

**Waunakee Public Library  
Library Board Meeting  
Board Room—201 N. Madison Street  
Friday, October 18, 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 September 20, 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. Report on WLA attendance and presentations by Erick and Jean
  - B. Update on rental of Community Hall by large groups
- VII. New Business
  - A. Review and take action on 2020 Library Operating Budget
  - B. Discuss year-end appeal for Forever Fund
  - C. Discuss publicity options for new library
- VIII. Adjourn

**Next Library Board meeting at 201 N. Madison Street: Fri., November 15, 2019 @ 7:45 AM—Board Room**

Notice is hereby given that the Village Board may attend this meeting. No action will be taken by the Village Board at this meeting.

Any person who has a qualifying disability as defined by the Americans With Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or form should contact the municipal clerk at (608) 850-8500, 500 West Main Street, Waunakee, Wisconsin.

**Waunakee Public Library**

**Library Board Meeting**

**Friday, August September 20, 2019**

**7:45 AM**

**Board Room, 201 N. Madison St.**

- I. **Call to order:** Jean called the meeting to order at 7:50 AM
- II. **Roll Call:**
  - A. **Roll call:** Present: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Erin Moran, Mike Ricker, Geoff Vine, and Erick Plumb.
  - B. **Absent:** Cindy Turner
  - C. **Guests:** none
- III. **Approval of consent agenda-:**

Erin moved, Kathy seconded, Passed.
- IV. **Public comment:** none
- V. **Library Director's Report:** Erick reported that 18 to 20 year olds were using the library since the new library opened. This is important because this was one of the underserved population groups that justified the new library. The meeting rooms have been busy, both the formal meeting rooms and the various study rooms. Good progress is being made on finishing the playground. Vogel is still finishing final items from their punch list. All open staff positions have been filled so the library is fully staffed. The old library building will be the new site for Waunakee Village Hall. There is no schedule yet for either the preparation of the building or for the move. Some adjustments are being made to furniture based on patron feedback.
- VI. **Old Business**
  - A. **Update on Capital Campaign Progress: Annie Ballweg**

Reminders were sent to the few people with outstanding pledges. Campaign activity is planned to be complete by year-end.
  - B. **Meeting Room Policy: Erick Plumb**

As expected, there has been patron feedback on the use of meeting rooms.

Mike moved and Erin seconded the motion:

All fees for the board room will be waived for organizations with a 501-3c certificate on file with the library. The rental fee table will be modified to reflect this change.

Passed

**Discuss 2020 and 2021 Operating Budget goals: Jean Elvekrog & Erick Plumb**

Staffing and other significant operating budget items were discussed for the Operating Budget now being prepared for 2020 and for the Preliminary Operating Budget to be prepared for 2021.

**VII. New Business**

**A. Revised Bulletin Board Policy: Erick Plumb**

Erick presented a proposed Bulletin Board & Handouts Policy. These reflect the changes in the style and organization of the lobby area in the new library.

Jean moved and Annie seconded the motion:

Accept the proposed Bulletin Board & Handouts Policy as written.

Passed

**B. Discuss Appropriate Library Behavior Policy: Erick Plumb**

Erick presented a proposed Appropriate Library Behavior Policy to the Board. Particular attention was given to the appropriate use of beverages and food.

The Board developed an amendment to the proposed policy.

Mike moved and Kathy seconded the motion:

Accept the proposed changes to the Appropriate Library Behavior Policy with the amendment.

Passed

**C. Discuss open board seat**

The resignation of Geoff Vine from the Board has created an opening. The Board discussed the process of identifying and selecting the new board member.

