

**Waunakee Public Library**

**Library Board Meeting**

**Friday, December 8, 2017**

**7:45 AM**

**Library Programming Room**

- I. **Call to order:** Jean called the meeting to order at 7:47 AM
- II. **Roll Call:**
  - A. **Roll call:** Present: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Mike Ricker, Cindy Turner, Geoff Vine and Erick Plumb, Director
  - B. **Absent:** Gary Herzberg
- III. **Additions to agenda:** Personnel in Closed Session and Tutor.com
- IV. **Approval of consent agenda-** Mike moved, Annie seconded, Passed.
- V. **Public comment:** none
- VI. **Library Director's Report:** Erick reported on the success of The Friends of the Library craft fair and book sale with \$7,000 raised. The Monthly Activity Report was discussed with mention of flat growth in circulation which is a reflection of trends also seen in Dane County public libraries and nationwide. However, both children's and adult programs and numbers attending has increased from 2016 with 45.5% increase in children's programs and 550.0% increase in adult programs from the previous year.  
Tutor.Com. Based on discussion of the expensive annual subscription cost and low usage, the Board voted to discontinue Tutor.com on a motion by Geoff and second by Kathy. Passed.  
Other database subscriptions will be evaluated at a future meeting.  
The full director's report including youth service and adult service sections was included in the Board packet.
- VII. **Old Business**
  - A. **Building Committee Report- Geoff Vine**

Design meetings continue with OPN. The final "unveiling" is scheduled for January 9, 2018 from 2-4 PM, Room C, Waunakee Village Center. This will be a publicly posted meeting. Bidding is anticipated mid-February 2018, contracts finalized in March or April and construction to begin about May 1, 2018. Geoff discussed working with the Village Attorney to develop a procedure for contractors and sub-contractors to bid and also get in kind credit for construction cost reductions/donations to the Capital Campaign.
  - B. **Capital Campaign Committee- Annie Ballweg**

The capital campaign continues with great success. Pledges currently are at \$1,300,000. There has been positive return from the 100 Women in Waunakee event and responses from the mailing.

- C. **Review draft of Privacy of Public Records Policy**- postponed awaiting review by the Village attorney and return to the Library Board for final approval.

VIII. **New business**

- A. Approved January 2018 contract with McDonald Schafer for \$5,200, on a motion by Mike and second by Jean. Passed.

Jean moved to go into closed session to discuss personnel, **pursuant to §19.85 (1)(c), Stats., to consider employment, promotion, compensation or performance evaluation data of any public employee over which the Board has jurisdiction or exercises responsibility**, second by Mike. This was a unanimous motion, no roll call vote, carried. The Board returned to open session.

- B. Cindy moved to approve a 2018 salary adjustment for Youth Services Manager contingent upon Village Board approval. Jean seconded. Passed.

- IX. Adjourn: The meeting was adjourned at 8:40 AM on a motion by Jean, second by Geoff.

***Next Library Board Meeting: Friday, January 19, 2018 at 7:45 AM at WPL Programming Room.***

**Respectfully submitted, Cynthia S. Turner, Trustee and Secretary**

- A. **Reminder:** The final design meeting with OPN is scheduled for January 9, 2018. This will be posted and is an open meeting.
- B. **Reminder:** Meeting dates and times for 2018 Library Board meetings. The Board agreed that the monthly day would now be the 3<sup>rd</sup> Friday at 7:45 AM starting on January 19, 2018.

