

Waunakee Public Library
Library Board Meeting
Board Room—201 N. Madison Street
Friday, November 15, 2019 7:45 AM

Agendas may change prior to the commencement of the meeting. Please check the posting board at the entrance to the library.

- I. Call to order
- II. Roll call: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Erin Moran, Mike Ricker, Cindy Turner, Erick Plumb. Introduction of guests.
- III. Introduce new trustee: Cathy Sheffield
- IV. Consent agenda
 - A. Approve October 18, 2019 Library Board Minutes
 - B. Approve Schedule of Bills
 - C. Approve Financial Reports, plus *Forever Fund*, 220 Account, and capital campaign balances
- IV. Public Comment
- V. Director's Report
- VI. Old Business
 - A. Discuss and approve 2020 Library Operating Budget
- VII. New Business
 - A. Discuss impact of additional hours and staff positions
 - B. Discuss publicity options for library
 - C. Approve opening the Library no later than 12 PM on Friday, December 6 for Staff Inservice
- VIII. Adjourn

Next Library Board meeting at 201 N. Madison Street: Fri., December 20, 2019 @ 7:45 AM—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, October 18, 2019

7:45 AM

Board Room, 201 N. Madison St.

- I. **Call to order:** Jean called the meeting to order at 7:50AM
- II. **Roll Call:**
 - A. **Roll call:** Present: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Cindy Turner, and Erick Plumb.
 - B. **Absent:** Erin Moran, Mike Ricker and Geoff Vine
 - C. **Guests:** none
- III. **Approval of consent agenda-:** Annie moved, Kathy seconded, Passed.
- IV. **Public comment:** none
- V. **Library Director's Report:** Erick reported on the increase in door count, new cards issued and impressive circulation statistics. The McWatty playground and a few building issues remain to be completed. The Friends of the Library Souper Bowl fundraiser netted \$1,600 with 156 people served. The Board requested an organizational chart for the November meeting now that new hires, including Jeff Curwick's team, have been added to the library staff. The full director's report including youth service and adult service sections were also included in the Board packet.
- VI. **Old Business**
 - A. **Report on WLA attendance and presentations by Erick and Jean:**

Jean and Erick discussed their presentations. Emily Harkins and Courtney Cosgriff also attended a portion of the conference.
 - B. **Update on rental of Community Hall by large groups: Erick Plumb**

Reservations in the public rooms are up and providing income from outside organizations such as American Family Insurance.
- VII. **New Business**
 - A. **Review and take action on 2020 library operating budget: Erick Plumb**

Erick presented a zero based budgeting summary for the 2020 budget to be presented at the Village Board meeting on Monday, October 21st. The accounts do not reflect accurate 2020 personnel costs. It is expected that the Village will apply a 2% COLA increase. Heating, cooling and building operation costs in the new facility are uncertain. The 2021 budget will reflect the more accurate annual costs. Jumping ahead to the 2021 budget, Erick noted that Sunday hours and a 2nd adult services position are under discussion.
 - B. **Discuss year end appeal for Forever Fund: Erick Plumb & Jean Elvekrog**

Erick and Jean recommended that any Forever Fund appeal be postponed until the Fall of 2020.

C. Discuss publicity options for new library: No report/postponed.

VIII. Adjourn: The meeting was adjourned at 8:30AM on a motion by Jean, second by Annie.

Library Board Meeting: Friday, November 15, 2019 at 7:45 AM at WPL Board Room

201 No. Madison Street.

Respectfully submitted, Cynthia S. Turner, Trustee and Secretary

October 2019

Account	Vender	Amount
<u>100-551400-217 Security Systems</u>		0.00
	Midwest Alarm Services	943.15
	Total	943.15
<u>100-551400-219 Automation levy</u>		
	Total	0.00
<u>100-551400-225 Communications</u>		
	Total	0.00
<u>100-551400-290 Leased items</u>		
	Gordon Flesch	926.48
	Secure Storage of Waunakee	0.00
	Total	926.48
<u>100-551400-292 Maintenance contracts</u>		
	SCLS	0.00
	Total	0.00
<u>100-551400-311 Postage</u>		
	Post Office	131.84
	Total	131.84
<u>100-551400-320 Publications, subscriptions and dues</u>		
	WILS	2,507.18
	ALA	42.00
	Amazon Prime	0.00
	WLA conference	104.40
	Total	2,653.58
<u>100-551400-330 Travel and training</u>		
	SCLS	0.00
	UW Wisconsin	0.00
	Total	0.00
<u>100-551400-340 Programs</u>		
	Pig	70.71
	Apple Music	10.54
	Amazon	146.24
	Dollar Tree	6.00
	Demco	0.00
	St Vincent de Paul	8.00
	Huma Siddiqui	175.00
	Sarah Cords	100.00
	Bob Kann	400.00
	Madeline Uraneck	50.00
	Total	966.49
<u>100-551400-341 Equipment</u>		

	Bibliotheca	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	23.50
	Baker and Taylor	2,653.39
	Beyond the page	23.80
	Total	2,700.69
<u>100-551400-381 Juvenile books</u>		
	Amazon	9.99
	Baker and Taylor	1,469.59
	Penworthy	0.00
	Total	1,479.58
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	0.00
	Total	0.00
<u>100-551400-384 - Digital Materials & Computer Software</u>		
	Amazon	14.76
	Apple	17.89
	TBS	41.92
	Barnes and Noble	13.99
	Verizon -Hotspots	0.00
	Total	88.56
<u>100-551400-385 Kit supplies</u>		
	Amazon	155.87
	Walmart	0.00
	Total	155.87
<u>100-551400-386 Audio materials</u>		
	Recorded Books	419.97
	Midwest Tape	170.88
	Penguin Random House	0.00
	Findaway	142.98
	Total	733.83
<u>100-551400-387 Videos</u>		
	Amazon	404.41
	Midwest Tape	306.34
	Total	710.75
<u>100-551400-390 Other</u>		
	Amazon	218.83
	Library Furniture International	786.00
	Schilling Suppy Co	355.89
	Etsy	144.00
	Pig	18.35
	Demco	121.72
	Capital Coffee	1,583.22
	Minuteman Press	64.41
	Total	3,292.42
<u>100-551400-391 Personnel</u>		

	Total	0.00
<u>100-551400-392 Public relations</u>	Minuteman Press	0.00
	SCLS	0.00
	Total	0.00
<u>100-551401-210 Building serices</u>	Decker Supply	50.20
	Menards	158.37
	Ace Hardware	112.41
	Amazon	631.90
	Coverall	0.00
	Total	952.88
<u>220 fund</u>	Buckingham's	0.00
	Amazon	0.00
	Waunakee Rental	0.00
	Total	0.00
	Month Total	15,736.12

