

Waunakee Public Library

Library Board Meeting

Friday, January 19, 2018

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, Mike Ricker, Cindy Turner, and Erick Plumb, Director
 - B. **Absent:** Gary Herzberg, Kathy Grosskopf and Geoff Vine
 - C. **Guest:** Todd Schmidt
- III. **Additions to agenda:** Personnel
- IV. **Approval of consent agenda-** Mike moved, Annie seconded, Passed.
- V. **Public comment:** none
- VI. **Library Director's Report:** Erick reported on the Village Listening Session held January 4th where President Zellner chaired the lively discussion. The January 9th OPN design meeting was a presentation of the approximately 600 pages of detailed architectural and construction specifications. The bid process is slated to begin on February 15th. With the sad news of longtime librarian Sue McComb's passing, the library will be closed so staff is able to attend her memorial service. Staffing changes to fill her position include some shifting duties and a 20-hour new position.
The full director's report including youth service and adult service sections was included in the Board packet.
- VII. **Old Business**
 - A. **Building Committee Report- Geoff Vine**

Todd discussed the soil remediation of the former Alloy site with ongoing discussions between Ayres Associates, the demolition company and the Village Administration.
 - B. **Capital Campaign Committee- Annie Ballweg**

The capital campaign has met the goal of **\$1.5 million**. There was a positive return from the 100 Women in Waunakee event with donations from 83 of the 100 woman invited. The direct mailing resulted in \$36,000 to date. Erick and Annie stated that the campaign has not ended, despite the goal success. A school fundraiser and additional grants are in the plans. Future benefactor and/or private donations are still being pursued.
 - C. **Privacy of Public Records Policy-** The Village attorney returned the reviewed policy. It was passed on a motion by Cindy, second by Jean.
- VIII. **New business**

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

IX. Adjourn: The meeting was adjourned at 8:40 AM

Next Library Board Meeting: Friday, February 16, 2018 at 7:45 AM at WPL Programming Room.

Respectfully submitted, Cynthia S. Turner, Trustee and Secretary

VILLAGE OF WAUNAKEE
REVENUES AND EXPENDITURES COMPARED TO BUDGET
FOR 1 MONTHS ENDING JANUARY 31, 2018

GENERAL FUND

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
100-43740020	\$0.00	\$0.00	\$160,046.00	\$160,046.00	0.00%
TOTAL	\$0.00	\$0.00	\$160,046.00	\$160,046.00	0.00%
TOTAL FUND REVENUES					
	\$0.00	\$0.00	\$160,046.00	\$160,046.00	0.00%
100-551400-110	\$18,646.89	\$18,646.89	\$251,806.00	\$233,159.11	7.41%
100-551400-120	\$18,587.27	\$18,587.27	\$282,882.00	\$264,294.73	6.57%
100-551400-130	\$2,694.58	\$2,694.58	\$40,903.00	\$38,208.42	6.59%
100-551400-131	\$2,120.81	\$2,120.81	\$29,585.00	\$27,464.19	7.17%
100-551400-132	\$7,798.19	\$7,798.19	\$96,775.00	\$88,976.81	8.06%
100-551400-133	\$59.21	\$59.21	\$349.00	\$289.79	16.97%
100-551400-134	\$686.91	\$686.91	\$9,026.00	\$8,339.09	7.61%
100-551400-217	\$0.00	\$0.00	\$325.00	\$325.00	0.00%
100-551400-219	\$45,612.47	\$45,612.47	\$45,527.00	(\$85.47)	100.19%
100-551400-225	\$0.00	\$0.00	\$6,384.00	\$6,384.00	0.00%
100-551400-290	\$0.00	\$0.00	\$4,596.00	\$4,596.00	0.00%
100-551400-292	\$0.00	\$0.00	\$2,400.00	\$2,400.00	0.00%
100-551400-311	\$0.00	\$0.00	\$1,250.00	\$1,250.00	0.00%
100-551400-320	\$348.00	\$348.00	\$2,225.00	\$1,877.00	15.64%
100-551400-330	\$25.00	\$25.00	\$5,320.00	\$5,295.00	0.47%
100-551400-340	\$360.54	\$360.54	\$10,600.00	\$10,239.46	3.40%
100-551400-341	\$84.77	\$84.77	\$4,000.00	\$3,915.23	2.12%
100-551400-380	\$0.00	\$0.00	\$36,300.00	\$36,300.00	0.00%
100-551400-381	\$1,132.84	\$1,132.84	\$18,750.00	\$17,617.16	6.04%
100-551400-383	\$7,038.94	\$7,038.94	\$13,750.00	\$6,711.06	51.19%
100-551400-384	\$159.95	\$159.95	\$10,340.00	\$10,180.05	1.55%
100-551400-385	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
100-551400-386	\$18.99	\$18.99	\$10,500.00	\$10,481.01	0.18%

