

**Waunakee Public Library**  
**Library Board Meeting**  
**Library Board Room**  
**Friday, October 13, 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 September 2023 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
  - B. Discussion of Library grounds
- VII. New Business
  - A. Discuss future staffing needs and issues
  - B. Discuss effects of proposed Village-wide Buildings and Facilities Manager on Library operations
  - C. Discuss possible discontinuation of current coffee vending service
  - D. Discuss end-of-year letter to building project donors
- VIII. Adjourn

**Next Library Board meeting:** Friday, November 17, 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, September 15, 2023- 7:45AM**

**201 N. Madison Street, Conference Room**

- I. **Call to order:** Cathy Sheffield called the meeting to order at 7:45 AM
- II. **Roll Call:**
  - A. **Roll call:** Present: Melissa Hill, Erin Moran, Jean Elvekrog, Kathy Grosskopf, Angie Rojas Agudelo and Erick Plumb. Excused: Annie Ballweg
  - B. **Guests:** No guests
- III. **Public Comment** No public comment
- IV. **Approval of the consent agenda** Jean made a motion to approve. Angie seconded. Passed.
- V. **Director's Report** Sunday hours are back. Two new Customer Service Assistants started training on September 10. It is Library All Around Town month. There are 5 trees that have been identified as needing to be removed because they are dead or dying. There will be a sidewalk added by the McWatty Playground joining the existing sidewalk to make the playground more accessible. The booking software that we use is being discontinued in early 2024. Staff will come up with a new company that will fit our needs.
- VI. **Old Business**
  - A. **Friends of the Library Update** The planning for the November craft fair is going well. There will be a 2nd Annual Bingo night on January 5.
  - B. **Discussion of Library Grounds** Jean presented information from her meeting with Tim Ripp from the Bruce Company and Paul Larson. They are working on developing a comprehensive landscape plan.
- VII. **New Business**
  - A. **Discuss and approve amended Study Room Policy** We discussed changing the cancellation policy on Study Room reservations from 30 minutes late to 10 minutes late. Angie made a motion to approve the amended policy. Melissa seconded. Passed.
  - B. **Discuss and approve Library Programming Policy** Cathy made a motion to approve. Kathy seconded. Passed.
  - C. **Discuss and approve Resolution Approving Amendment to Dane County Standards for Public Libraries** Erin made a motion to approve. Angie seconded. Passed.
  - D. **Discuss and approve allowing Create Waunakee, Inc. to host gala fundraiser at WPL on February 17, 2024** Committee members presented the history of Create Waunakee, Inc., their mission and future goals. They shared their vision for the gala fundraiser, "Ball of Creativity." Cathy made a motion to approve. Jean seconded. Passed.

VIII. **Adjourn** Cathy made a motion to adjourn at 9:02 AM. Erin seconded. Passed.

**Library Board Meeting: Friday, October 13, 2023 at 7:45AM**  
**Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary**

**Action Items:**

# September 2023

Account	Vender	Amount
<u>100-551400-210 Outside services</u>		
	<b>Total</b>	<b>0.00</b>
<u>100-551400-219 Automation levy</u>	SCLS	0.00
	<b>Total</b>	<b>0.00</b>
<u>100-551400-290 Leased items</u>		
	<b>Total</b>	<b>0.00</b>
<u>100-551400-292 Maintenance contracts</u>	Gordon Flesch	250.62
		0.00
	<b>Total</b>	<b>250.62</b>
<u>100-551400-311 Postage</u>	SCLS	0.00
	Fearing's	0.00
	Midwest Alarm	0.00
	<b>Total</b>	<b>0.00</b>
<u>100-551400-320 Publications, subscriptions and dues</u>	Post Office	73.44
	UPS Store	0.00
	<b>Total</b>	<b>73.44</b>
<u>100-551400-330 Travel and training</u>	Wall Street Journal	158.22
	State of Wi	0.00
	Amazon	139.00
	WLA	366.83
	<b>Total</b>	<b>664.05</b>
<u>100-551400-340 Programs</u>	SCLS	0.00
	UW- Madison	0.00
	WLA	664.00
	Dunkin	0.00
	<b>Total</b>	<b>664.00</b>
<u>100-551400-341 Equipment</u>	Pig	41.57
	Dunkin	51.96
	Amazon	562.70
	Michaels	13.99
	Waunakee One Stop	17.98
	Sean Gaskell	325.00
	Jim Rice	325.00
	Laura Huff	20.31
	Costco	240.84
	Intuit Mailchimp	39.50
	Martha Fitzmier	0.00
	Waunakee Chamber	0.00
	Minuteman Press	94.92
	Ace Hardware	0.00
	Post Office	0.00
	<b>Total</b>	<b>1,733.77</b>

	Minuteman Press	0.00
	Amazon	0.00
	Nassco	0.00
	Laird Plastics	0.00
	SCLS	0.00
	<b>Total</b>	<b>0.00</b>
<u>100-551400-350 Repairs and maint</u>		
	<b>Total</b>	<b>0.00</b>
<u>100-551400-380 Adult books</u>		
	Amazon	216.51
	Baker and Taylor	3,369.94
	Barnes and Noble	0.00
	Dane County Library Service	35.00
	<b>Total</b>	<b>3,621.45</b>
<u>100-551400-381 Juvenile books</u>		
	Amazon	0.00
	Baker and Taylor	1,930.84
	Penworthy	0.00
	The Dot Central	0.00
	<b>Total</b>	<b>1,930.84</b>
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	0.00
	<b>Total</b>	<b>0.00</b>
<u>100-551400-384 - Digital Materials &amp; Computer Software</u>		
	Amazon	0.00
	Kanopy	87.40
	TBS	0.00
	Verizon -Hotspots	144.56
	CDW - Adobe	0.00
	<b>Total</b>	<b>231.96</b>
<u>100-551400-385 Kit supplies</u>		
	Amazon	158.53
	Minuteman Press	0.00
	Target	0.00
	Walmart	0.00
	LL Bean	0.00
	Wall Monkeys	0.00
	<b>Total</b>	<b>158.53</b>
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	416.63
	Midwest Tape	76.64
	Amazon	106.68
	Findaway	497.93
	<b>Total</b>	<b>1,097.88</b>
<u>100-551400-387 Videos</u>		
	Amazon	251.91
	Midwest Tape	165.68
	Debbie Howard	0.00
	Greta Productions	0.00
	<b>Total</b>	<b>417.59</b>
<u>100-551400-390 Other</u>		
	Amazon	278.20
	Office Depot	77.98
	Azuradisc	0.00
	Walmart	33.99
	Pig	0.00
	Demco	0.00
	Thermal Paper Direct	0.00
	Uline	0.00