6

VILLAGE OF WAUNAKEE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR	
<u>TAXES</u>							
100-41100110	GENERAL PROPERTY TAX	.00	5,491,714.00	5,491,714.00	.00	100.00	5,174,965.00
100-41200101	STATE SALES TAX	10.00	102.09	120.00	(17.91)	85.08	102.28
100-41300110	UTILITY TAX	84,300.00	843,000.00	886,000.00	(43,000.00)	95.15	756,000.00
100-41800101	INTEREST ON TAXES	5.16	851.18	.00	851.18	.00	707.70
100-41900101	OTHER TAXES	.00	14,177.19	.00	14,177.19	.00	2,960.90
	TOTAL TAXES	84,315.16	6,349,844.46	6,377,834.00	(27,989.54)	99.56	5,934,735.88
<u>INTERGOVERNMENTAL REVENUE</u>							
100-43210012	FEDERAL POLICE VEST GRANT	.00	850.00	.00	850.00	.00	838.50
100-43400110	STATE SHARED REVENUE	.00	22,877.05	152,514.00	(129,636.95)	15.00	22,938.82
100-43400130	OTHER STATE SHARED REVENUE	.00	68,694.89	68,016.00	678.89	101.00	28,046.31
100-43411020	FIRE INSURANCE TAX	.00	77,925.16	50,000.00	27,925.16	155.85	67,999.79
100-43510023	OTHER LAW ENFORCEMENT AIDS	314.19	1,865.14	.00	1,865.14	.00	8,055.82
100-43521030	TRANSPORTATION AIDS	204,349.96	817,399.81	817,775.00	(375.19)	99.95	770,065.29
100-43528040	STATE RECYCLING PAYMENT	.00	28,396.65	20,000.00	8,396.65	141.98	28,347.35
100-43600190	OTHER STATE GRANTS	.00	.00	.00	.00	.00	48,016.43
100-43740020	COUNTY LIBRARY AID	.00	184,802.31	182,830.00	1,972.31	101.08	167,147.00
100-43740091	SOUTH CENTRAL LIBRARY AID	.00	475.00	.00	475.00	.00	1,106.00
	TOTAL INTERGOVERNMENTAL REVE	204,664.15	1,203,286.01	1,291,135.00	(87,848.99)	93.20	1,142,561.31
<u>LICENSES & PERMITS</u>							
100-44101010	LICENSES - LIQUOR & BEER	.00	21,730.00	12,000.00	9,730.00	181.08	11,010.00
100-44101015	LICENSES - OPERATOR	130.00	6,374.00	5,000.00	1,374.00	127.48	5,800.00
100-44101020	LICENSES - CIGARETTE	.00	700.00	800.00	(100.00)	87.50	800.00
100-44101090	LICENSES - MISCELLANEOUS	.00	3,796.00	2,600.00	1,196.00	146.00	2,425.00
100-44202020	LICENSES - DOG	40.00	3,743.50	5,400.00	(1,656.50)	69.32	3,590.00
100-44202030	LICENSES - CAT	24.00	559.00	1,200.00	(641.00)	46.58	536.00
100-44210010	LICENSES - BICYCLE	4.00	17.00	40.00	(23.00)	42.50	8.00
100-44313010	PERMIT FEES RESIDENTIAL NEW CO	3,784.00	71,945.13	52,500.00	19,445.13	137.04	83,151.07
100-44313015	PERMIT FEES RES ALT & ADD	2,724.84	44,671.69	15,000.00	29,671.69	297.81	36,114.01
100-44313020	PERMIT FEES NEW MULTI FAMILY	.00	495.00	.00	495.00	.00	1,492.50
100-44313030	PERMIT FEES NEW COMM & IND	5,460.00	70,981.35	7,000.00	63,981.35	1,014.02	96,270.41
100-44313035	PERMIT FEES COMM/IND ALT & ADD	5,888.00	49,702.79	10,000.00	39,702.79	497.03	19,385.22
100-44313095	NO PERMIT PENALTIES	.00	.00	.00	.00	.00	100.00
100-44320085	SIGN PERMIT	225.00	1,200.00	1,250.00	(50.00)	96.00	1,125.00
100-44320090	PERMIT FEES MISC.	230.00	3,877.75	2,500.00	1,377.75	155.11	2,745.00
100-44352050	SITE PLAN APPROVAL	.00	960.00	2,300.00	(1,340.00)	41.74	2,240.00
100-44352060	PUD REVIEW	475.00	1,425.00	.00	1,425.00	.00	475.00

7

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR	
<u>LIBRARY OPERATIONS</u>							
100-551400-110	LIBRARY FULL TIME	22,859.23	252,473.92	293,864.00	41,390.08	85.92	209,955.42
100-551400-120	LIBRARY PART TIME	24,892.10	256,154.64	282,031.00	25,876.36	90.82	228,490.03
100-551400-121	LIBRARY OVERTIME	.00	.00	.00	.00	.00	33.77
100-551400-130	LIBRARY FICA	3,494.83	37,269.59	44,055.00	6,785.41	84.60	31,890.84
100-551400-131	LIBRARY RETIREMENT	2,558.56	27,397.62	31,760.00	4,362.38	86.26	24,228.63
100-551400-132	LIBRARY HEALTH	5,755.25	96,682.00	122,303.00	25,621.00	79.05	95,011.03
100-551400-133	LIBRARY LIFE	49.83	500.91	509.00	8.09	98.41	394.79
100-551400-134	LIBRARY DENTAL	554.75	6,390.36	9,924.00	3,533.64	64.39	7,154.49
100-551400-210	LIBRARY OUTSIDE SERVICES	553.00	1,227.00	1,864.00	637.00	65.83	2,124.00
100-551400-217	LIBRARY SECURITY SYSTEMS	.00	.00	325.00	325.00	.00	323.40
100-551400-219	LIBRARY AUTOMATION LEVY	.00	44,006.48	49,006.00	4,999.52	89.80	45,612.47
100-551400-225	LIBRARY COMMUNICATIONS	741.30	6,829.75	6,528.00	(301.75)	104.62	4,984.78
100-551400-290	LIBRARY LEASED ITEMS	294.88	1,944.26	4,596.00	2,651.74	42.30	535.47
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	332.55	3,505.83	4,500.00	994.17	77.91	645.37
100-551400-311	LIBRARY POSTAGE	182.88	824.67	1,350.00	525.33	61.09	827.60
100-551400-320	LIBRARY PUBS/SUBS/DUES	.00	3,649.50	2,450.00	(1,199.50)	148.96	3,120.51
100-551400-330	LIBRARY TRAVEL/TRAINING	405.00	2,020.66	3,135.00	1,114.34	64.45	2,237.55
100-551400-340	LIBRARY PROGRAMS	1,493.47	13,238.59	14,100.00	861.41	93.89	13,170.89
100-551400-341	LIBRARY EQUIPMENT	.00	9,196.90	5,000.00	(4,196.90)	183.94	3,290.14
100-551400-380	LIBRARY ADULT BOOKS	3,343.34	27,951.45	41,000.00	13,048.55	68.17	22,483.52
100-551400-381	LIBRARY JUVENILE BOOKS	2,756.68	19,108.66	20,250.00	1,141.34	94.36	15,389.81
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	.00	13,639.48	7,920.00	(5,719.48)	172.22	8,199.31
100-551400-384	LIBRARY COMPUTER SOFTWARE	188.79	8,714.57	13,832.00	5,117.43	63.00	12,269.67
100-551400-385	LIBRARY KIT SUPPLIES	41.89	2,463.72	4,250.00	1,786.28	57.97	1,618.80
100-551400-386	LIBRARY AUDIO MATERIALS	830.66	8,666.00	12,500.00	3,834.00	69.33	5,101.98
100-551400-387	LIBRARY VIDEOS	1,024.49	8,219.56	8,500.00	280.44	96.70	8,109.03
100-551400-390	LIBRARY OTHER	1,266.12	13,661.85	16,912.00	3,250.15	80.78	9,451.59
100-551400-391	LIBRARY PERSONNEL	.00	517.00	.00	(517.00)	.00	49.00
100-551400-392	LIBRARY PUBLIC RELATIONS	236.95	1,295.15	1,700.00	404.85	76.19	34.00
TOTAL LIBRARY OPERATIONS		73,856.55	867,550.12	1,004,164.00	136,613.88	86.40	756,737.89



VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY BUILDING</u>						
100-551401-110 LIBRARY BLDG FULL TIME	4,024.12	18,540.18	26,150.00	7,609.82	70.90	563.04
100-551401-120 LIBRARY BLDG PART-TIME	1,097.92	1,898.20	14,674.00	12,775.80	12.94	.00
100-551401-121 LIBRARY BLDG OVERTIME	.00	688.51	.00	(688.51)	.00	.00
100-551401-130 LIBRARY BLDG FICA	360.79	1,455.86	3,123.00	1,667.14	46.62	41.88
100-551401-131 LIBRARY BLDG RETIREMENT	263.58	1,259.52	1,713.00	453.48	73.53	37.74
100-551401-132 LIBRARY BLDG HEALTH	950.40	7,476.93	8,015.00	538.07	93.29	246.25
100-551401-133 LIBRARY BLDG LIFE	4.43	18.65	100.00	81.35	18.65	.93
100-551401-134 LIBRARY BLDG DENTAL	137.78	764.98	811.00	46.02	94.33	18.42
100-551401-210 LIBRARY BLDG SERVICES	5,996.51	22,096.73	22,600.00	503.27	97.77	16,426.83
100-551401-220 LIBRARY BLDG UTILITIES	3,171.96	27,711.34	29,500.00	1,788.66	93.94	9,527.77
100-551401-221 LIBRARY BLDG GAS HEAT	306.45	2,858.07	6,859.00	4,000.93	41.67	1,372.27
100-551401-350 LIBRARY BLDG REPAIRS/MAINT	37.91	599.69	7,500.00	6,900.31	8.00	168.90
100-551401-390 LIBRARY BLDG OTHER	53.50	53.50	600.00	546.50	8.92	167.80
TOTAL LIBRARY BUILDING	16,405.35	85,422.16	121,645.00	36,222.84	70.22	28,571.83
<u>DEPOT</u>						
100-551410-210 DEPOT OUTSIDE SERVICES	.00	.00	.00	.00	.00	22.80
100-551410-350 DEPOT REPAIRS/MAINT	.00	22.80	600.00	577.20	3.80	.00
TOTAL DEPOT	.00	22.80	600.00	577.20	3.80	22.80

VILLAGE OF WAUNAKEE
BALANCE SHEET
OCTOBER 31, 2019

LIBRARY SPECIAL REVENUE FUND

ASSETS

220-11110	COMMINGLED CASH	51,637.74	
220-11801	CASH ON HAND	1,202.01	
	TOTAL ASSETS		<u>52,839.75</u>

LIABILITIES AND EQUITY

FUND EQUITY

220-34221	DESIGNATED - SCHUBERT FUND	540.00	
220-34222	DESIGNATED - PIRANO	1,070.50	
220-34300	FUND BALANCE	37,874.51	
	BEGINNING FUND BALANCE	39,485.01	
	REVENUE OVER EXPENDITURES - YTD	13,354.74	
	TOTAL FUND EQUITY		<u>52,839.75</u>
	TOTAL LIABILITIES AND EQUITY		<u>52,839.75</u>

10



1030243: Waunakee Library Forever Fund

	9/1/2019 To 9/30/2019
Balance	
Beginning Balance	269,570.30
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	2,401.73
	2,401.73
Grants/Distributions	
Grants/Distributions	0.00
Transfers Out	0.00
MCF Support	(224.64)
	(224.64)
Ending Balance	\$271,747.39
Cash Available for Grants as of 9/30/2019	\$0.00

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WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

October 2019

	2019			2018		% Change Prev Month	% Change Prev Year	YTD % Change
	October	Prev Month	Yr-to-date	October	Yr-to-date			
# of Days Library was open	27	24	241	26	256	12.5%	N/A	N/A
CIRCULATION								
Physical circulation	26,058	25,361	221,886	18,447	205,303	2.7%	41.3%	8.1%
Digital circulation	2,862	2,806	26,329	1,588	20,558	2.0%	80.2%	28.1%
Library Total	28,920	28,167	248,215	20,035	225,861	2.7%	44.3%	9.9%
<i>Per Day library was open</i>	1,071	1,174	1,030	771	882	-8.7%	39.0%	16.7%
Average of Deforest, Monona and	27,680	26,846	294,478	27,918	299,322	3.1%	-0.9%	-1.6%
By Category								
Books								
Juvenile Fiction	3,157	2,995	26,720	1,807	23,990	5.4%	74.7%	11.4%
Juvenile Non-Fiction	1,654	1,690	15,607	812	13,551	-2.1%	103.7%	15.2%
Easy Readers	1,935	1,742	14,367	1,377	12,945	11.1%	40.5%	11.0%
Picture books	4,756	4,734	37,855	3,045	34,595	0.5%	56.2%	9.4%
Total Juvenile	11,502	11,161	94,549	7,041	85,081	3.1%	63.4%	11.1%
Young Adult	669	759	6,735	498	7,206	-11.9%	34.3%	-6.5%
Adult Fiction	2,674	2,756	23,177	2,129	22,708	-3.0%	25.6%	2.1%
Adult non-Fiction	2,370	2,328	21,363	2,441	25,813	1.8%	-2.9%	-17.2%
Large print	609	553	5,449	336	4,029	10.1%	81.3%	35.2%
Adult Paperbacks	293	241	2,195	207	2,700	21.6%	41.5%	-18.7%
Total Adult	5,946	5,878	52,184	5,113	55,250	1.2%	16.3%	-5.5%
Magazines	400	491	4,163	434	4,337	-18.5%	-7.8%	-4.0%
Audio	1,568	1,550	13,675	1,819	13,794	1.2%	-13.8%	-0.9%
DVD and video	4,671	4,132	38,915	3,126	33,480	13.0%	49.4%	16.2%
Software	9	12	234	26	248	-25.0%	-65.4%	-5.6%
Kits	1,079	1,195	9,744	903	10,297	-9.7%	19.5%	-5.4%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	89	66	704	61	684	34.8%	45.9%	2.9%
E-books	2,862	2,806	26,329	2,016	20,986	2.0%	42.0%	25.5%
% of total circulation	9.9%	10.0%	10.6%	10.1%	9.3%	-0.7%	-1.7%	N/A
PROGRAMS								
Children								
Number	39	29	323	28	300	34.5%	39.3%	7.7%
Attendance	1,269	1,065	13,613	652	12,140	19.2%	94.6%	12.1%
Young adult								
Number	4	3	48	2	29	33.3%	100.0%	65.5%
Attendance	49	18	1,364	14	138	172.2%	250.0%	888.4%
Adult								
Number	10	10	97	6	83	0.0%	66.7%	16.9%
Attendance	289	188	1,736	41	1,157	53.7%	604.9%	50.0%
PUBLIC MEETING ROOM BOOKINGS	19	15	46	74	74	26.7%	-74.3%	-37.8%
STUDY ROOM BOOKINGS	208	124	413	30	30	67.7%	594.5%	1279.0%
# OF VISITORS TO LIBRARY	16,061	14,168	135,877	11,999	131,088	13.4%	33.9%	3.7%