GENERAL FUND

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
LIBRARY VIDEOS	\$195.79	\$195.79	\$8,500.00	\$8,304.21	2.30%
LIBRARY OTHER	\$2,050.43	\$2,050.43	\$11,412.00	\$9,361.57	17.97%
LIBRARY PUBLIC RELATIONS	\$0.00	\$0.00	\$3,475.00	\$3,475.00	0.00%
LIBRARY BLDG FULL TIME	\$21.10	\$21.10	\$0.00	(\$21.10)	100.00%
LIBRARY BLDG FICA	\$1.46	\$1.46	\$0.00	(\$1.46)	100.00%
LIBRARY BLDG RETIREMENT	\$1.42	\$1.42	\$0.00	(\$1.42)	100.00%
LIBRARY BLDG HEALTH	\$35.14	\$35.14	\$0.00	(\$35.14)	100.00%
LIBRARY BLDG DENTAL	\$1.79	\$1.79	\$0.00	(\$1.79)	100.00%
LIBRARY BLDG SERVICES	\$1,816.19	\$1,816.19	\$21,900.00	\$20,083.81	8.29%
LIBRARY BLDG UTILITIES	\$0.00	\$0.00	\$12,000.00	\$12,000.00	0.00%
LIBRARY BLDG GAS HEAT	\$387.32	\$387.32	\$2,460.00	\$2,072.68	15.74%
LIBRARY BLDG REPAIRS/MAINT	\$0.00	\$0.00	\$1,688.00	\$1,688.00	0.00%
LIBRARY BLDG OTHER	\$0.00	\$0.00	\$350.00	\$350.00	0.00%
TOTAL	\$109,886.00	\$109,886.00	\$948,378.00	\$838,492.00	11.59%

TOTAL FUND EXPENDITURES

\$109,886.00	\$109,886.00	\$948,378.00	\$838,492.00	11.59%
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NET REVENUES OVER EXPENDITURES

(\$109,886.00)	(\$109,886.00)	(\$788,332.00)	(\$678,446.00)	13.94%
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VILLAGE OF WAUNAKEE
REVENUES AND EXPENDITURES COMPARED TO BUDGET
FOR 12 MONTHS ENDING DECEMBER 31, 2017