**VIII. Adjourn:** The meeting was adjourned at 8:37 AM on a motion by Annie, second by Erin.

***Library Board Meeting: Friday, October 18, 2019 at 7:45 AM at WPL Board Room***

***201 No. Madison Street.***

**Respectfully submitted, Mike Ricker, Trustee and Acting Secretary in the absence of Cynthia S. Turner, Trustee and Secretary**

# August 2019

Account	Vender	Amount
<u>100-551400-210 Outside services</u>		
	<b>Total</b>	<b>0.00</b>
<u>100-551400-219 Automation levy</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	0.00
	Secure Storage of Waunakee	0.00
	<b>Total</b>	<b>0.00</b>
<u>100-551400-292 Maintenance contracts</u>		
	SCLS	0.00
	Bibliotheca	332.55
	<b>Total</b>	<b>332.55</b>
<u>100-551400-311 Postage</u>		
	Post Office	171.34
	<b>Total</b>	<b>171.34</b>
<u>100-551400-320 Publications, subscriptions and dues</u>		
	Waunakee Lions Club	0.00
	ALA	0.00
	Amazon Prime	0.00
	WLA	243.00
	<b>Total</b>	<b>243.00</b>
<u>100-551400-330 Travel and training</u>		
	SCLS	0.00
	WLA	366.00
	<b>Total</b>	<b>366.00</b>
<u>100-551400-340 Programs</u>		
	Pig	8.93
	Apple Music	10.54
	Amazon	88.91
	Dollar Tree	20.05
	El Charro Mexican Grill	7.49
	Costco	0.00
	Barnes and Noble	5.00
	SCLS	0.00
	Walmart	7.94
	Kevin Wood	275.00
	<b>Total</b>	<b>423.86</b>
<u>100-551400-341 Equipment</u>		
	<b>Total</b>	<b>423.86</b>

	Bibliotheca	0.00
	Best Buy	0.00
	Home Depot	0.00
	Amazon	23.93
	Scs	0.00
	<b>Total</b>	<b>23.93</b>
<u>100-551400-350 Repairs and maint</u>		
	<b>Total</b>	<b>0.00</b>
<u>100-551400-380 Adult books</u>		
	Amazon	12.64
	Baker and Taylor	3,283.40
	Mike Andre	0.00
	<b>Total</b>	<b>3,296.04</b>
<u>100-551400-381 Juvenile books</u>		
	Amazon	0.00
	Baker and Taylor	2,756.68
	Penworthy	0.00
	<b>Total</b>	<b>2,756.68</b>
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	0.00
	<b>Total</b>	<b>0.00</b>
<u>100-551400-384 - Digital Materials &amp; Computer Software</u>		
	Amazon	0.00
	Demco Software	0.00
	TBS	0.00
	WILS	0.00
	Verizon -Hotspots	160.04
	<b>Total</b>	<b>160.04</b>
<u>100-551400-385 Kit supplies</u>		
	Amazon	41.89
	Walmart	0.00
	<b>Total</b>	<b>41.89</b>
<u>100-551400-386 Audio materials</u>		
	Recorded Books	273.52
	Midwest Tape	214.85
	Penguin Random House	386.25
	Findaway	0.00
	<b>Total</b>	<b>874.62</b>
<u>100-551400-387 Videos</u>		
	Amazon	631.28
	Midwest Tape	529.74
	<b>Total</b>	<b>1,161.02</b>
<u>100-551400-390 Other</u>		
	Amazon	90.75
	Vistaprint	35.01
	Pellitteri	0.00
	SCLS	0.00
	Pig	29.69
	Demco	106.28
	Schilling Supply Company	23.72
	Minuteman Press	120.50
	<b>Total</b>	<b>405.95</b>
<u>100-551400-391 Personnel</u>		

<u>100-551400-392 Public relations</u>	<b>Total</b>	<u>0.00</u>
	Janway Company	236.95
	SCLS	0.00
<u>100-551401-210 Building serices</u>	<b>Total</b>	<u>236.95</u>
	Dane Lumber Center	13.60
	Menards	122.30
	Ace Hardware	79.88
	Sherwin Williams	71.37
	Steel Surgeon	725.00
	Russ Plumbing	475.00
	Coverall	1,345.00
	<b>Total</b>	<u>2,832.15</u>
<u>220 fund</u>	Lone Girl	300.00
	Amazon	0.00
	Waunakee Rental	0.00
	<b>Total</b>	<u>300.00</u>
	<b>Month Total</b>	<u>13,626.02</u>