Library Activity Report
Erick Plumb
November 2019

The unexpected preview of winter we received on Halloween and the first week of November allowed us to try out handling snow-removal in-house for the first time. It seemed to go well, and we thank Public Works for allowing the Library use of a plow to handle our large parking lot and lengthy trails. The bookdrop drive will need additional salt due to it being in shadow most of the time. Also, the sidewalk next to the handicapped parking will require constant vigilance as water drains into that location and freezes, making the sidewalk treacherous in places. Those issues aside, I'm satisfied that Jeff and his crew will ensure safe access for our customers during the long winter to come.

We welcome new Library Board Trustee Cathy Sheffield to the Board. The Village Board approved her appointment at their November 4 meeting. Welcome Cathy and we are looking forward to working with you!

Library Board president Jean Elvekrog and I met with Village President Chris Zellner and Administrator Todd Schmidt to clarify the appointment process for filling vacancies on the Library Board. The Village Board president has sole discretion to appoint new Library Board members, as is the case for all other Village boards and commissions. The Library Board president may make a recommendation, but ultimately it is up to the Village president and the Village Board. The Library Director will have no role in the process as, unlike in many departments and their oversight boards, the library director reports solely to the Library Board so it is not appropriate for him or her to be a part in selecting one of these members.

The Friends of the Library's Annual Craft Fair will be held at the Intermediate School on Saturday, November 23. It remains the Friends' largest fundraiser. We hope to see many of you there.

We have introduced a new service for library users. Customers can now receive personal book recommendations from our staff based on their interests and books they have liked in the past. Those interested can fill out the brief form on our website and get new recommendations delivered to their inbox monthly.

Finally, the entire South Central Library System will migrate to a new circulation software platform (an ILS in Library-speak) beginning on December 6. The new ILS, called Bibliovation, is an upgrade over the current system, Koha, which area libraries have used since 2011. Like the current system, Bibliovation is an open-source, cloud-based platform that is accessible anywhere internet access is available. Early tests by library staff have been positive, and we expect much less disruption than the previous migration caused eight years ago. The migration will take several days, during which self-checkout will not be available to patrons. Fingers are crossed for a transition with very few hiccups.

Sunday Hours and 2020 Budget

On October 21, I appeared before the Village Board to discuss the 2020 operating budget. During my remarks, I mentioned that there is interest about beginning Sunday hours, and targeted the 2021 budget to implement this. After the meeting, Todd Schmidt asked me to prepare a proposal to implement Sunday hours in 2020, as there is interest from the Village Board in moving ahead with the expansion of services earlier than 2020. I prepared a short proposal for consideration that would see the Library begin opening on Sundays in September 2020, from 1-5 PM each Sunday through May. (We would close on summer Sundays.) In order to accomplish this, we would need additional staff; 4 new Library Assistants and one additional supervisory librarian. For the latter position, we propose making one of our current part-time Library Assistant III staff members a FT adult services librarian, as she possesses a Masters in Library Science and the requisite skills to add to our services.

Implementing these hires and promotions will add around \$30,000 to the 2020 operating budget; the full-costs would be borne in 2021.

The full proposal is attached in the packet after this report.

Youth Services Report by Brittany Gitzlaff

In October we debuted a new book club for kids all about graphic novels. We had 20 very excited kids! Program numbers continue to be up across the board as well as circulation numbers. We circulated 1200 more picture books this month as compared to October 2018. A few no school days this month also led to great turnouts for a kids' magician, a teen movie and a pre-teen craft. We welcomed the first of our class tours from Prairie Elementary. Several teachers have reached out about partnering and we began with tours and a library card drive for third graders. Many of the kids had library cards already, but hadn't visited us yet and it was



wonderful to see their reaction and help them check-out for the first time. This month I attended the WLA pre-conference session with author Ijeoma Oluo who wrote "So You Want to Talk About Race?" I also volunteered to read not-so-spooky stories at the annual Schumacher Halloween event.

Adult Services Report by Courtney Cosgriff

In October, I hosted 3 programs and the Ales and Tales bookclub. I attended a webinar on book club picks for 2020. I met with Tamara from SCLS to discuss digitizing our local history materials. It will be a huge project and our intern, Ari, will begin it in November. I will start wherever Ari leaves off and finish within the next year. I am busy with collection development and getting my orders in before December 1. I met with Amy and Elizabeth to discuss programming ideas and opportunities for the future, if they're so inclined.

Erick's Meetings and Appearances in October

- Rotary, October 3, 17, and 31
- Library management team, October 3
- Village Trustee Kristin Runge, October 7
- Wisconsin Library Association Finance Committee, October 8
- Village Management Meeting, October 8
- Wisconsin Library Association conference, Wisconsin Dells, October 8-10
- UW-Madison iSchool presentation to mgmt. class, October 15
- Tim Wohler from Waunakee Tribune interview re: new library, October 16
- Susan Vergeront re: Better Angels program, October 16
- Chris Zellner, Todd Schmidt, Caitlin Stene, Jean Elvekrog, October 17
- Friends of the Library, October 17
- Library Board, October 18
- Ayres interview re: new library, October 18
- Village Budget review, October 21
- Pinney Library staff tour, October 21
- Fearings walk-through, October 21
- Village Board, October 21
- Todd Schmidt, October 29
- Library management team, October 30
- Library Staff meeting, November 1

2020 Operating Budget Amendment: Additional Operating Funds for Library Sunday Hours to begin Sunday, September 13, 2020

Since opening the new library building in August 2019, the Waunakee Public Library has seen its circulation rise by over 30% and our visits rose 25% versus the same time period in the old library in 2018. The community's reaction has been overwhelmingly positive, and has placed the library at the heart of the Waunakee.

We have been hoping to increase our weekly service hours to cover Sundays for some time. The new building provides this opportunity to help meet the growth in demand for library services. As the table below shows, Waunakee is unique among its peer municipalities within Dane County in not providing Sunday services during the majority of the year.

