

**Waunakee Public Library
Library Board Meeting
Library Programming Room
Friday, January 18, 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. Approval of minutes from December 21, 2018 meeting
 - B. Approval of monthly expenditures
 - C. Financial Reports, including *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. Report on RFP for movers
 - B. Library staffing update*
 - C. Approve opening Library no later than 10 AM on Friday, February 1, 2019 for staff meeting.
- VIII. Adjourn

Next Library Board meeting: Friday, February 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.

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

Waunakee Public Library

Library Board Meeting

Friday, December 21, 2018

7:45 AM

Library Programming Room

- I. **Call to order:** Jean called the meeting to order at 7:50 AM
- II. **Roll Call:**
 - A. **Roll call:** Present: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Erin Moran, Mike Ricker, Cindy Turner, Geoff Vine and Erick Plumb.
- III. **Approval of consent agenda-** Cindy moved, Annie seconded, Passed.
- IV. **Public comment:** none
- V. **Library Director's Report:**

The decisions regarding shelving, furniture and fixture selection are complete. OPN will put out bids in January 2019. Erick noted the shelf design is much more patron friendly in terms of height and book display angle on the lower shelf. The Friends of the Library craft fair netted \$8,000. Congratulations to the Friends for the continued success of the fair and their fund raising for the library. Gay Strandemo fulfilled a dream of book publication with her children's book, *Yule Boys*. There have been some recent library staff changes and a new hire. Erick is recommending a closed session at the January 2019 Board meeting to discuss personnel; staffing positions and services in anticipation of the new library. Other upcoming Board agenda items are a draft of the meeting room policy in February and the job description for the full time maintenance person to be approved in March. 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**

Progress on the building continues on schedule with an August 1st opening date. Erick and Geoff reported "The good news that we hope gets spread widely around the community is that we are below budget currently and on target for a July completion date." Based on a note in the Vogel construction minutes, several members of the Library Board asked that the January 8, 2019 meeting be posted. Members of the library board would like to tour the new library building at the conclusion of the construction meeting.
 - B. **Capital Campaign Committee: Annie Ballweg**

The Capital Campaign extended its success beyond the stretch goal with \$1,624,816.00 pledged. The post card campaign in November resulted in \$68,406 new pledges and additional money in the bank from prior pledges. 97 women are pledged to the 100 Woman Campaign. Approximately 80% of the pledged amount

has already been donated and deposited. The Board noted this extraordinary achievement.

C. Communications Committee Report: Mike Ricker

Mike postponed Board discussion to the January meeting.

VII. Adjourn: The meeting was adjourned at 8:05 AM on a motion by Geoff, second by Kathy.

Next Library Board Meeting: Friday, January 18, 2019 at 7:45 AM at WPL Programming Room.

Respectfully submitted, Cynthia S. Turner, Trustee and Secretary

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December 2018 Bills

Account	Vender	Amount
100-551400-290 -Leased Items		
	Gordon Flesch	226.29
	Total	226.29
100-551400-292 -Maintenance Contracts		
	SCLS	2,083.92
	Total	2,083.92
100-551400-311 – Postage		
	Elvekrog reimbursement	
	Post Office	56.02
	Total	56.02
100-551400-320 - Pubs/Subs/Dues		
	WILS	1,139.25
	ALA	
	Rotary	
	Total	1,139.25
100-551400-330-Library Travel/Training		
	Buzzard Billy's	
	SCLS	12.00
	Library works	49.00
	WLA Conference	
	Total	61.00
100-551400-340 - Programs		
	Ace	
	Amazon	
	Piggly Wiggly	52.73
	Costco	22.98
	Apple	10.54
	Venus Washington - life coach	100.00
	Rhonda Stevens genealogy program	
	Chad Lewis paranormal program	
	Cherie St Cyr adult program	
	Dollar Tree	
	Scott Mellor (Adult program)	
	Waunakee Rental	
	Leslie Bellias (adult program)	
	YuHang Li (adult program)	
	Target	
	Total	186.25
100-551400-341 - Equipment		
	SCLS	732.67
	Barnes and Noble	10.99
	Total	743.66
100-551400-380 – Adult Books		
	Recorded Books	
	Amazon	50.23
	Barnes & Noble	
	Baker & Taylor	785.28
	Waunakee High School yearbook	
	Penguin Random House	
	Waunakee Tribune	

