

Waunakee Public Library
Library Board Meeting
Community Hall —201 N. Madison Street
Friday, July 17, 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 June 19, 2020 Library Board Minutes
 - B. Approve Schedule of Bills
 - C. Approve Financial Reports, including *Forever Fund* and 220 Account
- IV. Public Comments
- V. Director's Report on Library Activity, COVID-19, and Racial Equity efforts
- VI. Old Business
 - A. Discuss and amend Protective Measure Policy
- VII. New Business
 - A. Updates on History Hall exhibits
 - B. Discuss 2021 Library Budget
 - C. Final discussions of Library Director's performance evaluation*
- VIII. Adjourn

Next Library Board meeting at 201 N. Madison Street: Friday, August 21, 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, June 19, 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. **Introduction Melissa Hill:** Jean introduced the newest member of the Waunakee Public Library Board of Trustees for the first time in person
- III. **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
- IV. **Approval of consent agenda:** Erin moved, Kathy seconded. Passed.
- V. **Public comment:** none
- VI. **Library Director's Report on Library Activity and Forward Dane Policy Requirements**

We are open under the rules established by the Forward Dane Policy. By policy, libraries work under rules one stage behind the Forward Dane Policy Requirements. There is, so far, no plan to open study rooms, even during Phase 3 reopening. Public safety questions still need to be answered, including questions of cleaning between uses, before we can make a plan for the study rooms. The schedule of open hours at the Waunakee Library has the most hours per week of any Dane County Library. Attendance, as expected, has been light so far.

The Summer Reading Program has started.
- VII. **Old Business**

None
- VIII. **New Business**
 - A. **Facility Cleaning Policy** The policy was reviewed and discussed. One typographical error was found and corrected.
Cathy moved that the policy be passed as corrected, Annie seconded. Passed
 - B. **Facility Hygiene Policy** The policy was reviewed.
Erin moved that the policy be passed, Kathy seconded. Passed
 - C. **Protective Measure Policy** The board discussed this policy. While the recommendations from DPI and Dane County Health prevent requiring that patrons wear masks at all times, masks will be required in small shared spaces.
Erin moved that the policy be passed as amended, Mike seconded. Passed.

D. Employee Illness Policy The policy was reviewed.
Jean moved that the policy be passed, Melissa seconded. Passed.

E. Election of Officers After discussion, the slate of officers:

President – Jean Elvekrog

Vice President – Cathy Sheffield

Secretary – Kathy Grosskopf

The officers were elected by unanimous consent.

F. Building & Grounds Committee Jean reminded the group that there has been discussion in the past of forming a Building & Grounds Committee to advise Erick and the Board on how to develop the stunning property around the Library. Jean, Gary Herzberg, and Maryann Ricker have expressed an interest in being on this committee. Jean will contact these and possibly other candidates to start this committee.

IX. Adjourn to Closed Session: The Board convened in closed session at 8:40 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 a unanimous motion, roll call taken, carried

Adjourn: The meeting was adjourned at 8:40 AM on a motion by Erin, second by Cathy

The Board adjourned in closed session at 9:00 AM on a motion by Erin, second by Cathy. Passed. The Board opted not to reopen in open session. The meeting is adjourned at 9:00 AM.

Library Board Meeting: Friday, June 19, 2020 at 7:45 AM at WPL Board Room

201 No. Madison Street or a Virtual Zoom Meeting

Respectfully submitted, Michael F. Ricker, Trustee and Acting Secretary

June 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
<u>100-551400-292 Maintenance contracts</u>	Gordon Flesch	42.33
		0.00
	Total	42.33
<u>100-551400-311 Postage</u>	SCLS	0.00
	Total	0.00
<u>100-551400-320 Publications, subscriptions and dues</u>	Post Office	64.03
	Total	64.03
<u>100-551400-330 Travel and training</u>	Waunakee Lions Club	80.00
	ALA	0.00
	Amazon Prime	-71.40
	WLA	0.00
	Total	8.60
<u>100-551400-340 Programs</u>	SCLS	0.00
	UW- Madison	0.00
	STEM teacher summit	0.00
	Total	0.00
<u>100-551400-341 Equipment</u>	Pig	0.00
	Apple Music	0.00
	Amazon	439.84
	Dollar Tree	0.00
	Demco	0.00
	Costco	0.00
	Global Communication	300.00
	NMRMA	185.00
	Noah Reimer Productions	425.00
	Zoom	0.00
	Good Guy signs	118.35
	Waunakee Chamber of Commerce	
	Anne Leahy	200.00
	Sticker Mule	196.50
	Post Office	21.00
	Total	1,885.69

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	Envisionware	0.00
	Amazon	28.32
	Nassco	107.69
	Laird Plastics	600.00
	Scls	0.00
	Total	736.01
<u>100-551400-350 Repairs and maint</u>		
	Total	0.00
<u>100-551400-380 Adult books</u>		
	Amazon	147.99
	Baker and Taylor	3,137.27
	Mike Andre	0.00
	Total	3,285.26
<u>100-551400-381 Juvenile books</u>		
	Amazon	25.42
	Baker and Taylor	1,409.45
	Penworthy	0.00
	Lane Walker	58.50
	Total	1,493.37
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	5,034.18
	Total	5,034.18
<u>100-551400-384 - Digital Materials & Computer Software</u>		
	Amazon	80.03
	Demco Software	0.00
	TBS	0.00
	Zoom	15.81
	Verizon -Hotspots	200.05
	Total	295.89
<u>100-551400-385 Kit supplies</u>		
	Amazon	79.87
	Walmart	0.00
	Office Depot	79.20
	Total	159.07
<u>100-551400-386 Audio materials</u>		
	Recorded Books	219.98
	Midwest Tape	26.98
	Penguin Random House	0.00
	Findaway	0.00
	Total	246.96
<u>100-551400-387 Videos</u>		
	Amazon	522.23
	Midwest Tape	302.11
	Total	824.34
<u>100-551400-390 Other</u>		
	Amazon	167.91
	Vistaprint	0.00
	Uline	0.00
	SCLS	0.00
	Pig	0.00
	Demco	339.73
	Walgreens	44.97
	Minuteman Press	0.00
	Total	552.61
<u>100-551400-391 Personnel</u>		

<u>100-551400-392 Public relations</u>	Total	<u><u>0.00</u></u>
	Minuteman Press	0.00
	UPS Store	115.96
 <u>100-551401-210 Building serices</u>	Total	<u><u>115.96</u></u>
	Maly Ceramic Tile Co	355.50
	Harry Falk Company	0.00
	Fearings	0.00
	Ahern	0.00
		<u>0.00</u>
	Total	<u><u>355.50</u></u>
 <u>100-551401-350 Repairs/Maintenance</u>		
	Nassco	294.36
	Home depot	0.00
	Menards	1,003.19
	Ace Hardware	62.36
	Amazon	188.27
	Schilling Supply Company	119.62
	Capital Coffee	306.60
	Full Compass	0.00
	Harry Falk Company	0.00
	Walgreens	139.88
	Total	<u><u>2,114.28</u></u>
 <u>220 fund</u>		
	Buckinghams	0.00
	Amazon	0.00
	Waunakee Rental	0.00
	Total	<u><u>0.00</u></u>
	Month Total	<u><u>17,214.08</u></u>

