

**Waunakee Public Library
Library Board Meeting
Board Room—201 N. Madison Street
Friday, August 21, 2020 7:45 AM**

*Agendas may change prior to the commencement of the meeting.
Please check the posting board in the library lobby.*

- I. Call to order
- II. Roll call: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Melissa Hill, Erin Moran, Mike Ricker, Cathy Sheffield, Erick Plumb.
- III. Consent agenda
 - A. Approve July 17, 2020 Library Board Minutes
 - B. Approve Schedule of Bills
 - C. Approve Financial Reports, plus *Forever Fund* and 220 Account
- IV. Public Comments
- V. Director's Report
- VI. Old Business
 - A. Discuss 2021 Library Budget*
 - B. Discuss library service levels during COVID-19 Pandemic
- VII. New Business
 - A. Report on gifts from Friends of WPL
 - B. Report from Building & Grounds Committee
 - C. Discuss and approve proposal from Vogel Bros. Inc, to construct new drive-up service window
- VIII. Adjourn

Next Library Board meeting at 201 N. Madison Street: Friday, September 18, 2020 @ 7:45AM in the 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 governmental body has jurisdiction or exercises responsibility. The Library Board may convene in open session.**

Waunakee Public Library

Library Board Meeting

Friday, July 17, 2020

7:45 AM

Meeting in Community Hall in the Library

- I. **Call to order:** Jean called the meeting to order at 7:45 AM
- II. **Roll Call:**
 - A. **Roll call:** Present: Jean Elvekrog, Annie Ballweg, Kathy Grosskopf, Melissa Hill, Erin Moran, Mike Ricker, Cathy Sheffield, and Erick Plumb.
 - B. **Guests:** None
- III. **Approval of consent agenda:** Cathy moved, Annie seconded. Passed.
- IV. **Public comment:** none
- V. **Director's Report on Library Activity, COVID-19, and Racial Equity efforts**

We are still operating under express service and continuing the curbside pick up option. Village attorney Bryan Kleynmeier signed off on requiring masks, but Dane County passed a mask mandate, so we didn't need to enforce on our own. Many area libraries have closed, except for curbside pick up. We discussed expanding service, but with the rise in cases, we will look at numbers again in August. Books still need to be quarantined for 72 hours. Erick is waiting for a final quote on the cost of a drive up window. Patrons can use Community Hall as a "cooling station" for short periods as a relief from the heat. Erick started an online course through UW Madison called "Advocate with Data," he is hoping to improve his data visualization and graphic design skills.
- VI. **Old Business**
 - A. **Discuss and amend Protective Measure Policy:** Mike moved, Erin seconded. Passed.
- VII. **New Business**
 - A. **Updates on History Hall exhibits** The exhibit will be switching to firefighters.
 - B. **Discuss 2021 Library Budget** Numbers for the 2021 Library Budget are yet to be determined. More at the August board meeting.
 - C. **Final discussions of Library Director's performance evaluation**

VIII. **Adjourned to Closed Session:** The Board convened to closed session at **8:31 AM** on a motion by Jean. **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.** This was an unanimous motion, roll call taken, carried

Adjourned: The meeting was adjourned at **8:31 AM** on a motion by Mike, seconded by Kathy.

The Board adjourned in closed session at 8:49 AM on a motion by Jean, seconded by Erin. Passed. The Board opted not to reopen in open session. The meeting is adjourned at 8:49 AM.

**Library Board Meeting: Friday, July 17, 2020 at 7:45 AM at Community Hall
201 N. Madison Street
Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary**

July 2020

Account	Vender	Amount
<u>100-551400-210 Outside services</u>		
	Total	0.00
<u>100-551400-219 Automation levy</u>		
	Total	0.00
<u>100-551400-290 Leased items</u>		
	Total	0.00
	Gordon Flesch	137.76
		0.00
	Total	137.76
<u>100-551400-292 Maintenance contracts</u>		
	SCLS	0.00
	Total	0.00
<u>100-551400-311 Postage</u>		
	Post Office	31.26
	Total	31.26
<u>100-551400-320 Publications, subscriptions and dues</u>		
	Waunakee Lions Club	0.00
	ALA	0.00
	Amazon Prime	119.00
	WLA	0.00
	Total	119.00
<u>100-551400-330 Travel and training</u>		
	SCLS	0.00
	UW- Madison	25.00
	LJ & SLJ Professional Development	774.72
	Total	799.72
<u>100-551400-340 Programs</u>		
	Pig	0.00
	Apple Music	0.00
	Amazon	78.47
	Dollar Tree	0.00
	Demco	0.00
	Costco	0.00
	Global Communication	0.00
	UPS Store	4.79
	Emily sargent	100.00
	Zoom	12.53
	Linda Conroy	175.00
	Waunakee Chamber of Commerce	295.00
	Aaron Pavao	240.00
	Kara Hoerr	100.00
	Post Office	21.40
	Total	1,027.19
<u>100-551400-341 Equipment</u>		

	Minuteman Press	139.65
	Amazon	140.98
	Nassco	0.00
	Laird Plastics	0.00
	Scls	0.00
	Total	280.63
<u>100-551400-350 Repairs and maint</u>		
	Total	0.00
<u>100-551400-380 Adult books</u>		
	Amazon	248.99
	Baker and Taylor	5,131.86
	Mike Andre	0.00
	Total	5,380.85
<u>100-551400-381 Juvenile books</u>		
	Amazon	0.00
	Baker and Taylor	1,913.32
	Penworthy	0.00
	Lane Walker	0.00
	Total	1,913.32
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	0.00
	Total	0.00
<u>100-551400-384 - Digital Materials & Computer Software</u>		
	Amazon	0.00
	Demco Software	0.00
	TBS	0.00
	Verizon -Hotspots	200.05
		0.00
	Total	200.05
<u>100-551400-385 Kit supplies</u>		
	Amazon	317.87
	Walmart	0.00
	Etsy	28.91
	Total	346.78
<u>100-551400-386 Audio materials</u>		
	Recorded Books	241.58
	Midwest Tape	271.81
	Amazon	171.31
	Findaway	0.00
	Total	684.70
<u>100-551400-387 Videos</u>		
	Amazon	561.67
	Midwest Tape	317.83
	Total	879.50
<u>100-551400-390 Other</u>		
	Amazon	225.70
	Vistaprint	0.00
	Uline	0.00
	SCLS	0.00
	Pig	16.16
	Demco	110.89
	Walgreens	0.00
	Minuteman Press	95.94
	Total	448.69
<u>100-551400-391 Personnel</u>		

