

Waunakee Public Library
Library Board Meeting Minutes
Library Programming Room

Friday, February 10, 2017 7:45 AM

Roll Call: Present: Annie Ballweg, Kristan Collins, Jean Elvekrog, Mike Ricker, Cindy Turner, Geoff Vine, Erick Plumb, Director

Absent: Gary Herzberg

- I. **Call to Order:** Jean called the meeting to order at 7:46 AM.
- II. **Roll Call:** Recorded above, no guests.
- III. **Additions to agenda:** Waunakee Tourism Grant
- IV. **Consent Agenda:** Cindy moved, Annie seconded, Carried.
- V. **Public comment:** None
- VI. **Director's Report:** Erick noted the first all-staff meeting on January 18, 2017 and his attendance at the Friends of the Library meeting the following evening. Erick expressed his thanks to the Friends for their donation of \$1,000 toward equipment in the Children's' Room. Brittany reported the new Read with a Cop program in which Officer Kara Christenson spent an hour reading with children. This successful program will be repeated. April 11, 2017 is National Library Worker's Day. On a motion by Cindy, and second by Mike the Board passed a resolution to give each staff member a \$25 gift card in appreciation of their hard work this past year. May 26, 2017 a volunteer appreciation event will be held following the library staff meeting. On a motion from Jean and second by Kristan, each of our dedicated volunteers will be given a \$25 gift card and hosted and thanked at a gathering of staff and Board. The Board designated that 220 funds be used for gift cards. The full February Director's Report was distributed.
- VII. **Old Business:**
 - A. **Core Building Committee Report- Geoff Vine:** The next meeting with OPN Architects has been postponed to a later date.
 - B. **Capital Campaign Committee Report- Annie Ballweg:** February 1, 2017 was the official Phase II start date with McDonald Schaefer. Current work includes the communication/messaging piece and finding campaign chairs. Annie requested that the Board submit names to her of both potential campaign chairs and major gift donors. Denise Vine will manage the donor database. The goal is that the capital campaign be completed by October 2018 with a report submitted to the Village Board.
 - C. **Marketing Committee Report- Mike Ricker:** No report. It was suggested that a newspaper article would be appropriate for the new circulating wifi mobile hotspots. (in Director's Report)
 - D. **Alloy Property Update- Erick Plumb** Cautiously optimistic that a final report will be made late spring 2017.
- VIII. **New Business:**
 - A. **Approve Contract with McDonald Schaefer:** The Board reviewed the consulting agreement with McDonald Schaefer. Moved by Jean to accept the contacted fees of \$7,800 per month beginning February 2017 and running for an initial term of three months. Mike seconded. Passed.

- B. **Approve Adult Service & Outreach Manager Position Description:** Erick presented the 2017 WPL organizational chart, a sample organizational chart from the Fitchburg Public Library and the position description for the Adult Services & Outreach Manager. This position is budgeted to begin on July 1, 2017. A motion to approve the description and begin the hiring process was made by Kristan, seconded by Cindy. Passed.
 - C. **Approve Internet Use Policy.** The policy and guidelines were adopted by the Board on a motion by Kristan and second by Annie.
 - D. **Approve 2016 Annual Report.** The report submitted to WI DPI was approved on a motion by Cindy, seconded by Jean. Passed.
 - E. **Digital Signage Kiosks & Wall Display** Jean moved to approve up to \$3,000 from the Forever Fund earnings to purchase digital signage to be used in the current library and moved to a new facility. Second by Mike. Carried.
 - F. **Mobile Bicycle Book Library** Jean suggested that the Friends of the Library submit a grant request to the Waunakee Tourism/Community Betterment Commission. The request is for a mobile bicycle book library that could be ridden to community events such as Waunafest. Books could be checked out on site utilizing the wifi hotspots. The Board approved submitting the grant request.
- IX. **Adjourn.** The meeting was adjourned at 8:49 AM on a motion by Jean, second by Geoff. Carried.

