

**Waunakee Public Library  
Library Board Meeting  
Library Programming Room  
Friday, May 17, 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 April 19, 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. Discuss draft of Meeting Room Policy for new library
- VII. New Business
  - A. Discuss proposed Rental Fees for New Library meeting rooms
  - B. Donor Sneak Preview: Tuesday, July 30<sup>th</sup>—6 to 8 PM
  - C. Discuss August 1 Opening Day festivities
- VIII. Adjourn

**Next Library Board meeting:** Friday, June 21, 2019 at 7:45 AM---program 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, April 19, 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: Jean Elvekrog, Kathy Grosskopf, Erin Moran, Mike Ricker, Cindy Turner, Geoff Vine and Erick Plumb.
  - B. **Absent:** Annie Ballweg
  - C. **Guest:** Todd Schmidt
- III. **Approval of consent agenda-:** Cindy moved, Mike seconded, Passed.
- IV. **Public comment:** none
- V. **Library Director's Report:** Erick noted that as of today four applications for the Facilities Maintenance Supervisor position have been received. The Food for Fines program in April resulted in 70 fines being reduced. This participation is up from 2018. The full director's report including youth service and adult service sections was included in the Board packet.
- VI. **Old Business**
  - A. **Construction Committee Report:** Geoff Vine  
The building continues on target. Current progress includes removal of the chain link fence, the "skin" of the building is complete, and the bridge is to be placed on the cement pads in two-three weeks. Inside casework is delivered and trim and light fixtures are being installed. Todd added that three outdoor pedestal kiosks telling the history of Waunakee will be installed along the creek trail.
    - July 1, 2019 – building complete
    - July 8, 2019 – furniture delivered
    - July 15, 2019 – technology check
    - July 22, 2019 – collection moved
    - August 1, 2019 – Grand Opening
  - B. **Updates on Facilities Maintenance Supervisor:** Erick Plumb – see above
  - C. **Reminder- Volunteer Appreciation Breakfast: Friday, May 3<sup>rd</sup> at 8 AM.**
- VII. **New business**
  - A. **Approve art purchases for new building:** Todd Schmidt  
Todd presented new works by Leo Rotelli and Jeff Murphy for consideration. It was noted that the library currently owns additional works by Lois Ireland and may be getting another. The youth and children's librarians are working with Abby Wilson on

mural design in their area. Mike moved to approve up to \$20,000 for art purchases, second by Kathy, Passed.

- B. **Late Opening Friday May 3, 2019:** Jean moved and Erin seconded a motion to open the library no later than 11:30 AM on 5/3/2019 to accommodate the volunteer breakfast and a staff meeting. Passed.
- C. **Approve resolution requesting that the Dane County Library Service Board grant a one year County Library Tax provisional exemption to Waunakee Public Library.** The WPL falls below the mandated county standard of materials per citizen formula due to aggressive weeding in preparation for the library move.  
The letter requesting this exemption was approved on a motion by Erin, second by Mike.
- D. **Discuss draft of Meeting Room Policy for the new library:** The draft was discussed with several suggestions being made. Erick will rework the draft and revisions. The meeting room policy will be on the May agenda.

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

***Next Library Board Meeting: Friday, May 17, 2019 at 7:45 AM at WPL Programming Room.***

Respectfully submitted, Cynthia S. Turner, Trustee and Secretary

# April 2019

Account	Vender	Amount
<u>100-551400-210 Outside services</u>		
	<b>Total</b>	<b>0.00</b>
<u>100-551400-219 Automation lev</u>		
	<b>Total</b>	<b>0.00</b>
<u>100-551400-225 Communications</u>		
	<b>Total</b>	<b>0.00</b>
<u>100-551400-290 Leased items</u>		
	<b>Total</b>	<b>0.00</b>
	Gordon Flesch	281.62
	<b>Total</b>	<b>281.62</b>
<u>100-551400-292 Maintenance contracts</u>		
	SCLS	2,146.43
	<b>Total</b>	<b>2,146.43</b>
<u>100-551400-311 Postage</u>		
	Post Office	68.54
	<b>Total</b>	<b>68.54</b>
<u>100-551400-320 Publications, subscriptions and dues</u>		
	Waunakee Rotary	352.00
	ALA	
	Amazon Prime	
	<b>Total</b>	<b>352.00</b>
<u>100-551400-330 Travel and training</u>		
	<b>Total</b>	<b>0.00</b>
<u>100-551400-340 Programs</u>		
	Pig	69.83
	Apple Music	10.54
	Amazon	131.27
	Dollar Tree	23.00
	Oriental Trading	(5.45)
	Susan Gardner	75.00
	Donna Peckett	150.00
	Roger Bindl	50.00
	Vidar Skrede	350.00
	Jeff Pockat	250.00
	Walgreen	22.89
	<b>Total</b>	<b>1,127.08</b>
<u>100-551400-341 Equipment</u>		
	Uline	119.30
	Showcase	70.25
	Amazon	1,350.00

4/



<u>100-551400-350 Repairs and maint</u>	<b>Total</b>	<u><u>1,539.55</u></u>
<u>100-551400-380 Adult books</u>	<b>Total</b>	<u><u>0.00</u></u>
	Amazon	73.25
	Baker and Taylor	3,988.31
<u>100-551400-381 Juvenile books</u>	<b>Total</b>	<u><u>4,061.56</u></u>
	Amazon	105.52
	Baker and Taylor	1,248.39
	Penworthy	1,160.63
<u>100-551400-383 Serial subscriptions</u>	<b>Total</b>	<u><u>2,514.54</u></u>
	Rivistas	65.13
	Barrons	239.88
<u>100-551400-384 - Digital Materials &amp; Computer Software</u>	<b>Total</b>	<u><u>305.01</u></u>
	Amazon e-books	91.76
	Demco Software	887.25
	Today's Business Solutions	36.80
	WILS	1,218.67
	Verizon -Hotspots	360.09
	<b>Total</b>	<u><u>2,594.57</u></u>
<u>100-551400-385 Kit supplies</u>		
	Amazon	180.72
	Walmart	120.00
<u>100-551400-386 Audio materials</u>	<b>Total</b>	<u><u>300.72</u></u>
	Recorded Books	942.68
	Midwest Tape	184.85
	Penguin Random House	33.75
	<b>Total</b>	<u><u>1,161.28</u></u>
<u>100-551400-387 Videos</u>		
	Amazon	656.86
	Midwest Tape	55.47
<u>100-551400-390 Other</u>	<b>Total</b>	<u><u>712.33</u></u>
	Amazon	100.61
	Demco	206.35
	Showcase	131.05
	Uline	151.01
	Pig	22.06
	<b>Total</b>	<u><u>611.08</u></u>
<u>100-551400-391 Personnel</u>		
<u>100-551400-392 Public relations</u>	<b>Total</b>	<u><u>0.00</u></u>
	Minuteman Press	530.88

5

100-551401-210 Building serices

<b>Total</b>	<b>530.88</b>
Coverall	1,492.15
Plunketts	25.00
<b>Total</b>	<b>1,517.15</b>
<b>Month Total</b>	<b>19,824.34</b>

