

Waunakee Public Library
Library Board Meeting Minutes
Library Programming Room
Friday, March 10, 2017 7:45 AM

Roll Call: Present: Annie Ballweg, Gary Herzberg, Jean Elvekrog, Mike Ricker, Geoff Vine, Erick Plumb (Waunakee Public Library Director),

Absent: Kristan Collins, Cindy Turner

- I. **Call to Order:** Jean called the meeting to order at 7:45 AM.
- II. **Roll Call:** Recorded above, guests Teresa Midthun (McDonald Schaefer), Brittany Gitzlaff (Waunakee Public Library Youth Services Director), Todd Schmidt (Village of Waunakee Village Administrator)
- III. **Consent Agenda:** Gary moved, Geoff seconded, Carried.
- IV. **Public comment:** None
- V. **Director's Report:** Erick, Cindy, and Geoff met to discuss updates to the Library Strategic Plan. A new 12-18 month action plan should be ready for presentation at the April 14 Library Board Meeting.

The Adult Services Manager position approved in February will be advertised in April and should begin work in July. A small office is being built to accommodate the new manager who will occupy the office for about two years before the new library is built. A motion to approve this spending is planned in April.

A routine maintenance check revealed that one of the furnaces is not working. This will be repaired. The Village is exploring options for a combined contract for cleaning all municipal buildings where separate, individually negotiated contracts are now used. Dedicated staff for maintenance will be discussed for the new library.

Jean has submitted a tourism grant to cover a large percentage of the cost of a Book Bike. This bike would be used at civic events to carry and present books and other material from the library. In combination with the new mobile hotspots, materials could be checked out.

Brittany presented various successful events and the upcoming STEM day being held in partnership with the High School.

Open Hold shelves have been deployed successfully.

- VI. **Old Business:**
 - A. **Alloy Property Update-Todd Schmidt:** Todd presented updates on the land.
 - B. **Core Building Committee Report- Geoff Vine:** Geoff reported that OPN will be at the next meeting. The next meeting will be on March 27.
 - C. **Capital Campaign Committee Report- Annie Ballweg:** Teresa discussed the Capital Campaign plan.
 - D. **Marketing Committee Report- Mike Ricker:** The Marketing Committee will be restarted following land acquisition.

VII. New Business:

A. Library WIFI Hotspot Policy: Erick presented the proposed WIFI Hotspot policy to govern the use of the two WIFI hotspot units obtained by the Library from Verizon.

Mike moved and Geoff seconded a motion to accept the WIFI Policy. Motion passed.

An article will go into the Tribune informing the public about the two available hotspots.

B. Named Gift Policy: Erick presented the proposed policy. The policy will be coordinated with the Village and should be ready for approval in April.

VIII. Adjourn. The meeting was adjourned at 8:53 AM on a motion by GEOFF, second by Annie. Carried.

Next Library Board Meeting: Friday, April 14, 2017 at 7:45 AM – Library Programming Room

Respectfully submitted, Mike Ricker, Trustee

VILLAGE OF WAUNAKEE
REVENUES AND EXPENDITURES COMPARED TO BUDGET
FOR 3 MONTHS ENDING MARCH 31, 2017

GENERAL FUND

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
100-43740020	\$532.00	\$11,049.00	\$120,000.00	\$108,951.00	9.21%
100-43740091	\$160.00	\$160.00	\$0.00	(\$160.00)	100.00%
100-48540070	\$500.00	\$1,116.00	\$0.00	(\$1,116.00)	100.00%
TOTAL	\$1,192.00	\$12,325.00	\$120,000.00	\$107,675.00	10.27%
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TOTAL FUND REVENUES	\$1,192.00	\$12,325.00	\$120,000.00	\$107,675.00	10.27%
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100-551400-110	\$13,712.40	\$41,605.95	\$206,669.00	\$165,063.05	20.13%
100-551400-120	\$20,896.87	\$61,067.49	\$277,232.00	\$216,164.51	22.03%
100-551400-121	\$0.00	\$76.28	\$0.00	(\$76.28)	100.00%
100-551400-130	\$2,647.61	\$7,860.39	\$37,016.00	\$29,155.61	21.24%
100-551400-131	\$1,913.48	\$5,725.46	\$27,020.00	\$21,294.54	21.19%
100-551400-132	\$8,131.12	\$25,252.04	\$108,518.00	\$83,265.96	23.27%
100-551400-133	\$35.51	\$142.04	\$391.00	\$248.96	36.33%
100-551400-134	\$1,175.12	\$2,721.50	\$10,125.00	\$7,403.50	26.88%
100-551400-217	\$0.00	\$0.00	\$325.00	\$325.00	0.00%
100-551400-219	\$0.00	\$44,335.38	\$44,500.00	\$164.62	99.63%
100-551400-225	\$504.36	\$1,541.09	\$6,384.00	\$4,842.91	24.14%
100-551400-290	\$53.78	\$298.70	\$4,488.00	\$4,189.30	6.66%
100-551400-292	\$0.00	\$0.00	\$2,835.00	\$2,835.00	0.00%
100-551400-311	\$105.97	\$210.79	\$1,100.00	\$889.21	19.16%
100-551400-320	\$0.00	\$240.00	\$1,950.00	\$1,710.00	12.31%
100-551400-330	\$150.00	\$220.25	\$5,320.00	\$5,099.75	4.14%
100-551400-340	\$5,306.75	\$5,838.39	\$8,200.00	\$2,361.61	71.20%
100-551400-341	\$860.93	\$2,241.97	\$2,795.00	\$553.03	80.21%
100-551400-380	\$3,700.16	\$6,581.91	\$36,300.00	\$29,718.09	18.13%
100-551400-381	\$1,483.64	\$5,240.49	\$18,000.00	\$12,759.51	29.11%
100-551400-383	\$0.00	\$12,125.44	\$14,529.00	\$2,403.56	83.46%

