

**Waunakee Public Library
Library Board Meeting
Library Programming Room
Friday, February 15, 2019 7:45 AM**

Agendas may change prior to the commencement of the meeting. Please check the posting board at the entrance to the library.

- I. Call to order
- II. Roll call: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Erin Moran, Mike Ricker, Cindy Turner, Geoff Vine, Erick Plumb. Introduction of guests.
- III. Consent agenda
 - A. Approve January 18, 2019 Library Board Minutes
 - B. Approve Schedule of Bills
 - C. Approve Financial Reports, plus *Forever Fund* and 220 Account balances
- IV. Public Comment
- V. Director's Report
- VI. Old Business
 - A. Construction Committee Report: Geoff Vine
 - B. Capital Campaign Committee Report: Annie Ballweg
 - C. Communications Committee Report: Mike Ricker
- VII. New Business
 - A. Discuss Emergency Closing Policy
 - B. Discuss History Hall and Donor Wall design
 - C. Approve bid for Moving Services for July 2019 relocation to new library
 - D. Approve 2018 Department of Public Instruction Library Annual Report
- VIII. Adjourn

Next Library Board meeting: Friday, March 15, 2019 at 7:45 AM---program room

Notice is hereby given that the Village Board may attend this meeting. No action will be taken by the Village Board at this meeting.

Any person who has a qualifying disability as defined by the Americans With Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or form should contact the municipal clerk at (608) 850-8500, 500 West Main Street, Waunakee, Wisconsin.

Waunakee Public Library

Library Board Meeting

Friday, January 18, 2019

7:45 AM

Library Programming Room

- 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, Mike Ricker, Cindy Turner, Geoff Vine and Erick Plumb.
Absent: Erin Moran
 - B. **Guest:** Todd Schmidt
- III. **Approval of consent agenda-** Geoff moved, Mike seconded, Passed.
- IV. **Public comment:** none
- V. **Library Director's Report:** Erick highlighted the 2018 circulation statistics reported by Dane County libraries. Only Verona and Waunakee had an increase in circulation with Waunakee topping Verona at 4.68%. Positive gains have been made in circulation of picture books, juvenile non-fiction and large print adult books, as well as a 5.9% increase in number of visitors to the library since the previous year. Credit goes to collection development, weeding, improved book display, and continued strong services. The full director's report including youth service and adult service sections was included in the Board packet
- VI. **Old Business**
 - A. **Construction Committee Report: Geoff Vine**

Data required by WEDC to fund the half million grant has been submitted. The library project has been approved by WPPI Energy for solar funding, up to 50% of the cost. Progress continues to move forward with drywall underway and windows installed which means the building should soon be heated.
 - B. **Capital Campaign Committee: Annie Ballweg**

Pledges received to date total **\$1,635,360**, well over our stretch goal. Annie and Jean have been working with Thyse on signage for the donor wall and room designation.
 - C. **Communications Committee Report: Mike Ricker**

Mike discussed potential pre-official opening day tours of the new library by the Village Board, Friends of the Library and donors. These sneak peek tours would be organized for July.
- VII. **New business**
 - A. **Report on RFP for Moving Company**

The construction is on schedule with Vogel targeted to be done by July 1, 2019. The shelving installation is slated for July 8th and the RFP bid for moving the collection should start on Monday, July 22nd. Erick prepared the RFP (included in the Board packet.) with approximately six firms being asked to submit a bid. The library is currently scheduled to open to the public on August 1, 2019.

- B. Library Staffing.** A motion was made to go into closed session by Cindy, seconded by Annie. Passed. The closed session meeting was called to order at 8:07am, Roll call was taken.

***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 reconvene in open session.**

The Library Board returned to open session at 8:25am on a motion by Jean and second by Kathy.

- C. Approve opening Library no later than 10 AM on Friday, February 1, 2019.** To accommodate an all staff meeting the Board approved the delayed opening on a motion by Cindy, second by Jean.

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

Next Library Board Meeting: Friday, February 15, 2019 at 7:45 AM at WPL Programming Room.

Respectfully submitted, Cynthia S. Turner, Trustee and Secretary

January 2019 Bills

Account	Vender	Amount
100-551400-290 -Leased Items		
	Gordon Flesch	\$268.58
	Total	\$268.58
100-551400-292 -Maintenance Contracts		
	SCLS	
	Total	\$0.00
100-551400-311 – Postage		
	Post Office	\$116.82
	Total	\$ 116.82
100-551400-320 - Pubs/Subs/Dues		
	WiLS	
	ALA	
	WLA	\$150.00
	Total	\$150.00
100-551400-330-Library Travel/Training		
	SCLS	
	UW Madison	\$885.00
	Total	\$885.00
100-551400-340 - Programs		
	Walgreens	3.29
	Amazon	\$72.43
	Piggly Wiggly	\$17.87
	Dollar Tree	\$9.00
	Michaels	\$36.00
	Music and memory	\$200.00
	Apple iTunes	\$10.54
	Presenter Jamie Statz-Paynter	\$75.00
	Presenter Venus Washington	\$100.00
	Minuteman Press	\$142.20
	Total	\$666.33
100-551400-341 - Equipment		
	Amazon	\$21.47
	Minuteman Press	\$406.45
	Total	\$427.92
100-551400-380 – Adult Books		
	Amazon	\$15.45
	Dane County Library Service	
	Baker & Taylor	\$4,517.81
	Total	\$4,533.26
100-551400-381 – Juvenile Books		
	Amazon	\$106.52
	Baker & Taylor	\$1,764.74
	Penworthy	
	Total	\$1,871.26

100-551400-383 –Serial subscriptions		
	Rivistas	\$390.00
	Total	\$390.00
100-551400-384 - Digital Materials & Computer Software		
	CDW-G (Adobe cloud suite)	\$1,822.60
	Verizon -Hotspots	\$240.06
	Kaspersky anti-virus for self-check	
	Demco	
	Amazon (e-books)	\$9.99
	Barnes & Noble (e-books)	
	Todays Business Solutions inc	\$335.30
	Total	\$2,407.95
100-551400-385 – Kit Supplies		
	Amazon	\$43.55
	Total	\$43.55
100-551400-386 – Audio Materials		
	Findaway	\$74.94
	Amazon	\$144.59
	Books on Tape	
	Recorded Books	\$918.84
	Midwest tape	\$69.95
	Total	\$1,208.32
100-551400-387 – Videos		
	Amazon	\$712.89
	Midwest	\$69.71
	Total	\$782.60
100-551400-390 - Other (Supplies)		
	SCLS	
	Amazon	\$119.98
	Demco	\$251.24
	Janway	\$124.02
	Piggly Wiggly	\$26.51
	Office depot	\$51.42
	Total	\$573.17
101-551400-392- Public Relations		
	Facebook	\$7.50
	Hometown news	\$59.68
	Total	\$67.18
101-551401-210 - Building Services		
	Coverall	\$ 1,345.00
	Russ Plumbing	99.00
	Plunketts Pest control	25.00
	Ace hardware	6.78
	Clear Vision Cleaning	300.00
	Total	\$ 1,775.78