GENERAL FUND

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
100-43740020	\$0.00	\$146,829.00	\$120,000.00	(\$26,829.00)	122.36%
100-43740091	\$0.00	\$635.00	\$0.00	(\$635.00)	100.00%
100-48540070	\$0.00	\$9,469.93	\$0.00	(\$9,469.93)	100.00%
TOTAL	\$0.00	\$156,933.93	\$120,000.00	(\$36,933.93)	130.78%
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TOTAL FUND REVENUES	\$0.00	\$156,933.93	\$120,000.00	(\$36,933.93)	130.78%
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100-551400-110	\$0.00	\$200,972.69	\$206,669.00	\$5,696.31	97.24%
100-551400-120	\$0.00	\$271,899.37	\$277,232.00	\$5,332.63	98.08%
100-551400-121	\$0.00	\$240.84	\$0.00	(\$240.84)	100.00%
100-551400-130	\$0.00	\$34,549.79	\$37,016.00	\$2,466.21	93.34%
100-551400-131	\$0.00	\$26,472.88	\$27,020.00	\$547.12	97.98%
100-551400-132	\$0.00	\$86,652.94	\$108,518.00	\$21,865.06	79.85%
100-551400-133	\$0.00	\$471.45	\$391.00	(\$80.45)	120.58%
100-551400-134	\$0.00	\$7,965.53	\$10,125.00	\$2,159.47	78.67%
100-551400-217	\$0.00	\$0.00	\$325.00	\$325.00	0.00%
100-551400-219	\$0.00	\$44,335.38	\$44,500.00	\$164.62	99.63%
100-551400-225	\$0.00	\$6,520.22	\$6,384.00	(\$136.22)	102.13%
100-551400-290	\$0.00	\$1,543.12	\$4,488.00	\$2,944.88	34.38%
100-551400-292	\$0.00	\$2,216.57	\$2,835.00	\$618.43	78.19%
100-551400-311	\$0.00	\$1,017.95	\$1,100.00	\$82.05	92.54%
100-551400-320	\$0.00	\$1,893.50	\$1,950.00	\$56.50	97.10%
100-551400-330	\$0.00	\$1,391.67	\$5,320.00	\$3,928.33	26.16%
100-551400-340	\$0.00	\$11,941.28	\$8,200.00	(\$3,741.28)	145.63%
100-551400-341	\$0.00	\$3,952.15	\$2,795.00	(\$1,157.15)	141.40%
100-551400-380	\$0.00	\$30,794.00	\$36,300.00	\$5,506.00	84.83%
100-551400-381	\$0.00	\$19,006.04	\$18,000.00	(\$1,006.04)	105.59%
100-551400-383	\$0.00	\$12,125.44	\$14,529.00	\$2,403.56	83.46%

GENERAL FUND

Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
\$0.00	\$9,828.20	\$9,474.00	(\$354.20)	103.74%
\$0.00	\$2,973.63	\$3,000.00	\$26.37	99.12%
\$0.00	\$7,185.08	\$10,500.00	\$3,314.92	68.43%
\$0.00	\$7,532.99	\$8,500.00	\$967.01	88.62%
\$0.00	\$16,894.77	\$11,400.00	(\$5,494.77)	148.20%
\$0.00	\$46.00	\$0.00	(\$46.00)	100.00%
\$0.00	\$126.70	\$3,475.00	\$3,348.30	3.65%
\$0.00	\$1,318.76	\$0.00	(\$1,318.76)	100.00%
\$0.00	\$98.86	\$0.00	(\$98.86)	100.00%
\$0.00	\$89.50	\$0.00	(\$89.50)	100.00%
\$0.00	\$385.82	\$0.00	(\$385.82)	100.00%
\$0.00	\$2.99	\$0.00	(\$2.99)	100.00%
\$0.00	\$19.86	\$0.00	(\$19.86)	100.00%
\$0.00	\$22,928.09	\$21,900.00	(\$1,028.09)	104.69%
\$0.00	\$11,735.89	\$12,000.00	\$264.11	97.80%
\$0.00	\$1,523.40	\$2,460.00	\$936.60	61.93%
\$0.00	\$342.88	\$1,688.00	\$1,345.12	20.31%
\$0.00	\$10,092.18	\$350.00	(\$9,742.18)	2,883.48%
\$0.00	\$859,088.41	\$898,444.00	\$39,355.59	95.62%

TOTAL FUND EXPENDITURES

\$0.00	\$859,088.41	\$898,444.00	\$39,355.59	95.62%
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NET REVENUES OVER EXPENDITURES

