

Waunakee Public Library
Library Board Meeting
via ZOOM
Friday, January 15, 2021 7:45 AM

Please visit the Zoom url below to join the webinar:

<https://zoom.us/j/94989535039>

Meeting ID: 949 8953 5039

*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, Melissa Hill, Erin Moran, Mike Ricker, Cathy Sheffield, Erick Plumb.
- III. Consent agenda
 - A. Approve December 18, 2020 Library Board Minutes
 - B. Approve Schedule of Bills
 - C. Approve Financial Reports
- IV. Director's Report including COVID-19 update
- V. Old Business
 - A. None
- VI. New Business
 - A. Discuss library staffing reorganization procedures with Village Administrator Todd Schmidt & Deputy Administrator Caitlin Stene
 - B. Discuss Library Board's 2021 goals for WPL
- VII. Adjourn

Next Library Board meeting: Friday, February 19, 2021 @ 7:45AM via ZOOM

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 18, 2020

7:45 AM

Meeting via Zoom

- I. **Call to order:** Jean called the meeting to order at 7:47 AM
- II. **Roll Call:**
 - A. **Roll call:** Present: Jean Elvekrog, Annie Ballweg, Kathy Grosskopf, Melissa Hill, Mike Ricker, Cathy Sheffield, Erin Moran, and Erick Plumb.
 - B. **Guests:** none
- III. **Approval of consent agenda:** Cathy S. moved, Erin seconded. Passed.
- IV. **Director's Report and current COVID update** The new drive-up window is working well. Customers call ahead and schedule a pick-up time. We thank Renee Meinholz for securing a Route to Recovery grant to cover the cost of the window. There have been 640 transactions completed at the window November 18-November 30. Extra hours were added Monday, Tuesday and Saturday afternoons. The current services will remain in effect until January 11, before opening to see how Covid cases are after the holidays. Jeff Curwick researched, acquired and installed N-95 filters for the HVAC system. Gallagher Tent & Awning of Madison will install a covering for the book drop/drive-up window in the coming weeks. Virtual programs are going well and will continue even after the pandemic. Staff is starting to look at what changes they would like to make to set-up and layout of the Library coming out of pandemic. Adult Services Librarian Elizabeth Clauss gave birth to a daughter Mabel Louise on December 14. Todd Schmidt and Caitlin Stene will come to the January meeting to discuss starting from scratch on the staff organizational structure.
- V. **Old Business**
 - A. **Discuss and take action on a No-Fines Policy** The Library has been operating under a No-Fines Policy since the pandemic started in March. Libraries across our area have already stopped collecting fines pre-pandemic. Our fees are not a part of our budget. Mike made a motion to enact Erick's recommendation on eliminating fines. Jean seconded. Passed.
- VI. **New Business**
 - A. **Discuss and take action on Exceptional Performance Bonus for Library Circulation Manager** Circulation Manager Emily Harkins has been doing the job of a Professional Librarian all throughout the pandemic. She has created all of

the staffing changes during the workflow changes and challenges. We discussed giving her a bonus for all of her efforts. Annie made a motion to approve a one time \$2,000 bonus. Mike seconded. Passed.

VII. Adjourn: The meeting was adjourned at 8:18 AM on a motion by Jean, seconded by Kathy G. Passed.

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The January meeting will take place via Zoom.
Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary

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December 2020

Account	Vender	Amount
<u>100-551400-210 Outside services</u>		
	Total	0.00
<u>100-551400-219 Automation levy</u>		
	Total	0.00
<u>100-551400-290 Leased items</u>		
	Total	0.00
<u>100-551400-292 Maintenance contracts</u>		
	Gordon Flesch	178.35
		0.00
	Total	178.35
<u>100-551400-311 Postage</u>		
	SCLS	0.00
	Bibliotheca	0.00
	Midwest Alarm	0.00
	Total	0.00
<u>100-551400-320 Publications, subscriptions and dues</u>		
	Post Office	115.82
	Total	115.82
<u>100-551400-330 Travel and training</u>		
	WILS	99.74
	ALA	0.00
	Wauaukee Rotary	141.00
	WLA	0.00
	Total	240.74
<u>100-551400-340 Programs</u>		
	SCLS	0.00
	UW- Madison	0.00
	WLA	0.00
	Total	0.00
<u>100-551400-341 Equipment</u>		
	Pig	0.00
	Apple Music	0.00
	Amazon	0.00
	Michaels	0.00
	Target	0.00
	David Randall	0.00
	Laura Keyes	0.00
	Gary Wenstrup	0.00
	Marcus Cederstrom	0.00
	Zoom	175.70
	Linda Conroy	0.00
	Sara Alvarado	0.00
	Minuteman Press	36.09
	Thysse	0.00
	Post Office	0.00
	Total	211.79

