

**Waunakee Public Library
Library Board Meeting
Board Room—201 N. Madison Street
Friday, August 16, 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 July 19, 2019 Library Board Minutes
 - B. Approve Schedule of Bills
 - C. Approve Financial Reports, plus *Forever Fund*, 220 Account, and capital campaign balances
- IV. Public Comment
- V. Director's Report
- VI. Old Business
 - A. Update on Capital Campaign progress
 - B. Update on library building and grounds
 - C. Review draft of revised fee schedule for Community Hall
- VII. New Business
 - A. Discuss and take action on 2020 Library Operating Budget
 - B. Discuss public bulletin board
 - C. Approve promotion of Elizabeth Claus and Amy Sampson to Library Assistant III effective January 1, 2020*
- VIII. Adjourn

Next Library Board meeting at 201 N. Madison Street: Fri., September 20, 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.

***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 govern-mental body has jurisdiction or exercises responsibility. The Library Board may reconvene in open session.**

Waunakee Public Library

Library Board Meeting

Friday, July 19, 2019, 2019

7:45 AM

Library Programming Room

- 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, Cindy Turner, and Erick Plumb.
 - B. **Absent:** Mike Ricker and Geoff Vine
 - C. **Guests:** Jeff Curwick and Todd Schmidt
- III. **Approval of consent agenda-:** Kathy moved, Annie seconded, Passed.
- IV. **Public comment:** Welcome to Jeff Curwick
- V. **Library Director's Report:** Erick reported on the collection, offices, and equipment moving details and the network testing. It is expected that the old library will be vacated by July 26th. The meeting room policy will be reviewed again in August. With smaller groups requesting use of the Community Room, Erick would like to establish a sliding fee schedule reducing the room rental for those groups. The price point should be affordable and match the group size. Job openings have been announced for three custodial hires to manage both the library and Village Hall. It is expected that Jeff's custodial team will be in place in August. The full director's report including youth service and adult service sections were also included in the Board packet
- VI. **Old Business**
 - A. **Construction Committee Report:**

No formal report. Erick detailed a few unfinished furnishing details and play ground landscaping that will occur after the official opening date.
 - B. **Curator of History Hall Job Description: Jean Elvekrog**

Jean presented an edited version of the job description with changes to the annual number of revolving exhibits (6) and the note that resources would be available upon the approval of the Library Director for design and printing assistance. A motion was made by Cindy and seconded by Erin to accept the job description with the above stated adjustments.
 - C. **Plans for Donor Party:** Jean Elvekrog

There are 263 reservations received for the Donor Party. Jean has made arrangements with Buckingham's, Guilty Café and Lone Girl for food and beverages. Remarks will take place at 6:45 PM in the Community Room, followed by building tours. Staff will be spread through-out the building to serve as room/section docents in the various areas.

VII. New business

A. Ribbon Cutting: The August 1st community open house is to include brief remarks by Jean Elvekrog, Geoff Vine, Erick Plumb and Village President, Chris Zellner. Ellen Schraaf, Waunakee Chamber of Commerce, will be present for the ribbon cutting at 2PM.

Again tours will be given by Library Staff, children's activities featured and light refreshments available on the patio.

B. Discuss Goals of 2020 Public Library Budget: Erick Plumb

The 2020 budget is to be presented at the August meeting. It will be status quo with a slight uptick in a few line items. Heating, cooling and building operation costs in the new facility are uncertain. The 2021 budget will reflect the more accurate annual costs.

The Board discussed with Todd Schmidt's input the future of the 710 South Street former library.

VIII. Adjourn: The meeting was adjourned at 7:25 AM on a motion by Jean, second by Annie.

Library Board Meeting: Friday, August 16, 2019 at 7:45 AM at WPL Board Room

Note location: 201 No. Madison Street. This is the FIRST meeting at this location!