**VILLAGE OF WAUNAKEE**  
**REVENUES AND EXPENDITURES COMPARED TO BUDGET**  
**FOR 12 MONTHS ENDING DECEMBER 31, 2017**

**GENERAL FUND**

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
100-43740020	\$0.00	\$146,829.00	\$120,000.00	(\$26,829.00)	122.36%
100-43740091	\$0.00	\$635.00	\$0.00	(\$635.00)	100.00%
100-48540070	\$0.00	\$9,469.93	\$0.00	(\$9,469.93)	100.00%
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$156,933.93</b>	<b>\$120,000.00</b>	<b>(\$36,933.93)</b>	<b>130.78%</b>
<hr/>					
<b>TOTAL FUND REVENUES</b>	<b>\$0.00</b>	<b>\$156,933.93</b>	<b>\$120,000.00</b>	<b>(\$36,933.93)</b>	<b>130.78%</b>
<hr/>					
100-551400-110	\$0.00	\$200,972.69	\$206,669.00	\$5,696.31	97.24%
100-551400-120	\$0.00	\$271,899.37	\$277,232.00	\$5,332.63	98.08%
100-551400-121	\$0.00	\$240.84	\$0.00	(\$240.84)	100.00%
100-551400-130	\$0.00	\$34,549.79	\$37,016.00	\$2,466.21	93.34%
100-551400-131	\$0.00	\$26,472.88	\$27,020.00	\$547.12	97.98%
100-551400-132	\$0.00	\$95,112.81	\$108,518.00	\$13,405.19	87.65%
100-551400-133	\$0.00	\$514.71	\$391.00	(\$123.71)	131.64%
100-551400-134	\$0.00	\$8,615.60	\$10,125.00	\$1,509.40	85.09%
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	\$0.00	\$6,520.22	\$6,384.00	(\$136.22)	102.13%
100-551400-290	\$0.00	\$1,420.68	\$4,488.00	\$3,067.32	31.66%
100-551400-292	\$0.00	\$2,216.57	\$2,835.00	\$618.43	78.19%
100-551400-311	\$0.00	\$968.95	\$1,100.00	\$131.05	88.09%
100-551400-320	\$0.00	\$1,893.50	\$1,950.00	\$56.50	97.10%
100-551400-330	\$0.00	\$1,391.67	\$5,320.00	\$3,928.33	26.16%
100-551400-340	\$0.00	\$11,741.28	\$8,200.00	(\$3,541.28)	143.19%
100-551400-341	\$0.00	\$3,952.15	\$2,795.00	(\$1,157.15)	141.40%
100-551400-380	\$0.00	\$28,868.39	\$36,300.00	\$7,431.61	79.53%
100-551400-381	\$0.00	\$18,309.45	\$18,000.00	(\$309.45)	101.72%
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
LIBRARY COMPUTER SOFTWARE	\$9,748.18	\$9,474.00	(\$274.18)	102.89%
LIBRARY KIT SUPPLIES	\$2,973.63	\$3,000.00	\$26.37	99.12%
LIBRARY AUDIO MATERIALS	\$7,171.09	\$10,500.00	\$3,328.91	68.30%
LIBRARY VIDEOS	\$7,433.71	\$8,500.00	\$1,066.29	87.46%
LIBRARY OTHER	\$16,800.84	\$11,400.00	(\$5,400.84)	147.38%
LIBRARY PERSONNEL	\$46.00	\$0.00	(\$46.00)	100.00%
LIBRARY PUBLIC RELATIONS	\$126.70	\$3,475.00	\$3,348.30	3.65%
LIBRARY BLDG FULL TIME	\$1,318.76	\$0.00	(\$1,318.76)	100.00%
LIBRARY BLDG FICA	\$98.86	\$0.00	(\$98.86)	100.00%
LIBRARY BLDG RETIREMENT	\$89.50	\$0.00	(\$89.50)	100.00%
LIBRARY BLDG HEALTH	\$480.95	\$0.00	(\$480.95)	100.00%
LIBRARY BLDG LIFE	\$2.99	\$0.00	(\$2.99)	100.00%
LIBRARY BLDG DENTAL	\$25.52	\$0.00	(\$25.52)	100.00%
LIBRARY BLDG SERVICES	\$22,928.09	\$21,900.00	(\$1,028.09)	104.69%
LIBRARY BLDG UTILITIES	\$11,735.89	\$12,000.00	\$264.11	97.80%
LIBRARY BLDG GAS HEAT	\$1,523.40	\$2,460.00	\$936.60	61.93%
LIBRARY BLDG REPAIRS/MAINT	\$272.88	\$1,688.00	\$1,415.12	16.17%
LIBRARY BLDG OTHER	\$10,092.18	\$350.00	(\$9,742.18)	2,883.48%
<b>TOTAL</b>	<b>\$864,991.54</b>	<b>\$898,444.00</b>	<b>\$33,452.46</b>	<b>96.28%</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>\$864,991.54</b>	<b>\$898,444.00</b>	<b>\$33,452.46</b>	<b>96.28%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>(\$708,057.61)</b>	<b>(\$778,444.00)</b>	<b>(\$70,386.39)</b>	<b>90.96%</b>