4

**VILLAGE OF WAUNAKEE**  
**REVENUES AND EXPENDITURES COMPARED TO BUDGET**  
**FOR 4 MONTHS ENDING APRIL 30, 2019**

**GENERAL FUND**

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
100-43740020	\$0.00	\$6,628.43	\$182,830.00	\$176,201.57	3.63%
TOTAL	\$0.00	\$6,628.43	\$182,830.00	\$176,201.57	3.63%
<b>TOTAL FUND REVENUES</b>					
	\$0.00	\$6,628.43	\$182,830.00	\$176,201.57	3.63%
100-551400-110	\$22,821.69	\$102,831.83	\$293,864.00	\$191,032.17	34.99%
100-551400-120	\$22,849.27	\$100,465.21	\$282,031.00	\$181,565.79	35.62%
100-551400-130	\$3,343.33	\$14,864.72	\$44,055.00	\$29,190.28	33.74%
100-551400-131	\$2,260.93	\$10,829.19	\$31,760.00	\$20,930.81	34.10%
100-551400-132	\$5,755.25	\$47,438.00	\$122,303.00	\$74,865.00	38.79%
100-551400-133	\$41.96	\$209.80	\$509.00	\$299.20	41.22%
100-551400-134	\$589.09	\$3,061.85	\$9,924.00	\$6,862.15	30.85%
100-551400-217	\$0.00	\$0.00	\$325.00	\$325.00	0.00%
100-551400-219	\$0.00	\$44,006.48	\$49,006.00	\$4,999.52	89.80%
100-551400-225	\$547.33	\$1,641.38	\$6,528.00	\$4,886.62	25.14%
100-551400-290	\$0.00	\$107.74	\$4,596.00	\$4,488.26	2.34%
100-551400-292	\$2,146.43	\$2,146.43	\$4,500.00	\$2,353.57	47.70%
100-551400-311	\$110.00	\$302.05	\$1,350.00	\$1,047.95	22.37%
100-551400-320	\$0.00	\$1,289.25	\$2,450.00	\$1,160.75	52.62%
100-551400-330	\$93.49	\$1,025.00	\$3,135.00	\$2,110.00	32.70%
100-551400-340	\$929.13	\$3,318.32	\$14,100.00	\$10,781.68	23.53%
100-551400-341	\$119.30	\$813.94	\$5,000.00	\$4,186.06	16.28%
100-551400-380	\$3,135.75	\$8,596.73	\$41,000.00	\$32,403.27	20.97%
100-551400-381	\$2,894.50	\$6,166.63	\$20,250.00	\$14,083.37	30.45%
100-551400-383	\$0.00	\$7,551.55	\$7,920.00	\$368.45	95.35%
100-551400-384	\$2,513.18	\$5,324.06	\$13,832.00	\$8,507.94	38.49%
100-551400-385	\$325.01	\$469.24	\$4,250.00	\$3,780.76	11.04%
100-551400-386	\$1,427.44	\$3,398.33	\$12,500.00	\$9,101.67	27.19%

**GENERAL FUND**

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
LIBRARY VIDEOS	\$1,115.12	\$2,932.81	\$8,500.00	\$5,567.19	34.50%
LIBRARY OTHER	\$586.31	\$4,307.08	\$16,912.00	\$12,604.92	25.47%
LIBRARY PUBLIC RELATIONS	\$0.00	\$0.00	\$1,700.00	\$1,700.00	0.00%
LIBRARY BLDG FULL TIME	\$81.90	\$81.90	\$26,150.00	\$26,068.10	0.31%
LIBRARY BLDG PART-TIME	\$0.00	\$0.00	\$14,674.00	\$14,674.00	0.00%
LIBRARY BLDG FICA	\$6.27	\$6.27	\$3,123.00	\$3,116.73	0.20%
LIBRARY BLDG RETIREMENT	\$5.37	\$5.37	\$1,713.00	\$1,707.63	0.31%
LIBRARY BLDG HEALTH	\$0.00	\$0.00	\$8,015.00	\$8,015.00	0.00%
LIBRARY BLDG LIFE	\$0.18	\$0.74	\$100.00	\$99.26	0.74%
LIBRARY BLDG DENTAL	\$0.00	\$0.00	\$811.00	\$811.00	0.00%
LIBRARY BLDG SERVICES	\$1,492.15	\$5,912.67	\$22,600.00	\$16,687.33	26.16%
LIBRARY BLDG UTILITIES	\$771.40	\$4,192.84	\$29,500.00	\$25,307.16	14.21%
LIBRARY BLDG GAS HEAT	\$464.38	\$1,244.61	\$6,859.00	\$5,614.39	18.15%
LIBRARY BLDG REPAIRS/MAINT	\$0.00	\$0.00	\$7,500.00	\$7,500.00	0.00%
LIBRARY BLDG OTHER	\$0.00	\$0.00	\$600.00	\$600.00	0.00%
<b>TOTAL</b>	<b>\$76,426.16</b>	<b>\$384,542.02</b>	<b>\$1,123,945.00</b>	<b>\$739,402.98</b>	<b>34.21%</b>

**TOTAL FUND EXPENDITURES**

\$76,426.16	\$384,542.02	\$1,123,945.00	\$739,402.98	34.21%
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**NET REVENUES OVER EXPENDITURES**

(\$76,426.16)	(\$377,913.59)	(\$941,115.00)	(\$563,201.41)	40.16%
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VILLAGE OF WAUNAKEE  
 REVENUES AND EXPENDITURES COMPARED TO BUDGET  
 FOR 4 MONTHS ENDING APRIL 30, 2019

**LIBRARY SPECIAL REVENUE FUND**

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
220-46740011	\$943.73	\$3,083.11	\$16,000.00	\$12,916.89	19.27%
220-46740014	\$212.28	\$1,330.97	\$1,700.00	\$369.03	78.29%
220-48140001	\$0.00	\$177.00	\$225.00	\$48.00	78.67%
220-48540070	\$0.00	\$337.16	\$0.00	(\$337.16)	100.00%
<b>TOTAL</b>	<b>\$1,156.01</b>	<b>\$4,928.24</b>	<b>\$17,925.00</b>	<b>\$12,996.76</b>	<b>27.49%</b>
<b>TOTAL FUND REVENUES</b>	<b>\$1,156.01</b>	<b>\$4,928.24</b>	<b>\$17,925.00</b>	<b>\$12,996.76</b>	<b>27.49%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>\$1,156.01</b>	<b>\$4,928.24</b>	<b>\$17,925.00</b>	<b>\$12,996.76</b>	<b>27.49%</b>

10



VILLAGE OF WAUNAKEE  
 TRIAL BALANCE  
 FOR 4 MONTHS ENDING APRIL 30, 2019

	YTD ACTUAL	YTD BUDGET
220-11110 COMMINGLED CASH	\$43,002.65	\$0.00
220-11210 LIBRARY SPECIAL REVENUE CASH	\$0.00	\$0.00
220-11501 CD INVESTMENTS	\$0.00	\$0.00
220-11580 LIBRARY CD 599001246	\$0.00	\$0.00
220-11581 LIBRARY CD 12359399	\$0.00	\$0.00
220-11582 LIBRARY CD 5006134353	\$0.00	\$0.00
220-11583 LIBRARY MONEY MARKET	\$0.00	\$0.00
220-11584 LIBRARY T-BILL	\$0.00	\$0.00
220-11585 CD cert.791962692	\$0.00	\$0.00
220-11800 PETTY CASH - LIBRARY	\$960.60	\$0.00
220-11801 CASH ON HAND	\$0.00	\$0.00
220-13300 ACCRUED INTEREST RECEIVABLE	\$0.00	\$0.00
220-21100 MISC ACCOUNTS PAYABLE	\$0.00	\$0.00
220-21219 ACCOUNTS PAYABLE SYSTEM	\$0.00	\$0.00
220-21999 P/R ALLOCATED TO OTHER FUNDS	\$0.00	\$0.00
220-34220 DESIGNATED - CARBERRY FUND	\$0.00	\$0.00
220-34221 DESIGNATED - SCHUBERT FUND	\$640.00	\$0.00
220-34300 FUND BALANCE	\$37,874.51	\$0.00
220-43740091 SOUTH CENTRAL LIBRARY AID	\$0.00	\$0.00
220-46740011 PUBLIC CHARGES	\$3,083.11	\$16,000.00
220-46740012 BOOK SALES	\$0.00	\$0.00
220-46740013 DAMAGED BOOKS	\$0.00	\$0.00
220-46740014 PHOTOCOPIES	\$1,330.97	\$1,700.00
220-48040010 MISCELLANEOUS REVENUE	\$0.00	\$0.00
220-48140001 INTEREST INCOME	\$177.00	\$225.00
220-48340001 PROPERTY SALES	\$0.00	\$0.00
220-48540070 DONATIONS	\$337.16	\$0.00

