

Waunakee Public Library
Library Board Meeting
via ZOOM
Friday, March 19, 2021---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 February 19, 2021 Library Board Minutes
 - B. Approve Schedule of Bills
 - C. Approve Financial Reports
- IV. Public Comments
- V. Director's Report including Covid-19 update and discussion of pandemic safety protocols at library
- VI. Old Business
 - A. Update on library staff assessment
- VII. New Business
 - A. Review draft of library director job description
 - B. Discuss 2014-18 Strategic Plan and possible updates
 - C. Discuss WNC ESL group computer access at the library (Cathy Sheffield)
- VIII. Adjourn

Next Library Board meeting: Friday, April 16, 2021 @ 7:45AM via ZOOM

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.

Waunakee Public Library

Library Board Meeting

Friday, February 19, 2021

7:45 AM

Meeting via Zoom

- I. **Call to order:** Jean called the meeting to order at 7:48 AM
- II. **Roll Call:**
 - A. **Roll call:** Present: Jean Elvekrog, Annie Ballweg, Kathy Grosskopf, Melissa Hill, Mike Ricker, Cathy Sheffield, Erin Moran, and Erick Plumb.
 - B. **Guests:** Molly Button
- III. **Approval of consent agenda:** Erin moved, Cathy S. seconded. Passed.
- IV. **Director's Report including Covid-19 update and budget review** The library is slowly coming back from an average of 150-175 visitors in January to an average of 225 visitors in February. Circulation numbers are starting to rebound; over 15,000 were checked out in February. Staff are staying safe by wearing KN95 masks and are hoping to be immunized soon. During our stretch of cold weather, chairs were placed around the library to give patrons a place to warm up. Eric would like to keep the socially distanced chairs kept going forward to act as study areas. The awning was installed over the drive-up window to keep the window dry in inclement weather. Brittany began offering "Storytime To-Go Bags" for families. They gave out nearly one hundred in a month and are making another hundred. Both Brittany and Courtney participated in a Web Conference about marketing, reducing barriers to service and library accessibility.
- V. **Old Business**
 - A. **Update on library staff assessment** Erick and Caitlin Stene presented the assessment project to all of the Library staff at a meeting on February 12. They are currently working on descriptions for current positions and determining what positions may need to be added. Erick will be contacting local and national libraries to come up with possible organizational structures that they could emulate.
- VI. **New Business**
 - A. **Discuss and take action on proposed Joan M. Giles memorial** Molly Button presented the plan for the Joan M. Giles memorial. The plan includes a circular patio, 2 stone benches, 3 English Urns for flowers, a brass plaque and free library. There will also be landscaping work around the patio. There are also options for a walkway from the trail to the patio. The memorial will be set

in a beautiful location at a curve in the creek, with a view of the bridge. The free library will be kept up by Molly and have books that hold special meaning for their family, in addition to titles that will keep with the specialness of the memorial. Mike made a motion to accept the proposal. Annie seconded. Passed.

B. Discuss and take action on 2020 DPI Annual Report Dane County is throwing out the 2020 statistics for calculating reimbursement. Still won't get as much as usual. The reimbursements for 2021 will be off as well. Our number of holdings is back to where it should be. We should have 63,300 and currently have over 65,000. Jean made a motion to accept the Annual Report. Melissa seconded. Passes.

C. Establish a committee to review library director job description Jean, Cathy, Mike and Annie will be the members of the review committee.

VII. Adjourn: The meeting was adjourned at 8:44 AM on a motion by Mike, seconded by Jean. Passed.

Library Board Meeting: Friday, March 19, 2021 at 7:45 AM
The February meeting will take place via Zoom.
Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary

February 2021

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	184.39
		0.00
	Total	184.39
<u>100-551400-311 Postage</u>		
	SCLS	250.00
	Bibliotheca	0.00
	Midwest Alarm	0.00
	Total	250.00
<u>100-551400-320 Publications, subscriptions and dues</u>		
	Post Office	127.56
	Total	127.56
<u>100-551400-330 Travel and training</u>		
	WILS	0.00
	ALA	0.00
	Wauaukee Rotary	0.00
	WLA	0.00
	Total	0.00
<u>100-551400-340 Programs</u>		
	SCLS	0.00
	UW- Madison	0.00
	WLA	0.00
	Total	0.00
<u>100-551400-341 Equipment</u>		
	Pig	0.00
	Apple Music	0.00
	Amazon	493.16
	Boxed	121.80
	Culvers	25.00
	Wauaukee Chamber	80.00
	Gary Wenstrup	210.00
	Karen Jepsen	400.00
	Megan Cain	250.00
	Zoom	14.99
	Jeanette Hurt	200.00
	Noel Miranda	100.00
	Minuteman Press	0.00
	Oriental Trading	99.90
	Cheap ass supplies	50.55
	Total	2,045.40

