

Waunakee Public Library
Library Board Meeting
Library Programming Room
Friday, April 19, 2019 7:45 AM

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

- I. Call to order
- II. Roll call: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Erin Moran, Mike Ricker, Cindy Turner, Geoff Vine, Erick Plumb. Introduction of guests.
- III. Consent agenda
 - A. Approve March 15, 2019 Library Board Minutes
 - B. Approve Schedule of Bills
 - C. Approve Financial Reports, plus *Forever Fund* and 220 Account balances
- IV. Public Comment
- V. Director's Report
- VI. Old Business
 - A. Construction Committee Report
 - B. Updates on Facilities Maintenance Supervisor for new library
 - C. Reminder—Volunteer Appreciation Breakfast: Friday, May 3rd at 8AM
- VII. New Business
 - A. Approve art purchases for new building (Todd Schmidt)
 - B. Approve opening the library no later than 11:30 AM on Friday, May 3 to accommodate staff meeting & Volunteer Recognition event
 - C. Approve resolution requesting that the Dane County Library Service Board grant a one year County Library Tax provisional exemption to Waunakee Public Library
 - D. Discuss draft of Meeting Room Policy for new library
- VIII. Adjourn

Next Library Board meeting: Friday, May 17, 2019 at 7:45 AM---program room

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, March 15, 2019

7:45 AM

Library Programming Room

- I. **Call to order:** Jean called the meeting to order at 7:45 AM
- II. **Roll Call:**
 - A. **Roll call:** Present: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Erin Moran, Cindy Turner, Geoff Vine and Erick Plumb.
 - B. **Absent:** Mike Ricker
 - C. **Guest:** Todd Schmidt via phone
- III. **Approval of consent agenda-** Geoff moved, Jean seconded, Passed.
- IV. **Public comment:** none
- V. **Library Director's Report:** Erick noted a new hire, Darlene Laufenberg, Library Assistant I. Angela Hircock, Youth/Teen Services, has increased attendance by 800%. The full director's report including youth service and adult service sections was included in the Board packet. Referencing the Youth Services report there has been increased outreach by both Angie and Molly with the WCSD.
- VI. **Old Business**
 - A. **Construction Committee Report: Geoff Vine**
Progress on the building continues on target.
 - B. **Capital Campaign Committee: Annie Ballweg – no report**
 - C. **Communications Committee Report: Mike Ricker – no report**
- VII. **New business**
 - A. **Library Board Terms expiring 4/30/2019 Grosskopf, Ricker:** Kathy is interested in continuing on the Board. Jean will check with Mike.
 - B. **National Library Workers Day Recognition:** Cindy & Erin will coordinate a week long, April 8th to 13th, supply of daily treats to recognize staff. Each Library Board member is asked to provide a treat one morning of the six day celebration. Jean will draft a thank you sign or card.
 - C. **Volunteer Recognition Breakfast:** The Friends of the Library are providing this breakfast on May 3, 2019.
 - D. **Job Description for Full-Time Maintenance Manager:** The job description was included in the Board Packet. The opening will be posted in the next week with interviews in May.
 - E. **Discuss and approve plans for original art acquisition and display in the new library:** The Board reviewed the proposal prepared by Todd Schmidt of specific art works,

artists and designated locations in the new library. The Board expressed concern about the procedure and selection process. A walk-through is scheduled for March 27th at 9:30 am by Cindy, Kathy, Todd and an OPN representative.

- F. **Forever Fund:** Motion by Cindy, second by Erin to approve the disbursement of \$9,946.89 from the Forever Fund to be used for opening day collection and programming. Passed.
- G. **Meeting Room Policy.** Included in the Board packet were the Madison Public Library "Meeting and Study Room Rules of Use" and the Waunakee Village Center rental fee schedule. There are two spaces, the Community Hall and the Board Room, to be rented. Erick suggested a flat fee with no discrimination between resident and non-resident. Other meeting locations are free of charge. The library has subscribed to a software package called Spaces to facilitate sign-up for library study rooms and other group meeting spaces. Erick will provide a draft of the meeting room policy at the April meeting and final draft to be approved in May.

VIII. Adjourn: The meeting was adjourned at 8:35 AM on a motion by Jean, second by Erin.

Next Library Board Meeting: Friday, April 19, 2019 at 7:45 AM at WPL Programming Room.

