

**Waunakee Public Library**  
**Library Board Meeting**  
**Community Hall—201 N. Madison Street**  
**Friday, October 16, 2020 7:45 AM**

*Agendas may change prior to the commencement of the meeting.  
Please check the posting board in the library lobby.*

- I. Call to order
- II. Roll call: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Melissa Hill, Erin Moran, Mike Ricker, Cathy Sheffield, Erick Plumb.
- III. Consent agenda
  - A. Approve September 18, 2020 Library Board Minutes
  - B. Approve Schedule of Bills
  - C. Approve Financial Reports, plus *Forever Fund* and 220 Account
- V. Director's Report
- VI. Old Business
  - A. Discuss 2021 Library Budget
- VII. New Business
  
- VIII. Adjourn

**Next Library Board meeting at 201 N. Madison Street: Friday, November 20, 2020 @ 7:45AM in Community Hall**

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, September 18, 2020**

**7:45 AM**

**Meeting in Community Hall in the Library**

- I. **Call to order:** Jean called the meeting to order at 7:45 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:** Cathy moved, Kathy seconded. Passed.
- IV. **Public comment:** none
- V. **Director's Report on Library Activity and report on building and grounds**

The outdoor book drop has reopened for 24/7 access. Returned books are quarantined for four days before touching. Items for hold have moved from being bagged and tabled in History Hall to being put on the regular hold shelves near the checkout stations. A soft opening of increased services started this week, patrons may browse for 15 minutes upstairs with a limit of four at a time. One individual or family group will be allowed in the youth services area for 15 minutes. Furniture, toys, Ipads and activity stations have been removed. 139 people attended a reverse parade to celebrate the end of summer. Families drove through to receive earned prizes and wave to staff. Grab bags and Make & Take craft bags continue to be popular. Dial-a-story premiered this month, allowing patrons to call anytime to listen to a story over the phone. The All Around Town program is running this month.
- VI. **Old Business**
  - A. **Discuss 2021 Library Budget** We will discuss and approve in October.
  - B. **Discuss metrics for gradually re-opening or closing the library during the Covid pandemic** We discussed the increase in positive cases in Dane County, which seem to be driven by the opening of UW Madison. We discussed how to look at local numbers and how the Waunakee School district is watching for spread in the community. We will continue to monitor Dane County and local positive cases to determine the next step in expanding services.
  - C. **Tour of revamped public service area** Erick took us through the youth area and upstairs. We were able to see what had been removed and what areas are

available for browsing. Erick and the staff did a great job of getting everything ready for expanding services safely.

**VII. New Business**

**A. Discuss and approve resolution requesting Library Pages be included in Village of Waunakee's Employee wage scale starting in January 2021** The Library Pages are part time employees that check in, reshelve returned items and assist with retrieving items to send to other libraries. They are not included in the Village of Waunakee wage scale, so are currently earning \$7.25 which is the current minimum wage. Jean made a motion to request the Village of Waunakee include library Page positions on Village pay scale at H1 grade beginning in January 2020. Annie seconded. Passed.

**VIII. Adjourn:** The meeting was adjourned at 8:40 AM on a motion by Erin, seconded by Kathy G. Passed.

**Library Board Meeting: Friday, September 18, 2020 at 7:45 AM at Community Hall  
201 N. Madison Street  
Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary**

# September 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	148.22
		0.00
	<b>Total</b>	<b>148.22</b>
<u>100-551400-311 Postage</u>		
	SCLS	0.00
	Midwest alarm	461.10
	<b>Total</b>	<b>461.10</b>
<u>100-551400-320 Publications, subscriptions and dues</u>		
	Post Office	67.14
	<b>Total</b>	<b>67.14</b>
<u>100-551400-330 Travel and training</u>		
	WILS	244.95
	ALA	0.00
	Amazon Prime	0.00
	WLA	0.00
	<b>Total</b>	<b>244.95</b>
<u>100-551400-340 Programs</u>		
	SCLS	0.00
	UW- Madison	0.00
	LJ & SLJ Professional Development	0.00
	<b>Total</b>	<b>0.00</b>
<u>100-551400-341 Equipment</u>		
	Pig	0.00
	Apple Music	0.00
	Amazon	135.00
	Ronda Estey	100.00
	Target	39.99
	Simone Munson	50.00
	William Pack	250.00
	Amber Cederstrom	200.00
	Marcus Cederstrom	200.00
	Zoom	14.99
	Tristan Mueller-Vollmer	200.00
	Sara Alvarado	750.00
	Midwest Center for Cultural Competence	150.00
	Thysse	8,450.00
	Post Office	0.00
	<b>Total</b>	<b>10,539.98</b>