	Minuteman Press	0.00
	Amazon	0.00
	Nassco	0.00
	TBS	640.00
	SCLS	152.75
	Total	792.75
<u>100-551400-350 Repairs and maint</u>		
	Total	0.00
<u>100-551400-380 Adult books</u>		
	Amazon	138.67
	Baker and Taylor	4,745.62
	Barnes and Noble	0.00
	Beyond the Page	0.00
	Total	4,884.29
<u>100-551400-381 Juvenile books</u>		
	Amazon	220.43
	Baker and Taylor	483.64
	Penworthy	0.00
	The Dot Central	0.00
	Total	704.07
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	0.00
	Total	0.00
<u>100-551400-384 - Digital Materials & Computer Software</u>		
	Amazon	0.00
	Demco Software	0.00
	TBS	0.00
	Verizon -Hotspots	200.05
	CDW - Adobe	0.00
	Total	200.05
<u>100-551400-385 Kit supplies</u>		
	Amazon	159.10
	Minuteman Press	36.09
	UPS Store	0.00
	Pig	0.00
	Total	195.19
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	131.73
	Midwest Tape	165.09
	Amazon	8.97
	Findaway	0.00
	Total	305.79
<u>100-551400-387 Videos</u>		
	Amazon	180.64
	Midwest Tape	331.50
	Debbie Howard	0.00
	Greta Productions	0.00
	Total	512.14
<u>100-551400-390 Other</u>		
	Amazon	213.86
	Office Depot	51.22
	SCLS	0.00
	DuraReady	26.21
	Pig	0.00
	Demco	128.65
	Walgreens	0.00
	Showcases	41.65
	Total	461.59
<u>100-551400-391 Personnel</u>		

	Total	<u>0.00</u>
<u>100-551400-392 Public relations</u>	Minuteman Press	0.00
	Fearings	0.00
	Total	<u>0.00</u>
<u>100-551401-210 Building serices</u>	Masters Building Solutions	0.00
	Reinders	0.00
	ASG Electrical	167.44
	Amazon	0.00
	Total	<u>167.44</u>
<u>100-551401-350 Repairs/Maintenance</u>	Nassco	0.00
	Kraemer Air Filter Corp	0.00
	Menards	134.86
	Ace Hardware	48.53
	Amazon	0.00
	Schilling Supply Company	84.44
	Capital Coffee	257.75
	Walgreens	8.94
	Waunakee Rental	0.00
	Wisconsin Scrub & Sweep	325.00
	Total	<u>859.52</u>
<u>100-551401-390 Building other</u>	Gallagher Tent and Awning	1,395.00
	Total	<u>1,395.00</u>
<u>220 fund</u>	Out of print	34.75
	Waunakee Chamber of Commerce	0.00
	Tee Public	0.00
	Total	<u>34.75</u>
	Month Total	<u>13,119.93</u>

VILLAGE OF WAUNAKEE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR	
<u>TAXES</u>							
100-41100110	GENERAL PROPERTY TAX	6,081,317.00	6,081,317.00	6,081,317.00	.00	100.00	6,033,724.00
100-41200101	STATE SALES TAX	10.00	20.00	120.00	(100.00)	16.67	22.60
100-41300110	UTILITY TAX	159,000.00	159,000.00	900,000.00	(741,000.00)	17.67	152,000.00
100-41800101	INTEREST ON TAXES	70.93	70.93	.00	70.93	.00	51.62
100-41900101	OTHER TAXES	4,061.61	4,061.61	.00	4,061.61	.00	5,519.56
	TOTAL TAXES	6,244,459.54	6,244,469.54	6,981,437.00	(736,967.46)	89.44	6,191,317.78
<u>INTERGOVERNMENTAL REVENUE</u>							
100-43400110	STATE SHARED REVENUE	.00	.00	149,362.00	(149,362.00)	.00	.00
100-43400130	OTHER STATE SHARED REVENUE	.00	.00	83,004.00	(83,004.00)	.00	.00
100-43411020	FIRE INSURANCE TAX	.00	.00	75,000.00	(75,000.00)	.00	.00
100-43510023	OTHER LAW ENFORCEMENT AIDS	1,440.00	1,440.00	.00	1,440.00	.00	.00
100-43521030	TRANSPORTATION AIDS	.00	218,116.73	873,612.00	(655,495.27)	24.97	232,990.57
100-43528040	STATE RECYCLING PAYMENT	.00	.00	20,000.00	(20,000.00)	.00	.00
100-43740020	COUNTY LIBRARY AID	68.00	68.00	212,683.00	(212,615.00)	.03	.00
	TOTAL INTERGOVERNMENTAL REVE	1,508.00	219,624.73	1,413,661.00	(1,194,036.27)	15.54	232,990.57
<u>LICENSES & PERMITS</u>							
100-44101010	LICENSES - LIQUOR & BEER	.00	.00	12,000.00	(12,000.00)	.00	.00
100-44101015	LICENSES - OPERATOR	60.00	60.00	5,000.00	(4,940.00)	1.20	295.00
100-44101020	LICENSES - CIGARETTE	.00	.00	800.00	(800.00)	.00	.00
100-44101090	LICENSES - MISCELLANEOUS	.00	100.00	2,600.00	(2,500.00)	3.85	255.00
100-44202020	LICENSES - DOG	630.00	2,016.25	5,400.00	(3,383.75)	37.34	2,703.50
100-44202030	LICENSES - CAT	88.00	296.00	1,000.00	(704.00)	29.60	447.00
100-44210010	LICENSES - BICYCLE	.00	.00	20.00	(20.00)	.00	.00
100-44313010	PERMIT FEES RESIDENTIAL NEW CO	10,406.09	17,471.04	52,500.00	(35,028.96)	33.28	23,215.87
100-44313015	PERMIT FEES RES ALT & ADD	3,869.00	6,672.26	15,000.00	(8,327.74)	44.48	4,297.20
100-44313020	PERMIT FEES NEW MULTI FAMILY	1,554.00	1,554.00	.00	1,554.00	.00	.00
100-44313030	PERMIT FEES NEW COMM & IND	.00	.00	7,000.00	(7,000.00)	.00	.00
100-44313035	PERMIT FEES COMM/IND ALT & ADD	2,935.14	3,067.14	10,000.00	(6,932.86)	30.67	1,206.50
100-44320085	SIGN PERMIT	.00	.00	1,250.00	(1,250.00)	.00	150.00
100-44320090	PERMIT FEES MISC.	475.00	650.00	2,500.00	(1,850.00)	26.00	760.00
100-44352050	SITE PLAN APPROVAL	.00	.00	2,300.00	(2,300.00)	.00	640.00
100-44352060	PUD REVIEW	.00	1,100.00	.00	1,100.00	.00	.00
100-44452001	ZONING PERMITS	500.00	750.00	5,500.00	(4,750.00)	13.64	800.00
100-44452010	JP ZONING PERMITS	3,076.24	3,228.24	1,000.00	2,228.24	322.82	1,741.94
100-44452020	VARIANCE REQUEST	.00	.00	475.00	(475.00)	.00	475.00
100-44452030	REZONING FEE	.00	.00	500.00	(500.00)	.00	.00
100-44452040	JOINT PLAN REZONING	.00	.00	400.00	(400.00)	.00	150.00
100-44452050	PLAT FEES	1,500.00	1,775.00	.00	1,775.00	.00	.00
100-44452090	MISCELLANEOUS ZONING	.00	.00	250.00	(250.00)	.00	.00
100-44920010	STREET OPENING PERMIT	.00	425.00	1,600.00	(1,175.00)	26.56	75.00
100-44920030	STREET USE PERMIT	.00	.00	250.00	(250.00)	.00	.00
100-44920040	CONDITIONAL USE PERMIT	.00	.00	1,500.00	(1,500.00)	.00	700.00