100-551400-391 Personnel **Total** 390.17

100-551400-392 Public relations **Total** 0.00

Minuteman Press 34.00  
Fearings 0.00  
Waunakee Rotary 600.00

100-551401-210 Building serices **Total** 634.00

The Electricians 476.00  
Midwest Alarm 1,771.12  
Otis Elevator Company 2,385.36  
Bruce Company 256.25  
JF Ahern 276.00  
CJ's Lawn & Snow 412.00  
**Total** 5,576.73

100-551401-350 Repairs/Maintenance

Nassco 0.00  
Kraemer Air Filter Corp 0.00  
Menards 0.00  
Ace Hardware 35.99  
Amazon 0.00  
Schilling Supply Company 637.96  
Capital Coffee 303.95  
The Electricians 0.00  
USA Clean 99.16  
Waunakee Power Equipment 0.00  
**Total** 1,077.06

220 fund

Out of print 0.00  
Waunakee Chamber of Commerce 0.00  
Tee Public 0.00  
**Total** 0.00

**Month Total** 18,522.09

VILLAGE OF WAUNAKEE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR	
<u>LIBRARY OPERATIONS</u>							
100-551400-110	LIBRARY FULL TIME	35,052.51	326,699.40	459,227.00	132,527.60	71.14	312,987.32
100-551400-120	LIBRARY PART TIME	25,879.84	248,116.20	363,302.00	115,185.80	68.29	240,244.18
100-551400-130	LIBRARY FICA	4,400.28	41,512.16	62,926.00	21,413.84	65.97	41,900.89
100-551400-131	LIBRARY RETIREMENT	3,077.53	28,915.65	41,758.00	12,842.35	69.25	29,066.62
100-551400-132	LIBRARY HEALTH	12,011.84	128,651.21	164,505.00	35,853.79	78.21	110,409.20
100-551400-133	LIBRARY LIFE	70.85	651.72	706.00	54.28	92.31	555.40
100-551400-134	LIBRARY DENTAL	684.05	6,832.70	9,526.00	2,693.30	71.73	7,061.03
100-551400-210	LIBRARY OUTSIDE SERVICES	108.00	1,165.00	1,652.00	487.00	70.52	684.00
100-551400-219	LIBRARY AUTOMATION LEVY	.00	68,923.32	68,923.00	(.32)	100.00	62,993.00
100-551400-225	LIBRARY COMMUNICATIONS	724.45	5,046.72	8,700.00	3,653.28	58.01	5,014.51
100-551400-290	LIBRARY LEASED ITEMS	545.50	5,335.96	8,196.00	2,860.04	65.10	4,834.51
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	.00	2,009.39	2,572.00	562.61	78.13	2,144.05
100-551400-311	LIBRARY POSTAGE	100.19	752.64	1,000.00	247.36	75.26	818.58
100-551400-320	LIBRARY PUBS/SUBS/DUES	344.62	2,067.70	2,899.00	831.30	71.32	2,202.70
100-551400-330	LIBRARY TRAVEL/TRAINING	.00	360.00	2,200.00	1,840.00	16.36	2,147.99
100-551400-340	LIBRARY PROGRAMS	5,104.37	24,928.42	25,000.00	71.58	99.71	19,863.64
100-551400-341	LIBRARY EQUIPMENT	( 427.83)	2,456.15	7,500.00	5,043.85	32.75	3,063.75
100-551400-350	LIBRARY REPAIRS/MAINT	.00	.00	.00	.00	.00	372.85
100-551400-380	LIBRARY ADULT BOOKS	3,837.30	25,323.63	44,000.00	18,676.37	57.55	31,567.36
100-551400-381	LIBRARY JUVENILE BOOKS	2,299.98	15,615.11	24,000.00	8,384.89	65.06	15,865.29
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	.00	6,787.48	8,150.00	1,362.52	83.28	6,840.39
100-551400-384	LIBRARY COMPUTER SOFTWARE	231.96	19,432.14	20,408.00	975.86	95.22	8,111.24
100-551400-385	LIBRARY KIT SUPPLIES	578.24	3,828.43	5,500.00	1,671.57	69.61	4,384.58
100-551400-386	LIBRARY AUDIO MATERIALS	495.87	4,329.50	8,500.00	4,170.50	50.94	5,219.62
100-551400-387	LIBRARY VIDEOS	534.51	5,825.43	8,000.00	2,174.57	72.82	5,526.86
100-551400-390	LIBRARY OTHER	11.11	7,526.18	18,125.00	10,598.82	41.52	7,634.23
100-551400-391	LIBRARY PERSONNEL	.00	230.00	.00	( 230.00)	.00	112.00
100-551400-392	LIBRARY PUBLIC RELATIONS	189.00	2,394.41	3,500.00	1,105.59	68.41	2,054.36
<b>TOTAL LIBRARY OPERATIONS</b>		<b>95,854.17</b>	<b>985,716.65</b>	<b>1,370,775.00</b>	<b>385,058.35</b>	<b>71.91</b>	<b>933,680.15</b>

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VILLAGE OF WAUNAKEE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 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	5,006.12	48,140.58	63,731.00	15,590.42	75.54	43,517.66
100-551401-120 LIBRARY BLDG PART-TIME	1,808.81	15,005.89	24,691.00	9,685.11	60.77	16,825.28
100-551401-121 LIBRARY BLDG OVERTIME	.00	.00	.00	.00	.00	.15
100-551401-130 LIBRARY BLDG FICA	504.58	4,695.35	6,763.00	2,067.65	69.43	4,738.09
100-551401-131 LIBRARY BLDG RETIREMENT	340.42	3,273.57	4,334.00	1,060.43	75.53	2,955.30
100-551401-132 LIBRARY BLDG HEALTH	1,624.53	15,851.44	19,666.00	3,814.56	80.60	15,295.79
100-551401-133 LIBRARY BLDG LIFE	5.89	57.14	69.00	11.86	82.81	55.77
100-551401-134 LIBRARY BLDG DENTAL	161.27	1,508.37	1,857.00	348.63	81.23	1,439.80
100-551401-210 LIBRARY BLDG SERVICES	1,509.00	15,570.37	29,030.00	13,459.63	53.64	8,442.00
100-551401-220 LIBRARY BLDG UTILITIES	3,817.70	20,788.04	24,000.00	3,211.96	86.62	20,328.96
100-551401-221 LIBRARY BLDG GAS HEAT	257.13	10,727.13	15,000.00	4,272.87	71.51	11,668.90
100-551401-341 LIBRARY BLDG EQUIPMENT	.00	.00	1,446.00	1,446.00	.00	94.99
100-551401-350 LIBRARY BLDG REPAIRS/MAINT	6,367.15	17,441.16	21,000.00	3,558.84	83.05	15,172.40
100-551401-390 LIBRARY BLDG OTHER	.00	185.00	3,500.00	3,315.00	5.29	200.00
<b>TOTAL LIBRARY BUILDING</b>	<b>21,402.60</b>	<b>153,244.04</b>	<b>215,087.00</b>	<b>61,842.96</b>	<b>71.25</b>	<b>140,735.09</b>
<u>DEPOT</u>						
100-551410-350 DEPOT REPAIRS/MAINT	.00	.00	600.00	600.00	.00	.00
<b>TOTAL DEPOT</b>	<b>.00</b>	<b>.00</b>	<b>600.00</b>	<b>600.00</b>	<b>.00</b>	<b>.00</b>