# VILLAGE OF WAUNAKEE

## TRIAL BALANCE

FOR 12 MONTHS ENDING DECEMBER 31, 2017

	YTD ACTUAL	YTD BUDGET
220-11110 COMMINGLED CASH	\$125,429.08	\$0.00
220-11210 LIBRARY SPECIAL REVENUE CASH	\$0.00	\$0.00
220-11501 CD INVESTMENTS	\$0.00	\$0.00
220-11580 LIBRARY CD 599001246	\$0.00	\$0.00
220-11581 LIBRARY CD 12359399	\$0.00	\$0.00
220-11582 LIBRARY CD 5006134353	\$0.00	\$0.00
220-11583 LIBRARY MONEY MARKET	\$0.00	\$0.00
220-11584 LIBRARY T-BILL	\$0.00	\$0.00
220-11585 CD cert 791962692	\$0.00	\$0.00
220-11800 PETTY CASH - LIBRARY	\$0.00	\$0.00
220-11801 CASH ON HAND	(\$178.42)	\$0.00
220-13300 ACCRUED INTEREST RECEIVABLE	\$0.00	\$0.00
220-21100 MISC ACCOUNTS PAYABLE	\$0.00	\$0.00
220-21219 ACCOUNTS PAYABLE SYSTEM	\$0.00	\$0.00
220-21999 P/R ALLOCATED TO OTHER FUNDS	\$0.00	\$0.00
220-34220 DESIGNATED - CARBERRY FUND	\$0.00	\$0.00
220-34221 DESIGNATED - SCHUBERT FUND	\$0.00	\$0.00
220-34300 FUND BALANCE	\$540.00	\$0.00
220-43740091 SOUTH CENTRAL LIBRARY AID	\$110,805.22	\$0.00
220-46740011 PUBLIC CHARGES	\$0.00	\$0.00
220-46740012 BOOK SALES	\$11,150.22	\$14,700.00
220-46740013 DAMAGED BOOKS	\$0.00	\$0.00
220-46740014 PHOTOCOPIES	\$0.00	\$0.00
220-48040010 MISCELLANEOUS REVENUE	\$2,181.94	\$1,300.00
220-48140001 INTEREST INCOME	\$0.00	\$0.00
220-48340001 PROPERTY SALES	\$217.00	\$225.00
220-48540070 DONATIONS	\$0.00	\$0.00
	\$884.66	\$0.00

VILLAGE OF WAUNAKEE  
 REVENUES AND EXPENDITURES COMPARED TO BUDGET  
 FOR 12 MONTHS ENDING DECEMBER 31, 2017

**EQUIPMENT REPLACEMENT**

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
430-551400-810 LIBRARY EQUIPMENT	\$0.00	\$4,091.52	\$6,500.00	\$2,408.48	62.95%
TOTAL	\$0.00	\$4,091.52	\$6,500.00	\$2,408.48	62.95%
<b>TOTAL FUND EXPENDITURES</b>	\$0.00	\$4,091.52	\$6,500.00	\$2,408.48	62.95%
<b>NET REVENUES OVER EXPENDITURES</b>	\$0.00	(\$4,091.52)	(\$6,500.00)	(\$2,408.48)	62.95%

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VILLAGE OF WAUNAKEE  
REVENUES AND EXPENDITURES COMPARED TO BUDGET  
FOR 12 MONTHS ENDING DECEMBER 31, 2017

**LIBRARY SPECIAL REVENUE FUND**

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	\$0.00	\$11,150.22	\$14,700.00	\$3,549.78	75.85%
PUBLIC CHARGES	\$0.00	\$2,181.94	\$1,300.00	(\$881.94)	167.84%
PHOTOCOPIES	\$0.00	\$217.00	\$225.00	\$8.00	96.44%
INTEREST INCOME	\$0.00	\$884.66	\$0.00	(\$884.66)	100.00%
DONATIONS					
TOTAL	\$0.00	\$14,433.82	\$16,225.00	\$1,791.18	88.96%
<b>TOTAL FUND REVENUES</b>	\$0.00	\$14,433.82	\$16,225.00	\$1,791.18	88.96%
<b>NET REVENUES OVER EXPENDITURES</b>	\$0.00	\$14,433.82	\$16,225.00	\$1,791.18	88.96%