5

<u>100-551400-392 Public relations</u>	Total	<u><u>0.00</u></u>
	Minuteman Press	0.00
	UPS Store	20.00
 <u>100-551401-210 Building serices</u>	Total	<u><u>20.00</u></u>
	Maly Ceramic Tile Co	0.00
	Harry Falk Company	0.00
	Fearings	0.00
	Amazon	1,071.32
 <u>100-551401-350 Repairs/Maintenance</u>	Total	<u><u>1,071.32</u></u>
	Nassco	389.97
	Home depot	0.00
	Menards	21.99
	Ace Hardware	204.42
	Amazon	0.00
	Schilling Supply Company	198.35
	Capital Coffee	256.65
	Walgreens	24.95
	ASG Electric	214.00
	Kraemer Air Filters	514.98
	Total	<u><u>1,825.31</u></u>
 <u>220 fund</u>	Baker and Taylor	527.61
	Amazon	0.00
	Waunakee Rental	0.00
	Total	<u><u>527.61</u></u>
	Month Total	<u><u>15,693.69</u></u>

VILLAGE OF WAUNAKEE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR	
<u>TAXES</u>							
100-41100110	GENERAL PROPERTY TAX	.00	6,033,724.00	6,033,724.00	.00	100.00	5,491,714.00
100-41200101	STATE SALES TAX	10.00	72.60	120.00	(47.40)	60.50	71.30
100-41300110	UTILITY TAX	76,000.00	532,000.00	870,093.00	(338,093.00)	61.14	590,100.00
100-41800101	INTEREST ON TAXES	14.83	580.08	.00	580.08	.00	783.10
100-41900101	OTHER TAXES	166.22	5,685.78	.00	5,685.78	.00	14,177.19
	TOTAL TAXES	76,191.05	6,572,062.46	6,903,937.00	(331,874.54)	95.19	6,096,845.59
<u>INTERGOVERNMENTAL REVENUE</u>							
100-43210012	FEDERAL POLICE VEST GRANT	.00	437.50	.00	437.50	.00	425.00
100-43400110	STATE SHARED REVENUE	22,817.84	22,817.84	152,119.00	(129,301.16)	15.00	22,877.05
100-43400130	OTHER STATE SHARED REVENUE	47,669.32	75,840.68	75,840.00	.68	100.00	68,694.89
100-43411020	FIRE INSURANCE TAX	83,139.43	83,139.43	55,000.00	28,139.43	151.16	77,925.16
100-43521030	TRANSPORTATION AIDS	232,990.57	698,971.71	933,227.00	(234,255.29)	74.90	613,049.85
100-43528040	STATE RECYCLING PAYMENT	.00	28,393.57	20,000.00	8,393.57	141.97	28,396.65
100-43740020	COUNTY LIBRARY AID	.00	194,566.65	192,588.00	1,978.65	101.03	184,802.31
100-43740091	SOUTH CENTRAL LIBRARY AID	.00	.00	.00	.00	.00	475.00
	TOTAL INTERGOVERNMENTAL REVE	386,617.16	1,104,167.38	1,428,774.00	(324,606.62)	77.28	996,645.91
<u>LICENSES & PERMITS</u>							
100-44101010	LICENSES - LIQUOR & BEER	100.00	11,759.00	12,000.00	(241.00)	97.99	11,130.00
100-44101015	LICENSES - OPERATOR	70.00	4,373.00	5,000.00	(627.00)	87.46	5,135.00
100-44101020	LICENSES - CIGARETTE	.00	600.00	800.00	(200.00)	75.00	700.00
100-44101090	LICENSES - MISCELLANEOUS	(155.00)	1,275.00	2,600.00	(1,325.00)	49.04	3,546.00
100-44202020	LICENSES - DOG	137.00	4,048.50	5,400.00	(1,351.50)	74.97	3,566.50
100-44202030	LICENSES - CAT	8.00	655.00	1,000.00	(345.00)	65.50	519.00
100-44210010	LICENSES - BICYCLE	2.00	3.00	20.00	(17.00)	15.00	3.00
100-44313010	PERMIT FEES RESIDENTIAL NEW CO	5,751.00	54,977.62	52,500.00	2,477.62	104.72	58,553.88
100-44313015	PERMIT FEES RES ALT & ADD	5,711.74	27,287.47	15,000.00	12,287.47	181.92	33,379.56
100-44313020	PERMIT FEES NEW MULTI FAMILY	.00	.00	.00	.00	.00	495.00
100-44313030	PERMIT FEES NEW COMM & IND	.00	8,263.83	7,000.00	1,263.83	118.05	65,521.35
100-44313035	PERMIT FEES COMM/IND ALT & ADD	948.00	13,168.25	10,000.00	3,168.25	131.68	40,328.54
100-44320085	SIGN PERMIT	.00	600.00	1,250.00	(650.00)	48.00	600.00
100-44320090	PERMIT FEES MISC.	240.00	3,465.00	2,500.00	965.00	138.60	2,652.75
100-44352050	SITE PLAN APPROVAL	960.00	2,075.00	2,300.00	(225.00)	90.22	960.00
100-44352060	PUD REVIEW	.00	.00	.00	.00	.00	950.00
100-44452001	ZONING PERMITS	400.00	3,245.00	5,500.00	(2,255.00)	59.00	2,750.00
100-44452010	JP ZONING PERMITS	2,943.61	8,793.52	1,000.00	7,793.52	879.35	1,560.52
100-44452020	VARIANCE REQUEST	.00	475.00	475.00	.00	100.00	475.00
100-44452030	REZONING FEE	.00	475.00	500.00	(25.00)	95.00	820.00
100-44452040	JOINT PLAN REZONING	.00	150.00	400.00	(250.00)	37.50	1,035.00
100-44452050	PLAT FEES	125.00	4,675.00	.00	4,675.00	.00	16,225.00
100-44452090	MISCELLANEOUS ZONING	.00	.00	250.00	(250.00)	.00	.00