VILLAGE OF WAUNAKEE  
 BALANCE SHEET  
 SEPTEMBER 30, 2023

LIBRARY SPECIAL REVENUE FUND

<u>ASSETS</u>			
220-11110	COMMINGLED CASH		112,871.77
220-11801	CASH ON HAND		598.78
	TOTAL ASSETS		<u>113,470.55</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
220-34300	FUND BALANCE	88,169.38	
	BEGINNING FUND BALANCE		88,169.38
	REVENUE OVER EXPENDITURES - YTD		25,301.17
	TOTAL FUND EQUITY		<u>113,470.55</u>
	TOTAL LIABILITIES AND EQUITY		<u>113,470.55</u>



1030243: Waunakee Library Forever Fund

8/1/2023 To 8/31/2023

**Balance**

Beginning Balance 311,293.55

**Contributions/Gifts**

Contributions\* 0.00

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

Transfers In 0.00

**0.00**

**Portfolio Gains (Losses)**

Interest & Dividends 450.36

Unrealized Gain / Loss (4,031.72)

Realized Gain / Loss 776.48

Investment Expenses (16.84)

**(2,821.72)**

**Grants/Distributions**

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (259.37)

**(259.37)**

**Ending Balance**

**\$308,212.46**

**Available to Grant as of 8/31/2023**

**\$0.00**

**WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT**

September 2023

	2023			2022		% Change Prev Month	% Change Prev Year	YTD % Change
	September	Prev Month	Yr-to-date	September	Yr-to-date			
# of Days Library was open	28	27	253	28	252	3.7%	N/A	N/A
<b>CIRCULATION</b>								
Physical circulation	22,652	27,059	218,981	22,365	215,233	-16.3%	1.3%	1.7%
Digital circulation	4,478	4,731	38,996	3,866	34,085	-5.3%	15.8%	14.4%
Library Total	27,130	31,790	257,977	26,231	249,318	-14.7%	3.4%	3.5%
Per Day library was open	969	1,177	1,020	937	989	-17.7%	3.4%	3.1%
Average of Deforest, Monona and Verona libraries	24,807	30,684	246,020	24,424	236,378	-19.2%	1.6%	4.1%
<b>By Category</b>								
Books								
Juvenile Fiction	2,983	4,161	30,215	3,132	31,977	-28.3%	-4.8%	-5.5%
Juvenile Non-Fiction	1,339	1,806	14,562	1,263	14,155	-25.9%	6.0%	2.9%
Easy Readers	1,752	2,043	16,606	1,722	16,175	-14.2%	1.7%	2.7%
Picture books	4,678	4,735	45,145	5,086	44,979	-1.2%	-8.0%	0.4%
Total Juvenile	10,752	12,745	106,528	11,203	107,286	-15.6%	-4.0%	-0.7%
Young Adult	709	966	6,870	655	6,816	-26.6%	8.2%	0.8%
Adult Fiction	3,084	3,494	28,331	2,986	27,195	-11.7%	3.3%	4.2%
Adult non-Fiction	2,239	2,607	21,242	2,250	20,101	-14.1%	-0.5%	5.7%
Large print	853	1,001	8,123	842	7,255	-14.8%	1.3%	12.0%
Adult Paperbacks	48	78	553	47	577	-38.5%	2.1%	-4.2%
Total Adult	6,224	7,180	58,249	6,125	55,128	-13.3%	1.6%	5.7%
Magazines	381	483	3,726	426	3,839	-21.1%	-10.6%	-2.9%
Audio	991	1,321	8,145	747	6,745	-25.0%	32.7%	20.8%
DVD and Blu-ray	2,386	2,895	23,577	2,123	23,090	-17.6%	12.4%	2.1%
Software and video games	228	168	1,293	121	1,038	35.7%	88.4%	24.6%
Kits	897	1,197	9,710	884	10,372	-25.1%	1.5%	-6.4%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	50	73	573	49	623	-31.5%	2.0%	-8.0%
E-books	4,478	4,731	38,996	3,866	34,085	-5.3%	15.8%	14.4%
% of total circulation	16.5%	14.9%	15.1%	14.7%	13.7%	10.9%	12.0%	N/A
<b>PROGRAMS</b>								
Children								
Number	27	28	305	28	272	-3.6%	-3.6%	12.1%
Attendance	824	1,450	10,553	632	7,756	-43.2%	30.4%	36.1%
Young adult								
Number	5	5	49	4	53	0.0%	25.0%	-7.5%
Attendance	25	40	412	12	347	-37.5%	108.3%	18.7%
Adult								
Number	20	16	130	18	102	25.0%	11.1%	27.5%
Attendance	243	657	1,896	192	1,983	-63.0%	26.6%	-4.4%
<b>NEW PATRONS ADDED</b>	82	108	891	166	1,181	-24.1%	-50.6%	-24.6%
<b>PUBLIC MEETING ROOM BOOKINGS</b>	21	21	237	19	174	0.0%	10.5%	36.2%
<b>STUDY ROOM BOOKINGS</b>	440	489	3944	367	3061	-10.0%	19.9%	28.8%
<b>PUBLIC PC SESSIONS</b>	384	519	3,965	364	3,538	-26.0%	5.5%	12.1%
<b>UNIQUE WIRELESS USERS</b>	2,043	2,303	19,500	1,984	16,624	-11.3%	3.0%	17.3%
<b>CURBSIDE TRANSACTIONS</b>	46	47	340	53	482	-2.1%	-13.2%	-29.5%
<b># OF VISITORS TO LIBRARY</b>	10,543	13,724	113,207	10,853	103,775	-23.2%	-2.9%	9.1%

**Library Activity Report**  
**Library Director Erick Plumb**  
**October 2023**

**Library Activity in September/October**

- Banned Books Con was a success! Brittany Gitzlaff and I participated on a panel on Intellectual Freedom and efforts to challenge books on October 1 at the Sun Prairie Public Library. Then, on October 2, we hosted award-winning graphic novelist Mike Curato, author of the novel "Flamer," the fourth most-challenged title in 2022. The event was co-sponsored by Dane County Libraries through the Beyond the Page endowment. It was an incredible program, and speaking personally, reminded me why standing up for marginalized communities and supporting library holdings that reflect their reality is so important, and why it is worth the infrequent discomfort caused by a complaint. I was proud that we hosted the program, thank Mr. Curato for his beautiful program, and am grateful to Dane County Library Service for allowing us to host the program.
- Our new fencing along the parking lot alleyway was installed by Qual-Line the week of October 2. It looks great! We will be ordering honeysuckle to plant in the wire mesh sections of the new fence. Thanks to Trustee Jean Elvekrog for spearheading this initiative. The older section of fence was pressure-washed and re-stained this week.
- We signed an agreement with Bruce Co. to develop a master plan for the grounds. They'll begin their work this fall.
- Also, we are getting two bids with the help of Public Works to add topsoil dressing and new grass seed to bare patches near the library building and along the trail and bridge areas. Hopefully, grass will be seeded by the end of fall.
- We have identified a new room-rental software system for study and meeting room bookings. The imaginatively named "Library Calendar" system will replace our current vendor in Spring 2024.
- The first reading of the 2024 budget will take place at the October 16 Village Board meeting.

