

Waunakee Public Library
Library Board Meeting
Board Room—201 N. Madison Street
Friday, December 20, 2019 7:45 AM

*Agendas may change prior to the commencement of the meeting.
Please check the posting board in the library lobby.*

- I. Call to order
- II. Roll call: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Erin Moran, Mike Ricker, Cathy Sheffield, Cindy Turner, Erick Plumb. Introduction of guests.
- III. Consent agenda
 - A. Approve November 15, 2019 Library Board Minutes
 - B. Approve Schedule of Bills
 - C. Approve Financial Reports, plus *Forever Fund*, 220 Account, and capital campaign outstanding balance
- IV. Public Comment
- V. Director's Report
- VI. Old Business
 - A.
- VII. New Business
 - A. Election of Library Board vice president
- VIII. Adjourn

Next Library Board meeting at 201 N. Madison Street: Fri., Jan. 17, 2020 @ 7:45AM
in the Board 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, November 15, 2019

7:45 AM

Board Room, 201 N. Madison St.

- 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, Mike Ricker, Cathy Sheffield, Cindy Turner, and Erick Plumb.
 - B. **Absent:** none
 - C. **Guests:** none
- III. **Introduce new trustee:** Cathy Sheffield. The Board welcomed Cathy who was appointed at the Village Board's November 4 meeting.
- IV. **Approval of consent agenda-:** Erin moved, Kathy seconded, Passed.
 - A. Annie noted that \$156,402 remains in capital campaign outstanding pledges. This is considered an excellent return and of minimal concern. The three year campaign officially ends on December 31st and many pledges arrive in December.
- V. **Public comment:** none

Library Director's Report: Erick reported meeting with Geoff Vine, Todd Schmidt and Renee Meinholz (Finance) to detail final costs for the new building. The project is \$90,000 over budget which is reasonable for a construction project of this magnitude. The Village plans to close the books by December 31, 2019 and final borrowing will be approved by the Village Board in January or February 2020. A few outstanding projects remain. Vogel is repairing windows and the playground and benches are to be completed when spring weather allows. The maintenance staff is fully in place and the early winter snow removal successful. The library staff is also doing light housekeeping when needed. The entire South Central Library System will migrate to a new software platform, Biblioovation, on December 6th. This migration will be rolled out over several days and self-checkout halted during those few days. The full director's report including youth service and adult service sections were also included in the Board packet.

- VI. **Old Business**
 - A. **Discuss and approve 2020 Library Operating Budget:**

Motion to approve the 2020 library budget which now implements the addition of Sunday hours beginning in September 2020, from 1-5 each Sunday during the school year. The motion included approval of a supervisory Library Assistant III staff member to a FT adult services librarian. Covering the Sunday hours requires a supervisor and four library assistants. Motion by Cindy, second by Mike. Passed.

VII. New Business

A. Discuss impact of additional hours and staff positions:

Based on the budget approval of Sunday hours and the promotion and additional staff hours noted, the impact on the budget is about \$30,000. The full yearly costs will be reflected in 2021.

The Board requested that a new organizational chart be provided at the December meeting.

B. Discuss publicity options for the library:

Mike and Erick will construct a publicity release.

C. Approve opening the Library no later than 12PM on Friday, December 6, 2019 for Staff In-service: Passed on a motion by Cindy, second by Annie.

VIII. Adjourn: The meeting was adjourned at 8:30AM on a motion by Mike, second by Erin.

Library Board Meeting: Friday, December 20, 2019 at 7:45 AM at WPL Board Room

201 No. Madison Street.

Respectfully submitted, Cynthia S. Turner, Trustee and Secretary

November 2019

Account	Vender	Amount
<u>100-551400-217 Security Systems</u>		0.00
	Midwest Alarm Services	0.00
	Total	0.00
<u>100-551400-219 Automation levy</u>		
	Total	0.00
<u>100-551400-225 Communications</u>		
	Total	0.00
<u>100-551400-290 Leased items</u>		
	Total	0.00
	Gordon Flesch	167.71
	Secure Storage of Waunakee	0.00
	Total	167.71
<u>100-551400-292 Maintenance contracts</u>		
	SCLS	0.00
	Bibliotheca	2,081.60
	Total	2,081.60
<u>100-551400-311 Postage</u>		
	Post Office	55.00
	Total	55.00
<u>100-551400-320 Publications, subscriptions and dues</u>		
	WILS	959.30
	ALA	0.00
	Amazon Prime	0.00
	WLA conference	0.00
	Total	959.30
<u>100-551400-330 Travel and training</u>		
	SCLS	0.00
	UW Wisconsin	0.00
	Training reimbursement	42.34
	WLA travel reimbursement	102.08
	Total	144.42
<u>100-551400-340 Programs</u>		
	Pig	11.50
	Apple Music	10.54
	Amazon	9.10
	Dollar Tree	0.00
	Demco	0.00
	Jamie Statz-Paynter	70.00
	Kara Hoerr	100.00
	Michaels	22.86
	Target	14.21
	Judith Borke	3,000.00
	Total	3,238.21
<u>100-551400-341 Equipment</u>		

