

**Waunakee Public Library**  
**Library Board Meeting**  
**via ZOOM**  
**Friday, November 20, 2020 7:45 AM**

Please visit the Zoom url below to join the webinar:

<https://us02web.zoom.us/j/83387793973>

Or phone (312) 626-6799 Webinar ID: 833 8779 3973

*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 October 16, 2020 Library Board Minutes
  - B. Approve Schedule of Bills
  - C. Approve Financial Reports, plus *Forever Fund* and 220 Account
- IV. Director's Report and current COVID updates
- V. Old Business
  - A. Approve 2021 Library Budget
- VI. New Business
  - A. Discuss and possibly take action on reducing library services temporarily due to COVID-19 pandemic
  - B. Discuss ending Overdue Fines in 2021
  - C. Discuss staff appreciation
- VII. Adjourn

**Next Library Board meeting:** Friday, December 18, 2020 @ 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, October 16, 2020**

**7:45 AM**

**Meeting in Community Hall in the Library**

- I. **Call to order:** Jean called the meeting to order at 7:47 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:** none
- III. **Approval of consent agenda:** Erin moved, Annie seconded. Passed.
- IV. **Public comment:** none
- V. **Director's Report**

Express browsing services are going well with small numbers of patrons being able to do unlimited browsing for 20 minutes. Patrons have been very appreciative of having full access to their library again and have shown that their appreciation by thanking the frontline staff. The next step in moving forward with services is to find a way to safely have small groups be able to sit and use the wifi or meet. Vogel will be coming the week of October 26 to install the new drive-up window. Erick has been talking with the Sun Prairie and Monona Libraries to share his expertise on expanding services during the pandemic. Brittany has been finding ways to connect with students and support the schools. She will continue to work on and develop school-related initiatives throughout October. Make & Take bags and Grab bag requests were very popular again this month. Courtney hosted a Senior Scams program, she is also taking a course dealing with anti-racism.
- VI. **Old Business**
  - A. **Discuss 2021 Library Budget** Erick presented a zero based budgeting summary for the 2021 budget to be presented virtually to the Village Board on October 19. There was a savings in utility costs in the new building, because we guessed high. There was a motion by Cathy S. to approve the budget and present it to the Board on October 19. It was seconded by Melissa. Passed.
- VII. **New Business**
  - A. **Discuss Eliminating Fines** We will discuss in November.
  - B. **Discuss Study Areas** We will continue to discuss different options for areas for small study groups in November.

**VIII. Adjourn:** The meeting was adjourned at 8:13 AM on a motion by Jean, seconded by Erin. Passed.

**Library Board Meeting: Friday, November 20, 2020 at 7:45 AM**  
**The November meeting will take place via Zoom.**  
**Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary**

# October 2020

Account	Vender	Amount
<u>100-551400-210 Outside services</u>		
	<b>Total</b>	<b>0.00</b>
<u>100-551400-219 Automation levy</u>		
	<b>Total</b>	<b>0.00</b>
<u>100-551400-290 Leased items</u>		
	<b>Total</b>	<b>0.00</b>
<u>100-551400-292 Maintenance contracts</u>		
	Gordon Flesch	150.25
		0.00
	<b>Total</b>	<b>150.25</b>
<u>100-551400-311 Postage</u>		
	SCLS	0.00
	Bibliotheca	2,081.60
		+
	<b>Total</b>	<b>2,081.60</b>
	Post Office	181.22
	<b>Total</b>	<b>181.22</b>
<u>100-551400-320 Publications, subscriptions and dues</u>		
	WILS	3,426.31
	ALA	0.00
	Amazon Prime	0.00
	WLA	0.00
	<b>Total</b>	<b>3,426.31</b>
<u>100-551400-330 Travel and training</u>		
	SCLS	0.00
	UW- Madison	225.00
	WLA	15.00
	<b>Total</b>	<b>240.00</b>
<u>100-551400-340 Programs</u>		
	Pig	22.05
	Apple Music	0.00
	Amazon	100.62
	Ronda Estey	0.00
	Target	0.00
	David Randall	600.00
	Micaela Sullivan Fowler	200.00
	Tia Nelson	200.00
	Marcus Cederstrom	0.00
	Zoom	14.99
	Tristan Mueller-Vollmer	0.00
	Sara Alvarado	0.00
	Midwest Center for Cultural Competence	0.00
	Thysse	0.00
	Post Office	0.00
	<b>Total</b>	<b>1,137.66</b>
<u>100-551400-341 Equipment</u>		

