

**Waunakee Public Library**

**Library Board Meeting**

**May 12, 2017**

**7:45 AM**

**Library Program Room**

- I. **Call to order-** Jean called the meeting to order at 7:45 AM
- II. **Roll call and introduction of guests and visitors-** Present: Annie Ballweg, Kristan Collins, Jean Elvekrog, Mike Ricker, Cindy Turner, Geoff Vine, Erick Plumb, Director  
  
**Absent:** Gary Herzberg  
  
**Guests:** Todd Schmidt
- III. **Additions to agenda-** none
- IV. **Approval of consent agenda-** Mike moved, Kristan seconded, Passed.
- V. **Public comment-** none
- VI. **Open issues-**
  - a. **Alloy Site update-** Todd deferred details of his report to Geoff.
  - b. **Core Building Committee Report-**Geoff. Currently a wetland survey and soil borings are underway. It is anticipated that the schematic design will be completed by July 1<sup>st</sup> and those plans will be taken to the Village Board at the July 17, 2017 meeting. The next committee meeting with OPN is May 16, 2017.
  - c. **Capital Campaign Committee Report-** Annie. McDonald Schaefer reported 90% completion on communications. Co-chairs Kevin & Jen Piette have volunteered to serve on the cabinet. Another set of co-chairs is being sought. The cabinet is expected to be in place in time for a June 4, 2017 meeting. After that time donors will be approached. Updated Named Gift Policy and Gift Acceptance Policy were included in the Library Board packet.
  - d. **Marketing Committee Report-** Mike suggested that the marketing committee be renamed the communications committee. OPN has prepared a revised Gantt Chart as of May 10, 2017. Mike recommended that the committee review the chart for tasks or actions deserving of public communication.
- VII. **Library Director's Report** – Erick reported that the new building reflects a revised collection size of 65,000 volumes and tweaks to the interior design for additional spaces for patrons and staff, less shelving. Weeding is ongoing. Other highlights of the director's report included in the packet are preparations for the summer program, new office construction, and 10 applications for the Adult Services Position. In her addendum Brittany noted the changes both in programming, Saturday Family Storytime, and new furniture in the children's area.

**VIII. New business**

- a. **Approve Contract with OPN.** Motion to authorize the WPL Board President and Director to sign the contract with OPN pending review by the Village of Waunakee attorney and OPN. Included in the packet; AIA Document B101-2007, Standard Form Agreement between Owner and Architect. April 7, 2017 and an Addendum to Architect Contract. Village of Waunakee and Waunakee Public Library (collectively, the Owners) and OPN Architects, Inc. , Wesley Reynolds, Principal. Moved by Mike, second by Geoff, passed.
  - b. **Approve closing library on May 26, 2017 until 11:00 AM for volunteer recognition and staff meeting-** Cindy moved, Annie seconded, Passed.
  - c. **Approve Capital Campaign Gift Acceptance Policy-** The draft (included in packet) was approved as amended on a motion by Mike, second by Kristan. Passed.
  - d. **Approve Capital Campaign Named Gift Policy-** Motioned by Jean, Annie seconded. Passed.
  - e. **Approve Youth Services Manager position description-** The May 2017 update of the Youth Services Manager (Brittany Gitzlaff's position) was passed on a motion by Cindy, second by Kristan.
  - f. **Approve Library Assistant IV.** Library Assistant IV- Circulation Supervisor, Position Description, May 2017 was approved on a motion by Jean, second by Kristan. Passed. The position is currently held by Emily Harkins. This description codifies her responsibilities.
  - g. **Discussion of Meeting Room Policy-** The current meeting room policy was approved by the Library Board on January 12, 2015. After discussion, the Board felt the policy should apply to both the Adult Study Area named in the 2015 policy and the Library Programming Room on the lower level.
- IX. **Adjournment** – Jean moved to adjourn at 8:45 AM, seconded by Mike. Passed.