2/

	Bibliotheca	0.00
	Best Buy	0.00
	Home Depot	0.00
	Amazon	0.00
	Scs	204.27
	Total	204.27
<u>100-551400-350 Repairs and maint</u>		
	Total	0.00
<u>100-551400-380 Adult books</u>		
	Amazon	20.00
	Baker and Taylor	5,500.77
	Beyond the page	0.00
	Total	5,520.77
<u>100-551400-381 Juvenile books</u>		
	Amazon	0.00
	Baker and Taylor	1,070.54
	Penworthy	0.00
	Total	1,070.54
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	0.00
	Total	0.00
<u>100-551400-384 - Digital Materials & Computer Software</u>		
	Amazon	0.00
	Apple	0.00
	TBS	0.00
	Barnes and Noble	0.00
	Verizon -Hotspots	160.06
	Total	160.06
<u>100-551400-385 Kit supplies</u>		
	Amazon	159.64
	Walmart	0.00
	Ikea	398.00
	Total	557.64
<u>100-551400-386 Audio materials</u>		
	Recorded Books	287.91
	Midwest Tape	192.89
	Penguin Random House	86.25
	Findaway	367.94
	Total	934.99
<u>100-551400-387 Videos</u>		
	Amazon	660.72
	Midwest Tape	174.40
	Total	835.12
<u>100-551400-390 Other</u>		
	Amazon	357.53
	Uline	87.30
	Schilling Suppy Co	105.07
	Offic e Depot	125.95
	Pig	19.74
	Demco	117.62
	Capital Coffee	496.95
	Ace	5.94
	Minuteman Press	1,823.80
	Total	3,139.90

100-551400-391 Personnel

100-551400-392 Public relations

Total	0.00
Minuteman Press	0.00
SCLS	0.00

100-551401-210 Building serices

Total	0.00
Nassco	356.59
Menards	71.28
Capital Coffee	219.35
Ace Hardware	12.49
Minuteman Press	2,000.18
Steel Surgeon LLC	725.00
Total	3,384.89

220 fund

Amazon	0.00
	0.00
	0.00
Total	0.00

Month Total	22,454.42
--------------------	------------------



VILLAGE OF WAUNAKEE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR	
<u>TAXES</u>							
100-41100110	GENERAL PROPERTY TAX	.00	5,491,714.00	5,491,714.00	.00	100.00	5,174,965.00
100-41200101	STATE SALES TAX	10.00	112.09	120.00	(7.91)	93.41	112.28
100-41300110	UTILITY TAX	84,300.00	927,300.00	886,000.00	41,300.00	104.66	831,600.00
100-41800101	INTEREST ON TAXES	.00	851.18	.00	851.18	.00	734.65
100-41900101	OTHER TAXES	.00	14,177.19	.00	14,177.19	.00	2,960.90
	TOTAL TAXES	84,310.00	6,434,154.46	6,377,834.00	56,320.46	100.88	6,010,372.83
<u>INTERGOVERNMENTAL REVENUE</u>							
100-43210012	FEDERAL POLICE VEST GRANT	.00	850.00	.00	850.00	.00	838.50
100-43400110	STATE SHARED REVENUE	123,017.01	145,894.06	152,514.00	(6,619.94)	95.66	147,244.56
100-43400130	OTHER STATE SHARED REVENUE	.00	68,694.89	68,016.00	678.89	101.00	28,046.31
100-43411020	FIRE INSURANCE TAX	.00	77,925.16	50,000.00	27,925.16	155.85	67,999.79
100-43510020	DEPT OF JUSTICE TUITION	3,040.00	3,040.00	.00	3,040.00	.00	2,880.00
100-43510023	OTHER LAW ENFORCEMENT AIDS	.00	1,865.14	.00	1,865.14	.00	8,065.57
100-43512060	STATE EMS FUNDING ASSISTANCE	6,666.74	6,666.74	.00	6,666.74	.00	5,727.42
100-43521030	TRANSPORTATION AIDS	.00	817,399.81	817,775.00	(375.19)	99.95	770,065.29
100-43528040	STATE RECYCLING PAYMENT	.00	28,396.65	20,000.00	8,396.65	141.98	28,347.35
100-43600190	OTHER STATE GRANTS	.00	.00	.00	.00	.00	48,016.43
100-43740020	COUNTY LIBRARY AID	600.00	185,402.31	182,830.00	2,572.31	101.41	167,147.00
100-43740091	SOUTH CENTRAL LIBRARY AID	.00	475.00	.00	475.00	.00	1,106.00
	TOTAL INTERGOVERNMENTAL REVE	133,323.75	1,336,609.76	1,291,135.00	45,474.76	103.52	1,275,484.22
<u>LICENSES & PERMITS</u>							
100-44101010	LICENSES - LIQUOR & BEER	10,600.00	32,330.00	12,000.00	20,330.00	269.42	21,610.00
100-44101015	LICENSES - OPERATOR	275.00	6,649.00	5,000.00	1,649.00	132.98	5,922.00
100-44101020	LICENSES - CIGARETTE	.00	700.00	800.00	(100.00)	87.50	800.00
100-44101090	LICENSES - MISCELLANEOUS	.00	3,796.00	2,600.00	1,196.00	146.00	2,425.00
100-44202020	LICENSES - DOG	42.75	3,786.25	5,400.00	(1,613.75)	70.12	4,198.25
100-44202030	LICENSES - CAT	.00	559.00	1,200.00	(641.00)	46.58	552.00
100-44210010	LICENSES - BICYCLE	.00	17.00	40.00	(23.00)	42.50	9.00
100-44313010	PERMIT FEES RESIDENTIAL NEW CO	5,307.50	77,252.63	52,500.00	24,752.63	147.15	88,039.57
100-44313015	PERMIT FEES RES ALT & ADD	2,754.65	47,426.34	15,000.00	32,426.34	316.18	38,378.01
100-44313020	PERMIT FEES NEW MULTI FAMILY	.00	495.00	.00	495.00	.00	1,492.50
100-44313030	PERMIT FEES NEW COMM & IND	.00	70,981.35	7,000.00	63,981.35	1,014.02	96,270.41
100-44313035	PERMIT FEES COMM/IND ALT & ADD	264.00	49,966.79	10,000.00	39,966.79	499.67	21,603.72
100-44313095	NO PERMIT PENALTIES	.00	.00	.00	.00	.00	100.00
100-44320085	SIGN PERMIT	.00	1,200.00	1,250.00	(50.00)	96.00	1,125.00
100-44320090	PERMIT FEES MISC	140.00	4,017.75	2,500.00	1,517.75	160.71	2,885.00
100-44352050	SITE PLAN APPROVAL	.00	960.00	2,300.00	(1,340.00)	41.74	2,880.00
100-44352060	PUD REVIEW	475.00	1,900.00	.00	1,900.00	.00	1,425.00