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	Minuteman Press	0.00
	Amazon	0.00
	Nassco	0.00
	Laird Plastics	0.00
	Scls	0.00
	<b>Total</b>	<b>0.00</b>
<u>100-551400-350 Repairs and maint</u>		
	<b>Total</b>	<b>0.00</b>
<u>100-551400-380 Adult books</u>		
	Amazon	352.37
	Baker and Taylor	5,603.19
	Barnes and Noble	0.00
	Beyond the Page	17.85
	<b>Total</b>	<b>5,973.41</b>
<u>100-551400-381 Juvenile books</u>		
	Amazon	306.60
	Baker and Taylor	1,007.71
	Penworthy	0.00
	The Dot Central	0.00
	<b>Total</b>	<b>1,314.31</b>
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	0.00
	<b>Total</b>	<b>0.00</b>
<u>100-551400-384 - Digital Materials &amp; Computer Software</u>		
	Amazon	0.00
	Demco Software	0.00
	TBS	0.00
	Verizon -Hotspots	200.05
		0.00
	<b>Total</b>	<b>200.05</b>
<u>100-551400-385 Kit supplies</u>		
	Amazon	175.43
	Minuteman Press	36.09
	UPS Store	0.00
	Pig	0.00
	<b>Total</b>	<b>211.52</b>
<u>100-551400-386 Audio materials</u>		
	Recorded Books	0.00
	Midwest Tape	342.86
	Amazon	294.30
	Findaway	1,103.85
	<b>Total</b>	<b>1,741.01</b>
<u>100-551400-387 Videos</u>		
	Amazon	435.28
	Midwest Tape	254.63
	<b>Total</b>	<b>689.91</b>
<u>100-551400-390 Other</u>		
	Amazon	121.78
	Office Depot	174.95
	Uline	193.93
	SCLS	133.29
	Pig	32.65
	Demco	170.88
	Walgreens	0.00
	Azuradisc	88.97
	<b>Total</b>	<b>916.45</b>
<u>100-551400-391 Personnel</u>		



<u>100-551400-392 Public relations</u>	<b>Total</b>	<u><u>0.00</u></u>
	Minuteman Press	0.00
	Fearings	0.00
 <u>100-551401-210 Building serices</u>	<b>Total</b>	<u><u>0.00</u></u>
	Rain Now	1,500.00
	Reinders	0.00
	Ahern Co	0.00
	Amazon	0.00
	<b>Total</b>	<u><u>1,500.00</u></u>
 <u>100-551401-350 Repairs/Maintenance</u>		
	Nassco	0.00
	Laird Plastics	0.00
	Menards	130.50
	Ace Hardware	170.65
	Amazon	569.34
	Schilling Supply Company	488.85
	Capital Coffee	241.80
	Walgreens	23.92
	Waunakee Rental	100.23
	Harry Falk Co	0.00
	<b>Total</b>	<u><u>1,725.29</u></u>
 <u>220 fund</u>		
	Vogel Brothers	24,477.00
	Amazon	0.00
	Waunakee Rental	0.00
	<b>Total</b>	<u><u>24,477.00</u></u>
	<b>Month Total</b>	<u><u>45,965.99</u></u>



VILLAGE OF WAUNAKEE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR	
<u>TAXES</u>							
100-41100110	GENERAL PROPERTY TAX	.00	6,033,724.00	6,033,724.00	.00	100.00	5,491,714.00
100-41200101	STATE SALES TAX	10.00	102.60	120.00	( 17.40)	85.50	102.09
100-41300110	UTILITY TAX	152,000.00	760,000.00	870,093.00	( 110,093.00)	87.35	843,000.00
100-41800101	INTEREST ON TAXES	.00	592.39	.00	592.39	.00	851.18
100-41900101	OTHER TAXES	.00	5,820.22	.00	5,820.22	.00	14,177.19
	<b>TOTAL TAXES</b>	<b>152,010.00</b>	<b>6,800,239.21</b>	<b>6,903,937.00</b>	<b>( 103,697.79)</b>	<b>98.50</b>	<b>6,349,844.46</b>
<u>INTERGOVERNMENTAL REVENUE</u>							
100-43210012	FEDERAL POLICE VEST GRANT	.00	1,312.50	.00	1,312.50	.00	850.00
100-43321003	CARES (ROUTES) - FEDERAL	( 6,615.31)	20,003.40	.00	20,003.40	.00	.00
100-43321005	WEC CARES - FEDERAL	103,033.10	113,334.40	.00	113,334.40	.00	.00
100-43400110	STATE SHARED REVENUE	.00	22,817.84	152,119.00	( 129,301.16)	15.00	22,877.05
100-43400130	OTHER STATE SHARED REVENUE	.00	75,840.68	75,840.00	.68	100.00	68,694.89
100-43411020	FIRE INSURANCE TAX	.00	83,139.43	55,000.00	28,139.43	151.16	77,925.16
100-43510023	OTHER LAW ENFORCEMENT AIDS	.00	.00	.00	.00	.00	1,865.14
100-43521030	TRANSPORTATION AIDS	232,990.57	931,962.28	933,227.00	( 1,264.72)	99.86	817,399.81
100-43528040	STATE RECYCLING PAYMENT	.00	28,393.57	20,000.00	8,393.57	141.97	28,396.65
100-43740020	COUNTY LIBRARY AID	1,225.00	195,791.65	192,588.00	3,203.65	101.66	184,802.31
100-43740091	SOUTH CENTRAL LIBRARY AID	.00	.00	.00	.00	.00	475.00
	<b>TOTAL INTERGOVERNMENTAL REVE</b>	<b>330,633.36</b>	<b>1,472,595.75</b>	<b>1,428,774.00</b>	<b>43,821.75</b>	<b>103.07</b>	<b>1,203,286.01</b>
<u>LICENSES &amp; PERMITS</u>							
100-44101010	LICENSES - LIQUOR & BEER	.00	12,359.00	12,000.00	359.00	102.99	21,730.00
100-44101015	LICENSES - OPERATOR	( 400.00)	4,768.00	5,000.00	( 232.00)	95.36	6,374.00
100-44101020	LICENSES - CIGARETTE	.00	700.00	800.00	( 100.00)	87.50	700.00
100-44101090	LICENSES - MISCELLANEOUS	325.00	1,600.00	2,600.00	( 1,000.00)	61.54	3,796.00
100-44202020	LICENSES - DOG	76.50	4,334.25	5,400.00	( 1,065.75)	80.26	3,743.50
100-44202030	LICENSES - CAT	8.00	718.00	1,000.00	( 282.00)	71.80	559.00
100-44210010	LICENSES - BICYCLE	.00	4.00	20.00	( 16.00)	20.00	17.00
100-44313010	PERMIT FEES RESIDENTIAL NEW CO	8,124.75	79,225.37	52,500.00	26,725.37	150.91	71,945.13
100-44313015	PERMIT FEES RES ALT & ADD	5,418.41	43,953.00	15,000.00	28,953.00	293.02	44,671.69
100-44313020	PERMIT FEES NEW MULTI FAMILY	.00	.00	.00	.00	.00	495.00
100-44313030	PERMIT FEES NEW COMM & IND	.00	8,263.83	7,000.00	1,263.83	118.05	70,981.35
100-44313035	PERMIT FEES COMM/IND ALT & ADD	2,349.90	18,041.10	10,000.00	8,041.10	180.41	49,702.79
100-44313095	NO PERMIT PENALTIES	1,242.00	1,242.00	.00	1,242.00	.00	.00
100-44320085	SIGN PERMIT	.00	675.00	1,250.00	( 575.00)	54.00	1,200.00
100-44320090	PERMIT FEES MISC.	360.00	4,570.00	2,500.00	2,070.00	182.80	3,877.75
100-44352050	SITE PLAN APPROVAL	320.00	3,035.00	2,300.00	735.00	131.96	960.00
100-44352060	PUD REVIEW	475.00	475.00	.00	475.00	.00	1,425.00

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VILLAGE OF WAUNAKEE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY OPERATIONS</u>						
100-551400-110 LIBRARY FULL TIME	24,131.09	260,460.02	330,458.00	69,997.98	78.82	252,473.92
100-551400-120 LIBRARY PART TIME	25,405.81	259,642.54	330,623.00	70,980.46	78.53	256,154.64
100-551400-130 LIBRARY FICA	3,639.47	39,195.10	50,571.00	11,375.90	77.51	37,269.59
100-551400-131 LIBRARY RETIREMENT	2,856.50	30,412.50	36,403.00	5,990.50	83.54	27,397.62
100-551400-132 LIBRARY HEALTH	6,637.10	115,068.20	122,183.00	7,114.80	94.18	96,682.00
100-551400-133 LIBRARY LIFE	59.92	601.41	542.00	( 59.41)	110.96	500.91
100-551400-134 LIBRARY DENTAL	654.64	6,363.55	7,209.00	845.45	88.27	6,390.36
100-551400-210 LIBRARY OUTSIDE SERVICES	174.00	840.00	2,864.00	2,024.00	29.33	1,227.00
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	756.29	6,879.16	9,000.00	2,120.84	76.44	6,829.75
100-551400-290 LIBRARY LEASED ITEMS	443.10	3,983.74	4,691.00	707.26	84.92	1,944.26
100-551400-292 LIBRARY MAINTENANCE CONTRACTS	2,081.60	4,163.20	4,500.00	336.80	92.52	3,505.83
100-551400-311 LIBRARY POSTAGE	132.54	453.25	1,600.00	1,146.75	28.33	824.67
100-551400-320 LIBRARY PUBS/SUBS/DUES	.00	1,265.55	3,180.00	1,914.45	39.80	3,649.50
100-551400-330 LIBRARY TRAVEL/TRAINING	225.00	1,760.72	4,200.00	2,439.28	41.92	2,020.66
100-551400-340 LIBRARY PROGRAMS	1,689.98	19,520.20	19,000.00	( 520.20)	102.74	13,238.59
100-551400-341 LIBRARY EQUIPMENT	.00	3,783.28	7,500.00	3,716.72	50.44	9,196.90
100-551400-380 LIBRARY ADULT BOOKS	6,074.71	31,154.95	41,000.00	9,845.05	75.99	27,951.45
100-551400-381 LIBRARY JUVENILE BOOKS	1,142.77	12,188.21	20,250.00	8,061.79	60.19	19,108.66
100-551400-383 LIBRARY SERIAL SUBSCRIPTIONS	.00	8,136.44	8,745.00	608.56	93.04	13,639.48
100-551400-384 LIBRARY COMPUTER SOFTWARE	200.05	15,808.15	14,707.00	( 1,101.15)	107.49	8,714.57
100-551400-385 LIBRARY KIT SUPPLIES	572.76	3,007.42	5,500.00	2,492.58	54.68	2,463.72
100-551400-386 LIBRARY AUDIO MATERIALS	442.75	6,412.28	12,500.00	6,087.72	51.30	8,666.00
100-551400-387 LIBRARY VIDEOS	645.06	6,887.84	8,500.00	1,612.16	81.03	8,219.56
100-551400-390 LIBRARY OTHER	827.85	10,589.51	21,912.00	11,322.49	48.33	13,661.85
100-551400-391 LIBRARY PERSONNEL	.00	61.00	.00	( 61.00)	.00	517.00
100-551400-392 LIBRARY PUBLIC RELATIONS	615.00	1,117.41	1,700.00	582.59	65.73	1,295.15
<b>TOTAL LIBRARY OPERATIONS</b>	<b>79,407.99</b>	<b>896,543.58</b>	<b>1,115,116.00</b>	<b>218,572.42</b>	<b>80.40</b>	<b>867,550.12</b>

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VILLAGE OF WAUNAKEE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY BUILDING</u>						
100-551401-110 LIBRARY BLDG FULL TIME	4,166.19	44,410.67	53,621.00	9,210.33	82.82	18,540.18
100-551401-120 LIBRARY BLDG PART-TIME	1,396.94	15,332.28	20,570.00	5,237.72	74.54	1,898.20
100-551401-121 LIBRARY BLDG OVERTIME	.00	39.06	.00	( 39.06)	.00	688.51
100-551401-130 LIBRARY BLDG FICA	410.55	4,563.31	5,675.00	1,111.69	80.41	1,455.86
100-551401-131 LIBRARY BLDG RETIREMENT	281.22	3,102.09	3,619.00	516.91	85.72	1,259.52
100-551401-132 LIBRARY BLDG HEALTH	1,026.06	16,922.21	16,938.00	15.79	99.91	7,476.93
100-551401-133 LIBRARY BLDG LIFE	4.43	52.33	54.00	1.67	96.91	18.65
100-551401-134 LIBRARY BLDG DENTAL	137.78	1,531.82	1,687.00	155.18	90.80	764.98
100-551401-210 LIBRARY BLDG SERVICES	1,565.70	10,924.22	21,200.00	10,275.78	51.53	22,096.73
100-551401-220 LIBRARY BLDG UTILITIES	2,988.33	19,749.33	45,000.00	25,250.67	43.89	27,711.34
100-551401-221 LIBRARY BLDG GAS HEAT	328.23	6,053.33	12,000.00	5,946.67	50.44	2,858.07
100-551401-341 LIBRARY BLDG EQUIPMENT	.00	4,625.78	.00	( 4,625.78)	.00	.00
100-551401-350 LIBRARY BLDG REPAIRS/MAINT	5,970.25	22,508.06	23,000.00	491.94	97.86	599.69
100-551401-390 LIBRARY BLDG OTHER	.00	614.98	2,000.00	1,385.02	30.75	53.50
<b>TOTAL LIBRARY BUILDING</b>	<b>18,275.68</b>	<b>150,429.47</b>	<b>205,364.00</b>	<b>54,934.53</b>	<b>73.25</b>	<b>85,422.16</b>
<u>DEPOT</u>						
100-551410-350 DEPOT REPAIRS/MAINT	22.80	22.80	600.00	577.20	3.80	22.80
<b>TOTAL DEPOT</b>	<b>22.80</b>	<b>22.80</b>	<b>600.00</b>	<b>577.20</b>	<b>3.80</b>	<b>22.80</b>

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VILLAGE OF WAUNAKEE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY REVENUES</u>						
220-46740011 PUBLIC CHARGES	.00	3,054.68	18,000.00	( 14,945.32)	16.97	7,663.22
220-46740014 PHOTOCOPIES	67.73	1,130.87	1,700.00	( 569.13)	66.52	2,556.91
220-46740015 ROOM RENTAL	.00	1,047.16	.00	1,047.16	.00	1,846.25
<b>TOTAL LIBRARY REVENUES</b>	<b>67.73</b>	<b>5,232.71</b>	<b>19,700.00</b>	<b>( 14,467.29)</b>	<b>26.56</b>	<b>12,066.38</b>
<u>MISCELLANEOUS REVENUE</u>						
220-48140001 INTEREST INCOME	90.00	845.00	225.00	620.00	375.56	653.00
220-48540070 DONATIONS	100.00	5,120.00	.00	5,120.00	.00	1,085.36
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>190.00</b>	<b>5,965.00</b>	<b>225.00</b>	<b>5,740.00</b>	<b>2,651.11</b>	<b>1,738.36</b>
<b>TOTAL FUND REVENUE</b>	<b>257.73</b>	<b>11,197.71</b>	<b>19,925.00</b>	<b>( 8,727.29)</b>	<b>56.20</b>	<b>13,804.74</b>

VILLAGE OF WAUNAKEE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY</u>						
220-551400-390 LIBRARY OTHER	.00	737.26	500.00	( 237.26)	147.45	450.00
TOTAL LIBRARY	.00	737.26	500.00	( 237.26)	147.45	450.00
TOTAL LEISURE ACTIVITIES	.00	737.26	500.00	( 237.26)	147.45	450.00
<u>TRANSFERS OUT</u>						
220-592400-900 TRANSFER OUT	.00	3,500.00	.00	( 3,500.00)	.00	.00
TOTAL TRANSFERS OUT	.00	3,500.00	.00	( 3,500.00)	.00	.00
TOTAL OTHER FINANCING USES	.00	3,500.00	.00	( 3,500.00)	.00	.00
TOTAL FUND EXPENDITURES	.00	4,237.26	500.00	( 3,737.26)	847.45	450.00
NET REVENUES OVER EXPENDITURE	<u>257.73</u>	<u>6,960.45</u>	<u>19,425.00</u>			<u>13,354.74</u>

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VILLAGE OF WAUNAKEE  
BALANCE SHEET  
OCTOBER 31, 2020

LIBRARY SPECIAL REVENUE FUND

ASSETS

220-11110	COMMINGLED CASH	62,293.50	
220-11801	CASH ON HAND	175.00	
	TOTAL ASSETS		<u>62,468.50</u>

LIABILITIES AND EQUITY

FUND EQUITY

220-34222	DESIGNATED - PIRANO	1,070.50	
220-34300	FUND BALANCE	54,437.55	
	BEGINNING FUND BALANCE	55,508.05	
	REVENUE OVER EXPENDITURES - YTD	6,960.45	
	TOTAL FUND EQUITY		<u>62,468.50</u>
	TOTAL LIABILITIES AND EQUITY		<u>62,468.50</u>



1030243: Waunakee Library Forever Fund

9/1/2020 To 9/30/2020

**Balance**

Beginning Balance 278,841.27

**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 497.18

Unrealized Gain / Loss (7,007.63)

Realized Gain / Loss 2,745.25

Trustee Fees (26.16)

**(3,791.36)**

**Grants/Distributions**

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (232.37)

**(232.37)**

**Ending Balance**

**\$274,817.54**

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# WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

October 2020

	2020			2019		% Change Prev Month	% Change Prev Year	YTD % Change
	October	Prev Month	Yr-to-date	October	Yr-to-date			
# of Days Library was open	26	25	217	27	243	4.0%	N/A	N/A
<b>CIRCULATION</b>								
Physical circulation	19,184	15,723	140,970	26,058	221,886	22.0%	-26.4%	-36.5%
Digital circulation	3,177	3,331	32,830	2,862	26,329	-4.6%	11.0%	24.7%
Library Total	22,361	19,054	173,800	28,920	248,215	17.4%	-22.7%	-30.0%
<i>Per Day library was open</i>	860	762	801	1,071	1,021	12.8%	-19.7%	-21.6%
Average of Deforest, Monona and	19,631	18,355	164,109	27,680	294,478	6.9%	-29.1%	-44.3%
By Category								
Books								
Juvenile Fiction	3,172	2,446	19,198	3,157	26,720	29.7%	0.5%	-28.2%
Juvenile Non-Fiction	1,411	1,050	9,387	1,654	15,612	34.4%	-14.7%	-39.9%
Easy Readers	1,448	994	9,183	1,935	14,367	45.7%	-25.2%	-36.1%
Picture books	3,245	2,506	23,152	4,756	37,855	29.5%	-31.8%	-38.8%
Total Juvenile	9,276	6,996	60,920	11,502	94,554	32.6%	-19.4%	-35.6%
Young Adult	685	686	5,200	669	6,735	-0.1%	2.4%	-22.8%
Adult Fiction	2,721	2,362	19,651	2,673	23,175	15.2%	1.8%	-15.2%
Adult non-Fiction	1,783	1,658	14,221	2,371	21,364	7.5%	-24.8%	-33.4%
Large print	744	649	5,197	609	5,449	14.6%	22.2%	-4.6%
Adult Paperbacks	73	60	997	293	2,195	21.7%	-75.1%	-54.6%
Total Adult	5,321	4,729	40,066	5,946	52,183	12.5%	-10.5%	-23.2%
Magazines	396	329	2,763	400	4,163	20.4%	-1.0%	-33.6%
Audio	765	695	6,977	1,568	13,702	10.1%	-51.2%	-49.1%
DVD and Blu-ray	2,632	2,179	21,505	4,671	38,915	20.8%	-43.7%	-44.7%
Software and video games	23	51	219	9	234	-54.9%	155.6%	-6.4%
Kits	19	8	2,892	1,079	9,744	137.5%	-98.2%	-70.3%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	54	41	317	89	704	31.7%	-39.3%	-55.0%
E-books	3,177	3,331	32,830	2,862	26,329	-4.6%	11.0%	24.7%
% of total circulation	14.2%	17.5%	18.9%	9.9%	10.6%	-18.7%	43.6%	N/A
<b>PROGRAMS</b>								
Children								
Number	15	9	177	39	323	66.7%	-61.5%	-45.2%
Attendance	585	601	6,923	1,269	13,613	-2.7%	-53.9%	-49.1%
Young adult								
Number	7	1	42	4	48	600.0%	75.0%	-12.5%
Attendance	28	1	851	49	1,364	2700.0%	-42.9%	-37.6%
Adult								
Number	9	8	49	10	93	12.5%	-10.0%	-47.3%
Attendance	96	72	687	289	1,736	33.3%	-66.8%	-60.4%
NEW PATRONS ADDED	69	50	519	146	1,133	38.0%	-52.7%	-54.2%
PUBLIC MEETING ROOM BOOKINGS	1	0	50	19	46	NA	-94.7%	8.7%
STUDY ROOM BOOKINGS	0	0	726	208	413	NA	-100.0%	75.8%
PUBLIC PC SESSIONS	234	205	2,202	0	1,430	14.1%	N/A	54.0%
UNIQUE WIRELESS USERS	714	693	9,087	6,337	35,535	3.0%	-88.7%	-74.4%
CURBSIDE TRANSACTIONS	67	77	1,940	0	0	-13.0%	N/A	N/A
# OF VISITORS TO LIBRARY	5,688	5,861	85,842	16,061	153,587	-3.0%	-64.6%	-44.1%

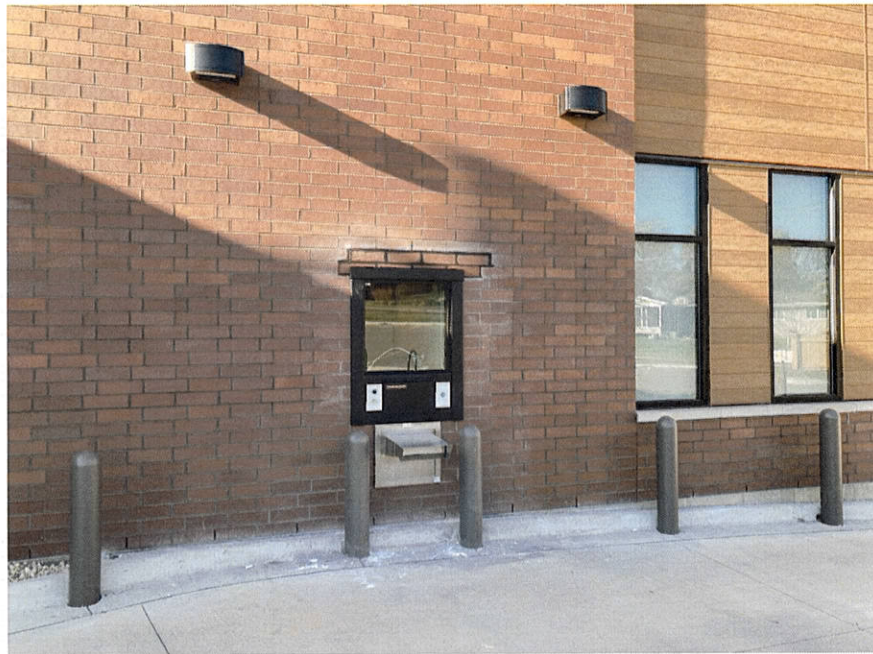
9/11



**Library Activity Report**  
**Library Director Erick Plumb**  
**October 2020**

**COVID-19 and Library Activity**

- Our new drive-up window has been installed and is operational. The service window will allow us to provide curbside services without having to leave the building during the long, cold winter to come. The project qualifies for a Routes to Recovery grant so we expect a fair portion of the total amount to be reimbursed by the federal government. The window will be useful should we need to once again restrict access to the building due to the pandemic. There are still some necessary nips and tucks that need to be completed – the bookdrop chute needs to be trimmed to be easier for people to access, for example – but we are very relieved to have this service up and running as we prepare for winter.



- We are carefully following the alarming trend of rising cases of coronavirus in Waunakee. We have been very pleased to have an open building for the past several months, but if staff and their families begin falling ill, we will switch back to more limited services for a period of time.
- The Verona Public Library, Portage Public Library, Reedsburg Library, and Lodi Public Library are among those SCLS libraries that have gone back to curbside-only services in recent weeks and days. Other libraries that had been planning to reopen their buildings to the public, such as Sun Prairie, have delayed those plans. While we are not yet ready to pull back on public services, we have

implemented reduced staffing so that very few “off-desk” activities where staff are not directly serving the public will take place remotely. We are prepared, however, to pull back services at a moment’s notice should the need arise.

- Talking with Public Health, the greatest transmission risk here would be amongst staff members in staff areas, where it can be easy to let down one’s guard with trusted colleagues. We continue to remind staff how vital it is that they stay distant from one another.
- In a non-COVID-related topic, the Library has begun a new circulating video game collection. Games will be circulated for Nintendo Switch, Xbox, and Playstation platforms.
- Finally, and sadly, long-time children’s library assistant Molly Button’s daughter, Grace, gave birth to a still-born daughter on November 12. The Button family hopes to memorialize baby Joan’s presence in their lives with a gift of an outdoor space at the Library in remembrance of their grand-daughter and also as a place to honor all families that have experienced such a loss. The family and I will discuss options for a Creekside project and will bring forward plans to the Board for consideration. Potential ideas include a seating area, gardens, and possibly a gazebo.

### **Youth Services Report by Brittany Gitzlaff**

October continued much like the months preceding it. Virtual programs consistently have low, but steady numbers. Our more passive programs have proven to be a need we can meet for our patrons. Grab Bag requests for the month were 42 and 323 Take & Make crafts were given out. This month we also tried a Kids Photo Hunt and gave away free books to all that participated and had 30 people play along. In an effort to continue our work with social justice issues, we hosted Sara Alvarado to present “How to Talk to Your Kids about Race.” While the number of participants wasn’t huge, it was incredibly well-done and the conversation was open and honest and I believe those in attendance walked away with new knowledge. A link to the program is below. After a slower start to the school year, teen programs seem to have hit their stride. The Teen Advisory Council of Students (TACOS) has six members, the weekly Zoom hangout with Angie has a following much like it did in-person, and several teens enjoyed cooking together over Zoom with Angie as well.

### **Adult Services Report by Courtney Cosgriff**

In October, I hosted my Ales and Tales book club and two virtual programs. I was interviewed by a UW iSchool student on librarianship and managerial duties. I attended two CE trainings on

racial equity as part of a Library Journal course. I attended a SCLS adult programmers check in where we discuss programming ideas and adult "make and take" bags. I assisted the Lions Club with putting blue lights along Main Street to promote diabetes awareness. I submitted our programming for the December issue of Horizons. I am focusing heavily on collection development right now and filling in gaps in the NF collection.

Village of Waunakee  
 Zero Based Budgeting - Summary  
 2021 Budget

		<u>2021</u>	<u>2020</u>	
<u>Library</u>		<u>Budget</u>	<u>Budget</u>	<u>Variance</u>
Expenditures				
	Wages	\$ 697,792	\$ 661,081	\$ 36,711
	Fringes	239,301	216,908	22,393
	Other	<u>236,466</u>	<u>237,127</u>	<u>(661)</u>
	Subtotal	1,173,559	1,115,116	58,443
Revenues				
	COUNTY LIBRARY AID 100-43740020	\$ 212,683	\$ 192,588	
		-	-	
		-	-	
	Subtotal	<u>212,683</u>	<u>192,588</u>	
	Net cost of service	960,876	922,528	
	Share of general revenues	-	-	
	Tax Levy needs	<u>\$ 960,876</u>	<u>\$ 922,528</u>	
 <u>Library Building</u>				
		<u>2021</u>	<u>2020</u>	
		<u>Budget</u>	<u>Budget</u>	<u>Variance</u>
Expenditures				
	Wages	\$ 78,852	\$ 74,191	\$ 4,661
	Fringes	29,581	27,973	1,608
	Other	<u>103,198</u>	<u>103,200</u>	<u>(2)</u>
	Subtotal	\$ 211,631	205,364	6,267
Revenues				
		\$ -	\$ -	
		-	-	
	Subtotal	<u>\$ -</u>	<u>\$ -</u>	
	Net cost of service	211,631	205,364	
	Share of general revenues	-	-	
	Tax Levy needs	<u>\$ 211,631</u>	<u>\$ 205,364</u>	
		\$ 212,683	\$ 192,588	

<u>Library Fund</u>		<u>2021</u>	<u>2020</u>
		<u>Budget</u>	<u>Budget</u>
Expenditures			
	Wages	\$ -	\$ -
	Fringes	-	-
	Other	500	500
	Subtotal	\$ 500	\$ 500
Revenues			
	PUBLIC CHARGES 220-46740011	\$ 12,000	\$ 18,000
	VENDING	\$ 1,200	
	ROOM RENTALS	3,000	-
	PHOTOCOPIES 220-46740014	1,700	1,700
	INTEREST INCOME 220-48140001	225	225
		-	-
	Subtotal	\$ 18,125	\$ 19,925
	Net cost of service	(17,625)	(19,425)
	Share of general revenues	-	-
	Tax Levy needs	<u>\$ (17,625)</u>	<u>\$ (19,425)</u>



Village of Waunakee  
Zero Based Budgeting - Line items  
2021 Budget

Account Number	Account Name	2021	2020	Difference
100-551400-210	LIBRARY OUTSIDE SERVICES	2,864	2,864	-
100-551400-217	LIBRARY SECURITY SYSTEMS	1,220	325	895
100-551400-219	LIBRARY AUTOMATION LEVY	55,707	45,453	10,254
100-551400-225	LIBRARY COMMUNICATIONS	9,000	9,000	-
100-551400-290	LIBRARY LEASED ITEMS	4,691	4,691	-
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	4,500	4,500	-
100-551400-311	LIBRARY POSTAGE	1,600	1,600	-
100-551400-320	LIBRARY PUBS/SUBS/DUES	2,805	3,180	(375)
100-551400-330	LIBRARY TRAVEL/TRAINING	4,200	4,200	-
100-551400-340	LIBRARY PROGRAMS	14,000	19,000	(5,000)
100-551400-341	LIBRARY EQUIPMENT	7,500	7,500	-
100-551400-350	LIBRARY REPAIRS/MAINT	-	-	-
100-551400-380	LIBRARY ADULT BOOKS	40,000	41,000	(1,000)
100-551400-381	LIBRARY JUVENILE BOOKS	20,250	20,250	-
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	8,745	8,745	-
100-551400-384	LIBRARY COMPUTER SOFTWARE	15,089	14,707	382
100-551400-385	LIBRARY KIT SUPPLIES	5,000	5,500	(500)
100-551400-386	LIBRARY AUDIO MATERIALS	10,500	12,500	(2,000)
100-551400-387	LIBRARY VIDEOS	8,500	8,500	-
100-551400-390	LIBRARY SUPPLIES	19,256	21,912	(2,656)
100-551400-391	LIBRARY PERSONNEL	-	-	-
100-551400-392	LIBRARY PUBLIC RELATIONS	1,700	1,700	-
		<u>237,127</u>	<u>237,127</u>	-

Account Number	Account Name	Item	Vendor	Quantity	Unit Price	Amount	Description
100-551400-210	LIBRARY OUTSIDE SERVICES	1	Graphic Design	288	3.00	\$ 2,000	Programming design & printing
		2	PAYPATH	864		\$ 864	Timekeeping fees (24 employees x 12 months)
		3					
		4					
		5					
						\$ 2,864	
100-551400-217	LIBRARY SECURITY SYSTEMS	1	Per Mar			\$ 1,220	Building fire alarm monitoring/maintenance
		2				\$ 1,220	
						\$ 895	
100-551400-219	LIBRARY AUTOMATION LEVY	1	South Central Library System			\$ 55,707	Increase due to additional tech in new building
		2				\$ 55,707	
						\$ 10,254	



100-551400-225	LIBRARY COMMUNICATIONS								
		1	TDS Telecom	12	750.00	\$	9,000		9,000
		2				\$	9,000		
100-551400-290	LIBRARY LEASED ITEMS								
		1	GFC Leasing	12	319.00		3,828	Copier lease	
		2	Gordon Flesch	12	96.00		1,152	Meter click	
		3				\$	4,980		4,691
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		1,600
100-551400-320	LIBRARY PUBS/SUBS/DUES								
		1							
		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		
		8	Waunakee-Westport Lions				80		
		9	Waunakee Rotary				650		
		10	WLA Membership - Claus				225		
						\$	2,805		3,180
100-551400-330	LIBRARY TRAVEL/TRAINING								
		1	Amer. Library Association (Conference Registration)			\$	-		
		2	Plumb SLIS CE						
		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		4,200
100-551400-340	LIBRARY PROGRAMS								
		1	Youth Programs			\$	10,000	fewer funds due to COVID	
		2	Adult Programs				4,000	fewer funds due to COVID	
		4							

	5		\$ 14,000	19,000	(5,000)
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	7,500	-
100-551400-380	LIBRARY ADULT BOOKS				
		1 Baker & Taylor	\$ 32,000		
		2 Amazon	4,000	Physical & Kindle copies	
		3 Lucky Day Collection	4,000		
			\$ 40,000	41,000	(1,000)
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 Rivistas Magazine Subscription Service	\$ 6,250		
		2 Book Pages	320		
		3 Wall Street Journal	325		
		4 New York Times	950		
		5 Hometown News	150		
		6	\$ 7,995	8,745	(750)
100-551400-384	LIBRARY COMPUTER SOFTWARE				
		1 South Central Library System	\$ 3,400		
		2 WI Library Services	2,400	Online database subscriptions	
		3 SCLS digital resources line	6,914	Overdrive (e-books)	
		4 Verizon	2,375	Hot Spot subscriptions	
			\$ 15,089	14,707	382
100-551400-385	LIBRARY KIT SUPPLIES				
		1 Amazon	5,000		
		5	\$ 5,000	5,500	(500)

LIBRARY AUDIO MATERIALS

100-551400-386

1	Recorded Books	10,500	
2	Books on Tape		
3	Findaway World		
4	Midwest Tapes		
5	Listening Library		
6			
		<u>\$ 10,500</u>	12,500 (2,000)

LIBRARY DVDs

100-551400-387

1	Baker & Taylor Entertainment	1,000	
2	Midwest Tapes	1,000	
3	Amazon	6,500	
4			
		<u>\$ 8,500</u>	8,500 -

LIBRARY SUPPLIES

100-551400-390

1	Costco	1,000	Program support
2	Demco	7,844	
3	Office Depot	7,500	
4	Piggly Wiggly	500	Food for programs/events
5	Tuition Reimbursement	1,000	Requested by Emily Harkins
6	Azuradisc		
7	Upstart	325	
8	Uline	1,000	
9	Flexplan	12	7.25
10			
		<u>\$ 19,256</u>	21,912 (2,656)

LIBRARY PERSONNEL

100-551400-391

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

LIBRARY PUBLIC RELATIONS

100-551400-392

1	Printing & Design	1,500	
2			
		<u>\$ 1,500</u>	1,700 (200)
		<u>\$ 236,466</u>	237,127 (661)

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Village of Waunakee  
 Zero Based Budgeting - Line items  
 2021 Budget

Account Number	Account Name	2021	2020	Difference
100-551401-210	LIBRARY BLDG SERVICES	30,698	21,200	9,498
100-551401-220	LIBRARY BLDG UTILITIES	36,000	45,000	(9,000)
100-551401-221	LIBRARY BLDG GAS HEAT	12,000	12,000	-
100-551401-341	LIBRARY BLDG EQUIPMENT	-	-	-
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	21,000	23,000	(2,000)
100-551401-390	LIBRARY BLDG OTHER	3,500	2,000	1,500
	TOTAL	103,198	103,200	(2)

Account Number	Account Name	Item	Vendor	Quantity	Unit Price	Amount	Description
100-551401-210	LIBRARY BLDG SERVICES	1	Capital Coffee	12	350.00	\$ 4,200	Coffee vending
		2	Otis elevator			2,100	Elevator maintenance
		3	Vendor-TBD			7,500	Landscaping/gardening
		4	Masters			8,100	HVAC Operating System
		5	Butters Fetting			2,470	HVAC equipment maintenance
		6	Ahern			828	Sprinkler system
		7	Jefferson Fire			500	Fire alarm
		8	Vendor-TBD	2	2500	\$ 5,000	Window cleaning 2x annually
						\$ 30,698	
						21,200	
						9,498	

100-551401-220	LIBRARY BLDG UTILITIES	1	Waunakee Utilities	12	3,000.00	\$ 36,000	
		2				\$ 36,000	
						45,000	(9,000)

100-551401-221	LIBRARY BLDG GAS HEAT	1	MG&E	12	1,000.00	\$ 12,000	
		2				\$ 12,000	
						12,000	

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Account Number	Category	Sub-category	Amount
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	1 Janitorial supplies	\$ 15,000
		2 Maintenance supplies	2,000
		3 Service calls	4,000
		4	<u>23,000</u>
100-551401-390	LIBRARY BLDG OTHER	1 Various vendors	\$ 3,500
		2	<u>3,500</u>
			2,000
			<u>103,198</u>
TOTAL			<u>103,200</u>
			(2,000)
			1,500
			(2)

Village of Waunakee  
 Zero Based Budgeting - Line items  
 2021 Budget

Account Number	Account Name	2021	2020	Difference
220-551400-311	LIBRARY POSTAGE	-	-	-
220-551400-320	LIBRARY PUBS/SUBS/DUES	-	-	-
220-551400-330	LIBRARY TRAVEL/TRAINING	-	-	-
220-551400-340	LIBRARY PROGRAMS	-	-	-
220-551400-390	LIBRARY OTHER	500	500	-
	TOTAL	500	500	-

Account Number	Account Name	Item	Vendor	Quantity	Unit Price	Amount	Description
220-551400-311	LIBRARY POSTAGE	1	US Post Office			\$ -	
		2				\$ -	
220-551400-340	LIBRARY PROGRAMS	1	Various vendors			\$ -	
		2				\$ -	
220-551400-390	LIBRARY OTHER	1	Various vendors			\$ 500	
		2				\$ 500	
	TOTAL					\$ 500	