

Waunakee Public Library
Library Board Meeting
Library Programming Room—710 South Street
Friday, July 19, 2019 7:45 AM

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

- I. Call to order
- II. Roll call: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Erin Moran, Mike Ricker, Cindy Turner, Geoff Vine, Erick Plumb. Introduction of guests.
- III. Consent agenda
 - A. Approve June 21, 2019 Library Board Minutes
 - B. Approve Schedule of Bills
 - C. Approve Financial Reports, plus *Forever Fund*, 220 Account, and capital campaign balances
- IV. Public Comment
- V. Director's Report
- VI. Old Business
 - A. Construction Committee Report
 - B. Review plans for Donor Party
- VII. New Business
 - A. Discuss ribbon cutting on August 1st
 - B. Discuss goals of 2020 public library budget
- VIII. Adjourn

Next Library Board meeting at 201 N. Madison Street: Fri., August 16, 2019 @ 7:45 AM—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, June 21, 2019

7:45 AM

Library Programming Room

- I. **Call to order:** Jean called the meeting to order at 7:45 AM
- II. **Roll Call:**
 - A. **Roll call:** Present: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Erin Moran, Mike Ricker, Cindy Turner, Geoff Vine and Erick Plumb.
 - B. No Guests
- III. **Approval of consent agenda-:** Cindy moved, Kathy seconded, Passed.
- IV. **Public comment:** none
- V. **Library Director's Report:** Erick highlighted the successful kick-off the Summer Reading Program with the hosting of over 200 people for the Henry Vilas Zoo program, Zootort. Due to the size of the current programming room, some attendees had to be turned away because of fire code regulations. This situation should no longer be an issue in the new library. The WCSB Board toured the current building on June 10th. Patricia Simms was hired and a new youth services position is being advertized. Erick presented the July 2019 schedule. This schedule is announced on the website and a printout is being distributed to patrons. The move schedule is aggressive with the current library only closed from July 16th to July 31st. A public open house is scheduled for August 1st and the new library will be open for normal operations on August 2nd. The full director's report including youth service and adult service sections were also included in the Board packet.
- VI. **Old Business**
 - A. **Construction Committee Report:** Geoff Vine
The building continues on target. The second week in June Geoff and OPN did a punch list walk through of the second floor. On June 25th he is expecting to complete a punch list check of the exterior. The landscaping is somewhat delayed due to the wet weather. Jeff Curwick has unofficially started working with Duane Statz mentoring. His official start date is July 1st.
 - B. **Discuss draft of Meeting Room Policy for new library:** Erick Plumb
The Library Board approved the edited Meeting Room Policy noting adjustments to be made after the policy has been tested and that addendums for meeting room reservation procedures and library policies and rules are added. Edits included specifying that the warming kitchen in the Community Hall has a microwave and refrigerator, no stove or oven. The Board Room is available during non-library hours; add a start time when custodial staff is in the building. Both the Meeting Rooms Policy

and fee tables were included in the Board packet. The revised policy was passed on a motion by Mike, second by Erin.

C. Plans for Donor Party: Jean Elvekrog

Invitation postcards designed by Mike and MaryAnn Ricker were hand addressed and mailed to 277 donors. Jean has secured volunteers from the Friends group to staff the welcome table, set-up and clean-up. Motion to authorize a budget of up to \$10,000 to fund the donor party (Library Special Revenue Fund 220) was made by Mike, seconded by Geoff. The motion passed.

The August 1st community open house is to include brief remarks by Gov. Tony Evers (invited), Jean Elvekrog, Geoff Vine, and Village President, Chris Zellner. Tours will be given, children's activities and light refreshments available.

VII. New business

A. Board Officer Elections: The current officers; Jean Elvekrog, President, Geoff Vine, Vice-President and Cindy Turner, Secretary continue to serve in the 2019/20 year. The officer slate was approved on a motion by Annie, second by Erin.

