

**Waunakee Public Library**

**Library Board Meeting**

**Friday, June 9, 2017**

**7:45 AM**

**Library Program Room**

- I. **Call to order-** Jean called the meeting to order at 7:47 AM
- II. **Roll call and introduction of guests and visitors-** Present: Annie Ballweg, Jean Elvekrog, Mike Ricker, Cindy Turner, Geoff Vine, Erick Plumb, Director  
  
**Absent:** Kristan Collins, Gary Herzberg  
  
**Guests:** none
- III. **Additions to agenda-** none
- IV. **Approval of consent agenda-** Mike moved, Geoff seconded, Passed.
- V. **Public comment-** none
- VI. **Library Director's Report** – Erick reported the launching of the Capital Campaign; work on the schematic design with OPN Architects and the addition of digital signage displays. The applications for the Adult Services Position have been narrowed to two candidates. The Director and Board discussed the 2018 library budget. Erick will present a draft to the Board at the July 17<sup>th</sup> meeting prior to the Village draft deadline of July 31, 2017. Personnel increases, IT and maintenance expectations for the new building were discussed. In her addendum Brittany noted the school and 4K site outreach to promote the upcoming Summer Reading Program. Jen Pavlik, a UW practicum student, has joined the youth services staff for the summer months and will focus on teen programming.
- VII. **Old Business-**
  - a. **Core Building Committee Report-**Geoff. The new office space in the current library is almost complete. Schematic design meetings continue with OPN. Upcoming meetings with CARPC to discuss street extension and Six Mile Creek proximity are scheduled. The plans will be presented to the Village Board at a joint meeting with the Library Board on July 17, 2017. Public presentations at the PAC will be scheduled after that time.
  - b. **Capital Campaign Committee Report-** Annie. The cabinet is in place and met with the McDonald Schaefer team for an orientation meeting, determining relationship maps and discussion of the quiet phase process. Annie shared a folder containing the Capital Campaign brochure, procedural materials, and designated room/space gift opportunities. Potential "In Kind" donations from businesses were noted.
  - c. **Communications Committee Report-** Mike The committee will convene after the July 17, 2017 meeting. Mike requested a copy of the Capital Campaign materials.

- d. **OPN Contract.** The contract continues to be revised and reviewed by OPN lawyers and the Village attorney. Upon agreement and completion Chris Zellner, Waunakee Village Board President, will sign the contract, with Geoff Vine serving as owner's representative. This differs from the motion and signees indicated in the May 2017 minutes.

**VIII. New business**

- a. **Discuss and renew McDonald Schaefer contract.** A continuation of the consulting agreement with McDonald Schaefer was passed on a motion by Jean, second by Annie. The extension of the contract is through September 30, 2017. A copy of the contract was included in the WPL Board packet.
- b. **Approve revised Meeting Room Policy**
- c. **Approve Social Media Policy**
- d. **Approve Responsibility for Library Operations Policy – as revised**

All policies were approved on a motion by Cindy and second by Mike. An adjustment to the library operations policy established a 4<sup>th</sup> level of responsibility, that of evening/weekend authority in the event that the director, youth services manager, adult services manager and circulation supervisor are not in the building. The authority would go to the most senior staff member present.

- e. **Board Officer Elections.** On a motion by Annie and second by Mike the current library officers continue in their positions; Jean Elvekrog, President, Geoff Vine, Vice President, Cindy Turner, Secretary. Kristan Collins has indicated that her position should be filled by another representative from Westport Township. Tom Wilson, Westport Administrator, has communicated a recommendation for replacement.
- f. **Library Director Performance Evaluation.**  
The Library Board convened 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. Motion by Mike, second by Jean.

- IX. **Adjournment** – The Board returned to open session. Jean moved to adjourn at 9:11 AM, seconded by Mike. Passed.

***Next Library Board Meeting: Monday, July 17, 2017 at 5:30 PM at Village Hall lower level. The WPL Board will then meet in conjunction with the Village Board during the regularly scheduled Village Board meeting.***

Respectfully submitted, Cynthia S. Turner, Trustee and Secretary

VILLAGE OF WAUNAKEE  
REVENUES AND EXPENDITURES COMPARED TO BUDGET  
FOR 6 MONTHS ENDING JUNE 30, 2017

**GENERAL FUND**

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
100-43740020	\$135,180.00	\$146,229.00	\$120,000.00	(\$26,229.00)	121.86%
100-43740091	\$0.00	\$160.00	\$0.00	(\$160.00)	100.00%
100-48540070	\$0.00	\$4,900.66	\$0.00	(\$4,900.66)	100.00%
<b>TOTAL</b>	<b>\$135,180.00</b>	<b>\$151,289.66</b>	<b>\$120,000.00</b>	<b>(\$31,289.66)</b>	<b>126.07%</b>
<b>TOTAL FUND REVENUES</b>	<b>\$135,180.00</b>	<b>\$151,289.66</b>	<b>\$120,000.00</b>	<b>(\$31,289.66)</b>	<b>126.07%</b>