Respectfully submitted, Cynthia S. Turner, Trustee and Secretary

March 2019 Bills

Account	Vender	Amount
100-551400-219 -Automation levy		
	SCLS	\$44,006.48
	Total	\$44,006.48
100-551400-290 -Leased Items		
	Gordon Flesch	
	Total	\$0.00
100-551400-292 -Maintenance Contracts		
	SCLS	
	Total	\$0.00
100-551400-311 – Postage		
	Post Office	\$60.22
		\$ 60.22
100-551400-320 - Pubs/Subs/Dues		
	WiLS	
	ALA (Gitzlaff renewal)	
	Amazon Prime	
	Total	\$0.00
100-551400-330-Library Travel/Training		
	SCLS	
	UW Extension	
	Meals and Parking for Cortney, Brittany and Emily	\$129.92
	Total	\$129.92
100-551400-340 - Programs		
	Ace	24.08
	Amazon	\$141.63
	Piggly Wiggly	\$77.54
	Dollar Tree	\$73.00
	4imprint	\$571.57
	Minuteman Press	\$1,534.50
	Apple iTunes	\$10.54
	Oriental Trading Co	\$99.12
	Beth Watson	\$39.20
	Lisa Johnson	\$50.00
	M&Ms	\$10.00
	Michaels	\$40.58
	Total	\$2,671.76
100-551400-341 - Equipment		
	Amazon	\$255.94
	SCLS	\$0.00
	Total	\$255.94
100-551400-380 – Adult Books		
	Amazon	\$34.30
	Dane County Library Service	
	Baker & Taylor	\$3,076.30
	Total	\$3,110.60

a.1

100-551400-381 – Juvenile Books		
	Amazon	\$36.71
	Baker & Taylor	\$2,855.56
	Penworthy	
	Total	\$2,892.27
100-551400-383 – Serial Subscriptions		
	SCLS	\$0.00
	Total	\$0.00
100-551400-384 - Digital Materials & Computer Software		
	CDW-G (Adobe cloud suite)	
	Verizon -Hotspots	
	Kaspersky anti-virus for self-check	
	Demco	\$1,265.00
	Amazon (e-books)	
	SCLS	\$441.00
	TBS faxing/scan service	
	Total	\$1,706.00
100-551400-385 – Kit Supplies		
	Amazon	\$207.77
	Walmart	\$40.00
	Lakeshore	
	Total	\$247.77
100-551400-386 – Audio Materials		
	Penguin	\$63.75
	Amazon	
	Books on Tape	
	Recorded Books	\$786.16
	Midwest tape	\$124.92
	Total	\$974.83
100-551400-387 – Videos		
	Amazon	\$1,142.56
	Midwest	\$220.18
	Total	\$1,362.74
100-551400-390 - Other (Supplies)		
	SCLS (RFID tags)	
	Amazon	\$165.25
	Demco	\$110.41
	Piggly Wiggly	\$19.44
	Walgreems	\$14.98
	Office depot	\$145.83
	Dollar Tree	\$1.00
	Total	\$456.91
101-551401-210 - Building Services		
	Coverall	\$ 1,624.74
	Rhyme	
	Plunketts Pest control	
	Russ' Plumbing Inc	
	ServiceMaster	
	Total	\$ 1,624.74
101-551401-390 - Building Other		

	Total	\$0.00
430-551400-810 - Equipment Replacement		
	SCLS	
	Amazon	
	Total	\$0.00
470-551400-210 - Library Outside Services		
	McDonald Schaefer	
	Guilty Café	
	Total	\$0.00
470-551400-215 - BLD Architect		
	OPN	
220 Fund	Waunakee Chamber of commerce	\$450.00
	Grand Total	\$59,950.18

