

Waunakee Public Library
Library Board Meeting
Board Room—201 N. Madison Street
Friday, February 21, 2020 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 January 17, 2020 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. Share and discuss 2020 goals for library
- VII. New Business
 - A. Discuss and Approve Library's 2019 DPI Annual report
 - B. Discuss and Approve amended Appropriate Library behavior Policy
 - C. Discuss and Approve amended Meeting & Study Room Policy
 - D. Discuss library director compensation*
- VIII. Adjourn

Next Library Board meeting at 201 N. Madison Street: Fri., March 20, 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.

*** The Library Board may convene in closed session as authorized by Section 19.85(1)(c) of the Wisconsin Statutes for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Library Board may convene in open session.**

Waunakee Public Library

Library Board Meeting

Friday, January 17, 2020

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. **Guests:** none
- III. **Approval of consent agenda:** Cathy S. moved, Kathy G. seconded, Passed.
- IV. **Public comment:** none
- V. **Library Director's Report:** Erick reported on the impressive statistics for daily visits, program attendance, meeting room bookings and new library card accounts since opening the doors on August 1st. Also of note is the Michael F. Simon Builders custom built conference table in the Board Room. A recent article in the Waunakee Tribune detailed the combined contributions from the Kennedy and Simon families, oak tree and cabinetry, that resulted in this impressive table. Eric discussed the minimum wage paid to the Pages (shelvers) and proposed to be competitive with similar positions in Dane County this wage should be increased. In the 2021 budget, the pages should be included on the Village of Waunakee pay scale at the bottom, category 1 level of \$10.50 per hour. Current pay is \$7.25 per hour. Retention of Pages is difficult at this low level. Courtney Cosgriff wrote in her report that the local history files and documents are in the process of being digitized and catalogued. Budget discussions included that the final 2019 budget is over by \$30,000 which primarily is a reflection of increased personnel costs. The Board was again forewarned about the expected increases in operating costs in the new building for 2020. The Capital Campaign is only under by \$23,000 which is impressive given the \$1.66 million pledged. The balance in the Madison Community Foundation's Waunakee Library Forever Fund is \$281,335.
The full Director's Report and Youth and Adult Services reports are included in the Board packet.
- VI. **New Business**
 - A. **Discuss possible 2020 goals for the library:** Two suggestions were made; stay open to 6:00 PM on Fridays and increase the number of programs with a focus on daytime programs for adults. The Board was encouraged to consider additional goals to add to this initial list.
 - B. **Child Safety Policy:** The policy was approved as amended on a motion by Erin and second by Mike.

C. Library Appropriate Behavior Policy: This policy had been revised and passed by the Board in September 2019. With the new Child Safety Policy the Unattended Children section was dropped. Cindy moved to approve the revised policy, second by Annie. Passed.

D. Circulation Policy: The Board discussed amendments for charging for missing or damaged portable Wi-Fi hot spots and some wording changes. The amended policy was approved on a motion by Erin and second by Cathy S.

1. The Board discussed looking at the fine policy for all items. Jean noted that the Friends could budget for an additional Wi-Fi hot spot and the related Verizon monthly fee. Erick will look into a booking system for the Wi-Fi hot spots similar to the booking system for the meeting rooms.

E. Library Director: The Board will discuss compensation at the February meeting.

VII. Adjourn: The meeting was adjourned at 8:50AM on a motion by Mike, second by Erin.

Library Board Meeting: Friday, February 21, 2020 at 7:45 AM at WPL Board Room

201 No. Madison Street.

Respectfully submitted, Cynthia S. Turner, Trustee and Secretary

January

Account	Vendor	Amount
<u>100-551400-210 Outside services</u>		
	Total	0.00
<u>100-551400-219 Automation levy</u>		
	SCLS	46,787.95
	Total	46,787.95
<u>100-551400-225 Communications</u>		
	Total	0.00
<u>100-551400-290 Leased items</u>		
	Gordon Flesch	151.61
	Secure Storage of Waunakee	0.00
	Total	151.61
<u>100-551400-292 Maintenance contracts</u>		
	SCLS	0.00
	Total	0.00
<u>100-551400-311 Postage</u>		
	Post Office	18.76
	Total	18.76
<u>100-551400-320 Publications, subscriptions and dues</u>		
	Waunakee Lions Club	0.00
	ALA	0.00
	Amazon Prime	119.00
	WLA	0.00
	Total	119.00
<u>100-551400-330 Travel and training</u>		
	SCLS	12.00
	UW Continuing Studies	450.00
	Judith Borke	653.08
	Total	1,115.08
<u>100-551400-340 Programs</u>		
	Pig	62.10
	Apple Music	10.54
	Amazon	270.90
	Menards	2.68
	Dollar Tree	16.00
	Costco	76.52
	Lakeshore Learning	177.48
	SCLS	0.00
	Turning Tumble	77.27
	Wonder Workshop	409.98
	Maile Paalani	100.00
	Discount school supply	80.56
	Little Caesars	131.95
	Total	1,415.98
<u>100-551400-341 Equipment</u>		

if

	Meuer Art and Frame	287.84
	Best Buy	0.00
	Home Depot	0.00
	Amazon	0.00
	Scis	0.00
	Total	287.84
<u>100-551400-350 Repairs and maint</u>		
	Total	0.00
<u>100-551400-380 Adult books</u>		
	Amazon	145.83
	Baker and Taylor	1,744.48
	Waunakee Tribune	117.00
	Total	2,007.31
<u>100-551400-381 Juvenile books</u>		
	Amazon	0.00
	Baker and Taylor	474.14
	Penworthy	0.00
	Total	474.14
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	49.25
	Total	49.25
<u>100-551400-384 - Digital Materials & Computer Software</u>		
	TBS	44.48
	Demco Software	885.15
	SCLS	11,769.70
	WILS	2,929.65
	Verizon -Hotspots	160.04
	Total	15,789.02
<u>100-551400-385 Kit supplies</u>		
	Amazon	274.02
	Walmart	69.66
	Total	343.68
<u>100-551400-386 Audio materials</u>		
	Recorded Books	394.31
	Midwest Tape	269.82
	Penguin Random House	0.00
	Findaway	626.86
	Total	1,290.99
<u>100-551400-387 Videos</u>		
	Amazon	609.86
	Midwest Tape	107.20
	Total	717.06
<u>100-551400-390 Other</u>		
	Amazon	358.98
	Findaway	456.84
	Uline	121.94
	SCLS	1,161.48
	Pig	20.84
	Office Depot	135.56
	Demco	629.13
	Etsy	1,480.00
	Judith Borke	151.60
	MMF POS	10.14



