

Waunakee Public Library
Library Board Meeting
Via ZOOM
Friday, October 15, 2021---7:45 AM

Join Zoom Meeting

<https://us06web.zoom.us/j/85898278867?pwd=WGJCNTdBQWJLWTNYWjlZM2V6Nk9RQT09>

Meeting ID: 858 9827 8867

Passcode: 241936

- I. Call to order
- II. Roll call: Annie Ballweg, Kathy Grosskopf, Melissa Hill, Erin Moran, Angie Ramos, Mike Ricker, Cathy Sheffield, Library Director Erick Plumb.
- III. Public Comment
- IV. Consent agenda
 - A. Approve September 17, 2021 Library Board Minutes
 - B. Approve Schedule of Bills
 - C. Approve Financial Reports
- V. Village Administrator Todd Schmidt report on 2022 Municipal Budget
- VI. Director's Report & COVID update
- VII. Old Business
 - A. Discuss updated Strategic Plan Goal #6
 - B. Friends of the Library Update
 - C. Discuss and take action on 2022 Library Operating Budget Proposal*
- VIII. New Business
 - A. None
- IX. Adjourn

Next Library Board meeting: Friday, November 19, 2021 @ 7:45AM in Community Hall, Waunakee Public Library

Notice is hereby given that the Village Board may attend this meeting. No action will be taken by the Village Board at this meeting.

***The Library Board may convene in closed session as authorized by Section 19.85(1)(c) of the Wisconsin Statutes for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Library Board may reconvene in open session.**

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 17, 2021- 7:45AM

Via Zoom

- I. **Call to order:** Cathy called the meeting to order at 7:44 AM
- II. **Roll Call:**
 - A. **Roll call:** Present: Cathy Sheffield, Melissa Hill, Mike Ricker, Angie Ramos, Annie Ballweg, Kathy Grosskopf, Erin Moran and Erick Plumb.
 - B. **Guests:** No guests
- III. **Public Comment** No public comment
- IV. **Approval of the consent agenda** Melissa made a motion to approve the consent agenda. Cathy S. seconded. Passed.
- V. **Director's Report & COVID update** The majority of patrons have been happy to comply with the mask mandate, which has been extended to October 8. The Library is finally open for 7 day a week service. The Sunday hours are currently 12-4:00PM. The feedback so far has been of appreciation for being open. Outdoor programming went so well that it will remain a part of programming going forward. The evaluation process is ongoing. Each staff member's job description and new goals are being looked at. The All Around Town Promotion runs until the end of September. The Summer Reading Program ended with the distribution of yard signs to 262 kids that say "A Library Reader Lives Here."
- VI. **Old Business**
 - A. **Discuss and determine course of action for updated Strategic Plan Goal #5** Annie, Erin and Angie presented Goal #5 to Establish the Library as a civic focal point and resource hub for the great Waunakee Community. The Board liked what was presented and will hold off until all goals are presented to finalize the Strategic Plan. Goal #6 will be presented at the October meeting.
 - B. **Friends of the Library Update** The Perennial Sale raised \$3,618. In 2020 the Scrappy Sewers made \$7,537. Two events are coming up, the Pop-Up Art Gallery on October 16 and the Friends Craft Fair at the Intermediate School on November 20.
 - C. **Discuss Preliminary 2022 Library Operating Budget Proposal** Will revisit in October when there has been a decision made on the Health Insurance plan.
- VII. **New Business**
 - A. **None**
- VIII. **Adjourn:** The meeting was adjourned at 8:20 AM on a motion by Mike. Seconded by Cathy S. Passed.

