

**Waunakee Public Library**

**Library Board Meeting**

**Monday, August 11, 2017**

**7:45 AM**

**at the Waunakee Public Library**

- I. **Call to order-** Jean called the meeting to order at 7:50 PM
- II. **Roll call and introduction of guests and visitors-** Present: Annie Ballweg, Jean Elvekrog, Mike Ricker, Geoff Vine, Erick Plumb, Director  
  
**Absent:** Kristan Collins, Cindy Turner, Gary Herzberg  
  
**Guests:** none
- III. **Additions to agenda-** Jean asked that we introduce Courtney Cosgriff, our new WPL adult services/outreach manager and add an agenda item to discuss Erick's evaluation and Erick's comments on Board effectiveness and improvements.
- IV. **Introduction of Courtney Cosgriff:** Erick introduced Courtney as our new member of the leadership team specifically managing Adult Services and Outreach. Courtney introduced herself to the Board.
- V. **Discussion and approval of consent agenda-**  
Tutor.com – July volume was 0 but is not a concern because usage is always low in late summer. Outreach to the schools will begin soon to inform potential users about the service.  
  
Geoff moved, Annie seconded, motion passed.
- VI. **Public comment-** none
- VII. **Library Director's Report** – Erick reported that Courtney Cosgriff has settled into the newly built office. Elizabeth Pitz has started work in the role traditionally called page. Geoff joined Erick in discussion of progress on the new library. About 50 people attended the public session. Have made some minor design changes based on public and Village Board input. Detailed design continues.  
The Capital Campaign is progressing well. Annie says the Cabinet is very happy and effective. McDonald Schaeffer is performing well.
- VIII. **New business**
  - a. **Building maintenance contract-**The library will now use Coverall for building maintenance in line with other Village departments that use outside services.  
  
Mike moved and Jean seconded a motion to approve changing vendors.
- IX. **Old business**

- a. **Library budget** – There have been no changes from the previous meeting. Erick is working to elaborate the planned hire of Youth Services/Young Adult Librarian next year.
- X. **Erick review** – The Board concurred with the evaluation by Board Officers regarding Erick’s performance in his first year as Director. Erick made constructive comments about Board participation in the process of managing the Library.
- XI. **Adjournment and move to Village Board Meeting** – The Board joined the Waunakee Village Board for presentation by OPN. Annie moved to adjourn at 8:41 AM.

Annie moved and Geoff seconded a motion to adjourn. Passed.

***Next Library Board Meeting: Friday September 8, 2017 at 7:45 AM at WPL Programming Room.***

**Respectfully submitted, Mike Ricker, Acting Secretary**



## August 2017 Bills

Account	Vender	Amount
100-551400-290 -Leased Items		
	Gordon Flesch	<b>\$112.07</b>
100-551400-311 – Postage		
	Post Office	<b>\$57.95</b>
100-551400-330-Library Travel/Training		
	UWEX - Gitzlaff CE	\$165.00
	<b>Total</b>	<b>\$0.00</b>
100-551400-340 – Programs		
	Don Spencer (performer)	\$100.00
	Organic Arts LTD	\$175.00
	Johannes Wallman (performer)	\$800.00
	Terry Fisk (performer)	\$350.00
	Dunkin Donuts (SLP cards)	\$225.00
	Amazon	\$49.95
	Pizza Hut	\$18.85
	Dollar Tree	\$17.94
	Kwiktrip	\$23.88
	Apple iTunes	\$10.54
	<b>Total</b>	<b>\$1,771.16</b>
100-551400-380 – Adult Books		
	Amazon	\$55.56
	Baker & Taylor	\$2,089.88
	Laura Sowinski	\$13.70
	<b>Total</b>	<b>\$2,145.44</b>
100-551400-381 – Juvenile Books		
	Amazon	
	Baker & Taylor	\$778.98
	<b>Total</b>	<b>\$778.98</b>
100-551400-384 - Digital Materials & Computer Software		
	Findaway (Launchpads)	
	Verizon -Hotspots	\$80.02
	TBS faxing	\$9.28
	<b>Total</b>	<b>\$89.30</b>
100-551400-385 – Kit Supplies		
	Amazon	\$121.74
	Walmart	
	<b>Total</b>	<b>\$121.74</b>