	Total	835.51
100-551400-381 – Juvenile Books		
	Amazon	28.02
	Baker & Taylor	730.33
	Penworthy	
	Total	758.35
100-551400-383 – Serial Subscriptions		
	Rivistas	
	Total	0.00
100-551400-384 - Digital Materials & Computer Software		
	CDW-G (Adobe cloud suite)	
	Verizon -Hotspots	120.03
	Findaway (launchpads)	
	Kaspersky anti-virus for self-check	
	Demco	
	Amazon (e-books)	9.99
	Barnes & Noble (e-books)	
	TBS faxing/scan service	
	Total	130.02
100-551400-385 – Kit Supplies		
	Amazon	156.86
	Personalization Mall	34.57
	Walmart	35.26
	Makedo	
	Guitar Center	
	Total	226.69
100-551400-386 – Audio Materials		
	Cdbaby	17.63
	Amazon	
	Findaway (Playaways)	187.97
	Evan Murdock music	18.00
	Recorded Books	643.81
	Midwest tape	413.75
	Total	1,281.16
100-551400-387 – Videos		
	Amazon	250.57
	Target	
	Midwest Tape	297.33
	Total	547.90
100-551400-390 - Other (Supplies)		
	SCLS	
	Amazon	264.93
	Demco	78.08
	Medical Environmental Recovery Inc	
	Piggly	
	Office depot	
	Office Max	
	Total	343.01
100-551400-392 - Public Relations		
	Minuteman Press	
	Waunakee Chamber	1,150.00

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	Total	1,150.00
101-551401-210 - Building Services		
	Coverall	1,833.79
	ADC Lock and Key	
	Plunketts Pest control	25.00
	Wisconsin Elevator Inspection	
	Russ Plumbing	
	Total	1,858.79
101-551401-390 - Building Other		
	Total	0.00
430-551400-810 - Equipment Replacement		
	SCLS	
	Amazon	
	Total	0.00
470-551400-217 - Security Systems		
	Pyramid Telephone and Security	
	Total	0.00
470-551400-215 - BLD Architect		
	OPN	
220-46740011- Special Revenue Fund		
	Grand Total	11,627.82

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VILLAGE OF WAUNAKEE
REVENUES WITH COMPARISON TO PRIOR YEAR
FOR 12 MONTHS ENDING DECEMBER 31, 2018

GENERAL FUND

	PERIOD ACTUAL	PERIOD PRIOR	YTD ACTUAL	YTD PRIOR	VARIANCE	% OF PRIOR
100-43740020	\$0.00	\$0.00	\$167,147.00	\$146,829.00	(\$20,318.00)	113.84%
100-43740091	\$0.00	\$0.00	\$1,106.00	\$635.00	(\$471.00)	174.17%
100-48540070	\$0.00	\$0.00	\$11,244.51	\$9,469.93	(\$1,774.58)	118.74%
TOTAL	\$0.00	\$0.00	(\$179,497.51)	(\$156,933.93)	\$22,563.58	114.38%
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TOTAL FUND REVENUES	\$0.00	\$0.00	(\$179,497.51)	(\$156,933.93)	\$22,563.58	114.38%
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100-551400-110	\$0.00	\$0.00	\$254,513.05	\$200,972.69	\$53,540.36	126.64%
100-551400-120	\$0.00	\$0.00	\$273,649.07	\$271,899.37	\$1,749.70	100.64%
100-551400-121	\$0.00	\$0.00	\$33.77	\$240.84	\$207.07	14.02%
100-551400-130	\$0.00	\$0.00	\$38,429.48	\$34,549.79	\$3,879.69	111.23%
100-551400-131	\$0.00	\$0.00	\$29,152.73	\$26,472.88	\$2,679.85	110.12%
100-551400-132	\$0.00	\$0.00	\$110,989.03	\$86,652.94	\$24,336.09	128.08%
100-551400-133	\$0.00	\$0.00	\$481.55	\$471.45	\$10.10	102.14%
100-551400-134	\$0.00	\$0.00	\$8,486.69	\$7,965.53	\$521.16	106.54%
100-551400-217	\$0.00	\$0.00	\$323.40	\$0.00	\$323.40	100.00%
100-551400-219	\$0.00	\$0.00	\$45,612.47	\$44,335.38	\$1,277.09	102.88%
100-551400-225	\$0.00	\$0.00	\$6,624.61	\$6,520.22	\$104.39	101.60%
100-551400-290	\$0.00	\$0.00	\$535.47	\$1,543.12	\$1,007.65	34.70%
100-551400-292	\$0.00	\$0.00	\$2,955.57	\$2,216.57	\$739.00	133.34%
100-551400-311	\$0.00	\$0.00	\$1,117.23	\$1,017.95	\$99.28	109.75%
100-551400-320	\$0.00	\$0.00	\$6,750.91	\$1,893.50	\$4,857.41	356.53%
100-551400-330	\$0.00	\$0.00	\$3,633.16	\$1,391.67	\$2,241.49	261.06%
100-551400-340	\$0.00	\$0.00	\$13,872.58	\$11,941.28	\$1,931.30	116.17%
100-551400-341	\$0.00	\$0.00	\$4,156.21	\$3,952.15	\$204.06	105.16%
100-551400-380	\$0.00	\$0.00	\$31,242.20	\$30,794.00	\$448.20	101.46%
100-551400-381	\$0.00	\$0.00	\$19,320.52	\$19,006.04	\$314.48	101.65%
100-551400-383	\$0.00	\$0.00	\$8,199.31	\$12,125.44	\$3,926.13	67.62%