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VILLAGE OF WAUNAKEE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2020

GENERAL FUND

	PERIOD		BUDGET		% OF		
	ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	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	62.60	120.00	(57.40)	52.17	61.30
100-41300110	UTILITY TAX	76,000.00	456,000.00	870,093.00	(414,093.00)	52.41	505,800.00
100-41800101	INTEREST ON TAXES	1.49	565.25	.00	565.25	.00	761.87
100-41900101	OTHER TAXES	.00	5,519.56	.00	5,519.56	.00	14,177.19
	TOTAL TAXES	76,011.49	6,495,871.41	6,903,937.00	(408,065.59)	94.09	6,012,514.36
<u>INTERGOVERNMENTAL REVENUE</u>							
100-43210012	FEDERAL POLICE VEST GRANT	.00	437.50	.00	437.50	.00	425.00
100-43400110	STATE SHARED REVENUE	.00	.00	152,119.00	(152,119.00)	.00	.00
100-43400130	OTHER STATE SHARED REVENUE	.00	28,171.36	75,840.00	(47,668.64)	37.15	39,969.86
100-43411020	FIRE INSURANCE TAX	.00	.00	55,000.00	(55,000.00)	.00	.00
100-43521030	TRANSPORTATION AIDS	.00	465,981.14	933,227.00	(467,245.86)	49.93	408,699.90
100-43528040	STATE RECYCLING PAYMENT	28,393.57	28,393.57	20,000.00	8,393.57	141.97	28,396.65
100-43740020	COUNTY LIBRARY AID	188,378.00	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	216,771.57	717,550.22	1,428,774.00	(711,223.78)	50.22	662,768.72
<u>LICENSES & PERMITS</u>							
100-44101010	LICENSES - LIQUOR & BEER	8,132.00	11,659.00	12,000.00	(341.00)	97.16	11,120.00
100-44101015	LICENSES - OPERATOR	410.00	4,303.00	5,000.00	(697.00)	86.06	4,925.00
100-44101020	LICENSES - CIGARETTE	400.00	600.00	800.00	(200.00)	75.00	700.00
100-44101090	LICENSES - MISCELLANEOUS	150.00	1,430.00	2,600.00	(1,170.00)	55.00	3,121.00
100-44202020	LICENSES - DOG	258.25	3,911.50	5,400.00	(1,488.50)	72.44	3,489.25
100-44202030	LICENSES - CAT	40.00	647.00	1,000.00	(353.00)	64.70	519.00
100-44210010	LICENSES - BICYCLE	1.00	1.00	20.00	(19.00)	5.00	2.00
100-44313010	PERMIT FEES RESIDENTIAL NEW CO	10,829.50	49,226.62	52,500.00	(3,273.38)	93.76	51,531.25
100-44313015	PERMIT FEES RES ALT & ADD	5,284.20	21,575.73	15,000.00	6,575.73	143.84	26,831.83
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	2,628.00
100-44313035	PERMIT FEES COMM/IND ALT & ADD	440.00	12,220.25	10,000.00	2,220.25	122.20	40,328.54
100-44320085	SIGN PERMIT	75.00	600.00	1,250.00	(650.00)	48.00	525.00
100-44320090	PERMIT FEES MISC.	430.00	3,225.00	2,500.00	725.00	129.00	2,442.75
100-44352050	SITE PLAN APPROVAL	.00	1,115.00	2,300.00	(1,185.00)	48.48	960.00
100-44352060	PUD REVIEW	.00	.00	.00	.00	.00	950.00
100-44452001	ZONING PERMITS	450.00	2,845.00	5,500.00	(2,655.00)	51.73	2,150.00
100-44452010	JP ZONING PERMITS	949.20	5,849.91	1,000.00	4,849.91	584.99	921.07
100-44452020	VARIANCE REQUEST	.00	475.00	475.00	.00	100.00	.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	690.00
100-44452050	PLAT FEES	.00	4,550.00	.00	4,550.00	.00	10,375.00
100-44452090	MISCELLANEOUS ZONING	.00	.00	250.00	(250.00)	.00	.00

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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2020

GENERAL FUND

	PERIOD		BUDGET		% OF		
	ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET	PRIOR YEAR	
<u>LIBRARY OPERATIONS</u>							
100-551400-110	LIBRARY FULL TIME	24,122.62	150,756.88	330,458.00	179,701.12	45.62	149,136.05
100-551400-120	LIBRARY PART TIME	25,502.93	153,505.51	330,623.00	177,117.49	46.43	145,267.40
100-551400-130	LIBRARY FICA	3,603.86	23,448.92	50,571.00	27,122.08	46.37	21,533.44
100-551400-131	LIBRARY RETIREMENT	2,718.96	18,086.10	36,403.00	18,316.90	49.68	15,903.39
100-551400-132	LIBRARY HEALTH	16,070.61	77,644.27	122,183.00	44,538.73	63.55	66,348.50
100-551400-133	LIBRARY LIFE	59.92	361.73	542.00	180.27	66.74	301.60
100-551400-134	LIBRARY DENTAL	398.07	3,744.99	7,209.00	3,464.01	51.95	4,171.36
100-551400-210	LIBRARY OUTSIDE SERVICES	78.00	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	3,641.83	9,000.00	5,358.17	40.46	2,735.87
100-551400-290	LIBRARY LEASED ITEMS	318.95	2,345.47	4,691.00	2,345.53	50.00	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	110.55	206.59	1,600.00	1,393.41	12.91	450.61
100-551400-320	LIBRARY PUBS/SUBS/DUES	320.00	973.00	3,180.00	2,207.00	30.60	2,920.50
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	1,087.83	5,410.75	19,000.00	13,589.25	28.48	7,992.40
100-551400-341	LIBRARY EQUIPMENT	440.49	3,174.33	7,500.00	4,325.67	42.32	2,314.98
100-551400-350	LIBRARY REPAIRS/MAINT	.00	78.00	.00	(78.00)	.00	.00
100-551400-380	LIBRARY ADULT BOOKS	1,543.13	12,573.32	41,000.00	28,426.68	30.67	16,099.84
100-551400-381	LIBRARY JUVENILE BOOKS	1,552.70	5,891.92	20,250.00	14,358.08	29.10	11,728.79
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	.00	2,594.44	8,745.00	6,150.56	29.67	7,918.56
100-551400-384	LIBRARY COMPUTER SOFTWARE	215.86	15,007.95	14,707.00	(300.95)	102.05	6,886.30
100-551400-385	LIBRARY KIT SUPPLIES	359.22	1,240.03	5,500.00	4,259.97	22.55	922.58
100-551400-386	LIBRARY AUDIO MATERIALS	346.29	4,075.29	12,500.00	8,424.71	32.60	4,750.68
100-551400-387	LIBRARY VIDEOS	1,335.73	4,161.45	8,500.00	4,338.55	48.96	4,304.23
100-551400-390	LIBRARY OTHER	974.74	6,672.45	21,912.00	15,239.55	30.45	6,499.18
100-551400-391	LIBRARY PERSONNEL	.00	61.00	.00	(61.00)	.00	409.00
100-551400-392	LIBRARY PUBLIC RELATIONS	366.45	366.45	1,700.00	1,333.55	21.56	598.21
TOTAL LIBRARY OPERATIONS		82,254.04	545,826.22	1,115,116.00	569,289.78	48.95	527,215.74

