

Waunakee Public Library
Library Board Meeting
Board Room—201 N. Madison Street
Friday, January 17, 2020 7:45 AM

*Agendas may change prior to the commencement of the meeting.
Please check the posting board in the library lobby.*

- I. Call to order
- II. Roll call: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Erin Moran, Mike Ricker, Cathy Sheffield, Cindy Turner, Erick Plumb. Introduction of guests.
- III. Consent agenda
 - A. Approve December 20, 2019 Library Board Minutes
 - B. Approve Schedule of Bills
 - C. Approve Financial Reports, plus *Forever Fund*, 220 Account, and capital campaign outstanding balance
- IV. Public Comment
- V. Director's Report
- VI. New Business
 - A. Discuss possible 2020 goals for library
 - B. Discuss and approve Child Safety Policy
 - C. Discuss and approve changes to Library Appropriate Behavior Policy
 - D. Discuss and approve updated Circulation Policies
- VIII. Adjourn

Next Library Board meeting at 201 N. Madison Street: Fri., Feb. 21, 2020 @
7:45AM in the Board Room

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

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

Waunakee Public Library

Library Board Meeting

Friday, December 20, 2019, 2019

7:45 AM

Board Room, 201 N. Madison St.

- I. **Call to order:** Jean called the meeting to order at 7:45 AM
- II. **Roll Call:**
 - A. **Roll call:** Present: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Erin Moran, Mike Ricker, Cindy Turner, and Erick Plumb.
 - B. **Absent:** Cathy Sheffield, excused
 - C. **Guests:** none
- III. **Approval of consent agenda-:** Mike moved, Kathy seconded, Passed.
 - A. Jean noted that \$31,024 remains in capital campaign outstanding 2019 pledges. There remains \$13,000 pledged for 2020. The three year campaign officially ends on December 31st. Going forward any donations received will be added to the WPL Forever Fund.
 - B. Line Item Revenues. Starting in 2020 the Board requested 220 line items be added showing revenues for room rental in the new building and coffee machine revenue/expense.
- IV. **Public comment:** none

Library Director's Report: Erick reported "smooth sailing" as the South Central Library System migrated to the new software platform. Erick recognized Emily Harkins as the point person for Biblioation and for training the library staff. A few outstanding projects remain. Vogel is repairing wood paneling near 2nd floor study rooms and the Story time Room. Waunakee Public Works is installing a shed, two exterior lights will be installed above the exterior book drop and the projection screen in the Community Room is to be replaced. In the Youth Services Report Brittany Gitzlaff noted both a grant and donation received. The mini grant will go towards STEM supplies and programming coordinated by Cindy Jensen. A donation by the Healy family will support collection development and an open air gym style program called "The Young and the Restless." The full director's report including youth service and adult service sections were also included in the Board packet.

Included in the Director's Report packet were the Community Hall Rental Guide and 2019 and 2020 Library Organization Charts.

- V. **Old Business**
 - A. **History Hall.** Judy Borke is developing a new panel on the first churches in Waunakee.
- VI. **New Business**

A. Election of Library Board Vice President. Cindy nominated Annie Ballweg to serve as the Vice President for the WPL Board of Trustees. Annie accepted the nomination. Her election was unanimously passed.

VII. Adjourn: The meeting was adjourned at 8:30AM on a motion by Erin, second by Annie.

Library Board Meeting: Friday, January 17, 2020 at 7:45 AM at WPL Board Room

201 No. Madison Street.

Respectfully submitted, Cynthia S. Turner, Trustee and Secretary

December 2019

Account	Vender	Amount
<u>100-551400-210 Outside services</u>		
	Total	0.00
<u>100-551400-219 Automation levy</u>		
	Total	0.00
<u>100-551400-225 Communications</u>		
	Total	0.00
<u>100-551400-290 Leased items</u>		
	Total	0.00
	Gordon Flesch	163.34
	Secure Storage of Waunakee	0.00
	Total	163.34
<u>100-551400-292 Maintenance contracts</u>		
	SCLS	0.00
	Total	0.00
<u>100-551400-311 Postage</u>		
	Post Office	121.42
	Total	121.42
<u>100-551400-320 Publications, subscriptions and dues</u>		
	Waunakee Lions Club	0.00
	ALA	0.00
	Amazon Prime	0.00
	WLA	0.00
	Total	0.00
<u>100-551400-330 Travel and training</u>		
	SCLS	0.00
	Total	0.00
<u>100-551400-340 Programs</u>		
	Pig	89.02
	Apple Music	10.54
	Amazon	73.10
	Dollar Tree	0.00
	Demco	0.00
	Costco	67.14
	Ace Hardware	0.00
	SCLS	0.00
	Lisa Johnson	25.00
	Total	264.80
<u>100-551400-341 Equipment</u>		
	Total	264.80

21

	Bibliotheca	0.00
	Best Buy	0.00
	Home Depot	0.00
	Amazon	0.00
	Scls	0.00
	Total	0.00
<u>100-551400-350 Repairs and maint</u>		
	Total	0.00
<u>100-551400-380 Adult books</u>		
	Amazon	59.87
	Baker and Taylor	4,293.73
	Waunakee year book	55.00
	Total	4,408.60
<u>100-551400-381 Juvenile books</u>		
	Amazon	505.76
	Baker and Taylor	494.15
	Barnes and Noble	13.69
	Total	1,013.60
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	0.00
	Total	0.00
<u>100-551400-384 - Digital Materials & Computer Software</u>		
	Amazon	0.00
	CDW-G	1,822.60
	TBS	0.00
	WILS	0.00
	Verizon -Hotspots	160.04
	Total	1,982.64
<u>100-551400-385 Kit supplies</u>		
	Amazon	0.00
	Walmart	0.00
	Total	0.00
<u>100-551400-386 Audio materials</u>		
	Recorded Books	318.60
	Midwest Tape	257.83
	Amazon	1,519.55
	Findaway	0.00
	Total	2,095.98
<u>100-551400-387 Videos</u>		
	Amazon	1,317.41
	Midwest Tape	0.00
	Total	1,317.41
<u>100-551400-390 Other</u>		
	Amazon	98.39
	Vistaprint	0.00
	Pellitteri	0.00
	SCLS	0.00
	Pig	0.00
	Demco	107.68
	Mailboxes.com	0.00
	Minuteman Press	0.00
	Total	206.07
<u>100-551400-391 Personnel</u>		

5

<u>100-551400-392 Public relations</u>	Total	0.00
	Minuteman Press	0.00
	SCLS	0.00
 <u>100-551401-210 Building serices</u>	Total	0.00
	Gary Herberg	226.75
	Menards	367.76
	Ace Hardware	52.03
	Home Depot	171.37
	Clear Vision	1,200.00
	Schilling Supply Company	96.20
	Capital Coffee	313.45
	Nassco	84.40
	Total	2,511.96
 <u>220 fund</u>	Buckinghams	0.00
	Amazon	0.00
	Waunakee Rental	0.00
	Total	0.00
	Month Total	14,085.82

