

**Waunakee Public Library
Library Board Meeting
Library Board Room
Friday, August 19, 2022---7:45 AM**

- I. Call to order
- II. Roll call: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Melissa Hill, Erin Moran, Angie Rojas Agudelo, Cathy Sheffield, Library Director Erick Plumb.
- III. Public Comment
- IV. Consent agenda
 - A. Approve July 2022 Library Board Minutes
 - B. Approve Schedule of Bills
 - C. Approve Financial Reports
- V. Director's Report
- VI. Old Business
 - A. Friends of the Library Update
 - B. Discuss and approve Community Hall Usage Policy
 - C. Discuss donor outreach goals and objectives for 2022 campaign
 - D. Discuss and approve preliminary 2023 Operating Budget*
- VII. New Business
 - A. Approve closing Library on Friday, August 26, 2022 for Staff Inservice
 - B. Discuss History Hall curation
 - C. Discuss staff appreciation
- VIII. Adjourn

Next Library Board meeting: Friday, September 16, 2022 @ 7:45 AM in the Board Room, Waunakee Public Library

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

***The Library Board may convene in closed session as authorized by Section 19.85(1)(c) of the Wisconsin Statutes for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Library Board may reconvene in open session.**

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, July 15, 2022- 7:45AM

201 N. Madison Street, Conference Room

- I. **Call to order:** Cathy called the meeting to order at 7:48 AM
- II. **Roll Call:**
 - A. **Roll call:** Present: Cathy Sheffield, Melissa Hill, Angie Rojas Agudelo, Jean Elvekrog, Annie Ballweg, Kathy Grosskopf, Erin Moran and Erick Plumb.
 - B. **Guests:** No guests
- III. **Public Comment** No public comment
- IV. **Approval of the consent agenda** Jean made a motion to approve. Annie seconded. Passed.
- V. **Director's Report** The Summer Reading program is going well. Library usage is climbing to pre-pandemic totals. Terrific Tuesdays are going really well, especially the 1:30 pm timeslot. On July 7 the Library hosted its first Memory Cafe. On July 8 COLAND (Council of Library and Network Development) met in Community Hall and were able to take advantage of the upgraded technology by hosting a hybrid meeting that was live streamed. The Joan Gilles Memorial was completed in June. Erick would like to discuss developing a Grounds Policy at a future meeting.
- VI. **Old Business**
 - A. **Friends of the Library Update** The Friends will be meeting on July 21, at 6:30pm in Community Hall.
 - B. **Library Board Officer 2022-23 nominations and election** Jean made a motion to have Cathy Sheffield, Angie Rojas Agudelo and Kathy Grosskopf continue in their current Officer roles. Erin seconded. Passed.
- VII. **New Business**
 - A. **Discuss 2023 Budget Goals** The budget will be tight again this year. Materials and Programming funding will be used up by early November. We will discuss the budget again at a future meeting.
 - B. **Discuss draft of Community Hall Usage Policy** We will discuss more at the August meeting.
 - C. **Discuss 2022 Community Interest Survey Results** Thank you to Amy Sampson for her work on this. We received 220 responses. The feedback received will be helpful and we will use surveys in the future to continue to gain patron feedback.
 - D. **Library Trustee continuing education opportunities** The Library Trustees are encouraged to look through opportunities offered for continuing education.
 - E. **Library Director Performance Evaluation** Cathy made a motion to go into closed session. Erin seconded. Passed. Roll call was taken.

Pursuant to §19.85 (1)(c), Stats., to consider employment, promotion, compensation or performance evaluation data of any public employee over which the Board has jurisdiction or exercises responsibility

Cathy made a motion to return to open session. Jean seconded. Passed. Roll call was taken.

Cathy made a motion to approve the Library Director's evaluation and goals as discussed. Angie seconded. Passed.

VIII. Adjourn: The meeting was adjourned at 9:35 AM on a motion by Annie. Seconded by Melissa. Passed.

**Library Board Meeting: Friday, August 19, 2022 at 7:45AM
Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary**

July 2022

Account	Vender	Amount
<u>100-551400-210 Outside services</u>		
	Total	0.00
<u>100-551400-219 Automation levy</u>	SCLS	0.00
	Total	0.00
<u>100-551400-290 Leased items</u>		
	Total	0.00
<u>100-551400-292 Maintenance contracts</u>	Gordon Flesch	387.97
		0.00
	Total	387.97
<u>100-551400-311 Postage</u>	SCLS	0.00
	Bibliotheca	0.00
	Midwest Alarm	0.00
	Total	0.00
<u>100-551400-320 Publications, subscriptions and dues</u>	Post Office	3.32
	Total	3.32
<u>100-551400-330 Travel and training</u>	WILS	0.00
	ALA	300.00
	Amazon Prime	0.00
	WLA	0.00
	Total	300.00
<u>100-551400-340 Programs</u>	SCLS	0.00
	UW- Madison	0.00
	WLA	0.00
	TechSoup	0.00
	Total	0.00
<u>100-551400-341 Equipment</u>	Pig	89.86
	Apple Music	0.00
	Amazon	182.36
	Michaels	0.00
	Target	0.00
	Ace Hardware	0.00
	Dollar Tree	82.50
	PBC Guru	3,500.00
	Sara Cotton	0.00
	Zoom	0.00
	Snake Discovery	507.00
	Sara Alvarado	0.00
	Minuteman Press	0.00
	Thysse	0.00
	Post Office	0.00
	Total	4,361.72