Note: Friend's Third Annual Sale of New Perennials- orders due March 3, 2017

& Scoopie Night at Culver's – Monday, February 27th 4-8 PM

Next Library Board Meeting: Friday, March 10, 2017 at 7:45 AM – Library Programming Room

Respectfully submitted, Cynthia S. Turner, Trustee and Secretary

February 2017 Bills

Account	Vender	Amount
100-551400-225 - Library Communications		
	TBS, Inc. (fax)	\$27.36
100-551400-290 -Leased Items		
	Gordon Fleisch	\$176.29
100-551400-311 – Postage		
	Post Office	\$103.88
100-551400-330-Library Travel/Training		
	CE Lunch - SCLS	\$12.00
100-551400-340 – Programs		
	Amazon	\$101.74
	Janway	\$260.00
	Piggly Wiggly	\$41.13
	Apple	\$10.54
	Dollar Tree	\$16.00
	TotEBAGfactory.com	\$202.50
	Target	\$25.32
	Total	\$657.23
100-551400-341 – Equipment		
	Amazon	\$270.67
	Demco	\$375.21
	Piggly Wiggly	\$23.63
	Office Depot	\$401.11
	SCLS	\$25.30
	Total	\$1,095.92
100-551400-380 – Adult Books		
	Amazon	\$1,390.74
	Barnes & Noble	\$0.00
	Baker & Taylor	\$0.00
		\$0.00
	Total	\$1,390.74
100-551400-381 – Juvenile Books		
	Amazon	\$1,535.33
	Penworthy	\$1,010.14
	Baker & Taylor	\$0.00
	Total	\$2,545.47
100-551400-383 - Serials		
	Tutor.com	\$6,300.00

	0	\$6,300.00
100-551400-384 - Digital Materials & Computer Software		
	Amazon	\$4.99
	SCLS	\$5,974.25
	Total	\$5,979.24
100-551400-385 – Kit Supplies		
	Amazon	\$607.58
	Walmart	\$56.59
	Lakeshore	\$83.48
	Total	\$747.65
100-551400-386 – Audio Materials		
	Midwest Tape	\$184.89
	Penguin	\$573.74
	Recorded Books	\$104.95
	Total	\$863.58
100-551400-387 – Videos		
	Amazon	\$19.99
	Midwest	\$876.60
	Total	\$896.59
100-551400-390 – Other		
	SCLS - printing	\$84.00
	Total	\$84.00
100-551400-392 - Library PR		
	Minute Man - Annual Report Flyer	\$126.70
100-551401-210 - Building Services		
	Demco	\$208.65
	Total	\$208.65
100-551401-221- Building Services		
	MG&E	\$686.05
426-551400-215 - Building Project		
	McDonald Schaefer	\$15,600.00
	Grand Total	\$37,501.35

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VILLAGE OF WAUNAKEE
REVENUES AND EXPENDITURES COMPARED TO BUDGET
FOR 2 MONTHS ENDING FEBRUARY 28, 2017