***Reminder of the Volunteer Recognition Breakfast on Friday, May 26, 2017 at 8:00 AM.***

**Next Library Board Meeting: Friday, June 9, 2017 at 7:45 AM**

**Respectfully submitted, Cynthia S. Turner, Trustee and Secretary**

**VILLAGE OF WAUNAKEE**  
**REVENUES AND EXPENDITURES COMPARED TO BUDGET**  
**FOR 5 MONTHS ENDING MAY 31, 2017**

**GENERAL FUND**

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
100-43740020	\$0.00	\$11,049.00	\$120,000.00	\$108,951.00	9.21%
100-43740091	\$0.00	\$160.00	\$0.00	(\$160.00)	100.00%
100-48540070	\$3,784.66	\$4,900.66	\$0.00	(\$4,900.66)	100.00%
<b>TOTAL</b>	<b>\$3,784.66</b>	<b>\$16,109.66</b>	<b>\$120,000.00</b>	<b>\$103,890.34</b>	<b>13.42%</b>
<b>TOTAL FUND REVENUES</b>					
	\$3,784.66	\$16,109.66	\$120,000.00	\$103,890.34	13.42%
100-551400-110	\$13,760.49	\$75,843.26	\$206,669.00	\$130,825.74	36.70%
100-551400-120	\$20,881.20	\$112,555.13	\$277,232.00	\$164,676.87	40.60%
100-551400-121	\$0.00	\$76.28	\$0.00	(\$76.28)	100.00%
100-551400-130	\$2,512.49	\$13,687.52	\$37,016.00	\$23,328.48	36.98%
100-551400-131	\$1,926.87	\$10,512.70	\$27,020.00	\$16,507.30	38.91%
100-551400-132	\$7,950.06	\$42,114.00	\$108,518.00	\$66,404.00	38.81%
100-551400-133	\$35.51	\$226.29	\$391.00	\$164.71	57.87%
100-551400-134	\$638.65	\$3,986.27	\$10,125.00	\$6,138.73	39.37%
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	\$504.72	\$2,045.81	\$6,384.00	\$4,338.19	32.05%
100-551400-290	\$180.73	\$634.79	\$4,488.00	\$3,853.21	14.14%
100-551400-292	\$0.00	\$0.00	\$2,835.00	\$2,835.00	0.00%
100-551400-311	\$59.94	\$273.36	\$1,100.00	\$826.64	24.85%
100-551400-320	\$223.00	\$463.00	\$1,950.00	\$1,487.00	23.74%
100-551400-330	\$14.45	\$361.85	\$5,320.00	\$4,958.15	6.80%
100-551400-340	\$169.00	\$6,642.80	\$8,200.00	\$1,557.20	81.01%
100-551400-341	\$1,035.76	\$3,281.71	\$2,795.00	(\$486.71)	117.41%
100-551400-380	\$1,266.45	\$9,743.85	\$36,300.00	\$26,556.15	26.84%
100-551400-381	\$1,276.73	\$8,062.38	\$18,000.00	\$9,937.62	44.79%
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	\$91.50	\$8,647.86	\$9,474.00	\$826.14	91.28%
LIBRARY KIT SUPPLIES	\$439.10	\$1,795.04	\$3,000.00	\$1,204.96	59.83%
LIBRARY AUDIO MATERIALS	\$880.75	\$3,419.98	\$10,500.00	\$7,080.02	32.57%
LIBRARY VIDEOS	\$562.22	\$3,211.66	\$8,500.00	\$5,288.34	37.78%
LIBRARY OTHER	\$0.00	\$2,065.07	\$11,400.00	\$9,334.93	18.11%
LIBRARY PUBLIC RELATIONS	\$0.00	\$126.70	\$3,475.00	\$3,348.30	3.65%
LIBRARY BLDG FULL TIME	\$81.93	\$905.37	\$0.00	(\$905.37)	100.00%
LIBRARY BLDG FICA	\$6.05	\$68.07	\$0.00	(\$68.07)	100.00%
LIBRARY BLDG RETIREMENT	\$5.57	\$61.54	\$0.00	(\$61.54)	100.00%
LIBRARY BLDG HEALTH	\$54.36	\$275.42	\$0.00	(\$275.42)	100.00%
LIBRARY BLDG LIFE	\$0.00	\$2.68	\$0.00	(\$2.68)	100.00%
LIBRARY BLDG DENTAL	\$5.68	\$13.26	\$0.00	(\$13.26)	100.00%
LIBRARY BLDG SERVICES	\$2,263.51	\$8,245.20	\$21,900.00	\$13,654.80	37.65%
LIBRARY BLDG UTILITIES	\$769.65	\$3,040.20	\$12,000.00	\$8,959.80	25.34%
LIBRARY BLDG GAS HEAT	\$183.83	\$1,032.92	\$2,460.00	\$1,427.08	41.99%
LIBRARY BLDG REPAIRS/MAINT	\$14.43	\$240.49	\$1,688.00	\$1,447.51	14.25%
LIBRARY BLDG OTHER	\$0.00	\$0.00	\$350.00	\$350.00	0.00%
<b>TOTAL</b>	<b>\$57,794.63</b>	<b>\$380,123.28</b>	<b>\$898,444.00</b>	<b>\$518,320.72</b>	<b>42.31%</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>\$57,794.63</b>	<b>\$380,123.28</b>	<b>\$898,444.00</b>	<b>\$518,320.72</b>	<b>42.31%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>(\$54,009.97)</b>	<b>(\$364,013.62)</b>	<b>(\$778,444.00)</b>	<b>(\$414,430.38)</b>	<b>46.76%</b>