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	Minuteman Press	0.00
	Amazon	654.97
	Maria Braun	48.99
	Laird Plastics	0.00
	SCLS	0.00
	Total	703.96
<u>100-551400-350 Repairs and maint</u>		
	Total	0.00
<u>100-551400-380 Adult books</u>		
	Amazon	66.93
	Baker and Taylor	3,270.25
	Barnes and Noble	0.00
	Beyond the Page	0.00
	Total	3,337.18
<u>100-551400-381 Juvenile books</u>		
	Amazon	38.70
	Baker and Taylor	2,067.64
	Penworthy	0.00
	Interstate Books4School	392.44
	Total	2,498.78
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	6,451.38
	Total	6,451.38
<u>100-551400-384 - Digital Materials & Computer Software</u>		
	Amazon	0.00
	Demco Software	0.00
	TBS	0.00
	Verizon -Hotspots	213.60
	CDW - Adobe	0.00
	Total	213.60
<u>100-551400-385 Kit supplies</u>		
	Amazon	403.17
	Minuteman Press	42.46
	Portage County Library	100.00
	Pig	0.00
	Total	545.63
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	340.56
	Midwest Tape	139.19
	Amazon	31.97
	Findaway	202.92
	Total	714.64
<u>100-551400-387 Videos</u>		
	Amazon	419.34
	Midwest Tape	308.11
	Debbie Howard	0.00
	Greta Productions	0.00
	Total	727.45
<u>100-551400-390 Other</u>		
	Amazon	277.67
	Uline	0.00
	SCLS	0.00
	Ace Hardware	0.00
	Pig	0.00
	Demco	145.51
	ChromaLabel	0.00
	Minuteman Press	20.00
	Total	443.18
<u>100-551400-391 Personnel</u>		

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<u>100-551400-392 Public relations</u>	Total	<u><u>0.00</u></u>
	Minuteman Press	85.00
	Thyssen	0.00
<u>100-551401-210 Building services</u>	Total	<u><u>85.00</u></u>
	Graber Manufacturing	0.00
	Curb Appeal Madison	0.00
	Pechmann Memorials	0.00
	Amazon	0.00
<u>100-551401-350 Repairs/Maintenance</u>	Total	<u><u>0.00</u></u>
	Nassco	0.00
	Home Depot	11.98
	Menards	107.99
	Ace Hardware	0.00
	Amazon	0.00
	Schilling Supply Company	376.12
	Capital Coffee	358.95
	Walgreens	0.00
	Walmart	35.64
	Division Street Mart	0.00
	Total	<u><u>890.68</u></u>
<u>220 fund</u>	Out of print	0.00
	Waunakee Chamber of Commerce	0.00
	Cathy Sheffield	0.00
	Total	<u><u>0.00</u></u>
<u>430-55140-810 Equipment replacement capital</u>	SCLS	0.00
	Total	<u><u>0.00</u></u>
	Month Total	<u><u>21,664.49</u></u>

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VILLAGE OF WAUNAKEE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>TAXES</u>						
100-41100110 GENERAL PROPERTY TAX	.00	6,719,289.00	6,719,289.00	.00	100.00	6,081,317.00
100-41200101 STATE SALES TAX	10.00	70.00	120.00	(50.00)	58.33	70.00
100-41300110 UTILITY TAX	81,800.00	572,600.00	920,000.00	(347,400.00)	62.24	556,500.00
100-41800101 INTEREST ON TAXES	20.22	249.57	.00	249.57	.00	1,033.58
100-41900101 OTHER TAXES	.00	3,958.85	.00	3,958.85	.00	11,422.38
TOTAL TAXES	81,830.22	7,296,167.42	7,639,409.00	(343,241.58)	95.51	6,650,342.96
<u>INTERGOVERNMENTAL REVENUE</u>						
100-43210012 FEDERAL POLICE VEST GRANT	.00	1,342.50	.00	1,342.50	.00	752.45
100-43400110 STATE SHARED REVENUE	122,482.41	122,482.41	149,006.00	(26,523.59)	82.20	107,419.73
100-43400130 OTHER STATE SHARED REVENUE	66,632.01	94,803.37	94,803.00	.37	100.00	83,004.87
100-43411020 FIRE INSURANCE TAX	90,001.72	90,001.72	80,000.00	10,001.72	112.50	86,248.09
100-43510023 OTHER LAW ENFORCEMENT AIDS	2,804.63	6,904.05	.00	6,904.05	.00	1,440.00
100-43512060 STATE EMS FUNDING ASSISTANCE	.00	7,483.17	.00	7,483.17	.00	.00
100-43521030 TRANSPORTATION AIDS	214,440.71	643,322.13	860,145.00	(216,822.87)	74.79	654,350.19
100-43528040 STATE RECYCLING PAYMENT	.00	28,424.33	23,000.00	5,424.33	123.58	28,497.72
100-43740020 COUNTY LIBRARY AID	.00	213,901.71	213,072.00	829.71	100.39	212,239.52
100-43740091 SOUTH CENTRAL LIBRARY AID	.00	880.20	.00	880.20	.00	475.00
TOTAL INTERGOVERNMENTAL REVE	496,361.48	1,209,545.59	1,420,026.00	(210,480.41)	85.18	1,174,427.57
<u>LICENSES & PERMITS</u>						
100-44101010 LICENSES - LIQUOR & BEER	11,200.00	24,151.64	12,000.00	12,151.64	201.26	12,406.40
100-44101015 LICENSES - OPERATOR	330.00	5,124.00	5,000.00	124.00	102.48	4,004.01
100-44101020 LICENSES - CIGARETTE	.00	1,000.00	800.00	200.00	125.00	602.70
100-44101090 LICENSES - MISCELLANEOUS	125.00	3,415.00	2,600.00	815.00	131.35	2,652.00
100-44202020 LICENSES - DOG	105.00	3,550.50	5,400.00	(1,849.50)	65.75	3,347.50
100-44202030 LICENSES - CAT	24.00	592.00	1,000.00	(408.00)	59.20	496.00
100-44210010 LICENSES - BICYCLE	.00	.00	20.00	(20.00)	.00	3.00
100-44313010 PERMIT FEES RESIDENTIAL NEW CO	9,190.50	81,215.73	52,500.00	28,715.73	154.70	107,354.91
100-44313015 PERMIT FEES RES ALT & ADD	5,399.38	31,988.92	15,000.00	16,988.92	213.26	37,165.43
100-44313020 PERMIT FEES NEW MULTI FAMILY	.00	1,964.50	.00	1,964.50	.00	12,883.25
100-44313030 PERMIT FEES NEW COMM & IND	3,432.00	3,614.00	7,000.00	(3,386.00)	51.63	7,332.58
100-44313035 PERMIT FEES COMM/IND ALT & ADD	1,480.18	7,339.41	10,000.00	(2,660.59)	73.39	44,892.54
100-44313095 NO PERMIT PENALTIES	.00	50.00	.00	50.00	.00	.00
100-44320085 SIGN PERMIT	.00	.00	1,250.00	(1,250.00)	.00	450.00
100-44320090 PERMIT FEES MISC.	330.00	6,670.00	2,500.00	4,170.00	266.80	6,802.00
100-44352050 SITE PLAN APPROVAL	.00	795.00	2,300.00	(1,505.00)	34.57	1,280.00
100-44352060 PUD REVIEW	.00	3,325.00	.00	3,325.00	.00	3,475.00

