

Waunakee Public Library

Library Board Meeting

April 14, 2017

7:45 AM

Library Program Room

- I. **Call to order-** Jean called the meeting to order at 8:50 AM
- II. **Roll call and introduction of guests and visitors** – Present: Annie Ballweg, Kristan Collins, Jean Elvekrog, Mike Ricker, Cindy Turner, Geoff Vine, Erick Plumb, Director
Absent: Gary Herzberg
Guests: Todd Schmidt
- III. **Additions to Agenda-** Geoff recommended that New Business VIII, item “d” be tabled
- IV. **Approval of consent agenda-** Mike moved, Annie second, Passed.
- V. **Public comment-** none
- VI. **Open issues**
 - a. **Alloy Site Update-** Todd reported that the Alloy property purchase may be finalized on Monday, April 17, 2017 with the Village of Waunakee purchasing via quit claim deed from Dane County. Also discussed was the settlement agreement with the EPA and the WEDC Idle Sites award. The WEDC Redevelopment Grant will be formally announced by the State of Wisconsin at a later date. Additional details of this award are in the attached Director’s report.
 - b. **Core Building Committee Report-** Geoff reported that the contract with OPN Architects remains under review. The next meeting of the committee is April 24, 2017.
 - c. **Capital Campaign Committee Report-**Annie- In a word “gangbusters.” The Capital Campaign is off to an excellent start with donations currently pledged at approximately \$220,000. Honorary co-chairs are Dick and Sally Pilsner and Neil and Sharon Kruschek. McDonald Schaefer has facilitated logo design, the case statement, stationary and a brochure. A grant will be submitted to the Endres Manufacturing Company Foundation by the May 1st deadline. Next steps include selecting a cabinet for the campaign and embarking on the quiet phase of fundraising.
 - d. **Marketing Committee Report-** Mike will meet with Roberta Bauman, Waunakee Tribune on April 17th.
- VII. **Library Director’s Report**
 - a. Erick’s report is attached. Noted were a successful STEM Day, Friend’s of the Library meeting and pledge, posting of the new Adult Services position and children’s programming on non-school days.

VIII. New business

- a. **Board member renewal applications.** Motion by Kristan and second by Mike to approve Annie Ballweg's and Cindy Turner's renewal as Trustees on the Library Board for a three-year term. Passed.
- b. **Review and approve construction bid for new office space for \$9,834.** The Board reviewed the bid from Vine CM, LLC for the construction of an office on the main floor of the current library. Work is to be completed by July 1, 2017. This office is for the adult services librarian. Mike moved, Jean second. Passed. The bid is attached.
- c. **Approve renewal of contract with McDonald Schaefer through June 30, 2017-** Based on evaluation of "above and beyond" efforts to date on the Capital Campaign, Geoff moved and Kristan seconded to extend the contract. Passed. Past payments have been debited from Line 426, Building Funds.
- d. **Approve Contract with OPN Architects Inc. for \$897,000.** Tabled. The contract will be reviewed by Geoff for future approval by the Library Board and dispersal of funds by Waunakee Village Board.
- e. **Plan May 26th Volunteer Recognition Breakfast.** Kristan and Annie will plan the refreshments for 40 volunteers and staff. Cindy will assist with set-up. Mike will handle publicity with the Waunakee Tribune. **Friday, May 26, 2017 – 8:00 – 9:00 AM – Program Room**

IX. Adjournment – The meeting was adjourned at 8:43 AM on a motion by Cindy, second by Annie.

Next Library Board Meeting: Friday May 12, 2017

Respectfully submitted, Cynthia S. Turner, Trustee and Secretary

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April 2017 Bills

Account	Vender	Amount
100-551400-290 -Leased Items		
	Gordon Flesch	\$180.73
100-551400-311 – Postage		
	Post Office	\$60.12
100-551400-330-Library Travel/Training		
	Harkins mileage	\$51.36
	Gitzlaff Madison parking	\$11.05
	Total	\$62.41
100-551400-340 – Programs		
	Amazon	
	Costumeish	\$59.99
	Piggly Wiggly	\$38.60
	Apple	\$10.54
	UW-Extension	
	SCLS - Group movie license	\$248.00
	Ace	\$24.57
	Total	\$381.70
100-551400-341 – Equipment		
	Piggly Wiggly	\$3.98
	Office Depot	\$795.43
	Demco	\$342.02
	Total	\$799.41
100-551400-380 – Adult Books		
	Amazon	\$19.95
	Baker & Taylor	\$1,463.18
	Great Courses	
	Total	\$1,483.13
100-551400-381 – Juvenile Books		
	Penworthy	\$744.41
	Baker & Taylor	\$1,793.58
	Total	\$2,537.99
100-551400-384 - Digital Materials & Computer Software		
	Lynda.com	\$359.88
	Verizon -Hotspots	\$80.02
	Amazon	\$0.99
	Total	\$440.89
100-551400-385 – Kit Supplies		
	Amazon	\$135.19
	Wal!mart	\$35.76
	Total	\$170.95
100-551400-386 – Audio Materials		
	Midwest Tape	\$55.97
	Penguin	\$30.00
	Amazon	\$21.99
	Recorded Books	\$170.75
	Total	\$278.71
100-551400-387 – Videos		
	Amazon	\$171.60
	Midwest	\$52.98
	Total	\$224.58
100-551401-210 - Building Services		
	TBS (faxing)	\$20.00
	Total	\$20.00
100-551401-221- Building Services		
	MG&E	\$130.42
426-551400-215 - Building Project		
	McDonald Schaefer	\$7,800.00
	Jim's Sign & Art Shop	\$400.00
220-46740011- Special revenue Fund		
	Waunakee Chamber (Staff Waunabucks)	\$925.00
	Grand Total	\$14,571.04