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 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	25,445.02	53,621.00	28,175.98	47.45	81.90
100-551401-120 LIBRARY BLDG PART-TIME	1,301.58	9,525.84	20,570.00	11,044.16	46.31	.00
100-551401-121 LIBRARY BLDG OVERTIME	.00	39.06	.00	(39.06)	.00	.00
100-551401-130 LIBRARY BLDG FICA	403.26	2,734.16	5,675.00	2,940.84	48.18	6.27
100-551401-131 LIBRARY BLDG RETIREMENT	281.22	1,821.90	3,619.00	1,797.10	50.34	5.37
100-551401-132 LIBRARY BLDG HEALTH	2,182.31	11,661.73	16,938.00	5,276.27	68.85	.00
100-551401-133 LIBRARY BLDG LIFE	4.43	34.37	54.00	19.63	63.65	.74
100-551401-134 LIBRARY BLDG DENTAL	137.78	980.70	1,687.00	706.30	58.13	.00
100-551401-210 LIBRARY BLDG SERVICES	3,684.08	5,030.02	21,200.00	16,169.98	23.73	9,475.24
100-551401-220 LIBRARY BLDG UTILITIES	1,908.11	7,515.06	45,000.00	37,484.94	16.70	5,908.68
100-551401-221 LIBRARY BLDG GAS HEAT	173.48	5,218.35	12,000.00	6,781.65	43.49	1,329.34
100-551401-341 LIBRARY BLDG EQUIPMENT	3,554.46	3,554.46	.00	(3,554.46)	.00	.00
100-551401-350 LIBRARY BLDG REPAIRS/MAINT	1,592.45	8,639.86	23,000.00	14,360.14	37.56	68.96
100-551401-390 LIBRARY BLDG OTHER	577.00	577.00	2,000.00	1,423.00	28.85	.00
TOTAL LIBRARY BUILDING	19,966.36	82,777.53	205,364.00	122,586.47	40.31	16,876.50
<u>DEPOT</u>						
100-551410-350 DEPOT REPAIRS/MAINT	.00	.00	600.00	600.00	.00	.00
TOTAL DEPOT	.00	.00	600.00	600.00	.00	.00

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VILLAGE OF WAUNAKEE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING JUNE 30, 2020

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY REVENUES</u>						
220-46740011 PUBLIC CHARGES	448.85	2,885.20	18,000.00	(15,114.80)	16.03	4,974.72
220-46740014 PHOTOCOPIES	.00	672.11	1,700.00	(1,027.89)	39.54	1,823.34
220-46740015 ROOM RENTAL	(511.85)	1,047.16	.00	1,047.16	.00	.00
TOTAL LIBRARY REVENUES	(63.00)	4,604.47	19,700.00	(15,095.53)	23.37	6,798.06
<u>MISCELLANEOUS REVENUE</u>						
220-48140001 INTEREST INCOME	83.00	496.00	225.00	271.00	220.44	369.00
220-48540070 DONATIONS	.00	20.00	.00	20.00	.00	537.83
TOTAL MISCELLANEOUS REVENUE	83.00	516.00	225.00	291.00	229.33	906.83
TOTAL FUND REVENUE	20.00	5,120.47	19,925.00	(14,804.53)	25.70	7,704.89

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2020

PARK IMPACT

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
TOTAL IMPACT FEES							
TRANSFER OUT							
210-592420-900	TRANSFER OUT	.00	45,000.00	92,500.00	47,500.00	48.65	47,500.00
TOTAL TRANSFER OUT		.00	45,000.00	92,500.00	47,500.00	48.65	47,500.00
TOTAL OTHER FINANCING USES		.00	45,000.00	92,500.00	47,500.00	48.65	47,500.00
TOTAL FUND EXPENDITURES		.00	45,000.00	92,500.00	47,500.00	48.65	47,500.00
NET REVENUES OVER EXPENDITURE		<u>3,047.48</u>	<u>33,042.62</u>	<u>(77,500.00)</u>			<u>(22,647.68)</u>

VILLAGE OF WAUNAKEE
BALANCE SHEET
JUNE 30, 2020

LIBRARY SPECIAL REVENUE FUND

ASSETS

220-11110	COMMINGLED CASH	56,743.87	
220-11801	CASH ON HAND	175.00	
	TOTAL ASSETS		<u>56,918.87</u>

LIABILITIES AND EQUITY

FUND EQUITY

220-34221	DESIGNATED - SCHUBERT FUND	540.00	
220-34222	DESIGNATED - PIRANO	1,070.50	
220-34300	FUND BALANCE	53,897.55	
	BEGINNING FUND BALANCE	55,508.05	
	REVENUE OVER EXPENDITURES - YTD	1,410.82	
	TOTAL FUND EQUITY		<u>56,918.87</u>
	TOTAL LIABILITIES AND EQUITY		<u>56,918.87</u>

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1030243: Waunakee Library Forever Fund

5/1/2020 To 5/31/2020

Balance

Beginning Balance 266,688.34

Contributions/Gifts

Contributions* 0.00

**Contribution totals include net gift amounts for credit card gifts. Each credit card gift is assessed a merchant processing fee by the donor's credit card company of approximately 4%.*

Transfers In 0.00

0.00

Portfolio Gains (Losses)

Investment Results, Net Of Fees 6,417.66

6,417.66

Grants/Distributions

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (222.24)

(222.24)

