

Waunakee Public Library
Library Board Meeting
Board Room—201 N. Madison Street
Friday, September 20, 2019 7:45 AM

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

- I. Call to order
- II. Roll call: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Erin Moran, Mike Ricker, Cindy Turner, Geoff Vine, Erick Plumb. Introduction of guests.
- III. Consent agenda
 - A. Approve August 16, 2019 Library Board Minutes
 - B. Approve Schedule of Bills
 - C. Approve Financial Reports, plus *Forever Fund*, 220 Account, and capital campaign balances
- IV. Public Comment
- V. Director's Report
- VI. Old Business
 - A. Update on Capital Campaign progress (Annie)
 - B. Review revised meeting room fee schedule
 - C. Discuss 2020 and 2021 Library Operating Budget goals
- VII. New Business
 - A. Take action on revised Bulletin Board Policy
 - B. Discuss food/beverage restrictions in new library
 - C. Discuss publicity options for new library
- VIII. Adjourn

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

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

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

Waunakee Public Library

Library Board Meeting

Friday, August 16, 2019

7:45 AM

Board Room, 201 N. Madison St.

- I. **Call to order:** Jean called the meeting to order at 7:45 AM
- II. **Roll Call:**
 - A. **Roll call:** Present: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Erin Moran, Mike Ricker, Cindy Turner, and Erick Plumb.
 - B. **Absent:** Geoff Vine
 - C. **Guests:** none
- III. **Approval of consent agenda-:** Erin moved, Mike seconded, Passed.
- IV. **Public comment:** none
- V. **Library Director's Report:** Erick reported on the phenomenal attendance at the August 1st grand opening and subsequent days. The study rooms are never empty, there has been an increase in the 18 to 34-year- old demographic using the library and 100 new library card applications. The Donor's event was equally a success with the 300 donors very excited about the new library. As in any new construction, there are tweaks and adjustments needed. The HVAC system, lighting, drive-up book drop, and further dirt removal landscaping are on the list. It is expected that Jeff's custodial team will be in place by September. Dave Cerutti has been hired. Jody Doll was hired as YS Library Assistant. The full director's report including youth service and adult service sections were also included in the Board packet.
- VI. **Old Business**
 - A. **Update on Capital Campaign Progress: Annie Ballweg**

There remain about three dozen donors with outstanding pledge balances for a total of \$208,251.
 - B. **Update on Library Building and Grounds: Erick Plumb**

Discussion of the dirt mound, installation of the shelving end panels and building adjustments were covered in the Director's report.
 - C. **Review Draft of Revised Fee Schedule for Community Hall: Jean Elvekrog & Erick Plumb**

The rental fee table was amended to charge \$50 for groups of less than 50 participants on Monday through Friday and \$100 per use for that size group on Friday and Saturdays after 5 PM. Sunday rates remained unchanged. Jean moved to accept the fee table as amended, seconded by Annie. Passed. Further discussion on the fee table and charges for nonprofit organizations will be on the September Board agenda. 501 (c) (3) Federal ID tax numbers would be held on file at the library to identify these

organizations and policy would be consistent with that of the Waunakee Village Center.

VII. New Business

A. Discuss and take action on 2020 library operating budget: Erick Plumb

Erick presented a zero based budgeting summary for the 2020 budget. A line item increase in the combined accounts is \$14,027. Increases were noted in programming and training. The accounts do not include personnel. Heating, cooling and building operation costs in the new facility are uncertain. The 2021 budget will reflect the more accurate annual costs.

B. Discuss public bulletin board and Scrappy Sewers display: Erick Plumb

The Board suggested placement for a community notices board and the Friends sewers products.

C. Approve promotion of Elizabeth Claus and Amy Sampson to Library Assistant III effective January 1, 2020.

Adjourn to Closed Session: The Board convened in closed session at 8:45 AM on a motion by Jean. **Pursuant to §19.85 (1) (c), Stats. to consider employment, promotion, compensation or performance evaluation data of any public employee over which the Board has jurisdiction or exercises responsibility.** This was a unanimous motion, roll call taken, carried.

The Board resumed in open session. A motion to increase Elizabeth Claus hours to 35 per week from 30 per week and promote both Elizabeth Claus and Amy Sampson to Library Assistant III effective January 1, 2010, was made by Jean, seconded by Kathy. Passed.

VIII. Adjourn: The meeting was adjourned at 8:58 AM on a motion by Cindy, second by Mike.

Library Board Meeting: Friday, September 20, 2019 at 7:45 AM at WPL Board Room

201 No. Madison Street.

Respectfully submitted, Cynthia S. Turner, Trustee and Secretary

August 2019

Account	Vender	Amount
<u>100-551400-210 Outside services</u>		
	Total	0.00
<u>100-551400-219 Automation levy</u>		
	Total	0.00
<u>100-551400-225 Communications</u>		
	Total	0.00
<u>100-551400-290 Leased items</u>		
	Gordon Flesch Secure Storage of Waunakee	0.00 101.00
	Total	101.00
<u>100-551400-292 Maintenance contracts</u>		
	SCLS	988.62
	Total	988.62
<u>100-551400-311 Postage</u>		
	Post Office	55.00
	Total	55.00
<u>100-551400-320 Publications, subscriptions and dues</u>		
	Waunakee Lions Club ALA Amazon Prime WLA	0.00 270.00 0.00 235.00
	Total	505.00
<u>100-551400-330 Travel and training</u>		
	SCLS	36.00
	Total	36.00
<u>100-551400-340 Programs</u>		
	Pig Apple Music Amazon Dollar Tree Demco Costco Ace Hardware SCLS	66.01 10.54 305.10 27.43 0.00 106.58 7.98 268.00
	Total	791.64
<u>100-551400-341 Equipment</u>		