7

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR	
<u>LIBRARY OPERATIONS</u>							
100-551400-110	LIBRARY FULL TIME	24,708.72	175,465.60	330,458.00	154,992.40	53.10	171,928.90
100-551400-120	LIBRARY PART TIME	22,759.73	176,265.24	330,623.00	154,357.76	53.31	168,234.70
100-551400-130	LIBRARY FICA	3,438.82	26,887.74	50,571.00	23,683.26	53.17	24,883.62
100-551400-131	LIBRARY RETIREMENT	2,736.19	20,822.29	36,403.00	15,580.71	57.20	18,419.87
100-551400-132	LIBRARY HEALTH	7,358.11	85,002.38	122,183.00	37,180.62	69.57	72,103.75
100-551400-133	LIBRARY LIFE	59.92	421.65	542.00	120.35	77.80	351.44
100-551400-134	LIBRARY DENTAL	654.64	4,399.63	7,209.00	2,809.37	61.03	4,726.11
100-551400-210	LIBRARY OUTSIDE SERVICES	.00	423.00	2,864.00	2,441.00	14.77	455.00
100-551400-217	LIBRARY SECURITY SYSTEMS	.00	.00	325.00	325.00	.00	.00
100-551400-219	LIBRARY AUTOMATION LEVY	.00	46,787.95	45,453.00	(1,334.95)	102.94	44,006.48
100-551400-225	LIBRARY COMMUNICATIONS	727.13	4,368.96	9,000.00	4,631.04	48.54	3,505.81
100-551400-290	LIBRARY LEASED ITEMS	632.09	2,977.56	4,691.00	1,713.44	63.47	389.36
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	.00	2,081.60	4,500.00	2,418.40	46.26	2,146.43
100-551400-311	LIBRARY POSTAGE	18.46	225.05	1,600.00	1,374.95	14.07	518.68
100-551400-320	LIBRARY PUBS/SUBS/DUES	(71.40)	901.60	3,180.00	2,278.40	28.35	3,086.50
100-551400-330	LIBRARY TRAVEL/TRAINING	.00	511.00	4,200.00	3,689.00	12.17	1,025.00
100-551400-340	LIBRARY PROGRAMS	1,301.71	6,712.46	19,000.00	12,287.54	35.33	8,668.05
100-551400-341	LIBRARY EQUIPMENT	328.32	3,502.65	7,500.00	3,997.35	46.70	5,130.03
100-551400-350	LIBRARY REPAIRS/MAINT	.00	78.00	.00	(78.00)	.00	.00
100-551400-380	LIBRARY ADULT BOOKS	3,263.28	15,836.60	41,000.00	25,163.40	38.63	19,257.74
100-551400-381	LIBRARY JUVENILE BOOKS	1,479.48	7,371.40	20,250.00	12,878.60	36.40	13,470.34
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	5,034.18	7,628.62	8,745.00	1,116.38	87.23	13,639.48
100-551400-384	LIBRARY COMPUTER SOFTWARE	200.05	15,208.00	14,707.00	(501.00)	103.41	7,222.58
100-551400-385	LIBRARY KIT SUPPLIES	183.51	1,423.54	5,500.00	4,076.46	25.88	1,111.96
100-551400-386	LIBRARY AUDIO MATERIALS	288.88	4,364.17	12,500.00	8,135.83	34.91	5,532.66
100-551400-387	LIBRARY VIDEOS	698.67	4,860.12	8,500.00	3,639.88	57.18	4,778.42
100-551400-390	LIBRARY OTHER	505.17	7,177.62	21,912.00	14,734.38	32.76	7,291.39
100-551400-391	LIBRARY PERSONNEL	.00	61.00	.00	(61.00)	.00	458.00
100-551400-392	LIBRARY PUBLIC RELATIONS	115.96	482.41	1,700.00	1,217.59	28.38	598.21
TOTAL LIBRARY OPERATIONS		76,421.62	622,247.84	1,115,116.00	492,868.16	55.80	602,940.51

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR	
<u>LIBRARY BUILDING</u>							
100-551401-110	LIBRARY BLDG FULL TIME	4,166.20	29,611.22	53,621.00	24,009.78	55.22	3,257.61
100-551401-120	LIBRARY BLDG PART-TIME	1,225.77	10,751.61	20,570.00	9,818.39	52.27	.00
100-551401-121	LIBRARY BLDG OVERTIME	.00	39.06	.00	(39.06)	.00	.00
100-551401-130	LIBRARY BLDG FICA	397.46	3,131.62	5,675.00	2,543.38	55.18	201.63
100-551401-131	LIBRARY BLDG RETIREMENT	281.22	2,103.12	3,619.00	1,515.88	58.11	213.38
100-551401-132	LIBRARY BLDG HEALTH	1,026.06	12,687.79	16,938.00	4,250.21	74.91	3,096.92
100-551401-133	LIBRARY BLDG LIFE	4.43	38.80	54.00	15.20	71.85	.74
100-551401-134	LIBRARY BLDG DENTAL	137.78	1,118.48	1,687.00	568.52	66.30	281.34
100-551401-210	LIBRARY BLDG SERVICES	.00	5,030.02	21,200.00	16,169.98	23.73	11,355.04
100-551401-220	LIBRARY BLDG UTILITIES	2,866.19	10,381.25	45,000.00	34,618.75	23.07	7,078.45
100-551401-221	LIBRARY BLDG GAS HEAT	146.10	5,364.45	12,000.00	6,635.55	44.70	1,384.52
100-551401-341	LIBRARY BLDG EQUIPMENT	.00	3,554.46	.00	(3,554.46)	.00	.00
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	2,226.24	10,866.10	23,000.00	12,133.90	47.24	68.96
100-551401-390	LIBRARY BLDG OTHER	37.98	614.98	2,000.00	1,385.02	30.75	.00
	TOTAL LIBRARY BUILDING	12,515.43	95,292.96	205,364.00	110,071.04	46.40	26,938.59
<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



VILLAGE OF WAUNAKEE
 BALANCE SHEET
 JULY 31, 2020

LIBRARY SPECIAL REVENUE FUND

ASSETS

220-11110	COMMINGLED CASH		56,920.14
220-11801	CASH ON HAND		175.00
			<hr/>
	TOTAL ASSETS		57,095.14
			<hr/> <hr/>

LIABILITIES AND EQUITY

FUND EQUITY

220-34222	DESIGNATED - PIRANO	1,070.50		<i>designated for Forever Fund transfer</i>
220-34300	FUND BALANCE	54,437.55		
		<hr/>		
	BEGINNING FUND BALANCE		55,508.05	
	REVENUE OVER EXPENDITURES - YTD		1,587.09	
			<hr/>	
	TOTAL FUND EQUITY		57,095.14	
			<hr/> <hr/>	
	TOTAL LIABILITIES AND EQUITY		57,095.14	
			<hr/> <hr/>	



1030243: Waunakee Library Forever Fund

6/1/2020 To 6/30/2020

Balance

Beginning Balance 272,883.76

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), Net of Fees

Interest & Dividends 373.40

Unrealized Gain / Loss (3,209.25)

Realized Gain / Loss 986.18

Trustee Fees (28.73)

(1,878.40)

Grants/Distributions

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (227.40)

(227.40)

Ending Balance

\$270,777.96

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

July 2020

	2020			2019		% 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	140	12	166	0.0%	N/A	N/A
CIRCULATION								
Physical circulation	12,134	7,461	89,728	13,665	134,252	62.6%	-11.2%	-33.2%
Digital circulation	3,598	3,312	22,911	2,861	17,655	8.6%	25.8%	29.8%
Library Total	15,732	10,773	112,639	16,526	151,907	46.0%	-4.8%	-25.9%
<i>Per Day library was open</i>	605	414	805	1,377	915	46.0%	-56.1%	-12.1%
Average of Deforest, Monona and	15,830	11,296	108,728	34,617	208,144	40.1%	-54.3%	-47.8%
By Category								
Books								
Juvenile Fiction	1,909	1,246	11,177	2,017	15,642	53.2%	-5.4%	-28.5%
Juvenile Non-Fiction	734	379	5,976	987	9,809	93.7%	-25.6%	-39.1%
Easy Readers	669	357	5,855	957	8,192	87.4%	-30.1%	-28.5%
Picture books	1,667	851	14,968	2,073	21,792	95.9%	-19.6%	-31.3%
Total Juvenile	4,979	2,833	37,976	6,034	55,435	75.8%	-17.5%	-31.5%
Young Adult	645	391	3,036	583	3,878	65.0%	10.6%	-21.7%
Adult Fiction	2,170	1,440	11,870	1,521	14,075	50.7%	42.7%	-15.7%
Adult non-Fiction	1,336	881	8,930	1,224	13,318	51.6%	9.2%	-32.9%
Large print	636	440	3,060	324	3,493	44.5%	96.3%	-12.4%
Adult Paperbacks	74	32	784	129	1,398	131.3%	-42.6%	-43.9%
Total Adult	4,216	2,793	24,644	3,198	32,284	50.9%	31.8%	-23.7%
Magazines	215	98	1,669	252	2,654	119.4%	-14.7%	-37.1%
Audio	563	343	4,689	803	8,570	64.1%	-29.9%	-45.3%
DVD and Blu-ray	1,469	979	14,518	2,142	24,169	50.1%	-31.4%	-39.9%
Software and video games	9	13	112	8	180	-30.8%	12.5%	-37.8%
Kits	12	7	2,821	554	6,083	71.4%	-97.8%	-53.6%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	23	1	183	53	448	2200.0%	-56.6%	-59.2%
E-books	3,598	3,312	22,911	2,861	17,655	8.6%	25.8%	29.8%
% of total circulation	22.9%	30.7%	20.3%	17.3%	11.6%	-25.6%	32.1%	N/A
PROGRAMS								
Children								
Number	14	0	143	19	244	#DIV/0!	-26.3%	-41.4%
Attendance	995	0	5,216	928	9,636	#DIV/0!	7.2%	-45.9%
Young adult								
Number	14	0	33	4	39	N/A	250.0%	-15.4%
Attendance	79	0	818	45	1,262	N/A	75.6%	-35.2%
Adult								
Number	6	0	28	14	65	N/A	-57.1%	-56.9%
Attendance	65	0	486	362	1,117	N/A	-82.0%	-56.5%
NEW PATRONS ADDED	24	27	339	39	423	-11.1%	-38.5%	-19.9%
PUBLIC MEETING ROOM BOOKINGS	2	1	48	0	0	100.0%	N/A	N/A
STUDY ROOM BOOKINGS	0	0	726	0	0	NA	N/A	N/A
PUBLIC PC SESSIONS	140	71	1,542	0	1,430	97.2%	N/A	7.8%
UNIQUE WIRELESS USERS	591	507	6,933	2,883	23,771	16.6%	-79.5%	-70.8%
CURBSIDE TRANSACTIONS	73	582	1,712	0	0	-87.5%	N/A	N/A
# OF VISITORS TO LIBRARY	4,944	2,826	68,193	9,974	87,936	74.9%	-50.4%	-22.5%

Library Activity Report

Erick Plumb

August 2020

- We continue to do steady business in our limited-services mode. Daily visits have crept close to 300 per day, roughly double from where we were when we partially re-opened in June. I am pleased that Waunakee is one of the few libraries that do offer public access to their library building; I know it is much appreciated given the great support and investment made by Waunakee residents.
- Given the certainty that COVID-19 will be with us well into 2021, the Library Board should consider the following questions: ***What are the conditions necessary for the Library to increase service levels (service hours, building public access, programming, etc.)? What would make us consider reducing services?*** Given the muddle of information coming from national, state, and local health officials, ***what are the metrics and other pieces of information we would consider to inform those decisions?***
- We have made considerable efforts to make the patio areas in the backyard and the playground area more inviting; the Friends of the Library generously donated two custom-made picnic tables to the playground lawn, produced by Waunakee's- own Graber Manufacturing. We also installed table umbrellas and additional trash receptacles to the back patio to create an outdoor study/social space available for our patrons while the weather permits it. We have marketed our outdoor spaces heavily this summer and it's been gratifying to watch these terrific public areas get used. I have also been delighted by the amount of residents enjoying the Storywalk along the trail and seeing numerous people of all ages accessing Six Mile Creek to fish (and in one instance, to "raft" down the creek on an inflatable mattress (?)). Our continued goal will be to make improvements to the site each year in our efforts to be the best public "spot" in the Village – we face stiff competition, but we're aiming high!
- It's no secret that the major disappointment regarding our site has been the condition of the grass and shrubs. Many shrubs are dead and need replacement. The grass is patchy in most locations, rocky, and full of weeds. Kalscheur, the subcontractor responsible for landscaping, has been released from their responsibilities regarding grass and shrubs. The Village of Waunakee will take the lead on repairing and re-seeding the lawns, and replacing any dead shrubs. Village Trustee Gary Hertzberg has taken the lead in coordinating these efforts, with considerable input from estimable Library Board president Jean Elvekrog. Kalscheur will remain responsible for replacing any dead trees. With this late-summer's re-seeding and replanting, we hope to renew the grounds for 2021, as this has been a frustrating year in this area, to be sure.
- Madison Public Library has eliminated overdue fines as of this month. Like all fine-free models, they will continue to charge for lost and damaged materials. As we've discussed, they were always going to be the tipping point for libraries to eliminate fines in the rest of the county. Madison joins Middleton, Fitchburg, Monona, Sun Prairie, Verona, and Mount Horeb in going fine-free. Once that change takes effect, Waunakee will be one of the last charging overdue fines.
- Elizabeth Clauss will begin her duties as fulltime Adult Services Librarian on September 1. In addition to her fantastic work with the public, Elizabeth will assist with PR & marketing, website development, and administrative support. It will be wonderful to have her here full time at last.

- The Summer Reading program wraps up August 15. We are used to summer being the busiest time of year, and the SRP and its programming leading the frenzy. To not have that this year has been disappointing and somewhat surreal. Staff have done a very good job doing online outreach to have a virtual SRP this year. 204 children and 67 teens have participated thus far. Here's hoping we never have to do a summer like this again!

Youth Services Report by Brittany Gitzlaff

July was a fun and exciting month. We definitely noticed more and more families accessing the library for holds and browsing. The number of Make & Take bags nearly tripled compared to June and our display materials are flying off the shelves. While our virtual programming and summer reading numbers continue to be below average, we also know what people are seeking out and enjoying most are our non-virtual options. The Storywalk continues to be a popular destination and for the month of July we offered Bookin' Around Waunakee. This was a community-wide scavenger hunt that asked people to search around town for pictures of book covers that were on display in local businesses and other community buildings. We received a lot of really positive feedback about this from families. This month we also premiered a new service called "Grab Bag Requests." Patrons can fill out a form and let us know what types of books they're looking for, topics to include, reading levels, and how many items they would like. We had 50 requests for kids and teen materials and had a lot of patrons delighted to let us take on this task for them.

Adult Services Report by Courtney Cosgriff

In June, I hosted two virtual programs and my Ales and Tales book club. I finalized businesses for September's All Around Town program and began making marketing materials. I completed Gay and Patti's evaluations and met with them to discuss the upcoming year. I met with WNC and other community leaders to finalize details for our book club we had and for future "Building Connections" programming. Our first program was a discuss on "So You Want To Talk About Race" by Ijeoma Oluo and it went very well. I attended a webinar on hosting Voter Day Registration events. We may partner with the League of Women Voters to host an event depending on COVID restrictions in September / October.

[Home](#) > [Library Cards and Borrowing Library Materials](#)

Madison Public Library Goes Fine Free

August 12, 2020

Madison Public Library Eliminates Overdue Fines

Effective immediately, Madison Public Library will no longer charge overdue fines on library materials.

“Madison Public Library is proud to support our commitment to equity and literacy. By eliminating nearly all overdue fines and ceasing to use a collections agency, we want to encourage even more Madisonians to use the library by removing those barriers to library services,” said Library Director Greg Mickells. “Especially now, we need to make our libraries more accessible.”

“Madison Public Library has joined public libraries across the nation that recognize library fines as an equity issue,” said Mayor Satya Rhodes-Conway. “By eliminating fines, nearly 10,000 library users will be able to check out library materials again and take advantage of all that our award-winning libraries have to offer.”

In August of 2019, the Library Board and library staff began to explore the costs and benefits of moving to a fine free model, and in July 2020, the Library Board passed a proposed 2021 operating budget that included the elimination of fine revenue. At its August 6, 2020, board meeting, the Library Board formally passed an updated policy eliminating the charging of overdue fines and eliminating the use of a collections agency, which had been used to collect outstanding library charges of over \$50.00. The library has not assessed fines since closing due to COVID-19 on March 17, 2020.

In 2019, library staff reviewed data on borrowing trends, cardholder trends, use patterns of other fine free libraries, and revenue generated by overdue fines. At that time, it became clear that overdue fines, and the blocked library cards that often result from fines, disproportionately affected libraries serving neighborhoods with lower incomes and higher percentages of residents of color.

“We know that some library customers are unable to check out library materials due to fines, and in keeping with our commitment to equity and access to public libraries, we

15

felt that this was the right time to eliminate overdue fines and the use of a collection agency,” said Jaime Healy–Plotkin, Madison Public Library Board President. “We made this decision during a particularly difficult budget discussion, but now more than ever, public libraries are valuable community assets that should be available for all.”

Two exceptions to this policy include:

- Items checked out from South Central Library System libraries that still charge overdue fines
- Items borrowed from non–South Central Library System libraries

In addition, library customers will still be charged replacement costs for items that are lost or damaged.

Library staff will work with all partners and vendors in the month of August and will work with affected customers during the transition period. Library customers may not notice an immediate change to their library records. Questions about library accounts can be addressed to the library at madcirc@madisonpubliclibrary.org or 608–266–6357



LIBRARY BOARD SUMMARY SHEET

MEETING DATE: 08/21/2020

ITEM: Discussion & approval of proposal from Vogel Bros., to construct drive-up service window at current exterior bookdrop

PRESENTER: Erick Plumb, Library Director

ISSUE SUMMARY: The COVID pandemic and the need to provide curbside services has led us to re-evaluate the need for a drive-up service window. This option was briefly considered at the beginning of planning for the new building project, and the library director regrets that we did not pursue it originally. We propose that COVID provides a good reason to move ahead and modify our exterior bookdrop to include a service window for patrons to pick up holds.

For the upcoming winter, a drive-up would allow patrons to pick up their holds curbside without the need for staff to venture outside in cold, snow, or ice. For post-pandemic times, a drive-up gives community members one more option to conveniently utilize their library. One of the great aspects of the Waunakee Library is the choice of options we give to our patrons.

Vogel Bros, our general contractor, was tasked to develop a proposal for options to install a service window at the current bookdrop site. They have two options for the Board to consider: a fast-food restaurant-style window that opens, where staff would hand bagged items to patrons; and a pharmacy-style with a sliding drawer and a non-operable window and audio system. Both options would have a call button to alert library staff that a car was present to pick up holds. The current book drop would be lowered slightly to accommodate the new window.

Cost for sliding window option = \$18,602

Cost for pharmacy-style drawer option = \$24,477

BUDGET IMPACT: No impact to the Operating budget. Funds for this project would be taken from the 220 reserve funds. The 220 fund currently has a balance of \$61,025 as of August 17, 2020.

STAFF RECOMMENDATION: Staff recommends approval of either option. For COVID-purposes, the drawer-style provides greater social distance between staff and patron, and less exposure for both which was attractive to our staff members.

RECOMMENDED MOTION: Motion to approve proposal from Vogel Bros. to construct a new drive-up service window for \$18,602 or \$24,477,

FOR MORE INFORMATION CONTACT: Erick Plumb, Library Director, 849-4208



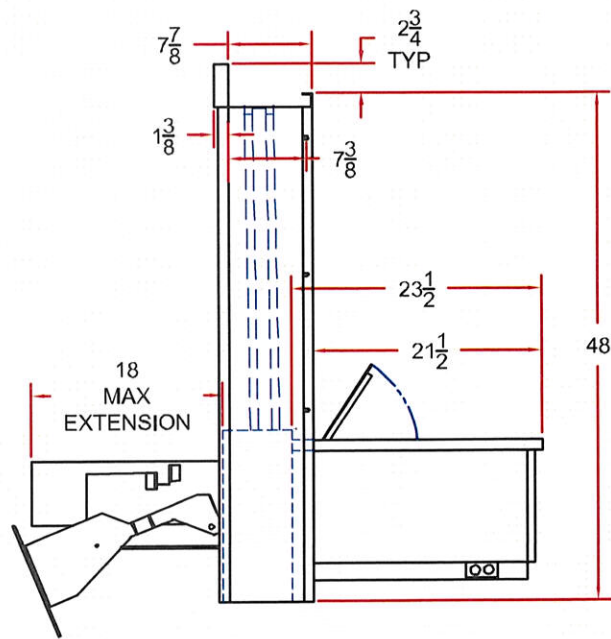
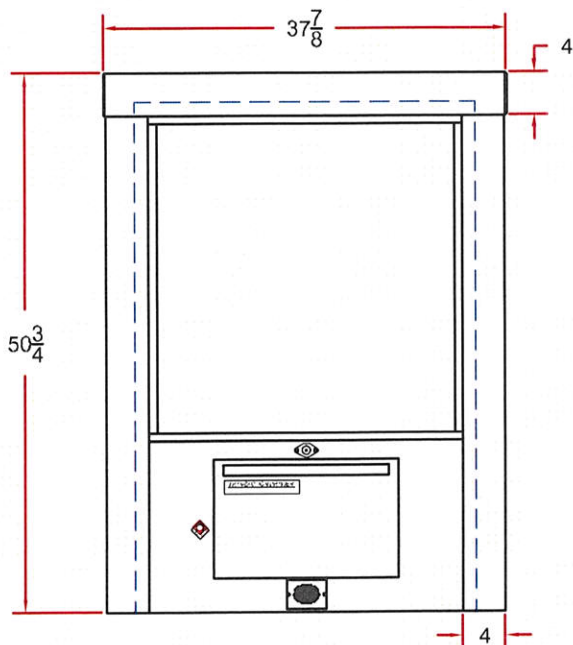
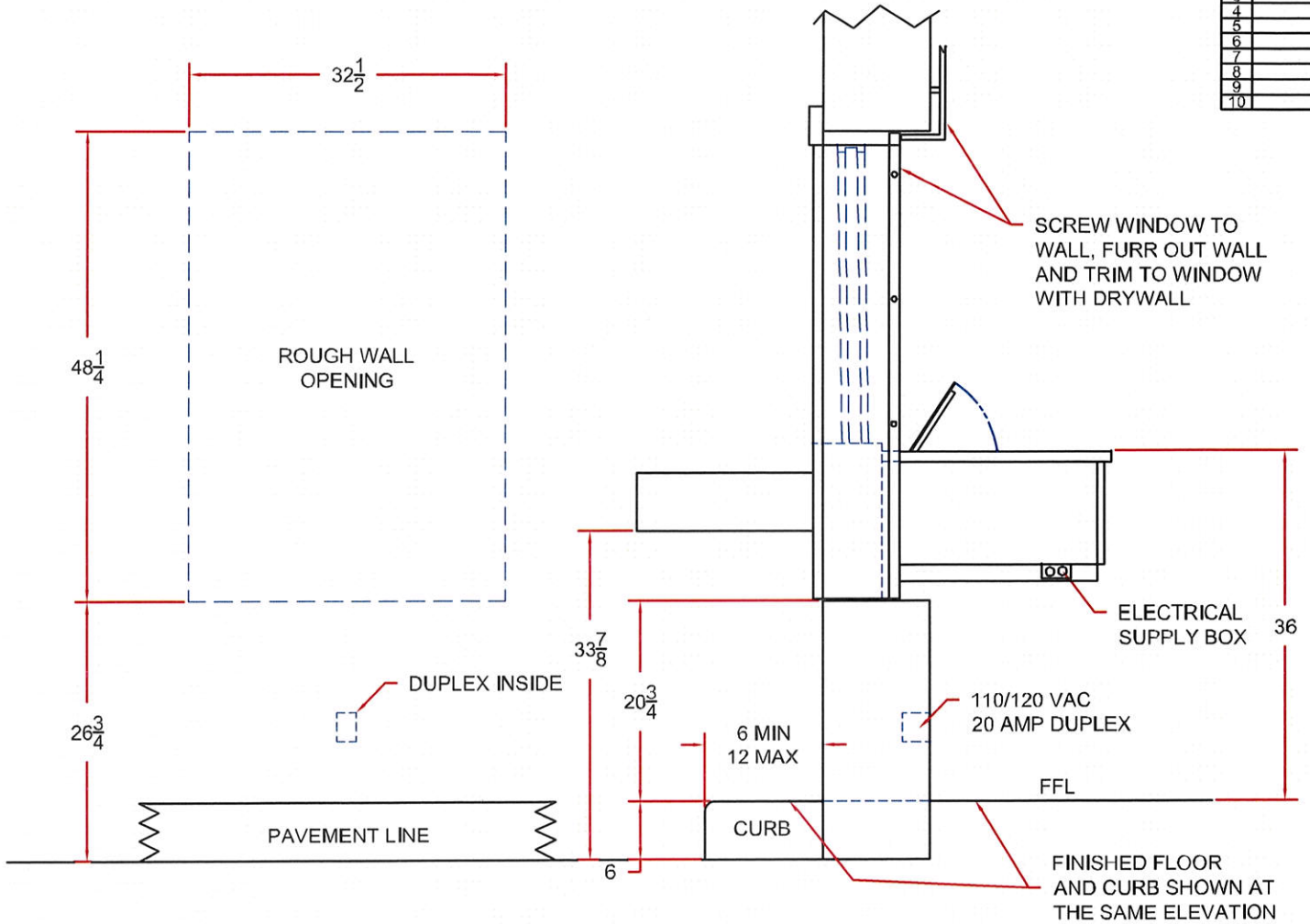
E.F. BAVIS & ASSOC. INC.

201 GRANDIN RD. P.O. BOX 337
MAINEVILLE, OH. 45039 0337
PH 513-677-0500 FAX 513-677-0552

32" ALL IN ONE MINI PHARMACY SPECIFIC

PART	12000992	PAGE	1 OF 2
DWG.	12000992	DATE CREATED:	03/23/00 JMF
REV.		LAST DATE:	03/03/03 BAF
DATE:	09/27/04	BAP	COPYRIGHT 1996,2000 E.F. Bavis & Assoc. Inc

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SPECIFICATION SUBJECT TO CHANGE WITHOUT NOTICE. NOT TO BE USED FOR CONSTRUCTION PURPOSES.

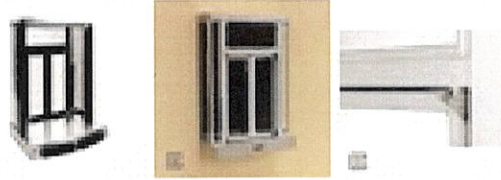


COVENANT
Security Equipment

For Sales and Service:

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CSE-QS-PW1-16

Need Help? Call Us At **1-866-286-4400**

SKU: CSE-QS-PW1-16-B

\$2,275.00 + FREE SHIPPING*

Color

Dark Bronze

USUALLY SHIPS WITHIN

2-3 business days

Models CSE-QS-PW1-16, CSE-QS-PW2-16, and CSE-QS-PW5-16 offer a three-sided, panoramic view and are projected from the exterior of the building. These models offer an array of differently sized openings, but each comes standard with a 21" (d) x 27-3/4" (w) interior stainless steel base. The push-bar system makes hands free service possible and efficient. In addition, we offer a new model (CSE-QS-PW-5) that has full height service doors for maximum service opening on the model.

CSE-QS-PW1-16

Service Opening:

20"(w) x 18-1/4"(h)

Rough Opening:

28-1/8"(w) x 40-3/8"(h)

19

[^ Get Live Help](#)

Village of Waunakee
 Zero Based Budget Summary
 2021 Budget

	<u>Library</u>	<u>Library Building</u>	<u>Total</u>	<u>Library Fund</u>
Expenditures	\$ 236,466	\$ 103,198	\$ 339,664	\$ 500
Revenues	<u>212,683</u>	<u>-</u>	<u>212,683</u>	<u>18,125</u>
Net cost of service	23,783	103,198	126,981	(17,625)
Share of general revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Tax Levy needs	<u>\$ 23,783</u>	<u>\$ 103,198</u>	<u>\$ 126,981</u>	<u>\$ (17,625)</u>

Expenditures				
2020 Budget	237,127	103,200	340,327	500
Increase	(661)	(2)	(663)	-

Tax levy				
2020 Budget	44,539	103,200	147,739	(19,425)
Increase	(20,756)	(2)	(20,758)	1,800

Reasons for changes

1. Library -

Village of Waunakee
 Zero Based Budgeting - Summary
 2021 Budget

Library		2021	2020	Variance
		Budget	Budget	
Expenditures				
	Wages	\$ -	\$ -	\$ -
	Fringes	-	-	-
	Other	236,466	237,127	(661)
	Subtotal	236,466	237,127	(661)
Revenues				
COUNTY LIBRARY AID	100-43740020	\$ 212,683	\$ 192,588	
		-	-	
		-	-	
	Subtotal	212,683	192,588	
		23,783	44,539	
Net cost of service				
Share of general revenues		-	-	
Tax Levy needs		\$ 23,783	\$ 44,539	

Library Building		2021	2020	Variance
		Budget	Budget	
Expenditures				
	Wages	\$ -	\$ -	\$ -
	Fringes	-	-	-
	Other	103,198	103,200	(2)
	Subtotal	\$ 103,198	103,200	(2)
Revenues				
		\$ -	\$ -	
		-	-	
	Subtotal	\$ -	\$ -	
		103,198	103,200	
Net cost of service				
Share of general revenues		-	-	
Tax Levy needs		\$ 103,198	\$ 103,200	
		\$ 212,683	\$ 192,588	

<u>Library Fund</u>		<u>2021</u>	<u>2020</u>
		<u>Budget</u>	<u>Budget</u>
Expenditures			
	Wages	\$ -	\$ -
	Fringes	-	-
	Other	500	500
	Subtotal	\$ 500	\$ 500
Revenues			
PUBLIC CHARGES	220-46740011	\$ 12,000	\$ 18,000
VENDING		\$ 1,200	
ROOM RENTALS		3,000	-
PHOTOCOPIES	220-46740014	1,700	1,700
INTEREST INCOME	220-48140001	225	225
		-	-
	Subtotal	\$ 18,125	\$ 19,925
Net cost of service		(17,625)	(19,425)
Share of general revenues		-	-
Tax Levy needs		<u>\$ (17,625)</u>	<u>\$ (19,425)</u>

Village of Waunakee
 Zero Based Budgeting - Line items
 2021 Budget

Account Number	Account Name	2021	2020	Difference
100-551400-210	LIBRARY OUTSIDE SERVICES	2,864	2,864	-
100-551400-217	LIBRARY SECURITY SYSTEMS	1,220	325	895
100-551400-219	LIBRARY AUTOMATION LEVY	55,707	45,453	10,254
100-551400-225	LIBRARY COMMUNICATIONS	9,000	9,000	-
100-551400-290	LIBRARY LEASED ITEMS	4,691	4,691	-
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	4,500	4,500	-
100-551400-311	LIBRARY POSTAGE	1,600	1,600	-
100-551400-320	LIBRARY PUBS/SUBS/DUES	2,805	3,180	(375)
100-551400-330	LIBRARY TRAVEL/TRAINING	4,200	4,200	-
100-551400-340	LIBRARY PROGRAMS	14,000	19,000	(5,000)
100-551400-341	LIBRARY EQUIPMENT	7,500	7,500	-
100-551400-350	LIBRARY REPAIRS/MAINT	-	-	-
100-551400-380	LIBRARY ADULT BOOKS	40,000	41,000	(1,000)
100-551400-381	LIBRARY JUVENILE BOOKS	20,250	20,250	-
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	8,745	8,745	-
100-551400-384	LIBRARY COMPUTER SOFTWARE	15,089	14,707	382
100-551400-385	LIBRARY KIT SUPPLIES	5,000	5,500	(500)
100-551400-386	LIBRARY AUDIO MATERIALS	10,500	12,500	(2,000)
100-551400-387	LIBRARY VIDEOS	8,500	8,500	-
100-551400-390	LIBRARY SUPPLIES	19,256	21,912	(2,656)
100-551400-391	LIBRARY PERSONNEL	-	-	-
100-551400-392	LIBRARY PUBLIC RELATIONS	1,700	1,700	-
		<u>237,127</u>	<u>237,127</u>	

Account Number	Account Name	Item	Vendor	Quantity	Unit Price	Amount	Description
100-551400-210	LIBRARY OUTSIDE SERVICES	1	Graphic Design	288	3.00	\$ 2,000	Programming design & printing
		2	PAYPATH	864		\$ 864	Timekeeping fees (24 employees x 12 months)
		3					
		4					
		5					
						\$ 2,864	2,864
100-551400-217	LIBRARY SECURITY SYSTEMS	1	Per Mar			\$ 1,220	Building fire alarm monitoring/maintenance
		2				\$ 1,220	325
							895
100-551400-219	LIBRARY AUTOMATION LEVY	1	South Central Library System			\$ 55,707	Increase due to additional tech in new building
		2				\$ 55,707	45,453
							10,254

23

100-551400-225	LIBRARY COMMUNICATIONS	1 TDS Telecom	12	750.00	\$	9,000	9,000
		2			\$	9,000	
100-551400-290	LIBRARY LEASED ITEMS	1 GFC Leasing	12	319.00	3,828	Copier lease	
		2 Gordon Fleisch	12	96.00	1,152	Meter click	
		3			\$	4,980	4,691
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	1 South Central Library System		\$	4,500	Bibliotheca (Self check Maint.)	
		2			\$	4,500	4,500
		3			\$	1,600	
100-551400-311	LIBRARY POSTAGE	1 Post office		\$	1,600		
		2			\$	1,600	1,600
100-551400-320	LIBRARY PUBS/SUBS/DUES	1					
		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		
		8 Waunakee-Westport Lions			80		
		9 Waunakee Rotary			650		
		10 WLA Membership - Claus			225		
					\$	2,805	3,180
100-551400-330	LIBRARY TRAVEL/TRAINING	1 Amer. Library Association (Conference Registration)		\$	-		
		2 Plumb SJS CE					
		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			\$	4,200	4,200
100-551400-340	LIBRARY PROGRAMS	1 Youth Programs		\$	10,000	fewer funds due to COVID	
		2 Adult Programs			4,000	fewer funds due to COVID	
		4					

29

	5		\$	<u>14,000</u>		19,000	(5,000)
100-551400-341		LIBRARY EQUIPMENT					
		1 South Central Library System	\$	5,000	Patron technical equipment		
		2 Amazon		2,500	Staff technical equipment		
		3					
		4					
			\$	<u>7,500</u>		7,500	-
100-551400-380		LIBRARY ADULT BOOKS					
		1 Baker & Taylor	\$	32,000			
		2 Amazon		4,000	Physical & Kindle copies		
		3 Lucky Day Collection		4,000			
			\$	<u>40,000</u>		41,000	(1,000)
100-551400-381		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					
		1 Rivistas Magazine Subscription Service	\$	6,250			
		2 Book Pages		320			
		3 Wall Street Journal		325			
		4 New York Times		950			
		5 Hometown News		150			
		6					
			\$	<u>7,995</u>		8,745	(750)
100-551400-384		LIBRARY COMPUTER SOFTWARE					
		1 South Central Library System	\$	3,400			
		2 WI Library Services		2,400	Online database subscriptions		
		3 SCLS digital resources line		6,914	Overdrive (e-books)		
		4 Verizon		2,375	Hot Spot subscriptions		
			\$	<u>15,089</u>		14,707	382
100-551400-385		LIBRARY KIT SUPPLIES					
		1 Amazon		5,000			
		5					
			\$	<u>5,000</u>		5,500	(500)

25

LIBRARY AUDIO MATERIALS

100-551400-386

1	Recorded Books	10,500	
2	Books on Tape		
3	Findaway World		
4	Midwest Tapes		
5	Listening Library		
6			
		<u>\$ 10,500</u>	12,500 (2,000)

LIBRARY DVDs

100-551400-387

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

LIBRARY SUPPLIES

100-551400-390

1	Costco	1,000	Program support
2	Demco	7,844	
3	Office Depot	7,500	
4	Piggly Wiggly	500	Food for programs/events
5	Tuition Reimbursement	1,000	Requested by Emily Harkins
6	Azuradisc		
7	Upstart	325	
8	Uline	1,000	
9	Flexplan	12	7.25
10			
		<u>\$ 19,256</u>	21,912 (2,656)

LIBRARY PERSONNEL

100-551400-391

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

LIBRARY PUBLIC RELATIONS

100-551400-392

1	Printing & Design	1,500	
2			
		<u>\$ 1,500</u>	1,700 (200)
		<u>\$ 236,466</u>	237,127 (661)

Village of Waunakee
 Zero Based Budgeting - Line Items
 2021 Budget

Account Number	Account Name	2021	2020	Difference
100-551401-210	LIBRARY BLDG SERVICES	30,698	21,200	9,498
100-551401-220	LIBRARY BLDG UTILITIES	36,000	45,000	(9,000)
100-551401-221	LIBRARY BLDG GAS HEAT	12,000	12,000	-
100-551401-341	LIBRARY BLDG EQUIPMENT	-	-	-
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	21,000	23,000	(2,000)
100-551401-390	LIBRARY BLDG OTHER	3,500	2,000	1,500
	TOTAL	103,198	103,200	(2)

Account Number	Account Name	Item	Vendor	Quantity	Unit Price	Amount	Description
100-551401-210	LIBRARY BLDG SERVICES	1	Capital Coffee	12	350.00	\$ 4,200	Coffee vending
		2	Otis elevator			2,100	Elevator maintenance
		3	Vendor-TBD			7,500	Landscaping/gardening
		4	Masters			8,100	HVAC Operating System
		5	Butters Fetting			2,470	HVAC equipment maintenance
		6	Ahern			828	Sprinkler system
		7	Jefferson Fire			500	Fire alarm
		8	Vendor-TBD	2	2500	\$ 5,000	Window cleaning 2x annually
						\$ 30,698	21,200
							9,498

100-551401-220	LIBRARY BLDG UTILITIES	1	Waunakee Utilities	12	3,000.00	\$ 36,000	
		2				\$ 36,000	45,000 (9,000)

100-551401-221	LIBRARY BLDG GAS HEAT	1	MG&E	12	1,000.00	\$ 12,000	
		2				\$ 12,000	12,000

27

100-551401-350	LIBRARY BLDG REPAIRS/MAINT		
		1 Janitorial supplies	\$ 15,000
		2 Maintenance supplies	2,000
		3 Service calls	4,000
		4	
			<u>23,000</u>
			(2,000)
100-551401-390	LIBRARY BLDG OTHER		
		1 Various vendors	\$ 3,500
		2	
			<u>2,000</u>
			1,500
			<u>103,198</u>
			103,200
			(2)
	TOTAL		

28

Village of Waunakee
 Zero Based Budgeting - Line items
 2021 Budget

Account Number	Account Name	2021	2020	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	-

(If necessary)

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	500

29