B. Discuss draft of History Hall curator job description : Erick Plumb and Jean Elvekrog The job description for curator and the compensation of \$3,000 per year passed on a motion by Cindy and second by Annie. Judy Borke has been hired and has plans for rotating exhibits of Waunakee's first 100 year history. Included in the packet were the job description and an article from the Waunakee Tribune featuring Judy Borke and the history hall. Caitlin Stene is preparing a contract for the curator position.

C. Library Director Performance Evaluation: Jean Elvekrog Jean moved to go into closed session to discuss personnel, **pursuant to §19.85 (1)(c), Stats., to consider employment, promotion, compensation or performance evaluation data of any public employee over which the Board has jurisdiction or exercises responsibility.** Seconded by Erin. This was a unanimous motion, no roll call vote, carried.

Board members were asked to scan and return the goals document to Jean by July 1, 2019.

The Board reconvened in open session on a motion by Jean, second by Kathy.

VIII. Adjourn: The meeting was adjourned at 8:45 AM on a motion by Annie, second by Kathy.

Library Board Meeting: Friday, July 19, 2019 at 7:45 AM at WPL Programming Room

Note location: 710 South Street. This is the LAST meeting at this location.

Respectfully submitted, Cynthia S. Turner, Trustee and Secretary

June 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	0.00
	Total	0.00
<u>100-551400-292 Maintenance contracts</u>		
	SCLS	0.00
	Total	0.00
<u>100-551400-311 Postage</u>		
	Post Office	68.07
	Total	68.07
<u>100-551400-320 Publications, subscriptions and dues</u>		
	Waunakee Lions Club	0.00
	ALA	0.00
	Amazon Prime	
	WLA	0.00
	Total	0.00
<u>100-551400-330 Travel and training</u>		
	Total	0.00
<u>100-551400-340 Programs</u>		
	Pig	15.42
	Apple Music	10.54
	Amazon	252.71
	Dollar Tree	10.55
	Barnes and Nobel	50.00
	ACE Hardware	23.99
	Theresa Kim	150.00
	Minuteman Press	373.09
	Wauankee Chamber of Commerce	60.00
	Trending Now Promotions	442.50
	Total	1,388.80
<u>100-551400-341 Equipment</u>		

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	Uline	0.00
	Ace Hardware	20.58
	Amazon	0.00
	Total	20.58
<u>100-551400-350 Repairs and maint</u>		
	Total	0.00
<u>100-551400-380 Adult books</u>		
	Amazon	89.08
	Baker and Taylor	3,049.83
		0.00
	Total	3,138.91
<u>100-551400-381 Juvenile books</u>		
	Amazon	145.13
	Baker and Taylor	1,524.02
	Penworthy	0.00
	Total	1,669.15
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	0.00
	Total	0.00
<u>100-551400-384 - Digital Materials & Computer Software</u>		
	Amazon	89.07
	Demco Software	0.00
	Barnes and Noble	71.95
	Findaway	69.99
	Verizon -Hotspots	480.12
	Total	711.13
<u>100-551400-385 Kit supplies</u>		
	Amazon	29.86
	Walmart	0.00
	The Big Grip Store	181.60
	Total	211.46
<u>100-551400-386 Audio materials</u>		
	Recorded Books	517.14
	Midwest Tape	203.86
	Penguin Random House	0.00
	Findaway	0.00
	Total	721.00
<u>100-551400-387 Videos</u>		
	Amazon	531.65
	Midwest Tape	275.36
	Total	807.01
<u>100-551400-390 Other</u>		
	Amazon	137.38
	AED Superstore	225.00
	Demco	218.07
	Pig	29.20
	Total	609.65
<u>100-551400-391 Personnel</u>		
	Total	0.00