Library Board Meeting: Friday, October 15, 2021 at 7:45 AM

Via Zoom



Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary

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September 2021

Account	Vender	Amount
<u>100-551400-210 Outside services</u>		
	Total	0.00
<u>100-551400-219 Automation levy</u>	SCLS	0.00
	Total	0.00
<u>100-551400-290 Leased items</u>		
	Total	0.00
<u>100-551400-292 Maintenance contracts</u>		
	Gordon Flesch	282.76
		0.00
	Total	282.76
<u>100-551400-311 Postage</u>		
	SCLS	0.00
	Fearing's	615.00
	Midwest Alarm	0.00
	Total	615.00
<u>100-551400-320 Publications, subscriptions and dues</u>		
	Post Office	74.51
	Total	74.51
<u>100-551400-330 Travel and training</u>		
	National Notary Association	20.00
	State of Wi	20.00
	Amazon	119.00
	WLA	0.00
	Total	159.00
<u>100-551400-340 Programs</u>		
	SCLS	0.00
	UW- Madison	0.00
	WLA	185.00
	Total	185.00
<u>100-551400-341 Equipment</u>		
	Pig	0.00
	Apple Music	0.00
	Amazon	624.42
	Michaels	4.31
	Target	0.00
	Flute Juice Productions	250.00
	Shawn Bolduc	250.00
	Gary Wenstrup	0.00
	Boxed	154.99
	Zoom	0.00
	Linda Conroy	0.00
	Waunakee Chamber	15.00
	Minuteman Press	0.00
	Ace Hardware	15.13
	Post Office	0.00
	Total	1,313.85

	Minuteman Press	0.00
	Amazon	0.00
	Nassco	0.00
	Laird Plastics	0.00
	SCLS	0.00
	Total	0.00
<u>100-551400-350 Repairs and maint</u>		
	Total	0.00
<u>100-551400-380 Adult books</u>		
	Amazon	324.33
	Baker and Taylor	3,990.05
	Barnes and Noble	0.00
	Beyond the Page	0.00
	Total	4,314.38
<u>100-551400-381 Juvenile books</u>		
	Amazon	0.00
	Baker and Taylor	1,220.49
	Penworthy	0.00
	The Dot Central	0.00
	Total	1,220.49
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	0.00
	Total	0.00
<u>100-551400-384 - Digital Materials & Computer Software</u>		
	Amazon	0.00
	Demco Software	0.00
	TBS	0.00
	Verizon -Hotspots	200.05
	CDW - Adobe	0.00
	Total	200.05
<u>100-551400-385 Kit supplies</u>		
	Amazon	1,401.85
	Minuteman Press	33.60
	Target	45.00
	Walmart	57.96
	Wall Monkeys	56.70
	Total	1,595.11
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	523.55
	Midwest Tape	187.43
	Amazon	14.00
	Findaway	139.98
	Total	864.96
<u>100-551400-387 Videos</u>		
	Amazon	271.29
	Midwest Tape	197.16
	Debbie Howard	0.00
	Greta Productions	0.00
	Total	468.45
<u>100-551400-390 Other</u>		
	Amazon	322.57
	Office Depot	63.44
	SCLS	489.35
	Ace Hardware	0.00
	Pig	36.07
	Demco	123.12
	Walgreens	0.00
	DuraReady	205.37
	Total	1,239.92

100-551400-391 Personnel

Total 0.00

100-551400-392 Public relations

Minuteman Press 0.00
Fearings 0.00

Total 0.00

100-551401-210 Building services

Masters Building Solutions 2,025.00
Midwest Alarm 463.56
Otis Elevator Company 2,045.04
Amazon 586.96

Total 5,120.56

100-551401-350 Repairs/Maintenance

Nassco 0.00
Kraemer Air Filter Corp 0.00
Menards 0.00
Ace Hardware 11.99
Amazon 15.50
Schilling Supply Company 802.98
Capital Coffee 487.90
Walgreens 0.00
Waunakee Rental 0.00
Waunakee Power Equipment 24.95
Total 1,343.32

220 fund

Out of print 0.00
Waunakee Chamber of Commerce 0.00
Tee Public 0.00
Total 0.00

Month Total 18,997.36



1030243: Waunakee Library Forever Fund

8/1/2021 To 8/31/2021

Balance

Beginning Balance 324,038.93

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)

Investment Results, Net Of Fees 8,115.81

8,115.81

Grants/Distributions

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (270.03)

(270.03)

Ending Balance

\$331,884.71

Cash Available for Grants as of 8/31/2021

\$0.35

A handwritten signature in black ink, appearing to be a stylized 'S' or similar character.