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	Bibliotheca	683.80
	Best Buy	54.99
	Home Depot	139.85
	Amazon	39.98
	Scs	2,188.22
	Total	3,106.84
<u>100-551400-350 Repairs and maint</u>	Home Depot	352.97
	Total	352.97
<u>100-551400-380 Adult books</u>	Amazon	85.96
	Baker and Taylor	4,763.72
	Mike Andre	0.00
	Total	4,849.68
<u>100-551400-381 Juvenile books</u>	Amazon	17.95
	Baker and Taylor	1,956.87
	Penworthy	0.00
	Total	1,974.82
<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	964.44
	WILS	0.00
	Verizon -Hotspots	178.72
	Total	1,143.16
<u>100-551400-385 Kit supplies</u>	Amazon	500.09
	Walmart	45.00
	Total	545.09
<u>100-551400-386 Audio materials</u>	Recorded Books	547.83
	Midwest Tape	435.71
	Penguin Random House	0.00
	Findaway	299.94
	Total	1,283.48
<u>100-551400-387 Videos</u>	Amazon	730.65
	Midwest Tape	542.24
	Total	1,272.89
<u>100-551400-390 Other</u>	Amazon	590.99
	Vistaprint	35.01
	Pellitteri	1,720.35
	SCLS	745.78
	Pig	48.71
	Demco	258.94
	Mailboxes.com	614.48
	Minuteman Press	22.80
	Total	4,037.06
<u>100-551400-391 Personnel</u>		

<u>100-551400-392 Public relations</u>	Total	<u>0.00</u>
	Minuteman Press	389.99
	SCLS	70.00
<u>100-551401-210 Building serices</u>	Total	<u>459.99</u>
	File 13 E-waste Solutions	112.35
	Menards	181.04
	Ace Hardware	35.04
	Schilling Supply Company	210.23
	Coverall	80.29
	Total	<u>618.95</u>
<u>220 fund</u>	Buckingham	2,250.00
	Amazon	371.45
	Waunakee Rental	196.00
	Total	<u>2,817.45</u>
	Month Total	<u>24,939.64</u>

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WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

August 2019

	2019			2018		% Change	% Change	YTD
	August	Prev Month	Yr-to-date	August	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	26	12	190	27	206	116.7%	N/A	N/A
CIRCULATION								
Physical circulation	36,215	13,665	170,467	23,564	167,861	165.0%	53.7%	1.6%
Digital circulation	3,006	2,861	20,661	2,494	16,825	5.1%	20.5%	22.8%
Library Total	39,221	16,526	191,128	26,058	184,686	137.3%	50.5%	3.5%
<i>Per Day library was open</i>	1,509	1,377	1,006	965	897	9.5%	56.3%	12.2%
Average of DeForest, Monona and	31,808	34,617	239,952	33,365	243,235	-8.1%	-4.7%	-1.3%
By Category								
Books								
Juvenile Fiction	4,926	2,017	20,568	3,109	19,954	144.2%	58.4%	3.1%
Juvenile Non-Fiction	2,459	987	12,263	1,365	11,507	149.1%	80.1%	6.6%
Easy Readers	2,498	957	10,690	1,438	10,359	161.0%	73.7%	3.2%
Picture books	6,573	2,073	28,365	3,542	28,237	217.1%	85.6%	0.5%
Total Juvenile	16,456	6,034	71,886	9,454	70,057	172.7%	74.1%	2.6%
Young Adult	1,429	583	5,307	1,052	6,191	145.1%	35.8%	-14.3%
Adult Fiction	3,672	1,521	17,747	2,567	18,468	141.4%	43.0%	-3.9%
Adult non-Fiction	3,347	1,224	16,665	2,823	20,941	173.4%	18.6%	-20.4%
Large print	794	324	4,287	513	3,310	145.1%	54.8%	29.5%
Adult Paperbacks	263	129	1,661	296	2,276	103.9%	-11.1%	-27.0%
Total Adult	8,076	3,198	40,360	6,199	44,995	152.5%	30.3%	-10.3%
Magazines	618	252	3,272	548	3,489	145.2%	12.8%	-6.2%
Audio	2,012	801	10,557	1,290	10,521	151.2%	56.0%	0.3%
DVD and video	5,943	2,142	30,112	4,345	27,305	177.5%	36.8%	10.3%
Software	33	8	213	10	190	312.5%	230.0%	12.1%
Kits	1,387	554	7,470	1,135	8,544	150.4%	22.2%	-12.6%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	101	53	549	82	568	90.6%	23.2%	-3.3%
E-books	3,006	2,861	20,661	2,494	16,825	5.1%	20.5%	22.8%
% of total circulation	7.7%	17.3%	10.8%	9.6%	9.1%	-55.7%	-19.9%	N/A
PROGRAMS								
Children								
Number	11	19	255	15	241	-42.1%	-26.7%	5.8%
Attendance	1,643	928	11,279	1,502	10,539	77.0%	9.4%	7.0%
Young adult								
Number	2	4	41	2	24	-50.0%	0.0%	70.8%
Attendance	35	45	1,297	4	117	-22.2%	775.0%	1008.5%
Adult								
Number	10	14	77	8	69	-28.6%	25.0%	11.6%
Attendance	142	362	1,259	86	1,026	-60.8%	65.1%	22.7%
PUBLIC MEETING ROOM BOOKINGS	93	0	93	0	0	NA	N/A	N/A
# OF VISITORS TO LIBRARY	17,712	9,974	105,648	15,244	107,744	77.6%	16.2%	-1.9%