**Youth Services Report by Brittany Gitzlaff**

September was a month filled with more slow times and predictability, which we welcomed after a very busy summer. We eased into the return of regular fall programming and a new school year. We once again partnered with the Village Center to provide a scavenger hunt that had over 130 people searching for fall-themed pictures around town. We brought back our popular "Adopt a Book Buddy" program for the month, and had 230 kids adopt a small stuffed animal with the promise to read together as much as possible. Caitlin started a new Pokémon Club program, which was met with a lot of excitement. Laura brought back both afterschool snacks for teens, and the teen advisory council (TACOS). We're back to seven storytimes per week, and My First Book Club with Molly has also returned.

**Adult Outreach Report by Courtney Cosgriff**

In September, I hosted ten programs and my book club. I coordinated All Around Town logistics and fielded questions to make sure staff was ready for the month ahead. I attended a Dementia Friendly meeting. I had a meeting with DPI and Field Day to discuss circulating a VR headset. I attended an ALA webinar on intellectual freedom. I helped the Writer's Group host the Author Showcase which was

successful with around 75-100 people attending. We had a series of beginner computer classes which were well attended. Amy and I attended a couple demos of new calendar software.

**Community Engagement Report by Amy Sampson**

In September, we kicked off our first semester Literacy Network English Classes and childcare! We have 27 registrants for the class, with around 6 kids needing care. We have been able to secure an adult WNC volunteer and two Spanish Honors Society high school volunteers each week to hang out with the kids and allow their parents to focus in class. This month I also hosted a book club and worked on planning presenters for fall/winter programs. I put out a formal call for Native artists with Little Eagle Arts Foundation, and have started scheduling artists and performers who have responded. I helped Courtney research replacement software for our calendar/room reservations.

October 4, 2023  
Quote: 25731

### CONTRACT PROPOSAL



**Billing Address**

Waunakee Public Library  
Attn: Erick Plumb  
201 N Madison St  
Waunakee, WI 53597-1045

**Site Address**

Waunakee Public Library  
201 N Madison St  
Waunakee, WI 53597-1045

Project Name: Waunakee Public Library L23 Plan Fee  
Plan Date:  
Plan Reference:

Phone: Erick Plumb 608-849-4208  
Email: eplumb@waupl.org

Thank you for allowing The Bruce Company the opportunity to provide you with this proposal.  
**The Bruce Company of WI, Inc.** hereby agrees to:

**Waunakee Public Library L23 Plan Fee**

- Plan Fee

Subtotal: \$1,000.00  
Tax: \$0.00  
**Total: \$1,000.00**

 (Please initial)

Respectfully submitted:  
**The Bruce Company of Wisconsin, Inc.**


\_\_\_\_\_  
Timothy Ripp, Account Manager

ACCEPTANCE OF PROPOSAL: This quotation, specifications, conditions and accompanying drawings (if applicable) are satisfactory and hereby accepted. The Bruce Company of Wisconsin, Inc. is authorized to do the work indicated and payment will be made as specified. Any changes to above quote(s) must be initialed by both parties.

**Conditions of Sale:** Please see Proposal Notes and Terms and Conditions. All guarantees and warranties are void if payment is not made as specified. This proposal is void after 30 days.

**Please sign and return one copy with down payment**

Accepted by:

X   
\_\_\_\_\_  
Authorized Signature

X 10/4/23  
\_\_\_\_\_  
Date of Acceptance

X ERICK PLUMB  
\_\_\_\_\_  
Name (please print)

X 1000 \$  
\_\_\_\_\_  
Down Payment

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# Qual Line Fence

The Fence People



Qual Line Fence Corporation  
Waunakee, WI 53597

801 S. Division St.  
(608) 849-4654 Fax 849-8605

## PROPOSAL/CONTRACT

Date:10/3/2023

### Customer Information:

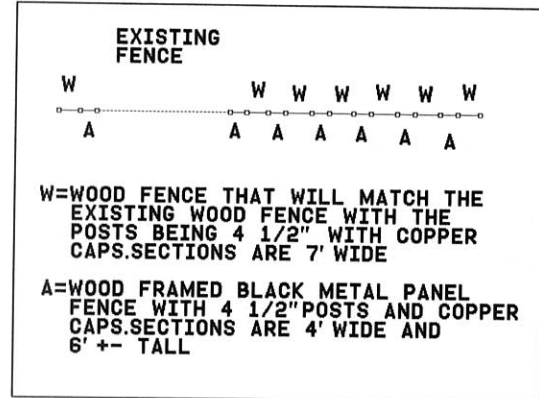
Waunakee Public Library  
201 N Madison Street  
Waunakee Wi 53597  
Jean Elvekrog 852-6741

### Job Information:

- 2 1/2" X 10'6" 20 WT. Pipe POST
- 7' 4 x 4 4-Sided Cedar Post Cover
- 4 1/2" Copper Caps
- 2 x 6 Backing Rail
- 2" X 4" X 18' CEDAR STRINGER
- 6' 7/8" x 3 7/8" Flat Top Clear Western Red Cedar Picket
- 2 x 2 Diamondback Support
- 1 x 2 Diamondback Trim
- 1 x 4 Diamondback Trim
- 4' x 6' Black Diamondback Panel
- 2" Stainless Steel Self Drilling Screw
- Stainless Steel Wood Screw

----- NOTES -----

\*\*\* Tax has been removed



QUAL LINE FENCE CORPORATION GUARANTEES Materials & Workmanship for a period of TWO (2) YEARS. From date of installation.

NOTICE: LOT LINE DESIGNATIONS, REQUIRED BUILDING PERMITS AND PRIVATE UNDERGROUND UTILITIES LOCATIONS ARE THE SOLE RESPONSIBILITY OF THE OWNER(S).

QUAL LINE FENCE CORPORATION will assume the responsibility for having underground public utilities located and marked. However, QUAL LINE FENCE CORPORATION assumes no responsibility for private unmarked utility lines or objects.

LIEN NOTICE: As required by the Wisconsin Construction Law, Builder hereby notifies owner that persons or companies furnishing labor or materials for the construction on owner's land may have lien rights on owner's land and building if not paid. Those entitled to lien rights, in addition to the undersigned builder, are those who contract directly with the owner or those who give notice within 60 days after they first furnish labor or materials for the construction. Accordingly, owner probably will receive notice from those who furnish labor or materials for the construction, and should give a copy of each notice received to the mortgage lender, if any. Builder agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are duly paid. The owner also gives permission to Qual Line Fence to use photos of job site for advertisement purposes. This agreement represents the entire agreement between the parties hereto. Change orders must be in writing and signed or initialed by owner to be effective.