GENERAL FUND

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
LIBRARY COMPUTER SOFTWARE	\$256.60	\$7,597.90	\$9,474.00	\$1,876.10	80.20%
LIBRARY KIT SUPPLIES	\$307.53	\$1,204.39	\$3,000.00	\$1,795.61	40.15%
LIBRARY AUDIO MATERIALS	\$1,061.95	\$2,282.32	\$10,500.00	\$8,217.68	21.74%
LIBRARY VIDEOS	\$1,208.37	\$2,170.89	\$8,500.00	\$6,329.11	25.54%
LIBRARY OTHER	\$7.26	\$2,065.07	\$11,400.00	\$9,334.93	18.11%
LIBRARY PUBLIC RELATIONS	\$126.70	\$126.70	\$3,475.00	\$3,348.30	3.65%
LIBRARY BLDG FULL TIME	\$567.19	\$749.24	\$0.00	(\$749.24)	100.00%
LIBRARY BLDG FICA	\$43.39	\$56.95	\$0.00	(\$56.95)	100.00%
LIBRARY BLDG RETIREMENT	\$38.56	\$50.93	\$0.00	(\$50.93)	100.00%
LIBRARY BLDG HEALTH	\$167.36	\$221.06	\$0.00	(\$221.06)	100.00%
LIBRARY BLDG LIFE	\$1.42	\$2.68	\$0.00	(\$2.68)	100.00%
LIBRARY BLDG DENTAL	\$241.75	\$246.89	\$0.00	(\$246.89)	100.00%
LIBRARY BLDG SERVICES	\$1,494.36	\$4,388.84	\$21,900.00	\$17,511.16	20.04%
LIBRARY BLDG UTILITIES	\$712.72	\$1,411.54	\$12,000.00	\$10,588.46	11.76%
LIBRARY BLDG GAS HEAT	\$458.49	\$849.09	\$2,460.00	\$1,610.91	34.52%
LIBRARY BLDG REPAIRS/MAINT	\$147.00	\$168.99	\$1,688.00	\$1,519.01	10.01%
LIBRARY BLDG OTHER	\$0.00	\$0.00	\$350.00	\$350.00	0.00%
TOTAL	\$67,518.35	\$246,919.04	\$898,444.00	\$651,524.96	27.48%
TOTAL FUND EXPENDITURES	\$67,518.35	\$246,919.04	\$898,444.00	\$651,524.96	27.48%
NET REVENUES OVER EXPENDITURES	(\$66,326.35)	(\$234,594.04)	(\$778,444.00)	(\$543,849.96)	30.14%

**VILLAGE OF WAUNAKEE
REVENUES AND EXPENDITURES COMPARED TO BUDGET
FOR 2 MONTHS ENDING FEBRUARY 28, 2017**

LIBRARY SPECIAL REVENUE FUND

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
220-46740011	\$798.43	\$1,682.26	\$14,700.00	\$13,017.74	11.44%
220-46740014	\$155.16	\$371.18	\$1,300.00	\$928.82	28.55%
220-48140001	\$19.00	\$38.00	\$225.00	\$187.00	16.89%
220-48540070	\$0.00	\$100.00	\$0.00	(\$100.00)	100.00%
TOTAL	\$972.59	\$2,191.44	\$16,225.00	\$14,033.56	13.51%
TOTAL FUND REVENUES					
	\$972.59	\$2,191.44	\$16,225.00	\$14,033.56	13.51%
NET REVENUES OVER EXPENDITURES					
	\$972.59	\$2,191.44	\$16,225.00	\$14,033.56	13.51%