<u>100-551400-391 Personnel</u>	Total	<u><u>4,526.51</u></u>
<u>100-551400-392 Public relations</u>	Total	<u><u>0.00</u></u>
	Minuteman Press	0.00
	SCLS	0.00
<u>100-551401-210 Building services</u>	Total	<u><u>0.00</u></u>
	Home depot	33.25
	Nassco	78.00
	Ace Hardware	9.59
	J F Ahern	190.00
	Mobile Glass	610.00
	Schilling Supply Company	121.22
	ABC Supply Co	1,813.00
	Total	<u><u>2,855.06</u></u>
<u>100-551401-350 Repairs/Maintenance</u>		
	Nassco	213.57
	Home depot	74.56
	Menards	137.38
	Ace Hardware	24.24
	Schilling Supply Company	252.81
	Capital Coffee	346.35
	ABC Supply Co	1,020.75
	Block Iron	164.65
	Total	<u><u>2,234.31</u></u>
<u>220 fund</u>		
	Jean Elvekrog - Staff appreciation	159.65
	Amazon	0.00
	Waunakee Rental	0.00
	Total	<u><u>159.65</u></u>
	Month Total	<u><u>80,343.20</u></u>

6

WAUNAKEE PUBLIC LIBRARY
 LIBRARY FUND
 FEBRUARY 21, 2020

	First Deposit	Second Deposit	Month Total
Library fund	217.97	366.40	584.37
Photocopies	136.25	141.83	278.08
Drink Machine	56.00	86.00	142.00
Room Rental	0.00	175.00	175.00
E-Commerce	0.00	308.74	308.74
less sales tax on copies, drink machine and room rental	-10.02	-21.00	-31.02
Total Deposit	<u>400.20</u>	<u>1,056.97</u>	<u>\$1,457.17</u>
Bills	350.00	439.00	789.00
Checks	7.80	527.14	534.94
Coins	42.40	90.83	133.23
Total	<u>400.20</u>	<u>1,056.97</u>	<u>\$1,457.17</u>

VILLAGE OF WAUNAKEE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>TAXES</u>						
100-41100110 GENERAL PROPERTY TAX	.00	.00	6,033,724.00	(6,033,724.00)	.00	.00
100-41200101 STATE SALES TAX	12.60	12.60	120.00	(107.40)	10.50	11.30
100-41300110 UTILITY TAX	.00	.00	870,093.00	(870,093.00)	.00	.00
100-41800101 INTEREST ON TAXES	49.76	49.76	.00	49.76	.00	3.39
100-41900101 OTHER TAXES	150.92	150.92	.00	150.92	.00	.00
TOTAL TAXES	213.28	213.28	6,903,937.00	(6,903,723.72)	.00	14.69
<u>INTERGOVERNMENTAL REVENUE</u>						
100-43400110 STATE SHARED REVENUE	.00	.00	152,119.00	(152,119.00)	.00	.00
100-43400130 OTHER STATE SHARED REVENUE	.00	.00	75,840.00	(75,840.00)	.00	.00
100-43411020 FIRE INSURANCE TAX	.00	.00	55,000.00	(55,000.00)	.00	.00
100-43510023 OTHER LAW ENFORCEMENT AIDS	1,200.00	1,200.00	.00	1,200.00	.00	.00
100-43521030 TRANSPORTATION AIDS	232,990.57	232,990.57	933,227.00	(700,236.43)	24.97	204,349.95
100-43528040 STATE RECYCLING PAYMENT	.00	.00	20,000.00	(20,000.00)	.00	.00
100-43740020 COUNTY LIBRARY AID	.00	.00	192,588.00	(192,588.00)	.00	.00
TOTAL INTERGOVERNMENTAL REVE	234,190.57	234,190.57	1,428,774.00	(1,194,583.43)	16.39	204,349.95
<u>LICENSES & PERMITS</u>						
100-44101010 LICENSES - LIQUOR & BEER	.00	.00	12,000.00	(12,000.00)	.00	.00
100-44101015 LICENSES - OPERATOR	120.00	120.00	5,000.00	(4,880.00)	2.40	180.00
100-44101020 LICENSES - CIGARETTE	.00	.00	800.00	(800.00)	.00	.00
100-44101090 LICENSES - MISCELLANEOUS	.00	.00	2,600.00	(2,600.00)	.00	75.00
100-44202020 LICENSES - DOG	1,942.00	1,942.00	5,400.00	(3,458.00)	35.96	1,621.50
100-44202030 LICENSES - CAT	319.00	319.00	1,000.00	(681.00)	31.90	264.00
100-44210010 LICENSES - BICYCLE	.00	.00	20.00	(20.00)	.00	.00
100-44313010 PERMIT FEES RESIDENTIAL NEW CO	9,825.00	9,825.00	52,500.00	(42,675.00)	18.71	7,005.00
100-44313015 PERMIT FEES RES ALT & ADD	1,838.20	1,838.20	15,000.00	(13,161.80)	12.25	1,914.00
100-44313030 PERMIT FEES NEW COMM & IND	.00	.00	7,000.00	(7,000.00)	.00	.00
100-44313035 PERMIT FEES COMM/IND ALT & ADD	554.50	554.50	10,000.00	(9,445.50)	5.55	2,081.47
100-44320085 SIGN PERMIT	150.00	150.00	1,250.00	(1,100.00)	12.00	225.00
100-44320090 PERMIT FEES MISC.	260.00	260.00	2,500.00	(2,240.00)	10.40	725.00
100-44352050 SITE PLAN APPROVAL	320.00	320.00	2,300.00	(1,980.00)	13.91	320.00
100-44452001 ZONING PERMITS	300.00	300.00	5,500.00	(5,200.00)	5.45	250.00
100-44452010 JP ZONING PERMITS	1,290.17	1,290.17	1,000.00	290.17	129.02	.00
100-44452020 VARIANCE REQUEST	.00	.00	475.00	(475.00)	.00	.00
100-44452030 REZONING FEE	.00	.00	500.00	(500.00)	.00	.00
100-44452040 JOINT PLAN REZONING	.00	.00	400.00	(400.00)	.00	.00
100-44452090 MISCELLANEOUS ZONING	.00	.00	250.00	(250.00)	.00	.00
100-44920010 STREET OPENING PERMIT	125.00	125.00	1,600.00	(1,475.00)	7.81	50.00
100-44920030 STREET USE PERMIT	.00	.00	250.00	(250.00)	.00	.00
100-44920040 CONDITIONAL USE PERMIT	.00	.00	1,500.00	(1,500.00)	.00	350.00
100-44948080 FRANCHISE FEES/CABLE TV	(24,676.84)	(24,676.84)	170,000.00	(194,676.84)	14.52-	(26,774.81)