100-551400-386 – Audio Materials		
	Penguin	\$313.25
	Amazon	
	Recorded Books	\$209.98
	Midwest tape	
	<b>Total</b>	<b>\$523.23</b>
100-551400-387 – Videos		
	Amazon	\$294.25
	Midwest	\$46.98
	<b>Total</b>	<b>\$341.23</b>
100-551400-390 - Other		
	Family Dollar	\$24.25
	Amazon	\$547.11
	Piggly Wiggly	\$11.77
	Walgreens	\$20.97
	Office Max	\$176.10
	<b>Total</b>	<b>\$780.20</b>
100-551401-210 - Building Services		
	Plunkett's Pest Control	\$25.00
	<b>Total</b>	<b>\$25.00</b>
100-551401-390 - Building Other		
470-551400-210 - Library Outside Services		
	McDonald Schaefer	\$7,800.00
	Blowin Smoke	\$104.94
	<b>Total</b>	<b>\$7,904.94</b>
470-551400-215 - BLD Architect		
	OPN	
220-46740011- Special revenue Fund		
	<b>Grand Total</b>	<b>\$14,651.24</b>

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**VILLAGE OF WAUNAKEE**  
**REVENUES AND EXPENDITURES COMPARED TO BUDGET**  
**FOR 8 MONTHS ENDING AUGUST 31, 2017**

**GENERAL FUND**

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
100-43740020	\$600.00	\$146,829.00	\$120,000.00	(\$26,829.00)	122.36%
100-43740091	\$475.00	\$635.00	\$0.00	(\$635.00)	100.00%
100-48540070	\$0.00	\$4,900.66	\$0.00	(\$4,900.66)	100.00%
TOTAL	\$1,075.00	\$152,364.66	\$120,000.00	(\$32,364.66)	126.97%
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<b>TOTAL FUND REVENUES</b>	\$1,075.00	\$152,364.66	\$120,000.00	(\$32,364.66)	126.97%
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100-551400-110	\$15,993.43	\$120,071.20	\$206,669.00	\$86,597.80	58.10%
100-551400-120	\$21,146.53	\$175,331.82	\$277,232.00	\$101,900.18	63.24%
100-551400-121	\$0.00	\$153.72	\$0.00	(\$153.72)	100.00%
100-551400-130	\$2,703.62	\$21,466.46	\$37,016.00	\$15,549.54	57.99%
100-551400-131	\$2,070.82	\$16,427.47	\$27,020.00	\$10,592.53	60.80%
100-551400-132	\$7,224.29	\$63,786.88	\$108,518.00	\$44,731.12	58.78%
100-551400-133	\$38.81	\$341.67	\$391.00	\$49.33	87.38%
100-551400-134	\$675.49	\$5,939.06	\$10,125.00	\$4,185.94	58.66%
100-551400-217	\$0.00	\$0.00	\$325.00	\$325.00	0.00%
100-551400-219	\$0.00	\$44,335.38	\$44,500.00	\$164.62	99.63%
100-551400-225	\$507.74	\$3,563.66	\$6,384.00	\$2,820.34	55.82%
100-551400-290	\$215.63	\$909.07	\$4,488.00	\$3,578.93	20.26%
100-551400-292	\$0.00	\$0.00	\$2,835.00	\$2,835.00	0.00%
100-551400-311	\$121.33	\$522.59	\$1,100.00	\$577.41	47.51%
100-551400-320	\$429.00	\$979.00	\$1,950.00	\$971.00	50.21%
100-551400-330	\$165.00	\$401.85	\$5,320.00	\$4,918.15	7.55%
100-551400-340	\$315.80	\$10,171.47	\$8,200.00	(\$1,971.47)	124.04%
100-551400-341	\$334.34	\$3,934.64	\$2,795.00	(\$1,139.64)	140.77%
100-551400-380	\$2,093.94	\$20,408.19	\$36,300.00	\$15,891.81	56.22%
100-551400-381	\$412.89	\$12,512.03	\$18,000.00	\$5,487.97	69.51%
100-551400-383	\$0.00	\$12,125.44	\$14,529.00	\$2,403.56	83.46%

