

Waunakee Public Library
Library Board Meeting
Library Board Room
Friday, January 27, 2022—7:45 AM

- I. Call to order
- II. Roll call: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Melissa Hill, Erin Moran, Angie Rojas Agudelo, Cathy Sheffield, Library Director Erick Plumb.
- III. Public Comment
- IV. Consent agenda
 - A. Approve December 16, 2022 Library Board Minutes
 - B. Approve Schedule of Bills
 - C. Approve Financial Reports
- V. Director's Report
- VI. Old Business
 - A. Friends of the Library Update
- VII. New Business
 - A. Discuss Community Hall Use Policy
- VIII. Adjourn

Next Library Board meeting: Thursday, February 23, 2023 @ 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, December 16, 2022- 7:45AM

201 N. Madison Street, Conference Room

- I. **Call to order:** Cathy called the meeting to order at 7:45 AM
- II. **Roll Call:**
 - A. **Roll call:** Present: Cathy Sheffield, Melissa Hill, Angie Rojas Agudelo, Jean Elvekrog, Annie Ballweg, Kathy Grosskopf, Erin Moran and Erick Plumb.
 - B. **Guests:** No guests
- III. **Public Comment** No public comment
- IV. **Approval of the consent agenda** Annie made a motion to approve. Jean seconded. Passed.
- V. **Director's Report** Caitlin Klabacka has been hired as our second FT Youth Services Librarian. Her start date is December 19. Laura Huff has been hired to replace Angela Hircock as the new Young Adult (Teen) Librarian. Gay Strandemo has announced her retirement, after being a staff member since October 1997. The Winter Reading program is back and will run through January 31. Patrons may once again check out winter activity items such as snowshoes and sleds. Activities for celebrating MLK Day on January 16 are being planned. Programming for the day will be related to the holiday. All study rooms have been booked solely for teen study usage.
- VI. **Old Business**
 - A. **Friends of the Library Update** The silent auction raised \$1,640. The Friends will be having a Bingo Night outing on Friday, January 6.
 - B. **Discuss Village of Waunakee Employee Recruitment & Retention Strategy** We discussed that there isn't a spot for Library Pages on the wage scale that is appropriate for their responsibilities. Jean made a motion to give a \$100.00 holiday bonus to Pages out of the 220 fund. Cathy seconded the motion. Passed.
- VII. **New Business**
 - A. **Discuss Community Hall Marketing & Fees** We discussed changing rental time until 10:00pm, looking at limits on party size and waivers for groups. We will revisit at a future meeting.
 - B. **Discuss long-term fundraising and development goals** We discussed what are our future needs. How do we want to approach our past and future donors? We will revisit this topic at a future meeting.
- VIII. **Adjourn:** Cathy made a motion to adjourn at 8:39. Erin seconded. Passed.

Library Board Meeting: Friday, January 27, 2023 at 7:45AM
Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary

December 2022

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
	Gordon Flesch	317.12
		0.00
	Total	317.12
<u>100-551400-292 Maintenance contracts</u>		
	SCLS	0.00
	Bibliotheca	0.00
	Midwest Alarm	0.00
	Total	0.00
<u>100-551400-311 Postage</u>		
	Post Office	11.85
	Total	11.85
<u>100-551400-320 Publications, subscriptions and dues</u>		
	WILS	0.00
	ALA	0.00
	Wauaukee Rotary	0.00
	WLA	0.00
	Total	0.00
<u>100-551400-330 Travel and training</u>		
	SCLS	0.00
	UW- Madison	0.00
	WLA	0.00
	Total	0.00
<u>100-551400-340 Programs</u>		
	Pig	35.39
	Dollar Tree	17.50
	Amazon	879.23
	Michaels	0.00
	Target	0.00
	Geoff Sabin Design	1,590.00
	Pizza Hut	36.88
	Gary Wenstrup	0.00
	Marcus Cederstrom	0.00
	Zoom	0.00
	Linda Conroy	0.00
	Sara Alvarado	0.00
	Minuteman Press	42.46
	Culvers	5.29
	Post Office	0.00
	Total	2,606.75
<u>100-551400-341 Equipment</u>		