GENERAL FUND

	PERIOD ACTUAL	PERIOD PRIOR	YTD ACTUAL	YTD PRIOR	VARIANCE	% OF PRIOR
LIBRARY COMPUTER SOFTWARE	\$0.00	\$0.00	\$12,655.05	\$9,828.20	\$2,826.85	128.76%
LIBRARY KIT SUPPLIES	\$0.00	\$0.00	\$3,150.81	\$2,973.63	\$177.18	105.96%
LIBRARY AUDIO MATERIALS	\$0.00	\$0.00	\$8,558.20	\$7,185.08	\$1,373.12	119.11%
LIBRARY VIDEOS	\$0.00	\$0.00	\$9,436.40	\$7,532.99	\$1,903.41	125.27%
LIBRARY OTHER	\$0.00	\$0.00	\$10,133.92	\$16,894.77	\$6,760.85	59.98%
LIBRARY PERSONNEL	\$0.00	\$0.00	\$49.00	\$46.00	\$3.00	106.52%
LIBRARY PUBLIC RELATIONS	\$0.00	\$0.00	\$3,493.42	\$126.70	\$3,366.72	2,757.24%
LIBRARY BLDG FULL TIME	\$0.00	\$0.00	\$801.91	\$1,318.76	\$516.85	60.81%
LIBRARY BLDG FICA	\$0.00	\$0.00	\$60.25	\$98.86	\$38.61	60.94%
LIBRARY BLDG RETIREMENT	\$0.00	\$0.00	\$53.75	\$89.50	\$35.75	60.06%
LIBRARY BLDG HEALTH	\$0.00	\$0.00	\$246.25	\$385.82	\$139.57	63.83%
LIBRARY BLDG LIFE	\$0.00	\$0.00	\$1.49	\$2.99	\$1.50	49.83%
LIBRARY BLDG DENTAL	\$0.00	\$0.00	\$18.42	\$19.86	\$1.44	92.75%
LIBRARY BLDG SERVICES	\$0.00	\$0.00	\$19,993.62	\$22,928.09	\$2,934.47	87.20%
LIBRARY BLDG UTILITIES	\$0.00	\$0.00	\$11,223.18	\$11,735.89	\$512.71	95.63%
LIBRARY BLDG GAS HEAT	\$0.00	\$0.00	\$1,868.27	\$1,523.40	\$344.87	122.64%
LIBRARY BLDG REPAIRS/MAINT	\$0.00	\$0.00	\$232.42	\$342.88	\$110.46	67.78%
LIBRARY BLDG OTHER	\$0.00	\$0.00	\$167.80	\$10,092.18	\$9,924.38	1.66%
470000000000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
TOTAL	\$0.00	\$0.00	\$942,223.17	\$859,088.41	(\$83,134.76)	109.68%
TOTAL FUND EXPENDITURES	\$0.00	\$0.00	\$942,223.17	\$859,088.41	(\$83,134.76)	109.68%
NET REVENUES OVER EXPENDITURES	\$0.00	\$0.00	\$1,121,720.68	\$1,016,022.34	\$105,698.34	110.40%

