

Waunakee Public Library
Library Board Meeting
Community Hall —201 N. Madison Street
Friday, September 18, 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 August 21, 2020 Library Board Minutes
 - B. Approve Schedule of Bills
 - C. Approve Financial Reports, plus *Forever Fund*, 220 Account, and Capital Campaign status
- IV. Public Comments
- V. Director's Report on Library Activity and report on building and grounds
- VI. Old Business
 - A. Discuss 2021 Operating Budget*
 - B. Discuss metrics for gradually re-opening or closing the library during the COVID pandemic
 - C. Tour of revamped public service areas
- 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
- VIII. Adjourn

Next Library Board meeting at 201 N. Madison Street: Friday, October , 2020 @ 7:45AM in the Board Room

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

Any person who has a qualifying disability as defined by the Americans With Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or form should contact the municipal clerk at (608) 850-8500, 500 West Main Street, Waunakee, Wisconsin.

*** 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 convene in open session.**

Waunakee Public Library

Library Board Meeting

Friday, August 21, 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, and Erick Plumb.
 - B. **Absent:** Erin Moran
 - C. **Guests:** Sandi Zimbric
- III. **Approval of consent agenda:** Mike moved, Annie seconded. Passed.
- IV. **Public comment:** Sandi Zimbric appeared before the Board to request that the entire building be re-opened for public browsing of the collections in the near future. She cited that other public establishments have successfully re-opened safely and without incident and that the public would greatly appreciate having greater access to their library.
- V. **Director's Report on Library Activity, COVID-19, and Racial Equity efforts**

The library is close to 300 visitors a day, while we are in continued limited-services mode. We are one of four libraries in the county that is offering public access to our building. The staff have worked hard on heavily marketing the outdoor spaces this summer. They have made the playground/patio more inviting with the addition of picnic tables, table umbrellas and additional outdoor trash receptacles. The Storywalk along the trail has been very popular. The landscaping continues to be a challenge, Village Trustee Gary Hertzberg will take the lead to coordinate with Library Board president Jean Elvekrog in the efforts going forward. Madison Public Library has moved to eliminate overdue fines, leaving Waunakee as one of the last libraries in the county to charge fines. Make & Take bags have been highly popular, the numbers of people wanting them tripled since June. The full Director's Report and Youth and Adult Services report are included in the Board packet.
- VI. **Old Business**
 - A. **Discuss 2021 Library Budget** We will discuss the budget in September.
 - B. **Discuss library service levels during COVID-19 Pandemic** We discussed when and how to increase services. Suggestions for services included limiting the number of patrons, increasing service for those making an appointment, limiting

the areas for browsing, and having touch bins and having order forms for children to choose books. Suggestions for the metrics for changing service that were discussed included looking at Dane County Public Health metrics, State of Wisconsin Public Health metrics and also possibly being able to get metrics for our own community.

VII. New Business

- A. Report on gifts from Friends of WPL** The Friends donated two picnic tables for the grassy area of the playground at a cost of \$3000.00. A local woodworker is also making a shelving/display case for the alcove at the top of the stairs. This will be an area to display additional history/holiday collections. The cost for this project was also around \$3000.00.
- B. Report from Building & Grounds Committee** Jean Elvekrog gave us an update on the landscaping clean up effort. The Friends had around a dozen volunteers that came out to do landscape clean up on 7/27 and 8/10. She feels that another 2 hour clean up session should have everything pretty much done.
- C. Discuss and approve proposal from Vogel Bros. Inc, to construct new drive-up service window** We looked at the area for the proposed window and discussed the two different style window options. The two styles are a sliding window that opens (ex. McDonalds) or a push out mechanical unit (ex. Walgreens). Both styles of windows have merits, but a combination of the two would be ideal. There was a motion to spend no more than \$30,000. for the drive-up window. Motion was made by Mike and seconded by Jean. Passed.

- VIII. **Adjourn:** The meeting was adjourned at 9:00 on a motion by Jean, seconded by Kathy G. Passed.