	Minuteman Press	480.50
	Amazon	0.00
	Nassco	0.00
	Laird Plastics	0.00
	SCLS	0.00
	Total	480.50
<u>100-551400-350 Repairs and maint</u>		
	Total	0.00
<u>100-551400-380 Adult books</u>		
	Amazon	308.44
	Baker and Taylor	4,803.09
	Barnes and Noble	0.00
	Beyond the Page	0.00
	Total	5,111.53
<u>100-551400-381 Juvenile books</u>		
	Amazon	236.84
	Baker and Taylor	3,160.49
	Penworthy	0.00
	The Dot Central	0.00
	Total	3,397.33
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	0.00
	Total	0.00
<u>100-551400-384 - Digital Materials & Computer Software</u>		
	Amazon	0.00
	Demco Software	0.00
	TBS	0.00
	Verizon -Hotspots	200.05
	CDW - Adobe	0.00
	Total	200.05
<u>100-551400-385 Kit supplies</u>		
	Amazon	278.04
	Minuteman Press	0.00
	UPS Store	0.00
	Pig	0.00
	Total	278.04
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	283.08
	Midwest Tape	91.64
	Amazon	0.00
	Findaway	206.92
	Total	581.64
<u>100-551400-387 Videos</u>		
	Amazon	488.42
	Midwest Tape	206.14
	Debbie Howard	0.00
	Greta Productions	0.00
	Total	694.56
<u>100-551400-390 Other</u>		
	Amazon	215.55
	Office Depot	152.45
	SCLS	0.00
	Ace Hardware	14.15
	Minuteman Press	68.07
	Demco	173.59
	Walmart	54.26
	Chicago Distribution Center	61.14
	Total	739.21
<u>100-551400-391 Personnel</u>		

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100-551400-392 Public relations

Total	<u>0.00</u>
Minuteman Press	129.00
Fearings	0.00

100-551401-210 Building serices

Total	<u>129.00</u>
Johnson Controls	968.50
Otis	2,105.00
Clear Vision	1,320.00
Butters-Fetting Co	1,390.00

100-551401-350 Repairs/Maintenance

Total	<u>5,783.50</u>
Nassco	0.00
Kraemer Air Filter Corp	628.26
Menards	101.89
Ace Hardware	76.49
Amazon	0.00
Schilling Supply Company	0.00
Capital Coffee	383.95
Walgreens	0.00
Waunakee Rental	0.00
Dresens Decks and Patio	0.00
Total	<u>1,190.59</u>

220 fund 220-551400-390

Kwik Trip	825.00
Waunakee Chamber of Commerce	25.00
Tee Public	0.00
Total	<u>850.00</u>
Month Total	<u>22,371.67</u>

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2022

GENERAL FUND

		PERIOD		BUDGET		% OF	
		ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET	PRIOR YEAR
<u>LIBRARY OPERATIONS</u>							
100-551400-110	LIBRARY FULL TIME	48,444.85	421,233.80	472,532.00	51,298.20	89.14	371,576.23
100-551400-120	LIBRARY PART TIME	46,206.78	340,078.73	315,607.00	(24,471.73)	107.75	317,935.28
100-551400-130	LIBRARY FICA	6,936.16	56,965.12	58,414.00	1,448.88	97.52	49,941.64
100-551400-131	LIBRARY RETIREMENT	4,514.42	38,999.31	37,672.00	(1,327.31)	103.52	37,523.04
100-551400-132	LIBRARY HEALTH	13,509.86	145,648.24	135,329.00	(10,319.24)	107.63	125,613.09
100-551400-133	LIBRARY LIFE	58.06	725.80	598.00	(127.80)	121.37	712.28
100-551400-134	LIBRARY DENTAL	712.94	9,115.21	10,005.00	889.79	91.11	8,779.14
100-551400-210	LIBRARY OUTSIDE SERVICES	315.00	1,212.00	3,008.00	1,796.00	40.29	1,207.00
100-551400-217	LIBRARY SECURITY SYSTEMS	.00	.00	.00	.00	.00	323.40
100-551400-219	LIBRARY AUTOMATION LEVY	.00	62,993.00	63,188.00	195.00	99.69	55,512.00
100-551400-225	LIBRARY COMMUNICATIONS	1,433.70	7,886.71	9,180.00	1,293.29	85.91	9,467.45
100-551400-290	LIBRARY LEASED ITEMS	1,552.06	7,704.45	8,256.00	551.55	93.32	6,446.86
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	.00	4,153.43	2,500.00	(1,653.43)	166.14	1,315.80
100-551400-311	LIBRARY POSTAGE	384.33	1,457.24	800.00	(657.24)	182.16	985.50
100-551400-320	LIBRARY PUBS/SUBS/DUES	5,009.73	7,550.43	2,599.00	(4,951.43)	290.51	1,320.41
100-551400-330	LIBRARY TRAVEL/TRAINING	180.79	2,854.46	2,900.00	45.54	98.43	1,744.34
100-551400-340	LIBRARY PROGRAMS	3,588.00	25,312.80	24,000.00	(1,312.80)	105.47	14,418.80
100-551400-341	LIBRARY EQUIPMENT	480.50	3,734.15	7,500.00	3,765.85	49.79	3,912.30
100-551400-350	LIBRARY REPAIRS/MAINT	.00	372.85	.00	(372.85)	.00	.00
100-551400-380	LIBRARY ADULT BOOKS	8,837.62	48,276.74	42,000.00	(6,276.74)	114.94	46,864.74
100-551400-381	LIBRARY JUVENILE BOOKS	4,121.24	23,782.50	22,000.00	(1,782.50)	108.10	21,274.44
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	.00	6,840.39	7,950.00	1,109.61	86.04	8,807.90
100-551400-384	LIBRARY COMPUTER SOFTWARE	400.10	8,911.44	15,589.00	6,677.56	57.16	23,349.78
100-551400-385	LIBRARY KIT SUPPLIES	550.12	5,451.16	5,000.00	(451.16)	109.02	6,038.57
100-551400-386	LIBRARY AUDIO MATERIALS	740.66	6,609.12	9,500.00	2,890.88	69.57	9,188.45
100-551400-387	LIBRARY VIDEOS	890.86	7,342.56	8,500.00	1,157.44	86.38	8,399.57
100-551400-390	LIBRARY OTHER	1,497.63	11,300.45	17,825.00	6,524.55	63.40	16,623.76
100-551400-391	LIBRARY PERSONNEL	.00	112.00	.00	(112.00)	.00	.00
100-551400-392	LIBRARY PUBLIC RELATIONS	139.38	2,955.74	1,500.00	(1,455.74)	197.05	2,861.18
TOTAL LIBRARY OPERATIONS		150,504.79	1,259,579.83	1,283,952.00	24,372.17	98.10	1,152,142.95