**GENERAL FUND**

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
100-551400-384	\$80.02	\$9,467.88	\$9,474.00	\$6.12	99.94%
100-551400-385	\$192.88	\$2,196.85	\$3,000.00	\$803.15	73.23%
100-551400-386	\$472.39	\$5,325.08	\$10,500.00	\$5,174.92	50.72%
100-551400-387	\$438.33	\$4,707.28	\$8,500.00	\$3,792.72	55.38%
100-551400-390	\$859.36	\$5,739.98	\$11,400.00	\$5,660.02	50.35%
100-551400-391	\$0.00	\$46.00	\$0.00	(\$46.00)	100.00%
100-551400-392	\$0.00	\$126.70	\$3,475.00	\$3,348.30	3.65%
100-551401-110	\$88.97	\$1,091.70	\$0.00	(\$1,091.70)	100.00%
100-551401-130	\$6.63	\$81.89	\$0.00	(\$81.89)	100.00%
100-551401-131	\$6.05	\$74.21	\$0.00	(\$74.21)	100.00%
100-551401-132	\$43.72	\$385.82	\$0.00	(\$385.82)	100.00%
100-551401-133	\$0.05	\$2.73	\$0.00	(\$2.73)	100.00%
100-551401-134	\$2.99	\$19.86	\$0.00	(\$19.86)	100.00%
100-551401-210	\$976.25	\$13,710.20	\$21,900.00	\$8,189.80	62.60%
100-551401-220	\$1,322.08	\$6,447.37	\$12,000.00	\$5,552.63	53.73%
100-551401-221	\$22.91	\$1,113.45	\$2,460.00	\$1,346.55	45.26%
100-551401-350	\$4.29	\$249.36	\$1,688.00	\$1,438.64	14.77%
100-551401-390	\$0.00	\$10,092.18	\$350.00	(\$9,742.18)	2,883.48%
TOTAL	\$58,965.58	\$574,260.14	\$898,444.00	\$324,183.86	63.92%
<b>TOTAL FUND EXPENDITURES</b>	\$58,965.58	\$574,260.14	\$898,444.00	\$324,183.86	63.92%
<b>NET REVENUES OVER EXPENDITURES</b>	(\$57,890.58)	(\$421,895.48)	(\$778,444.00)	(\$356,548.52)	54.20%

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VILLAGE OF WAUNAKEE  
 REVENUES AND EXPENDITURES COMPARED TO BUDGET  
 FOR 8 MONTHS ENDING AUGUST 31, 2017

**LIBRARY SPECIAL REVENUE FUND**

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	\$0.00	\$7,571.33	\$14,700.00	\$7,128.67	51.51%
PUBLIC CHARGES	\$0.00	\$1,377.34	\$1,300.00	(\$77.34)	105.95%
PHOTOCOPIES	\$0.00	\$135.00	\$225.00	\$90.00	60.00%
INTEREST INCOME	\$0.00	\$884.66	\$0.00	(\$884.66)	100.00%
DONATIONS					
TOTAL	\$0.00	\$9,968.33	\$16,225.00	\$6,256.67	61.44%
<b>TOTAL FUND REVENUES</b>					
	\$0.00	\$9,968.33	\$16,225.00	\$6,256.67	61.44%
<b>NET REVENUES OVER EXPENDITURES</b>					
	\$0.00	\$9,968.33	\$16,225.00	\$6,256.67	61.44%

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1030243: Waunakee Library Forever Fund

7/1/2017 To 7/31/2017

**Balance**

Beginning Balance 253,758.64

**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 4,817.87

**4,817.87**

**Grants/Distributions**

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (211.47)

**(211.47)**

**Ending Balance**

**\$258,365.04**

**Cash Available for Grants as of 7/31/2017**

**\$6,234.00**



**Director's Report**  
**Erick Plumb**  
**September 2017**

- August 2017 will forever be remembered for the solar eclipse viewing party we held on August 21. 266 people crowded our parking lot to view the eclipse through somewhat cloudy skies. Even more memorable was the run-up to the event; we distributed 1,000 viewing glasses to the community, and, based on the volume of phone calls that we received, we could have distributed thousands more. Cindy Jensen did a great job organizing all of our eclipse activities. Kudos to the rest of the staff too for handling the demand with aplomb.
- Our Capital Campaign continues to roll along. As of August 30, we've raised \$912,000.
- Courtney Cosgriff began her duties as Adult Services Manager on August 7. As you can see from her report below, she's hit the ground running.
- Longtime Library Assistant Sue McComb was hospitalized in late August with a serious illness. I will provide a health update at our meeting. Staff have rallied in support of Sue and her family.
- UW library school student Jen Pavlik wrapped up her Youth Services internship in early August. She is local to Waunakee and was a big help to Brittany with planning for and implementing this summer's successful slate of programs for kids. It also demonstrates the need for additional staff to help our Youth Services department cope with a growing demand for our services to children and families.

Youth Services Report by Brittany

August rounded out the summer months in a big way for the Children's Department. After the conclusion of the summer reading program, we hosted our first ever End of Summer Extravaganza. Sponsored by the Friends and as a way to celebrate with all our participants after a summer of fun and hard work, we rented a bounce house and a snow cone machine. We also had crafts, outside games, snacks and prizes for all to enjoy. Nearly 350 people attended and it was a great success sure to become an annual tradition. August has also presented a few really great outreach opportunities. The library participated in National Night Out again and for the first time took over the crafts/activities for the Chalk Walk in collaboration with the Village Center. We were also super excited to be involved in the planning of the first ever Waunakee Area Kids Expo. This had an awesome turnout (589 people) and was wonderful exposure for the library and so many other great resources for families our community offers.