**1030243: Waunakee Library Forever Fund**

11/1/2017 To 11/30/2017

**Balance**

Beginning Balance 267,380.00

**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 4,797.48

**4,797.48**

**Grants/Distributions**

Grants/Distributions (5,300.00)

Transfers Out 0.00

MCF Support (222.82)

**(5,522.82)**

**Ending Balance**

**\$266,654.66**

**Cash Available for Grants as of 11/30/2017**

**\$934.00**

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## December 2017 Bills

Account	Vender	Amount
100-551400-290 - Leased Items		
	Gordon Flesch	\$122.44
100-551400-311 – Postage		
	Post Office	\$168.54
		<b>\$ 168.54</b>
100-551400-320 - Pubs/Subs/Dues		
	<b>Total</b>	<b>\$0.00</b>
100-551400-340 - Programs		
	Ace	
	Amazon	
	Piggly Wiggly	\$20.54
	Hobby Lobby	\$23.89
	Walgreens	\$10.61
	Apple iTunes	\$10.54
	Walmart	
	<b>Total</b>	<b>\$65.58</b>
100-551400-380 – Adult Books		
	Amazon	\$27.56
	Baker & Taylor	\$2,481.01
	<b>Total</b>	<b>\$2,508.57</b>
100-551400-381 – Juvenile Books		
	Amazon	
	Baker & Taylor	\$662.22
	<b>Total</b>	<b>\$662.22</b>
100-551400-384 - Digital Materials & Computer Software		
	CDW-G (Adobe cloud suite)	
	Verizon -Hotspots	\$80.02
	Amazon (e-books)	
	Barnes & Noble (e-books)	
	TBS faxing	
	<b>Total</b>	<b>\$80.02</b>
100-551400-385 – Kit Supplies		
	Amazon	\$69.74
	Walmart	
	<b>Total</b>	<b>\$69.74</b>

100-551400-386 – Audio Materials		
	Penguin	
	Amazon	
	Recorded Books	\$7.95
	Midwest tape	\$26.98
	<b>Total</b>	<b>\$34.93</b>
100-551400-387 – Videos		
	Amazon	\$1,746.06
	Midwest	
	<b>Total</b>	<b>\$1,746.06</b>
100-551400-390 - Other (Supplies)		
	SCLS (RFID tags)	
	Amazon	\$76.92
	Demco	\$322.89
	Piggly	\$18.57
	Office Max	
	<b>Total</b>	<b>\$418.38</b>
101-551401-210 - Building Services		
	Coverall	\$ 1,345.00
	Rhyme	
	<b>Total</b>	<b>\$ 1,345.00</b>
101-551401-390 - Building Other		

430-551400-810 - Equipment Replacement		
	SCLS (PC and 2 printers)	\$4,091.52
	<b>Total</b>	<b>\$4,091.52</b>

470-551400-210 - Library Outside Services		
	McDonald Schaefer	\$7,800.00
	<b>Total</b>	<b>\$7,800.00</b>
470-551400-215 - BLD Architect		
	OPN (July, August, Sept invoices)	\$129,086.92
220-46740011- Special Revenue Fund		
	<b>Grand Total</b>	<b>\$148,199.92</b>

**WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT**

December 2017

	2017			2016		% Change	% Change	YTD
	December	Prev Month	Yr-to-date	December	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	25	24	306	25	307	4.2%	N/A	N/A
<b>CIRCULATION</b>								
Physical circulation	15,485	17,932	230,770	18,470	242,539	-13.6%	-16.2%	-4.9%
Digital circulation	1,871	1,717	21,276	1,204	17,719	9.0%	55.4%	20.1%
Library Total	17,356	19,649	252,046	19,674	260,258	-11.7%	-11.8%	-3.2%
<i>Per Day library was open</i>	694	819	824	787	848	-15.2%	-11.8%	-2.8%
Average of Deforest, Monona and	25,827	27,402	350,857	29,332	367,688	-5.7%	-12.0%	-4.6%
<b>By Category</b>								
Books								
Juvenile Fiction	1,434	1,748	24,581	1,616	25,654	-18.0%	-11.3%	-4.2%
Juvenile Non-Fiction	812	1,052	13,641	943	12,944	-22.8%	-13.9%	5.4%
Easy Readers	716	1,033	13,925	1,164	16,688	-30.7%	-38.5%	-16.6%
Picture books	2,517	3,156	35,951	2,520	34,062	-20.2%	-0.1%	5.5%
Total Juvenile	5,479	6,989	88,098	6,243	89,348	-21.6%	-12.2%	-1.4%
Young Adult	464	506	7,533	722	8,882	-8.3%	-35.7%	-15.2%
Adult Fiction	1,979	2,078	26,641	1,719	24,499	-4.8%	15.1%	8.7%
Adult non-Fiction	1,805	1,898	23,528	2,453	29,545	-4.9%	-26.4%	-20.4%
Large print	370	341	4,778	373	4,528	8.5%	-0.8%	5.5%
Adult Paperbacks	216	254	3,004	231	3,298	-15.0%	-6.5%	-8.9%
Total Adult	4,370	4,571	57,951	4,776	61,870	-4.4%	-8.5%	-6.3%
Magazines	367	410	5,747	428	6,423	-10.5%	-14.3%	-10.5%
Audio	1,219	1,286	17,578	1,698	20,782	-5.2%	-28.2%	-15.4%
DVD and video	2,631	2,874	38,169	4,171	44,643	-8.5%	-36.9%	-14.5%
Software	55	27	435	67	632	103.7%	-17.9%	-31.2%
Kits	713	1,130	13,689	862	15,597	-36.9%	-17.3%	-12.2%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	61	80	894	11	583	-23.8%	454.5%	53.3%
E-books	1,871	1,717	21,276	1,204	18,512	9.0%	55.4%	14.9%
% of total circulation	10.8%	8.7%	8.4%	6.1%	7.1%	23.4%	76.2%	N/A
<b>PROGRAMS</b>								
Children								
Number	28	32	361	24	300	-12.5%	16.7%	20.3%
Attendance	648	921	15,191	651	12,912	-29.6%	-0.5%	17.7%
Young adult								
Number	3	3	38	2	33	0.0%	50.0%	15.2%
Attendance	16	12	231	9	391	33.3%	77.8%	-40.9%
Adult								
Number	5	13	81	1	52	-61.5%	400.0%	55.8%
Attendance	88	198	2,106	11	1,554	-55.6%	700.0%	35.5%
<b>TUTOR.COM</b>								
Total sessions	5	29	238	20	460	-82.8%	-75.0%	-48.3%
Total hours	2.32	12.36	110.46	7.52	176.69	-81.2%	-69.1%	-37.5%
<b># OF USES OF PUBLIC COMPUTERS *</b>	4,029	5,004	64,039	3,488	50,489	-19.5%	15.5%	26.8%
<b># OF VISITORS TO LIBRARY</b>	8,882	11,688	149,018	10,526	154,055	-24.0%	-15.6%	-3.3%

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**Library Activity Report**  
**Erick Plumb**  
**January 2018**

- A late-year flurry of fundraising and some well-timed gifts in the New Year has *put us past our goal!* We are at \$1,502,000 in gifts and pledges. We will now begin pursuit of our stretch goal of \$1.75 million. Many thanks to our amazing capital campaign cabinet members and to the people of Waunakee for supporting this project.
- In sad news, longtime librarian Sue McComb passed away on December 22. Sue had been with the Village since 1997, and coordinated our technical services activities. She had been on leave since August. There will be a memorial service for Sue on Saturday, January 20. The library will open late that day (no later than 1:30 PM) so that all staff may attend. We will miss Sue a great deal.
- Over half the Library's staff was able to attend Todd Schmidt's State of the Village talk for employees on January 9. Staff reported back that gave them good context to where the Village is, and where the library fits into the overall picture.
- We held our final design meeting on January 9 as we hope to begin the bid process around February 15.
- I attended the Village Listening Session on January 4 with President Zellner and Todd Schmidt. Jean Elvekrog and I were able to answer questions about the library project. The library was one of the main topics of the evening. I was pleased that the majority of those in attendance supported the project.
- I will be out of the country February 4 through the 11 with limited access to email and phone. Brittany Gitzlaff will be in charge of the library during my absence.