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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2022

GENERAL FUND

		PERIOD		BUDGET		% OF	
		ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET	PRIOR YEAR
<u>LIBRARY BUILDING</u>							
100-551401-110	LIBRARY BLDG FULL TIME	6,610.14	59,491.70	59,479.00	(12.70)	100.02	56,913.95
100-551401-120	LIBRARY BLDG PART-TIME	1,886.11	21,233.16	22,697.00	1,463.84	93.55	17,774.58
100-551401-121	LIBRARY BLDG OVERTIME	93.22	93.37	.00	(93.37)	.00	118.78
100-551401-130	LIBRARY BLDG FICA	647.55	6,269.62	6,286.00	16.38	99.74	5,632.29
100-551401-131	LIBRARY BLDG RETIREMENT	441.75	4,005.68	3,866.00	(139.68)	103.61	3,838.36
100-551401-132	LIBRARY BLDG HEALTH	2,608.67	20,977.74	18,720.00	(2,257.74)	112.06	18,037.66
100-551401-133	LIBRARY BLDG LIFE	6.16	73.82	68.00	(5.82)	108.56	59.28
100-551401-134	LIBRARY BLDG DENTAL	122.31	1,862.47	1,687.00	(175.47)	110.40	1,673.99
100-551401-210	LIBRARY BLDG SERVICES	5,783.50	14,766.99	29,500.00	14,733.01	50.06	21,835.44
100-551401-220	LIBRARY BLDG UTILITIES	4,024.87	29,689.71	24,000.00	(5,689.71)	123.71	27,000.16
100-551401-221	LIBRARY BLDG GAS HEAT	2,517.27	16,084.60	12,000.00	(4,084.60)	134.04	10,880.04
100-551401-341	LIBRARY BLDG EQUIPMENT	.00	94.99	1,446.00	1,351.01	6.57	.00
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	2,074.83	19,318.74	22,000.00	2,681.26	87.81	14,873.30
100-551401-390	LIBRARY BLDG OTHER	.00	200.00	3,500.00	3,300.00	5.71	1,863.75
TOTAL LIBRARY BUILDING		26,816.38	194,162.59	205,249.00	11,086.41	94.60	180,501.58
<u>DEPOT</u>							
100-551410-350	DEPOT REPAIRS/MAINT	.00	24.00	600.00	576.00	4.00	248.30
TOTAL DEPOT		.00	24.00	600.00	576.00	4.00	248.30

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VILLAGE OF WAUNAKEE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2022

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY REVENUES</u>						
220-46740011 PUBLIC CHARGES	206.28	3,803.01	4,000.00	(196.99)	95.08	3,057.77
220-46740014 PHOTOCOPIES	252.09	2,838.43	1,500.00	1,338.43	189.23	1,844.24
220-46740015 ROOM RENTAL	639.81	7,203.79	6,000.00	1,203.79	120.06	2,393.35
TOTAL LIBRARY REVENUES	1,098.18	13,845.23	11,500.00	2,345.23	120.39	7,295.36
<u>MISCELLANEOUS REVENUE</u>						
220-48040010 MISCELLANEOUS REVENUE	14.99	14.99	.00	14.99	.00	35.00
220-48140001 INTEREST INCOME	289.00	1,221.00	.00	1,221.00	.00	850.00
220-48540070 DONATIONS	1,400.00	11,314.00	.00	11,314.00	.00	4,060.12
TOTAL MISCELLANEOUS REVENUE	1,703.99	12,549.99	.00	12,549.99	.00	4,945.12
TOTAL FUND REVENUE	2,802.17	26,395.22	11,500.00	14,895.22	229.52	12,240.48