**Library Board Meeting: Friday, August 21, 2020 at 7:45 AM at Community Hall
201 N. Madison Street**

Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary

August 2020

Account	Vender	Amount
<u>100-551400-210 Outside services</u>		
	Total	0.00
<u>100-551400-219 Automation levy</u>		
	Total	0.00
<u>100-551400-290 Leased items</u>		
	Total	0.00
	Gordon Flesch	126.02
		0.00
	Total	126.02
<u>100-551400-292 Maintenance contracts</u>		
	SCLS	0.00
	Total	0.00
<u>100-551400-311 Postage</u>		
	Post Office	71.22
	Total	71.22
<u>100-551400-320 Publications, subscriptions and dues</u>		
	Waunakee Lions Club	0.00
	ALA	0.00
	Amazon Prime	0.00
	WLA	0.00
	Total	0.00
<u>100-551400-330 Travel and training</u>		
	SCLS	0.00
	UW- Madison	225.00
	LJ & SLJ Professional Development	0.00
	Total	225.00
<u>100-551400-340 Programs</u>		
	Pig	0.00
	Apple Music	0.00
	Amazon	307.60
	Dollar Tree	0.00
	Demco	0.00
	Costco	0.00
	Global Communication	0.00
	UPS Store	24.00
	Brenda Salvo	180.00
	Zoom	14.99
	Chris Fascione	350.00
	Waunakee Chamber of Commerce	100.00
	Sticker Mule	30.00
	Kara Hoerr	0.00
	Post Office	0.00
	Total	1,006.59
<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
<u>100-551400-350 Repairs and maint</u>	Total	0.00
	Total	0.00
<u>100-551400-380 Adult books</u>	Amazon	42.23
	Baker and Taylor	2,853.95
	Mike Andre	0.00
	Total	2,896.18
<u>100-551400-381 Juvenile books</u>	Amazon	4.99
	Baker and Taylor	1,730.75
	Penworthy	0.00
	The Dot Central	24.98
	Total	1,760.72
<u>100-551400-383 Serial subscriptions</u>	Rivistas	-24.18
	Total	-24.18
<u>100-551400-384 - Digital Materials & Computer Software</u>	Amazon	0.00
	Demco Software	0.00
	TBS	0.00
	Verizon -Hotspots	200.05
	Total	200.05
<u>100-551400-385 Kit supplies</u>	Amazon	390.28
	Walmart	0.00
	UPS Store	50.64
	Pig	50.89
	Total	491.81
<u>100-551400-386 Audio materials</u>	Recorded Books	207.92
	Midwest Tape	153.89
	Amazon	19.99
	Findaway	214.92
	Total	596.72
<u>100-551400-387 Videos</u>	Amazon	506.66
	Midwest Tape	262.64
	Total	769.30
<u>100-551400-390 Other</u>	Amazon	1,252.46
	Vistaprint	0.00
	Uline	53.07
	SCLS	690.00
	Pig	0.00
	Demco	199.24
	Walgreens	7.50
	Minuteman Press	45.00
	Total	2,247.27
<u>100-551400-391 Personnel</u>		

<u>100-551400-392 Public relations</u>	Total	<u><u>0.00</u></u>
	Minuteman Press	0.00
	UPS Store	0.00
 	Total	<u><u>0.00</u></u>
<u>100-551401-210 Building serices</u>	Maly Ceramic Tile Co	0.00
	Reinders	1,245.00
	Ahern Co	258.00
	Amazon	0.00
	Total	<u><u>1,503.00</u></u>
<u>100-551401-350 Repairs/Maintenance</u>	Nassco	75.06
	Home depot	0.00
	Menards	325.79
	Ace Hardware	162.95
	Amazon	455.09
	Schilling Supply Company	293.35
	Capital Coffee	194.80
	Walgreens	0.00
	Middleton Farmers Coop	83.94
	Waunakee Rental	100.23
	Total	<u><u>1,691.21</u></u>
<u>220 fund</u>	Baker and Taylor	0.00
	Amazon	0.00
	Waunakee Rental	0.00
	Total	<u><u>0.00</u></u>
	 Month Total	 <u><u>13,560.91</u></u>