VILLAGE OF WAUNAKEE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR	
<u>TAXES</u>							
100-41100110	GENERAL PROPERTY TAX	.00	5,491,714.00	5,491,714.00	.00	100.00	5,174,965.00
100-41200101	STATE SALES TAX	10.00	122.09	120.00	2.09	101.74	122.28
100-41300110	UTILITY TAX	(41,760.00)	885,540.00	886,000.00	(460.00)	99.95	870,093.00
100-41800101	INTEREST ON TAXES	11.12	862.30	.00	862.30	.00	762.26
100-41900101	OTHER TAXES	9,881.65	24,058.84	.00	24,058.84	.00	2,960.90
	TOTAL TAXES	(31,857.23)	6,402,297.23	6,377,834.00	24,463.23	100.38	6,048,903.44
<u>INTERGOVERNMENTAL REVENUE</u>							
100-43210012	FEDERAL POLICE VEST GRANT	.00	850.00	.00	850.00	.00	1,678.50
100-43400110	STATE SHARED REVENUE	.00	145,894.06	152,514.00	(6,619.94)	95.66	147,244.56
100-43400130	OTHER STATE SHARED REVENUE	.00	68,694.89	68,016.00	678.89	101.00	28,046.31
100-43411020	FIRE INSURANCE TAX	.00	77,925.16	50,000.00	27,925.16	155.85	67,999.79
100-43510020	DEPT OF JUSTICE TUITION	.00	3,040.00	.00	3,040.00	.00	2,880.00
100-43510023	OTHER LAW ENFORCEMENT AIDS	.00	1,865.14	.00	1,865.14	.00	9,465.57
100-43512060	STATE EMS FUNDING ASSISTANCE	.00	6,666.74	.00	6,666.74	.00	5,727.42
100-43521030	TRANSPORTATION AIDS	.00	817,399.81	817,775.00	(375.19)	99.95	770,065.29
100-43528040	STATE RECYCLING PAYMENT	.00	28,396.65	20,000.00	8,396.65	141.98	28,347.35
100-43600190	OTHER STATE GRANTS	.00	.00	.00	.00	.00	48,016.43
100-43710092	LAW ENFORCEMENT - COUNTY	.00	.00	.00	.00	.00	12,069.68
100-43740020	COUNTY LIBRARY AID	.00	185,402.31	182,830.00	2,572.31	101.41	167,147.00
100-43740091	SOUTH CENTRAL LIBRARY AID	.00	475.00	.00	475.00	.00	1,106.00
	TOTAL INTERGOVERNMENTAL REVE	.00	1,336,609.76	1,291,135.00	45,474.76	103.52	1,289,793.90
<u>LICENSES & PERMITS</u>							
100-44101010	LICENSES - LIQUOR & BEER	.00	32,330.00	12,000.00	20,330.00	269.42	21,610.00
100-44101015	LICENSES - OPERATOR	225.00	6,874.00	5,000.00	1,874.00	137.48	6,042.00
100-44101020	LICENSES - CIGARETTE	.00	700.00	800.00	(100.00)	87.50	800.00
100-44101090	LICENSES - MISCELLANEOUS	100.00	3,896.00	2,600.00	1,296.00	149.85	2,425.00
100-44202020	LICENSES - DOG	2,114.50	5,900.75	5,400.00	500.75	109.27	6,066.75
100-44202030	LICENSES - CAT	144.00	703.00	1,200.00	(497.00)	58.58	823.00
100-44210010	LICENSES - BICYCLE	.00	17.00	40.00	(23.00)	42.50	9.00
100-44313010	PERMIT FEES RESIDENTIAL NEW CO	1,091.25	78,343.88	52,500.00	25,843.88	149.23	97,647.07
100-44313015	PERMIT FEES RES ALT & ADD	4,736.60	52,162.94	15,000.00	37,162.94	347.75	40,615.14
100-44313020	PERMIT FEES NEW MULTI FAMILY	.00	495.00	.00	495.00	.00	1,492.50
100-44313030	PERMIT FEES NEW COMM & IND	.00	70,981.35	7,000.00	63,981.35	1,014.02	103,996.31
100-44313035	PERMIT FEES COMM/IND ALT & ADD	88.00	50,054.79	10,000.00	40,054.79	500.55	43,192.38
100-44313095	NO PERMIT PENALTIES	.00	.00	.00	.00	.00	100.00
100-44320085	SIGN PERMIT	.00	1,200.00	1,250.00	(50.00)	96.00	1,125.00
100-44320090	PERMIT FEES MISC	35.00	4,052.75	2,500.00	1,552.75	162.11	4,085.00
100-44352050	SITE PLAN APPROVAL	795.00	1,755.00	2,300.00	(545.00)	76.30	2,880.00
100-44352060	PUD REVIEW	.00	1,900.00	.00	1,900.00	.00	1,900.00

7

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
LIBRARY OPERATIONS						
100-551400-110	LIBRARY FULL TIME	23,694.79	299,177.65	293,864.00 (5,313.65)	101.81	254,513.05
100-551400-120	LIBRARY PART TIME	26,284.19	308,274.52	282,031.00 (26,243.52)	109.31	273,649.07
100-551400-121	LIBRARY OVERTIME	00	00	00	00	33.77
100-551400-130	LIBRARY FICA	3,614.68	44,462.79	44,055.00 (407.79)	100.93	38,429.48
100-551400-131	LIBRARY RETIREMENT	2,674.21	32,660.21	31,760.00 (900.21)	102.83	29,152.73
100-551400-132	LIBRARY HEALTH	15,944.11	118,381.36	122,303.00 3,921.64	96.79	104,172.06
100-551400-133	LIBRARY LIFE	49.83	600.57	509.00 (91.57)	117.99	440.10
100-551400-134	LIBRARY DENTAL	554.75	7,499.86	9,924.00 2,424.14	75.57	7,820.59
100-551400-210	LIBRARY OUTSIDE SERVICES	84.00	1,392.00	1,864.00 472.00	74.68	3,243.00
100-551400-217	LIBRARY SECURITY SYSTEMS	00	943.15	325.00 (618.15)	290.20	323.40
100-551400-219	LIBRARY AUTOMATION LEVY	00	44,006.48	49,006.00 4,999.52	89.80	45,612.47
100-551400-225	LIBRARY COMMUNICATIONS	1,470.00	9,034.75	6,528.00 (2,506.75)	138.40	6,624.61
100-551400-290	LIBRARY LEASED ITEMS	00	3,460.50	4,596.00 1,135.50	75.29	696.31
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	2,081.60	5,587.43	4,500.00 (1,087.43)	124.17	2,955.57
100-551400-311	LIBRARY POSTAGE	146.42	1,146.39	1,350.00 203.61	84.92	1,117.23
100-551400-320	LIBRARY PUBS/SUBS/DUES	00	3,691.50	2,450.00 (1,241.50)	150.67	5,611.66
100-551400-330	LIBRARY TRAVEL/TRAINING	00	1,864.48	3,135.00 1,270.52	59.47	3,633.16
100-551400-340	LIBRARY PROGRAMS	239.80	17,412.68	14,100.00 (3,312.68)	123.49	14,072.58
100-551400-341	LIBRARY EQUIPMENT	419.89	9,821.06	5,000.00 (4,821.06)	196.42	4,156.21
100-551400-380	LIBRARY ADULT BOOKS	5,615.64	36,339.57	41,000.00 4,660.43	88.63	33,002.32
100-551400-381	LIBRARY JUVENILE BOOKS	1,589.99	22,079.14	20,250.00 (1,829.14)	109.03	19,678.00
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	00	13,639.48	7,920.00 (5,719.48)	172.22	8,199.31
100-551400-384	LIBRARY COMPUTER SOFTWARE	1,119.34	10,053.78	13,832.00 3,778.22	72.68	12,812.84
100-551400-385	LIBRARY KIT SUPPLIES	7.11	2,730.51	4,250.00 1,519.49	64.25	3,150.81
100-551400-386	LIBRARY AUDIO MATERIALS	2,618.15	12,155.91	12,500.00 344.09	97.25	8,745.85
100-551400-387	LIBRARY VIDEOS	1,590.66	10,700.84	8,500.00 (2,200.84)	125.89	9,663.02
100-551400-390	LIBRARY OTHER	2,377.38	19,499.88	16,912.00 (2,587.88)	115.30	10,105.70
100-551400-391	LIBRARY PERSONNEL	102.00	647.00	00 (647.00)	00	49.00
100-551400-392	LIBRARY PUBLIC RELATIONS	00	1,295.15	1,700.00 404.85	76.19	3,560.60
TOTAL LIBRARY OPERATIONS		92,278.54	1,038,558.64	1,004,164.00 (34,394.64)	103.43	905,224.50