	Minuteman Press	0.00
	Amazon	0.00
	Nassco	0.00
	Laird Plastics	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	397.48
	Baker and Taylor	9,585.14
	Barnes and Noble	0.00
	Beyond the Page	0.00
	Total	9,982.62
<u>100-551400-381 Juvenile books</u>		
	Amazon	38.27
	Baker and Taylor	3,724.82
	Penworthy	0.00
	The Dot Central	0.00
	Total	3,763.09
<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
	Demco Software	0.00
	TBS	0.00
	Verizon -Hotspots	200.05
	CDW - Adobe	1,822.60
	Total	2,022.65
<u>100-551400-385 Kit supplies</u>		
	Amazon	531.72
	Minuteman Press	0.00
	UPS Store	0.00
	Pig	0.00
	Total	531.72
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	516.31
	Midwest Tape	2,525.36
	Amazon	0.00
	Findaway	175.97
	Total	3,217.64
<u>100-551400-387 Videos</u>		
	Amazon	14.96
	Midwest Tape	419.59
	Debbie Howard	13.97
	Greta Productions	15.00
	Total	463.52
<u>100-551400-390 Other</u>		
	Amazon	25.33
	Office Depot	0.00
	SCLS	152.55
	Ace Hardware	0.00
	Pig	23.63
	Demco	172.83
	Walgreens	29.98
	Thermal Paper Direct Co	92.14
	Total	496.46
<u>100-551400-391 Personnel</u>		

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	Total	<u>0.00</u>
<u>100-551400-392 Public relations</u>	Minuteman Press	0.00
	Fearings	0.00
	Total	<u>0.00</u>
<u>100-551401-210 Building serices</u>	Masters Building Solutions	1,044.45
	Reinders	0.00
	Ahern Co	0.00
	Amazon	0.00
	Total	<u>1,044.45</u>
<u>100-551401-350 Repairs/Maintenance</u>	Nassco	0.00
	Kraemer Air Filter Corp	164.88
	Menards	56.75
	Ace Hardware	60.52
	Amazon	113.85
	Schilling Supply Company	367.68
	Capital Coffee	271.25
	Walgreens	0.00
	Waunakee Rental	0.00
	Dresens Decks and Patio	12,300.00
	Total	<u>13,334.93</u>
430 Capital fund	SCLS	4,125.11
	Total	<u>4,125.11</u>
<u>220 fund</u>	Out of print	114.75
	Waunakee Chamber of Commerce	830.00
	Tee Public	198.99
	Total	<u>1,143.74</u>
	Month Total	<u>40,872.63</u>





1030243: Waunakee Library Forever Fund

11/1/2020 - 11/30/2020

Balance

Beginning Balance	\$ 270,636.50
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Contributions/Gifts

Contributions*	\$ 1,170.50
Transfers In	\$ -
	<hr/> \$ 1,170.50

*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%.

Portfolio Gains (Losses), Net of Fees

Interest & Dividends	\$ 467.25
Unrealized Gain / Loss	\$ 16,668.63
Realized Gain / Loss	\$ 600.72
Trustee Fees	\$ (312.55)
	<hr/> \$ 17,424.05

Grants/Distributions

Grants/Distributions	\$ -
Transfers Out	\$ -
MCF Support (Administrative Fees)	\$ (225.53)
	<hr/> \$ (225.53)

Ending Balance	<hr/> \$ 289,005.52
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A handwritten signature in blue ink, appearing to be a stylized 'S' or similar character.