100-551400-110	LIBRARY FULL TIME	\$14,411.11	\$90,254.37	\$206,669.00	\$116,414.63	43.67%
100-551400-120	LIBRARY PART TIME	\$20,423.12	\$132,978.25	\$277,232.00	\$144,253.75	47.97%
100-551400-121	LIBRARY OVERTIME	\$77.44	\$153.72	\$0.00	(\$153.72)	100.00%
100-551400-130	LIBRARY FICA	\$2,533.12	\$16,220.64	\$37,016.00	\$20,795.36	43.82%
100-551400-131	LIBRARY RETIREMENT	\$1,916.29	\$12,428.99	\$27,020.00	\$14,591.01	46.00%
100-551400-132	LIBRARY HEALTH	\$7,224.29	\$49,338.29	\$108,518.00	\$59,179.71	45.47%
100-551400-133	LIBRARY LIFE	\$38.81	\$265.10	\$391.00	\$125.90	67.80%
100-551400-134	LIBRARY DENTAL	\$638.65	\$4,624.92	\$10,125.00	\$5,500.08	45.68%
100-551400-217	LIBRARY SECURITY SYSTEMS	\$0.00	\$0.00	\$325.00	\$325.00	0.00%
100-551400-219	LIBRARY AUTOMATION LEVY	\$0.00	\$44,335.38	\$44,500.00	\$164.62	99.63%
100-551400-225	LIBRARY COMMUNICATIONS	\$505.01	\$2,550.82	\$6,384.00	\$3,833.18	39.96%
100-551400-290	LIBRARY LEASED ITEMS	\$58.65	\$693.44	\$4,488.00	\$3,794.56	15.45%
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	\$0.00	\$0.00	\$2,835.00	\$2,835.00	0.00%
100-551400-311	LIBRARY POSTAGE	\$75.93	\$349.29	\$1,100.00	\$750.71	31.75%
100-551400-320	LIBRARY PUBS/SUBS/DUES	\$87.00	\$550.00	\$1,950.00	\$1,400.00	28.21%
100-551400-330	LIBRARY TRAVEL/TRAINING	(\$125.00)	\$236.85	\$5,320.00	\$5,083.15	4.45%
100-551400-340	LIBRARY PROGRAMS	\$3,008.90	\$9,651.70	\$8,200.00	\$1,451.70)	117.70%
100-551400-341	LIBRARY EQUIPMENT	\$318.59	\$3,600.30	\$2,795.00	(\$805.30)	128.81%
100-551400-380	LIBRARY ADULT BOOKS	\$5,911.12	\$15,654.97	\$36,300.00	\$20,645.03	43.13%
100-551400-381	LIBRARY JUVENILE BOOKS	\$1,978.61	\$10,040.99	\$18,000.00	\$7,959.01	55.78%
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	\$0.00	\$12,125.44	\$14,529.00	\$2,403.56	83.46%

**GENERAL FUND**

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
100-551400-384	\$659.98	\$9,307.84	\$9,474.00	\$166.16	98.25%
100-551400-385	\$100.40	\$1,895.44	\$3,000.00	\$1,104.56	63.18%
100-551400-386	\$929.23	\$4,349.21	\$10,500.00	\$6,150.79	41.42%
100-551400-387	\$741.01	\$3,952.67	\$8,500.00	\$4,547.33	46.50%
100-551400-390	\$1,970.16	\$4,035.23	\$11,400.00	\$7,364.77	35.40%
100-551400-392	\$0.00	\$126.70	\$3,475.00	\$3,348.30	3.65%
100-551401-110	\$97.36	\$1,002.73	\$0.00	(\$1,002.73)	100.00%
100-551401-130	\$7.19	\$75.26	\$0.00	(\$75.26)	100.00%
100-551401-131	\$6.62	\$68.16	\$0.00	(\$68.16)	100.00%
100-551401-132	\$66.68	\$342.10	\$0.00	(\$342.10)	100.00%
100-551401-133	\$0.00	\$2.68	\$0.00	(\$2.68)	100.00%
100-551401-134	\$3.61	\$16.87	\$0.00	(\$16.87)	100.00%
100-551401-210	\$1,376.00	\$9,621.20	\$21,900.00	\$12,278.80	43.93%
100-551401-220	\$898.20	\$3,938.40	\$12,000.00	\$8,061.60	32.82%
100-551401-221	\$32.82	\$1,065.74	\$2,460.00	\$1,394.26	43.32%
100-551401-350	\$2.79	\$243.28	\$1,688.00	\$1,444.72	14.41%
100-551401-390	\$0.00	\$0.00	\$350.00	\$350.00	0.00%
<b>TOTAL</b>	<b>\$65,973.69</b>	<b>\$446,096.97</b>	<b>\$898,444.00</b>	<b>\$452,347.03</b>	<b>49.65%</b>