to

VILLAGE OF WAUNAKEE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR	
<u>TAXES</u>							
100-41100110	GENERAL PROPERTY TAX	.00	5,491,714.00	5,491,714.00	.00	100.00	5,174,965.00
100-41200101	STATE SALES TAX	10.00	92.09	120.00	( 27.91)	76.74	92.28
100-41300110	UTILITY TAX	84,300.00	758,700.00	886,000.00	( 127,300.00)	85.63	680,400.00
100-41800101	INTEREST ON TAXES	62.92	846.02	.00	846.02	.00	701.98
100-41900101	OTHER TAXES	.00	14,177.19	.00	14,177.19	.00	.00
	TOTAL TAXES	84,372.92	6,265,529.30	6,377,834.00	( 112,304.70)	98.24	5,856,159.26
<u>INTERGOVERNMENTAL REVENUE</u>							
100-43210012	FEDERAL POLICE VEST GRANT	425.00	850.00	.00	850.00	.00	838.50
100-43400110	STATE SHARED REVENUE	.00	22,877.05	152,514.00	( 129,636.95)	15.00	22,938.82
100-43400130	OTHER STATE SHARED REVENUE	.00	68,694.89	68,016.00	678.89	101.00	28,046.31
100-43411020	FIRE INSURANCE TAX	.00	77,925.16	50,000.00	27,925.16	155.85	67,999.79
100-43510023	OTHER LAW ENFORCEMENT AIDS	35.00	1,550.95	.00	1,550.95	.00	8,055.82
100-43521030	TRANSPORTATION AIDS	.00	613,049.85	817,775.00	( 204,725.15)	74.97	577,548.96
100-43528040	STATE RECYCLING PAYMENT	.00	28,396.65	20,000.00	8,396.65	141.98	28,347.35
100-43600190	OTHER STATE GRANTS	.00	.00	.00	.00	.00	48,016.43
100-43740020	COUNTY LIBRARY AID	.00	184,802.31	182,830.00	1,972.31	101.08	167,147.00
100-43740091	SOUTH CENTRAL LIBRARY AID	.00	475.00	.00	475.00	.00	1,106.00
	TOTAL INTERGOVERNMENTAL REVE	460.00	998,621.86	1,291,135.00	( 292,513.14)	77.34	950,044.98
<u>LICENSES &amp; PERMITS</u>							
100-44101010	LICENSES - LIQUOR & BEER	10,600.00	21,730.00	12,000.00	9,730.00	181.08	10,410.00
100-44101015	LICENSES - OPERATOR	435.00	6,244.00	5,000.00	1,244.00	124.88	5,490.00
100-44101020	LICENSES - CIGARETTE	.00	700.00	800.00	( 100.00)	87.50	800.00
100-44101090	LICENSES - MISCELLANEOUS	25.00	3,796.00	2,600.00	1,196.00	146.00	2,125.00
100-44202020	LICENSES - DOG	42.75	3,703.50	5,400.00	( 1,696.50)	68.58	3,545.25
100-44202030	LICENSES - CAT	8.00	535.00	1,200.00	( 665.00)	44.58	520.00
100-44210010	LICENSES - BICYCLE	.00	13.00	40.00	( 27.00)	32.50	7.00
100-44313010	PERMIT FEES RESIDENTIAL NEW CO	6,212.00	68,161.13	52,500.00	15,661.13	129.83	81,598.07
100-44313015	PERMIT FEES RES ALT & ADD	4,439.61	41,946.85	15,000.00	26,946.85	279.65	31,700.81
100-44313020	PERMIT FEES NEW MULTI FAMILY	.00	495.00	.00	495.00	.00	1,492.50
100-44313030	PERMIT FEES NEW COMM & IND	.00	65,521.35	7,000.00	58,521.35	936.02	96,105.41
100-44313035	PERMIT FEES COMM/IND ALT & ADD	1,088.00	43,814.79	10,000.00	33,814.79	438.15	18,529.22
100-44313095	NO PERMIT PENALTIES	.00	.00	.00	.00	.00	100.00
100-44320085	SIGN PERMIT	300.00	975.00	1,250.00	( 275.00)	78.00	900.00
100-44320090	PERMIT FEES MISC.	325.00	3,647.75	2,500.00	1,147.75	145.91	2,635.00
100-44352050	SITE PLAN APPROVAL	.00	960.00	2,300.00	( 1,340.00)	41.74	2,240.00
100-44352060	PUD REVIEW	.00	950.00	.00	950.00	.00	475.00