101-551401-390 - Building Other		
	Total	\$0.00
101-551401-390 - Building Other		
430-551400-810 - Equipment Replacement		
	SCLS	
	Amazon	
	Total	\$0.00
470-551400-210 - Library Outside Services		
	Total	\$0.00
470-551400-215 - BLD Architect		
	OPN	
220-46740011- Special Revenue Fund		
	Grand Total	\$15,710.54

VILLAGE OF WAUNAKEE
REVENUES AND EXPENDITURES COMPARED TO BUDGET
FOR 1 MONTHS ENDING JANUARY 31, 2019

GENERAL FUND

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
100-43740020	\$0.00	\$0.00	\$182,830.00	\$182,830.00	0.00%
COUNTY LIBRARY AID					
TOTAL	\$0.00	\$0.00	\$182,830.00	\$182,830.00	0.00%
TOTAL FUND REVENUES					
	\$0.00	\$0.00	\$182,830.00	\$182,830.00	0.00%
100-551400-110					
LIBRARY FULL TIME	\$22,424.80	\$22,424.80	\$293,864.00	\$271,439.20	7.63%
100-551400-120	\$23,164.16	\$23,164.16	\$282,031.00	\$258,866.84	8.21%
100-551400-130	\$3,303.78	\$3,303.78	\$44,055.00	\$40,751.22	7.50%
LIBRARY RETIREMENT	\$2,427.23	\$2,427.23	\$31,760.00	\$29,332.77	7.64%
100-551400-132	\$6,031.87	\$6,031.87	\$122,303.00	\$116,271.13	4.93%
100-551400-133	\$42.47	\$42.47	\$509.00	\$466.53	8.34%
100-551400-134	\$629.58	\$629.58	\$9,924.00	\$9,294.42	6.34%
100-551400-217	\$0.00	\$0.00	\$325.00	\$325.00	0.00%
100-551400-219	\$0.00	\$0.00	\$49,006.00	\$49,006.00	0.00%
100-551400-225	\$546.99	\$546.99	\$6,528.00	\$5,981.01	8.38%
100-551400-290	\$0.00	\$0.00	\$4,596.00	\$4,596.00	0.00%
100-551400-292	\$0.00	\$0.00	\$4,500.00	\$4,500.00	0.00%
100-551400-311	\$116.82	\$116.82	\$1,350.00	\$1,233.18	8.65%
100-551400-320	\$150.00	\$150.00	\$2,450.00	\$2,300.00	6.12%
100-551400-330	\$900.08	\$900.08	\$3,135.00	\$2,234.92	28.71%
100-551400-340	\$466.33	\$466.33	\$14,100.00	\$13,633.67	3.31%
100-551400-341	\$406.45	\$406.45	\$5,000.00	\$4,593.55	8.13%
100-551400-380	\$1,267.82	\$1,267.82	\$41,000.00	\$39,732.18	3.09%
100-551400-381	\$756.23	\$756.23	\$20,250.00	\$19,493.77	3.73%
100-551400-383	\$390.00	\$390.00	\$7,920.00	\$7,530.00	4.92%
100-551400-384	\$1,952.62	\$1,952.62	\$13,832.00	\$11,879.38	14.12%
100-551400-385	\$43.55	\$43.55	\$4,250.00	\$4,206.45	1.02%
100-551400-386	\$1,028.36	\$1,028.36	\$12,500.00	\$11,471.64	8.23%

GENERAL FUND

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
LIBRARY VIDEOS	\$517.14	\$517.14	\$8,500.00	\$7,982.86	6.08%
LIBRARY OTHER	\$2,463.45	\$2,463.45	\$16,912.00	\$14,448.55	14.57%
LIBRARY PUBLIC RELATIONS	\$0.00	\$0.00	\$1,700.00	\$1,700.00	0.00%
LIBRARY BLDG FULL TIME	\$0.00	\$0.00	\$26,150.00	\$26,150.00	0.00%
LIBRARY BLDG PART-TIME	\$0.00	\$0.00	\$14,674.00	\$14,674.00	0.00%
LIBRARY BLDG FICA	\$0.00	\$0.00	\$3,123.00	\$3,123.00	0.00%
LIBRARY BLDG RETIREMENT	\$0.00	\$0.00	\$1,713.00	\$1,713.00	0.00%
LIBRARY BLDG HEALTH	\$0.00	\$0.00	\$8,015.00	\$8,015.00	0.00%
LIBRARY BLDG LIFE	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
LIBRARY BLDG DENTAL	\$0.00	\$0.00	\$811.00	\$811.00	0.00%
LIBRARY BLDG SERVICES	\$1,450.78	\$1,450.78	\$22,600.00	\$21,149.22	6.42%
LIBRARY BLDG UTILITIES	\$1,849.29	\$1,849.29	\$29,500.00	\$27,650.71	6.27%
LIBRARY BLDG GAS HEAT	\$344.66	\$344.66	\$6,859.00	\$6,514.34	5.02%
LIBRARY BLDG REPAIRS/MAINT	\$0.00	\$0.00	\$7,500.00	\$7,500.00	0.00%
LIBRARY BLDG OTHER	\$0.00	\$0.00	\$600.00	\$600.00	0.00%
TOTAL	\$72,674.46	\$72,674.46	\$1,123,945.00	\$1,051,270.54	6.47%

TOTAL FUND EXPENDITURES

\$72,674.46	\$72,674.46	\$1,123,945.00	\$1,051,270.54	6.47%
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NET REVENUES OVER EXPENDITURES

(\$72,674.46)	(\$72,674.46)	(\$941,115.00)	(\$868,440.54)	7.72%
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VILLAGE OF WAUNAKEE
 REVENUES AND EXPENDITURES COMPARED TO BUDGET
 FOR 1 MONTHS ENDING JANUARY 31, 2019