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WAUNAKEE PUBLIC LIBRARY
 LIBRARY FUND
 MAY 12, 2017

	First Deposit	Second Deposit	Month Total
Library fund	524.25	313.38	837.63
Photocopies	80.60	99.10	179.70
less sales tax on copies	-4.20	-5.17	-9.37
Total Deposit	600.65	407.31	<u>\$1,007.96</u>
Bills	345.00	339.00	684.00
Checks	251.86	36.59	288.45
Coins	3.79	31.72	35.51
Total	600.65	<u>\$407.31</u>	<u>\$1,007.96</u>

VILLAGE OF WAUNAKEE
REVENUES AND EXPENDITURES COMPARED TO BUDGET
FOR 4 MONTHS ENDING APRIL 30, 2017

GENERAL FUND

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
100-43740020	\$0.00	\$11,049.00	\$120,000.00	\$108,951.00	9.21%
100-43740091	\$0.00	\$160.00	\$0.00	(\$160.00)	100.00%
100-48540070	\$0.00	\$1,116.00	\$0.00	(\$1,116.00)	100.00%
TOTAL	\$0.00	\$12,325.00	\$120,000.00	\$107,675.00	10.27%
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TOTAL FUND REVENUES	\$0.00	\$12,325.00	\$120,000.00	\$107,675.00	10.27%
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100-551400-110	\$20,476.82	\$62,082.77	\$206,699.00	\$144,586.23	30.04%
100-551400-120	\$30,606.44	\$91,673.93	\$277,232.00	\$185,558.07	33.07%
100-551400-121	\$0.00	\$76.28	\$0.00	(\$76.28)	100.00%
100-551400-130	\$3,314.64	\$11,175.03	\$37,016.00	\$25,840.97	30.19%
100-551400-131	\$2,860.37	\$8,585.83	\$27,020.00	\$18,434.17	31.78%
100-551400-132	\$8,131.11	\$34,163.94	\$108,518.00	\$74,354.06	31.48%
100-551400-133	\$35.51	\$189.31	\$391.00	\$201.69	48.42%
100-551400-134	\$626.12	\$3,347.62	\$10,125.00	\$6,777.38	33.06%
100-551400-217	\$0.00	\$0.00	\$325.00	\$325.00	0.00%
100-551400-219	\$0.00	\$0.00	\$44,500.00	\$164.62	99.63%
100-551400-225	\$0.00	\$44,335.38	\$6,384.00	\$4,842.91	24.14%
100-551400-290	\$0.00	\$1,541.09	\$4,488.00	\$4,033.94	10.12%
100-551400-292	\$155.36	\$454.06	\$2,835.00	\$2,835.00	0.00%
100-551400-311	\$0.00	\$0.00	\$1,100.00	\$886.58	19.40%
100-551400-320	\$2.63	\$213.42	\$1,950.00	\$1,710.00	12.31%
100-551400-330	\$0.00	\$240.00	\$5,320.00	\$4,972.60	6.53%
100-551400-340	\$127.15	\$347.40	\$8,200.00	\$1,726.20	78.95%
100-551400-341	\$633.41	\$6,473.80	\$2,795.00	\$549.05	80.36%
100-551400-380	\$3.98	\$2,245.95	\$36,300.00	\$27,822.60	23.35%
100-551400-381	\$1,895.49	\$8,477.40	\$18,000.00	\$11,214.35	37.70%
100-551400-383	\$1,517.17	\$6,785.65	\$14,529.00	\$2,403.56	83.46%
100-551400-383	\$0.00	\$12,125.44			

