

Waunakee Public Library
Library Board Meeting
Library Board Room
Friday, May 19, 2023 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 April 21, 2023 Library Board Minutes
 - B. Approve Schedule of Bills
 - C. Approve Financial Reports
- V. Introduction and discussion of possible partnership with Waunakee Area Public Arts Commission
- VI. Director's Report
- VII. New Business
 - A. Discuss and approve amendments to Materials Selection & Collection Development Policy
 - B. Discuss and approve Agreement to Participate in SCLS Technology Services 2024
- VIII. Adjourn

Next Library Board meeting: Friday, June 16, 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, April 21, 2023- 7:45AM

201 N. Madison Street, Conference Room

- I. **Call to order:** Cathy Sheffield called the meeting to order at 7:47 AM
- II. **Roll Call:**
 - A. **Roll call:** Present: Cathy Sheffield, Melissa Hill, Jean Elvekrog, Annie Ballweg, Kathy Grosskopf, Angie Rojas Agudelo, Erin Moran and Erick Plumb.
 - B. **Guests:** No guests
- III. **Public Comment** No public comment
- IV. **Approval of the consent agenda** Jean made a motion to approve. Annie seconded. Passed.
- V. **Director's Report** The Library held another successful Election on April 4 with over 3,000 residents casting ballots. The Library and Village are teaming up with the Ho-Chunk Nation in an effort to obtain a Wisconsin Humanities Council grant. The grant would fund an exhibit of Ho-Chunk Nation History in Dane County for History Hall. On April 14 staff received CPR and AED training. Staff received overwhelming support from the community during a time when there was negativity being spread on Social Media towards them and the Library. There has been a problem with missing books and hidden books with titles related to social issues. New books have been ordered to replace the missing titles.
- VI. **Old Business**
 - A. **Friends of the Library Update** No update. Next Friends of the Library meeting is on Thursday, April 27.
- VII. **New Business**
 - A. **Discuss and approve Community Hall/Meeting Room Rental Damage Policy** Cathy made a motion to approve the Policy after it is changed to reflect collecting a deposit from everyone. Melissa seconded the motion. Passed.
 - B. **Approve Closing for Staff Inservice, Tuesday, May 30, 2023** The Library will be closed on Tuesday, May 30 so that the staff may participate in Active Shooter Training.
- VIII. **Adjourn:** Cathy made a motion to adjourn at 8:56AM. Erin seconded. Passed.

Library Board Meeting: Friday, May 19, 2023 at 7:45AM
Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary

April 2023

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	478.34
		0.00
	Total	478.34
<u>100-551400-311 Postage</u>		
	SCLS	0.00
	Bibliotheca	0.00
	Midwest Alarm	0.00
	Total	0.00
<u>100-551400-320 Publications, subscriptions and dues</u>		
	Post Office	149.29
	Total	149.29
<u>100-551400-330 Travel and training</u>		
	WILS	0.00
	ALA	0.00
	Wauaukee Rotary	211.00
	WLA	0.00
	Total	211.00
<u>100-551400-340 Programs</u>		
	SCLS	0.00
	UW- Madison	0.00
	WLA	0.00
	Total	0.00
<u>100-551400-341 Equipment</u>		
	Pig	81.20
	Apple Music	0.00
	Amazon	287.20
	Michaels	0.00
	Target	0.00
	Dunkin	24.98
	Geoff Sabin Design	1,410.00
	Lisa Johnson	0.00
	Megan Cain	0.00
	Boxed	0.00
	Lisa Johnson	0.00
	Sara Alvarado	0.00
	Minuteman Press	793.49
	Thysse	0.00
	Post Office	0.00
	Total	2,596.87

	Minuteman Press	0.00
	Amazon	0.00
	Demco	352.76
	Laird Plastics	0.00
	SCLS	0.00
	Total	352.76
<u>100-551400-350 Repairs and maint</u>		
	Total	0.00
<u>100-551400-380 Adult books</u>		
	Amazon	146.31
	Baker and Taylor	4,489.52
	Barnes and Noble	0.00
	Beyond the Page	0.00
	Total	4,635.83
<u>100-551400-381 Juvenile books</u>		
	Amazon	45.08
	Baker and Taylor	2,863.84
	Penworthy	0.00
	The Dot Central	0.00
	Total	2,908.92
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	0.00
	Waunakee Tribune	83.20
	Barrons	0.00
	Total	83.20
<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	155.78
	Minuteman Press	0.00
	Walmart	0.00
	Michaels	0.00
	Dollar Tree	0.00
	Total	155.78
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	200.78
	Midwest Tape	171.67
	Playaway	149.98
	Little Creek Press	0.00
	Amazon	23.78
	Total	546.21
<u>100-551400-387 Videos</u>		
	Amazon	529.29
	Midwest Tape	128.92
	Debbie Howard	0.00
	Greta Productions	0.00
	Total	658.21
<u>100-551400-390 Other</u>		
	Amazon	422.93
	Office Depot	193.92
	Uline	0.00
	Demco	272.87
	AED Superstore	128.69
	SCLS	1,580.89
	Walmart	89.75
	Minuteman Press	0.00

<u>100-551400-391 Personnel</u>	Total	<u><u>2,689.05</u></u>
<u>100-551400-392 Public relations</u>	Total	<u><u>0.00</u></u>
	Minuteman Press	34.00
	Fearings	0.00
	Scs	15.16
<u>100-551401-210 Building serices</u>	Total	<u><u>49.16</u></u>
	Masters Building Solutions	0.00
	Midwest Alarm	912.26
	Ahern Co	0.00
	CJ's Lawn and Snow	412.00
	Total	<u><u>1,324.26</u></u>
<u>100-551401-350 Repairs/Maintenance</u>		
	Nassco	0.00
	Kraemer Air Filter Corp	0.00
	Menards	207.84
	Ace Hardware	71.98
	Amazon	39.80
	Schilling Supply Company	369.05
	Capital Coffee	626.40
	Walgreens	0.00
	Home Depot	16.68
	JR's Mulch	0.00
	Total	<u><u>1,331.75</u></u>
<u>430-551400-810 - Equipment replacement</u>	SCLS	0.00
	Total	<u><u>0.00</u></u>
<u>220 fund</u>		
	Signart Studio	0.00
	Wauakee Chamber of Commerce	0.00
	Kwik trip	7.47
	Total	<u><u>7.47</u></u>
	Month Total	<u><u>18,378.15</u></u>

