

Waunakee Public Library
Library Board Meeting
Virtual Meeting – Zoom webinar
Friday, May 15, 2020 7:45 AM

CONNECTION INSTRUCTIONS

This Village of Waunakee Library Board Meeting will be held as a live virtual meeting due to the State of Wisconsin's Safer At Home Order. The public can participate in one of two ways:

· PREFERRED METHOD: Participate on-line in Zoom webinar by using this link to join: <https://us02web.zoom.us/j/85074228447> A computer, tablet, or smart phone will allow participation.

· CALL: (312) 626-6799, and enter Webinar ID: 850-7422-8447. Those requiring toll-free options are asked to contact Village Hall for details prior to the meeting at administrator@waunakee.com or (608)850-2182.

PUBLIC COMMENT INSTRUCTIONS

· WRITTEN COMMENTS: You can send comments to the Library Board on any matter, either on or not on the agenda, by emailing eplumb@waupl.org or in writing to Library Board, 201 N Madison St, Waunakee, WI, 53597.

Agendas may change prior to the commencement of the meeting.

- I. Call to order
- II. Roll call: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Melissa Hill, Erin Moran, Mike Ricker, Cathy Sheffield, Erick Plumb. Welcome new trustee, Melissa Hill.
- III. Consent agenda
 - A. Approve April 17, 2020 Library Board Minutes
 - B. Approve Schedule of Bills
 - C. Approve Financial Reports, plus *Forever Fund*, 220 Account, and capital campaign outstanding balance
- IV. Public Comments (submitted written comments only; see above)
- V. Director's Report on Library Activity and COVID-19 situation
- VI. Old Business
 - A. Discuss and take action on amended Epidemic & Library Health Emergency Policy
- VII. New Business
 - A. Recognize outgoing trustee Cindy Turner
 - B. Discuss and take action on interim compensation for library pages
 - C. Approve resolution to Dane Co. Library Service, requesting a one-year County Library Tax provisional exemption to Waunakee Public Library
 - D. Discuss and take action on disbursement of *Forever Fund* funds
- VIII. Adjourn

Next Library Board meeting at 201 N. Madison Street: Friday, June 19, 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.

Waunakee Public Library

Library Board Meeting

Friday, April 17, 2020

7:45 AM

Virtual Meeting- Zoom Webinar

- I. **Call to order:** Jean called the meeting to order at 7:48 AM
- II. **Roll Call:**
 - A. **Roll call:** Present: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Erin Moran, Mike Ricker, Cathy Sheffield, Cindy Turner, and Erick Plumb.
 - B. **Guests:** Todd Schmidt
- III. **Approval of consent agenda:** Erin moved, Kathy G. Seconded. Roll call, Passed.
- IV. **Public comment:** none
- V. **Library Director's Report on Library Activity and COVID-19 situation**

The full Director's Report and Youth and Adult Services reports are included in the Board packet. Highlights were *In Business* magazine's Commercial Project of the Year award and notice in an ALA publication of Brittany's virtual story hour. The changes to the Wisconsin safer at home rules occurred after the Director's Report was written. Discussion was based on Gov. Tony Evers' proclamation on April 16, 2020 regarding library services. "*Public libraries shall remain closed for all in-person services, except that they may provide the following services: i. On-line services and programming. ii. Curb-side pick-up of books and other library materials, if all operations are performed by one person in a room or confined space. Materials must be requested online or by phone before pick-up. The library may not require a signature from the patron. The library must schedule pickups to ensure compliance with Social Distancing Requirements as defined in Section 16 of the Safer at Home.*" Erick felt this is positive given the importance of library services during the pandemic crisis, but it presents complications to be managed in terms of staffing, the ILL delivery system, and SCLS cooperation in terms of delivery, material sanitation, hours and what defines curbside. Material due dates will be extended to June or July 2020. Trustee suggestions included establishing an availability slot, similar to the study room registration, for pick-up and modeling after the steps in Wyoming State Library Re-Opening Plan. (Included in the packet.)
- VI. **New Business**
 - A. **Discuss and take action on Epidemic & Library Health Emergency Policy.** A few minor edits to this draft policy were discussed. Concerns regarding staffing, if multiple staff members are at risk or quarantined due to exposure or illness, a library health emergency, and mandates from Government authorities which might not match

WASD closure decisions. Action on the policy was postponed until May 2020. Roll call.
Approved.

Adjourn: The meeting was adjourned at 8:43 AM on a motion by Mike, second by Kathy S. Passed.