7

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY OPERATIONS</u>						
100-551400-110 LIBRARY FULL TIME	27,811.53	57,496.52	381,334.00	323,837.48	15.08	54,881.81
100-551400-120 LIBRARY PART TIME	22,909.65	46,162.87	327,654.00	281,491.13	14.09	55,600.29
100-551400-130 LIBRARY FICA	3,700.57	9,288.83	54,237.00	44,948.17	17.13	9,394.76
100-551400-131 LIBRARY RETIREMENT	2,881.84	7,233.24	38,690.00	31,456.76	18.70	7,201.17
100-551400-132 LIBRARY HEALTH	7,983.68	31,781.09	137,464.00	105,682.91	23.12	30,718.08
100-551400-133 LIBRARY LIFE	60.18	180.32	664.00	483.68	27.16	150.91
100-551400-134 LIBRARY DENTAL	706.77	2,418.21	9,843.00	7,424.79	24.57	1,673.46
100-551400-210 LIBRARY OUTSIDE SERVICES	.00	.00	2,864.00	2,864.00	.00	171.00
100-551400-217 LIBRARY SECURITY SYSTEMS	.00	.00	1,220.00	1,220.00	.00	.00
100-551400-219 LIBRARY AUTOMATION LEVY	.00	55,512.00	55,707.00	195.00	99.65	46,787.95
100-551400-225 LIBRARY COMMUNICATIONS	763.00	763.00	9,000.00	8,237.00	8.48	729.19
100-551400-290 LIBRARY LEASED ITEMS	480.00	480.00	4,980.00	4,500.00	9.64	589.76
100-551400-292 LIBRARY MAINTENANCE CONTRACTS	250.00	250.00	4,500.00	4,250.00	5.56	2,081.60
100-551400-311 LIBRARY POSTAGE	115.50	115.50	1,600.00	1,484.50	7.22	18.76
100-551400-320 LIBRARY PUBS/SUBS/DUES	.00	.00	2,805.00	2,805.00	.00	3,198.65
100-551400-330 LIBRARY TRAVEL/TRAINING	.00	255.00	4,200.00	3,945.00	6.07	462.00
100-551400-340 LIBRARY PROGRAMS	614.99	1,709.39	14,000.00	12,290.61	12.21	2,446.23
100-551400-341 LIBRARY EQUIPMENT	759.95	867.94	7,500.00	6,632.06	11.57	1,297.39
100-551400-350 LIBRARY REPAIRS/MAINT	.00	.00	.00	.00	.00	78.00
100-551400-380 LIBRARY ADULT BOOKS	921.48	2,976.99	40,000.00	37,023.01	7.44	3,499.87
100-551400-381 LIBRARY JUVENILE BOOKS	1,305.99	1,894.01	20,250.00	18,355.99	9.35	496.58
100-551400-383 LIBRARY SERIAL SUBSCRIPTIONS	.00	.00	7,995.00	7,995.00	.00	(575.09)
100-551400-384 LIBRARY COMPUTER SOFTWARE	7,109.00	11,674.56	15,089.00	3,414.44	77.37	10,660.88
100-551400-385 LIBRARY KIT SUPPLIES	342.31	513.25	5,000.00	4,486.75	10.27	498.55
100-551400-386 LIBRARY AUDIO MATERIALS	206.37	683.36	10,500.00	9,816.64	6.51	1,398.89
100-551400-387 LIBRARY VIDEOS	594.72	1,348.25	8,500.00	7,151.75	15.86	1,418.44
100-551400-390 LIBRARY OTHER	832.06	2,114.35	19,256.00	17,141.65	10.98	4,630.00
100-551400-391 LIBRARY PERSONNEL	.00	.00	.00	.00	.00	61.00
100-551400-392 LIBRARY PUBLIC RELATIONS	.00	.00	1,500.00	1,500.00	.00	.00
TOTAL LIBRARY OPERATIONS	80,349.59	235,718.68	1,186,352.00	950,633.32	19.87	239,570.13