LIBRARY SPECIAL REVENUE FUND

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
220-46740011	\$0.00	\$0.00	(\$16,000.00)	(\$16,000.00)	0.00%
220-46740014	\$0.00	\$0.00	(\$1,700.00)	(\$1,700.00)	0.00%
220-48140001	\$0.00	\$0.00	(\$225.00)	(\$225.00)	0.00%
220-48540070	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
TOTAL	\$0.00	\$0.00	(\$17,925.00)	(\$17,925.00)	0.00%
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TOTAL FUND REVENUES	\$0.00	\$0.00	(\$17,925.00)	(\$17,925.00)	0.00%
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NET REVENUES OVER EXPENDITURES	\$0.00	\$0.00	(\$17,925.00)	(\$17,925.00)	0.00%

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VILLAGE OF WAUNAKEE

TRIAL BALANCE

FOR 2 MONTHS ENDING FEBRUARY 28, 2019

	YTD ACTUAL	YTD BUDGET
220-11110 COMMINGLED CASH	\$38,800.43	\$0.00
220-11210 LIBRARY SPECIAL REVENUE CASH	\$0.00	\$0.00
220-11501 CD INVESTMENTS	\$0.00	\$0.00
220-11580 LIBRARY CD 599001246	\$0.00	\$0.00
220-11581 LIBRARY CD 12359399	\$0.00	\$0.00
220-11582 LIBRARY CD 5006134353	\$0.00	\$0.00
220-11583 LIBRARY MONEY MARKET	\$0.00	\$0.00
220-11584 LIBRARY T-BILL	\$0.00	\$0.00
220-11585 CD cert 791962692	\$0.00	\$0.00
220-11800 PETTY CASH - LIBRARY	\$0.00	\$0.00
220-11801 CASH ON HAND	(\$698.09)	\$0.00
220-13300 ACCRUED INTEREST RECEIVABLE	\$0.00	\$0.00
220-21100 MISC ACCOUNTS PAYABLE	\$0.00	\$0.00
220-21219 ACCOUNTS PAYABLE SYSTEM	\$0.00	\$0.00
220-21999 P/R ALLOCATED TO OTHER FUNDS	\$0.00	\$0.00
220-34220 DESIGNATED - CARBERRY FUND	\$0.00	\$0.00
220-34221 DESIGNATED - SCHUBERT FUND	\$540.00	\$0.00
220-34300 FUND BALANCE	\$37,874.51	\$0.00
220-43740091 SOUTH CENTRAL LIBRARY AID	\$0.00	\$0.00
220-46740011 PUBLIC CHARGES	\$31.00	(\$16,000.00)
220-46740012 BOOK SALES	\$0.00	\$0.00
220-46740013 DAMAGED BOOKS	\$0.00	\$0.00
220-46740014 PHOTOCOPIES	\$0.00	\$0.00
220-48040010 MISCELLANEOUS REVENUE	\$0.00	\$0.00
220-48140001 INTEREST INCOME	\$0.00	\$0.00
220-48340001 PROPERTY SALES	\$0.00	\$0.00
220-48540070 DONATIONS	\$0.00	\$0.00

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1030243: Waunakee Library Forever Fund

1/1/2018 To 12/31/2018

Balance

Beginning Balance 269,663.63

Contributions/Gifts

Contributions* 100.00

**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

100.00

Portfolio Gains (Losses), Net of Fees

Interest & Dividends 8,386.76

Unrealized Gain / Loss (25,248.83)

Realized Gain / Loss 14,538.02

Trustee Fees (332.99)

(2,657.04)

Grants/Distributions

Grants/Distributions (9,744.51)

Transfers Out 0.00

MCF Support (2,681.54)

(12,426.05)

Ending Balance

\$254,680.54



1030243: Waunakee Library Forever Fund

12/1/2018 To 12/31/2018

Balance

Beginning Balance 263,237.64

Contributions/Gifts

Contributions* 0.00

**Contribution totals include net gift amounts for credit card gifts. Each credit card gift is assessed a merchant processing fee by the donor's credit card company of approximately 4%.*

Transfers In 0.00

0.00

Portfolio Gains (Losses), Net of Fees

Interest & Dividends 1,362.90

Unrealized Gain / Loss (9,624.78)

Realized Gain / Loss (57.02)

Trustee Fees (18.84)

(8,337.74)

Grants/Distributions

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (219.36)

(219.36)

Ending Balance

\$254,680.54

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

January 2019

	2019			2018		% Change Prev Month	% Change Prev Year	YTD % Change
	January	Prev Month	Yr-to-date	January	Yr-to-date			
# of Days Library was open	25	24	25	27	26	4.2%	N/A	N/A
CIRCULATION								
Physical circulation	19,589	17,293	19,589	18,789	18,789	13.3%	4.3%	4.3%
Digital circulation	2,442	2,234	2,442	2,039	2,039	9.3%	19.8%	19.8%
Library Total	22,031	19,527	22,031	20,828	20,828	12.8%	5.8%	5.8%
<i>Per Day library was open</i>	881	814	881	771	801	8.3%	14.2%	10.0%
Average of Deforest, Monona and Verona libraries	28,049	26,900	28,049	29,341	29,341	4.3%	-4.4%	-4.4%
By Category								
Books								
Juvenile Fiction	2,017	1,736	2,017	1,821	1,821	16.2%	10.8%	10.8%
Juvenile Non-Fiction	1,314	940	1,314	1,168	1,168	39.8%	12.5%	12.5%
Easy Readers	1,074	951	1,074	1,023	1,023	12.9%	5.0%	5.0%
Picture books	3,096	2,796	3,096	3,196	3,196	10.7%	-3.1%	-3.1%
Total Juvenile	7,501	6,423	7,501	7,208	7,208	16.8%	4.1%	4.1%
Young Adult	514	475	514	535	535	8.2%	-3.9%	-3.9%
Adult Fiction	2,110	1,990	2,110	2,229	2,229	6.0%	-5.3%	-5.3%
Adult non-Fiction	1,997	1,784	1,997	2,147	2,147	11.9%	-7.0%	-7.0%
Large print	462	430	462	443	443	7.4%	4.3%	4.3%
Adult Paperbacks	251	202	251	267	267	24.3%	-6.0%	-6.0%
Total Adult	4,820	4,406	4,820	5,086	5,086	9.4%	-5.2%	-5.2%
Magazines	341	337	341	440	440	1.2%	-22.5%	-22.5%
Audio	1,326	1,302	1,326	1,660	1,660	1.8%	-20.1%	-20.1%
DVD and video	4,045	3,386	4,045	3,166	3,166	19.5%	27.8%	27.8%
Software	23	28	23	43	43	-17.9%	-46.5%	-46.5%
Kits	849	790	849	876	876	7.5%	-3.1%	-3.1%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	56	58	56	53	53	-3.4%	5.7%	5.7%
E-books	2,442	2,234	2,442	2,039	2,039	9.3%	19.8%	19.8%
% of total circulation	11.1%	11.4%	11.1%	9.8%	9.8%	-3.1%	13.2%	N/A
PROGRAMS								
Children								
Number	38	32	38	42	42	18.8%	-9.5%	-9.5%
Attendance	990	670	990	922	922	47.8%	7.4%	7.4%
Young adult								
Number	4	4	4	3	3	0.0%	33.3%	33.3%
Attendance	29	28	29	13	13	3.6%	123.1%	123.1%
Adult								
Number	4	10	4	6	6	-60.0%	-33.3%	-33.3%
Attendance	23	122	23	68	68	-81.1%	-66.2%	-66.2%
# OF USES OF PUBLIC COMPUTERS *	6,270	5,427	6,270	4,611	4,611	15.5%	36.0%	36.0%
# OF VISITORS TO LIBRARY	12,444	10,538	12,444	11,547	11,547	18.1%	7.8%	7.8%