Library Board Meeting: Friday, May 15, 2020 at 7:45 AM at WPL Board Room

201 No. Madison Street or a Virtual Zoom Meeting

Respectfully submitted, Cynthia S. Turner, Trustee and Secretary

April 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	253.81
		0.00
	Total	253.81
<u>100-551400-311 Postage</u>	SCLS	0.00
	Total	0.00
<u>100-551400-320 Publications, subscriptions and dues</u>	Post Office	0.00
	Total	0.00
<u>100-551400-330 Travel and training</u>	Waunakee Lions Club	0.00
	ALA	0.00
	Amazon Prime	0.00
	WLA	0.00
	Total	0.00
<u>100-551400-340 Programs</u>	SCLS	0.00
	UW- Madison	20.00
	STEM teacher summit	29.00
	Total	49.00
<u>100-551400-341 Equipment</u>	Pig	0.00
	Apple Music	0.00
	Amazon	39.99
	Dollar Tree	0.00
	Demco	0.00
	Costco	0.00
	Ace Hardware	0.00
	SCLS	282.00
	Kevin Wood	150.00
	Zoom	15.81
	Readsquared	395.00
	Kiara Elise	100.00
	First Impressions	160.00
		0.00
	Total	1,142.80

5

	Envisionware	0.00
	Best Buy	0.00
	Home Depot	0.00
	Amazon	0.00
	Scs	0.00
	Total	0.00
<u>100-551400-350 Repairs and maint</u>		
	Total	0.00
<u>100-551400-380 Adult books</u>		
	Amazon	0.00
	Baker and Taylor	1,494.19
	Mike Andre	0.00
	Total	1,494.19
<u>100-551400-381 Juvenile books</u>		
	Amazon	0.00
	Baker and Taylor	375.38
	Penworthy	0.00
	Total	375.38
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	0.00
	Barrons	239.88
	Total	239.88
<u>100-551400-384 - Digital Materials & Computer Software</u>		
	Amazon	0.00
	Demco Software	931.61
	TBS	0.00
	Envisionware	450.00
	Verizon -Hotspots	200.09
	Total	1,581.70
<u>100-551400-385 Kit supplies</u>		
	Amazon	0.00
	Walmart	0.00
	Worldpress	0.00
	Total	0.00
<u>100-551400-386 Audio materials</u>		
	Recorded Books	0.00
	Midwest Tape	0.00
	Penguin Random House	0.00
	Findaway	0.00
	Total	0.00
<u>100-551400-387 Videos</u>		
	Amazon	221.09
	Midwest Tape	0.00
	Total	221.09
<u>100-551400-390 Other</u>		
	Amazon	63.58
	Vistaprint	0.00
	Uline	0.00
	SCLS	0.00
	Pig	0.00
	Demco	0.00
	Mailboxes.com	0.00
	Minuteman Press	0.00
	Total	63.58
<u>100-551400-391 Personnel</u>		

	Total	<u><u>0.00</u></u>
<u>100-551400-392 Public relations</u>	Minuteman Press	0.00
	SCLS	0.00
	Total	<u><u>0.00</u></u>
<u>100-551401-210 Building serices</u>	Menards	0.00
	Ace Hardware	0.00
	Schilling Supply Company	0.00
	Coverall	0.00
	Total	<u><u>0.00</u></u>
<u>100-551401-350 Repairs/Maintenance</u>	Nassco	341.76
	Home depot	0.00
	Menards	504.37
	Ace Hardware	0.00
	Amazon	0.00
	Schilling Supply Company	247.78
	Capital Coffee	260.40
	Full Compass	0.00
	ASG Electric	0.00
	Walgreens	0.00
	Total	<u><u>1,354.31</u></u>
<u>220 fund</u>	Buckingham	0.00
	Amazon	0.00
	Waunakee Rental	0.00
	Total	<u><u>0.00</u></u>
	Month Total	<u><u>6,775.74</u></u>

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR	
LIBRARY OPERATIONS							
100-551400-110	LIBRARY FULL TIME	23,852.85	102,806.69	330,458.00	227,651.31	31.11	102,831.83
100-551400-120	LIBRARY PART TIME	24,055.35	104,065.33	330,623.00	226,557.67	31.48	100,465.21
100-551400-130	LIBRARY FICA	3,472.47	16,383.59	50,571.00	34,187.41	32.40	14,864.72
100-551400-131	LIBRARY RETIREMENT	2,715.33	12,653.67	36,403.00	23,749.33	34.76	10,829.19
100-551400-132	LIBRARY HEALTH	7,358.11	54,215.55	122,183.00	67,967.45	44.37	47,438.00
100-551400-133	LIBRARY LIFE	50.30	251.51	542.00	290.49	46.40	209.80
100-551400-134	LIBRARY DENTAL	557.82	2,789.10	7,209.00	4,419.90	38.69	3,061.85
100-551400-210	LIBRARY OUTSIDE SERVICES	87.00	345.00	2,864.00	2,519.00	12.05	273.00
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	729.19	2,187.57	9,000.00	6,812.43	24.31	1,641.38
100-551400-290	LIBRARY LEASED ITEMS	294.88	1,477.83	4,691.00	3,213.17	31.50	107.74
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	302.05
100-551400-320	LIBRARY PUBS/SUBS/DUES	.00	3,532.65	3,180.00	(352.65)	111.09	1,289.25
100-551400-330	LIBRARY TRAVEL/TRAINING	(450.00)	12.00	4,200.00	4,188.00	.29	1,025.00
100-551400-340	LIBRARY PROGRAMS	500.31	3,687.94	19,000.00	15,312.06	19.41	3,318.32
100-551400-341	LIBRARY EQUIPMENT	696.45	1,993.84	7,500.00	5,506.16	26.58	813.94
100-551400-350	LIBRARY REPAIRS/MAINT	.00	78.00	.00	(78.00)	.00	.00
100-551400-380	LIBRARY ADULT BOOKS	1,867.85	9,494.50	41,000.00	31,505.50	23.16	8,596.73
100-551400-381	LIBRARY JUVENILE BOOKS	1,115.59	3,963.84	20,250.00	16,286.16	19.57	6,166.63
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	.00	(575.09)	8,745.00	9,320.09	6.58-	7,551.55
100-551400-384	LIBRARY COMPUTER SOFTWARE	650.09	13,486.47	14,707.00	1,220.53	91.70	5,324.06
100-551400-385	LIBRARY KIT SUPPLIES	131.00	880.81	5,500.00	4,619.19	16.01	469.24
100-551400-386	LIBRARY AUDIO MATERIALS	306.19	3,647.06	12,500.00	8,852.94	29.18	3,398.33
100-551400-387	LIBRARY VIDEOS	751.53	2,444.73	8,500.00	6,055.27	28.76	2,932.81
100-551400-390	LIBRARY OTHER	549.79	5,634.13	21,912.00	16,277.87	25.71	4,307.08
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	.00
TOTAL LIBRARY OPERATIONS		69,292.10	394,483.31	1,115,116.00	720,632.69	35.38	373,370.62