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

GENERAL FUND

		PERIOD		BUDGET		% OF	
		ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET	PRIOR YEAR
<u>LIBRARY OPERATIONS</u>							
100-551400-110	LIBRARY FULL TIME	23,488.43	23,488.43	330,458.00	306,969.57	7.11	22,424.80
100-551400-120	LIBRARY PART TIME	27,006.84	27,006.84	330,623.00	303,616.16	8.17	23,164.16
100-551400-130	LIBRARY FICA	3,674.85	3,674.85	50,571.00	46,896.15	7.27	3,303.78
100-551400-131	LIBRARY RETIREMENT	2,812.14	2,812.14	36,403.00	33,590.86	7.73	2,427.23
100-551400-132	LIBRARY HEALTH	23,359.97	23,359.97	122,183.00	98,823.03	19.12	30,211.34
100-551400-133	LIBRARY LIFE	100.61	100.61	542.00	441.39	18.56	83.92
100-551400-134	LIBRARY DENTAL	1,115.64	1,115.64	7,209.00	6,093.36	15.48	1,295.68
100-551400-210	LIBRARY OUTSIDE SERVICES	84.00	84.00	2,864.00	2,780.00	2.93	72.00
100-551400-217	LIBRARY SECURITY SYSTEMS	.00	.00	325.00	325.00	.00	.00
100-551400-219	LIBRARY AUTOMATION LEVY	46,787.95	46,787.95	45,453.00	(1,334.95)	102.94	.00
100-551400-225	LIBRARY COMMUNICATIONS	.00	.00	9,000.00	9,000.00	.00	546.99
100-551400-290	LIBRARY LEASED ITEMS	589.76	589.76	4,691.00	4,101.24	12.57	.00
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	2,081.60	2,081.60	4,500.00	2,418.40	46.26	.00
100-551400-311	LIBRARY POSTAGE	16.15	16.15	1,600.00	1,583.85	1.01	116.82
100-551400-320	LIBRARY PUBS/SUBS/DUES	3,048.65	3,048.65	3,180.00	131.35	95.87	1,289.25
100-551400-330	LIBRARY TRAVEL/TRAINING	450.00	450.00	4,200.00	3,750.00	10.71	900.08
100-551400-340	LIBRARY PROGRAMS	1,231.84	1,231.84	19,000.00	17,768.16	6.48	466.33
100-551400-341	LIBRARY EQUIPMENT	.00	.00	7,500.00	7,500.00	.00	406.45
100-551400-350	LIBRARY REPAIRS/MAINT	78.00	78.00	.00	(78.00)	.00	.00
100-551400-380	LIBRARY ADULT BOOKS	1,598.94	1,598.94	41,000.00	39,401.06	3.90	1,267.82
100-551400-381	LIBRARY JUVENILE BOOKS	.00	.00	20,250.00	20,250.00	.00	756.23
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	49.25	49.25	8,745.00	8,695.75	.56	390.00
100-551400-384	LIBRARY COMPUTER SOFTWARE	3,667.05	3,667.05	14,707.00	11,039.95	24.93	1,952.62
100-551400-385	LIBRARY KIT SUPPLIES	292.15	292.15	5,500.00	5,207.85	5.31	43.55
100-551400-386	LIBRARY AUDIO MATERIALS	173.36	173.36	12,500.00	12,326.64	1.39	1,028.36
100-551400-387	LIBRARY VIDEOS	511.78	511.78	8,500.00	7,988.22	6.02	517.14
100-551400-390	LIBRARY OTHER	3,779.63	3,779.63	21,912.00	18,132.37	17.25	2,491.67
100-551400-391	LIBRARY PERSONNEL	10.00	10.00	.00	(10.00)	.00	.00
100-551400-392	LIBRARY PUBLIC RELATIONS	.00	.00	1,700.00	1,700.00	.00	.00
TOTAL LIBRARY OPERATIONS		146,008.59	146,008.59	1,115,116.00	969,107.41	13.09	95,156.22

9

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY BUILDING</u>						
100-551401-110	LIBRARY BLDG FULL TIME	3,988.85	3,988.85	53,621.00	49,632.15	7.44 .00
100-551401-120	LIBRARY BLDG PART-TIME	1,404.39	1,404.39	20,570.00	19,165.61	6.83 .00
100-551401-130	LIBRARY BLDG FICA	399.95	399.95	5,675.00	5,275.05	7.05 .00
100-551401-131	LIBRARY BLDG RETIREMENT	269.25	269.25	3,619.00	3,349.75	7.44 .00
100-551401-132	LIBRARY BLDG HEALTH	4,260.33	4,260.33	16,938.00	12,677.67	25.15 .00
100-551401-133	LIBRARY BLDG LIFE	11.21	11.21	54.00	42.79	20.76 .56
100-551401-134	LIBRARY BLDG DENTAL	304.11	304.11	1,687.00	1,382.89	18.03 .00
100-551401-210	LIBRARY BLDG SERVICES	9.59	9.59	21,200.00	21,190.41	.05 1,450.78
100-551401-220	LIBRARY BLDG UTILITIES	.00	.00	45,000.00	45,000.00	.00 1,849.29
100-551401-221	LIBRARY BLDG GAS HEAT	.00	.00	12,000.00	12,000.00	.00 344.66
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	579.58	579.58	23,000.00	22,420.42	2.52 .00
100-551401-390	LIBRARY BLDG OTHER	.00	.00	2,000.00	2,000.00	.00 .00
	TOTAL LIBRARY BUILDING	11,227.26	11,227.26	205,364.00	194,136.74	5.47 3,645.29
<u>DEPOT</u>						
100-551410-350	DEPOT REPAIRS/MAINT	.00	.00	600.00	600.00	.00 .00
	TOTAL DEPOT	.00	.00	600.00	600.00	.00 .00
<u>PARKS</u>						
100-552420-110	PARKS FULL TIME	2,952.21	2,952.21	180,742.00	177,789.79	1.63 2,653.81
100-552420-120	PARKS PART-TIME	.00	.00	39,675.00	39,675.00	.00 .00
100-552420-121	PARKS OVERTIME	191.47	191.47	3,300.00	3,108.53	5.80 .00
100-552420-130	PARKS FICA	234.99	234.99	17,114.00	16,879.01	1.37 193.01
100-552420-131	PARKS RETIREMENT	212.18	212.18	12,420.00	12,207.82	1.71 173.85
100-552420-132	PARKS HEALTH	2,261.95	2,261.95	63,128.00	60,866.05	3.58 1,040.68
100-552420-133	PARKS LIFE	26.61	26.61	551.00	524.39	4.83 21.06
100-552420-134	PARKS DENTAL	163.28	163.28	4,949.00	4,785.72	3.30 176.43
100-552420-210	PARKS SERVICES	.00	.00	12,200.00	12,200.00	.00 .00
100-552420-220	PARKS UTILITIES	.00	.00	31,020.00	31,020.00	.00 .00
100-552420-221	PARKS GAS HEAT	.00	.00	1,250.00	1,250.00	.00 135.92
100-552420-320	PARKS PUBS/SUBS/DUES	15.00	15.00	310.00	295.00	4.84 .00
100-552420-330	PARKS TRAVEL/TRAINING	387.50	387.50	1,000.00	612.50	38.75 .00
100-552420-341	PARKS EQUIPMENT	.00	.00	2,750.00	2,750.00	.00 .00
100-552420-343	PARKS WEED SPRAY/FERTILIZER	.00	.00	14,500.00	14,500.00	.00 .00
100-552420-345	PARKS UNIFORMS	.00	.00	500.00	500.00	.00 .00
100-552420-350	PARKS REPAIRS/MAINT	.00	.00	11,200.00	11,200.00	.00 38.78
100-552420-352	PARKS VANDALISM REPAIRS	.00	.00	500.00	500.00	.00 .00
100-552420-390	PARKS OTHER	7.00	7.00	7,300.00	7,293.00	.10 37.60
100-552420-391	PARKS PERSONNEL	38.33	38.33	500.00	461.67	7.67 .00
	TOTAL PARKS	6,490.52	6,490.52	404,909.00	398,418.48	1.60 4,471.14