\$0.00	(\$702,154.48)	(\$778,444.00)	(\$76,289.52)	90.20%
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- 100-551400-384 LIBRARY COMPUTER SOFTWARE
- 100-551400-385 LIBRARY KIT SUPPLIES
- 100-551400-386 LIBRARY AUDIO MATERIALS
- 100-551400-387 LIBRARY VIDEOS
- 100-551400-390 LIBRARY OTHER
- 100-551400-391 LIBRARY PERSONNEL
- 100-551400-392 LIBRARY PUBLIC RELATIONS
- 100-551401-110 LIBRARY BLDG FULL TIME
- 100-551401-130 LIBRARY BLDG FICA
- 100-551401-131 LIBRARY BLDG RETIREMENT
- 100-551401-132 LIBRARY BLDG HEALTH
- 100-551401-133 LIBRARY BLDG LIFE
- 100-551401-134 LIBRARY BLDG DENTAL
- 100-551401-210 LIBRARY BLDG SERVICES
- 100-551401-220 LIBRARY BLDG UTILITIES
- 100-551401-221 LIBRARY BLDG GAS HEAT
- 100-551401-350 LIBRARY BLDG REPAIRS/MAINT
- 100-551401-390 LIBRARY BLDG OTHER

TOTAL

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

EQUIPMENT REPLACEMENT

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

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

LIBRARY SPECIAL REVENUE FUND

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
220-46740011	\$0.00	\$12,132.77	\$14,700.00	\$2,567.23	82.54%
220-46740014	\$0.00	\$2,322.41	\$1,300.00	(\$1,022.41)	178.65%
220-48140001	\$0.00	\$238.00	\$225.00	(\$13.00)	105.78%
220-48540070	\$0.00	\$884.66	\$0.00	(\$884.66)	100.00%
TOTAL	\$0.00	\$15,577.84	\$16,225.00	\$647.16	96.01%
TOTAL FUND REVENUES					
	\$0.00	\$15,577.84	\$16,225.00	\$647.16	96.01%
NET REVENUES OVER EXPENDITURES					
	\$0.00	\$15,577.84	\$16,225.00	\$647.16	96.01%

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1030243: Waunakee Library Forever Fund

12/1/2017 To 12/31/2017

Balance

Beginning Balance 266,654.66

Contributions/Gifts

Contributions* 47.94

**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

47.94

Portfolio Gains (Losses)

Investment Results, Net Of Fees 3,183.24

3,183.24

Grants/Distributions

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (222.21)

(222.21)

Ending Balance

\$269,663.63

Cash Available for Grants as of 12/31/2017

\$934.00



DETAILED STATEMENT OF FUND ACTIVITY:

1030243: Waunakee Library Forever Fund

Report Period: From 12/1/2017 12:00:00 AM To 12/31/2017 12:00:00 AM

Contributions		
Date	Description	Amount
12/30/2017	Barbara Wolfe	\$50.00
Total Contributions		\$50.00

Individual contributions listed above do not reflect merchant processing fees charged by the donor's credit card company of approximately 4%.

January 2018 Bills

Account	Vender	Amount
100-551400-290 -Leased Items		
	Gordon Flesch	\$124.15
100-551400-217 -Automation Levy		
	SCLS	\$45,612.47
100-551400-311 – Postage		
	Post Office	\$113.75
		\$ 113.75
100-551400-320 - Pubs/Subs/Dues		
	Plumb Rotary dues	\$169.00
100-551400-330-Library Travel/Training		
	Total	\$0.00
100-551400-340 - Programs		
	Ace	
	Melanie McManus (presenter)	\$100.00
	Piggly Wiggly	\$53.10
	Forward Theater	\$500.00
	Walgreens	\$5.98
	Apple iTunes	\$10.54
	Total	\$669.62
100-551400-380 – Adult Books		
	Amazon	\$47.05
	Baker & Taylor	\$2,126.18
	Total	\$2,173.23
100-551400-381 – Juvenile Books		
	Amazon	
	Baker & Taylor	\$1,499.46
	Penworthy	\$1,132.84
	Total	\$2,632.30
1000551400-383 - Serials Subscriptions		
	Rivistas	\$7,038.94
	Total	\$7,038.94
100-551400-384 - Digital Materials & Computer Software		