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Library Activity Report
Erick Plumb
September 2019

- We set a monthly record for circulation in our first month in our new building. Over 36,400 items were checked out. For context, we checked out 23,000 items in August 2018. Even more exciting was that we gave out 396 new library cards to new library users. We average around 75 new users each month so it was exhilarating to see so many new faces use the library.
- The study rooms were booked over 90 times in August. This only counts the folks that booked online; the true usage count is much higher as we did not count walk-in usage.
- The meeting rooms (Community Hall, Board, and Living Rooms) were booked 12 times.
- Work remains on some exterior portions of the project. The new McWatty Playground will be installed the first week of October. The dirt pile was removed in late August and Parisi dug the plot of the playground in mid-September. The grass is coming along. Some of the benches have been installed.
- September is National Library Card Sign-Up Month! To celebrate, we've partnered with 28 Waunakee businesses. From September 1-30, showing your Waunakee library card will get you discounts and perks at local participating businesses. See our website for details on participants, and go support both the library and our partners in the community!

Youth Services Report by Brittany

To the surprise of no one, August was an incredibly busy month. Typically it's the exact opposite as people start to gear up for the start of school, but this year was obviously a different story. Every program we hosted drew a big crowd and every outreach event we attended was accompanied with nonstop questions and comments about the new library. It has been astounding to observe patrons utilize their new library. Families are staying longer than ever before. The play area is in near constant disarray because it's never empty. Library card sign-ups and renewals are happening on an hourly basis. The family study rooms are well-loved. The new face-out shelving is a game changer for kids and caregivers. More pre-teens and teens are using the library as a meeting space than ever before. The only downside to it all is that summer reading results were lower than past summers as the program lost steam during our closure. We still had 65 people attend our Family Fort Night and had 100 kids show up for their READ posters, but we had certainly hoped for more and are confident the summer of 2020 will be one of our best yet!

Adult Services Report by Courtney

In August, I hosted 7 programs and the Ales and Tales bookclub. I distributed All Around Town promotional materials to all the businesses. I attended National Night Out with Brittany. I went

to an Adult Services Programming Meeting at the WI Law Library where we discussed program ideas and how to (not) give patrons legal advice. I assisted Emily with page interviews. I attended a webinar on Spaces. I developed an organizational system for meeting room applications and took several calls relating to booking Community Hall and the Board Room. I attended BrightSign training to get the digital signs up and running. I made all signage for the stacks.

Erick's Meetings and Appearances in July

- Grand Opening festivities, August 1
- WISC Channel 3 interview, August 1
- Management team meeting, August 6
- Sue McDade, August 6
- Library directors tour, August 7
- Friends of the Library, August 8
- WiLS tour, August 12
- Library Board, August 16
- Kids helping Kids fundraiser, Octopi Brewing, August 17
- Rotary, August 15, 22 and 29
- Fearings, August 27
- Library management team, August 27

Bulletin Board & Handouts Policy - DRAFT

Handouts and postings on bulletin boards are reserved for publicizing library and government events of local interest and information.

Priority Posting will go to:

- Library and library-related items.
- Village government publications.
- Other government publications of local interest.
- Non-commercial materials of local civic, cultural, educational or recreational interest.

2. Free directories and pamphlet of local interest will be distributed only as space permits.

3. Forms of literature **unacceptable** or unsuitable for library distribution or posting include:

- Items advertising or promoting business or commercial entities, advertisements of businesses, products, or services.
- Direct requests for contributions not associated with an event (including non-profit or charitable institutions).
- Information about any event or activity not open to the public.
- Personal notices, handouts, and advertisements of articles for sale.
- Job postings and participant requests for medical studies or other research.
- Non-profit organization newsletters and meeting minutes.

4. Procedures

- All items submitted for posting must comply with the Bulletin Board and Handouts Policy.
- Organizations may mail or deliver their items directly to the library. Only designated professional library staff may post or remove materials for public display or distribution.
- All materials for public display or distribution must include: the organization's name, address, web address (if applicable), and telephone number.
- Materials left for posting or distribution without library authorization will be discarded.
- In general, bulletin board notices are accepted for dated material only, not to exceed thirty days (30 days) as space permits.
- Activities having no specific date may be displayed for a reasonable length of time (as determined by the library director and as space permits) or up to 60 days.
- Unused materials will be discarded or recycled.

Approved on September 20, 2019.

APPROPRIATE LIBRARY BEHAVIOR POLICY – DRAFT
Proposed changes italicized.

PURPOSE

Under the provisions of Chapter 43 of the Wisconsin State Statutes, Section 43.52 (1), the Waunakee Public Library Board of Trustees may enact regulations that serve to ensure the safety of library staff and patrons, protect the materials collection, and maintain order in the library.

While committed to providing an atmosphere that welcomes all ages to partake of the library's services, this policy attempts to provide guidelines which preserve a reasonably quiet environment and which promote safety and comfort for all individuals.