March 2017 Bills

Account	Vender	Amount
100-551400-290 -Leased Items		
	Gordon Flesch	\$155.36
100-551400-311 – Postage		
	Post Office	\$56.97
100-551400-330-Library Travel/Training		
	Harkins mileage	\$64.13
	UW Extension - Plumb CE	\$150.00
	Total	\$214.13
100-551400-340 – Programs		
	Amazon	\$82.81
	IconFinder	\$2.00
	Piggly Wiggly	\$84.39
	Apple	\$10.54
	UW_Extension	\$25.00
	Trendingnow.com (STEM supplies)	\$284.00
	Rhapsody Arts Center	\$240.00
	Total	\$728.74
100-551400-341 – Equipment		
	Demco	\$218.75
	Office Depot	\$262.51
	Total	\$481.26
100-551400-380 – Adult Books		
	Amazon	\$48.05
	Baker & Taylor	\$3,475.99
	Great Courses	\$368.24
	Total	\$3,892.28
100-551400-381 – Juvenile Books		
	Amazon	\$27.99
	Baker & Taylor	\$1,266.96
	Total	\$1,294.95
100-551400-384 - Digital Materials & Computer Software		
	Findaway	\$240.69
	Verizon -Hotspots	\$148.62
	Amazon	\$15.91
	Total	\$405.22
100-551400-385 – Kit Supplies		
	Amazon	\$262.78

	Walmart	\$35.76
	Total	\$298.54
100-551400-386 – Audio Materials		
	Midwest Tape	\$230.79
	Penguin	\$150.00
	Amazon	\$79.99
	Recorded Books	\$738.65
	Total	\$1,199.43
100-551400-387 – Videos		
	Amazon	\$299.57
	Midwest	\$819.65
	Total	\$1,119.22
100-551401-210 - Building Services		
	Shadow Fax (printer repair)	\$156.00
	Total	\$156.00
100-551401-221- Building Services		
	Service Master	\$1,456.26
426-551400-215 - Building Project		
	McDonald Schaefer	\$7,800.00
	Grand Total	\$19,258.36

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WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

March 2017

	2017			2016		% Change	% Change	YTD
	March	Prev Month	Yr-to-date	March	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	27	24	77	27	78	12.5%	N/A	N/A
CIRCULATION								
Physical circulation	20,646	17,629	56,567	21,018	58,228	17.1%	-1.8%	-2.9%
Digital circulation	1,831	1,582	5,138	1,465	4,491	15.7%	25.0%	14.4%
Library Total	22,477	19,211	61,705	22,483	62,719	17.0%	0.0%	-1.6%
<i>Per Day library was open</i>	832	800	2,403	833	2,412	4.0%	0.0%	-0.4%
Average of Deforest, Monona and	31,090	27,497	87,746	30,976	90,167	13.1%	0.4%	-2.7%
By Category								
Books								
Juvenile Fiction	2,127	1,556	5,267	2,115	5,301	36.7%	0.6%	-0.6%
Juvenile Non-Fiction	1,414	1,055	3,525	1,161	3,214	34.0%	21.8%	9.7%
Easy Readers	1,285	1,277	3,754	1,440	4,037	0.6%	-10.8%	-7.0%
Picture books	3,053	2,734	8,471	2,822	8,344	11.7%	8.2%	1.5%
Total Juvenile	7,879	6,622	21,017	7,538	20,896	19.0%	4.5%	0.6%
Young Adult	593	422	1,490	752	1,828	40.5%	-21.1%	-18.5%
Adult Fiction	2,287	2,120	6,586	2,129	6,083	7.9%	7.4%	8.3%
Adult non-Fiction	2,178	1,996	6,207	2,777	7,326	9.1%	-21.6%	-15.3%
Large print	419	364	1,179	407	1,082	15.1%	2.9%	9.0%
Adult Paperbacks	238	202	693	317	827	17.8%	-24.9%	-16.2%
Total Adult	5,122	4,682	14,665	5,630	15,318	9.4%	-9.0%	-4.3%
Magazines	524	353	1,268	504	1,509	48.4%	4.0%	-16.0%
Audio	1,615	1,353	4,356	1,912	5,212	19.4%	-15.5%	-16.4%
DVD and video	3,615	3,244	10,278	3,933	10,511	11.4%	-8.1%	-2.2%
Software	19	41	124	56	127	-53.7%	-66.1%	-2.4%
Kits	1,162	828	3,085	1,271	3,752	40.3%	-8.6%	-17.8%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	84	65	203	61	207	29.2%	37.7%	-1.9%
E-books	1,831	1,582	5,138	1,465	4,491	15.7%	25.0%	14.4%
% of total circulation	8.1%	8.2%	8.3%	6.5%	7.2%	-1.1%	25.0%	N/A
PROGRAMS								
Children								
Number	37	33	108	35	92	12.1%	5.7%	17.4%
Attendance	1,494	862	3,220	944	2,640	73.3%	58.3%	22.0%
Young adult								
Number	2	2	5	3	8	0.0%	-33.3%	-37.5%
Attendance	3	6	13	29	61	-50.0%	-89.7%	-78.7%
Adult								
Number	7	3	14	5	10	133.3%	40.0%	40.0%
Attendance	85	28	181	293	380	203.6%	-71.0%	-52.4%
TUTOR.COM								
Total sessions	28	43	117	75	187	-34.9%	-62.7%	-37.4%
Total hours	14.06	16.94	51.41	34.75	71.20	-17.0%	-59.5%	-27.8%
# OF USES OF PUBLIC COMPUTERS *	5,598	4,586	14,819	4,697	13,038	22.1%	19.2%	13.7%
# OF VISITORS TO LIBRARY	13,477	11,061	34,092	12,454	33,088	21.8%	8.2%	3.0%