10

VILLAGE OF WAUNAKEE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2020

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY REVENUES</u>						
220-46740011 PUBLIC CHARGES	1,027.71	1,027.71	18,000.00	(16,972.29)	5.71	738.78
220-46740014 PHOTOCOPIES	263.58	263.58	1,700.00	(1,436.42)	15.50	134.31
220-46740015 ROOM RENTAL	165.88	165.88	.00	165.88	.00	.00
TOTAL LIBRARY REVENUES	1,457.17	1,457.17	19,700.00	(18,242.83)	7.40	873.09
<u>MISCELLANEOUS REVENUE</u>						
220-48140001 INTEREST INCOME	.00	.00	225.00	(225.00)	.00	57.00
TOTAL MISCELLANEOUS REVENUE	.00	.00	225.00	(225.00)	.00	57.00
TOTAL FUND REVENUE	1,457.17	1,457.17	19,925.00	(18,467.83)	7.31	930.09

11



1030243: Waunakee Library Forever Fund

1/1/2019 To 12/31/2019

Balance

Beginning Balance 254,680.54

Contributions/Gifts

Contributions* 4,518.36

**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

4,518.36

Portfolio Gains (Losses), Net of Fees

Interest & Dividends 7,984.62

Unrealized Gain / Loss 25,089.99

Realized Gain / Loss 6,566.33

Trustee Fees (333.35)

39,307.59

Grants/Distributions

Grants/Distributions (9,946.89)

Transfers Out 0.00

MCF Support (2,691.87)

(12,638.76)

Ending Balance

\$285,867.73

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

January 2020

	2020			2019		% Change Prev Month	% Change Prev Year	YTD % Change
	January	Prev Month	Yr-to-date	January	Yr-to-date			
# of Days Library was open	26	24	26	25	27	8.3%	N/A	N/A
CIRCULATION								
Physical circulation	24,997	21,046	24,997	19,589	19,589	18.8%	27.6%	27.6%
Digital circulation	2,924	2,227	2,924	2,442	2,442	31.3%	19.7%	19.7%
Library Total	27,921	23,273	27,921	22,031	22,031	20.0%	26.7%	26.7%
<i>Per Day library was open</i>	1,074	970	1,074	881	816	10.7%	21.9%	31.6%
Average of Deforest, Monona and Verona libraries	28,691	23,943	28,691	28,049	28,049	19.8%	2.3%	2.3%
By Category								
Books								
Juvenile Fiction	2,654	2,278	2,654	2,017	2,017	16.5%	31.6%	31.6%
Juvenile Non-Fiction	1,790	1,142	1,790	1,314	1,314	56.7%	36.2%	36.2%
Easy Readers	1,762	1,478	1,762	1,074	1,074	19.2%	64.1%	64.1%
Picture books	4,620	3,819	4,620	3,096	3,096	21.0%	49.2%	49.2%
Total Juvenile	10,826	8,717	10,826	7,501	7,501	24.2%	44.3%	44.3%
Young Adult	674	641	674	514	514	5.1%	31.1%	31.1%
Adult Fiction	2,815	2,572	2,815	2,110	2,110	9.4%	33.4%	33.4%
Adult non-Fiction	2,424	2,125	2,424	1,997	1,997	14.1%	21.4%	21.4%
Large print	699	553	699	462	462	26.4%	51.3%	51.3%
Adult Paperbacks	341	263	341	251	251	29.7%	35.9%	35.9%
Total Adult	6,279	5,513	6,279	4,820	4,820	13.9%	30.3%	30.3%
Magazines	445	283	445	341	341	57.2%	30.5%	30.5%
Audio	1,341	1,287	1,341	1,331	1,331	4.2%	0.8%	0.8%
DVD and video	4,187	3,396	4,187	4,045	4,045	23.3%	3.5%	3.5%
Software	10	10	10	23	23	0.0%	-56.5%	-56.5%
Kits	1,116	784	1,116	849	849	42.3%	31.4%	31.4%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	49	40	49	56	56	22.5%	-12.5%	-12.5%
E-books	2,924	2,227	2,924	2,442	2,442	31.3%	19.7%	19.7%
% of total circulation	10.5%	9.6%	10.5%	11.1%	11.1%	9.4%	-5.5%	N/A
PROGRAMS								
Children								
Number	53	27	53	38	38	96.3%	39.5%	39.5%
Attendance	1,573	736	1,573	990	990	113.7%	58.9%	58.9%
Young adult								
Number	9	6	9	4	4	50.0%	125.0%	125.0%
Attendance	651	77	651	29	29	745.5%	2144.8%	2144.8%
Adult								
Number	8	10	8	4	4	-20.0%	100.0%	100.0%
Attendance	115	137	115	23	23	-16.1%	400.0%	400.0%
NEW PATRONS ADDED	99	67	99	49	49	47.8%	102.0%	102.0%
PUBLIC MEETING ROOM BOOKINGS	12	7	12	0	0	71.4%	N/A	N/A
STUDY ROOM BOOKINGS	314	246	314	0	0	27.6%	N/A	N/A
PUBLIC PC SESSIONS	581	520	581	473	473	11.7%	22.8%	22.8%
UNIQUE WIRELESS USERS	2,090	2,208	2,090	0	0	-5.3%	N/A	N/A
# OF VISITORS TO LIBRARY	24,405	15,035	24,405	12,444	12,444	62.3%	96.1%	96.1%