GENERAL GUIDELINES FOR USING THE LIBRARY

1. The rights of individuals to use the library should not be abridged or denied. To guarantee these rights for all persons, no library patron shall engage in the following prohibited behaviors:
 - a. Smoke or used tobacco products. The library is a tobacco-free zone. Smoking is prohibited throughout the building and within fifty feet of entrances. Use of e-cigarettes is also prohibited.
 - b. Willfully annoy, intimidate, or bully another person.
 - c. Damage or deface public property.
 - d. Engage in loud, boisterous, or obscene behavior.
 - e. Utter profane, obscene, or offensive language directed at another person.
 - f. Be in a state of intoxication that causes a public disturbance.
 - g. Enter or remain in the library without a shirt or shoes.
 - h. Loiter on the premises under circumstances that warrant alarm for the safety or health of any person or property in the vicinity.
 - i. Remain in the building after its regular closing times.
 - j. Sleep in the library for an extended period of time (more than 15 minutes).
 - k. *Use the emergency staircase except in the event of an emergency.*
 - l. Bathing, shaving, and other personal grooming activities in the library are also discouraged.
2. No pets or other animals are allowed unless they are a service animal as defined by the Americans with Disabilities Act or are part of a library program.
3. Usage of cell phones and other electronic devices is allowed, but their use may not disrupt library use by other patrons. We ask that patrons turn off all audible sounds or use headphones *or earbuds*.
4. Only persons on library business will be allowed to solicit for the sale of goods and services in the library. Salespersons may meet with authorized library personnel only. Exceptions may be made for library-sponsored activities and organizations affiliated with the library.
5. Surveying of groups or individuals may only be done in conjunction with output measures or other similar surveys designed to quantify library use or satisfaction with library services.

6. Canvassing – for example, soliciting signature for a petition, nomination papers, and the like – is not allowed on library property.
7. No firearms or other weapons as defined by Wisconsin State Statutes (concealed or otherwise) are permitted in the library building, except for firearms carried by authorized law enforcement personnel. This policy shall be prominently posted per State of Wisconsin law at all building entrances.
8. It is a charge of the library staff to see that the rights of individuals to use of the Library are upheld. The staff is obligated to enforce these guidelines so that the facility can be used to the fullest by all persons. Questions regarding the interpretation of these guidelines will be referred to the Library Director or other staff member in charge.

FOOD AND BEVERAGES IN THE LIBRARY

The Waunakee Public Library strives to create a welcoming, clean and comfortable environment for all patrons to enjoy. In line with this goal, snacks and covered drinks are allowed in the library except in designated areas and should be consumed in a responsible and courteous manner. Food and drinks can pose a potential risk to library collections and equipment. In order to protect our resources, equipment, and building from damage, we ask that you act responsibly when consuming snacks and drinks. Patrons violating this policy will be asked to remove the food and drink from the area. We appreciate your cooperation.

- *Foods are limited to dry snacks, such as pretzels, cereal bars, or crackers. Hot, fragrant, greasy, messy, or sticky foods like pizza, burgers, and fries, which might disturb others, are not allowed.*
- *No food or beverages are allowed near the computers.*
- *Outside snacks are not allowed in the Storytime Room.*
- *Group meals and food delivery are not allowed in public areas except for pre-arranged and approved meetings in public meeting rooms.*
- *In designated quiet areas, food consumption should be silent.*
- *Beverages are allowed in a covered container. No open containers allowed.*
- *No alcoholic beverages allowed.*
- *Please report spills immediately to staff and discard all trash after eating or drinking.*
- *Unattended food or beverages will be discarded.*

GUIDELINES FOR HANDLING CODE OF CONDUCT VIOLATIONS

1. It is a patron's responsibility to maintain necessary and proper behavior standards in order to protect his or her individual rights and the rights and privileges of other patrons.
2. Occasionally, staff members may have to deal with patrons who violate the rights of others or who create a disturbance in the library. If a patron creates a public nuisance, that patron may be restricted from the library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by staff, will be subject to the law.
3. A brief written report of any incident involving theft, vandalism, illegal activity, or major disruptive behavior will be filed with the Director as soon as possible after its occurrence.
4. The Library Director, acting on behalf of the Board of Trustees, may suspend the library privileges of any individual who willfully violates library regulations when the severity or continued re-occurrence warrants such action. [Wisconsin State Statutes 43.52 {2}.] The Library Director will inform the Library Board of any such action taken.

5. The person whose library privileges are suspended shall be advised in writing of the suspension and the reason(s) for such action. The offending person shall also be informed that the suspension may be appealed at the next regularly scheduled Library Board meeting.

UNATTENDED CHILDREN

1. One of the primary missions of the Library is to provide a variety of services for children of all ages. The library encourages visits by young children, and it is our desire to make these visits both memorable and enjoyable for the child.
2. "Unattended" means that the parent or designated person is not in close proximity to the child. Library staff cannot be expected to assume responsibility for the care of unsupervised children in the library. Parents are responsible for their children's behavior while in the library.
3. Therefore it is the policy of the Library that all children under the age of nine (9) must be in the company of a parent or caretaker (age 12 or older) while in the library. Even if the young person is attending a program, it is required that the parent/responsible person remains in the Library throughout the program.
4. If it is determined that a child is lost or left unattended, a staff member shall bring the child to the Youth Services Director or other staff member in charge. He/she will then attempt to identify and locate the parent/responsible person. If a parent/responsible person cannot be found, then the child will be remanded to the care of the Waunakee Police Department.
5. If it is determined that a minor (12 years old and under) is not accompanied by an adult at closing time, staff will attempt to locate a parent/responsible person. If a parent/responsible person cannot be found, then the child will be remanded to the care of the Waunakee Police Department.
6. If it is determined that a minor is not accompanied by an adult during regular school hours and is truant, the minor will be informed of this law before officers are called and will have the opportunity to call a parent or guardian for a ride if needed. The Waunakee Public Library will work with school and law enforcement officials to uphold Wisconsin state laws on truancy, including Wisconsin State Statutes Section 118.15.