10



**1030243: Waunakee Library Forever Fund**

3/1/2019 To 3/31/2019

**Balance**

Beginning Balance 269,537.54

**Contributions/Gifts**

Contributions\* 0.00

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

Transfers In 0.00

**0.00**

**Portfolio Gains (Losses)**

Investment Results, Net Of Fees 2,207.60

**2,207.60**

**Grants/Distributions**

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (224.61)

**(224.61)**

**Ending Balance**

**\$271,520.53**

**Cash Available for Grants as of 3/31/2019**

**\$9,946.89**

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## **Library Activity Report**

**Erick Plumb**

**May 2019**

- The Library has hired Waunakee resident Jeff Curwick as our first-ever Building Maintenance Supervisor. We received a dozen applications for the position. We interviewed four candidates with Jeff as the consensus choice of the interview team. Jeff is currently head of maintenance and custodial services at an elementary school in Middleton, and has had several similar positions in the Middleton-Cross Plains School District. He will begin his duties on July 1, shadowing Duane Statz at the Village Center and acquainting himself with the new library building ahead of our move in mid-to-late July.
- Despite the threat of snow (!) impacting our annual STEM Day on April 27, we drew over 250 people to the Waunakee High School where they enjoyed hands-on activities and displays. OPN's virtual reality tour of the new library stands out among the many impressive activities. Great job by Cindy Jensen and the rest of the staff for once again coordinating a terrific event.
- The Plan Commission discussed the current library site at their meeting on May 13. I've included Kevin Even's summary sheet and report from MSA from that meeting in the Library Board packet. The Village is looking to garner input from surrounding property-owners and residents on the best use for the building and site with the least amount of impact on the neighborhood.
- We will be holding our first event at the new Library for donors to the capital campaign on the evening of Tuesday, July 30 at 6:00 PM. The evening will include refreshments, brief remarks, and tours of the building.
- We are scheduled for opening to the public on Thursday, August 1. We will have a ribbon-cutting and brief program followed by a three-to-four hour public open house where the public will be given tours of the building to become acquainted with our new home. No regular library business will be conducted. We will likely have some food options, and some other surprises. We would open for regular business at 9 AM on Friday, August 2.

### **Youth Services Report by Brittany**

In April we finished up the Picture Book City project that began in December. All of our books have been relabeled and categorized in neighborhoods, such as "Things that Go," "Concepts," or "Growing Up." It's simpler for staff and patrons alike to find books on particular subjects that are continually sought out. We were also able to discard just over 1000 picture books, which ensures that in the new library we will have a much more browsable collection and many more face-out displays. The bulk of our storytimes wrapped up for the month as well leaving May wide open for school visits and summer planning. Angie had a very successful teen program:

"Junk Food Olympics." She had 20 teens on the Saturday of prom that will now be an annual tradition.

### **Adult Services Report by Courtney**

In April, I hosted 3 programs and the Ales and Tales bookclub. I drafted letters to previous All Around Town participants to send and ask for their participation again. I met with John from the Lodi Library to discuss designing the library trail at the new library. I finalized more specifications for the new "Spaces" product. I began designing adult summer reading materials and reached out to Kwik Trip for monthly gift card prizes. April was Food for Fines and it was a success. We collected about 350 items for donation to the Waunakee Food Pantry.

### **Erick's Meetings and Appearances in April**

- Library construction meeting with Vogel Bros., April 2, 16, and 30
- Village Department heads, April 2
- Rotary Board of Directors, April 2
- TDS site walk through, April 3
- Thyse, April 4
- Rotary, April 4, 11, 18
- DCL Director Tracy Herold, April 8
- Vogel & OPN re: projector screens, April 9
- Library Board, April 19
- Staff walk-through of new library, April 19
- Todd Schmidt, April 23
- Friends of the Library, April 25
- Library Building Maintenance Supervisor interviews, April 29, 30, May 1
- Library Management Team, April 30
- Village Hall staff walk through, April 30



# Meeting & Study Room Policy - DRAFT

As a public institution, the Waunakee Public Library encourages use of its meeting rooms by community groups and community members. The Waunakee Public Library offers rooms of various sizes and features for use by small to large groups. The Library offers two large meeting rooms for rent, and two smaller meeting rooms that are available for reservation. The library also offers nine study rooms for individual or small group use.

Meeting rooms are made available to the public regardless of the beliefs or affiliations of individuals or groups requesting their use, and use of the library's rooms does not constitute the Waunakee Public Library's endorsement or advocacy of a meeting's content or an individual/group. Library meeting room use may include content that may be unorthodox, unpopular with the majority, or controversial in nature. The library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights.

The library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with library policies. The Waunakee Public Library's Behavior Policy applies to programs or meetings held within meeting and study rooms at all times. Use of meeting and study rooms should not interfere with the normal functions of the library or use by library customers. Library staff will have free access to rooms at all times. Exceptions to the Meeting Room Policy may be made at the discretion of library management.

## General Guidelines

### **Hours**

A meeting is to take place during regular library hours and must end 15 minutes before the library's scheduled closing time. Exceptions may be made for events held in Community Hall and the Board Room with the approval of library management.

### **Reservation Priorities for all spaces except Community Hall**

Groups must complete a Room Reservation Form in print or on the Library's website to reserve or rent a Meeting Room (see Meeting Room Reservation Form). Reservations must be made by a responsible member of the organization, over 18 years old, who will see that all the regulations are followed. If more than one group requests a room for the same time, priority will be given as follows:

1. Library programming or library-related meetings;
2. Other organizations in order by date of application and payment received.

Rooms may be reserved no more than 90 days in advance of the meeting date. Exceptions are made for private events in the Community Hall. Exceptions are also made for library-sponsored programs and meetings of Village of Waunakee government. The Library reserves the right to pre-empt reservations; however, the Library will not pre-empt within 2 weeks of the scheduled meeting date.



The library reserves the right to close and cancel use of its meeting rooms in the event of an emergency or due to weather conditions.

### **Limitations**

Meeting rooms may *not* be used for:

- Sales or promotional meetings by for-profit companies.
- Programs which promote one political candidate or party; however, informational programs that present a variety of viewpoints are permitted.
- Programs for which there is an admission charge or ones designed as fund-raisers, except by prior permission of the Waunakee Public Library Board.
- Any purpose which may interfere with the regular operation of the library.
- Meetings with people under 18 years of age without adult supervision.
- Storage of materials or equipment.

### **Conditions for Use**

User and attendees will:

- Not disrupt the use of the library by others.
- Set up and return room to its former arrangement when finished.
- Put all refuse in trash receptacles provided.
- Affix nothing to walls without approval of library management.
- Not block fire exits in any way.
- Not exceed designated maximum room capacity.
- Leave area in good condition.

Persons attending meetings are subject to library rules, regulations, and policies. Groups who disturb library activity or library users will be denied future use of meeting rooms. Library staff may enter and remain in a meeting room at any time during a meeting.

### **Equipment**

Users are responsible for any damage to Library-owned equipment or furniture. The Library is not responsible for any damage to equipment brought into the building.

### **Hold Harmless Agreement**

User must abide by rules stated in this policy, indemnify the library from any damage caused by user, and hold the Library, the Village of Waunakee and its employees, free from any liability.

### **Disclaimer**

The fact that a group is permitted to use a library meeting room does not in any way constitute endorsement of the group's policies or beliefs by the Library. No advertisements or announcements implying such endorsements will be permitted. The Library Director or his/her designee may consider exception(s) to any aspect of this policy.

## **Available Meeting Rooms at the Library**

### **Available for Rent**

*Please see 2019 Fee Schedule for Room Rental Fee Rates*

#### **Board Room**

Located on the first floor, the Board Room offers a formal meeting space for groups up to twenty. Amenities include a large conference table, and a video display monitor for usage with personal devices.