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

GENERAL FUND

		PERIOD		BUDGET		% OF	
		ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET	PRIOR YEAR
<u>LIBRARY OPERATIONS</u>							
100-551400-110	LIBRARY FULL TIME	33,654.00	103,222.22	459,227.00	356,004.78	22.48	98,452.10
100-551400-120	LIBRARY PART TIME	28,104.85	80,464.98	363,302.00	282,837.02	22.15	74,707.16
100-551400-130	LIBRARY FICA	4,438.58	13,194.37	62,926.00	49,731.63	20.97	14,497.36
100-551400-131	LIBRARY RETIREMENT	3,069.03	9,484.91	41,758.00	32,273.09	22.71	10,164.24
100-551400-132	LIBRARY HEALTH	12,095.83	45,684.94	164,505.00	118,820.06	27.77	50,602.66
100-551400-133	LIBRARY LIFE	67.09	241.42	706.00	464.58	34.20	207.88
100-551400-134	LIBRARY DENTAL	712.94	2,767.12	9,526.00	6,758.88	29.05	2,827.08
100-551400-210	LIBRARY OUTSIDE SERVICES	105.00	105.00	1,652.00	1,547.00	6.36	93.00
100-551400-219	LIBRARY AUTOMATION LEVY	.00	68,923.32	68,923.00	(.32)	100.00	62,993.00
100-551400-225	LIBRARY COMMUNICATIONS	720.96	720.96	8,700.00	7,979.04	8.29	724.89
100-551400-290	LIBRARY LEASED ITEMS	810.15	1,489.18	8,196.00	6,706.82	18.17	1,245.47
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	.00	2,009.39	2,572.00	562.61	78.13	2,960.65
100-551400-311	LIBRARY POSTAGE	.00	137.73	1,000.00	862.27	13.77	169.97
100-551400-320	LIBRARY PUBS/SUBS/DUES	.00	5,009.73	2,899.00	(2,110.73)	172.81	867.76
100-551400-330	LIBRARY TRAVEL/TRAINING	.00	260.00	2,200.00	1,940.00	11.82	780.20
100-551400-340	LIBRARY PROGRAMS	524.31	2,080.11	25,000.00	22,919.89	8.32	3,165.24
100-551400-341	LIBRARY EQUIPMENT	.00	861.78	7,500.00	6,638.22	11.49	1,784.21
100-551400-380	LIBRARY ADULT BOOKS	1,854.50	4,197.90	44,000.00	39,802.10	9.54	9,555.58
100-551400-381	LIBRARY JUVENILE BOOKS	1,288.29	2,404.06	24,000.00	21,595.94	10.02	4,616.20
100-551400-382	LIBRARY MICROFILM	.00	.00	.00	.00	.00	15.16
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	.00	74.99	8,150.00	8,075.01	.92	24.13
100-551400-384	LIBRARY COMPUTER SOFTWARE	377.70	11,609.19	20,408.00	8,798.81	56.89	5,765.25
100-551400-385	LIBRARY KIT SUPPLIES	58.68	218.45	5,500.00	5,281.55	3.97	1,322.52
100-551400-386	LIBRARY AUDIO MATERIALS	427.99	972.18	8,500.00	7,527.82	11.44	1,653.85
100-551400-387	LIBRARY VIDEOS	508.05	1,510.81	8,000.00	6,489.19	18.89	2,046.89
100-551400-390	LIBRARY OTHER	155.04	1,979.86	18,125.00	16,145.14	10.92	2,164.69
100-551400-391	LIBRARY PERSONNEL	144.00	144.00	.00	(144.00)	.00	56.00
100-551400-392	LIBRARY PUBLIC RELATIONS	36.00	104.00	3,500.00	3,396.00	2.97	1,152.05
TOTAL LIBRARY OPERATIONS		89,152.99	359,872.60	1,370,775.00	1,010,902.40	26.25	354,615.19