Library Activity Report

Erick Plumb

February 2020

- We were pleased to host the Police department's retirement receptions for Joe Peterson and Geoff Hutchinson. We also hosted our first large Saturday night after-hours private event, a staff party for our friends at Vogel Bros. on February 8.
- We installed two additional exterior lights on the building to better illuminate the drive-up book drop. Feedback had been that it was difficult to see where to drive after dark, and especially after the main lot lights turn off after 10 PM. We'll be making a few nips and tucks to lighting in the coffee bar Den area. The storage shed is complete save for painting the doors. The *final* remaining project is to complete the playground in April.
- We have two larger issues for Vogel Bros. to deal with before calling the project fully complete. The reclaimed wood paneling upstairs and in the storytime room is warping and coming apart in places. The east-facing brick wall is showing moisture leeching ("efflorescence") through parts of the mortar causing unsightly white staining. Both issues must be addressed prior to final payment to our contractor.
- On Martin Luther King Day, the library welcomed over 800 visitors, several hundred of whom were high schoolers needing a place to study. All spaces booked up, so we opened Community Hall for open study. The day reinforced to us just how necessary this "third space" is for the teens of Waunakee. It also shows how popular our Sunday hours will likely be with students studying or working on group projects when we open on Sundays this Fall.
- Staff and I are discussing what changes we would like to make now that we've been open for six months. Feedback from staff and patrons includes the need for more directional signage (especially for finding restrooms), potentially adding clocks to meeting spaces, and adding additional tables to study/reading spaces.
- The library just debuted our newest circulating collection: vinyl LP records! What's old is new again! This small collection is designed to fill the needs of the growing demand among audiophiles for this classic format. Check it out on the second floor of the library.
- The Library has and will be hosting a few large programs for children and adults. On Saturday, February 15 at 2 PM, we hosted award-winning children's book author Kevin Henkes. He has more than 40 published books including Caldecott, Geisel and Newbery award winners. Kevin is known for his popular characters, such as Lily, Wemberly, Julius and most recently, Penny. "Penny and Her Sled" is his newest book, which he read to our audience. A remarkable 229 people attended on a lovely Saturday afternoon. The event also saw the introduction of our Friends of the Library Ambassador Program,

where Friends members assist with our larger-scale programs and help guide attendees to the program.

- On Saturday, February 22, we will host a Local Author Showcase. Drop in anytime between 1 and 3 PM. Authors will be available to discuss their writing prompts, inspirations, and more! Books will be available for purchase. Refreshments provided. This event is sponsored by the Friends of the Library.
- The Friends purchased a fourth wifi hotspot subscription on our behalf. We will now offer three hotspots for our customers while reserving one for staff usage. We thank the Friends for their continual generosity.
- I was elected to the Board of Directors for the Waunakee Rotary club. I'll serve until July 2023.

Youth Services Report by Brittany Gitzlaff

January was an extremely busy and active month to begin the New Year! The long month allowed for more programs and a few no-school days opened up additional opportunities as well. Yoga Sprouts, a caregiver/child yoga class, returned for a four-week session with a ton of interest and The Young & the Restless (an open gym/play time for little ones) began and garnered much participation as well. This month all of the first and second grade classes (11 total) from Prairie began their monthly library field trips. Each month we will meet to share stories, learn something new about the library and check-out books to keep in their classrooms. This month also saw more teens in the library than ever before. As they prepared and studied through finals week they utilized all of our spaces frequently. We even had to open up Community Hall one afternoon to accommodate them! Angie began rolling around a snack cart to welcome them and let them know about other opportunities they may be interested in. To close out the month, Angie hosted 40 pre-teens for an after-hours hang out. They loved having the library to themselves and kept busy with a movie and pizza, a scavenger hunt, button making and playing with our new robots and other STEM toys.

Adult Services Report by Courtney Cosgriff

In January, I hosted 4 programs and the Ales and Tales Bookclub. US Census workers came for a "job fair" and will be back a few more times over the coming months. I attended a Census meeting at the Village. I had a programming meeting with Gay and Patti where we discussed ongoing programs such as our Movie Matinees, Yoga classes, and Beyond the Page programming for the fall. Elizabeth and I met with Tamara from SCLS to discuss the process of our digitization project. We had our first batch of items ready for the first harvest and they will be up on March 1. Emily trained me on schedule making and I made the two-week schedule/dailies for February. Community Hall and other meeting room reservations are picking up and I've been fielding many phone calls and giving tours of the room to several groups. I've been finalizing details for the Local Author Showcase in February and started to reach out to non-profits for the Volunteer Fair in April.

15

Erick's Meetings and Appearances in January

- Library Management meeting, January 2
- Rotary weekly meeting, January 2, 16, 23
- Rotary Board, January 7
- Village Management Meeting, January 7
- Wake Up Waunakee Chamber presentation and tour, January 8
- Dane County Library directors meeting, Fitchburg PL, January 9
- Cathy Sheffield Trustee orientation, January 13
- Friends of the Library, January 16
- Library Board, January 17
- Nick from ASG Electric, January 21
- Baraboo Library staff and Trustee tour of new facility, January 24



I. GENERAL INFORMATION

1. Name of Library Waunakee Public Library		2. Public Library System South Central Library System		
3a. Head Librarian First Name Erick	3b. Head Librarian Last Name Plumb	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 01/31/2021
6a. Street Address 201 North Madison Street	6b. Mailing Address or PO Box 201 North Madison Street	7. City / Village / Town Waunakee	8a. ZIP 53597	8b. ZIP4 1638
9. County Dane				
10. Library Phone Number (608)849-4217	11. Fax Number (608)849-7817	12. Library E-mail Address of Director eplumb@waupl.org		
13. Library Website URL www.waunakeepubliclibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No			
19a. Winter Hours Open per Week 63	19b. Number of Winter Weeks 52	19c. Summer Hours Open per Week 0	19d. Number of Summer Weeks 0	
20. Square Footage of Public Library 39,393	21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year? Yes		22. DUNS Number <i>Nine digits</i> 124096249	

II. LIBRARY COLLECTION

	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	46,729	5,201
2. Electronic Books <i>E-books</i>	157,350	
3. Audio Materials	4,715	395
4. Electronic Audio Materials <i>Downloadable</i>	55,245	
5. Video Materials	6,937	808
6. Electronic Video Materials <i>Downloadable</i>	952	
7. Other Materials Owned <i>Describe</i> Daycare kits, storyboxes, etc.	1,006	
8. Electronic Collections <i>Locally Owned or Leased</i>	9	
9. Total Electronic Collections <i>Local, regional, and state</i>	59	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	153	