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	36,799.32	212,264.92	330,458.00	118,193.08	64.23	206,386.53
100-551400-120	LIBRARY PART TIME	34,373.43	210,638.67	330,623.00	119,984.33	63.71	206,212.70
100-551400-130	LIBRARY FICA	5,214.27	32,102.01	50,571.00	18,468.99	63.48	30,235.81
100-551400-131	LIBRARY RETIREMENT	4,010.98	24,833.27	36,403.00	11,569.73	68.22	22,281.79
100-551400-132	LIBRARY HEALTH	7,358.11	92,360.49	122,183.00	29,822.51	75.59	77,859.00
100-551400-133	LIBRARY LIFE	59.92	481.57	542.00	60.43	88.85	401.25
100-551400-134	LIBRARY DENTAL	654.64	5,054.27	7,209.00	2,154.73	70.11	5,280.86
100-551400-210	LIBRARY OUTSIDE SERVICES	243.00	666.00	2,864.00	2,198.00	23.25	593.00
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	997.62	5,366.58	9,000.00	3,633.42	59.63	4,254.09
100-551400-290	LIBRARY LEASED ITEMS	437.06	3,414.62	4,691.00	1,276.38	72.79	514.90
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	34.84	259.89	1,600.00	1,340.11	16.24	584.18
100-551400-320	LIBRARY PUBS/SUBS/DUES	119.00	1,020.60	3,180.00	2,159.40	32.09	3,136.50
100-551400-330	LIBRARY TRAVEL/TRAINING	1,024.72	1,535.72	4,200.00	2,664.28	36.56	1,064.66
100-551400-340	LIBRARY PROGRAMS	968.97	7,681.43	19,000.00	11,318.57	40.43	11,205.99
100-551400-341	LIBRARY EQUIPMENT	280.63	3,783.28	7,500.00	3,716.72	50.44	8,998.46
100-551400-350	LIBRARY REPAIRS/MAINT	.00	78.00	.00	(78.00)	.00	.00
100-551400-380	LIBRARY ADULT BOOKS	5,391.84	21,228.44	41,000.00	19,771.56	51.78	20,507.96
100-551400-381	LIBRARY JUVENILE BOOKS	1,918.31	9,289.71	20,250.00	10,960.29	45.88	14,350.70
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	(24.18)	7,604.44	8,745.00	1,140.56	86.96	13,639.48
100-551400-384	LIBRARY COMPUTER SOFTWARE	200.05	15,408.05	14,707.00	(701.05)	104.77	8,365.74
100-551400-385	LIBRARY KIT SUPPLIES	442.79	1,866.33	5,500.00	3,633.67	33.93	2,248.60
100-551400-386	LIBRARY AUDIO MATERIALS	1,057.59	5,421.76	12,500.00	7,078.24	43.37	6,895.70
100-551400-387	LIBRARY VIDEOS	771.46	5,631.58	8,500.00	2,868.42	66.25	6,170.77
100-551400-390	LIBRARY OTHER	2,270.16	9,447.78	21,912.00	12,464.22	43.12	11,687.19
100-551400-391	LIBRARY PERSONNEL	.00	61.00	.00	(61.00)	.00	517.00
100-551400-392	LIBRARY PUBLIC RELATIONS	20.00	502.41	1,700.00	1,197.59	29.55	668.21
	TOTAL LIBRARY OPERATIONS	104,624.53	726,872.37	1,115,116.00	388,243.63	65.18	711,240.83

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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	6,467.07	36,078.29	53,621.00	17,542.71	67.28	9,557.32
100-551401-120	LIBRARY BLDG PART-TIME	1,901.28	12,652.89	20,570.00	7,917.11	61.51	154.27
100-551401-121	LIBRARY BLDG OVERTIME	.00	39.06	.00	(39.06)	.00	688.51
100-551401-130	LIBRARY BLDG FICA	619.35	3,750.97	5,675.00	1,924.03	66.10	702.27
100-551401-131	LIBRARY BLDG RETIREMENT	436.53	2,539.65	3,619.00	1,079.35	70.18	671.12
100-551401-132	LIBRARY BLDG HEALTH	1,026.06	13,713.85	16,938.00	3,224.15	80.96	4,047.32
100-551401-133	LIBRARY BLDG LIFE	4.67	43.47	54.00	10.53	80.50	9.79
100-551401-134	LIBRARY BLDG DENTAL	137.78	1,256.26	1,687.00	430.74	74.47	419.12
100-551401-210	LIBRARY BLDG SERVICES	258.00	5,288.02	21,200.00	15,911.98	24.94	15,694.06
100-551401-220	LIBRARY BLDG UTILITIES	3,224.36	13,605.61	45,000.00	31,394.39	30.23	8,082.98
100-551401-221	LIBRARY BLDG GAS HEAT	149.51	5,513.96	12,000.00	6,486.04	45.95	1,410.12
100-551401-341	LIBRARY BLDG EQUIPMENT	1,071.32	4,625.78	.00	(4,625.78)	.00	.00
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	1,713.24	12,579.34	23,000.00	10,420.66	54.69	68.96
100-551401-390	LIBRARY BLDG OTHER	.00	614.98	2,000.00	1,385.02	30.75	.00
	TOTAL LIBRARY BUILDING	17,009.17	112,302.13	205,364.00	93,061.87	54.68	41,505.84
<u>DEPOT</u>							
100-551410-350	DEPOT REPAIRS/MAINT	.00	.00	600.00	600.00	.00	.00
	TOTAL DEPOT	.00	.00	600.00	600.00	.00	.00

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VILLAGE OF WAUNAKEE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	4.95	2,890.15	18,000.00	(15,109.85)	16.06	6,153.49
220-46740014 PHOTOCOPIES	93.99	859.37	1,700.00	(840.63)	50.55	2,091.69
220-46740015 ROOM RENTAL	.00	1,047.16	.00	1,047.16	.00	685.12
TOTAL LIBRARY REVENUES	98.94	4,796.68	19,700.00	(14,903.32)	24.35	8,930.30
<u>MISCELLANEOUS REVENUE</u>						
220-48140001 INTEREST INCOME	86.00	665.00	225.00	440.00	295.56	507.00
220-48540070 DONATIONS	5,000.00	5,020.00	.00	5,020.00	.00	1,085.36
TOTAL MISCELLANEOUS REVENUE	5,086.00	5,685.00	225.00	5,460.00	2,526.67	1,592.36
TOTAL FUND REVENUE	5,184.94	10,481.68	19,925.00	(9,443.32)	52.61	10,522.66