Library Activity Report
Library Director Erick Plumb
October 2021

Library Activity & COVID update

- We are seeing site visits and program attendance rebound in October after a slower-than-expected September. The start of school, a warmer-than-normal September, and the lingering pandemic combined to make the library the slowest it's been since this spring when we came out of the last stage of the pandemic. But we are seeing more signs of life already these first weeks of October which is nice to see.
- Sundays continue to go well. Usage is inching up every week. While we're setting no records, we're averaging 115-120 visits each Sunday. As the weather changes, we expect and hope to see usage continue to grow.
- PHMDC extended the mask mandate to November 5. Since the start of the latest order in mid-August, we are happily seeing most patrons cheerfully comply. We have only had a handful of people that have become grumpy about it. We are seeing a slight uptick in people coming in claiming the "medical exemptions" found within the order, which is frustrating to staff but beyond our control. Anecdotally, I have heard that the mask mandate has suppressed library visits in the county, but there's no way to know and, again, it's beyond our local control.
- In September, we bid adieu to longtime library staff member Celine Metzger. Celine had been with us since 2005 and was in charge of cataloging and linking our new materials. She will be missed and we wish her well in her next endeavors. Nancy Kessenich has transitioned over to fill Celine's role as Technical Services Assistant, with back-up support from Business Assistant Kris Semler. We are in the process of interviewing several internal candidates to fill Nancy's vacated role of Access Services Assistant; that position handles billing of lost/damaged items, patron issues, mending, and other duties regarding circulation "problems."
- We also said farewell to Dave Cerutti, one of our Building Maintenance Supervisors. Dave joined Jeff Curwick's crew at the Library when we opened in 2019, after several years working at the Village Center. Dave decided that, after many years of doing so, he didn't want "to clean up other peoples' messes," a sentiment which he's earned. Dave was always a delight and will be missed. We are in the process of recruiting to find his replacement.
- The Friends of the Library will be holding a Pop-Up Art gallery show in Community Hall on Saturday, October 16. We hope you will visit to see the great local artists' work. Many of these artists have donated items to the Friends to auction off over the years, and the Friends want to showcase these talented and generous individuals.
- Amy Sampson was certified as a Notary Public. She joins Courtney Cosgriff as one of two notaries on our staff. We hope to certify one or two others as demand for notaries at the library is consistently strong.
- The Library is collaborating with the Village Center on a Village-wide Spooky Search scavenger hunt.



Youth Services Report by Brittany Gitzlaff

September brought the return of several favorite programs as we shifted into a new season and a new school year. We are continuing to offer Storytimes and all other kids and teen programs outside. Storytime crowds are smaller with the older kids back in school, but it's been nice to get to know this age group a bit better. We brought back some of our regular pre-Covid programs for the first time, Kids Club and My First Book Club, while continuing to offer STEAM Break, The Hangout, TACOS, and Preteen Book Club. Cindy debuted a new kids program called "Maker Monday," where each month kids will make something new. The first project was felt monsters. We wanted to do something special just for kids in order to recognize National Library Card Sign-Up Month, so we offered "Adopt a Reading Buddy" for the month. Kids could come in and choose a small, stuffed animal friend and "adopt" it with a promise to try and read with it every day. Most kids seemed to take it very seriously!

Adult Services Report by Courtney Cosgriff

In July, I hosted my Ales and Tales book club and 1 program. The Building Connections team (myself, Amy, WNC, the Village) have met twice this month to organize a full year of bi-monthly programs relating to race, poverty, and societal issues. I assisted Amy in applying for a grant for the Poverty Simulation portion of BC. We have a mix of book discussions, simulations, and other types of programming that round out the series. I presented/gave a tour to the Parkinsons Support Group from the Senior Center on services and programs the library offers to adults and seniors. I distributed All Around Town marketing materials to the various participating businesses. Erick and I completed Patti and Gay's evaluations. I continue to field a decent amount of calls and bookings about Community Hall. I'm in the process of planning fall / winter programming.