GENERAL FUND

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
LIBRARY COMPUTER SOFTWARE	\$809.84	\$8,556.36	\$9,474.00	\$917.64	90.31%
LIBRARY KIT SUPPLIES	\$83.92	\$1,355.94	\$3,000.00	\$1,644.06	45.20%
LIBRARY AUDIO MATERIALS	\$256.91	\$2,539.23	\$10,500.00	\$7,960.77	24.18%
LIBRARY VIDEOS	\$430.57	\$2,649.44	\$8,500.00	\$5,850.56	31.17%
LIBRARY OTHER	\$0.00	\$2,065.07	\$11,400.00	\$9,334.93	18.11%
LIBRARY PUBLIC RELATIONS	\$0.00	\$126.70	\$3,475.00	\$3,348.30	3.65%
LIBRARY BLDG FULL TIME	\$74.20	\$823.44	\$0.00	(\$823.44)	100.00%
LIBRARY BLDG FICA	\$5.07	\$62.02	\$0.00	(\$62.02)	100.00%
LIBRARY BLDG RETIREMENT	\$5.04	\$55.97	\$0.00	(\$55.97)	100.00%
LIBRARY BLDG HEALTH	\$0.00	\$221.06	\$0.00	(\$221.06)	100.00%
LIBRARY BLDG LIFE	\$0.00	\$2.68	\$0.00	(\$2.68)	100.00%
LIBRARY BLDG DENTAL	\$0.00	\$246.89	\$0.00	(\$246.89)	100.00%
LIBRARY BLDG SERVICES	\$1,592.85	\$5,981.69	\$21,900.00	\$15,918.31	27.31%
LIBRARY BLDG UTILITIES	\$859.01	\$2,270.55	\$12,000.00	\$9,729.45	18.92%
LIBRARY BLDG GAS HEAT	\$0.00	\$849.09	\$2,460.00	\$1,610.91	34.52%
LIBRARY BLDG REPAIRS/MAINT	\$57.07	\$226.06	\$1,688.00	\$1,461.94	13.39%
LIBRARY BLDG OTHER	\$0.00	\$0.00	\$350.00	\$350.00	0.00%
TOTAL	\$74,560.68	\$322,566.49	\$898,444.00	\$575,877.51	35.90%

TOTAL FUND EXPENDITURES

	\$74,560.68	\$322,566.49	\$898,444.00	\$575,877.51	35.90%
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NET REVENUES OVER EXPENDITURES

	(\$74,560.68)	(\$310,241.49)	(\$778,444.00)	(\$468,202.51)	39.85%
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VILLAGE OF WAUNAKEE
REVENUES AND EXPENDITURES COMPARED TO BUDGET
FOR 4 MONTHS ENDING APRIL 30, 2017

LIBRARY SPECIAL REVENUE FUND

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
220-46740011	\$0.00	\$3,000.43	\$14,700.00	\$11,699.57	20.41%
220-46740014	\$0.00	\$577.91	\$1,300.00	\$722.09	44.45%
220-48140001	\$0.00	\$57.00	\$225.00	\$168.00	25.33%
220-48540070	\$0.00	\$100.00	\$0.00	(\$100.00)	100.00%
TOTAL	\$0.00	\$3,735.34	\$16,225.00	\$12,489.66	23.02%
TOTAL FUND REVENUES	\$0.00	\$3,735.34	\$16,225.00	\$12,489.66	23.02%
NET REVENUES OVER EXPENDITURES	\$0.00	\$3,735.34	\$16,225.00	\$12,489.66	23.02%

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1030243: Waunakee Library Forever Fund

1/1/2017 To 2/28/2017

Balance

Beginning Balance	237,551.77
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Contributions/Gifts

Contributions*	0.00
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**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
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0.00

Portfolio Gains (Losses)

Investment Results, Net Of Fees	9,054.92
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9,054.92

Grants/Distributions

Grants/Distributions	0.00
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Transfers Out	0.00
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MCF Support	(397.56)
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(397.56)