8

VILLAGE OF WAUNAKEE
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY BUILDING</u>						
100-551401-110 LIBRARY BLDG FULL TIME	5,972.34	28,645.41	26,150.00	(2,495.41)	109.54	801.91
100-551401-120 LIBRARY BLDG PART-TIME	1,377.59	4,746.69	14,674.00	9,927.31	32.35	00
100-551401-121 LIBRARY BLDG OVERTIME	00	688.51	00	(688.51)	00	00
100-551401-130 LIBRARY BLDG FICA	465.57	2,318.12	3,123.00	804.88	74.23	60.25
100-551401-131 LIBRARY BLDG RETIREMENT	352.05	1,882.28	1,713.00	(169.28)	109.88	53.75
100-551401-132 LIBRARY BLDG HEALTH	2,796.28	11,274.98	8,015.00	(3,259.98)	140.67	246.25
100-551401-133 LIBRARY BLDG LIFE	6.68	29.76	100.00	70.24	29.76	93
100-551401-134 LIBRARY BLDG DENTAL	200.42	1,110.63	811.00	(299.63)	136.95	18.42
100-551401-210 LIBRARY BLDG SERVICES	6,317.85	29,249.54	22,600.00	(6,649.54)	129.42	19,993.62
100-551401-220 LIBRARY BLDG UTILITIES	1,707.32	31,406.80	29,500.00	(1,906.80)	106.46	12,010.60
100-551401-221 LIBRARY BLDG GAS HEAT	1,273.60	5,059.31	6,859.00	1,799.69	73.76	1,868.27
100-551401-350 LIBRARY BLDG REPAIRS/MAINT	00	599.69	7,500.00	6,900.31	8.00	232.42
100-551401-390 LIBRARY BLDG OTHER	00	53.50	600.00	546.50	8.92	358.72
TOTAL LIBRARY BUILDING	20,469.70	117,065.22	121,645.00	4,579.78	96.24	35,645.14
<u>DEPOT</u>						
100-551410-210 DEPOT OUTSIDE SERVICES	00	00	00	00	00	22.80
100-551410-350 DEPOT REPAIRS/MAINT	00	22.80	600.00	577.20	3.80	00
TOTAL DEPOT	00	22.80	600.00	577.20	3.80	22.80

VILLAGE OF WAUNAKEE
BALANCE SHEET
DECEMBER 31, 2019

LIBRARY SPECIAL REVENUE FUND

ASSETS

220-11110	COMMINGLED CASH	54,521.92	
220-11801	CASH ON HAND	986.13	
	TOTAL ASSETS		<u>55,508.05</u>

LIABILITIES AND EQUITY

FUND EQUITY

220-34221	DESIGNATED - SCHUBERT FUND	540.00	
220-34222	DESIGNATED - PIRANO	1,070.50	
220-34300	FUND BALANCE	37,874.51	
	BEGINNING FUND BALANCE	39,485.01	
	REVENUE OVER EXPENDITURES - YTD	16,023.04	
	TOTAL FUND EQUITY		<u>55,508.05</u>
	TOTAL LIABILITIES AND EQUITY		<u>55,508.05</u>



1030243: Waunakee Library Forever Fund

11/1/2019 To 11/30/2019

Balance

Beginning Balance 275,008.86

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 2,136.92

2,136.92

Grants/Distributions

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (229.17)

(229.17)

Ending Balance

\$276,916.61

Cash Available for Grants as of 11/30/2019

\$0.00

Balance as of 11/1/2020: \$281,335

WAUNAKEE PUBLIC LIBRARY
 LIBRARY FUND
 JANUARY 17, 2020

	First Deposit	Second Deposit	Month Total
Library fund	215.00	410.00	625.00
Photocopies	130.45	198.40	328.85
Drink Machine	45.25	57.00	102.25
Room Rental	75.00	0.00	75.00
Donation	0.00	159.04	159.04
less sales tax on copies, drink machine and room rental	-13.07	-13.31	-26.38
Total Deposit	452.63	811.13	<u>\$1,263.76</u>
Bills	301.00	599.00	900.00
Checks	100.00	153.08	253.08
Coins	51.63	59.05	110.68
Total	452.63	\$811.13	<u>\$1,263.76</u>

Totals for 2019 (Aug - Dec)

Room Rentals : \$ 2,300

Coffee Vending : \$638.00

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

December 2019

	2019			2018		% Change Prev Month	% Change Prev Year	YTD % Change
	December	Prev Month	Yr-to-date	December	Yr-to-date			
# of Days Library was open	24	24	289	24	305	0.0%	N/A	N/A
CIRCULATION								
Physical circulation	21,046	23,441	266,373	17,293	241,559	-10.2%	21.7%	10.3%
Digital circulation	2,227	2,528	31,084	2,234	25,720	-11.9%	-0.3%	20.9%
Library Total	23,273	25,969	297,457	19,527	267,279	-10.4%	19.2%	11.3%
<i>Per Day library was open</i>	970	1,082	1,029	814	876	-10.4%	19.2%	17.5%
Average of Deforest, Monona and	23,943	26,422	344,843	26,900	354,416	-9.4%	-11.0%	-2.7%
By Category								
Books								
Juvenile Fiction	2,278	2,780	31,778	1,736	27,621	-18.1%	31.2%	15.1%
Juvenile Non-Fiction	1,142	1,401	18,150	940	15,682	-18.5%	21.5%	15.7%
Easy Readers	1,478	1,559	17,404	951	14,727	-5.2%	55.4%	18.2%
Picture books	3,819	4,323	45,997	2,796	40,918	-11.7%	36.6%	12.4%
Total Juvenile	8,717	10,063	113,329	6,423	98,948	-13.4%	35.7%	14.5%
Young Adult	641	612	7,988	475	8,116	4.7%	34.9%	-1.6%
Adult Fiction	2,572	2,524	28,273	1,990	26,991	1.9%	29.2%	4.7%
Adult non-Fiction	2,125	2,191	25,679	2,358	31,080	-3.0%	-9.9%	-17.4%
Large print	553	570	6,572	430	5,082	-3.0%	28.6%	29.3%
Adult Paperbacks	263	222	2,680	202	3,082	18.5%	30.2%	-13.0%
Total Adult	5,513	5,507	63,204	4,980	66,235	0.1%	10.7%	-4.6%
Magazines	283	345	4,791	337	4,880	-18.0%	-16.0%	-1.8%
Audio	1,287	1,425	16,387	1,302	16,229	-9.7%	-1.2%	1.0%
DVD and video	3,396	4,095	46,406	3,386	40,074	-17.1%	0.3%	15.8%
Software	10	23	267	28	294	-56.5%	-64.3%	-9.2%
Kits	784	1,080	11,608	790	12,107	-27.4%	-0.8%	-4.1%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	40	66	810	58	805	-39.4%	-31.0%	0.6%
E-books	2,227	2,528	31,084	2,234	25,720	-11.9%	-0.3%	20.9%
% of total circulation	9.6%	9.7%	10.4%	11.4%	9.6%	-1.7%	-16.4%	N/A
PROGRAMS								
Children								
Number	27	31	381	32	375	-12.9%	-15.6%	1.6%
Attendance	736	874	15,223	670	14,230	-15.8%	9.9%	7.0%
Young adult								
Number	6	7	61	4	40	-14.3%	50.0%	52.5%
Attendance	77	59	1,500	28	191	30.5%	175.0%	685.3%
Adult								
Number	10	9	116	10	107	11.1%	0.0%	8.4%
Attendance	137	105	1,978	122	1,462	30.5%	12.3%	35.3%
NEW PATRONS ADDED	67	95	1,295	23	761	-29.5%	191.3%	70.2%
PUBLIC MEETING ROOM BOOKINGS	7	20	73	0	0	-65.0%	N/A	N/A
STUDY ROOM BOOKINGS	246	209	868	0	0	17.7%	N/A	N/A
# OF VISITORS TO LIBRARY	15,035	12,710	181,332	10,538	154,673	18.3%	42.7%	17.2%

Library Activity Report
Erick Plumb
January 2020

- We finished an amazing year strongly. We continue to do strong business in our new building, with very few of the “dead” times we used to see regularly in our old building on South Street. While we try not to get too bogged down in statistics, here’s a few of note:
 - Since opening our doors on August 1, the new library logged 93,396 visits to the building through December 31 - an average of 747 per day in the 125 days we were open. In 2018, we averaged 507 visitors per day in our old building. To be sure, the spectacularly large numbers of visitors checking out the new library in August after opening skew those numbers a bit. But, in December, four months in, we still averaged 627 visits per day, which is impressive. Simply put, “busy” is our new, happy normal!
 - Our total program attendance was up 18% for the year. 18,701 people attended the 558 library programs in 2019. We saw strong increases in attendance for both adults and especially teens.
 - We logged 73 meeting room bookings for non-library meetings in the last five months of 2019, and 868 study room bookings. With drop-in uses, the study rooms were utilized well over 1,000 since we’ve opened. As I’ve noted, the strong response of the community to utilizing these new spaces has been enormously gratifying and helps to prove that these were public spaces the community desperately needed.
 - Most happily to me, 1,295 people chose us as their home library and received new card accounts with us in 2019. This is up 70.2% (!) over 2018.