TERMS: NET 10 DAYS. A FINANCE CHARGE of 1 1/2% per month, which is an ANNUAL PERCENTAGE RATE of 18%, is charged on all past due accounts.

This Price is good for 10 Days

Contract Amount: \$15,133.34  
(Including Applicable Tax)

Down Payment: \$7,566.00

Balance Due upon Completion: \$7,567.34

Approved & Accepted

*Signature*  
Customer

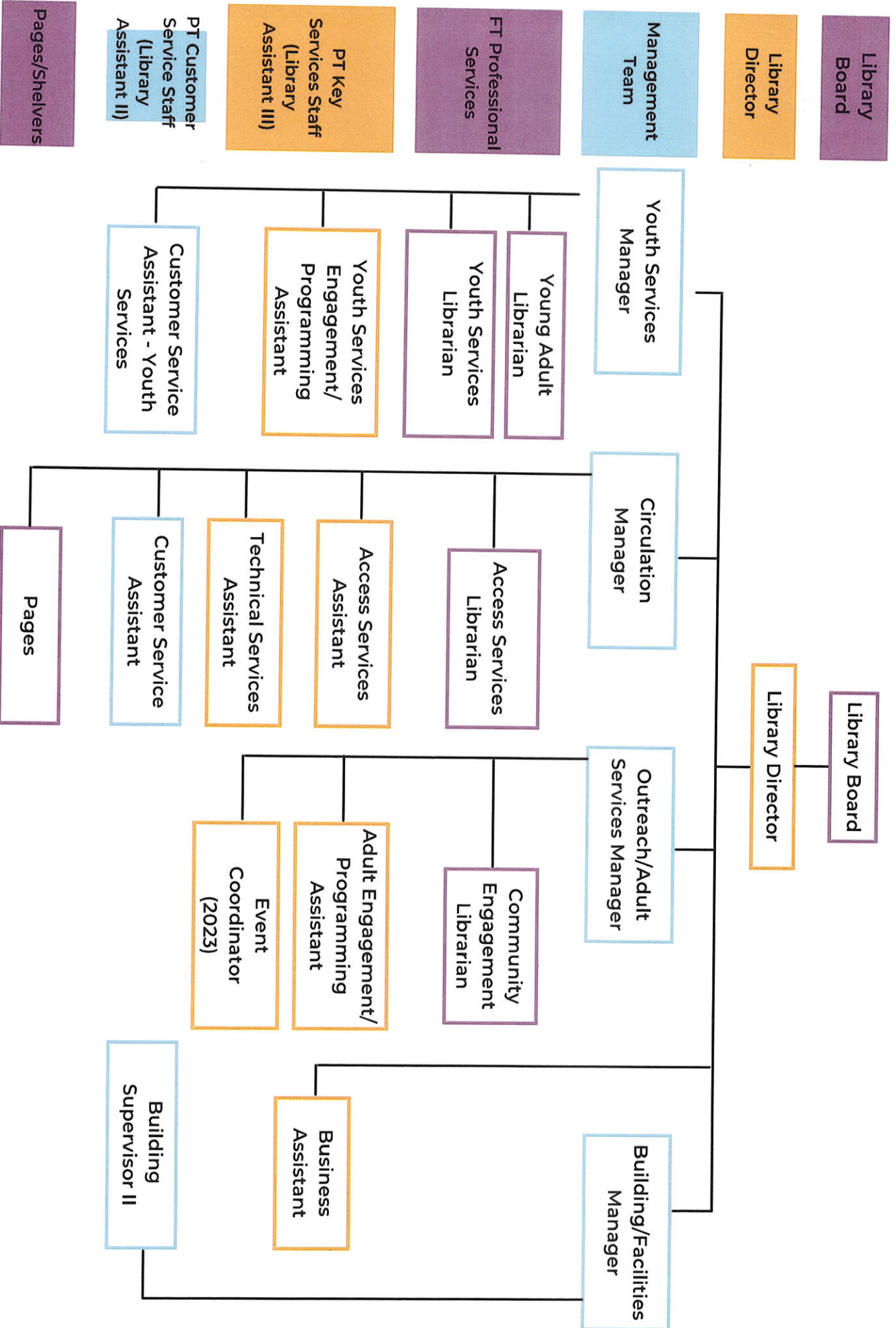
10/3/23  
Date

\_\_\_\_\_  
Salesperson - Mark Schmitt

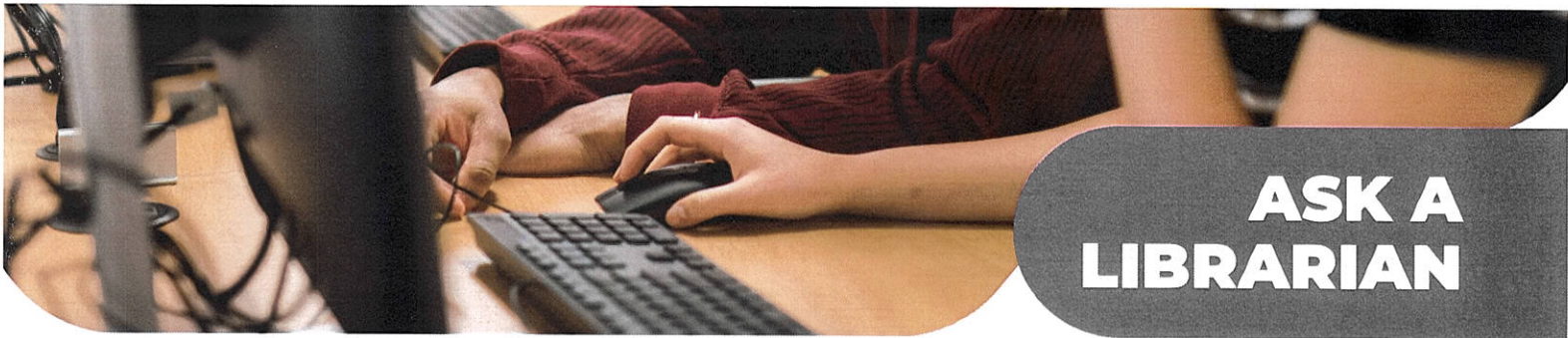
\_\_\_\_\_  
Date

15

# Library Organizational Structure 2023







# ASK A LIBRARIAN

## WE CAN HELP IN THESE AREAS:



### TECH HUB COMPUTERS

- Logging in/out with library card
- Accessing browsers to connect to the internet
- Accessing and searching library resources on our website
- Saving and printing documents
- Extending computer usage time



### MULTI-USE PRINTER

- Basic Troubleshooting
- Faxing
- Scanning to email or USB
- Making copies
- Printing from Tech Hub computers
- Wireless printing



### MICROSOFT AND GOOGLE

- Basic troubleshooting on Microsoft Word and Excel
- Basic troubleshooting on Google Docs and Sheets



### AVAILABLE RESOURCES

- Headphones
- Charging cords
- Laptop stands
- Community resource directory
- Unemployment how-to sheets



## NEED MORE HELP?

For longer questions, schedule a one-on-one appointment for tech help! Our tech support librarians can help with computer and internet basics, email, online applications, Microsoft and Google Suite, setting up a new device, Libby/Wisconsin's Digital Library account set-up, and more.