**TOTAL FUND EXPENDITURES**

	\$65,973.69	\$446,096.97	\$898,444.00	\$452,347.03	49.65%
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**NET REVENUES OVER EXPENDITURES**

	\$69,206.31	(\$294,807.31)	(\$778,444.00)	(\$483,636.69)	37.87%
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VILLAGE OF WAUNAKEE  
REVENUES AND EXPENDITURES COMPARED TO BUDGET  
FOR 6 MONTHS ENDING JUNE 30, 2017

**LIBRARY SPECIAL REVENUE FUND**

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
220-46740011	\$0.00	\$5,010.50	\$14,700.00	\$9,689.50	34.09%
220-46740014	\$0.00	\$939.24	\$1,300.00	\$360.76	72.25%
220-48140001	\$0.00	\$95.00	\$225.00	\$130.00	42.22%
220-48540070	\$0.00	\$884.66	\$0.00	(\$884.66)	100.00%
<b>TOTAL</b>	\$0.00	\$6,929.40	\$16,225.00	\$9,295.60	42.71%
<b>TOTAL FUND REVENUES</b>					
	\$0.00	\$6,929.40	\$16,225.00	\$9,295.60	42.71%
<b>NET REVENUES OVER EXPENDITURES</b>					
	\$0.00	\$6,929.40	\$16,225.00	\$9,295.60	42.71%

June 2017 Bills

Account	Vender	Amount
100-551400-290 -Leased Items		
	Gordon Flesch	\$104.64
100-551400-311 – Postage		
	Post Office	\$54.00
100-551400-320 - Dues		
	Rotary (Plumb)	\$87.00
100-551400-330-Library Travel/Training		
		\$0.00
	<b>Total</b>	<b>\$0.00</b>
100-551400-340 – Programs		
	Amazon	
	Gitzlaff reimbursement	\$19.88
	Piggly Wiggly	\$48.51
	Apple	\$10.54
	Costco (coffee for programs)	\$79.99
	SCLS - Group movie license	\$0.00
	Summer Reading Program performers	\$3,000.00
	<b>Total</b>	<b>\$3,158.92</b>
100-551400-341 – Equipment		
	Piggly Wiggly	
	Office Depot	
	Demco	\$114.00
	<b>Total</b>	<b>\$0.00</b>
100-551400-380 – Adult Books		
	Amazon	
	Baker & Taylor	\$698.21
	<b>Total</b>	<b>\$698.21</b>
100-551400-381 – Juvenile Books		
	Penworthy	\$0.00
	Baker & Taylor	\$1,116.13
	<b>Total</b>	<b>\$1,116.13</b>
100-551400-384 - Digital Materials & Computer Software		
	Findaway (Launchpads)	\$579.96
	Verizon -Hotspots	\$80.02
	Amazon	
	<b>Total</b>	<b>\$659.98</b>
100-551400-385 – Kit Supplies		
	Amazon	
	Walmart	
	<b>Total</b>	<b>\$0.00</b>
100-551400-386 – Audio Materials		
	FindAway	
	Penguin	
	Amazon	\$23.18
	Recorded Books	\$140.25
	Midwest tape	\$19.99
	<b>Total</b>	<b>\$183.42</b>
100-551400-387 – Videos		
	Amazon	\$66.13
	Midwest	\$75.96
	<b>Total</b>	<b>\$142.09</b>

100-551401-390 - Other		
	Amazon (Digital Signage equipment)	\$796.09
	Office Depot (Office Supplies)	\$714.75
	Demco	\$114.00
	Apple (iPads for digital signage)	\$987.00
	<b>Total</b>	<b>\$2,611.84</b>
100-551401-210 - Building Services		
	Otis Elavator	\$1,401.00
	<b>Total</b>	<b>\$1,401.00</b>
100-551401-390 - Building Other		
	Vine CCM (new office construction)	\$10,011.00
426-551400-215 - Building Project		
	McDonald Schaefer	\$7,800.00
	Minuteman	\$3,987.81
	<b>Total</b>	<b>\$11,787.81</b>
220-46740011- Special revenue Fund		
	<b>Grand Total</b>	<b>\$30,718.20</b>