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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2022

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY</u>						
220-551400-390 LIBRARY OTHER	850.00	1,616.10	500.00	(1,116.10)	323.22	4,123.93
TOTAL LIBRARY	850.00	1,616.10	500.00	(1,116.10)	323.22	4,123.93
TOTAL LEISURE ACTIVITIES	850.00	1,616.10	500.00	(1,116.10)	323.22	4,123.93
<u>TRANSFERS OUT</u>						
220-592400-900 TRANSFER OUT	.00	.00	.00	.00	.00	5,500.00
TOTAL TRANSFERS OUT	.00	.00	.00	.00	.00	5,500.00
TOTAL OTHER FINANCING USES	.00	.00	.00	.00	.00	5,500.00
TOTAL FUND EXPENDITURES	850.00	1,616.10	500.00	(1,116.10)	323.22	9,623.93
NET REVENUES OVER EXPENDITURE	<u>1,952.17</u>	<u>24,779.12</u>	<u>11,000.00</u>			<u>2,616.55</u>

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VILLAGE OF WAUNAKEE
 BALANCE SHEET
 DECEMBER 31, 2022

LIBRARY SPECIAL REVENUE FUND

<u>ASSETS</u>			
220-11110	COMMINGLED CASH	88,663.77	
220-11801	CASH ON HAND	355.61	
	TOTAL ASSETS		<u>89,019.38</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
220-21219	ACCOUNTS PAYABLE SYSTEM	850.00	
	TOTAL LIABILITIES	850.00	
<u>FUND EQUITY</u>			
220-34300	FUND BALANCE	63,390.26	
	BEGINNING FUND BALANCE	63,390.26	
	REVENUE OVER EXPENDITURES - YTD	24,779.12	
	TOTAL FUND EQUITY		<u>88,169.38</u>
	TOTAL LIABILITIES AND EQUITY		<u>89,019.38</u>



1030243: Waunakee Library Forever Fund

12/1/2022 To 12/31/2022

Balance

Beginning Balance 306,677.16

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 Investment Expenses (4,329.91)

(4,329.91)

Grants/Distributions

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (255.48)

(255.48)

Ending Balance

\$302,091.77

Cash Available for Grants as of 12/31/2022

\$0.00

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

December 2022

	2022			2021		% Change	% Change	YTD
	December	Prev Month	Yr-to-date	December	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	27	28	338	28	320	-3.6%	N/A	N/A
CIRCULATION								
Physical circulation	19,967	22,712	280,834	20,787	255,939	-12.1%	-3.9%	9.7%
Digital circulation	3,889	3,697	45,574	3,325	42,249	5.2%	17.0%	7.9%
Library Total	23,856	26,409	326,408	24,112	298,188	-9.7%	-1.1%	9.5%
Per Day library was open	884	943	966	861	932	-6.3%	2.6%	3.6%
Average of Deforest, Monona and Verona	22,801	24,211	307,085	22,727	276,662	-5.8%	0.3%	11.0%
By Category								
Books								
Juvenile Fiction	2,792	3,183	41,427	2,835	39,249	-12.3%	-1.5%	5.5%
Juvenile Non-Fiction	1,017	1,398	17,926	1,374	16,619	-27.3%	-26.0%	7.9%
Easy Readers	1,315	1,531	20,706	1,259	18,904	-14.1%	4.4%	9.5%
Picture books	4,182	5,325	59,963	4,125	49,306	-21.5%	1.4%	21.6%
Total Juvenile	9,306	11,437	140,022	9,593	124,078	-18.6%	-3.0%	12.8%
Young Adult	607	633	8,639	590	9,409	-4.1%	2.9%	-8.2%
Adult Fiction	2,807	2,909	35,751	2,654	32,784	-3.5%	5.8%	9.1%
Adult non-Fiction	1,838	1,996	26,030	1,994	24,024	-7.9%	-7.8%	8.3%
Large print	797	833	9,716	692	7,994	-4.3%	15.2%	21.5%
Adult Paperbacks	53	69	754	82	1,018	-23.2%	-35.4%	-25.9%
Total Adult	5,495	5,807	72,251	5,422	65,820	-5.4%	1.3%	9.8%
Magazines	345	467	5,074	430	5,285	-26.1%	-19.8%	-4.0%
Audio	716	740	8,922	679	9,013	-3.2%	5.4%	-1.0%
DVD and Blu-ray	2,468	2,448	30,111	2,913	31,758	0.8%	-15.3%	-5.2%
Software and video games	121	94	1,350	148	1,089	28.7%	-18.2%	24.0%
Kits	828	1,011	13,297	933	8,550	-18.1%	-11.3%	55.5%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	51	35	765	52	685	45.7%	-1.9%	11.7%
E-books	3,889	3,697	45,574	3,325	42,249	5.2%	17.0%	7.9%
% of total circulation	16.3%	14.0%	14.0%	13.8%	14.2%	16.5%	18.2%	N/A
PROGRAMS								
Children								
Number	23	29	358	26	186	-20.7%	-11.5%	92.5%
Attendance	467	670	9,750	395	6,451	-30.3%	18.2%	51.1%
Young adult								
Number	4	5	67	4	61	-20.0%	0.0%	9.8%
Attendance	34	35	457	17	391	-2.9%	100.0%	16.9%
Adult								
Number	13	19	167	6	94	-31.6%	116.7%	77.7%
Attendance	193	306	2,812	55	1,774	-36.9%	250.9%	58.5%
NEW PATRONS ADDED	70	97	1,472	43	782	-27.8%	62.8%	88.2%
PUBLIC MEETING ROOM BOOKINGS	18	24	243	10	82	-25.0%	80.0%	196.3%
STUDY ROOM BOOKINGS	331	416	4200	223	1609	-20.4%	48.4%	161.0%
PUBLIC PC SESSIONS	284	377	4,646	0	2,704	-24.7%	N/A	71.8%
UNIQUE WIRELESS USERS	1,677	2,145	22,518	5,427	27,359	-21.8%	-69.1%	-17.7%
CURBSIDE TRANSACTIONS	41	41	601	0	1,565	0.0%	N/A	-61.6%
# OF VISITORS TO LIBRARY	8,516	12,727	137,330	7,846	89,682	-33.1%	8.5%	53.1%