III. LIBRARY SERVICES

1. Circulation Transactions				2. Interlibrary Loans			
a. Total Circulation		b. Children's Materials		a. Items Loaned <i>Provided to</i>		b. Items Received <i>Received from</i>	
262,977		143,510		84,629		84,635	
3. Number of Registered Users			4. Reference Transactions		5. Library Visits		
a. Resident	b. Nonresident	c. TOTAL	a. Method	b. Annual Count	a. Method	b. Annual Count	
7,560	1,950	9,510	Did Not Collect		Actual Count	181,332	
6. Uses of Public Internet Computers		7. Uses of Public Wireless Internet		8. Number of Website Visits		9a. Local Electronic Collection Retrievals	9d. Total Electronic Collection Retrievals
a. Method	b. Annual Count	a. Method	b. Annual Count				
Actual Count	6,169	Password Controlled	154,946	59,455		3,426	3,730
10. Uses of Electronic Materials by Users of Your Library							
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Works		e. Uses of Children's Electronic Materials		
16,133	14,941	10	31,084		2,536		
11. Programs and Program Attendance Annual Count						11. Number of Public Use Computers	
	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL	a. Total	b. Internet Access	
Number of Programs	381	61	116	558	16	13	
Total Attendance	15,223	1,500	1,978	18,701			

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Jean	Elvekrog	401 Doral Court	Waunakee	53597	jelvekrog@gmail.com
2. Mike	Ricker	1117 Woodbridge Trail	Waunakee	53597	rickermike@icloud.com
3. Erin	Moran	215 West Main Street	Waunakee	53597	emoran@waunakee.com
4. Cindy	Turner	1700 Dover Drive	Waunakee	53597	cshollturner@gmail.com
5. Annie	Ballweg	1224 Dartmouth Drive	Waunakee	53597	annieballweg@yahoo.com
6. Kathy	Grosskopf	5508 Woodland Dr	Waunakee	53597	kathygrosskopf@hotmail.com
7. Cathy	Sheffield	1307 Tierney Drive	Waunakee	53597	cathysheff@yahoo.com
8.					
9.					
10.					
11.					
12.					
No. of Library Board Members <i>Include vacancies in this count</i>					
7					

18

X. STAFF

1. Personnel Listing. *Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.*

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$87,246	40.00				
Youth Services Manager	MLS (ALA)	\$57,287	40.00				
Adult Services Manager	MLS (ALA)	\$56,282	40.00				
Circulation Manager	Libm. no-MLS	\$45,833	40.00				
Youth/Teen Services Librarian	MLS (ALA)	\$46,287	40.00				

b. Other Paid Staff See instructions

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week
Facilities Manager	Other	\$25,806	40.00	Building Maintenance	Other	\$4,962	24.00
Library Assistant III	Other	\$161,657	200.00				
Library Assistant II	Other	\$120,318	106.00				
Library Assistant I	Other	\$17,390	30.00				
Pages/Shelvers	Other	\$11,422	24.00				

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)

4.00

Other Persons Holding the Title of Librarian (FTE)

1.00

Subtotal 2a

5.00

b. All Other Paid Staff (FTE) Include maintenance, plant operations, and security

10.60

c. Total Library Staff (FTE)

15.60

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for your library from Section III, item 1, what was the total circulation to nonresidents *See instructions for definition of nonresident*
 76,557

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in Your County		19,752	49,176	68,928
3. Circulation to Nonresidents Living in Another County in Your System		5,144	2,115	7,259
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System		46	50	96
5. Circulation to All Other Wisconsin Residents 274		6. Circulation to Persons from Out of the State 0		
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does your library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No	8b. If yes, do you allow residents in adjacent systems to purchase library cards?		

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a. Columbia	1,853	f. Dodge	4
b. Sauk	224	g. Jefferson	5
c. Iowa	133	h.	
d. Rock	2	i.	
e. Green	22	j.	

XII. TECHNOLOGY

1. Does your library provide wireless Internet access for patrons' mobile devices? Yes	2. What type of Internet connection do you have? <i>Mark all that apply</i> <input checked="" type="checkbox"/> a. State TEACH line <input type="checkbox"/> b. Other broadband connection <i>Local cable, telco, community network, etc.</i>	3. Does your library use any type of Internet filtering software or service? <input type="checkbox"/> a. Yes, on all Internet workstations <input type="checkbox"/> b. Yes, on some Internet workstations <input checked="" type="checkbox"/> c. No filtering on any Internet workstation
---	--	--

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Self-directed Activities	8	30	0
Total Self-directed Activity Participation	1,243	150	0	1,393

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

a. First Name Brittany	b. Last Name Gitzlaff	c. Email Address bgitzlaff@waupl.org
---------------------------	--------------------------	---

3. Name and email address of primary staff person who serves as the librarian for adults. *Only the primary person is displayed here.*

a. First Name Courtney	b. Last Name Cosgriff	c. Email Address ccosgriff@waupl.org
---------------------------	--------------------------	---

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.* A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in your public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature ➤	Name of President <i>Print or type</i> Jean Elvekrog	Date Signed
Library Director / Head Librarian Signature ➤	Name of Director / Head Librarian <i>Print or type</i> Erick Plumb	Date Signed

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County
Dane

The Waunakee Public Library Board of Trustees hereby states that in 2019, the South Central Library System
Name of Public Library *Name of Public Library System / Service*

- did** provide effective leadership and adequately meet the needs of the library.
- did not** provide effective leadership and adequately meet the needs of the library.

Indicate with an X one of the following two statements.


Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to your library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to your public library system.

President, Library Board of Trustees Signature	Name of President <i>Print or type</i>	Date Signed
	Jean Elvekrog	

COMMENTS

SECTION_I

6a. Street Address (edit only if moved)

Waunakee opened its new, much-larger library in August 2019.--2020-01-22

20. Square Footage of Public Library (this location only)

Waunakee opened its new, much-larger library in August 2019.--2020-01-22

SECTION_V

Amount

Village fund balance used to cover slight budget deficit above original 2019 appropriation.--2020-02-13

SECTION_VI

5. Other Operating Expenditures

Increase in operating costs associated to operating and maintaining a new, much-larger facility. Maintenance and cleaning brought in-house.--2020-02-12

SECTION_IX

Additions

Portfolio gains and contributions/gifts.--2020-02-12

Subtractions

Grants/Distributions from fund: \$9,946.89. Used for materials purchases and program funds.