Ending Balance

\$246,209.13

Cash Available for Grants as of 2/28/2017

\$9,278.03

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

April 2017

	2017			2016		% Change Prev Month	% Change Prev Year	YTD % Change
	April	Prev Month	Yr-to-date	April	Yr-to-date			
# of Days Library was open	25	27	102	26	104	-7.4%	N/A	N/A
CIRCULATION								
Physical circulation	18,107	20,646	74,674	19,019	77,247	-12.3%	-4.8%	-3.3%
Digital circulation	1,638	1,831	6,776	1,393	5,884	-10.5%	17.6%	15.2%
Library Total	19,745	22,477	81,450	20,412	83,131	-12.2%	-3.3%	-2.0%
<i>Per Day library was open</i>	790	832	799	785	799	-5.1%	0.6%	-0.1%
Average of Deforest, Monona and Verona	26,913	31,090	114,660	29,167	119,334	-13.4%	-7.7%	-3.9%
By Category								
Books								
Juvenile Fiction	1,909	2,127	7,176	1,711	7,012	-10.2%	11.6%	2.3%
Juvenile Non-Fiction	1,148	1,414	4,673	1,027	4,241	-18.8%	11.8%	10.2%
Easy Readers	1,190	1,285	4,944	1,340	5,377	-7.4%	-11.2%	-8.1%
Picture books	2,944	3,053	11,415	2,622	10,966	-3.6%	12.3%	4.1%
Total Juvenile	7,191	7,879	28,208	6,700	27,596	-8.7%	7.3%	2.2%
Young Adult	493	593	1,983	611	2,439	-16.9%	-19.3%	-18.7%
Adult Fiction	2,046	2,287	8,632	1,999	8,082	-10.5%	2.4%	6.8%
Adult non-Fiction	1,833	2,178	8,040	2,544	9,870	-15.8%	-27.9%	-18.5%
Large print	344	419	1,523	423	1,505	-17.9%	-18.7%	1.2%
Adult Paperbacks	216	238	909	260	1,087	-9.2%	-16.9%	-16.4%
Total Adult	4,439	5,122	19,104	5,226	20,544	-13.3%	-15.1%	-7.0%
Magazines	422	524	1,690	490	1,999	-19.5%	-13.9%	-15.5%
Audio	1,521	1,615	5,877	1,737	6,949	-5.8%	-12.4%	-15.4%
DVD and video	2,821	3,615	13,099	3,476	13,987	-22.0%	-18.8%	-6.3%
Software	39	19	163	34	161	105.3%	14.7%	1.2%
Kits	1,057	1,162	4,142	1,249	5,001	-9.0%	-15.4%	-17.2%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	86	84	289	55	262	2.4%	56.4%	10.3%
E-books	1,638	1,831	6,776	1,393	5,884	-10.5%	17.6%	15.2%
% of total circulation	8.3%	8.1%	8.3%	6.8%	7.1%	1.8%	21.6%	N/A
PROGRAMS								
Children								
Number	37	37	145	34	126	0.0%	8.8%	15.1%
Attendance	1,030	1,494	4,250	1,494	4,134	-31.1%	-31.1%	2.8%
Young adult								
Number	3	2	8	2	10	50.0%	50.0%	-20.0%
Attendance	34	3	47	6	67	1033.3%	466.7%	-29.9%
Adult								
Number	5	7	19	13	23	-28.6%	-61.5%	-17.4%
Attendance	52	85	233	767	1,147	-38.8%	-93.2%	-79.7%
TUTOR.COM								
Total sessions	18	28	135	35	222	-35.7%	-48.6%	-39.2%
Total hours	15.71	14.06	67.12	14.71	85.91	11.7%	6.8%	-21.9%
# OF USES OF PUBLIC COMPUTERS *								
	5,091	5,598	19,910	4,324	17,362	-9.1%	17.7%	14.7%
# OF VISITORS TO LIBRARY								
	11,674	13,477	45,766	11,883	44,971	-13.4%	-1.8%	1.8%

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Director's Report
Erick Plumb
May 2017

You all know the big news, and we have spent much of the last few weeks switching into "Building Project is On!" gears.

Planning for the launch of the Capital campaign continues to roll along. As of this writing (May 5), we have over \$200,000 pledged towards the project so we are over 10% of the way to our goal already. We have several community members attached now to the campaign cabinet, and some have committed to leadership positions.

We kicked off design meetings with OPN on April 24. Staff members and I have made several tweaks to the interior layout of the building, removing shelving for books and adding additional spaces for patrons and staff. Proposed changes include: a larger Board Room, an additional Family Study in the Children's Room, an additional restroom in the Children's Room, an expanded Storytime Room, an open-plan for the main service desk, and additional staff and storage spaces upstairs. Schematic design should be completed within the next two months. I'm revising for OPN our estimates for collection sizes for the new building; reducing the size of the collection should make room for the proposed changes without increasing the size of the building itself or sacrificing the quality of what is on our shelves.

In current building news: for two weeks in April, we tallied hourly visitor counts at both entrances. This will give us a better sense of when the building is busiest and how we should respond staff-wise. We will repeat the exercise in July and October to give a more complete picture of when we are busy and when we are slow (as opposed to when we *think* we're busy or slow).

Finally, the new Adult Services Librarian position has been posted. We will begin reviewing applications on May 15. The space for his or her new office has been cleared of books and shelves and we are excited to begin construction of a suitable work space. With the planned changes to Brittany's and Emily's job descriptions, and the addition of this position, the Library will have a functioning management team as we prepare for our next transitions.

Youth Services Report

The Children's department continued to make big changes and improvements to the kids area throughout the month of April. The Friends generously purchased a second board book unit, which allowed us to free up the former early reader shelving unit. These shelves were much lower and we used them to replace the chapter book shelves, which were much too high for most children. Not only are the kids able to browse the books easier, but it opened up the sight lines across the entire area and made the space feel much bigger. We've had many positive remarks from patrons. We also offered our first Saturday Family Storytime and were pleased with the number in attendance (19). This will be offered again in May and then will break through the summer and return in the fall. Many of our programs follow this pattern as we prepare for summer reading and visit many of the schools/4K sites in the coming weeks.