01

	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	177.34
	Baker and Taylor	5,597.09
	Barnes and Noble	11.99
	<b>Total</b>	<b>5,786.42</b>
<u>100-551400-381 Juvenile books</u>	Amazon	0.00
	Baker and Taylor	1,142.77
	Penworthy	0.00
	The Dot Central	0.00
	<b>Total</b>	<b>1,142.77</b>
<u>100-551400-383 Serial subscriptions</u>	Rivistas	532.00
	<b>Total</b>	<b>532.00</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
	<b>Total</b>	<b>200.05</b>
<u>100-551400-385 Kit supplies</u>	Amazon	588.45
	Minuteman Press	26.25
	UPS Store	0.00
	Pig	0.00
	<b>Total</b>	<b>614.70</b>
<u>100-551400-386 Audio materials</u>	Recorded Books	119.94
	Midwest Tape	416.81
	Amazon	0.00
	Findaway	63.99
	<b>Total</b>	<b>600.74</b>
<u>100-551400-387 Videos</u>	Amazon	477.07
	Midwest Tape	147.15
	<b>Total</b>	<b>624.22</b>
<u>100-551400-390 Other</u>	Amazon	76.97
	Ace Hardware	3.99
	Uline	0.00
	SCLS	0.00
	Pig	4.18
	Demco	110.89
	Walgreens	0.00
	Minuteman Press	99.75
	<b>Total</b>	<b>295.78</b>
<u>100-551400-391 Personnel</u>		

	<b>Total</b>	<u><b>0.00</b></u>
<u>100-551400-392 Public relations</u>	Minuteman Press	0.00
	Fearings	615.00
	<b>Total</b>	<u><b>615.00</b></u>
<u>100-551401-210 Building serices</u>	Butters-Fetting Co	2,470.00
	Reinders	0.00
	Ahern Co	0.00
	Amazon	0.00
	<b>Total</b>	<u><b>2,470.00</b></u>
<u>100-551401-350 Repairs/Maintenance</u>	Nassco	1,474.95
	Laird Plastics	1,858.00
	Menards	323.32
	Ace Hardware	85.48
	Amazon	174.39
	Schilling Supply Company	400.45
	Capital Coffee	258.35
	Walgreens	15.93
	Kraemer Air Filter Co	663.78
	Harry Falk Co	17.00
	<b>Total</b>	<u><b>5,271.65</b></u>
<u>220 fund</u>	Baker and Taylor	0.00
	Amazon	0.00
	Waunakee Rental	0.00
	<b>Total</b>	<u><b>0.00</b></u>
	<b>Month Total</b>	<u><b>29,614.72</b></u>

6



1030243: Waunakee Library Forever Fund

8/1/2020 To 8/31/2020

**Balance**

Beginning Balance 268,016.69

**Contributions/Gifts**

Contributions\* 100.00

*\*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

**100.00**

**Portfolio Gains (Losses), Net of Fees**

Interest & Dividends 0.04

Unrealized Gain / Loss 10,738.07

Realized Gain / Loss 229.55

Trustee Fees (19.73)

**10,947.93**

**Grants/Distributions**

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (223.35)