Community Foundation support fees: \$2,691.87--2020-02-12

APPROPRIATE LIBRARY BEHAVIOR POLICY WAUNAKEE PUBLIC LIBRARY

PURPOSE

Under the provisions of Chapter 43 of the Wisconsin State Statutes, Section 43.52 (1), the Waunakee Public Library Board of Trustees may enact regulations that serve to ensure the safety of library staff and patrons, protect the materials collection, and maintain order in the library.

While committed to providing an atmosphere that welcomes all ages to partake of the library's services, this policy attempts to provide guidelines which preserve a reasonably quiet environment and which promote safety and comfort for all individuals.

GENERAL GUIDELINES FOR USING THE LIBRARY

1. The rights of individuals to use the library should not be abridged or denied. To guarantee these rights for all persons, no library patron shall engage in the following prohibited behaviors:
 - a. Smoke or use tobacco products. The library is a tobacco-free zone. Smoking is prohibited throughout the building and within fifty feet of entrances. Use of e-cigarettes (vaping) is also prohibited.
 - b. Willfully annoy, intimidate, or bully another person.
 - c. Damage or deface public property.
 - d. Engage in loud, boisterous, or obscene behavior.
 - e. Utter profane, obscene, or offensive language directed at another person.
 - f. Be in a state of intoxication that causes a public disturbance.
 - g. Enter or remain in the library without a shirt or shoes.
 - h. Loiter on the premises under circumstances that warrant alarm for the safety or health of any person or property in the vicinity.
 - i. Remain in the building after its regular closing times.
 - j. Sleep in the library for an extended period of time (more than 15 minutes).
 - k. Use the emergency staircase except in the event of an emergency.
 - l. Bathing, shaving, and other personal grooming activities in the library are also discouraged.
2. No pets or other animals are allowed unless they are a service animal as defined by the Americans with Disabilities Act or are part of a library program.
3. Usage of cell phones and other electronic devices is allowed, but their use may not disrupt library use by other patrons. We ask that patrons turn off all audible sounds or use headphones *or earbuds*.
4. Only persons on library business will be allowed to solicit for the sale of goods and services in the library. Salespersons may meet with authorized library personnel only. Exceptions may be made for library-sponsored activities and organizations affiliated with the library.
5. Surveying of groups or individuals may only be done in conjunction with output measures or other similar surveys designed to quantify library use or satisfaction with library services.

6. Canvassing – for example, soliciting signature for a petition, nomination papers, and the like – is not allowed on library property.
7. No firearms or other weapons as defined by Wisconsin State Statutes (concealed or otherwise) are permitted in the library building, except for firearms carried by authorized law enforcement personnel. This policy shall be prominently posted per State of Wisconsin law at all building entrances.
8. It is a charge of the library staff to see that the rights of individuals to use of the Library are upheld. The staff is obligated to enforce these guidelines so that the facility can be used to the fullest by all persons. Questions regarding the interpretation of these guidelines will be referred to the Library Director or other staff member in charge.

FOOD AND BEVERAGES IN THE LIBRARY (Main Library and Study Rooms)

(See Meeting Room Policy for guidelines on food and beverage in Community Hall, Board Room, Living Room, and Small Conference Room.)

The Waunakee Public Library strives to create a welcoming, clean and comfortable environment for all patrons to enjoy. In line with this goal, dry snacks and covered drinks are allowed in the library **except near library-owned computers** and should be consumed in a responsible and courteous manner. Food and drinks can pose a potential risk to library collections and equipment. In order to protect our resources, equipment, and building from damage, we ask that you act responsibly when consuming snacks and drinks. Patrons violating this policy will be asked to remove the food and drink from the building. We appreciate your cooperation.

- Foods in the main public areas of the library **and in study rooms** are limited to dry snacks, such as pretzels, cereal bars, or crackers. Fragrant, greasy, messy, or sticky foods like pizza, burgers, subs, and fries, which might disturb others, are not allowed except in the designated areas noted above. **Non dry snack food may only be consumed in designated areas inside the building such as the Den coffee area off of the main lobby, in History Hall, and outside on the patio or near the front entrance. Sandwiches may be consumed in the study rooms (Angie Hircock's request).**
- No food or beverages are allowed near the computers or other library-owned electronic equipment.
- Outside snacks **and drinks** are not allowed in the Storytime Room.
- Group meals and food delivery are not allowed in public areas or study rooms except for pre-arranged and approved meetings in public meeting rooms.
- In designated quiet areas, food consumption should be silent.
- Beverages are allowed in a covered container. No open containers allowed.
- No alcoholic beverages allowed except during **designated, approved events in Community Hall.**
- Please report spills immediately to staff and discard all trash after eating or drinking.
- Unattended food or beverages will be discarded.

GUIDELINES FOR HANDLING BEHAVIOR POLICY VIOLATIONS

1. It is a patron's responsibility to maintain necessary and proper behavior standards in order to protect his or her individual rights and the rights and privileges of other patrons.
2. Occasionally, staff members may have to deal with patrons who violate the rights of others or who create a disturbance in the library. If a patron creates a public nuisance, that patron may be restricted from the library and from the use of the library facilities.

Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by staff, will be subject to the law.

3. A brief written report of any incident involving theft, vandalism, illegal activity, or major disruptive behavior will be filed with the Director as soon as possible after its occurrence.
4. The Library Director, acting on behalf of the Board of Trustees, may suspend the library privileges of any individual who willfully violates library regulations when the severity or continued re-occurrence warrants such action. [Wisconsin State Statutes 43.52 {2}.] The Library Director will inform the Library Board of any such action taken.
5. The person whose library privileges are suspended shall be advised in writing of the suspension and the reason(s) for such action. The offending person shall also be informed that the suspension may be appealed at the next regularly scheduled Library Board meeting.

THEFT OF LIBRARY MATERIALS

1. According to section 943.61 (3) of the Wisconsin State Statutes, the concealment of library material beyond the last station for borrowing this item is evidence of intent to deprive the library of possession of the material. The discovery of library material which has not been checked out in accordance with established library procedures and which is concealed upon the person or among the belongings of the person or concealed by a person upon the person or belongings of another is evidence of theft.
2. According to section 943.61 (4) of the Wisconsin State Statutes, an employee of the library who has probable cause for believing that a person has committed a theft in his or her presence may detain the person in a reasonable manner for a reasonable length of time in order to turn the person over to the police, or to the person's parent or guardian in the case of a minor.
3. The detained person shall be promptly informed of the purpose for the detention, but shall not be interrogated or searched against his or her will before the arrival of the police, who may conduct a lawful interrogation of the accused person.