Library Activity Report
Erick Plumb
February 2019

We have been impacted by the rotten winter weather the past month, closing early twice, opening late once, and closing for the entirety of the day on January 30 due to the extreme cold temperatures. These closings made us cancel several programs for children, teens, and adults. We look forward to having maintenance staff on hand in the new building to keep our parking lots and sidewalks clear in snowy weather, as we now rely on Public Works, who, justifiably, have many other places to attend to.

The weather has impacted construction, with the site closing down for a few days due to the cold. That said, the project remains on schedule and within budget. The exterior is almost completed, and the drywalling of the interior walls continues. I would welcome any Trustee that wishes to take a tour with me at their convenience. I have also begun tours of the building with all members of the library staff, in order to give them all a better sense of where we are moving and how that will impact their jobs and our services to the public.

We held a lengthy staff meeting on February 1, discussing the upcoming move and what we will need to do as a staff to be fully prepared come our opening on August 1. I've attached the staff self-analysis for Circulation Competencies that all staff members have completed. The goal is to have the staff at 4s or 5s in all areas by the time we move in July. We will also review as a full-staff those self-identified areas that are broadly problematic amongst a number of staff members.

I'd like to commend Courtney Cosgriff for developing packets that will be given to new library card registrants, with library information and guides to library services and events.

Youth Services Report by Brittany

January may have brought bitter cold and plenty of snow, but it didn't seem to stop families from coming out and enjoying the library. We continued to offer storytimes and programs as much as we could and only have one class of Yoga Sprouts to make up. Yoga programs continue to be a huge hit, Winter Reading Program had over 150 kids participating and a new Saturday program, "Make a Pinecone Bird Feeder," was a simple, but popular offering. Angie continues to make progress with the preteens and teens and the food programs, of course, seem to be an instant draw. She is beginning to make connections and meet with the librarians and literacy coaches at the upper schools to determine how the library best fits into their needs for the students. Our picture book project is completed for authors A – G. It is a lot of work and very timely for several staff members heavily involved, but patron feedback so far has been really positive!

Adult Services Report by Courtney

In January, I hosted 2 programs and the Ales and Tales bookclub. I signed the library up to attend the Waunakee Farmers Market once a month this summer/fall. I listened to a webinar on Transparent Languages (new database as of 2/1). I created a Guess the Book display where patrons can guess book

quotes all month to win an Amazon gift card. Gay, Patti, and I met for a programming meeting to establish ideas for the spring/summer. I attended a walk through tour of the new building. I got folders printed for new patron packets and a tablecloth for outreach events. I began researching ideas / processes for meeting room requests in the new building.

Erick's Meetings and Appearances this month

- Dustin Lamm, Bibliotheca re: self-checks at new library, January 3
- Library management meeting, January 3 and 22
- Rotary Board of Directors, January 8
- Library construction meeting with Vogel Bros., January 8 and January 22
- Library Board walk-through at new building, January 8
- Thyse design review, January 9
- Dane County Library Directors, Monona, January 10
- Rotary, January 3, 17, and 24
- Tour of new building with Todd and department heads, January 22
- Joe Zitzelsberger tour of new building, January 25
- Staff Meeting, February 1
- Todd Schmidt, February 1

Emergency Closing Policy

p. 34 of Village personnel handbook

Library

1. The Library Director or his/her designee shall have discretion to close the Library in emergency situations depending on conditions; however, it is desired to keep the library open during regular operating hours.
2. At 8:00 a.m., if weather conditions are dangerous for travel, the decision could be made to delay the library's opening time or to close for the day. If no delay is relayed to staff via phone call or posted on the Library's Facebook page, they should assume a regular 9 a.m. open time.
3. Based on conditions, the Library Director or his or her designee may close the Library for the entire day. Should an employee choose not to work following a delayed opening they may only use vacation, personal holidays and/or unpaid leave (sick pay may not be used.)

p. 35 of Village personnel handbook

Library

Should inclement weather occur later in the day the Library Director or designee will make the determination to close the library early. Staff that are already at work or those whose shift has not yet begun, may use vacation, personal holidays and/or unpaid leave (sick pay may not be used.)



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
 PI-2401 (Rev. 1-19)

Wis. Stat. §§ 43.05(4) & 43.58(6)

FOR THE YEAR 2018

INSTRUCTIONS: Complete and return two (2) original signed copies of the form and attachments to your system headquarters.

Board-approved, signed annual reports for 2018 are due to the DPI Division for Libraries and Technology no later than March 1, 2019.