To: Village Board
From: Erick Plumb, Library Director
cc: Todd Schmidt, Caitlin Stene, Renee Meinholz, Library Board
Date: August 16, 2021
Re: Waunakee Library staffing changes in 2022 budget proposal

Trustees,

In 2021, the Library Director and Library Board, working in conjunction with Village Administration, undertook an assessment of the Library's staffing levels in anticipation of growing demand for library services post-pandemic. The construction of the new building in 2019 and the addition of several new fulltime professional positions in the years leading up to the opening allowed us to grow our services to fit the new location. The Village Board will recall that the Library added seven days per week of service in September 2021 to meet demand in a growing community, delayed one year by COVID.

The Library Director and Deputy Village Administrator developed and presented a revised organizational structure based on current and future needs of the Library to the Library Board. The new structure revised the roles of paraprofessional front-line staff (with no changes to the underlying wage scale or budget.) These changes were approved at the July 2021 Library Board meeting.

Additionally, the Staffing Assessment led to changes for the library's management team and professional library staff: one existing position was modified (Youth Services Manager), one staff member was promoted to a new professional role (Circulation Manager), and one professional librarian position was created (Community Engagement Librarian) to be filled by a promoted current staff member. These amended positions and promotions were approved at the August 20, 2021 Library Board meeting.

These amended positions would ideally start on January 1, 2022. The salary impacts of these changes and promotions for 2022's budget would be an increase of \$21,946, including fringe benefits according to the Finance Director's estimate. All positions would be filled by staff members already working at the Library.

The three amended positions in the 2022 budget are:

Youth Services Manager/ Assistant Director (Brittany Gitzlaff):

- Amends Brittany's position from S1 to S4 to give her additional managerial duties as Assistant Director, in addition to her role as Youth Services Manager.
- Brittany served as Interim Director in 2016 and serves as de facto person in charge in Library Director's absence.
- Formally creates line of responsibility in library director's absence or vacancy.
- Expands Brittany's role as a "face" of the Library in the community, and broadens her role interacting with Village staff and departments.

Circulation Manager (Emily Harkins):

- Emily received her Master of Library Science (MLS) degree from UW in December 2021. She has served as head of circulation services since 2017, as a Library Assistant IV (H8). She has been with the library since 2008.
- With her degree, she meets the requirements of the Circulation Manager position (S1). The new position would more fairly compensate her for her stellar work for us.

Community Engagement Librarian (Amy Sampson):

- A brand-new position, at H9 on the wage scale, to be filled by Amy Sampson (currently a part-time library Assistant III (H5)).
- Amy has been with the Library since 2016, and received her MLS in 2020. This new position will retain a talented new professional.
- The new position will focus on expanding community outreach, serving as a liaison to community organizations such as WNC, coordinating library marketing and online engagement, and expanding the number of programs for adults and teens, and would support the marketing of 400+ youth programs.
- Assist with booking and support of public meeting room space for community groups at the library.
- Serves as a professional person-in-charge on nights and weekends.
- Expands Amy's role providing top-notch customer service to our patrons.
- An expanded role for Amy would increase the number of professional librarians at WPL to 6, up from 4 in 2017.

These budgetary changes allow us to expand the roles of three talented current staff members, allow us to expand our community engagement and public programming, and, ultimately better position us to fill our role serving Waunakee as it continues to grow.

Comparable Community Review of Library Staffing and Activity

2019 Data from DPI except where noted

Municipality	Municipal Population	Total Service Population	Professional Librarians FTE	Total Staff FTE	Number of programs (all ages)	Number of public visits
Waunakee	13,855	18,820	5.0 (2020)	15.6 (2020)	558	181,882
Verona	12,442	18,777	8.5	23	1,187	236,499
DeForest	10,347	18,350	8.0	13.5	987	125,725
Fitchburg	29,177	31,621	8.0	19.5	607	214,292
Middleton	20,713	31,109	10.75	25	1,065	359,482
Oregon	10,170	16,430	5.75	13	528	118,281
Sun Prairie	34,926	46,765	13	25	716	225,660