	CDW-G (Adobe cloud suite)	\$1,594.74
	Verizon -Hotspots	\$80.02
	Amazon (e-books)	\$175.76
	Barnes & Noble (e-books)	\$166.63
	TBS faxing	
	Total	\$2,017.15
100-551400-385 – Kit Supplies		
	Amazon	\$111.55
	Walmart	\$53.64
	Total	\$165.19
100-551400-386 – Audio Materials		
	Penguin	
	Amazon	
	Recorded Books	\$86.93
	Midwest tape	\$60.96
	Total	\$147.89
100-551400-387 – Videos		
	Amazon	\$641.05
	Midwest	\$185.90
	Total	\$826.95
100-551400-390 - Other (Supplies)		
	Amazon	\$81.12
	AzuraDisk	\$84.77
	Total	\$165.89
101-551401-210 - Building Services		
	Coverall	\$ 1,345.00
	Russ Plumbing	\$198.00
	Plunkett's Pest Control	\$25.00
	Total	\$ 1,568.00
101-551401-221 - Gas		
	MG&E	\$387.32

470-551400-210 - Library Outside Services		
	McDonald Schaefer	\$5,200.00
	Total	\$5,200.00
470-551400-215 - BLD Architect		
	OPN	\$78,000.00
	Grand Total	\$147,011.85

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

January 2018

	2018			2017		% Change Prev Month	% Change Prev Year	YTD % Change
	January	Prev Month	Yr-to-date	January	Yr-to-date			
# of Days Library was open	27	25	27	26	26	8.0%	N/A	N/A
CIRCULATION								
Physical circulation	18,789	15,485	18,789	18,292	18,292	21.3%	2.7%	2.7%
Digital circulation	2,039	1,871	2,039	1,725	1,725	9.0%	18.2%	18.2%
Library Total	20,828	17,356	20,828	20,017	20,017	20.0%	4.1%	4.1%
<i>Per Day library was open</i>	771	694	771	770	770	11.1%	0.2%	0.2%
Average of Deforest, Monona and Verona libraries	29,341	25,827	29,341	29,159	29,159	13.6%	0.6%	0.6%
By Category								
Books								
Juvenile Fiction	1,821	1,434	1,821	1,584	1,584	27.0%	15.0%	15.0%
Juvenile Non-Fiction	1,168	812	1,168	1,056	1,056	43.8%	10.6%	10.6%
Easy Readers	1,023	716	1,023	1,192	1,192	42.9%	-14.2%	-14.2%
Picture books	3,196	2,517	3,196	2,684	2,684	27.0%	19.1%	19.1%
Total Juvenile	7,208	5,479	7,208	6,516	6,516	31.6%	10.6%	10.6%
Young Adult	535	464	535	475	475	15.3%	12.6%	12.6%
Adult Fiction	2,229	1,979	2,229	2,179	2,179	12.6%	2.3%	2.3%
Adult non-Fiction	2,147	1,805	2,147	2,033	2,033	18.9%	5.6%	5.6%
Large print	443	370	443	396	396	19.7%	11.9%	11.9%
Adult Paperbacks	267	216	267	253	253	23.6%	5.5%	5.5%
Total Adult	5,086	4,370	5,086	4,861	4,861	16.4%	4.6%	4.6%
Magazines	440	367	440	391	391	19.9%	12.5%	12.5%
Audio	1,331	1,219	1,331	1,660	1,660	9.2%	-19.8%	-19.8%
DVD and video	3,166	2,631	3,166	3,419	3,419	20.3%	-7.4%	-7.4%
Software	43	55	43	64	64	-21.8%	-32.8%	-32.8%
Kits	876	713	876	1,095	1,095	22.9%	-20.0%	-20.0%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	53	61	53	54	54	-13.1%	-1.9%	-1.9%
E-books	2,039	1,871	2,039	1,725	1,725	9.0%	18.2%	18.2%
% of total circulation	9.8%	10.8%	9.8%	8.6%	8.6%	-9.2%	13.6%	N/A
PROGRAMS								
Children								
Number	42	28	42	38	38	50.0%	10.5%	10.5%
Attendance	922	648	922	864	864	42.3%	6.7%	6.7%
Young adult								
Number	3	3	3	1	1	0.0%	200.0%	200.0%
Attendance	13	16	13	4	4	-18.8%	225.0%	225.0%
Adult								
Number	6	5	6	4	4	20.0%	50.0%	50.0%
Attendance	68	88	68	68	68	-22.7%	0.0%	0.0%
TUTOR.COM								
Total sessions	21	5	21	46	46	320.0%	-54.3%	-54.3%
Total hours	7.39	2.32	7.39	20.41	20.41	218.5%	-63.8%	-63.8%
# OF USES OF PUBLIC COMPUTERS *	4,611	4,029	4,611	4,635	4,635	14.4%	-0.5%	-0.5%
# OF VISITORS TO LIBRARY	11,547	8,882	11,547	9,554	9,554	30.0%	20.9%	20.9%