GENERAL FUND

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
100-43740020	\$10,517.00	\$10,517.00	\$120,000.00	\$109,483.00	8.76%
100-48540070	\$116.00	\$616.00	\$0.00	(\$616.00)	100.00%
TOTAL	\$10,633.00	\$11,133.00	\$120,000.00	\$108,867.00	9.28%
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TOTAL FUND REVENUES	\$10,633.00	\$11,133.00	\$120,000.00	\$108,867.00	9.28%
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100-551400-110	\$13,709.86	\$27,893.55	\$206,669.00	\$178,775.45	13.50%
100-551400-120	\$20,499.69	\$40,170.62	\$277,232.00	\$237,061.38	14.49%
100-551400-121	\$0.00	\$76.28	\$0.00	(\$76.28)	100.00%
100-551400-130	\$2,617.03	\$5,212.78	\$37,016.00	\$31,803.22	14.08%
100-551400-131	\$1,895.93	\$3,811.98	\$27,020.00	\$23,208.02	14.11%
100-551400-132	\$9,848.45	\$17,120.92	\$108,518.00	\$91,397.08	15.78%
100-551400-133	\$35.51	\$106.53	\$391.00	\$284.47	27.25%
100-551400-134	\$488.87	\$1,546.38	\$10,125.00	\$8,578.62	15.27%
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	\$532.24	\$1,036.73	\$6,384.00	\$5,347.27	16.24%
100-551400-290	\$244.92	\$244.92	\$4,488.00	\$4,243.08	5.46%
100-551400-292	\$0.00	\$0.00	\$2,835.00	\$2,835.00	0.00%
100-551400-311	\$54.88	\$104.82	\$1,100.00	\$995.18	9.53%
100-551400-320	\$240.00	\$240.00	\$1,950.00	\$1,710.00	12.31%
100-551400-330	\$59.45	\$70.25	\$5,320.00	\$5,249.75	1.32%
100-551400-340	\$506.08	\$531.64	\$8,200.00	\$7,668.36	6.48%
100-551400-341	\$764.81	\$1,381.04	\$2,795.00	\$1,413.96	49.41%
100-551400-380	\$1,793.10	\$2,881.75	\$36,300.00	\$33,418.25	7.94%
100-551400-381	\$2,644.75	\$3,756.85	\$18,000.00	\$14,243.15	20.87%
100-551400-383	\$6,300.00	\$12,125.44	\$14,529.00	\$2,403.56	83.46%
100-551400-384	\$5,974.24	\$7,341.30	\$9,474.00	\$2,132.70	77.49%

GENERAL FUND

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
LIBRARY KIT SUPPLIES	\$341.41	\$896.86	\$3,000.00	\$2,103.14	29.90%
LIBRARY AUDIO MATERIALS	\$980.45	\$1,220.37	\$10,500.00	\$9,279.63	11.62%
LIBRARY VIDEOS	\$506.74	\$962.52	\$8,500.00	\$7,537.48	11.32%
LIBRARY OTHER	\$2,023.63	\$2,057.81	\$11,400.00	\$9,342.19	18.05%
LIBRARY PUBLIC RELATIONS	\$0.00	\$0.00	\$3,475.00	\$3,475.00	0.00%
LIBRARY BLDG FULL TIME	\$95.12	\$182.05	\$0.00	(\$182.05)	100.00%
LIBRARY BLDG FICA	\$7.27	\$13.56	\$0.00	(\$13.56)	100.00%
LIBRARY BLDG RETIREMENT	\$6.47	\$12.37	\$0.00	(\$12.37)	100.00%
LIBRARY BLDG HEALTH	\$0.00	\$53.70	\$0.00	(\$53.70)	100.00%
LIBRARY BLDG LIFE	\$0.00	\$1.26	\$0.00	(\$1.26)	100.00%
LIBRARY BLDG DENTAL	\$5.14	\$5.14	\$0.00	(\$5.14)	100.00%
LIBRARY BLDG SERVICES	\$1,376.00	\$2,894.48	\$21,900.00	\$19,005.52	13.22%
LIBRARY BLDG UTILITIES	\$698.82	\$698.82	\$12,000.00	\$11,301.18	5.82%
LIBRARY BLDG GAS HEAT	\$390.60	\$390.60	\$2,460.00	\$2,069.40	15.88%
LIBRARY BLDG REPAIRS/MAINT	\$21.99	\$21.99	\$1,688.00	\$1,666.01	1.30%
LIBRARY BLDG OTHER	\$0.00	\$0.00	\$350.00	\$350.00	0.00%
TOTAL	\$74,663.45	\$179,400.69	\$898,444.00	\$719,043.31	19.97%
TOTAL FUND EXPENDITURES	\$74,663.45	\$179,400.69	\$898,444.00	\$719,043.31	19.97%
NET REVENUES OVER EXPENDITURES	(\$64,030.45)	(\$168,267.69)	(\$778,444.00)	(\$610,176.31)	21.62%