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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR	
<u>LIBRARY OPERATIONS</u>							
100-551400-110	LIBRARY FULL TIME	50,500.02	249,276.99	472,532.00	223,255.01	52.75	211,652.26
100-551400-120	LIBRARY PART TIME	37,186.84	186,967.78	315,607.00	128,639.22	59.24	174,535.66
100-551400-130	LIBRARY FICA	6,335.19	33,462.02	58,414.00	24,951.98	57.28	29,791.15
100-551400-131	LIBRARY RETIREMENT	4,406.91	23,374.24	37,672.00	14,297.76	62.05	23,171.59
100-551400-132	LIBRARY HEALTH	12,624.91	90,602.58	135,329.00	44,726.42	66.95	88,911.99
100-551400-133	LIBRARY LIFE	61.84	435.50	598.00	162.50	72.83	493.10
100-551400-134	LIBRARY DENTAL	770.38	5,844.99	10,005.00	4,160.01	58.42	5,952.06
100-551400-210	LIBRARY OUTSIDE SERVICES	96.00	477.00	3,008.00	2,531.00	15.86	559.00
100-551400-219	LIBRARY AUTOMATION LEVY	.00	62,993.00	63,188.00	195.00	99.69	55,512.00
100-551400-225	LIBRARY COMMUNICATIONS	711.11	3,571.21	9,180.00	5,608.79	38.90	4,592.39
100-551400-290	LIBRARY LEASED ITEMS	682.85	3,813.33	8,256.00	4,442.67	46.19	3,104.06
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	.00	2,960.65	2,500.00	(460.65)	118.43	630.00
100-551400-311	LIBRARY POSTAGE	140.21	665.55	800.00	134.45	83.19	411.47
100-551400-320	LIBRARY PUBS/SUBS/DUES	119.00	1,691.70	2,599.00	907.30	65.09	361.00
100-551400-330	LIBRARY TRAVEL/TRAINING	.00	1,180.36	2,900.00	1,719.64	40.70	480.00
100-551400-340	LIBRARY PROGRAMS	4,096.74	16,581.67	24,000.00	7,418.33	69.09	9,383.31
100-551400-341	LIBRARY EQUIPMENT	78.98	2,547.21	7,500.00	4,952.79	33.96	3,473.12
100-551400-380	LIBRARY ADULT BOOKS	2,537.90	25,028.29	42,000.00	16,971.71	59.59	21,268.27
100-551400-381	LIBRARY JUVENILE BOOKS	613.79	11,462.28	22,000.00	10,537.72	52.10	10,013.96
100-551400-382	LIBRARY MICROFILM	.00	15.16	.00	(15.16)	.00	.00
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	6,451.38	6,840.39	7,950.00	1,109.61	86.04	8,278.90
100-551400-384	LIBRARY COMPUTER SOFTWARE	213.60	7,711.14	15,589.00	7,877.86	49.47	13,992.02
100-551400-385	LIBRARY KIT SUPPLIES	285.40	3,452.45	5,000.00	1,547.55	69.05	2,542.11
100-551400-386	LIBRARY AUDIO MATERIALS	652.49	4,357.99	9,500.00	5,142.01	45.87	4,703.16
100-551400-387	LIBRARY VIDEOS	670.32	4,335.82	8,500.00	4,164.18	51.01	4,538.55
100-551400-390	LIBRARY OTHER	711.04	6,280.18	17,825.00	11,544.82	35.23	6,104.49
100-551400-391	LIBRARY PERSONNEL	.00	56.00	.00	(56.00)	.00	.00
100-551400-392	LIBRARY PUBLIC RELATIONS	295.75	1,670.20	1,500.00	(170.20)	111.35	2,429.30
TOTAL LIBRARY OPERATIONS		130,242.65	757,655.68	1,283,952.00	526,296.32	59.01	686,884.92

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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY BUILDING</u>						
100-551401-110 LIBRARY BLDG FULL TIME	6,874.60	34,320.94	59,479.00	25,158.06	57.70	33,378.45
100-551401-120 LIBRARY BLDG PART-TIME	2,668.14	13,259.21	22,697.00	9,437.79	58.42	11,513.89
100-551401-121 LIBRARY BLDG OVERTIME	.00	.15	.00	(.15)	.00	30.63
100-551401-130 LIBRARY BLDG FICA	717.81	3,786.22	6,286.00	2,499.78	60.23	3,588.28
100-551401-131 LIBRARY BLDG RETIREMENT	446.83	2,357.54	3,866.00	1,508.46	60.98	2,375.41
100-551401-132 LIBRARY BLDG HEALTH	1,670.11	12,285.93	18,720.00	6,434.07	65.63	12,390.72
100-551401-133 LIBRARY BLDG LIFE	5.71	44.35	68.00	23.65	65.22	36.62
100-551401-134 LIBRARY BLDG DENTAL	150.18	1,139.44	1,687.00	547.56	67.54	1,120.48
100-551401-210 LIBRARY BLDG SERVICES	193.80	4,433.80	29,500.00	25,066.20	15.03	7,145.50
100-551401-220 LIBRARY BLDG UTILITIES	3,293.15	12,863.25	24,000.00	11,136.75	53.60	11,257.52
100-551401-221 LIBRARY BLDG GAS HEAT	367.40	10,751.13	12,000.00	1,248.87	89.59	6,230.90
100-551401-341 LIBRARY BLDG EQUIPMENT	.00	.00	1,446.00	1,446.00	.00	.00
100-551401-350 LIBRARY BLDG REPAIRS/MAINT	1,400.24	10,056.80	22,000.00	11,943.20	45.71	7,841.89
100-551401-390 LIBRARY BLDG OTHER	.00	200.00	3,500.00	3,300.00	5.71	1,863.75
TOTAL LIBRARY BUILDING	17,787.97	105,498.76	205,249.00	99,750.24	51.40	98,774.04
<u>DEPOT</u>						
100-551410-350 DEPOT REPAIRS/MAINT	.00	.00	600.00	600.00	.00	.00
TOTAL DEPOT	.00	.00	600.00	600.00	.00	.00

