

**Waunakee Public Library
Library Board Meeting**

**Location: Community Hall, Waunakee Public Library (201 N. Madison St.)
Friday, August 20, 2021---7:45 AM**

- I. Call to order
- II. Roll call: Annie Ballweg, Kathy Grosskopf, Melissa Hill, Erin Moran, Angie Ramos, Mike Ricker, Cathy Sheffield, Library Director Erick Plumb.
- III. Public Comment
- IV. Consent agenda
 - A. Approve July 16, 2021 Library Board Minutes
 - B. Approve Schedule of Bills
 - C. Approve Financial Reports
- IV. Director's Report & COVID update
- V. Old Business
 - A. Discuss for updated Strategic Plan Goal #4
 - B. Discuss staffing re-assessment and approve new position descriptions and pay grades effective January 1, 2022:
 - a. Youth Services Manager/Assistant Director (S4)
 - b. Access Services Librarian (H9)
 - c. Community Engagement Librarian (H9)
 - C. Discuss and possibly take action on 2021-22 Fee Table for Library Community Meeting Rooms
- VI. New Business
 - A. Discuss preliminary 2022 Library Operating Budget Proposal
 - B. Discuss and Approve 2021 Fall Hours beginning September 7, 2021
 - C. Approve closing at 12 PM on Thursday, August 26 for Village of Waunakee Employee Appreciation & Family Fun Day
 - D. Library Director evaluation*
- VII. Adjourn

Next Library Board meeting: Friday, September 17, 2021 @ 7:45AM in Community Hall, 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 16, 2021

7:45 AM

Community Hall, Waunakee Public Library (201 N. Madison St.)

- I. **Call to order:** Cathy called the meeting to order at 7:47 AM
- II. **Roll Call:**
 - A. **Roll call:** Present: Cathy Sheffield, Melissa Hill, Mike Ricker, Angie Ramos, Annie Ballweg, Kathy Grosskopf, Erin Moran and Erick Plumb.
 - B. **Guests:** Emily Harkin
- III. **Public Comment** No public comment
- IV. **Approval of the consent agenda** Annie made a motion to approve the meeting minutes. Melissa seconded. passed.
- V. **Director's Report** The Library is starting to feel like it did pre-pandemic. The Summer programs have returned, with high attendance. New hours started July 6. The evening hours are pretty quiet, but the change in the Saturday saw more customers in the morning than would have come in the 5:00 pm hour before. Also on July 6, the staff started using a mobile kiosk to assist patrons. The Library hosted another successful vaccine clinic. Thirty applications were received for the four new Customer Services Assistant positions. The new hires will start the first week in September. Angie is working on a "Beat the Heat" series of programming for teens and pre-teens with fun activities like water games, making ice cream and outdoor movies. Brittany and Molly hosted in-person outdoor storytimes and began the in-person Summer Reading Program. Cindy worked with the Aldo Leopold Center to host a program for exploring Six Mile Creek. Courtney currently has 18 businesses signed up for All Around Town in September, she is hoping to get two more. Courtney has been working on the bookings for Community Hall, was in charge of the spreadsheet for the new staff program and is assisting with the process of hiring the new Customer Service Assistants.
- VI. **Old Business**
 - A. **Discuss and determine course of action for updated Strategic Plan Goal #3**

Cathy and Melissa presented Goal #3: Expand access to information and ideas. The Board liked what was presented and will hold off until all goals are presented to finalize the Strategic Plan. Goal #4 will be presented at the August meeting.
 - B. **Discuss staffing re-assessment and approve new position descriptions and pay grades effective August 1, 2021** Emily highlighted the changes that were made to the new position descriptions. The changes that were made were discussed at

the June meeting. Cathy made a motion to approve the changed job descriptions. Mike seconded. Passed.

VII. New Business

- A. Elect Library Board officers for 2021-22** Cathy had been working closely with Jean and would like to hold the President position, Kathy G. expressed an interest in continuing as secretary for another term and Angie would like to be Vice President. Erin made a motion to approve Cathy as President, Angie as Vice President and Kathy G. as secretary. Annie seconded. Passed.
- B. Discuss and possibly take action on the 2021 Fee Table for Library Meeting Rooms** We discussed that more information is needed. Will discuss at the August meeting.
- C. Discuss and approve updated Hotspot Policy** Melissa made a motion to approve the Hotspot Policy as written. Cathy seconded. Passed.
- D. Library Director's 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

Angie made a motion to return to open session. Mike seconded. Passed.

Erin made a motion to approve the Library Director's performance evaluation. Cathy seconded. Passed.

- VIII. Adjourn:** The meeting was adjourned at 9:20 AM on a motion by Annie. Seconded by Erin. Passed.

**Library Board Meeting: Friday, August 20, 2021 at 7:45 AM in Community Hall
201 N. Madison Street**

Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary

July 2021

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	290.40
		0.00
	Total	290.40
<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	74.25
	Total	74.25
<u>100-551400-330 Travel and training</u>	WILS	0.00
	ALA	0.00
	Amazon Prime	119.00
	WLA	0.00
	Total	119.00
<u>100-551400-340 Programs</u>	SCLS	0.00
	UW- Madison	200.00
	WLA	0.00
	TechSoup	250.00
	Total	450.00
<u>100-551400-341 Equipment</u>	Pig	16.14
	Apple Music	0.00
	Amazon	7.95
	Michaels	21.56
	Target	0.00
	Ace Hardware	17.97
	Lily Kilfoy	175.00
	Gary Wenstrup	0.00
	Marcus Cederstrom	0.00
	Zoom	0.00
	Linda Conroy	0.00
	Sara Alvarado	0.00
	Minuteman Press	0.00
	Thysse	0.00
	Post Office	0.00
	Total	238.62

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	Minuteman Press	0.00
	Amazon	219.90
	Nassco	0.00
	Laird Plastics	0.00
	SCLS	87.49
	Total	307.39
<u>100-551400-350 Repairs and maint</u>		
	Total	0.00
<u>100-551400-380 Adult books</u>		
	Amazon	131.65
	Baker and Taylor	3,788.90
	Barnes and Noble	0.00
	Beyond the Page	0.00
	Total	3,920.55
<u>100-551400-381 Juvenile books</u>		
	Amazon	377.55
	Baker and Taylor	3,151.57
	Penworthy	0.00
	The Dot Central	0.00
	Total	3,529.12
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	0.00
	Total	0.00
<u>100-551400-384 - Digital Materials & Computer Software</u>		
	Amazon	138.89
	Demco Software	0.00
	TBS	0.00
	Verizon -Hotspots	200.09
	CDW - Adobe	0.00
	Total	338.98
<u>100-551400-385 Kit supplies</u>		
	Amazon	647.22
	Minuteman Press	29.89
	UPS Store	0.00
	Pig	0.00
	Total	677.11
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	337.38
	Midwest Tape	99.53
	Amazon	0.00
	Findaway	0.00
	Total	436.91
<u>100-551400-387 Videos</u>		
	Amazon	459.44
	Midwest Tape	132.68
	Debbie Howard	0.00
	Greta Productions	0.00
	Total	592.12
<u>100-551400-390 Other</u>		
	Amazon	112.91
	Uline	365.92
	SCLS	411.17
	Ace Hardware	0.00
	Pig	36.26
	Demco	412.44
	ChromaLabel	55.80
	CDW-G	285.10
	Total	1,679.60
<u>100-551400-391 Personnel</u>		

<u>100-551400-392 Public relations</u>	Total	<u><u>0.00</u></u>
	Minuteman Press	0.00
	Thysse	1,472.00
 <u>100-551401-210 Building serices</u>	Total	<u><u>1,472.00</u></u>
	Graber Manufacturing	1,889.00
	Curb Appeal Madison	603.50
	Pechmann Memorials	138.00
	Amazon	0.00
 <u>100-551401-350 Repairs/Maintenance</u>	Total	<u><u>2,630.50</u></u>
	Nassco	0.00
	Kraemer Air Filter Corp	0.00
	Menards	132.20
	Ace Hardware	46.95
	Amazon	191.96
	Schilling Supply Company	350.21
	Capital Coffee	269.40
	Walgreens	0.00
	Waunakee Rental	0.00
	Division Street Mart	10.12
	Total	<u><u>1,000.84</u></u>
 <u>220 fund</u>	Out of print	0.00
	Waunakee Chamber of Commerce	0.00
	Cathy Sheffield	100.00
	Total	<u><u>100.00</u></u>
 <u>430-55140-810 Equipment replacement capital</u>	SCLS	3,485.16
	Total	<u><u>3,485.16</u></u>
	 Month Total	 <u><u>21,342.55</u></u>