Youth Services Report by Brittany

Throughout the month of December it was storytimes and programs as usual. Participation fluctuates greatly throughout the month as families prepare for the holidays, adjust to the cold temperatures and compensate for school closings. For the first time in a very long time, we offered three separate Saturday programs. Attendance for each was promising and a trend we hope to continue. I was able to secure a January meeting with the elementary school librarians, literacy coaches and the assistant curriculum director to discuss options for combining our separate summer reading programs into one community-wide program. This is demanding much prep work and brainstorming, but is incredibly exciting too!

Adult Services Report by Courtney

In December, I hosted two programs. The first was a musical history of folk music presented by David HB Drake. Drake played instruments and the crowd sang along. I also hosted another DIY Make & Take where we made Sharpie Mugs. The class was capped at 14 and it was full. I attended a Dementia Awareness Coalition meeting where I updated the group on the status of our Music and Memory program. Music & Memory should be live and ready for participants in January. I attended a Lions meeting which included a presentation on the history of the Lions and goals of the group. I attended a new employee luncheon hosted by the Village at M & M's Coffeehouse. I attended the 2nd installment of the communication series hosted by the village. I began planning for a quarterly series on current

events to be hosted at the library. The library will be partnering with the Waunakee Community Cares Coalition for this series. Topics will range from opioid awareness to LGBTQ youth.

Erick's Meetings and Appearances in December

- Village Management Team meeting, December 5.
- McDonald Schaefer capital campaign planning meetings, December 4 and 11.
- Steve Stricker American Family Insurance Foundation event at AmFam, December 11.
- Design meeting with OPN, December 7.
- Rotary, December 14 and 21.
- SCLS Administrative Council, December 21.

# Waunakee Public Library

## Privacy of Library Records and Library Use

### *DRAFT*

The Waunakee Public Library protects the privacy of library records and the confidentiality of patron use of the library as required by relevant laws. The Waunakee Public Library Board adopts this policy pursuant to the relevant state and federal laws.

#### **Legal requirements**

Section 43.30 of the Wisconsin Statutes governs public library records. Under Section 43.30, library records which indicate the identity of any individual who borrows or uses the library's documents or other materials, resources or services may *only* be disclosed in certain circumstances, subject to other state and federal laws. This policy is intended to comply with the requirements set forth in Section 43.30 and the state and federal laws that impact Section 43.30.

Records indicating the identity of library users include a library users name, physical image, library card number, social security number, telephone number, street address, post-office box number or 9-digit extended zip code.

Records held by the library that include personally identifiable information about library users may also contain information that may need to be disclosed under Wisconsin's public records law. Thus, requests made under Wisconsin's public records law to the library must be evaluated by the library director or the library director's designee.

#### **Rules to be followed by library staff**

- (1) Library staff must refer all requests for library records and all requests for information about particular library users to the library director or the library director's designee.
- (2) As required by state law, library staff may only disclose library records indicating the identity of library users under the following conditions:
  - a) disclosure to staff members of the Waunakee Public Library, and the staff of other libraries and library systems only according to written procedures that comply with the laws cited above and that are approved by the director;
  - b) disclosure as authorized by the individual library user;
  - c) disclosure to custodial parents or guardians of children under the age of 16 (see below for handling of requests from custodial parents or guardians);
  - d) disclosure pursuant to court order (see below for handling of different types of court orders);
  - e) if someone's life or safety is at risk, library records may be released to appropriate individuals or officials without a court order<sup>1</sup>; and
  - f) certain surveillance information under the control of the library.
- (3) Library staff is not allowed to share information about use of library resources and services by identified library patrons except as necessary for the performance of their job duties and in accordance with procedures approved by the library director and/or board.

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<sup>1</sup> The Attorney General's office opined, in a response dated November 27, 2006 to questions submitted by State Superintendent Elizabeth Burmaster, that "...if someone's life or safety is at risk, for example, if there was a child abduction at the library, the law would not require the police to obtain a court order before being allowed to view any relevant [surveillance] tapes."