Library Activity Report

Erick Plumb

February 2018

- We wrapped up the official capital campaign in January. We are at over \$1.52 million pledged and raised. McDonald Schaefer concluded their work on the project on January 31. The campaign cabinet met for a final time on January 29. We thank our amazing, dedicated champions on the campaign for their tireless efforts on the project's behalf. Of course, we will continue to raise funds throughout construction. With over 330 individual donors thus far, we are confident that the underlying support within the community for the new library project is evident.
- We have posted for a twenty-hour per week Library Assistant II position. This position fills in the gap left by Sue McComb's untimely passing. Applicant reviews begin the week of February 19.
- We held our final design meeting with OPN on January 9 as we hope to begin the bid process around February 15.
- I've worked on compiling the annual report to the state's Department of Public Instruction. A few quick highlights from 2017: We logged over 149,000 visits to the building, down slightly from 2016. We checked out over 252,000 items, which included a 20% increase in checkouts of digital items. But where we are seeing continued growth is in library programming; in 2017, we attracted 17,528 to our programs, 20.8% more than last year. We continue to grow our program attendance for children, due to Brittany Gitzlaff's continued outstanding programming, but also saw explosive growth in programs for adults, with 35.5% more in attendance, thanks in part to our new adult services manager, Courtney Cosgriff.

Youth Services Report by Brittany

January was a busy month with many programs and storytimes, the return of Yoga Sprouts and the conclusion of the Winter Reading Program. I also hosted every first grade class from Heritage Elementary. We had a great time reading together, learning more about the library and finding great books for the kids to check out and take back to school. My follow-up meeting with the school literacy coaches went very well. They were excited about the changes I am planning on implementing this summer and believe it will work well for us all to partner and commit to one reading program. Next steps include fine-tuning the details of the reading sheet and working towards putting together one community-wide event to promote this initiative. It has now become tradition at the start of a new year to rotate out some of our well-loved toys. With support from the Friends of the Library, we were able to add several new options that have been extremely well received.

Adult Services Report by Courtney

In January, I hosted 4 programs. I set up our first two programs for a quarterly series called "Waunakee Talks." (This is in partnership with Waunakee Community Cares Coalition.) Our first program (March) will be on teen mental health awareness hosted by Stonetree Therapy. Our second program (June) will focus on LGBTQ teens and awareness. The STEM committee had a meeting to discuss our current participants for April's STEM day. I attended a final meeting for the Village's communication series hosted by MATC. I had a meeting with Todd Schmidt and the Village's creative intern, Sarah, to discuss the possibility of a grant for the new library's artwork. I attended a Lions meeting where I was officially inducted as a

member. I had a meeting with Genna and Marty from Waunakee Neighborhood Connection where we finalized details on April's "Fun with Fines" program.