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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	527.61	737.26	500.00	(237.26)	147.45	450.00
TOTAL LIBRARY	527.61	737.26	500.00	(237.26)	147.45	450.00
TOTAL LEISURE ACTIVITIES	527.61	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	527.61	4,237.26	500.00	(3,737.26)	847.45	450.00
NET REVENUES OVER EXPENDITURE	<u>4,657.33</u>	<u>6,244.42</u>	<u>19,425.00</u>			<u>10,072.66</u>

VILLAGE OF WAUNAKEE
BALANCE SHEET
AUGUST 31, 2020

LIBRARY SPECIAL REVENUE FUND

ASSETS

220-11110	COMMINGLED CASH	61,577.47	
220-11801	CASH ON HAND	175.00	
	TOTAL ASSETS		<u>61,752.47</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	6,244.42	
	TOTAL FUND EQUITY		<u>61,752.47</u>
	TOTAL LIABILITIES AND EQUITY		<u>61,752.47</u>

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1030243: Waunakee Library Forever Fund

7/1/2020 To 7/31/2020

Balance

Beginning Balance 270,777.96

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 8,001.79

8,001.79

Grants/Distributions

Grants/Distributions (10,537.41)

Transfers Out 0.00

MCF Support (225.65)

(10,763.06)

Ending Balance

\$268,016.69

Cash Available for Grants as of 7/31/2020

\$0.00

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WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

August 2020

	2020			2019		% Change Prev Month	% Change Prev Year	YTD % Change
	August	Prev Month	Yr-to-date	August	Yr-to-date			
# of Days Library was open	26	26	166	26	192	0.0%	N/A	N/A
CIRCULATION								
Physical circulation	16,335	12,134	106,063	36,215	170,467	34.6%	-54.9%	-37.8%
Digital circulation	3,411	3,598	26,322	3,006	20,661	-5.2%	13.5%	27.4%
Library Total	19,746	15,732	132,385	39,221	191,128	25.5%	-49.7%	-30.7%
<i>Per Day library was open</i>	759	605	798	1,509	995	25.5%	-49.7%	-19.9%
Average of Deforest, Monona and	17,395	15,830	126,123	31,808	239,952	9.9%	-45.3%	-47.4%
By Category								
Books								
Juvenile Fiction	2,403	1,909	13,580	4,926	20,568	25.9%	-51.2%	-34.0%
Juvenile Non-Fiction	950	734	6,926	2,459	12,268	29.4%	-61.4%	-43.5%
Easy Readers	886	669	6,741	2,498	10,690	32.4%	-64.5%	-36.9%
Picture books	2,433	1,667	17,401	6,573	28,365	46.0%	-63.0%	-38.7%
Total Juvenile	6,672	4,979	44,648	16,456	71,891	34.0%	-59.5%	-37.9%
Young Adult	793	645	3,829	1,429	5,307	22.9%	-44.5%	-27.9%
Adult Fiction	2,698	2,170	14,568	3,672	17,747	24.3%	-26.5%	-17.9%
Adult non-Fiction	1,850	1,336	10,780	3,347	16,665	38.5%	-44.7%	-35.3%
Large print	744	636	3,804	794	4,287	17.0%	-6.3%	-11.3%
Adult Paperbacks	80	74	864	263	1,661	8.1%	-69.6%	-48.0%
Total Adult	5,372	4,216	30,016	8,076	40,360	27.4%	-33.5%	-25.6%
Magazines	369	215	2,038	618	3,272	71.6%	-40.3%	-37.7%
Audio	828	563	5,517	2,012	10,582	47.1%	-58.8%	-47.9%
DVD and Blu-ray	2,176	1,469	16,694	5,943	30,112	48.1%	-63.4%	-44.6%
Software and video games	33	9	145	33	213	266.7%	0.0%	-31.9%
Kits	44	12	2,865	1,387	7,470	266.7%	-96.8%	-61.6%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	39	23	222	101	549	69.6%	-61.4%	-59.6%
E-books	3,411	3,598	26,322	3,006	20,661	-5.2%	13.5%	27.4%
% of total circulation	17.3%	22.9%	19.9%	7.7%	10.8%	-24.5%	125.4%	N/A
PROGRAMS								
Children								
Number	10	14	153	11	255	-28.6%	-9.1%	-40.0%
Attendance	521	995	5,737	1,643	11,279	-47.6%	-68.3%	-49.1%
Young adult								
Number	1	14	34	2	41	-92.9%	-50.0%	-17.1%
Attendance	4	79	822	35	1,297	-94.9%	-88.6%	-36.6%
Adult								
Number	4	6	32	8	73	-33.3%	-50.0%	-56.2%
Attendance	33	65	519	142	1,259	-49.2%	-76.8%	-58.8%
NEW PATRONS ADDED	61	24	400	396	819	154.2%	-84.6%	-51.2%
PUBLIC MEETING ROOM BOOKINGS	1	2	49	12	12	-50.0%	-91.7%	308.3%
STUDY ROOM BOOKINGS	0	0	726	81	81	NA	-100.0%	796.3%
PUBLIC PC SESSIONS	221	140	1,763	0	1,430	57.9%	N/A	23.3%
UNIQUE WIRELESS USERS	747	591	7,680	2,992	26,763	26.4%	-75.0%	-71.3%
CURBSIDE TRANSACTIONS	84	73	1,796	0	0	15.1%	N/A	N/A
# OF VISITORS TO LIBRARY	6,100	4,944	74,293	35,422	123,358	23.4%	-82.8%	-39.8%