100-551400-392 Public relations

Minuteman Press 67.33

Total 67.33

100-551401-210 Building serices

Coverall 1,345.00

Plunketts 158.53

RG heating and air conditioning 516.04

Total 2,019.57

430-551400-810 Equipment Replacement

SCLS 0.00

Total 0.00

Month Total 11,432.66

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1030243: Waunakee Library Forever Fund

5/1/2019 To 5/31/2019

Balance

Beginning Balance 276,154.34

Contributions/Gifts

Contributions* 100.00

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

Transfers In 0.00

100.00

Portfolio Gains (Losses)

Investment Results, Net Of Fees (7,175.95)

(7,175.95)

Grants/Distributions

Grants/Distributions (9,946.89)

Transfers Out 0.00

MCF Support (230.13)

(10,177.02)

Ending Balance

\$258,901.37

Cash Available for Grants as of 5/31/2019

\$0.00



DETAILED STATEMENT OF FUND ACTIVITY:

1030243: Waunakee Library Forever Fund

Report Period: From 5/1/2019 12:00:00 AM To 5/31/2019 12:00:00 AM

Contributions

Date	Description	Amount
05/06/2019	Dale E. Rowe	\$100.00
Total Contributions		\$100.00

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

Grants

Date	Organization / Designation	Amount
05/27/2019	Waunakee Public Library	\$9,946.89
Total Grants		\$9,946.89

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WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

June 2019

	2019			2018		% Change Prev Month	% Change Prev Year	YTD % Change
	June	Prev Month	Yr-to-date	June	Yr-to-date			
# of Days Library was open	25	26	152	26	154	-3.8%	N/A	N/A
CIRCULATION								
Physical circulation	22,855	18,926	120,587	23,602	119,326	20.8%	-3.2%	1.1%
Digital circulation	2,630	2,472	14,794	2,091	11,987	6.4%	25.8%	23.4%
Library Total	25,485	21,398	135,381	25,693	131,313	19.1%	-0.8%	3.1%
<i>Per Day library was open</i>	1,019	823	891	988	853	23.9%	3.2%	4.5%
Average of Deforest, Monona and	32,811	26,947	173,528	33,683	175,954	21.8%	-2.6%	-1.4%
By Category								
Books								
Juvenile Fiction	3,402	2,251	13,625	3,514	13,625	51.1%	-3.2%	0.0%
Juvenile Non-Fiction	1,647	1,506	8,817	1,583	8,516	9.4%	4.0%	3.5%
Easy Readers	1,691	1,069	7,235	1,536	7,231	58.2%	10.1%	0.1%
Picture books	3,636	2,879	19,719	3,972	20,642	26.3%	-8.5%	-4.5%
Total Juvenile	10,376	7,705	49,396	10,605	50,014	34.7%	-2.2%	-1.2%
Young Adult	895	397	3,295	1,088	3,998	125.4%	-17.7%	-17.6%
Adult Fiction	2,296	2,032	12,554	2,471	13,316	13.0%	-7.1%	-5.7%
Adult non-Fiction	1,926	2,104	12,094	2,759	15,320	-8.5%	-30.2%	-21.1%
Large print	575	514	3,169	407	2,393	11.9%	41.3%	32.4%
Adult Paperbacks	194	178	1,269	318	1,673	9.0%	-39.0%	-24.1%
Total Adult	4,991	4,828	29,086	5,955	32,702	3.4%	-16.2%	-11.1%
Magazines	403	333	2,402	435	2,384	21.0%	-7.4%	0.8%
Audio	1,356	1,454	7,744	1,218	7,880	-6.7%	11.3%	-1.7%
DVD and video	3,448	3,282	22,027	3,460	18,768	5.1%	-0.3%	17.4%
Software	19	19	172	18	150	0.0%	5.6%	14.7%
Kits	1,184	799	5,529	1,366	5,994	48.2%	-13.3%	-7.8%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	94	49	395	84	404	91.8%	11.9%	-2.2%
E-books	2,630	2,472	14,794	2,091	11,987	6.4%	25.8%	23.4%
% of total circulation	10.3%	11.6%	10.9%	8.1%	9.1%	-10.7%	26.8%	N/A
PROGRAMS								
Children								
Number	33	39	225	32	203	-15.4%	3.1%	10.8%
Attendance	2,567	1,915	8,708	2,523	7,620	34.0%	1.7%	14.3%
Young adult								
Number	7	7	35	5	18	0.0%	40.0%	94.4%
Attendance	70	893	1,217	40	84	-92.2%	75.0%	1348.8%
Adult								
Number	13	9	53	10	51	44.4%	30.0%	3.9%
Attendance	133	123	755	151	839	8.1%	-11.9%	-10.0%
# OF USES OF PUBLIC COMPUTERS *	6,553	7,300	39,718	5,178	30,326	-10.2%	26.6%	31.0%
# OF VISITORS TO LIBRARY	17,344	11,926	77,962	16,821	74,988	45.4%	3.1%	4.0%