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VILLAGE OF WAUNAKEE
BALANCE SHEET
JULY 31, 2022

LIBRARY SPECIAL REVENUE FUND

ASSETS

220-11110	COMMINGLED CASH	77,279.72	
220-11801	CASH ON HAND	1,110.13	
	TOTAL ASSETS		<u>78,389.85</u>

LIABILITIES AND EQUITY

FUND EQUITY

220-34300	FUND BALANCE	63,390.26	
	BEGINNING FUND BALANCE	63,390.26	
	REVENUE OVER EXPENDITURES - YTD	14,999.59	
	TOTAL FUND EQUITY		<u>78,389.85</u>
	TOTAL LIABILITIES AND EQUITY		<u>78,389.85</u>

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1030243: Waunakee Library Forever Fund

	6/1/2022 To 6/30/2022
Balance	
Beginning Balance	315,222.62
Contributions/Gifts	
Contributions*	0.00
<i>*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%.</i>	
Transfers In	0.00
	0.00
Portfolio Gains (Losses)	
Investment Results, Net Of Fees	(13,780.82)
	(13,780.82)
Grants/Distributions	
Grants/Distributions	0.00
Transfers Out	0.00
MCF Support	(262.69)
	(262.69)
Ending Balance	\$301,179.11
Cash Available for Grants as of 6/30/2022	\$0.00

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

July 2022

	2022			2021		% Change	% Change	YTD
	July	Prev Month	Yr-to-date	July	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	26	26	198	26	179	0.0%	N/A	N/A
CIRCULATION								
Physical circulation	26,543	27,329	166,652	25,546	145,391	-2.9%	3.9%	14.6%
Digital circulation	4,145	3,782	26,093	3,620	25,046	9.6%	14.5%	4.2%
Library Total	30,688	31,111	192,745	29,166	170,437	-1.4%	5.2%	13.1%
Per Day library was open	1,180	1,197	973	1,122	952	-1.4%	5.2%	2.2%
Average of Deforest, Monona and Verona	28,513	28,403	182,553	28,584	154,059	0.4%	-0.2%	18.5%
By Category								
Books								
Juvenile Fiction	4,547	4,700	24,551	4,461	22,595	-3.3%	1.9%	8.7%
Juvenile Non-Fiction	1,787	1,888	11,211	1,602	9,642	-5.3%	11.5%	16.3%
Easy Readers	2,060	2,353	12,528	1,943	11,482	-12.5%	6.0%	9.1%
Picture books	4,975	5,311	34,446	4,753	27,116	-6.3%	4.7%	27.0%
Total Juvenile	13,369	14,252	82,736	12,759	70,835	-6.2%	4.8%	16.8%
Young Adult	1,023	1,070	5,244	1,028	5,744	-4.4%	-0.5%	-8.7%
Adult Fiction	3,377	3,275	20,757	3,159	18,596	3.1%	6.9%	11.6%
Adult non-Fiction	2,352	2,216	15,530	2,192	13,872	6.1%	7.3%	12.0%
Large print	870	832	5,471	710	4,456	4.6%	22.5%	22.8%
Adult Paperbacks	69	76	478	64	596	-9.2%	7.8%	-19.8%
Total Adult	6,668	6,399	42,236	6,125	37,520	4.2%	8.9%	12.6%
Magazines	415	452	3,023	511	3,071	-8.2%	-18.8%	-1.6%
Audio	873	870	5,187	850	5,208	0.3%	2.7%	-0.4%
DVD and Blu-ray	2,678	2,529	18,434	2,902	18,768	5.9%	-7.7%	-1.8%
Software and video games	97	138	801	97	579	-29.7%	0.0%	38.3%
Kits	1,300	1,489	8,267	1,179	3,137	-12.7%	10.3%	163.5%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	75	82	485	79	381	-8.5%	-5.1%	27.3%
E-books	4,145	3,782	26,093	3,620	25,046	9.6%	14.5%	4.2%
% of total circulation	13.5%	12.2%	13.5%	12.4%	14.7%	11.1%	8.8%	N/A
PROGRAMS								
Children								
Number	29	36	224	22	90	-19.4%	31.8%	148.9%
Attendance	1,195	1,317	6,111	1,097	4,396	-9.3%	8.9%	39.0%
Young adult								
Number	8	6	44	5	34	33.3%	60.0%	29.4%
Attendance	81	23	272	45	250	252.2%	80.0%	8.8%
Adult								
Number	16	9	86	10	58	77.8%	60.0%	48.3%
Attendance	118	145	1,151	105	1,493	-18.6%	12.4%	-22.9%
NEW PATRONS ADDED	127	197	890	111	446	-35.5%	14.4%	99.6%
PUBLIC MEETING ROOM BOOKINGS	17	23	138	11	28	-26.1%	54.5%	392.9%
STUDY ROOM BOOKINGS	321	355	2366	176	305	-9.6%	82.4%	675.7%
PUBLIC PC SESSIONS	353	454	2,768	335	1,889	-22.2%	5.4%	46.5%
UNIQUE WIRELESS USERS	1,842	2,027	12,529	1,229	6,116	-9.1%	49.9%	104.9%
CURBSIDE TRANSACTIONS	39	56	375	37	1,481	-30.4%	5.4%	-74.7%
# OF VISITORS TO LIBRARY	12,296	13,589	78,209	9,679	45,438	-9.5%	27.0%	72.1%