Erick's Meetings and Appearances in December

- Village Management Team meeting, January 2
- Chamber of Commerce Wake Up Waunakee, January 3
- Village Listening Session, January 4
- McDonald Schaefer capital campaign planning meeting, January 15
- Design meeting with OPN, January 9.
- Rotary, January 18 and 25.
- Dane County Library Directors meeting, Mt. Horeb, January 11
- Friends of the Library, January 18
- Todd Schmidt, Adam Bentley, Jean Elvekrog, January 23
- Capital Campaign Cabinet meeting, January 29



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
 PI-2401 (Rev. 1-18)
 S. 43.05(4) & 43.58(6)
FOR THE YEAR 2017

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

Board-approved, signed annual reports for 2017 are due to the DPI Division for Libraries and Technology no later than March 1, 2018.

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>			48,754	3,707	
2. Electronic Books <i>E-books</i>			164,910		
3. Audio Materials			6,071	186	
4. Electronic Audio Materials <i>Downloadable</i>			47,643		
5. Video Materials			6,577	404	
6. Electronic Video Materials <i>Downloadable</i>			1,058		
7. Other Materials Owned <i>Describe</i> Daycare kits, storyboxes, activity backpacks, etc.			1,537		
8. Electronic Collections <i>Locally Owned or Leased</i>			4		
9. Total Electronic Collections <i>Local, regional, and state</i>			50		
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>			177		

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>	
228,149		116,984		95,280		78,416	
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	
7,246	1,770	9,016	Did Not Collect		Actual Count	149,018	
6. Uses of Public Internet Computers			7. Uses of Public Wireless Internet		8a. Local Electronic Collection Retrievals	8b. Total Electronic Collection Retrievals	
a. Method	b. Annual Count	a. Method	b. Annual Count				
Actual Count	7,847	Router Count	56,192	477	799		
9. Uses of Electronic Materials by Users of Your Library							
a. E-Books		b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials		e. Uses of Children's Electronic Materials	
12,456		8,787	33	21,276		1,389	
10. 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	361	38	81	480	15	12	
Total Attendance	15,191	231	2,106	17,528			

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. Gary	Herzberg	1804 Athens Court	Waunakee	53597	ghertzzy27@gmail.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	vinecmllc@gmail.com
8.					
9.					
10.					
11.					
12.					
No. of Library Board Members <i>Include vacancies in this count</i>					
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	\$782,039
Subtotal 1		\$782,039

2. County

a. Home County Appropriation for Library Service

Subtotal 2a

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Columbia	\$6,012		
Iowa	\$95		
Sauk	\$532		
Subtotal 2b			\$6,639

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
SCLS SLP	\$475		
SCLS Teach Line Rebate	\$160		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	
Subtotal 3			\$635

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

Program or Project	Amount
	\$0
Subtotal 4	\$0

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 2018 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 2017? <i>Wis. Stat. s. 43.64(2)</i>
\$0	\$14,434	\$938,927	\$791,927	Yes

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)	\$81,111	40.00				
Youth Services Manager	MLS (ALA)	\$53,511	40.00				
Adult Services Manager	MLS (ALA)	\$52,274	40.00				
Circulation Manager	Librn. no-MLS	\$42,510	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	\$139,951	192.00				
Library Assistant II	Other	\$117,520	94.00				
Shelvers	Other	\$8,858	20.00				
Substitute LA	Other	\$6,420					

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)
3.00

Other Persons Holding the Title of Librarian (FTE)
1.00

Subtotal 2a
4.00

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

7.65

c. Total Library Staff (FTE)

11.65

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*
65,643

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	14,114	47,148	61,262
3. Circulation to Nonresidents Living in Another County in Your System	1,798	2,413	4,211
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System	15	73	88