Ending Balance

\$272,883.76

Cash Available for Grants as of 5/31/2020

\$10,537.41

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

June 2020

	2020			2019		% Change	% Change	YTD
	June	Prev Month	Yr-to-date	June	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	26	21	114	25	154	23.8%	N/A	N/A
CIRCULATION								
Physical circulation	7,461	4,178	77,594	22,855	120,587	78.6%	-67.4%	-35.7%
Digital circulation	3,312	3,619	19,313	2,630	14,794	-8.5%	25.9%	30.5%
Library Total	10,773	7,797	96,907	25,485	135,381	38.2%	-57.7%	-28.4%
<i>Per Day library was open</i>	414	371	850	1,019	879	11.6%	-59.4%	-3.3%
Average of Deforest, Monona and	11,296	5,171	92,898	32,811	173,528	118.4%	-65.6%	-46.5%
By Category								
Books								
Juvenile Fiction	1,246	604	9,268	3,402	13,625	106.3%	-63.4%	-32.0%
Juvenile Non-Fiction	379	226	5,242	1,649	8,822	67.7%	-77.0%	-40.6%
Easy Readers	357	152	5,186	1,691	7,235	134.9%	-78.9%	-28.3%
Picture books	851	435	13,301	3,636	19,719	95.6%	-76.6%	-32.5%
Total Juvenile	2,833	1,417	32,997	10,378	49,401	99.9%	-72.7%	-33.2%
Young Adult	391	234	2,391	895	3,295	67.1%	-56.3%	-27.4%
Adult Fiction	1,440	1,006	9,700	2,296	12,554	43.1%	-37.3%	-22.7%
Adult non-Fiction	881	499	7,594	1,926	12,094	76.6%	-54.3%	-37.2%
Large print	440	221	2,424	575	3,169	99.1%	-23.5%	-23.5%
Adult Paperbacks	32	9	710	194	1,269	255.6%	-83.5%	-44.1%
Total Adult	2,793	1,735	20,428	4,991	29,086	61.0%	-44.0%	-29.8%
Magazines	98	62	1,454	403	2,402	58.1%	-75.7%	-39.5%
Audio	343	168	4,126	1,356	7,767	104.2%	-74.7%	-46.9%
DVD and Blu-ray	979	535	13,049	3,448	22,027	83.0%	-71.6%	-40.8%
Software and video games	13	11	103	19	172	18.2%	-31.6%	-40.1%
Kits	7	1	2,809	1,184	5,529	600.0%	-99.4%	-49.2%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	1	1	160	94	395	0.0%	-98.9%	-59.5%
E-books	3,312	3,619	19,313	2,630	14,794	-8.5%	25.9%	30.5%
% of total circulation	30.7%	46.4%	19.9%	10.3%	10.9%	-33.8%	197.9%	N/A
PROGRAMS								
Children								
Number	0	0	129	33	225	N/A	-100.0%	-42.7%
Attendance	0	0	4,221	2,567	8,708	N/A	-100.0%	-51.5%
Young adult								
Number	0	0	19	7	35	N/A	-100.0%	-45.7%
Attendance	0	0	739	70	1,217	N/A	-100.0%	-39.3%
Adult								
Number	0	0	22	13	51	N/A	-100.0%	-56.9%
Attendance	0	0	421	133	755	N/A	-100.0%	-44.2%
NEW PATRONS ADDED	27	19	315	125	384	42.1%	-78.4%	-18.0%
PUBLIC MEETING ROOM BOOKINGS	1	0	46	0	0	NA	N/A	N/A
STUDY ROOM BOOKINGS	0	0	726	0	0	NA	N/A	N/A
PUBLIC PC SESSIONS	71	0	1,402	0	1,430	#DIV/0!	N/A	-2.0%
UNIQUE WIRELESS USERS	507	341	6,342	6,553	20,888	48.7%	-92.3%	-69.6%
CURBSIDE TRANSACTIONS	582	900	1,639	0	0	-35.3%	N/A	N/A
# OF VISITORS TO LIBRARY	2,826	0	63,249	17,344	77,962	#DIV/0!	-83.7%	-18.9%

Library Activity Report
Erick Plumb
July 2020

COVID-19 and other Library activity

- The Library continues to offer limited in-building services. We are seeing roughly 175-200 visits per day. We are also continuing our curbside delivery of items for interested customers. While it is not like before, it has been great to see our patrons again!
- On July 7, Dane County issued Order #8 mandating mask use by all persons in public beginning July 13. At the end of June, we began tallying maskless patrons each day in our building. Given that between 20-30 people were going without face coverings, we were prepared to have the Library Board consider mandated mask usage at the July 17 meeting. Village attorney Bryan Kleyneier signed off on requiring masks but did not approve of taking patron temperatures or monitoring patrons for COVID symptoms (see packet for Bryan's response to my question). Library staff very much welcome Dane County's mandate. We will have masks available at our entryway for patrons that may not have them.
- We have been planning on what the next phase of re-opening would look like even with the rise in COVID cases in the past weeks. We had tentatively planned for July 20 to re-open most of the building back to the public, but given the sharp rise in COVID cases in Dane County, we are holding off on those plans for now. The next phase would entail allowing access to all materials, but still no access to meeting and study rooms, and the Children's Play area. With the rise in cases, only a handful of County libraries are open to patrons beyond curbside: Waunakee, Sun Prairie, Verona, Mt. Horeb, and DeForest. One library, Monona, reopened partially then back-tracked to curbside again. Middleton and Fitchburg have delayed re-opening indefinitely. Madison locations are only open for PC usage.
- The first phase of the IMLS study on COVID on common library surfaces was released. For most book pages, COVID disappears within 24 hours. Alas, for the plastic coverings we use on our books, it took 72 hours to be completely COVID-free. For now, that means we will continue to quarantine returned materials for a minimum of 72 hours before check-in. We know that this is frustrating for patrons, but it really is the best we can do. We purchased numerous trash bins with wheels, and Library building manager Jeff Curwick constructed large wooden bins (with wheels) for us to easily store and move returned items. Compared to some area libraries, we have not been overwhelmed with returns. The delivery system is up to three deliveries per week so holds are once again moving through the system, albeit more slowly.

- We are expecting pricing for a new drive-up service window from Vogel Bros. any day. As discussed, I feel that this would be a good addition to the building in these times, and would make curbside services easier for both patrons and staff.
- You may have noticed the random furniture from the Den in Community Hall. It is not an abstract art display, we promise. Rather, the library has traditionally served as a cooling center during the summer months, and we are providing spaces for people to come in from the heat for short periods. We don't really want people to linger long in the library at this point but providing a cool space is one of our community functions so this is what I came up with as a makeshift stopgap for this year.
- On July 6, I began an online CE course through UW-Madison's iSchool. The six week course is called "Advocate with Data" and focuses on turning the copious amounts of data that public libraries collect into compelling advocacy products for the public and for library funding bodies. I hope to tune up my data visualization and graphic design skills with this course, both of which have grown rusty in recent years. I'm hopeful these skills will help as we approach rough budget years. With the cancellation of the annual Wisconsin Library Association conference this fall, I likely will take 1-2 more CE online courses.

Youth Services Report by Brittany Gitzlaff

June was an exciting month as we returned to the building and (partially) opened our doors to patrons. Before we kicked off our summer programming, I attended a virtual class about leading virtual teams through UW-Madison. It was informative and contained tips and tools to better lead a team during times of separation. June 15 was the first day of our new online Summer Reading Program. Switching to a paperless, virtual format has felt anticlimactic and not being able to sign up kids and cheer them on face-to-face is difficult and our registration numbers reflect that. We have also felt this disappointment in our numbers for our virtual programs. Storytime numbers have dropped to over half of our typical audience and other online programs for kids and teens are typically registering 3-4 people. I think everyone is feeling the burnout of being online so much and hopefully enjoying the warmer weather instead. Families seem to really be enjoying our first Storywalk and the book will be changed every month and going forward will be displayed on much sturdier signs. We've added picture book bundles and browse-able collections for kids in the lobby and those options have been appreciated. Jody Doll researched and designed our new "Take & Make" bags, which change weekly and contain a craft or activity to complete at home. These also have been a big hit.

Adult Services Report by Courtney Cosgriff

In June, I assisted in hosting our virtual adult programs. I scheduled a couple Zoom programs for July. I began reaching out to businesses for September's *All Around Town* program. Unfortunately, a few that participated last year have since closed. I attended a SCLS adult

programmers check-in where we discussed navigating programming / re-opening around COVID. I assisted with curbside delivery. I attended a Niche Academy webinar on "Dismantling Institutional Racism." I had a meeting with Amy, Angie, and Lisa from WNC to discuss a collaborative book discussion for next month. We will be discussing "So You Want To Talk About Race?" This program is part of a larger effort called, "Building Connections." I worked on our Horizons section for the August - November issue. I completed a NF project in which I found subject gaps in our collection and filled them in the best I could with new books.