VILLAGE OF WAUNAKEE
REVENUES AND EXPENDITURES COMPARED TO BUDGET
FOR 2 MONTHS ENDING FEBRUARY 28, 2017

LIBRARY SPECIAL REVENUE FUND

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
220-46740011	\$0.00	\$883.83	\$14,700.00	\$13,816.17	6.01%
220-46740014	\$0.00	\$216.02	\$1,300.00	\$1,083.98	16.62%
220-48140001	\$0.00	\$19.00	\$225.00	\$206.00	8.44%
220-48540070	\$0.00	\$100.00	\$0.00	(\$100.00)	100.00%
TOTAL	\$0.00	\$1,218.85	\$16,225.00	\$15,006.15	7.51%
TOTAL FUND REVENUES	\$0.00	\$1,218.85	\$16,225.00	\$15,006.15	7.51%
NET REVENUES OVER EXPENDITURES	\$0.00	\$1,218.85	\$16,225.00	\$15,006.15	7.51%



3/2/2017

March 2017 petty cash.xlsx

WAUNAKEE PUBLIC LIBRARY
LIBRARY FUND
MARCH 10, 2017

	First Deposit	Second Deposit	Month Total
Library fund	354.45	443.98	798.43
Photocopies	52.30	111.40	163.70
			0.00
less sales tax on copies	-2.73	-5.81	-8.54
Total Deposit	404.02	549.57	<u>\$953.59</u>
Bills	306.00	421	727.00
Checks	77.30	106.48	183.78
Coins	20.72	22.09	42.81
Total	404.02	<u>\$549.57</u>	<u>\$953.59</u>

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1030243: Waunakee Library Forever Fund

1/1/2017 To 1/31/2017

Balance

Beginning Balance 237,551.77

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 3,648.06

3,648.06

Grants/Distributions

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (196.72)

(196.72)

Ending Balance

\$241,003.11

Cash Available for Grants as of 1/31/2017

\$9,278.03

Director's Report
Erick Plumb
March 2017

February saw the launch of our planning for the upcoming Capital Campaign. Jean, Annie and I are working with McDonald Schaefer's Theresa Midthun. We plan to hit the ground running when (not if) the Village takes possession of the Alloy site this Spring. We will discuss February's planning activities at our meeting.

The Core Building Committee will meet with OPN Architects' Wes Reynolds at its next meeting on March 13 to discuss a new contract for final design work.

Geoff, Cindy and I met to discuss the state of the Library's Strategic Plan. The three of us pored through each line and pared down the items that we should be focusing on in the next year or so. Geoff will provide a copy of the revised Plan for Board discussion at the April Library Board meeting.

We discovered during a routine maintenance check that one of the building's four furnaces keeps shorting out. We had noticed the heat on the east side of the upper level to be, shall we say, inconsistent this winter. All light ballasts were also replaced so we should be well-lit for the first time since I started last November.

The Village is exploring its options with regard to regular cleaning and maintenance of its facilities. Currently, all facilities use third-party vendors to provide regular daily cleaning, with the exception of the Village Center, which utilizes in-house staff. Each department currently uses separate contracts for each facility. The Village is exploring whether a combined contract that would cover all buildings would make sense; they are also exploring what it would cost to bring these services in-house. Regardless of what we do in the short term, I do believe it will be important to add Library-specific staff to handle routine maintenance on a daily basis when we move to our much-larger facility in 2019, similar to how the Village Center has Duane Stutz on its staff full time to handle day-to-day tasks.

Jean Elvekrog submitted a tourism grant for \$2,000 to cover a large percentage of the cost for a book bike. I also submitted a request from Madison Community Funds to release \$3,000 to the Library for digital signage, as approved last month by the Library Board.

The Adult Services Manager position approved in February will be advertised around the first of April. The position will have a beginning salary of \$51,112 and would begin July 1. We have identified a spot on the upper floor to construct a small office for this position, located next to the stairway in a corner of the stacks. We have a proposal to vote on this meeting to allocate money to this project. While we hope to vacate the current building in two years, we simply have no other adequate place to have a full-time professional librarian work for nearly two years and I feel strongly that this person should have a presence on the main adult floor.

No word yet from BadgerNet as to the planned upgrade to our broadband network. I will let the Board know what their plans for our upgrade are when I do.