Handwritten signature/initials

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY OPERATIONS</u>						
100-551400-110 LIBRARY FULL TIME	23,008.94	275,482.86	293,864.00	18,381.14	93.75	232,307.31
100-551400-120 LIBRARY PART TIME	25,835.69	281,990.33	282,031.00	40.67	99.99	250,645.10
100-551400-121 LIBRARY OVERTIME	.00	.00	.00	.00	.00	33.77
100-551400-130 LIBRARY FICA	3,578.52	40,848.11	44,055.00	3,206.89	92.72	35,131.09
100-551400-131 LIBRARY RETIREMENT	2,588.38	29,986.00	31,760.00	1,774.00	94.41	26,686.61
100-551400-132 LIBRARY HEALTH	5,755.25	102,437.25	122,303.00	19,865.75	83.76	104,172.06
100-551400-133 LIBRARY LIFE	49.83	550.74	509.00	(41.74)	108.20	440.10
100-551400-134 LIBRARY DENTAL	554.75	6,945.11	9,924.00	2,978.89	69.98	7,820.59
100-551400-210 LIBRARY OUTSIDE SERVICES	81.00	1,308.00	1,864.00	556.00	70.17	2,196.00
100-551400-217 LIBRARY SECURITY SYSTEMS	943.15	943.15	325.00	(618.15)	290.20	323.40
100-551400-219 LIBRARY AUTOMATION LEVY	.00	44,006.48	49,006.00	4,999.52	89.80	45,612.47
100-551400-225 LIBRARY COMMUNICATIONS	735.00	7,564.75	6,528.00	(1,036.75)	115.88	5,531.34
100-551400-290 LIBRARY LEASED ITEMS	1,516.24	3,460.50	4,596.00	1,135.50	75.29	535.47
100-551400-292 LIBRARY MAINTENANCE CONTRACTS	.00	3,505.83	4,500.00	994.17	77.91	645.37
100-551400-311 LIBRARY POSTAGE	175.30	999.97	1,350.00	350.03	74.07	933.14
100-551400-320 LIBRARY PUBS/SUBS/DUES	42.00	3,691.50	2,450.00	(1,241.50)	150.67	5,270.16
100-551400-330 LIBRARY TRAVEL/TRAINING	(156.18)	1,864.48	3,135.00	1,270.52	59.47	3,445.90
100-551400-340 LIBRARY PROGRAMS	3,934.29	17,172.88	14,100.00	(3,072.88)	121.79	13,687.23
100-551400-341 LIBRARY EQUIPMENT	204.27	9,401.17	5,000.00	(4,401.17)	188.02	3,423.54
100-551400-380 LIBRARY ADULT BOOKS	2,772.48	30,723.93	41,000.00	10,276.07	74.94	25,449.17
100-551400-381 LIBRARY JUVENILE BOOKS	1,380.49	20,489.15	20,250.00	(239.15)	101.18	17,052.92
100-551400-383 LIBRARY SERIAL SUBSCRIPTIONS	.00	13,639.48	7,920.00	(5,719.48)	172.22	8,199.31
100-551400-384 LIBRARY COMPUTER SOFTWARE	219.87	8,934.44	13,832.00	4,897.56	64.59	12,456.83
100-551400-385 LIBRARY KIT SUPPLIES	259.68	2,723.40	4,250.00	1,526.60	64.08	2,064.11
100-551400-386 LIBRARY AUDIO MATERIALS	871.76	9,537.76	12,500.00	2,962.24	76.30	6,855.35
100-551400-387 LIBRARY VIDEOS	890.62	9,110.18	8,500.00	(610.18)	107.18	8,774.19
100-551400-390 LIBRARY OTHER	3,460.65	17,122.50	16,912.00	(210.50)	101.24	9,666.95
100-551400-391 LIBRARY PERSONNEL	28.00	545.00	.00	(545.00)	.00	49.00
100-551400-392 LIBRARY PUBLIC RELATIONS	.00	1,295.15	1,700.00	404.85	76.19	2,343.42
TOTAL LIBRARY OPERATIONS	78,729.98	946,280.10	1,004,164.00	57,883.90	94.24	831,751.90