### **Handling requests from custodial parents or guardians of children under the age of 16**

Requestor must be the child's "custodial parent," defined as any parent other than a parent who has been denied periods of physical placement with a child under Wis. Stat. § 767.24(4). The Library staff will:

- (1) request identification
- (2) if the requestor is the parent or guardian listed on the child's library record and the requestor resides at the same address, the staff may provide the requested information; otherwise the staff will
- (3) obtain a completed and signed "Request for Access to Child's Library Record" form to help ensure that the requestor is indeed the child's custodial parent or guardian and that the requestor has not been denied periods of physical placement with the child under Wis. Stat. § 767.24(4).
- (4) The staff may then grant the request or refer the request to the Library Director or designee.

The Library staff will attempt to satisfy the request as soon as practicable and without unreasonable delay. In most cases this will be at the time of the request. If there is a question of the requester's guardianship, the staff person may delay the request until review by the Library Director and / or Library Board. If a request is denied by the Library staff, the requester can appeal in writing to the Library Board.

Normal photocopy/printing charges will be assessed to the requester for copies of records provided.

### **Handling of court orders**

[Note: All search warrants are court orders, but *not* all subpoenas are court orders. Library staff may not disclose library records in response to a subpoena that is not a court order if those records indicate the identity of library users.]

If a law enforcement officer (or anyone else) brings a **subpoena**<sup>2</sup> directing library staff to produce library records:

- (1) Notify the library director, or if the director is not available, notify the highest-ranking staff person on duty.
- (2) The library director or the highest-ranking staff person should ask the municipal attorney (or library counsel) to review the subpoena.
- (3) If the subpoena has any legal defects, require that the defects be cured before records are released.
- (4) If appropriate, ask legal counsel to draft a protective order to be submitted to the court keeping the requested information confidential and limiting its use to the particular case.
- (5) Follow legal counsel's advice for compliance with the subpoena.

If law enforcement officers bring a court order in the form of a **search warrant**<sup>3</sup>:

- (1) A search warrant is executable immediately, unlike a subpoena. The law enforcement officers may begin a search of library records as soon as they enter the library.
- (2) Request that the law enforcement officers wait until the municipal attorney (or library counsel) is present before the search begins in order to allow counsel an opportunity to examine the search warrant and to assure that the search conforms to the terms of the search warrant. (The law enforcement officials are *not* required to accede to your request to delay the search.)
- (3) Cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are disclosed.

If FBI agents bring a court order in the form of a **search warrant issued under the Foreign Intelligence Surveillance Act (FISA)**<sup>4</sup>:

<sup>2</sup> A subpoena is a call to come before a court, and may include a direction to bring specified records. Not all subpoenas are court orders. Your municipal attorney (or library counsel) can determine if a particular subpoena is a court order. A subpoena normally indicates that a response is required within a certain number of days. Library staff may not disclose library records in response to a subpoena that is not a court order if those records indicate the identity of library users.

<sup>3</sup> A search warrant is a is an order signed by a judge directing a law enforcement officer to conduct a search of a designated person, a designated object or a designated place for the purpose of seizing designated property or kinds of property.

<sup>4</sup> The USA Patriot Act amended the Foreign Intelligence Surveillance Act (FISA) to allow the FBI to apply for a court order requiring the "production of any tangible things (including books, records, papers, documents and other items) for an investigation to protect against international terrorism or clandestine intelligence activities, provided

- (1) A search warrant is executable immediately, unlike a subpoena. The law enforcement officers may begin a search of library records as soon as they enter the library.
- (2) Request that the law enforcement officers wait until the municipal attorney (or library counsel) is present before the search begins in order to allow counsel an opportunity to examine the search warrant and to assure that the search conforms to the terms of the search warrant. (The law enforcement officials are *not* required to accede to your request.)
- (3) Cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are disclosed.
- (4) **It is illegal to disclose to any other person (other than those persons necessary to produce the tangible things sought in the warrant) that the Federal Bureau of Investigation has sought or obtained records or other items under the Foreign Intelligence Surveillance Act (FISA).**

Adopted by Library Board on January 19, 2018

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that such investigation of a United States person is not conducted solely upon the basis of activities protected by the first amendment..."




respectfully encourage you to communicate your wishes to your local library director. Direct input from library patrons is always welcomed, and we want library services and collections to serve their communities uniquely.