Adult Services Report by Courtney

August was a very busy first month for me. I assisted Brittany at National Night Out and helped out at both of very well-attended eclipse programs. I attended the informational OPN presentation at WHS to better acclimate myself to the new library project. I attended an all-day Readers' Advisory workshop and seminar hosted by SCLS at Sun Prairie Public Library. The Adult

Services programming staff had our first meeting. We discussed ways to better organize programs booked, our new online calendar, and how to better promote our programs. I took over the adult non-fiction, adult/kids music, and adult/kids audiobooks collection and placed my first order. I look forward to cultivating the collection to fit Waunakee's needs. I booked 3 programs for the fall ranging from haunted locations to folk music and have begun to plan an adult DIY club for later this fall as well.

#### Meetings and Appearances this month

- Village Management Team meeting, August 8.
- McDonald Schaefer capital campaign planning meetings, August 8 and 21.
- Design meeting with OPN, August 10 and 18.
- Public unveiling of Library design, August 10.
- Access Wisconsin re: artwork in new building, August 16.
- Library management team with Brittany, Courtney, and Emily, August 16.
- Village Department Head retreat, August 17.
- SCLS Administrative Council, August 17.
- Waunakee Airport Pancake Breakfast and Fly In, August 20.
- Village Finance Committee, August 21.
- Capital Campaign fundraising event, August 23.
- Rotary, August 24 and 31.
- Library Staff meeting, August 25.
- Waunakee Community Bank, August 25.
- Capital Campaign cabinet meeting, August 28.
- Tim Herlitzka and Clint Cry from Waunakee Utilities, August 31.
- Renee Meinholz, August 31.

Village of Waunakee  
 Zero Based Budgeting - Summary  
 Future Budgets

<u>Library</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>4 year</u>
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Variance</u>
Expenditures					
Wages	\$ 649,371	\$ 609,142	\$ 533,432	\$ 483,901	\$ 165,470
Fringes	245,462	230,256	201,809	183,070	62,392
Other	241,825	220,000	202,237	196,670	45,155
Subtotal	1,136,658	1,059,398	937,478	863,641	273,017

Revenues					
COUNTY LIBRARY AID 100-43740020	\$ 210,000	\$ 185,000	\$ 160,046	\$ 120,000	
Subtotal	210,000	185,000	160,046	120,000	

Net cost of service	926,658	874,398	777,432	743,641	
Share of general revenues	-	-	-	-	
Tax Levy needs	\$ 926,658	\$ 874,398	\$ 777,432	\$ 743,641	

<u>Library Building</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>Variance</u>
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	
Expenditures					
Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Fringes	-	-	-	-	-
Other	96,500	67,000	38,398	38,398	-
Subtotal	\$ 96,500	\$ 67,000	\$ 38,398	\$ 38,398	-

Revenues					
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\$	-	\$	-	\$	-	\$	-
	<u>-</u>		<u>-</u>		<u>-</u>		<u>-</u>
\$	-	\$	-	\$	-	\$	-
	<u>-</u>		<u>-</u>		<u>-</u>		<u>-</u>
	96,500		67,000		38,398		38,398
	<u>-</u>		<u>-</u>		<u>-</u>		<u>-</u>
\$	<u>96,500</u>	\$	<u>67,000</u>	\$	<u>38,398</u>	\$	<u>38,398</u>
\$	210,000	\$	185,000	\$	160,046	\$	120,000

Subtotal

Net cost of service  
Share of general revenues  
Tax Levy needs

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**Library Fund**

Expenditures

	2020 Budget	2019 Budget	2018 Budget	2017 Budget
Wages	\$ -	\$ -	\$ -	\$ -
Fringes	-	-	-	-
Other	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Revenues				
PUBLIC CHARGES	\$ 18,000	\$ 16,000	\$ 14,700	\$ 14,700
BOOK SALES	-	-	-	-
PHOTOCOPIES	2,000	1,600	1,300	1,300
INTEREST INCOME	225	225	225	225
Subtotal	\$ 20,225	\$ 17,825	\$ 16,225	\$ 16,225
Net cost of service	(20,225)	(17,825)	(16,225)	(16,225)
Share of general revenues	-	-	-	-
Tax Levy needs	<u>\$ (20,225)</u>	<u>\$ (17,825)</u>	<u>\$ (16,225)</u>	<u>\$ (16,225)</u>