Library Activity Report
Library Director Erick Plumb
January 2023

Library Activity in December/January

- I am so pleased to say that the Village Board approved a big increase in wages for our Pages/Shelvers at the January 17 meeting. Pages, previously not included in the Village's employee compensation strategy wage scale, will now be included at H1. This important change raises starting hourly wages from minimum wage or just above to \$12.26 an hour in 2023. Additionally, Pages now will be eligible for annual step increases in pay, rewarding them for staying in the position, and will be a part of the Village employee evaluation process. I must thank Village Administrator Todd Schmidt for sending this to the Village Board for approval with his full support and recommendation.
- Martin Luther King Jr. Day was a smashing success! The goal of the day was twofold: first, to provide programming to celebrate the life and vision of Dr. King; and secondly, to provide a public space for WCSD students to study for finals' week exams. WPL collaborated with the Waunakee IDEA group on the day's programming; an astounding 122 people attended five programs that day, including 63 at an MLK-themed storytime. It was heartening and a great starting point for further collaboration. In addition to the programs, students fully booked our study spaces throughout the building all day. I look forward to developing our special MLK Day offerings further in 2024 and beyond!
- Longtime Library Assistant Cindy Jensen resigned in late December. Cindy had been with WPL since 2014, and carved a solid niche as a provider of Children's programming, especially STEM programs. While she will be missed, she landed a great fulltime position at UW's Alzheimer's Research Institute. We wish her the best. We are hiring a new Customer Services Assistant, and possibly two, to help fill out our roster with Cindy's departure, Gay Strandemo's retirement coming up in February, and Courtney Cosgriff's upcoming leave.
- Dane County Library System and its' member libraries have been exploring changes to the cost-sharing and non-resident reimbursement payment formula among County libraries. DCL has hired a consultant firm to explore alternative funding formulas based on factors beyond the circulation of physical items, as public libraries offer so many more services than when the funding formula was devised decades ago. I will report back to the board if any changes are indeed pursued. Also, related to these discussions have been a re-think of DCL library standards. These standards are in place to ensure that member libraries provide adequate services and collections to their communities in order to qualify for exemption from the Dane County library tax. I'm happy to report that the Dane County Library Board will consider – and hopefully approve – needed changes to the standards such as the outmoded necessary physical collection size standards and minimum number of physical items that need to be added to a library's collection each year, both of

which do not reflect the hybrid collections of 21st Century libraries offering physical and digital items. Elimination of these standards also reflects the nature of the usage of our buildings in recent years; for instance, our new building was not built to accommodate thousands of new items sitting unused on shelves but rather to provide a physical space for communication engagement and connection.

- We began offering Kanopy, a streaming video service to our patrons this month. The user experience is akin to the streaming interfaces found on consumer services like Netflix. The selection is much improved over previous years when we investigated such services. One limitation, however, is that there are caps on how many items can be streamed per month – unless the library pays more – so it may be that this service is not available at all times to all patrons that want it.
- Young adult librarian Laura Huff began her duties on January 3. Caitlin Klabacka, our new Youth Services Librarian, is also beginning to make her mark on our services, with extensive plans for programs and taking a role in collection development. She offered our first staff-led, regular bilingual storytime on January 20. Ten people attended, great for a first program. Caitlin has also reached out to Waunakee churches that offer Spanish language services and has Spanish storytimes scheduled at Crossroads Church in Waunakee already. I'm hopeful other churches and organizations also will participate as there is so much to build upon in this area!
- The Library Grounds work group met for the first time on January 13. It was primarily a get-to-know-one-another type of meeting, but we did discuss setting priorities for the next several meetings.