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR	
<u>LIBRARY BUILDING</u>							
100-551401-110	LIBRARY BLDG FULL TIME	4,166.20	16,847.92	53,621.00	36,773.08	31.42	81.90
100-551401-120	LIBRARY BLDG PART-TIME	1,562.98	6,988.93	20,570.00	13,581.07	33.98	.00
100-551401-121	LIBRARY BLDG OVERTIME	.00	39.06	.00	(39.06)	.00	.00
100-551401-130	LIBRARY BLDG FICA	423.27	1,912.63	5,675.00	3,762.37	33.70	6.27
100-551401-131	LIBRARY BLDG RETIREMENT	281.22	1,241.60	3,619.00	2,377.40	34.31	5.37
100-551401-132	LIBRARY BLDG HEALTH	1,026.06	8,453.36	16,938.00	8,484.64	49.91	.00
100-551401-133	LIBRARY BLDG LIFE	4.43	24.16	54.00	29.84	44.74	74
100-551401-134	LIBRARY BLDG DENTAL	137.78	705.14	1,687.00	981.86	41.80	.00
100-551401-210	LIBRARY BLDG SERVICES	.00	1,155.94	21,200.00	20,044.06	5.45	5,912.67
100-551401-220	LIBRARY BLDG UTILITIES	1,304.68	4,514.84	45,000.00	40,485.16	10.03	4,192.84
100-551401-221	LIBRARY BLDG GAS HEAT	602.06	4,675.99	12,000.00	7,324.01	38.97	1,244.61
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	1,333.79	6,083.72	23,000.00	16,916.28	26.45	.00
100-551401-390	LIBRARY BLDG OTHER	.00	.00	2,000.00	2,000.00	.00	.00
	TOTAL LIBRARY BUILDING	10,842.47	52,643.29	205,364.00	152,720.71	25.63	11,444.40
<u>DEPOT</u>							
100-551410-350	DEPOT REPAIRS/MAINT	.00	.00	600.00	600.00	.00	.00
	TOTAL DEPOT	.00	.00	600.00	600.00	.00	.00

VILLAGE OF WAUNAKEE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING APRIL 30, 2020

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY REVENUES</u>						
220-46740011 PUBLIC CHARGES	.00	2,436.35	18,000.00	(15,563.65)	13.54	3,083.11
220-46740014 PHOTOCOPIES	.00	672.11	1,700.00	(1,027.89)	39.54	1,330.97
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	4,414.08
<u>MISCELLANEOUS REVENUE</u>						
220-48140001 INTEREST INCOME	83.00	330.00	225.00	105.00	146.67	239.00
220-48540070 DONATIONS	.00	20.00	.00	20.00	.00	337.16
TOTAL MISCELLANEOUS REVENUE	83.00	350.00	225.00	125.00	155.56	576.16
TOTAL FUND REVENUE	83.00	5,017.47	19,925.00	(14,907.53)	25.18	4,990.24

VILLAGE OF WAUNAKEE
BALANCE SHEET
APRIL 30, 2020

LIBRARY SPECIAL REVENUE FUND

<u>ASSETS</u>		
220-11110	COMMINGLED CASH	56,640.87
220-11801	CASH ON HAND	175.00
	TOTAL ASSETS	<u>56,815.87</u>
<u>LIABILITIES AND EQUITY</u>		
<u>FUND EQUITY</u>		
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	1,307.82
	TOTAL FUND EQUITY	<u>56,815.87</u>
	TOTAL LIABILITIES AND EQUITY	<u>56,815.87</u>