Library Activity Report

Erick Plumb

September 2020

COVID-19 and Library Activity

- We continue to inch closer to more “normal” services. On September 8, we opened our outdoor bookdrop for 24/7 access, which we hadn’t done since March. The first week of unlimited drop-offs has gone well. We continue to quarantine returned items for four days before touching. SCLS Delivery is now providing 5-day-per-week service, so , hopefully, our patrons will see the items come to them a little bit more quickly. Finally, on September 11, we transferred the pre-checked-out holds from the bags in History Hall and Community Hall to the regular hold shelves near the checkout stations. Going forward, items on hold will not be bagged and will need to be checked out by patrons at the self-checkout stations, similar to pre-pandemic. Going back to handling hold items normally dramatically speeds up the process for staff and patrons alike; there had been a lag between when patrons were notified that they had an item available and when we had it placed in a bag and ready for pickup, and that led to some confusion as we have grown steadily busier.
- We are set to “soft-launch” increased browsing beyond the lobby beginning September 14. We had been set to launch with higher capacities allowed and much fanfare but the horrendous rise in cases countywide due to UW’s launch of their academic year has caused us to tap the brakes a bit. Staff, justifiably, were quite concerned about greatly expanding access at a time when we are seeing unprecedented levels of new COVID cases in Dane County. After much discussion with managerial staff, members of the Library Board, and at an all-staff meeting on September 11, we determined a course of action: we will allow up to 4 people to browse upstairs at a time for fifteen minutes. We will allow one individual or family group at a time to browse in the youth services area, again for the short 15 minute span. All furniture, toys, ipads, and other activity stations have been removed from both levels. As we wait to see how the health landscape settles or changes in coming days, we will begin to consider allowing more people at a time for possibly greater amounts of time. For now, we think these capacity numbers are sufficient, but we foresee growing busier throughout the fall. It became very apparent to me that staff needed us to start slowly and gain experience and comfort with expanded access before jumping in deeper. I was heartened to hear that, while they are concerned, staff are excited to give our community more access to the residents’ library and are eager to make it work!
- The start of school on September 8 brought a noticeably greater number of people to the building, including many that asked for places to study or meet with friends/classmates. Staff and I are beginning to think through possible options that could accommodate socially-spaced studying this late-fall and winter. I believe it is important for us to somehow provide space as safely as we can, while still enforcing health guidelines. I have been interested to see how the Village Center has adapted to

provide some spaces for small groups already. I hope to present a proposal for the Board's consideration at the October or possibly November meetings.

- Finally, and happily as a complete change of topic, on September 2, we held a reverse-parade for children and families to celebrate the end of summer and the start of a new school year. In previous years, we held an end-of-summer carnival event, but COVID cancelled that. This year, kids and their families drove through the library lot and waved to staff and picked up prizes. 139 people attended which was fantastic to see.

Youth Services Report by Brittany Gitzlaff

August was spent wrapping up several of our core services as we transition to fall and the start of a new school year. We finished our last week of the Summer Storytimes, aired our final Camp Starlight program, and ended our two month long Summer Reading Program. Our Grab Bags continue to be an appreciated service (59 for the month) and the Make & Take craft bags have been in high demand (265 for the month). One new service we premiered this month is Dial-a-Story. Patrons can call the library at any time and listen to a story over the phone. We will continue to explore and offer non-virtual options as we move into a new school year and work to support the schools, teachers, and students to the best of our abilities.

Adult Services Report by Courtney Cosgriff

In August, I hosted my Ales and Tales book club. I distributed marketing materials for September's All Around Town program. I attended an anti-racism webinar that dealt with building diverse collections and running collection audits. I attended a webinar dealing with COVID and patron problems that may arise from it. I attended a Building Connections meeting where we discussed September's program. Amy and I met separately with our September presenter from the Midwest Center for Cultural Competence to discuss tech logistics and discussion format for the program. I held drawings for the Adult Summer Reading Program. I'm in the process of picking my 2021 books for Ales and Tales.