Users may bring in their own food or beverage, however all food preparation must be done in advance of using the room. Equipment intended to heat or keep foods warm is not allowed without approval of Library management. Cold beverages and hot beverages that do not require heating are allowed. Alcoholic beverages are not permitted.

#### **Community Hall**

Community Hall offers several seating configurations for large group gatherings. Community Hall accommodates 72 people in classroom-style, 96 people in banquet set-up, and 140 in auditorium-style layout. Amenities include a full audiovisual system, lectern, microphones, and access to the Patio. Community Hall also features a Warming Kitchen which is available for an additional fee. Community Hall and the Warming Kitchen are available during non-library hours.

Events using Community Hall also have access to the Patio, weather permitting. As a public outdoor space, however, the Library cannot guarantee exclusive use of any outdoor space.

Community Hall may be rented for events eighteen (18) months in advance. A deposit is required upon booking the room.

#### **FOOD**

1. Food can be prepared off-site and served at no additional charge to the renter.
2. Renters wishing to serve their own food to their guests and make use of the kitchen may do so by paying the kitchen rental fee. Included in this fee is the use of all major kitchen equipment.
3. A listing of pre-approved caterers is available for your use. The use of an outside caterer must be approved with the completion of the catering application. All caterers must provide proof of applicable licenses and insurance and must agree to pay a catering fee equal to 10% of the renter's bill. This fee may be passed on to the renter.

#### **ALCOHOL**

1. Cash bar/alcohol sales are not allowed in our facility.
2. Assistance from one of our pre-approved beverage vendors is recommended for all larger events. All beverage vendors must provide proof of applicable licenses and



insurance and agree to pay a catering fee equal to 10% of the renter's bill. This fee may be passed on to the renter.

3. Renters are allowed to bring and serve alcohol to their guests as long as it is a private event, the amenity is provided free of charge to the guests, it is an invitation only event and the renter accepts complete responsibility for the service of alcohol as well any issues that may arise from it. There is an additional fee charged for renters serving alcohol at their event.

## **Rooms Available for Reservation at No Cost**

### **Living Room**

Located off the Lobby, the Living Room provides a flexible space for up to 15 people. The room includes a variety of seating, a fireplace, and a video display monitor for usage with personal devices.

Users may bring in their own food or beverage, however all food preparation must be done in advance of using the room. Equipment intended to heat or keep foods warm is not allowed without approval of Library management. Cold beverages and hot beverages that do not require heating are allowed. *Alcoholic beverages for private events are not permitted without the permission of the Library Board and a fee of \$25 will be charged for meetings serving alcoholic beverages.*

### **Small Conference Room**

Located off the Lobby, the Small Conference Room provides a small conference table and seating for up to 6. A video display monitor is included for usage with personal devices.

Users may bring in their own food or beverages for meetings, however all food preparation must be done in advance of using the room. Equipment intended to heat or keep foods warm is not allowed without approval of Library management. Cold beverages and hot beverages that do not require heating are allowed. Alcoholic beverages are not permitted.

### **Study Rooms**

There are nine study rooms in the Library. Two are located in the Children's Area on the first floor. Seven study rooms are located on the second floor. Study Rooms can accommodate one to three people. Study Rooms are available on a first-come, first-served basis; however, library users may reserve the use of a study room in advance on the library's website. The Library may limit Study Room usage to two hours per session, depending upon availability.

## Proposed Rental Fee Table – new Waunakee Public Library

<b>Rental Fee table</b>			
	<u>Monday through Friday</u> (Four hour time Limit)	<u>Friday Evening and Saturday</u> (Six Hour Time Limit)	<u>Sunday</u> (Six Hour Time Limit)
	<u>Board Room</u> \$25.00	<u>Board Room</u> \$25.00	<u>Community Hall</u> \$250.00
	<u>Community Hall</u> \$125.00	<u>Community Hall</u> \$400.00	
Additional Hours	\$50 per additional hour over four hour time limit	\$100 per additional hour over six hour time limit	\$100 per additional hour over six hour time limit
Warming Kitchen Fee	\$25.00	\$40.00	\$25.00
Caterer's Fee	10% of total bill (excluding tax, service, and gratuity) Caterers must be pre-approved. This fee takes the place of the Kitchen Fee.		
Alcohol Service Fee	\$100.00	\$100.00	\$100.00
Contact Library Staff for AV equipment pricing			
Pricing effective August 1, 2019			

*All fees waived for meetings involving library-related organizations and meetings of local, state, federal agencies.*



## RENTAL FEE TABLE

	<u>Monday through Friday</u> (*Four Hour Time Limit)	<u>Friday Evening and Saturday</u> (*Six Hour Time Limit)	<u>Sunday</u> (*Six Hour Time Limit)
<u>Waunakee Resident Users</u> Must have a current address within the Village of Waunakee.	<u>Conference Room</u> \$25.00 <u>Activity Room/Studio</u> \$35.00 <u>Community Rooms A, B or C</u> \$55.00 <u>Large Room A, B and C together</u> \$150.00	<u>Conference Room</u> \$25.00 <u>Activity Room/Studio</u> \$55.00 <u>Community Rooms A, B or C</u> \$175.00 <u>Large Room A, B and C together</u> \$500.00	<u>Conference Room</u> \$25.00 <u>Activity Room/Studio</u> \$45.00 <u>Community Rooms A, B or C</u> \$110.00 <u>Large Room A, B and C together</u> \$300.00
<u>Non-Resident Users</u> All users outside the Village of Waunakee.	<u>Conference Room</u> \$35.00 <u>Activity Room/Studio</u> \$70.00 <u>Community Rooms A, B or C</u> \$90.00 <u>Large Room A, B and C together</u> \$250.00	<u>Conference Room</u> \$35.00 <u>Activity Room</u> \$90.00 <u>Community Rooms A, B or C</u> \$250.00 <u>Large Room A, B and C together</u> \$700.00	<u>Conference Room</u> \$35.00 <u>Activity Room/Studio</u> \$80.00 <u>Community Rooms A, B or C</u> \$170.00 <u>Large Room A, B and C together</u> \$500.00
<u>Additional Hours</u>	\$50.00 per additional hour over four hour time limit.	\$100.00 per additional hour over six hour time limit.	\$100.00 per additional hour over six hour time limit.
<u>Kitchen Fees</u>	\$35.00 - Resident \$50.00 - Non-Resident Fee for the use of the catering kitchen.	\$50.00 - Resident \$100.00 - Non-Resident Fee for the use of the catering kitchen.	\$35.00 - Resident \$50.00 - Non-Resident Fee for the use of the catering kitchen.
<u>Caterer's Fee</u>	10% of the total bill (excluding tax, service, and gratuity) Caterers must be pre-approved. This fee takes the place of the kitchen fee.		
<u>Alcohol Service Fee</u>	Charged to renters serving alcohol without the use of a beverage vendor.	2 rooms - \$100.00 3 rooms - \$150.00	2 rooms - \$75.00 3 rooms - \$100.00
<u>Gym Rental</u>	Residents - \$50.00/hour Non-Residents - \$80.00/hour	Residents - \$50.00/hour Non-Residents - \$80.00/hour	Residents - \$50.00/hour Non-Residents - \$80.00/hour
<u>AV Equipment</u>	Contact Village Center staff for pricing		
<b>Pricing effective January 1, 2017</b>			