Youth Services Report by Brittany Gitzlaff

The month of December continued to see a lot of change. We said goodbye to Angie, and hello to Caitlin, our new Youth Services Librarian. We're very excited to have her, and she is excited to begin offering program for kids and families. We also accepted the resignation of Cindy, and are going to miss her a lot and all the great programming she added to our services, but know she will stay in touch, and will do great things in her new position with UW. Our Storytimes and other programs continued as usual, although we definitely noticed the numbers dwindling as we moved closer to the holidays. This month both our Winter Reading Program and our newest Village Scavenger Hunt (the aptly named "Blizzard Blitz") began, and both are off to a great start with many finished sheets being turned in already. We're eager to begin a new year with a new-ish team of YS librarians, and know 2023 will bring many more successes and opportunities!

Adult Services Report by Courtney Cosgriff

In December, I hosted 3 programs and my book club. I worked with Amy on establishing the Winter Reading Program (a first for adults!) I met with Amy / Emily and discussed taking over some of my duties while on maternity leave. I am organizing Community Hall and Artist of the Month materials to better help staff while I'm gone. I attended a VR meeting with other librarians discussing how we are using our Oculus. I attended the Building Connections meeting to discuss 2023 programs. Amy and I will soon be planning summer reading and the end of summer bash.

Community Engagement Report by Amy Sampson

This month I joined Waunakee Community Cares Coalition for a community visioning session to discuss issues affecting students in the community. I also coordinated a few programs, like the Building Connections documentary showing, another vaccine clinic, and kicking off winter reading. I spent time planning 2023 programs like a Building Connection book club, a possible field trip program, and MLK Day at the library. I am also starting to plan a monthly weekend social hour starting in February to give neighbors a chance to get to know one another! Courtney and I also reviewed which tasks I will take over while she is on leave.

**VILLAGE BOARD SUMMARY SHEET****MEETING DATE:** 01/17/2023**ITEM:** Business**PRESENTER:** Jared Heyn, Deputy Administrator and Erick Plumb, Library Director**TITLE:** Approve Placement of Library Page Position on Hourly Wage Scale at Grade H1**PREVIOUS ACTION:** None**ISSUE SUMMARY:**

As part of the Village of Waunakee's employee recruitment and retention initiatives in recent months, Village administration and the Library have identified a position of employees that should be included as part of Village's Compensation Strategy Hourly Wage Scale: library pages. Library pages are employees that are responsible for checking in returned items and re-stocking them in their correct location on our shelves. Despite being crucially important to library operations, the position of library page is the lowest paid position, starting at or just above minimum wage.

When the Library Board and Village agreed to have the library included as part of the Compensation Strategy scales ten years ago, this classification of employee was not included, and, as a result, library page wages have not kept pace with our peers in other Dane County libraries. In addition to their static starting wage rate, pages are not part of our formal evaluation process and they are not eligible for Village step increases.

Traditionally, pages at WPL have tended to be 15 or 16 year olds seeking their first "regular" job. They don't tend to stay very long and we often lose them to higher-paid positions elsewhere. Increasing pay would allow us to retain employees for longer due to their eligibility for step increases, recruit adult employees to help us during the day when school is in session, and allow us to formally evaluate their work as full members of our staff.

Staff proposes that the Library Page position be classified as part of the Hourly Wage Scale at the H1 grade, effective immediately. This reclassification would position WPL pages at a starting wage comparable to their peers at other Dane County libraries. It also recognizes the pages as important and valuable members of our first-rate library and Village team.

BUDGET IMPACT: The budgetary impact of moving the pages to Step 1 of Grade H1 on the employee wage scale results in \$9,270 of additional wages and FICA for 2023, and would be taken from the \$40,000 budgeted in 2023 to support the 12-month recruitment and retention strategy.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: None

STAFF RECOMMENDATION: Staff recommends approving the motion to add the Library Page classification to the wage scale at Grade H1.

RECOMMENDED MOTION: motion to add the Library Page position classification at Grade H1 in the employee wage scale effective January 18, 2023.

