	1.1%
Juvenile Non-Fiction	1,506	1,528	7,170	1,441	6,933	-1.4%	4.5%	3.4%
Easy Readers	1,069	1,227	5,544	1,193	5,695	-12.9%	-10.4%	-2.7%
Picture books	2,879	3,631	16,083	3,421	16,670	-20.7%	-15.8%	-3.5%
Total Juvenile	7,705	8,421	39,020	8,061	39,409	-8.5%	-4.4%	-1.0%
Young Adult	397	476	2,400	597	2,910	-16.6%	-33.5%	-17.5%
Adult Fiction	2,032	1,950	10,258	2,069	10,845	4.2%	-1.8%	-5.4%
Adult non-Fiction	2,104	2,034	10,168	2,580	12,561	3.4%	-18.4%	-19.1%
Large print	514	583	2,594	444	1,986	-11.8%	15.8%	30.6%
Adult Paperbacks	178	235	1,075	294	1,355	-24.3%	-39.5%	-20.7%
Total Adult	4,828	4,802	24,095	5,387	26,747	0.5%	-10.4%	-9.9%
Magazines	333	365	1,999	339	1,949	-8.8%	-1.8%	2.6%
Audio	1,454	1,354	6,388	1,305	6,662	7.4%	11.4%	-4.1%
DVD and video	3,282	3,326	18,579	3,074	15,308	-1.3%	6.8%	21.4%
Software	19	38	153	12	132	-50.0%	58.3%	15.9%
Kits	799	854	4,345	815	4,628	-6.4%	-2.0%	-6.1%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	49	69	301	53	320	-29.0%	-7.5%	-5.9%
E-books	2,472	2,468	12,164	1,990	9,896	0.2%	24.2%	22.9%
% of total circulation	11.6%	11.1%	11.1%	9.4%	9.4%	4.2%	22.9%	N/A
PROGRAMS								
Children								
Number	39	43	192	10	171	-9.3%	290.0%	12.3%
Attendance	1,915	1,315	6,141	266	5,097	45.6%	619.9%	20.5%
Young adult								
Number	7	4	28	1	13	75.0%	600.0%	115.4%
Attendance	893	30	1,147	3	44	2876.7%	29666.7%	2506.8%
Adult								
Number	9	10	40	10	41	-10.0%	-10.0%	-2.4%
Attendance	123	122	622	308	688	0.8%	-60.1%	-9.6%
# OF USES OF PUBLIC COMPUTERS *	7,300	7,035	33,165	5,660	25,148	3.8%	29.0%	31.9%
# OF VISITORS TO LIBRARY	11,926	11,712	60,618	11,530	58,167	1.8%	3.4%	4.2%

Library Activity Report
Erick Plumb
June 2019

- The Summer Reading program kicked off June 3. We held our first Terrific Tuesday program on June 11, hosting over 200 people to a pair of programs called Zoozort, where we had animal visits from Henry Vilas Zoo. An additional 100 attended our Space Camp activity program on June 12. We anticipate another busy, rewarding program in our final summer on South Street.
- The top floor of the new library is virtually completed, with the punch list walkthrough happening on June 13. The first floor continues to race towards its completion. Outside, pavement was poured and the drive, lots, sidewalks and trails will be completed for striping this week. The rainy spring has held us back for our landscaping and we anticipate completion of those components after July 1.
- Regarding our current building, I led a tour of the facility for the School Board on June 10. The District may be interested in pursuing the site, however, there is no firm time table. In the meantime, the Village will be sending a survey to the adjacent neighborhood asking what they would like to see (or not see) in the current library space. The Plan Commission will gather feedback and consider later this summer.
- The current library has given us relatively little trouble in recent years apart from a few plumbing issues. That changed recently with an HVAC failure on June 12 that caused us to lose Air Conditioning for a few hours. The part has been repaired. We also had an issue with two of our gutters, where leaks and clogs led to water gushing out in front of our entrances. Public Works is assisting us with repairs.
- We have begun advertising for a Library Assistant I. This position will serve only in the new Childrens' area, as we have split frontline staff into two groups – those that will work in the front circulation area and upstairs, and those that will specialize in serving youth in the Children's Room. Lucas Franklin left our staff on June 11; we have hired Patricia Simms who began her service June 12.
- We will be holding our first event at the new Library for donors to the capital campaign on the evening of Tuesday, July 30 at 6:00 PM. The evening will include refreshments, brief remarks, and tours of the building.
- We are scheduled for opening to the public on Thursday, August 1. We will have a ribbon-cutting and brief program followed by a three-to-four hour public open house where the public will be given tours of the building to become acquainted with our new home. No regular library business will be conducted. We will likely have some food options, and some other surprises. We would open for regular business at 9 AM on Friday, August 2.