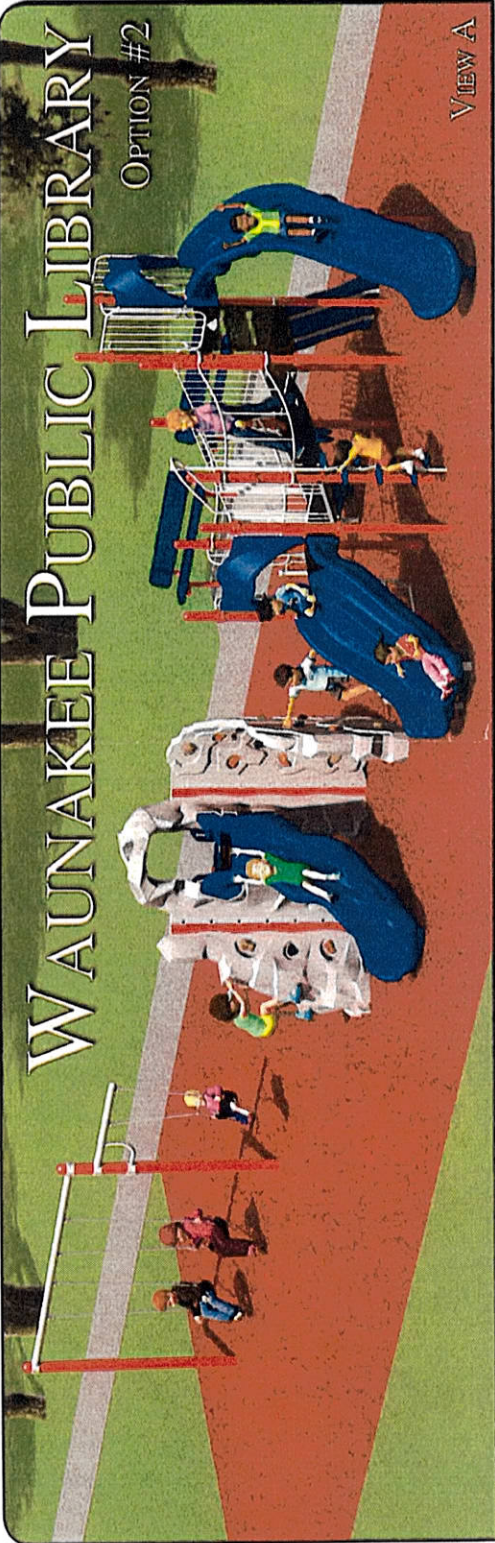
19



# WAUNAKEE PUBLIC LIBRARY

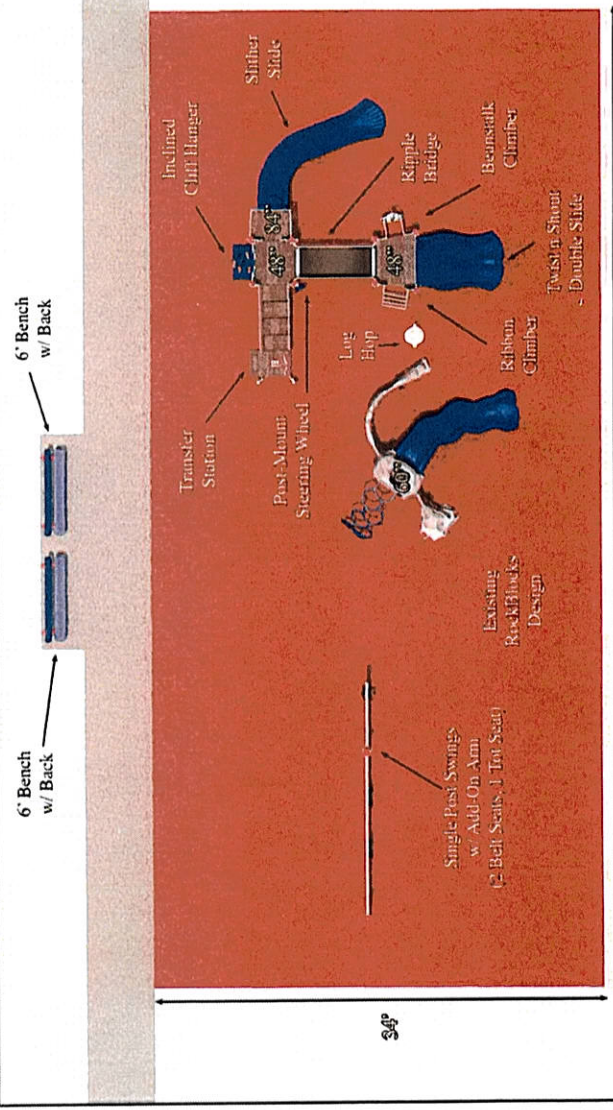
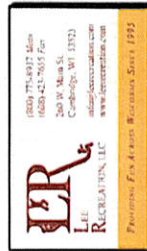
OPTION #2

VIEW A



Drawing #: PW092818-2  
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 Age Range: 5 to 12  
 # of Users: 30  
 # of Active Play Events: 12  
 Colors: Blue, Red, and Graystone

ASTM F1487-17: **X**  
 CPSC Pub. 325: **X**  
 ADA: **X**  
 IPEMA: **X**



OVERVIEW



**PLAN COMMISSION SUMMARY SHEET**

**MEETING DATE:** 05/13/2019

**ITEM:** NEW BUSINESS

**TITLE:** Discussion of Public Input Process for the Former Public Library Site

**ISSUE SUMMARY:** The Village has been pursuing a new use for the former library site on South Street. Staff would like to get input from the public on some of the proposed uses and the possibility of rezoning for a broader list of possible uses with minimal impact on the current neighborhood.

**STAFF RECOMMENDATION:** Staff would get input from the adjacent neighborhood about potential uses for the property and rezoning of the property. See the attached report from Jason regarding potential re-uses for the site. We would report back the findings of the neighborhood input process to the Plan Commission and schedule a public forum for all of the public to provide input.

**RECOMMENDED MOTION:** Direct staff to proceed with gathering information from the adjacent neighborhood and report back to the Plan Commission.

**ATTACHMENT(S):** Memo from MSA regarding the site.

**FOR MORE INFORMATION CONTACT:** [kevin@waunakee.com](mailto:kevin@waunakee.com) or (608) 849-6276





# MSA Memo

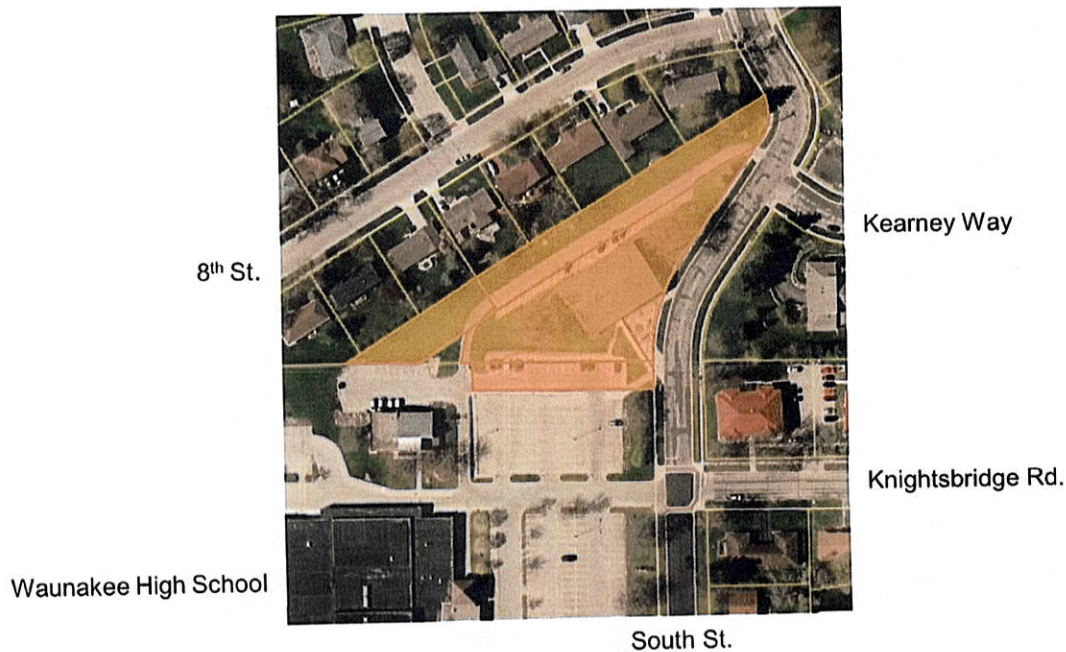
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**To:** Village of Waunakee Plan Commission  
**From:** Jason Valerius, AICP  
**Subject:** Future Use Options for the Old Library Site  
**Date:** May 3, 2019

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### Request

The Village is considering future use options for the Waunakee Public Library site at 710 South St. A new library is currently under construction. The current library is a 1-story structure with a walk-out basement level accessible from a rear parking lot. The site is comprised of four parcels owned by the Village totaling 74,600 SF, or 1.7 acres. There is a drainageway running along the north edge of the site and the lower parts of the site, including the rear parking lot, appear to be in a floodplain. The site is zoned Institutional.