Racial Justice Initiatives

The events of the past two months have spurred the library, like most organizations, to look at ways to broaden their services to appeal to *all* members of the community. In 2021, all libraries in Dane County will participate in the "Ripple Project" through the Beyond the Page program. Each year, the Beyond the Page endowment funds over \$1,000 worth of humanities programming at our library and all libraries in the county. The focus of all programs funded through Beyond the Page grants in 2021 will be racial justice. (More on the Ripple Project attached)

Below, I've asked the programming & outreach librarians to discuss what they have been working on in this area:

Brittany: Like many libraries across the country, we are examining how we can better serve our patrons of Color going forward. We've always ordered diverse books and books that examine racism, but we're doubling down now and ordering more copies and putting these titles front and center in our displays. We've compiled and shared and highlighted booklists of these titles and in storytime I am committed to not only sharing more of these books, but also starting the conversation about race and color with our youngest patrons. Angie Hircock took this one step further and started a book club for teens called "Do the Work." This book club is a safe space for white teens to ask questions and examine their own privilege. We are confident our efforts will continue to expand and are dedicated to making the library a more welcoming and inclusive space.

Angie: High school students (entering grades 9-12), were invited to join the Do The Work: Book Club. We are using the March graphic novels to begin discussions around systemic racism and white privilege. The goal is to create a safe space for questions and beginning steps in doing the work necessary for white folk. The book club is being led by Brenda Salvo, a Ph.D. student in UW-Madison's School of Education. Brenda is a trained social worker and former youth worker who is currently studying how privileged college students understand race and social class. After tonight (7/8) we will be halfway through the series. (See *Tribune* article attached.)

Courtney: The Adult Services department has long striven to provide programs by people of color on topics of racial justice. Two that are especially relevant today that we have put on are Being a Black Police Officer in Today's Society by Corey Saffold and Why History Matters: The Creation of the Black White Binary in the United States by Christy Clark-Pujara. We have also received a Beyond the Page grant for programs on the prison system in the US and how it disproportionately affects people of color.

Looking at present day, my book club (Ales & Tales) reads 12 books a year and I make sure at least half are by people of color and/or other minorities. At last month's meeting, we discussed racial inequities in America. Additionally, we are currently partnering with Waunakee Neighborhood Connection and the Create Waunakee initiative on a program called "Building Connections." Our first meeting we will discuss "So You Want to Talk About Race?" by Ijeoma Oluo. Our first program in this series is a book discussion, but Building Connections will use many ways (workshops, discussions, speakers, etc) to discuss systemic racism and white privilege. We welcome all voices to engage with these topics as a community.

In the fall, I hope to have some UW professors from the Badger Talks initiative at the library (virtually) to further the discussion of racial injustices in America.

Memorandum of Mutual Accountability: Ripple Project

Dane County generates and maintains some of the starkest racial disparities in the nation across every indicator of well-being, as outlined in the [2013 Race to Equity Report](#). Libraries, due to their public service role and connection to local government, are uniquely situated to support more equitable, inclusive and just communities.

In collaboration with [Beyond the Page](#), Dane County libraries agree to participate in ongoing internal work to root out racism and white supremacy on both individual and institutional levels. This internal work will support the external work of diversifying Beyond the Page programming and engaging the public in meaningful conversations about race and justice, as well as creating more welcoming, inclusive and equitable libraries. This collaboration will launch under the name Ripple Project in fall of 2020.

Below is an outline of initial commitments, with the understanding that the pursuit of racial equity and social justice has no end date and our shared goal is to generate meaningful shifts in culture, policy and practice at every level of Dane County libraries. This will require ongoing assessment and correction moving forwards.

Phase 1: Assessing organizational culture (in partnership with [Cream City Conservation & Consulting](#))

- Equity Audit
 - To be completed by library leadership (fall 2020)
- D&I Organizational & Individual Assessment
 - To be completed by all staff (fall 2020)
- Inclusion Survey
 - To be completed by all staff (fall 2020)

Phase 2: Form [regional equity teams](#)

- 1-2 staff from each library committing 1-3 hours per week for a 2 year term
- **Northwest:** Black Earth, Cross Plains, Mazomanie, Middleton, Waunakee, Madison rep*, DCL rep*
- **Southwest:** Belleville, Fitchburg, Mount Horeb, Verona, Madison rep*, DCL rep*
- **Northeast:** Cambridge, Deerfield, DeForest, Marshall, Sun Prairie, Madison rep*, DCL rep*
- **Southeast:** McFarland, Monona, Oregon, Stoughton, Madison rep*, DCL rep*

Phase 3: Foundational workshops (in partnership with [Cream City Conservation & Consulting](#))

- 2 full-day trainings (2-5 staff per library)
- Training on recruitment, hiring and retention practices for directors/hiring managers (Nov 2020 in partnership with South Central Library System)

Phase 4: Support ongoing work of regional equity teams

- Beyond the Page will designate ongoing funding (minimum of \$5000/year) to support equity teams
- Libraries will continue to participate, replacing staff representatives as needed
- Library leadership will work to support the recommendations of equity teams which may include:
 - Ongoing professional development opportunities for staff
 - Changes to library policies/practices
 - Changes to recruitment, hiring and retention policies/practices



LIBRARY BOARD SUMMARY SHEET

MEETING DATE: 07/17/2020

ITEM: Approve amended Protective Measure Policy to require face coverings for all patrons and staff within the building

PRESENTER: Erick Plumb, Library Director

ISSUE SUMMARY: On July 7, Dane County issued Emergency Order #8 which mandates face coverings in public. The order takes effect at 8 AM on Monday, July 13. The Library very much welcomes this order as we have seen roughly 10% of our daily visitors not wearing masks in our building.

While we must follow the County order, we also should amend the Protective Measure Policy passed in June 2020 to put language in requiring face masks of our visitors/patrons. Prior to the announcement of the County's order, we planned on asking the Library Board to consider amending the policy to require members of the public to wear masks. Passing this policy gives the Library the freedom to maintain a mask mandate even if the County's order expires if the Board and staff feel the virus remains a threat to visitors and staff. Village attorney Bryan Kleinmaier gave his consent to Village facilities mandating masks for visitors, and particularly of the power of the Library Board to set this policy given the Board's statutory control of the Library building and grounds. He writes further:

"Notwithstanding some of the inconsistent information in the public regarding the effect of masks, I think it is clearly reasonable to believe that masks will help prevent the spread of the virus. Thus, because the Library Board would have a reasonable and rationale basis to require masks to be worn (i.e., to prevent the spread of the virus), I think its decision would likely be upheld in court, if challenged.

Finally, in my opinion, requiring a customer to wear a mask does not rise to the level of an invasion of privacy. The library is not asking for or gathering medical information about a specific person; the library is implementing a rule that applies to all customers. Further, if the customer does not want to wear the mask, he/she does not need to come into the library. To the extent the library is still providing curbside pick-up options, I think that service provides further support for the mask requirement, because customers can still receive books, etc. if they do not come into the library based on their refusal to wear a mask."