Library Activity Report
Erick Plumb
July 2019

- After many years of planning and work, the time has arrived! Our last day at the current Library on South Street will be Monday, July 15. We thank the countless Waunakee residents and community leaders that have worked to make the dream of a wonderful new building a reality!
- We will be closed July 16 through the 31st. Patrons may return items at the new location's bookdrop beginning the week of July 22 but no other services will be provided.
- Shelving was installed in the new facility the week of July 8. Furniture installation took place the week of July 15. Yerges Van Lines began moving our materials and equipment on July 15. Library staff have done well with planning for the move, with particular credit to be given to Emily Harkins, Brittany Gitzlaff and Elizabeth Clauss. The elevator passed inspection July 9. Thyse is completing History Hall and the Donor Recognition Wall. BadgerNet turned on the new building's internet on July 17.
- Jeff Curwick began his duties as Building Maintenance Supervisor on July 1. He's been quite helpful already with planning and set up in the new building. He saved the day when he spotted a large water back-up in the new building's Mechanical Room and first floor bathrooms on the evening of July 10 and called back Vogel and the necessary subcontractors to fix a broken drain pipe, averting disaster.
- We will be holding an event for donors to the Capital Campaign on Tuesday, July 30 from 6 to 8 PM.
- The Ribbon Cutting will be held at 2 PM on Thursday, August 1. We are looking forward to the open house that will follow the ribbon cutting until 6 PM. We open "for real" at 9 AM on Friday the 2nd. While everything may not be 100% completed or in place that day, we can't wait to serve our patrons again and witness their reactions to the beautiful new building.

Youth Services Report by Brittany

The month of June raced by as we finished school visits, began all summer programming and continued to prepare for our move to the new library. Visits with the schools all went really well and our teen volunteers have done a nice job explaining the reading program to all coming in. Terrific Tuesdays continue to be very popular and everyone is excited to say goodbye to our cumbersome ticketing system for next summer. Other popular programs were Space Camp and the Stuffed Animal Sleepover. The most popular teen programs were the Henna program and Messy Art. Work also continues on the clearing out of materials and storage items so we are prepared as can be for the move.

Adult Services Report by Courtney

In June, I hosted 10 programs and the Ales and Tales bookclub. I continued to work on All Around Town business sign-ups. Currently, I have 25 businesses signed up. I set up at the Farmers Market and answered many questions about the new library. Adult Summer Reading started and over 100 people have registered so far. We are giving away Amazon gift cards and a Kindle Paperwhite at the end of the summer. I continue to plan and clean out in preparation for the move.

Erick's Meetings and Appearances in June

- Zellner family tour, June 5
- Rotary, June 6 and 13
- Artist Sarah Stevens, June 6
- Library management meeting, June 7
- Steve Krauss, June 10
- Rotary Board, June 11
- Vogel building meeting, June 11 and 25
- Village Management team, June 18
- Jeff Curwick tour, June 20
- Library Board, June 21
-