

Waunakee Public Library

Library Board Meeting

Friday, September 8, 2017

7:45 AM

Library Programming Room

- I. **Call to order-** Jean called the meeting to order at 7:50 AM
- II. **Roll call and introduction of guests and visitors-** Present: Annie Ballweg, Jean Elvekrog, Gary Herzberg, Cindy Turner, Geoff Vine, Erick Plumb, Director

Absent: Kristan Collins, Mike Ricker

Guests: Todd Schmidt, Adam Bentley
- III. **Additions to agenda-** WPL Closing & New Board Member
- IV. **Approval of consent agenda-** Annie moved, Gary seconded, Passed with correction to August 11, 2017 minutes.
August 2017 Bills.
Tutor.com- Usage will be evaluated prior to renewal of subscription.
- V. **Public comment-** none
- VI. **Library Director's Report** – Erick reported that solar eclipses are good for business as 266 people crowded the parking lot for viewing and over 1,000 viewing glasses were distributed. Brittany reported on the conclusion of the Summer Children's programming with 1,589 community children involved. The full Director's Report was included in the packet.
 - A. Motion to close the library for ½ day in the event there is a funeral of a staff member, allowing staff to attend. Moved as permanent policy by Cindy, seconded by Jean. Passed.
 - B. A new Board member Kathy Grosskopf's nomination will be approved by the Village Board at the September 18, 2017 meeting. She will assume duties at the WPL October 20th meeting and represents Westport.
- VII. **Old Business**
 - A. **Architecture Committee Report- Geoff Vine & Todd Schmidt**
Geoff reported on continuing design meetings (9/14/17) and upcoming demolition of Alloy buildings slated for October. The Waunakee Village Board heard a financial report detailing \$15.1 MM in total borrowing. Less the capital campaign drive and sale of the building, it is projected the final cost to taxpayers to be \$12.240 MM.
 - B. **Budget Projections- Erick Plumb**
Erick discussed the 2017 to 2020 future budget summary that had been presented to the Village Board. Staff increase expenditures include a youth services assistant (September 2018) and building facility manager for the new building (July 2019). With

the increased circulation and building size the county library aid shows an annual anticipated increase from \$120,000 in 2017 to \$210,000 by 2020. With the new building, utilities and maintenance will increase from the current \$38,398 to anticipated \$96,500.

C. Capital Campaign Committee- Annie Ballweg

The capital campaign continues with great success. Pledges currently are at \$930,000. The deadline for the quiet phase "asks" is November 1, 2017 or achieving \$1.2 MM at which time the public phase will open.

VIII. New business

A. WLA Conference: October 17-20, 2017- Kalahari Resort, WI Dells.

Interested Trustees can register online.

B. Salary Discussions – Adam Bentley

Consideration of moving into closed session pursuant to §19.85(1) (b)(c) and (e), Stats., to consider the dismissal, demotion, licensing, employment, promotion, compensation or performance evaluation data of any public employee over which the Board has jurisdiction and/or to conduct specified public business which for competitive or bargaining reasons require a closed session .

8:45 AM– The Board moved into closed session.

- IX. 9:02 AM - The Board returned to open session. Annie moved to adjourn. Cindy seconded. The meeting was adjourned.

- X. Addendum: Jean and Erick agreed to extend the contract with McDonald Schaefer through October 2017, dependent upon confirming vote by WPL Trustees.

Next Library Board Meeting: Friday, October 20, 2017 at 7:45 AM at WPL Programming Room.