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Account Name: COMMINGLED CASH	Year-To-Date Balance: \$117,496.51
Account Number: 220-11110	Total Budget: \$0.00
Account Type: Asset	Variance: \$117,496.51

Date	Journal Code	Reference Number	Description	Amount
01/01/2017	OBACT	66-1	Opening balance created 1/27/2017 10:16:23 AM	\$111,726.19
01/31/2017	CA	4-1	Cash Allocation - Created: 03/09/17 12:10 PM	\$882.26
02/28/2017	CA	3-1	Cash Allocation - Created: 03/11/17 9:14 AM	\$851.12
02/28/2017	CA	29-1	Cash Allocation - Created: 03/16/17 9:02 AM	\$19.00
03/31/2017	CA	4-1	Cash Allocation - Created: 04/13/17 1:07 PM	\$953.59
03/31/2017	CA	18-1	Cash Allocation - Created: 04/13/17 2:53 PM	\$19.00
04/30/2017	CA	4-1	Cash Allocation - Created: 05/11/17 2:47 PM	\$1,198.35
04/30/2017	CA	20-1	Cash Allocation - Created: 05/11/17 3:30 PM	\$19.00
05/31/2017	CA	4-1	Cash Allocation - Created: 06/17/17 8:20 AM	\$845.75
05/31/2017	CA	22-1	Cash Allocation - Created: 06/27/17 10:01 AM	\$19.00
06/30/2017	CA	4-1	Cash Allocation - Created: 07/14/17 8:24 AM	\$943.25
06/30/2017	CA	17-1	Cash Allocation - Created: 07/14/17 9:28 AM	\$20.00
				\$117,496.51





**1030243: Waunakee Library Forever Fund**

6/1/2017 To 6/30/2017

**Balance**

Beginning Balance 252,840.99

**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 1,128.35

**1,128.35**

**Grants/Distributions**

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (210.70)

**(210.70)**

**Ending Balance**

**\$253,758.64**

**Cash Available for Grants as of 6/30/2017**

**\$6,234.00**

# WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

June 2017

	2017			2016		% Change Prev Month	% Change Prev Year	YTD % Change
	June	Prev Month	Yr-to-date	June	Yr-to-date			
# of Days Library was open	26	26	154	26	155	0.0%	N/A	N/A
<b>CIRCULATION</b>								
Physical circulation	23,480	18,549	116,703	25,581	121,005	26.6%	-8.2%	-3.6%
Digital circulation	1,868	1,715	10,359	1,597	9,039	8.9%	17.0%	14.6%
Library Total	25,348	20,264	127,062	27,178	130,044	25.1%	-6.7%	-2.3%
<i>Per Day library was open</i>	975	779	825	1,045	839	25.1%	-6.7%	-1.7%
Average of Deforest, Monona and	33,757	27,407	175,824	36,223	182,686	23.2%	-6.8%	-3.8%
<b>By Category</b>								
Books								
Juvenile Fiction	3,329	1,890	12,395	3,659	12,511	76.1%	-9.0%	-0.9%
Juvenile Non-Fiction	1,301	1,234	7,208	1,563	6,871	5.4%	-16.8%	4.9%
Easy Readers	1,494	1,185	7,623	1,766	8,358	26.1%	-15.4%	-8.8%
Picture books	3,305	2,753	17,473	3,437	16,923	20.1%	-3.8%	3.3%
Total Juvenile	9,429	7,062	44,699	10,425	44,663	33.5%	-9.6%	0.1%
Young Adult	942	562	3,487	1,199	4,329	67.6%	-21.4%	-19.5%
Adult Fiction	2,509	2,219	13,360	2,286	12,413	13.1%	9.8%	7.6%
Adult non-Fiction	1,958	2,092	12,090	2,638	15,062	-6.4%	-25.8%	-19.7%
Large print	483	391	2,397	419	2,343	23.5%	15.3%	2.3%
Adult Paperbacks	310	208	1,427	311	1,621	49.0%	-0.3%	-12.0%
Total Adult	5,260	4,910	29,274	5,654	31,439	7.1%	-7.0%	-6.9%
Magazines	602	467	2,759	811	3,165	28.9%	-25.8%	-12.8%
Audio	1,657	1,378	8,912	1,795	10,249	20.2%	-7.7%	-13.0%
DVD and video	3,427	2,987	19,513	3,870	20,973	14.7%	-11.4%	-7.0%
Software	41	20	224	65	269	105.0%	-36.9%	-16.7%
Kits	1,954	1,037	7,133	2,350	8,405	88.4%	-16.9%	-15.1%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	90	87	466	56	360	3.4%	60.7%	29.4%
E-books	1,868	1,715	10,359	1,597	9,039	8.9%	17.0%	14.6%
% of total circulation	7.4%	8.5%	8.2%	5.9%	7.0%	-12.9%	25.4%	N/A
<b>PROGRAMS</b>								
Children								
Number	30	28	203	28	171	7.1%	7.1%	18.7%
Attendance	2,512	2,841	9,603	2,883	8,352	-11.6%	-12.9%	15.0%
Young adult								
Number	6	2	16	3	15	200.0%	100.0%	6.7%
Attendance	44	27	118	47	147	63.0%	-6.4%	-19.7%
Adult								
Number	4	6	29	4	31	-33.3%	0.0%	-6.5%
Attendance	27	55	315	88	1,277	-50.9%	-69.3%	-75.3%
<b>TUTOR.COM</b>								
Total sessions	1	11	147	5	279	-90.9%	-80.0%	-47.3%
Total hours	0.51	3.01	70.64	2.18	112.43	-83.1%	-76.6%	-37.2%
<b># OF USES OF PUBLIC COMPUTERS *</b>	5,794	5,400	31,104	5,329	27,255	7.3%	8.7%	14.1%
<b># OF VISITORS TO LIBRARY</b>	15,565	12,326	73,657	18,871	75,657	26.3%	-17.5%	-2.6%