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Library Activity Report
Library Director Erick Plumb
August 2022

Library Activity in July/AUGust

- The 2022 Summer Reading Program wraps up with a big backyard blowout party at the Library on Thursday, August 18 from 4-7 PM. There will be food trucks, yard games, a bounce house, and more for kids and adults! This has been our first "normal" summer at the Library since 2019 - and first in our new building - so we'll be in the mood to celebrate with our best friends - our users.
- We hosted our first COVID vaccine clinic with PHMDC on August 11. We had stopped in May but are re-starting this partnership as school nears. 39 doses were given to all ages. We will have another clinic in September and hope to offer monthly clinic dates through the end of 2022.
- Elizabeth Clauss, our Access Services Librarian, will be leaving us as she has accepted a position as Library Director of Monticello Public Library in Green County, near her home. Elizabeth has been with us since 2015 and has gotten her MLS, been promoted to a FT librarian, and been made part of our management team. We will miss her talents immensely but we know she'll be a great library director and we wish her the best!
- AIA Wisconsin, the state chapter of the American Institute of Architects, has awarded a 2022 AIA Wisconsin Design Award for Merit. This is a big honor for our architects, OPN, and once again demonstrates what an amazing place the Village built for its residents. I will attend the award ceremony as OPN's guest along with Chris Zellner in September.
- Paulette Rodriguez began her duties as a Customer Services Assistant on August 1. Paulette joins us from Texas and will work on our Sunday crew as well as other shift during the week. This is her "retirement" job after many years working in education and school libraries. We're fortunate to have her here!
- We successfully hosted our second election – the partisan primary on August 9. Community Hall has truly turned out to be a wonderful venue for this municipal use.
- The Bruce Company began treating our largest pond to control weed and algae growth. We had been struggling with both in our first few years, with the fountains often getting clogged and/or shorting out. Plus, Maintenance manager Jeff Curwick spent an inordinate amount of time on pond maintenance. We thank Public Works for working with us to get an expert on this as the ponds are a very prominent feature of our grounds.

Youth Services Report by Brittany Gitzlaff

July absolutely flew by and was filled with so many fun programs and events. We continued with more Terrific Tuesdays (magic and raptors), and made ocean crafts, galaxy jars, and tested our survival skills. I was thrilled to visit each of the elementary schools during their last week of summer school to give free books to all of the kids participating in the Reading Express program. These kids are a bit behind in their reading, and worked hard to grow during summer school, and were excited to pick out a book of their own. Angie had a super successful month of teen programs that she put a lot of thought and planning into. She's gaining regular teen patrons again, which is so wonderful to see after a fairly rough year post-Covid. We once again partnered with the Village Center for our popular Village of Waunakee Scavenger Hunt. 176 people of all ages turned in their completed sheets, and we received a lot of positive feedback on how much people enjoy this activity.

Adult Services Report by Courtney Cosgriff

In June, I hosted 10 programs and my book club. I attended an Inclusive Services meeting through SCLS. I also attended my SCLS Adult Programmers meeting. I helped host the Memory Café with the Senior center and Dementia Friendly group at the library and also gave the participants a tour of the library. I attended a webinar on helping patrons with Libby. I applied for a Virtual Reality Fellowship for small libraries through UW and got it. What this looks like, program wise, is still up in the air as fellowship winners have more meetings together. The Adult Services team met to discuss programming ideas for the fall. I finalized our annual All Around Town program and marketing materials will be out shortly. I'm in the process of planning our Volunteer Fair as well as a Community Art Swap in November.

Community Engagement Report by Amy Sampson

This month I finalized and compiled responses from the Community Interest Survey into a report for the management team. I met with the Adult Services team to discuss results and talk about how to use them in programming. I also finalized details for fall programs like a resume workshop, Libby trainings, the blood drive, End of Summer Fest, and more. I purchased four new yard games to expand the collection after the continued high usage this year. This month also saw a lot more of my time spent on marketing with the increased number of programs for July and August with Summer Reading and new partnerships.



COMMUNITY HALL USAGE POLICY

As a public institution, the Waunakee Public Library encourages use of its meeting rooms by community groups and community members. The Waunakee Public Library offers rooms of various sizes and features for use by small to large groups, including Community Hall, a large event space intended for use by both the library and the community at large. Community Hall usage will be governed by this Community Hall Usage Policy.

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

The library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with library policies. The Waunakee Public Library's Behavior Policy applies to programs or meetings held within the building and on library grounds. Use of Community Hall should not interfere with the normal functions of the library or use by library customers. Library staff will have free access to rooms at all times. Lights are to remain on at all times unless they interfere with use of A/V equipment. Exceptions to the Meeting Room Policy may be made at the discretion of the Library Director.

Community Hall Description

Community Hall is a 2,300 square-foot event space located on the west end of the building. The room offers several seating configurations for large group gatherings. Community Hall accommodates 72 people in classroom-style, 96 people in banquet set-up, and 100 in seated auditorium-style layout. Amenities include a full audiovisual system, lectern, microphones, and camera system for livestreaming or recording. Community Hall also features a Warming Kitchen which is available to all groups using Community Hall. Both Community Hall and the Warming Kitchen are available during non-library hours. All events in Community Hall must end by 10 PM.

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

Rental Fees

Rental fees will be assessed for all non-Library or non-governmental events or meetings held in Community Hall. Library-affiliated organizations such as the Friends of Waunakee Library, Village of

Waunakee bodies and departments, and other national, state, and local governmental bodies will not be charged a fee for using Community Hall. Current Rental Fees can be found on the Library's website under the Rental Fee table.

General Guidelines for Using Community Hall

Users of Community Hall and attendees will:

- Not disrupt the use of the library by others.
- Set up and return room to its former arrangement when finished.
- Complete meetings or events at the agreed upon time.
- Put all refuse in trash receptacles provided.
- Affix nothing to walls without approval of library management. Users will abide event decoration guidelines as described below.
- Not block fire exits in any way.
- Not exceed designated maximum room capacity.
- Leave area in good condition.