Respectfully submitted, Cynthia S. Turner, Trustee and Secretary



July 2019

Account	Vender	Amount
<u>100-551400-210 Outside services</u>		
	Total	0.00
<u>100-551400-219 Automation levy</u>		
	Total	0.00
<u>100-551400-225 Communications</u>		
	Total	0.00
<u>100-551400-290 Leased items</u>		
	Total	0.00
	Waunakee rental	125.54
<u>100-551400-292 Maintenance contracts</u>		
	Total	125.54
	SCLS	0.00
	Secure Storage of Waunakee	38.23
<u>100-551400-311 Postage</u>		
	Total	38.23
	Post Office	65.50
<u>100-551400-320 Publications, subscriptions and dues</u>		
	Total	65.50
	Waunakee Lions Club	0.00
	Waunakee Rotary	166.00
	Amazon Prime	
	WLA	0.00
<u>100-551400-330 Travel and training</u>		
	Total	166.00
<u>100-551400-340 Programs</u>		
	Total	0.00
	Pig	62.56
	Apple Music	10.54
	Amazon	262.34
	Dollar Tree	14.00
	Jim Gill	1,500.00
	Ace Hardware	1.59
	Megan Heidemann	150.00
	John Heasley	300.00
	Joan Fitzgerald	25.00
	Joey Baird	178.00
<u>100-551400-341 Equipment</u>		
	Total	2,504.03
	SCLS	485.96
	Flag and Emblem	63.90

	Home Depot	703.80
	Displays2go	208.06
	Ace hardware	81.17
	Menards	203.01
	Total	1,745.90
<u>100-551400-350 Repairs and maint</u>		
	Total	0.00
<u>100-551400-380 Adult books</u>		
	Amazon	32.78
	Baker and Taylor	496.81
	Mike Andre	0.00
	Total	529.59
<u>100-551400-381 Juvenile books</u>		
	Amazon	54.99
	Baker and Taylor	825.37
	Penworthy	0.00
	Total	880.36
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	6,178.16
	Total	6,178.16
<u>100-551400-384 - Digital Materials & Computer Software</u>		
	Amazon	0.00
	Demco Software	0.00
	SCLS	0.00
	WILS	0.00
	Verizon -Hotspots	120.03
	Total	120.03
<u>100-551400-385 Kit supplies</u>		
	Amazon	975.58
	Walmart	0.00
	Dollar Tree	36.00
	TJ Maxx	17.92
	Total	1,029.50
<u>100-551400-386 Audio materials</u>		
	Recorded Books	421.40
	Midwest Tape	0.00
	Penguin Random House	0.00
	Findaway	334.90
	Total	756.30
<u>100-551400-387 Videos</u>		
	Amazon	1,444.47
	Midwest Tape	0.00
	Total	1,444.47
<u>100-551400-390 Other</u>		
	Amazon	680.02
	Demco	75.60
	Pig	23.67
	Capital Coffee	643.96
	Minuteman Press	43.23
	Total	1,466.48
<u>100-551400-391 Personnel</u>		
	Total	0.00

100-551400-392 Public relations

Amazon 12.95

Total 12.95

100-551401-210 Building services

Ace Hardware 39.10
Plunketts 0.00
Otis 1,780.80
Home Depot 596.00
Menards 115.01
Total 2,530.91

430-551400-810 Equipment Replacement

SCLS 3,618.80
Total 3,618.80

470-551400-820

Post Office 165.00
Total 165.00

220 Fund

Guilty Café 562.80
Dunkin Donuts 14.51
Pig 96.86
Amazon 64.00
Total 738.17
Month Total 24,115.92