**(223.35)**

**Ending Balance**

**\$278,841.27**

# WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

September 2020

	2020			2019		% Change	% Change	YTD
	September	Prev Month	Yr-to-date	September	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	25	26	191	24	216	-3.8%	N/A	N/A
<b>CIRCULATION</b>								
Physical circulation	15,723	16,335	121,786	25,361	195,828	-3.7%	-38.0%	-37.8%
Digital circulation	3,331	3,411	29,653	2,806	23,467	-2.3%	18.7%	26.4%
Library Total	19,054	19,746	151,439	28,167	219,295	-3.5%	-32.4%	-30.9%
<i>Per Day library was open</i>	762	759	793	1,174	1,015	0.4%	-35.1%	-21.9%
Average of Deforest, Monona and	18,355	17,395	144,478	26,846	266,798	5.5%	-31.6%	-45.8%
<b>By Category</b>								
<b>Books</b>								
Juvenile Fiction	2,446	2,403	16,026	2,995	23,563	1.8%	-18.3%	-32.0%
Juvenile Non-Fiction	1,050	950	7,976	1,690	13,958	10.5%	-37.9%	-42.9%
Easy Readers	994	886	7,735	1,742	12,432	12.2%	-42.9%	-37.8%
Picture books	2,506	2,433	19,907	4,734	33,099	3.0%	-47.1%	-39.9%
Total Juvenile	6,996	6,672	51,644	11,161	83,052	4.9%	-37.3%	-37.8%
Young Adult	686	793	4,515	759	6,066	-13.5%	-9.6%	-25.6%
Adult Fiction	2,362	2,698	16,930	2,755	20,502	-12.5%	-14.3%	-17.4%
Adult non-Fiction	1,658	1,850	12,438	2,328	18,993	-10.4%	-28.8%	-34.5%
Large print	649	744	4,453	553	4,840	-12.8%	17.4%	-8.0%
Adult Paperbacks	60	80	924	241	1,902	-25.0%	-75.1%	-51.4%
Total Adult	4,729	5,372	34,745	5,877	46,237	-12.0%	-19.5%	-24.9%
Magazines	329	369	2,367	491	3,763	-10.8%	-33.0%	-37.1%
Audio	695	828	6,212	1,552	12,134	-16.1%	-55.2%	-48.8%
DVD and Blu-ray	2,179	2,176	18,873	4,132	34,244	0.1%	-47.3%	-44.9%
Software and video games	51	33	196	12	225	54.5%	325.0%	-12.9%
Kits	8	44	2,873	1,195	8,665	-81.8%	-99.3%	-66.8%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	41	39	263	66	615	5.1%	-37.9%	-57.2%
E-books	3,331	3,411	29,653	2,806	23,467	-2.3%	18.7%	26.4%
% of total circulation	17.5%	17.3%	19.6%	10.0%	10.7%	1.2%	75.5%	N/A
<b>PROGRAMS</b>								
<b>Children</b>								
Number	9	10	162	29	284	-10.0%	-69.0%	-43.0%
Attendance	601	521	6,338	1,065	12,344	15.4%	-43.6%	-48.7%
<b>Young adult</b>								
Number	1	1	35	3	44	0.0%	-66.7%	-20.5%
Attendance	1	4	823	18	1,315	-75.0%	-94.4%	-37.4%
<b>Adult</b>								
Number	8	4	40	10	83	100.0%	-20.0%	-51.8%
Attendance	72	33	591	188	1,447	118.2%	-61.7%	-59.2%
NEW PATRONS ADDED	50	61	450	168	987	-18.0%	-70.2%	-54.4%
PUBLIC MEETING ROOM BOOKINGS	0	1	49	15	27	-100.0%	-100.0%	81.5%
STUDY ROOM BOOKINGS	0	0	726	124	205	NA	-100.0%	254.1%
PUBLIC PC SESSIONS	205	221	1,968	0	1,430	-7.2%	N/A	37.6%
UNIQUE WIRELESS USERS	693	747	8,373	2,435	29,198	-7.2%	-71.5%	-71.3%
CURBSIDE TRANSACTIONS	77	84	1,873	0	0	-8.3%	N/A	N/A
# OF VISITORS TO LIBRARY	5,861	6,100	80,154	14,168	137,526	-3.9%	-58.6%	-41.7%