**Director's Report**  
**Erick Plumb**  
**July 2017**

- The Library formally launched our Capital Campaign for the new building has been a smashing success so far. As of July 14, we've raised \$768,805, or half-way to our \$1.5 million goal. It's been a remarkable showing of support thus far, and I think we've caught some people off guard by how quickly the process has gone. We are hopeful that the unveiling of the building design and demolition of the current buildings at the Alloy site will only serve to increase public anticipation of this project, and prime the fundraising pump even more.
- Work on the schematic design for the new building is wrapping up with OPN. The architectural team will present to the Village and Library Boards on July 24 and August 7. The latter meeting will include preliminary construction costs based on the schematic design and site plan. The public meeting to present the design to the community is August 10 at 6 PM in the PAC at the High School.
- I'm very pleased to announce that we have hired Courtney Cosgriff as our new Adult Services & Outreach Manager. Courtney has an MLS degree from San Jose State University and solid experience in outreach with Chicago-area libraries. Brittany, Emily, and I all believe that she will enrich our services and greatly expand our footprint in the community. Crucially, we also think she will fit right in with our work culture here and build upon our current strengths. She and her partner are moving to the Madison area so that he can attend a PhD program at UW. She will begin her duties on Monday, August 7.
- The new Office is complete. It looks fantastic. Our thanks to Geoff Vine for coordinating this project on time and within our budget.
- We did have a senior citizen trip and fall on our sidewalk earlier this summer in front of the building. A portion of the sidewalk had become elevated, creating a "lip" and a trip hazard. Public Works coordinated removal of the damaged area and replacement of the pavement.

Youth Services Report

It will come as no surprise that June is likely the busiest month for the Children's Department. We finished up several school visits and began the first week of the Summer Reading Program to begin the month. As soon as the kids were out of school, we hit the ground running with our first-ever after hours Family Fort Night. The next weeks saw the return of our Terrific Tuesdays programs (with completely packed crowds) and everything else from an architecture program with OPN to Random Acts of Kindness Day to the ever-popular Stuffed Animal Sleepover. We also tried two new teen programs – yoga and an advisory council. The families have been awesome about displaying their "Libraries Are For Everyone" window cling and around 30 families received a special goody bag from the library filled with treats and toys and a free book token.

### Meetings and Appearances this month

- McDonald Schaefer capital campaign planning meetings, June 19, 29, and July 10.
- Schematic Design meeting with OPN, June 20 and July 7.
- Final interviews for Adult Services Manager, June 9 and June 12.
- Rotary, June 7, 22, 29, and July 6.
- Tour of Cedar Rapids Public Library with OPN staff, June 15.
- Meeting with Chris Zellner and Todd Schmidt, June 16.
- Todd Schmidt and Sue McDade re: McWatty Park, June 16.
- Collection size discussion with Mindy Sorg and Brittany Gitzlaff, June 19.
- Village Board, June 19.
- Village technical staff meeting, June 26.
- Capital Campaign cabinet meeting, June 26.
- Koltes family re: capital campaign, June 30.
- Bev & Tom Kennedy, July 3.
- Todd Schmidt, July 11.
- Yerges Moving, July 11.

### 2018 Operating Budget Notes

The Village is requesting the first iteration of the operating budget to be turned in on July 31. Please note that budget information for personnel is not yet complete, until the Village Board determines what percentage of a raise all village employees will receive. Therefore, the personnel dollar amount is 2017's number as a placeholder. This will hopefully be updated by our next meeting. Having said that, I will include a proposal to add a fulltime Youth & Teen Librarian position, to start July 1. This new position will allow us to build our services upon the foundations set down by Brittany and her predecessors, greatly expanding programs for 'tweens and teens, two underserved age groups within our Youth Services Department. At this time, no other staffing changes will be sought for 2018.