Meetings and Appearances this month

- McDonald Schaefer capital campaign planning meetings, April 10, 17, 24, May 1
- Village Management team meeting, April 4
- Rotary Easter Egg Hunt, April 8
- Renee Meinholz, April 12
- Waunakee Rotary, April 13, 20, 27
- SCLS Administrative Council, April 20
- Brittany Gitzlaff and Emily Harkins, library design review, April 20
- New Building Design Kick-off mtg with OPN, April 24
- Todd Schmidt, April 26
- UW SLIS student Dustin Karls, April 26
- Adam Bentley, April 27
- Village Board, May 1
- Village facility management software demonstration, May 2
- Village Management Meeting, May 2
- Todd Schmidt, May 2
- Chris Zellner, Todd Schmidt, Kevin Even, Bryan Kleinmaier, Jean Elvekrog re: library contracts for new building, May 4
- OPN Architects, May 4
- Library Star Wars Day celebration event, May 4



Named Gift Policy

Waunakee Public Library

PURPOSE

This policy serves as a guideline to members of the Waunakee Public Library (herein the Library) that wishes to honor persons or entities making contributions for the campaign to build a new library facility.

DEFINITIONS

The Library's property, facilities, rooms, spaces and features within those facilities available for naming shall be collectively referred to as "Named Gifts."

POLICY

1. Authority

Authority for approving all Named Gifts rests with the Waunakee Library Board at the recommendation of the Library Director.

2. Requirements for Named Gifts

- a. No commitment for Named Gifts shall be made prior to approval of the proposed gift by the Board at the recommendation of the Library Director.
- b. Each proposal for a Named Gift shall be considered on its merits with all due attention given to both the long-term and short-term appropriateness of a Named Gift.
- c. In reviewing a request for a named gift, consideration shall be given to:
 - i. the significance of the proposed gift as it relates to the realization and/or success of the project;
 - ii. the urgency of need for project funds;
 - iii. the eminence and reputation of the individual or entity whose name is proposed; and
 - iv. the relationship of the individual or entity to the library.
- d. The gift shall constitute a significant portion of the total cost of the item to be named. The gift shall either: (1) fund the total cost of the item to be named; or (2) provide a substantial portion of the total cost. The gift required to qualify for specific named gifts shall be presented in a separate list of Named Gift Opportunities.

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- e. The donor must agree to pay a minimum of 50% of their gift within three years from the date their gift commitment is made. The balance, if any, must be paid within the following two years. Pledges exceeding five years must be approved by the Waunakee Library Board at the recommendation of the Library Director.
- f. A named gift conferred in recognition of a pledge is contingent on fulfillment of that pledge and will be approved on that condition.

Should a named gift be conferred in exchange for a pledge, and should that pledge go unfulfilled in accordance with the agreed-upon pledge payment schedule, the Library reserves the right to cancel the named gift and remove any existing acknowledgements or signage already in place related to the original named gift.

In that event, if any named gifts are available at the level of the total of campaign pledge payments actually received, the Library may offer those named gift opportunities to the donor. If no named gifts are available, the Library may attempt to acknowledge the donor's gift in another suitable fashion.

FORMS OF RECOGNITION

1. All Donors shall be recognized as follows:
 - a. All donors of gifts of any size will be publicly recognized at the completion of the campaign (e.g., newsletter, website, temporary on-site signage).
 - b. Donors of campaign gifts of \$1,000 or more will be permanently recognized by name on the Center Wall of Honor.
 - c. To avoid any appearance of commercial influence or conflict of interest, additional due diligence should be taken before recommending the naming of a major named gift opportunity that involves the name of a business, corporation or a corporate foundation.

DURATION

1. When a facility that has been named in recognition of a donor has reached the end of its useful life and will be replaced or substantially renovated, the replaced or renovated structure will carry forward the original donor's name in the same manner, or a substantially similar manner, as originally recognized.
2. Named Gifts may be time-limited at the discretion of the Library or the Donor. The time limitation may be a specifically stated number of years, or based on the functional lifespan of the named entity. The intended time limit for these named gifts is the functional lifespan of the named entity.
3. Demolishing, substantially remodeling or replacing a named physical entity effectively ends the named gift. Relocating, substantially altering the function of or eliminating an institutional entity effectively ends the named gift.
4. The Library will make every attempt to contact the Donor or Donor representative to inform them of the pending changes. Plaques and other commemorative items may be preserved to be presented to the Donor or Donor representative as appropriate.

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5. If at any time following the approval of a named gift, extraordinary circumstances develop so that the continued use of that name may substantially compromise the public trust, the Library reserves the exclusive right to discontinue use of the donor's name in association with the library.

DOCUMENTATION

Written notice of a donor's request for a named gift should accompany their written gift commitment. A properly completed campaign pledge form shall suffice as will other written notice from the donor.

In exchange for a verbal gift commitment, which will be followed by a written gift commitment within a reasonable period of time, the Library Board, at its sole discretion, may "Reserve" a named gift opportunity. If the verbal gift commitment is not followed by a written gift commitment in a timely manner, the Library Board reserves the right to release the reserved named gift and make it available to other donors after notifying the initial interested party.

AVAILABILITY

A donor's request for a named gift is subject to availability and named gifts will be granted to donors on a first come, first served basis. However, if all named gift opportunities at the level of the donor's gift are taken, the donor may elect any combination of available lower level named gifts whose sum total do not exceed the total dollar amount of their gift commitment.