**VILLAGE OF WAUNAKEE**  
**REVENUES AND EXPENDITURES COMPARED TO BUDGET**  
**FOR 5 MONTHS ENDING MAY 31, 2017**

**LIBRARY SPECIAL REVENUE FUND**

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
220-46740011	\$0.00	\$3,838.06	\$14,700.00	\$10,861.94	26.11%
220-46740014	\$0.00	\$748.24	\$1,300.00	\$551.76	57.56%
220-48140001	\$0.00	\$76.00	\$225.00	\$149.00	33.78%
220-48540070	\$0.00	\$100.00	\$0.00	(\$100.00)	100.00%
TOTAL	\$0.00	\$4,762.30	\$16,225.00	\$11,462.70	29.35%
<b>TOTAL FUND REVENUES</b>	\$0.00	\$4,762.30	\$16,225.00	\$11,462.70	29.35%
<b>NET REVENUES OVER EXPENDITURES</b>	\$0.00	\$4,762.30	\$16,225.00	\$11,462.70	29.35%

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Village of Waunakee  
500 West Main Street  
P.O. Box 100  
Waunakee WI 53597

608-850-8500

Receipt No: 1.021730

May 15, 2017

WAUNAKEE PUBLIC LIBRARY - 6/6/17

Previous Balance:	.00
MISCELLANEOUS REVENUE - DONATIONS - LIBRARY	784.66
100-48540070 DONATIONS - LIBRARY	
<hr/>	
Total:	784.66
<hr/>	
PUBLIC CHARGES - LIBRARY MONTHLY DEPOSIT	670.45
220-11801 CASH ON HAND	
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Total:	670.45
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Cash	1,383.22
Check	71.89
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Total Paid:	1,455.11
Total Applied:	1,455.11
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Change Tendered:	.00
<hr/>	

05/15/2017 10:50AM

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**1030243: Waunakee Library Forever Fund**

4/1/2017 To 4/30/2017

**Balance**

Beginning Balance 245,785.79

**Contributions/Gifts**

Contributions\* 0.00

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

Transfers In 0.00

**0.00**

**Portfolio Gains (Losses)**

Investment Results, Net Of Fees 3,483.86

**3,483.86**

**Grants/Distributions**

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (204.82)