- The installation of the new custom-built conference table in the Board Room has been a source of great public interest and comment. The wood, from a 270 year old Bur Oak on the Kennedy farm in Westport, was transformed into a breathtaking table by Phil Simon and Simon Builders. The table was featured on the front page of the Tribune. We thank Phil and the folks from Michael F. Simon Builders for the spectacular gift.
- One of our Pages (shelvers), Aleah Varner, left us in December. We hired Lauren Gomez as a new page and she began her duties December 23. The Board should be aware that page positions are not on the Village of Waunakee’s pay grade scale. They are still paid just over minimum wage when they begin, which is quite low for Dane County libraries. With your support, I will push for these positions to be included on the Village’s wage

scale. This will bump up Page starting hourly wages from \$7.50 to \$10.85 in 2020, with adjustments made each year according to the Village's overall budget.

- We placed an ad online for new Volunteers and have ten (!) interested people. As we continue to grow, the library will be developing a more formal Volunteer program, complete with standardized training, etc. Longtime Library Assistant III Nancy Kessenich has taken on the new role of Volunteer Coordinator, freeing Circulation Supervisor Emily Harkins for other duties.
- As Courtney notes in her monthly update below, we have begun digitizing the contents of the Local History files we maintain. Digital versions of these documents will be kept online. This will be a lengthy process, but now is the time to begin truly cataloging and maintaining this important community resource.

Youth Services Report by Brittany Gitzlaff

December was another solid month of storytimes and programs despite seeing dwindling attendance as the month came to a close. We were happy to partner with Midwest Performing Arts for two of our Preschool Storytimes. We had several of their dancers come and perform parts of "The Nutcracker" to our families, which is a special treat for all. We also continue to value our partnership with CI Pediatric Therapy Center. They send one of their therapists every month for a special storytime with a craft and it consistently has a good turnout with many new faces. Lastly, we are happy to support and partner with a new Waunakee resident who quickly became a library regular, Jess Pagel. Jess and her family were recently featured on NBC15 for their "WaunaRocks" creations. In a few weeks the library will host a rock decorating program to help spread the word about their mission to promote kindness around Waunakee.

Adult Services Report by Courtney Cosgriff

In December, I hosted 4 programs and the Ales and Tales Bookclub. At the beginning of December, Ari and I met with Tamara from SCLS to discuss metadata relating to our digitization project. Ari finished scanning (and compiling metadata for!) an entire file cabinet drawer and we are ready for the first harvest of data beginning on February 1st. I assisted Emily in the hiring and interviewing for a new page. I attended a webinar on "Creative Community Connections," which mostly focused on short story dispensers. Patti and I started a Movie Matinee program in the Living Room where we show a title and provide popcorn. We hope this will become a popular series. I started planning for our Local Author Showcase in February and we have over 20 local authors signed up so far.

Erick's Meetings and Appearances in November

- Rotary Board, December 3
- Village management team, December 4

- Library management team meeting, December 5
- Dane County Library Services tour, December 5
- Rotary, December 5 and 12
- Library Staff Meeting, December 6
- Beloit Public Library staff tour, December 6
- Becca Laufenberg, December 11
- Todd Schmidt, December 16
- Phil and Paul Simon, *Tribune* interview re: Board Room table, December 18
- Library Board, December 20

Child Safety Policy Waunakee Public Library

- I Purpose of Policy
- II Requirements and Responsibilities
- III Library Staff Intervention
- IV Library Closing

I. Purpose of Policy

(A) The Waunakee Public Library welcomes children and to use its facilities and services. Parents/guardians or caregivers are responsible for the behavior and welfare of children using the library. The Waunakee Public Library shall not be responsible or liable in any way for any consequences of parents/guardians or caregivers forfeiting their responsibilities. The public library does not serve *in loco parentis* (in place of a parent). Though staff will respond with care and concern, they cannot assume responsibility for children's safety and comfort when they are unattended.

(B) A caregiver must be at least 12 years of age.

(C) The library's definition of supervision is within sight or sound of a child.

II. Requirements and Responsibilities

(A) All children must follow the library's Appropriate Behavior Policy. Responsibility for the welfare and behavior of children using the library rests with the parent, guardian, or responsible caregiver.

(B) The library recommends that children using the library independently have the telephone number of someone who can assist them in an emergency and have a library card account with up to date contact information.

(C) Children age 8 or younger must have a parent or caregiver accompanying them unless the child is participating in a library program designed for independent participation. However, parents or caregivers who do not attend the program with the child should remain in the building.

(D) Children ages 9 and older who are able to maintain proper library behavior may use the library unattended; otherwise a parent, guardian or responsible caregiver should adequately supervise them.

(E) Children behaving inappropriately will be informed of the rules. Parents or caregivers accompanying the child(ren) will be informed of the rules as well. If inappropriate behavior continues, the child shall be asked to leave the library for the remainder of the day.

III. Library Staff Intervention

(A) Staff may, as needed:

1. Use reasonable judgment when estimating the age of a child or work with a child to determine their age.
2. Inform children behaving inappropriately of the library rules.
3. Notify parents, guardians, or responsible caregivers whose children need additional supervision.
4. Contact the Police to assist with violations of the Behavior Policy or to ensure the safety of unattended children.

(B) Library staff will not transport any child from the library to another location.

IV. Library Closing

Parents or guardians are responsible to pick up children from the library at the time of closing. If a child under the age of 16 has not been picked up 15 minutes after the library closes, staff will contact the Police Department to wait with the child until he/she is picked up. Two staff members will wait until an officer or the child's ride arrives, whichever occurs first. Staff will be paid for this time. The youth services manager will contact the parent and inform them of the policy. Library staff will document the incident.

This policy replaces any previous policy regarding Child Safety.

Proposed January 2020

APPROPRIATE LIBRARY BEHAVIOR POLICY WAUNAKEE PUBLIC LIBRARY

PURPOSE

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

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

GENERAL GUIDELINES FOR USING THE LIBRARY

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

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

FOOD AND BEVERAGES IN THE LIBRARY

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

- Foods are limited to dry snacks, such as pretzels, cereal bars, or crackers. Hot, fragrant, greasy, messy, or sticky foods like pizza, burgers, and fries, which might disturb others, are not allowed.
- No food or beverages are allowed near the computers.
- Outside snacks are not allowed in the Storytime Room.
- Group meals and food delivery are not allowed in public areas except for pre-arranged and approved meetings in public meeting rooms.
- In designated quiet areas, food consumption should be silent.
- Beverages are allowed in a covered container. No open containers allowed.
- No alcoholic beverages allowed.
- Please report spills immediately to staff and discard all trash after eating or drinking.
- Unattended food or beverages will be discarded.

GUIDELINES FOR HANDLING CODE OF CONDUCT VIOLATIONS

1. It is a patron's responsibility to maintain necessary and proper behavior standards in order to protect his or her individual rights and the rights and privileges of other patrons.
2. Occasionally, staff members may have to deal with patrons who violate the rights of others or who create a disturbance in the library. If a patron creates a public nuisance, that patron may be restricted from the library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by staff, will be subject to the law.
3. A brief written report of any incident involving theft, vandalism, illegal activity, or major disruptive behavior will be filed with the Director as soon as possible after its occurrence.
4. The Library Director, acting on behalf of the Board of Trustees, may suspend the library privileges of any individual who willfully violates library regulations when the severity or continued re-occurrence warrants such action. [Wisconsin State Statutes 43.52 {2}.] The Library Director will inform the Library Board of any such action taken.
5. The person whose library privileges are suspended shall be advised in writing of the suspension and the reason(s) for such action. The offending person shall also be

informed that the suspension may be appealed at the next regularly scheduled Library Board meeting.