Bryan also added that further restrictions of patrons, such as temperature checks or staff monitoring of patron symptoms, likely would constitute a violation of patron privacy.

BUDGET IMPACT: None

STAFF RECOMMENDATION: Staff recommends approval

RECOMMENDED MOTION: approve amended Protective Measure Policy to require face coverings for visitors ages five and over inside the Library Building.

FOR MORE INFORMATION CONTACT: Erick Plumb, Library Director, 608-849-4208

RE: Mask requirements and mandating customer health

Bryan Kleinmaier <bkleinmaier@staffordlaw.com>

Tue 6/23/2020 7:59 AM

To: Erick Plumb <eplumb@waupl.org>

Cc: Todd Schmidt <tschmidt@waunakee.com>; Erin Moran <emoran@waunakee.com>

Erick:

Let me try to address each situation separately –

1. Masks. If the Library Board requires customers to wear masks in the library, I think it is likely that the Library Board would prevail in a lawsuit if challenged.

First, it is clear that the Library Board has the power to control the operations of the library. Wis. Stat. § 43.58(1) states: “The library board also shall have exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by, the municipality for library purposes.” This means the Library Board has the power to close the library. Because the Library Board has that power, I also believe it is likely that the Library Board has the power to require customers to wear masks. This all falls under the power to control the library facilities.

Second, notwithstanding some of the inconsistent information in the public regarding the effect of masks, I think it is clearly reasonable to believe that masks will help prevent the spread of the virus. Thus, because the Library Board would have a reasonable and rationale basis to require masks to be worn (i.e., to prevent the spread of the virus), I think its decision would likely be upheld in court, if challenged.

Finally, in my opinion, requiring a customer to wear a mask does not rise to the level of an invasion of privacy. The library is not asking for or gathering medical information about a specific person; the library is implementing a rule that applies to all customers. Further, if the customer does not want to wear the mask, he/she does not need to come into the library. To the extent the library is still providing curbside pick-up options, I think that service provides further support for the mask requirement, because customers can still receive books, etc. if they do not come into the library based on their refusal to wear a mask.

All that said, I certainly understand your concerns about a belligerent customer.

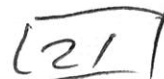
2. Temperature Checks. I have not researched this issue. I am certainly willing to do so if you would like. I do have a concern about temperature checks. Here, I think temperature checks now cross the line and would likely constitute an invasion of privacy, particularly because this is a medical issue (which receives heightened protection). It may be the case that the desire to avoid the spread of the virus outweighs the customer’s right to privacy (after all, the customer does not have to come into the library). But I’d need to research this issue further. In my opinion, we would want to identify a more clear basis to require temperature checks than the general power identified in Wis. Stat. § 43.58(1) (see above).

3. Symptoms of Customers. I have two concerns here. First, the same privacy concerns expressed for temperature checks. Second, the concern you raise – library personnel are not trained medical professionals. Stated differently, people are still going to have symptoms associated with the virus (coughing, sneezing, etc.) without actually having the virus; people have allergies, colds, etc. Untrained library personnel cannot tell the difference.

Please let me know if you would like to talk through these issues or if you would like me to research the temperature checks and/or symptoms issues.

Thank you, Bryan

STAFFORD ROSENBAUM LLP	Bryan Kleinmaier bkleinmaier@staffordlaw.com 608.259.2619 Fax. 608.259.2600 222 West Washington Avenue, Suite 900 P.O. Box 1784 Madison, Wisconsin 53701-1784
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PROTECTIVE MEASURE POLICY

(Proposed changes in italics)

The Waunakee Public Library is fully committed to safeguarding the health and safety of all employees and customers. For this reason, effective immediately, the Library enacts the following policy applicable to all employees, regardless of position or authority:

Employees shall:

- Maintain six feet physical distancing from others whenever possible
- Face coverings for employees (provided by employer) are required in shared spaces and
 - in the elevator, restrooms and other areas within the facility where physical distancing is not possible
- Be required to use additional protective measures such as gloves, eye protection, and face shields when appropriate for the task assigned
- *Be required to enforce the face covering requirement for all library customers ages five and above inside the building*
- Be allowed to use a transparent partition or barrier in place of a face covering for specific job duties)
- Demonstrate proper use of all personal protective equipment or PPE prior to performing work duties at worksite
- Maintain physical distancing and minimize contact between patrons and other employees
- Limit use of shared Break Room to one employee at one time
- Not have any direct person to person contact (i.e., no hand shaking, no high fives, no hugs)

Employer shall:

- *Require* all employees who cannot physically distance to wear face covering if they are able
- *Require all library customers ages five and above to wear a face covering inside the building*
- Limit in-person meetings and use other means of communications such as Zoom, Skype and email, that are not in person
- Limit number of visitors/patrons at any given time in accordance with the "Forward Dane" limits
- Spread out workstations so employees can remain six feet apart at all times
- Stagger break and lunch times, shift start and end times when possible
- Allow for flexible work schedules to reduce number of employees in the office at any one time
- Install physical barriers such as clear, plastic sneeze shields at service desk areas or between work stations
- Remove extra chairs and tables in public areas and in staff spaces to allow people to remain six feet apart when possible
- Provide tape, chalk or other means of marking floors/ground in high traffic areas to show people where to stand when waiting (e.g. self checkout area, elevator)
- Consider having patrons or visitors wait in their cars until it's their turn to enter, when appropriate
- Post physical distancing signage throughout the premises reminding everyone to practice physical distancing
- Provide special accommodations for vulnerable workers or those unable to wear face covering

Approved June 19, 2020

Revised July 17, 2020



LIBRARY BOARD SUMMARY SHEET

MEETING DATE: 07/17/2020

ITEM: Initial Discussion of 2021 Operating Budget

PRESENTER: Erick Plumb, Library Director

ISSUE SUMMARY: The 2021 Operating Budget will be greatly affected by the COVID-19 Pandemic. After many years of budget growth, the Village has instructed departments to prepare a 0% budget. Here is Finance Director Renee Meinholz's instructions:

The COVID-19 pandemic has brought with it a number of challenges and uncertainties in our world and the government environment. These challenges are expected to continue for at least several years to come. Our theme this year for the budget is "Extreme Responsibility", a phrase newly coined by President Zellner. Our hope is to achieve a 0% increase in the village portion of taxes for the average home, while avoiding serious impacts on existing employees and keeping services reasonably similar.

The direction this year is to have no net change to your department totals over the prior year. That means, if one expense has gone up, another must go down to reach the same total dollar amount as the prior year. If a Department has a need that cannot be fit into these parameters, a separate memo should be prepared with the request and the justifications for the additional expenditures. These will be reviewed as we proceed through the budgeting process.

We will hold the line on most budget line items. We will likely reduce our periodicals budget and our programming budget (both are affected by the pandemic). We will see rises in our maintenance contract line as several areas that were under warranty in 2019-20 will need to be serviced after the warranties expire. As of this writing, I'm still waiting on several numbers to come in.

The Budget is due to Renee on Monday, July 20.

STAFF RECOMMENDATION: Discussion only.

RECOMMENDED MOTION: None. Discussion item only. Budget to be approved in August or September.