Youth Services Report

February was the month of outreach for the Children's Department. In addition to the Family Fun Fitness Night, we also attended Community Reading Day at Prairie Elementary and held

storytime at Seventeenth Radish. We also hosted field trips for 4K students at Leap Academy and all four classes of second graders at Heritage. Hygienists from Forward Dental attended two preschool storytimes to promote Children's Dental Health Month and our annual 4K Dr. Seuss Night rounded out the month with great success. We thank the Friends of the Library for gifting us with a new kitchen, light table and toys and a board book shelving unit. Brittany also completed a four week continuing education course on Issues in Youth Services Management through UW-Madison's School of Library & Information Studies.

Upcoming Events

After a few heartening discussions, I've agreed to have the Library host the Waunakee Neighborhood Connection's English Group for non-native speakers. The group will meet each Tuesday from 12:30-2 in our programming room beginning Tuesday, March 7 through Tuesday, May 2. As part of their activities, they do some individual and one-on-one tutoring after they complete group instruction, and I've encouraged them to utilize the entirety of the public portions of our building to do that. They will provide childcare for participants that need it, so you'll likely see a few kids in the Children's Room along with caregivers. I've also allowed the group to utilize some shelves to store materials in the storage area beyond Brittany's office. I'm really pleased to offer our building as a site for this. It hopefully will provide a better environment than their current location – the school district offices. I'm hopeful to provide access to additional groups like this one both here and at the new building in the future. More about the group can be found here: <http://www.waunakeeneighborhoodconnection.com/english-group>

Reminder: we're hosting our second annual STEM Day at the Waunakee High School's Innovation Center on March 11. We have 10 outside groups coming in (BadgerBOTS, Sector 67, Alpha Chi Sigma, OPN, Tormach, Madison Area Herpetological Society, UW-Madison Stem Cell and Regenerative Medicine Center, Rob France's SkillsUSA group, as well as two individuals planning a slime station and an electricity activity). The library will also be hosting seven different stations, including a variety of math games, an unplugged coding activity, and experimenting with rubberband rockets. WHS will demonstrate screen printing by making book marks, as well as teach how metal molds are created by using chocolate and brown sugar to mimic the process. They will also have the Innovation Center open for tours for the community. Elizabeth Clauss has done a first-rate job coordinating this for the Library. That same day, we will also have library promotional materials at the Wellness Day event to be held at the Village Center.

A reminder also that the Library will be hosting a Volunteer Appreciation event on the morning of Friday, May 26, following a library staff meeting. The Library could not function as it does without the dedicated support of our volunteers. Light refreshments will be served

Meetings and Appearances this month

- McDonald Schaefer capital campaign planning, February 6
- Village Management team meeting, February 7

- Waunakee Community Bank Grand Opening, February 11
- McDonald Schaefer capital campaign planning, February 13
- Village department cleaning and maintenance planning, February 14
- Library Strategic Plan update meeting with Cindy Turner and Geoff Vine, February 16
- SCLS Administrative Council, SCLS Headquarters, February 16
- McDonald Schaefer capital campaign planning, February 20
- Genna Eaton, Waunakee Neighborhood Connection, February 23
- Waunakee Rotary, February 23
- Todd Schmidt, February 24
- McDonald Schaefer capital campaign planning, February 27
- Core Building Committee, February 27
- Jason Sweet, McDonald Schaefer capital campaign writer, March 1
- Laura Sowinski, WNC English Group coordinator, March 2, 2017
- Waunakee Chamber Dinner and Auction, March 2