UNATTENDED CHILDREN

1. One of the primary missions of the Library is to provide a variety of services for children of all ages. The library encourages visits by young children, and it is our desire to make these visits both memorable and enjoyable for the child.
2. "Unattended" means that the parent or designated person is not in close proximity to the child. Library staff cannot be expected to assume responsibility for the care of unsupervised children in the library. Parents are responsible for their children's behavior while in the library.
3. Therefore it is the policy of the Library that all children under the age of nine (9) must be in the company of a parent or caretaker (age 12 or older) while in the library. Even if the young person is attending a program, it is required that the parent/responsible person remains in the Library throughout the program.
4. If it is determined that a child is lost or left unattended, a staff member shall bring the child to the Youth Services Director or other staff member in charge. He/she will then attempt to identify and locate the parent/responsible person. If a parent/responsible person cannot be found, then the child will be remanded to the care of the Waunakee Police Department.
5. If it is determined that a minor (12 years old and under) is not accompanied by an adult at closing time, staff will attempt to locate a parent/responsible person. If a parent/responsible person cannot be found, then the child will be remanded to the care of the Waunakee Police Department.
6. If it is determined that a minor is not accompanied by an adult during regular school hours and is truant, the minor will be informed of this law before officers are called and will have the opportunity to call a parent or guardian for a ride if needed. The Waunakee Public Library will work with school and law enforcement officials to uphold Wisconsin state laws on truancy, including Wisconsin State Statutes Section 118.15.

(See new Child Safety Policy)

THEFT OF LIBRARY MATERIALS

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

Approved by the Library Board on January 13, 2017.
Revised September 20, 2019.

WAUNAKEE PUBLIC LIBRARY CIRCULATION POLICIES

CHECKING OUT

TYPE OF ITEM	CHECKOUT ITEM LIMIT*	LOAN PERIOD	MAY RENEW**
Adult, YA and Children's books	None	28 days	Yes
New Adult Fiction books	None	14 days	Yes
Lucky Day <i>materials</i>	2	14 days	No
DVD and Blu-Ray	None	7 days	Yes
Audiobooks (CD and Playaway)	None	28 days	Yes
Music CDs	None	14 days	Yes
Adult, YA and Children's magazines	None	14 days	Yes
<i>Kits</i>	None	14 days	Yes
Hotspots	None	7 days	No
E-readers	None	28 days	No

*Patrons are limited to a total of 100 items out at a time.

**Items may be renewed twice, as long as they are not on hold for another patron. The system blocks renewals when there are holds or when the patron has used both renewals. When renewals are blocked for either reason, materials should be returned to the library.

Fines are based on material type and are charged according to the checkout library's fine policy. Most Waunakee materials accrue a \$.05 fine per day, with the following exceptions:

- Lucky Day, E-readers and Launchpads \$.25 per day
- Video, OLLs and Hotspots \$.50 per day

Senior citizens do not pay fines at Waunakee Public Library but are still subject to lost and damaged charges.

CARDHOLDER RESPONSIBILITY

You are responsible for all materials borrowed on your card and your child's card. Please report lost cards immediately. If there are lost charges on your account, or if the fines on your account are over \$20.00, your borrowing privileges will be blocked. Returning a lost item may reduce the charge on your account if the item is not damaged and if the owning library has not withdrawn it. You are financially responsible for charges to your account and your child's account.

GETTING A LIBRARY CARD

If you are a resident of a county (including Adams, Columbia, Dane, Green, Portage, Sauk and Wood counties) in the South Central Library System (SCLS), Waunakee Public Library will issue you a card that can be used in all system libraries.

Waunakee Library asks for two forms of identification: **photo I.D.** and **proof of current address**. A driver's license with your current address meets both criteria. If your photo I.D. does not have a current address, Waunakee will accept the following:

- A checkbook with your name and current address pre-printed on it
- A current lease or bill with your name and address on it
- A piece of current mail with your name and current address on it

Cards may be issued to children of any age. Applicants *under 16* are required to obtain their parent or guardian's signature on the card application. Children residing in two households will be issued one card. All SCLS libraries lend to any patron with a card in good standing from any SCLS library, and the library system only issues one card per person.

Waunakee Library issues all library cards for free. If you have lost your card, you may get a replacement for free by bringing in a photo I.D. For other questions about getting a library card, please ask at one of our desks, email us at waupl@waupl.org, or call us at 608-849-4217.

If you are not a resident of an SCLS county but are a Wisconsin resident*, you may be able to borrow materials from Waunakee Public Library. To borrow materials, you must have a photo I.D. with your current address and a valid library card from your local library.

We will create an account for you and attach one of our patron barcodes to your card.

*Milwaukee County has not signed an agreement with SCLS for exchange of library services. Residents of Milwaukee County are not eligible for an SCLS account.

DUE DATES

You may request receipts at checkout, advance notice emails of items due, or both. You can also manage your account via our [online catalog](#), by logging in with your barcode and PIN.

FORGOTTEN OR LOST CARDS

If you forget your card, Waunakee Library will check out materials to you with a photo I.D. or by verifying information on your account. We prefer to have your library card at checkout, and we expect people with lost cards to report and replace them in a timely manner. If your card is used before you have reported it as lost or stolen, you are responsible for the materials checked out on it. *To get a free replacement for your card, you will need to present a photo I.D.*

HOLDS

All items on hold for pickup at Waunakee Public Library are on the open holds shelves *in the front lobby, near the circulation desks and self-checks*. Holds are alphabetized by patrons' last names and are shelved spine label down to ensure privacy. You may request to have your items held in our staff office if that is your preference.

Holds may be placed by using the [online catalog](#) or by speaking to a librarian at the desk or on the phone (608-849-4217). Lucky Day materials may not be held or renewed.

RENEWALS

Most materials may be renewed twice, unless they are Lucky Day books or on hold for another patron. Renewals may be done by using the [online catalog](#) or by speaking to a librarian at the desk or on the phone. Items that were overdue already when renewed will stop accruing fines, but will retain fines accrued before they were renewed.

OUTER-LIBRARY LOAN (OLL)

Some materials that are not available through SCLS may be borrowed from outside the system. To place an OLL, use our [online form](#), or speak to a librarian.

RETURNING ITEMS

Materials checked out from an SCLS library may be returned to any SCLS library. *The Waunakee Library has a drive-thru bookdrop that is open 24 hours a day, 7 days a week.* Materials returned in the bookdrop before the library opens in the morning are backdated upon checkin to the previous day's date.

OLLs, e-readers, *hot spots*, and *kits* should be returned at the desk during open hours.

LOST OR DAMAGED ITEMS

A replacement charge will be added to your account for items that are more than 28 days overdue and for items that are damaged. Waunakee Library charges the full list price of lost and damaged items and does not accept replacement copies as payment.

If you return an item that has been set to lost, the charges to your account will revert to fines, as long as the item is in good condition and has not been withdrawn by the owning library. If you pay for a lost item belonging to Waunakee Library, you are eligible for a refund if the item is returned within 6 months and is in good condition. You will still be responsible for fines on that item.