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

Limitations

Community Hall may not be used for:

- Canvassing or collecting signatures for a political campaign on the Library's grounds, per the Library Behavior Policy.
- Programs for which there is an admission charge or ones designed as fund-raisers, except by prior permission of the Waunakee Public Library Director.
- Any purpose which may interfere with the regular operation of the library.
- Meetings with people under 18 years of age without adult supervision.
- Storage of materials or equipment.

Equipment

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

Decorations

Renters of Community Hall are encouraged to provide decorations for their events. The Library does not provide decorations. The library provides no tablecloths so if you wish to have table coverings, please plan to bring your own. There are limitations to decorations. Table decorations are allowed, but we ask that no glitter or confetti be used in decorations of any kind. If you wish to hang decorations on

the walls, only painter's tape is permissible. Please no duct tape, scotch tape, packing tape, or any other kind of tape besides painters. Nothing is to be hung on the glass windows in the back of the room or the wood wall / screen in the front of the room, even with painter's tape. No candles or other open flames are permitted. Use of prohibited items or adhesives resulting in damage or excessive cleaning will result in damages being charged to the renter.

Reservation Priorities for Community Hall

Room Reservations must be made by contacting the Library in person or via phone. Groups must complete a Room Reservation Form in print to reserve or rent Community Hall and agree to abide by this policy and all library conditions set forth for using a meeting room. Community Hall Reservations must be made by a responsible member of the organization, over 18 years old, who will see that all the regulations are followed. Priorities for Community Hall usage is as follows:

1. Use for Library programming or library-related meetings.
2. Use by Village of Waunakee governmental bodies or Village departments.
3. Use for State of Wisconsin or U.S. Federal government meetings
4. Use by other organizations in order by date of application and payment received.
5. Private events and functions

Rooms may be reserved no more than 18 months in advance of the meeting date. Exceptions are also made for library-sponsored programs and meetings of Village of Waunakee government. The Library reserves the right to pre-empt reservations; however, the Library will not preempt within 2 weeks of the scheduled meeting date. The library reserves the right to close and cancel use of Community Hall in the event of an emergency due to weather conditions or if rooms are in need of repair. In the event of a library-initiated cancellation, a full refund will be issued to the rental party.

Hold Harmless Agreement

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

Disclaimer

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

Approved by the Waunakee Public Library Board, June 21, 2019

Amended August 19, 2022



October 1, 2022

Dear [Waunakee Public Library supporter]:

It is hard to believe that it has been three years since we opened our doors at the new Library for the first time in August 2019. It's even more amazing that it's been five years since we launched our successful "Engaging Minds, Connecting Community" capital campaign for the new building. You'll recall that the campaign successfully met its \$1.5 million goal in less than a year, successfully demonstrating to the Village of Waunakee and the community at large the great well of support that existed for this project.

Since August 1 2019, the Library has sought to demonstrate just why a new building was a wise investment by the community. To date*, we have welcomed 351,986 visitors to the new library through July 2022. In addition to the expanded number of library programs we have been able to hold in our new spaces, WPL has hosted 343 non-library events, ranging from birthday parties and baby showers to public town halls and corporate training sessions. We are proud that the new building project itself has won three design and engineering awards, demonstrating what a truly remarkable place the library turned out to be!

Now that we are hopefully past the acute phases of the pandemic, we are again moving full-speed ahead at WPL. In the past year, we have expanded our staffing to accommodate seven-days-per-week services and expanded programming. The Library revised our strategic plan (see enclosed) to show where we'd like to go in the next five years. It's an exciting time to look to the future once again!

Your support in 2017-18 helped build the library building. As you consider your future gift planning, we'd like to invite you to consider helping us continue to build a strong financial foundation at the Library. The Village of Waunakee continues to be quite supportive of the Library each budget year, but budgetary demands are considerable in a fast-growing community like ours. A financial gift can substantially assist the Library in continuing to grow its services even in an uncertain time period like this one.

There are three ways to give financial support to the Library:

- Join and support the Friends of the Waunakee Library. The Friends work together to strengthen and expand services at the library by purchasing materials, equipment and services not readily obtained through the library budget. The Friends sponsor many programs throughout the year. Learn more about the Friends at www.waunakeepubliclibrary.org/friends-waunakee-public-library

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- Give to the Waunakee Library Forever Fund endowment, held through the Madison Community Foundation. The Waunakee Public Library Forever Fund is an endowment; the principal will always remain intact. Interest earned will be used for innovative programs and services. Find more information at www.waunakeepubliclibrary.org/forever-fund
- Give directly to the Library for one-time, individual projects, services, or equipment.

Please visit the library, email me at eplumb@waupl.org or call me 608-849-4208 to discuss giving options.

We thank you for your past support. Future private support will be crucial in enabling the Library to continue to grow and mature its services in our award-winning building. Waunakee Library has made incredible strides since making our move to North Madison Street; with your continued support, we will remain a vital resource for Waunakee to engage our residents' minds and connect community members in the years to come.

Thank you,

Erick Plumb
Library Director
Waunakee Public Library

*We'll update these numbers at final mailing date



August 3, 2022

Dear Library Board of Trustees,

This is to inform you of news regarding the 2023 Operational and Facility Reimbursements to Dane County Libraries. Once again, the reimbursement for 2023 will be held at the levels of 2021 and 2022. This recognizes that data from 2020 and 2021 bear the story of COVID playing out across libraries in Dane County. As a reminder, the current formula uses a 3-year average of circulation and cost-per-circulation data. The 2020 and 2021 data sets skew that average in variety of ways, including:

- roughly 50% drop in circulation in 2020;
- artificially high costs per circulation;
- libraries reopened at differing rates;
- services changed as libraries adapted to public health recommendations;
- reduced/uneven services across libraries as variants broke out.

Maintaining reimbursement at the 2020 and 2021 levels is an attempt to provide financial stability for libraries.

The Dane County Libraries have embarked on a study of the Operational Formula with the firm ReThinking Libraries. RTL will spend the next few months studying our formula, funding structures, circulation and services in order to offer 2-3 alternative ways of measuring library service, value and reimbursement. The intent is to update the current formula or adopt a new formula that bases reimbursement on all the factors that drive library costs.