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR	
<u>LIBRARY BUILDING</u>							
100-551401-110	LIBRARY BLDG FULL TIME	4,326.22	8,838.77	56,618.00	47,779.23	15.61	8,515.52
100-551401-120	LIBRARY BLDG PART-TIME	1,567.96	2,922.47	22,234.00	19,311.53	13.14	3,708.29
100-551401-121	LIBRARY BLDG OVERTIME	.00	30.63	.00	(30.63)	.00	.00
100-551401-130	LIBRARY BLDG FICA	446.67	1,077.33	6,033.00	4,955.67	17.86	1,051.27
100-551401-131	LIBRARY BLDG RETIREMENT	292.01	719.01	3,822.00	3,102.99	18.81	676.52
100-551401-132	LIBRARY BLDG HEALTH	1,054.38	4,349.00	17,985.00	13,636.00	24.18	5,244.99
100-551401-133	LIBRARY BLDG LIFE	3.43	12.03	54.00	41.97	22.28	15.30
100-551401-134	LIBRARY BLDG DENTAL	130.49	395.13	1,687.00	1,291.87	23.42	429.58
100-551401-210	LIBRARY BLDG SERVICES	.00	.00	30,698.00	30,698.00	.00	1,155.94
100-551401-220	LIBRARY BLDG UTILITIES	1,430.62	1,430.62	36,000.00	34,569.38	3.97	1,648.85
100-551401-221	LIBRARY BLDG GAS HEAT	1,401.55	2,904.52	12,000.00	9,095.48	24.20	2,948.98
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	468.69	827.87	21,000.00	20,172.13	3.94	2,086.26
100-551401-390	LIBRARY BLDG OTHER	1,395.00	1,595.00	3,500.00	1,905.00	45.57	.00
	TOTAL LIBRARY BUILDING	12,517.02	25,102.38	211,631.00	186,528.62	11.86	27,481.50
<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
<u>PARKS</u>							
100-552420-110	PARKS FULL TIME	9,565.10	20,777.51	200,585.00	179,807.49	10.36	7,348.33
100-552420-120	PARKS PART-TIME	.00	.00	40,124.00	40,124.00	.00	.00
100-552420-121	PARKS OVERTIME	.00	138.28	3,300.00	3,161.72	4.19	377.90
100-552420-130	PARKS FICA	718.19	1,715.52	18,668.00	16,952.48	9.19	623.35
100-552420-131	PARKS RETIREMENT	645.68	1,547.04	13,759.00	12,211.96	11.24	561.97
100-552420-132	PARKS HEALTH	1,642.84	6,895.50	62,936.00	56,040.50	10.96	2,643.56
100-552420-133	PARKS LIFE	38.16	77.76	630.00	552.24	12.34	28.37
100-552420-134	PARKS DENTAL	125.31	674.71	5,300.00	4,625.29	12.73	196.68
100-552420-210	PARKS SERVICES	.00	.00	12,200.00	12,200.00	.00	.00
100-552420-220	PARKS UTILITIES	2,002.53	2,002.53	31,020.00	29,017.47	6.46	1,634.74
100-552420-221	PARKS GAS HEAT	.00	.00	1,250.00	1,250.00	.00	259.03
100-552420-320	PARKS PUBS/SUBS/DUES	.00	125.00	310.00	185.00	40.32	15.00
100-552420-330	PARKS TRAVEL/TRAINING	.00	387.50	1,000.00	612.50	38.75	387.50
100-552420-341	PARKS EQUIPMENT	.00	.00	2,750.00	2,750.00	.00	.00
100-552420-343	PARKS WEED SPRAY/FERTILIZER	.00	.00	15,000.00	15,000.00	.00	.00
100-552420-345	PARKS UNIFORMS	.00	.00	500.00	500.00	.00	.00
100-552420-350	PARKS REPAIRS/MAINT	.00	.00	11,200.00	11,200.00	.00	.00
100-552420-352	PARKS VANDALISM REPAIRS	.00	.00	500.00	500.00	.00	.00
100-552420-390	PARKS OTHER	11.75	225.50	7,300.00	7,074.50	3.09	488.24
100-552420-391	PARKS PERSONNEL	.00	.00	500.00	500.00	.00	38.33
	TOTAL PARKS	14,749.56	34,566.85	428,832.00	394,265.15	8.06	14,603.00

9



1030243: Waunakee Library Forever Fund

1/1/2021 To 1/31/2021

Balance

Beginning Balance 298,387.20

Contributions/Gifts

Contributions* 0.00

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

Transfers In 0.00

0.00

Portfolio Gains (Losses), Net of Fees

Interest & Dividends 471.22

Unrealized Gain / Loss (5,392.01)

Realized Gain / Loss 3,696.29

Trustee Fees (36.19)

(1,260.69)

Grants/Distributions

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (247.66)

(247.66)