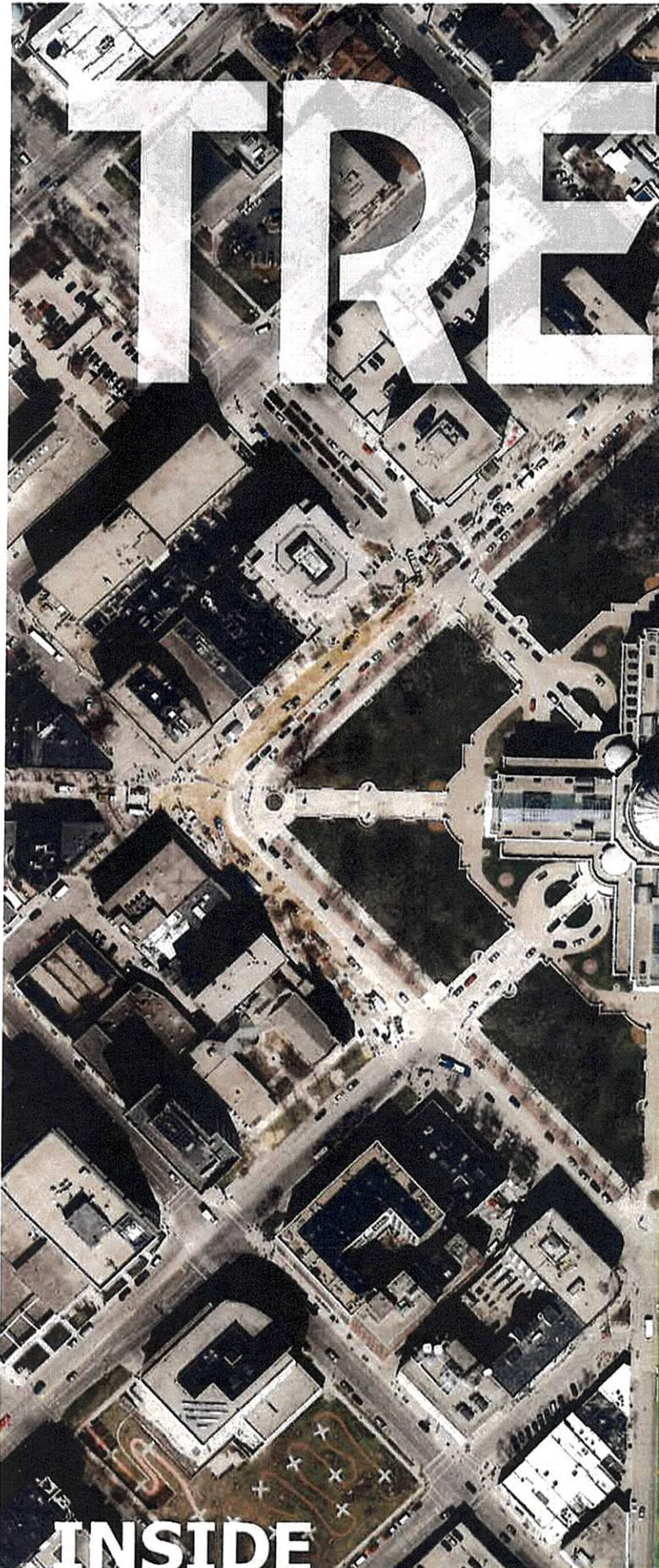
Patrons who are charged for damaged items belonging to Waunakee may keep them after payment, unless the item was discarded because it was damaged by mold or other hazardous substances. Damaged items awaiting payment will be kept on our problem item shelf for 6 months before being discarded, unless we know the patron's wishes before that.

When part of an item is missing or damaged, the library makes the following charges:

1. Book cover \$2.00
2. Individual audiobook CD \$10.00
3. Audiobook case \$10.00
4. Playaway case \$6.00
5. Playaway View case \$6.00
6. DVD/CD booklets \$1.00
7. DVD/CD cases \$1.00
8. Launchpad wall adaptor \$10.00
9. Launchpad USB cord \$7.00
10. Launchpad case \$13.00
11. E-reader USB cord \$6.00
12. E-reader wall adaptor \$10.00

Approved by the Library Board, January 17, 2020

TRENDS



INSIDE

AYRES

Project transforms contaminated former foundry into vibrant public space, Page 2

Below-ground utilities important aspect of Florida road widening project, Page 9

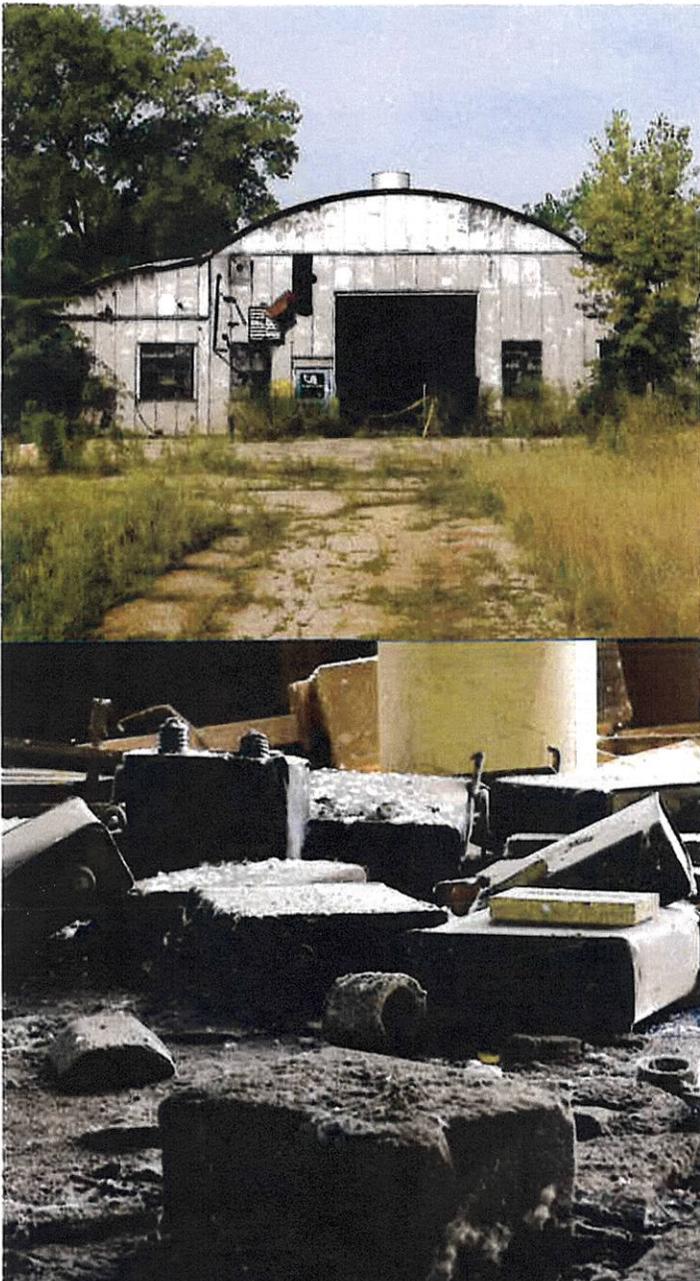
Elevation program maps Wisconsin one point at a time, Page 14

Unmanned vessels show promise for bridge scour monitoring, Page 22

FROM VACANT TO VIABLE

Redevelopment project converts blighted, contaminated property into vibrant public library

By Jennifer Schmidt



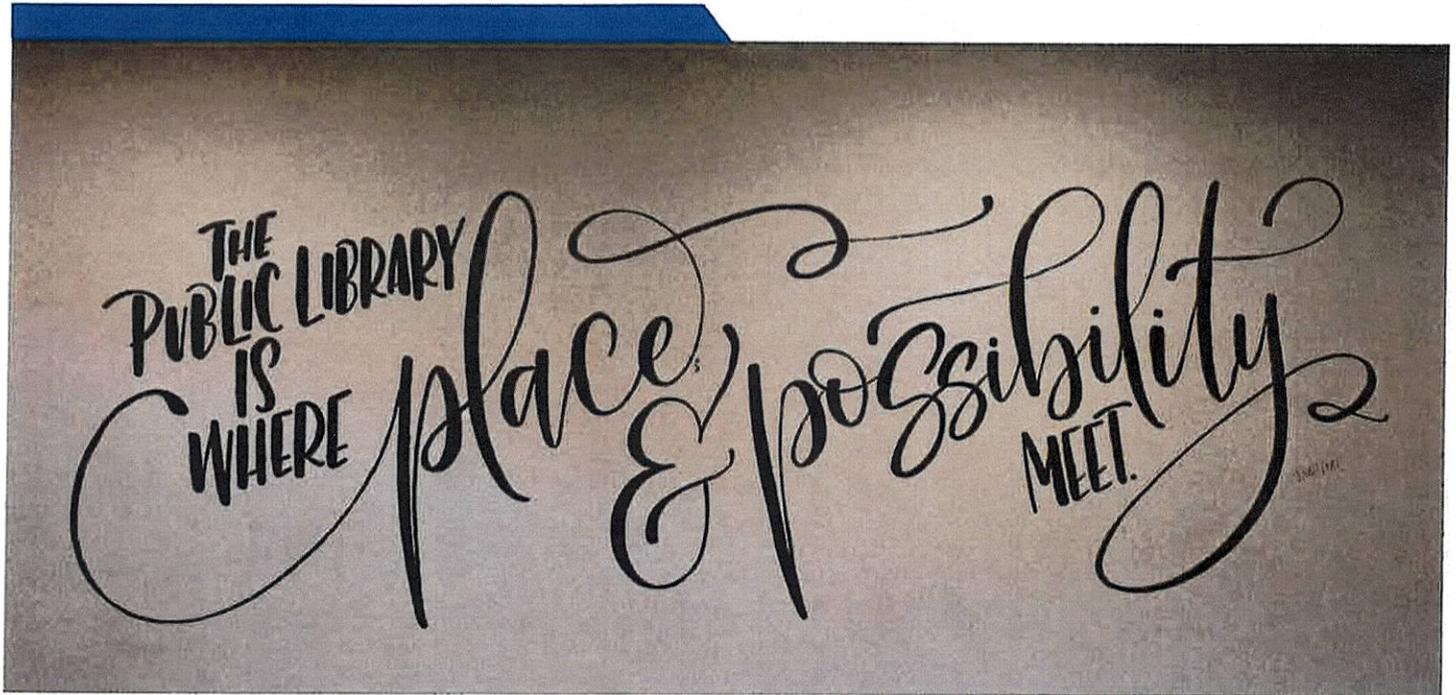
“**T**he public library is where place and possibility meet.”