I am happy to answer any questions or visit one of your meetings to explain this matter further.

Sincerely,

Tracy Herold, Director

Village of Waunakee
 Zero Based Budgeting - Summary
 2023 Budget

		<u>2023</u> <u>Budget</u>	<u>2022</u> <u>Budget</u>	<u>Variance</u>
<u>Library</u>				
Expenditures				
	Wages	\$ -	\$ -	\$ -
	Fringes	-	-	-
	Other	<u>271,311</u>	<u>253,795</u>	<u>17,516</u>
	Subtotal	271,311	253,795	17,516
Revenues				
	COUNTY LIBRARY AID 100-43740020	\$ 210,293	\$ 213,072	
	GRANTS/DONATIONS 100-48540070	12,000	11,500	
		-	-	
	Subtotal	<u>222,293</u>	<u>224,572</u>	
	Net cost of service	49,018	29,223	
	Share of general revenues	-	-	
	Tax Levy needs	<u>\$ 49,018</u>	<u>\$ 29,223</u>	
		<u>2023</u> <u>Budget</u>	<u>2022</u> <u>Budget</u>	<u>Variance</u>
<u>Library Building</u>				
Expenditures				
	Wages	\$ -	\$ -	\$ -
	Fringes	-	-	-
	Other	<u>92,530</u>	<u>91,000</u>	<u>1,530</u>
	Subtotal	\$ 92,530	91,000	1,530
Revenues				
		\$ -	\$ -	
		-	-	
	Subtotal	\$ -	\$ -	
	Net cost of service	92,530	91,000	
	Share of general revenues	-	-	
	Tax Levy needs	<u>\$ 92,530</u>	<u>\$ 91,000</u>	
		\$ 222,293	\$ 224,572	

<u>Library Fund</u>		<u>2023</u>	<u>2022</u>
		<u>Budget</u>	<u>Budget</u>
Expenditures			
	Wages	\$ -	\$ -
	Fringes	-	-
	Other	500	500
	Subtotal	\$ 500	\$ 500
Revenues			
PUBLIC CHARGES	220-46740011	\$ 4,000	\$ 4,000
VENDING	220-46740011	-	-
ROOM RENTALS	220-46740015	7,500	6,000
PHOTOCOPIES	220-46740014	2,750	1,500
INTEREST INCOME	220-48140001	-	-
		-	-
	Subtotal	\$ 14,250	\$ 11,500
Net cost of service		(13,750)	(11,000)
Share of general revenues		-	-
Tax Levy needs		<u>\$ (13,750)</u>	<u>\$ (11,000)</u>

Village of Waunakee
Zero Based Budgeting - Line items
2023 Budget

Account Number	Account Name	2023	2022	Difference
100-551400-210	LIBRARY OUTSIDE SERVICES	1,508	3,008	(1,500)
100-551400-217	LIBRARY SECURITY SYSTEMS	-	-	-
100-551400-219	LIBRARY AUTOMATION LEVY	68,923	63,188	5,735
100-551400-225	LIBRARY COMMUNICATIONS	9,180	9,180	-
100-551400-290	LIBRARY LEASED ITEMS	8,196	8,256	(60)
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	2,572	2,500	72
100-551400-311	LIBRARY POSTAGE	1,000	800	200
100-551400-320	LIBRARY PUBS/SUBS/DUES	2,899	2,599	300
100-551400-330	LIBRARY TRAVEL/TRAINING	2,200	2,900	(700)
100-551400-340	LIBRARY PROGRAMS	25,000	24,000	1,000
100-551400-341	LIBRARY EQUIPMENT	7,500	7,500	-
100-551400-350	LIBRARY REPAIRS/MAINT	-	-	-
100-551400-380	LIBRARY ADULT BOOKS	44,000	42,000	2,000
100-551400-381	LIBRARY JUVENILE BOOKS	24,000	22,000	2,000
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	8,150	7,950	200
100-551400-384	LIBRARY COMPUTER SOFTWARE	22,558	15,589	6,969
100-551400-385	LIBRARY KIT SUPPLIES	5,500	5,000	500
100-551400-386	LIBRARY AUDIO MATERIALS	8,500	9,500	(1,000)
100-551400-387	LIBRARY VIDEOS	8,000	8,500	(500)
100-551400-390	LIBRARY SUPPLIES	18,125	17,825	300
100-551400-391	LIBRARY PERSONNEL	-	-	-
100-551400-392	LIBRARY PUBLIC RELATIONS	3,500	1,500	2,000
		271,311	253,795	17,516

Account Number	Account Name	Item	Vendor	Quantity	Unit Price	Amount	Description
100-551400-210	LIBRARY OUTSIDE SERVICES	1	Graphic Design	336	3.00	\$ 1,008	500 Programming design & printing
		2	Solved			\$ 1,008	Timekeeping fees (28 employees x 12 months)
		3					
		4					
		5					
						\$ 3,008	(1,500)
100-551400-217	LIBRARY SECURITY SYSTEMS	1				\$ -	
		2				\$ -	
						\$ -	
100-551400-219	LIBRARY AUTOMATION LEVY	1	South Central Library System			\$ 68,923	
		2				\$ 68,923	
						\$ 63,188	5,735

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	5		\$ 25,000		24,000	1,000
100-551400-341		LIBRARY EQUIPMENT				
		1 South Central Library System	\$ 5,000	Patron technical equipment		
		2 Amazon	2,500	Staff technical equipment		
		3				
		4	\$ 7,500		7,500	
100-551400-380		LIBRARY ADULT BOOKS				
		1 Baker & Taylor	\$ 36,000			
		2 Amazon	4,000	Physical and Kindle copies		
		3 Lucky Day Collection	4,000			
		4				
		5				
		6	\$ 44,000		42,000	2,000
100-551400-381		LIBRARY JUVENILE BOOKS				
		1 Baker & Taylor	\$ 22,000			
		2 Lucky Day Collection	2,000			
		5	\$ 24,000		22,000	2,000
100-551400-383		LIBRARY SERIAL SUBSCRIPTIONS				
		1 Rivistas Magazine Subscription Service	\$ 6,950			
		2 New York Times	1,050			
		3 Hometown News	150			
		4				
		5				
		6	\$ 8,150		7,950	200
100-551400-384		LIBRARY COMPUTER SOFTWARE				
		1 WI Library Services	5,142	Online database subscriptions		
		2 SCLS digital resources line	9,166	Overdrive (e-books) & Digital magazines		
		3 Verizon	4,750	Hot Spot subscriptions (8)		
		4 Kanopy	3,500	Online streaming service		
		5	\$ 22,558		15,589	6,969
100-551400-385		LIBRARY KIT SUPPLIES				
		1 Amazon	5,500			
		2				
		3				
		4				
		5	\$ 5,500		5,000	500