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

February 2017

	2017			2016		% Change Prev Month	% Change Prev Year	YTD % Change
	February	Prev Month	Yr-to-date	February	Yr-to-date			
# of Days Library was open	24	26	50	25	51	-7.7%	N/A	N/A
CIRCULATION								
Physical circulation	17,629	18,292	35,921	19,222	37,210	-3.6%	-8.3%	-3.5%
Digital circulation	1,582	1,725	3,307	1,447	3,026	-8.3%	9.3%	9.3%
Library Total	19,211	20,017	39,228	20,669	40,236	-4.0%	-7.1%	-2.5%
<i>Per Day library was open</i>	800	770	1,570	827	1,579	4.0%	-3.2%	-0.6%
Average of Deforest, Monona and	27,497	29,159	56,656	29,727	59,191	-5.7%	-7.5%	-4.3%
By Category								
Books								
Juvenile Fiction	1,556	1,584	3,140	1,706	3,186	-1.8%	-8.8%	-1.4%
Juvenile Non-Fiction	1,055	1,056	2,111	1,052	2,053	-0.1%	0.3%	2.8%
Easy Readers	1,277	1,192	2,469	1,393	2,597	7.1%	-8.3%	-4.9%
Picture books	2,734	2,684	5,418	2,790	5,522	1.9%	-2.0%	-1.9%
Total Juvenile	6,622	6,516	13,138	6,941	13,358	1.6%	-4.6%	-1.6%
Young Adult	422	475	897	562	1,076	-11.2%	-24.9%	-16.6%
Adult Fiction	2,120	2,179	4,299	2,023	3,954	-2.7%	4.8%	8.7%
Adult non-Fiction	1,996	2,033	4,029	2,651	4,549	-1.8%	-24.7%	-11.4%
Large print	364	396	760	358	675	-8.1%	1.7%	12.6%
Adult Paperbacks	202	253	455	281	510	-20.2%	-28.1%	-10.8%
Total Adult	4,682	4,861	9,543	5,313	9,688	-3.7%	-11.9%	-1.5%
Magazines	353	391	744	513	1,005	-9.7%	-31.2%	-26.0%
Audio	1,353	1,388	2,741	1,745	3,300	-2.5%	-22.5%	-16.9%
DVD and video	3,244	3,419	6,663	3,330	6,578	-5.1%	-2.6%	1.3%
Software	41	64	105	40	71	-35.9%	2.5%	47.9%
Kits	828	1,095	1,923	1,334	2,481	-24.4%	-37.9%	-22.5%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	65	54	119	62	146	20.4%	4.8%	-18.5%
E-books	1,582	1,725	3,307	1,447	3,026	-8.3%	9.3%	9.3%
% of total circulation	8.2%	8.6%	8.4%	7.0%	7.5%	-4.4%	17.6%	N/A
PROGRAMS								
Children								
Number	33	38	71	24	57	-13.2%	37.5%	24.6%
Attendance	862	864	1,726	748	1,696	-0.2%	15.2%	1.8%
Young adult								
Number	2	1	3	3	5	100.0%	-33.3%	-40.0%
Attendance	6	4	10	24	32	50.0%	-75.0%	-68.8%
Adult								
Number	3	4	7	2	5	-25.0%	50.0%	40.0%
Attendance	28	68	96	59	87	-58.8%	-52.5%	10.3%
TUTOR.COM								
Total sessions	43	46	89	65	112	-6.5%	-33.8%	-20.5%
Total hours	16.94	20.41	37.35	20.94	36.45	-17.0%	-19.1%	2.5%
# OF USES OF PUBLIC COMPUTERS *	4,586	4,635	9,221	4,252	8,341	-1.1%	7.9%	10.6%
# OF VISITORS TO LIBRARY	11,061	9,554	20,615	11,020	20,634	15.8%	0.4%	-0.1%

Self-Service Holds Frequently Asked Questions

The Waunakee Public Library is moving to self-service open hold shelves. This means that library users will find and pick up their own materials being held for them off of the shelves when they have an item on hold. Self-service holds have been successfully utilized in area libraries for some time, including Madison, Middleton, Verona, Fitchburg, Sun Prairie, and others.

Below are some FAQs about the changes.

How will I find the item I requested?

Items will be shelved alphabetically by last name using a unique code for each patron. Items will be shelved spine or title down to protect privacy.

What is my code?

The first 4 letters of your last name, plus the first 3 letters of your first name.

**Example: WASH
GEO**

What if I prefer that my holds are not put in a public area? Can they be held behind the staff desk like in the past?