Dane County libraries with Sunday hours

Name of Library	Sunday hours open	Open Sundays Year Round or School Year*
DeForest	1-5 PM	Year Round
Fitchburg	1-5 PM	School Year
Madison – Central branch	1-5 PM	School Year
Madison – Pinney branch	1-5 PM	School Year
Madison – Sequoia branch	1-5 PM	School Year
McFarland	12-4 PM	Year Round
Middleton	1-5 PM	School Year
Monona	1-5 PM	School Year
Stoughton	1-5 PM	School Year
Sun Prairie	1-5 PM	School Year
Verona	1-5 PM	School Year

*School Year traditionally September- May

Proposal: We propose opening for regular Sunday service beginning with the 2020-21 school year. The first Sunday we would open would be Sunday, September 13, 2020 (the first Sunday after Labor Day). Sunday Hours would run through May. We propose the Library to be closed on Sundays during the summer. Regular Sunday open hours would be 1 to 5 PM , with staff present from 12:15 to 5:15 PM.

The new building requires five staff members to provide acceptable service at any given time (one supervisory librarian and four support staff). Any additional hours require an increase in staff. We propose promoting one of our Library Assistant III staff members to Adult Services Librarian beginning September 1, 2020 to serve as main supervisor during Sunday hours and other times during the week. We also would hire four 15-hour per week Library Assistant I positions (60 hours per week) who would be responsible for Sunday hours each week plus 1-2 shifts during the rest of the week. These employees would begin in August 2020 so that they can be trained by the launch of our Sunday hours.

Budget Impact for 2020

Additional wages and benefits for the Library Assistant I (60 hrs per week) positions starting 8/1/2020 - \$19,751

Additional wages and benefits for Adult Services Librarian (full-time at H9) starting 9/1/2020 - \$6,320

Additional funds for janitorial supplies: \$1,000


**Total Budget Increase to accommodate Sunday Hours In 2020:
\$27,071**

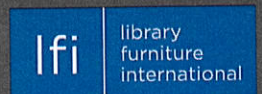
A community destination for Waunakee.



Waunakee's open and multi functional library-within-a-park was recently unveiled to the community. LFI worked closely with library staff and their architect, OPN, to provide the furnishings and shelving needed to bring their plan to life. Picture book browsing bins and specialty shelving with custom end panels engage patrons and keep materials organized. The woodwork for the shelving in the children's area forms a charming series of tunnels to invite kids to explore while browsing. View the rest of the project and the products LFI provided by visiting our website. We welcome you to see what LFI can do for your library!

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total library furniture solutions

18



2020 BUDGET

Account Number	Account Title	2018 Budget	2018 Actual	2019 Budget	2019 8 Month Actual	2019 Estimated	2020 Budget
Total RECYCLING:		243,913	237,508	264,632	155,213	279,278	282,101
RECYCLE EQUIPMENT MAINTENANCE							
100-536281-110	RECYCLE EQUIPMENT FULL TIME	10,853	5,603	11,127	2,127	11,127	11,402
100-536281-130	RECYCLE EQUIPMENT FICA	830	410	851	155	851	872
100-536281-131	RECYCLE EQUIPMENT RETIREMEN	727	375	729	136	729	770
100-536281-132	RECYCLE EQUIPMENT HEALTH	2,914	1,038	2,946	308	2,946	3,113
100-536281-133	RECYCLE EQUIPMENT LIFE	12	7	12	3	12	13
100-536281-134	RECYCLE EQUIPMENT DENTAL	286	104	298	45	298	310
100-536281-210	RECYCLE EQUIPMENT SERVICE	1,000	336	1,250	240	1,250	1,250
100-536281-342	RECYCLE EQUIPMENT GAS/OIL/AN	11,770	13,792	14,225	4,226	14,225	14,225
100-536281-350	RECYCLE EQUIPMENT SUPPLIES	5,000	8,670	7,000	3,872	7,000	7,000
Total RECYCLE EQUIPMENT MAINTENANCE:		33,392	30,334	38,438	11,112	38,438	38,955
WEED CONTROL							
100-536290-210	WEED CONTROL SERVICES	500	250	500	50	100	500
Total WEED CONTROL:		500	250	500	50	100	500
Total PUBLIC WORKS:		2,171,990	2,099,884	2,218,201	1,640,647	2,319,734	2,356,719
CULTURE RECREATION & EDUCATION							
LIBRARY OPERATIONS							
100-551400-110	LIBRARY FULL TIME	251,806	254,513	293,864	206,387	302,183	330,458
100-551400-120	LIBRARY PART TIME	282,882	273,649	282,031	206,213	306,088	330,623
100-551400-121	LIBRARY OVERTIME	-	34	-	-	-	-
100-551400-130	LIBRARY FICA	40,903	38,429	44,055	30,236	46,533	50,571
100-551400-131	LIBRARY RETIREMENT	29,585	29,153	31,760	22,282	39,842	36,403
100-551400-132	LIBRARY HEALTH	96,775	104,172	122,303	77,859	102,437	122,183
100-551400-133	LIBRARY LIFE	349	440	509	401	551	542
100-551400-134	LIBRARY DENTAL	9,026	7,821	9,924	5,281	6,946	7,209
100-551400-210	LIBRARY OUTSIDE SERVICES	3,595	3,243	1,864	593	1,864	2,864
100-551400-217	LIBRARY SECURITY SYSTEMS	325	323	325	-	325	325
100-551400-219	LIBRARY AUTOMATION LEVY	45,527	45,612	49,006	44,006	49,006	45,453
100-551400-225	LIBRARY COMMUNICATIONS	6,384	6,625	6,528	4,254	6,528	9,000
100-551400-290	LIBRARY LEASED ITEMS	4,596	696	4,596	515	4,596	4,691
100-551400-292	LIBRARY MAINTENANCE CONTRAC	2,400	2,956	4,500	3,173	4,500	4,500
100-551400-311	LIBRARY POSTAGE	1,250	1,117	1,350	584	1,350	1,600
100-551400-320	LIBRARY PUBS/SUBS/DUES	2,225	5,612	2,450	3,137	3,137	3,180
100-551400-330	LIBRARY TRAVEL/TRAINING	5,320	3,633	3,135	1,065	3,135	4,200
100-551400-340	LIBRARY PROGRAMS	10,600	14,073	14,100	11,206	14,100	19,000
100-551400-341	LIBRARY EQUIPMENT	4,000	4,156	5,000	8,998	8,998	7,500
100-551400-380	LIBRARY ADULT BOOKS	36,300	33,002	41,000	20,508	35,000	41,000
100-551400-381	LIBRARY JUVENILE BOOKS	18,750	19,678	20,250	14,351	20,250	20,250
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	13,750	8,199	7,920	13,639	13,639	8,745
100-551400-384	LIBRARY COMPUTER SOFTWARE	10,340	12,813	13,832	8,366	12,549	14,707
100-551400-385	LIBRARY KIT SUPPLIES	3,000	3,151	4,250	2,249	3,374	5,500
100-551400-386	LIBRARY AUDIO MATERIALS	10,500	8,746	12,500	6,896	10,344	12,500
100-551400-387	LIBRARY VIDEOS	8,500	9,663	8,500	6,171	8,500	8,500
100-551400-390	LIBRARY OTHER	11,412	10,106	16,912	11,687	16,912	21,912
100-551400-391	LIBRARY PERSONNEL	-	49	-	517	517	-
100-551400-392	LIBRARY PUBLIC RELATIONS	3,475	3,561	1,700	668	1,700	1,700