VILLAGE OF WAUNAKEE
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY BUILDING</u>						
100-551401-110 LIBRARY BLDG FULL TIME	4,132.89	22,673.07	26,150.00	3,476.93	86.70	563.04
100-551401-120 LIBRARY BLDG PART-TIME	1,470.90	3,369.10	14,674.00	11,304.90	22.96	.00
100-551401-121 LIBRARY BLDG OVERTIME	.00	688.51	.00	(688.51)	.00	.00
100-551401-130 LIBRARY BLDG FICA	396.69	1,852.55	3,123.00	1,270.45	59.32	41.88
100-551401-131 LIBRARY BLDG RETIREMENT	270.71	1,530.23	1,713.00	182.77	89.33	37.74
100-551401-132 LIBRARY BLDG HEALTH	1,001.77	8,478.70	8,015.00	(463.70)	105.79	246.25
100-551401-133 LIBRARY BLDG LIFE	4.43	23.08	100.00	76.92	23.08	.93
100-551401-134 LIBRARY BLDG DENTAL	145.23	910.21	811.00	(99.21)	112.23	18.42
100-551401-210 LIBRARY BLDG SERVICES	834.96	22,931.69	22,600.00	(331.69)	101.47	18,134.83
100-551401-220 LIBRARY BLDG UTILITIES	1,988.14	29,699.48	29,500.00	(199.48)	100.68	10,415.50
100-551401-221 LIBRARY BLDG GAS HEAT	927.64	3,785.71	6,859.00	3,073.29	55.19	1,555.75
100-551401-350 LIBRARY BLDG REPAIRS/MAINT	.00	599.69	7,500.00	6,900.31	8.00	168.90
100-551401-390 LIBRARY BLDG OTHER	.00	53.50	600.00	546.50	8.92	167.80
TOTAL LIBRARY BUILDING	11,173.36	96,595.52	121,645.00	25,049.48	79.41	31,351.04
<u>DEPOT</u>						
100-551410-210 DEPOT OUTSIDE SERVICES	.00	.00	.00	.00	.00	22.80
100-551410-350 DEPOT REPAIRS/MAINT	.00	22.80	600.00	577.20	3.80	.00
TOTAL DEPOT	.00	22.80	600.00	577.20	3.80	22.80



1030243: Waunakee Library Forever Fund

10/1/2019 To 10/31/2019

Balance

Beginning Balance 271,747.39

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 3,487.93

3,487.93

Grants/Distributions

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (226.46)

(226.46)

Ending Balance

\$275,008.86

Cash Available for Grants as of 10/31/2019

\$0.00

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

November 2019

	2019			2018		% Change	% Change	YTD
	November	Prev Month	Yr-to-date	November	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	24	27	265	24	281	-11.1%	N/A	N/A
CIRCULATION								
Physical circulation	23,441	26,058	245,327	17,835	224,266	-10.0%	31.4%	9.4%
Digital circulation	2,528	2,862	28,857	2,142	23,486	-11.7%	18.0%	22.9%
Library Total	25,969	28,920	274,184	19,977	247,752	-10.2%	30.0%	10.7%
<i>Per Day library was open</i>	1,082	1,071	1,035	832	882	1.0%	30.0%	17.4%
Average of Deforest, Monona and	26,422	27,680	320,900	27,363	327,516	-4.5%	-3.4%	-2.0%
By Category								
Books								
Juvenile Fiction	2,780	3,157	29,500	1,707	25,885	-11.9%	62.9%	14.0%
Juvenile Non-Fiction	1,401	1,654	17,008	943	14,742	-15.3%	48.6%	15.4%
Easy Readers	1,559	1,935	15,926	1,023	13,776	-19.4%	52.4%	15.6%
Picture books	4,323	4,756	42,178	3,065	38,122	-9.1%	41.0%	10.6%
Total Juvenile	10,063	11,502	104,612	6,738	92,525	-12.5%	49.3%	13.1%
Young Adult	612	669	7,347	451	7,641	-8.5%	35.7%	-3.8%
Adult Fiction	2,524	2,674	25,701	2,106	25,001	-5.6%	19.8%	2.8%
Adult non-Fiction	2,191	2,370	23,554	2,564	28,722	-7.6%	-14.5%	-18.0%
Large print	570	609	6,019	454	4,652	-6.4%	25.6%	29.4%
Adult Paperbacks	222	293	2,417	177	2,880	-24.2%	25.4%	-16.1%
Total Adult	5,507	5,946	57,691	5,301	61,255	-7.4%	3.9%	-5.8%
Magazines	345	400	4,508	294	4,543	-13.8%	17.3%	-0.8%
Audio	1,425	1,568	15,100	1,455	14,927	-9.1%	-2.1%	1.2%
DVD and video	4,095	4,671	43,010	3,106	36,688	-12.3%	31.8%	17.2%
Software	23	9	257	21	266	155.6%	9.5%	-3.4%
Kits	1,080	1,079	10,824	939	11,317	0.1%	15.0%	-4.4%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	66	89	770	60	747	-25.8%	10.0%	3.1%
E-books	2,528	2,862	28,857	2,142	23,486	-11.7%	18.0%	22.9%
% of total circulation	9.7%	9.9%	10.5%	10.7%	9.5%	-1.6%	-9.2%	N/A
PROGRAMS								
Children								
Number	31	39	354	35	343	-20.5%	-11.4%	3.2%
Attendance	874	1,269	14,487	854	13,560	-31.1%	2.3%	6.8%
Young adult								
Number	7	4	55	5	36	75.0%	40.0%	52.8%
Attendance	59	49	1,423	29	163	20.4%	103.4%	773.0%
Adult								
Number	9	10	106	11	97	-10.0%	-18.2%	9.3%
Attendance	105	289	1,841	149	1,340	-63.7%	-29.5%	37.4%
NEW PATRONS ADDED	95	146	1,228	34	738	-34.9%	179.4%	66.4%
PUBLIC MEETING ROOM BOOKINGS	20	19	66	0	0	5.3%	N/A	N/A
STUDY ROOM BOOKINGS	209	208	622	0	0	0.5%	N/A	N/A
# OF VISITORS TO LIBRARY	12,710	16,061	148,587	11,654	144,135	-20.9%	9.1%	3.1%

11

New Library Patrons added

Month	2018	2019
January	42	49
February	46	44
March	66	56
April	40	55
May	64	55
June	146	125
July	69	39
August	92	396
Sept	71	168
October	68	146
November	34	95
December	23	
Total	761	1228

Library Activity Report
Erick Plumb
November 2019

The library, along with the entire South Central Library System, migrated to a new circulation software platform (an "ILS" in Library-speak) beginning on December 6. The new ILS, called Bibliovation, was up and running at the library on December 9. Like the current system, Bibliovation is an open-source, cloud-based platform that is accessible anywhere internet access is available. While there remain a few hiccups, the migration has gone smoothly for the most part.