VILLAGE OF WAUNAKEE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2021

GENERAL FUND

	PERIOD		BUDGET		% OF		
	ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET	PRIOR YEAR	
<u>TAXES</u>							
100-41100110	GENERAL PROPERTY TAX	.00	6,081,317.00	6,081,317.00	.00	100.00	6,033,724.00
100-41200101	STATE SALES TAX	10.00	70.00	120.00	(50.00)	58.33	72.60
100-41300110	UTILITY TAX	79,500.00	556,500.00	900,000.00	(343,500.00)	61.83	532,000.00
100-41800101	INTEREST ON TAXES	40.84	1,033.58	.00	1,033.58	.00	580.08
100-41900101	OTHER TAXES	.00	11,422.38	.00	11,422.38	.00	5,685.78
	TOTAL TAXES	79,550.84	6,650,342.96	6,981,437.00	(331,094.04)	95.26	6,572,062.46
<u>INTERGOVERNMENTAL REVENUE</u>							
100-43210012	FEDERAL POLICE VEST GRANT	.00	752.45	.00	752.45	.00	437.50
100-43400110	STATE SHARED REVENUE	107,419.73	107,419.73	149,362.00	(41,942.27)	71.92	22,817.84
100-43400130	OTHER STATE SHARED REVENUE	66,632.01	83,004.87	83,004.00	.87	100.00	75,840.68
100-43411020	FIRE INSURANCE TAX	86,248.09	86,248.09	75,000.00	11,248.09	115.00	83,139.43
100-43510023	OTHER LAW ENFORCEMENT AID	.00	1,440.00	.00	1,440.00	.00	.00
100-43521030	TRANSPORTATION AID	218,116.73	654,350.19	873,612.00	(219,261.81)	74.90	698,971.71
100-43528040	STATE RECYCLING PAYMENT	.00	28,497.72	20,000.00	8,497.72	142.49	28,393.57
100-43740020	COUNTY LIBRARY AID	.00	212,239.52	212,683.00	(443.48)	99.79	194,566.65
100-43740091	SOUTH CENTRAL LIBRARY AID	.00	475.00	.00	475.00	.00	.00
	TOTAL INTERGOVERNMENTAL REVE	478,416.56	1,174,427.57	1,413,661.00	(239,233.43)	83.08	1,104,167.38
<u>LICENSES & PERMITS</u>							
100-44101010	LICENSES - LIQUOR & BEER	2,500.00	12,406.40	12,000.00	406.40	103.39	11,759.00
100-44101015	LICENSES - OPERATOR	534.00	4,004.01	5,000.00	(995.99)	80.08	4,373.00
100-44101020	LICENSES - CIGARETTE	100.00	602.70	800.00	(197.30)	75.34	600.00
100-44101090	LICENSES - MISCELLANEOUS	475.00	2,652.00	2,600.00	52.00	102.00	1,275.00
100-44202020	LICENSES - DOG	56.25	3,347.50	5,400.00	(2,052.50)	61.99	4,043.50
100-44202030	LICENSES - CAT	16.00	496.00	1,000.00	(504.00)	49.60	655.00
100-44210010	LICENSES - BICYCLE	3.00	3.00	20.00	(17.00)	15.00	3.00
100-44313010	PERMIT FEES RESIDENTIAL NEW CO	14,291.75	107,354.91	52,500.00	54,854.91	204.49	54,977.62
100-44313015	PERMIT FEES RES ALT & ADD	5,246.35	37,165.43	15,000.00	22,165.43	247.77	27,287.47
100-44313020	PERMIT FEES NEW MULTI FAMILY	.00	12,883.25	.00	12,883.25	.00	.00
100-44313030	PERMIT FEES NEW COMM & IND	.00	7,332.58	7,000.00	332.58	104.75	8,263.83
100-44313035	PERMIT FEES COMM/IND ALT & ADD	608.00	44,892.54	10,000.00	34,892.54	448.93	13,168.25
100-44320085	SIGN PERMIT	75.00	450.00	1,250.00	(800.00)	36.00	600.00
100-44320090	PERMIT FEES MISC.	975.00	6,802.00	2,500.00	4,302.00	272.08	3,465.00
100-44352050	SITE PLAN APPROVAL	.00	1,280.00	2,300.00	(1,020.00)	55.65	2,075.00
100-44352060	PUD REVIEW	.00	3,475.00	.00	3,475.00	.00	.00
100-44452001	ZONING PERMITS	1,050.00	6,755.98	5,500.00	1,255.98	122.84	3,245.00
100-44452010	JP ZONING PERMITS	55.66	6,273.95	1,000.00	5,273.95	627.40	8,793.52
100-44452020	VARIANCE REQUEST	.00	475.00	475.00	.00	100.00	475.00
100-44452030	REZONING FEE	.00	345.00	500.00	(155.00)	69.00	475.00
100-44452040	JOINT PLAN REZONING	.00	345.00	400.00	(55.00)	86.25	150.00
100-44452050	PLAT FEES	.00	2,250.00	.00	2,250.00	.00	4,675.00
100-44452090	MISCELLANEOUS ZONING	.00	.00	250.00	(250.00)	.00	.00

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VILLAGE OF WAUNAKEE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
TOTAL INTERGOV CHARGES FOR SE	5,681.42	54,908.67	95,100.00	(40,191.33)	57.74	62,544.41
<u>MISCELLANEOUS REVENUE</u>						
100-48000110 MISCELLANEOUS REVENUE	67.64	20,630.04	.00	20,630.04	.00	16,299.56
100-48002050 DOG LICENSE LATE FEE	50.00	275.00	500.00	(225.00)	55.00	290.00
100-48100101 INVESTMENT INCOME	12,794.89	124,988.02	130,000.00	(5,011.98)	96.14	112,924.65
100-48100105 INTEREST - MISCELLANEOUS	1,861.53	10,525.97	.00	10,525.97	.00	18,500.66
100-48100130 INTEREST - SPECIAL ASSESSMENTS	.00	.00	.00	.00	.00	81.00
100-48200140 RENT OF VILLAGE PROPERTY	.00	2.00	1.00	1.00	200.00	.00
100-48211010 RENT - FIRE DISTRICT	.00	17,675.00	35,350.00	(17,675.00)	50.00	17,500.00
100-48230020 LAND RENT OAKBROOK	1,020.83	7,145.81	12,250.00	(5,104.19)	58.33	7,145.81
100-48241030 DEPOT LAND RENT	.00	600.00	600.00	.00	100.00	600.00
100-48300101 PROPERTY SALES	.00	735.95	.00	735.95	.00	64,876.20
100-48400101 INSURANCE RECOVERIES	.00	.00	.00	.00	.00	27,986.13
100-48510020 DONATIONS - POLICE	250.00	3,650.00	2,100.00	1,550.00	173.81	520.00
100-48540070 DONATIONS - LIBRARY	12,535.00	18,503.70	.00	18,503.70	.00	5,326.74
100-48542072 PARK DONATIONS	457.17	6,143.94	.00	6,143.94	.00	5,810.54
100-48544074 DONATIONS - WAUNABOOM	12,264.87	38,640.87	.00	38,640.87	.00	32,651.00
100-48544076 DONATIONS - GENERAL	.00	2,183.76	.00	2,183.76	.00	1,120.00
TOTAL MISCELLANEOUS REVENUE	41,301.93	251,700.06	180,801.00	70,899.06	139.21	311,632.29
<u>OTHER FINANCING SOURCES</u>						
100-49200101 TRANSFER IN	.00	2,000.00	.00	2,000.00	.00	3,500.00
TOTAL OTHER FINANCING SOURCES	.00	2,000.00	.00	2,000.00	.00	3,500.00
TOTAL FUND REVENUE	834,107.60	9,279,905.95	9,848,264.00	(568,358.05)	94.23	8,902,007.69

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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2021

GENERAL FUND

	PERIOD		BUDGET		% OF		
	ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET	PRIOR YEAR	
<u>LIBRARY OPERATIONS</u>							
100-551400-110	LIBRARY FULL TIME	42,937.46	211,652.26	381,334.00	169,681.74	55.50	175,465.60
100-551400-120	LIBRARY PART TIME	35,185.72	174,535.66	327,654.00	153,118.34	53.27	176,265.24
100-551400-130	LIBRARY FICA	5,676.64	29,791.15	54,237.00	24,445.85	54.93	26,887.74
100-551400-131	LIBRARY RETIREMENT	4,347.37	23,171.59	38,690.00	15,518.41	59.89	20,822.29
100-551400-132	LIBRARY HEALTH	7,983.68	88,911.99	137,464.00	48,552.01	64.68	85,002.38
100-551400-133	LIBRARY LIFE	66.12	493.10	664.00	170.90	74.26	421.65
100-551400-134	LIBRARY DENTAL	706.77	5,952.06	9,843.00	3,890.94	60.47	4,399.63
100-551400-210	LIBRARY OUTSIDE SERVICES	87.00	559.00	2,864.00	2,305.00	19.52	423.00
100-551400-217	LIBRARY SECURITY SYSTEMS	.00	.00	1,220.00	1,220.00	.00	.00
100-551400-219	LIBRARY AUTOMATION LEVY	.00	55,512.00	55,707.00	195.00	99.65	46,787.95
100-551400-225	LIBRARY COMMUNICATIONS	766.53	4,592.39	9,000.00	4,407.61	51.03	4,368.96
100-551400-290	LIBRARY LEASED ITEMS	585.28	3,104.06	4,980.00	1,875.94	62.33	2,977.56
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	.00	630.00	4,500.00	3,870.00	14.00	2,081.60
100-551400-311	LIBRARY POSTAGE	86.43	411.47	1,600.00	1,188.53	25.72	225.05
100-551400-320	LIBRARY PUBS/SUBS/DUES	.00	361.00	2,805.00	2,444.00	12.87	901.60
100-551400-330	LIBRARY TRAVEL/TRAINING	225.00	480.00	4,200.00	3,720.00	11.43	511.00
100-551400-340	LIBRARY PROGRAMS	1,592.25	9,383.31	14,000.00	4,616.69	67.02	6,712.46
100-551400-341	LIBRARY EQUIPMENT	232.47	3,473.12	7,500.00	4,026.88	46.31	3,502.65
100-551400-350	LIBRARY REPAIRS/MAINT	.00	.00	.00	.00	.00	78.00
100-551400-380	LIBRARY ADULT BOOKS	2,311.37	21,268.27	40,000.00	18,731.73	53.17	15,836.60
100-551400-381	LIBRARY JUVENILE BOOKS	2,255.44	10,013.96	20,250.00	10,236.04	49.45	7,371.40
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	.00	8,278.90	7,995.00	(283.90)	103.55	7,628.62
100-551400-384	LIBRARY COMPUTER SOFTWARE	338.98	13,992.02	15,089.00	1,096.98	92.73	15,208.00
100-551400-385	LIBRARY KIT SUPPLIES	574.57	2,542.11	5,000.00	2,457.89	50.84	1,423.54
100-551400-386	LIBRARY AUDIO MATERIALS	912.20	4,703.16	10,500.00	5,796.84	44.79	4,364.17
100-551400-387	LIBRARY VIDEOS	376.09	4,538.55	8,500.00	3,961.45	53.39	4,860.12
100-551400-390	LIBRARY OTHER	822.45	6,104.49	31,270.59	25,166.10	19.52	7,177.62
100-551400-391	LIBRARY PERSONNEL	.00	.00	.00	.00	.00	61.00
100-551400-392	LIBRARY PUBLIC RELATIONS	1,751.73	2,429.30	1,500.00	(929.30)	161.95	482.41
TOTAL LIBRARY OPERATIONS		109,821.55	686,884.92	1,198,366.59	511,481.67	57.32	622,247.84