6

VILLAGE OF WAUNAKEE
REVENUES AND EXPENDITURES COMPARED TO BUDGET
FOR 3 MONTHS ENDING MARCH 31, 2019

GENERAL FUND

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
100-43740020	\$1,296.43	\$6,628.43	\$182,830.00	\$176,201.57	3.63%
	\$1,296.43	\$6,628.43	\$182,830.00	\$176,201.57	3.63%
TOTAL	\$1,296.43	\$6,628.43	\$182,830.00	\$176,201.57	3.63%
TOTAL FUND REVENUES					
	\$34,292.38	\$80,010.14	\$293,864.00	\$213,853.86	27.23%
	\$33,297.63	\$77,615.94	\$282,031.00	\$204,415.06	27.52%
	\$4,975.06	\$11,521.39	\$44,055.00	\$32,533.61	26.15%
	\$3,693.19	\$8,568.26	\$31,760.00	\$23,191.74	26.98%
	\$5,755.25	\$41,682.75	\$122,303.00	\$80,620.25	34.08%
	\$41.96	\$167.84	\$509.00	\$341.16	32.97%
	\$589.10	\$2,472.76	\$9,924.00	\$7,451.24	24.92%
	\$0.00	\$0.00	\$325.00	\$325.00	0.00%
	\$44,006.48	\$44,006.48	\$49,996.00	\$4,999.52	89.80%
	\$547.06	\$1,094.05	\$6,528.00	\$5,433.95	16.76%
	\$0.00	\$107.74	\$4,596.00	\$4,488.26	2.34%
	\$0.00	\$0.00	\$4,500.00	\$4,500.00	0.00%
	\$75.23	\$192.05	\$1,350.00	\$1,157.95	14.23%
	\$0.00	\$1,289.25	\$2,450.00	\$1,160.75	52.62%
	\$31.43	\$931.51	\$3,135.00	\$2,203.49	29.71%
	\$1,902.32	\$2,389.19	\$14,100.00	\$11,710.81	16.94%
	\$266.72	\$694.64	\$5,000.00	\$4,305.36	13.89%
	\$2,679.84	\$5,460.98	\$41,000.00	\$35,539.02	13.32%
	\$1,758.89	\$3,272.13	\$20,250.00	\$16,977.87	16.16%
	\$0.00	\$7,551.55	\$7,920.00	\$368.45	95.35%
	\$441.00	\$2,810.88	\$13,832.00	\$11,021.12	20.32%
	\$43.70	\$144.23	\$4,250.00	\$4,105.77	3.39%
	\$678.59	\$1,970.89	\$12,500.00	\$10,529.11	15.77%

GENERAL FUND

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
LIBRARY VIDEOS	\$696.75	\$1,817.69	\$8,500.00	\$6,682.31	21.38%
LIBRARY OTHER	\$655.91	\$3,720.77	\$16,912.00	\$13,191.23	22.00%
LIBRARY PUBLIC RELATIONS	\$0.00	\$0.00	\$1,700.00	\$1,700.00	0.00%
LIBRARY BLDG FULL TIME	\$0.00	\$0.00	\$26,150.00	\$26,150.00	0.00%
LIBRARY BLDG PART-TIME	\$0.00	\$0.00	\$14,674.00	\$14,674.00	0.00%
LIBRARY BLDG FICA	\$0.00	\$0.00	\$3,123.00	\$3,123.00	0.00%
LIBRARY BLDG RETIREMENT	\$0.00	\$0.00	\$1,713.00	\$1,713.00	0.00%
LIBRARY BLDG HEALTH	\$0.00	\$0.00	\$8,015.00	\$8,015.00	0.00%
LIBRARY BLDG LIFE	\$0.00	\$0.56	\$100.00	\$99.44	0.56%
LIBRARY BLDG DENTAL	\$0.00	\$0.00	\$811.00	\$811.00	0.00%
LIBRARY BLDG SERVICES	\$1,624.74	\$4,420.52	\$22,600.00	\$18,179.48	19.56%
LIBRARY BLDG UTILITIES	\$790.02	\$3,421.44	\$29,500.00	\$26,078.56	11.60%
LIBRARY BLDG GAS HEAT	\$0.00	\$780.23	\$6,859.00	\$6,078.77	11.38%
LIBRARY BLDG REPAIRS/MAINT	\$0.00	\$0.00	\$7,500.00	\$7,500.00	0.00%
LIBRARY BLDG OTHER	\$0.00	\$0.00	\$600.00	\$600.00	0.00%
TOTAL	\$138,843.25	\$308,115.86	\$1,123,945.00	\$815,829.14	27.41%