THEFT OF LIBRARY MATERIALS

1. According to section 943.61 (3) of the Wisconsin State Statutes, the concealment of library material beyond the last station for borrowing this item is evidence of intent to deprive the library of possession of the material. The discovery of library material which has not been checked out in accordance with established library procedures and which is concealed upon the person or among the belongings of the person or concealed by a person upon the person or belongings of another is evidence of theft.
2. According to section 943.61 (4) of the Wisconsin State Statutes, an employee of the library who has probable cause for believing that a person has committed a theft in his or her presence may detain the person in a reasonable manner for a reasonable length of time in order to turn the person over to the police, or to the person's parent or guardian in the case of a minor.
3. The detained person shall be promptly informed of the purpose for the detention, but shall not be interrogated or searched against his or her will before the arrival of the police, who may conduct a lawful interrogation of the accused person.

Approved by the Library Board on January 13, 2017.
Revised September 16, 2019.

2019-2020 Rental Fee Table –Waunakee Public Library

Rental Fee table						
	Monday-Thursday 9 AM – 9 PM (4 Hour Time Limit)	Friday 9 AM – 5 PM (4 Hour Time Limit)	Friday 5 PM – 11 PM (6 Hour Time Limit)	Saturday 9 AM – 5 PM (6 Hour Time Limit)	Saturday 5 PM – 11 PM (6 Hour Time Limit)	Sunday (6 Hour Time Limit)
Community Hall > 50 people	\$125.00	\$125.00	\$400.00	\$400.00 \$250.00	\$400.00	\$250.00
Community Hall < 50 people	\$50.00	\$50.00	\$100.00	\$100.00	\$100.00 \$250.00	\$250.00
Board Room	\$25.00	\$25.00	Not available	\$25.00	Not available	Not available
Pricing effective October 1, 2019						

Additional Hours in Community Hall: \$50.00 per hour (Monday through 5 PM Friday)
 \$100.00 per hour (Friday evening through Sunday)

Warming Kitchen fee: \$25.00 except Friday and Saturday evenings (\$40.00)

Alcohol-service fee for events in Community Hall: \$100.00

Caterer's fee: 10% of total bill (excluding tax, service, and gratuity). Caterer's must be pre-approved. This fee takes the place of the Kitchen Fee.

All fees waived for meetings involving library-related organizations and meetings of local, state, and federal governmental agencies. All fees waived for not-for-profit 501(c)(3) organizations.

Village of Waunakee
 Zero Based Budgeting - Summary
 2020 Budget

<u>Library</u>		<u>2020 Budget</u>	<u>2019 Budget</u>	<u>Variance</u>
Expenditures				
	Wages	\$ -	\$ 575,895	\$ (575,895)
	Fringes	-	208,551	(208,551)
	Other	<u>233,745</u>	<u>219,718</u>	<u>14,027</u>
	Subtotal	233,745	1,004,164	(770,419)
Revenues				
	COUNTY LIBRARY AID 100-43740020	\$ 192,588	\$ 182,830	
		-	-	
		-	-	
	Subtotal	<u>192,588</u>	<u>182,830</u>	
Net cost of service		41,157	821,334	
Share of general revenues		-	-	
Tax Levy needs		<u>\$ 41,157</u>	<u>\$ 821,334</u>	

<u>Library Building</u>		<u>2020 Budget</u>	<u>2019 Budget</u>	<u>Variance</u>
Expenditures				
	Wages	\$ -	\$ 40,824	\$ (40,824)
	Fringes	-	13,762	(13,762)
	Other	<u>102,200</u>	<u>67,059</u>	<u>35,141</u>
	Subtotal	\$ 102,200	121,645	(19,445)
Revenues				
		\$ -	\$ -	
		-	-	
	Subtotal	<u>\$ -</u>	<u>\$ -</u>	
Net cost of service		102,200	121,645	
Share of general revenues		-	-	
Tax Levy needs		<u>\$ 102,200</u>	<u>\$ 121,645</u>	
		\$ 192,588	\$ 182,830	

<u>Library Fund</u>		<u>2020</u>	<u>2019</u>
		<u>Budget</u>	<u>Budget</u>
Expenditures			
	Wages	\$ -	\$ -
	Fringes	-	-
	Other	-	-
	Subtotal	\$ -	\$ -
Revenues			
PUBLIC CHARGES	220-46740011	\$ 1,800	\$ 16,000
BOOK SALES		-	-
PHOTOCOPIES	220-46740014	1,700	1,700
INTEREST INCOME	220-48140001	225	225
		-	-
	Subtotal	\$ 3,725	\$ 17,925
Net cost of service		(3,725)	(17,925)
Share of general revenues		-	-
Tax Levy needs		<u>\$ (3,725)</u>	<u>\$ (17,925)</u>

Village of Waunakee
Zero Based Budgeting - Line items
2020 Budget

Account Number	Account Name	2020	2019	Difference
100-551400-210	LIBRARY OUTSIDE SERVICES	2,864	1,864	1,000
100-551400-217	LIBRARY SECURITY SYSTEMS	325	325	-
100-551400-219	LIBRARY AUTOMATION LEVY	45,453	49,006	(3,553)
100-551400-225	LIBRARY COMMUNICATIONS	6,348	6,528	(180)
100-551400-290	LIBRARY LEASED ITEMS	4,691	4,596	95
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	4,500	4,500	-
100-551400-311	LIBRARY POSTAGE	1,600	1,350	250
100-551400-320	LIBRARY PUBS/SUBS/DUES	2,450	2,450	-
100-551400-330	LIBRARY TRAVEL/TRAINING	4,200	3,135	1,065
100-551400-340	LIBRARY PROGRAMS	19,000	14,100	4,900
100-551400-341	LIBRARY EQUIPMENT	7,500	5,000	2,500
100-551400-350	LIBRARY REPAIRS/MAINT	-	-	-
100-551400-380	LIBRARY ADULT BOOKS	41,000	41,000	-
100-551400-381	LIBRARY JUVENILE BOOKS	20,250	20,250	-
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	8,745	7,920	825
100-551400-384	LIBRARY COMPUTER SOFTWARE	14,707	13,832	875
100-551400-385	LIBRARY KIT SUPPLIES	5,500	4,250	1,250
100-551400-386	LIBRARY AUDIO MATERIALS	12,500	12,500	-
100-551400-387	LIBRARY VIDEOS	8,500	8,500	-
100-551400-390	LIBRARY SUPPLIES	21,912	16,912	5,000
100-551400-391	LIBRARY PERSONNEL	1,700	1,700	-
100-551400-392	LIBRARY PUBLIC RELATIONS	233,745	219,718	14,027