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 Gr 1	4b. Certification Type Regular	5. Certification Expiration Date 01/31/2021	
6a. Street Address 710 South St.	6b. Mailing Address or PO Box 710 South St.	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 11,972	21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year? No		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>	45,790	4,253
2. Electronic Books <i>E-books</i>	153,050	
3. Audio Materials	4,569	460
4. Electronic Audio Materials <i>Downloadable</i>	51,169	
5. Video Materials	6,421	798
6. Electronic Video Materials <i>Downloadable</i>	1,406	
7. Other Materials Owned <i>Describe</i> Daycare kits, storyboxes, etc.	1,277	
8. Electronic Collections <i>Locally Owned or Leased</i>	3	
9. Total Electronic Collections <i>Local, regional, and state</i>	49	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	172	

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>	
237,662		127,314		92,354		83,189	
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	
7,125	1,844	8,969	Did Not Collect		Actual Count	154,673	
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	7,135	Password Controlled	56,615	54,743		2,390	2,711
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		
14,477	11,204	39	25,720		1,908		
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	453	43	111	607	15	12	
Total Attendance	18,576	726	1,462	20,764			

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. Geoff	Vine	105 Fourth Street	Waunakee	53597	vincmllc@gmail.com
8.					
9.					
10.					
11.					
12.					

No. of Library Board Members
Include vacancies in this count

7

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V. LIBRARY OPERATING REVENUE
Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service **Only Joint libraries report more than one municipality here**

Municipality Type	Name	Amount
Village	Waunakee	\$791,927
Subtotal 1		\$791,927

2. County

a. Home County Appropriation for Library Service

Subtotal 2a \$160,046

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Columbia	\$5,626		
Sauk	\$1,966		
Green	\$5		
Subtotal 2b			\$7,597

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
SCLS SLP	\$475		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	
Subtotal 3			\$475

4. Federal Funds *Name of program—for LSTA grant awards, grant number and project title*

Program or Project	Amount
	\$0
Subtotal 4	

5. Contract Income *From other governmental units, libraries, agencies, library systems, etc.*

Name	Amount	Name	Amount
Subtotal 5			

6. Funds Carried Forward <i>Do not include state aid. Report state funds in 3b above.</i>	7. All Other Operating Income	8. Total Operating Income <i>Add 1 through 7</i>	9. What is the 2019 annual appropriation provided by your governing body/bodies for your public library?	10. Was your library's municipality exempt from the county library tax for 2018? <i>Wis. Stat. s. 43.64(2)</i>
\$0	\$13,653	\$973,698	\$923,190	Yes

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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)	\$83,115	40.00				
Youth Services Manager	MLS (ALA)	\$56,255	40.00				
Adult Services Manager	MLS (ALA)	\$53,607	40.00				
Circulation Manager	Librn. no-MLS	\$44,576	40.00				
Youth Services Librarian	MLS (ALA)	\$8,736	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
Library Assistant III	Other	\$136,481	192.00				
Library Assistant II	Other	\$115,656	106.00				
Library Assistant I	Other	\$13,633	10.00				
Pages/Shelver	Other	\$3,261	20.00				

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

8.20

c. Total Library Staff (FTE)

13.20

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*
65,603

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	15,321	47,251	62,572
3. Circulation to Nonresidents Living in Another County in Your System	1,063	1,860	2,923
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System	12	40	52
5. Circulation to All Other Wisconsin Residents 56	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?	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)?	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	1,654	f.	
b. Sauk	206	g.	
c. Iowa	48	h.	
d. Rock	1	i.	
e.		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. LITERACY OFFERINGS AND DROP-IN ACTIVITIES

1. Literacy Offerings <i>Umbrella events that include programs and/or drop-in activities planned for a limited duration which specifically encourage individuals involved to read or build literacy skills in a focused way.</i>	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Summer Literacy Offerings	1	1	1
Total Unduplicated Individuals Involved	2,012	244	118	2,374
Number of Other Literacy Offerings	2			2
Total Unduplicated Individuals Involved	205			205
2. Drop-in 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 Drop-in Activities	9	13	22
Total Drop-in Activity Participation	994	51		1,045

3. 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
---------------------------	--------------------------	---

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 county 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 with the appropriate wording indicated (that the library system either did or did not provide effective leadership and adequately meet the needs of the library) must be approved by the library board. The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library 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 2018, the

Name of Public Library

South Central Library System

Name of Public Library System / Service

Indicate with an X one of the following two statements.

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.

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



* The statement **may** be sent directly to LibraryReport@dpi.wi.gov or mailed to Wisconsin Department of Public Instruction, ATTN: Maria Ingraham, Division for Libraries and Technology, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