TOTAL FUND EXPENDITURES

\$138,843.25	\$308,115.86	\$1,123,945.00	\$815,829.14	27.41%
--------------	--------------	----------------	--------------	--------

NET REVENUES OVER EXPENDITURES

(\$137,546.82)	(\$301,487.43)	(\$941,115.00)	(\$639,627.57)	32.04%
----------------	----------------	----------------	----------------	--------

VILLAGE OF WAUNAKEE
REVENUES AND EXPENDITURES COMPARED TO BUDGET
FOR 3 MONTHS ENDING MARCH 31, 2019

LIBRARY SPECIAL REVENUE FUND

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
220-46740011	\$226.87	\$2,139.38	\$16,000.00	\$13,860.62	13.37%
220-46740014	\$810.96	\$1,118.69	\$1,700.00	\$581.31	65.81%
220-48140001	\$61.00	\$177.00	\$225.00	\$48.00	78.67%
220-48540070	\$0.00	\$337.16	\$0.00	(\$337.16)	100.00%
TOTAL	\$1,098.83	\$3,772.23	\$17,925.00	\$14,152.77	21.04%
TOTAL FUND REVENUES	\$1,098.83	\$3,772.23	\$17,925.00	\$14,152.77	21.04%
NET REVENUES OVER EXPENDITURES	\$1,098.83	\$3,772.23	\$17,925.00	\$14,152.77	21.04%

9



1030243: Waunakee Library Forever Fund

2/1/2019 To 2/28/2019

Balance

Beginning Balance 265,888.30

Contributions/Gifts

Contributions* 0.00

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

Transfers In 0.00

0.00

Portfolio Gains (Losses)

Investment Results, Net Of Fees 3,870.81

3,870.81

Grants/Distributions

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (221.57)

(221.57)

Ending Balance

\$269,537.54

Cash Available for Grants as of 2/28/2019

\$0.00

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

March 2019

	2019			2018		% Change	% Change	YTD
	March	Prev Month	Yr-to-date	March	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	26	24	75	27	77	8.3%	N/A	N/A
CIRCULATION								
Physical circulation	20,145	19,287	59,021	20,694	57,175	4.4%	-2.7%	3.2%
Digital circulation	2,499	2,283	7,224	2,081	5,920	9.5%	20.1%	22.0%
Library Total	22,644	21,570	66,245	22,775	63,095	5.0%	-0.6%	5.0%
<i>Per Day library was open</i>	871	899	2,651	844	2,457	-3.1%	3.2%	7.9%
Average of Deforest, Monona and	30,025	27,563	85,636	30,916	87,750	8.9%	-2.9%	-2.4%
By Category								
Books								
Juvenile Fiction	2,050	1,870	5,937	2,365	5,998	9.6%	-13.3%	-1.0%
Juvenile Non-Fiction	1,268	1,554	4,136	1,447	3,896	-18.4%	-12.4%	6.2%
Easy Readers	1,097	1,077	3,248	1,236	3,360	1.9%	-11.2%	-3.3%
Picture books	3,277	3,200	9,573	3,325	9,879	2.4%	-1.4%	-3.1%
Total Juvenile	7,692	7,701	22,894	8,373	23,133	-0.1%	-8.1%	-1.0%
Young Adult	525	488	1,527	652	1,697	7.6%	-19.5%	-10.0%
Adult Fiction	2,133	2,033	6,276	2,321	6,556	4.9%	-8.1%	-4.3%
Adult non-Fiction	2,014	2,019	6,030	2,922	7,409	-0.2%	-31.1%	-18.6%
Large print	524	511	1,497	389	1,179	2.5%	34.7%	27.0%
Adult Paperbacks	224	187	662	276	787	19.8%	-18.8%	-15.9%
Total Adult	4,895	4,750	14,465	5,908	15,931	3.1%	-17.1%	-9.2%
Magazines	516	444	1,301	454	1,291	16.2%	13.7%	0.8%
Audio	1,232	1,022	3,580	1,355	4,127	20.5%	-9.1%	-13.3%
DVD and video	4,093	3,833	11,971	3,304	9,143	6.8%	23.9%	30.9%
Software	37	36	96	13	88	2.8%	184.6%	9.1%
Kits	979	864	2,692	1,075	2,901	13.3%	-8.9%	-7.2%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	66	61	183	86	200	8.2%	-23.3%	-8.5%
E-books	2,499	2,283	7,224	2,081	5,920	9.5%	20.1%	22.0%
% of total circulation	11.0%	10.6%	10.9%	9.1%	9.4%	4.3%	20.8%	N/A
PROGRAMS								
Children								
Number	37	35	110	38	118	5.7%	-2.6%	-6.8%
Attendance	1,086	835	2,911	1,479	3,372	30.1%	-26.6%	-13.7%
Young adult								
Number	5	8	17	3	9	-37.5%	66.7%	88.9%
Attendance	25	170	224	9	31	-85.3%	177.8%	622.6%
Adult								
Number	13	4	21	13	21	225.0%	0.0%	0.0%
Attendance	309	45	377	143	281	586.7%	116.1%	34.2%
# OF USES OF PUBLIC COMPUTERS *	6,563	5,997	18,830	4,814	13,536	9.4%	36.3%	39.1%
# OF VISITORS TO LIBRARY	13,612	10,924	36,980	13,025	34,920	24.6%	4.5%	5.9%