Respectfully submitted, Cynthia S. Turner, Trustee and Secretary

VILLAGE OF WAUNAKEE
REVENUES AND EXPENDITURES COMPARED TO BUDGET
FOR 9 MONTHS ENDING SEPTEMBER 30, 2017

GENERAL FUND

| | Current | YTD | BUDGET AMOUNT | VARIANCE | % OF BUDGET |
|----------------------------|-------------|--------------|------------------|---------------|----------------|
| 100-43740020 | \$0.00 | \$146,829.00 | \$120,000.00 | (\$26,829.00) | 122.36% |
| 100-43740091 | \$0.00 | \$635.00 | \$0.00 | (\$635.00) | 100.00% |
| 100-48540070 | \$0.00 | \$4,900.66 | \$0.00 | (\$4,900.66) | 100.00% |
| TOTAL | \$0.00 | \$152,364.66 | \$120,000.00 | (\$32,364.66) | 126.97% |
| TOTAL FUND REVENUES | \$0.00 | \$152,364.66 | \$120,000.00 | (\$32,364.66) | 126.97% |
| 100-551400-110 | \$26,763.91 | \$146,835.11 | \$206,669.00 | \$59,833.89 | 71.05% |
| 100-551400-120 | \$31,659.93 | \$206,991.75 | \$277,232.00 | \$70,240.25 | 74.66% |
| 100-551400-121 | \$0.00 | \$153.72 | \$0.00 | (\$153.72) | 100.00% |
| 100-551400-130 | \$4,327.44 | \$25,793.90 | \$37,016.00 | \$11,222.10 | 69.68% |
| 100-551400-131 | \$3,313.27 | \$19,740.74 | \$27,020.00 | \$7,279.26 | 73.06% |
| 100-551400-132 | \$8,301.15 | \$72,088.03 | \$108,518.00 | \$36,429.97 | 66.43% |
| 100-551400-133 | \$43.26 | \$384.93 | \$391.00 | \$6.07 | 98.45% |
| 100-551400-134 | \$675.49 | \$6,614.55 | \$10,125.00 | \$3,510.45 | 65.33% |
| 100-551400-217 | \$0.00 | \$0.00 | \$325.00 | \$325.00 | 0.00% |
| 100-551400-219 | \$0.00 | \$44,335.38 | \$44,500.00 | \$164.62 | 99.63% |
| 100-551400-225 | \$1,379.06 | \$4,942.72 | \$6,384.00 | \$1,441.28 | 77.42% |
| 100-551400-290 | \$0.00 | \$909.07 | \$4,488.00 | \$3,578.93 | 20.26% |
| 100-551400-292 | \$0.00 | \$0.00 | \$2,835.00 | \$2,835.00 | 0.00% |
| 100-551400-311 | \$54.47 | \$577.06 | \$1,100.00 | \$522.94 | 52.46% |
| 100-551400-320 | \$156.00 | \$1,135.00 | \$1,950.00 | \$815.00 | 58.21% |
| 100-551400-330 | \$185.00 | \$586.85 | \$5,320.00 | \$4,733.15 | 11.03% |
| 100-551400-340 | \$245.17 | \$10,416.64 | \$8,200.00 | (\$2,216.64) | 127.03% |
| 100-551400-341 | \$0.00 | \$3,934.64 | \$2,795.00 | (\$1,139.64) | 140.77% |
| 100-551400-380 | \$2,602.19 | \$23,010.38 | \$36,300.00 | \$13,289.62 | 63.39% |
| 100-551400-381 | \$1,061.80 | \$13,573.83 | \$18,000.00 | \$4,426.17 | 75.41% |
| 100-551400-383 | \$0.00 | \$12,125.44 | \$14,529.00 | \$2,403.56 | 83.46% |

GENERAL FUND

| | Current | YTD | BUDGET AMOUNT | VARIANCE | % OF BUDGET |
|--------------------------------|---------------|----------------|------------------|----------------|----------------|
| LIBRARY COMPUTER SOFTWARE | \$89.30 | \$9,557.18 | \$9,474.00 | (\$83.18) | 100.88% |
| LIBRARY KIT SUPPLIES | \$319.69 | \$2,516.54 | \$3,000.00 | \$483.46 | 83.88% |
| LIBRARY AUDIO MATERIALS | \$623.64 | \$5,948.72 | \$10,500.00 | \$4,551.28 | 56.65% |
| LIBRARY VIDEOS | \$494.19 | \$5,201.47 | \$8,500.00 | \$3,298.53 | 61.19% |
| LIBRARY OTHER | \$1,581.71 | \$7,321.69 | \$11,400.00 | \$4,078.31 | 64.23% |
| LIBRARY PERSONNEL | \$0.00 | \$46.00 | \$0.00 | (\$46.00) | 100.00% |
| LIBRARY PUBLIC RELATIONS | \$0.00 | \$126.70 | \$3,475.00 | \$3,348.30 | 3.65% |
| LIBRARY BLDG FULL TIME | \$21.73 | \$1,113.43 | \$0.00 | (\$1,113.43) | 100.00% |
| LIBRARY BLDG FICA | \$1.65 | \$83.54 | \$0.00 | (\$83.54) | 100.00% |
| LIBRARY BLDG RETIREMENT | \$1.47 | \$75.68 | \$0.00 | (\$75.68) | 100.00% |
| LIBRARY BLDG HEALTH | \$0.00 | \$385.82 | \$0.00 | (\$385.82) | 100.00% |
| LIBRARY BLDG LIFE | \$0.04 | \$2.77 | \$0.00 | (\$2.77) | 100.00% |
| LIBRARY BLDG DENTAL | \$0.00 | \$19.86 | \$0.00 | (\$19.86) | 100.00% |
| LIBRARY BLDG SERVICES | \$1,512.86 | \$15,223.06 | \$21,900.00 | \$6,676.94 | 69.51% |
| LIBRARY BLDG UTILITIES | \$1,303.21 | \$7,750.58 | \$12,000.00 | \$4,249.42 | 64.59% |
| LIBRARY BLDG GAS HEAT | \$27.20 | \$1,140.65 | \$2,460.00 | \$1,319.35 | 46.37% |
| LIBRARY BLDG REPAIRS/MAINT | \$0.00 | \$249.36 | \$1,688.00 | \$1,438.64 | 14.77% |
| LIBRARY BLDG OTHER | \$0.00 | \$10,092.18 | \$350.00 | (\$9,742.18) | 2,883.48% |
| TOTAL | \$86,744.83 | \$661,004.97 | \$898,444.00 | \$237,439.03 | 73.57% |
| TOTAL FUND EXPENDITURES | \$86,744.83 | \$661,004.97 | \$898,444.00 | \$237,439.03 | 73.57% |
| NET REVENUES OVER EXPENDITURES | (\$86,744.83) | (\$508,640.31) | (\$778,444.00) | (\$269,803.69) | 65.34% |