VILLAGE OF WAUNAKEE
 REVENUES WITH COMPARISON TO PRIOR YEAR
 FOR 12 MONTHS ENDING DECEMBER 31, 2018

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	PERIOD PRIOR	YTD ACTUAL	YTD PRIOR	VARIANCE	% OF PRIOR
220-46740011	\$0.00	\$0.00	\$9,949.57	\$12,132.77	\$2,183.20	82.01%
220-46740014	\$0.00	\$0.00	\$1,995.29	\$2,322.41	\$327.12	85.91%
220-48140001	\$0.00	\$0.00	\$223.00	\$238.00	\$15.00	93.70%
220-48540070	\$0.00	\$0.00	\$614.09	\$884.66	\$270.57	69.42%
TOTAL	\$0.00	\$0.00	(\$12,781.95)	(\$15,577.84)	(\$2,795.89)	82.05%
TOTAL FUND REVENUES	\$0.00	\$0.00	(\$12,781.95)	(\$15,577.84)	(\$2,795.89)	82.05%
470000000000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
TOTAL FUND EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
NET REVENUES OVER EXPENDITURES	\$0.00	\$0.00	\$12,781.95	\$15,577.84	(\$2,795.89)	82.05%

VILLAGE OF WAUNAKEE

TRIAL BALANCE

FOR 12 MONTHS ENDING DECEMBER 31, 2018

	YTD ACTUAL	YTD BUDGET
220-11110 COMMINGLED CASH	\$38,133.80	\$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	(\$133.67)	\$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	\$540.00	\$0.00
220-34221 DESIGNATED - SCHUBERT FUND	\$124,244.26	\$0.00
220-34300 FUND BALANCE	\$0.00	\$0.00
220-43740091 SOUTH CENTRAL LIBRARY AID	\$0.00	\$0.00
220-46740011 PUBLIC CHARGES	\$9,949.57	\$14,700.00
220-46740012 BOOK SALES	\$0.00	\$0.00
220-46740013 DAMAGED BOOKS	\$0.00	\$0.00
220-46740014 PHOTOCOPIES	\$1,995.29	\$1,300.00
220-48040010 MISCELLANEOUS REVENUE	\$0.00	\$0.00
220-48140001 INTEREST INCOME	\$223.00	\$225.00
220-48340001 PROPERTY SALES	\$0.00	\$0.00
220-48540070 DONATIONS	\$614.09	\$0.00



1030243: Waunakee Library Forever Fund

11/1/2018 To 11/30/2018

Balance

Beginning Balance 260,096.59

Contributions/Gifts

Contributions* 0.00

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

Transfers In 0.00

0.00

Portfolio Gains (Losses)

Investment Results, Net Of Fees 3,357.80

3,357.80

Grants/Distributions

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (216.75)

(216.75)

Ending Balance

\$263,237.64

Cash Available for Grants as of 11/30/2018

\$0.00

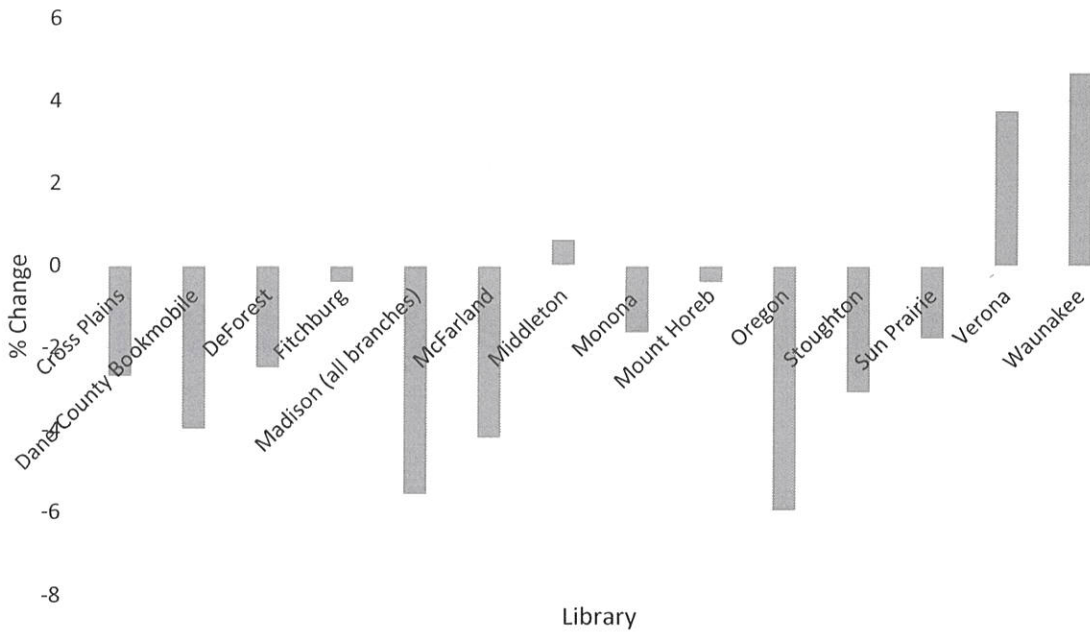
WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