2020 BUDGET

Account Number	Account Title	2018 Budget	2018 Actual	2019 Budget	2019 8 Month Actual	2019 Estimated	2020 Budget
Total LIBRARY OPERATIONS:		913,575	905,225	1,004,164	711,241	1,024,904	1,115,116
LIBRARY BUILDING							
100-551401-110	LIBRARY BLDG FULL TIME	-	802	26,150	9,557	23,817	53,621
100-551401-120	LIBRARY BLDG PART-TIME	-	-	14,674	154	2,898	20,570
100-551401-121	LIBRARY BLDG OVERTIME	-	-	-	689	1,000	-
100-551401-130	LIBRARY BLDG FICA	-	60	3,123	702	2,120	5,675
100-551401-131	LIBRARY BLDG RETIREMENT	-	54	1,713	671	1,815	3,619
100-551401-132	LIBRARY BLDG HEALTH	-	246	8,015	4,047	8,015	16,938
100-551401-133	LIBRARY BLDG LIFE	-	1	100	10	100	54
100-551401-134	LIBRARY BLDG DENTAL	-	18	811	419	811	1,687
100-551401-210	LIBRARY BLDG SERVICES	21,900	19,994	22,600	15,694	22,600	21,200
100-551401-220	LIBRARY BLDG UTILITIES	12,000	12,011	29,500	8,083	29,500	45,000
100-551401-221	LIBRARY BLDG GAS HEAT	2,460	1,868	6,859	1,410	6,859	12,000
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	1,688	232	7,500	69	7,500	23,000
100-551401-390	LIBRARY BLDG OTHER	350	359	600	-	600	2,000
Total LIBRARY BUILDING:		38,398	35,645	121,645	41,506	107,635	205,364
DEPOT							
100-551410-210	DEPOT OUTSIDE SERVICES	-	23	-	-	-	-
100-551410-350	DEPOT REPAIRS/MAINT	600	-	600	-	-	600
Total DEPOT:		600	23	600	-	-	600
PARKS							
100-552420-110	PARKS FULL TIME	134,630	160,116	172,818	123,602	172,818	180,742
100-552420-120	PARKS PART-TIME	33,280	28,501	38,935	29,407	38,935	39,675
100-552420-121	PARKS OVERTIME	5,900	4,873	5,900	2,811	5,900	3,300
100-552420-130	PARKS FICA	15,495	14,551	16,650	11,207	16,650	17,114
100-552420-131	PARKS RETIREMENT	11,331	11,046	11,688	7,922	11,688	12,420
100-552420-132	PARKS HEALTH	48,438	51,752	60,685	21,231	60,685	63,128
100-552420-133	PARKS LIFE	428	566	485	420	485	551
100-552420-134	PARKS DENTAL	4,286	5,754	5,805	2,726	5,805	4,949
100-552420-210	PARKS SERVICES	11,344	10,773	12,344	2,368	12,344	12,200
100-552420-220	PARKS UTILITIES	16,800	21,732	21,200	24,290	24,290	31,020
100-552420-221	PARKS GAS HEAT	1,250	859	1,250	634	1,250	1,250
100-552420-225	PARKS COMMUNICATIONS	1,584	787	-	101	101	-
100-552420-320	PARKS PUBS/SUBS/DUES	310	30	310	-	310	310
100-552420-330	PARKS TRAVEL/TRAINING	1,000	340	1,000	389	1,000	1,000
100-552420-341	PARKS EQUIPMENT	2,750	932	2,750	205	2,750	2,750
100-552420-343	PARKS WEED SPRAY/FERTILIZER	14,500	10,253	14,500	2,755	14,500	14,500
100-552420-345	PARKS UNIFORMS	500	-	500	263	500	500
100-552420-350	PARKS REPAIRS/MAINT	11,200	7,927	11,200	6,245	11,200	11,200
100-552420-352	PARKS VANDALISM REPAIRS	500	-	500	-	500	500
100-552420-390	PARKS OTHER	21,216	6,412	20,387	3,444	6,300	7,300
100-552420-391	PARKS PERSONNEL	500	38	500	-	500	500
100-552420-999	PARKS CONTINGENCY	-	-	20,500	-	20,500	-
Total PARKS:		337,242	337,242	419,907	240,019	409,011	404,909
PARKS EQUIPMENT MAINTENANCE							
100-552421-110	PARKS EQUIPMENT FULL TIME	5,438	12,842	21,599	10,185	21,599	22,134



LIBRARY FUND

	<u>2018 BUDGET</u>	<u>2018 ACTUAL</u>	<u>2019 BUDGET</u>	<u>2019 8 MONTH ACTUAL</u>	<u>2019 ESTIMATED</u>	<u>2020 PROPOSED</u>
REVENUES						
PUBLIC CHARGES FOR SERVICES	\$ 16,000	\$ 12,763	\$ 17,700	\$ 8,930	\$ 13,396	\$ 19,700
INVESTMENT INCOME	225	279	225	507	761	225
MISCELLANEOUS	-	614	-	1,085	1,085	-
TOTAL REVENUES	<u>16,225</u>	<u>13,656</u>	<u>17,925</u>	<u>10,522</u>	<u>15,242</u>	<u>19,925</u>
EXPENDITURES						
CULTURE, RECREATION, AND EDUCATION						
LIBRARY	-	26	-	450	675	500
TRANSFERS OUT	<u>100,000</u>	<u>100,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	<u>100,000</u>	<u>100,026</u>	<u>-</u>	<u>450</u>	<u>675</u>	<u>500</u>
NET CHANGE IN FUND BALANCE	(83,775)	(86,370)	17,925	10,072	14,567	19,425
FUND BALANCE - BEGINNING OF YEAR	<u>125,855</u>	<u>125,855</u>	<u>39,485</u>	<u>39,485</u>	<u>39,485</u>	<u>54,052</u>
FUND BALANCE - END OF YEAR	<u>\$ 42,080</u>	<u>\$ 39,485</u>	<u>\$ 57,410</u>	<u>\$ 49,557</u>	<u>\$ 54,052</u>	<u>\$ 73,477</u>