Village of Waunakee
 Zero Based Budgeting - Summary
 2022 Budget

Updated 10/13/21

<u>Library</u>		<u>2022</u>	<u>2021</u>	<u>Variance</u>
		<u>Budget</u>	<u>Budget</u>	
Expenditures				
	Wages	\$ -	\$ -	\$ -
	Fringes	-	-	-
	Other	236,994	236,466	528
	Subtotal	236,994	236,466	528
Revenues				
COUNTY LIBRARY AID	100-43740020	\$ 213,072	\$ 212,683	
GRANTS/DONATIONS	100-48540070	\$ 11,500	-	
		-	-	
		-	-	
	Subtotal	224,572	212,683	
		12,422	23,783	
Net cost of service		12,422	23,783	
Share of general revenues		-	-	
Tax Levy needs		<u>\$ 12,422</u>	<u>\$ 23,783</u>	

<u>Library Building</u>		<u>2022</u>	<u>2021</u>	<u>Variance</u>
		<u>Budget</u>	<u>Budget</u>	
Expenditures				
	Wages	\$ -	\$ -	\$ -
	Fringes	-	-	-
	Other	90,000	103,198	(13,198)
	Subtotal	\$ 90,000	103,198	(13,198)
Revenues				
		\$ -	\$ -	
		-	-	
	Subtotal	\$ -	\$ -	
		90,000	103,198	
Net cost of service		90,000	103,198	
Share of general revenues		-	-	
Tax Levy needs		<u>\$ 90,000</u>	<u>\$ 103,198</u>	
		\$ 224,572	\$ 212,683	

<u>Library Fund</u>		<u>2022</u>	<u>2021</u>
		<u>Budget</u>	<u>Budget</u>
Expenditures			
	Wages	\$ -	\$ -
	Fringes	-	-
	Other	<u>5,500</u>	<u>500</u>
	Subtotal	\$ 5,500	\$ 500
Revenues			
PUBLIC CHARGES	220-46740011	\$ 3,000	\$ 12,000
VENDING	220-46740011	-	1,200
ROOM RENTALS	220-46740015	6,000	3,000
PHOTOCOPIES	220-46740014	1,500	1,700
INTEREST INCOME	220-48140001	1,000	225
		<u>-</u>	<u>-</u>
	Subtotal	\$ 11,500	\$ 18,125
Net cost of service		(6,000)	(17,625)
Share of general revenues		<u>-</u>	<u>-</u>
Tax Levy needs		<u><u>\$ (6,000)</u></u>	<u><u>\$ (17,625)</u></u>

Village of Waunakee
Zero Based Budgeting - Line Items
2022 Budget

Account Number	Account Name	2022	2021	Difference
100-551400-210	LIBRARY OUTSIDE SERVICES	3,008	2,864	144
100-551400-217	LIBRARY SECURITY SYSTEMS	-	1,220	(1,220)
100-551400-219	LIBRARY AUTOMATION LEVY	63,188	55,707	7,481
100-551400-225	LIBRARY COMMUNICATIONS	8,700	9,000	(300)
100-551400-290	LIBRARY LEASED ITEMS	6,717	4,980	1,737
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	2,500	4,500	(2,000)
100-551400-311	LIBRARY POSTAGE	800	1,600	(800)
100-551400-320	LIBRARY PUBS/SUBS/DUES	2,480	2,805	(325)
100-551400-330	LIBRARY TRAVEL/TRAINING	2,900	4,200	(1,300)
100-551400-340	LIBRARY PROGRAMS	14,000	14,000	-
100-551400-341	LIBRARY EQUIPMENT	7,500	7,500	-
100-551400-350	LIBRARY REPAIRS/MAINT	-	40,000	40,000
100-551400-380	LIBRARY ADULT BOOKS	20,250	20,250	-
100-551400-381	LIBRARY JUVENILE BOOKS	7,950	7,995	(45)
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	15,589	15,089	500
100-551400-384	LIBRARY COMPUTER SOFTWARE	5,000	5,000	-
100-551400-385	LIBRARY KIT SUPPLIES	9,500	10,500	(1,000)
100-551400-386	LIBRARY AUDIO MATERIALS	7,500	8,500	(1,000)
100-551400-387	LIBRARY VIDEOS	17,912	19,256	(1,344)
100-551400-390	LIBRARY SUPPLIES	-	1,500	1,500
100-551400-391	LIBRARY PERSONNEL	236,994	236,466	528
100-551400-392	LIBRARY PUBLIC RELATIONS	-	-	-