Director's Report
Erick Plumb
April 2017

We will know around the time of the April 14 Board meeting if the Village will be getting ahold of the Alloy Site. Fingers are crossed.

If all goes well, we will be prepared. First, we are deep into planning for the Capital campaign. We have honorary co-chairs for the campaign in place, and are ready to approach library supporters in the community to serve on the campaign cabinet. We have also begun asking those in Waunakee who are most-closely tied to the project to pledge contributions prior to the formal launch of the campaign. As of this writing (April 7), we have over \$190,000 pledged towards the project so we are over 10% of the way to our goal already.

The other **big** news item related to the building project is that the Village of Waunakee was awarded a \$500,000 Idle Industrial Sites Redevelopment grant from the Wisconsin Economic Development Corporation (WEDC) on April 5. The grant (see packet) will cover \$382,000 for demolition on the site, and a further \$118,000 for site remediation. The grant will provide a significant financial boost towards the project, and is a great affirmation of the worth of this redevelopment project. We are extremely grateful to the engineers at Ayres for their work in preparing the grant on the Village's behalf, and Administrator Todd Schmidt for guiding the process.

The Friends of the Library approved pledging \$50,000 towards the construction project at their April 6 meeting. They also approved giving over \$500 for more new low shelving for board books in the Children's Room. Another \$200 was allocated to a Yoga program for teens that we will launch soon. We thank them for their continued generosity.

In regular news...

We hosted our second annual STEM Day at the Waunakee High School's Innovation Center on March 11. We had 10 outside groups come in for the event (BadgerBOTS, Sector 67, Alpha Chi Sigma, OPN, Tormach, Madison Area Herpetological Society, UW-Madison Stem Cell and Regenerative Medicine Center, Rob France's SkillsUSA group, as well as two individuals that hosted a slime station and an electricity activity). WHS students demonstrated screen printing by making book bags with Library branding. *Over 400 people attended*, which was magnificent. I was enormously made proud and impressed by the day's activities. Elizabeth Clauss and Cindy Weber did a first-rate job coordinating this for the Library. Bravo!

In the past, I've mentioned how we want to provide programs for kids on days when there is no school. On a school-less Friday, March 3, 81 (!) people showed up to watch *Trolls* for a kids matinee at the library. We're showing Disney's *Moana* on April 14 on another day when school is not showing. And, on Saturday, April 15, we're doing our first weekend storytime program at

10:30. We would like to begin semi-regular programs for kids on weekends as most families cannot attend storytimes during the work-week.

Our open hold shelves have been a hit. Patrons have been nearly-unanimous in their support for the change, which has made the change a positive one for staff. Library staff are to be commended for their embrace of this concept, a proposition of which they were initially dubious when it was first discussed last fall.

Finally, the new Adult Services Librarian position will be posted the week of our meeting. I'm looking forward to finding the perfect candidate to help us grow our services as we plan our move.

Youth Services Report

March continued to be another busy month filled with new programming, amazing partnerships and rewarding continuing education opportunities. Each year we have continued to add more and more for families to do during spring break and this year it easily became the busiest week we have had all year. There were three programs and a Scavenger Hunt to do while in the library, which all saw great attendance. Additionally, it is very apparent that with the extra space and new toys in the play area families are spending much more time in the library reading, playing and having fun together. Brittany (and Amy) attended the "Public Libraries Serving Families" workshop, which centered around serving children and families with adverse childhood experiences and ways in which the library can be a safe space for them. Brittany also attended "Power Up: A Conference in Leadership for Youth Services Staff." It was very inspiring and empowering and there was much to learn about leadership in the library and how to provide excellent customer service.