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Item	Vendor	Quantity	Unit Price	Amount	Description
1	Graphic Design			\$ 2,000	Programming design & printing
2	Social Media Enhancements				
3	PAYPATH	288	3.00	864	Timekeeping fees (24 employees x 12 months)
4					
5				\$ 2,864	1,864
1	Pyramid Telephone (Fire Alarm Line)			\$ 325	
2				\$ 325	325
1	South Central Library System			\$ 45,453	
2				\$ 45,453	(3,553)
				\$ 49,006	49,006

100-551400-341	LIBRARY EQUIPMENT	1 South Central Library System	\$ 5,000	Patron technical equipment	
		2 Amazon	2,500	Staff technology equipment	
		3 Demco			
		4	<u>7,500</u>		5,000
					2,500
100-551400-350	LIBRARY REPAIRS/MAINT	1	\$ -		
		2			
		3			
		4	\$ -		
100-551400-380	LIBRARY ADULT BOOKS	1 Baker & Taylor	\$ 35,000		
		2 Amazon	2,000		
		3 Alpine Books			
		4 Quality Books			
		5 Lucky Day Collection	4,000		
		6	<u>41,000</u>		41,000
100-551400-381	LIBRARY JUVENILE BOOKS	1 Baker & Taylor	\$ 19,000		
		2 Lucky Day Collection	1,250		
		5	<u>20,250</u>		20,250
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	1 Rivistas Magazine Subscription Service	\$ 7,000		
		2 Book Pages	320		
		3 Wall Street Journal	325		
		4 New York Times	950		
		5 Hometown News	150		
		6	<u>8,745</u>		7,920
					825
100-551400-384	LIBRARY COMPUTER SOFTWARE	1 South Central Library System	\$ 2,400		
		2 WI Library Services	2,400	Online database subscriptions	
		3 Amazon	1,250	(e-books)	
		4 SCLS digital resources line	6,282	Overdrive (e-books)	
		5 Verizon	2,375	Hot Spot subscriptions	
			<u>14,707</u>		13,832
					875
100-551400-385	LIBRARY KIT SUPPLIES	1 South Central Library System	5,500		
		2 Weston Woods			
		3 Baker & Taylor			
		4 Findaway World			
		5			

\$ 5,500

4,250 1,250

LIBRARY AUDIO MATERIALS

100-551400-386

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

LIBRARY VIDEOS

100-551400-387

1	Baker & Taylor Entertainment	1,000	
2	Midwest Tapes	1,000	
3	Amazon	6500	
4			
		<u>\$ 8,500</u>	8,500

LIBRARY SUPPLIES

100-551400-390

1	South Central Library System	1,000	Program support
2	Demco	8,500	Increased supplies for new building
3	Office Depot	8,500	Increased supplies for new building
4	Piggly Wiggly	500	Food for programs/events
5	Tuition Reimbursement	2,000	Requested by Emily Harkins and Amy Sampson
6	Azuradisc		
7	Upstart	325	
8	Uline	1,000	
9	Flexplan	12	7.25
10			
		<u>\$ 21,912</u>	16,912
			5,000

LIBRARY PERSONNEL

100-551400-391

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

LIBRARY PUBLIC RELATIONS

100-551400-392

1	Printing & Design	1,000	
2	Annual report brochure	200	
3	Bus for building committee tours	-	
4	Facebook, newspaper and football advertising	500	
5			
6			
		<u>\$ 1,700</u>	1,700
		<u>\$ 233,745</u>	219,718
			14,027

Village of Waunakee
 Zero Based Budgeting - Line items
 2020 Budget

Account Number	Account Name	2020	2019	Difference
100-551401-210	LIBRARY BLDG SERVICES	31,200	22,600	8,600
100-551401-220	LIBRARY BLDG UTILITIES	45,000	29,500	15,500
100-551401-221	LIBRARY BLDG GAS HEAT	12,000	6,859	5,141
100-551401-341	LIBRARY BLDG EQUIPMENT			-
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	12,000	7,500	4,500
100-551401-390	LIBRARY BLDG OTHER	2,000	600	1,400
	TOTAL	102,200	67,059	35,141

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			2,000	Elevator maintenance
		5	Janitorial Supplies			15,000	
		7	Landscaping/gardening			10,000	
						\$ 31,200	22,600
100-551401-220	LIBRARY BLDG UTILITIES	1	Waunakee Utilities	12	3,750.00	\$ 45,000	
		3					
							15,500
100-551401-221	LIBRARY BLDG GAS HEAT	1	MG&E	12	1,000.00	\$ 12,000	
		2				\$ -	
		3					
		1				\$ -	5,141

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	5,000	2x annually
2 Window Cleaning	4,000	1-time equip purchases
3 Maintenance supplies	3,000	
4 Service calls	<u>\$ 12,000</u>	
		8,000
LIBRARY BLDG REPAIRS/MAINT		
100-551401-350		
1 Various vendors	\$ 2,000	Other
2		
3		
	<u>\$ 102,200</u>	
		67,059
		1,400
		35,141
LIBRARY BLDG OTHER		
100-551401-390		
TOTAL		