See the librarian at the desk or fill out the form on our website to schedule an appointment.



November 19, 2022

Dear Engaging Minds, Connecting Community Campaign supporter:

It's hard to believe that the Waunakee Public Library wrapped up its new building capital campaign for our new building over four years ago, with your generous donation. The Library has experienced tremendous growth since the doors of our new facility opened on August 1, 2019. As 2022 winds down, we want to update you on how the library has been thriving.

Since opening, WPL has welcomed 389,834 visits to the building through October 2022. In addition to the expanded number of library programs we have been able to hold in our new spaces, WPL has hosted 398 non-library events, ranging from birthday parties and baby showers to public town halls and corporate training sessions. Our study rooms have been booked over 6,000 times. Total check-outs over the three year period we've been open are 20% higher than the three years prior to moving in. And, our building has attracted regional and national notice. We are proud that the project itself won three design and engineering awards, demonstrating what a truly remarkable place the library turned out to be!

We are moving full-speed ahead at WPL. In the past year, we have expanded our staffing to accommodate seven-days-per-week services and offered multiple programming opportunities. The Library Board revised our strategic plan (see enclosed) to show where we'd like to go in the next five years. It's an exciting time to look to the future once again!

Waunakee Public Library has made incredible strides since moving to North Madison Street. As we continue to grow our services, and with your continued support, we will remain a vital resource for Waunakee to engage our residents' minds and connect community members in the years to come.

Thank you,

Erick Plumb  
Library Director  
Waunakee Public Library

Cathy Sheffield  
President, Library Board of Trustees  
Waunakee Public Library



VISIT ▾

BORROW ▾

LEARN ▾

JOIN ▾

Account  
Catalog MENU

MY ACCOUNT

CATALOG

**Wednesday's Solar Eclipse program has been cancelled. We apologize for the inconvenience.**

# Room Reservations

## Study Pod Appointments

Patrons may make reservations to use the library's pods for studying, small meetings, and interviews.

Complete and submit our [online appointment form](#) to reserve one of the study pods.

Reservation times are available in 1-hour blocks and two appointments are permitted per day.

Please review our [room use policy](#) and call the library if you have any questions.



Main Floor Single Pod

- ▶ Reserve for up to 2 hours

▶ Seats 1

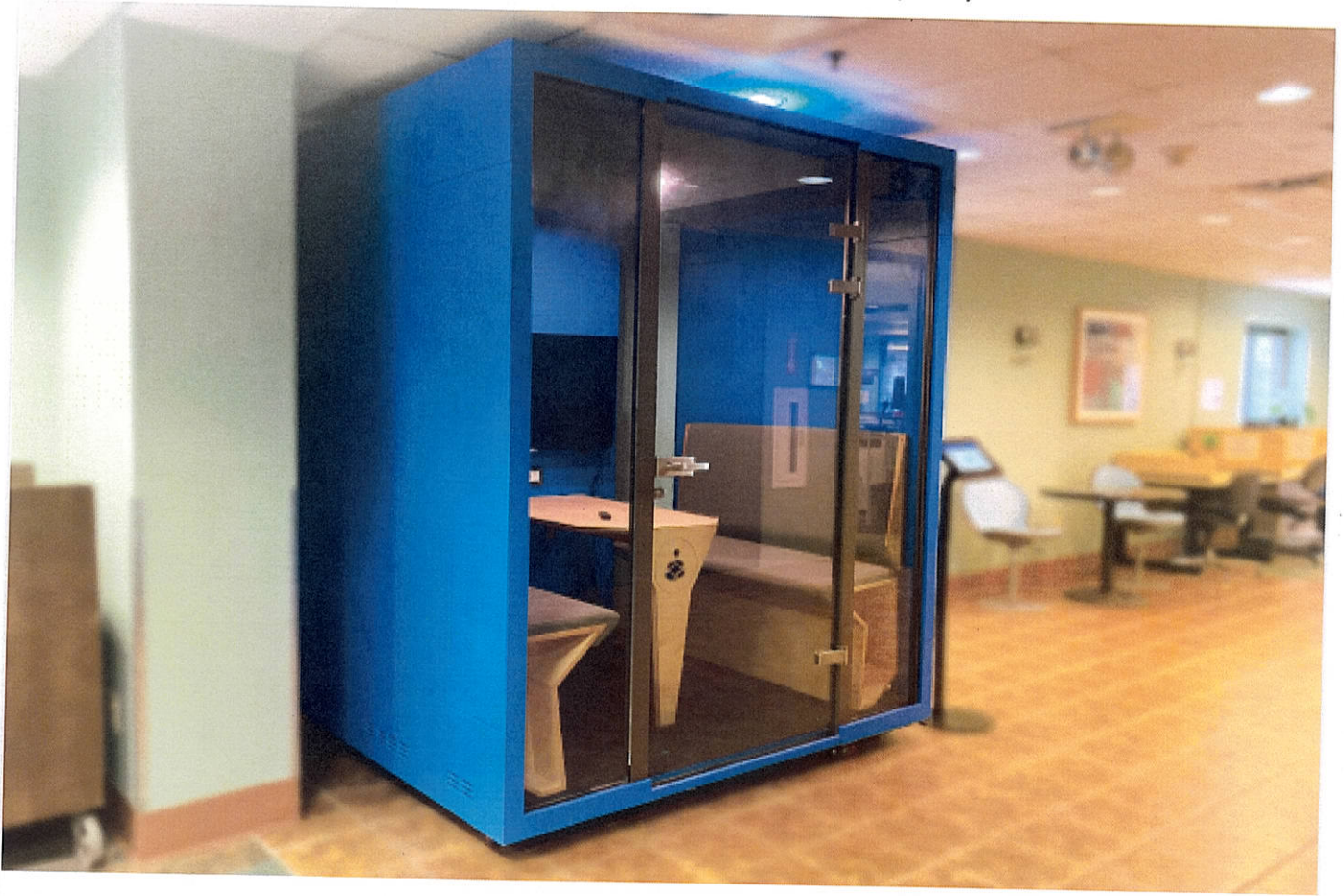
ROOM POLICY RESERVE



### Main Floor Study Pod

- ▶ Reserve for up to 2 hours
- ▶ Seats 4
- ▶ Connect to TV with HDMI or Chromecast

ROOM POLICY RESERVE



### LTC Study Pod

- ▶ Reserve for up to 2 hours
- ▶ Seats 4
- ▶ Connect to TV with HDMI or Chromecast

[ROOM POLICY](#) [RESERVE](#)



### Lower Level Study Pod

- ▶ Reserve for up to 2 hours
- ▶ Seats 4
- ▶ Connect to TV with HDMI or Chromecast

[ROOM POLICY](#) [RESERVE](#)

## For Organizations

The Danbury Library provides meeting rooms as one of the Library's basic services and makes these spaces available to community organizations and groups engaged in educational, cultural, intellectual, or civic activities.