The Friends of the Library held their annual Craft Fair and Book & Bake Sale at the Intermediate School on November 23. They raised over \$8,000 which is wonderful to see! Kudos to the Friends for another successful event!

We will be adding two exterior lights above the book drop in the coming weeks. This additional work is based on customer feedback about how difficult it can be to find the drive-up book drop in the dark after the parking lots dim for the night. This should be the "final" project of the building project. We will have Vogel return with their subcontractor to fix the wood paneled walls upstairs and in the Storytime Room: some of the wood has warped badly since opening and is coming off the wall.

Youth Services Report by Brittany Gitzlaff

November continued to be a busy month in spite of holiday closures and illnesses catching up with many. For the third year now we've celebrated "Dinovember" with daily pictures on our Facebook account of our collection of plastic dinosaurs doing silly things in the library. It was a ton of fun to highlight features of the new library and it creates a lot of interaction on social media. Even more exciting this month was being chosen for both a grant and a donation. Cindy Jensen (YS Library Assistant) applied for and received the "Sequences & Stories" mini grant for \$1000 that will go towards STEM supplies for programming. Cindy is planning on purchasing a Dash & Dot robot and several engineering kits. The supplies will be used for additional STEM programs in 2020. Long-time patrons Dave and Sandy Healy chose the library as the recipient of a "Thrivent Action Team" donation for \$1000. Half the money has already been spent on children's books and the other half will go towards sponsoring a new program that will start in January called "The Young and the Restless." This will be an open-gym style program offered two or three times a month during winter. I'm planning on purchasing small ride-on toys,

balance boards, a low balance beam and other gross motor toys that will help kids incorporate big body play indoors.

Adult Services Report by Courtney Cosgriff

In November, I hosted 4 programs and the Ales and Tales book club. Ari (intern) and I had a meeting with Tamara from SCLS to get our digitization project going. Eventually, all the historical documents/photos we have will be uploaded to Recollection Wisconsin. Gay, Patti, and I had a programming meeting where we discussed 2020 ideas. We will be having a Local Author Showcase in February, a Volunteer Fair in April, and possibly an Earth Day showcase as well. I attended a Census 2020 meeting at the Village where we discussed promotional ideas and census job opportunities. I attended a webinar on Money Smart Week 2020 in hopes to find programming ideas. I attended Biblioventions training led by Emily and then trained Gay S. on it as well.

Erick's Meetings and Appearances in November

- Library Staff Meeting, November 1
- Rotary, November 7 and 28
- Sauk City Public Library staff tour, November 4
- Rotary Board, November 5
- Village management team, November 5
- Oregon Public Library Building Committee tour, November 5
- Todd Schmidt, Renee Meinholz, Geoff Vine re: building project budget, November 11
- Dane County Library Directors, DCL Hdqtrs., November 14
- Library Board, November 15
- Village Board, November 18
- Red Hat Society tour, November 19
- SCLS All-Directors meeting, (& tour!), Community Hall, November 21
- Baraboo Library staff tour, November 22
- Friends of the Library Craft Fair, November 23
- Judy Borke and Jean Elvekrog, November 26



Waunakee
PUBLIC LIBRARY



Community Hall

Rental Guide

Description of Facility

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 and the Warming Kitchen are available during non-library hours. All events in Community Hall must end by 11 PM.

Events using Community Hall also have access to the Patio, weather permitting. As a public outdoor space, however, the Library cannot guarantee exclusive use of any outdoor space.



Community Hall Rental Fees

2019-2020 Rental Fee Table –Waunakee Public Library

Rental Fee table						
	Monday-Thursday 9 AM – 9 PM (4 Hour Time Limit)	Friday 9 AM – 5 PM (4 Hour Time Limit)	Friday 5 PM – 11 PM (6 Hour Time Limit)	Saturday 9 AM – 5 PM (6 Hour Time Limit)	Saturday 5 PM – 11 PM (6 Hour Time Limit)	Sunday (6 Hour Time Limit)
Community Hall > 50 people	\$125.00	\$125.00	\$400.00	\$250.00	\$400.00	\$250.00
Community Hall < 50 people	\$50.00	\$50.00	\$100.00	\$100.00	\$250.00	\$250.00
Board Room	\$25.00*	\$25.00*	Not available	\$25.00*	Not available	Not available

Pricing effective October 1, 2019

Please make checks payable to Waunakee Public Library for Community Hall reservations.

Food & Beverage Service

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 must 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 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.

Pre-Approved Caterers



Blowin Smoke BBQ

Robert Bishop—(608) 850-9848
www.blowinsmokebarbeque.com

Blue Plate Catering

Tim Dimenra—(608) 827-7200
www.blueplatecatering.com

Cranberry Creek Catering

Jim Norton—(608) 222-9752
www.cranberrycreek-cafe.com

Dickey's Catering

Nick Ziegler—(608) 516-8428
dickeysofmadison@gmail.com

Edith's Cakes, Catering and Café, Inc.