LIBRARY BOARD SUMMARY SHEET

MEETING DATE: 09/18/2020

ITEM: Approve Resolution Requesting Library Pages be included on Village of Waunakee's Employee Pay Scale

PRESENTER: Erick Plumb, Library Director

ISSUE SUMMARY: The Waunakee Public Library has four employees serving as Library Pages. These part time employees check in and re-shelve returned items, and also assist with retrieving items that are to be sent to other libraries. They are invaluable. They are not currently included in the Village of Waunakee's employee wage scale. As such, they have been started at minimum wage for years. For the work they do, and for the community we live in, minimum wage is inadequate and we have often lost Pages for higher paying work elsewhere. Recently, I noted that new staff at the McDonald's in Waunakee were hired at \$12/hr. I propose that beginning in 2021 the Library Pages be included in the wage scale, at H1, the lowest level grade. In 2020, the lowest grade paid \$11.78 per hour for dishwashers and kitchen assistants at the Village and Senior Center.

BUDGET IMPACT: The Pages work a total of 68 hour per two-week pay period, with individual hours ranging from 9 hours per period to 23 hours per period. All are paid \$7.25/hr. We do not know what the hourly rates for 2021 will be until the Village Board approves the 2021 budget this fall. In 2020, such a change would have added \$8,009 to our budget.

STAFF RECOMMENDATION: Staff recommends approval

RECOMMENDED MOTION: approve resolution requesting the Village of Waunakee include Library Page positions on Village pay scale at H1 grade beginning in January 2021.

