

**Waunakee Public Library
Library Board Meeting
Community Hall —201 N. Madison Street
Friday, June 19, 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 May 15, 2020 Library Board Minutes
 - B. Approve Schedule of Bills
 - C. Approve Financial Reports, plus *Forever Fund*, 220 Account, and Capital Campaign status
- IV. Public Comments
- V. Director's Report on Library Activity and Forward Dane Policy Requirements
- VI. Old Business
 - A. None
- VII. New Business
 - A. Discuss and take action on Facility Cleaning Policy
 - B. Discuss and take action on Employee Illness Policy
 - C. Discuss and take action on Facility Hygiene Policy
 - D. Discuss and take action on Protective Measure Policy
 - E. Election of 2020-2021 Board Officers
 - F. Discuss formation of a Building & Grounds Committee
 - F. Initial discussions of Library Director's performance evaluation*
- VIII. Adjourn

Next Library Board meeting at 201 N. Madison Street: Friday, July 17, 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, May 15, 2020

7:45 AM

Virtual Meeting- Zoom Webinar

I. Call to order: Jean called the meeting to order at 7:45 AM

II. Roll Call:

A. Roll call: Present: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Melissa Hill, Erin Moran, Mike Ricker, Cathy Sheffield, and Erick Plumb.

B. Guests: None

III. Introduce new board member: Introduced Melissa Hill

IV. Approval of consent agenda: Erin moved, Annie Seconded. Passed.

V. Public comment: none

VI. Library Director's Report on Library Activity and COVID-19 situation

Erick described a new addition to the long-term capital budget. Considering the unknown duration of the Covid 19 crisis, He added a drive-up service window to the long-term budget to add it to the Village Board's long-term view of possible capital spending. There is no commitment to this project but research can start to start to understand a drive-up service window as an option.

The board reviewed the allowable services under a phased reopen as defined by DPI. (Included in the packet.)

One effect of the changes from Covid 19 is that the planned hire will not occur later in the year. The question of whether to open on Sundays later in the year is still open.

Because current circumstances require an unusually large number of unusual decisions and actions Mike moved that the Board confirm decisions and actions taken by Erick and give our continuing support. Seconded by Cathy. Approved.

VII. Old Business

A. Discuss and take action on Epidemic & Library Health Emergency Policy. Changes to the proposed policy were discussed.

Motion by Jean, second by Kathy:

The Epidemic & Library Health Emergency Policy is accepted as amended from the version printed in the Board Packet.

Passed

VIII. New Business

A. Recognize outgoing trustee Cindy Turner. Jean read a Resolution Commending Cynthia S. Turner thanking her for her six terms of three years each as a Library Trustee representing the Waunakee School System. The commendation includes various major accomplishments of the Library Board during Cindy's tenure. Jean confirmed that all trustees had received and read a copy of Cindy's note to the Board.

B. Discuss and take action on interim compensation for library pages. Action was previously taken by the Village to continue compensation of library staff during the current Health Emergency. That action did not include the library pages. The Board discussed options to remediate this situation. Erick requested that the Pages be compensated for their scheduled hours for the three pay periods (March 16 to April 25) where the Library was shut down and Pages were not permitted to work.

Motion by Mike, second by Kathy:

Approve Retroactive pay for Library Pages from March 16 to April 25, 2020. Passed.

C. Approve resolution to Dane County Library Service requesting a one-year County Library Tax provisional exemption to Waunakee Public Library. Erick went through a letter to Tracy Herold, Director of Dane County Library Service. The letter requests a waiver from the Dane County tax on residents in communities that do not have libraries. Due to the reduction in collection size implemented in preparation for moving to the new library, the Waunakee Public Library had a collection a few hundred books short of the required standard size for the Waunakee population. It is within Dane County's usual practice to grant this waiver up to four times.

Motion by Jean, second by Cathy:

The Board approves the resolution to Dane County Library Service requesting a one-year County Library Tax provisional exemption to Waunakee Public Library.

Passed

D. Discuss and take action on disbursement of *Forever Fund* funds. The Board discussed specific needs of the Library during the Health Emergency.

Motion by Jean, second by Cathy:

Disburse all earnings from the Forever Fund for materials for the circulation collection, especially non-fiction.

Passed

E. June elections. At the June 2020 meeting of the Waunakee Library Board, election of officers will be held. Jean asks that all Trustees be prepared to commit to their role on the Board.