**MEMO**

May 3, 2019

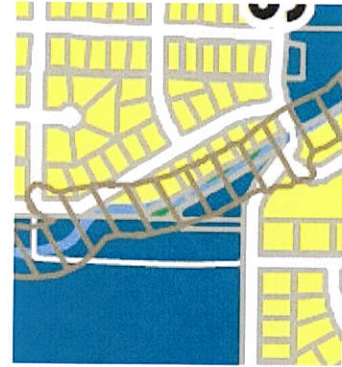
**Village Comprehensive Plan**

The Comprehensive Plan identifies this site as Institutional. The plan anticipated situations such as this, and includes the following text on page 74:

*2. If a site designated for institutional use is no longer needed for that purpose, it is acceptable to allow other uses on that site that are compatible with the adjoining uses, generally including any of the adjoining uses. Approval of such other uses would not require an amendment to the future land use map.*

The adjoining uses include institutional (the High School), residential (single family homes to the north, multifamily to the east), and a preschool to the northeast. The lands to the north and east are planned for Community Residential, and the plan describes the uses appropriate in those areas. Besides various types of residential use, the plan includes the following policy on page 73:

*9. Limited professional offices and services, such as day care centers, may be allowed in the Community Residential Planning Areas provided such uses are not incompatible with adjoining residences and all parking areas are screened from adjacent residences. The O-1 Office Zoning District was specifically created to allow limited professional offices and services within predominantly residential neighborhoods.*

**MSA Recommendation**

A variety of uses could be appropriate on this site, either by using the existing building or by redeveloping the site for a new use. Any residential use could be appropriate, though I advise against single-family given that most of the surrounding uses are more intensive and it is an awkward site for that use. Office or professional service uses are appropriate, including everything described in the O-1 zoning district such as dental, legal or insurance services. I also think that certain commercial uses could be appropriate if similar to daycare or professional offices as permitted in O-1 in terms of traffic generation, signage, etc. Any rezoning to a commercial district would need to include some sort of deed restriction or other instrument to tightly control its potential use with that zoning.

Sincerely,  
MSA Professional Services, Inc.

Jason Valerius, AICP  
Consultant Planner



Sec. 133-396. - Intent.

The O-1 Limited Office-Residence District is established to allow professional and business office uses that are highly compatible with residential uses to locate adjacent to residentially zoned properties and is intended to promote more efficient transportation patterns, decrease motor vehicle traffic, and provide neighborhoods with convenient access to services provided by professional and business offices. O-1 districts are intended to be dispersed zones of 0.5 to 2.5 acres total size that support small clusters of business and professional office uses and are located only in neighborhoods where other properties that may be utilized for professional or business offices are not easily accessed.

(Code 1998, § 106-416; Ord. No. 97-11, § 13-1-30(a), 11-3-1997)

Sec. 133-397. - Restriction on rezoning for O-1 use.

In order to promote the health, safety and general welfare of the residents of the village through appropriate land use patterns, reclassification of parcels to an O-1 designation shall be limited to, those parcels that are consistent with the intent and meet the requirements of the O-1 Limited Office-Residence District and general purposes of zoning and whose boundary line, unless adjacent to a zoning district that allows business and professional office uses, is not less than five-tenths mile from a boundary line of a nonresidential district that allows business and professional office uses.

(Code 1998, § 106-417; Ord. No. 97-11, § 13-1-30(b), 11-3-1997)

Sec. 133-398. - General conditions.

All uses in the O-1 Limited Office-Residence District are subject to the following conditions:

- (1) *Restricted uses.*
  - a. Principal O-1 district uses shall be limited to professional and business office uses that are reasonably likely to provide regular service to the neighborhood in which it is located;
  - b. An authorized O-1 district use may utilize motor vehicles in the conduct of its business or service so long as the majority of the substantive work or labor is conducted at the O-1 site;
  - c. All business and servicing, except for temporary off-street parking and off-street loading, shall be conducted within completely enclosed buildings;
- (2) *Size of permitted vehicles.* All motor vehicles used in the conduct of a permitted or conditional use listed under this division shall have a licensed gross vehicle weight capacity not greater than 8,000 pounds;
- (3) *Parking.* All motor vehicles, other than automobiles, used in the conduct of a permitted or conditional use listed under this division shall be parked in a completely enclosed building when such parking is for a period greater than one hour. Parking areas shall be fully screened from abutting residentially zoned properties and shall be separated from abutting residentially zoned properties by a green space buffer equal to or greater than ten feet;
- (4) *Signs.* All illuminated, neon or flashing signs of any type are prohibited. All sign materials and finishes shall be compatible with residential properties. All signs shall be equal to or less than 30 square feet. Detached signs shall be less than eight feet in height;
- (5) *Accessory buildings.* Detached accessory buildings of any size are prohibited in the O-1 district.



Sec. 133-399. - Permitted uses.

The following uses are allowed as permitted uses in the O-1 Limited Office-Residence District:

- (1) Legal services;
- (2) Investment counseling services;
- (3) Residential real estate sales and management services;
- (4) Direct medical, dental or optical patient care services;
- (5) Insurance services;
- (6) Tax and accounting services;
- (7) Financial services, excluding drive-in banking, check cashing and similar services;
- (8) Accessory uses customary with and incidental to an authorized principal use;
- (9) Other professional and business office uses that are not enumerated but are closely similar thereto, as determined in part by the intent of the O-1 district, provided that they are not specified elsewhere in this chapter as requiring a special or conditional use permit.

(Code 1998, § 106-419; Ord. No. 97-11, § 13-1-30(d), 11-3-1997)

Sec. 133-400. - Conditional uses.

The following are allowed as conditional uses in the O-1 Limited Office-Residence District, subject to review under article V of this chapter:

- (1) Communications transmitting towers, receiving towers, relay or microwave towers;
- (2) Utilities facilities and substations;
- (3) Family counseling services.

(Code 1998, § 106-420; Ord. No. 97-11, § 13-1-30(e), 11-3-1997)

Sec. 133-401. - Height and area requirements.

Height and area requirements for the O-1 Limited Office-Residence District are as follows:

- (1) *Maximum building height.* The maximum building height for the principal building shall be 35 feet; for a detached accessory building, the height shall be 15 feet.
- (2) *Setbacks.* Setbacks shall be as follows:
  - a. Front yard, 20 feet;
  - b. Rear yard, 35 feet;
  - c. Side yard shall be as follows:
    1. Twelve feet on each side for a building 20 feet or under in height;
    2. Eighteen feet on each side for a building over 20 feet and less than 35 feet in height;
    3. Thirty feet on each side for a building 35 feet or over in height.
- (3) *Minimum lot area.* The minimum lot area shall be 10,000 square feet.

- (4) *Minimum lot width.* The minimum lot width shall be 80 feet.
- (5) *Maximum gross floor area.* The maximum gross floor area per principal building shall be 8,500 square feet.
- (6) *Maximum floor area ratio.* The maximum floor area ratio shall be 0.30.
- (7) *Minimum separation.* On lots with more than one principal building, buildings shall be separated by a minimum separation distance equal to the sum of the required side yard for each building.

(Code 1998, § 106-421; Ord. No. 97-11, § 13-1-30(f), 11-3-1997)

Secs. 133-402—133-430. - Reserved.