VILLAGE OF WAUNAKEE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR	
<u>TAXES</u>							
100-41100110	GENERAL PROPERTY TAX	.00	5,491,714.00	5,491,714.00	.00	100.00	5,174,965.00
100-41200101	STATE SALES TAX	10.79	82.09	120.00	(37.91)	68.41	82.28
100-41300110	UTILITY TAX	84,300.00	674,400.00	886,000.00	(211,600.00)	76.12	604,800.00
100-41800101	INTEREST ON TAXES	.00	783.10	.00	783.10	.00	701.98
100-41900101	OTHER TAXES	.00	14,177.19	.00	14,177.19	.00	.00
	TOTAL TAXES	84,310.79	6,181,156.38	6,377,834.00	(196,677.62)	96.92	5,780,549.26
<u>INTERGOVERNMENTAL REVENUE</u>							
100-43210012	FEDERAL POLICE VEST GRANT	.00	425.00	.00	425.00	.00	838.50
100-43400110	STATE SHARED REVENUE	.00	22,877.05	152,514.00	(129,636.95)	15.00	22,938.82
100-43400130	OTHER STATE SHARED REVENUE	.00	68,694.89	68,016.00	678.89	101.00	28,046.31
100-43411020	FIRE INSURANCE TAX	.00	77,925.16	50,000.00	27,925.16	155.85	67,999.79
100-43510023	OTHER LAW ENFORCEMENT AIDS	1,515.95	1,515.95	.00	1,515.95	.00	4,055.87
100-43521030	TRANSPORTATION AIDS	.00	613,049.85	817,775.00	(204,725.15)	74.97	577,548.96
100-43528040	STATE RECYCLING PAYMENT	.00	28,396.65	20,000.00	8,396.65	141.98	28,347.35
100-43600190	OTHER STATE GRANTS	.00	.00	.00	.00	.00	48,016.43
100-43740020	COUNTY LIBRARY AID	.00	184,802.31	182,830.00	1,972.31	101.08	167,147.00
100-43740091	SOUTH CENTRAL LIBRARY AID	.00	475.00	.00	475.00	.00	1,106.00
	TOTAL INTERGOVERNMENTAL REVE	1,515.95	998,161.86	1,291,135.00	(292,973.14)	77.31	946,045.03
<u>LICENSES & PERMITS</u>							
100-44101010	LICENSES - LIQUOR & BEER	.00	11,130.00	12,000.00	(870.00)	92.75	10,410.00
100-44101015	LICENSES - OPERATOR	674.00	5,809.00	5,000.00	809.00	116.18	5,090.00
100-44101020	LICENSES - CIGARETTE	.00	700.00	800.00	(100.00)	87.50	800.00
100-44101090	LICENSES - MISCELLANEOUS	225.00	3,771.00	2,600.00	1,171.00	145.04	2,125.00
100-44202020	LICENSES - DOG	94.25	3,660.75	5,400.00	(1,739.25)	67.79	3,465.25
100-44202030	LICENSES - CAT	8.00	527.00	1,200.00	(673.00)	43.92	520.00
100-44210010	LICENSES - BICYCLE	10.00	13.00	40.00	(27.00)	32.50	5.00
100-44313010	PERMIT FEES RESIDENTIAL NEW CO	3,395.25	61,949.13	52,500.00	9,449.13	118.00	76,343.32
100-44313015	PERMIT FEES RES ALT & ADD	4,127.68	37,507.24	15,000.00	22,507.24	250.05	27,322.96
100-44313020	PERMIT FEES NEW MULTI FAMILY	.00	495.00	.00	495.00	.00	1,492.50
100-44313030	PERMIT FEES NEW COMM & IND	.00	65,521.35	7,000.00	58,521.35	936.02	95,995.41
100-44313035	PERMIT FEES COMM/IND ALT & ADD	2,398.25	42,726.79	10,000.00	32,726.79	427.27	17,995.22
100-44313095	NO PERMIT PENALTIES	.00	.00	.00	.00	.00	100.00
100-44320085	SIGN PERMIT	75.00	675.00	1,250.00	(575.00)	54.00	825.00
100-44320090	PERMIT FEES MISC.	670.00	3,322.75	2,500.00	822.75	132.91	2,210.00
100-44352050	SITE PLAN APPROVAL	.00	960.00	2,300.00	(1,340.00)	41.74	2,240.00
100-44352060	PUD REVIEW	.00	950.00	.00	950.00	.00	475.00