Item	Vendor	Quantity	Unit Price	Amount	Description
1	Graphic Design	336	3.00	\$ 2,000	Programming design & printing
2	PAYPATH			\$ 1,008	Timekeeping fees (28 employees x 12 months)
3					
4					
5				\$ 3,008	2,864
1					
2				\$ -	1,220
1					
2	South Central Library System			\$ 63,188	Increase due to additional equipment
2				\$ 63,188	55,707

100-551400-225	LIBRARY COMMUNICATIONS	1 TDS Telecom	12	725.00	\$	8,700			
		2			\$	<u>8,700</u>		9,000	(300)
100-551400-290	LIBRARY LEASED ITEMS	1 GFC Leasing	12	371.78		4,461	Copier lease		
		2 Gordon Flesch	12	188.00		2,256	Meter click (based on 2020-21 usage)		
		3			\$	<u>6,717</u>		4,980	1,737
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	1 South Central Library System		\$	2,500		Bibliotheca (Self check Maint.)		
		2							
		3			\$	<u>2,500</u>		4,500	(2,000)
100-551400-311	LIBRARY POSTAGE	1 Post office		\$	800				
		2			\$	<u>800</u>		1,600	(800)
100-551400-320	LIBRARY PUBS/SUBS/DUES	1 WLA Membership-Plumb				575			
		2 WLA Membership-Gitzlaff				225			
		4 WLA Membership-Cosgriff				225			
		5 WLA Membership - Hircock				225			
		6 WLA Membership - Sampson				225			
		7 WLA Membership - Claus				225			
		7 Waunakee-Westport Lions				80			
		8 Waunakee Rotary				650			
		9 WLA Membership - Board				50			
		10			\$	<u>2,480</u>		2,805	(325)
100-551400-330	LIBRARY TRAVEL/TRAINING	1 Mileage				500			
		2 WI Library Association Reg. (6)				1,000			
		3 WI Library Conf. Lodging				400			
		4 Misc. system workshops				500			
		5 Meals WLA				500			
		6							
		7							
		8			\$	<u>2,900</u>		4,200	(1,300)
100-551400-340	LIBRARY PROGRAMS	1 Youth Programs		\$	10,000		Post-pandemic "return to normal"		
		2 Adult Programs			4,000		Post-pandemic "return to normal"		
		4 History Hall		\$	-		New item based on two years of supporting these exhibits.		
		5							

ue

\$ 14,000

LIBRARY EQUIPMENT

100-551400-341	1 South Central Library System	\$ 5,000	Patron technical equipment	
	2 Amazon	2,500	Staff technical equipment	
	3			
	4	<u>7,500</u>		7,500

LIBRARY ADULT BOOKS

100-551400-380	1 Baker & Taylor	\$ 32,000		
	2 Amazon	4,000	Physical and Kindle copies	
	3 Lucky Day Collection	4,000		
	4			
	5			
	6	<u>40,000</u>		40,000

LIBRARY JUVENILE BOOKS

100-551400-381	1 Baker & Taylor	\$ 18,250		
	2 Lucky Day Collection	2,000		
	5	<u>20,250</u>		20,250

LIBRARY SERIAL SUBSCRIPTIONS

100-551400-383	1 Rivistas Magazine Subscription Service	\$ 6,750		
	2 Book Pages			
	3 Wall Street Journal			
	4 New York Times	1,050		
	5 Hometown News	150		
	6	<u>7,950</u>		7,950

LIBRARY COMPUTER SOFTWARE

100-551400-384	1 South Central Library System			
	2 WI Library Services	2,600	Online database subscriptions	
	3 SCLS digital resources line	8,239	Overdrive (e-books) & Digital magazines	
	4 Verizon	4,750	Hot Spot subscriptions (8)	
	5	<u>15,589</u>		15,089