FOR MORE INFORMATION CONTACT: Erick Plumb, Library Director 608-849-4208

Village of Waunakee
 Zero Based Budgeting - Summary
 2021 Budget

		<u>2021</u> <u>Budget</u>	<u>2020</u> <u>Budget</u>	<u>Variance</u>
<u>Library</u>				
Expenditures				
	Wages	\$ -	\$ -	\$ -
	Fringes	-	-	-
	Other	<u>236,502</u>	<u>237,127</u>	<u>(625)</u>
	Subtotal	236,502	237,127	(625)
Revenues				
	COUNTY LIBRARY AID 100-43740020	\$ 212,683	\$ 192,588	
		-	-	
		-	-	
	Subtotal	<u>212,683</u>	<u>192,588</u>	
	Net cost of service	23,819	44,539	
	Share of general revenues	<u>-</u>	<u>-</u>	
	Tax Levy needs	<u>\$ 23,819</u>	<u>\$ 44,539</u>	
		<u>2021</u> <u>Budget</u>	<u>2020</u> <u>Budget</u>	<u>Variance</u>
<u>Library Building</u>				
Expenditures				
	Wages	\$ -	\$ -	\$ -
	Fringes	-	-	-
	Other	<u>106,500</u>	<u>103,200</u>	<u>3,300</u>
	Subtotal	\$ 106,500	103,200	3,300
Revenues				
		\$ -	\$ -	
		-	-	
	Subtotal	<u>\$ -</u>	<u>\$ -</u>	
	Net cost of service	106,500	103,200	
	Share of general revenues	<u>-</u>	<u>-</u>	
	Tax Levy needs	<u>\$ 106,500</u>	<u>\$ 103,200</u>	
		\$ 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		2,000	-
PHOTOCOPIES	220-46740014	1,700	1,700
INTEREST INCOME	220-48140001	225	225
		-	-
	Subtotal	\$ 17,125	\$ 19,925
Net cost of service		(16,625)	(19,425)
Share of general revenues		-	-
Tax Levy needs		<u>\$ (16,625)</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	1,000	325	675
100-551400-219	LIBRARY AUTOMATION LEVY	55,707	45,453	10,254
100-551400-225	LIBRARY COMMUNICATIONS	9,600	9,000	600
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	18,912	21,912	(3,000)
100-551400-391	LIBRARY PERSONNEL	1,700	1,700	-
100-551400-392	LIBRARY PUBLIC RELATIONS	237,163	237,127	36

Item	Vendor	Quantity	Unit Price	Amount	Description
1	Graphic Design	288	3.00	\$ 2,000	Programming design & printing
2	PAYPATH			864	Timekeeping fees (24 employees x 12 months)
3					
4					
5				\$ 2,864	2,864
1	Masters			\$ 1,000	New library security system monitoring
2				\$ 1,000	325
				\$ 675	675
1	South Central Library System			\$ 55,707	Increase due to additional tech in new building
2				\$ 55,707	45,453
				\$ 10,254	10,254

100-551400-225	LIBRARY COMMUNICATIONS								
		1	TDS Telecom	12	800.00	\$	9,600		
		2				\$	<u>9,600</u>		9,000
									600

100-551400-290	LIBRARY LEASED ITEMS								
		1	GFC Leasing	12	319.00		3,828	Copier lease	
		2	Gordon Flesch	12	96.00		1,152	Meter click	
		3				\$	<u>4,980</u>		4,691
									289

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

100-551400-311	LIBRARY POSTAGE								
		1	Post office		\$	1,600			
		2			\$	<u>1,600</u>			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		
		7	Waunakee-Westport Lions				80		
		8	Waunakee Rotary				650		
		9	WLA Membership - Claus				225		
		10				\$	<u>2,805</u>		3,180
									(375)

100-551400-330	LIBRARY TRAVEL/TRAINING								
		1	Amer. Library Association (Conference Registration)		\$	-			
		2	Meals ALA				-		
		3	Mileage				500		
		4	WI Library Association Reg. (6)				1,500		
		5	WI Library Conf. Lodging				1,200		
		6	Misc. system workshops				500		
		7	Meals WLA				500		
		8			\$	<u>4,200</u>			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							

	5		\$ 14,000	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		\$ 7,500	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		
			\$ 40,000	41,000	(1,000)
100-551400-381		LIBRARY JUVENILE BOOKS			
	1	Baker & Taylor	\$ 19,000		
	2	Lucky Day Collection	1,250		
	5		\$ 20,250	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		\$ 7,995	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	
			\$ 15,089	14,707	382
100-551400-385		LIBRARY KIT SUPPLIES			
	1	Amazon	5,000		
	5		\$ 5,000	5,500	(500)

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>	<u>12,500 (2,000)</u>

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>	<u>8,500</u>

LIBRARY SUPPLIES

100-551400-390	1 Costco	1,000	Program support
	2 Demco	7,500	
	3 Office Depot	7,500	
	4 Piggly Wiggly	500	Food for programs/events
	5 Tuition Reimbursement	1,000	Requested by Emily Harkins
	6 Azuradisc		
	7 Upstart	325	
	8 Uline	1,000	
	9 Flexplan	12	7.25 87
	10		
		<u>\$ 18,912</u>	<u>21,912 (3,000)</u>

LIBRARY PERSONNEL

100-551400-391	1	\$ -	
	2		
	3		
	4		
		<u>\$ -</u>	<u>-</u>

LIBRARY PUBLIC RELATIONS

100-551400-392	1 Printing & Design	1,500	
	2		
		<u>\$ 1,500</u>	<u>1,700 (200)</u>
		<u>\$ 236,502</u>	<u>237,127 (625)</u>

Village of Waunakee
 Zero Based Budgeting - Line items
 2021 Budget

Account Number	Account Name	2021	2020	Difference
100-551401-210	LIBRARY BLDG SERVICES	24,500	21,200	3,300
100-551401-220	LIBRARY BLDG UTILITIES	45,000	45,000	-
100-551401-221	LIBRARY BLDG GAS HEAT	12,000	12,000	-
100-551401-341	LIBRARY BLDG EQUIPMENT	-	-	-
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	23,000	23,000	-
100-551401-390	LIBRARY BLDG OTHER	2,000	2,000	-
	TOTAL	106,500	103,200	3,300

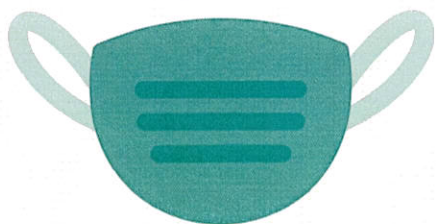
Item	Vendor	Quantity	Unit Price	Amount	Description
1	Capital Coffee	12	350.00	\$ 4,200	Coffee vending
2	Otis elevator			2,100	Elevator maintenance
3	Vendor-TBD			10,000	Landscaping/gardening
4	Butters Fetting			3,200	HVAC Maintenance (new)
5	Vendor-TBD	2	2500	\$ 5,000	Window cleaning 2x annually
				\$ 24,500	
					21,200
					3,300

1	Waunakee Utilities	12	3,750.00	\$ 45,000	
2				\$ 45,000	45,000

1	MG&E	12	1,000.00	\$ 12,000	
2				\$ 12,000	12,000

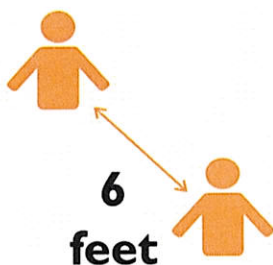
Account Number	Category	Sub-category	Amount
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	1 Janitorial supplies	\$ 15,000
		2 Maintenance supplies	4,000
		3 Service calls	4,000
		4	
			<u>\$ 23,000</u>
100-551401-390	LIBRARY BLDG OTHER	1 Various vendors	\$ 2,000
		2	
			<u>\$ 2,000</u>
			<u>\$ 106,500</u>
			103,200
			23,000
			2,000
			3,300
	TOTAL		

Welcome to the Waunakee Library



Per the Dane County Public Health Department, masks are required to enter the library.