ATTACHMENT(S): 2023 Employee Wage Scale

FOR MORE INFORMATION CONTACT: Erick Plumb, Library Director

Village of Waunakee Compensation Strategy

Hourly Wage Scale

Adopted: 10/06/2014

Effective: January 1 2023 - 4% Market-Based Salary Adjustment

Grade	Position	Target Rate (100%)											Maximum (120%)
		Minimum (95%) Step 1 1 year	97.50% Step 2 2.5% ↑ 1 year	102.5% Step 3 2.5% ↑ 1 year	105.0% Step 4 2.5% ↑ 2 years	107.5% Step 5 2.5% ↑ 2 years	110.0% Step 6 2.5% ↑ 2 years	112.5% Step 7 2.5% ↑ 2 years	115.0% Step 8 2.5% ↑ 3 years	117.5% Step 9 2.5% ↑ 3 years	115.0% Step 10 2.5% ↑ 3 years	117.5% Step 11 2.5% ↑ 3 years	
H20	Police Sergeant	\$ 41.56	\$ 42.60	\$ 43.67	\$ 44.76	\$ 45.88	\$ 47.03	\$ 48.21	\$ 49.42	\$ 50.66	\$ 51.93	\$ 53.23	
H19	Vacant Grade	\$ 40.00	\$ 41.00	\$ 42.03	\$ 43.08	\$ 44.16	\$ 45.26	\$ 46.39	\$ 47.55	\$ 48.74	\$ 49.96	\$ 51.21	
H18	Vacant Grade	\$ 38.45	\$ 39.41	\$ 40.40	\$ 41.41	\$ 42.45	\$ 43.51	\$ 44.60	\$ 45.72	\$ 46.86	\$ 48.03	\$ 49.23	
H17	Vacant Grade	\$ 36.92	\$ 37.84	\$ 38.79	\$ 39.76	\$ 40.75	\$ 41.77	\$ 42.81	\$ 43.88	\$ 44.98	\$ 46.10	\$ 47.25	
H16	Vacant Grade	\$ 35.38	\$ 36.26	\$ 37.17	\$ 38.10	\$ 39.05	\$ 40.03	\$ 41.03	\$ 42.06	\$ 43.11	\$ 44.19	\$ 45.29	
H15	PW / Parks Supervisor	\$ 33.83	\$ 34.68	\$ 35.55	\$ 36.44	\$ 37.35	\$ 38.28	\$ 39.24	\$ 40.22	\$ 41.23	\$ 42.26	\$ 43.32	
H14	Vacant Grade	\$ 32.28	\$ 33.09	\$ 33.92	\$ 34.77	\$ 35.64	\$ 36.53	\$ 37.44	\$ 38.38	\$ 39.34	\$ 40.32	\$ 41.33	
H13	Accounting Supervisor Building Maintenance Supervisor	\$ 30.75	\$ 31.52	\$ 32.31	\$ 33.12	\$ 33.95	\$ 34.80	\$ 35.67	\$ 36.56	\$ 37.47	\$ 38.41	\$ 39.37	
H12	Police Office Manager Mechanic	\$ 29.21	\$ 29.94	\$ 30.69	\$ 31.46	\$ 32.25	\$ 33.06	\$ 33.89	\$ 34.74	\$ 35.61	\$ 36.50	\$ 37.41	
H11	PW / Parks Crew Lead	\$ 27.68	\$ 28.37	\$ 29.08	\$ 29.81	\$ 30.56	\$ 31.32	\$ 32.10	\$ 32.90	\$ 33.72	\$ 34.56	\$ 35.42	
H10	Deputy Clerk / Citizen Services Supervisor Village Center Office Manager Community Development and PW Office Manager	\$ 26.12	\$ 26.77	\$ 27.44	\$ 28.13	\$ 28.83	\$ 29.55	\$ 30.29	\$ 31.05	\$ 31.83	\$ 32.63	\$ 33.45	
H9	Public Works Crew Member Senior Center Program Coordinator Account Clerk II	\$ 24.60	\$ 25.21	\$ 25.84	\$ 26.49	\$ 27.15	\$ 27.83	\$ 28.53	\$ 29.24	\$ 29.97	\$ 30.72	\$ 31.49	
H8	Case Manager Municipal Court Clerk/Customer Service Representative	\$ 23.04	\$ 23.62	\$ 24.21	\$ 24.82	\$ 25.44	\$ 26.08	\$ 26.73	\$ 27.40	\$ 28.09	\$ 28.79	\$ 29.51	
H7	Parks & Recreation Program Coordinator Police Administrative Office Assistant	\$ 21.51	\$ 22.05	\$ 22.60	\$ 23.17	\$ 23.75	\$ 24.34	\$ 24.95	\$ 25.57	\$ 26.21	\$ 26.87	\$ 27.54	
H6	Library Assistant IV Accounting Clerk I (PT)	\$ 19.98	\$ 20.48	\$ 20.99	\$ 21.51	\$ 22.05	\$ 22.60	\$ 23.17	\$ 23.75	\$ 24.34	\$ 24.95	\$ 25.57	
H5	Library Assistant III (PT) Nutrition Site Manager (PT)	\$ 18.41	\$ 18.87	\$ 19.34	\$ 19.82	\$ 20.32	\$ 20.83	\$ 21.35	\$ 21.88	\$ 22.43	\$ 22.99	\$ 23.56	
H4	Library Assistant II (PT) Senior Center Driver Escort / Volunteer Coordinator (PT) Building Supervisor II (PT)	\$ 16.89	\$ 17.31	\$ 17.74	\$ 18.18	\$ 18.63	\$ 19.10	\$ 19.58	\$ 20.07	\$ 20.57	\$ 21.08	\$ 21.61	
H3	Library Assistant I (PT) Citizen Service Representative (PT) Welcome Desk Staff (PT)	\$ 15.34	\$ 15.72	\$ 16.11	\$ 16.51	\$ 16.92	\$ 17.34	\$ 17.77	\$ 18.21	\$ 18.67	\$ 19.14	\$ 19.62	
H2	Fitness Floor Staff (PT)	\$ 13.81	\$ 14.16	\$ 14.51	\$ 14.87	\$ 15.24	\$ 15.62	\$ 16.01	\$ 16.41	\$ 16.82	\$ 17.24	\$ 17.67	
H1	Kitchen Assistant/Dishwasher (PT)	\$ 12.26	\$ 12.57	\$ 12.88	\$ 13.20	\$ 13.53	\$ 13.87	\$ 14.22	\$ 14.58	\$ 14.94	\$ 15.31	\$ 15.69	