LIBRARY KIT SUPPLIES

100-551400-385	1 Amazon	5,000		
	2			
	3			
	4			
	5	<u>5,000</u>		5,000

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LIBRARY AUDIO MATERIALS

100-551400-386

1	Books on Tape	9,500	
2	Recorded Books		
3	Findaway World		
4	Midwest Tapes		
5	Listening Library		
6			
		<u>\$ 9,500</u>	10,500
			(1,000)

LIBRARY VIDEOS

100-551400-387

1	Baker & Taylor Entertainment	1,000	
2	Midwest Tapes	1,000	
3	Amazon	5,500	
4			
		<u>\$ 7,500</u>	8,500
			(1,000)

LIBRARY SUPPLIES

100-551400-390

1	Costco	1,000	Program support
2	Demco	7,500	
3	Office Depot	7,500	
4	Piggly Wiggly	500	Food for programs/events
6	Azuradisc		
7	Upstart	325	
8	Uline	1,000	
9	Flexplan	12	7.25
10			
		<u>\$ 17,912</u>	19,256
			(1,344)

LIBRARY PERSONNEL

100-551400-391

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

LIBRARY PUBLIC RELATIONS

100-551400-392

1	Printing & Design	1,500	
2			
3			
4			
5			
6			
		<u>\$ 1,500</u>	1,500
		<u>\$ 236,994</u>	236,466
			528

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Village of Waunakee
 Zero Based Budgeting - Line items
 2022 Budget

Account Number	Account Name	2022	2021	Difference
100-551401-210	LIBRARY BLDG SERVICES	29,500	30,698	(1,198)
100-551401-220	LIBRARY BLDG UTILITIES	24,000	36,000	(12,000)
100-551401-221	LIBRARY BLDG GAS HEAT	12,000	12,000	-
100-551401-341	LIBRARY BLDG EQUIPMENT	21,000	21,000	-
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	3,500	3,500	-
100-551401-390	LIBRARY BLDG OTHER	90,000	103,198	(13,198)
	TOTAL			

Item	Vendor	Quantity	Unit Price	Amount	Description
1	Capital Coffee	12	400.00	\$ 4,800	Coffee vending
2	Otis elevator			2,100	Elevator maintenance
3	Bruce			7,500	Landscaping/gardening
4	Masters			8,100	HVAC operating system
5	Butters Fetting			3,000	HVAC equipment maintenance
6	Ahern			1,000	Sprinkler system
7	Jefferson Fire			500	Fire alarm
8	Vendor-TBD	2	1250	2,500	Window cleaning 2x annually
				<u>\$ 29,500</u>	30,698 (1,198)

1	Waunakee Utilities	12	2,000.00	\$ 24,000	
2				<u>\$ 24,000</u>	36,000 (12,000)

1	MG&E	12	1,000.00	\$ 12,000	
2				<u>\$ 12,000</u>	12,000

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Account Number	Category	Item	Amount	Notes
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	1 Janitorial supplies	\$ 15,000	includes Sunday hours
		2 Maintenance supplies	4,000	1-time equip purchases
		3 Service calls	2,000	
		4	<u>\$ 21,000</u>	21,000
100-551401-390	LIBRARY BLDG OTHER	1 Various vendors	\$ 3,500	Other
		2	<u>\$ 3,500</u>	3,500
TOTAL			<u>\$ 90,000</u>	103,198 (13,198)

Village of Waunakee
 Zero Based Budgeting - Line items
 2022 Budget

Account Number	Account Name	2022	2021	Difference
220-551400-311	LIBRARY POSTAGE	-	-	-
220-551400-320	LIBRARY PUBS/SUBS/DUES	-	-	-
220-551400-330	LIBRARY TRAVEL/TRAINING	-	-	-
220-551400-340	LIBRARY PROGRAMS	5,000	-	5,000
220-551400-390	LIBRARY OTHER	500	500	-
	TOTAL	5,500	500	5,000

Account Number	Account Name	Item	Vendor	(if necessary)	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	500
	TOTAL						\$ 500	500