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR	
<u>LIBRARY OPERATIONS</u>							
100-551400-110	LIBRARY FULL TIME	22,792.85	171,928.90	293,864.00	121,935.10	58.51	140,885.00
100-551400-120	LIBRARY PART TIME	22,967.30	168,234.70	282,031.00	113,796.30	59.65	152,354.59
100-551400-130	LIBRARY FICA	3,350.18	24,883.62	44,055.00	19,171.38	56.48	21,287.24
100-551400-131	LIBRARY RETIREMENT	2,516.48	18,419.87	31,760.00	13,340.13	58.00	16,293.05
100-551400-132	LIBRARY HEALTH	5,755.25	72,103.75	122,303.00	50,199.25	58.96	68,676.75
100-551400-133	LIBRARY LIFE	49.84	351.44	509.00	157.56	69.05	282.04
100-551400-134	LIBRARY DENTAL	554.75	4,726.11	9,924.00	5,197.89	47.62	5,269.14
100-551400-210	LIBRARY OUTSIDE SERVICES	.00	455.00	1,864.00	1,409.00	24.41	1,851.00
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	769.94	3,505.81	6,528.00	3,022.19	53.70	3,346.62
100-551400-290	LIBRARY LEASED ITEMS	.00	389.36	4,596.00	4,206.64	8.47	535.47
100-551400-292	LIBRARY MAINTENANCE CONTRACT	.00	2,146.43	4,500.00	2,353.57	47.70	262.35
100-551400-311	LIBRARY POSTAGE	68.07	518.68	1,350.00	831.32	38.42	586.92
100-551400-320	LIBRARY PUBS/SUBS/DUES	166.00	3,086.50	2,450.00	(636.50)	125.98	2,815.51
100-551400-330	LIBRARY TRAVEL/TRAINING	.00	1,025.00	3,135.00	2,110.00	32.70	1,420.90
100-551400-340	LIBRARY PROGRAMS	675.65	8,668.05	14,100.00	5,431.95	61.48	10,728.94
100-551400-341	LIBRARY EQUIPMENT	2,815.05	5,130.03	5,000.00	(130.03)	102.60	2,516.68
100-551400-380	LIBRARY ADULT BOOKS	3,157.90	19,257.74	41,000.00	21,742.26	46.97	14,952.23
100-551400-381	LIBRARY JUVENILE BOOKS	1,741.55	13,470.34	20,250.00	6,779.66	66.52	10,630.67
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	5,720.92	13,639.48	7,920.00	(5,719.48)	172.22	8,199.31
100-551400-384	LIBRARY COMPUTER SOFTWARE	336.28	7,222.58	13,832.00	6,609.42	52.22	10,854.47
100-551400-385	LIBRARY KIT SUPPLIES	189.38	1,111.96	4,250.00	3,138.04	26.16	1,454.97
100-551400-386	LIBRARY AUDIO MATERIALS	781.98	5,532.66	12,500.00	6,967.34	44.26	2,458.46
100-551400-387	LIBRARY VIDEOS	474.19	4,778.42	8,500.00	3,721.58	56.22	5,020.61
100-551400-390	LIBRARY OTHER	792.21	7,291.39	16,912.00	9,620.61	43.11	6,700.85
100-551400-391	LIBRARY PERSONNEL	49.00	458.00	.00	(458.00)	.00	.00
100-551400-392	LIBRARY PUBLIC RELATIONS	.00	598.21	1,700.00	1,101.79	35.19	.00
TOTAL LIBRARY OPERATIONS		75,724.77	602,940.51	1,004,164.00	401,223.49	60.04	534,996.24
<u>LIBRARY BUILDING</u>							
100-551401-110	LIBRARY BLDG FULL TIME	3,175.71	3,257.61	26,150.00	22,892.39	12.46	288.71
100-551401-120	LIBRARY BLDG PART-TIME	.00	.00	14,674.00	14,674.00	.00	.00
100-551401-130	LIBRARY BLDG FICA	195.36	201.63	3,123.00	2,921.37	6.46	21.39
100-551401-131	LIBRARY BLDG RETIREMENT	208.01	213.38	1,713.00	1,499.62	12.46	19.35
100-551401-132	LIBRARY BLDG HEALTH	3,096.92	3,096.92	8,015.00	4,918.08	38.64	188.40
100-551401-133	LIBRARY BLDG LIFE	.00	.74	100.00	99.26	.74	.49
100-551401-134	LIBRARY BLDG DENTAL	281.34	281.34	811.00	529.66	34.69	12.62
100-551401-210	LIBRARY BLDG SERVICES	1,879.80	11,355.04	22,600.00	11,244.96	50.24	11,667.04
100-551401-220	LIBRARY BLDG UTILITIES	1,169.77	7,078.45	29,500.00	22,421.55	23.99	5,826.60
100-551401-221	LIBRARY BLDG GAS HEAT	55.18	1,384.52	6,859.00	5,474.48	20.19	1,292.56
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	.00	68.96	7,500.00	7,431.04	.92	144.77
100-551401-390	LIBRARY BLDG OTHER	.00	.00	600.00	600.00	.00	167.80
TOTAL LIBRARY BUILDING		10,062.09	26,938.59	121,645.00	94,706.41	22.15	19,629.73

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VILLAGE OF WAUNAKEE
BALANCE SHEET
JULY 31, 2019

LIBRARY SPECIAL REVENUE FUND

<u>ASSETS</u>			
220-11110	COMMINGLED CASH	47,100.41	
220-11801	CASH ON HAND	<u>175.00</u>	
	TOTAL ASSETS		<u>47,275.41</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
220-34221	DESIGNATED - SCHUBERT FUND	540.00	
220-34222	DESIGNATED - PIRANO	1,070.50	
220-34300	FUND BALANCE	<u>37,874.51</u>	
	BEGINNING FUND BALANCE	39,485.01	
	REVENUE OVER EXPENDITURES - YTD	<u>7,790.40</u>	
	TOTAL FUND EQUITY		<u>47,275.41</u>
	TOTAL LIABILITIES AND EQUITY		<u>47,275.41</u>



VILLAGE OF WAUNAKEE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 31, 2019