**Fees:** Room use fees are determined by the address of the organization.

To be considered for a non-profit rate, your organization must provide a copy of your tax-exempt status. Organizations without non-profit status will be charged at a for-profit rate.

City of Danbury departments and other city-supported organizations are exempt from room use charges.

Please see the [fee schedule](#) below for pricing and room use policy for details.

## MEMORANDUM

To: Waunakee Village Board

From: Todd Schmidt, Village Administrator

Date: October 10, 2023

Subject: Proposal for Creating the Position of **Buildings and Facilities Manager**

As our community continues to grow, and our municipal facilities expand in number and complexity, it has become increasingly evident that we need a dedicated professional to oversee and manage our various buildings and facilities effectively.

The desire for this careful attention to Village facilities is felt broadly across all Village Departments. We do have full time Building Maintenance Supervisors at two of our buildings – the Village Center and Public Library – and they are supervised separately by the Community Services Director and Library Director respectively. However, because of collaborative discussions between several managers, we believe that a unified all-Village perspective by an overseeing Buildings and Facilities Manager will bring greater benefit to all.

Following are the key reasons for requesting this new position:

1. **Diverse Facility Portfolio:** The Village of Waunakee currently manages a wide array of facilities, including Village Hall, Police Department, Village Center, Public Works Garage, Waunakee Utilities Offices/Garage, and Public Library. In addition to these more obvious facilities, we also own and have obligations to maintain the Waunakee Area Fire Department building, Chamber of Commerce Depot (Reeve Park), and the former library at 710 South Street (now leasing to the Waunakee Food Pantry and Waunakee Neighborhood Connection). In addition, we have a variety of park shelter facilities of varying scale and amenity level. Managing this diverse portfolio demands specialized attention.
2. **Cost Efficiency and Resource Allocation:** A dedicated Buildings and Facilities Manager will enhance our ability to manage costs, allocate resources judiciously, and ensure that our facilities are maintained to the highest standards. This proactive approach is expected to contribute to long-term cost savings and efficient use of taxpayer funds.
3. **Efficient Operations:** Coordinating maintenance, repairs, and capital improvement projects across multiple facilities can be challenging. A Buildings and Facilities Manager

will streamline these operations, improve communication, and prevent potential issues from becoming major problems.

4. Asset Preservation: Our facilities are valuable assets of the Village and have become symbols of Waunakee's dedication to providing spaces to our public and our employees that we can be proud of. This position will help protect these investments by establishing a comprehensive maintenance and repair program, ensuring that facilities remain in good condition and their lifespan is maximized. The Village is also poised to expand the Police Department significantly, and the Village Hall is currently undergoing remodeling.
5. Compliance and Regulations: The management of facilities includes dealing with numerous regulations, codes, and safety standards. A knowledgeable Buildings and Facilities Manager will ensure that all facilities are compliant with applicable laws and regulations in order to provide safe and suitable spaces for those whom the buildings serve. This will also lead to reducing the risk of liability for the Village.

In light of these compelling reasons, I propose the creation of the position of Buildings and Facilities Manager. This individual will be responsible for managing the upkeep, maintenance, and improvement of our diverse portfolio of facilities. They will coordinate with department heads, oversee contractors and vendors, and establish comprehensive maintenance schedules to ensure the longevity and optimal performance of our facilities.

This position is proposed to report directly to the Public Works Director and serve as a valued member of the supervisory team. This position would supervise the two Building Maintenance Supervisor positions and oversee the custodial services functions. Attached is a draft job description that outlines the key responsibilities and duties.

Wage placement is recommended on the Salary Scale at Grade \_\_\_\_\_ which has a salary range of \$\_\_\_\_\_ - \$\_\_\_\_\_. The proposed 2024 budget includes hiring the position by \_\_\_\_\_, 2024. The resulting 2024 cost impact totals \$\_\_\_\_\_ assuming family health insurance is selected. Recognizing this as a mid-year hire, we would anticipate that the cost impact for 2025 would be \_\_\_% higher than the 2024 cost impact.



**VILLAGE OF WAUNAKEE  
POSITION DESCRIPTION**

<b>Position Title:</b>	Buildings and Facilities Manager
<b>Reports To:</b>	Director of Public Works, Works Closely with Various Department Heads
<b>Employment Category:</b>	Full-time
<b>Supervision Received:</b>	Various Maintenance and Custodial Staff

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**GENERAL SUMMARY:**

The Buildings and Facilities Manager fills a critical role in ensuring the physical plant and equipment of the Village supports and enables the entirety of the staff to perform their roles. Working closely with building managers and department heads, the role listens to employee concerns and observations to identify key needs in the areas of building, facilities, and equipment components of these facilities. This position also provides insight to the department heads and Village government in the challenges and possibilities inherent in the Village's brick and mortar infrastructure.

The Buildings and Facilities Manager, under the general supervision of the Public Works Director, manages and performs complex, routine, and extensive preventative maintenance and repair procedures on Village buildings, mechanical, plumbing, electrical equipment, and utility systems. This position troubleshoots alterations and repairs involving heating and cooling systems; plumbing systems; electrical systems; mechanical systems; carpentry, doors, keys and locks, and other duties as assigned.

The Buildings and Facilities Manager supervises a team of permanent and part-time staff members working in various facilities throughout the Village.

A candidate with a background in maintenance and/or construction is essential.

**ESSENTIAL JOB FUNCTIONS:** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

**General Duties (to include both hands-on work and assignment of duties to managed staff as appropriate)**

- Supervise and schedule custodial and room set-up services.
- Manages the purchasing and maintenance of supply inventories.
- Troubleshoots, and repairs plumbing systems, including piping, sinks, and lavatories, along with all supporting components.
- Troubleshoots, and repairs HVAC systems in the Village buildings, performs routine HVAC system preventative maintenance work, determines HVAC system problems, and makes recommendations for repair by using test meters, owner's manuals, blueprints, schematics, and reference manuals.
- Troubleshoots, and repairs centrifugal pumps and valves associated with various building heating and cooling systems, including, but not limited to, hot water boiler

systems, chillers, heating pumps, bearings, air handlers, exhaust fans, rooftop units, split systems, unit heaters, etc.