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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY OPERATIONS</u>						
100-551400-110 LIBRARY FULL TIME	34,457.63	206,386.53	293,864.00	87,477.47	70.23	159,833.01
100-551400-120 LIBRARY PART TIME	37,978.00	206,212.70	282,031.00	75,818.30	73.12	174,185.76
100-551400-130 LIBRARY FICA	5,352.19	30,235.81	44,055.00	13,819.19	68.63	24,244.65
100-551400-131 LIBRARY RETIREMENT	3,861.92	22,281.79	31,760.00	9,478.21	70.16	18,504.80
100-551400-132 LIBRARY HEALTH	5,755.25	77,859.00	122,303.00	44,444.00	63.66	77,263.37
100-551400-133 LIBRARY LIFE	49.81	401.25	509.00	107.75	78.83	319.63
100-551400-134 LIBRARY DENTAL	554.75	5,280.86	9,924.00	4,643.14	53.21	5,859.63
100-551400-210 LIBRARY OUTSIDE SERVICES	138.00	593.00	1,864.00	1,271.00	31.81	1,923.00
100-551400-217 LIBRARY SECURITY SYSTEMS	.00	.00	325.00	325.00	.00	.00
100-551400-219 LIBRARY AUTOMATION LEVY	.00	44,006.48	49,006.00	4,999.52	89.80	45,612.47
100-551400-225 LIBRARY COMMUNICATIONS	748.28	4,254.09	6,528.00	2,273.91	65.17	3,893.47
100-551400-290 LIBRARY LEASED ITEMS	125.54	514.90	4,596.00	4,081.10	11.20	535.47
100-551400-292 LIBRARY MAINTENANCE CONTRACTS	1,026.85	3,173.28	4,500.00	1,326.72	70.52	262.35
100-551400-311 LIBRARY POSTAGE	65.50	584.18	1,350.00	765.82	43.27	661.74
100-551400-320 LIBRARY PUBS/SUBS/DUES	50.00	3,136.50	2,450.00	(686.50)	128.02	2,815.51
100-551400-330 LIBRARY TRAVEL/TRAINING	39.66	1,064.66	3,135.00	2,070.34	33.96	1,481.54
100-551400-340 LIBRARY PROGRAMS	2,537.94	11,205.99	14,100.00	2,894.01	79.48	11,322.34
100-551400-341 LIBRARY EQUIPMENT	3,868.43	8,998.46	5,000.00	(3,998.46)	179.97	3,239.76
100-551400-380 LIBRARY ADULT BOOKS	1,250.22	20,507.96	41,000.00	20,492.04	50.02	17,267.46
100-551400-381 LIBRARY JUVENILE BOOKS	880.36	14,350.70	20,250.00	5,899.30	70.87	11,749.40
100-551400-383 LIBRARY SERIAL SUBSCRIPTIONS	.00	13,639.48	7,920.00	(5,719.48)	172.22	8,199.31
100-551400-384 LIBRARY COMPUTER SOFTWARE	1,143.16	8,365.74	13,832.00	5,466.26	60.48	10,940.87
100-551400-385 LIBRARY KIT SUPPLIES	1,136.64	2,248.60	4,250.00	2,001.40	52.91	1,535.86
100-551400-386 LIBRARY AUDIO MATERIALS	1,363.04	6,895.70	12,500.00	5,604.30	55.17	4,127.87
100-551400-387 LIBRARY VIDEOS	1,392.35	6,170.77	8,500.00	2,329.23	72.60	6,463.29
100-551400-390 LIBRARY OTHER	4,395.80	11,687.19	16,912.00	5,224.81	69.11	7,103.90
100-551400-391 LIBRARY PERSONNEL	59.00	517.00	.00	(517.00)	.00	.00
100-551400-392 LIBRARY PUBLIC RELATIONS	70.00	668.21	1,700.00	1,031.79	39.31	.00
TOTAL LIBRARY OPERATIONS	108,300.32	711,240.83	1,004,164.00	292,923.17	70.83	599,346.46

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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY BUILDING</u>						
100-551401-110 LIBRARY BLDG FULL TIME	6,299.71	9,557.32	26,150.00	16,592.68	36.55	441.75
100-551401-120 LIBRARY BLDG PART-TIME	154.27	154.27	14,674.00	14,519.73	1.05	.00
100-551401-121 LIBRARY BLDG OVERTIME	688.51	688.51	.00	(688.51)	.00	.00
100-551401-130 LIBRARY BLDG FICA	500.64	702.27	3,123.00	2,420.73	22.49	32.63
100-551401-131 LIBRARY BLDG RETIREMENT	457.74	671.12	1,713.00	1,041.88	39.18	29.60
100-551401-132 LIBRARY BLDG HEALTH	950.40	4,047.32	8,015.00	3,967.68	50.50	246.25
100-551401-133 LIBRARY BLDG LIFE	9.05	9.79	100.00	90.21	9.79	.65
100-551401-134 LIBRARY BLDG DENTAL	137.78	419.12	811.00	391.88	51.68	18.42
100-551401-210 LIBRARY BLDG SERVICES	4,339.02	15,694.06	22,600.00	6,905.94	69.44	13,186.04
100-551401-220 LIBRARY BLDG UTILITIES	1,004.53	8,082.98	29,500.00	21,417.02	27.40	7,181.45
100-551401-221 LIBRARY BLDG GAS HEAT	25.60	1,410.12	6,859.00	5,448.88	20.56	1,317.36
100-551401-350 LIBRARY BLDG REPAIRS/MAINT	.00	68.96	7,500.00	7,431.04	.92	162.41
100-551401-390 LIBRARY BLDG OTHER	.00	.00	600.00	600.00	.00	167.80
TOTAL LIBRARY BUILDING	14,567.25	41,505.84	121,645.00	80,139.16	34.12	22,784.36
<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

VILLAGE OF WAUNAKEE
BALANCE SHEET
AUGUST 31, 2019

LIBRARY SPECIAL REVENUE FUND

ASSETS

220-11110	COMMINGLED CASH	48,637.68	
220-11801	CASH ON HAND	919.99	
	TOTAL ASSETS		<u>49,557.67</u>

LIABILITIES AND EQUITY

FUND EQUITY

220-34221	DESIGNATED - SCHUBERT FUND	540.00	
220-34222	DESIGNATED - PIRANO	1,070.50	
220-34300	FUND BALANCE	37,874.51	
	BEGINNING FUND BALANCE	39,485.01	
	REVENUE OVER EXPENDITURES - YTD	10,072.66	
	TOTAL FUND EQUITY		<u>49,557.67</u>
	TOTAL LIABILITIES AND EQUITY		<u>49,557.67</u>