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY REVENUES</u>						
220-46740011 PUBLIC CHARGES	277.66	5,252.38	16,000.00	(10,747.62)	32.83	6,074.68
220-46740014 PHOTOCOPIES	83.41	1,906.75	1,700.00	206.75	112.16	1,256.10
TOTAL LIBRARY REVENUES	361.07	7,159.13	17,700.00	(10,540.87)	40.45	7,330.78
<u>MISCELLANEOUS REVENUE</u>						
220-48140001 INTEREST INCOME	.00	369.00	225.00	144.00	164.00	59.00
220-48540070 DONATIONS	174.44	712.27	.00	712.27	.00	487.09
TOTAL MISCELLANEOUS REVENUE	174.44	1,081.27	225.00	856.27	480.56	546.09
TOTAL FUND REVENUE	535.51	8,240.40	17,925.00	(9,684.60)	45.97	7,876.87

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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2019

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY</u>						
220-551400-390 LIBRARY OTHER	.00	450.00	.00	(450.00)	.00	25.95
TOTAL LIBRARY	.00	450.00	.00	(450.00)	.00	25.95
TOTAL LEISURE ACTIVITIES	.00	450.00	.00	(450.00)	.00	25.95
<u>TRANSFERS OUT</u>						
220-592400-900 TRANSFER OUT	.00	.00	.00	.00	.00	100,000.00
TOTAL TRANSFERS OUT	.00	.00	.00	.00	.00	100,000.00
TOTAL OTHER FINANCING USES	.00	.00	.00	.00	.00	100,000.00
TOTAL FUND EXPENDITURES	.00	450.00	.00	(450.00)	.00	100,025.95
NET REVENUES OVER EXPENDITURE	535.51	7,790.40	17,925.00	(9,234.60)	43.46	(92,149.08)
NET REVENUES OVER EXPENDITURE	535.51	7,790.40	17,925.00	(9,234.60)	43.46	(92,149.08)

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1030243: Waunakee Library Forever Fund

6/1/2019 To 6/30/2019

Balance

Beginning Balance 258,901.37

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 11,488.46

11,488.46

Grants/Distributions

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (215.75)

(215.75)

Ending Balance

\$270,174.08

Cash Available for Grants as of 6/30/2019

\$0.00

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

July 2019

	2019			2018		% Change Prev Month	% Change Prev Year	YTD % Change
	July	Prev Month	Yr-to-date	July	Yr-to-date			
# of Days Library was open	12	25	164	25	179	-52.0%	N/A	N/A
CIRCULATION								
Physical circulation	13,665	22,855	134,252	24,971	144,297	-40.2%	-45.3%	-7.0%
Digital circulation	2,861	2,630	17,655	2,344	14,331	8.8%	22.1%	23.2%
Library Total	16,526	25,485	151,907	27,315	158,628	-35.2%	-39.5%	-4.2%
<i>Per Day library was open</i>	1,377	1,019	926	1,093	886	35.1%	26.0%	4.5%
Average of Deforest, Monona and	34,617	32,811	208,144	33,916	209,870	5.5%	2.1%	-0.8%
By Category								
Books								
Juvenile Fiction	2,017	3,402	15,642	3,220	16,845	-40.7%	-37.4%	-7.1%
Juvenile Non-Fiction	987	1,647	9,804	1,626	10,142	-40.1%	-39.3%	-3.3%
Easy Readers	957	1,691	8,192	1,690	8,921	-43.4%	-43.4%	-8.2%
Picture books	2,073	3,636	21,792	4,053	24,695	-43.0%	-48.9%	-11.8%
Total Juvenile	6,034	10,376	55,430	10,589	60,603	-41.8%	-43.0%	-8.5%
Young Adult	583	895	3,878	1,141	5,139	-34.9%	-48.9%	-24.5%
Adult Fiction	1,521	2,296	14,075	2,585	15,901	-33.8%	-41.2%	-11.5%
Adult non-Fiction	1,224	1,926	13,318	2,798	18,118	-36.4%	-56.3%	-26.5%
Large print	324	575	3,493	404	2,797	-43.7%	-19.8%	24.9%
Adult Paperbacks	129	194	1,398	307	1,980	-33.5%	-58.0%	-29.4%
Total Adult	3,198	4,991	32,284	6,094	38,796	-35.9%	-47.5%	-16.8%
Magazines	252	403	2,654	557	2,941	-37.5%	-54.8%	-9.8%
Audio	801	1,356	8,545	1,351	9,231	-40.9%	-40.7%	-7.4%
DVD and video	2,142	3,448	24,169	4,192	22,960	-37.9%	-48.9%	5.3%
Software	8	19	180	30	180	-57.9%	-73.3%	0.0%
Kits	554	1,184	6,083	1,415	7,409	-53.2%	-60.8%	-17.9%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	53	94	448	82	486	-43.6%	-35.4%	-7.8%
E-books	2,861	2,630	17,655	2,344	14,331	8.8%	22.1%	23.2%
% of total circulation	17.3%	10.3%	11.6%	8.6%	9.0%	67.8%	101.7%	N/A
PROGRAMS								
Children								
Number	19	33	244	23	226	-42.4%	-17.4%	8.0%
Attendance	928	2,567	9,636	1,417	9,037	-63.8%	-34.5%	6.6%
Young adult								
Number	4	7	39	4	22	-42.9%	0.0%	77.3%
Attendance	45	70	1,262	29	113	-35.7%	55.2%	1016.8%
Adult								
Number	14	13	67	10	61	7.7%	40.0%	9.8%
Attendance	362	133	1,117	101	940	172.2%	258.4%	18.8%
# OF USES OF PUBLIC COMPUTERS *	2,883	6,553	42,601	5,308	35,634	-56.0%	-45.7%	19.6%
# OF VISITORS TO LIBRARY	9,974	17,344	87,936	17,512	92,500	-42.5%	-43.0%	-4.9%