//

Library Activity Report
Erick Plumb
April 2019

- The installation of the pedestrian bridge over Six Mile Creek is the most visible activity at the construction site. But inside, masons are installing stone, most rooms are being painted and light installation continues.
- We have advertised for our new fulltime Building Maintenance Supervisor position. We intend to conduct interviews in May and have someone start his or her duties in the new building in July. We have placed ads in both the *Waunakee Tribune* and *State Journal*. We hope to have a great crop of candidates for this important position.
- We continue to hold our Food for Fines program in April. Anytime during the month of April, patrons can bring in a canned good item / non-perishable item (basically anything that they put in the food pantry box anyway) and receive \$1.00 off their fines. There is no limit. If a patron brings in 5 cans of tomato paste and then they can get \$5.00 off their fines. This only goes towards fines and not lost or damaged items. All collected items will be donated to the Waunakee Food Pantry.
- The Friends of the Library are holding their annual Art Auction through April 20 in the library's upper lobby. Proceeds from the auction will go towards the new library project.
- In your packet, you'll notice an action item for approving a resolution requesting the Dane County Library Board grant a one year provisional exemption for the County Library Tax to Waunakee. In late March, I was informed by DCL Director Tracy Herold that WPL was under the standard for items owned by a library of our size (see attached). You may recall that there are county standards for public libraries in Dane County that libraries must meet to exempt their residents from the County Library tax. Due to our necessary aggressive and deep weeding ahead of our move, we fell just below this standard as of the end of 2018 as shown in our Annual report to DPI. We knew that we would be close to the edge of our standards number this year for this category as we've purged over 14,000 items over the last two years. The good news is that we can request an exemption from the standard and still exempt Waunakee residents from the tax and that Tracy understands and supports the reason that we fell slightly below the standard. Libraries may ask for three exemptions within a ten year period and still remain exempt from the tax. You'll recall we have funds set aside to build up our collection in the new building for opening day and beyond. The weeding is done, and we should not fall under this standard again.
- The new McWatty Playground at the new library will be installed the week of July 8th by Lee Recreation.

Youth Services Report by Brittany

March is always a busier month with the addition of Spring Break week. We were not as able to

offer as much outreach this month because we were so heavy with in-house programs. The Friends sponsored the Henry Vilas Zoo to present their Zoo-to-You program and The Kids Chef offered two Kids in the Kitchen classes. We also had a Stay-cation at the Library drop-in program for families and Angie offered Harry Potter-themed programs and a scavenger hunt during the week for preteens and teens. One of the Harry Potter programs (Real Life Quidditch) and the Trinity Irish Dancers performance was hosted in collaboration with the Village Center. I also attended two continuing education opportunities – a two day course on conducting performance reviews and a two day conference called “Power Up” that is specifically for Youth Services managers.

Adult Services Report by Courtney

In March, I hosted 4 programs and the Ales and Tales bookclub. I took a two-day course on conducting performance reviews. I took an Overdrive Support course for 4 weeks through SCLS to refresh my knowledge on eBooks/audiobooks. I went to a ReferenceUSA demo at SCLS. The library agreed to buy the Demco product, “Spaces,” and I attended a training webinar on how to use it. I attended the Wellness Fair where I signed people up for library cards, promoted our programs, and answered questions about the new library.