We all recognize the challenges facing municipalities as departments and agencies vie for increasingly scarce funding. Libraries are using creative partnerships and collaborations and emerging technologies, to connect people with information and ideas, to serve as lifelong learning centers and to build strong communities. We remain committed to the ideal that a well-informed populace is a free populace, and that everyone should have equal access to information and ideas regardless of their ability to afford an Amazon Prime membership, a computer, or a cellphone. Let me now invite you to visit your local library soon. We have resources and programs here for the whole family to enjoy. We believe that there is no greater honor than to serve the public in Wisconsin communities. We look forward to seeing you soon!

About the author:

Ralph Illick has been working in libraries since 1988. He spent his first 14 years in the Orange County Library System in Orlando, Florida, where he served as a librarian. He and his wife Andrea relocated to Wisconsin in 2002, where he served as the Head of Adult Services at the Pauline Haass Public Library in Sussex until 2011. He has been the Director of the Marathon County Public Library since January 2011. Ralph currently serves as Chair of the System and Resource Library Administrators Association of Wisconsin.

He has a master's degree in information studies from Florida State University. His outside interests include playing guitar, reading, cooking, and spending time with his wife and two cats. Contact Ralph at [Ralph.Illick@co.marathon.wi.us](mailto:Ralph.Illick@co.marathon.wi.us)



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## Engaging Minds. Connecting Community.

Todd Schmidt, Administrator/Economic Development Director and Erik Plumb, Library Director, Village of Waunakee



After many years of discussions and planning, the Village of Waunakee looks to break ground for its new

community library in the spring of 2018. Like other Dane County communities, Waunakee has grown tremendously in recent years, growing by over 50% in population since 2000. The current library, constructed in 1985, is too small for a growing community, lacking amenities such as reading rooms, meeting and study spaces, programming rooms, spaces for teens and 'tweens, and additional areas for technology use and collaboration. The current building does what it was built to do: namely, serve as a repository of books for the village and provide a small space for intimate library programs such as story times and book clubs. These needs have changed.

The role of a library in the 21st century is about much more than lending books. Today's library must be a more comprehensive resource, not only providing patrons a place to check out materials but also a place to comfortably and conveniently do things like access high-speed internet PCs and free Wi-Fi; attend events and programs that entertain, enlighten, and inspire; and, crucially, meet and connect with others in the community, whether for formal gatherings or through the magic of unplanned encounters and spontaneous conversations. Libraries have always engaged minds, but more than ever, they now connect people within their communities.

With a planned opening in mid-2019, a new Waunakee Public Library will fill all of these needs, while providing room for future growth. The village has been working with the design firm OPN Architects, to create a flexible, expandable, and dynamic community space. The building will provide over a dozen meeting and programming spaces, social areas, quiet reading nooks, and large community event spaces both indoors and out. The site, adjacent to Six Mile Creek, is the former Waunakee Alloy manufacturing plant. Formerly a contaminated brownfield, the library site will provide a pedestrian-friendly library-in-a-park setting, with access to a recreational trail, a cleaned up creek with greater public access, and a rebuilt neighborhood playground. When completed, the library will serve as the cultural ❤️ of Waunakee for decades to come.

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## Susan M. McComb

January 20, 1950 - December 21, 2017

LODI-Susan Mary (Ryniecki) McComb, age 67, of Lodi, passed away on Thursday, Dec. 21, 2017, at Agrace HospiceCare. She was born on Jan. 20, 1950, in Chicago, Ill., the daughter of Jean (Lysogorski) and Jules Ryniecki. She married John H. McComb Jr. on Oct. 2, 1969, in Chicago. Susan enjoyed sewing and quilting and enjoyed outdoor activities such as gardening and boating. She did a lot of reading and loved her dogs. Susan is survived by her husband, John; children, Christopher (Kelly), Shannon (Dan) Hayes, Sean (Megan), Brian (fiancé Jennifer); grandchildren, Taylor, Madison, Grant, Molly and Murphy; and her dog, Ginger. She was preceded in death by her parents; and brother, Don. A Memorial Mass will be held at BLESSED TRINITY CATHOLIC PARISH, 521 Fair Street, Lodi, at 11 a.m., on Saturday, Jan. 20, 2018, with Father Scott Jablonski presiding. A celebration of her life and a time for visiting will follow the Mass at LAKESIDE BAR AND GRILL, W10960 Corning St, Poynette. Online condolences may be made at [www.gundersonfh.com](http://www.gundersonfh.com).

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