2020 BUDGET

Account Number	Account Title	2018 Budget	2018 Actual	2019 Budget	2019 8 Month Actual	2019 Estimated	2020 Budget
LIBRARY SPECIAL REVENUE FUND							
LIBRARY REVENUES							
220-46740011	PUBLIC CHARGES	14,700	10,634	16,000	6,153	9,230	18,000
220-46740014	PHOTOCOPIES	1,326	2,129	1,700	2,092	3,138	1,700
220-46740015	ROOM RENTAL	-	-	-	685	1,028	-
Total LIBRARY REVENUES:		16,026	12,763	17,700	8,930	13,396	19,700
MISCELLANEOUS REVENUE							
220-48140001	INTEREST INCOME	225	279	225	507	761	225
220-48540070	DONATIONS	-	614	-	1,085	1,085	-
Total MISCELLANEOUS REVENUE:		225	893	225	1,592	1,846	225
Total Revenue:		16,251	13,656	17,925	10,523	15,242	19,925
LEISURE ACTIVITIES							
LIBRARY							
220-551400-390	LIBRARY OTHER	26	26	-	450	675	500
Total LIBRARY:		26	26	-	450	675	500
Total LEISURE ACTIVITIES:		26	26	-	450	675	500
OTHER FINANCING USES							
TRANSFERS OUT							
220-592400-900	TRANSFER OUT	100,000	100,000	-	-	-	-
Total TRANSFERS OUT:		100,000	100,000	-	-	-	-
Total OTHER FINANCING USES:		100,000	100,000	-	-	-	-
Total Expenditure:		100,026	100,026	-	450	675	500
Net Total LIBRARY SPECIAL REVENUE FUND:		83,775-	86,370-	17,925	10,073	14,567	19,425

4

Village of Waunakee
 Zero Based Budget Summary
 2020 Budget

	<u>Library</u>	<u>Library Building</u>	<u>Total</u>	<u>Library Fund</u>
Expenditures	\$ 1,077,509	\$ 205,364	\$ 1,282,873	\$ 500
Revenues	192,588	-	192,588	19,925
Net cost of service	884,921	205,364	1,090,285	(19,425)
Share of general revenues	-	-	-	-
Tax Levy needs	<u>\$ 884,921</u>	<u>\$ 205,364</u>	<u>\$ 1,090,285</u>	<u>\$ (19,425)</u>
Expenditures				
2019 Budget	1,004,164	121,645	1,125,809	-
Increase	73,345	83,719	157,064	500
Tax levy				
2019 Budget	821,334	121,645	942,979	(17,925)
Increase	63,587	83,719	147,306	(1,500)

Reasons for changes

1. Library -

Village of Waunakee
 Zero Based Budgeting - Summary
 2020 Budget

		<u>2020</u>	<u>2019</u>	
		<u>Budget</u>	<u>Budget</u>	<u>Variance</u>
<u>Library</u>				
Expenditures				
	Wages	\$ 637,209	\$ 575,895	\$ 61,314
	Fringes	203,173	208,551	(5,378)
	Other	<u>237,127</u>	<u>219,718</u>	<u>17,409</u>
	Subtotal	1,077,509	1,004,164	73,345
Revenues				
COUNTY LIBRARY AID	100-43740020	\$ 192,588	\$ 182,830	
		-	-	
		-	-	
	Subtotal	<u>192,588</u>	<u>182,830</u>	
Net cost of service		884,921	821,334	
Share of general revenues		-	-	
Tax Levy needs		<u>\$ 884,921</u>	<u>\$ 821,334</u>	
		<u>2020</u>	<u>2019</u>	
		<u>Budget</u>	<u>Budget</u>	<u>Variance</u>
<u>Library Building</u>				
Expenditures				
	Wages	\$ 74,191	\$ 40,824	\$ 33,367
	Fringes	27,973	13,762	14,211
	Other	<u>103,200</u>	<u>67,059</u>	<u>36,141</u>
	Subtotal	\$ 205,364	121,645	83,719
Revenues				
		\$ -	\$ -	
		-	-	
	Subtotal	<u>\$ -</u>	<u>\$ -</u>	
Net cost of service		205,364	121,645	
Share of general revenues		-	-	
Tax Levy needs		<u>\$ 205,364</u>	<u>\$ 121,645</u>	
		\$ 192,588	\$ 182,830	

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<u>Library Fund</u>		<u>2020</u>	<u>2019</u>
		<u>Budget</u>	<u>Budget</u>
Expenditures			
	Wages	\$ -	\$ -
	Fringes	-	-
	Other	500	-
	Subtotal	\$ 500	\$ -
Revenues			
PUBLIC CHARGES	220-46740011	\$ 18,000	\$ 16,000
BOOK SALES		-	-
PHOTOCOPIES	220-46740014	1,700	1,700
INTEREST INCOME	220-48140001	225	225
		-	-
	Subtotal	\$ 19,925	\$ 17,925
Net cost of service		(19,425)	(17,925)
Share of general revenues		-	-
Tax Levy needs		\$ (19,425)	\$ (17,925)

Village of Waunakee
 Zero Based Budgeting - Line Items
 2020 Budget

Account Number	Account Name	2020	2019	Difference
100-551400-210	LIBRARY OUTSIDE SERVICES	2,864	1,864	1,000
100-551400-217	LIBRARY SECURITY SYSTEMS	325	325	-
100-551400-219	LIBRARY AUTOMATION LEVY	45,453	49,006	(3,553)
100-551400-225	LIBRARY COMMUNICATIONS	9,000	6,528	2,472
100-551400-290	LIBRARY LEASED ITEMS	4,691	4,596	95
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	4,500	4,500	-
100-551400-311	LIBRARY POSTAGE	1,600	1,350	250
100-551400-320	LIBRARY PUBS/SUBS/DUES	3,180	2,450	730
100-551400-330	LIBRARY TRAVEL/TRAINING	4,200	3,135	1,065
100-551400-340	LIBRARY PROGRAMS	19,000	14,100	4,900
100-551400-341	LIBRARY EQUIPMENT	7,500	5,000	2,500
100-551400-350	LIBRARY REPAIRS/MAINT	-	-	-
100-551400-380	LIBRARY ADULT BOOKS	41,000	41,000	-
100-551400-381	LIBRARY JUVENILE BOOKS	20,250	20,250	-
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	8,745	7,920	825
100-551400-384	LIBRARY COMPUTER SOFTWARE	14,707	13,832	875
100-551400-385	LIBRARY KIT SUPPLIES	5,500	4,250	1,250
100-551400-386	LIBRARY AUDIO MATERIALS	12,500	12,500	-
100-551400-387	LIBRARY VIDEOS	8,500	8,500	-
100-551400-390	LIBRARY SUPPLIES	21,912	16,912	5,000
100-551400-391	LIBRARY PERSONNEL	-	-	-
100-551400-392	LIBRARY PUBLIC RELATIONS	1,700	1,700	-
		<u>237,127</u>	<u>219,718</u>	<u>17,409</u>

Account Number	Account Name	Item	Vendor	(If necessary)		Amount	Description		
				Quantity	Unit Price				
100-551400-210	LIBRARY OUTSIDE SERVICES	1	Graphic Design			\$ 2,000	Programming design & printing		
		2	PAYPATH	288	3.00	864	Timekeeping fees (24 employees x 12 months)		
		3							
		4							
		5							
						\$ 2,864		1,864	1,000
100-551400-217	LIBRARY SECURITY SYSTEMS	1	Pyramid Telephone (Fire Alarm Line)			\$ 325			
		2							
						\$ 325		325	
100-551400-219	LIBRARY AUTOMATION LEVY	1	South Central Library System			\$ 45,453			
		2							
						\$ 45,453		49,006	(3,553)