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Library Activity Report
Erick Plumb
August 2019

- We are open at 201 North Madison Street! After years of waiting, planning, and advocacy, we opened our doors officially to the public on Friday, August 2. The opening capped an enormously momentous July which saw us close down the old library on South Street on July 15, move our collections, set up furniture and IT infrastructure, and be ready for our public sneak peeks. Staff are to be commended for their efforts in closing the old library, moving, and setting up our current space.
- Over 300 people attended our donor recognition event on July 30. Kudos to Jean Elvekrog especially for planning such a marvelous soft launch event. It was gratifying to see the Library's biggest financial supporters be so enthusiastic about what they helped to build.
- Our public open house on August 1 was a smashing success. We officially counted 1,369 people through our door counters, but not all entrances were counted, so many more attended. We were blown away by the response of the public. I think it's fair to say the day exceeded all expectations.
- Our first full week went smoothly. We were wonderfully busy and patrons and staff alike did well adjusting to the new (much larger) spaces. Our gates recorded 5,344 visits our first six days open to the public (August 2-8), roughly double our attendance at the old building. While that won't continue, it is so wonderful to see the building packed with people, especially seeing faces we haven't seen before.
- Although we are open, the Library is not fully completed. We await final installation of end panels on the shelving, several tables and chairs, and, most obviously, the grounds still need work. The remaining tall dirt mound in the northeast corner of the site (lovingly called Mount Erick by some) should be removed by August 16. Installation of the playground will follow in early September.
- The Youth Services department welcomes Jody Doll as a new YS Library Assistant. She began her duties August 6. We hired Dave Cerutti as our first Building Supervisor to assist Jeff Curwick with building and grounds maintenance. Dave currently works at Village Center and will begin working at Village Hall the week of August 13 and begin broader duties at the Library on September 1. We continue to advertise for additional help with cleaning.

Youth Services Report by Brittany

July was a bittersweet month as we wrapped up all of our final programs at our old library and made the big move to our new library. Our final programs were well attended and we heard many remarks from our patrons about looking forward to seeing our new, bigger spaces and no longer needing to use a ticket system for our Tuesday performances. Our final days were busy as patrons stopped in to check out one last time and say goodbye. One of Angie's final programs (Candy Sushi) had so much interest she decided to open up a second event and both

were full with teens on the waiting lists. In the midst of all of this, we also found time to hire a brand new Library Assistant specifically for Youth Services. Jody Doll will join us beginning August 6. She is a Waunakee resident and longtime patron and most recently was employed at St. John's in their 4K classrooms. She will work 12 hours per week and help allow us to have a YS staff member at the kid's reference desk during all of our open hours.

Adult Services Report by Courtney

In July, I hosted 1 program and the Ales and Tales bookclub. I finalized All Around Town promotion and ended with 28 businesses. Gay, Patti, and I had a programming meeting to discuss ideas and logistics for the new library. I attended a Dane County library directors meeting in place of Erick. We moved to the new library (duh!) and spent many hours doing logistical things to prepare for opening. I created all the shelving signage and while there were a few hiccups, they turned out great.