Erick’s Meetings and Appearances in March

- Library construction meeting with Vogel Bros., March 5 and 19
- Village Department heads, March 5
- Rotary Board of Directors, March 5
- Chamber of Commerce dinner, March 7
- Artist walk-through, March 11
- Library Board, March 15
- Rotary, March 7 and 28
- Library Management Team, March 19
- Staff walk-through of new library, March 22
- Village Clerk Caitlin Stene re: alcohol service in new building, March 25
- Art review walk-through with Todd, Jean, Cindy and Kathy, March 27
- Village Center staff walk-through, March 29



April 19, 2019:

Tracy Herold, Director
Dane County Library Service
1874 South Stoughton Road
Madison, WI 53716

Dear Tracy:

This letter is to formally request that the Dane County Library Board grant a one year County Library tax provisional exemption to the Waunakee Public Library. The Waunakee Public Library Board passed a resolution requesting this exemption at its April 19, 2019 meeting. As you have informed us, the Waunakee Library fell short of the county standard for materials owned at the end of 2018 as shown in our Annual Report. Based on our Village's population of 13,765 residents, the county standards call for the Library to own a minimum of 60,170 items. Per our annual report, the Library owned 57,818 items at the end of 2018.

We are preparing to move to our new facility in July of this year. In preparation for our move, we have been aggressively weeding our collection in the last year. The collections had not been weeded fully in years and both the Library Board and Library Director felt it important to remove the items that were significantly out-of-date or no longer of public interest as we moved into our new building. We intend to re-build our collection this year and in future years, and have set aside funds to have an "Opening Day" collection when we debut our new building. We fully intend to meet the collection standards for 2020 and beyond.

We thank you for your consideration on this matter.

Sincerely,

Jean Elvekrog
Library Board President
Waunakee Public Library

Cynthia Turner
Library Board Secretary
Waunakee Public Library

2016 Compliance with county standards based on
2015 Annual Reports

Municipality	Total Items	minimum Standard	OR CAP IF SMALLER	CALC		Items Added	% of min Total Items	% of CAP	
				% of min	CAP % of min			of Total Items	CALC % of min
Black Earth	24,187	11,176	16,250	216%	149%	1,940	559	813	347%
Cambridge	34,289	12,152	16,250	282%	211%	2,903	608	813	478%
Mazomanie	21,921	13,312	16,250	165%	135%	1,110	666	813	167%
Belleville	28,361	19,208	16,250	148%	175%	2,576	960	813	268%
Deerfield	25,786	19,776	16,250	130%	159%	1,638	989	813	166%
Cross Plains	62,372	25,831	28,500	241%	219%	2,469	1,292	1,425	191%
Marshall	30,224	25,064	28,500	121%	106%	1,447	1,253	1,425	115%
Mount Horeb	64,328	41,268	44,000	156%	146%	5,685	2,063	2,200	276%
Monona	53,514	44,466	44,000	120%	122%	4,220	2,223	2,200	190%
McFarland	69,997	48,604	44,000	144%	159%	3,826	2,430	2,200	157%
DeForest	81,210	44,972	85,000	181%	96%	5,680	2,249	4,250	253%
Oregon	64,863	44,343	85,000	146%	76%	5,416	2,217	4,250	244%
Verona	112,908	54,490	85,000	207%	133%	10,275	2,724	4,250	377%
Waunakee	57,818	60,170	85,000	96%	68%	5,511	3,009	4,250	183%
Stoughton	78,355	56,558	85,000	139%	92%	6,239	2,828	4,250	221%
Middleton	121,850	90,077	85,000	135%	143%	15,085	4,504	4,250	335%
Fitchburg	105,029	96,274	160,000	109%	66%	10,195	4,814	8,000	212%
Sun Prairie	140,903	115,484	160,000	122%	88%	15,061	5,774	8,000	261%
Madison	749,564	631,365	625,000	119%	120%	55,240	31,568	31,250	175%
TOTAL:	1,903,292								
STANDARDS by POPULATION									
1,000-2,499		8.0	16,250			CAPPED @	813		
2,500-4,999		6.5	28,500				1425		
5,000-9,999		5.7	44,000				2200		
10,000-24,999		4.4	85,000				4250		
25,000-49,999		3.4	160,000				8000		
50,000-99,999		3.2	250,000				12500		
100,000 and over		2.5	625,000			per capita	31250		