LIBRARY AUDIO MATERIALS

100-551400-386

1	Books on Tape	8,500	
2	Recorded Books		
3	Findaway World		
4	Midwest Tapes		
5	Listening Library		
6			
		<u>\$ 8,500</u>	9,500
			(1,000)

LIBRARY VIDEOS

100-551400-387

1	Baker & Taylor Entertainment	1,000	
2	Midwest Tapes	1,000	
3	Amazon	6,000	
4			
		<u>\$ 8,000</u>	8,500
			(500)

LIBRARY SUPPLIES

100-551400-390

1	Costco	1,000	Program support
2	Demco	7,500	
3	Office Depot	7,500	
4	Piggly Wiggly	500	Food for programs/events
5	Tuition Reimbursement	-	
6	Azuradisc	300	
7	Upstart	325	
8	Uline	1,000	
9	Flexplan	-	
10			
		<u>\$ 18,125</u>	17,825
			300

LIBRARY PERSONNEL

100-551400-391

1		\$ -	
2			
3			
4			
		<u>\$ -</u>	-

LIBRARY PUBLIC RELATIONS

100-551400-392

1	Printing & Design	3,500	
2			
3			
4			
5			
6			
		<u>\$ 3,500</u>	1,500
			2,000
		<u>\$ 271,311</u>	253,795
			17,516

Village of Waunakee
Zero Based Budgeting - Line items
2023 Budget

Account Number	Account Name	2023	2022	Difference
100-551401-210	LIBRARY BLDG SERVICES	29,030	29,500	(470)
100-551401-220	LIBRARY BLDG UTILITIES	24,000	24,000	-
100-551401-221	LIBRARY BLDG GAS HEAT	15,000	12,000	3,000
100-551401-341	LIBRARY BLDG EQUIPMENT	-	-	-
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	21,000	22,000	(1,000)
100-551401-390	LIBRARY BLDG OTHER	3,500	3,500	-
	TOTAL	92,530	91,000	1,530

Account Number	Account Name	Item	Vendor	Quantity	Unit Price	Amount	Description
100-551401-210	LIBRARY BLDG SERVICES	1	Capital Coffee	12	400.00	\$ 4,800	Coffee vending
		2	Otis elevator			2,100	Elevator maintenance
		3	Vendor-TBD			7,500	Landscaping/gardening
		4	Masters			8,343	HVAC operating system
		5	Butters Fetting			2,500	HVAC equipment maintenance
		6	Ahern			800	Sprinkler system
		7	Midwest Fire Alarm			487	Fire alarm
		8	Vendor-TBD	2	1,250.00	2,500	Window cleaning 2x annually
						\$ 29,030	(470)

100-551401-220	LIBRARY BLDG UTILITIES	1	Waunakee Utilities	12	2,000.00	\$ 24,000	
		2				\$ 24,000	

100-551401-221	LIBRARY BLDG GAS HEAT	1	MG&E	12	1,250.00	\$ 15,000	
		2				\$ 15,000	3,000

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Account Number	Category	Item	Amount
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	1 Janitorial supplies	\$ 15,000
		2 Maintenance supplies	4,000
		3 Service calls	2,000
		4	22,000
		<u>\$ 21,000</u>	(1,000)
100-551401-390	LIBRARY BLDG OTHER	1 Various vendors	\$ 3,500
		2	3,500
			<u>\$ 92,530</u>
	TOTAL		91,000

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Village of Waunakee
 Zero Based Budgeting - Line items
 2023 Budget

Account Number	Account Name	2023	2022	Difference
220-551400-311	LIBRARY POSTAGE	-	-	-
220-551400-320	LIBRARY PUBS/SUBS/DUES	-	-	-
220-551400-330	LIBRARY TRAVEL/TRAINING	-	-	-
220-551400-340	LIBRARY PROGRAMS	-	-	-
220-551400-390	LIBRARY OTHER	500	500	-
	TOTAL	500	500	-

Account Number	Account Name	Item	Vendor	Quantity	Unit Price	Amount	Description
220-551400-311	LIBRARY POSTAGE	1	US Post Office			\$ -	
		2				\$ -	
220-551400-340	LIBRARY PROGRAMS	1	Various vendors			\$ -	
		2				\$ -	
220-551400-390	LIBRARY OTHER	1	Various vendors			\$ 500	
		2				\$ 500	
	TOTAL					\$ 500	

Agenda for 8/26/22 Inservice

Staff Training Schedule (Staff Printout)

9:00 – Coffee/Donuts/Yogurt Bar

9:00 – Sharing Questions/Comments

9:15 – Junk Food Olympics

9:30 – Ask Us Anything Teen Librarian Panel

- Melissa Carollo, Teen Librarian at Sun Prairie Public Library
- Tiffany Helgerson, Youth Services Coordinator at Monona Public Library
- Leah Portz, Youth Services Librarian at Verona Public Library
- Abby Seymour, Teen Services Librarian at McFarland Public Library

11:30 – Junk Food Olympics

12:00 – Lunch : Catering from Panera

12:45 – Junk Food Olympics

1:00 – Teen Development Training

- Shawn Brommer, Community Engagement & Youth Services Consultant with SCLS

2:00 – Break

2:15 – Q&A with Shawn Brommer

3:00 – Junk Food Olympics

3:30 – Staff Meeting with Erick

4:30 – Wrap Up