Erick's Meetings and Appearances in July

- Furniture walk-through, July 1
- Rotary Board, July 2
- Bill Frederick, July 2
- Fearing's, July 3
- Owner training for new building, various contractors, July 8-12
- Village management Team, July 10
- Playground planning meeting, July 11
- Library staff meeting, July 12
- Library construction meeting with Vogel Bros., July 9 and 23
- SCLS Delivery planning, July 17
- New library interview with Tribune, July 18
- Library Board, July 19
- Capital Coffee, July 19
- Johnson Controls, Security Cameras, July 19
- Chris Zellner, Todd Schmidt, Geoff Vine, Renee Meinholz, July 25
- Wisconsin Library Association program planning session, July 26
- Donor event, July 30
- NBC 15 interview, July 31

2019-2020 Rental Fee Table –Waunakee Public Library

Rental Fee table			
	<u>Monday through Friday</u> (Four hour time Limit)	<u>Friday Evening (5 PM & later) and Saturday</u> (Six Hour Time Limit)	<u>Sunday</u> (Six Hour Time Limit)
	<u>Board Room</u> \$25.00	<u>Board Room</u> \$25.00	<u>Community Hall</u> \$250.00
	<u>Community Hall</u> \$125.00 (>50 people) \$50 (<50 people)	<u>Community Hall</u> \$400.00 (>50 people) \$50 (<50 people)	
Additional Hours	\$50 per additional hour over four hour time limit	\$100 per additional hour over six hour time limit (Saturdays only)	\$100 per additional hour over six hour time limit
Warming Kitchen Fee	\$25.00	\$40.00	\$25.00
Caterer's Fee	10% of total bill (excluding tax, service, and gratuity) Caterers must be pre-approved. This fee takes the place of the Kitchen Fee.		
Alcohol Service Fee for Community Hall	\$100.00	\$100.00	\$100.00
Pricing effective August 1, 2019			

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

Village of Waunakee
 Zero Based Budgeting - Summary
 2020 Budget

Library		2020 Budget	2019 Budget	Variance
Expenditures				
	Wages	\$ -	\$ 575,895	\$ (575,895)
	Fringes	-	208,551	(208,551)
	Other	<u>233,745</u>	<u>219,718</u>	<u>14,027</u>
	Subtotal	233,745	1,004,164	(770,419)
Revenues				
	COUNTY LIBRARY AID 100-43740020	\$ 192,588	\$ 182,830	
		-	-	
		-	-	
	Subtotal	<u>192,588</u>	<u>182,830</u>	
	Net cost of service	41,157	821,334	
	Share of general revenues	<u>-</u>	<u>-</u>	
	Tax Levy needs	<u>\$ 41,157</u>	<u>\$ 821,334</u>	

Library Building		2020 Budget	2019 Budget	Variance
Expenditures				
	Wages	\$ -	\$ 40,824	\$ (40,824)
	Fringes	-	13,762	(13,762)
	Other	<u>102,200</u>	<u>67,059</u>	<u>35,141</u>
	Subtotal	\$ 102,200	121,645	(19,445)
Revenues				
		\$ -	\$ -	
		-	-	
	Subtotal	<u>\$ -</u>	<u>\$ -</u>	
	Net cost of service	102,200	121,645	
	Share of general revenues	<u>-</u>	<u>-</u>	
	Tax Levy needs	<u>\$ 102,200</u>	<u>\$ 121,645</u>	
		\$ 192,588	\$ 182,830	

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<u>Library Fund</u>		<u>2020</u> <u>Budget</u>	<u>2019</u> <u>Budget</u>
Expenditures			
	Wages	\$ -	\$ -
	Fringes	-	-
	Other	-	-
	Subtotal	\$ -	\$ -
Revenues			
PUBLIC CHARGES	220-46740011	\$ 1,800	\$ 16,000
BOOK SALES		-	-
PHOTOCOPIES	220-46740014	1,700	1,700
INTEREST INCOME	220-48140001	225	225
		-	-
	Subtotal	\$ 3,725	\$ 17,925
Net cost of service		(3,725)	(17,925)
Share of general revenues		-	-
Tax Levy needs		<u>\$ (3,725)</u>	<u>\$ (17,925)</u>