Other (mostly minor) changes:

- 
- Estimated county revenue will soar to \$160,000 from \$135,000 in 2017 (and \$40,000 more than was budgeted for. We anticipate county funding to continue to increase as we draw more non-residents into our library in future years.
- Added additional expenditures for programming, especially adult programs.
- Additional money for equipment, particularly for printer and PC upgrades that will be necessary before we move in 2019.



VILLAGE OF WAUNAKEE DEPARTMENTAL CAPITAL BUDGET  
REQUEST  
MAJOR CAPITAL EXPENDITURES/CONSTRUCTION

PROJECT TITLE: New Library Construction

PROJECT PRIORITY: First

PROJECT DESCRIPTION: Final borrowing for construction of the new Library building, scheduled to open in the summer of 2019. In 2017, the Village of Waunakee borrowed \$5,500,000 to begin the planning and engineering process. The new library will be over 39,000 square feet and is designed to expand in the future based upon future needs.

REASONS FOR IMPROVEMENT: The current library, 11,972 square feet, is no longer adequate to meet the needs of a growing Waunakee. The new library will allow redevelopment of the Alloy Site on North Madison Street and enhance the creek and adjacent parkland. The new Library will feature more than a dozen public meeting and study spaces, a large community hall, a Waunakee historical display area, coffee, and numerous seating areas both inside and outdoors.

COST OF PROJECT & BASIS FOR COST ESTIMATE: \$6,500,00 – based upon \$12,000,000 Village of Waunakee budget for construction of new library.

SOURCE OF FUNDS: General Obligation Bonds



SCHEDULE OF EXPENDITURES:

	2018	2019	2020	2021	2022
<b>January</b>	PLNG	CON			
<b>February</b>	PLNG	CON			
<b>March</b>	PLNG	CON			
<b>April</b>	PLNG	CON			
<b>May</b>	CON	CON			
<b>June</b>	CON	COMPLETION			
<b>July</b>	CON				
<b>August</b>	CON				
<b>September</b>	CON				
<b>October</b>	CON				
<b>November</b>	CON				
<b>December</b>	CON				

Please use the following code followed by the percentage of funding needed that month:

- PLNG= Planning
- CON= Construction
- PE= Preliminary Engineering
- COM= Completion

**Schedule of Expenditures:** List the expenditures you expect given the likely project schedule. Because projects are often multi-year in nature, use the code at the bottom of the form if expenditures will stretch over two or three years. For example, planning and preliminary engineering may occur in 2018, but construction and completion won't occur until 2019. By describing your expectations, it will help us understand the timing of the funding needs. Understanding the timing of the project costs will enable Finance to invest proceeds to come due when the projects costs are requested by the contractors.

Village of Waunakee  
 Zero Based Budgeting - Summary  
 2018 Budget

		<u>2018</u>	<u>2017</u>	<u>Variance</u>
<u>Library</u>		<u>Budget</u>	<u>Budget</u>	
Expenditures				
	Wages	\$ 483,901	\$ 483,901	\$ -
	Fringes	183,070	183,070	-
	Other	<u>202,237</u>	<u>196,670</u>	<u>5,567</u>
	Subtotal	869,208	863,641	5,567
Revenues				
	COUNTY LIBRARY AID 100-43740020	\$ 160,046	\$ 120,000	
		-	-	
		-	-	
	Subtotal	<u>160,046</u>	<u>120,000</u>	
	Net cost of service	709,162	743,641	
	Share of general revenues	-	-	
	Tax Levy needs	<u>\$ 709,162</u>	<u>\$ 743,641</u>	
		<u>2018</u>	<u>2017</u>	<u>Variance</u>
<u>Library Building</u>		<u>Budget</u>	<u>Budget</u>	
Expenditures				
	Wages	\$ -	\$ -	\$ -
	Fringes	-	-	-
	Other	<u>38,398</u>	<u>38,398</u>	-
	Subtotal	\$ 38,398	38,398	-
Revenues				
		\$ -	\$ -	
		-	-	
	Subtotal	\$ -	\$ -	
	Net cost of service	38,398	38,398	
	Share of general revenues	-	-	
	Tax Levy needs	<u>\$ 38,398</u>	<u>\$ 38,398</u>	
		\$ 160,046	\$ 120,000	