DIVISION 11. - O-2 BUSINESS AND PROFESSIONAL OFFICE DISTRICT

Sec. 133-431. - Intent.

The O-2 Business and Professional Office District is established to provide for the development of business and professional office areas that will be open to or visited by the general public for the purpose of receiving or disbursing goods and services and shall serve as a transition district between residential and commercial land uses.

(Code 1998, § 106-451; Ord. No. 97-11, § 13-1-31(a), 11-3-1997)

Sec. 133-432. - General conditions.

All uses in the O-2 Business and Professional Office District are subject to the following conditions:

- (1) *Restricted uses.* All business and servicing, except for temporary off-street parking and off-street loading, shall be conducted within completely enclosed buildings;
- (2) *Parking.* All parking of trucks used in the conduct of a permitted or conditional use listed under this division shall be within a completely enclosed building when such parking is for a period greater than one hour and such parking is within 150 feet of a residence district boundary line. Parking areas shall be fully screened from abutting residentially zoned properties and shall be separated from abutting residentially zoned properties by a green space buffer of at least ten feet;
- (3) *Accessory buildings.* Any building greater than 750 square feet shall be considered a principal building.

(Code 1998, § 106-452; Ord. No. 97-11, § 13-1-31(b), 11-3-1997)

Sec. 133-433. - Permitted uses.

The following uses are allowed as permitted uses in the O-2 Business and Professional Office District:

- (1) Any use allowed as a permitted use in the O-1 district;
- (2) Other professional and business office uses, provided that they are not specified elsewhere in this chapter as requiring a special or conditional use permit.

(Code 1998, § 106-453; Ord. No. 97-11, § 13-1-31(c), 11-3-1997)

The following are allowed as conditional uses in the O-2 Business and Professional Office District subject to review under article V of this chapter:

- (1) Any use allowed as a conditional use in the O-1 district;
- (2) Financial institution drive-in facilities;
- (3) Day care centers or preschools, provided that, in addition to other conditions that may be placed upon the establishment, location, construction, maintenance or operation of such a facility pursuant to article V of this chapter, the facility shall include safe and adequately sized parking and loading/unloading areas, fences and play areas;
- (4) Dwelling units located within a building used for office purposes other than on the ground floor;
- (5) Churches or other places of indoor religious assembly;
- (6) Hospitals, clinics or nursing homes;
- (7) Communications transmitting towers, receiving towers, relay or microwave towers;
- (8) Utilities facilities and substations.

(Code 1998, § 106-454; Ord. No. 97-11, § 13-1-31(d), 11-3-1997)

Sec. 133-435. - Height and area requirements.

Height and area requirements in the O-2 Business and Professional Office District are as follows:

- (1) *Maximum building height.* The maximum building height for the principal building shall be 45 feet; for a detached accessory building, the height shall be 20 feet.
- (2) *Setbacks.* Setbacks shall be as follows:
  - a. Front yard, 20 feet;
  - b. Rear yard, 35 feet;
  - c. For the principal building, the side yard shall be as follows:
    1. Twelve feet on each side for a building 20 feet or under in height;
    2. Eighteen feet on each side for a building over 20 feet and less than 35 feet in height;
    3. Thirty feet on each side for a building 35 feet or over in height;
  - d. Side and rear yard, detached accessory building, three feet on each side.
- (3) *Minimum lot width.* The minimum lot width shall be 80 feet.
- (4) *Minimum separation.* On lots with more than one building, there shall be a minimum separation distance between buildings equal to the sum of the required side yard for each building.
- (5) *Floor area ratio.* The maximum floor area ratio shall be 0.40.

(Code 1998, § 106-455; Ord. No. 97-11, § 13-1-31(e), 11-3-1997)

Secs. 133-436—133-453. - Reserved.





**Former Library Site**  
710 South Street



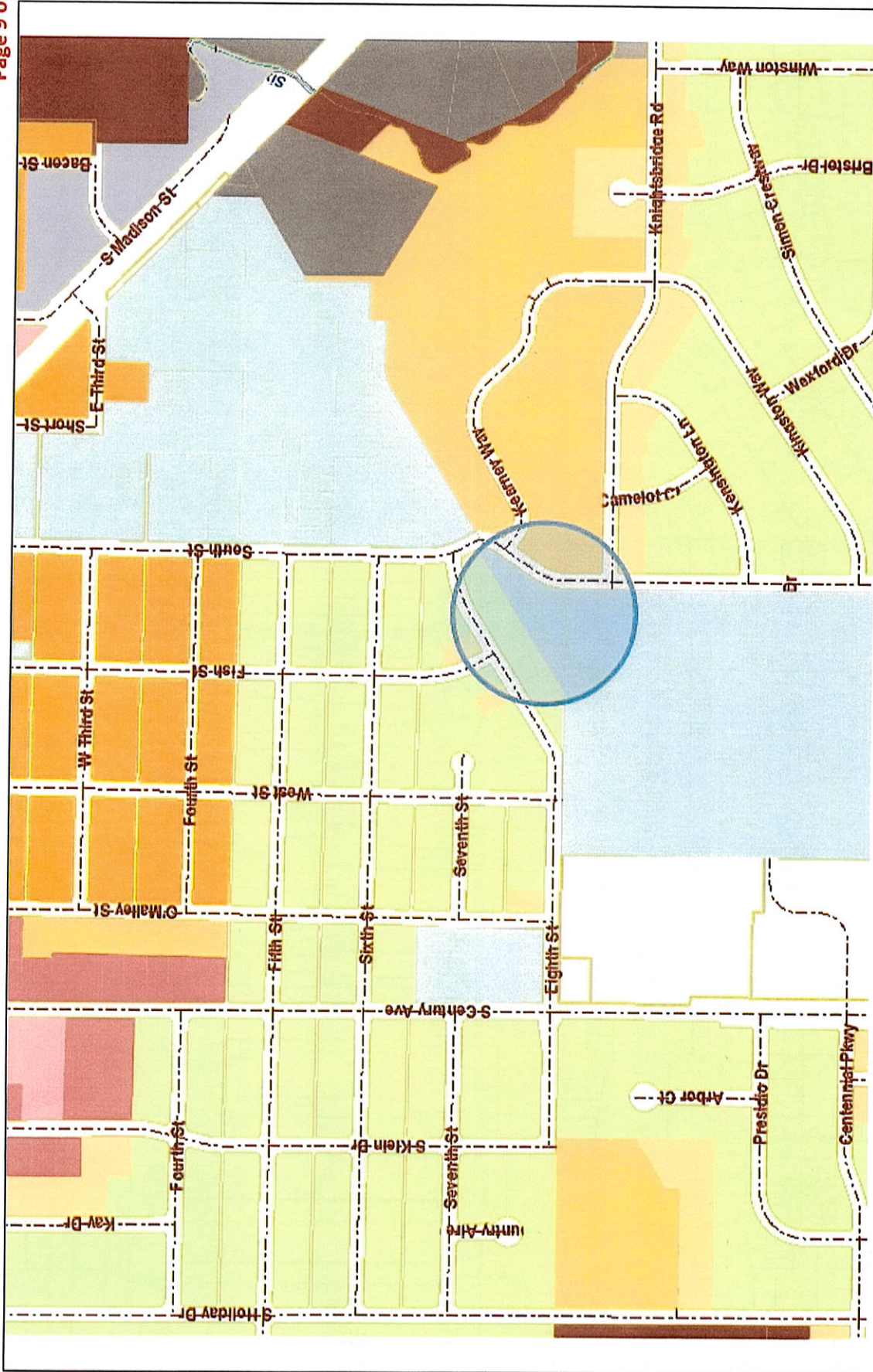
SCALE: 1" = 65'

DISCLAIMER: The Village of Waunakee does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.