Marian Huettner—(920) 887-8861
www.edithscakesandcatering.com

Famous Dave's BBQ

Josh Pryne—(608) 222-1267
www.famousdaves.com/madison

Gaylord Catering Service

Connie Ziegler—(608) 222-1267
www.gaylordcatering.com

Hy-Vee Catering (East)

Jeff Ham—(608) 244-4696
www.hy-vee.com

Hy-Vee Catering (Westgate)

Steve Keip—(608) 277-6735
www.hy-vee.com

Lodi Sausage Company

Larry Cook—(608) 592-3534
www.lodisausage.com

Market Street Diner and Catering

Kristina Stanley—(608) 825-3377
www.marketstreetdiner.com

Mazo Catering

Chris Kettner—(608) 228-7476

Rodeside Grill

Pete Beeber—(608) 846-1874
www.ropesidegrill.com

T.J.'s Catering

Tim Scanlon—(608) 643-2498
www.tjcaterring.com

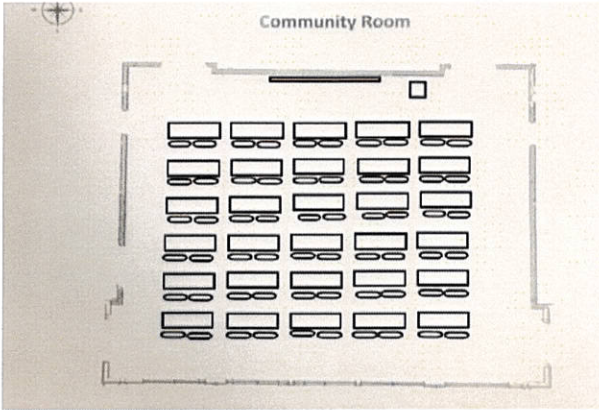
Upstairs Downstairs Catering

Dan Brown—(608) 256-4600
www.updowncatering.com

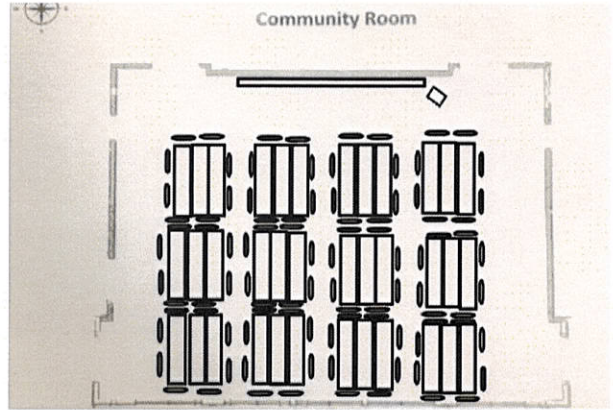
A catering fee of 10% of the total bill (excluding tax and gratuity) will be charged to all caterers. Any caterer that is not pre-approved needs to be authorized by the Parks and Recreation Director.

Community Hall Layouts

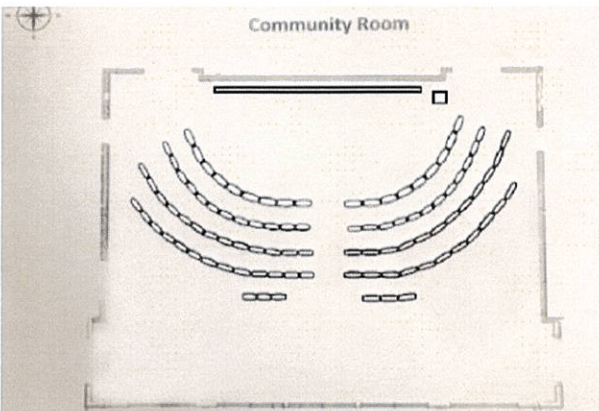
Community Hall can be arranged in a number of ways to fit many number of people. Layouts will be chosen at the time of booking and will be set up prior to your event.



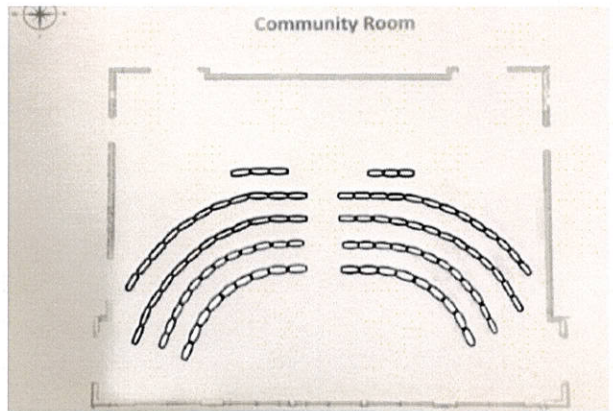
Classroom



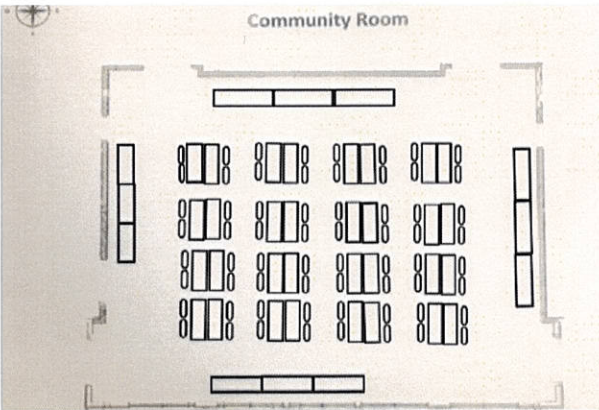
Pods (96 people)