Ending Balance

\$296,878.85

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

February 2021

	2021			2020		% Change	% Change	YTD
	February	Prev Month	Yr-to-date	February	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	24	24	48	26	53	0.0%	N/A	N/A
CIRCULATION								
Physical circulation	17,206	15,150	32,356	24,852	49,849	13.6%	-30.8%	-35.1%
Digital circulation	3,322	3,590	6,912	2,684	5,608	-7.5%	23.8%	23.3%
Library Total	20,528	18,740	39,268	27,536	55,457	9.5%	-25.5%	-29.2%
<i>Per Day library was open</i>	855	781	1,636	1,059	2,093	9.5%	-19.2%	-21.8%
Average of Deforest, Monona and	17,969	18,479	36,449	28,049	56,739	-2.8%	-35.9%	-35.8%
By Category								
Books								
Juvenile Fiction	2,571	2,190	4,761	2,817	5,471	17.4%	-8.7%	-13.0%
Juvenile Non-Fiction	1,190	1,050	2,240	1,715	3,507	13.3%	-30.6%	-36.1%
Easy Readers	1,445	1,092	2,537	1,865	3,627	32.3%	-22.5%	-30.1%
Picture books	2,860	2,324	5,184	4,754	9,374	23.1%	-39.8%	-44.7%
Total Juvenile	8,066	6,656	14,722	11,151	21,979	21.2%	-27.7%	-33.0%
Young Adult	799	638	1,437	525	1,199	25.2%	52.2%	19.8%
Adult Fiction	2,275	2,190	4,465	2,528	5,343	3.9%	-10.0%	-16.4%
Adult non-Fiction	1,732	1,661	3,393	2,300	4,724	4.3%	-24.7%	-28.2%
Large print	565	585	1,150	640	1,339	-3.4%	-11.7%	-14.1%
Adult Paperbacks	71	101	172	277	618	-29.7%	-74.4%	-72.2%
Total Adult	4,643	4,537	9,180	5,745	12,024	2.3%	-19.2%	-23.7%
Magazines	373	390	763	502	947	-4.4%	-25.7%	-19.4%
Audio	574	564	1,138	1,360	2,717	1.8%	-57.8%	-58.1%
DVD and Blu-ray	2,602	2,232	4,834	4,326	8,523	16.6%	-39.9%	-43.3%
Software and video games	81	96	177	26	57	-15.6%	211.5%	210.5%
Kits	10	5	15	1,115	2,231	100.0%	-99.1%	-99.3%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	43	22	65	71	120	95.5%	-39.4%	-45.8%
E-books	3,322	3,590	6,912	2,684	5,608	-7.5%	23.8%	23.3%
% of total circulation	16.2%	19.2%	17.6%	9.7%	10.1%	-15.5%	66.0%	N/A
PROGRAMS								
Children								
Number	11	9	20	50	103	22.2%	-78.0%	-80.6%
Attendance	612	488	1,100	1,702	3,275	25.4%	-64.0%	-66.4%
Young adult								
Number	6	2	8	7	16	200.0%	-14.3%	-50.0%
Attendance	43	10	53	55	706	330.0%	-21.8%	-92.5%
Adult								
Number	9	9	18	2	10	0.0%	350.0%	80.0%
Attendance	98	488	586	199	314	-79.9%	-50.8%	86.6%
NEW PATRONS ADDED	37	41	78	95	194	-9.8%	-61.1%	-59.8%
PUBLIC MEETING ROOM BOOKINGS	0	0	0	22	34	NA	-100.0%	-100.0%
STUDY ROOM BOOKINGS	0	0	0	284	598	NA	-100.0%	-100.0%
PUBLIC PC SESSIONS	249	157	406	595	1,176	58.6%	-58.2%	-65.5%
UNIQUE WIRELESS USERS	596	564	1,160	1,870	3,960	5.7%	-68.1%	-70.7%
CURBSIDE TRANSACTIONS	171	949	1,120	0	0	-82.0%	N/A	N/A
# OF VISITORS TO LIBRARY	4,588	3,673	8,261	23,743	48,148	24.9%	-80.7%	-82.8%

//

Library Activity Report
Library Director Erick Plumb
March 2021

COVID-19 and Library Activity

- As the pandemic eases locally, we are seeing usage of the library rise, both of which are welcome developments. Daily visits are now consistently around 225 per day. Also we are again seeing community members enjoying the warming weather on our patio, on the trail and storywalk, and especially on McWatty Playground again. We will be adding picnic tables near Six Mile Creek in the coming months, plus the addition of the Button-Gilles memorial approved last month. We are again reminded how fortunate we are to have this beautiful site as our home as we approach spring.
- Last month, we made seating available for customers upstairs, in Community Hall, and in the Den. Most people utilizing this service are looking to bring in their own device to work for longer periods of time. These patrons are being directed to use Community Hall and the Den, which has worked well, as it creates a space “apart” for those who may stay a longer time, separate from staff and browsers. Happily, we are seeing full compliance with the mask mandate from these users. Most are extraordinarily grateful to again have a “third-space” to do some work. It is a reminder how necessary our role as a place to go and stay for a while was and is, beyond just being a place to find items on a shelf.