Adjourn: The meeting was adjourned at 8:43 AM on a motion by Mike, second by Erin

***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

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May 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	24.07
		0.00
	Total	24.07
<u>100-551400-311 Postage</u>	SCLS	0.00
	Total	0.00
<u>100-551400-320 Publications, subscriptions and dues</u>	Post Office	55.00
	Total	55.00
<u>100-551400-330 Travel and training</u>	Waunakee Lions Club	0.00
	ALA	0.00
	Amazon Prime	0.00
	WLA	290.00
	Total	290.00
<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	9.99
	Dollar Tree	0.00
	Demco	0.00
	Costco	0.00
	Ace Hardware	0.00
	SCLS	0.00
	Rachel Bare	200.00
	Zoom	0.00
	Readsquared	0.00
	Waunakee Chamber of Commerce	20.00
	Jackbox Games	24.48
		0.00
	Total	254.47

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	Envisionware	0.00
	Best Buy	0.00
	Home Depot	0.00
	TBS	772.80
	Scls	0.00
	Total	772.80
<u>100-551400-350 Repairs and maint</u>		
	Total	0.00
<u>100-551400-380 Adult books</u>	Amazon	41.50
	Baker and Taylor	1,464.19
	Mike Andre	0.00
	Total	1,505.69
<u>100-551400-381 Juvenile books</u>	Amazon	0.00
	Baker and Taylor	1,538.81
	Penworthy	0.00
	Total	1,538.81
<u>100-551400-383 Serial subscriptions</u>	Rivistas	0.00
	Total	0.00
<u>100-551400-384 - Digital Materials & Computer Software</u>	Amazon	0.00
	Demco Software	0.00
	TBS	0.00
	Zoom	173.96
	Verizon -Hotspots	200.05
	Total	374.01
<u>100-551400-385 Kit supplies</u>	Amazon	319.82
	Walmart	0.00
	Worldpress	0.00
	Total	319.82
<u>100-551400-386 Audio materials</u>	Recorded Books	400.37
	Midwest Tape	93.93
	Penguin Random House	0.00
	Findaway	259.96
	Total	754.26
<u>100-551400-387 Videos</u>	Amazon	701.58
	Midwest Tape	346.58
	Total	1,048.16
<u>100-551400-390 Other</u>	Amazon	873.40
	Vistaprint	0.00
	Uline	0.00
	SCLS	0.00
	Pig	0.00
	Demco	0.00
	Mailboxes.com	0.00
	Minuteman Press	0.00
	Total	873.40
<u>100-551400-391 Personnel</u>		

	Total	<u><u>0.00</u></u>
<u>100-551400-392 Public relations</u>	Minuteman Press	366.45
	SCLS	0.00
	Total	<u><u>366.45</u></u>
<u>100-551401-210 Building serices</u>	Menards	0.00
	Harry Falk Company	0.00
	Fearings	3,684.08
	Ahern	190.00
	Total	<u><u>3,874.08</u></u>
<u>100-551401-350 Repairs/Maintenance</u>	Nassco	110.72
	Home depot	147.40
	Menards	286.56
	Ace Hardware	16.17
	Amazon	46.07
	Schilling Supply Company	238.46
	Capital Coffee	266.35
	Full Compass	0.00
	Harry Falk Company	392.00
	Walgreens	0.00
	Total	<u><u>1,503.73</u></u>
<u>220 fund</u>	Buckingham's	0.00
	Amazon	0.00
	Waunakee Rental	0.00
	Total	<u><u>0.00</u></u>
	Month Total	<u><u>13,554.75</u></u>

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1030243: Waunakee Library Forever Fund

4/1/2020 To 4/30/2020

Balance

Beginning Balance 252,151.99

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 14,746.48

14,746.48

Grants/Distributions

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (210.13)

(210.13)

Ending Balance

\$266,688.34

Cash Available for Grants as of 4/30/2020

\$10,537.41

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WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