Youth Services Report by Brittany

This month we finished up all of our monthly school-year programs for kids and our spring session of storytimes. Yoga Sprouts returned again with great popularity and for the first time

we hosted "Preschool Prom," which was both a lot of fun and adorable. This month always keeps us out of the building as we visit the schools and prepare everyone for the Summer Reading Program. I was able to visit all of the 4K sites, St. Johns School and Prairie Elementary, while Angela visited the Middle School. We will finish out the remainder of the schools next week. This year has been especially fun as we are giving away free books to every single person grades 4K-6 and to those younger and older that come into the library for their reading sheets. Thanks to the extreme generosity of the Friends, we will end up giving out nearly 3000 books.

Adult Services Report by Courtney

In May, I hosted 4 programs and the Ales and Tales bookclub. I have 10 businesses so far signed up for the All Around Town program in September. I met with Kari from Trending Now and got staff apparel arranged for staff if they're interested. I finalized more specifications for the new "Spaces" product and had another training call with Demco. Patti, Gay and I had a programming meeting where we discussed ideas for the new library, program start, times, and more. I assisted Emily in the interview process for a new Library Assistant I. I attended Cookbook Club and assisted Lucas with hosting as I will take over that program from now on. I got adult summer reading materials together and set up the display.

Erick's Meetings and Appearances in May

- Library Building Maintenance Supervisor interviews, May 1
- Library security camera walk-through, May 2
- Library volunteer recognition breakfast, May 3
- Library staff meeting, May 3
- Rotary Board, May 7
- Village management Team, May 9
- Library construction meeting with Vogel Bros., May 14 and 28
- SCLS All-Directors in Brodhead, May 16
- Library Board, May 17
- Dan Jacobson, SCLS re: wireless network, May 17
- Adam Bentley going-away event, May 23
- Dustin Lamm, Bibliotheca, May 28
- Todd Schmidt, May 31

Meeting & Study Room Policy - DRAFT

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 Library offers two large meeting rooms for rent, and two smaller meeting rooms that are available for reservation. The library also offers nine study rooms for individual or small group use.

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. Exceptions to the Meeting Room Policy may be made at the discretion of library management.

General Guidelines

Hours

A meeting is to take place during regular library hours and must end 15 minutes before the library's scheduled closing time. Exceptions may be made for events held in Community Hall and the Board Room with the approval of library management.

Reservation Priorities for all spaces except Community Hall

Groups must complete a Room Reservation Form in print or on the Library's website to reserve or rent a Meeting Room (see Meeting Room Reservation Form). 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 made for private events in the Community Hall. 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 pre-empt 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 or due to weather conditions.

Limitations

Meeting rooms may *not* be used for:

- Sales or promotional meetings by for-profit companies.
- Programs which promote one political candidate or party; however, informational programs that present a variety of viewpoints are permitted.
- 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.

Conditions for Use

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.

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.

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

Available Meeting Rooms at the Library

Available for Rent

Please see 2019-2020 Fee Schedule for Room Rental Fee Rates

Board Room

Located on the first floor, the Board Room offers a formal meeting space for groups up to twenty. Amenities include a large conference table, and a video display monitor for usage with personal devices.

Users may bring in their own food or beverage, however all food preparation must be done in advance of using the room. Equipment intended to heat or keep foods warm is not allowed without approval of Library management. Cold beverages and hot beverages that do not require heating are allowed. Alcoholic beverages are not permitted.

The Board Room is available during non-Library hours with prior approval and during hours when Library staff is available.