- Earlier this month, PHMDC issued order #14 which further eased pandemic restrictions for gatherings. While nothing truly changes for libraries per se with the new order, the change does reflect the thaw in the overall health landscape with the decline in new cases and the ramping up of vaccinations given. (I've attached a blog post PHMDC released called “Why are We Opening Up When Not Everyone is Vaccinated?” that

describes their thinking.) In light of this situation, several county libraries are once again planning tentatively to re-open their facilities: Verona, McFarland, and Monona in early April, Madison in mid- to late-April, Middleton in late-April, and Sun Prairie in May. This is great news for library users in Dane County.

- I presented to the staff of the Madison Public Library for nearly an hour alongside Youth Services Manager Brittany Gitzlaff on March 8. We described for the virtually-assembled 120+ MPL staff members about how we have opened safely and have thrived during the pandemic. Madison, like nearly all other Dane County libraries, have had their locations closed for a year. On March 9, our teen librarian Angie Hircock, gave a similar presentation to the staff of the Monona Public Library, giving a live virtual tour of our service areas. Angie is a former Monona employee so her front-lines perspective was well-received, Monona's library director said. It has been a boost to us knowing that what we have done and are doing is being recognized as a positive model by our colleagues.
- On a call on March 11, PHMDC told county library directors to expect that doses of vaccine would be widely available for county library staff by early April. The state Department of Health's announcement of the broadened eligibility for vaccines beginning on March 29 for people with certain pre-existing conditions also leads me to believe that most if not all library employees will have received their first dose by our April meeting. Having all library staff fully vaccinated by summer would allow us to perhaps think about further options to expand services and programming at future Board meetings.
- Eight of our 24 employees have received at least one dose of vaccine as of 3/12/21. Two have received full doses.
- I registered the Library with the county as an eligible organization for vaccine doses for staff based on our front-line services and contact with youth in performing our work. Registration allows our employees to have access to a code that enables them to get in the virtual line for shots at Alliant Energy Center. It is, essentially, a lottery system. However, in the two days since registration as of March 12, *three* employees have had their names selected and will be getting doses in the coming days. I'm hopeful more of us will be selected as the vaccine supply substantially increases.
- As we wait, I am working on trying to set up a vaccine clinic at the library for our staff plus other Village staff and staff from other area libraries. The Middleton and DeForest libraries have already signed on if we can set something up. Hopefully I will have good news to share at our meeting next week.
- I meant to include this news earlier this winter, but the Library installed N-95 filters in our HVAC system, which are to be changed every three months. Jeff Curwick did a great job tracking these items down, and the filters used in conjunction with our state-of-the-art HVAC system has made me feel more confident about having staff and customers in the building again during the winter month. (Pictured you can see the sheer number of filters that we use just for one air handling unit.)



- I want to stress that while the situation is improving, we continue to take the necessary precautions to keep staff and the public safe. We very much know that while we are in the final miles of this marathon, we have not crossed the finish line yet. WPL continues to adhere to the mask mandate and enforce social distance guidelines. Access to the Children's area remains restricted. We continue to sanitize high-touch surfaces regularly. Patrons that wish to sit are located away from other patrons browsing. When groups start to form, we ask them to go outside.
- I presented to the Rotary Club on February 25 alongside Sue McDade, Waunakee's Community Services Director, and Cindy Mosiman, the director of the Waunakee Senior Center. The three of us detailed how each of our departments have handled the challenges of the last year. Going through the past year and laying out what we have done has made me extraordinarily appreciative of our staff, our Board, and our community. Needless to say, 2020 was not what we would have imagined, but we have stills served our community to the best of our abilities. I feel like we are emerging from this crisis as a stronger organization than we were twelve months ago – more innovative, more flexible and nimble, and even more dedicated to serving our community than previously. I don't wish to denigrate other communities, but as a librarian, a taxpayer, and a library user myself, I've been so very pleased at how our library has "made it work" while being as safe as we can be, and pulling back when the situation called for us to do so. The amount of "thank yous" we receive from our patron as they come in and use our location should make you proud as a Board.

Youth Services Report by Brittany Gitzlaff

As the bitter cold and snow overtook the month of February, we tried to offer some extra more

passive programs that would keep families busy and could be done at their own time. I partnered with Connie Gavinski from the Village Center to offer a Village-wide scavenger hunt called Heart Hunt. Families were very appreciative of something to do that got them out and about and was able to be completely done from their cars. We had 260 kids participate and it will be repeated again in April and June. Winter Reading wrapped up with 84 participants and 70 more Storytime To-Go Bags were given away. We have definitely noticed more families coming in to browse as the number of Take & Make craft bags doubled from last month (223 in February) and the number of Grab Bag requests was cut in half (only 23). I presented alongside Courtney on behalf of the library to the Create Waunakee committee. They were interested in hearing about the types of programs we offer, what future programs we aspire to provide, and ways we may be able to support each other moving forward.

Adult Services Report by Courtney Cosgriff

In February, I hosted my Ales and Tales book club and two programs. Gay, Patti, and I had a meeting on summer programming and Covid updates. I completed the August issue of Horizons. I attended an SCLS adult programmers meeting where we discussed covid changes, make and take kits, and summer ideas. I haven't been able to attend all the Ripple trainings, but I've watched a couple recordings and hope to finish the rest up this month. I met with Kylie and Todd on a collaborative programming initiative for this summer involving showcasing Waunakee businesses.