11



1030243: Waunakee Library Forever Fund

	3/1/2020 To 3/31/2020
Balance	
Beginning Balance	273,909.86
Contributions/Gifts	
Contributions*	0.00
<i>*Contribution totals include net gift amounts for credit card gifts. Each credit card gift is assessed a merchant processing fee by the donor's credit card company of approximately 4%.</i>	
Transfers In	0.00
	0.00
Portfolio Gains (Losses)	
Investment Results, Net Of Fees	(21,529.61)
	(21,529.61)
Grants/Distributions	
Grants/Distributions	0.00
Transfers Out	0.00
MCF Support	(228.26)
	(228.26)
Ending Balance	\$252,151.99
Cash Available for Grants as of 3/31/2020	\$10,537.41



March 1, 2020

Erick Plumb
Waunakee Public Library
201 N. Madison Street
Waunakee, WI 53597-1045

Dear Erick:

Thank you for being part of the Madison Community Foundation fund family. We had a wonderful year in 2019, much to the credit of people like you – who care about our community and give to make it stronger. First and foremost, together with our fundholders we distributed \$18 million to support a wide array of causes in the greater Madison area and beyond. That was possible, in part, because of the strong returns we achieved on our permanently endowed funds (see reverse). We also received more than \$33 million in new gifts. What an honor! This helped us surpass \$300 million in assets for the first time, and will allow us to distribute even more in the future. We are grateful and humbled by this generosity and are honored to steward these resources.

As you plan for the coming year, I wanted to share the amount available for distribution:

<u>2020 Available Distribution:</u>	
Waunakee Library Forever Fund (Fund #1030243)	\$10,537.41

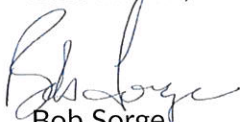
The available distribution is calculated as 4.25% of the fund's average balance over the previous 20 quarters. This rate reflects industry best practices and seeks to balance distributions with endowment preservation. Averaging over five years allows giving to remain steady through market volatility.

You are welcome to recommend a grant at any time using any of these methods:

- Log in at www.madisongives.org to "Recommend A Grant." Or complete and mail a grant recommendation form from the website: www.madisongives.org/grantform
- Call the Donor Engagement team with your recommendation at (608) 232-1763.
- Set-up an automatic distribution to occur each year until you notify MCF otherwise. Contact Connie Tibbetts at ctibbetts@madisongives.org to set up an automatic annual distribution.

Thank you for entrusting MCF to steward this endowed legacy for our community. Please contact us at any time to discuss how we can be of further service to you.

Best wishes,


Bob Sorge
President

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

April 2020

	2020			2019		% Change	% Change	YTD
	April	Prev Month	Yr-to-date	April	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	3	12	67	26	103	-75.0%	N/A	N/A
CIRCULATION								
Physical circulation	1,666	14,440	65,955	19,785	78,806	-88.5%	-91.6%	-16.3%
Digital circulation	3,643	3,131	12,382	2,468	9,692	16.4%	47.6%	27.8%
Library Total	5,309	17,571	78,337	22,253	88,498	-69.8%	-76.1%	-11.5%
<i>Per Day library was open</i>	1,770	1,464	1,169	856	859	20.9%	106.8%	36.1%
Average of DeForest, Monona and Verona	1,447	18,244	76,430	28,133	113,770	-92.1%	-94.9%	-32.8%
By Category								
Books								
Juvenile Fiction	223	1,723	7,415	2,035	7,972	-87.1%	-89.0%	-7.0%
Juvenile Non-Fiction	133	997	4,635	1,528	5,664	-86.7%	-91.3%	-18.2%
Easy Readers	69	981	4,677	1,227	4,475	-93.0%	-94.4%	4.5%
Picture books	289	2,351	12,014	3,631	13,204	-87.7%	-92.0%	-9.0%
Total Juvenile	714	6,052	28,741	8,421	31,315	-88.2%	-91.5%	-8.2%
Young Adult	84	483	1,766	476	2,003	-82.6%	-82.4%	-11.8%
Adult Fiction	240	1,671	7,254	1,950	8,226	-85.6%	-87.7%	-11.8%
Adult non-Fiction	205	1,286	6,217	2,551	9,737	-84.1%	-92.0%	-36.2%
Large print	53	371	1,763	583	2,080	-85.7%	-90.9%	-15.2%
Adult Paperbacks	3	48	669	235	897	-93.8%	-98.7%	-25.4%
Total Adult	501	3,376	15,903	5,319	20,940	-85.2%	-90.6%	-24.1%
Magazines	41	306	1,294	365	1,666	-86.6%	-88.8%	-22.3%
Audio	102	751	3,510	1,354	4,939	-86.4%	-92.5%	-28.9%
DVD and video	220	2,804	11,529	3,326	15,297	-92.2%	-93.4%	-24.6%
Software	0	2	21	38	134	-100.0%	-100.0%	-84.3%
Kits	1	569	2,801	854	3,546	-99.8%	-99.9%	-21.0%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	0	38	158	69	252	-100.0%	-100.0%	-37.3%
E-books	3,643	3,131	12,382	2,468	9,692	16.4%	47.6%	27.8%
% of total circulation	68.6%	17.8%	15.8%	11.1%	11.0%	285.1%	518.7%	N/A
PROGRAMS								
Children								
Number	0	26	129	43	153	N/A	-100.0%	-15.7%
Attendance	0	946	4,221	1,315	4,226	N/A	-100.0%	-0.1%
Young adult								
Number	0	3	19	4	21	-100.0%	-100.0%	-9.5%
Attendance	0	33	739	30	254	-100.0%	-100.0%	190.9%
Adult								
Number	0	5	22	10	29	-100.0%	-100.0%	-24.1%
Attendance	0	107	421	122	499	-100.0%	-100.0%	-15.6%
NEW PATRONS ADDED	22	53	269	55	204	-58.5%	-60.0%	31.9%
PUBLIC MEETING ROOM BOOKINGS	0	11	45	0	0	-100.0%	N/A	N/A
STUDY ROOM BOOKINGS	0	128	726	0	0	-100.0%	N/A	N/A
PUBLIC PC SESSIONS	0	155	1,331	0	1,430	-100.0%	N/A	-6.9%
UNIQUE WIRELESS USERS	223	1,311	5,494	7,035	7,035	-83.0%	-96.8%	-21.9%
CURBSIDE TRANSACTIONS	157	0	157	0	0	#DIV/0!	N/A	N/A
# OF VISITORS TO LIBRARY	0	12,275	60,423	11,712	48,692	-100.0%	-100.0%	24.1%