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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR	
<u>LIBRARY BUILDING</u>							
100-551401-110	LIBRARY BLDG FULL TIME	5,605.56	16,121.16	63,731.00	47,609.84	25.30	13,604.34
100-551401-120	LIBRARY BLDG PART-TIME	1,692.05	5,066.95	24,691.00	19,624.05	20.52	4,985.02
100-551401-121	LIBRARY BLDG OVERTIME	.00	.00	.00	.00	.00	.15
100-551401-130	LIBRARY BLDG FICA	542.72	1,587.44	6,763.00	5,175.56	23.47	1,617.86
100-551401-131	LIBRARY BLDG RETIREMENT	381.18	1,096.24	4,334.00	3,237.76	25.29	1,011.01
100-551401-132	LIBRARY BLDG HEALTH	1,525.88	6,001.75	19,666.00	13,664.25	30.52	6,879.31
100-551401-133	LIBRARY BLDG LIFE	4.99	22.16	69.00	46.84	32.12	21.23
100-551401-134	LIBRARY BLDG DENTAL	149.13	560.16	1,857.00	1,296.84	30.16	551.12
100-551401-210	LIBRARY BLDG SERVICES	.00	225.00	29,030.00	28,805.00	.78	375.00
100-551401-220	LIBRARY BLDG UTILITIES	1,771.76	3,840.48	24,000.00	20,159.52	16.00	3,254.79
100-551401-221	LIBRARY BLDG GAS HEAT	4,875.17	7,876.71	15,000.00	7,123.29	52.51	7,111.90
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	1,699.73	2,904.30	21,000.00	18,095.70	13.83	2,641.93
100-551401-390	LIBRARY BLDG OTHER	.00	185.00	3,500.00	3,315.00	5.29	200.00
	TOTAL LIBRARY BUILDING	18,248.17	45,487.35	213,641.00	168,153.65	21.29	42,253.66
<u>DEPOT</u>							
100-551410-350	DEPOT REPAIRS/MAINT	.00	.00	600.00	600.00	.00	.00
	TOTAL DEPOT	.00	.00	600.00	600.00	.00	.00
<u>PARKS</u>							
100-552420-110	PARKS FULL TIME	6,429.13	14,859.76	221,710.00	206,850.24	6.70	18,272.12
100-552420-120	PARKS PART-TIME	.00	.00	62,000.00	62,000.00	.00	.00
100-552420-121	PARKS OVERTIME	44.72	44.72	3,300.00	3,255.28	1.36	725.57
100-552420-130	PARKS FICA	462.72	1,069.92	21,956.00	20,886.08	4.87	1,353.64
100-552420-131	PARKS RETIREMENT	440.22	1,013.50	15,301.00	14,287.50	6.62	1,224.33
100-552420-132	PARKS HEALTH	1,780.49	5,709.61	70,278.00	64,568.39	8.12	6,311.13
100-552420-133	PARKS LIFE	3.02	36.06	597.00	560.94	6.04	33.46
100-552420-134	PARKS DENTAL	284.86	525.32	5,652.00	5,126.68	9.29	891.78
100-552420-210	PARKS SERVICES	423.00	423.00	13,200.00	12,777.00	3.20	600.00
100-552420-220	PARKS UTILITIES	2,240.84	4,348.80	33,216.00	28,867.20	13.09	4,242.87
100-552420-221	PARKS GAS HEAT	402.49	682.71	2,100.00	1,417.29	32.51	656.74
100-552420-320	PARKS PUBS/SUBS/DUES	.00	175.00	310.00	135.00	56.45	175.00
100-552420-330	PARKS TRAVEL/TRAINING	.00	470.79	1,000.00	529.21	47.08	505.00
100-552420-341	PARKS EQUIPMENT	.00	773.99	2,750.00	1,976.01	28.15	305.99
100-552420-343	PARKS WEED SPRAY/FERTILIZER	.00	.00	16,000.00	16,000.00	.00	.00
100-552420-345	PARKS UNIFORMS	.00	.00	500.00	500.00	.00	.00
100-552420-350	PARKS REPAIRS/MAINT	252.42	1,330.16	11,200.00	9,869.84	11.88	89.42
100-552420-352	PARKS VANDALISM REPAIRS	.00	.00	500.00	500.00	.00	.00
100-552420-390	PARKS OTHER	111.71	971.79	7,500.00	6,528.21	12.96	970.40
100-552420-391	PARKS PERSONNEL	.00	.00	500.00	500.00	.00	.00
	TOTAL PARKS	12,875.62	32,435.13	489,570.00	457,134.87	6.63	36,357.45

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WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

April 2023

	2023			2022		% Change Prev Month	% Change Prev Year	YTD % Change
	April	Prev Month	Yr-to-date	April	Yr-to-date			
# of Days Library was open	29	31	117	29	116	-6.5%	N/A	N/A
CIRCULATION								
Physical circulation	22,923	25,347	95,390	23,902	91,525	-9.6%	-4.1%	4.2%
Digital circulation	4,282	4,259	17,106	3,701	14,546	0.5%	15.7%	17.6%
Library Total	27,205	29,606	112,496	27,603	106,071	-8.1%	-1.4%	6.1%
Per Day library was open	938	955	962	952	914	-1.8%	-1.4%	5.2%
Average of Deforest, Monona and Verona	25,323	28,353	104,749	25,915	102,009	-10.7%	-2.3%	2.7%
By Category								
Books								
Juvenile Fiction	2,951	3,219	12,189	3,142	12,337	-8.3%	-6.1%	-1.2%
Juvenile Non-Fiction	1,659	1,630	6,537	1,741	6,191	1.8%	-4.7%	5.6%
Easy Readers	1,780	1,832	7,157	1,862	6,584	-2.8%	-4.4%	8.7%
Picture books	4,794	5,134	20,463	5,168	19,591	-6.6%	-7.2%	4.5%
Total Juvenile	11,184	11,815	46,346	11,913	44,703	-5.3%	-6.1%	3.7%
Young Adult	696	742	2,683	669	2,558	-6.2%	4.0%	4.9%
Adult Fiction	2,808	3,381	12,182	3,014	11,321	-16.9%	-6.8%	7.6%
Adult non-Fiction	2,352	2,641	9,773	2,241	8,819	-10.9%	5.0%	10.8%
Large print	880	977	3,493	833	3,014	-9.9%	5.6%	15.9%
Adult Paperbacks	51	55	236	71	277	-7.3%	-28.2%	-14.8%
Total Adult	6,091	7,054	25,684	6,159	23,431	-13.7%	-1.1%	9.6%
Magazines	397	407	1,570	382	1,760	-2.5%	3.9%	-10.8%
Audio	885	939	3,282	641	2,735	-5.8%	38.1%	20.0%
DVD and Blu-ray	2,410	2,976	10,718	2,812	11,082	-19.0%	-14.3%	-3.3%
Software and video games	124	160	505	77	471	-22.5%	61.0%	7.2%
Kits	1,044	1,147	4,253	1,154	4,424	-9.0%	-9.5%	-3.9%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	64	73	228	75	256	-12.3%	-14.7%	-10.9%
E-books	4,282	4,259	17,106	3,701	14,546	0.5%	15.7%	17.6%
% of total circulation	15.7%	14.4%	15.2%	13.4%	13.7%	9.4%	17.4%	N/A
PROGRAMS								
Children								
Number	42	37	145	38	138	13.5%	10.5%	5.1%
Attendance	1,243	969	4,190	1,096	3,135	28.3%	13.4%	33.7%
Young adult								
Number	4	7	19	5	26	-42.9%	-20.0%	-26.9%
Attendance	28	90	167	48	144	-68.9%	-41.7%	16.0%
Adult								
Number	13	12	53	15	39	8.3%	-13.3%	35.9%
Attendance	146	178	656	185	804	-18.0%	-21.1%	-18.4%
NEW PATRONS ADDED	93	96	374	110	460	-3.1%	-15.5%	-18.7%
PUBLIC MEETING ROOM BOOKINGS	29	26	110	21	76	11.5%	38.1%	44.7%
STUDY ROOM BOOKINGS	451	458	1,781	432	1,348	-1.5%	4.4%	32.1%
PUBLIC PC SESSIONS	403	532	1,806	482	1,586	-24.2%	-16.4%	13.9%
UNIQUE WIRELESS USERS	2,429	2,141	8,837	2,082	6,820	13.5%	16.7%	29.6%
CURBSIDE TRANSACTIONS	24	29	137	47	235	-17.2%	-48.9%	-41.7%
# OF VISITORS TO LIBRARY	14,705	12,532	49,667	13,252	41,475	17.3%	11.0%	19.8%