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

**COVID-19 and Library Activity**

- We continue to do great business with our Express browsing services, where we allow unlimited browsing for small numbers of people at a time for 20 minutes. People have been greatly appreciative to have full access to their library again. Staff have appreciated saying “yes” to requests to browse the collections. Having worked several hours on the floor myself, I’ve been heartened by people thanking frontline staff for doing what we have been doing. Such appreciation has been greatly encouraging as we muddle our way into the colder months.
- We continue to watch Dane County’s numbers. As of this writing, October 9, new cases in Dane County have begun to decline and the daily positive rate seems to have settled around 3%. The record number of hospitalizations is of concern, however. The sky-high spikes in other parts of Wisconsin are also of concern, as the virus spreads. We will continue to monitor day-by-day and listen to what PHMDC guidelines say.
- I was interviewed by Gabriella Rusk from WMSN (NBC15) for a story on library services during COVID. I will alert the Board when that segment airs.
- Our next step will be to determine if and how we can safely have people study or meet in socially-spaced ways this winter. There is a steady demand from the public to be able to sit and use the wifi or to meet in small groups; currently, we have them go outside to the patio but that is not an option come November and beyond. The Library Board should begin a discussion on if this is desirable or feasible at the October meeting.
- I will present the budget to the Village Board virtually on October 19 at the Board’s initial read of the 2021 Operating budget.
- Kalscheur has removed all of the dead trees and shrubs and replaced most. The grass is looking much better, particularly around the building. We re-seeded a second time near McWatty Playground as that area was in much rougher shape initially, although it is much improved now.
- Finally, Vogel Bros. will be returning later in October (the week of October 26) to install a drive-up service window where our drive-up bookdrop is located. The bookdrop will be reinstalled under the new window. This window will allow us to provide curbside pickup during the winter months both during the pandemic and will remain an option for people to use after as well. We want to make using the library as easy as possible. We will use reserve funds to pay for the work, but are hopeful we can receive some reimbursement under the CARES Act before those grants expire in November.

**Youth Services Report by Brittany Gitzlaff**

September brought up a lot of questions with the return to school and mostly our predictions have held true. Storytime views remain steady at around 50 initially and then tripling in the

next two or three days. Virtual program attendance has dropped resulting in the cancellation of a few kids and teens programs that had zero interest. We hope that as families settle into their new routines, they find time to try out our programs again. Make & Take bags and Grab Bag requests continue to be our most popular offerings with 268 bags and 51 requests for the month. We are striving to find ways to continue to connect with students and support the schools, so at the start of the month we hosted a socially-distanced parade through the library parking lot. Both the police and fire departments participated and library staff lined the sidewalk to wave hello and share encouragement. Before cars exited, all kids received a grab bag of back-to-school goodies. I also created a virtual Bitmoji library to share with teachers of ways that the library can support them this school year and beyond. It included links to the teacher card application, booklists of COVID-related titles and books about race, the Grab Bag request form, the sign up for our newsletter, and other resources. More school-related initiatives will continue to be developed throughout October as well.

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

In September, I hosted my Ales and Tales book club and helped plan the Building Connections program discussion of the documentary 13th. I hosted a Senior Scams program. I distributed marketing materials for September's All Around Town program. I helped out at the library parade. I attended an anti-racism webinar that dealt with collection development and community outreach. I assisted the Lions with an Oktoberfest food drive-thru. I am taking a CE course through Library Journal dealing with anti-racism and we had our first session in September. There will be 2-3 more sessions. I am planning winter (Zoom) programming.