VILLAGE OF WAUNAKEE
REVENUES AND EXPENDITURES COMPARED TO BUDGET
FOR 9 MONTHS ENDING SEPTEMBER 30, 2017

LIBRARY SPECIAL REVENUE FUND

| | Current | YTD | BUDGET AMOUNT | VARIANCE | % OF BUDGET |
|---------------------------------------|---------|-------------|------------------|------------|----------------|
| 220-46740011 | \$0.00 | \$9,112.69 | \$14,700.00 | \$5,587.31 | 61.99% |
| 220-46740014 | \$0.00 | \$1,571.32 | \$1,300.00 | (\$271.32) | 120.87% |
| 220-48140001 | \$0.00 | \$155.00 | \$225.00 | \$70.00 | 68.89% |
| 220-48540070 | \$0.00 | \$884.66 | \$0.00 | (\$884.66) | 100.00% |
| TOTAL | \$0.00 | \$11,723.67 | \$16,225.00 | \$4,501.33 | 72.26% |
| TOTAL FUND REVENUES | \$0.00 | \$11,723.67 | \$16,225.00 | \$4,501.33 | 72.26% |
| NET REVENUES OVER EXPENDITURES | \$0.00 | \$11,723.67 | \$16,225.00 | \$4,501.33 | 72.26% |

September 2017 Bills

| Account | Vender | Amount |
|--|------------------------------------|-------------------|
| 100-551400-290 -Leased Items | | |
| | Gordon Flesch | \$149.04 |
| 100-551400-311 – Postage | | |
| | Post Office | \$4.47 |
| 100-551400-330-Library Travel/Training | | |
| | Harkins (mileage) | \$14.45 |
| | Harkins (WLA registration) | \$65.00 |
| | Cosgriff (mileage to Cedar Rapids) | \$178.69 |
| | Total | \$258.14 |
| 100-551400-340 - Programs | | |
| | Amazon | |
| | Piggly Wiggly | \$7.98 |
| | Dollar Tree | |
| | Kwiktrip | |
| | Apple iTunes | \$10.54 |
| | Total | \$18.52 |
| 100-551400-380 – Adult Books | | |
| | Amazon | \$10.00 |
| | Baker & Taylor | \$2,083.80 |
| | Dane County | \$35.00 |
| | Total | \$2,093.80 |
| 100-551400-381 – Juvenile Books | | |
| | Amazon | |
| | Baker & Taylor | \$1,667.61 |
| | Total | \$1,667.61 |
| 100-551400-384 - Digital Materials & Computer Software | | |
| | CDW-G (Adobe cloud suite) | \$199.34 |
| | Verizon -Hotspots | \$160.04 |
| | TBS faxing | \$9.28 |
| | Total | \$368.66 |
| 100-551400-385 – Kit Supplies | | |
| | Amazon | \$194.37 |
| | Walmart | \$39.88 |
| | Total | \$234.25 |
| 100-551400-386 – Audio Materials | | |
| | Penguin | \$182.25 |