Author Stuart Dybek’s eloquent quote is prominently imprinted on a feature wall of the Waunakee Public Library in southern Wisconsin and poignantly emblemizes the striking transformation that’s taken place on the property where the new 40,000-square-foot facility stands.

It wasn’t long ago that, what’s now a stunning, state-of-the-art facility being lauded for its modern design and purposeful integration with the surrounding park-like environment, was a defunct foundry full of toxic contaminants and decorated with piles of debris, overgrown vegetation, broken windows, and offensive graffiti. The Waunakee Alloy Castings Corporation was established in 1953 and ceased operations in 2009 – its buildings sitting idle ever since.

“Imagine a conglomeration of tin sheds – some big, some little – but in their entirety 29 different tin sheds that, together, made up the operations for the foundry,” described Todd Schmidt, the Village of Waunakee’s administrator and economic development director. “Now imagine all of those surrounded by cracked concrete with weeds growing above your head, and then imagine those tin sheds with open areas for critters, areas of roof that were rotted and gone, and some of those buildings

Top: Open and exposed entrance into former foundry. Released PCB fluids and spilled mercury were discovered just inside open garage door. **Bottom:** Exposed and discarded electrical capacitors releasing PCB-containing oils onto floor.



filled with leftover foundry junk – and all of that surrounded by a chain link fence.”

The property’s interior condition was in as much disarray as its unsightly outward condition – and environmentally troubled to boot. It was clear to the Village that it was time to call in professional help.

Prepping for remediation

Village officials had previously worked with Ayres on another environmental reuse project – the former Stokely Canning Site Redevelopment – so discussing the problematic Waunakee Alloy foundry site was a natural conversation to start.

“We’d been talking with the Village about the foundry site for a long time,” said Jeff Steiner, a hydrogeologist at Ayres who managed the Waunakee Alloy site conversion project. “We consulted on the types and availability of grants and talked early on about what potential environmental impacts we may find out there.”

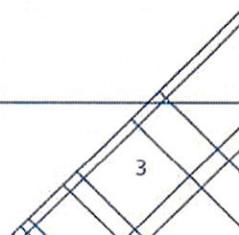
Ayres first helped the Village obtain a \$150,000 Wisconsin Economic Development Corporation (WEDC) site assessment grant to conduct preliminary environmental investigations. In October 2014, Ayres completed a Phase 1 environmental site assessment, which involved researching historical and regulatory agency records, conducting interviews with people knowledgeable about the property, and performing

a visual observation of the property to identify potential environmental concerns, as well as a hazardous materials assessment, which looked at whether dangerous substances were on the site, including inside the building – “and then it got interesting,” Steiner said.

“When we were performing that hazardous materials site assessment, we came across this pile of electrical capacitors, and they were leaking PCBs,” said Steiner, referring to a group of chemicals called polychlorinated biphenyls that are no longer being manufactured because of their potentially harmful health effects. “On top of that, whoever did this spilled mercury all over the leaking PCB-containing electrical capacitors, so that was a really big setback.”

Mercury, a neurotoxin, is another banned and dangerous substance. But even worse, the two toxic substances were mixed. It’s presumed that a trespasser looking to salvage metal, copper wiring, and any other materials of value dumped the electrical capacitors on top of a pallet, and mercury, presumably from scavenged mercury switches, was then released on top of the leaking PCB capacitors and surrounding floor area.

Ayres then brought in an environmental contractor to containerize the capacitors and vacuum and containerize the mercury. Still, a problem remained: there was seemingly no permissible way to properly dispose of this mixed waste.



"The cleanup was complicated enormously by the fact that it wasn't just mercury, and it wasn't just PCBs. It was mercury mixed with PCBs which caused the problem," added Scott Wilson, a vice president at Ayres who served as client liaison on the project. "Companies permitted to incinerate PCBs have permits that prohibit incineration of anything with even a faint touch of mercury on it."

Current federal regulations regard elemental mercury as a Resource Conservation and Recovery Act (RCRA) waste, while PCBs are a Toxic Substance Control Act (TSCA) waste – "and these things should never meet," Steiner noted, explaining how federal regulations advise disposing of PCB waste by incineration but prohibit incineration of mercury.

"After a thorough evaluation of state and federal environmental regulations, we advised the Village to contact the Department of Natural Resources and call in the Environmental Protection Agency (EPA) to perform a time-critical removal action," Steiner said.

The EPA conducted the removal action – a more than \$1 million clean-up effort – in July through November of 2015. With that complete, Ayres conducted a site investigation and prepared a remedial action options report. The firm also completed a remedial design report, a materials management plan to manage the soils and cap the site, wrote specifications for demolition of the buildings, and developed a TSCA self-implementing PCB cleanup plan for the PCB release inside the building.

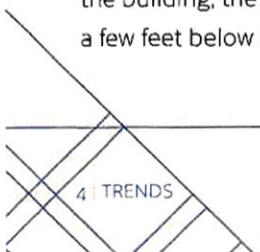
An 'interesting find'

The challenges didn't end there. During Ayres' investigation, staff noted unusually wet near-surface soils, but it wasn't until demolition began that the source of that excessive moisture was uncovered.

"The bulldozers and the backhoes were encountering wet soils a foot or two below the ground surface. It just wasn't right. The water table was known to be lower than that, and there was no indication, based on the geology of the site, that perched groundwater would be encountered," Steiner said.

"When we were ripping out concrete floor slabs in one area of the building, the contractor came across a flowing artesian well a few feet below the ground surface. Groundwater was flowing

Drone photograph of new Waunakee Public Library on former Waunakee Alloy foundry site. Note new pedestrian pathway along revitalized Six Mile Creek.





from the top of the uncapped 105-foot-deep well at a rate of approximately 40 to 50 gallons a minute, discharging water from the deeper aquifer into the shallow soils for who knows how long – so that was a really interesting find and explained the saturated soils,” he continued. “A water well contractor was retained to permanently abandon the well.”

And that wasn't the only issue to present itself during demolition. The PCB- and mercury-stained concrete inside the building needed to be segregated from all the other concrete and couldn't be crushed and reused as often happens. Instead, it needed to go to a landfill, but not even that was simple.

“These rules are so involved that we had to actually convince the landfill that they could accept this stuff. They didn't know they could take it, and we had to educate them and get confirmation from EPA that, in fact, they could,” Steiner said. “The landfills have every right to decide not to take it even though the rules say they can – so that was another process we had to go through.”