May 2020

	2020			2019		% Change	% Change	YTD
	May	Prev Month	Yr-to-date	May	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	21	3	88	26	129	600.0%	N/A	-157.7%
CIRCULATION								
Physical circulation	4,178	1,666	70,133	18,926	97,732	150.8%	-77.9%	-28.2%
Digital circulation	3,619	3,643	16,001	2,472	12,164	-0.7%	46.4%	31.5%
Library Total	7,797	5,309	86,134	21,398	109,896	46.9%	-63.6%	-21.6%
Per Day library was open	371	1,770	979	823	852	-79.0%	-54.9%	14.9%
Average of Deforest, Monona and	5,171	1,447	81,602	26,947	140,716	257.5%	-80.8%	-42.0%
By Category								
Books								
Juvenile Fiction	604	223	8,022	2,251	10,223	170.9%	-73.2%	-21.5%
Juvenile Non-Fiction	226	133	4,863	1,507	7,173	69.9%	-85.0%	-32.2%
Easy Readers	152	69	4,829	1,069	5,544	120.3%	-85.8%	-12.9%
Picture books	435	289	12,450	2,879	16,083	50.5%	-84.9%	-22.6%
Total Juvenile	1,417	714	30,164	7,706	39,023	98.5%	-81.6%	-22.7%
Young Adult	234	84	2,000	397	2,400	178.6%	-41.1%	-16.7%
Adult Fiction	1,006	240	8,260	2,032	10,258	319.2%	-50.5%	-19.5%
Adult non-Fiction	499	205	6,713	2,104	10,168	143.4%	-76.3%	-34.0%
Large print	221	53	1,984	514	2,594	317.0%	-57.0%	-23.5%
Adult Paperbacks	9	3	678	178	1,075	200.0%	-94.9%	-36.9%
Total Adult	1,735	501	17,635	4,828	24,095	246.3%	-64.1%	-26.8%
Magazines	62	41	1,356	333	1,999	51.2%	-81.4%	-32.2%
Audio	168	105	3,783	1,454	6,411	60.0%	-88.4%	-41.0%
DVD and Blu-ray	535	218	12,070	3,282	18,579	145.4%	-83.7%	-35.0%
Software and video games	11	2	90	19	153	450.0%	-42.1%	-41.2%
Kits	1	1	2,802	799	4,345	0.0%	-99.9%	-35.5%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	1	0	159	49	301	#DIV/0!	-98.0%	-47.2%
E-books	3,619	3,643	16,001	2,472	12,164	-0.7%	46.4%	31.5%
% of total circulation	46.4%	68.6%	18.6%	11.6%	11.1%	-32.4%	301.8%	N/A
PROGRAMS								
Children								
Number	0	0	129	39	192	N/A	-100.0%	-32.8%
Attendance	0	0	4,221	1,915	6,141	N/A	-100.0%	-31.3%
Young adult								
Number	0	0	19	7	28	N/A	-100.0%	-32.1%
Attendance	0	0	739	893	1,147	N/A	-100.0%	-35.6%
Adult								
Number	0	0	22	9	38	N/A	-100.0%	-42.1%
Attendance	0	0	421	123	622	N/A	-100.0%	-32.3%
NEW PATRONS ADDED	19	22	288	55	259	-13.6%	-65.5%	11.2%
PUBLIC MEETING ROOM BOOKINGS	0	0	45	0	0	NA	N/A	N/A
STUDY ROOM BOOKINGS	0	0	726	0	0	NA	N/A	N/A
PUBLIC PC SESSIONS	0	0	1,331	0	1,430	#DIV/0!	N/A	-6.9%
UNIQUE WIRELESS USERS	341	223	5,835	7,300	14,335	52.9%	-95.3%	-59.3%
CURBSIDE TRANSACTIONS	900	157	1,057	0	0	473.2%	N/A	N/A
# OF VISITORS TO LIBRARY	0	0	60,423	11,926	60,618	#DIV/0!	-100.0%	-0.3%

Director's and Management Team Report
June 2020

- We will reopen the library building partially at 9 AM on Monday, June 15. Patrons will be allowed access to the front of the building to retrieve holds and to browse a limited collection of new and high-demand items. The Childrens' Area, meeting rooms, and second floor will not be open yet. The exception will be made for scheduled times for PC access upstairs and access will be limited to no more than three people at a time. All of our checkouts will be done via the self-service checkout stations
- Staff are back inside the building now, all while masked and practicing social distancing. Staff will remain masked when we re-open, and we *strongly* encourage our customers to also wear masks when they visit.
- In May, we completed 900 curbside transactions, circulating over 4,000 items. We also set records for digital checkouts which is hardly surprising. We very much miss our patrons and many have expressed how much they miss visiting the library; we are very pleased to welcome them back after three months of closure even in a limited way. Staff have done a tremendous job delivering curbside services – curbside is a lot of work with little of the traditional interaction that we find so rewarding in library work. After six weeks of curbside services only, we are very much ready to welcome back our patrons in a more traditional environment.
- I asked Vogel Bros. to provide an estimate for converting our drive-up bookdrop
- Our Summer Reading Program also kicks off on June 15. All of the programs will be conducted virtually this summer. Our youth librarians Brittany Gitzlaff and Angie Hircock have done a solid job transitioning our summer programs – traditionally our busiest services – to an online environment. While this is not how we envisioned our first SRP at the new building, we still know it will be successful and provide stimulating experiences for Waunakee area kids (and adults).
- Two fountains were added to our ponds on either side of Six Mile Creek. In addition to adding further visual interest to the grounds, the fountains will aerate the ponds to reduce the amount of algae and muck that accumulates in them. The funds were provided by provided donors, including six members of the Village Board and the Waunakee Community Foundation. We thank them for their generous support.
- Three historical display kiosks were added on the recreation trail. The three kiosks discuss Waunakee's early settlement, agricultural history, and military service. The funds were provided by Endres Manufacturing. Please take a look at these very impressive pieces when you next take a stroll on the grounds.
- We are working with the Village Public Works department and Kalscheur, the landscaping firm responsible for installing the trees, shrubs, and grass, on replacing dead trees and shrubs and improving the quality of the new grass. The landscaping was installed two months behind schedule last year due to the wet conditions, and much of the grass, especially, has not yet taken root.

Youth Services Report by Brittany Gitzlaff

May continued in much of the same patterns as March and April. Storytimes and preparation for the summer reading program and more virtual programming continued. My ten week session of live storytimes concluded at the end of the month and a two week break is planned before beginning again mid-June. We conducted a survey for all patrons to gauge what types of virtual programming they are most interested in attending. Kids and families mostly wanted live steaming performances and small group activities and community events, so our focus is on doing a bit of all of that. First up will be the completion of our first Storywalk that will find its place along our walking path. Our goal is to provide more than just virtual options and reach people in unexpected ways.