Community Hall

Community Hall offers several seating configurations for large group gatherings. Community Hall accommodates 72 people in classroom-style, 96 people in banquet set-up, and 140 in auditorium-style layout. Amenities include a full audiovisual system, lectern, microphones, and access to the Patio. Community Hall also features a Warming Kitchen which is available for an additional fee. Community Hall and the Warming Kitchen are available during non-library hours. All events in Community Hall must end by 11 PM.

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

Community Hall may be rented for events eighteen (18) months in advance. A deposit of 50% of the rental fee is required upon booking the room. The remainder of the rental fee is due the day prior to the event or meeting.

FOOD

1. Food can be prepared off-site and served at no additional charge to the renter.
2. Renters wishing to serve their own food to their guests and make use of the kitchen may do so by paying the kitchen rental fee. Included in this fee is the use of all major kitchen equipment.
3. A listing of pre-approved caterers is available for your use. The use of an outside caterer must be approved with the completion of the catering application. All caterers must provide proof of applicable licenses and insurance and must agree to pay a

catering fee equal to 10% of the renter's bill. This fee may be passed on to the renter.

ALCOHOL

1. Cash bar/alcohol sales are not allowed in our facility.
2. Assistance from one of our pre-approved beverage vendors is recommended for all larger events. All beverage vendors must provide proof of applicable licenses and insurance and agree to pay a catering fee equal to 10% of the renter's bill. This fee may be passed on to the renter.
3. Renters are allowed to bring and serve alcohol to their guests as long as it is a private event, the amenity is provided free of charge to the guests, it is an invitation only event and the renter accepts complete responsibility for the service of alcohol as well any issues that may arise from it. There is an additional fee charged for renters serving alcohol at their event.

Rooms Available for Reservation at No Cost

Living Room

Located off the Lobby, the Living Room provides a flexible space for up to 15 people. The room includes a variety of seating, a fireplace, and a video display monitor for usage with personal devices.

Users may bring in their own food or beverage, however all food preparation must be done in advance of using the room. Equipment intended to heat or keep foods warm is not allowed without approval of Library management. Cold beverages and hot beverages that do not require heating are allowed. Alcoholic beverages are not permitted.

Small Conference Room

Located off the Lobby, the Small Conference Room provides a small conference table and seating for up to 6. A video display monitor is included for usage with personal devices.

Users may bring in their own food or beverages for meetings, however all food preparation must be done in advance of using the room. Equipment intended to heat or keep foods warm is not allowed without approval of Library management. Cold beverages and hot beverages that do not require heating are allowed. Alcoholic beverages are not permitted.

Study Rooms

There are nine study rooms in the Library. Two are located in the Children's Area on the first floor. Seven study rooms are located on the second floor. Study Rooms can accommodate one to three people. Study Rooms are available on a first-come, first-served basis; however, library users may reserve the use of a study room in advance on the library's website. The Library may limit Study Room usage to two hours per

session, depending upon availability.

2019-2020 Rental Fee Table –Waunakee Public Library

Rental Fee table			
	<u>Monday through Friday</u> (Four hour time Limit)	<u>Friday Evening (5 PM & later) and Saturday</u> (Six Hour Time Limit)	<u>Sunday</u> (Six Hour Time Limit)
	<u>Board Room</u> \$25.00	<u>Board Room</u> \$25.00	<u>Community Hall</u> \$250.00
	<u>Community Hall</u> \$125.00	<u>Community Hall</u> \$400.00	
Additional Hours	\$50 per additional hour over four hour time limit	\$100 per additional hour over six hour time limit (Saturdays only)	\$100 per additional hour over six hour time limit
Warming Kitchen Fee	\$25.00	\$40.00	\$25.00
Caterer's Fee	10% of total bill (excluding tax, service, and gratuity) Caterers must be pre-approved. This fee takes the place of the Kitchen Fee.		
Alcohol Service Fee for Community Hall	\$100.00	\$100.00	\$100.00
Contact Library Staff for AV equipment pricing			
Pricing effective August 1, 2019			

All fees waived for meetings involving library-related organizations and meetings of local, state, federal agencies.