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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY BUILDING</u>						
100-551401-110 LIBRARY BLDG FULL TIME	6,533.46	33,378.45	56,618.00	23,239.55	58.95	29,611.22
100-551401-120 LIBRARY BLDG PART-TIME	2,293.49	11,513.89	22,234.00	10,720.11	51.79	10,751.61
100-551401-121 LIBRARY BLDG OVERTIME	.00	30.63	.00	(30.63)	.00	39.06
100-551401-130 LIBRARY BLDG FICA	670.79	3,588.28	6,033.00	2,444.72	59.48	3,131.62
100-551401-131 LIBRARY BLDG RETIREMENT	441.00	2,375.41	3,822.00	1,446.59	62.15	2,103.12
100-551401-132 LIBRARY BLDG HEALTH	1,113.27	12,390.72	17,985.00	5,594.28	68.89	12,687.79
100-551401-133 LIBRARY BLDG LIFE	5.62	36.62	54.00	17.38	67.81	38.80
100-551401-134 LIBRARY BLDG DENTAL	137.78	1,120.48	1,687.00	566.52	66.42	1,118.48
100-551401-210 LIBRARY BLDG SERVICES	2,630.50	7,145.50	30,698.00	23,552.50	23.28	5,030.02
100-551401-220 LIBRARY BLDG UTILITIES	3,107.87	11,257.52	36,000.00	24,742.48	31.27	10,381.25
100-551401-221 LIBRARY BLDG GAS HEAT	243.93	6,230.90	12,000.00	5,769.10	51.92	5,364.45
100-551401-341 LIBRARY BLDG EQUIPMENT	.00	.00	1,445.54	1,445.54	.00	3,554.46
100-551401-350 LIBRARY BLDG REPAIRS/MAINT	1,346.10	7,841.89	21,000.00	13,158.11	37.34	10,866.10
100-551401-390 LIBRARY BLDG OTHER	.00	1,863.75	3,500.00	1,636.25	53.25	614.98
TOTAL LIBRARY BUILDING	18,523.81	98,774.04	213,076.54	114,302.50	46.36	95,292.96
<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, 2021

LIBRARY SPECIAL REVENUE FUND

ASSETS

220-11110	COMMINGLED CASH	59,234.95	
220-11801	CASH ON HAND	457.49	
	TOTAL ASSETS		<u>59,692.44</u>

LIABILITIES AND EQUITY

FUND EQUITY

220-34300	FUND BALANCE	60,773.71	
	BEGINNING FUND BALANCE	60,773.71	
	REVENUE OVER EXPENDITURES - YTD	(1,081.27)	
	TOTAL FUND EQUITY		<u>59,692.44</u>
	TOTAL LIABILITIES AND EQUITY		<u>59,692.44</u>

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1030243: Waunakee Library Forever Fund

	6/1/2021 To 6/30/2021
Balance	
Beginning Balance	324,950.14
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	5,506.87
	5,506.87
Grants/Distributions	
Grants/Distributions	(11,035.00)
Transfers Out	0.00
MCF Support	(270.79)
	(11,305.79)
Ending Balance	\$319,151.22
Cash Available for Grants as of 6/30/2021	\$0.35

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

July 2021

	2021			2020		% 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	179	26	141	0.0%	N/A	N/A
CIRCULATION								
Physical circulation	25,546	25,431	145,391	12,134	89,728	0.5%	110.5%	62.0%
Digital circulation	3,620	3,573	25,046	3,598	22,911	1.3%	0.6%	9.3%
Library Total	29,166	29,004	170,437	15,732	112,639	0.6%	85.4%	51.3%
Per Day library was open	1,122	1,116	952	605	799	0.6%	85.4%	19.2%
Average of Deforest, Monona and Verona	28,584	29,030	154,059	15,830	108,728	-1.5%	80.6%	41.7%
By Category								
Books								
Juvenile Fiction	4,461	4,265	22,595	1,909	11,177	4.6%	133.7%	102.2%
Juvenile Non-Fiction	1,602	1,618	9,642	734	5,976	-1.0%	118.3%	61.3%
Easy Readers	1,943	2,007	11,482	669	5,855	-3.2%	190.4%	96.1%
Picture books	4,753	4,791	27,116	1,667	14,968	-0.8%	185.1%	81.2%
Total Juvenile	12,759	12,681	70,835	4,979	37,976	0.6%	156.3%	86.5%
Young Adult	1,028	988	5,744	645	3,036	4.0%	59.4%	89.2%
Adult Fiction	3,159	3,009	18,596	2,170	11,870	5.0%	45.6%	56.7%
Adult non-Fiction	2,192	2,213	13,872	1,336	8,930	-0.9%	64.1%	55.3%
Large print	710	730	4,456	636	3,060	-2.7%	11.6%	45.6%
Adult Paperbacks	64	84	596	74	784	-23.8%	-13.5%	-24.0%
Total Adult	6,125	6,036	37,520	4,216	24,644	1.5%	45.3%	52.2%
Magazines	511	573	3,071	215	1,669	-10.8%	137.7%	84.0%
Audio	850	865	5,208	563	4,689	-1.7%	51.0%	11.1%
DVD and Blu-ray	2,902	2,879	18,768	1,469	14,518	0.8%	97.5%	29.3%
Software and video games	97	103	579	9	112	-5.8%	977.8%	417.0%
Kits	1,179	1,198	3,137	12	2,821	-1.6%	9725.0%	11.2%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	79	84	381	23	183	-6.0%	243.5%	108.2%
E-books	3,620	3,573	25,046	3,598	22,911	1.3%	0.6%	9.3%
% of total circulation	12.4%	12.3%	14.7%	22.9%	20.3%	0.8%	-45.7%	N/A
PROGRAMS								
Children								
Number	22	18	90	14	143	22.2%	57.1%	-37.1%
Attendance	1,097	918	4,396	995	5,216	19.5%	10.3%	-15.7%
Young adult								
Number	5	5	34	14	33	0.0%	-64.3%	3.0%
Attendance	45	46	250	79	818	-2.2%	-43.0%	-69.4%
Adult								
Number	10	15	65	6	21	-33.3%	66.7%	209.5%
Attendance	105	278	1,493	65	486	-62.2%	61.5%	207.2%
NEW PATRONS ADDED	111	129	446	24	339	-14.0%	362.5%	31.6%
PUBLIC MEETING ROOM BOOKINGS	11	8	28	2	48	37.5%	450.0%	-41.7%
STUDY ROOM BOOKINGS	176	129	305	0	726	36.4%	N/A	-58.0%
PUBLIC PC SESSIONS	335	337	1,889	140	1,542	-0.6%	139.3%	22.5%
UNIQUE WIRELESS USERS	1,229	1,205	6,116	591	6,933	2.0%	108.0%	-11.8%
CURBSIDE TRANSACTIONS	37	41	1,481	73	1,712	-9.8%	-49.3%	-13.5%
# OF VISITORS TO LIBRARY	9,679	9,008	45,438	4,944	68,193	7.4%	95.8%	-33.4%

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Library Activity Report
Library Director Erick Plumb
August 2021

Library Activity & COVID update

- We hired four new Customers Services Assistants: Heidi Bechler, Katie French, Eppie Larson, and Beth Ann Meyers. All began their work at the Library on August 1. Three (Bechler, French, and Meyers) will work in the lobby and upstairs, and one (Larson) works in the Children's Room. All four bring a variety of skills and experience to the library and complement the existing strengths of our staff. We are happy to have them!
- With these hires, we are prepared and ready to go with the planned start of 7 Days of service per week in September. It is gratifying to finally be able to provide this necessary level of service to our community.
- Programming for the Summer Reading Program wrapped the first week of August. As I mentioned previously, the implementation of outdoor programs on our patio and back lawn went better than we had even hoped, and we are pleased that outdoor offerings will remain a part of our programming portfolio for years to come.
- On July 27, Public Health Madison Dane County once again recommended masks be worn indoors regardless of vaccination status. Staff are strongly encouraged to do so while in shared and public spaces, and we have seen nearly 100% compliance with this recommendation. We are pleased too to see that a majority, if not all, patrons have returned to wearing masks. This is especially gratifying to see among our younger patrons who cannot yet be vaccinated. While it is definitely discouraging to take a step backwards with the pandemic, we continue to provide full services to our community, urge everyone in our service area eligible to get vaccinated, and to wear masks when visiting the library while the Delta Variant of Covid-19 surges through.
- The Library will again offer to be a community vaccination site this fall. Previous community clinics held in conjunction with our partners at PHMDC, WCSD and WNC saw well over 150 community members receive full doses.
- Trustee Training Week is being held virtually on August 23-27 for members of Library Boards in Wisconsin. These generally are quite useful sessions, and I encourage the Board to attend or listen later to them if you desire.

Youth Services Report by Brittany Gitzlaff

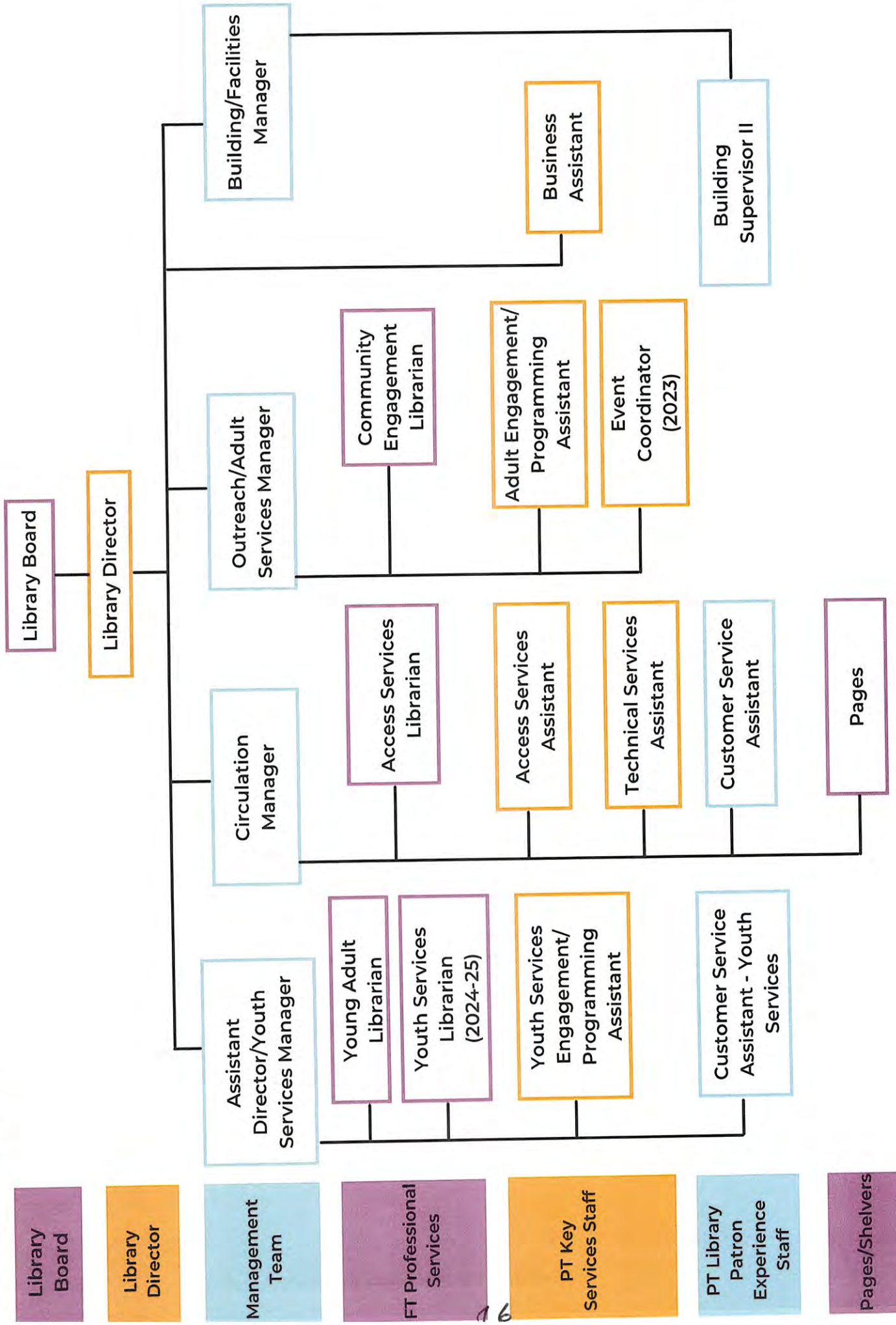
July was a very fun month as we continued to host a variety of successful, outdoor programs. Storytimes continued and we wrapped up our summer session at the end of the month. The weather continued to cooperate and we only needed to cancel two events out of 16. We also brought back a more low-key version of our typical Terrific Tuesday programs, which were both well received and worked perfectly on the lawn/patio area. We hired Sarah Dimick to teach a

weekly Family Yoga class, which was also a lot of fun. Angie continued her series of Beat the Heat programs that included making mini ice cream sandwiches and water games. This has been so fun for everyone that she plans to offer it next summer as well. The highlight of the month was being able to return to the elementary schools after more than a year and a half. I partnered with the Reading Express classes to be able to have these students complete the Summer Reading Program during summer school. In their final week, I visited everyone in their classrooms to congratulate them on a job well done and bring them their prizes.

Adult Services Report by Courtney Cosgriff

In July, I hosted my Ales and Tales book club and 8 programs. I finished my promo materials for All Around Town and will distribute them later this month. I met with Pheasant Branch Conservancy to discuss the possibility of future nature programs and the possibility of making some sort of "hiking packs" available. I've showed numerous people Community Hall and have taken quite a few reservations and fielded many questions. I am continuing to work with WNC and the Building Connections team to come up with a years' worth of diverse programming. Elizabeth and I have started up the digitization project again with her scanning and myself doing the metadata for now. I am also working on Fall programming with the likelihood that we will return to Zoom as well.

Proposed Organizational Structure 2022



Youth Services Manager/Assistant Director Position Description

Typical Responsibilities of Position

Reports directly to the Library Director. The Youth Services Manager/Assistant Director supervises the Youth Services Team and plans and develops services for children, teens, and families. Additionally, the Youth Services Manager/Assistant Director assists the Library Director to plan and oversee library services in all areas and acts as the library's second in command. This position requires serving as Acting Director as needed.

Supervision Received and Exercised

Receives general supervision from the Library Director. Supervises Youth Services Team and serves as Acting Director when Library Directors is away from the Library.

Minimum Qualifications

- Master of Library Science from an American Library Association accredited institution.
- Prior training and/or experience working with children required.
- 5 years of public library experience required. At least 3 years of supervisory experience required.
- Keyboarding and general office experience required.
- Previous personnel management is strongly suggested.
- Library programming planning and implementation experience required.

Additional Desirable Qualifications

- Bilingual in Spanish and English.

Duties and Responsibilities

- Works with the Library Director to set the service and behavior expectations for the Youth Services Team. Plans, organizes, supervises, and conducts library services and programs for youth.
- Manages the Youth Services Team which includes responsibility for youth services related training and coordinating the hiring, management, and performance evaluations of Youth Services Librarians, practicum students, and volunteers.
- Develops a collection of library materials for children and teens with the Youth Services Team. Manages material purchasing budgets and oversees maintenance of the collection through regular weeding.
- Provides reader's advisory, reference and other patron assistance at a service desk. Schedules appropriate staffing levels at the service desk.

- Regularly communicates with the Library Director to discuss plans, share information, and receive direction.
- Advises the Library Director in regard to policies and procedures, writes reports and recommendations, and implements decisions.
- Improves existing and develops new, effective customer service approaches in a team environment.
- Works with the Library Director to establish and manage an annual budget for programming and materials for youth.
- Assists in library technology planning, implementation and management.
- Confers with community groups in an advisory capacity.
- Conducts library tours, presents programs to local groups, and performs other outreach activities for library patrons and community organizations, including schools.
- Participates or delegates participation in library committees and meetings to lend the Youth Services' perspective to library plans and projects.
- Contributes input to Management Team meetings. Identifies potential areas of organizational improvement and suggests solutions.
- Promotes library services through various types of publicity.
- Understands, follows, and communicates library policies and procedures to library staff members and patrons.
- Writes reports, recommendations, proposals, and grants.
- Compiles and analyzes data and statistical information for area of responsibility and reports it to the Library Director. Presents initiatives to improve these measures.
- Acts as a spokesperson for the library to news media outlets, including writing press releases and giving interviews for print, radio, and television news.
- Serves on professional and library system committees as assigned/approved by the director. Serves as a liaison to Village of Waunakee Administration and other Village departments.
- Assists in maintaining accuracy of the public catalog and website.
- Serves as the Acting Director in the absence of the Library Director.
- Attends Library Board and Village Board meetings as necessary.
- Performs all other duties as assigned.

Knowledge and Abilities

- Ability to plan, organize, train, supervise, coach, and evaluate the work of library employees.
- Ability to direct the work of team members.
- Ability to effectively present information and respond to questions from patrons.
- Ability to gather statistics, analyze information, and write professional reports.
- Ability to think creatively and make thoughtful decisions using policies and procedures as guides to solve unique problems within library operations.
- Ability to identify areas for improved service and recommend changes by identifying problems and opportunities, reviewing possible alternative courses of action, and utilizing information and resources for decision-making purposes.
- Ability to give input into decisions and support decisions once made.

- Ability to perform and supervise the classification of materials, reference work, and materials selection.
- Ability to plan, organize, and carry out programs for youth.
- Ability to maintain confidentiality of library patron information.
- Ability to use computer software and manage computer technology.
- Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required.
- Ability to work in teams and take direction from peers and superiors, and consider, assimilate, and utilize input from others.
- Possess advanced knowledge and understanding of youth literature, child development, and library principles, procedures, technology, goals, and philosophy of services.
- Ability to maintain a regular work schedule.
- Ability to travel to meetings outside the library.
- Possess outstanding interpersonal skills to maintain and foster cooperative and courteous working relationship with the public, peers, supervisors, and subordinates.
- Willingness to maintain skills in the above-mentioned areas through active participation in appropriate continuing education activities.
- Ability to use professional English grammar and spelling, verbal and written communication skills, and age-appropriate language with various audiences.

Mental Requirements

- Ability to apply technical knowledge.
- Ability to grasp abstract and concrete concepts.
- Ability to comprehend and follow detailed instructions.
- Ability to discern when to ask for help or call the Library Director.
- Ability to maintain the mental capacity for concentrating for extended periods of time.
- Ability to communicate ideas and information effectively in both written and verbal form.
- Ability to calculate basic arithmetic problems without the aid of a calculator.
- Ability to read, understand, and retain information contained in staff communications such as emails, the staff blog, and the library's private Facebook group.
- Ability to learn and implement secure email practices.
- Ability to set priorities in order to meet assignment deadlines.
- Ability to approach problems/opportunities logically and to apply personal knowledge and experience.

Physical Demands of the Position

In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

- Ability to be in a stationary position for extended periods.
- Ability to adjust body position and/or move as needed for tasks including the following: shelving and retrieving materials; leading customers to collections or other areas of the library; operating a staff computer; transporting materials or equipment.

- Ability to exchange information and converse with customers and coworkers.
- Ability to communicate fluently in English.
- Ability to detect and understand information on a computer screen and on paper memos and schedules.
- Ability to perform data entry on a computer, laptop, iPad or other electronic device.

Environmental/Working conditions

- Our mission: The Waunakee Public Library opens doors for curious minds, nurtures learning, creates opportunities and enriches lives by bringing people and ideas together.
- The library serves a community of about 18,000, with an ongoing goal of promoting diversity, equity, and inclusion in all areas of staffing and service.
- Inside work environment with some activities outdoors
- Includes regular evening and weekend hours
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Village of Waunakee is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Community Engagement Librarian Position Description

Typical Responsibilities of Position

Under the general supervision of the Library Director and day-to-day supervision of the Circulation Manager, this staff member is responsible for helping to oversee the Library's day-to-day access services activities, including circulation, technical services, digital collections access, and library technology management; provides patron assistance in locating library materials and accessing library digital and print collections; and answers reference questions in person, by phone, or through email. This position requires acting as building supervisor as needed.

Supervision Received and Exercised

Receives general supervision from the Library Director. Supervised directly by the Circulation Manager. Provides direct supervision of Library Pages/Shelvers. Performs general supervision as "person in charge" at various times.

Minimum Qualifications

- Master of Library or Information Science from an American Library Association accredited institution.
- 2 years of public library experience required.
- Keyboarding and general office experience required.
- Library technology management experience preferred.

Additional Desirable Qualifications

- Bilingual in Spanish and English.

Duties and Responsibilities

- Under the supervision of the Circulation Manager, oversees day-to-day workflow of circulation activities, such as checkout and check-in of items, picklist, delivery handling, OLLs, and supervision of Pages/Shelvers.
- Oversees day-to-day operation of library technology including Koha, staff and patron PCs, self-check machines, printers, copiers, etc. Works directly with South Central Library System staff to troubleshoot issues with equipment or software.
- Participates in collection development, as directed. Coordinates ordering and management of print and online periodicals collections.
- Coordinates library's Local History files and online local history database.
- Manages library's website, under the direction of the Library Director.
- Works with vendors and SCLS to ensure quality online resources are offered via the library's website.

- Coordinates History Hall displays with library's curator.
- Coordinates homebound delivery service of library materials.
- Provides technical support for organizations using library meeting areas.
- Provides direct reader's advisory, reference, and other patron assistance services in the library and at outreach locations.
- Assists patrons with library technology and software.
- Confers with other community groups in an advisory capacity.
- Conducts library tours.
- Advises the Library Director and Circulation Manager in regard to policies and procedures in area of responsibility, writes reports and recommendations, and implements decisions.
- Orders necessary equipment and supplies for public and technical services use.
- Assists in developing the Spanish-language and world language collections, evaluates and selects materials for purchase, and maintains the collection through weeding.
- Assists in library technology planning, implementation, and management.
- Assists in maintaining accuracy of the public catalog and website.
- Supervises and trains library support staff, writes instructions and trains staff on changes in procedures within area of responsibility.
- Carries out library policies and procedures.
- Compiles statistical information on areas of service.
- Serves on professional and library system committees as assigned by the Director.
- Acts as "person-in-charge" in the absence of the department managers.
- Performs light housekeeping.
- Performs all other duties as assigned.

Knowledge and Abilities

- Ability to plan, organize, train, supervise, coach, and evaluate the work of library employees.
- Ability to direct the work of team members.
- Ability to effectively present information and respond to questions from patrons.
- Ability to gather statistics, analyze information, and write professional reports.
- Ability to think creatively and make thoughtful decisions using policies and procedures as guides to solve unique problems within library operations.
- Ability to identify areas for improved service and recommend changes by identifying problems and opportunities, reviewing possible alternative courses of action, and utilizing information and resources for decision-making purposes.
- Ability to give input into decisions and support decisions once made.
- Ability to perform and supervise the classification of materials, reference work, and materials selection.
- Ability to maintain confidentiality of library patron information.
- Ability to use computer software and manage computer technology.
- Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required.

- Ability to work in teams and take direction from peers and superiors, and consider, assimilate, and utilize input from others.
- Possesses advanced knowledge of library marketing tools, particularly online and digital marketing.
- Ability to maintain a regular work schedule.
- Ability to travel to meetings outside the library.
- Possess outstanding interpersonal skills to maintain and foster cooperative and courteous working relationship with the public, peers, supervisors, and subordinates.
- Willingness to maintain skills in the above-mentioned areas through active participation in appropriate continuing education activities.
- Ability to use professional English grammar and spelling, verbal and written communication skills, and age-appropriate language with various audiences.

Mental Requirements

- Ability to apply technical knowledge.
- Ability to grasp abstract and concrete concepts.
- Ability to comprehend and follow detailed instructions.
- Ability to discern when to ask for help or call the Library Director.
- Ability to maintain the mental capacity for concentrating for extended periods of time.
- Ability to communicate ideas and information effectively in both written and verbal form.
- Ability to calculate basic arithmetic problems without the aid of a calculator.
- Ability to read, understand, and retain information contained in staff communications such as emails, the staff blog, and the library's private Facebook group.
- Ability to learn and implement secure email practices.
- Ability to set priorities in order to meet assignment deadlines.
- Ability to approach problems/opportunities logically and to apply personal knowledge and experience.

Physical Demands of the Position

In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

- Ability to adjust body position and/or move as needed for tasks including the following: shelving and retrieving materials; leading customers to collections or other areas of the library; operating a staff computer; transporting materials or equipment.
- Ability to exchange information and converse with customers and coworkers.
- Ability to communicate fluently in English.
- Ability to detect and understand information on a computer screen and on paper memos and schedules.
- Ability to perform data entry on a computer, laptop, iPad or other electronic device.

Environmental/Working conditions

- Our mission: The Waunakee Public Library opens doors for curious minds, nurtures learning, creates opportunities and enriches lives by bringing people and ideas together.
- The library serves a community of about 18,000, with an ongoing goal of promoting diversity, equity, and inclusion in all areas of staffing and service.
- Inside work environment with some activities outdoors
- Includes regular evening and weekend hours
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Village of Waunakee is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Community Engagement Librarian Position Description

Typical Responsibilities of Position

Under the general supervision of the Library Director and day-to-day supervision of the Adult Services & Outreach Manager, this staff member is responsible for the library's engagement and marketing activities throughout the community; serves as a liaison with community organizations; provides patron assistance in locating library materials and accessing library digital and print collections; helps plan, publicize, and carry out programs, events, and outreach for children, teens, and adults; explains library services, policies, and procedures; and answers reference questions in person, by phone, or through email. This position requires acting as building supervisor as needed.

Supervision Received and Exercised

Receives general supervision from the Library Director. Supervised directly by Adult Services Manager. Performs general supervision as "person in charge" at various times.

Minimum Qualifications

- Master of Library Science from an American Library Association accredited institution.
- 3 years of public library experience required.
- Keyboarding and general office experience required.
- Knowledge of social media management, general web design experience, and online marketing preferred.
- Library programming planning and implementation experience desired.

Additional Desirable Qualifications

- Bilingual in Spanish and English.

Duties and Responsibilities

- Works with Library management, programming staff, and other library staff to disseminate the activities and programs of the Library to the Waunakee-area community.
- Promotes library services through various types of publicity content, including web and on social media platforms.
- Coordinates library's social media presence across all platforms.
- Acts as the public information coordinator for the library, writing press releases, and working with local media to successfully communicate library initiatives to the public.
- As directed, plans, organizes, and conducts events for children, teens, and adults and promotes library services to those groups.
- Provides reader's advisory, reference, and other patron assistance services in the library and at outreach locations.

- Serves as a principal contact for community groups interested in outreach services.
- Coordinates with library managers to provide appropriate staffing for outreach events as needed.
- Serves as library's liaison to Waunakee Neighborhood Connection.
- Confers with other community groups in an advisory capacity.
- Conducts library tours.
- Regularly engages and surveys the community to find service area needs that the library could potentially expand services to fill.
- Performs other outreach activities for library patrons, schools, and community organizations both in the library and at locations throughout the community.
- Advises the Library Director and Adult Services Manager in regard to policies and procedures in area of responsibility, writes reports and recommendations, and implements decisions.
- Participates in collection development, as directed.
- Assists in developing the Spanish-language and world language collections, evaluates and selects materials for purchase, and maintains the collection through weeding.
- Assists in library technology planning, implementation, and management.
- Assists in maintaining accuracy of the public catalog and website.
- Supervises and trains library support staff, writes instructions and trains staff on changes in procedures within area of responsibility.
- Carries out library policies and procedures.
- Compiles statistical information on area of service.
- Serves on professional and library system committees as assigned by the Director.
- Acts as "person-in-charge" in the absence of the department managers.
- Performs light housekeeping.
- Performs all other duties as assigned.

Knowledge and Abilities

- Ability to plan, organize, train, supervise, coach, and evaluate the work of library employees.
- Ability to direct the work of team members.
- Ability to effectively present information and respond to questions from patrons.
- Ability to gather statistics, analyze information, and write professional reports.
- Ability to think creatively and make thoughtful decisions using policies and procedures as guides to solve unique problems within library operations.
- Ability to identify areas for improved service and recommend changes by identifying problems and opportunities, reviewing possible alternative courses of action, and utilizing information and resources for decision-making purposes.
- Ability to give input into decisions and support decisions once made.
- Ability to perform and supervise the classification of materials, reference work, and materials selection.
- Ability to plan, organize, and carry out programs for youth.
- Ability to maintain confidentiality of library patron information.
- Ability to use computer software and manage computer technology.

- Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required.
- Ability to work in teams and take direction from peers and superiors, and consider, assimilate, and utilize input from others.
- Possesses advanced knowledge of library marketing tools, particularly online and digital marketing.
- Ability to maintain a regular work schedule.
- Ability to travel to meetings outside the library.
- Possess outstanding interpersonal skills to maintain and foster cooperative and courteous working relationship with the public, peers, supervisors, and subordinates.
- Willingness to maintain skills in the above-mentioned areas through active participation in appropriate continuing education activities.
- Ability to use professional English grammar and spelling, verbal and written communication skills, and age-appropriate language with various audiences.

Mental Requirements

- Ability to apply technical knowledge.
- Ability to grasp abstract and concrete concepts.
- Ability to comprehend and follow detailed instructions.
- Ability to discern when to ask for help or call the Library Director.
- Ability to maintain the mental capacity for concentrating for extended periods of time.
- Ability to communicate ideas and information effectively in both written and verbal form.
- Ability to calculate basic arithmetic problems without the aid of a calculator.
- Ability to read, understand, and retain information contained in staff communications such as emails, the staff blog, and the library's private Facebook group.
- Ability to learn and implement secure email practices.
- Ability to set priorities in order to meet assignment deadlines.
- Ability to approach problems/opportunities logically and to apply personal knowledge and experience.

Physical Demands of the Position

In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

- Ability to be in a stationary position for extended periods.
- Ability to adjust body position and/or move as needed for tasks including the following: shelving and retrieving materials; leading customers to collections or other areas of the library; operating a staff computer; transporting materials or equipment.
- Ability to exchange information and converse with customers and coworkers.
- Ability to communicate fluently in English.
- Ability to detect and understand information on a computer screen and on paper memos and schedules.
- Ability to perform data entry on a computer, laptop, iPad or other electronic device.

Environmental/Working conditions

- Our mission: The Waunakee Public Library opens doors for curious minds, nurtures learning, creates opportunities and enriches lives by bringing people and ideas together.
- The library serves a community of about 18,000, with an ongoing goal of promoting diversity, equity, and inclusion in all areas of staffing and service.
- Inside work environment with some activities outdoors
- Includes regular evening and weekend hours
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Village of Waunakee is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Current

2021 Rental Fee Table – Waunakee Public Library

Rental Fee table						
	Monday-Thursday 9 AM – 9 PM (4 Hour Time Limit)	Friday 9 AM – 5 PM (4 Hour Time Limit)	Friday 5 PM – 11 PM (6 Hour Time Limit)	Saturday 9 AM – 5 PM (6 Hour Time Limit)	Saturday 5 PM – 11 PM (6 Hour Time Limit)	Sunday (6 Hour Time Limit)
Community Hall > 50 people	\$125.00	\$125.00	\$400.00	\$250.00	\$400.00	\$250.00
Community Hall < 50 people	\$50.00	\$50.00	\$100.00	\$100.00	\$250.00	\$250.00
Board Room	\$25.00*	\$25.00*	Not available	\$25.00*	Not available	Not available

Pricing effective August 1, 2021

**All fees waived for not-for-profit 501(c)(3) organizations that provide tax-exempt certificates to the Library.*

Additional Hours in Community Hall: \$50.00 per hour (Monday through 5 PM Friday)
\$100.00 per hour (Friday evening through Sunday)

Warming Kitchen fee: \$25.00 except Friday and Saturday evenings (\$40.00)

Alcohol-service fee for events in Community Hall: \$100.00

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.

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

Rental Fees



	Monday through Friday (*Four Hour Time Limit)	Friday Evening and Saturday (*Six Hour Time Limit)	Sunday (*Six Hour Time Limit)
Waunakee Resident Users Must have a current address within the Village of Waunakee.	Conference/Board Room \$25.00 Activity Room/Studio \$35.00 Community Rooms A,B or C \$55.00 Large Room A, B and C together \$150.00	Conference/Board Room \$25.00 Activity Room/Studio \$55.00 Community Rooms A,B or C \$175.00 Large Room A, B and C together \$500.00	Conference/Board Room \$25.00 Activity Room/Studio \$45.00 Community Rooms A,B or C \$110.00 Large Room A, B and C together \$300.00
Non-Resident Users All users outside the Village of Waunakee.	Conference/Board Room \$35.00 Activity Room/Studio \$70.00 Community Rooms A,B or C \$90.00 Large Room A, B and C together \$250.00	Conference/Board Room \$35.00 Activity Room/Studio \$90.00 Community Rooms A,B or C \$250.00 Large Room A, B and C together \$700.00	Conference/Board Room \$35.00 Activity Room/Studio \$80.00 Community Rooms A,B or C \$170.00 Large Room A, B and C together \$500.00
Additional Hours	\$50.00 per additional hour over four hour time limit.	\$100.00 per additional hour over six hour time limit.	\$100.00 per additional hour over six hour time limit.
Kitchen Fees	\$35.00 - Resident \$50.00 - Non-Resident Fee for use of the catering kitchen	\$50.00 - Resident \$100.00 - Non-Resident Fee for use of the catering kitchen	\$35.00 - Resident \$50.00 - Non-Resident Fee for use of the catering kitchen
Caterer's Fee	10% of the total bill (excluding tax, service and gratuity). Caterers must be pre-approved. This fee takes place of the kitchen fee.		
Alcohol Service Fee	Charged to renters serving alcohol without the use of a beverage vendor.	2 rooms - \$100.00 3 rooms - \$150.00	2 rooms - \$75.00 3 rooms - \$100.00
Gym Rental	Residents - \$50.00/hour Non-Residents - \$80.00/hour	Residents - \$50.00/hour Non-Residents - \$80.00/hour	Residents - \$50.00/hour Non-Residents - \$80.00/hour
AV Equipment	Contact Village Center staff for pricing		
Pricing effective January 1, 2017			

2021-22 Rental Fee Table – Waunakee Public Library (Proposed)

	Monday- 6 PM Friday (4 Hour Time Limit)	6 PM Friday – Sunday (6 Hour Time Limit)
Community Hall > 50 people	\$125.00	\$350.00
Community Hall < 50 people	\$50.00	\$125.00
Board Room	\$25.00*	\$25.00* (available when library is open to the public)

**All fees waived for not-for-profit 501(c)(3) organizations that provide tax-exempt certificates to the Library.*

Additional Hours in Community Hall: \$50.00 per hour (Monday through 6 PM Friday)
\$100.00 per hour (Friday evening through Sunday)

Alcohol-service fee for events in Community Hall: \$50 for events with fewer than 50 attendees
or \$100.00 for events with 50 or more attendees

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

Erick's Goals for Community Hall Usage for Board Discussion

- 1. Provide space for larger library programming, especially programming requiring AV services.***
- 2. Provide space for Village of Waunakee and other local, regional, and state governmental meetings and functions, including municipal elections.***
- 3. Provide meeting and gathering space for local and regional organizations, businesses, service clubs, and groups.***
- 5. Provide community space for local social and recreational gatherings.***
- 6. Bring people into the Library that would otherwise not come in for traditional library services.***
- 7. Provide revenue to the Library that would partially offset the operation of the spaces and cover the loss of overdue fine revenue.***



To: Village Board
From: Erick Plumb, Library Director
cc: Todd Schmidt, Caitlin Stene, Renee Meinholz, Library Board
Date: August 16, 2021
Re: Waunakee Library staffing changes in 2022 budget proposal

Trustees,

In 2021, the Library Director and Library Board, working in conjunction with Village Administration, undertook an assessment of the Library's staffing levels in anticipation of growing demand for library services post-pandemic. The construction of the new building in 2019 and the addition of several new fulltime professional positions in the years leading up to the opening allowed us to grow our services to fit the new location. The Village Board will recall that the Library added seven days per week of service in September 2021 to meet demand in a growing community, delayed one year by COVID.

The Library Director and Deputy Village Administrator developed and presented a revised organizational structure based on current and future needs of the Library to the Library Board. The new structure revised the roles of paraprofessional front-line staff (with no changes to the underlying wage scale or budget.) These changes were approved at the July 2021 Library Board meeting.

Additionally, the Staffing Assessment led to changes for the library's management team and professional library staff: one existing position was modified (Youth Services Manager), one staff member was promoted to a new professional role (Circulation Manager), and one professional librarian position was created (Community Engagement Librarian) to be filled by a promoted current staff member. These amended positions and promotions were approved at the August 20, 2021 Library Board meeting.

These amended positions would ideally start on January 1, 2022. The salary impacts of these changes and promotions for 2022's budget would be an increase of \$21,946, including fringe benefits according to the Finance Director's estimate. All positions would be filled by staff members already working at the Library.

The three amended positions in the 2022 budget are:

Youth Services Manager/ Assistant Director (Brittany Gitzlaff):

- Amends Brittany's position from S1 to S4 to give her additional managerial duties as Assistant Director, in addition to her role as Youth Services Manager.
- Brittany served as Interim Director in 2016 and serves as de facto person in charge in Library Director's absence.
- Formally creates line of responsibility in library director's absence or vacancy.
- Expands Brittany's role as a "face" of the Library in the community, and broadens her role interacting with Village staff and departments.

Circulation Manager (Emily Harkins):

- Emily received her Master of Library Science (MLS) degree from UW in December 2021. She has served as head of circulation services since 2017, as a Library Assistant IV (H8). She has been with the library since 2008.
- With her degree, she meets the requirements of the Circulation Manager position (S1). The new position would more fairly compensate her for her stellar work for us.

Community Engagement Librarian (Amy Sampson):

- A brand-new position, at H9 on the wage scale, to be filled by Amy Sampson (currently a part-time library Assistant III (H5)).
- Amy has been with the Library since 2016, and received her MLS in 2020. This new position will retain a talented new professional.
- The new position will focus on expanding community outreach, serving as a liaison to community organizations such as WNC, coordinating library marketing and online engagement, and expanding the number of programs for adults and teens, and would support the marketing of 400+ youth programs.
- Assist with booking and support of public meeting room space for community groups at the library.
- Serves as a professional person-in-charge on nights and weekends.
- Expands Amy's role providing top-notch customer service to our patrons.
- An expanded role for Amy would increase the number of professional librarians at WPL to 6, up from 4 in 2017.

These budgetary changes allow us to expand the roles of three talented current staff members, allow us to expand our community engagement and public programming, and, ultimately better position us to fill our role serving Waunakee as it continues to grow.

Comparable Community Review of Library Staffing and Activity

2019 Data from DPI except where noted

Municipality	Municipal Population	Total Service Population	Professional Librarians FTE	Total Staff FTE	Number of programs (all ages)	Number of public visits
Waunakee	13,855	18,820	5.0 (2020)	15.6 (2020)	558	181,882
Verona	12,442	18,777	8.5	23	1,187	236,499
DeForest	10,347	18,350	8.0	13.5	987	125,725
Fitchburg	29,177	31,621	8.0	19.5	607	214,292
Middleton	20,713	31,109	10.75	25	1,065	359,482
Oregon	10,170	16,430	5.75	13	528	118,281
Sun Prairie	34,926	46,765	13	25	716	225,660

Village of Waunakee
 Zero Based Budgeting - Summary
 2022 Budget

<u>Library</u>		<u>2022 Budget</u>	<u>2021 Budget</u>	<u>Variance</u>
Expenditures				
	Wages	\$ -	\$ -	\$ -
	Fringes	-	-	-
	Other	<u>251,744</u>	<u>236,466</u>	<u>15,278</u>
	Subtotal	251,744	236,466	15,278
Revenues				
	COUNTY LIBRARY AID 100-43740020	\$ 213,072	\$ 212,683	
	GRANTS/DONATIONS 100-48540070	\$ 11,500		
		-	-	
		-	-	
	Subtotal	<u>224,572</u>	<u>212,683</u>	
	Net cost of service	27,172	23,783	
	Share of general revenues	-	-	
	Tax Levy needs	<u>\$ 27,172</u>	<u>\$ 23,783</u>	
<u>Library Building</u>		<u>2022 Budget</u>	<u>2021 Budget</u>	<u>Variance</u>
Expenditures				
	Wages	\$ -	\$ -	\$ -
	Fringes	-	-	-
	Other	<u>91,000</u>	<u>103,198</u>	<u>(12,198)</u>
	Subtotal	\$ 91,000	103,198	(12,198)
Revenues				
		\$ -	\$ -	
		-	-	
	Subtotal	\$ -	\$ -	
	Net cost of service	91,000	103,198	
	Share of general revenues	-	-	
	Tax Levy needs	<u>\$ 91,000</u>	<u>\$ 103,198</u>	
		\$ 224,572	\$ 212,683	

<u>Library Fund</u>		<u>2022</u>	<u>2021</u>
		<u>Budget</u>	<u>Budget</u>
Expenditures			
	Wages	\$ -	\$ -
	Fringes	-	-
	Other	500	500
	Subtotal	\$ 500	\$ 500
Revenues			
PUBLIC CHARGES	220-46740011	\$ 4,000	\$ 12,000
VENDING	220-46740011	-	1,200
ROOM RENTALS	220-46740015	6,000	3,000
PHOTOCOPIES	220-46740014	1,500	1,700
INTEREST INCOME	220-48140001	1,000	225
		-	-
	Subtotal	\$ 12,500	\$ 18,125
Net cost of service		(12,000)	(17,625)
Share of general revenues		-	-
Tax Levy needs		<u>\$ (12,000)</u>	<u>\$ (17,625)</u>

LIBRARY COMMUNICATIONS

100-551400-225	1 TDS Telecom	12	725.00	\$	8,700	
	2			\$	<u>8,700</u>	9,000 (300)

LIBRARY LEASED ITEMS

100-551400-290	1 GFC Leasing	12	371.78		4,461	Copier lease
	2 Gordon Flesch	12	188.00		2,256	Meter click (based on 2020-21 usage)
	3			\$	<u>6,717</u>	4,980 1,737

LIBRARY MAINTENANCE CONTRACTS

100-551400-292	1 South Central Library System		\$	2,500		Bibliotheca (Self check Maint.)
	2			\$	<u>2,500</u>	4,500 (2,000)
	3			\$	<u>800</u>	1,600 (800)

LIBRARY POSTAGE

100-551400-311	1 Post office		\$	800		
	2		\$	<u>800</u>		2,805 (915)

LIBRARY PUBS/SUBS/DUES

100-551400-320	1 WLA Membership-Plumb				575	
	2 WLA Membership-Gitzlaff				225	
	4 WLA Membership-Cosgriff				225	
	5 WLA Membership - Hircock				225	
	6 WLA Membership - Sampson				225	
	7 WLA Membership - Claus				225	
	7 Waunakee-Westport Lions				80	
	8 Waunakee Rotary				650	
	9 WLA Membership - Board				50	
	10		\$	<u>2,480</u>		2,805 (315)

LIBRARY TRAVEL/TRAINING

100-551400-330	1 Mileage				500	
	2 WI Library Association Reg. (6)				1,000	
	3 WI Library Conf. Lodging				400	
	4 Misc. system workshops				500	
	5 Meals WLA				500	
	6					
	7					
	8		\$	<u>2,900</u>		4,200 (1,300)

LIBRARY PROGRAMS

100-551400-340	1 Youth Programs		\$	15,000		Post-pandemic "return to normal"
	2 Adult Programs		\$	5,000		Post-pandemic "return to normal"
	4 History Hall		\$	4,000		New item based on two years of supporting these exhibits.
	5					

\$ 24,000 14,000 10,000

LIBRARY EQUIPMENT

100-551400-341

1	South Central Library System	\$	5,000	Patron technical equipment
2	Amazon		2,500	Staff technical equipment
3				
4				
		\$	7,500	7,500

LIBRARY ADULT BOOKS

100-551400-380

1	Baker & Taylor	\$	34,000	
2	Amazon		4,000	Physical and Kindle copies
3	Lucky Day Collection		4,000	
4				
5				
6				
		\$	42,000	40,000

LIBRARY JUVENILE BOOKS

100-551400-381

1	Baker & Taylor	\$	20,000	
2	Lucky Day Collection		2,000	
5				
		\$	22,000	20,250

LIBRARY SERIAL SUBSCRIPTIONS

100-551400-383

1	Rivistas Magazine Subscription Service	\$	6,750	
2	Book Pages			
3	Wall Street Journal			
4	New York Times		1,050	
5	Hometown News		150	
6				
		\$	7,950	7,995

LIBRARY COMPUTER SOFTWARE

100-551400-384

1	South Central Library System			
2	WI Library Services		2,600	Online database subscriptions
3	SCLS digital resources line		8,239	Overdrive (e-books) & Digital magazines
4	Verizon		4,750	Hot Spot subscriptions (8)
5				
		\$	15,589	15,089

LIBRARY KIT SUPPLIES

100-551400-385

1	Amazon		5,000	
2				
3				
4				
5				
		\$	5,000	5,000

100-551400-386	LIBRARY AUDIO MATERIALS	1 Books on Tape	9,500	
		2 Recorded Books		
		3 Findaway World		
		4 Midwest Tapes		
		5 Listening Library		
		6		10,500
			\$ 9,500	(1,000)

100-551400-387	LIBRARY VIDEOS	1 Baker & Taylor Entertainment	1,000	
		2 Midwest Tapes	1,000	
		3 Amazon	6,500	
		4		8,500
			\$ 8,500	

100-551400-390	LIBRARY SUPPLIES	1 Costco	1,000	Program support
		2 Demco	7,500	
		3 Office Depot	7,500	
		4 Piggly Wiggly	500	Food for programs/events
		6 Azuradisc		
		7 Upstart	325	
		8 Uline	1,000	
		9 Flexplan	12	7.25
		10		87
			\$ 17,912	19,256
				(1,344)

100-551400-391	LIBRARY PERSONNEL	1		
		2		
		3		
		4		
			\$ -	

100-551400-392	LIBRARY PUBLIC RELATIONS	1 Printing & Design	1,500	
		2		
		3		
		4		
		5		
		6		1,500
			\$ 1,500	
			\$ 251,744	236,466
				15,278

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Village of Waunakee
 Zero Based Budgeting - Line items
 2022 Budget

Account Number	Account Name	2022	2021	Difference
100-551401-210	LIBRARY BLDG SERVICES	29,500	30,698	(1,198)
100-551401-220	LIBRARY BLDG UTILITIES	24,000	36,000	(12,000)
100-551401-221	LIBRARY BLDG GAS HEAT	12,000	12,000	-
100-551401-341	LIBRARY BLDG EQUIPMENT	-	-	-
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	22,000	21,000	1,000
100-551401-390	LIBRARY BLDG OTHER	3,500	3,500	-
	TOTAL	91,000	103,198	(12,198)

Account Number	Account Name	Item	Quantity	Unit Price	Amount	Description
100-551401-210	LIBRARY BLDG SERVICES	1	12	400.00	\$ 4,800	Coffee vending
		2			2,100	Elevator maintenance
		3			7,500	Landscaping/gardening
		4			8,100	HVAC operating system
		5			3,000	HVAC equipment maintenance
		6			1,000	Sprinkler system
		7			500	Fire alarm
		8	2	1250	2,500	Window cleaning 2x annually
					\$ 29,500	
					30,698	(1,198)

100-551401-220	LIBRARY BLDG UTILITIES	1	12	2,000.00	\$ 24,000	
		2			\$ 24,000	(32,000)

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

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100-551401-350	LIBRARY BLDG REPAIRS/MAINT	1 Janitorial supplies	\$ 16,000	includes Sunday hours
		2 Maintenance supplies	4,000	1-time equip purchases
		3 Service calls	2,000	
		4	<u>\$ 22,000</u>	21,000
				1,000

100-551401-390	LIBRARY BLDG OTHER	1 Various vendors	\$ 3,500	Other
		2	<u>\$ 3,500</u>	3,500

TOTAL

\$ 91,000

103,198

(12,198)

Village of Waunakee
 Zero Based Budgeting - Line items
 2022 Budget

Account Number	Account Name	2022	2021	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	



LIBRARY BOARD ACTION ITEM SUMMARY SHEET

MEETING DATE: 6/18/2021

ITEM: Approve Operational Hours for Remainder of 2021 (Begins September 7, 2021)

PRESENTER: Erick Plumb, Library Director

ISSUE SUMMARY:

The COVID-19 pandemic forced the Library to cut back on its hours of operation in 2020 and much of 2021. We restored most of our hours beginning in July, closing Monday-Thursday at 8 PM. Pre-pandemic, the library was open until 9 PM. We are still seeing the library being pretty quiet during the 7-8 PM hour, so I propose that we continue with the 8 PM closing for the next few months, to be reassessed near the beginning of Winter.

Our adjusted Saturday hours are paying off; the 9-10 AM hour is one of the busiest each Saturday, far eclipsing what we used to see in the 4:00 hour. I propose that this becomes a permanent change.

For Sundays, we initially envisioned a 1-5 PM opening, but after much discussion amongst staff, we would like to try 12-4 PM. Staff feel that the noon hour would be busier than the 4 PM hour, and the 4:00 closing time would be consistent with Saturdays.

Proposed updated hours are:
Monday-Thursday 9 AM – 8 PM
Friday 9 AM – 6 PM
Saturday 9 AM – 4 PM
Sunday 12 PM – 4 PM

Sunday hours would begin on September 12, the first Sunday following the Labor Day weekend holiday. Sunday hours would run through May 22, 2022, pausing for the Summer.

BUDGET IMPACT: None. 2021 budget includes funding for Sunday hours beginning in September.

STAFF RECOMMENDATION: Staff recommends approval

RECOMMENDED MOTION: approve proposed Operational Hours for remainder of 2021 beginning September 7, 2021.

FOR MORE INFORMATION CONTACT: Erick Plumb, Library Director, at eplumb@waupl.org or 608-849-4208.

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Use Your Waunakee Library Card All Around Town



Celebrate National Library Card Sign-Up Month with us!
Show your library card at any of the businesses below and receive the discount listed.
Restrictions/limitations may vary by business.

Discount is valid September 1 through September 30.

2021 Participating Businesses

Brix 340

340 N. Century Ave
\$2 off any item (not including happy hour)

Buck & Honey's

1370 Water Wheel Drive
10% off total bill

Ciao Bella Boutique

305 E. Main St.
10% off regular price purchase

Infinity Martial Arts

217 S. Century Ave
1 month of lessons & uniform for \$29

KeeKee Boutique

138 W. Main St.
10% off total (excludes sale)

Lone Girl Brewing Co.

114 E. Main St.
10% off bill

Meffert Oil

300 S. Division St.
404 W. Main St.
\$2 off car wash

Milio's Sandwiches

242 N. Century Ave
10% off purchase

Minuteman Press

113 South Street
10% off any clothing/print order

Nails by Marlo

105 Baker Street
\$10 off manicure or pedicure

Orange Shoe Personal Fitness

114 E. Main Street #113
Free consultation + 3 personal training sessions (\$150 value)

Red Barn Company

114 E. Main St.
15% off home decor, clothing, & handbags (not combined with any other offer)

Simply Unique Decor

115 W. Main St.
10% off one regular priced item

Wana Bike Shop

200 W. Main Street
10% off bike tune-up

Wisconsin Candle Company

119 W. Main St.
15% off in-store purchases

Waunakee Furniture ETC

121 W. Main Street
10% off accessories

Waunakee Hometown Pharmacy

233 S. Century Avenue
15% off all books

Zoe's Pizzeria

604 E. Main Street
5% off purchase

COFFEE, TEA, FRUIT
WATER

Nails by Marlo

Wana
Bike
Shop

B&H
BUCK & HONEY'S

ETC
WAUNAKEE FURNITURE ETC

Kee-kee
BOUTIQUE
FOR EVERY BODY. FOR ANY OCCASION.

ZOE'S
PIZZERIA

HOME TOWN
PHARMACY

Meffert

MP Minuteman Press
NO DESIGN, PRINT & FINISH... YOU!
BX 540

MILIO'S
orange shoe

INFINITY
MARTIAL ARTS

The Lone Girl
BREWING COMPANY
WAUNAKEE WISCONSIN

RED BARN
COMPANY STORE

Simply Unique
Wisconsin
Candle Company

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