FOR MORE INFORMATION CONTACT: Erick Plumb, Library Director 849-4208,

Village of Waunakee Compensation Strategy
Salary Wage Scale

Adopted: 10/06/2014

Effective: Jan 1st, 2020 - 2.5% Market-Based Salary Adjustment

Grade	Position	Minimum (95%)											Maximum (120%)										
		Step 1	Step 2	Step 3	Target Rate (100%)	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10		Step 11									
		1 year	1 year	1 year	1 year	2 years	2 years	2 years	2 years	2 years	2 years	3 years	3 years	3 years	3 years	3 years							
S17	Police Chief Director of Public Works / Village Engineer	\$ 49.31	\$ 50.54	\$ 51.79	\$ 53.10	\$ 53.62	\$ 54.43	\$ 57.17	\$ 58.62	\$ 60.08	\$ 61.58	\$ 63.12	\$ 102,564.80	\$ 105,123.20	\$ 107,723.20	\$ 110,448.00	\$ 111,529.60	\$ 113,214.40	\$ 118,913.60	\$ 121,929.60	\$ 124,966.40	\$ 128,086.40	\$ 131,289.60
S16	Finance Director	\$ 47.90	\$ 49.09	\$ 50.32	\$ 51.59	\$ 52.87	\$ 54.19	\$ 55.53	\$ 56.93	\$ 58.33	\$ 59.80	\$ 61.31	\$ 99,632.00	\$ 102,107.20	\$ 104,665.60	\$ 107,307.20	\$ 109,969.60	\$ 112,715.20	\$ 115,502.40	\$ 118,414.40	\$ 121,326.40	\$ 124,384.00	\$ 127,524.80
S15	Vacant Grade	\$ 46.48	\$ 47.64	\$ 48.83	\$ 50.05	\$ 51.31	\$ 52.59	\$ 53.90	\$ 55.25	\$ 56.63	\$ 58.05	\$ 59.49	\$ 96,678.40	\$ 99,091.20	\$ 101,566.40	\$ 104,104.00	\$ 106,724.80	\$ 109,387.20	\$ 112,112.00	\$ 114,920.00	\$ 117,790.40	\$ 120,744.00	\$ 123,739.20
S14	Community Services Director	\$ 45.08	\$ 46.21	\$ 47.37	\$ 48.54	\$ 49.75	\$ 50.98	\$ 52.26	\$ 53.59	\$ 54.91	\$ 56.28	\$ 57.70	\$ 93,766.40	\$ 96,116.80	\$ 98,529.60	\$ 100,963.20	\$ 103,480.00	\$ 106,038.40	\$ 108,700.80	\$ 111,462.40	\$ 114,328.00	\$ 117,296.00	\$ 120,361.60
S13	Vacant Grade	\$ 43.67	\$ 44.76	\$ 45.87	\$ 47.01	\$ 48.21	\$ 49.41	\$ 50.64	\$ 51.91	\$ 53.20	\$ 54.53	\$ 55.89	\$ 90,833.60	\$ 93,100.80	\$ 95,409.60	\$ 97,780.80	\$ 100,276.80	\$ 102,772.80	\$ 105,331.20	\$ 107,972.80	\$ 110,656.00	\$ 113,422.40	\$ 116,251.20
S12	Police Lieutenant Deputy Administrator/Village Clerk	\$ 42.26	\$ 43.31	\$ 44.39	\$ 45.50	\$ 46.64	\$ 47.80	\$ 48.98	\$ 50.24	\$ 51.48	\$ 52.77	\$ 54.08	\$ 87,900.80	\$ 90,084.80	\$ 92,331.20	\$ 94,640.00	\$ 97,011.20	\$ 99,424.00	\$ 101,878.40	\$ 104,499.20	\$ 107,278.40	\$ 109,761.60	\$ 112,486.40
S11	Vacant Grade	\$ 40.84	\$ 41.85	\$ 42.91	\$ 43.97	\$ 45.09	\$ 46.22	\$ 47.38	\$ 48.55	\$ 49.75	\$ 51.01	\$ 52.29	\$ 84,947.20	\$ 87,048.00	\$ 89,252.80	\$ 91,457.60	\$ 93,787.20	\$ 96,137.60	\$ 98,550.40	\$ 100,984.00	\$ 103,480.00	\$ 106,100.80	\$ 108,763.20
S10	Vacant Grade	\$ 39.43	\$ 40.42	\$ 41.43	\$ 42.46	\$ 43.52	\$ 44.61	\$ 45.73	\$ 46.87	\$ 48.04	\$ 49.24	\$ 50.48	\$ 82,014.40	\$ 84,073.60	\$ 86,174.40	\$ 88,316.80	\$ 90,512.60	\$ 92,788.80	\$ 95,118.40	\$ 97,489.60	\$ 99,923.20	\$ 102,419.20	\$ 104,988.40
S9	Vacant Grade	\$ 38.02	\$ 38.97	\$ 39.95	\$ 40.95	\$ 41.97	\$ 43.01	\$ 44.10	\$ 45.19	\$ 46.32	\$ 47.48	\$ 48.66	\$ 79,081.60	\$ 81,057.60	\$ 83,096.80	\$ 85,176.00	\$ 87,297.60	\$ 89,464.80	\$ 91,728.00	\$ 93,995.20	\$ 96,345.60	\$ 98,758.40	\$ 101,212.80
S8	Library Director*	\$ 36.61	\$ 37.52	\$ 38.46	\$ 39.43	\$ 40.41	\$ 41.42	\$ 42.46	\$ 43.51	\$ 44.61	\$ 45.73	\$ 46.62	\$ 76,148.80	\$ 78,041.60	\$ 79,996.80	\$ 82,014.40	\$ 84,052.80	\$ 86,153.60	\$ 88,316.80	\$ 90,500.80	\$ 92,788.80	\$ 95,118.40	\$ 96,969.60
S7	Village Clerk Senior Services Director Construction Manager	\$ 35.20	\$ 35.89	\$ 36.80	\$ 37.71	\$ 38.67	\$ 39.63	\$ 40.62	\$ 41.63	\$ 42.68	\$ 43.74	\$ 44.85	\$ 73,216.00	\$ 74,659.10	\$ 76,547.33	\$ 78,435.55	\$ 80,429.86	\$ 82,424.16	\$ 84,482.11	\$ 86,582.50	\$ 88,767.74	\$ 90,974.21	\$ 93,286.75
S6	Assistant Village Administrator / HR Manager	\$ 33.79	\$ 34.63	\$ 35.50	\$ 36.38	\$ 37.29	\$ 38.24	\$ 39.19	\$ 40.16	\$ 41.16	\$ 42.20	\$ 43.26	\$ 70,283.20	\$ 72,030.40	\$ 73,840.00	\$ 75,670.40	\$ 77,563.20	\$ 79,539.20	\$ 81,515.20	\$ 83,532.80	\$ 85,612.80	\$ 87,776.00	\$ 89,980.80
S5	Vacant Grade	\$ 32.37	\$ 33.19	\$ 34.02	\$ 34.87	\$ 35.74	\$ 36.63	\$ 37.54	\$ 38.48	\$ 39.45	\$ 40.44	\$ 41.45	\$ 67,329.60	\$ 69,035.20	\$ 70,761.60	\$ 72,529.60	\$ 74,339.20	\$ 76,190.40	\$ 78,083.20	\$ 80,038.40	\$ 82,056.00	\$ 84,115.20	\$ 86,216.00
S4	Recreation Supervisor	\$ 30.98	\$ 31.74	\$ 32.53	\$ 33.34	\$ 34.17	\$ 35.03	\$ 35.91	\$ 36.82	\$ 37.72	\$ 38.66	\$ 39.65	\$ 64,438.40	\$ 66,019.20	\$ 67,662.40	\$ 69,347.20	\$ 71,073.60	\$ 72,862.40	\$ 74,692.80	\$ 76,585.60	\$ 78,457.60	\$ 80,412.80	\$ 82,472.00
S3	Vacant Grade	\$ 29.56	\$ 30.30	\$ 31.05	\$ 31.84	\$ 32.64	\$ 33.45	\$ 34.29	\$ 35.14	\$ 36.02	\$ 36.92	\$ 37.83	\$ 61,484.80	\$ 63,024.00	\$ 64,584.00	\$ 66,227.20	\$ 67,891.20	\$ 69,576.00	\$ 71,323.20	\$ 73,091.20	\$ 74,921.60	\$ 76,793.60	\$ 78,686.40
S2	Vacant Grade	\$ 28.15	\$ 28.85	\$ 29.57	\$ 30.31	\$ 31.06	\$ 31.85	\$ 32.65	\$ 33.46	\$ 34.30	\$ 35.16	\$ 36.03	\$ 58,552.00	\$ 60,008.00	\$ 61,505.60	\$ 63,044.80	\$ 64,604.80	\$ 66,248.00	\$ 67,912.00	\$ 69,596.80	\$ 71,344.00	\$ 73,132.80	\$ 74,942.40
S1	Youth Services Librarian Adult Services Librarian	\$ 26.73	\$ 27.39	\$ 28.09	\$ 28.79	\$ 29.52	\$ 30.24	\$ 31.01	\$ 31.79	\$ 32.56	\$ 33.37	\$ 34.21	\$ 55,598.40	\$ 56,971.20	\$ 58,427.20	\$ 59,883.20	\$ 61,401.60	\$ 62,899.20	\$ 64,500.80	\$ 66,123.20	\$ 67,724.80	\$ 69,409.60	\$ 71,156.80