**(204.82)**

**Ending Balance**

**\$249,064.83**

**Cash Available for Grants as of 4/30/2017**

**\$6,234.00**

**Director's Report**  
**Erick Plumb**  
**June 2017**

- The Library formally launched our Capital Campaign for the new building on Monday, June 5. The *Engaging Minds, Connecting Community* Campaign is off to a very solid start, having raised \$350,000 thus far. We have a solid group of community members to serve as members of the campaign and are eager to go to the community to enlist their support. We held an orientation session for the campaign cabinet at Rex's.
- Work on the schematic design for the new building continues with OPN Architects. We held an all-day design meeting on May 31, and are meeting regularly to update both the site and building designs. We hope to present to the Village and Library Boards a formal design on July 17.
- We are conducting interviews this week and next for the new Adult Services & Outreach Manager. This new professional position will oversee the services for adults and teens, and seek to expand the library's footprint in the community beyond the walls of our building. The person in this position will begin her or his duties on July 1.
- Our digital signage went up in the two entrances with smaller displays at the service desks. You'll remember that we used Forever Fund money to purchase the necessary equipment. These displays are simple and effective ways of catching our patrons' attention when they enter the building. We hope that the new building will have digital signage much more elegantly configured throughout the building. Thanks to Brittany Gitzlaff and Liz Clauss for their work in ordering
- Last and certainly not least, the Summer Reading program launches on June 5. This year's theme is "Build a Better World." We are very eager to begin our busiest months of the year. Staff have worked hard to craft a slew of engaging programs for children and teens.

Youth Services Report

May is always an interesting month in the Children's Department as we completely shift gears and cut back on our traditional programming and focus on Outreach to all of the schools and 4K sites to promote the upcoming Summer Reading Program. We always have so much fun getting into the schools and building excitement about reading and the library. The theme for the program this year is "Build a Better World," which has been a simple segue into sharing details of the new library. One new component for this year is that we are giving each family a window cling that reads "Libraries Are for Everyone." This important message will hopefully be widespread across the community and families that display it in their homes or cars may receive a special surprise from the library. We are also very fortunate to have a practicum student from UW-Madison join us for the summer months and possibly beyond. Jen Pavlik is a Waunakee resident and interested in focusing on middle grades and teens. She has begun plans for a new Teen Advisory Council and is very excited about helping the library in any way she can. We feel very fortunate to have this extra help during our busiest months!



## Meetings and Appearances this month

- McDonald Schaefer capital campaign planning meetings, May 8, 15, 22, and 30
- Dane County Libraries meeting, May 11 at Fitchburg
- Schematic Design meeting with OPN, May 4, 16, 23.
- OPN contract review meeting, May 16
- Madison Community Foundation 75<sup>th</sup> Anniversary Dinner, Monona Terrace, May 16
- Rotary, May 18 and 25
- Chris Zellner, May 19
- ROMEO presentation, Senior Center, May 23
- Volunteer Appreciation event, May 26
- Staff meeting, May 26
- Appleton Public Library Director Colleen Rortvedt, May 30
- All day design meeting with OPN, May 31
- CARPC meeting re: site variance for environmental corridor, June 1
- 4 Interviews with Adult Services Manager candidates, June 1-2
- Capital Campaign Orientation Luncheon, June 5
- Westport Administrator Tom Wilson and Todd Schmidt, June 6



2810 Crossroads Dr. Ste 4000 Madison WI 53718 • (608) 819-5809 • www.mcdonaldschaefer.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 1<sup>st</sup> 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 July 1 to September 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 (May 30, 2017)

**Email:** dmalone@mcdonaldschaefer.com

**Title:** President

**Company:** McDonald Schaefer LLC

**Signature:**

**Email:** eplumb@waupl.org

**Title:**

**Company:**

**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 1<sup>st</sup> 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:

**Waunakee Public Library**  
**MEETING ROOM POLICY – DRAFT REVISION**  
*(Changes in italics)*

- I. Who May Use
- II. Description of Rooms/Hours Available
- III. Scheduling
- IV. Fees and Admission Charges
- V. Use of Facilities and Equipment
- VI. Additional Considerations

**I. Who May Use**

(A) The meeting rooms at the Waunakee Public Library are intended primarily for use of the library's own programs. The meeting rooms are available for use by community and other not-for-profit groups for programs of an informational, educational, cultural, or civic nature, subject to this policy as established by the Library Board. All meetings must be open to the public. Use by any group does not imply library sponsorship or support of the views or actions of the user group.