LIBRARY DIRECTOR
Waunakee Public Library–Waunakee, Wisconsin
POSITION DESCRIPTION

GENERAL PURPOSE

The Library Director manages the administration of all library functions and leads change within the goals, guidelines, and policies established by the governing Library Board as documented in the current Strategic Plan and updated at the Library Board Meetings. The Director works with a high degree of independence to create a library environment and deliver services to the diverse Waunakee Community. The Director serves as the official representative of the library within the library, the community, and the library profession, and is an articulate spokesperson.

Essential Functions

Employee Management:

- Organizes the functions within the library, creates a management structure and allocates management and staff resources accordingly
- Directs and participates in personnel actions including recruiting, hiring, training, evaluation, promotion, reward, discipline, and termination within the guidelines of the Village Personnel Policies and state and federal laws.
- Empowers leaders to manage major functions within the library. This includes keeping the current organization chart current and relevant.
- Identifies training opportunities and secures funding to ensure library staff is able to perform their job and use technology effectively in their delivery of library services
- Prepares and shares a continuity plan for library management with staff and Library Board to ensure continued operation despite staff changes.

Library Operations:

- Collection Management:
 - Directs the library's collection development that meets the needs of the increasingly diverse Waunakee community.
 - Organizes access, storage, and control of the collection
 - Supervises interlibrary loan and transfer of assets between libraries
 - Analyzes and reports on circulation patterns and makes recommendations to the board based on trends
- Information Technology Development and Management:
 - Ensures that current and emerging library technologies and applications are in use throughout the library
 - Coordinates availability and functions of computer services with South Central Library System and village services
 - Provides computer resources to the community
- Programming:
 - Prepares, plans, supervises, executes, and communicates the availability of programs for diverse audiences in a variety of settings, in-person and online.
 - Fosters positive and cutting-edge program enhancements with the library staff and the community that will enhance community growth and improvement

- Communication and Public Relations:
 - Acts as principal spokesperson for the library in public activities, and maintains effective working relationships with village officials, departmental personnel, community organizations, schools, and the general public
 - Prepares state annual report for review and approval by the Library Board and ensures compliance with established standards and regulations
 - Supervises communications, including promoting and advocating activities, gathering public input, and other marketing avenues as necessary
 - Collaborates with the Friends of Waunakee Public Library, Inc.
- Facilities Management:
 - Manages building and grounds maintenance and cleaning. Coordinates with library and village maintenance staff, private contractors and village services to maintain an attractive, efficient, and safe facility.
 - Oversees the indoor and outdoor rental spaces.

Executive Leadership:

- In partnership with the library staff and the Library Board, researches and continuously improves the library's services in order to carry out the library's mission and vision of meeting the present and future needs of the community while ensuring diversity and inclusion in that delivery.
- Advises the Library Board of recommended policy changes within the library
- Informs board members of appropriate trustee education offerings from SCLS, WLA, etc.
- Displays dedication and passion for continuing education and professional development in the area of library administration. Attends meetings at national, regional, and local levels of professional librarians
- Collaborates and builds partnerships with other village departments, and continually assesses how to deliver the best possible services to the library community, while establishing the library as a civic focal point
- Financial Management and Fundraising:
 - Prepares annual budget for Library Board discussion and approval; presents and clarifies the adopted budget to the Village Finance Committee and Village Board
 - Is a responsible steward of library funds, maintains financial control to ensure library operations conform to the budget, and manages Library finances to stay within the approved budget.
 - In partnership with the Library Board, manages and raises funds for the library's endowment and charitable funds and in-kind donations. Coordinates annual planned giving campaigns.
 - Researches and oversees grant and donation opportunities through private and public sectors

Required Education, Experience, and Certification:

Qualifications for the position include:

- MLS/MLIS degree from ALA-accredited Library School.
- Grade 1 Wisconsin Public Library certification
- Demonstrates 10 years of library experience, with 5 years in a management role.

“OPENING DOORS FOR CURIOUS MINDS”

WPL GOALS & STRATEGIES—HOW WE INVEST OUR RESOURCES

5-Year Strategic Plan 2014-2018

Goal 1: Fuel a passion for reading, personal growth and learning


Goal 2: Build partnerships that expand the library’s capacity to make a positive difference in people’s lives

Goal 3: Expand access to information and ideas

Goal 4: Ensure connections to the digital world and nurture creativity

Goal 5: Establish the library as a civic focal point and resource hub for the greater Waunakee community

Goal 6: Foster an organizational culture of customer service, professional growth, and innovation

COVID-19 Vaccine: Learn more about who is eligible for vaccine. 

Why are We Opening Up When Not Everyone is Vaccinated?

Posted on Tuesday, Mar. 9, 2021 at 11:28 am

A common question we've received since releasing our new version of Forward Dane [PDF](https://publichealthmdc.com/documents/2021-03-02_forward_dane.pdf) and Emergency Order #14 (<https://publichealthmdc.com/coronavirus/forward-dane/current-order>) is why orders are loosening at this point in the pandemic.

Why orders are changing

We're following the data. The number of cases per day has been stable or trending downward nearly every day since mid-January, almost two months ago. Our case counts are approaching numbers that we last saw in July and August. We're doing more testing than we ever have before, with a percent positivity of less than 1%, so we are not likely to be missing cases. Most promisingly, we have vaccines now, which are a critical tool we didn't have last July or August, and which have already given some form of immunity to more than 1 out of every 5 Dane County residents. To learn about all the other data we're monitoring and how they inform orders, read our [new Forward Dane plan PDF](https://publichealthmdc.com/documents/2021-03-02_forward_dane.pdf).