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

December 2020

	2020			2019		% Change	% Change	YTD
	December	Prev Month	Yr-to-date	December	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	25	23	265	24	291	8.7%	N/A	N/A
CIRCULATION								
Physical circulation	12,157	14,520	167,647	21,046	266,373	-16.3%	-42.2%	-37.1%
Digital circulation	3,273	3,039	39,142	2,227	31,084	7.7%	47.0%	25.9%
Library Total	15,430	17,559	206,789	23,273	297,457	-12.1%	-33.7%	-30.5%
<i>Per Day library was open</i>	617	763	780	970	1,022	-19.2%	-36.4%	-23.7%
Average of Deforest, Monona and	17,827	17,377	199,313	23,943	344,843	2.6%	-25.5%	-42.2%
By Category								
Books								
Juvenile Fiction	1,875	2,232	23,305	2,278	31,778	-16.0%	-17.7%	-26.7%
Juvenile Non-Fiction	750	943	11,080	1,142	18,155	-20.5%	-34.3%	-39.0%
Easy Readers	653	909	10,745	1,478	17,404	-28.2%	-55.8%	-38.3%
Picture books	1,711	2,411	27,274	3,819	45,997	-29.0%	-55.2%	-40.7%
Total Juvenile	4,989	6,495	72,404	8,717	113,334	-23.2%	-42.8%	-36.1%
Young Adult	537	627	6,364	641	7,988	-14.4%	-16.2%	-20.3%
Adult Fiction	1,754	2,077	23,482	2,572	28,271	-15.6%	-31.8%	-16.9%
Adult non-Fiction	1,514	1,534	17,269	2,125	25,680	-1.3%	-28.8%	-32.8%
Large print	607	616	6,420	553	6,572	-1.5%	9.8%	-2.3%
Adult Paperbacks	78	64	1,139	263	2,680	21.9%	-70.3%	-57.5%
Total Adult	3,953	4,291	48,310	5,513	63,203	-7.9%	-28.3%	-23.6%
Magazines	149	204	3,116	283	4,791	-27.0%	-47.3%	-35.0%
Audio	493	548	8,018	1,291	16,419	-10.0%	-61.8%	-51.2%
DVD and Blu-ray	1,885	2,280	25,670	3,396	46,406	-17.3%	-44.5%	-44.7%
Software and video games	115	33	367	10	267	248.5%	1050.0%	37.5%
Kits	4	9	2,905	784	11,608	-55.6%	-99.5%	-75.0%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	19	26	362	40	810	-26.9%	-52.5%	-55.3%
E-books	3,273	3,039	39,142	2,227	31,084	7.7%	47.0%	25.9%
% of total circulation	21.2%	17.3%	18.9%	9.6%	10.4%	22.6%	121.7%	N/A
PROGRAMS								
Children								
Number	9	10	223	27	381	-10.0%	-66.7%	-41.5%
Attendance	420	515	12,130	736	15,223	-18.4%	-42.9%	-20.3%
Young adult								
Number	4	6	72	6	61	-33.3%	-33.3%	18.0%
Attendance	24	36	988	77	1,500	-33.3%	-68.8%	-34.1%
Adult								
Number	10	6	83	10	112	66.7%	0.0%	-25.9%
Attendance	67	115	1,338	137	1,978	-41.7%	-51.1%	-32.4%
NEW PATRONS ADDED	20	26	565	67	1,295	-23.1%	-70.1%	-56.4%
PUBLIC MEETING ROOM BOOKINGS	0	0	50	7	73	NA	-100.0%	-31.5%
STUDY ROOM BOOKINGS	0	0	726	246	868	NA	-100.0%	-16.4%
PUBLIC PC SESSIONS	105	166	2,473	0	1,430	-36.7%	N/A	72.9%
UNIQUE WIRELESS USERS	531	714	10,332	5,427	47,956	-25.6%	-90.2%	-78.5%
CURBSIDE TRANSACTIONS	1,890	679	4,509	0	0	178.4%	N/A	N/A
# OF VISITORS TO LIBRARY	0	3,072	88,914	15,035	181,332	-100.0%	-100.0%	-51.0%

Library Director's Report January 2021

Recent Library activity and COVID-19 Update

- We reopened our doors to the public on Monday, January 11 after seven weeks of drive-up-only services. We welcomed back 180 people on our first day and business was slow and steady which was just the right way to ease back into this next phase. Patrons were effusive in expressing thanks that they could once again return to their library, which was very helpful for staff to hear. We will continue to follow our health protocols and watch the pandemic's local trends carefully. Recent data trends have been encouraging, even post-holidays, and we hope the trend continues. But we have been upfront in our communications with the public that it is certainly possible to dance back to drive-up only should the need again arise.
- Speaking of effusive positive feedback, our announcement of going fine-free received universal acclaim, not surprisingly. We are in the process of clearing WPL patron accounts of overdue (not lost/damaged fees) which will take a few weeks. Staff thank the Board for their support for going-fine free.
- The Button/Gilles family will be putting forward their plan for a memorial bench and garden at our next meeting, on February 19, for the Board's consideration.
- I completed an online course at UW-Madison's iSchool in December on library space design. Although our building is built, I did learn new tools to evaluate our service spaces inside the building to see what is working and what is not. In my final project for the course, I proposed converting the Tech Hub upstairs to another meeting area for small groups of up to 12 by enclosing it, and relocating patron PCs into several less-busy spots in various locations on the second floor. We also looked a lot at furniture and service desks – it's no secret that I would re-do our checkout stations. Above all, flexibility in space usage was stressed, something our building does pretty well already, but could always maximize more in the future.