December 2018

	2018			2017		% Change	% Change	YTD
	December	Prev Month	Yr-to-date	December	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	24	24	306	25	306	0.0%	N/A	N/A
CIRCULATION								
Physical circulation	17,293	17,835	241,559	15,849	230,859	-3.0%	9.1%	4.6%
Digital circulation	2,234	2,142	25,720	1,576	20,588	4.3%	41.8%	24.9%
Library Total	19,527	19,977	267,279	17,425	251,447	-2.3%	12.1%	6.3%
<i>Per Day library was open</i>	814	832	873	697	822	-2.3%	16.7%	6.3%
Average of DeForest, Monona and	26,900	27,363	354,416	26,249	351,771	-1.7%	2.5%	0.8%
By Category								
Books								
Juvenile Fiction	1,736	1,707	27,621	1,502	24,730	1.7%	15.6%	11.7%
Juvenile Non-Fiction	940	943	15,682	747	13,108	-0.3%	25.8%	19.6%
Easy Readers	951	1,023	14,727	920	14,874	-7.0%	3.4%	-1.0%
Picture books	2,796	3,065	40,918	2,276	35,165	-8.8%	22.8%	16.4%
Total Juvenile	6,423	6,738	98,948	5,445	87,877	-4.7%	18.0%	12.6%
Young Adult	475	451	8,116	484	7,513	5.3%	-1.9%	8.0%
Adult Fiction	1,990	2,106	26,991	1,969	26,575	-5.5%	1.1%	1.6%
Adult non-Fiction	1,784	1,968	24,179	2,294	30,240	-9.3%	-22.2%	-20.0%
Large print	430	454	5,163	301	4,577	-5.3%	42.9%	12.8%
Adult Paperbacks	202	177	3,082	193	2,956	14.1%	4.7%	4.3%
Total Adult	4,406	4,705	59,415	4,757	64,348	-6.4%	-7.4%	-7.7%
Magazines	337	294	4,880	387	5,762	14.6%	-12.9%	-15.3%
Audio	1,302	1,455	15,900	1,336	18,529	-10.5%	-2.5%	-14.2%
DVD and video	3,386	3,106	40,074	3,178	38,947	9.0%	6.5%	2.9%
Software	28	21	294	81	464	33.3%	-65.4%	-36.6%
Kits	790	939	12,107	701	13,285	-15.9%	12.7%	-8.9%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	58	60	805	42	866	-3.3%	38.1%	-7.0%
E-books	2,234	2,142	25,720	1,576	21,016	4.3%	41.8%	22.4%
% of total circulation	11.4%	10.7%	9.6%	9.0%	8.4%	6.7%	26.5%	N/A
PROGRAMS								
Children								
Number	32	35	375	27	350	-8.6%	18.5%	7.1%
Attendance	670	854	14,230	563	14,855	-21.5%	19.0%	-4.2%
Young adult								
Number	4	5	40	1	32	-20.0%	300.0%	25.0%
Attendance	28	29	191	8	210	-3.4%	250.0%	-9.0%
Adult								
Number	10	11	111	5	66	-9.1%	100.0%	68.2%
Attendance	122	75	1,462	47	1,811	62.7%	159.6%	-19.3%
# OF USES OF PUBLIC COMPUTERS *	5,427	6,994	65,027	4,375	61,848	-22.4%	24.0%	5.1%
# OF VISITORS TO LIBRARY	10,538	11,654	154,673	9,951	148,653	-9.6%	5.9%	4.0%