EXCEPTIONS

1. Some potential donors may have specific ideas for commemorating their gift that are not consistent with this Policy. Requests for exceptions to this policy should be discouraged. However, if the gift is sufficient enough and the recognition the donor is requesting would not generally compromise the integrity of this policy or Library or their standing in the community or with its constituents (including past donors), the Library Board may elect to entertain the exception. The board reserves the right to consider donor history, volunteer history, donor capacity, or other circumstances.
2. Before approving any such exception, the Library is required to inform other donors who have made gifts of the same size or greater than the exception gift being considered. It would be the intent of the board, though not the requirement, to seek the consent of those donors before approving the exception.

IV. RELATED POLICIES

1. GIFT ACCEPTANCE POLICY – WAUNAKEE PUBLIC LIBRARY



Gift Acceptance Policy – Short Version – Draft

Waunakee Public Library

PURPOSE

This policy serves as a guideline to staff and board members of the Waunakee Public Library (herein the Library) involved with accepting gifts, to outside advisors who assist in the gift planning process, and to prospective donors who wish to make gifts to the Engaging Minds. Connecting Community. Campaign for the New Waunakee Public Library. For the purpose of the campaign, the Waunakee Community Foundation, Inc. (herein the Foundation) will serve as the gift receiving arm of the Waunakee Public Library. Gifts to the campaign will be directed to the Waunakee Community Foundation, Inc. – New Library Fund. This policy is intended only as a guide and allows for some flexibility on a case-by-case basis.

ADHERANCE TO ETHICAL FUND RAISING PRACTICES

The Library and Foundation have, among its primary objectives, the task of working with donors to help them make contributions that will satisfy their charitable giving intentions; while keeping in mind that the donor's financial interest is paramount. The Library and Foundation will not support techniques and practices that use undue persuasion upon their donors. Further, representatives of the Library or Foundation will neither perpetrate any misrepresentation on a donor nor take advantage of any donor's incapacity or inability to fully understand the nature of any gift they are contemplating.

USE OF LEGAL COUNSEL

All prospective donors will be encouraged to seek their own professional counsel regarding their gift to the Foundation. They shall also be encouraged to have their own advisors review all proposals presented to them.

GIFTS OF CASH

1. The Foundation shall accept all gifts by check or credit card, regardless of amount.
2. Checks shall be made payable to Waunakee Community Foundation, Inc. – New Library Fund. In no event, shall a check be made payable to an individual who represents the Foundation or the Library.
3. A receipt should accompany any donation of cash made to a representative of the Foundation. This receipt should be signed and indicate the amount of the gift, date it was made, and that no goods or services were given in exchange for the contribution.
4. Pledges may be payable in single or multiple installments and must have a minimum value of \$1,000.

The pledge may not exceed five years in duration. Pledges exceeding five years must be approved by the **Library Board**. All donors must complete a pledge form or confirm the pledge in writing.

PUBLICLY TRADED SECURITIES

1. The Foundation can accept readily marketable securities, such as those traded on a stock exchange and securities are to be sold as soon as possible.
2. To maximize tax-saving benefits to the donor, it is advised that donors transfer appreciated securities directly to the broker acting on the Foundation's behalf instead of selling the securities and gifting the proceeds. The Foundation and Library recommend that the donor consult his/her attorney, tax advisor or accountant regarding the specific gift.
3. For Foundation gift crediting and accounting purposes, the value of the securities is the average of the high and low on the date of the gift.

All other gifts including, but not limited to the list below, shall be evaluated and accepted on a case-by-case basis.

1. Closely Held Securities
2. Real Estate
3. Tangible Personal Property
4. Deferred Gifts

DONOR RECOGNITION

See NAMED GIFT POLICY – WAUNAKEE PUBLIC LIBRARY.

DECLINING GIFTS

Gifts may be declined under certain conditions including, but not limited to, the following:

1. The gift is restricted and requires support from other resources that are unavailable, inadequate, or may be needed for other institutional purposes.
2. The gift is restricted and supports a purpose or program peripheral to existing principal purposes of the Library or creates or perpetuates programs or obligations that dissipate resources or deflect energies from other programs or purposes.
3. The gift injures the reputation or standing of the Library and/or Foundation or generates such controversy as to substantially frustrate and defeat the purpose to be served.

ADMINISTRATIVE ISSUES – I suggest we delete this section. What is your preference?

1. The Foundation shall not act as an executor (personal representative) for a donor's estate.
2. The Foundation may act as co-trustee on a charitable remainder trust, when the trust names the Foundation as a beneficiary of 50% or more of the trust.

3. The Foundation will pay for the drafting of legal documents for a charitable remainder trust when the Foundation is named as a beneficiary of 50% or more of the trust. The donor's own counsel must review the documents at the donor's cost.

Purpose and Scope

Under the general supervision of the Library Director, the Youth Services Manager directs the activities in youth services, which includes programming, reader's advisory, collection development, and reference.

Duties/Examples of Work

- Plans, organizes, implements and evaluates library services and programs for youth. Programming activities include Baby Time, Toddler Time, Preschool Story Time, Afterschool Programs, Family Story Time, Young Adult Programs and Summer Reading Program.
- Delivers exceptional customer service in a variety of formats.
- Manages and develops the collections for children and teens in various formats.
- Oversees exhibits and displays for children and teens.
- Promotes services, materials, and programs for youth.
- Advises the library director in regard to policies and procedures in area of responsibility; writes reports and recommendations; implements decisions.
- Attends conferences and meetings pertinent to area of responsibility.
- Assists director in gathering statistics and summarizing the results of library output measures to evaluate the effectiveness of library programs and services.
- Answers informational questions and directs patrons to appropriate library resources.
- Serves as a member of the library's management team. Serves as onsite supervisor when library director is not present.
- Assists in supervising circulation and technical services staff and volunteers.
- Writes grant proposals to improve library collection and service.
- Assists and instructs patrons in the use of print and electronic reference resources.
- Reads professional journals and review sources.
- Promotes reading readiness for preschoolers by direct contact with nursery schools and day care centers.
- Withdraws older materials and orders updates and replacements as needed.
- Creates booklists and bibliographies for children, young adults, parents and teachers.
- Serves as a liaison between the library and area schools, and other area youth-focused organizations.
- Submits information to the publicist and graphic artist on a regular basis promoting events and new materials in the youth collections.

Knowledge and Abilities

- Knowledge and understanding of basic library principles, procedures, technology, goals and philosophy of service.
- Knowledge of current titles and materials including on-line and CD-ROM databases.
- Knowledge of library operations, services, and materials.
- Knowledge of computer technology and understanding of new and developing technologies and demonstrated ability to apply them to library operations.
- Ability to meet and deal effectively with staff and the public and maintain effective public relations.
- Ability to plan, organize and implement programs.

- Ability to gather statistics, analyze information and write reports.
- Willingness to improve skills in the above areas through participation in continuing education activities.
- Willingness to operate within established village and department rules and procedures.

Physical Demands of the Position

- Sitting, standing, walking, climbing, and stooping.
- Bending/twisting and reaching
- Talking and hearing; use of telephone
- Far vision at 20 feet or farther; near vision at 20 inches or less
- Fingering: keyboarding, writing, filing and sorting
- Handling: processing and shelving books.
- Lifting and carrying 50 pounds or less
- Ability to move around the library and to travel to meetings outside the library.

Mental Requirements

- Analytical skills: identify problems and potential areas for improvement; utilize available information sources in decision making.
- Problem solving skills: develop feasible, realistic solutions to problems.
- Planning and organizational skills: develop long-range plans and establish methods for accomplishing goals.
- Communication skills: effectively communicate ideas and information both in written and oral forms and in standard English.
- Time management: set priorities and follow through to meet assignment deadlines.
- Creative decision-making: effectively evaluate or make independent decisions based on experience, knowledge or training without supervision.

Environmental/Working conditions

- Inside work environment
- Includes evening and weekend hours
- Full-time management position

Education/Experience

- Master's degree in Library & Information Science
- Minimum of one year of experience in youth services in a public library setting.

Updated May 2017

Library Assistant IV – Circulation Supervisor
Position Description
May 2017

Typical Responsibilities of Position:

Under general supervision of the Library Director, manages the Library's circulation services and also serves patrons directly.

Essential Duties and Responsibilities (Examples)

- Plans, organizes and conducts library services and workflows at the main service desks.
- Coordinates weekly Library Assistant and Page work schedules, schedules vacations, deals with unforeseen absences, and related scheduling issues.
- Manages the flow of materials out of the building and back to the shelf; assures proper transfer of holds, identification of damaged materials, and other issues related to process and quality control.
- Advises the library director in regard to policies and procedures in area of responsibility; writes reports and recommendations; implements decisions.
- Develops subject areas in the library materials collection and maintains the collection.
- Assists in library technology planning, implementation, and management.
- Recommends applicants for hire to the library director.
- Trains support staff. Participates in staff coaching and development, providing advice to staff and assisting in problem solving.
- Confers with community groups in an advisory capacity, as necessary.
- Conducts library tours, presents programs to local groups as requested and performs other outreach activities for library patrons
- Provides reader's advisory, reference, and other patron assistance services.
- Carries out library policies and procedures.
- Compiles statistical information on areas of service.
- Serves on professional and library system committees as assigned by the director.
- Performs light housekeeping.
- Performs routine responsibilities as outlined in Library Assistant I, II and III.
- Performs other related work.

Knowledge and Abilities:

- Ability to effectively present information and respond to questions from patrons.
- Ability to gather statistics, analyze information and write reports.
- Ability to maintain confidentiality of library patron information.
- Ability to identify problems and opportunities, review possible alternative courses of action and utilize information and resources for decision-making purposes.
- Ability to perform cataloging, classification, reference work and material selection.
- Ability to plan, organize and carry out a program of library service for a designated area.