Meeting Room Policy - DRAFT

As a public institution, the Waunakee Public Library encourages use of its meeting rooms by community groups and community members. The Waunakee Public Library offers rooms of various sizes and features for use by small to large groups. The Library offers two large meeting rooms for rent, and two smaller meeting rooms that are available for reservation. The library also offers nine study rooms for individual or small group use.

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

The library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with library policies. The Waunakee Public Library's Behavior Policy applies to programs or meetings held within meeting and study rooms at all times. Use of meeting and study rooms should not interfere with the normal functions of the library or use by library customers. Library staff will have free access to rooms at all times. Exceptions to the Meeting Room Policy may be made at the discretion of library management.

Meeting Rooms Available for Rent

Please see 2019 Fee Schedule for Room Rental Fee Rates

Board Room

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

Community Hall

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

Rooms Available for Reservation at No Cost

Living Room

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

Small Conference Room

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

Hours

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

Reservation Priorities

Groups must complete a Room Reservation Form to reserve or rent a Meeting Room (see Meeting Room Reservation Form). Reservations must be made by a responsible member of the organization, over 18 years old, who will see that all the regulations are followed. If more than one group wants a room for the same time, priority will be given as follows:

1. Library programming or library-related meetings;
2. Other organizations in order by date of application and payment received.

Rooms may be reserved no more than 90 days in advance of the meeting date. Exceptions are made for events in the Community Hall. Exceptions are made for library-sponsored programs and meetings of Village of Waunakee government. The Library reserves the right to pre-empt reservations; however, the Library will not pre-empt within 2 weeks of the scheduled meeting date. The library reserves the right to close and cancel use of its meeting rooms in the event of an emergency or due to weather conditions.

Limitations

Meeting rooms may *NOT* be used for:

- Sales or promotional meetings by for-profit companies.
- Programs which promote one political candidate or party; however, informational programs that present all viewpoints are permitted.
- Programs for which there is an admission charge or ones designed as fund-raisers, except by prior permission of the Waunakee Public Library Board.
- Any purpose which may interfere with the regular operation of the library.
- Meetings with people under 18 years of age without adult supervision.
- Storage of materials or equipment.

Conditions for Use

User and attendees will:

- Not disrupt the use of the library by others.
- Set up and return room to its former arrangement when finished.
- Put all refuse in trash receptacles provided.
- Affix nothing to walls without approval of library management.
- Not block fire exit in any way.
- Not exceed designated maximum room capacity.
- Leave area in good condition.

Persons attending meetings are subject to library rules, regulations, and policies. Groups who disturb library activity or library users will be denied future use of meeting rooms.

Library staff may enter and remain in a meeting room at any time during a meeting.

Food and Beverage

Board Room, Living Room, and Small Conference Room

Cold or room-temperature foods, such as sandwiches and desserts, are allowed; no refrigeration is provided. All food preparation must be done in advance of using the room. Equipment intended to

heat or keep foods warm is not allowed. Cold beverages and hot beverages that do not require heating are allowed. Alcoholic beverages are not permitted.

Community Hall

FOOD

1. Food can be prepared off-site and served at no additional charge to the renter.
2. Renters wishing to serve their own food to their guests and make use of the kitchen may do so by paying the kitchen rental fee. Included in this fee is the use of all major kitchen equipment.
3. A listing of pre-approved caterers is available for your use. The use of an outside caterer may be approved with the completion of the catering application. All caterers must provide proof of applicable licenses and insurance and must agree to pay a catering fee equal to 10% of the renter's bill. This fee may be passed on to the renter.

ALCOHOL

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

Equipment

Library is not responsible for any damage to equipment brought into the building.

Hold Harmless Agreement

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

Disclaimer

The fact that a group is permitted to use a library meeting room does not in any way constitute endorsement of the group's policies or beliefs by the Library. No advertisements or announcements implying such endorsements will be permitted.

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