| | | |
|---|-------------------------|--------------------|
| | Amazon | |
| | Recorded Books | \$232.44 |
| | Midwest tape | \$137.93 |
| | Total | \$552.62 |
| 100-551400-387 – Videos | | |
| | Amazon | \$113.02 |
| | Midwest | \$385.82 |
| | Total | \$498.84 |
| 100-551400-390 - Other (Supplies) | | |
| | SCLS | \$269.25 |
| | Amazon | \$58.50 |
| | Demco | \$212.32 |
| | Piggly | \$10.75 |
| | Office Max | \$176.36 |
| | Total | \$727.18 |
| 100-551401-210 - Building Services | | |
| | Julee's Carpet Cleaning | \$ 1,450.00 |
| | Pyramid Security | \$ 323.40 |
| | ServiceMaster | \$2,806.51 |
| | Total | \$3,129.91 |
| 100-551401-390 - Building Other | | |
| 470-551400-210 - Library Outside Services | | |
| | McDonald Schaefer | \$7,800.00 |
| | Minuteman Press | \$191.40 |
| | Total | \$7,991.40 |
| 470-551400-215 - BLD Architect | | |
| | OPN | |
| 220-46740011- Special Revenue Fund | | |
| | Grand Total | \$17,694.44 |

J

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT
September 2017

| | 2017 | | | 2016 | | % Change | % Change | YTD |
|---------------------------------|-----------|------------|------------|-----------|------------|------------|-----------|----------|
| | September | Prev Month | Yr-to-date | September | Yr-to-date | Prev Month | Prev Year | % Change |
| # of Days Library was open | 25 | 27 | 231 | 25 | 232 | -7.4% | N/A | N/A |
| CIRCULATION | | | | | | | | |
| Physical circulation | 17,896 | 21,539 | 178,634 | 18,430 | 185,871 | -16.9% | -2.9% | -3.9% |
| Digital circulation | 1,690 | 1,915 | 15,880 | 1,514 | 13,963 | -11.7% | 11.6% | 13.7% |
| Library Total | 19,586 | 23,454 | 194,514 | 19,944 | 199,834 | -16.5% | -1.8% | -2.7% |
| Per Day library was open | 783 | 869 | 842 | 798 | 861 | -9.8% | -1.8% | -2.2% |
| Average of Deforest, Monona and | 27,393 | 33,167 | 269,397 | 28,070 | 278,886 | -17.4% | -2.4% | -3.4% |
| By Category | | | | | | | | |
| Books | | | | | | | | |
| Juvenile Fiction | 1,713 | 2,535 | 19,589 | 2,050 | 20,239 | -32.4% | -16.4% | -3.2% |
| Juvenile Non-Fiction | 997 | 1,113 | 10,586 | 715 | 10,087 | -10.4% | 39.4% | 4.9% |
| Easy Readers | 1,021 | 1,235 | 11,207 | 1,428 | 12,956 | -17.3% | -28.5% | -13.5% |
| Picture books | 3,154 | 3,280 | 26,757 | 2,988 | 25,970 | -3.8% | 5.6% | 3.0% |
| Total Juvenile | 6,885 | 8,163 | 68,139 | 7,181 | 69,252 | -15.7% | -4.1% | -1.6% |
| Young Adult | 627 | 875 | 6,017 | 594 | 6,938 | -28.3% | 5.6% | -13.3% |
| Adult Fiction | 2,063 | 2,651 | 20,520 | 2,092 | 19,393 | -22.2% | -1.4% | 5.8% |
| Adult non-Fiction | 1,872 | 2,036 | 17,992 | 2,375 | 22,742 | -8.1% | -21.2% | -20.9% |
| Large print | 361 | 449 | 3,673 | 327 | 3,449 | -19.6% | 10.4% | 6.5% |
| Adult Paperbacks | 291 | 325 | 2,310 | 280 | 2,512 | -10.5% | 3.9% | -8.0% |
| Total Adult | 4,587 | 5,461 | 44,495 | 5,074 | 48,096 | -16.0% | -9.6% | -7.5% |
| Magazines | 576 | 586 | 4,527 | 471 | 4,967 | -1.7% | 22.3% | -8.9% |
| Audio | 1,321 | 1,557 | 13,555 | 1,564 | 15,545 | -15.2% | -15.5% | -12.8% |
| DVD and video | 2,819 | 3,496 | 29,627 | 3,087 | 32,350 | -19.4% | -8.7% | -8.4% |
| Software | 33 | 36 | 324 | 48 | 446 | -8.3% | -31.3% | -27.4% |
| Kits | 912 | 1,225 | 10,824 | 929 | 12,434 | -25.6% | -1.8% | -12.9% |
| Electric Resources | 0 | 0 | 0 | 0 | 0 | N/A | N/A | N/A |
| E-reader, laptops, equipment | 60 | 83 | 695 | 69 | 547 | -27.7% | -13.0% | 27.1% |
| E-books | 1,690 | 1,915 | 15,880 | 1,514 | 13,963 | -11.7% | 11.6% | 13.7% |
| % of total circulation | 8.6% | 8.2% | 8.2% | 7.6% | 7.0% | 5.7% | 13.7% | N/A |
| PROGRAMS | | | | | | | | |
| Children | | | | | | | | |
| Number | 35 | 12 | 267 | 28 | 225 | 191.7% | 25.0% | 18.7% |
| Attendance | 931 | 1,285 | 12,706 | 758 | 10,548 | -27.5% | 22.8% | 20.5% |
| Young adult | | | | | | | | |
| Number | 3 | 4 | 28 | 3 | 23 | -25.0% | 0.0% | 21.7% |
| Attendance | 15 | 20 | 185 | 9 | 181 | -25.0% | 66.7% | 2.2% |
| Adult | | | | | | | | |
| Number | 9 | 9 | 53 | 5 | 46 | 0.0% | 80.0% | 15.2% |
| Attendance | 393 | 770 | 1,648 | 81 | 1,443 | -49.0% | 385.2% | 14.2% |
| TUTOR.COM | | | | | | | | |
| Total sessions | 17 | 0 | 164 | 40 | 322 | NA | -57.5% | -49.1% |
| Total hours | 8.20 | 0.00 | 78.84 | 15.58 | 128.34 | NA | -47.4% | -38.6% |
| # OF USES OF PUBLIC COMPUTERS* | 5,235 | 6,290 | 49,166 | 3,929 | 40,869 | -16.8% | 33.2% | 20.3% |
| # OF VISITORS TO LIBRARY | 11,451 | 15,803 | 115,300 | 12,648 | 118,814 | -27.5% | -9.5% | -3.0% |

9

Library Activity Report

Erick Plumb

October 2017

- Our Capital Campaign continues to roll along. As of October 11, we've raised \$1,074,000. We will be launching the public phase of the Capital Campaign on Wednesday, November 15 at 11:30 at the Library. We are well ahead of schedule, and have been heartened by the extraordinary response we've received from our community members that have contributed to this campaign. In an exciting further development, we have had an anonymous local donor come forward with an offer to match individual gifts of \$5,000 or more up to a total match of \$100,000.
- On October 12, the Capital Area Regional Planning Commission (CARPC) approved the Village's site plan for the new library unanimously. CARPC approval was necessary due to the unique environmental properties of the site. Their approval, along with DNR approval, will allow us to build a roadway connecting the parking lot to Pleasant Drive. Thanks to Scott Anderson, our engineer from Snyder Associates for guiding the Village through this process.
- Longtime Library Assistant Sue McComb was admitted to Agrace Hospice in early September. Staff have made frequent visits to see her there and continue to rally in support of Sue and her family.
- We began our relationship with Coverall Cleaning on October 3, saying adieu to Fred, our longtime custodian and employee of ServiceMaster. Coverall will utilize two cleaners each day, and will clean six days per week, up from five days per week with our previous service.

Youth Services Report by Brittany

September is always a welcomed change for the Children's Department as we revert back to our six-weekly storytime schedule and shift programs to accommodate school schedules. Storytimes continue to be popular and heavily attended, but our after-school crowd has significantly lessened this year so far and program numbers reflect that. We will continue to explore other ways of reaching these kids. The library hosted its annual open house for the families of 4K students. We had over 100 people in the library signing up for library cards and checking out new materials. Students were able to take home a free book, enjoy a snack and pick out some new school supplies. Brittany also attended a meeting with other SCLS Youth Services librarians focused on connecting kids, teen and families with books and taking a second look at some of our more traditional offerings.

Adult Services Report by Courtney

In September, I met with Genna from Waunakee Neighborhood Connection. She gave me a tour of the facility and we discussed a community partnership for the spring. Brittany and I set

up at the WNC Community Resource Fair where we distributed free books, promoted programs, and signed people up for library cards. I had a meeting with the Outreach Librarian from Fitchburg to discuss potential outreach ideas and adult programming in the area. I attended a Waunakee Dementia Friendly Committee meeting where we discussed the upcoming Music & Memory program and how they could be involved. Brittany, Emily, and I took a day trip to Cedar Rapids to take a tour of an OPN-designed library. I attended two OPN design meetings to discuss the interior of the new library. I booked programs for winter and spring including a program on going litter-free, downsizing, and a history of folk music. I purchased materials for the adult craft club I'm hosting that is to begin in November. Gay, Patti, and I had a monthly programming meeting where we discussed ideas for spring and putting all our programs into a master list. Gay and I have also begun working on a Beyond the Page grant for a 1960's series of programs in the spring.

Meetings and Appearances this month

- Village Management Team meeting, September 5.
- Village Board, September 5.
- McDonald Schaefer capital campaign planning meetings, September 11, 18, October 3.
- Dane County Library Directors, September 14
- Design meeting with OPN, September 11, 22, 28
- SCLS Administrative Council, September 21
- Alloy site Demolition press conference, September 21
- Capital Campaign cabinet meeting, September 25
- Rotary, September 7, 21, 28

WAUNAKEE PUBLIC LIBRARY CIRCULATION POLICIES

CHECKING OUT

| TYPE OF ITEM | CHECKOUT ITEM LIMIT | LOAN PERIOD | MAY RENEW* |
|--|---------------------|-------------|------------|
| Adult, YA and Children's books | None | 28 days | Yes |
| New Adult Fiction books | None | 14 days | Yes |
| Lucky Day books | 2 | 14 days | No |
| DVD and Blu-Ray | None | 7 days | Yes |
| Audiobooks (CD and Playaway) | None | 28 days | Yes |
| Music CDs | None | 14 days | Yes |
| Adult, YA and Children's magazines | None | 14 days | Yes |
| Storyboxes, Backpacks, Launchpads and Daycare kits | None | 14 days | Yes |
| Hotspots | None | 7 days | No |
| E-readers | None | 28 days | No |

*Items may be renewed twice, as long as they are not on hold for another patron. The system blocks renewals when there are holds or when the patron has used both renewals. When renewals are blocked for either reason, materials should be returned to the library.

Fines are based on material type and are charged according to the checkout library's fine policy. Most Waunakee materials accrue a \$.05 fine per day, with the following exceptions:

- Lucky Day, E-readers and Launchpads \$.25 per day
- Video, OLLs and Hotspots \$.50 per day

Senior citizens do not pay fines at Waunakee Public Library but are still subject to lost and damaged charges.

CARDHOLDER RESPONSIBILITY

You are responsible for all materials borrowed on your card and your child's card. Please report lost cards immediately. If there are lost charges on your account, or if the fines on your account are over \$20.00, your borrowing privileges will be blocked. Returning a lost item may reduce the charge on your account if the item is not damaged and if the owning library has not withdrawn it. You are financially responsible for charges to your account and your child's account.

GETTING A LIBRARY CARD

If you are a resident of a county (including Adams, Columbia, Dane, Green, Portage, Sauk and Wood counties) in the South Central Library System (SCLS), Waunakee Public Library will issue you a card that can be used in all system libraries.

Waunakee asks for two forms of identification: **photo I.D.** and **proof of current address**. A driver's license with your current address meets both criteria. If your photo I.D. does not have a current address, Waunakee will accept the following:

- A checkbook with your name and current address pre-printed on it
- A current lease or bill with your name and address on it
- A piece of current mail with your name and current address on it

Cards may be issued to children of any age. Applicants under 18 are required to obtain their parent or guardian's signature on the card application. Children residing in two households will be issued one card. All SCLS libraries lend to any patron with a card in good standing from any SCLS library, and the library system only issues one card per person.

The first card issued by Waunakee Public Library is free. Replacement cards cost \$1.00. The library waives this fee if the replacement card is for an expired account. For other questions about getting a library card, please ask at one of our desks, email us at waupl@waupl.org, or call us at 608-849-4217.

If you are not a resident of a SCLS county but are a Wisconsin resident*, you may be able to borrow materials from Waunakee Public Library. To borrow materials, you must have a photo I.D. with your current address and a valid library card from your local library.

We will create an account for you and attach one of our patron barcodes to your card.

*Milwaukee County has not signed an agreement with SCLS for exchange of library services. Residents of Milwaukee County are not eligible for a SCLS account.

DUE DATES

You may request receipts at checkout, advance notice emails of items due, or both. You can also manage your account via our [online catalog](#), by logging in with your barcode and PIN.

FORGOTTEN OR LOST CARDS

If you forget your card, Waunakee Library will check out materials to you with a photo I.D. or by verifying information on your account. We prefer to have your library card at checkout, and we expect people with lost cards to report and replace them in a timely manner. If your card is used before you have reported it as lost or stolen, you are responsible for the materials checked out on it. To replace your card, you will need to present a photo I.D., and there is a \$1.00 charge.

HOLDS

All items on hold for pickup at Waunakee Public Library are on the open holds shelves near the adult circulation desk. Holds are alphabetized by patrons' last names and are shelved spine label down to ensure privacy. You may request to have your items held behind the circulation desk if that is your preference.

Holds may be placed by using the [online catalog](#) or by speaking to a librarian at the desk or on the phone (608-849-4217). Lucky Day materials may not be held or renewed.

RENEWALS

Most materials may be renewed twice, unless they are Lucky Day books or on hold for another patron. Renewals may be done by using the [online catalog](#) or by speaking to a librarian at the desk or on the phone. Items that were overdue already when renewed will stop accruing fines, but will retain fines accrued before they were renewed.

OUTER-LIBRARY LOAN (OLL)

Some materials that are not available through SCLS may be borrowed from outside the system. To place an OLL, use our [online form](#), or speak to a librarian.

RETURNING ITEMS

Materials checked out from an SCLS library may be returned to any SCLS library. The Waunakee Library has outdoor bookdrops that are open 24 hours a day, 7 days a week. Materials returned in the bookdrop before the library opens in the morning are backdated upon checkin to the previous day's date.

OLLs, e-readers, backpacks, storyboxes and daycare kits should be returned at the desk during open hours.

LOST OR DAMAGED ITEMS

A replacement charge will be added to your account for items that are more than 28 days overdue and for items that are damaged. Waunakee Library charges the full list price of lost and damaged items and does not accept replacement copies as payment.

If you return an item that has been set to lost, the charges to your account will revert to fines, as long as the item is in good condition and has not been withdrawn by the owning library. If you pay for a lost item belonging to Waunakee Library, you are eligible for a refund if the item is returned within 6 months and is in good condition. You will still be responsible for fines on that item.

Patrons who are charged for damaged items belonging to Waunakee may keep them after payment, unless the item was discarded because it was damaged by mold or other hazardous substances.

Damaged items awaiting payment will be kept on our problem item shelf for 6 months before being discarded, unless we know the patron's wishes before that.

When part of an item is missing or damaged, the library makes the following charges:

1. Book cover \$5.00
2. Individual audiobook CD \$10.00
3. Audiobook case \$10.00
4. Playaway case \$6.00
5. Playaway View case \$6.00
6. DVD/CD booklets \$2.00
7. DVD/CD cases \$2.00
8. Launchpad wall adaptor \$10.00
9. Launchpad USB cord \$7.00
10. Launchpad case \$13.00
11. E-reader USB cord \$6.00
12. E-reader wall adaptor \$10.00

MAIN STREET PEDI-CABS, INC.