- Maintains, troubleshoots, and repairs building emergency electrical generators.
- Maintains, troubleshoots, and repairs building electrical distribution systems and equipment, including fuses, circuit breakers, light fixtures, relays, electric motors, electric controls, receptacles, switches, and fire alarm systems.
- Maintains, troubleshoots, and repairs lockable hardware such as doors, automatic electric doors, and magnetic keying systems to ensure the safety of facilities.
- Performs maintenance at Village buildings, including, but not limited to, moving furniture, carpentry, light fixture repair, plumbing fixture repair, and painting.
- Researches needed parts and supplies; locates suppliers and best prices; prepares and maintains an inventory of parts, supplies, tools, and equipment; prepares related reports and maintains updated lists of vendors and contractors; provides supplies to various facilities.
- Responds to emergency and non-emergency calls 24 hours a day, seven days a week.
- Recommends and specifies new and improved equipment, materials, and work methods for consideration by staff.
- Follows all safety regulations, policies, and procedures; reports all unsafe conditions and acts to the supervisor; reports all accidents to the supervisor immediately whenever possible; follows recognized safe work practices.
- Performs other special projects and other job duties as assigned or required during regular and non-business hours, including providing support as a part of any Village response to essential or emergency operations.
- Performs grounds maintenance functions with various department staff members and contractors for hand mowing, landscape maintenance, shoveling snow, spreading salt and related grounds tasks.
- Performs elevator and fire monthly maintenance/testing/log.
- Performs minor building lighting maintenance - internal & external.
- Performs window cleaning (inside and out).
- Performs interior touch-ups and repairs (walls, floors, ceiling tiles, doors, etc.).
- This position will also perform all other duties as apparent, directed or assigned.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

### Knowledge

- Considerable knowledge of the principles, practices, methods, and procedures as applied to HVAC, building, plumbing, electrical, and mechanical maintenance and repair.
- Considerable knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, troubleshooting, and repair activities.
- Considerable knowledge of electrical, heating, ventilation, and air conditioning systems.

- Working knowledge of materials, tools, equipment, and procedures used in floor cleaning, repair of cleaning equipment, carpentry, and locks.
- Working knowledge of the care and use of the tools and equipment used in construction, maintenance, and repair activities.
- Extensive knowledge of facility operations, maintenance, and repair work.
- Knowledge of the occupational hazards, safety measures, and precautions of the plumbing, mechanical, and electrical trade.

### Skills

- Safely operating a variety of maintenance tools, equipment, and machinery.
- The use of standard tools, equipment, and testing devices.
- The repair and installation of mechanical, electrical, plumbing, or building service equipment.
- Excellent time management, organizational, and prioritization skills.
- Proficient in safety procedures.
- Basic computer skills, including use of Microsoft Outlook, Excel, and Word.
- Work with minimal supervision and within the boundaries of responsibility.

### Abilities

- Understand blueprints, drawings, diagrams, manuals, specifications, codes, and ordinances.
- Troubleshoot defects in electrical, HVAC, mechanical, and plumbing systems, and equipment.
- Ability to add, subtract, multiply, divide, and perform math calculations needed to perform tasks essential to this position.
- Estimate time required to perform typical repair and maintenance projects, etc.
- Communicate effectively, both verbally and in written form, with supervisors, vendors, fellow employees, the general public, and Village officials.
- Establish and maintain effective working relationships with co-workers and the general public. Work effectively as part of a team.
- Learn and apply new technology and computerized systems/building systems in order to detect and diagnose operational problems and maintenance needs.
- Must be reliable, timely, and proactive in the completion of duties.
- Must be able to work a varied schedule, including occasional nights and weekends. Ability and willingness to respond to emergent situations twenty-four (24) hours a day, seven (7) days a week.

### **QUALIFICATIONS:**

- Knowledge of the methods, materials, tools and equipment used to perform these functions.
- Regular High School or Graduate Equivalency Development Diploma required. Associate's Degree preferred, Bachelor's Degree highly preferred.

- U. S. citizen or possess lawful permanent residence (LPR);
- Successful completion of pre-employment physical and drug and alcohol screenings.
- Wisconsin Commercial Driver's License, valid without record of suspension or revocation in any state – possess, or ability to obtain by date of appointment and maintain throughout employment with the following:
  - Felony convictions or disqualifying criminal history – none within the past seven (7) years; and
  - Remain in conformance with State and Federal requirements and Village policies intended to prevent the misuse of alcohol and use of controlled substances.

**FUNCTIONAL PHYSICAL/ENVIRONMENTAL EVALUATION OF POSITION:** The functional and physical environmental circumstances detailed in the attached Exhibit A are representative of those that must be met by an employee to successfully perform the essential functions of this job.

*The Village of Waunakee is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

*Created August 2023*

Exhibit A

**VILLAGE OF WAUNAKEE, WISCONSIN  
Functional Physical/Environmental Evaluation**

An evaluation by a physician and/or the employer in accordance with this Functional Physical/Environmental Evaluation will be required of the applicant following the offer and acceptance of a job offer. The job offer will be contingent upon the successful completion of these evaluations and determination that a reasonable accommodation (if necessary) can be made.

During a typical work week, this position is reasonably expected to perform the following tasks and/or be exposed to the following occurrences at the frequency indicated:  
 Rarely – hardly ever  
 Occasionally – a few times per month

Frequently – a few times per week	
Very Frequently – a few times per day or more	
<b>Task/Occurrence</b>	<b>Frequency</b>
Lift	Frequent
Ability to lift:	
5-29 pounds	Frequently
30-59 pounds	Frequently
60-99 pounds	Frequently
Over 100 pounds	Occasionally
Sit	
In stationary location	Very Frequently
On moving equipment	Occasionally
Stand	Very Frequently
Walk	Very Frequently
Bend	Very Frequently
Push	Frequently
Ability to push:	
5-29 pounds	Frequently
30-59 pounds	Frequently
60-99 pounds	Occasionally
Over 100 pounds	Rarely
Reach overhead	Frequently
Pull loads	Occasionally
Ability to pull:	
5-29 pounds	Frequently
30-59 pounds	Frequently
60-99 pounds	Occasionally
Over 100 pounds	Rarely
Kneel	Frequently
Hand over hand motion	Frequently
Climb ladders, 6' to 9'	Occasionally
Use of both hands	Very Frequently
Use of fingers to grip objects tightly	Very Frequently
Wrist tightening and loosening	Frequently
<b>Task/Occurrence</b>	<b>Frequency</b>
Drive	Very Frequently
Work in confined spaces	Rarely
Work with electricity	Occasionally
Work with hazardous materials	Occasionally
180° range of head movement	Frequently
Use of respirator	Rarely
Exposure to:	
Work outside	Frequently
Work outside during inclement weather	Frequently
<b>Vision Capability</b>	<b>Requirement of Position</b>

Close vision, clear at 20 inches or less	Yes
Distance vision, clear at 20 feet or more	Yes
Color vision, identify and distinguish colors	Yes
Peripheral vision	Yes
Depth perception, judge distance and space	Yes
Focus	Yes