There's a reason we have prioritizations for vaccines. Health care workers were among the first people to be vaccinated, and nearly 3 out of every 4 Dane County residents age 65 and older have gotten vaccinated already (including people in long term care facilities). When thinking of important outcomes we want to achieve—protecting hospitals and preventing hospitalizations and deaths—we've already done a lot of work to achieve those outcomes through vaccines. Hospital staff are now much better able to avoid getting sick, as are people age 65 and older (who have accounted for 88% of all deaths in Dane County). People hospitalized with COVID and cases linked to long term care facilities are at the lowest levels we've seen in six months.

We're doing better than a lot of the country. The number of cases per day in the United States was the highest ever in early January. In Wisconsin and in Dane County, the highest level of case activity occurred in mid-November and has been mostly declining since then. Dane County's current 7-day average daily rate of cases/100,000 people is 12.1 (8.4 excluding UW students), while the U.S. as a whole is 17.4. Wisconsin's is 10.5, which is the 7th lowest out of all 50 states. As we've learned throughout the past year, there isn't a one-size-fits-all approach to responding to the pandemic. We're doing what makes epidemiological sense for our local situation. If our situation changes, we are watching closely to ensure health care capacity is maintained, and we are prepared to tighten restrictions if necessary.

We've already made a lot of vaccination progress. For many people, it may feel like vaccination progress is barely creeping along. But the reality is we've given at least one dose of vaccine to nearly 75% of people age 65 and older in Dane County, and more than 20% of people overall. Think of it this way—we're maybe a quarter of the way or more to herd immunity already. And with the Johnson & Johnson vaccine approval, we are going to be able to very quickly ramp up our vaccination rate, so we will see immunity accelerate.

But I'm still terrified!

It makes sense that loosening restrictions may feel anxiety-inducing to many. After all, since a year ago last March, we've been told that social contact is risky, and that we should stay home. For a year, we have associated gatherings and increasing capacity with more risk. With the introduction of vaccines, we know the things that have always kept us healthy (like masks and distancing) are still important, but we also may start introducing more activities as more people are vaccinated. The shifting of our comfort with risks, and the mental math we all do to decide that, can be an uncomfortable transition.

What we do know is this:

The riskiness of activities is decreasing. The more vaccines are in arms, the more COVID-19 is prevented from spreading, and the less risky activities become.

We're monitoring for variants and increasing community risk. Many people have additional concerns about COVID-19 variants. We are also concerned about variants and are monitoring closely for effects of variants on Dane County (such as increasing case counts). Even though variants have been identified in Dane County, vaccination rates are increasing, which helps negate the impact of variants, and so far we have not seen evidence of variants increasing case transmission. We are encouraged by the relatively low levels of COVID-19 in our community and the increasing rate of vaccination, and continue to watch the data closely for any signs of trouble.

We're turning down the dial, not flipping a switch. Vaccines work, even when we aren't at herd immunity. In fact, they can make a significant impact on how quickly cases can spread even when we are far below herd immunity. We looked at several models of vaccination in our [new Forward Dane plan PDF](https://publichealthmdc.com/documents/2021-03-02_forward_dane.pdf) (https://publichealthmdc.com/documents/2021-03-02_forward_dane.pdf) that all pointed to a very hopeful situation in spring and summer. There won't be a single day where we all emerge from our homes to celebrate the end of COVID-19; instead, we're going to be slowly ramping up our progress back to "normal" life as levels of immunity rise.

We still need to wear masks, socially distance, and limit gatherings. We know we still have a ways to go, which is why we still have orders asking everyone to wear a mask, socially distance, and limit the size of gatherings and activities. While we are in the transition period from pandemic to herd immunity, it's still essential that we follow prevention methods to limit the spread of COVID-19.

Vaccines are our way out of this pandemic. We changed our entire way of thinking about responding to the pandemic once vaccines began to be administered to people. Masks, distancing, and gathering limits kept us safe and kept us going before we had a long-term solution. Now that we are starting to have long-term solutions through vaccines, we are starting to shift the balance between restrictions and the reality of immunity.

This content is free for use with credit to the City of Madison - Public Health Madison & Dane County and a link back to the original post.

Category: [Health & Wellness \(/Blog/Category/Health-Wellness\)](/Blog/Category/Health-Wellness)

Tags: [COVID-19 \(/Blog/Tag/Covid-19\)](/Blog/Tag/Covid-19)

Subscribe to Email List

Subscribe to the Public Health MDC Blog email list

Email: * required

SUBSCRIBE

Recent Articles

03/11 [Data Notes for the Week of March 11 \(/blog/data-notes-for-the-week-of-march-11\)](/blog/data-notes-for-the-week-of-march-11)

03/09 [Why are We Opening Up When Not Everyone is Vaccinated? \(/blog/why-are-we-opening-up-when-not-everyone-is-vaccinated\)](/blog/why-are-we-opening-up-when-not-everyone-is-vaccinated)

03/04 [Data Notes for the Week of March 4 \(/blog/data-notes-for-the-week-of-march-4\)](/blog/data-notes-for-the-week-of-march-4)

03/03 [Which Vaccine Should I Get? The One You're Offered! \(/blog/which-vaccine-should-i-get-the-one-youre-offered\)](/blog/which-vaccine-should-i-get-the-one-youre-offered)

Archive