“There was a small area of low-level PCB and PAH (polycyclic aromatic hydrocarbon) contamination and occasional hits of chromium contamination in the soil, but that's all been capped, and there isn't any risk for direct exposure to anyone,” Steiner said. “As a member of the community, it is extremely gratifying to see this blighted property, with its inherent health and safety and environmental risks, transformed into this wonderful new facility for the good of the surrounding neighborhood and community at large.”

Ultimately, construction on the new



library building began in late 2017. Anywhere from a foot to 10 feet of clean fill was brought into the site to raise it for construction and cap the small amount of residual contamination that remained. To assist in the demolition and site capping of residual contamination, Ayres wrote and secured a \$500,000 WEDC Idle Industrial Sites Grant. The Village used the funding from WEDC to ready the project site for construction.

From blight to beauty

Waunakee's new library – situated along the picturesque shoreline of Six Mile Creek – opened August 1, and the community's response has been “over-the-top outstanding,” said Library Director Erick Plumb.

“We had almost 18,000 visits in our first month in August, which is a good 5,000 more than what we did in August 2018,” Plumb said. “Our circulation, the amount

of materials we checked out, set a record with almost 37,000 items, but what really caught our attention was the number of new cards we gave out to patrons. We generally do about 80 to 90 of those per month on average, and we did 396 in August – so we quadrupled the amount of people that were new to us.”

To understand the true impact, Plumb said it's important to remember the dysfunction of the former library – an unassuming 12,000-square-foot facility with stacks of books but no meeting spaces or study rooms and few spaces to sit.

“I think what strikes people when they walk into the building here is that it's really open. It's inviting. It begs you to walk around and find your spot and to linger – not just grab your things and get out of the building, which is kind of what the old building was designed to do,”



HELPFUL FUNDING FOUND

All told, Ayres helped the Village of Waunakee obtain \$650,000 in grant dollars – a \$150,000 site assessment grant and \$500,000 in idle sites redevelopment funding, both obtained from the Wisconsin Economic Development Corporation – to assist with the site's cleanup, remediation, and redevelopment. Additionally, Ayres orchestrated and assisted the Village in securing over \$1 million in remediation assistance through the U.S. Environmental Protection Agency's Superfund Technical Assessment and Response Team (START) program. These funds enabled the Village to make the building safe for demolition and redevelopment.

he said. "People are blown away that it's such an inviting space."

Schmidt agreed, saying the finished product is more than a collection of books and convenient place to connect to Wi-Fi. It's a place for people to gather and interact with one another.

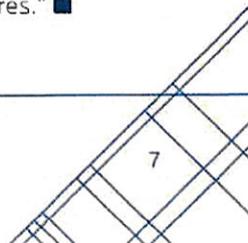
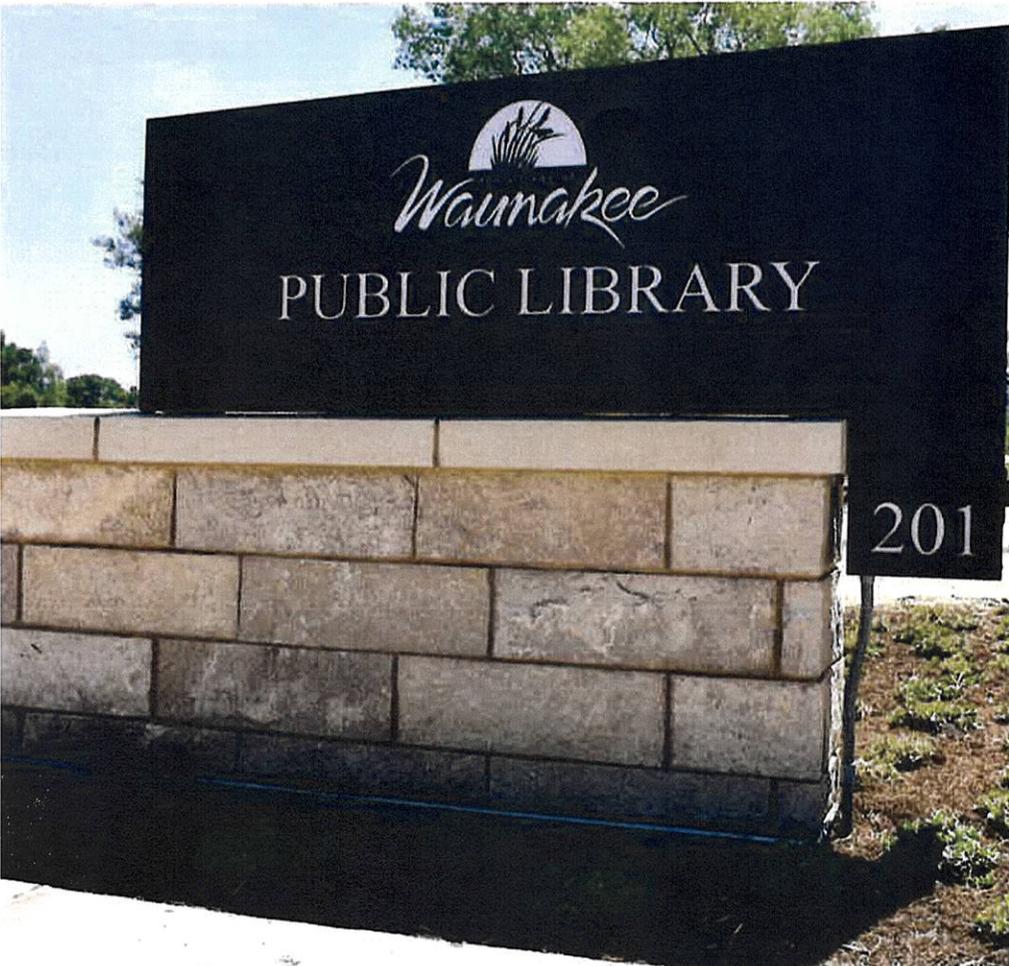
"That's what it's all about," Schmidt said. "Now that the citizens of Waunakee have come to see this building, they are believing. They've come to believe the story we've told that the library will be a place that's beyond what people maybe have imagined that a library is."

Schmidt said he regards the project as unique not only for its environmentally complex back-story but also for what it went on to become – and how a public facility project has "integrated with its environment in a tremendous way."

"I'm thrilled," Schmidt said of the project's end result. "This is such a gift from the community to the community, and to imagine the generations that will use this beyond the people who had a role in making the project come to fruition is really fulfilling for all of us who've been involved."

Plumb said he was particularly impressed with the depth of Ayres' knowledge.

"They truly knew their stuff, and as complications arose and new pollutants and chemicals were found, Ayres knew exactly what to do," he said. "I was very pleased that the Village had entrusted Ayres to help us with this process because it was pretty daunting. It was a very dirty site. We wouldn't have been able to do what we did without Ayres." ■



CONSIDERING THE HEALTH IMPACTS

Polychlorinated biphenyls (PCBs) and mercury are highly toxic, and both were found at the Waunakee site. Ayres' environmental staff said PCBs were used in capacitors' oil due to their non-flammability, high boiling point, and electrical insulating properties, and the mercury likely came from on-off switches or other electrical components such as manometers.

Exposure to even small amounts of mercury can cause serious health issues – and Ayres found about a pint of elemental mercury spilled within the defunct Waunakee Alloy building. According to the World Health Organization (WHO):

- Mercury is a naturally occurring element that is found in air, water, and soil.
- Exposure to mercury is a threat to the development of the child in utero and early in life.
- Mercury may have toxic effects on the nervous, digestive and immune systems, and on lungs, kidneys, skin, and eyes.
- Mercury is considered by WHO as one of the top ten chemicals or groups of chemicals of major public health concern.

PCBs, too, have documented adverse health effects. According to the U.S. Environmental Protection Agency, they have been shown to cause cancer as well as a number of serious non-cancer health effects in animals, including effects on the immune system, reproductive system, nervous system, and endocrine system. Studies in humans support evidence for potential carcinogenic and non-carcinogenic effects of PCBs.



“They truly knew their stuff, and as complications arose and new pollutants and chemicals were found, Ayres knew exactly what to do.”

Erick Plumb
Waunakee Library Director



Top photo: Leaking containers of hazardous substances discovered inside foundry building. **Bottom:** Abandoned refuse inside foundry requiring removal prior to demolition.