Adult Services & Outreach Report by Courtney Cosgriff

In May, I assisted in hosting our virtual adult programs and my book chat. I've been working on reaching out to all our cancelled presenters to see if they are interested in doing virtual programs or waiting until we are allowed to have in-person programs again. Gay, Patti, and I met once to go over technology / Zoom needs to host programs and another time to discuss summer programming. I set up our ReadSquared site for adult summer reading. I attended a SCLS adult programmers check-in where we discussed navigating programming / re-opening around COVID. I assisted with curbside delivery. I've created new signage for shifting projects that were completed and assisted with re-opening signage.



FACILITY CLEANING POLICY

For COVID-19

The Waunakee Public Library is fully committed to safeguarding the health and safety of all employees, patrons, vendors, and visitors. For this reason, effective immediately, all Library employees, regardless of position or authority, must comply with the following facility cleaning and hygiene policy:

The Waunakee Public Library is responsible for explaining to all employees the cleaning protocols and frequency of all common areas.

The Waunakee Public Library is responsible for explaining to all employees the proper use of cleaning supplies and safety concerns of products used.

The Waunakee Public Library is responsible for providing information about the cleaning schedule to all employees.

In addition the Library has attached cleaning a schedule, procedures, and chemical safety concerns specific for this facility to this policy for employee review.

Supervisors must ensure:

- All employees understand facility cleaning and hygiene procedures;
- The cleaning frequency of the facility is increased, including the restrooms ([CDC Cleaning Guidelines](#));
- High-touch surfaces (keypads, pens, counters, etc.) are disinfected multiple times a day, ideally between users;
- Only [EPA approved disinfectants](#) effective against COVID-19 are used;
- Ensure handwash sinks in break rooms and restrooms are always stocked with soap and single-use towels;
- Where possible, provide hand sanitizer for patron and employee use throughout the facility and at employee workstations;
- Employees do not share equipment or tools. If not possible, disinfect between users;
- Where possible, provide sanitizer wipes to employees for wiping door handles and other frequently touched areas.

Employees are responsible for:

- Replenishing or letting the person-in-charge know when cleaning supplies are low;
- Performing cleaning as scheduled;
- Using proper disinfecting supplies.

FACILITY HYGIENE POLICY

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

- All employees will be required to frequently wash hands with soap and warm water.
- All employees shall follow proper cough and sneeze etiquette.

Handwashing Policy

Wash hands with soap and water for at least 20 seconds as frequently as possible, or use hand sanitizer.

Employees must wash hands, at a minimum:

- At the beginning of each shift,
- After personal contact with a customer occurs,
- When switching work stations/areas
- After using the restroom,
- Before and after breaks,
- After sneezing, coughing, or blowing nose,
- When hands are visibly soiled, and
- Prior to leaving work.

Employees are responsible for replenishing or letting your supervisor know when handwashing supplies or hand sanitizer are low.

Cough & Sneeze Etiquette

The Library will provide tissues at all work stations.

To help stop the spread of germ employees should:

- Cover mouth and nose with a tissue when coughing or sneezing
- Throw used tissues in the trash
- If don't have a tissue, cough or sneeze into elbow, not hand

PROTECTIVE MEASURE POLICY

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 (provided by employer) are strongly recommended
 - if physical distancing is not possible between customers or other employees,
 - in elevators, restrooms and other areas within business 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 allowed to use a transparent partition or barrier in place of a face covering for specific job duties (cloth face coverings are recommended, but not required, for additional protection when barriers are used)
- Demonstrate proper use of all personal protective equipment or PPE prior to performing work duties at worksite
- Maintain physical distancing and minimize contact between clients, visitors and other employees
- Not have any direct person to person contact (i.e., no hand shaking, no high fives, no hugs)

Employer shall:

- Strongly recommend all employees who cannot physically distance to wear face covering if they are able
- 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
- 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 reception areas or between work stations
- Remove extra chairs and tables in waiting areas, breakrooms 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
- 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



EMPLOYEE ILLNESS POLICY

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:

- All employees will self-monitor for symptoms of illness prior to work arrival.
- A temperature check will be required by all employees upon arriving at work (thermometer provided by the Library)
- Employees who have any symptoms of fever OR respiratory illness will not be allowed to work as reinforced by the employee illness reporting agreement for COVID-19
- Employees living in a household where a member(s) or another close contact tested positive for COVID-19 will not be permitted in the workplace.
- Employees are required to sign an employee illness agreement indicating they understand the policy and agree to follow the guidelines.



EMPLOYEE HEALTH REPORTING AGREEMENT

For COVID-19 Response

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

Employees should self-monitor daily for these COVID-19 symptoms:
<ol style="list-style-type: none"> 1. Cough 2. Shortness of breath or difficulty breathing 3. Fever >100F 4. Chills 5. Muscle pain 6. Sore throat 7. New loss of taste or smell
This list is not all inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Employees must report if they are diagnosed with COVID-19:
<ul style="list-style-type: none"> • by a positive lab test, or • diagnosis from a health care provider (without lab testing)

Employees must also report COVID-19 Exposures:
<ul style="list-style-type: none"> • Living with a person that has been diagnosed with COVID-19, or • Having close contact with a person that has been diagnosed with COVID-19

I understand the Employee Health Reporting Agreement for COVID-19 and agree to:

1. Self-monitor prior to reporting to work each day.
2. Report symptoms, positive diagnosis or exposure to COVID-19 to the Person-in-Charge.
3. Follow the exclusions and/or restrictions that may be required of me.