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VILLAGE OF WAUNAKEE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY OPERATIONS</u>						
100-551400-110 LIBRARY FULL TIME	23,228.16	229,614.69	293,864.00	64,249.31	78.14	188,012.53
100-551400-120 LIBRARY PART TIME	25,049.84	231,262.54	282,031.00	50,768.46	82.00	206,780.60
100-551400-121 LIBRARY OVERTIME	.00	.00	.00	.00	.00	33.77
100-551400-130 LIBRARY FICA	3,538.95	33,774.76	44,055.00	10,280.24	76.66	28,716.00
100-551400-131 LIBRARY RETIREMENT	2,557.27	24,839.06	31,760.00	6,920.94	78.21	21,807.99
100-551400-132 LIBRARY HEALTH	13,067.75	90,926.75	122,303.00	31,376.25	74.35	85,850.00
100-551400-133 LIBRARY LIFE	49.83	451.08	509.00	57.92	88.62	357.21
100-551400-134 LIBRARY DENTAL	554.75	5,835.61	9,924.00	4,088.39	58.80	6,488.39
100-551400-210 LIBRARY OUTSIDE SERVICES	81.00	674.00	1,864.00	1,190.00	36.16	2,055.00
100-551400-217 LIBRARY SECURITY SYSTEMS	.00	.00	325.00	325.00	.00	.00
100-551400-219 LIBRARY AUTOMATION LEVY	.00	44,006.48	49,006.00	4,999.52	89.80	45,612.47
100-551400-225 LIBRARY COMMUNICATIONS	1,834.36	6,088.45	6,528.00	439.55	93.27	4,439.07
100-551400-290 LIBRARY LEASED ITEMS	1,134.48	1,649.38	4,596.00	2,946.62	35.89	535.47
100-551400-292 LIBRARY MAINTENANCE CONTRACTS	.00	3,173.28	4,500.00	1,326.72	70.52	262.35
100-551400-311 LIBRARY POSTAGE	57.61	641.79	1,350.00	708.21	47.54	761.94
100-551400-320 LIBRARY PUBS/SUBS/DUES	513.00	3,649.50	2,450.00	( 1,199.50)	148.96	3,078.51
100-551400-330 LIBRARY TRAVEL/TRAINING	551.00	1,615.66	3,135.00	1,519.34	51.54	1,963.54
100-551400-340 LIBRARY PROGRAMS	539.13	11,745.12	14,100.00	2,354.88	83.30	11,916.39
100-551400-341 LIBRARY EQUIPMENT	198.44	9,196.90	5,000.00	( 4,196.90)	183.94	3,239.76
100-551400-380 LIBRARY ADULT BOOKS	4,100.15	24,608.11	41,000.00	16,391.89	60.02	20,416.28
100-551400-381 LIBRARY JUVENILE BOOKS	2,001.28	16,351.98	20,250.00	3,898.02	80.75	14,557.35
100-551400-383 LIBRARY SERIAL SUBSCRIPTIONS	.00	13,639.48	7,920.00	( 5,719.48)	172.22	8,199.31
100-551400-384 LIBRARY COMPUTER SOFTWARE	160.04	8,525.78	13,832.00	5,306.22	61.64	12,079.65
100-551400-385 LIBRARY KIT SUPPLIES	173.23	2,421.83	4,250.00	1,828.17	56.98	1,562.32
100-551400-386 LIBRARY AUDIO MATERIALS	939.64	7,835.34	12,500.00	4,664.66	62.68	4,542.72
100-551400-387 LIBRARY VIDEOS	1,024.30	7,195.07	8,500.00	1,304.93	84.65	7,539.30
100-551400-390 LIBRARY OTHER	708.54	12,395.73	16,912.00	4,516.27	73.30	9,166.37
100-551400-391 LIBRARY PERSONNEL	.00	517.00	.00	( 517.00)	.00	.00
100-551400-392 LIBRARY PUBLIC RELATIONS	389.99	1,058.20	1,700.00	641.80	62.25	34.00
<b>TOTAL LIBRARY OPERATIONS</b>	<b>82,452.74</b>	<b>793,693.57</b>	<b>1,004,164.00</b>	<b>210,470.43</b>	<b>79.04</b>	<b>690,008.29</b>