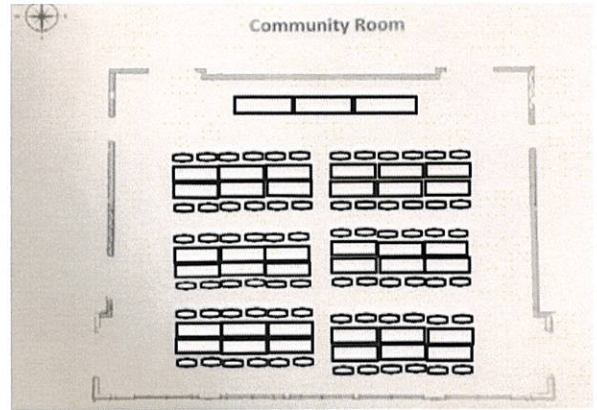
Traditional



Window Facing



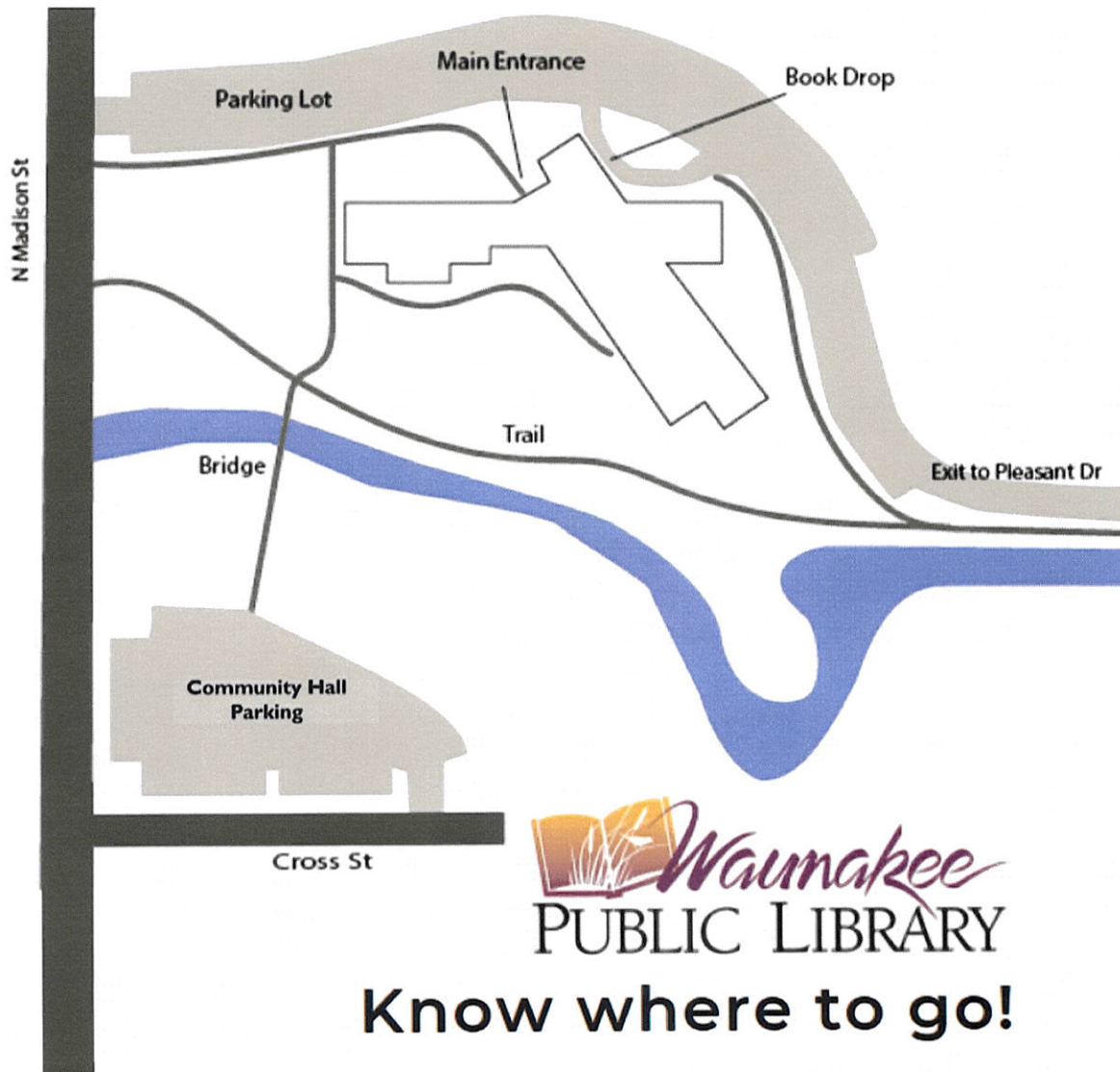
Party / Food #1



Party / Food #2

Parking

We ask that you park in the lot across the bridge labeled "Community Hall Parking."



Know where to go!