I understand and agree to follow all best practices adopted by the Village Center to prevent the spread of COVID-19 including but not limited to:

1. Communicate virtually whenever possible.
2. Limit in-person meetings and gatherings.
3. Practice frequent hand hygiene.
4. Wear PPE (cloth face coverings, masks, gloves, eye protection, etc) when required by my employer.
5. Maintain social distancing with other employees, customers, and clients.
6. Follow heightened cleaning and sanitizing of workspace and equipment.

Employee Name (please print) _____

Employee Signature _____ Date _____

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WORK RULES FOR ILL EMPLOYEES

Exclusions and Restrictions

Employees are not allowed to work:

	What should the employee do?	When can the employee return to work?
If you have been diagnosed and are symptomatic	<ul style="list-style-type: none"> If you have symptoms of COVID-19, call your healthcare provider for advice and to discuss testing. Isolate yourself in your home, and do not go out when you are sick. Practice excellent hygiene and if you have others in your home, isolate yourself in one room (if possible). Cover coughs and sneezes. Do not share personal household items. Clean your hands often. Clean all "high-touch" surfaces like doorknobs often. Monitor your symptoms and call your health care provider if symptoms worsen. 	<p>Stay home and avoid others until you have been:</p> <ul style="list-style-type: none"> 72 hours without a fever (without fever-reducing medicine), your symptoms improve, AND it has been 10 days since the first day you had symptoms. <p>Employers should screen employees before allowing return to work.</p>
If you have a positive COVID-19 viral test and are asymptomatic	Monitor your health for fever, cough, and shortness of breath for 10 days.	<p>Asymptomatic individuals with lab-confirmed COVID-19 should remain in isolation until:</p> <ul style="list-style-type: none"> At least 10 days have passed since the collection date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms. <p>NOTE: patients who develop COVID-19 symptoms during this period should extend isolation precautions for at least 10 days from the date of symptom onset (see above).</p>
If you may have been exposed to a person with COVID-19 but are not sick	<p>Monitor your health for fever, cough, and shortness of breath for 14 days after your last contact with the sick person.</p> <p>NOTE: If exposure occurred at work, you may be able to continue working based on exposure assessment. Please discuss with your employer.</p>	<p>Stay home; do not go to work. Avoid public places for 14 days.</p> <p>NOTE: patients who develop COVID-19 symptoms or test positive during this period should extend isolation precautions for at least 10 days from the date of symptom onset (see above).</p>

Employees with no known exposure to COVID-19, are not exhibiting symptoms of COVID-19, and have not tested positive for COVID-19 may work unrestricted as long as all business best practices are followed.

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https://www.hngnews.com/waunakee_tribune/opinion/editorial/article_009b9de6-d921-5446-a76a-358a851024ac.html

Letter from the Tribune Editor: Library design award: One story overlooked during pandemic

By Roberta Baumann tribnews@hngnews.com

May 13, 2020

In mid-March, as the COVID-19 crisis ramped up, our work at the Tribune and other newsrooms across the United States shifted. Suddenly, reporters faced a public health emergency affecting the safety of their readers as no other we had encountered. Like a tornadic storm, it evolved quickly, first with details of the number of those testing positive, then the number of deaths, and soon after, the closing of schools and businesses. It drew all of our attention as we tried to present up-to-the-minute changes.

We all tried to make sense of the virus itself. What was it? Why did it have such a high mortality rate? How was it contagious? Why were people buying so much toilet paper?

We also had never lived through a safer-at-home order that affected all of our lives in countless ways. Our reporting then focused on revealing how we would continue to live through this, how children would be educated, how municipalities, police, EMS and fire departments would continue to function, how businesses would survive, and how we would all carry on as we self-isolated. We then began reporting on organized efforts by community members to help others.

Meanwhile, the spring elections also demanded coverage, particularly at a time when our state leaders presented contradictory messages to stay home and self-isolate while allowing in-person voting. We not only strove to report the winners of these elections, but how municipal clerks worked to protect voters and poll workers.

We tried to keep up with other news, and for the most part, we did.

But in Waunakee, one very worthy story fell by the wayside, and now, two months later, it's kind of old news. But this is an important and uplifting news story for the Waunakee community, and while it may be a little crusty and stale, it deserves telling.

In March, In Business magazine presented the Waunakee Public Library with its Project of the Year Award for Best New Development or Renovation as part of its Commercial Design Awards program – such an honor just as the 40,000-square-foot building closed its doors to the public to comply with the governor's safer-at-home order.

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The judges for the program were prominent, including: Mark Fenton, senior vice president of Leopardo Interiors Group in Chicago, Illinois; Marc Manack, principal at Silo AR+D in Charlotte, North Carolina; and Russell Manthy, principal at IA Architects in New York City.