<u>Library Fund</u>		<u>2018</u>	<u>2017</u>
		<u>Budget</u>	<u>Budget</u>
Expenditures			
	Wages	\$ -	\$ -
	Fringes	-	-
	Other	-	-
	Subtotal	\$ -	\$ -
Revenues			
	PUBLIC CHARGES 220-46740011	\$ 14,700	\$ 14,700
	BOOK SALES	-	-
	PHOTOCOPIES 220-46740014	1,300	1,300
	INTEREST INCOME 220-48140001	225	225
	Subtotal	\$ 16,225	\$ 16,225
	Net cost of service	(16,225)	(16,225)
	Share of general revenues	-	-
	Tax Levy needs	<u>\$ (16,225)</u>	<u>\$ (16,225)</u>



Village of Waunakee  
 Zero Based Budgeting - Line Items  
 2018 Budget

Account Number	Account Name	2018	2017	Difference
100-551400-210	LIBRARY OUTSIDE SERVICES	3,595	3,595	-
100-551400-217	LIBRARY SECURITY SYSTEMS	325	325	-
100-551400-219	LIBRARY AUTOMATION LEVY	45,527	44,500	1,027
100-551400-225	LIBRARY COMMUNICATIONS	6,384	6,384	-
100-551400-290	LIBRARY LEASED ITEMS	4,596	4,488	108
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	2,400	2,835	(435)
100-551400-311	LIBRARY POSTAGE	1,250	1,100	150
100-551400-320	LIBRARY PUBS/SUBS/DUES	2,225	1,950	275
100-551400-330	LIBRARY TRAVEL/TRAINING	5,320	5,320	-
100-551400-340	LIBRARY PROGRAMS	10,600	8,200	2,400
100-551400-341	LIBRARY EQUIPMENT	4,000	2,795	1,205
100-551400-350	LIBRARY REPAIRS/MAINT	-	-	-
100-551400-380	LIBRARY ADULT BOOKS	36,300	36,300	-
100-551400-381	LIBRARY JUVENILE BOOKS	18,750	18,000	750
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	13,750	14,529	(779)
100-551400-384	LIBRARY DIGITAL EQUIPMENT	10,340	9,474	866
100-551400-385	LIBRARY KIT SUPPLIES	3,000	3,000	-
100-551400-386	LIBRARY AUDIO MATERIALS	10,500	10,500	-
100-551400-387	LIBRARY VIDEOS	8,500	8,500	-
100-551400-390	LIBRARY OTHER	11,400	11,400	-
100-551400-391	LIBRARY PERSONNEL	-	-	-
100-551400-392	LIBRARY PUBLIC RELATIONS	3,475	3,475	-
		<u>202,237</u>	<u>196,670</u>	<u>5,567</u>

Account Number	Account Name	Item	Vendor	Quantity	Unit Price	Amount	Description
100-551400-210	LIBRARY OUTSIDE SERVICES	1	Graphic Design		\$	2,875	
		2	Social Media Enhancements				
		3	PAYPATH	240	3.00	720	Timekeeping fees (20 employees x 12 months)
		5				\$ 3,595	
100-551400-217	LIBRARY SECURITY SYSTEMS	1	Pyramid Telephone (Fire Alarm Line)		\$	325	
		2				\$ 325	
100-551400-219	LIBRARY AUTOMATION LEVY	1	South Central Library_System		\$	45,527	
		2				\$ 45,527	
						\$ 44,500	1,027

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100-551400-225	LIBRARY COMMUNICATIONS								
		1	TDS Telecom	12	532.00	\$	6,384		
		2				\$	<u>6,384</u>		6,384
100-551400-290	LIBRARY LEASED ITEMS								
		1	GFC Leasing	12	320.00	\$	3,840	Copier lease	
		2	Gordon Flesch	12	63.00		756	Meter click	
		3				\$	<u>4,596</u>		4,488
100-551400-292	LIBRARY MAINTENANCE CONTRACTS								
		1	Bibliotheca (Self check Maint.)			\$	2,400		
		3				\$	<u>2,400</u>		2,835
100-551400-311	LIBRARY POSTAGE								
		1	Post office			\$	1,250		
		2				\$	<u>1,250</u>		1,100
100-551400-320	LIBRARY PUBS/SUBS/DUES								
		1	ALA Memberships				600		
		2	WLA Membership-Plumb				575		
		3	WLA Membership-Gitziaff				225		
		4	WLA Membership Board				300		
		5	WLA Membership - Cosgriff				225	New FT employee	
		6	WLA Membership - Staff				300		
						\$	<u>2,225</u>		1,950
100-551400-330	LIBRARY TRAVEL/TRAINING								
		1	Amer. Library Association (Conference Registration)				460		
		2	Meals ALA				500		
		3	Lodging ALA				1,800		
		4	WI Library Association Reg. (6)				1,050		
		5	WI Library Conf. Lodging				1,035		
		6	Misc. system workshops				125		
		7	Meals WLA				350		
		8				\$	<u>5,320</u>		5,320
100-551400-340	LIBRARY PROGRAMS								
		1	Children's Programs			\$	7,500	Additional funds to service greater # of programs	
		2	Adult Programs				2,500	Additional funds to service greater # of programs	
		3	Programming materials				600		
		4							
		5				\$	<u>10,600</u>		8,200
100-551400-341	LIBRARY EQUIPMENT								
		1	South Central Library System			\$	4,000	PC replacement	2,400