Waunakee Public Library
201 N. Madison St., Waunakee, WI

Curator of History Hall Job Description

History Hall is comprised of a large (*dimensions*) magnetic steel plate on a wall capable of displaying multiple photographs/images. There are also 3 glass enclosed display cases with shelves. The back walls of these displays contain specialized frames for photographs/images silk screened onto fabric.

The curator is responsible for assembling, managing and presenting historical and cultural displays in History Hall, both on the magnetic wall plate and in the display cases. Tasks will likely require extensive research in order to compile and present accurate information in the displays. It is possible that it may be necessary to write grant proposals in order to receive funding for any extraordinary exhibits.

Waunakee Public Library will open its doors to the public on August 1, 2019. At that time, it is expected that all displays will be in place and will remain in History Hall through the calendar year.

Beginning in 2020, the curator will make arrangements for 9 revolving exhibits in the glass display cases and will continue that rotation each year. Since Waunakee will mark its sesquicentennial in 2021, it is possible that the magnetic wall plate will reflect Waunakee's history from 1980 to the present, but this is up to the curator's discretion.

Specific skills necessary for this position include:

- Excellent written and verbal communication skills
- Ability to organize, present and communicate messages effectively through design
- Excellent project management and organizational skills
- Effective collaboration skills
- Excellent research and computer skills.

The curator would report directly to the Library Director.

Compensation determined by the Library Board is \$3,000.00 per year. Copies of incidental expenses incurred should be submitted promptly for reimbursement to the Library Director. Expenses could include, but are not restricted to, such items/services as postage, copies, cleaning, rental, mileage, etc.

http://www.hngnews.com/waunakee_tribune/community/arts_and_entertainment/article_b6b06217-8880-53f7-8dce-c8c64eafac79.html

Artifacts sought for library's History Hall

By Roberta Baumann tribnews@hngnews.com 16 hrs ago



Judy Borke poses with a scythe on loan for one of three 8-foot wide by 9-foot tall exhibit spaces at the new Waunakee Public Library's History Hall. Borke is the curator of these rotating exhibits and is seeking artifacts to portray early life in Waunakee.

Buy Now

Contributed

When the new Waunakee Public Library opens in August, it will feature a History Hall documenting Waunakee's past.

Included will be a permanent 17-foot exhibit with photographs and text telling a general

history of Waunakee's first 100 years.

But three exhibit cases will offer a more in-depth look into certain parts of Waunakee's history with artifacts from the time. Tasked with creating these exhibits is the curator, Judy Borke, a native of Westport who has researched local history. Borke is embarking on an ongoing quest for historical photographs and artifacts that area residents would like to loan for these exhibits to be rotated three times per year.

Her first three subjects will focus on railroading, farming and early schooling in the area, she said. The exhibit spaces are 8 feet wide and 9 feet tall, and Borke is looking to fill these with items that depict the history.

For the farming theme, she's seeking items used prior the advent of tractors, Borke said. As for education, items from the days when rural one-room school houses were still in use are needed.

For instance, she envisions the schoolhouse desks once used as useful for the display.

"The idea is being able to borrow items that people might have," Borke said

These also could be mail bags once used when the railroad station served as a postal station.

"Even if people don't have things, if they could refer me to people who might have them," Borke said, adding that pictures, too would be welcome. Those who lend their items could be recognized, she said.

"Even if they don't have anything physical, if they know information about these items, they could provide an oral history," Borke added

While Borke said she'd prefer items that pertain to the Waunakee area, some more universal artifacts, such as the roll-down maps once used in rural school houses, could also work in the exhibits, she said.

“What I’d love to find is a little bottle that held the goiter pills they used to distribute,” she said, explaining that these supplements were chocolate flavored and some students thought of them as a treat.

Borke is also envisioning future exhibits that could delve into the history of Waunakee’s parks, its fire department or early commerce.

“There’s so many,” she said, adding that churches in the area, the airport or military service could also be subjects for the rotating exhibits.

Borke is hoping to receive any artifacts or photographs by early July to set up the exhibits by the August opening of the library.

Anyone who has items to loan for it can contact Borke at (608) 764-2063.

Roberta Baumann