The story in the March edition of the magazine describes the library as such:

“The new space was designed for community gathering and social learning. It features an open and flexible two-story design that contains an abundance of room for library collections. Among the better design features are tall windows with exterior plazas that provide natural light and take full advantage of the views of Six Mile Creek, which flows through the library campus, a surrounding tree line, and a more active downtown.”

One of the judges praises the building as a “library of the future,” and the article describes the process of remediating the former Waunakee Alloy site where a toxic mix of mercury and PCBs was discovered. It also mentions green-built features such as the solar panels.

The Waunakee Public Library was a controversial subject just a few years ago, with community members lambasting village officials for forging ahead with a multi-million dollar project without a referendum.

Meanwhile, many other community members worked tirelessly to raise funds and see the project to fruition. Local officials worked with the county, state officials and even the federal government on the site clean-up and land acquisition.

And today here it is, one of Waunakee’s jewels, recognized for its beauty, functionality and exceptional community resource. Even while closed, it has provided online programs for young and old. And when it’s open, the programming fosters our intellectual, cultural and social growth. We should all be proud of this award and this accomplishment in our downtown.

Roberta Baumann

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VILLAGE OF WAUNAKEE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>TAXES</u>						
100-41100110	.00	6,033,724.00	6,033,724.00	.00	100.00	5,491,714.00
100-41200101	10.00	52.60	120.00	(67.40)	43.83	51.30
100-41300110	76,000.00	380,000.00	870,093.00	(490,093.00)	43.67	421,500.00
100-41800101	99.18	563.76	.00	563.76	.00	669.92
100-41900101	.00	5,519.56	.00	5,519.56	.00	14,177.19
TOTAL TAXES	76,109.18	6,419,859.92	6,903,937.00	(484,077.08)	92.99	5,928,112.41
<u>INTERGOVERNMENTAL REVENUE</u>						
100-43210012	437.50	437.50	.00	437.50	.00	.00
100-43400110	.00	.00	152,119.00	(152,119.00)	.00	.00
100-43400130	28,171.36	28,171.36	75,840.00	(47,668.64)	37.15	39,969.86
100-43411020	.00	.00	55,000.00	(55,000.00)	.00	.00
100-43521030	.00	465,981.14	933,227.00	(467,245.86)	49.93	408,699.90
100-43528040	.00	.00	20,000.00	(20,000.00)	.00	28,396.65
100-43740020	.00	6,188.65	192,588.00	(186,399.35)	3.21	8,600.31
TOTAL INTERGOVERNMENTAL REVE	28,608.86	500,778.65	1,428,774.00	(927,995.35)	35.05	485,666.72
<u>LICENSES & PERMITS</u>						
100-44101010	2,128.00	3,527.00	12,000.00	(8,473.00)	29.39	7,990.00
100-44101015	3,373.00	3,893.00	5,000.00	(1,107.00)	77.86	4,560.00
100-44101020	.00	200.00	800.00	(600.00)	25.00	500.00
100-44101090	150.00	1,280.00	2,600.00	(1,320.00)	49.23	2,364.00
100-44202020	127.50	3,653.25	5,400.00	(1,746.75)	67.65	3,367.50
100-44202030	8.00	607.00	1,000.00	(393.00)	60.70	511.00
100-44210010	.00	.00	20.00	(20.00)	.00	1.00
100-44313010	5,524.75	38,397.12	52,500.00	(14,102.88)	73.14	45,346.00
100-44313015	4,395.19	16,291.53	15,000.00	1,291.53	108.61	15,509.72
100-44313020	.00	.00	.00	.00	.00	495.00
100-44313030	2,418.00	8,263.83	7,000.00	1,263.83	118.05	2,628.00
100-44313035	2,013.75	11,780.25	10,000.00	1,780.25	117.80	40,141.54
100-44320085	.00	525.00	1,250.00	(725.00)	42.00	450.00
100-44320090	690.00	2,795.00	2,500.00	295.00	111.80	2,217.75
100-44352050	.00	1,115.00	2,300.00	(1,185.00)	48.48	640.00
100-44352060	.00	.00	.00	.00	.00	950.00
100-44452001	550.00	2,395.00	5,500.00	(3,105.00)	43.55	1,850.00
100-44452010	107.00	4,900.71	1,000.00	3,900.71	490.07	733.77
100-44452020	.00	475.00	475.00	.00	100.00	475.00
100-44452030	.00	475.00	500.00	(25.00)	95.00	820.00
100-44452040	.00	150.00	400.00	(250.00)	37.50	345.00
100-44452050	175.00	4,550.00	.00	4,550.00	.00	10,200.00
100-44452090	.00	.00	250.00	(250.00)	.00	.00
100-44920010	.00	125.00	1,600.00	(1,475.00)	7.81	450.00
100-44920030	.00	50.00	250.00	(200.00)	20.00	150.00
100-44920040	.00	1,050.00	1,500.00	(450.00)	70.00	1,400.00