Approved by the Library Board on January 13, 2017.

Revised January 17, 2020.

Revised February 21, 2020.

Food Policy @ other Dane County libraries Info:

Madison:

Policy:

Inappropriate Behavior, shall include, without limitation by enumeration, the following conduct or behaviors

Eating while using library computers or in spaces designated as free from food.

Reality:

Yes, people can bring in food beyond snacks. It doesn't happen too often -- but people do bring McDonalds or Subway in. And yes, no snacks or drinks by computers.

We haven't had anyone try to order food in. Hm...not sure about that one.

Middleton:

Policy:

The rights of individuals to use the library should not be abridged or denied. To guarantee these rights for all persons, no library patron shall engage in the following prohibited behaviors:

1. Eat. Except as provided for in the library's meeting rooms policy.

Reality:

We do technically have a no food policy, but we don't really enforce it.

We do allow sandwiches, as long as they are not super smelly or obnoxious. We ask that drinks be covered.

I've had food delivered to our Service Desk for my own programs, but we don't "allow" patrons to get their DoorDash sent to the library. I don't know how we would enforce that though, if a delivery person showed up for a patron. It's kind of already too late to do something by the time the food arrives! I think that if a patron was getting a lot of food delivered, we would talk with them about not doing that in the future.

Monona:

Policy:

No meals are allowed in the Quiet Reading Room.

Behavior Rules The rights of individuals to use the library should not be abridged or denied. To guarantee these rights for all persons, no library patron shall engage in the following prohibited behaviors:

Consuming food or drink that creates a nuisance because of odor or mess.

Reality:

Our policy is pretty general. Teens bring in food a lot and it's mostly fine. Sometimes they don't clean up a study room, but

Verona:

Policy:

Study Rooms - Food and drink are permitted in accordance with the Verona Public Library Public Behavior Policy.

Behavior Rules The rights of individuals to use the library should not be abridged or denied. To guarantee these rights for all persons, no library patron shall engage in the following prohibited behaviors:

Consuming food or drink that creates a nuisance because of odor or mess.

Reality:

Our policy is pretty general. Teens bring in food a lot and it's mostly fine. Sometimes they don't clean up a study room, but then we make a note of that. "No library patron shall engage in the following prohibited behaviors: Consuming food or drink that creates a nuisance because of odor or mess." They even bring in pizza . . . and people do have stuff delivered but generally meet in the lobby to collect their food. I can't think of any food/tech problems right now. Teens can check out laptops, but then they're on their accounts.

Meeting & Study Room Policy

1. Introduction

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

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

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

2. General Guidelines for meeting spaces with the exception of Community Hall

Hours

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

Reservation Priorities for all spaces except Community Hall

Groups must complete a Room Reservation Form in print or on the Library's website to reserve or rent a Meeting Room. Reservations must be made by a responsible member of the organization, over 16 years old, who will see that all the regulations are followed. If more than one group requests a room for the same time, priority will be given as follows:

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

Rooms may be reserved no more than 90 days in advance of the meeting date.

Exceptions are made for private events in the Community Hall. Exceptions are also

made for library-sponsored programs and meetings of Village of Waunakee government. The Library reserves the right to pre-empt reservations; however, the Library will not pre-empt within 2 weeks of the scheduled meeting date. The library reserves the right to close and cancel use of its meeting rooms in the event of an emergency or due to weather conditions.

Limitations

Meeting rooms may *not* be used for:

- Sales or promotional meetings **intended for the public** by for-profit companies.
- Programs which promote one political candidate or party; however, informational programs that present a variety of viewpoints are permitted.
- Programs for which there is an admission charge or ones designed as fund-raisers, except by prior permission of the Waunakee Public Library Board.
- Any purpose which may interfere with the regular operation of the library.
- Meetings with people under **14** years of age without adult supervision.
- Storage of materials or equipment. Staff may be able to lock personal belongings and equipment into a meeting or study space for a short time during a reserved meeting time upon request

Conditions for Use

User and attendees will:

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

Persons attending meetings are subject to library rules, regulations, and policies. Groups who disturb library activity or library users will be denied future use of meeting rooms. Library staff may enter and remain in a meeting room at any time during a meeting.

Equipment

Users are responsible for any damage to Library-owned equipment or furniture. The Library is not responsible for any damage to equipment brought into the building.

Hold Harmless Agreement

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

Disclaimer

The fact that a group is permitted to use a library meeting room does not in any way constitute endorsement of the group's policies or beliefs by the Library. No advertisements or announcements implying such endorsements will be permitted. The Library Director or his/her designee may consider exception(s) to any aspect of this policy.

3. Available Meeting Rooms at the Library

A. Available for Rent

Please see 2019-2020 Fee Schedule for Room Rental Fee Rates

Board Room

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

Users may bring in their own food or beverages, however all food preparation must be done in advance of using the room. Equipment intended to heat or keep foods warm is not allowed without approval of Library management. Alcoholic beverages are not permitted.

The Board Room is available during the Library's regular open hours. The Board Room may be available during non-business hours with prior approval and during hours when Library staff is available and in the building.

Community Hall

Community Hall offers several seating configurations for large group gatherings. Community Hall accommodates 72 people in classroom-style, 96 people in banquet set-up, and 140 in auditorium-style layout. Amenities include a full audiovisual system, lectern, microphones, and access to the Patio. Community Hall also features a Warming Kitchen which is available for an additional fee. Community Hall 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 may be rented for events eighteen (18) months in advance. A deposit of 50% of the rental fee is required upon booking the room. The remainder of the rental fee is due the day prior to the event or meeting.

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.

B. Rooms Available for Reservation at No Cost

Living Room

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

Users may bring in their own food or beverage, however all food preparation must be done in advance of using the room. Equipment intended to heat or keep foods warm is not allowed without approval of Library management. Cold beverages and hot beverages that do not require heating are allowed. Alcoholic beverages are not permitted.

Small Conference Room

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

Users may bring in their own food or beverages for meetings, however all food preparation must be done in advance of using the room. Equipment intended to heat or keep foods warm is not allowed without approval of Library management. Alcoholic beverages are not permitted.

Study Rooms

There are nine study rooms in the Library. Two are located in the Children's Area on the first floor. Seven study rooms are located on the second floor. Study Rooms can accommodate one to three people. Study Rooms are available on a first-come, first-served basis; however, library users may reserve the use of a study room in advance on the library's website. The Library may limit Study Room usage to two hours per session, depending upon availability. *Covered drinks and dry snack foods are allowed in the Study Rooms. Other foods must be consumed in designated areas, such as the Den or History Hall.*

Approved by the Waunakee Public Library Board, June 21, 2019