Youth Services Report by Brittany Gitzlaff

Virtual program attendance continues to go up and down for kids programs, but a regular group of teens are enjoying Angie's teen and pre-teen programs. With the library closed for browsing, we saw an increased demand for Grab Bag Requests (70) and started to offer our Take & Make craft bags as an add-on and saw 132 of those requested. I'm starting to notice more of a demand from local daycares to supply them with a variety of materials for their centers to supplement their virtual learning assistance, which is a relationship I'm excited to see valued. This month I attended a three-part workshop with Dane County Libraries called "Conversations on Race and Policing." We discussed the history of policing, the role of police in the library, and what steps can be taken next to improve relationships. It was very informative and provided a lot of context to think about. I ended up the month working on developing a new online Winter Reading Program using ReadSquared for the first two months of the year.

Adult Services/Outreach Report by Courtney Cosgriff

In December, I hosted my Ales and Tales book club and 1 virtual programs. I attended the Beyond the Page training and discussions on Race & Policing. The reading materials and videos provided were fantastic, but as usual, the discussions are never long enough. I look forward to more trainings that BTP provides in 2021. I booked 7 programs for 2021 that are all virtual at this point.

https://www.hngnews.com/waunakee_tribune/news/local/article_1469526b-a6ec-5b3f-9a20-6b501026f0e1.html

Waunakee Public Library Board votes to end overdue fines

Roberta Baumann

Jan 4, 2021

The Waunakee Public Library's Board of Trustees voted unanimously to eliminate daily overdue fines at their Dec. 18 meeting. The Waunakee Public Library joins several other public libraries in Dane County in no longer charging a daily late fee, including the libraries in Madison, Middleton, Sun Prairie, Fitchburg, and Verona. The Waunakee Library stopped charging overdue fines when the pandemic began in March 2020, but the vote makes the change permanent.

"Public libraries nationwide have re-assessed the value of charging daily late fines over the past decade," Library Director Erick Plumb said. "Studies have shown that daily overdue fines don't significantly impact when materials are actually returned, but fines do serve as a barrier to access for portions of the population. Also, the library has historically not charged fines for senior citizens, and it is only fair to make that benefit available to all segments of the community."

The library will continue to charge for lost or damaged items.

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“We definitely want our customers to return items as close to the due date as possible,” Plumb said. “But we’re most concerned with a) getting items back so that others may use them and b) ensuring that people continue to utilize the library instead of sweating a small daily fine. In the past, we’ve seen patrons accrue small fine totals – \$10 or \$12, for example – and they would stop using the Library altogether.”

Library Board President Jean Elvekrog stated “Removing overdue fines was important for the Library Board because we strongly believe that the Waunakee Public Library should be 100% accessible to all patrons. It’s our hope that as a result of eliminating daily overdue fines everyone will feel welcome to use the library services to the maximum.”

Fines have traditionally brought in between \$10,000 and \$15,000 in revenue to the Waunakee Library each year, roughly 1% of the total Library budget. The Library plans on making up the lost revenue in the future with room rental fees once the pandemic ends.

Library to reopen for browsing

Also, the Library Board supported a plan to re-open the Library to the public for full browsing access on Monday, Jan. 11. The plan to open is contingent on new daily COVID cases in Dane County remaining on their current downward trajectory. The Library pulled back to drive-up service only in November in response to the fall spike in COVID cases locally.

“We were one of the first libraries in the County to re-open this past spring,” Plumb said, “and it was difficult to switch back to more limited access in November. We are very hopeful to be among the first to let people back in to their library again. We’ve missed seeing people in person.”

For more information on the Library and its services, please contact Library Director Erick Plumb at (608) 849-4208 or eplumb@waupl.org.

Roberta Baumann

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