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Village of Waunakee
 Zero Based Budget Summary
 2021 Budget

	<u>Library</u>	<u>Library Building</u>	<u>Total</u>	<u>Library Fund</u>
Expenditures	\$ 236,466	\$ 103,198	\$ 339,664	\$ 500
Revenues	212,683	-	212,683	18,125
Net cost of service	23,783	103,198	126,981	(17,625)
Share of general revenues	-	-	-	-
Tax Levy needs	<u>\$ 23,783</u>	<u>\$ 103,198</u>	<u>\$ 126,981</u>	<u>\$ (17,625)</u>

Expenditures				
2020 Budget	237,127	103,200	340,327	500
Increase	(661)	(2)	(663)	-

Tax levy				
2020 Budget	44,539	103,200	147,739	(19,425)
Increase	(20,756)	(2)	(20,758)	1,800

Reasons for changes

1. Library -

Village of Waunakee
 Zero Based Budgeting - Summary
 2021 Budget

		<u>2021</u> <u>Budget</u>	<u>2020</u> <u>Budget</u>	<u>Variance</u>
<u>Library</u>				
Expenditures				
	Wages	\$ -	\$ -	\$ -
	Fringes	-	-	-
	Other	<u>236,466</u>	<u>237,127</u>	<u>(661)</u>
	Subtotal	236,466	237,127	(661)
Revenues				
	COUNTY LIBRARY AID 100-43740020	\$ 212,683	\$ 192,588	
		-	-	
		-	-	
	Subtotal	<u>212,683</u>	<u>192,588</u>	
	Net cost of service	23,783	44,539	
	Share of general revenues	<u>-</u>	<u>-</u>	
	Tax Levy needs	<u>\$ 23,783</u>	<u>\$ 44,539</u>	
		<u>2021</u> <u>Budget</u>	<u>2020</u> <u>Budget</u>	<u>Variance</u>
<u>Library Building</u>				
Expenditures				
	Wages	\$ -	\$ -	\$ -
	Fringes	-	-	-
	Other	<u>103,198</u>	<u>103,200</u>	<u>(2)</u>
	Subtotal	\$ 103,198	103,200	(2)
Revenues				
		\$ -	\$ -	
		-	-	
	Subtotal	\$ -	\$ -	
	Net cost of service	103,198	103,200	
	Share of general revenues	<u>-</u>	<u>-</u>	
	Tax Levy needs	<u>\$ 103,198</u>	<u>\$ 103,200</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	1,700	1,700	-
100-551400-392	LIBRARY PUBLIC RELATIONS	237,127	237,127	-

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Account Number	Account Name	Item	Vendor	Quantity	(if necessary) Unit Price	Amount	Description
100-551400-210	LIBRARY OUTSIDE SERVICES	1	Graphic Design	288	3.00	\$ 2,000	Programming design & printing
		2	PAYPATH			864	Timekeeping fees (24 employees x 12 months)
		3					
		4					
		5					
						\$ 2,864	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	45,453

100-551400-225	LIBRARY COMMUNICATIONS					
		1	TDS Telecom	12	750.00	\$ 9,000
		2				\$ 9,000
						9,000
100-551400-290	LIBRARY LEASED ITEMS					
		1	GFC Leasing	12	319.00	3,828 Copier lease
		2	Gordon Fleisch	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 SLUS 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 87
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	(9,000)

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

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LIBRARY BLDG REPAIRS/MAINT

100-551401-350

1	Janitorial supplies	\$ 15,000	
2	Maintenance supplies	2,000	1-time equip purchases
3	Service calls	4,000	
4			
		<u>\$ 21,000</u>	23,000
			(2,000)

LIBRARY BLDG OTHER

100-551401-390

1	Various vendors	\$ 3,500	Other
2			
		<u>\$ 3,500</u>	2,000
			1,500

TOTAL

		<u>\$ 103,198</u>	103,200
			(2)

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