Library Activity Report
Library Director Erick Plumb
May 2023

Library Activity in April/May

- We are barreling towards our busiest time of the year - summer reading program time! This year's theme is "Find Your Voice!" which is quite appropriate for 2023. In preparation, our Youth Services librarians are visiting every class K-8 in WCSD and St. John's. We're also hosting class visits inside the library from Prairie Elementary as we're within walking distance. Our SRP begins June 1!
- We successfully hosted another year of the Wisconsin Regional Arts Program (WRAP). Our display cases in History Hall held an exhibition of art created by Waunakee area artists. Several programs will be held in conjunction with the displays. It was a great event and we tip our hats to Kylie West for arranging another successful WRAP.
- We had been anticipating a network outage from May 27-30 as the South Central Library System (our web provider) moves to their new headquarters. Alas, SCLS did not get proper permitting approved in time for their planned move so we anticipate a network outage of several days later this summer – which, being our busiest time of the year, is not ideal. We planned to close all day on Tuesday May 30 for staff training, and we did book training sessions for the day. The plan will be to be open to the public 9-1, then close for training in the afternoon and for the evening.
- At the May 11 meeting of the Dane County Library Directors, I spoke extensively about the challenging circumstances following the posting of an "article" on an anonymous blog where WPL was accused of grooming children. All 19 libraries in Dane County will be working more closely on shared policies, and best practices for handling challenging, misinformation, and personal attacks on library staff. I strongly urged my colleagues to work with their Boards and managerial staff to begin thinking beyond materials challenges, and to prepare for responding to the spread of online misinformation and defending against personal attacks against individual staff members.
- We received further good news from Dane County. We are in line to see a big increase in our county reimbursement funding beginning in 2024. This will be the first year the formula will take into account the increased circulation and total usage of WPL for a full year in our new building; the last several years' funding formula have not included 2020 and 2021 statistics due to the peculiarities of the pandemic. Next year will take into account 2018, 2019, and 2022 statistics, and will proceed from there (the following year's formula will include 2019, '22 and '23 and so on). We have received around \$210,000 from the County the past several years; we stand to receive roughly \$284,000 in 2024 and it should increase in future years.
- We held a one-off used book sale in Community Hall from May 10-14. We had accumulated several years' worth of multiple copies of discarded bestsellers and Lucky Day items – in print and DVD – and it was time to send them to their next

homes. Most of the items were sold, and the relative handful that were not will be donated to the Dane County Jail library. In all, the sale raised \$819 which will be deposited in our 220 Fund. Credit goes to Emily Harkins for arranging the sale and volunteer help. We may hold much smaller annual sales of duplicate copies items in the future; perhaps an "Under the Stairs" sale during the May garage sale week.

- The Village Board unanimously approved a resolution at their May 15 meeting "Recognizing June as LGBT Pride Month and to Fly the Pride Flag at Municipal Buildings." This is the third consecutive year the Library will be flying the pride flag outside the building. We are proud to do so and we hope it signals the Library's commitment to making our building and services welcoming to LGBTQ+ community members and their families.

Youth Services Report by Brittany Gitzlaff

April officially kicks off a very busy season of outreach opportunities and school field trips. We attended Family Learning Night at Prairie Elementary and made squishies and stress balls with kids and their families. We also hosted the culminating event of the third and fourth grade Big Read Book Club for all three elementary schools. The library was taken over by kids and families enjoying breakout games, Kahoot quizzes, board games, and a scavenger hunt. The surest sign of spring was the return of the walking field trips with Prairie. Nearly every class walked down to learn about entertaining nonfiction book choices, hear a story, and check-out books to take back with them. In the building, we once again had the popular Trinity Irish Dancers perform for a crowd that filled every spare inch of Community Hall. Laura and her TACO's members planned and hosted a very fun Ice Cream and Board Game Party for kids and families. Summer Reading kicks off June 1, and we're all busily preparing for an exciting summer ahead!

Community Engagement Report by Amy Sampson

This month I updated the adult summer reading sheets and worked on soliciting prizes from local businesses and end of summer vendors. I had several programs like the April Wellness series with Waunakee Community Cares Coalition and our Building Connections Book Club. Notably, our discussion of All Boys Aren't Blue had 18 participants and received many positive comments from attendees that they were glad to be able to discuss the book together! I attended a Beyond the Page Ideas meeting at Fitchburg Library and the UW iSchool's two-day Lead the Way community engagement conference in Madison. I also started planning dates and materials for Book Bike outreach with the YS team.

Change to Employee Performance Review Process

Todd Schmidt <tschmidt@waunakee.com>

Mon 4/10/2023 11:53 AM

To: Jared Heyn <jhey@waunakee.com>; Tim Semmann <tsemmann@waunakee.com>; Bill Frederick <bfrederick@waunakee.com>; Renee Meinholz <rmeinholz@waunakee.com>; Adam Kreitzman <akreitzman@waunakeepd.org>; Erick Plumb <eplumb@waupl.org>; Sue Mcdade <smcdade@waunakee.com>; Cindy Mosiman <cmosiman@waunakee.com>

Cc: Georgette Stratton <gstratton@waunakee.com>; Nicholas Rifelj <nrifelj@waunakee.com>; Kylie West <kwest@waunakee.com>; Tim Herlitzka <therlitzka@waunakeeutilities.com>

📎 1 attachments (232 KB)

Village of Waunakee Compensation Strategy 2023 update final.pdf;

Department Heads – Please provide this information immediately to all your department staff involved in the performance evaluation system.

Thanks,

Todd

Hello Village team members:

First, happy Spring to you all. I hope this season is starting off well for you.