VILLAGE OF WAUNAKEE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR	
<u>LIBRARY BUILDING</u>							
100-551401-110	LIBRARY BLDG FULL TIME	4,958.74	14,516.06	26,150.00	11,633.94	55.51	563.04
100-551401-120	LIBRARY BLDG PART-TIME	646.01	800.28	14,674.00	13,873.72	5.45	.00
100-551401-121	LIBRARY BLDG OVERTIME	.00	688.51	.00	( 688.51)	.00	.00
100-551401-130	LIBRARY BLDG FICA	392.80	1,095.07	3,123.00	2,027.93	35.06	41.88
100-551401-131	LIBRARY BLDG RETIREMENT	324.82	995.94	1,713.00	717.06	58.14	37.74
100-551401-132	LIBRARY BLDG HEALTH	2,479.21	6,526.53	8,015.00	1,488.47	81.43	246.25
100-551401-133	LIBRARY BLDG LIFE	4.43	14.22	100.00	85.78	14.22	.93
100-551401-134	LIBRARY BLDG DENTAL	208.08	627.20	811.00	183.80	77.34	18.42
100-551401-210	LIBRARY BLDG SERVICES	406.16	16,100.22	22,600.00	6,499.78	71.24	14,764.90
100-551401-220	LIBRARY BLDG UTILITIES	16,456.40	24,539.38	29,500.00	4,960.62	83.18	8,469.09
100-551401-221	LIBRARY BLDG GAS HEAT	1,141.50	2,551.62	6,859.00	4,307.38	37.20	1,342.16
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	492.82	561.78	7,500.00	6,938.22	7.49	162.41
100-551401-390	LIBRARY BLDG OTHER	.00	.00	600.00	600.00	.00	167.80
	<b>TOTAL LIBRARY BUILDING</b>	<b>27,510.97</b>	<b>69,016.81</b>	<b>121,645.00</b>	<b>52,628.19</b>	<b>56.74</b>	<b>25,814.62</b>
<u>DEPOT</u>							
100-551410-210	DEPOT OUTSIDE SERVICES	.00	.00	.00	.00	.00	22.80
100-551410-350	DEPOT REPAIRS/MAINT	22.80	22.80	600.00	577.20	3.80	.00
	<b>TOTAL DEPOT</b>	<b>22.80</b>	<b>22.80</b>	<b>600.00</b>	<b>577.20</b>	<b>3.80</b>	<b>22.80</b>

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VILLAGE OF WAUNAKEE  
BALANCE SHEET  
SEPTEMBER 30, 2019

LIBRARY SPECIAL REVENUE FUND

ASSETS

220-11110	COMMINGLED CASH	50,101.92	
220-11801	CASH ON HAND	1,269.88	
		<hr/>	
	TOTAL ASSETS		<u>51,371.80</u>

LIABILITIES AND EQUITY

FUND EQUITY

220-34221	DESIGNATED - SCHUBERT FUND	540.00	
220-34222	DESIGNATED - PIRANO	1,070.50	
220-34300	FUND BALANCE	37,874.51	
		<hr/>	
	BEGINNING FUND BALANCE	39,485.01	
	REVENUE OVER EXPENDITURES - YTD	11,886.79	
		<hr/>	
	TOTAL FUND EQUITY		<u>51,371.80</u>
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	TOTAL LIABILITIES AND EQUITY		<u>51,371.80</u>

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**1030243: Waunakee Library Forever Fund**

8/1/2019 To 8/31/2019

**Balance**

Beginning Balance 270,155.58

**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 (360.15)

**(360.15)**

**Grants/Distributions**

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (225.13)

**(225.13)**

**Ending Balance**

**\$269,570.30**

**Cash Available for Grants as of 8/31/2019**

**\$0.00**

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# WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