(B) The Library Board specifically excludes the following types of uses of its meeting room:

1. Non-library programs involving the sale, advertising or promotion of products or services.
2. Business firms and other for-profit organizations soliciting or selling products or services.
3. Private social functions, such as showers, birthday parties, and dances.
4. Programs which would interfere with the library's operation by causing excessive noise, a safety hazard, and/or security risk.

**II. Description of Room**

(A) Adult Study Area

This meeting space is approximately 25 feet by 19 feet, located on the library's upper level, and will accommodate up to eighteen people. The space is set with tables and chairs. There are outlets for laptops and projectors if the group meeting needs them for a presentation. The wall may be used as a projection screen. Furniture may not be moved out of the room. This space may be isolated, but not sound proofed, by closing a folding plastic accordion door. Materials are housed in this space and there is a possibility that a patron or staff may enter the space to retrieve materials. There should be no expectation of total privacy in this space.

*(B) Library Programming Room*

*This room is located on the library's lower level, and can accommodate up to forty people. Folding tables and chairs are located in the space for users to set-up and take down. There are outlets for laptops and projectors if the group meeting needs them for a presentation. The wall may be used as a projection screen. Furniture may not be moved out of the room. Users may not enter the library storage areas at the back of the room. Because this room is the Library's primary programming space for library events, use of the room by non-library groups is limited due to availability and reservations require approval of the Library Director*

- (A) There are no restrictions on the scheduling of library and library-related events and programs.
- (B) Other groups may be accommodated as space is available. No room may be reserved more than three months in advance. Unless otherwise authorized by the Library Director, groups will be limited to one meeting room reservation per month.
- (C) Room reservations are made through the Circulation Desk Staff via phone at 849-4217. *The Library Director must approve all reservations of the Programming Room.*
- (D) The meeting rooms are available during the Library's regularly scheduled hours of operation. All groups must exit the rooms twenty minutes prior to closing time. The only exceptions in this case will be for library events.

#### **IV. Fees and Admission Charges**

- (A) No fees are charged by the library for use of the meeting rooms.
- (B) Groups using the meeting room may not charge admission, nor collect or request contributions or donations.

#### **V. Use of Facilities and Equipment**

- (A) Library or other village staff will not provide assistance in setting up the meeting room. *The Library will not provide audiovisual equipment to users of the meeting rooms.*
- (B) Meeting rooms should be left neat and clean. Groups will be charged for damage to room beyond normal wear and tear.
- (C) Materials may not be affixed to the walls and ceiling without prior approval of the Library Director.
- (D) No food may be served in the adult study area. Beverages may be carried in if they have a lid. *Food and beverage may be served in the Programming Room with the approval of the Library Director.*
- (E) The library does not provide personnel to operate audiovisual equipment.

#### **VI. Additional Considerations**

- (A) Use of tobacco products and alcoholic beverages are not permitted on the library's premises.
- (B) The library does not provide storage space for groups or individuals using the meeting rooms.
- (C) The library staff will not accept calls or relay messages to people attending meetings except in emergencies.

(D) The library reserves the right to refuse to book meeting room space for groups who do not comply with the guidelines of this policy. Groups that fail to cancel reservations in a timely manner or who fail to show up for scheduled reservations may lose their privilege to book rooms in advance.

Approved January 12, 2015

Amended June 9, 2017



## Waunakee Public Library

### SOCIAL MEDIA POLICY

#### I. Purpose

The Waunakee Public Library uses social media to maintain a community-focused presence in our users' online lives. Social media provides an avenue for users to discover library services and resources, and learn about upcoming events and library news.

Posts made by library staff on Library social media platforms may include Library announcements; promotion of free thought, speech, press, dissemination of knowledge, instruction and study; links to resources; and relevant news from outside the library. Staff shall not post commercial, religious, and overtly political content. Staff shall respect copyright laws when posting someone else's work, attributing it to the original author and linking to the work's original publication.