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY OPERATIONS</u>						
100-551400-110 LIBRARY FULL TIME	23,827.57	126,634.26	330,458.00	203,823.74	38.32	125,659.22
100-551400-120 LIBRARY PART TIME	23,937.25	128,002.58	330,623.00	202,620.42	38.72	123,123.24
100-551400-130 LIBRARY FICA	3,461.47	19,845.06	50,571.00	30,725.94	39.24	18,193.87
100-551400-131 LIBRARY RETIREMENT	2,713.47	15,367.14	36,403.00	21,035.86	42.21	13,363.48
100-551400-132 LIBRARY HEALTH	7,358.11	61,573.66	122,183.00	60,609.34	50.39	53,193.25
100-551400-133 LIBRARY LIFE	50.30	301.81	542.00	240.19	55.68	251.76
100-551400-134 LIBRARY DENTAL	557.82	3,346.92	7,209.00	3,862.08	46.43	3,616.60
100-551400-210 LIBRARY OUTSIDE SERVICES	.00	345.00	2,864.00	2,519.00	12.05	389.00
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	2,914.70	9,000.00	6,085.30	32.39	2,189.55
100-551400-290 LIBRARY LEASED ITEMS	548.69	2,026.52	4,691.00	2,664.48	43.20	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	.00	96.04	1,600.00	1,503.96	6.00	373.20
100-551400-320 LIBRARY Pubs/SUBS/DUES	(2,879.65)	653.00	3,180.00	2,527.00	20.53	1,793.25
100-551400-330 LIBRARY TRAVEL/TRAINING	499.00	511.00	4,200.00	3,689.00	12.17	1,025.00
100-551400-340 LIBRARY PROGRAMS	634.98	4,322.92	19,000.00	14,677.08	22.75	3,901.58
100-551400-341 LIBRARY EQUIPMENT	740.00	2,733.84	7,500.00	4,766.16	36.45	2,163.94
100-551400-350 LIBRARY REPAIRS/MAINT	.00	78.00	.00	(78.00)	.00	.00
100-551400-380 LIBRARY ADULT BOOKS	1,535.69	11,030.19	41,000.00	29,969.81	26.90	12,654.51
100-551400-381 LIBRARY JUVENILE BOOKS	375.38	4,339.22	20,250.00	15,910.78	21.43	7,500.55
100-551400-383 LIBRARY SERIAL SUBSCRIPTIONS	3,169.53	2,594.44	8,745.00	6,150.56	29.67	7,856.56
100-551400-384 LIBRARY COMPUTER SOFTWARE	1,305.62	14,792.09	14,707.00	(85.09)	100.58	5,518.93
100-551400-385 LIBRARY KIT SUPPLIES	.00	880.81	5,500.00	4,619.19	16.01	741.07
100-551400-386 LIBRARY AUDIO MATERIALS	81.94	3,729.00	12,500.00	8,771.00	29.83	4,120.03
100-551400-387 LIBRARY VIDEOS	380.99	2,825.72	8,500.00	5,674.28	33.24	3,584.09
100-551400-390 LIBRARY OTHER	63.58	5,697.71	21,912.00	16,214.29	26.00	4,887.34
100-551400-391 LIBRARY PERSONNEL	.00	61.00	.00	(61.00)	.00	.00
100-551400-392 LIBRARY PUBLIC RELATIONS	.00	.00	1,700.00	1,700.00	.00	530.88
TOTAL LIBRARY OPERATIONS	69,088.87	463,572.18	1,115,116.00	651,543.82	41.57	443,173.17