- Ability to train library employees.
- Ability to use computer software and manage computer technology.
- Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
- Advanced knowledge and understanding of literature in a subject area and basic library principles, procedures, technology, goals and philosophy of service.
- Ability to travel to meetings outside the library.
- Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisor.
- Willingness to maintain skills in the above-mentioned areas through active participation in appropriate continuing education activities.
- Working knowledge of English grammar and spelling.
- Performs other related work.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work in confined spaces.
- Bending/twisting and reaching.
- Far vision at 20 feet or further; near vision at 20 inches or less.
- Keyboarding, writing, sorting, shelving and processing.
- Processing, picking up and shelving books.
- Lifting and carrying 50 pounds or less.
- Pushing and pulling objects weighing 300-400 pounds on wheels.
- Sitting, standing, walking, climbing stooping, kneeling and crouching.
- Talking and hearing; use of the telephone.

Mental Requirements:

- Ability to apply technical knowledge.
- Ability to deal with abstract and concrete variables
- Ability to interpret technical regulations and instructions
- Analytical Skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information, resources available when making decisions.
- Communication Skills: effectively communicate ideas and information both in written and verbal form.
- Creative Decision-making: effectively evaluate or make independent decisions based upon experience, knowledge or training.
- Mathematical Ability: calculate basic arithmetic problems without the aid of a calculator.
- Planning and Organizations Skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.

- Problem-solving Skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring.
- Reading Ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
- Time Management: set priorities in order to meet assignment deadlines.
- Foster positive public relations for the library within the community.
- Gain a working understanding of developing technologies as they relate to public library operations and services.

Education and Experience:

- Two years of study at an accredited college, university or technical school
- Three or more years of public library experience in public services required.
- Willing to pursue further studies in the library field by attending five hours of continuing education per year.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Waunakee Public Library offers flexible work hours including evening and weekends.

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.

Waunakee Public Library
MEETING ROOM POLICY

- I. Who May Use
- II. Description of Rooms/Hours Available
- III. Scheduling
- IV. Fees and Admission Charges
- V. Use of Facilities and Equipment
- VI. Additional Considerations

I. Who May Use

(A) The meeting room at the Waunakee Public Library is intended primarily for use of the library's own programs. The meeting room is available for use by community and other not-for-profit groups for programs of an informational, educational, cultural, or civic nature, subject to this policy as established by the Library Board. All meetings must be open to the public. Use by any group does not imply library sponsorship or support of the views or actions of the user group.

(B) The Library Board specifically excludes the following types of uses of its meeting room:

1. Non-library programs involving the sale, advertising or promotion of products or services.
2. Business firms and other for-profit organizations soliciting or selling products or services.
3. Private social functions, such as showers, birthday parties, and dances.
4. Programs which would interfere with the library's operation by causing excessive noise, a safety hazard, and/or security risk.

II. Description of Room

(A) Adult Study Area

This meeting space is approximately 25 feet by 19 feet, located on the library's upper level, and will accommodate up to eighteen people. The space is set with tables and chairs. There are outlets for laptops and projectors if the group meeting needs them for a presentation. The wall may be used as a projection screen. Furniture may not be moved out of the room. This space may be isolated, but not sound proofed, by closing a folding plastic accordion door. Materials are housed in this space and there is a possibility that a patron or staff may enter the space to retrieve materials. There should be no expectation of total privacy in this space.

III. Reservations for Rooms/Hours Available

- (A) There are no restrictions on the scheduling of library and library-related events and programs.
- (B) Other groups may be accommodated as space is available. No room may be reserved more than three months in advance. Unless otherwise authorized by the Library Director, groups will be limited to one meeting room reservation per month.
- (C) Room reservations are made through the Circulation Desk Staff via phone at 849-4217.
- (D) The adult study area is available during the Library's regularly scheduled hours of operation. All groups must exit the rooms twenty minutes prior to closing time. The only exceptions in this case will be for library events.

IV. Fees and Admission Charges

- (A) No fees are charged by the library for use of the meeting room.
- (B) Groups using the meeting room may not charge admission, nor collect or request contributions or donations.

V. Use of Facilities and Equipment

- (A) Library or other village staff will not provide assistance in setting up the meeting room.
- (B) Meeting room should be left neat and clean. Groups will be charged for damage to room beyond normal wear and tear.
- (C) Materials may not be affixed to the walls and ceiling without prior approval of the Library Director.
- (D) No food may be served in the adult study area. Beverages may be carried in if they have a lid.
- (E) The library does not provide personnel to operate audiovisual equipment.

VI. Additional Considerations

- (A) Use of tobacco products and alcoholic beverages are not permitted on the library's premises.
- (B) The library does not provide storage space for groups or individuals using the meeting rooms.
- (C) The library staff will not accept calls or relay messages to people attending meetings except in emergencies.
- (D) The library reserves the right to refuse to book meeting room space for groups who do not comply with the guidelines of this policy. Groups that fail to cancel reservations in a timely manner or who fail to show up for scheduled reservations may lose their privilege to book rooms in advance.

Approved January 12, 2015