Comparable Community Review of starting wages for Library Pages

2023 data except where noted*

Library	Starting Wage	Proposed
Waunakee	\$7.50	\$12.26 (H1 step 1)
Belleville	\$11.50	
DeForest	\$10.00	
Fitchburg	\$15.00	
Madison	\$15.23*	
McFarland	\$11.06	
Middleton	\$12.85	
Monona	\$10.00	
Sun Prairie	\$10.69	\$12.00**
Verona	\$11.70	

*2022 wages

** Sun Prairie's Council will be voting on a proposed change to their wage scale in January

Waunakee Village Center
333 S Madison Street
Waunakee, WI 53597
608-850-5992

SANCTIONED ORGANIZATION APPLICATION

This form is to be utilized by any group or organization that is seeking to become a sanctioned organization with the Waunakee Village Center. The Village Center Advisory Committee will review the written request at its next regularly scheduled meeting (provided the request is received in time to be included in the published agenda) and render a decision. All rental fees will be charged until an exemption is granted. The exemption, if granted, is for one year (365 days) from the date of Committee action.

- **Name of Group/Organization:**

- **Purpose(s) or Goal(s) of Group/Organization:**

- **Why should the Village grant your request for an exemption from the rental fee charged a typical group/organization?**

- **What percentage of the members of your group or organization are residents of the Village of Waunakee? (Please attach a membership roster that includes addresses.)**

Signatures (Representatives of the Group/Organization):

Telephone: _____ Date: _____

Telephone: _____ Date: _____

If an exemption is granted, the group or organization must fulfill all other requirements for use of the facility as outlined in the Village Center Rental Policies.

FOR OFFICE USE ONLY

Committee Action

- Approve
- Denied

Date: _____
Approved By: _____

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COMMUNITY HALL USAGE POLICY

(Proposed policy language for Board discussion in bold italics)

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

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

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

Community Hall Description

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

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

Rental Fees

Rental fees will be assessed for all non-Library or non-governmental events or meetings held in Community Hall. Library-affiliated organizations such as the Friends of Waunakee Library, Village of

Waunakee bodies and departments, and other national, state, and local governmental bodies will not be charged a fee for using Community Hall. Current Rental Fees can be found on the Library's website under the Rental Fee table. **Local organizations may apply for an application to waive rental fees for an event or meeting once per calendar year. Library Staff are eligible to book Community Hall for private events free of charge once per calendar year.**

General Guidelines for Using Community Hall

Users of Community Hall and attendees will:

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

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

Limitations

Community Hall may not be used for:

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

Equipment

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

Decorations

Renters of Community Hall are encouraged to provide decorations for their events. The Library does not provide decorations. The library provides no tablecloths so if you wish to have table coverings,

please plan to bring your own. There are limitations to decorations. Table decorations are allowed, but we ask that no glitter or confetti be used in decorations of any kind. If you wish to hang decorations on the walls, only painter's tape is permissible. Please no duct tape, scotch tape, packing tape, or any other kind of tape besides painters. Nothing is to be hung on the glass windows in the back of the room or the wood wall / screen in the front of the room, even with painter's tape. No candles or other open flames are permitted. Use of prohibited items or adhesives resulting in damage or excessive cleaning will result in damages being charged to the renter.

Reservation Priorities for Community Hall

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

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

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

Hold Harmless Agreement

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

Disclaimer

The fact that a group is permitted to use a library meeting room does not in any way constitute endorsement of the group's policies or beliefs by the Library. 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 August 19, 2022