11811 Upham St, Unit 9
Broomfield, CO 80020-2754 US
303-295-3822
info@pedicab.com
www.pedicab.com

Estimate**ADDRESS**

Waunakee Public Library
710 South St
Waunakee, WI 53597

SHIP TO

Waunakee Public Library

ESTIMATE #

1601

DATE

09/11/2017

| ACTIVITY | QTY | RATE | AMOUNT |
|---|-----|----------|-------------------|
| MS PEDICAB MODELS:MS Pedal Pick-Up back box 40"wide, 44"long, 20" high, w/ back gate, frame color to be determined | 1 | 3,700.00 | 3,700.00T |
| Customization can of cardinal spray paint | 1 | 0.00 | 0.00T |
| Customization aluminum sides swirled | 1 | 200.00 | 200.00T |
| Customization top, two-door lid swirled | 1 | 200.00 | 200.00T |
| Customization graphics - BPL must provide camera-ready, high resolution or vector-based artwork. | 1 | 156.00 | 156.00T |
| Customization fitted "sunbrella" water resistant top | 1 | 85.00 | 85.00T |
| Customization mounts for accommodating outdoor umbrellas (includes time for researching umbrellas that will fit and how they will be transported. | 1 | 100.00 | 100.00T |
| Customization umbrella - tan and carrying bag | 1 | 60.00 | 60.00T |
| Crating:Crate Unit comes assembled in custom wooden crate. | 1 | 225.00 | 225.00T |
| Shipping UPS, etc. Shipping charge - request taller truck with a lift gate on BOL - Jeff @ Madison, WI hub verified. deposit - \$2,630.00 to start the build | 1 | 498.00 | 498.00 |
| SUBTOTAL | | | 5,224.00 |
| TAX (0%) | | | 0.00 |
| TOTAL | | | \$5,224.00 |

2018 FT Youth & Young Adult Services Librarian- Library

We are requesting approval for a full time new Youth & Young Adult Services Librarian position in the 2018 Budget. This position would start on October 1, 2018. The proposed position would offer starting pay of \$22.60 per hour or \$47,000 per year. The salary impact for 2018's budget would be \$11,750, not including fringe benefits.

This new professional librarian position would report to the Youth Services Manager (Brittany Gitzlaff) and to the Library Director. The Library currently has one FT employee to direct all of our Youth Services programming and services, from newborns to 12th grade. In 2016, the Waunakee Library held 351 programs for youth, attracting 11,484 people – an astounding number for a staff our size, especially compared to other area libraries (please see below).

The new position would allow the Library to dramatically increase the amount of library programs for youth of all ages as we head into our new location in 2019. A particular focus of this position will be service towards older children, 'tweens, and teens, groups that have been traditionally underserved in a one person Youth Services department. Our library excels at serving babies, toddlers, preschoolers, and children in grades K-4. We want to do much more for older youth. We would also have the person in this position expand our footprint outside the building, visiting more area classrooms, afterschool programs, daycare centers, community groups, and be a presence at community area events.

Youth Services Librarian duties will include:

- Planning, coordinating, and conducting programs for children and teens.
- Serving as a library liaison to area schools and child care centers.
- Providing exceptional customer service to library users.
- Ordering books and other materials for children and teens, as assigned.
- Coordinating library services and outreach to older grades (Grades 5-12).

Reasons that a new Youth Services Librarian desk would be helpful to our customers and staff:

- Ability to dramatically increase amount of programs for all ages, from 350 in 2016 to well over 450 in 2019.
- Ability to target tweens and teens as library users as never before.
- Ability to further increase our footprint off site in the community.
- Another professional librarian on staff person to give expert customer service in person and remotely.

Comparable Community Review

Comparable Communities

Verona

Youth Services Staffing Level and Programming (2016)

3.5 FTEs. 642 programs with 24262 in attendance.

| | |
|-------------|--|
| Sun Prairie | 4.5 FTEs. 384 programs with 20,707 in attendance. |
| Deforest | 2.0 FTEs. 428 programs with 6,227 in attendance. |
| Fitchburg | 3.75 FTEs. 356 programs with 12,183 in attendance. |
| Middleton | 4.0 FTEs. 683 programs with 20,146 in attendance. |
| Oregon | 1.5 FTEs. 286 programs with 11,069 in attendance. |

Library 2018 Budget

- Add new FT Children's & Teen Librarian to begin October 1, 2018. Position would allow us to broaden outreach and programs for 'tweens and teens in advance of new building. Position would report to Youth Services Manager (Brittany Gitzlaff). 2018 salary of \$12,000.
- Remainder of budget (non-personnel) would remain flat.



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

CONSULTING AGREEMENT

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

McDonald Schaefer and Waunakee Public Library agree as follows:

I. Consulting Services

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

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

II. Consulting Service, Fee and Payment Schedule

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

III. Management Expenses

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

IV. Term of this Agreement

The term of this agreement is for the month of October 2017.

V. **No Assurances**

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

VI. **General Terms & Conditions**

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

VII. **Authorization**

The undersigned parties agree to the terms of this agreement:

Signature: Dave Malone
Dave Malone (Sep 20, 2017)

Email: dmalone@mcdonaldschaefer.com

Title: President

Company: McDonald Schaefer LLC

Signature: Erick Plumb
Erick Plumb (Sep 20, 2017)

Email: eplumb@waupl.org

Title: Library Director

Company: Waunakee Public Library