If you do not wish to have your holds in the new location, you may ask us to place your holds behind the desk and ask staff to retrieve them when you come in to pick up your items.

How will I know when something I requested has come in?

You will receive an email, a text message, or a phone call when your item is ready for pickup.

How long do I have to pick something up?

Seven days.

How do I check out my item?

You may check out your own materials using our Self Checkout station located next to the hold shelves, or wait at the desk for a staff person to check you out.

How do you keep patrons from checking out other people's holds?

Our computer system will only allow holds to be checked-out to the Library accounts with which they were placed. This means that in order to check out your holds using the self-service machines, you will have to have your Library card.

Can I check out holds for my spouse, child, or someone else using the self-checkout station?

Yes, but only if you have that person's Library card.

What do I do if I can't find my Library card?

You can get a replacement card for \$1 at the Service Desk

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If I know my Library card number, can I type it in by hand at the self-serve checkout terminals?

Yes.

Why did the Library make the change to self-service holds?

Self-service holds have become standard in Dane County libraries over the last few years, including libraries in Madison, Middleton, Sun Prairie, Verona, Fitchburg, and others. We started moving to self-serve because it's more efficient and reduces patron wait time for check-out. Self-service is also a growing trend in libraries across the country, and many of our patrons requested it.

How do I pay my fines? Does this mean that there will be no staff at Circulation to help me?

Absolutely not – the service desk will remain fully staffed and available to provide any assistance you need, such as placing holds, paying fines, helping with technology, or checking out.

How does self-service affect Library staff? Will jobs be cut?

These changes do not affect Library staff levels. But utilizing self-service does allow our staff to get more work done and to provide more in-depth assistance to patrons that need additional time with a staff member.

Will the new library that is being planned use self-service holds and checkout?

Yes. The plan for the new library is to have self-service hold shelves and to provide additional self-checkout stations in various locations throughout the building.

	Waunakee Public Library	
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The purpose of this policy is to ensure appropriate use the Wi-Fi Hotspot.

About the Wi-Fi Hotspot

The Wi-Fi Hotspot made available from Waunakee Public Library can be checked out and used to connect a device (lap top, cellphone, tablet, etc...) to the internet. The hotspot will work in any area in the United States where there is Verizon cell phone coverage.

Checkout

Any patron 18 and over, with a library card in good standing (no outstanding fines or lost items) may check out the hotspot. The hotspot can be borrowed for 14 days with no renewals. Waunakee Library has the ability to turn off and deactivate hot spots that are not returned by their due date.

Be advised that the hotspots are an open wireless connection and the library is not responsible for information accessed using this device or for personal information shared over the Internet. Hotspot users are encouraged to follow safe internet practices. Hotspot users should refrain from online activity that violates federal, state, or local laws.

Usage

Regular internet surfing and website use requires less data than streaming music and videos. Once the hotspot uses 25 GB of data, it is still possible to use Wi-Fi, but the connection will slow down. Streaming is not a satisfying option once the monthly data reaches 25 GB.

Return

Hotspots must be returned during open hours, directly to a staff member at the Circulation Desk of Waunakee Public Library. The hotspot may not be returned to the book drop or to any other library. All components of the hotspot must be returned before the item is checked in.

Do not attempt to clean or make repairs, adjustments or alterations of any kind to the Hotspot.

Holds

Holds for hotspots can be placed with a librarian, in person or over the phone at 608-849-4217.

Fines and Replacement Costs

Fines for the Wi-Fi hotspot are \$.50 per day with a maximum fine of \$5. Patrons are responsible for loss or damage to the hotspot or any of its contents and could be assessed a fee based on the damage. If a hotspot is lost, please contact Waunakee Public Library immediately. The replacement fee for the hotspot and accessories is \$100 which will be charged to your library account.

If the patron loses a component of the hotspot the charges will be as follows:

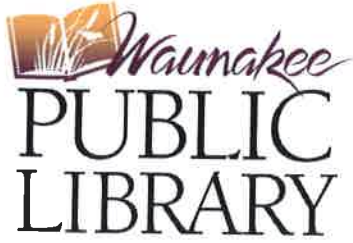
- Hotspot \$85
- Cord: \$5
- Power Supply: \$5
- Battery: \$5

Information Tracked

Your information is not tracked by the library or the service provider.