Library Name	Total 2018 Circ	% Change from 2017
Cross Plains	77,931	-2.7
Dane County Bookmobile	120,504	-3.97
DeForest	252,523	-2.5
Fitchburg	384,821	-0.4
Madison (all branches)	3,232,888	-5.56
McFarland	192,607	-4.19
Middleton	738,553	0.63
Monona	230,613	-1.64
Mount Horeb	214,385	-0.4
Oregon	245,183	-5.96
Stoughton	224,233	-3.08
Sun Prairie	642,416	-1.78
Verona	580,113	3.76
Waunakee	241,562	4.68

2018 % Change in Checkouts from 2017



Library Activity Report
Erick Plumb
January 2019

The exterior appearance of the new library continues to make dramatic process. Nearly all elements of the exterior are done, with just the wood-paneling and windows left to be installed. The building is making a positive impression among the public. The work will move indoors largely now for the next several months. We are on track for our August 1 opening date. The RFP for moving services is out and bids will be due in February. Annie Ballweg, Jean Elvekrog, and I met with Thyse to finalize signage design for the named rooms in the building. I also met with Bibliotheca to begin the purchasing process for the new self-checkout units in the new library. We will go from one station in the current building to three brand-new stations in the new.

I'd like to thank everyone for coming to the tour on January 8. Despite the mud (!), it's always great to show off the progress being made as the shape and scope of the building becomes clearer.

We finished our year with a hefty increase in circulation, both physical and digital. Were one of six libraries in the entirety of the South Central Library System to have an increase in 2018 from 2017. This is heartening to us as it shows that our work pruning and revitalizing our collections is being noticed by our customers, and is not merely associated with the excitement surrounding a new building. This Library has, dare I say, momentum going into 2019, and it is to the credit of the Library's staff that we have been able to attract positive notice from Waunakee.

The Friends of the Library held their annual membership meeting on January 17.

Finally, I'd like to recognize Julee Helt, who is retiring as Village Clerk on January 18. Julee has served the community for many years, and has been a great resource and support for the Library. I have very much appreciated her help and assistance over the past two years. Congratulations to Julee on her well-deserved retirement!

Youth Services Report by Brittany

The final month of the year brought the return of the Heritage field trips. This month we saw all four first grade classes. Next month we will see them again and add in the second grade classes. These are such great fun for us and the kids love having the freedom to choose whatever they want to read. Molly's new "My First Book Club" program continues to gain popularity with at least 20 kids between the ages five and eight actively involved. Molly claims it's nothing but the snacks, but she's done a great job picking engaging stories and coming up with creative ways to do a craft or project along with it. Angie continues to make great strides with the preteens and teens. She hosted a movie marathon the Saturday between the holidays that drew a large crowd and she continues to meet new people at her weekly office hours. This month I was able to finish my bookings for summer reading performers and spring break programs. I also began the very extensive project of sorting the vast majority of our picture books into categories. This way when the one millionth kid asks for truck books, they will all be grouped



together. This requires looking through each book and deciding where it needs to go, re-cataloging it and relabeling it. It will take us several months to get through them all, but it will be worth it in the end!

Adult Services Report by Courtney

In December, I hosted 1 program. I also attended the Ales and Tales book club meeting because as of January, I will host and run this program. I attended an OPN meeting that discussed design and shelving. I attended a live webinar/training on Biblioboard and other self-publishing resources that we now offer. I started getting materials together for our new patron packets (folders with library information that we will hand out to new patrons).

Erick's Meetings and Appearances this month

- Rotary Board of Directors, December 4
- Village Department Heads, December 4
- Village Department Head retreat, December 6
- Furniture Review with OPN, December 10
- Library construction meeting, December 11
- Library management meeting, December 12
- Todd Schmidt re: art in new building, December 18
- Rotary, December 20

**Request for Bids
For Moving Services
Waunakee Public Library
Submittal Deadline: Friday, February 8 2015, 5:00 p.m. CST**

The Village of Waunakee is requesting proposals for moving services to move its collections and some furniture and office equipment (11,972 square feet) from the current location at 710 South Street, Waunakee, WI to our new library facility (39,100 square feet) located at 201 North Madison Street, Waunakee, WI. This Request for Proposals seeks to identify the most qualified potential providers of these services.