#### II. Content

The library's social media profiles and platforms may include the following:

- Basic library information, such as hours, location, and contact details
- Photos and videos of the library building, staff, and special events
- Schedules of upcoming events
- Readers' advisory tools and featured resources from the collection
- Links to the library's OPAC and other resource-discovery tools
- Other appropriate Facebook applications developed by library staff or a third party

#### III. Original Posts

Library staff can make original posts and comments on the library's platforms. These guidelines also apply to content that the library posts via all other social media accounts and tools. Staff must conduct themselves as representatives of the Library and the Village of Waunakee.

#### IV. Privacy

The links between the library's social media profiles and users' profiles can create a positive sense of community. However, as users post more of their personal information online, library staff must take a responsible approach to the privacy of both users and staff. The Library staff reserve the right to take down any abusive or inappropriate posts that violates this policy. Posting of names should only be used when permission has been granted by subject, and will not be used for commercial purposes.

#### V. Comments

Any comments or post that is taken down from the site must be documented by the employee responsible for the site and turned in to the Library Director. Documentation must include a copy of the post, time of post, date of post, name of individual responsible for the content, and any other relevant information to the situation. If content is removed, in addition to documenting, staff should send a message to any members of the public that violate the policy.

*"The Waunakee Public Library removed your recent content from its social media site because it was in violation of the Waunakee Public Library Social Media Policy. Please avoid*

*from posting any inappropriate content in the future. If you do not refrain, the Waunakee Public Library reserves the right to remove or block you as member of this group. Thank you for your cooperation.”*

#### **VI. Other Pages**

The library may connect to the social media pages of other groups and individuals, for instance by “liking” a page on Facebook, “following” a user on Twitter, etc. Staff should exercise judgment in deciding which pages are appropriate to connect to in this way. The library does not use social media to imply endorsement of political figures or beliefs, religious organizations, or commercial entities. Library staff reserves the right to remove any comments, “likes” or tags.

#### **VII. Public Record**

All Waunakee Public Library social media accounts are subject to State of Wisconsin Public record law 19.21 and 43.30. Any content on these sites related to Library Business is considered public record.

Adopted: June 9, 2017

## Waunakee Public Library

### RESPONSIBILITY FOR LIBRARY OPERATIONS POLICY

#### I. Introduction

In a public service facility maintaining services for a total of 63 or more hours per week, absences of the Library Director result in two distinct needs for other staff to assume responsibility.

The first case happens frequently and regularly when the Director has completed his or her work for the day, is out of the library on business, or is not scheduled to work on a particular day. In this situation, the library needs a staff member to act as the official interpreter of library policy and to make decisions in crisis situations.

The second case occurs only when the Director is absent from his/her position for long periods of time, such as a vacation, or when the position itself is vacant. In this case, the needs of the library require that one person assume responsibility for the continued maintenance of all library functions and services.

In response to these diverse situations, the Library Board adopts the following policy regarding the responsibility for library operations during the Director's absence.

#### II Absence of the Library Director for Short Periods of Time

This section covers the following situations: when the Director is absent from the library, having completed his or her work day, is out of the library on business, or is not scheduled to work on a particular day.

Given the need to have one person responsible for representing library policy and maintaining library security, the Library Board has established that the following positions, if on duty, will assume this responsibility:

1. Youth Services Manager
2. Adult Services and Outreach Manager
3. Circulation Supervisor

This temporary assumption of authority is limited to situations that require immediate action or intervention. Decisions required in these situations shall be made in accordance with established library policy.

#### III Extended Absence of the Library Director

A management staff member will assume responsibility for the continued maintenance of library operations during an extended absence of the Library Director, such as a vacation, illness, or other leave. Based on seniority, the following positions are eligible to assume this responsibility:

1. Youth Services Manager
2. Adult Services & Outreach Manager

Major decisions shall be delayed until the Director's return whenever possible. If such delay is not possible, the librarian with the most seniority will make the necessary decisions after consulting other full-time staff members and the Library Board President.

Established precedent and existing policy shall guide the decisions made in the absence of the Director. Changes in library routines and practices will not be introduced in the absence of the Director.

Approved June 9, 2017