Village of Waunakee
Zero Based Budgeting - Line Items
2020 Budget

Account Number	Account Name	2020	2019	Difference
100-551400-210	LIBRARY OUTSIDE SERVICES	2,864	1,864	1,000
100-551400-217	LIBRARY SECURITY SYSTEMS	325	325	-
100-551400-219	LIBRARY AUTOMATION LEVY	45,453	49,006	(3,553)
100-551400-225	LIBRARY COMMUNICATIONS	6,348	6,528	(180)
100-551400-290	LIBRARY LEASED ITEMS	4,691	4,596	95
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	4,500	4,500	-
100-551400-311	LIBRARY POSTAGE	1,600	1,350	250
100-551400-320	LIBRARY PUBS/SUBS/DUES	2,450	2,450	-
100-551400-330	LIBRARY TRAVEL/TRAINING	4,200	3,135	1,065
100-551400-340	LIBRARY PROGRAMS	19,000	14,100	4,900
100-551400-341	LIBRARY EQUIPMENT	7,500	5,000	2,500
100-551400-350	LIBRARY REPAIRS/MAINT	-	-	-
100-551400-380	LIBRARY ADULT BOOKS	41,000	41,000	-
100-551400-381	LIBRARY JUVENILE BOOKS	20,250	20,250	-
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	8,745	7,920	825
100-551400-384	LIBRARY COMPUTER SOFTWARE	14,707	13,832	875
100-551400-385	LIBRARY KIT SUPPLIES	5,500	4,250	1,250
100-551400-386	LIBRARY AUDIO MATERIALS	12,500	12,500	-
100-551400-387	LIBRARY VIDEOS	8,500	8,500	-
100-551400-390	LIBRARY SUPPLIES	21,912	16,912	5,000
100-551400-391	LIBRARY PERSONNEL	-	-	-
100-551400-392	LIBRARY PUBLIC RELATIONS	1,700	1,700	-
		233,745	219,718	14,027

Item	Vendor	Quantity	Unit Price	Amount	Description
1	Graphic Design			\$ 2,000	Programming design & printing
2	Social Media Enhancements				
3	PAYPATH	288	3.00	864	Timekeeping fees (24 employees x 12 months)
4					
5				\$ 2,864	
				1,864	
1	Pyramid Telephone (Fire Alarm Line)			\$ 325	
2				\$ 325	
				325	
1	South Central Library System			\$ 45,453	
2				\$ 45,453	
				49,006	

100-551400-225	LIBRARY COMMUNICATIONS	1 TDS Telecom	12	529.00	\$	6,348	
		2			\$	<u>6,348</u>	6,528 (180)
100-551400-290	LIBRARY LEASED ITEMS	1 GFC Leasing	12	294.88		3,539	Copier lease
		2 Gordon Flesch	12	96.00		1,152	Meter click
		3			\$	<u>4,691</u>	4,596 95
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	1 Bibliotheca (Self check Maint.)			\$	4,500	
		2					
		3			\$	<u>4,500</u>	4,500 -
100-551400-311	LIBRARY POSTAGE	1 Post office			\$	1,600	
		2			\$	<u>1,600</u>	1,350 250
100-551400-320	LIBRARY PUBS/SUBS/DUES	1 ALA Memberships			\$	600	
		2 WLA Membership-Plumb				575	
		3 WLA Membership-Gitzlaff				225	
		4 WLA Membership Board				300	
		5 WLA Membership-Cosgriff				225	
		6 WLA Membership - Hircock				225	
		7 WLA Membership - Staff				300	
					\$	<u>2,450</u>	2,450 -
100-551400-330	LIBRARY TRAVEL/TRAINING	1 Amer. Library Association (Conference Registration)			\$	-	
		2 Meals ALA				-	
		3 Mileage				500	
		4 WI Library Association Reg. (6)				1,500	
		5 WI Library Conf. Lodging				1,200	
		6 Misc. system workshops				500	
		7 Meals WLA				500	
		8			\$	<u>4,200</u>	3,135 1,065
100-551400-340	LIBRARY PROGRAMS	1 Youth Programs			\$	12,000	Additional funds to service greater # of programs
		2 Adult Programs				7,000	Additional funds to service greater # of programs
		4					
		5			\$	<u>19,000</u>	14,100 4,900