5. Circulation to All Other Wisconsin Residents 82	6. Circulation to Persons from Out of the State 0
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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?
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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	1,925	f.	
b. Sauk	466	g.	
c. Green	20	h.	
d. Iowa	72	i.	
e. Dodge	1	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	4. Does your library use door counters? Yes
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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	0	2
Total Unduplicated Individuals Involved	1,266	253	0	1,519	
Number of Other Literacy Offerings	2	0	0	2	
Total Unduplicated Individuals Involved	191	0	0	191	
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	4	0	0	4
	Total Drop-in Activity Participation	486	0	0	486

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
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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>	Date Signed
Library Director / Head Librarian Signature 	Name of Director / Head Librarian <i>Print or type</i>	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 2017, 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 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
➤		

Letter from the Tribune editor: With library planning, Waunakee is no anomaly

Posted: Friday, February 9, 2018 1:23 pm

While some have argued that libraries have lost their importance in this internet age, Waunakee is not the only Wisconsin municipality planning for a new public facility.

A Wisconsin State Journal article from Jan. 31 reports on a 20,000-square-foot library planned for Madison's East Side.

The new library would double its existing size, add a new technology room, and provide community, teen and children areas along with an outdoor courtyard at a cost of \$11.7 million.

The plan sounded familiar, much like the \$15 million, 40,000-square-foot library in the works for Waunakee, with a \$12 million cost to taxpayers. Even the architectural firm for the Madison and Waunakee projects, OPN Architects, is the same.

Further research revealed two other Wisconsin communities are also planning new libraries. In Appleton, they're looking at a 110,000-square-foot library within a larger, mixed-use project. In New Glarus, fundraising has begun for its library, and if that community can raise \$1 million by the end of 2018, construction plans, including cost estimates and bids, will be brought forth in 2019.

Library construction is not just a Wisconsin thing. It turns out, libraries are being built across the nation, according to libraryjournal.com, which provides a detailed list of libraries constructed in 2015. That year, 38 communities across the United States constructed new facilities, ranging in cost from \$971,955 for a 5,000-square-foot library in Alexandria, Louisiana, to \$42,192,721 for a 129,000-square-foot library in Baton Rouge.

The article lauds the architecture of the new facilities, and the discussions of each seem to have a common thread – community space.

A Manhattan Beach Library in California has an outdoor lawn “which functions as a de facto programming site,” the Library Journal article notes, adding, “It has a meeting room for the community as well as a separate kitchen for cooking demos.”

About the Louisville Free Public Library in Kentucky, the article describes “two ample-sized community meeting rooms; several smaller rooms for study, reading and collaboration; a new teen zone; and LEPL's largest children's area.”

The list goes on and on of new libraries with spaces for community members to meet, study and work together on projects.

So much is done at libraries today aside from reading and research. Because group learning is stressed much more in schools, students go there to collaborate on projects.

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Library programming is also in high demand, and here in Waunakee, the library offers a wide array on topics. This month alone residents can learn more about genealogy, how to avoid scams and African American Wisconsin authors at the library.

In last week's edition, The Tribune reported on a screening of the film, "Marcella and Schumacher Farm Park," which related local community history at the library.

It was an odd setting for the film. The current library has only one programming room in the lower level, where a cheerful mural appeals to children but honestly seems a bit out of place when discussing more serious topics.

And while libraries once stored mainly books and other publications, today they also house Kindles to be checked out, computers, DVD and many devices. They're more like community learning centers.

If all goes as planned, Waunakee's new library will provide other benefits, as well. In discussions about multi-family projects planned for Waunakee's Main Street business district, one supporting argument for new multi-family housing proposals is a need to bring people downtown as a customer base. The new library should accomplish that, as well.

Apparently, the library board and village board are not alone in perceiving a need for a facility in Waunakee, and the construction costs seem on par with projects elsewhere. Other communities also seem to recognize the value new libraries can bring to their citizens.