Filtering

Internet content filter is not provided through the Waunakee Public Library hotspot. Parents/Guardians are responsible for monitoring what their children access via the hotspot.



Named Gift Policy

Waunakee Public Library

PURPOSE

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

DEFINITIONS

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

POLICY

1. Authority

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

2. Requirements for Named Gifts

- a. No commitment for Named Gifts shall be made prior to approval of the proposed gift by the Board at the recommendation of the Library Director.
- b. Each proposal for a Named Gift shall be considered on its merits with all due attention given to both the long-term and short-term appropriateness of a Named Gift.
- c. Any proposal for a Named Gift shall be subject to review by the Village of Waunakee's legal counsel, if appropriate.
- d. In reviewing a request for a named gift, consideration shall be given to:
 - i. the significance of the proposed gift as it relates to the realization and/or success of the project;
 - ii. the urgency of need for project funds;
 - iii. the eminence and reputation of the individual or entity whose name is proposed; and
 - iv. the relationship of the individual or entity to the library.

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- e. The gift shall constitute a significant portion of the total cost of the item to be named. The gift shall either: (1) fund the total cost of the item to be named; or (2) provide a substantial portion of the total cost. The gift required to qualify for specific named gifts shall be presented in a separate list of Named Gift Opportunities.
- f. The donor must agree to pay a minimum of 50% of their gift within three years from the date their gift commitment is made. The balance, if any, must be paid within the following two years. Pledges exceeding five years must be approved by the Library Board at the recommendation of the Library Director.
- g. A named gift conferred in recognition of a pledge is contingent on fulfillment of that pledge and will be approved on that condition.

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

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

FORMS OF RECOGNITION

- 1. All Donors shall be recognized as follows:
 - a. All donors of gifts of any size will be publicly recognized at the completion of the campaign (e.g., newsletter, website, temporary on-site signage).
 - b. Donors of campaign gifts of \$2,500 or more will be permanently recognized by name on the Center Wall of Honor.
 - c. In addition to 2 above, donors of \$100,000 or more may also elect to have their name displayed in association with specific features of the facility (e.g. a certain room or area), subject to availability.
 - d. To avoid any appearance of commercial influence or conflict of interest, additional due diligence should be taken before recommending the naming of a major named gift opportunity that involves the name of a business, corporation or a corporate foundation.

DURATION

- 1. When a facility that has been named in recognition of a donor has reached the end of its useful life and will be replaced or substantially renovated, the replaced or renovated structure will carry forward the original donor's name in the same manner, or a substantially similar manner, as originally recognized.

2. Named Gifts may be time-limited at the discretion of the Library or the Donor. The time limitation may be a specifically stated number of years, or based on the functional lifespan of the named entity. The intended time limit for these named gifts is the functional lifespan of the named entity.
3. Demolishing, substantially remodeling or replacing a named physical entity effectively ends the named gift. Relocating, substantially altering the function of or eliminating an institutional entity effectively ends the named gift.
4. The Library will make every attempt to contact the Donor or Donor representative to inform them of the pending changes. Plaques and other commemorative items may be preserved to be presented to the Donor or Donor representative as appropriate.
5. If at any time following the approval of a named gift, extraordinary circumstances develop so that the continued use of that name may substantially compromise the public trust, the Library reserves the exclusive right to discontinue use of the donor's name in association with the library.

DOCUMENTATION

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

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

AVAILABILITY

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

EXCEPTIONS

1. Some potential donors may have specific ideas for commemorating their gift that are not consistent with this Policy. Requests for exceptions to this policy should be discouraged. However, if the gift is sufficient enough and the recognition the donor is requesting would not generally compromise the integrity of this policy or Library or their standing in the community or with its constituents (including past donors), the Library Board may elect to entertain the exception. The board reserves the right to consider donor history, volunteer history, donor capacity, or other circumstances.