100-551400-341	LIBRARY EQUIPMENT	LIBRARY EQUIPMENT	1 South Central Library System	\$ 5,000	Patron technical equipment	
			2 Amazon	2,500	Staff technology equipment	
			3 Demco			
			4			
				<u>\$ 7,500</u>		5,000
						2,500
100-551400-350	LIBRARY REPAIRS/MAINT	LIBRARY REPAIRS/MAINT	1	\$ -		
			2			
			3			
			4			
				\$ -		
100-551400-380	LIBRARY ADULT BOOKS	LIBRARY ADULT BOOKS	1 Baker & Taylor	\$ 35,000		
			2 Amazon	2,000		
			3 Alpine Books			
			4 Quality Books			
			5 Lucky Day Collection	4,000		
			6			
				<u>\$ 41,000</u>		41,000
100-551400-381	LIBRARY JUVENILE BOOKS	LIBRARY JUVENILE BOOKS	1 Baker & Taylor	\$ 19,000		
			2 Lucky Day Collection	1,250		
			5			
				<u>\$ 20,250</u>		20,250
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	LIBRARY SERIAL SUBSCRIPTIONS	1 Rivas Magazine Subscription Service	\$ 7,000		
			2 Book Pages	320		
			3 Wall Street Journal	325		
			4 New York Times	950		
			5 Hometown News	150		
			6			
				<u>\$ 8,745</u>		7,920
						825
100-551400-384	LIBRARY COMPUTER SOFTWARE	LIBRARY COMPUTER SOFTWARE	1 South Central Library System	\$ 2,400		
			2 WI Library Services	2,400	Online database subscriptions	
			3 Amazon	1,250	(e-books)	
			4 SCLS digital resources line	6,282	Overdrive (e-books)	
			5 Verizon	2,375	Hot Spot subscriptions	
				<u>\$ 14,707</u>		13,832
						875
100-551400-385	LIBRARY KIT SUPPLIES	LIBRARY KIT SUPPLIES	1 South Central Library System	5,500		
			2 Weston Woods			
			3 Baker & Taylor			
			4 Findaway World			
			5			

\$ 5,500

4,250 1,250

LIBRARY AUDIO MATERIALS

100-551400-386

1	Books on Tape	12,500	
2	Recorded Books		
3	Findaway World		
4	Midwest Tapes		
5	Listening Library		
6			
		<u>\$ 12,500</u>	12,500

LIBRARY VIDEOS

100-551400-387

1	Baker & Taylor Entertainment	1,000	
2	Midwest Tapes	1,000	
3	Amazon	6500	
4			
		<u>\$ 8,500</u>	8,500

LIBRARY SUPPLIES

100-551400-390

1	South Central Library System	1,000	Program support
2	Demco	8,500	Increased supplies for new building
3	Office Depot	8,500	Increased supplies for new building
4	Piggly Wiggly	500	Food for programs/events
5	Tuition Reimbursement	2,000	Requested by Emily Harkins and Amy Sampson
6	Azuradisc		
7	Upstart	325	
8	Uline	1,000	
9	Flexplan	12	7.25
10			
		<u>\$ 21,912</u>	16,912

LIBRARY PERSONNEL

100-551400-391

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

LIBRARY PUBLIC RELATIONS

100-551400-392

1	Printing & Design	1,000	
2	Annual report brochure	200	
3	Bus for building committee tours	-	
4	Facebook, newspaper and football advertising	500	
5			
6			
		<u>\$ 1,700</u>	1,700
		<u>\$ 233,745</u>	219,718

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Village of Waunakee
 Zero Based Budgeting - Line items
 2020 Budget

Account Number	Account Name	2020	2019	Difference
100-551401-210	LIBRARY BLDG SERVICES	31,200	22,600	8,600
100-551401-220	LIBRARY BLDG UTILITIES	45,000	29,500	15,500
100-551401-221	LIBRARY BLDG GAS HEAT	12,000	6,859	5,141
100-551401-341	LIBRARY BLDG EQUIPMENT		-	-
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	12,000	7,500	4,500
100-551401-390	LIBRARY BLDG OTHER	2,000	600	1,400
	TOTAL	102,200	67,059	35,141

Account Number	Account Name	Item	Vendor	(If necessary) Quantity	Unit Price	Amount	Description
100-551401-210	LIBRARY BLDG SERVICES	1	Capital Coffee	12	350.00	\$ 4,200	Coffee vending
		2	Otis elevator			2,000	Elevator maintenance
		5	Janitorial Supplies			15,000	
		7	Landscaping/gardening			10,000	
						<u>\$ 31,200</u>	22,600
100-551401-220	LIBRARY BLDG UTILITIES	1	Waunakee Utilities	12	3,750.00	\$ 45,000	
		3					
							15,500
100-551401-221	LIBRARY BLDG GAS HEAT	1	MG&E	12	1,000.00	\$ 12,000	
		2				\$ -	
		3					
							5,141
		1				\$ -	

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100-551401-350	LIBRARY BLDG REPAIRS/MAINT		5,000	2x annually
		2 Window Cleaning	4,000	1-time equip purchases
		3 Maintenance supplies	3,000	
		4 Service calls	<u>\$ 12,000</u>	8,000
100-551401-390	LIBRARY BLDG OTHER	1 Various vendors	\$ 2,000	Other
		2		
		3		
			<u>\$ 102,200</u>	67,059
	TOTAL			35,141