Meetings and Appearances this month

- McDonald Schaefer capital campaign planning, March 6
- Village Management team meeting, March 7
- Dane County Library Directors meeting, Cross Plains, March 9
- STEM Day, High School, March 11
- McDonald Schaefer capital campaign planning, March 13
- SCLS All-Directors meeting, DeForest, March 16
- Library Staff meeting, March 17
- McDonald Schaefer capital campaign planning, March 20
- Craig Ellefson, SCLS technology consultant, March 23
- Todd Schmidt and Julee Helt, March 23
- Waunakee Rotary, March 23
- McDonald Schaefer capital campaign planning, March 27
- Core Building Committee, March 27
- Sandy Esse, Peace Lutheran school tour, March 30
- Waunakee Rotary, March 30
- Capital Campaign potential donor, March 31
- Capital Campaign potential donor, April 3
- Village Management team meeting, April 4

- Capital Campaign potential donor, April 4
- Waunakee Rotary, April 6
- Capital Campaign potential donor, April 6
- Friends of the Library, April 6
- Rotary Easter Egg hunt, April 8

COMMITTEE APPLICATION FORM

If you are interested in serving the community as a committee member, please review the Committee Handbook and complete the application form. Committee applications are kept on file and reviewed as necessary to fill vacancies. If you have any additional questions, feel free to contact Village Hall at (608) 850-8500 or Village President, Chris Zellner at czellner@waunakee.com.

Name: Annie Ballweg		
Street Address: 1224 Dartmouth Dr		
City: Waunakee	State: WI	Zip Code: 53597
Home Email: annieballweg@yahoo.com		Work Email:
Home Telephone: 850-6839	Work Telephone:	Cell Telephone: 217-1719

Choose a Committee(s)	
<input type="checkbox"/> Board of Appeals <input type="checkbox"/> Board of Review <input type="checkbox"/> Community Development Authority <input type="checkbox"/> Finance Committee <input type="checkbox"/> Joint Planning Commission <input checked="" type="checkbox"/> Library Board <input type="checkbox"/> Parks and Recreation Committee <input type="checkbox"/> Planning Commission <input type="checkbox"/> Police Commission	<input type="checkbox"/> Police Committee <input type="checkbox"/> Public Works Committee <input type="checkbox"/> Senior Services Committee <input type="checkbox"/> Tourism Commission <input type="checkbox"/> Utility Commission <input type="checkbox"/> Village Center Advisory Committee <input type="checkbox"/> Waunakee Economic Development Commission <input type="checkbox"/> Other (please specify): _____

Background (related experiences, skills or qualifications):
 I currently serve on the library board and have done so for many years.

Why are you interested in this committee(s):
 I am currently helping to plan the capital campaign to build the new library and I'd like to see this project through I have really enjoyed serving on the library board and hope to continue to serve and be of benefit to the library and Village.

From: noreply@civicplus.com [mailto:noreply@civicplus.com]
Sent: Wednesday, March 22, 2017 2:55 PM
To: Laurie Helt; Julee Helt
Subject: Online Form Submittal: Committee Application Form

Committee Application Form

COMMITTEE APPLICATION FORM

If you are interested in serving the community as a committee member, please review the Committee Handbook and complete the application form. Committee applications are kept on file and reviewed as necessary to fill vacancies. If you have additional questions, feel free to contact Village Hall at (608) 850-8500 or Village President Chris Zellner at czellner@waunakee.com.

(Section Break)

First Name	Cynthia
Last Name	Turner
Address1	1700 Dover Dr
Address2	Field not completed.
City	Waunakee
State	WI
Zip	53597-1865
Email:	ctumer@chorus.net
Work Email:	cshollturner@gmail.com
Home Phone:	6088496351
Work Phone:	Field not completed.
Cell Phone	6086926458
Choose a Committee(s)	Library Board
Other Committee(s) that you may be interested in joining (please specify):	Field not completed.