On April 3rd, the Village Board approved a change to the Village's Compensation Strategy and performance evaluation system. Effective immediately, the Village will not require formal annual performance reviews. Individual departments may want to continue the practice of annual reviews for certain reasons (i.e., formal department accreditation). Attached is a copy of the updated Compensation Strategy document. I proposed this change in response to feedback I've heard from departments and employees over the years, as well as my own overall observation that the annual review system is ineffective at truly benefiting supervisor/employee relationships.

Rather than an annual review process, the focus will shift to more frequent supervisor/employee feedback and career development conversations. In general, we'll refer to these as "1:1s". For some of you this has already been an ongoing practice, but for others it might be something new. Page 7 of the attached strategy document offers suggestions for holding 1:1s. I've listed them here as well:

- Supervisors may customize the schedule for 1:1's, however they may occur no-less-frequently than quarterly. More frequent meetings are allowed, and even encouraged if found to be of benefit to the employee and supervisor.
- Staff/team meetings do not take the place of 1:1's.
- Meetings should be scheduled in advance throughout the year to maintain regularity and act as a reminder. However, should issues arise in between scheduled meetings, please pursue conversations right away. Nothing should come as a surprise to anyone during the scheduled 1:1's.
- Supervisors shall set goals with employees at the beginning of the year or upon hire. Goals can be tracked and edited as needed as part of on-going conversations. For some positions it may be impractical to establish goals, particularly in the cases of limited term employment and/or minimal work hours. Department Heads may request that the Village Administrator consider waiving the goal setting requirement for certain positions with acceptable justification to do so. The Village Administrator has sole discretion in considering whether to approve or deny a waiver request.
- Each supervisor should have a confidential employee folder to document noteworthy discussion points, areas for improvement, great work, etc. Human Resources may provide an electronic system for tracking conversations and goals. Similarly, each employee should track their own performance and goal progress. This tracking and note taking will allow for more productive 1:1's.

- Every year, the supervisor and employee should review the employee's position description to make sure it's still up to date. Changes may be recommended to the Village Administrator.

In the next few weeks, I will be holding a training for all supervisors to discuss useful practices for coordinating and holding 1:1 meetings. The NeoGov system that's been in use for managing the annual evaluation system will be modified to allow for 1:1 note-taking and goal tracking. As is always the case with something new, I'll be interested in feedback as we proceed with the new system. In about a year we will plan an employee survey to find out how the new system is working for everyone.

Be sure to let me or Jared Heyn know if you have questions about this new approach.

Thanks for all you do in serving our organization and community,

Todd

Alert to Waunakee Elected Officials and Members of Village Committees, Boards, Commission and Task Forces: In order to comply with the Open Meetings Act requirements, please limit any reply to only the sender of this electronic communication.

Todd J. Schmidt - Village Administrator

Village of Waunakee - 500 W. Main St. - Waunakee, WI 53597

Direct: (608)850-5227 - Google Voice: (608)616-5364 - E-mail: tschmidt@waunakee.com

Find us on Facebook, LinkedIn, Twitter and Blogspot



Stay up to date on what is happening in the Village here: www.waunakee.com

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A Bright Future
The One and Only Waukegan
Strong Roots Beneath Our Ground

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MATERIALS SELECTION & COLLECTION DEVELOPMENT POLICY

(Proposed revisions in italics)

Introduction

The Board of Trustees of the Waunakee Public Library has adopted the following materials selection policy to guide librarians and to inform the public of the principles upon which the selections are made.

The Mission Statement of the Waunakee Public Library guides the selection of materials as it does the development of services and the allocation of resources.

The mission of the Waunakee Public Library is to welcome and connect all members of our community and work collaboratively with the Village and other partners to help further the civic life, health, and well-being of all. The Library serves to fuel a passion for reading, personal growth, and lifelong learning by not only maintaining quality, diverse, and inclusive materials and programming, but also by expanding free and equal access to information and ideas in innovative ways.

The Library supports the individual's right to have access to ideas and information representing all points of view. The Board of Trustees of the Waunakee Public Library has adopted the American Library Association's "Library Bill Of Rights," "The Freedom to Read," and "Freedom to View" statements, attached herewith.

Objectives

The Waunakee Public Library acquires and makes available materials which inform, educate, entertain, and enrich persons as individuals and members of society. Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs. Included are works of enduring value as well as timely materials on current issues. In general, scholarly, highly specialized, or archival materials are beyond the scope of the Library's budget.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Waunakee Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections

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made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

Criteria for Selection

To build a well-balanced collection of merit and significance, materials in all forms must be measured by objective guidelines. Since the library does not promote particular beliefs or views, the collection will contain various positions on important questions, including unpopular or unorthodox positions. The Library actively strives to ensure that materials representing many differing views and a broad diversity of human thought and creativity are represented in its collection. A balanced collection reflects a diversity of materials, not necessarily an equality of numbers.

Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy. Responsibility for choosing what an individual will read rests with the individual. Responsibility for the use of library materials by children and young adults rests with their parents or legal guardians.

All acquisitions, whether purchased or donated, are considered in terms of the following standards. An item need not meet all of the criteria in order to be acceptable. Several standards and combinations of standards may be used, as some materials may be judged primarily on artistic merit, while others are considered because of scholarship, value as human documents, or ability to satisfy the recreational and entertainment needs of the community

1. The main points considered in the selection of materials are:
 - individual merit of each item
 - popular appeal/demand
 - suitability of material for the clientele
 - existing library holdings
 - budget
 - relevance to community needs
2. Selection may be limited by the following factors:
 - Physical limitations of the building
 - Price and format
 - Availability of low-demand materials in other library collections
3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.
4. Selection of library materials will not be influenced by:
 - The possibility that they may come into the possession of children or young adults
 - The liability of materials to theft or mutilation
 - The curriculum needs of area educational programs. Textbooks and other materials designed solely for use in educational settings are generally not acquired.

Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Waunakee Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

Gifts and Donations

In general, the library will decline to accept gifts and donations of items for our circulating collections. The library may accept gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed, as determined by the library director on a case by case basis. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts of books or money may also be accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested. In all cases, the Waunakee Public Library director will make the final determination of all titles or items that are to be added to the collection.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

Withdrawal of Materials

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials may be sold in the library book sale or disposed of by other means. Individual items that are being withdrawn may not be saved for specific individuals.