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR	
<u>LIBRARY BUILDING</u>							
100-551401-110	LIBRARY BLDG FULL TIME	4,430.90	21,278.82	53,621.00	32,342.18	39.68	81.90
100-551401-120	LIBRARY BLDG PART-TIME	1,235.33	8,224.26	20,570.00	12,345.74	39.98	.00
100-551401-121	LIBRARY BLDG OVERTIME	.00	39.06	.00	(39.06)	.00	.00
100-551401-130	LIBRARY BLDG FICA	418.27	2,330.90	5,675.00	3,344.10	41.07	6.27
100-551401-131	LIBRARY BLDG RETIREMENT	299.08	1,540.68	3,619.00	2,078.32	42.57	5.37
100-551401-132	LIBRARY BLDG HEALTH	1,026.06	9,479.42	16,938.00	7,458.58	55.97	.00
100-551401-133	LIBRARY BLDG LIFE	5.78	29.94	54.00	24.06	55.44	.74
100-551401-134	LIBRARY BLDG DENTAL	137.78	842.92	1,687.00	844.08	49.97	.00
100-551401-210	LIBRARY BLDG SERVICES	190.00	1,345.94	21,200.00	19,854.06	6.35	7,356.67
100-551401-220	LIBRARY BLDG UTILITIES	1,092.11	5,606.95	45,000.00	39,393.05	12.46	5,023.20
100-551401-221	LIBRARY BLDG GAS HEAT	368.88	5,044.87	12,000.00	6,955.13	42.04	1,329.34
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	963.69	7,047.41	23,000.00	15,952.59	30.64	68.96
100-551401-390	LIBRARY BLDG OTHER	.00	.00	2,000.00	2,000.00	.00	.00
	TOTAL LIBRARY BUILDING	10,167.88	62,811.17	205,364.00	142,552.83	30.59	13,872.45
<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
<u>PARKS</u>							
100-552420-110	PARKS FULL TIME	26,760.27	55,257.76	180,742.00	125,484.24	30.57	49,226.27
100-552420-120	PARKS PART-TIME	2,656.14	2,656.14	39,675.00	37,018.86	6.69	4,019.06
100-552420-121	PARKS OVERTIME	47.78	612.09	3,300.00	2,687.91	18.55	389.85
100-552420-130	PARKS FICA	2,175.73	4,369.55	17,114.00	12,744.45	25.53	3,973.35
100-552420-131	PARKS RETIREMENT	1,809.55	3,811.67	12,420.00	8,608.33	30.69	3,249.77
100-552420-132	PARKS HEALTH	5,639.10	15,867.03	63,128.00	47,260.97	25.13	10,317.49
100-552420-133	PARKS LIFE	75.98	179.44	551.00	371.56	32.57	153.34
100-552420-134	PARKS DENTAL	710.36	1,541.25	4,949.00	3,407.75	31.14	1,238.47
100-552420-210	PARKS SERVICES	.00	.00	12,200.00	12,200.00	.00	1,192.50
100-552420-220	PARKS UTILITIES	1,563.88	6,396.73	31,020.00	24,623.27	20.62	8,597.45
100-552420-221	PARKS GAS HEAT	37.88	472.79	1,250.00	777.21	37.82	547.44
100-552420-320	PARKS PUBS/SUBS/DUES	.00	15.00	310.00	295.00	4.84	.00
100-552420-330	PARKS TRAVEL/TRAINING	.00	387.50	1,000.00	612.50	38.75	179.00
100-552420-341	PARKS EQUIPMENT	.00	.00	2,750.00	2,750.00	.00	.00
100-552420-343	PARKS WEED SPRAY/FERTILIZER	427.50	427.50	14,500.00	14,072.50	2.95	2,427.65
100-552420-345	PARKS UNIFORMS	.00	.00	500.00	500.00	.00	262.83
100-552420-350	PARKS REPAIRS/MAINT	1,564.17	2,268.44	11,200.00	8,931.56	20.25	1,496.69
100-552420-352	PARKS VANDALISM REPAIRS	.00	.00	500.00	500.00	.00	.00
100-552420-390	PARKS OTHER	1,511.48	2,813.76	42,590.47	39,776.71	6.61	2,072.51
100-552420-391	PARKS PERSONNEL	.00	38.33	500.00	461.67	7.67	.00
	TOTAL PARKS	44,979.82	97,114.98	440,199.47	343,084.49	22.06	89,343.67

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VILLAGE OF WAUNAKEE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2020

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY REVENUES</u>						
220-46740011 PUBLIC CHARGES	.00	2,436.35	18,000.00	(15,563.65)	13.54	4,213.59
220-46740014 PHOTOCOPIES	.00	672.11	1,700.00	(1,027.89)	39.54	1,620.55
220-46740015 ROOM RENTAL	.00	1,559.01	.00	1,559.01	.00	.00
TOTAL LIBRARY REVENUES	.00	4,667.47	19,700.00	(15,032.53)	23.69	5,834.14
<u>MISCELLANEOUS REVENUE</u>						
220-48140001 INTEREST INCOME	83.00	413.00	225.00	188.00	183.56	303.00
220-48540070 DONATIONS	.00	20.00	.00	20.00	.00	537.83
TOTAL MISCELLANEOUS REVENUE	83.00	433.00	225.00	208.00	192.44	840.83
TOTAL FUND REVENUE	83.00	5,100.47	19,925.00	(14,824.53)	25.60	6,674.97

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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2020

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY</u>						
220-551400-390 LIBRARY OTHER	.00	209.65	500.00	290.35	41.93	450.00
TOTAL LIBRARY	.00	209.65	500.00	290.35	41.93	450.00
TOTAL LEISURE ACTIVITIES	.00	209.65	500.00	290.35	41.93	450.00
<u>TRANSFERS OUT</u>						
220-592400-900 TRANSFER OUT	.00	3,500.00	.00	(3,500.00)	.00	.00
TOTAL TRANSFERS OUT	.00	3,500.00	.00	(3,500.00)	.00	.00
TOTAL OTHER FINANCING USES	.00	3,500.00	.00	(3,500.00)	.00	.00
TOTAL FUND EXPENDITURES	.00	3,709.65	500.00	(3,209.65)	741.93	450.00
NET REVENUES OVER EXPENDITURE	83.00	1,390.82	19,425.00			6,224.97

VILLAGE OF WAUNAKEE
BALANCE SHEET
MAY 31, 2020

LIBRARY SPECIAL REVENUE FUND

ASSETS

220-11110	COMMINGLED CASH		56,723.87	
220-11801	CASH ON HAND		175.00	
	TOTAL ASSETS			<u>56,898.87</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		1,390.82	
	TOTAL FUND EQUITY			<u>56,898.87</u>
	TOTAL LIABILITIES AND EQUITY			<u>56,898.87</u>

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