**VILLAGE OF WAUNAKEE**  
500 W. Main St  
Waunakee, WI 53597  
(608) 850-8500

Print Date: 4/25/2019





**Former Library Site**  
Zoning Map



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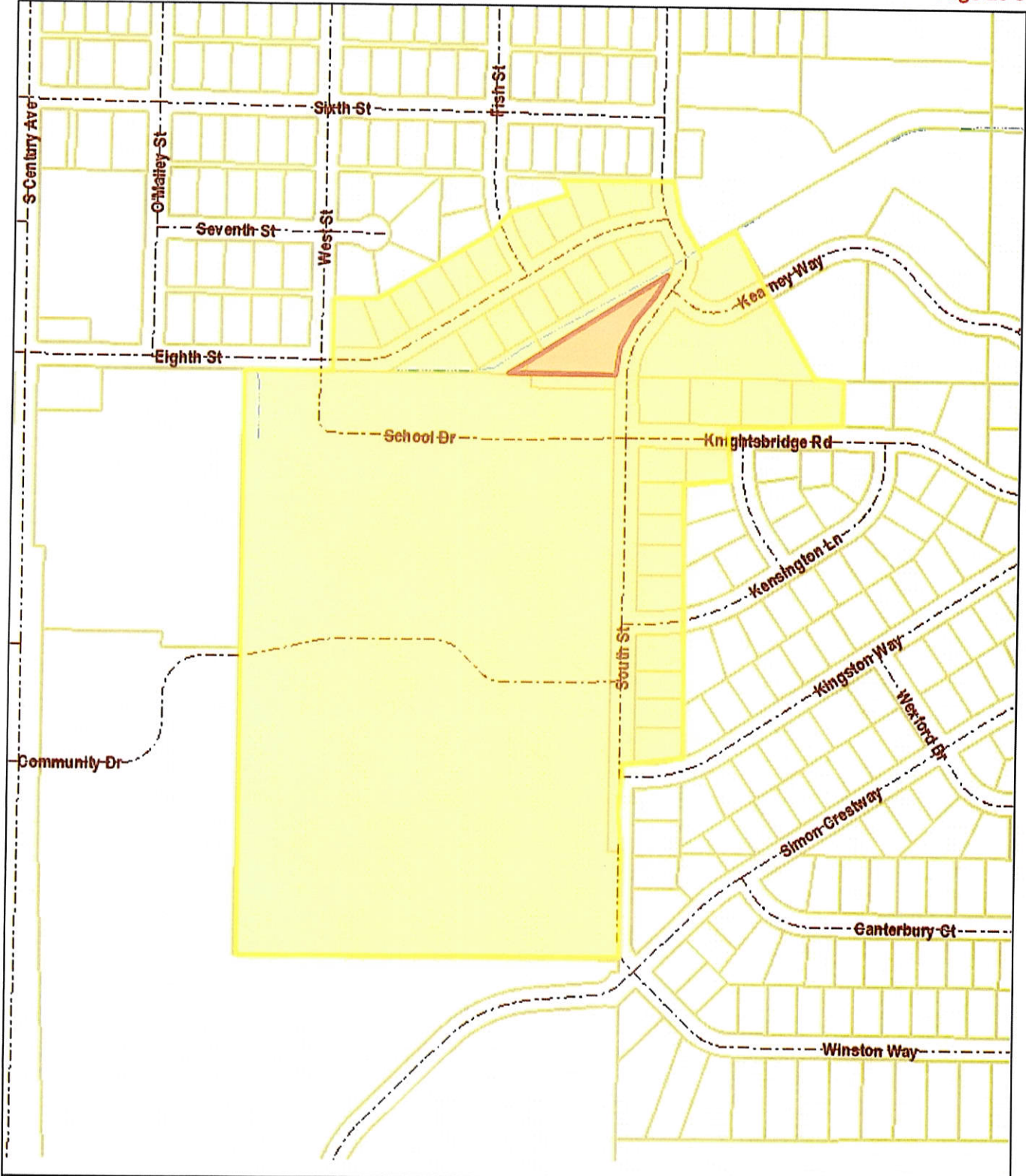
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**VILLAGE OF WAUNAKEE**  
500 W. Main St  
Waunakee, WI 53597  
(608) 850-8500

Print Date: 4/25/2019

30





Former Library Site



VILLAGE OF  
 WAUNAKEE  
 500 W. Main St  
 Waunakee, WI 53597  
 (608) 850-8500

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Print Date: 5/8/2019

# WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

April 2019

	2019			2018		% Change Prev Month	% Change Prev Year	YTD % Change
	April	Prev Month	Yr-to-date	April	Yr-to-date			
# of Days Library was open	26	26	101	25	102	0.0%	N/A	N/A
<b>CIRCULATION</b>								
Physical circulation	19,785	20,145	78,806	19,372	76,547	-1.8%	2.1%	3.0%
Digital circulation	2,468	2,499	9,692	1,986	7,906	-1.2%	24.3%	22.6%
Library Total	22,253	22,644	88,498	21,358	84,453	-1.7%	4.2%	4.8%
<i>Per Day library was open</i>	856	871	876	854	828	-1.7%	0.2%	5.8%
Average of Deforest, Monona and Verona	28,133	30,025	113,770	27,895	115,645	-6.3%	0.9%	-1.6%
<b>By Category</b>								
Books								
Juvenile Fiction	2,035	2,050	7,972	2,107	8,105	-0.7%	-3.4%	-1.6%
Juvenile Non-Fiction	1,528	1,268	5,664	1,596	5,492	20.5%	-4.3%	3.1%
Easy Readers	1,227	1,097	4,475	1,142	4,502	11.9%	7.4%	-0.6%
Picture books	3,631	3,277	13,204	3,370	13,249	10.8%	7.7%	-0.3%
Total Juvenile	8,421	7,692	31,315	8,215	31,348	9.5%	2.5%	-0.1%
Young Adult	476	525	2,003	616	2,313	-9.3%	-22.7%	-13.4%
Adult Fiction	1,950	2,133	8,226	2,220	8,776	-8.6%	-12.2%	-6.3%
Adult non-Fiction	2,034	2,014	8,064	2,572	9,981	1.0%	-20.9%	-19.2%
Large print	583	524	2,080	363	1,542	11.3%	60.6%	34.9%
Adult Paperbacks	235	224	897	274	1,061	4.9%	-14.2%	-15.5%
Total Adult	4,802	4,895	19,267	5,429	21,360	-1.9%	-11.5%	-9.8%
Magazines	365	516	1,666	319	1,610	-29.3%	14.4%	3.5%
Audio	1,354	1,232	4,934	1,230	5,357	9.9%	10.1%	-7.9%
DVD and video	3,326	4,093	15,297	3,091	12,234	-18.7%	7.6%	25.0%
Software	38	37	134	32	120	2.7%	18.8%	11.7%
Kits	854	979	3,546	912	3,813	-12.8%	-6.4%	-7.0%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	69	66	252	67	267	4.5%	3.0%	-5.6%
E-books	2,468	2,499	9,692	1,986	7,906	-1.2%	24.3%	22.6%
% of total circulation	11.1%	11.0%	11.0%	9.3%	9.4%	0.5%	19.3%	N/A
<b>PROGRAMS</b>								
Children								
Number	43	37	153	43	161	16.2%	0.0%	-5.0%
Attendance	1,315	1,086	4,226	1,459	4,831	21.1%	-9.9%	-12.5%
Young adult								
Number	4	5	21	3	12	-20.0%	33.3%	75.0%
Attendance	30	25	254	10	41	20.0%	200.0%	519.5%
Adult								
Number	10	13	31	10	31	-23.1%	0.0%	0.0%
Attendance	122	309	499	99	380	-60.5%	23.2%	31.3%
<b># OF USES OF PUBLIC COMPUTERS *</b>	7,035	6,563	25,865	5,952	19,488	7.2%	18.2%	32.7%
<b># OF VISITORS TO LIBRARY</b>	11,712	13,612	48,692	11,717	46,637	-14.0%	0.0%	4.4%