Requests for Reconsideration

The Waunakee Public Library recognizes the choice of library materials by library users is an individual matter, and some materials may be deemed inappropriate or offensive by patrons. While an individual may reject materials for himself/herself, he/she cannot exercise censorship to restrict access to the materials by others. Recognizing that a diversity of materials may result in some requests for reconsideration, the following procedures have been developed to assure that objections or complaints are handled in an attentive and consistent manner. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. *At no time will the library staff act in loco parentis.* Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

Procedure for Requests for Reconsideration

Any individual expressing an objection to or concern about library material should receive respectful attention from the staff member first approached. This staff member should use his or her own best judgment in attempting to answer the concerns or clarify the situation. If the individual is not satisfied with the explanation received, the staff member should offer the options of speaking with a supervisor or filling out a "Request for Reconsideration" form. He/she may ask for a reconsideration in the following manner:

- 1) A "Request for Reconsideration" form must be completed and returned to a staff member at the appropriate service desk. The form will be given to the head of that department, who will forward a copy of the form to the Library Director. *Patrons must reside in Dane County* to have their request considered and only one request per patron will be considered at a time.
- 2) The request for reconsideration will be acknowledged in writing by the Library Director within (10) ten days. The Library Director will assign a panel of staff members to evaluate the item in question. This will be completed in no more than (30) thirty business days of the initial request for reconsideration. The panel's recommendations will be considered, and the Library Director's final decision will be mailed to the patron. Once a title has been considered, it will not be reviewed again for a period of 2 years.
- 3) Patrons may appeal the decision of the Library Director to the Waunakee Public Library Board of Trustees. An appeal must be made in writing and delivered to the Library Director. Upon receipt of the written appeal, discussion of the appeal will be scheduled on the agenda of the next regularly scheduled meeting of the Library Board of Trustees. The decision of the Board regarding the item will be final.

- Adopted December 2021
- Revised June 2022
- Proposed revisions May 2023

Agreement to Participate in SCLS Technology Services

This Agreement to Participate in SCLS Technology Services (the "Agreement") is made this 18 day of May 2023 between the South Central Library System (hereinafter referred to as SCLS) and the Library Board of Trustees or other applicable governing body of Wausaukee Public Library (hereinafter referred to as the Library).

WHEREAS SCLS is organized, exists, and maintains a public library system pursuant to the provisions of Chapter 43, Wisconsin Statutes; and

WHEREAS the Library is organized under Sections 43.52, 43.53, or 43.57, Wis. Stats., is a member in good standing of SCLS, and pledges to remain so for the life of this Agreement and agrees to share resources in accordance with the requirements of said Chapter 43; and

WHEREAS the Library has determined that the cooperative sharing of specific technology services will permit more efficient library service and will provide great and lasting benefits to its patrons; and

WHEREAS the parties desire to share, in an equitable and agreeable fashion as set forth herein, with other SCLS member libraries, the costs and expenses as well as the benefits of the purchase, development, operation, and maintenance of these specific technology services,

NOW THEREFORE, in consideration of the covenants and undertakings herein contained, the parties hereto agree as follows:

1. SCLS, with advice from the Technology Committee and/or the ILS Committee, both elected, representative bodies of participating libraries, **will provide services to the Library, as selected by the Library by having the member library director or other authorized representative initial one or more of these boxes:**



A. Basic Services: SCLS will provide basic services to the Library in the form provided to SCLS members at no additional cost, including (subject to change or discontinuance by SCLS from time to time in its sole discretion) web hosting services, email services, database authentication, and reselling/purchase of products or equipment, together with such other services as SCLS may choose to offer from time to time as part of its basic services package.



B. Infrastructure: The core cost that is required to support any of the three technology services. **Any library participating in any of the following three technology services must participate in the Infrastructure program.**



C. Network Services: Including, but not limited to, Library network hardware and software, replacements, and upgrades; internet connectivity, network and response time support, Enterprise Wireless, third party vendor support, new building and remodeling support, wide-area network planning.



D. PC Support: Including, but not limited to, PC and peripheral equipment ordering, field and help desk support, automatic software updates, PC software testing and support, Windows and MS-Office, and anti-virus licenses, third party vendor support, technology planning. **PC Support is only available to libraries receiving Network Services.**



E. ILS Services: Including, but not limited to, the day-to-day operation and maintenance of the ILS modules of Acquisitions, Cataloging, Circulation, Public Access Catalog, Serials; development, implementation and support, planning for and coordinating ILS modifications, enhancements and/or replacement; centralized cataloging; required telecommunications and/or network connectivity; furnishing regular reports to the library. **Network Services are required to receive certain ILS services such as: response time troubleshooting and RFID/self-check and sorter response time support, peripheral devices associated with the ILS.**

2. With the exception of services offered at no charge to SCLS member libraries, the Library will pay a share of the total cost of the specific technology services selected in Section 1 above. The total cost shall include all sums required to cover expenses to be incurred by SCLS during the next year in providing the functionality as selected by the Library, including, without limitation, all operating, maintenance, and contractual expenses, and capital costs such as the purchase of substitutions, replacements, improvements, and additions to the components. Additional PCs, not included in the previous year's count, will be charged a pro-rated PC maintenance fee for the remainder of the year in which they are purchased. These costs shall be determined through the annual budgeting process, culminating in the adoption of an annual budget by the SCLS System Board of Trustees. The amount of Library's share of costs due under this Agreement will be calculated based on the cost formula adopted by the SCLS Board of Trustees on or before July 1, 2014. Changes may be made to the cost formula in subsequent years by similar action of the SCLS Board of Trustees on or before July 1 of the year preceding the budget year to which the formula will be applied.
3. The role of SCLS is limited by its statutory obligations to provide specific technology services to member public libraries within its territory and any contribution to the services offered must be consistent with its statutory responsibilities to support and extend resource sharing.
4. SCLS will continue to contribute to the support of services described in this Agreement at an amount and in a manner guided by the Administrative Council and ratified by the SCLS Board of Trustees.
5. Libraries participating in any services requiring fees selected in Section 1 of this Agreement shall vote annually to approve the related fees for the following fiscal year at the All-Directors' meeting held in July. This meeting will be noticed to all parties at least one month before the scheduled date of the meeting. Votes for each service shall be allocated as follows: a maximum of one thousand (1,000) shares or votes shall be allocated to Libraries participating in each service based on their share of the current year's operating budget for that service. A quorum

of 51% of the libraries participating in each service controlling 51% of allocated votes must attend the meeting or vote by proxy for action to be taken; libraries may attend and vote at such meetings by telephone or video conference. A super majority of 75% of all votes cast and 75% of the libraries in each service must be present or by proxy for passage of the fees. SCLS will not be responsible for performance of services if fees are not approved or timely paid.

6. On or before August 1st of each year, the Library will be informed of its share of the cost for each selected service for the calendar year following. Invoices for each year shall be issued by SCLS by January 31 of the year, with total payment due from the Library within sixty days.
7. SCLS agrees that all existing or future funds generated by SCLS ILS, Network Services, PC Support, or Infrastructure, including the annual SCLS contribution, will be allocated to that specific service fund. Operating funds not expended in one fiscal year will carry forward for future use, according to its originally-designated purpose. SCLS will receive all interest earnings on deposited funds designated for these services to help offset overhead costs associated with service management. The SCLS policy on investments, adopted by the SCLS Board of Trustees 3/10/2008, governs investment strategy. SCLS agrees to notify the Administrative Council in the event that the SCLS Board of Trustees considers materially amending said policy.
8. The ILS Committee has adopted or may from time to time adopt rules and policies for the operation of the ILS. The Technology Committee has adopted or may from time to time adopt rules and policies for the operation of Basic Services, Network Services, PC Support, and Infrastructure. The Library agrees to adhere to the rules and policies applicable to any and all selected services. SCLS may enforce these rules and policies by charging the Library for reasonable costs related to non-compliance or exercise other enforcement measures up to and including cessation of services to the Library. Without limiting the foregoing or any other term of this Agreement, Library is responsible for maintaining, and shall maintain, reasonable and not less than industry-standard security practices. Without limiting Library's obligations, Library shall comply with all security or network instructions or recommendations provided by SCLS.
9. NOTWITHSTANDING ANY OTHER TERMS OF THIS AGREEMENT OR ANY OTHER COMMUNICATIONS BETWEEN THE PARTIES, ALL SERVICES ARE PROVIDED "AS-IS" WITH NO WARRANTY OF ANY KIND, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT. SCLS WILL NOT BE RESPONSIBLE FOR ANY INCIDENTAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, EXEMPLARY OR SPECIAL DAMAGES ARISING OUT OF OR RELATING TO THE PERFORMANCE OF ANY SERVICES HEREUNDER. UNDER NO CIRCUMSTANCES, INCLUDING WITHOUT LIMITATION ANY NEGLIGENT ACTION OR INACTION OF SCLS OR ITS EMPLOYEES OR AGENTS, WILL SCLS BE RESPONSIBLE FOR, OR INCUR ANY LIABILITY TO, LIBRARY OR ANY THIRD PARTY IN EXCESS OF THE LESSER OF (i) THE FEES, IF ANY, ACTUALLY PAID TO SCLS BY LIBRARY FOR THE SERVICE GIVING RISE TO LIABILITY (EXCLUDING ANY PASS-THROUGH CHARGES) DURING THE THEN-CURRENT YEAR, OR (ii) \$1,000.

The parties agree that the limitations of liability set forth in this section and this Agreement represent a reasonable allocation of risk that is necessary for SCLS to be able to provide the services at issue.

10. SCLS will, in its reasonable discretion, use reasonable efforts to compel vendors to comply with contract terms and provide satisfactory performance, and will provide reasonable cooperation to Library to communicate problems or issues to vendors, to the extent allowed under SCLS's contracts with its vendors. NOTWITHSTANDING THE FOREGOING OR ANY OTHER TERM OF THIS AGREEMENT, THE PARTIES AGREE THAT SCLS IS NOT RESPONSIBLE FOR, AND SHALL HAVE NO LIABILITY FOR, THE FAILURE OR LACK OF PERFORMANCE OF ANY VENDOR WITH WHOM IT CONTRACTS TO PROVIDE ANY SERVICES UNDER THIS AGREEMENT, OR ANY PRODUCT, SOFTWARE OR EQUIPMENT ASSOCIATED WITH OR USED IN RELATION TO SERVICES PROVIDED UNDER THIS AGREEMENT, WHETHER SUCH PRODUCT, SOFTWARE, OR EQUIPMENT IS OWNED BY SCLS, THE LIBRARY, OR OTHERS. SCLS RESELLS AND PASSES THROUGH ANY EQUIPMENT OR PRODUCTS PURCHASED BY LIBRARY (COLLECTIVELY, AND INCLUDING ANY THIRD-PARTY SERVICES, "PRODUCTS") ON AN "AS IS, WHEN AVAILABLE" BASIS. EACH OF THE PRODUCTS MAY BE SUBJECT TO APPLICABLE WARRANTY, END-USER LICENSE, INTELLECTUAL PROPERTY INDEMNITY OR OTHER TERMS AVAILABLE FROM THE ORIGINAL EQUIPMENT MANUFACTURER ("OEM") OF THE PRODUCT. SCLS MAY, TO THE EXTENT PRACTICABLE, PASS APPLICABLE WARRANTIES, LICENSES, INDEMNITIES AND SUCH OTHER TERMS AS MAY APPLY FROM THE OEM THROUGH TO LIBRARY. SCLS AND LIBRARY HEREBY EXPRESSLY DISCLAIM ALL OTHER WARRANTIES AS TO PRODUCTS, WHETHER WRITTEN, ORAL, EXPRESSED, OR IMPLIED INCLUDING, WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, ANY WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT. IN ADDITION, SCLS DOES NOT REPRESENT OR WARRANT THAT ANY PRODUCT, INCLUDING HARDWARE, SOFTWARE OR THIRD-PARTY SERVICES, WILL BE FREE FROM ERRORS, DEFECTS OR INFRINGEMENT. IN NO EVENT SHALL SCLS, ITS AFFILIATES, OR THEIR RESPECTIVE TRUSTEES, DIRECTORS, OFFICERS, AGENTS OR EMPLOYEES, BE LIABLE TO LIBRARY OR ANY OTHER PARTY FOR ANY REASON, WHETHER IN CONTRACT OR IN TORT, FOR ANY DAMAGES ARISING OUT OF OR BASED UPON PERFORMANCE OF, OR DAMAGES CAUSED BY PRODUCTS (INCLUDING THOSE RELATED TO CLAIMS OF INFRINGEMENT UPON A PROPRIETARY RIGHT OF A THIRD PARTY) SOLD OR RESOLD BY SCLS. FOR THE AVOIDANCE OF DOUBT, LIBRARY ACKNOWLEDGES THAT ITS SOLE RECOURSE FOR ANY DAMAGES ARISING OUT OF OR BASED UPON PERFORMANCE OF, OR DAMAGES CAUSED BY PRODUCTS RESOLD UNDER THIS AGREEMENT SHALL BE AGAINST THE OEM OF THE APPLICABLE PRODUCT.

11. All data created and stored on the ILS shall remain the shared property of SCLS and the libraries receiving applicable ILS Services for the term of this Agreement. Decisions regarding methods and standards for the creation, maintenance, purging, or archiving of data and/or the ability of member libraries to alter such data shall be made by SCLS, as advised by the ILS Committee, and

shall be binding on all participating member libraries. The Library shall have a right to a copy of its own data, subject to availability and feasibility and provided it reimburses SCLS for the actual cost of extraction and duplication of the data. Upon request from the Library, SCLS will provide an estimate of the cost of extraction and duplication of the data. Library is responsible for backup of its own data and network/systems.

12. SCLS shall have no responsibility or liability for or arising from any loss of data or by Library or arising from any Library equipment, network, or system. IN ADDITION TO AND WITHOUT LIMITING ANY OTHER EXCLUSION OR LIMITATION OF SCLS'S LIABILITY UNDER THIS AGREEMENT, THE PARTIES ACKNOWLEDGE THAT DIGITAL SYSTEMS AND NETWORKS ARE BY THEIR NATURE IMPOSSIBLE TO SECURE COMPLETELY AGAINST INTRUSION, HACKING, OR SECURITY INCIDENTS. SCLS IS NOT, TO THE FULLEST EXTENT ALLOWED BY LAW AND INCLUDING WITHOUT LIMITATION ACTS OR LIABILITY ARISING FROM OR RELATED TO THE NEGLIGENCE OR INTENTIONAL MISCONDUCT OF SCLS OR ITS EMPLOYEES OR AGENTS, RESPONSIBLE OR LIABLE FOR ANY DAMAGES, LOSS (INCLUDING DATA LOSS), DIRECT OR INDIRECT DAMAGES OR OTHER LIABILITY OF ANY FORM OR NATURE ARISING FROM OR RELATED TO ANY ACTS OF HACKING, SYSTEM INTRUSION, "RANSOMWARE," OR OTHER SIMILAR ACTS OR INCIDENTS OF MANIPULATION OR MISUSE OF ANY NETWORKS, EQUIPMENT, OR SYSTEMS RELATED TO THIS AGREEMENT.
13. The purchase price of the remote site components installed at the Library (including but not limited to workstations, printers, and scanners) together with all expenses incurred with their installation, related internal wiring and connections, shall be paid by the Library. The Library holds title to equipment purchased under this section. Minimum standards/specifications for such remote site components shall be established and updated by SCLS, subject to adoption by the Technology Committee.
14. Network equipment purchase, replacement and maintenance shall be managed by SCLS, with payment by Library as applicable.
15. The Library will provide written notice to SCLS of any changes in the services selected under this Agreement, with such notice to be provided on or before August 15 of each year, with changes to services to be effective the next calendar year.
16. This Agreement shall remain in force and shall be automatically renewed and extended for terms of one year indefinitely, unless and until terminated by either party. Either party may withdraw from participation in this Agreement effective as of the end of any calendar year by notifying the other party in writing by August 15 of that year. If SCLS ILS services are terminated, the Library agrees to return all borrowed materials to the owning library or pay the respective replacement costs to the owning library and to pay SCLS for the actual cost of purging data unique to that library from the SCLS ILS and for reconciling any transactions (including but not limited to holds). Upon request from the Library, SCLS will provide an estimate of costs

associated with purging the data and reconciliation of transactions. If SCLS Network Services are terminated, the Library agrees to pay SCLS the actual costs of any internet or other service provider contracts which provide connectivity to the Library and whose terms extend beyond the withdrawal date.

17. Should SCLS withdraw from participation in this Agreement, SCLS agrees that any unspent funds accumulated for the operation or development of Infrastructure, Network Services, PC Support and/or ILS Services will be turned over to an organization, or organizations as agreed by all current participating members using the voting structure and methodology established in section 5.
18. The Library's services selected under this Agreement may be terminated by SCLS, with consent of the Administrative Council, for failure to adhere to the terms of this Agreement.
19. SCLS, in consultation with the Administrative Council, shall review this Agreement annually. Amendments, once proposed by the Administrative Council and adopted by the SCLS Board of Trustees, will be incorporated into a new contract that will be offered to the Library by August 1st to be effective as of the next renewal term.
20. Nothing in this Agreement waives the rights or protections of either party granted in Section 893.80 of Wisconsin State Statutes, or any other statute, law, or regulation.
21. This Agreement represents the complete agreement of the parties, and supersedes any written or oral communications relating to the subject matter hereof unless expressly incorporated herein by reference.

[Signature page follows]

SOUTH CENTRAL LIBRARY SYSTEM

System Director

Date

System Board President

Date

LIBRARY

Library Director

Date

Library Board President

Date

Adopted April 27, 2023 by the SCLS Board of Trustees



1030243: Waunakee Library Forever Fund

3/1/2023 To 3/31/2023

Balance

Beginning Balance 308,547.70

Contributions/Gifts

Contributions* 330.00

**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

330.00

Portfolio Gains (Losses)

Investment Results, Net Of Investment Expenses 3,211.64

3,211.64

Grants/Distributions

Grants/Distributions (12,252.43)

Transfers Out 0.00

MCF Support (256.96)

(12,509.39)

Ending Balance

\$299,579.95

Cash Available for Grants as of 3/31/2023

\$0.00

25