If you don't have a mask, please use one of ours.



Practice social distancing by staying at least 6 feet away from others.



Wash hands often or use hand sanitizer provided around the building. Avoid touching your eyes, nose, or mouth.

- Holds are already checked out to you and located down History Hall.
- Use self-checkout kiosks to check-out any items not on hold.
- The indoor bookdrop is open any time the library is open.

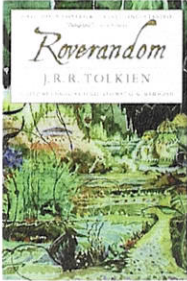
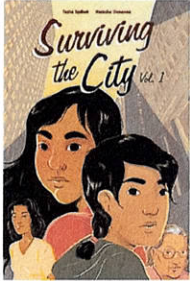
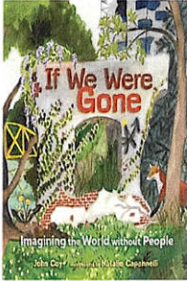
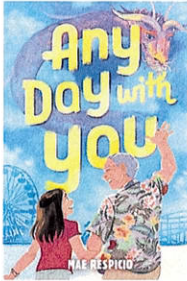
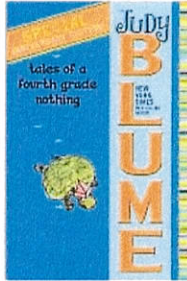

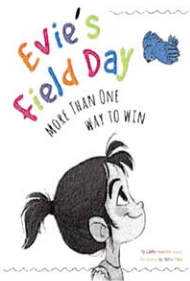

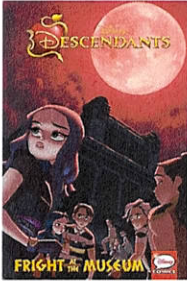
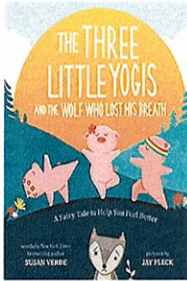
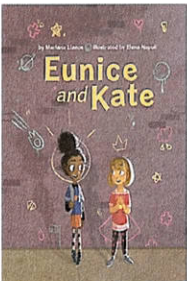
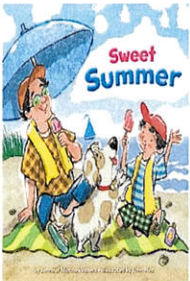

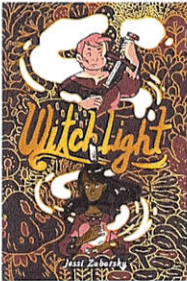

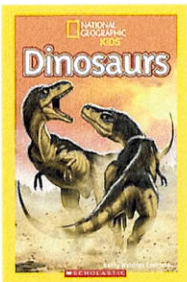
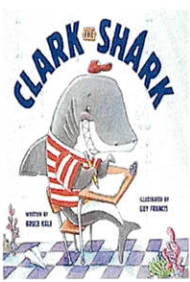
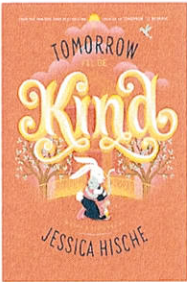


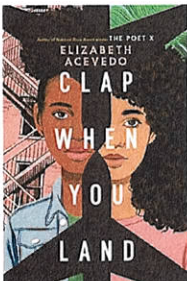
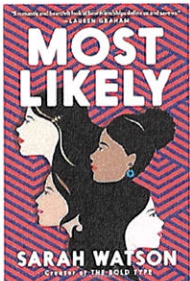

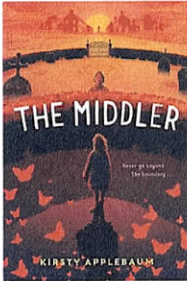

Thanks in advance for your cooperation!

We're happy you're here!

 *Waunakee*
PUBLIC LIBRARY

Bookin' Around Waunakee!

Check off each book cover that you find in the window of a business somewhere in our community. Email us at wpreads@gmail.com a picture of this sheet. For every five covers that you find, your name will be entered into a raffle drawing!

https://www.hngnews.com/waunakee_tribune/news/local/article_8367d86e-0676-57fb-b78d-c7fec52c3ea8.html

Book club lets high school students discuss racism

By Roberta Baumann tribnews@hngnews.com

Jun 20, 2020

As protestors have filled city streets across the United States demanding racial equality and police reform in the wake of George Floyd's death, area high school students can explore many of the themes raised through a new book club.

The Waunakee Public Library is now offering the book club, titled Do the Work, via Zoom.

This summer, the club is reading "March," a graphic-novel trilogy about the Civil Rights movement, told through the perspective of civil rights leader and U.S. Congressman John Lewis.

Teen and Pre-teen Librarian Angela Hircock said she wanted to give high schoolers in Waunakee a chance to talk about recent events, such as Floyd's death.

The book club will be led by Hircock's friend, Brenda Salvo, a postdoctoral student at the UW-Madison's School of Education who is also a trained social worker and former youth worker.

"She's someone who has challenged me on these issues," Hircock said. "She's worked with youth on racism, equity and classicism. She's great at explaining things and really hearing a question."

Hircock said she wanted to give students a safe space to ask questions they may otherwise feel too shy to broach.

"I feel so often we have these questions especially about hard topics," Hircock said, adding young people often don't know where to go with them.

Both she and Salvo are white, but she said black community leaders are asking that white people learn about these issues on their own.

"They are asking white folks to do that work of finding resources. They have to live this," Hircock said.

A description of the club notes that as the members have questions, they will research the answers.

The primary audience for the club will be students who are new to the conversation, as Hircock believes this to be the main demographic in Waunakee, she said.

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The “March” novels were chosen because many other books are currently unavailable. The library has ordered more copies of books related to racism and white privilege, but they are backordered.

She called the graphic novels accessible.

“They tell the story of the Civil Rights Movement through a more narrative form,” Hircock said.

The group will be limited to 10 members.

“I’m really excited about it,” Hircock said, “If there’s interest, I hope this is something we can continue.”

The book club had its first Zoom meeting scheduled for June 24. The next meetings are July 1, 8, 15, 22, and 29. High school students interested in joining can register on the Waunakee Public Library’s online calendar at waunakeepubliclibrary.org/calendar. Details for the Zoom meetings will be sent one hour prior to the meeting time.

Roberta Baumann

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