Background (related experience, skills, or qualifications):

Appointed to the Waunakee Library Board in 2002 and have served as a Trustee since that time. I served as President for two terms and am currently serving as Secretary. It is customary for library boards to have a representative from the school district. I was appointed by Supt. Gene Hamele to serve in that role and reappointed by Supt. Randy Guttenberg. Although retired, I continue to have frequent contact and meetings with the WCSD library media specialists. Education: Lawrence University (BA – Liberal Arts; Anthropology and Education), University of Chicago (MA in Anthropology)

Northern Illinois University (MLS- Masters Library Science)
Honors: Beta Phi Mu – International Library Science Honor Society & Waunakee High School Teacher of the Year 2004/5
Work Experience: • Waunakee School District – Director Library Media/ Department Chair & HS Lead Librarian – Retired in 2005
• Holy Name Seminary, Madison, WI – Librarian HS Seminary • Valley Bank Spring Green – Teller and Customer Service • Library Media Long Term Substitute – Richland Center School District & Reedsburg School District • Roosevelt Roads Naval Hospital Library – Head Librarian • Weld County School District Re-6, Greeley, Colorado – Library Media Specialist • Summit School District Re-1, Frisco, Colorado- Director Elementary Library Media Specialist • Colorado Mountain College- Instructor Anthropology • Michener Library, University of Northern Colorado, Greeley, Colorado- Coordinator of Educational Information Service/ Reference Department • Elgin Academy, Elgin, IL – Librarian Certification: Wisconsin - DPI - 902/Instructional Library Media Specialist- prekindergarten through grade 12 & 701/Broad Field Social Studies & 702 /Anthropology- both grades K-12. Professional Associations: • WEMA – Wisconsin Education Media Association (now WEMTA) – Served on the Board of Directors for two terms, Secretary • CASL – Colorado Association of School Libraries – Served on the Board of Directors

Why are you interested in this committee(s):

I am seeking reappointment because I am excited about the potential of a new library building for the Waunakee community. This has been a goal of the library board for a long time and I would like to continue to serve on the board for the fruition of this dream.

Waunakee Library - New Office

Geoff Vine <vinecmllc@gmail.com>

Wed 4/5/2017 2:11 PM

To: Erick Plumb <eplumb@waupl.org>;

1 attachments (114 KB)

Library New Office - Scope of Work 4-5-17.pdf;

Erick

The price for my final estimate for the new office is \$9,834. Drywall especially is more than I originally budgeted. It's just very difficult to find aggressive subs right now, as they all have plenty of work. I also included money for the air supply to the office so that the walls can go all the way up, and enclose the office for privacy. I think that is the right way to go.

I have attached a scope of work that describes what you will get for that price. Please review and let me know if I missed anything we discussed. If you want to move forward once you have reviewed, let me know and I will prepare a proposal for the board to approve.

Thanks

Geoff

Vine CM, LLC

Construction Management
& Consulting

Geoffrey Vine

[105 4th St](#)
[Waunakee, WI 53597](#)

608-444-0605

Waunakee Library

New Office - Scope of Work

1000

- Drawings and sketches necessary for subcontractors
- Building permit excluded
- Temporary enclosures and protection during construction
- Broom cleaning of construction each work day
- Trash will be removed to dumpsters provided by the library
- Temporary electrical power usage from existing library
- Final cleaning for office and surrounding area
- Window cleaning for borrowed light

2000

- No demolition included for existing building structure or finishes
- Cutting and patching of drywall for Electrical and HVAC work only

6000

- Rough Carpentry work at the following areas
 - Framing material and labor for (2) new office walls
 - Walls framed full height to existing ceiling
 - Rough openings for (1) borrowed light window and (1) door
 - No re-framing of existing structure included
- Finish Carpentry work at the following areas
 - Labor included for all finish carpentry work
 - (1) 2' 10" wide x 7' 0" high flush oak solid core door
 - Oak jambs and casing for door to match existing
 - (1) 4' 0" wide x 3' 0" high oak borrowed light
 - Oak jamb, stop, and casing for borrowed light window
 - All oak material to be stained and finished to match existing
 - Base inside and outside office to be vinyl cove
 - No casework or cabinetry included
 - No furniture or fixtures included

7000

- Sound insulation at office walls excluded

8000

- (1) Schlage keyed lockset for office door to match existing finish
- Wall door bumper at lockset to match existing finish
- (1) 4' 0" wide x 3' 0" 1/4" tempered glass borrowed light

9000

- New 5/8" drywall finished to existing ceiling
- Square corner bead at new drywall
- All drywall areas to get light orange peel texture
- Prime all drywall ready for paint
- Existing carpeting to remain. No new flooring included
- Protection for carpet during construction is included
- Flooring base to be standard vinyl cove selected from standard colors
- Painting of walls and ceilings, inside and outside of office with two coats "TBD" color flat latex
- All paint to be the same color
- Staining and finishing of millwork and door to match existing
- Touch-up paint only in immediate vicinity of new wall to old ceiling.