VILLAGE OF WAUNAKEE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR	
<u>LIBRARY OPERATIONS</u>							
100-551400-110	LIBRARY FULL TIME	24,064.01	236,328.93	330,458.00	94,129.07	71.52	229,614.69
100-551400-120	LIBRARY PART TIME	23,598.06	234,236.73	330,623.00	96,386.27	70.85	231,262.54
100-551400-130	LIBRARY FICA	3,453.62	35,555.63	50,571.00	15,015.37	70.31	33,774.76
100-551400-131	LIBRARY RETIREMENT	2,722.73	27,556.00	36,403.00	8,847.00	75.70	24,839.06
100-551400-132	LIBRARY HEALTH	16,070.61	108,431.10	122,183.00	13,751.90	88.74	90,926.75
100-551400-133	LIBRARY LIFE	59.92	541.49	542.00	.51	99.91	451.08
100-551400-134	LIBRARY DENTAL	654.64	5,708.91	7,209.00	1,500.09	79.19	5,835.61
100-551400-210	LIBRARY OUTSIDE SERVICES	.00	666.00	2,864.00	2,198.00	23.25	674.00
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	6,122.87	9,000.00	2,877.13	68.03	6,088.45
100-551400-290	LIBRARY LEASED ITEMS	126.02	3,540.64	4,691.00	1,150.36	75.48	1,649.38
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	.00	2,081.60	4,500.00	2,418.40	46.26	3,173.28
100-551400-311	LIBRARY POSTAGE	60.82	320.71	1,600.00	1,279.29	20.04	641.79
100-551400-320	LIBRARY PUBS/SUBS/DUES	244.95	1,265.55	3,180.00	1,914.45	39.80	3,649.50
100-551400-330	LIBRARY TRAVEL/TRAINING	.00	1,535.72	4,200.00	2,664.28	36.56	1,615.66
100-551400-340	LIBRARY PROGRAMS	10,148.79	17,830.22	19,000.00	1,169.78	93.84	11,745.12
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	3,851.80	25,080.24	41,000.00	15,919.76	61.17	24,608.11
100-551400-381	LIBRARY JUVENILE BOOKS	1,755.73	11,045.44	20,250.00	9,204.56	54.55	16,351.98
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	532.00	8,136.44	8,745.00	608.56	93.04	13,639.48
100-551400-384	LIBRARY COMPUTER SOFTWARE	200.05	15,608.10	14,707.00	( 901.10)	106.13	8,525.78
100-551400-385	LIBRARY KIT SUPPLIES	568.33	2,434.66	5,500.00	3,065.34	44.27	2,421.83
100-551400-386	LIBRARY AUDIO MATERIALS	547.77	5,969.53	12,500.00	6,530.47	47.76	7,835.34
100-551400-387	LIBRARY VIDEOS	611.20	6,242.78	8,500.00	2,257.22	73.44	7,195.07
100-551400-390	LIBRARY OTHER	313.88	9,761.66	21,912.00	12,150.34	44.55	12,395.73
100-551400-391	LIBRARY PERSONNEL	.00	61.00	.00	( 61.00)	.00	517.00
100-551400-392	LIBRARY PUBLIC RELATIONS	.00	502.41	1,700.00	1,197.59	29.55	1,058.20
	<b>TOTAL LIBRARY OPERATIONS</b>	<b>90,341.22</b>	<b>817,135.59</b>	<b>1,115,116.00</b>	<b>297,980.41</b>	<b>73.28</b>	<b>793,693.57</b>

//

VILLAGE OF WAUNAKEE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2020

GENERAL FUND

		PERIOD		BUDGET		% OF	
		ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET	PRIOR YEAR
<u>LIBRARY BUILDING</u>							
100-551401-110	LIBRARY BLDG FULL TIME	4,166.19	40,244.48	53,621.00	13,376.52	75.05	14,516.06
100-551401-120	LIBRARY BLDG PART-TIME	1,282.45	13,935.34	20,570.00	6,634.66	67.75	800.28
100-551401-121	LIBRARY BLDG OVERTIME	.00	39.06	.00	( 39.06)	.00	688.51
100-551401-130	LIBRARY BLDG FICA	401.79	4,152.76	5,675.00	1,522.24	73.18	1,095.07
100-551401-131	LIBRARY BLDG RETIREMENT	281.22	2,820.87	3,619.00	798.13	77.95	995.94
100-551401-132	LIBRARY BLDG HEALTH	2,182.30	15,896.15	16,938.00	1,041.85	93.85	6,526.53
100-551401-133	LIBRARY BLDG LIFE	4.43	47.90	54.00	6.10	88.70	14.22
100-551401-134	LIBRARY BLDG DENTAL	137.78	1,394.04	1,687.00	292.96	82.63	627.20
100-551401-210	LIBRARY BLDG SERVICES	4,070.50	9,358.52	21,200.00	11,841.48	44.14	16,100.22
100-551401-220	LIBRARY BLDG UTILITIES	3,155.39	16,761.00	45,000.00	28,239.00	37.25	24,539.38
100-551401-221	LIBRARY BLDG GAS HEAT	211.14	5,725.10	12,000.00	6,274.90	47.71	2,551.62
100-551401-341	LIBRARY BLDG EQUIPMENT	.00	4,625.78	.00	( 4,625.78)	.00	.00
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	3,880.47	16,537.81	23,000.00	6,462.19	71.90	561.78
100-551401-390	LIBRARY BLDG OTHER	.00	614.98	2,000.00	1,385.02	30.75	.00
TOTAL LIBRARY BUILDING		19,773.66	132,153.79	205,364.00	73,210.21	64.35	69,016.81
<u>DEPOT</u>							
100-551410-350	DEPOT REPAIRS/MAINT	.00	.00	600.00	600.00	.00	22.80
TOTAL DEPOT		.00	.00	600.00	600.00	.00	22.80