100-551400-225	LIBRARY COMMUNICATIONS	1 TDS Telecom	12	750.00	\$ 9,000		
		2					
					\$ 9,000	6,528	2,472
100-551400-290	LIBRARY LEASED ITEMS	1 GFC Leasing	12	294.88	3,539	Copier lease	
		2 Gordon Flesch	12	96.00	1,152	Meter click	
		3					
					\$ 4,691	4,596	95
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	1 South Central Library System			\$ 4,500	Bibliotheca (Self check Maint.)	
		2					
		3					
					\$ 4,500	4,500	
100-551400-311	LIBRARY POSTAGE	1 Post office			\$ 1,600		
		2					
					\$ 1,600	1,350	250
100-551400-320	LIBRARY PUBS/SUBS/DUES	1 ALA Memberships			\$ 600		
		2 WLA Membership-Plumb			575		
		3 WLA Membership-Gitzlaff			225		
		4 WLA Membership Board			300		
		5 WLA Membership-Cosgriff			225		
		6 WLA Membership - Hircock			225		
		7 WLA Membership - Staff			300		
		7 Waunakee-Westport Lions			80		
		8 Waunakee Rotary			650		
		9					
		10					
					\$ 3,180	2,450	730
100-551400-330	LIBRARY TRAVEL/TRAINING	1 Amer. Library Association (Conference Registration)			\$ -		
		2 Meals ALA			-		
		3 Mileage			500		
		4 WI Library Association Reg. (6)			1,500		
		5 WI Library Conf. Lodging			1,200		
		6 Misc. system workshops			500		
		7 Meals WLA			500		
		8					
					\$ 4,200	3,135	1,065
100-551400-340	LIBRARY PROGRAMS	1 Youth Programs			\$ 12,000	Additional funds to service greater # of programs	
		2 Adult Programs			7,000	Additional funds to service greater # of programs	
		4					
		5					
					\$ 19,000	14,100	4,900
100-551400-341	LIBRARY EQUIPMENT	1 South Central Library System			\$ 5,000	Patron technical equipment	
		2 Amazon			2,500	Staff technical equipment	
		3					
		4					
					\$ 7,500	5,000	2,500
100-551400-380	LIBRARY ADULT BOOKS	1 Baker & Taylor			\$ 35,000		
		2 Amazon			2,000		
		3 Alpine Books					
		4 Quality Books					
		5 Lucky Day Collection			4,000		
		6					
					\$ 41,000	41,000	
100-551400-381	LIBRARY JUVENILE BOOKS	1 Baker & Taylor			\$ 19,000		
		2 Lucky Day Collection			1,250		
		5					
					\$ 20,250	20,250	
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	1 Rivas Magazine Subscription Service			\$ 7,000		
		2 Book Pages			320		
		3 Wall Street Journal			325		
		4 New York Times			950		
		5 Hometown News			150		
		6					
					\$ 8,745	7,920	825
100-551400-384	LIBRARY COMPUTER SOFTWARE	1 South Central Library System			\$ 2,400		
		2 WI Library Services			2,400	Online database subscriptions	
		3 Amazon			1,250	(e-books)	
		4 SCLS digital resources line			6,282	Overdrive (e-books)	
		5 Verizon			2,375	Hot Spot subscriptions	
					\$ 14,707	13,832	875
100-551400-385	LIBRARY KIT SUPPLIES	1 South Central Library System			5,500		
		2 Weston Woods					
		3 Baker & Tayloe					
		4 Findaway World					
		5					
					\$ 5,500	4,250	1,250

9

100-551400-386	LIBRARY AUDIO MATERIALS	1 Books on Tape	12,500			
		2 Recorded Books				
		3 Findaway World				
		4 Midwest Tapes				
		5 Listening Library				
		6				
		\$ 12,500	12,500			
100-551400-387	LIBRARY VIDEOS	1 Baker & Taylor Entertainment	1,000			
		2 Midwest Tapes	1,000			
		3 Amazon	6,500			
		4				
		\$ 8,500	8,500			
100-551400-390	LIBRARY SUPPLIES	1 South Central Library System	1,000	Program support		
		2 Demco	8,500	Increased supplies for new building		
		3 Office Depot	8,500	Increased supplies for new building		
		4 Piggy Wiggly	500	Food for programs/events		
		5 Tuition Reimbursement	2,000	Requested by Emily Harkins and Amy Sampson		
		6 Azuradisc				
		7 Upstart	325			
		8 Uline	1,000			
		9 Flexplan	12	7.25	87	
		10				
		\$ 21,912	16,912	5,000		
100-551400-391	LIBRARY PERSONNEL	1	\$ -			
		2				
		3				
		4				
		\$ -	-			
100-551400-392	LIBRARY PUBLIC RELATIONS	1 Printing & Design	1,000			
		2 Annual report brochure	200			
		3 Facebook, newspaper and football advertising	500			
		4				
		5				
		6				
		\$ 1,700	1,700			
		\$ 237,127	219,718	17,409		

Village of Waunakee
 Zero Based Budgeting - Line items
 2020 Budget

Account Number	Account Name	2020	2019	Difference
100-551401-210	LIBRARY BLDG SERVICES	21,200	22,600	(1,400)
100-551401-220	LIBRARY BLDG UTILITIES	45,000	29,500	15,500
100-551401-221	LIBRARY BLDG GAS HEAT	12,000	6,859	5,141
100-551401-341	LIBRARY BLDG EQUIPMENT		-	-
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	23,000	7,500	15,500
100-551401-390	LIBRARY BLDG OTHER	2,000	600	1,400
	TOTAL	103,200	67,059	36,141

Account Number	Account Name	Item	Vendor	(If necessary)		Amount	Description	
				Quantity	Unit Price			
100-551401-210	LIBRARY BLDG SERVICES	1	Capital Coffee	12	350.00	\$ 4,200	Coffee vending	
		2	Otis elevator			2,000	Elevator maintenance	
		3	Vendor-TBD			10,000	Landscaping/gardening	
		4	Vendor-TBD	2	2500	\$ 5,000	Window cleaning 2x annually	
						\$ 21,200	22,600	(1,400)
100-551401-220	LIBRARY BLDG UTILITIES	1	Waunakee Utilities	12	3,750.00	\$ 45,000		
		2						
						\$ 45,000	29,500	15,500
100-551401-221	LIBRARY BLDG GAS HEAT	1	MG&E	12	1,000.00	\$ 12,000		
		2						
						\$ 12,000	6,859	5,141

11

100-551401-350	LIBRARY BLDG REPAIRS/MAINT	<u>1</u> Janitorial supplies	\$ 16,000	includes Sunday hours	
		<u>2</u> Maintenance supplies	4,000	1-time equip purchases	
		<u>3</u> Service calls	3,000		
		<u>4</u>			
			<u>\$ 23,000</u>		7,500 15,500
100-551401-390	LIBRARY BLDG OTHER	<u>1</u> Various vendors	\$ 2,000	Other	
		<u>2</u>			
			<u>\$ 2,000</u>		600 1,400
	TOTAL		<u>\$ 103,200</u>		67,059 36,141