13000

- Window Coverings are excluded

15000

- Plumbing is excluded
- HVAC
 - Extend new ducted air supply wall through floor below and drop ceiling in lower level to existing supply line.
 - No ducted return is included
- Fire Protection sprinklers excluded

16000

- (1) Switch for ceiling lights
- (4) Power outlets per code
- (2) New 4' long (4) lamp light fixtures
- (1) CAT5 jack and wire for phone system run down to existing punch down block

- (1) CAT5 jack and wire for South Central Library System network run down to existing punch down block
- Network wiring and termination per South Central Library Systems specifications
- Capacity at the existing punch down blocks is assumed
- Paddle type light switch
- Device and cover plate color: White



2810 Crossroads Dr. Ste 4000 Madison WI 53718 • (608) 819-5809 • www.mcdonaldschaefers.com

CONSULTING AGREEMENT

This agreement for consulting services is entered into between McDonald Schaefer LLC, 2810 Crossroads Dr. Ste 4000 Madison WI 53718 and Waunakee Public Library, 710 South St Waunakee WI 53597.

McDonald Schaefer and Waunakee Public Library agree as follows:

I. Consulting Services

The basis for this Agreement is a comprehensive McDonald Schaefer campaign management proposal and Scope of Services dated December 2016. Pursuant to that proposal and Scope of Services, in partnership with the Waunakee Public Library staff and board, McDonald Schaefer will plan, direct, and manage a capital campaign to provide funding for a new library facility.

McDonald Schaefer will focus on four fundamental campaign priorities: 1) Leadership, 2) Major Donors, 3) Communications, and 4) Campaign Infrastructure. An experienced McDonald Schaefer Campaign Director will comprehensively manage each of these key priorities using proprietary campaign systems and tools designed to facilitate effective and efficient campaign implementation. Performance benchmarks will be monitored regularly to ensure campaign progress.

II. Consulting Service, Fee and Payment Schedule

Campaign management services will be provided 12 hours per week and will be provided both onsite and offsite. Fees for Campaign Director services are \$7,800 per month. Monthly payments are due the 1st of each month of service.

III. Management Expenses

Our monthly fees include travel expenses within a 60-mile radius of Waunakee. If long distance travel is required for the campaign, such as to visit a cabinet member or donor outside 60 miles of Waunakee, reimbursable expenses may include mileage, airfare, lodging, car rental and meals. Such travel would be at the direction of Waunakee Public Library and related expenses are subject to your pre-approval.

IV. Term of this Agreement

The term of this agreement is May 1 to June 30 2017. Either party may modify or cancel this agreement without cause with 30 days' written notice, with only prorated fees due at that time, commensurate with services rendered.

V. No Assurances

Although McDonald Schaefer has an excellent record of success, due to variables outside of our control and that of your organization, we cannot guarantee that 1) the campaign goal will be met or 2) the campaign goal will be met by a pre-determined date.

VI. General Terms & Conditions

The General Terms and Conditions on the following pages are included in this Agreement.

VII. Authorization

The undersigned parties agree to the terms of this agreement:

Signature: *Dave Malone*
Dave Malone (Apr 4, 2017)

Email: dmalone@mcdonaldschaefer.com

Title: President

Company: McDonald Schaefer LLC

Signature:

Email: eplumb@waupl.org

Title:

Company:



McDonald Schaefer LLC
GENERAL TERMS & CONDITIONS
Capital Campaign Management

Donors

Most of the financial support for an organization's capital campaign will come from its current constituents. Donors currently supporting the nonprofit are most inclined to support a capital and/or endowment project for the organization – especially at a significant level; other potential donors who have no existing relationship with the nonprofit are less likely to be financial supporters. Organizations conducting capital campaigns can – and sometimes do – attract new donors, but they tend to be fewer in numbers.

McDonald Schaefer does not bring a list of new donors to an organization's campaign. However, we may make suggestions of individuals, foundations and businesses that may show interest in your mission and capital campaign project. When we make such suggestions, they are based on our familiarity with the philanthropic market and the other types of nonprofits and campaigns that we are aware the donor has supported in the past. When we make donor suggestions, they are based on publicly available information; any confidential information we may know about a donor will remain confidential at all times.

Our Role as Strategic Partners

McDonald Schaefer Campaign Directors and Advisors serve an important strategic role in our clients' capital campaigns. By focusing on strategies that produce the highest return on investment, we increase the probability of the campaign's success. Accordingly, our Campaign Directors cannot spend valuable time on activity that is administrative or clerical in nature.