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	

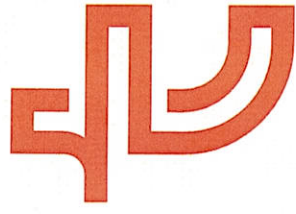
COMMENTS

Other Library Funds

Subtractions

\$100,000 contribution from Trust Fund towards new Library project.--2019-02-06

DRAFT



thysse

Waunakee Public Library

Interior and Exterior Signage

January 11, 2019

FEATURE DISPLAYS

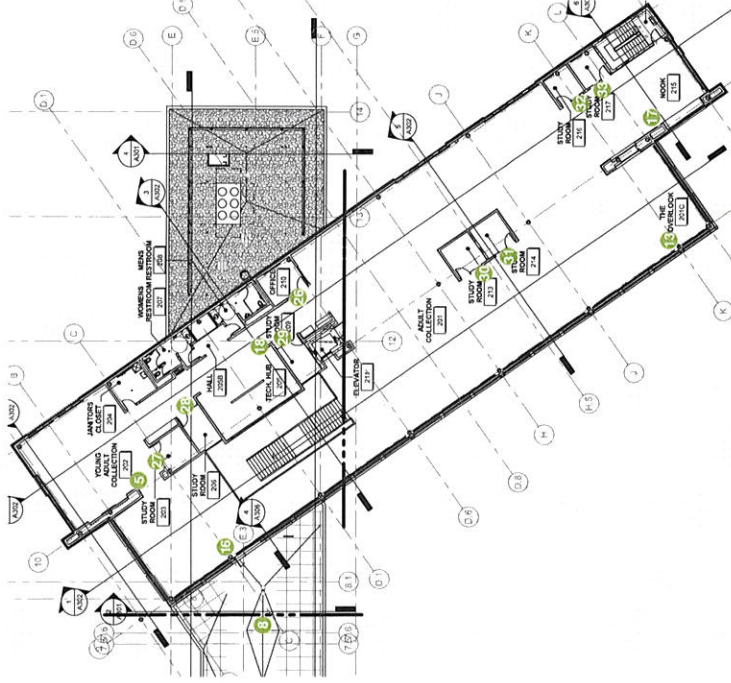
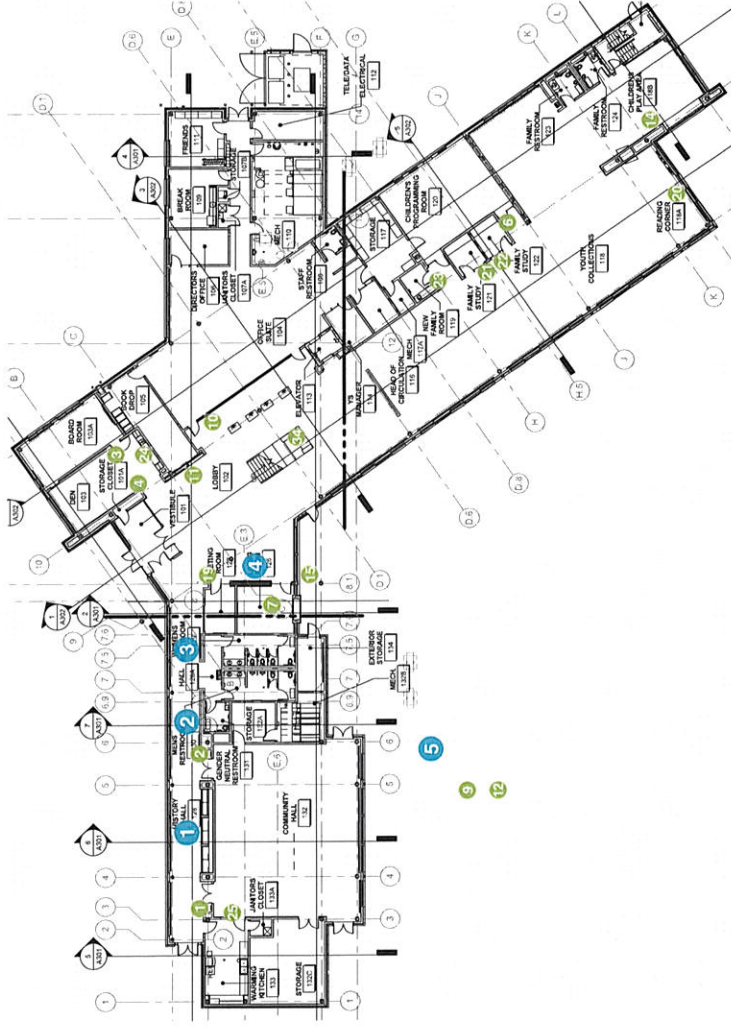
- 1 History Hall: Rotating Display Cases
- 2 History Hall: Image Gallery
- 3 History Hall: Donor Recognition Display
- 4 Donor Wall: Gratitude Wall
- 5 Patio: 100 Women Donor Sign

ROOM SIGNS

- 1 Community Hall (1/2)
- 2 Community Hall (2/2)
- 3 Board Room*
- 4 The Den*
- 5 Young Adult
- 6 Storytime*
- 7 Living Room*
- 8 Rooftop Garden
- 9 The Terrace
- 10 Office Suite*
- 11 Book Drop
- 12 Creek Side Point
- 13 The Overlook
- 14 Kids' Corner
- 15 Fireside Place
- 16 Garden View
- 17 The Nook
- 18 Tech Hub*

*Braille and Room Number Signage

- 19 Meeting Room*
- 20 Reading Corner
- 21 Family Study 1*
- 22 Family Study 2*
- 23 Lactation Room*
- 24 Coffee Bar
- 25 The Kitchen*
- 26 Office*
- 27 Study 1*
- 28 Study 2*
- 29 Study 3*
- 30 Study 4*
- 31 Study 5*
- 32 Study 6*
- 33 Study 7*
- 34 The Alcove

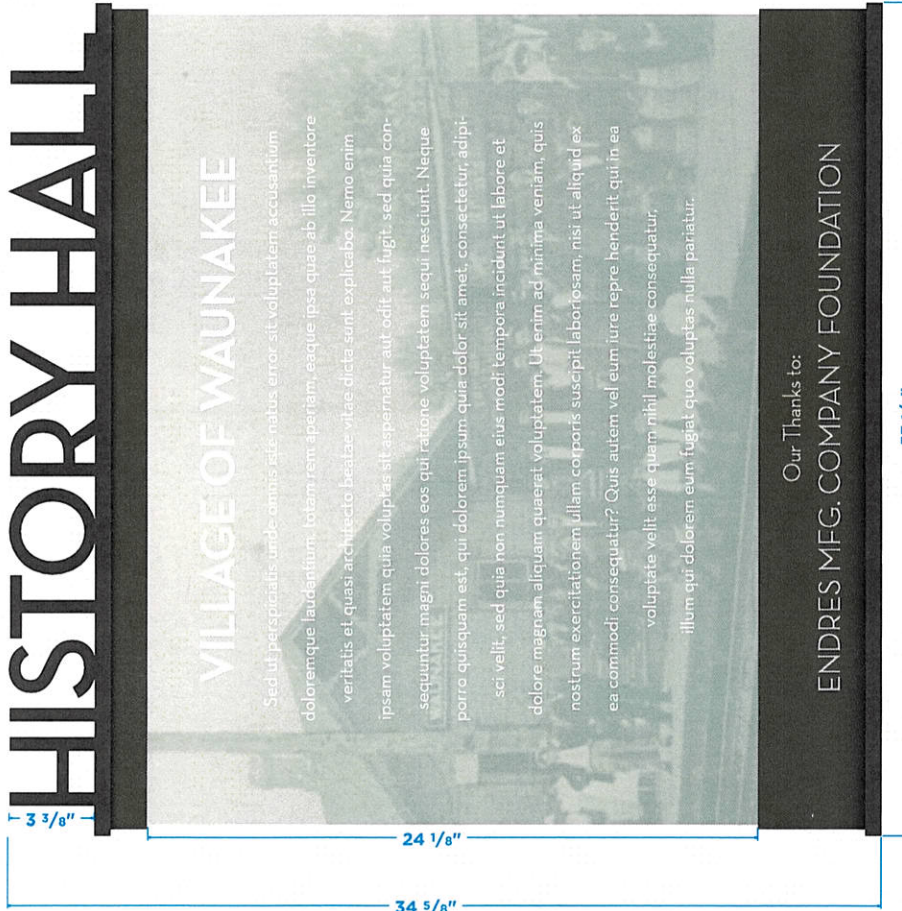


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COMMUNITY HALL

QTY 2



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YOUNG ADULT

Our Thanks to
THE BERNARD AND LOUISE KENNEDY FAMILY

OFFICE SUITE

Our Thanks to
STATE BANK OF CROSS PLAINS

STORYTIME

Our Thanks to
NEIL, SHARON, CALVIN, LAURA,
KENDALL, KADEN AND
KALE KRUSCHEK

120

BOOK DROP

Our Thanks to
THE EVJUE FOUNDATION, INC.

LIVING ROOM

Our Thanks to
THE FRIENDS OF WAUNAKEE
PUBLIC LIBRARY, INC.

126

THE OVERLOOK

Our Thanks to
JAMES P. AND JOSEPH H. KOLTES

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Interior Signage

Waunakee Public Library

January 11
2019

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KIDS' CORNER

Our Thanks to
CULVER'S OF WAUNAKEE, NEIL KRUSCHEK,
DEAN MEIER AND PHIL WILLEMS

THE NOOK

Our Thanks to
CYNTHIA AND MILES TURNER

TECHHUB

Our Thanks to
WAUNAKEE ROTARY

205

GARDEN VIEW

Our Thanks to
HENRY (BUD) AND GERALDINE (JERI) ZANDER

MEETING ROOM

Our Thanks to
A GENEROUS DONOR

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Interior Signage

Waunakee Public Library

January 11
2019

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READING CORNER
 Our Thanks to
 STUART, BETSY AND JORDAN ZADRA

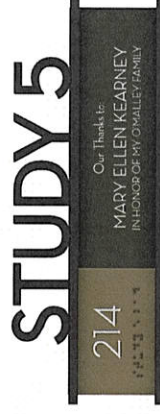
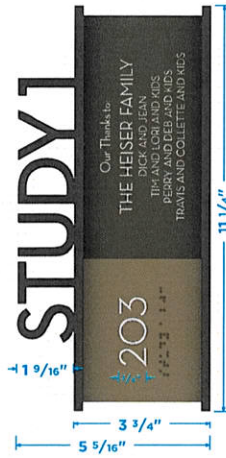
LACTATION ROOM
 Our Thanks to
 MIKE AND MARVANN RICKER
 IN MEMORY OF ABIGAIL BOURNE
 20"
 4 3/16"

FAMILY STUDY 1
 Our Thanks to
 WAUNAKEE ROTARY
 121

COFFEE BAR
 Our Thanks to
 GARY AND JEAN HEZBERG AND FAMILY

FAMILY STUDY 2
 Our Thanks to
 EDWARD JONES
 122

THE KITCHEN
 Our Thanks to
 MIKE AND GINA BRYAN / US BANK
 133



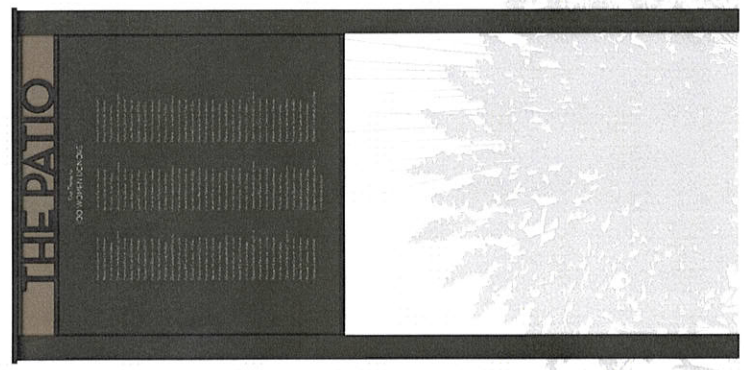
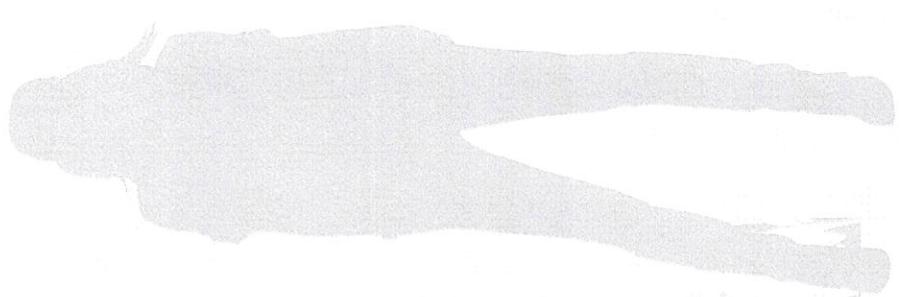
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<p>Exterior Signage - Brick or Wall Mount</p>		<p>Waunakee Public Library</p>
<p>11</p>		

Waunakee Public Library Circulation Competencies

Name: _____

Date: _____

Building

Location of the building mechanical equipment

HVAC control computer	1	2	3	4	5
Furnace	1	2	3	4	5
2 IT panels	1	2	3	4	5
Fuse Panel	1	2	3	4	5
First-aid Kit and AED	1	2	3	4	5
People Counters	1	2	3	4	5
Where to find password document	1	2	3	4	5
Where to find the emergency & service contact information?	1	2	3	4	5
How to lock different entrances	1	2	3	4	5

Communication

Blogs

Access blogs	1	2	3	4	5
Post in blogs	1	2	3	4	5
Comment on a blog post	1	2	3	4	5
Shared Drive	1	2	3	4	5
Opening / Closing duties	1	2	3	4	5
Where the schedule is posted	1	2	3	4	5
How to read the schedule	1	2	3	4	5
Where to find the Saturday Rotation schedule	1	2	3	4	5
Do you know staff emails or where to find them	1	2	3	4	5
Where the staff mailboxes are	1	2	3	4	5
How to access your time sheet	1	2	3	4	5
How to fill out time sheet	1	2	3	4	5
Inclement weather procedure	1	2	3	4	5
Call off procedure	1	2	3	4	5
Time off request procedure	1	2	3	4	5
Accessing the SCLS status wiki	1	2	3	4	5
Where to sign up for SCLS listserve emails	1	2	3	4	5
How to contact SCLS Help Desk and fill out online help form	1	2	3	4	5

Computers, Software, and Printers

Help patrons get to Word, online, or other programs	1	2	3	4	5
Help patrons with printing	1	2	3	4	5
Referral procedure for room reservations	1	2	3	4	5
WPL Website					
Finding the calendar	1	2	3	4	5
Registering patrons for an event	1	2	3	4	5

Finding storytimes	1	2	3	4	5
Finding our policies	1	2	3	4	5
Finding information on new library and campaign	1	2	3	4	5
Finding the database list	1	2	3	4	5

Customer Service (Internal & External)

Approachability	1	2	3	4	5
Eye contact	1	2	3	4	5
Tone of voice	1	2	3	4	5
Focus on the person	1	2	3	4	5
Patience with the person	1	2	3	4	5
Respect of patron's privacy (do not share record, internet history or security c	1	2	3	4	5
When to call for backup	1	2	3	4	5
Identifying and following through with an emergency	1	2	3	4	5
Staff Emergency Contact folder (in shared drive?)	1	2	3	4	5
Volunteer Emergency Contact folder (Emily needs to create one)	1	2	3	4	5
Who do you contact when you have a concern	1	2	3	4	5
Directing and supervision of the Pages	1	2	3	4	5
Know when to help a patron & when to ask for additional help	1	2	3	4	5

Online Resource Familiarity

Overdrive/Libby	1	2	3	4	5
NovellList	1	2	3	4	5
Reference USA	1	2	3	4	5
Ebsco	1	2	3	4	5
Consumer Reports	1	2	3	4	5
Flipster	1	2	3	4	5
Value Line	1	2	3	4	5
Transparent Language	1	2	3	4	5
Mango Languages	1	2	3	4	5

Friends of the WPL & Capital Campaign

Collecting money for book sale items	1	2	3	4	5
Membership fee form - where to find them	1	2	3	4	5
Membership fee form - where to put filled out ones	1	2	3	4	5
Information about donating to new building project	1	2	3	4	5

KOHA

Checking Out

Checking out items to a patron	1	2	3	4	5
Renewing items	1	2	3	4	5
Printing receipt for today	1	2	3	4	5
Printing receipt for everything	1	2	3	4	5

Checking In

Checking in WAU items	1	2	3	4	5
Sending items to "Home" Library	1	2	3	4	5
Filling a hold at WAU	1	2	3	4	5

Filling a hold at another library	1	2	3	4	5
Familiar with SCLS library codes	1	2	3	4	5
Finances					
Paying fines	1	2	3	4	5
Calculating change due	1	2	3	4	5
Printing a receipt of payment	1	2	3	4	5
Paying for lost / damaged items	1	2	3	4	5
Where to send payment for lost / damaged items	1	2	3	4	5
Adding an invoice charge	1	2	3	4	5
Paying fines online in LINKcat	1	2	3	4	5
Deciphering fines history page	1	2	3	4	5
Does a patron gets a refund	1	2	3	4	5
Refund policy	1	2	3	4	5
Forms					
SCLS Problem Item Form in its multiple formats	1	2	3	4	5
SCLS Claims Return Form	1	2	3	4	5
SCLS Payment Form in multiple formats	1	2	3	4	5
SCLS Lost and Paid Refund Form	1	2	3	4	5
When to fill out a form	1	2	3	4	5
Where to send forms	1	2	3	4	5
Outerlibrary Loan (OLL) print and online form location	1	2	3	4	5
Where to put OLL form	1	2	3	4	5
Request for Purchase	1	2	3	4	5
Hold Authorization	1	2	3	4	5
Holds					
Requesting a specific copy (only with magazines)	1	2	3	4	5
Requesting multiple copies	1	2	3	4	5
Canceling a hold	1	2	3	4	5
Changing the pickup location	1	2	3	4	5
Finding the expired hold list in patron record	1	2	3	4	5
Suspending a hold	1	2	3	4	5
Suspending a hold with a resume date	1	2	3	4	5
Procedure for requesting same day holds at other branches	1	2	3	4	5
Same day hold shelf	1	2	3	4	5
Overflow shelves for Holds	1	2	3	4	5
Patron Account					
New adult patron account	1	2	3	4	5
New juvenile patron account	1	2	3	4	5
New senior patron account	1	2	3	4	5
New patron account from outside of SCLS	1	2	3	4	5
Adding a child to a parent record	1	2	3	4	5
Replacing a library card	1	2	3	4	5
Editing patron account	1	2	3	4	5
Using the "Message" field	1	2	3	4	5
Finding patron "Sort" code (PSTAT)	1	2	3	4	5
Text messaging setup	1	2	3	4	5
Renewing patron account	1	2	3	4	5

Reports					
Running the Hold Shelf Action list	1	2	3	4	5
Reconciling Hold Shelf Action list	1	2	3	4	5
Running the Holds Queue list	1	2	3	4	5
Replacing an RFID tag	1	2	3	4	5
Offline check out when KOHA is down	1	2	3	4	5
Connecting to the hotspot when internet is down (look into for future?)	1	2	3	4	5
Accessing the SCLS ILS Support page	1	2	3	4	5
Location of problem items	1	2	3	4	5
Who manages problem items	1	2	3	4	5
LINKcat					
Accessing a patron's account	1	2	3	4	5
Finding a patron's holds list	1	2	3	4	5
Finding a patron's check out list	1	2	3	4	5
Finding a patron's fine list	1	2	3	4	5
Placing a hold	1	2	3	4	5
Library Equipment					
Making copies					
Public copier b&w / color	1	2	3	4	5
Staff copier b&w / color (new building)	1	2	3	4	5
Scanning					
Scan station scanning	1	2	3	4	5
Scan station faxing	1	2	3	4	5
Scanning on downstairs copier					
Printing from a flash drive on public or staff PC	1	2	3	4	5
Enlarging and reducing					
Staff copier (new building)					
Public copier	1	2	3	4	5
Troubleshooting photocopier	1	2	3	4	5
Turning Self-checks on and off manually	1	2	3	4	5
Flash drives					
Location and cost	1	2	3	4	5
Opening the safe	1	2	3	4	5
Turning the fireplace on and off (new building)	1	2	3	4	5
Location of fire extinguishers	1	2	3	4	5
Location of fire alarm pulls	1	2	3	4	5
AED machine	1	2	3	4	5
Opening & closing the Community Room divider	1	2	3	4	5
Telephone system					
Placing a call on hold	1	2	3	4	5
Transferring a call	1	2	3	4	5
Changing answering machine message	1	2	3	4	5
Transferring a call directly to voicemail	1	2	3	4	5
Back-up bell	1	2	3	4	5
Using Slack to communicate between desks	1	2	3	4	5