September 2019

	2019			2018		% Change	% Change	YTD
	September	Prev Month	Yr-to-date	September	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	24	26	214	24	230	-7.7%	N/A	N/A
<b>CIRCULATION</b>								
Physical circulation	25,361	36,215	195,828	18,995	186,856	-30.0%	33.5%	4.8%
Digital circulation	2,806	3,006	23,467	2,145	18,970	-6.7%	30.8%	23.7%
Library Total	28,167	39,221	219,295	21,140	205,826	-28.2%	33.2%	6.5%
<i>Per Day library was open</i>	1,174	1,509	1,025	881	895	-22.2%	33.2%	14.5%
Average of DeForest, Monona and	26,846	31,808	266,798	28,169	271,404	-15.6%	-4.7%	-1.7%
<b>By Category</b>								
<b>Books</b>								
Juvenile Fiction	2,995	4,926	23,563	2,229	22,183	-39.2%	34.4%	6.2%
Juvenile Non-Fiction	1,690	2,459	13,953	1,232	12,739	-31.3%	37.2%	9.5%
Easy Readers	1,742	2,498	12,432	1,209	11,568	-30.3%	44.1%	7.5%
Picture books	4,734	6,573	33,099	3,313	31,550	-28.0%	42.9%	4.9%
Total Juvenile	11,161	16,456	83,047	7,983	78,040	-32.2%	39.8%	6.4%
Young Adult	759	1,429	6,066	517	6,708	-46.9%	46.8%	-9.6%
Adult Fiction	2,756	3,672	20,503	2,111	20,579	-24.9%	30.6%	-0.4%
Adult non-Fiction	2,328	3,347	18,993	2,431	23,372	-30.4%	-4.2%	-18.7%
Large print	553	794	4,840	383	3,693	-30.4%	44.4%	31.1%
Adult Paperbacks	241	263	1,902	217	2,493	-8.4%	11.1%	-23.7%
Total Adult	5,878	8,076	46,238	5,142	50,137	-27.2%	14.3%	-7.8%
Magazines	491	618	3,763	414	3,903	-20.6%	18.6%	-3.6%
Audio	1,550	2,012	12,107	1,454	11,975	-23.0%	6.6%	1.1%
DVD and video	4,132	5,943	34,244	3,049	30,354	-30.5%	35.5%	12.8%
Software	12	33	225	32	222	-63.6%	-62.5%	1.4%
Kits	1,195	1,387	8,665	850	9,394	-13.8%	40.6%	-7.8%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	66	101	615	55	623	-34.7%	20.0%	-1.3%
E-books	2,806	3,006	23,467	2,145	18,970	-6.7%	30.8%	23.7%
% of total circulation	10.0%	7.7%	10.7%	10.1%	9.2%	30.0%	-1.8%	N/A
<b>PROGRAMS</b>								
<b>Children</b>								
Number	29	11	284	31	272	163.6%	-6.5%	4.4%
Attendance	1,065	1,643	12,344	949	11,488	-35.2%	12.2%	7.5%
<b>Young adult</b>								
Number	3	2	44	3	27	50.0%	0.0%	63.0%
Attendance	18	35	1,315	7	124	-48.6%	157.1%	960.5%
<b>Adult</b>								
Number	10	10	87	8	77	0.0%	25.0%	13.0%
Attendance	188	142	1,447	90	1,116	32.4%	108.9%	29.7%
<b>PUBLIC MEETING ROOM BOOKINGS</b>								
	15	12	27	0	0	25.0%	N/A	N/A
<b>STUDY ROOM BOOKINGS</b>								
	124	81	205	0	0	53.1%	N/A	N/A
<b># OF VISITORS TO LIBRARY</b>								
	14,168	17,712	119,816	11,345	119,089	-20.0%	24.9%	0.6%

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**Library Activity Report**  
**Erick Plumb**  
**October 2019**

We continue to do brisk business in the new location. We circulated over 25,000 items in September (vs. 18,000 in September 2018). Over 14,000 people visited the library. We continue to be thrilled by the community's embrace of its new library.

The new McWatty Playground equipment was finally installed at the library the week of October 7. Now we wait for the playground site to settle and final work to be completed this month before allowing people on the equipment. While it's unfortunate that the playground wasn't completed earlier in the year, we are eager to have kids expend their energy outside the library for years to come.