Library Activity Report
Erick Plumb
May 2020

COVID-19 and the Library

- The library re-opened for limited curbside service on Tuesday, April 28. We will be open Monday through Friday, 9 AM to 6 PM, through the month of May for curbside pickup. Customers place items on hold online or via phone, and call to arrange a pick up time when their items are ready. Appointments are being held every ten minutes. We have 53 pick-up slots available each day; we average only 3-4 empty slots per day. I want to give particular credit to Emily Harkins, Angie Hircock, and Elizabeth Clauss for working to arrange the particular workflows involved in implementing curbside services.
- 4-5 staff members are working in the building while we're open, following strict social distancing guidelines as noted in the Safer at Home order from the governor. Other staff continue their duties from home. Staff are following a "week on, week on" model for working inside the building to limit exposure to each other.
- We do anticipate re-adding Saturday hours the week following Memorial Day.
- We will begin accepting returns in a limited fashion the week of May 11. Items will be quarantines for three days before being checked in by staff. They will then be sent on their way. Delivery between libraries remains limited to only once per week.
- The Village continues to pay all employees their regular pay during this time, whether they are onsite or working remotely. Staff are expected to pursue some form of activity each shift, such as a webinar, collection development, marketing, program planning, etc. The Library Pages (shelvers) were not originally included in the Village's plan for pay continuance. Since Pages are essential members of our public services team, I propose to pay them their lost wages for the two pay periods where they were not allowed to work. Pages have since returned to duty within the building since we began the curbside services on April 28.
- We are looking at what limited staffing scenarios would look like after the Safer at Home order expires. DPI released a very rough outline of the phases libraries statewide would undertake under the Badger Bounce Back plan (see chart attached in packet). The next phase (Phase One) will likely offer very-limited access to the building with strict caps on the amount of patrons allowed inside. We could envision allowing patrons into the lobby only to pick-up pre-checked-out items on hold or have access to some new materials. Checkout would take place at self-service stations only and equipment would be regularly sanitized. Masks would be required of staff and possibly patrons. Phase Two would see a re-opening of the entire building with some limits on gatherings. Phase Three would see us re-opening the building with few if any restrictions. We do not anticipate reaching Phase Three any time in the near future, if at all in 2020.
- We continue to assume for planning purposes that gatherings of large groups will be prohibited for an indefinite period of time after we open the building to the public. This would unfortunately mean that library programs and bookings of meeting rooms by large groups will not occur for most of 2020.

- The Village has implemented a hiring freeze. You may recall that we planned to hire 1.5 FTE of Library Assistants this summer in advance of the start of Sunday hours in September. Alas, the COVID situation and the limits on staff access to the building will likely see us continually revising our open hours of service to the public throughout 2020. It is highly unlikely that we will be open the usual 63 hours per week this summer and fall. We will continue to monitor the health guidelines as we evaluate when we can be open to the public.

Youth Services Report by Brittany Gitzlaff

April kept up with March and continued to be a month like no other. This is very likely the least amount of programs we've ever done in a month, but I continue to be delighted at the response we're receiving online for our virtual storytimes. We consistently have a reliable group of families tuning in and participating. We will continue these at least through May and very likely into the summer. It has been more difficult to reach the school-age and teen crowds, but we want to focus more on these groups once summer starts. We are currently working on a patron survey to help narrow down what types of programs are most desired for the future months.

Adult Services Report by Courtney Cosgriff

In April, I hosted two virtual programs. My book club will become a monthly, general "book chat" while we are closed. Our first one is scheduled for May. I assisted Todd and Kylie by reaching out to several Waunakee businesses to see if there was anything the Village could do to support them during COVID. I met with Gay & Patti virtually to discuss the future of summer programming. I had a webinar with ReadSquared to discuss our new online summer reading program. I attended a SCLS programming webinar where we discussed different virtual program options. I assisted in the development of curbside service, which began at the end of the month.