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2	Amazon		
3	Demco		
4		\$ 4,000	2,795
			1,205

100-551400-350 LIBRARY REPAIRS/MAINT

1		\$ -	
2			
3			
4			

100-551400-380 LIBRARY ADULT BOOKS

1	Baker & Taylor	\$33,300	
2	Amazon		
3	Alpine Books		
4	Quality Books		
5	Lucky Day Collection	3,000	
6		\$ 36,300	36,300

100-551400-381 LIBRARY JUVENILE BOOKS

1	Baker & Taylor	18,000	
2	Lucky Day Collection	750	
3	Gareth Stevens Publishing		
4	Weston Woods		
5		\$ 18,750	18,000
			750

100-551400-383 LIBRARY SERIAL SUBSCRIPTIONS

1	Rivistas Magazine Subscription Service	5,900	
2	Book Pages	290	
3	Wall Street Journal	300	
4	Tutor.com	7,200	
5	Hometown News	60	
6		\$ 13,750	14,529
			(779)

100-551400-384 LIBRARY DIGITAL EQUIPMENT

1	South Central Library System	2,400	
2	WI Library Services	1,600	
3	Amazon		
4	SCLS digital resources line	5,380	Overdrive (e-books)
5	Verizon	960	Hot Spot subscriptions
		\$ 10,340	9,474
			866

100-551400-385 LIBRARY KIT SUPPLIES

1	South Central Library System	3,000	
2	Weston Woods		
3	Baker & Taylor		
4	Findaway World		

LIBRARY AUDIO MATERIALS

100-551400-386

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

LIBRARY VIDEOS

100-551400-387

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

LIBRARY OTHER

100-551400-390

1	South Central Library System	1,000	
2	Demco	4,000	
3	Office Depot	4,000	
4	Piggly Wiggly		
5	Tuition Reimbursement	2,000	Requested by Emily Harkins and Elizabeth Claus
6	Azuradisc		
7	Upstart	325	
8	Janway		
9	Flexplan	12	6.25
10			
		<u>\$ 11,400</u>	<u>11,400</u>

LIBRARY PERSONNEL

100-551400-391

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

LIBRARY PUBLIC RELATIONS

100-551400-392

1	Printing & Design	1,000	
2	Annual report brochure	200	
3	Signage	950	
4	Facebook, newspaper and football advertising	1,325	
5			
6			
		<u>\$ 3,475</u>	<u>3,475</u>
		<u>\$ 202,237</u>	<u>196,670</u>
			<u>5,567</u>

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Village of Waunakee  
 Zero Based Budgeting - Line items  
 2018 Budget

Account Number	Account Name	2018	2017	Difference
100-551401-210	LIBRARY BLDG SERVICES	21,900	21,900	-
100-551401-220	LIBRARY BLDG UTILITIES	12,000	12,000	-
100-551401-221	LIBRARY BLDG GAS HEAT	2,460	2,460	-
100-551401-341	LIBRARY BLDG EQUIPMENT	-	-	-
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	1,688	1,688	-
100-551401-390	LIBRARY BLDG OTHER	350	350	-
	TOTAL	38,398	38,398	-

Account Number	Account Name	Item	Vendor	Quantity	Unit Price	Amount	Description
100-551401-210	LIBRARY BLDG SERVICES	1	Coverall	12	1,500.00	\$ 18,000	Janitorial
		2	Otis elevator			1,100	Elevator maintenance
		3	RG Heating			1,300	Other service
		4	Mike's Lawn Care			1,500	
		5					
		6					
						\$ 21,900	21,900

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

100-551401-221	LIBRARY BLDG GAS HEAT	1	Waunakee Utilities	12	205.00	\$ 2,460	
		2				\$ 2,460	2,460

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100-551401-350	LIBRARY BLDG REPAIRS/MAINT	1 Various vendors	\$ 1,688	Light bulbs, etc.
		2	<u>\$ 1,688</u>	1,688
100-551401-390	LIBRARY BLDG OTHER	1 Various vendors	\$ 350	Other
		2	<u>\$ 350</u>	350
	TOTAL		<u>\$ 38,398</u>	38,398