The Library is owned by the Village of Waunakee and operated by the Waunakee Public Library Board of Trustees.

The Library Director of the Waunakee Public Library will be the primary contact for the selection of the moving team.

The new library is scheduled to open on August 1, 2019. We anticipate moving our current library's contents in late-July 2019.

Prebid Meeting

There will be a prebid meeting on **Tuesday, January 29, 2019 at 1:30 p.m.** in the Programming Room of the Waunakee Public Library at 710 South Street in Waunakee. General vendor questions will be addressed in the first part of the meeting. A comprehensive tour of the space at the Library will take place after initial questions are answered. All vendors are strongly encouraged to attend the prebid meeting.

Scope of services:

The Waunakee Public Library will move from its current location at 710 South Street, Waunakee beginning on Monday, July 22, 2019 and continuing until the move is complete. Bidders are to document how long the move will take as part of their bid response.

The contractor will move some furniture as well as loading the library materials collection, in order, onto library carts, and unloading the library materials, in order, on new shelving in the new facility. New furniture and shelving will be installed at the new facility prior to July 22, 2019. Once all of the needed materials are moved to the new facility, the contractor will be responsible for clearing all surplus to the UW SWAP Shop in Verona, WI, the metal recycler or the landfill as appropriate.

- The Library will provide a designated point of contact at 710 South Street, Waunakee and at 201 North Madison Street, Waunakee to provide access to the building and direction as to which items are to be moved and where the items will go.
- Contractor shall make arrangements with Library staff for access to any Library facilities. Contractor's employees shall not admit anyone (except other Contractor employees) to areas involved in the move service.



- All Contractor's employees shall, while performing work on Library premises, wear a clearly displayed (at shirt pocket height) photo identification badge or uniform, provided by the Contractor at the Contractor's expense, showing they are employees of the Contractor.
- Prior to the beginning of any individual job, the Contractor representative(s) shall make their presence known to the Library staff representative.
- The Contractor must notify the Owner Representative each day when the Contractor's staff arrives and departs.
- The County prefers the move occur between the hours of 7:30 a.m. and 4:30 p.m. Vendors should provide a timeline for the move with their bid response.
- Contractor will provide a tagging system for Library staff to use to mark all furniture, boxes, computers, etc. for moving.
- Contractor is responsible for protecting elevators, furniture, doorways, flooring and all other Library and Village of Waunakee property from damage. Repair of any damage is the sole responsibility of the successful vendor. Elevators may be used within the safe load limits indicated on the cab. Contractor shall use freight elevators when provided. Contractor's employees shall avoid scratching, denting or marring the cab walls. Contractor is solely responsible for any damage to Village property.
- Contractor must furnish all dollies, trucks, skids, library carts, speed packs and/or any related equipment necessary to complete an efficient and safe move. All equipment shall have non-marking wheels, casters, slides or bumpers. Contractor shall supply blankets to protect furniture and equipment from damage.
- The Library will remove the contents of all lateral files. Contractor is responsible for moving the boxes resulting in emptying out the lateral files. County staff will unload and reload all desks, credenzas, bookcases, lateral file cabinets and storage cabinets. It is assumed that vertical file cabinets will not need to be unloaded. All wall hangings will be taken down and rehung by Library staff. Disconnecting and reconnecting of computers, printers, copiers and fax machines will be done by Library staff. Labels provided by the Contractor will be completed by Library staff to indicate each item's new location.

An inventory list of items to be moved to the new Library Service location. They are as accurate as possible at this time, but may not include every item to be moved.

- 15 book carts
- 10 book stools
- 3,800 linear feet of library materials
- 22 computers
- Contents of 4 offices
- Computers and office contents for 8 additional staff members

The Library is requesting loading and unloading service for the collection. Please provide a timeline for the move with the bid response.

Method of Evaluation

Each proposal will be reviewed based on the following criteria:

- Contractor's experience with moving public library materials
- Firm's and individuals' qualifications
- Ability to perform work
- Completeness of proposal
- References
- Estimated total cost of services

Contact Erick Plumb, Waunakee Public Library at 608-849-4208 or eplumb@waupl.org for questions or more information.

Bids are due at 5 PM on Friday, February 8 at Waunakee Public Library, 710 South Street, Waunakee, WI 53597.

Waunakee Public Library Organizational Chart
August 2019