12

VILLAGE OF WAUNAKEE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 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	164.53	3,054.68	18,000.00	( 14,945.32)	16.97	6,805.58
220-46740014 PHOTOCOPIES	203.77	1,063.14	1,700.00	( 636.86)	62.54	2,352.35
220-46740015 ROOM RENTAL	.00	1,047.16	.00	1,047.16	.00	1,514.50
<b>TOTAL LIBRARY REVENUES</b>	<b>368.30</b>	<b>5,164.98</b>	<b>19,700.00</b>	<b>( 14,535.02)</b>	<b>26.22</b>	<b>10,672.43</b>
<u>MISCELLANEOUS REVENUE</u>						
220-48140001 INTEREST INCOME	90.00	755.00	225.00	530.00	335.56	579.00
220-48540070 DONATIONS	.00	5,020.00	.00	5,020.00	.00	1,085.36
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>90.00</b>	<b>5,775.00</b>	<b>225.00</b>	<b>5,550.00</b>	<b>2,566.67</b>	<b>1,664.36</b>
<b>TOTAL FUND REVENUE</b>	<b>458.30</b>	<b>10,939.98</b>	<b>19,925.00</b>	<b>( 8,985.02)</b>	<b>54.91</b>	<b>12,336.79</b>

VILLAGE OF WAUNAKEE  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 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	458.30	6,702.72	19,425.00			11,886.79

14

VILLAGE OF WAUNAKEE  
BALANCE SHEET  
SEPTEMBER 30, 2020

LIBRARY SPECIAL REVENUE FUND

ASSETS

220-11110	COMMINGLED CASH	61,667.47	
220-11801	CASH ON HAND	543.30	
	TOTAL ASSETS		<u>62,210.77</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	6,702.72	
	TOTAL FUND EQUITY		<u>62,210.77</u>
	TOTAL LIABILITIES AND EQUITY		<u>62,210.77</u>

15

Village of Waunakee  
 Zero Based Budgeting - Summary  
 2021 Budget

<b>Library</b>		<b>2021</b>	<b>2020</b>	<b>Variance</b>
		<b>Budget</b>	<b>Budget</b>	
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>	

<b>Library Building</b>		<b>2021</b>	<b>2020</b>	<b>Variance</b>
		<b>Budget</b>	<b>Budget</b>	
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	

LIBRARY COMMUNICATIONS

100-551400-225	1 TDS Telecom	12	750.00	\$	9,000	
	2			\$	<u>9,000</u>	9,000

LIBRARY LEASED ITEMS

100-551400-290	1 GFC Leasing	12	319.00	3,828	Copier lease	
	2 Gordon Flesch	12	96.00	1,152	Meter click	
	3			\$	<u>4,980</u>	4,691
						289

LIBRARY MAINTENANCE CONTRACTS

100-551400-292	1 South Central Library System		\$	4,500	Bibliotheca (Self check Maint.)	
	2					
	3			\$	<u>4,500</u>	4,500

LIBRARY POSTAGE

100-551400-311	1 Post office		\$	1,600		
	2			\$	<u>1,600</u>	1,600

LIBRARY PUBS/SUBS/DUES

100-551400-320	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		
	7 Waunakee-Westport Lions			80		
	8 Waunakee Rotary			650		
	9 WLA Membership - Claus			225		
	10					
				\$	<u>2,805</u>	3,180
						(375)

LIBRARY TRAVEL/TRAINING

100-551400-330	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					
				\$	<u>4,200</u>	4,200

LIBRARY PROGRAMS

100-551400-340	1 Youth Programs		\$	10,000	fewer funds due to COVID	
	2 Adult Programs			4,000	fewer funds due to COVID	
	4					

100-551400-341	LIBRARY EQUIPMENT	5	\$ 14,000	19,000	(5,000)
		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)

20

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)

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

22

100-551401-350	LIBRARY BLDG REPAIRS/MAINT		
		1 Janitorial supplies	\$ 15,000
		2 Maintenance supplies	2,000
		3 Service calls	4,000
		4	
			<u>\$ 21,000</u>
			23,000
			(2,000)
100-551401-390	LIBRARY BLDG OTHER	1 Various vendors	\$ 3,500
		2	
			<u>\$ 3,500</u>
			2,000
			1,500
			<u>\$ 103,198</u>
			103,200
			(2)
	TOTAL		