Contact Information

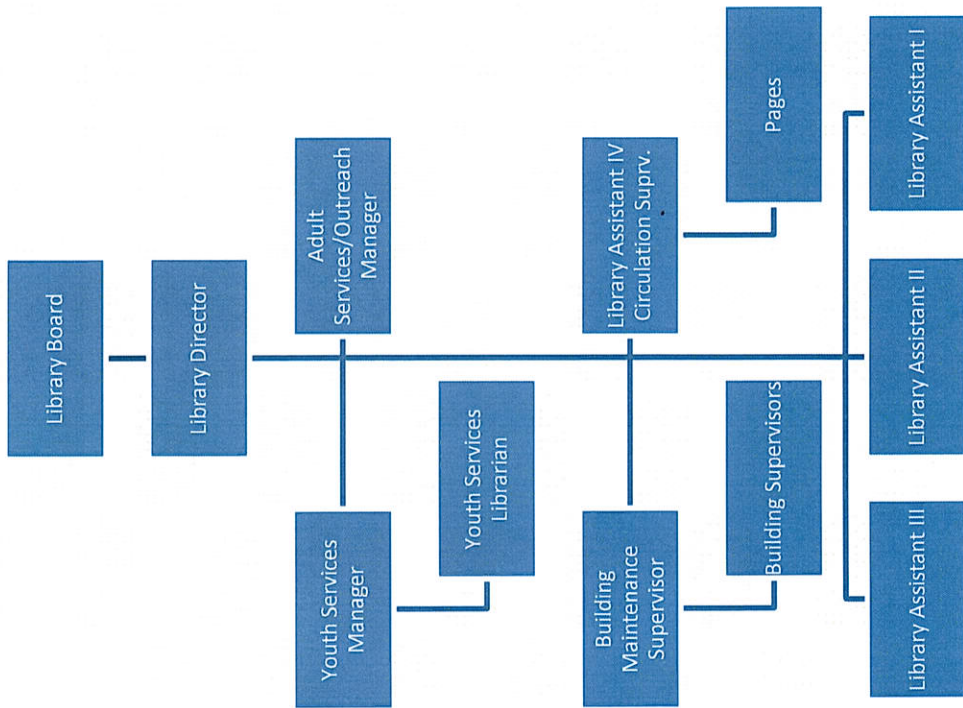
Phone Number: 608.849.4217

Address: 201 N. Madison Street, Waunakee, WI 53597

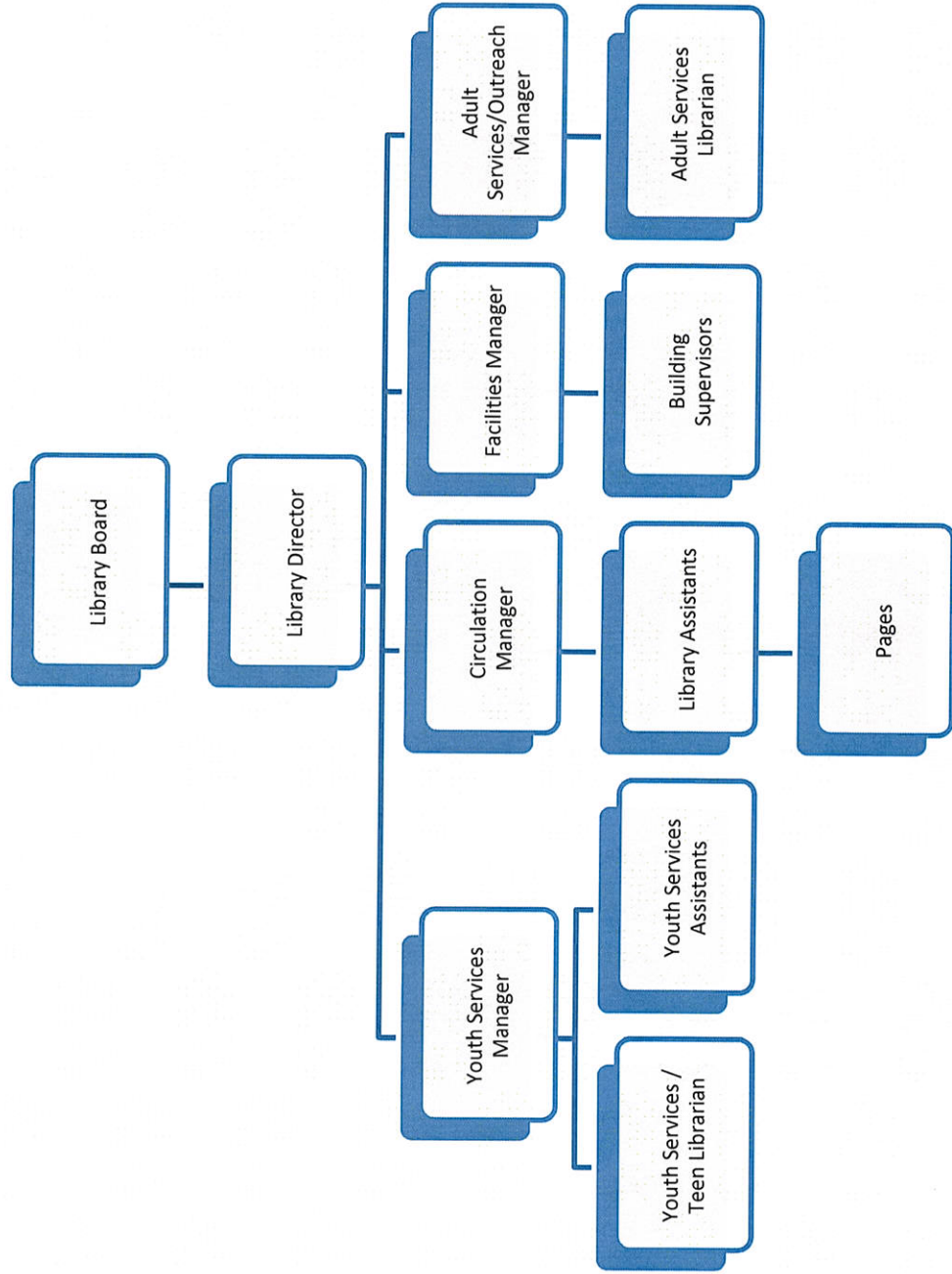
Website: www.waunakeepubliclibrary.org

If you have any questions regarding Community Hall (or other meeting spaces at the library), please contact Courtney Cosgriff at 608.850.2533.

Waunakee Public Library Organizational Chart
December 2019



September 2020



24