The Library hosted its first large event for a third party on September 30 and October 1. American Family Insurance rented Community Hall both days. It was a great first event as over 140 AmFam employees visited each day. Another group of over 100 AmFam employees attended two days of meetings on October 7 and 8. We look forward to many more organizations taking advantage of the lovely spaces inside the building.

The Friends of the Library hosted a Souper Bowl fundraiser at the Library on Sunday, October 12. The event raised over \$1,900 for the Friends. \$15 bought a large bowl of soup, with all proceeds benefiting the Friends.

I attended the annual Wisconsin Library Association conference in the Dells from October 8-11. Emily Harkins and Courtney Cosgriff also attended a portion of the conference, and our very own redoubtable Library Board president Jean Elvekrog was on hand to present a session with OPN's Mindy Sorg detailing the long process of building the new library in Waunakee. I also presented as part of a panel on fundraising, discussing Waunakee's successful capital campaign.

**Youth Services Report by Brittany Gitzlaff**

September was another busy month, but also found us settling into our new routine and feeling more at home in our new space. Storytime numbers have been consistently high with many new faces and all of us enjoying the new features of our storytime room. We have noticed more people using our family study rooms for homeschooling purposes and tutoring throughout the day and that families tend to stay and play longer. The group of pre-teens and teens that were regularly attending programs seems to have disbanded, so we are feeling the negative effects of the move in that regard. We hosted the annual 4K Open House for all 4K families and had about 100 people attend. Many were visiting the library for the first time and many more signed up for new library cards.

### Adult Services Report by Courtney Cosgriff

In September, I hosted 3 programs and the Ales and Tales bookclub. I attended Tech Days @ MOO where we discussed VR, craft programs with a Cricut, and cutting the cable cord. I attended a Beyond the Page program where we discussed grant ideas for next year and the Ripple Project (initiative on social justice that starts in 2021). Emily and I created a phone script for our auto attendant message and discussed with TDS how to implement. I gave a tour to some residents of Waunakee Manor. Patti, Gay, and I had a programming meeting where we discussed ideas for next year, including a local musician and local author showcase. I decided to start planning a Volunteer Fair in the Spring that will be in Community Hall. It will be a showcase of non-profits that need volunteers. I am a part of the Village's Census Committee and we had our first meeting to go over some basics. I had an appointment with a patron for some one-on-one computer help.

### All Around Town Wrap Up

*The numbers shown are the number of times people showed their library card during September. All businesses said they would participate again.*

Animart	1
Anytime Fitness	0
Drumlin Ridge Winery	8
Guilty Café	61
Hometown Pharmacy	1
Infinity Martial Arts	0
Jenerate Wellness	4
Karate America	0
Lake Life Co	5
Lone Girl	80
Milios	30
Mill House Quilts	0
Minuteman Press	6
MNM's CoffeeHouse	32
Moh's Martial Arts	5
Mr. Brews Taphouse	6
Nails by Marlo	12
OrangeShoe Personal Fitness	0
Papa Murphys	5
Red Barn Company	10
Rocky Rococo	5
Sapphire Yoga	0
St. Vinnys	90
WanaBike	1
WaunaBowl	0
Waunakee Furniture	5

Zoes Pizza	12
<b>Totals</b>	<b>367</b>

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

- Rotary Board, September 3
- Todd Schmidt and Kylie West re: hosting WRAP 2020, September 4
- Library management team, September 5
- Rotary, September 5, 19, 26
- Library Staff meeting, September 6
- Old library walk-through, September 9
- Elizabeth Clauss, September 9
- Village employee picnic, September 11
- Dane County Library Directors, Community Hall, September 12
- Todd 1-on-1, September 13
- Verona Library staff tour, September 13
- Todd, Caitlin Stene, Renee Meinholz, Sue McDade re: facility cleaning, September 16
- BrightStar senior tour, September 19
- Library Board, September 20
- Kylie West and Todd, re: awards for library project, September 23
- Renee Meinholz, September 24
- Vogel Bros., punch list review, September 26
- Jennifer Schmidt, Ayres and Associates, interview, September 30