Current Allowable Library Service Levels: 1 & 2

Per Current Safer At Home Emergency Order #28 - Effective 8:00 a.m. April 24 through 8:00 a.m. May 26, 2020

DPI and all 16 library systems agree that principles of personal safety, risk mitigation, transparency, and capacity guide the ongoing collaborative development and application of these guidelines.

Badger Bounce Back Phase	Service Level	Summary of Services and Activities	Dependencies*
Safer at Home	Library Service Level 1 - Library buildings closed; no materials lending	Library building is closed Working staff reduced to essential personnel only Libraries may only provide no-contact services, i.e. access to online resources and services	-No gathering of people allowed -Only essential personnel allowed in building to perform minimum basic operations
	Library/Service Level 2 - Library buildings closed; curbside pick up of materials allowed	Return of library materials. Allowable service options: -No returns allowed -Returns allowed; all returns are deposited in a controlled receptacle to ensure proper materials handling Local delivery, as determined by each library system. Allowable service options could include but are not limited to: -none -minimal service to return items to owning libraries -enhanced delivery including patron hold requests filled by other libraries on a shared ILS Preparation for the next level of service	Each library and system will determine its level of physical item service, handling, and delivery based upon its ability to abide by public health protocols for staff and patrons. Considerations for determining level of service include: -Availability of Personal Protective Equipment for staff -Ability to maintain proper physical distancing -Ability for all staff to be trained to adhere to public health protocols -Ability for library to properly quarantine materials prior to handling and distribution
Phase One	Library Service Level 3	Doors may open under limited circumstances; specifics to be determined as guidance information is provided by DHS and the Office of the Governor.	Allowances/Restrictions: --Partial reopening --Maximum gathering of 10 people --Maintaining all personal health protocols including physical distancing of 6 feet
Phase Two	Library Service Level 4	Services may expand as statewide restrictions loosen; specifics to be determined as guidance information is provided by DHS and the Office of the Governor.	Allowances/Restrictions: --Open with best practices --Maximum gathering of 50 people --Maintaining all personal health protocols including physical distancing of 6 feet
Phase Three	Library Service Level 5	Services may be fully restored with some exceptions; specifics to be determined as guidance information is provided by DHS and the Office of the Governor.	Allowances/Restrictions: --Fully open --No maximum of people for a gathering --Maintaining all personal health protocols EXCEPT physical distancing of 6 feet is no longer required
*Providing any level of service to the public or member libraries without abiding by current DHS public health protocols would be out of compliance with the Safer at Home Order.			

17

VILLAGE OF WAUNAKEE
EQUIPMENT/VEHICLES
2021-2030

Equipment = all equipment that is individually greater than \$5,000

Year	Item Description	Department	Funding Source, if known	Cost Estimate
2020	Technology Upgrades	Library	ER Tax Levy/Carryforward	5,000
2021	Technology Upgrades	Library	ER Tax Levy/Carryforward	10,000
2021	Additional fencing	Library	ER Tax Levy/Carryforward	15,000
2022	Technology Upgrades	Library	ER Tax Levy/Carryforward	7,500
2022	Drive-Up service window	Library	ER Tax Levy/Carryforward	20,000
2023	Service kiosk replacement	Library	ER Tax Levy/Carryforward	10,000
2023	Technology Upgrades	Library	ER Tax Levy/Carryforward	7,500
2024	Technology Upgrades	Library	ER Tax Levy/Carryforward	7,500
2024	Furniture replacement	Library	ER Tax Levy/Carryforward	5,000
2025	Technology Upgrades	Library	ER Tax Levy/Carryforward	7,500
2025	Furniture replacement	Library	ER Tax Levy/Carryforward	5,000
2026	Technology Upgrades	Library	ER Tax Levy/Carryforward	7,500
2026	Furniture replacement	Library	ER Tax Levy/Carryforward	5,000
2027	Technology Upgrades	Library	ER Tax Levy/Carryforward	7,500
2027	New self-checkout units	Library	ER Tax Levy/Carryforward	20,000
2028	Technology Upgrades	Library	ER Tax Levy/Carryforward	7,500
2029	Technology Upgrades	Library	ER Tax Levy/Carryforward	7,500

~~SECRET~~

Waunakee Public Library
DRAFT - Epidemic & Library Health Emergency Policy

I: Purpose

To establish a protocol that will be used in the event of an epidemic or declared public health emergency. The library should plan for staff being unable to report to work in the event of a serious infectious disease outbreak. In addition, during an epidemic or health emergency organizations may be required to take measures to help slow the spread of illness such as closing by order of Dane County public health officials. It is important to ensure that core business activities of the library can be maintained with limited staff and reduced hours as determined by the Library Director.

II: Definitions

This plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building or begin recovery work almost immediately after the event or crisis (such as after a fire or storm). If there is a serious infectious disease outbreak, recovery may be slow and limited staff, services, and hours may be necessary for several weeks or more.

Epidemic – A disease affecting many persons in a specific locality at the same time, and spreading from person to person in a locality where the disease is not permanently prevalent.

Library health emergency – The state of affairs in which there are not enough healthy library staff to maintain normal hours of operation.

Employees and staffing level – Permanent part time and permanent full time library staff as defined in the Village of Waunakee’s Employment Handbook. This does not include library shelvers or volunteers. “Desk staff” refer to all library employees with the Library Assistant I classification and above, with the exception of facilities maintenance staff.

III: Library Closure

The Waunakee Public Library may temporarily close because of an epidemic or library health emergency in the event that any of the following occur:

- A. The Village of Waunakee’s offices close because of a health emergency.
- B. A mandate, order, or recommendation for closure is issued by Dane County public health or other government officials.
- C. The Waunakee Area School District (WASD) closes schools because of reasons of community health.

At the discretion of the Library Director, the Waunakee Public Library may temporarily close, reduce its operating hours, or limit services in the event that there is insufficient staff to maintain basic service levels.

In the event of closure, due dates and holds pickup dates for library materials will be adjusted so that no overdue charges are assessed and holds do not expire on dates in which the library is closed.

The Library may possibly reopen to the public even if WASD schools remain closed if cleared to do so by the Madison Dane County Health department and the Village of Waunakee.

IV: Minimum Staffing Level to Remain Open

If Dane County public health officials allow public facilities to remain open during or reopen following a public health emergency, the Library must be able to maintain a minimal level of staff in order to be open to the public. Minimum staffing level for a temporary period of time is defined as *four* healthy desk staff available to be present at the library during all open hours with a maximum 8 hour workday and 40 hour workweek per employee. Thus, at least eight healthy desk staff must be available to keep the library open for its regular daily hours Monday – Thursday, and at least four available for regular Friday and weekend hours.

An inability to maintain this temporary minimal level will result in reduced hours or closing the library. Also, the inability to maintain this temporary minimal level for more than five consecutive days would also result in reduced hours or closing the library.

The absence of healthy library staff will determine the ability to carry out services and maintain open hours. At the library director's discretion, this may include:

1. Cancelling programs, special events, and meeting room reservations.
2. Reassigning employee duties and shifts.
3. Reducing open hours if the number of employees falls below minimum levels.
4. Closing the library for one or more days.

If the Library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the Village of Waunakee's sick leave policy. In the event of sudden closure causing healthy library employees to be sent home from work, those employees shall be compensated for their regularly scheduled hours.

Staff must monitor their health during and the health of their families during public health emergencies. Employees that are ill or have been exposed to ill family members may not attend work. Library staff showing signs of illness

while at work will be asked to leave for the day. Staff sent home due to illness will be compensated for their regularly scheduled hours.

V: Communication

In the event of closure library staff should follow the Library's Emergency Closure Policy. Any changes in the library's open hours to the public will be communicated via the library's website, social media accounts, phone messages, and signage at the library.

VI: Prioritization of Services

If reduced staffing, hours, or services are required, employees shall perform priority responsibilities that most directly impact customers prior to any other work tasks.

Priority responsibilities shall follow this order, with safety being a priority:

1. Direct patron assistance, e.g. check out, issuing library cards, computer and information assistance.
2. Processing incoming holds, check in, incoming delivery returns, shelving.
3. Processing holds, shelf action lists, pick lists.
4. Submission of payroll, processing bills for payment, preparing for and holding Library Board meetings.

Individual responsibilities outside of those described shall be completed after prioritized tasks if time permits, performing those duties with a deadline or significant impact first. Employees should consult with the Director or designated administrative authority to determine staffing area assignment and which individual work tasks should take priority, or in the event that they feel a responsibility not listed here requires urgent attention.

All staff activities will follow the safety guidelines set forth by the Dane County Health department during times of a public health emergency.

VII: Employee Absences

The Village of Waunakee's Employee policies shall continue to be followed in the event of an epidemic or library health emergency.

VIII: Responsibility for Library Operations

If, for any reason, the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all library operations shall follow the Responsibility for Library Operations Policy.

Proposed: May 15, 2020



A Resolution Commending Cynthia S. Turner

WHEREAS, Cynthia S. Turner has served as a trustee of the Waunakee Public Library Board of Trustees since 2005;

WHEREAS, Cynthia S. Turner's term on the Waunakee Public Library Board of Trustees expired on April 30, 2020;

WHEREAS, Cynthia S. Turner has been an invaluable member of this Board, serving in various leadership capacities, including President and Secretary;

WHEREAS, during her tenure, the Waunakee Public Library Board of Trustees accomplished many goals, including, but not limited to:

- establishing an endowment fund for the Waunakee Public Library at the Madison Community Foundation, appropriately entitled the *Forever Fund*;
- writing and adopting its first ever 5-year strategic plan for the Waunakee Public Library;
- updating and adopting numerous policies governing management of the Waunakee Public Library;
- developing and implementing an organization chart governing management of the Waunakee Public Library;
- working in cooperation with the Village of Waunakee to construct a

new library building, including authorizing a feasibility study, a \$1.5 million capital campaign, and hiring an architect, engineers, and general contractor to design and construct a new library building;

WHEREAS, over a 15-year tenure on the Waunakee Public Library Board of Trustees, Cynthia S. Turner distinguished herself with deep knowledge and abilities related to library matters;

NOW THEREFORE, BE IT RESOLVED, that the Waunakee Public Library Board of Trustees hereby expresses its gratitude to Cynthia S. Turner for her service on the Waunakee Public Library Board of Trustees, for her sound advice and valued counsel, and for all that she has contributed to the Waunakee Public Library Board of Trustees and the Waunakee Public Library; and

FURTHER RESOLVED, that the Waunakee Public Library Board of Trustees wishes continued success in all her endeavors and expresses our hope for her continued health, happiness and prosperity.

PRESENTED to Cynthia S. Turner by the Waunakee Public Library Board of Trustees at their meeting in Waunakee, Wisconsin on the 15th day of May, 2020.

FOR THE BOARD:

Jean Elvekrog, President

Annie Ballweg, Vice President

Kathy Grosskopf

Melissa Hill

Erin Moran

Erick Plumb, Library Director

Mike Ricker

Catherine Sheffield



May 15, 2020:

Tracy Herold, Director
Dane County Library Service
1874 South Stoughton Road
Madison, WI 53716

Dear Tracy:

This letter is to formally request that the Dane County Library Board grant an additional; one year County Library tax provisional exemption to the Waunakee Public Library. The Waunakee Public Library Board passed a resolution requesting this exemption at its May 15, 2020 meeting. As you have informed us, the Waunakee Library fell short of the county standard for materials owned at the end of 2019 as shown in our Annual Report. Based on our Village's population of 13,855 residents, the county standards call for the Library to own a minimum of 60,962 items. Per our annual report, the Library owned 60,487 items at the end of 2019.

As you are aware, we moved to a new facility in mid-2019. In preparation for our move, aggressively weeded our collections. The Waunakee Library's collection had not been weeded fully in years and both the Library Board and Library Director felt it important to remove the items that were significantly out-of-date or no longer of public interest as we moved into our new building. This project left us below the minimum. Unfortunately, our efforts to buy enough materials to meet the minimum standard in 2019 fell short. The Library Board and Library Director have set aside significant funds to exceed the minimum standard in 2021 and beyond.

We thank you for your consideration on this matter.

Sincerely,

Jean Elvekrog
Library Board President
Waunakee Public Library

Erick Plumb
Library Director
Waunakee Public Library

https://www.hngnews.com/waunakee_tribune/news/local/article_023baffa-7e6c-53ac-a9d3-021fc31ed6d4.html

Library resumes services curbside

By Roberta Baumann tribnews@hngnews.com

Apr 27, 2020

With many of us working from home and social engagements on hold, reading a book sounds like a good use of our time and a healthy distraction.

Gov. Tony Evers' revised Safer at Home order, which began Friday, permitted libraries to begin offering curbside services, and the Waunakee Public Library looked to begin allowing staff back into the building to carry this out Monday.

"It's not as easy as trying to get all the staff into the building and allowing staff to get books out to cars," said Erick Plumb, Waunakee's library director.

Library staff will have to practice social distancing, with only one person in a room at a time and one person handling books while wearing masks.

Contacted by the Tribune on Friday, Plumb said he and the librarians believe they have a plan in place that will work, with some staff returning to work in limited ways on Monday. They will then call patrons who have items currently on hold for pickup, and starting Tuesday, library patrons can place materials on hold through the online LINKcat system. When they are notified that their holds are available, they can call the library at (608) 849-4217 to schedule a pick-up time.

Appointments will be set 10 minutes apart.

"We'll see how that goes. We can adjust it," Plumb said, either by lengthening or reducing the window of time.

When people come to pick up materials, library staff will wear masks and gloves and place the materials either in the open trunks of cars or in a passenger's seat through an open door.

The plan is to offer the service Monday through Friday from 9 a.m.-6 p.m. for the first two weeks, but Plumb said Saturday hours may be added. "I think people are just itching to get their hands on books and movies," Plumb said.

Library staff are also eager to get back into the building, he said.

But the selection of books at the Waunakee library branch will be more limited than it was prior to the COVID-19 crisis. Currently, the Waunakee library is limited to the materials on its own shelves, about 50,000 items, as opposed to the more than 2 million items within the entire South Central Library system. Deliveries between the libraries have not resumed, mainly due to concerns about multiple people handling materials.

"I'm hopeful the next Safer at Home provision will allow that," Plumb said.

Still, library patrons who see a book at another library within the system through LINKCat can pick it up there.

Those with weak or no internet service can also make use of the library's fairly robust Wi-Fi network from outside.

"The covered patio on the rear entrance would also be a good place, if it's nice weather, to have access to Wi-Fi," Plumb added.

The library has continued some of its programs virtually. Each Tuesday and Thursday, children's librarian Brittany Gitzlaff leads Storytime for families.

"Several hundred people are watching us live," Plumb said. "I know that a lot of people that have kids regularly go to Storytime. It's nice for kids to see a familiar face. There's that interaction and it is a sense of normalcy I think we're all craving."

The library also hosted an online Trivia Night for adults, and the hope is to offer other programs. Plumb added.

Roberta Baumann