In addition to a Campaign Director, McDonald Schaefer also assigns a Project Manager (PM) to your campaign, who will provide administrative and clerical support for a variety of campaign activity. The PM's allocated time for assigned campaigns is equal to 50% of the Campaign Director's time. For example, if the Campaign Director is working on a campaign two days per week, the PM will provide administrative support of up to one additional day per week (the PM's hours do not count against the Campaign Director's time spent on your campaign). The PM works solely at the direction of the Campaign Director and not the client. Additional administrative support needed beyond the time allocated for the PM must be provided by the client or purchased from McDonald Schaefer at \$35 per hour.

Campaign Focus

McDonald Schaefer's focus is directing your capital campaign to a successful conclusion. It is common that the demands of a capital campaign consume all of our available time. Therefore, we are unable to provide services for issues unrelated to the campaign, including topics of annual fund, staffing and human resources concerns, strategic planning, board relations, and other common nonprofit issues unrelated to the campaign. Devoting time and resources to these topics would be a disadvantage to the campaign. In order to ensure the capital campaign remains the single priority of our engagement, McDonald Schaefer may provide other services in regard to ancillary matters by way of a separate agreement.

Major Gifts Strategies

Capital campaigns depend on major gifts to succeed. If a capital campaign does not attract enough large gifts, it's unlikely that it will reach its goal with small gifts of \$10, \$25, \$50 and even \$100, at least not in any reasonable time frame. With rare exception, capital campaigns are won or lost at the major gift level.

Since every campaign must make careful choices about when and how to apply its resources, McDonald Schaefer will focus on major gift strategies and not small gift strategies. Examples of small gift strategies include engraved paver bricks for a sidewalk or patio; booths at local sporting events; jars, pails and other donation containers at local businesses; inserting copies of an appeal into the grocery bags of local stores; inserting gift envelopes in the local newspaper, etc. Small gift strategies often raise at least some money, but the return on investment is low. McDonald Schaefer will decline involvement in small gift strategies.

Client Initials:

Communications Products and Editing Protocols

Throughout the campaign engagement, McDonald Schaefer will author several promotional pieces in support of the campaign. This agreement includes up to three rounds of edits for each campaign communications piece, including the Case for Support and all other ancillary communications pieces. Requested edits by the client should encompass both visual and text edits, and must be consolidated by the client and presented in a single document for each round. The Communications Director's hours do not count against the Campaign Director's time spent on your campaign. If the client requests more than three rounds of edits to communications pieces, additional writing and design services will be available at \$100 per hour.

Prospect Research

McDonald Schaefer will regularly provide prospect research for your campaign's major gift prospects. We use a variety of resources for prospect research including web-based subscription research services. Prospect research is often challenging for the following reasons:

1. We are ethically bound to source only information in the public domain
2. There can be scarce information available online for selected donors
3. Sophisticated donor prospects often conceal assets through various legal and accounting strategies

Consequently, the amount of information for major donor prospects can vary widely from comprehensive dossiers to those with very limited actionable intelligence. While research information can be helpful in identifying donors with capacity and help to assess a potential gift, research alone does not replace information that is learned through relationships among staff, volunteers and the donor. Strong donor relationships provide the best basis for determining an appropriate gift request.

Our Role with your Board

McDonald Schaefer will provide our clients with monthly progress and performance reports. The reports will be sent to our primary contact at your organization, who in turn may distribute the reports to others at their discretion, such as board members and/or other organizational leadership. At your request, McDonald Schaefer may attend a board meeting two to four times per year to personally update the board about campaign progress (the Campaign Director will use part of their allotted service hours for this purpose).

Donor Database

It is the responsibility of the client to manage donor data in a database. This includes maintaining current contact information, recording gifts, issuing acknowledgements, managing pledge payments, etc. The client is responsible for researching and maintaining address, phone and email contact information for donors and donor prospects. McDonald Schaefer will supplement the client's donor data management with a proprietary campaign management database, which we will use to manage all campaign activity and produce a variety of campaign management reports. McDonald Schaefer holds this data in strict confidence at all times. At the client's request, at the conclusion of the campaign McDonald Schaefer will transfer this data to the client by exporting it to an Excel file.

Additional Expenses

Additional expenses you may incur are those unrelated to our management services such as comprehensive prospect research dossiers provided by professional prospect researchers, printing of campaign stationery, envelopes, brochures and other promotional materials, campaign website development, video development, direct mail processing, special events expenses, etc. McDonald Schaefer will provide ideas, samples, concept recommendations and active oversight for promotional pieces, direct mail, website, video, etc. but the production of these items will require outside services not included in our fee.

Payment Schedule

Invoices for campaign management services are issued by email 15 days before their due date and are due on the 1st of the month of service. If payment is more than 30 days past due, services must be temporarily suspended until all payments are brought current.

Client Initials: