I.   **Call to order**: Jean called the meeting to order at 7:46 AM

II.   **Roll call:** Present: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Gary Herzberg, Mike Ricker, Cindy Turner, Geoff Vine, and Erick Plumb, Director

III.   **Additions to agenda: none**

IV.   **Approval of consent agenda-** Mike moved, Geoff seconded, Passed.
Tutor.com- Usage will be evaluated prior to renewal of subscription.

V.   **Public comment-** none

VI.   **Library Director's Report –** Erick reported on the three sectionals he attended at the Wisconsin Library Association annual conference. The full director's report including youth service and adult service sections was included in the Board packet.

VII.   **Old Business**

A. **Architecture Committee Report- Geoff Vine**

Geoff and Erick highlighted the unanimous approval by CARPC (Capital Area Regional Planning Commission) of the new library site plan. The DNR signed off on the wetland fill permit as well, both allowing a new roadway to be constructed between the parking lot and Pleasant Drive. The next meeting with OPN is Tuesday, October 24th at the Village Center, Rm. B. The design meeting is open to the full Board at 2:30 PM. Jean will post the meeting. Geoff expects the bid process to begin in February 2018.

B. **Capital Campaign Committee- Annie Ballweg**

The capital campaign continues with great success. Pledges currently are at $1,075,000.

Three fund raising activities were noted; American Family Executives fund raising party on October 22nd, 100 Woman in Waunakee Event on November 2nd at Lone Girl and the pledge by an anonymous donor to match the pledges of 20 new donors making a $5,000 or greater donation with a $5,000 match.

The launch of the public phase and a public announcement will take place on Wednesday, November 15th at 11:30 AM in the programming room of the WPL. The Library Board is invited as well as members of the Waunakee Village Board, and Westport Town Board.

A direct mailing to all households will take place on November 23rd.

VIII. **New business**
    A. McDonald Schaefer- The current contract with McDonald Schaefer through December 31, 2017 at $7,800 per month was approved on a motion by Jean and second by Cindy. Further services by McDonald Schaefer will be evaluated during the December meeting with the open possibility of contracting for reduced projects such as grant writing. The active capital campaign should be wrapped up by the end of 2017.
    B. Circulation Policy- Approved on a motion by Jean and second by Mike. The policy was included in the packet and is posted on the WPL website along with the eleven other policies approved in 2017. (Waunakee Public Library. About Us. Library Policies)
    C. Approve $6,000 from Forever Fund to Purchase Book Bike- Approved $5,224.00 from the Forever Fund to purchase a MS Pedicab Model:MS Pedal Pick-Up from Main Street Pedi-Cabs, Inc. Motion by Jean, second by Kathy, passed.
    D. Meeting dates and times for 2018 Library Board meetings. The Board agreed that the monthly day would now be the 3rd Friday at 7:45 AM starting on January 19, 2018.
IX.   Adjourn: The meeting was adjourned at 8:47 AM on a motion by Jean, second by Gary.

Next Library Board Meeting: Friday, November 10, 2017 at 7:45 AM at WPL Programming Room.

Respectfully submitted, Cynthia S. Turner, Trustee and Secretary

October 2017 Bills

Account	Vender	Amount
100-551400-290 -Leased Items		
	Gordon Flesch	**$112.00**
100-551400-311 – Postage		
	Post Office	**$51.50**
100-551400-320 - Pubs/Subs/Dues		
	Gitzlaff WLA Renewal	**$150.00**
100-551400-330-Library Travel/Training		
	Gitzlaff WLA Workshop	$40.00
	WLA Mileage	$147.66
	Plumb WLA	$205.00
	Gitzlaff Parking	$9.10
	Total	**$401.76**
100-551400-340 - Programs		
	Ace	2.79
	Amazon	$27.98
	Piggly Wiggly	$59.83
	Family Dollar	$11.44
	Apple iTunes	$10.54
	Total	**$112.58**
100-551400-380 – Adult Books		
	Amazon	$5.99
	Baker & Taylor	$1,432.59
	Herff Jones (yearbooks)	$55.00
	Total	**$1,438.58**
100-551400-381 – Juvenile Books		
	Amazon	
	Baker & Taylor	$1,776.11
	Total	**$1,776.11**
100-551400-384 - Digital Materials & Computer Software		
	Verizon -Hotspots	$80.02
	Amazon (e-books)	$8.98
	TBS faxing	
	Total	**$89.00**
100-551400-385 – Kit Supplies		
	Amazon	$155.81
	Walmart	
	Total	**$155.81**

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100-551400-386 – Audio Materials		
	Penguin	$467.25
	Recorded Books	$114.98
	Midwest tape	$77.94
	Total	**$660.17**

100-551400-387 – Videos		
	Amazon	$210.28
	Midwest	$140.92
	Total	**$351.20**

100-551400-390 - Other (Supplies)		
	Amazon	
	Demco	$157.75
	Office Max	$207.22
	Total	**$364.97**

100-551401-210 - Building Services			
	Coverall	$	1,293.00
	Total	**$**	**1,293.00**

100-551401-390 - Building Other		

470-551400-210 - Library Outside Services		
	McDonald Schaefer	$7,800.00
	Total	**$7,800.00**

470-551400-215 - BLD Architect		
	OPN	

220-46740011- Special Revenue Fund		
	Grand Total	**$14,606.68**

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VILLAGE OF WAUNAKEE
REVENUES AND EXPENDITURES COMPARED TO BUDGET
FOR 10 MONTHS ENDING OCTOBER 31, 2017

GENERAL FUND

		Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
100-43740020	COUNTY LIBRARY AID	$0.00	$146,829.00	$120,000.00	($26,829.00)	122.36%
100-43740091	SOUTH CENTRAL LIBRARY AID	$0.00	$635.00	$0.00	($635.00)	100.00%
100-48540070	DONATIONS - LIBRARY	$0.00	$4,116.00	$0.00	($4,116.00)	100.00%
TOTAL		$0.00	$151,580.00	$120,000.00	($31,580.00)	126.32%
TOTAL FUND REVENUES		$0.00	$151,580.00	$120,000.00	($31,580.00)	126.32%
100-551400-110	LIBRARY FULL TIME	$17,794.75	$164,629.86	$206,669.00	$42,039.14	79.66%
100-551400-120	LIBRARY PART TIME	$20,710.65	$227,702.40	$277,232.00	$49,529.60	82.13%
100-551400-121	LIBRARY OVERTIME	$0.00	$153.72	$0.00	($153.72)	100.00%
100-551400-130	LIBRARY FICA	$2,805.88	$28,599.78	$37,016.00	$8,416.22	77.26%
100-551400-131	LIBRARY RETIREMENT	$2,176.16	$21,916.90	$27,020.00	$5,103.10	81.11%
100-551400-132	LIBRARY HEALTH	$7,762.72	$79,850.75	$108,518.00	$28,667.25	73.58%
100-551400-133	LIBRARY LIFE	$43.26	$428.19	$391.00	($37.19)	109.51%
100-551400-134	LIBRARY DENTAL	$675.49	$7,290.04	$10,125.00	$2,834.96	72.00%
100-551400-217	LIBRARY SECURITY SYSTEMS	$0.00	$0.00	$325.00	$325.00	0.00%
100-551400-219	LIBRARY AUTOMATION LEVY	$0.00	$44,335.38	$44,500.00	$164.62	99.63%
100-551400-225	LIBRARY COMMUNICATIONS	$0.00	$4,942.72	$6,384.00	$1,441.28	77.42%
100-551400-290	LIBRARY LEASED ITEMS	$0.00	$909.07	$4,488.00	$3,578.93	20.26%
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	$0.00	$0.00	$2,835.00	$2,835.00	0.00%
100-551400-311	LIBRARY POSTAGE	$57.44	$634.50	$1,100.00	$465.50	57.68%
100-551400-320	LIBRARY PUBS/SUBS/DUES	$150.00	$1,285.00	$1,950.00	$665.00	65.90%
100-551400-330	LIBRARY TRAVEL/TRAINING	$287.57	$874.42	$5,320.00	$4,445.58	16.44%
100-551400-340	LIBRARY PROGRAMS	$922.66	$11,339.30	$8,200.00	($3,139.30)	138.28%
100-551400-341	LIBRARY EQUIPMENT	$0.00	$3,934.64	$2,795.00	($1,139.64)	140.77%
100-551400-380	LIBRARY ADULT BOOKS	$2,328.26	$25,338.64	$36,300.00	$10,961.36	69.80%
100-551400-381	LIBRARY JUVENILE BOOKS	$1,972.45	$15,546.28	$18,000.00	$2,453.72	86.37%
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	$0.00	$12,125.44	$14,529.00	$2,403.56	83.46%

GENERAL FUND

		Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
100-551400-384	LIBRARY COMPUTER SOFTWARE	$80.02	$9,637.20	$9,474.00	($163.20)	101.72%
100-551400-385	LIBRARY KIT SUPPLIES	$241.57	$2,758.11	$3,000.00	$241.89	91.94%
100-551400-386	LIBRARY AUDIO MATERIALS	$497.56	$6,446.28	$10,500.00	$4,053.72	61.39%
100-551400-387	LIBRARY VIDEOS	$779.76	$5,981.23	$8,500.00	$2,518.77	70.37%
100-551400-390	LIBRARY OTHER	$934.78	$8,256.47	$11,400.00	$3,143.53	72.43%
100-551400-391	LIBRARY PERSONNEL	$0.00	$46.00	$0.00	($46.00)	100.00%
100-551400-392	LIBRARY PUBLIC RELATIONS	$0.00	$126.70	$3,475.00	$3,348.30	3.65%
100-551401-110	LIBRARY BLDG FULL TIME	$82.76	$1,196.19	$0.00	($1,196.19)	100.00%
100-551401-130	LIBRARY BLDG FICA	$6.33	$89.87	$0.00	($89.87)	100.00%
100-551401-131	LIBRARY BLDG RETIREMENT	$5.63	$81.31	$0.00	($81.31)	100.00%
100-551401-132	LIBRARY BLDG HEALTH	$0.00	$385.82	$0.00	($385.82)	100.00%
100-551401-133	LIBRARY BLDG LIFE	$0.22	$2.99	$0.00	($2.99)	100.00%
100-551401-134	LIBRARY BLDG DENTAL	$0.00	$19.86	$0.00	($19.86)	100.00%
100-551401-210	LIBRARY BLDG SERVICES	$4,164.25	$19,387.31	$21,900.00	$2,512.69	88.53%
100-551401-220	LIBRARY BLDG UTILITIES	$1,147.69	$8,898.27	$12,000.00	$3,101.73	74.15%
100-551401-221	LIBRARY BLDG GAS HEAT	$22.40	$1,163.05	$2,460.00	$1,296.95	47.28%
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	$19.15	$268.51	$1,688.00	$1,419.49	15.91%
100-551401-390	LIBRARY BLDG OTHER	$0.00	$10,092.18	$350.00	($9,742.18)	2,883.48%
TOTAL		$65,669.41	$726,674.38	$898,444.00	$171,769.62	80.88%
TOTAL FUND EXPENDITURES		$65,669.41	$726,674.38	$898,444.00	$171,769.62	80.88%
NET REVENUES OVER EXPENDITURES		($65,669.41)	($575,094.38)	($778,444.00)	($203,349.62)	73.88%

VILLAGE OF WAUNAKEE
REVENUES AND EXPENDITURES COMPARED TO BUDGET
FOR 10 MONTHS ENDING OCTOBER 31, 2017

LIBRARY SPECIAL REVENUE FUND

		Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
220-46740011	PUBLIC CHARGES	$0.00	$9,787.20	$14,700.00	$4,912.80	66.58%
220-46740014	PHOTOCOPIES	$0.00	$1,755.77	$1,300.00	($455.77)	135.06%
220-48140001	INTEREST INCOME	$0.00	$175.00	$225.00	$50.00	77.78%
220-48540070	DONATIONS	$0.00	$884.66	$0.00	($884.66)	100.00%
	TOTAL	$0.00	$12,602.63	$16,225.00	$3,622.37	77.67%
TOTAL FUND REVENUES		$0.00	$12,602.63	$16,225.00	$3,622.37	77.67%
NET REVENUES OVER EXPENDITURES		$0.00	$12,602.63	$16,225.00	$3,622.37	77.67%

VILLAGE OF WAUNAKEE

TRIAL BALANCE

FOR 10 MONTHS ENDING OCTOBER 31, 2017

Account	Description	YTD ACTUAL	YTD BUDGET
220-11110	COMMINGLED CASH	$123,409.68	$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	$0.00	$0.00
220-11801	CASH ON HAND	($267.26)	$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	$1,185.00	$0.00
220-34221	DESIGNATED - SCHUBERT FUND	$540.00	$0.00
220-34300	FUND BALANCE	$109,620.22	$0.00
220-43740091	SOUTH CENTRAL LIBRARY AID	$0.00	$0.00
220-46740011	PUBLIC CHARGES	$9,787.20	$14,700.00
220-46740012	BOOK SALES	$0.00	$0.00
220-46740013	DAMAGED BOOKS	$0.00	$0.00
220-46740014	PHOTOCOPIES	$1,755.77	$1,300.00
220-48040010	MISCELLANEOUS REVENUE	$0.00	$0.00
220-48140001	INTEREST INCOME	$175.00	$225.00
220-48340001	PROPERTY SALES	$0.00	$0.00
220-48540070	DONATIONS	$884.66	$0.00

1030243: Waunakee Library Forever Fund

	9/1/2017 To 9/30/2017
Balance	
Beginning Balance	260,321.91
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	3,911.87
	3,911.87
Grants/Distributions	
Grants/Distributions	0.00
Transfers Out	0.00
MCF Support	(216.93)
	(216.93)
Ending Balance	**$264,016.85**
Cash Available for Grants as of 9/30/2017	**$6,234.00**

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT
October   2017

	2017			2016		% Change	% Change	YTD
	October	Prev Month	Yr-to-date	October	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	26	25	257	27	259	4.0%	N/A	N/A
CIRCULATION								
Physical circulation	18,719	17,896	197,353	19,906	205,777	4.6%	-6.0%	-4.1%
Digital circulation	1,808	1,690	17,688	1,221	15,184	7.0%	48.1%	16.5%
Library Total	20,527	19,586	215,041	21,127	220,961	4.8%	-2.8%	-2.7%
Per Day library was open	790	783	837	782	853	*0.8%*	0.9%	-1.9%
Average of Deforest, Monona and	28,231	27,393	297,628	31,161	310,047	*3.1%*	-9.4%	-4.0%
By Category								
Books								
Juvenile Fiction	1,810	1,713	21,399	1,975	22,214	5.7%	-8.4%	-3.7%
Juvenile Non-Fiction	1,191	997	11,777	1,007	11,094	19.5%	18.3%	6.2%
Easy Readers	969	1,021	12,176	1,344	14,300	-5.1%	-27.9%	-14.9%
Picture books	3,521	3,154	30,278	2,903	28,873	11.6%	21.3%	4.9%
Total Juvenile	7,491	6,885	75,630	7,229	76,481	8.8%	3.6%	-1.1%
Young Adult	546	627	6,563	651	7,589	-12.9%	-16.1%	-13.5%
Adult Fiction	2,064	2,063	22,584	1,760	21,153	0.0%	17.3%	6.8%
Adult non-Fiction	1,833	1,872	19,825	2,295	25,037	-2.1%	-20.1%	-20.8%
Large print	394	361	4,067	387	3,836	9.1%	1.8%	6.0%
Adult Paperbacks	224	291	2,534	306	2,818	-23.0%	-26.8%	-10.1%
Total Adult	4,515	4,587	49,010	4,748	52,844	-1.6%	-4.9%	-7.3%
Magazines	443	576	4,970	517	5,484	-23.1%	-14.3%	-9.4%
Audio	1,518	1,321	15,073	1,994	17,539	14.9%	-23.9%	-14.1%
DVD and video	3,037	2,819	32,664	4,015	36,365	7.7%	-24.4%	-10.2%
Software	29	33	353	53	499	-12.1%	-45.3%	-29.3%
Kits	1,022	912	11,846	1,207	13,641	12.1%	-15.3%	-13.2%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	58	60	753	13	560	-3.3%	346.2%	34.5%
E-books	1,808	1,690	17,688	2,014	15,977	7.0%	-10.2%	10.7%
% of total circulation	8.8%	8.6%	8.2%	9.5%	7.2%	2.1%	-7.6%	N/A
PROGRAMS								
Children								
Number	34	35	301	29	254	-2.9%	17.2%	18.5%
Attendance	916	931	13,622	887	11,435	-1.6%	3.3%	19.1%
Young adult								
Number	4	3	32	5	28	33.3%	-20.0%	14.3%
Attendance	18	15	203	190	371	20.0%	-90.5%	-45.3%
Adult								
Number	10	9	63	3	49	11.1%	233.3%	28.6%
Attendance	198	393	1,846	65	1,508	-49.6%	204.6%	22.4%
TUTOR.COM								
Total sessions	40	17	204	31	353	135.3%	29.0%	-42.2%
Total hours	16.94	8.20	95.78	9.16	137.50	106.6%	84.9%	-30.3%
# OF USES OF PUBLIC COMPUTERS *	5,840	5,235	55,006	3,188	44,057	11.6%	83.2%	24.9%
# OF VISITORS TO LIBRARY	13,148	11,451	128,448	13,523	132,337	14.8%	-2.8%	-2.9%

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- Our Capital Campaign continues to roll along. As of November 2, we've raised $1,128,548 towards our $1,500,000 campaign goal. Only $371,452 to go! We will be launching the public phase of the Capital Campaign on Wednesday, November 15 at 11:30 at the Library. We have also launched the 100 Women of Waunakee initiative as part of the capital campaign, asking 100 women in the area to pledge donations of $1,000 or more each, a strategy that has met with success with other campaigns in other communities. We held a kick-off event on November 2 at the Lone Girl that energized the fifty or so people that attended.

- For the first time in memory, the Library now offers notary services for the community. Our new librarian, Courtney Cosgriff, is now registered as a notary in the state of Wisconsin.

- Work on clearing the new library continues. It has been dramatic watching the site transformation, especially coupled with the other demolition project a block away on Madison and Main.

    Unfortunately, when clearing the site, engineers found PCBs in much of the concrete on the site, such as the structural foundations of the old buildings, etc. That's bad news for two reasons: first, PCBs in general are no good; second, the original plan was to crush the concrete and recycle it, either on-site or somewhere else. PCB contamination means that the concrete has to be specially hauled to a landfill that handles such things (in Michigan or Alabama in this case). Long story short: having to haul away instead of crushing the concrete causes a $287,000 increase in demolition and site remediation costs – costs that aren't in the project budget. The Village Board voted in a special meeting on October 30 to approve a $287,000 change order. Hopefully a grant of some kind can be found to off-set some of these additional costs.

- The Library staff and Board have had discussions in recent months about whether or not to include an RFID sorter in the bookdrops in the new building. These machines check in materials automatically when returned and "sort" the returned items into categorized bins – i.e children's' materials, Non-Fiction, Fiction, etc. The space has been designed to accommodate this technology. The technology is about a decade old and has been implemented in many area libraries, including my previous library, Monona, in 2013. While being widely adopted, it is fair to say that the technology is not without significant flaws, namely software bugginess, equipment unreliability, speed of item returns, and, most of all, cost. New systems generally cost north of $100,000 to install and require replacement every 8-10 years.

    The Madison Public Library has been discussing whether or not to install an RFID sorter in their new Pinney branch on the east side when it opens in 2019-20. They conducted a time study at the Sun Prairie Public Library, a library that has a sorter, where they ran timed exercises of item check-ins, comparing the speed of staff versus the sorter. Our own circulation supervisor, Emily Harkins, participated in the study with Madison and Sun Prairie staff. After the study, Madison has concluded that they will not include a sorter at this time. (I'll include the study text in a future packet when it is fully completed.) Based on those discussions, staff sentiment, my own mixed-results with the tech at Monona, and cost concerns, I recommend that we do not pursue an RFID sorter for 2019's opening. The space can accommodate the technology in the future

when reliability improves and costs come down. The $150,000 in the preliminary project budget allocated to the sorter could be better used for other necessities and amenities.

Youth Services Report by Brittany

I was able to attend two courses for continuing education this month. The first was a pre-conference for WLA titled "Diversity in Youth Services." It provided much insight on how to be more inclusive in our programming, selection and displays. Attendees were also given a helpful resource list containing many great websites/blogs that share ways to create more diverse programs and collections. The second course was a day-long class through UW-Madison called "Leading & Managing from the Middle." This course primarily focused on being a leader within your organization and ways to effectively support all employees around you. Helpful strategies for how to best collaborate, represent and achieve goals were presented. I think it will be helpful as we move towards operating in a new building and work to embrace all the changes that will inevitably come our way. Programs within the department mostly followed our monthly schedule with the addition of a re-vamped Saturday Discovery Day planned by Cindy. She prepared a lot of great fall-themed activities and had a good crowd for the first time. She plans to continue to offer this about every other month. We also welcomed this year's second graders from Heritage into the library for their first field trip of the year. They were able to correctly answer a series of library quiz questions and were treated to seeing their teachers and I dressed in funny costumes. They also explored the library and checked out books to take back to their classrooms. This has proved to be an excellent way of teaching kids about the library and getting them excited about books and reading.

Adult Services Report by Courtney

In October, I hosted/booked two programs that drew an excited crowd. Don Spencer's Art Glass program included a showing of his tools, some works, and his art process. Patrons were interested and asked a lot of questions. Wisconsin Ghosts and the Afterlife drew a crowd of almost 70 and included an informational and fun presentation. I booked my training for Music & Memory certification in November. I booked three programs for November including Time to Downsize, Zero Waste 101, and a cardmaking program. I joined the Village's Safety Committee and our first meeting is in November. I was also asked to be a part of a communication mini-series through the Village. I became a Notary Public and will now be able to help patrons notarize documents at no charge. We had a STEM day (scheduled for April 21) planning meeting and I started to reach out to community organizations to gauge interest. I also attended WLA for the first time.

Courtney's WLA Report:

Keynote Address: Librarians of the Galaxy: Recharge!

Grace Lim of UW-Oshkosh discussed the importance of librarians telling their story to find ways to connect with your community. She also discussed how important it is to show your library's worth by displays, investment calculators, and other ways that show what the library provides that the community might not normally think of.

Caregiver Kits: Resources for People Caring for Someone with Memory Loss

I decided to go to this program because WPL will soon become part of the Music & Memory program. If our M&M program is successful, it may make sense to offer more resources for this part of the community. This program talked about creating kits with various items that stimulate all sense for people with memory loss. The library partnered with ADRC (Aging & Disability Resource Center) and found most of their items for their kits at Enasco.com.

You're Not Bothering the Patrons

This program came up with a few ways to reach patrons that librarians may not have thought of. They suggested using Canva to create more attractive posters and using websites like Evensi (local event calendar) and Nextdoor (like Facebook for neighbors) to post library programs on. They also discussed the importance of creating a "targeted audience" newsletter.

Revolutionary Ideas: Fan days, Cons, & Large Scale Interactive Programs

This program talked about putting on large scale all-day programs. The fairs that were discussed were a Star Wars Read Day, Hogwarts Summer School, An Afternoon with Austen, a Comic-con, and their largest event, a Hamil-Con. They talked about the planning for these events, the various partners, and how you should be sure of demand first before planning something so large and possible, expensive. I thought this would be a good program to go to because in the new library there would be plenty of spaces (and nooks and crannies) to host passive programming that could equate to a large "con" like event.

Civility Speaks

This was probably the best program I went to. The presenters (from a Milwaukee suburb) discussed a program called Civility Speaks. Every month a new presenter would come in on a hot topic (these ranged from transgender youth to GMOs to climate change). The expert in the field would speak and then moderate a discussion of small groups. They found that groups of 3-4 work much better than the entire group. This program emerged out of a desire for non-emotional, civil discourse during election time. I think this program would be great for Waunakee (perhaps quarterly) as the library should be at the center of community discourse and engagement. After discussing with the other adult programmers, we are going to start some form of this in 2018.

Community Collaborations

This program was very informational and gave several suggestions for community partners that may be overlooked sometimes. The first suggestion they gave was to find experts in staff/patrons. These may be hard to vet and prove who is really an "expert," but if done properly it can be a great resource. Other suggestions for programs were small business owners, arts clubs, TED Talk-like programming (similar to Civility Speaks), Local Author Showcases, and finding programs through granting agencies. They shared their success stories and problems programmers may encounter when reaching out into the community.

<u>Erick's Meetings and Appearances this month</u>

- Village Management Team meeting, October 3.

- Chamber of Commerce Wake Up Waunakee speaker, October 4
- Village Board, October 16 and 30.
- McDonald Schaefer capital campaign planning meetings, October 9, 16, 23
- Wisconsin Library Association Finance Committee, October 17
- Wisconsin Library Association conference, October 17-19
- Waunakee Lions Club speaker, October 18
- Jeff and Tara Swalve, October 20
- Capital Campaign fundraising event, October 22
- Thysse re: donor wall design, October 23
- Design meeting with OPN, October 24
- Capital Campaign cabinet meeting, October 30
- Rotary, October 5, 12

Waunakee Public Library
Privacy of Library Records and Library Use
DRAFT

The Waunakee Public Library protects the privacy of library records and the confidentiality of patron use of the library as required by relevant laws. In addition, the Waunakee Public Library Board supports the principle of freedom of inquiry for library patrons, and has adopted this policy to protect against the unwarranted invasion of the personal privacy of library users.

Legal requirements

The relevant Wisconsin laws concerning the confidentiality of library records are Wisconsin Statutes Section 43.30 and the Wisconsin Personal Information Practices Act (Sections 19.62 to 19.80).

Under Section 43.30, library records which indicate the identity of any individual who borrows or uses the library's documents or other materials, resources or services may *only* be disclosed:
- (1) with the consent of the individual library user, or
- (2) by court order, or
- (3) to custodial parents or guardians of children under the age of 16, or
- (4) to persons acting within the scope of their duties in the administration of the library or library system, or
- (5) to other libraries (under certain circumstances) for interlibrary loan purposes [see ss. 43.30(2) and (3)].

Wisconsin's Personal Information Practices Act (Sections 19.62 to 19.80) requires all state and local government organizations (including public libraries) to develop procedures to protect the privacy of personal information kept by the organization. Libraries (and all other government organizations) are required to develop rules of conduct for employees involved in collecting, maintaining, using, and providing access to personally identifiable information. Libraries are also required to ensure that employees handling such records "know their duties and responsibilities relating to protecting personal privacy, including applicable state and federal laws."

Records indicating the identity of library users include a library users name, physical image, library card number, social security number, telephone number, street address, post-office box number or 9-digit extended zip code.

Records held by the library that include personally identifiable information about library users may also contain information that must be provided to those who request that information, as required by Wisconsin's public records law. Personally identifiable information about library users must be redacted from any records that are publicly disclosed, except as the records are disclosed under one of the four exceptions provided by Section 43.30 (see above).

Rules to be followed by library staff

- (1) As required by state law, library staff may only disclose library records indicating the identity of library users under the following conditions:
  - a) disclosure to staff members of the Waunakee Public Library, and the staff of other libraries and library systems only according to written procedures that comply with the laws cited above and that are approved by the director
  - b) disclosure as authorized by the individual library user
  - c) disclosure to custodial parents or guardians of children under the age of 16 [ss. 43.30(4)] (see below for handling of requests from custodial parents or guardians)
  - d) disclosure pursuant to court order (see below for handling of different types of court orders)

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e) if someone's life or safety is at risk, library records may be released to appropriate individuals or officials without a court order[1]

(2) Library staff must refer all requests for library records and all requests for information about particular library users to the library director or the library director's designee.

(3) Library staff is not allowed to share information about use of library resources and services by identified library patrons except as necessary for the performance of their job duties and in accordance with procedures approved by the library director and/or board.

Handling requests from custodial parents or guardians of children under the age of 16

Requestor must be the child's "custodial parent," defined as any parent other than a parent who has been denied periods of physical placement with a child under s 767.24(4). The Library staff will:

(1) request identification

(2) if the requestor is the parent or guardian listed on the child's library record and the requestor resides at the same address, the staff may provide the requested information; otherwise the staff will

(3) obtain a completed and signed "Request for Access to Child's Library Record" form to help ensure that the requestor is indeed the child's custodial parent or guardian and that the requestor has not been denied periods of physical placement with the child under s 767.24(4).

(4) The staff may then grant the request or refer the request to the Library Director or designee.

The Library staff will attempt to satisfy the request as soon as practicable and without unreasonable delay. In most cases this will be at the time of the request. If there is a question of the requester's guardianship, the staff person may delay the request until review by the Library Director and / or Library Board. If a request is denied by the Library staff, the requester can appeal in writing to the Library Board.

Normal photocopy/printing charges will be assessed to the requester for copies of records provided..

Handling of court orders

[Note: All search warrants are court orders, but *not* all subpoenas are court orders. Library staff may not disclose library records in response to a subpoena that is not a court order if those records indicate the identity of library users.]

If a law enforcement officer (or anyone else) brings a **subpoena**[2] directing library staff to produce library records:

(1) Notify the library director, or if the director is not available, notify the highest-ranking staff person on duty.

(2) The library director or the highest-ranking staff person should ask the municipal attorney (or library counsel) to review the subpoena.

(3) If the subpoena has any legal defects, require that the defects be cured before records are released.

(4) If appropriate, ask legal counsel to draft a protective order to be submitted to the court keeping the requested information confidential and limiting its use to the particular case.

(5) Follow legal counsel's advice for compliance with the subpoena.

If law enforcement officers bring a court order in the form of a **search warrant**[3]:

(1) A search warrant is executable immediately, unlike a subpoena. The law enforcement officers may begin a search of library records as soon as they enter the library.

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[1] The Attorney General's office opined, in a response dated November 27, 2006 to questions submitted by State Superintendent Elizabeth Burmaster, that "...if someone's life or safety is at risk, for example, if there was a child abduction at the library, the law would not require the police to obtain a court order before being allowed to view any relevant [surveillance] tapes."

[2] A subpoena is a call to come before a court, and may include a direction to bring specified records. Not all subpoenas are court orders. Your municipal attorney (or library counsel) can determine if a particular subpoena is a court order. A subpoena normally indicates that a response is required within a certain number of days. Library staff may not disclose library records in response to a subpoena that is not a court order if those records indicate the identity of library users.

[3] A search warrant is a is an order signed by a judge directing a law enforcement officer to conduct a search of a designated person, a designated object or a designated place for the purpose of seizing designated property or kinds of property.

(2) Request that the law enforcement officers wait until the municipal attorney (or library counsel) is present before the search begins in order to allow counsel an opportunity to examine the search warrant and to assure that the search conforms to the terms of the search warrant. (The law enforcement officials are *not* required to accede to your request to delay the search.)

(3) Cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are disclosed.

If FBI agents bring a court order in the form of a **search warrant issued under the Foreign Intelligence Surveillance Act (FISA)**[4]:

(1) A search warrant is executable immediately, unlike a subpoena. The law enforcement officers may begin a search of library records as soon as they enter the library.

(2) Request that the law enforcement officers wait until the municipal attorney (or library counsel) is present before the search begins in order to allow counsel an opportunity to examine the search warrant and to assure that the search conforms to the terms of the search warrant. (The law enforcement officials are *not* required to accede to your request.)

(3) Cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are disclosed.

(4) **It is illegal to disclose to any other person (other than those persons necessary to produce the tangible things sought in the warrant) that the Federal Bureau of Investigation has sought or obtained records or other items under the Foreign Intelligence Surveillance Act (FISA).**

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[4] The USA Patriot Act amended the Foreign Intelligence Surveillance Act (FISA) to allow the FBI to apply for a court order requiring the "production of any tangible things (including books, records, papers, documents and other items) for an investigation to protect against international terrorism or clandestine intelligence activities, provided that such investigation of a United States person is not conducted solely upon the basis of activities protected by the first amendment..."

11/3/2017