Waunakee Public Library
Library Board Meeting
Via ZOOM
Friday, September 17, 2021---7:45 AM

Join Zoom Meeting
https://us06web.zoom.us/j/87250947329?pwd=bFNwUDlDQlpqaFQ4YzNzaElyNHNkZ
z09

Meeting ID: 872 5094 7329
Passcode: 983958

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 August 20, 2021 Library Board Minutes
       B. Approve Schedule of Bills
       C. Approve Financial Reports
IV.   Director's Report & COVID update
V.   Old Business
       A. Discuss for updated Strategic Plan Goal #5
       B. Friends of the Library Update
       C. Discuss preliminary 2022 Library Operating Budget Proposal
VI.   New Business
       A. None
VII.   Adjourn

Next Library Board meeting: Friday, October 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.

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.

I. **Call to order:** Cathy called the meeting to order at 7:46 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** Mike made a motion to approve the consent agenda. Kathy G. seconded. Passed.
V. **Director's Report** The Mask Mandate started on August 19, the public seems good after one day. Study rooms are being used a lot, observing that they may have to enforce the Mask Mandate in the rooms. Will be distancing more in the lobby during check outs. Will continue to book more programming outside the building, weather permitting. Four new Customer Services Assistants were hired and started on August 1. With the addition of the new staff they are ready to be open 7 days a week. The Library will again be a host for vaccination clinics this fall. Brittany continued with successful outdoor programming, which included yoga taught by Sarah Dittrick. Angie continued her Beat the Heat series by making mini ice-cream sandwiches and playing water games. Brittany was able to get back to the Elementary Schools by partnering with the Reading Express classes during Summer School. The students were able to complete their Summer Reading program during class and Brittany was able to go in person to congratulate and present their prizes. Courtney will distribute her completed promo materials for All Around Town later this month. She is working on the possibility of "hiking packets" in coordination with the Pheasant Branch Conservancy. Courtney is also working on developing a year of diverse programming in partnership with WNC.
VI. **Old Business**
    A. **Discuss and determine course of action for updated Strategic Plan Goal #4** Mike and Erin presented Goal #4: 4A. Connect digitally with our patrons and partners. 4B. Nurture creativity in Waunakee. The Board liked what was presented and will hold off until all goals are presented to finalize the Strategic Plan. Goal #5 will be presented at the September meeting.
    B. **Discuss staffing re-assessment and approve new position descriptions and pay grades effective January 1, 2022** Cathy made a motion to approve the job

descriptions with the addition of liaison to the Waunakee Community School District being added to Brittany's position. Erin seconded. Passed.

    C. **Discuss and possibly take action on the 2021-22 Fee Table for Library Community Meeting Rooms** Erin made a motion to approve the fee table with the added changes as presented. Angie seconded. Passed.

VII.   **New Business**

    A. **Discuss a preliminary 2022 Library Operating Budget Proposal** We will discuss at the October meeting.

    B. **Discuss and Approve 2021 Fall hours beginning September 7, 2021** Mike made a motion to approve the new hours as presented. Annie seconded. Passed.

    C. **Approve closing at 12PM on Thursday, August 26 for Village of Waunakee Employee Appreciation & Family Fun Day** Motion by Cathy S. to close the library from 12-5:00 PM to allow staff to enjoy the Family Fun Day. Erin seconded. Passed.

    D. **Library Director's evaluation** Melissa made a motion to go into closed session. Erin seconded. Passed. Roll call was taken.

    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

    Mike made a motion to return to open session. Erin seconded. Passed.

VIII.   **Adjourn:** The meeting was adjourned at 9:15 AM on a motion by Cathy S. Seconded by Kathy G. Passed.

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Library Board Meeting: Friday, September 17, 2021 at 7:45 AM
Via Zoom
Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary

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August 2021

Account	Vender	Amount
100-551400-217 Security Systems		
	Pyramid Telephone and Security	323.40
	Total	**323.40**
100-551400-219 Automation levy		
	SCLS	0.00
	Total	**0.00**
	Total	**0.00**
100-551400-290 Leased items		
	Gordon Flesch	223.10
		0.00
	Total	**223.10**
100-551400-292 Maintenance contracts		
	SCLS	0.00
	Bibliotheca	0.00
	Midwest Alarm	0.00
	Total	**0.00**
100-551400-311 Postage		
	Post Office	14.42
	Total	**14.42**
100-551400-320 Publications, subscriptions and dues		
	Amazon Prime	-119.00
	ALA	300.00
	Wauankee Rotary	353.00
	WLA	0.00
	Total	**534.00**
100-551400-330 Travel and training		
	SCLS	0.00
	UW- Madison	100.00
	WLA	0.00
	Total	**100.00**
100-551400-340 Programs		
	Pig	16.86
	Apple Music	0.00
	Amazon	501.21
	Michaels	0.00
	Target	0.00
	Katrina Sanyal	200.00
	Dollar Tree	18.00
	Gary Wenstrup	0.00
	Signs	943.14
	Zoom	0.00
	Sarah Dimick	120.00
	Sara Alvarado	0.00
	Minuteman Press	34.00
	Thysse	0.00
	Post Office	0.00
	Total	**1,833.21**
100-551400-341 Equipment		

	Minuteman Press	0.00
	Amazon	0.00
	Nassco	0.00
	Laird Plastics	0.00
	SCLS	0.00
	Total	**0.00**

100-551400-350 Repairs and maint

	Total	**0.00**

100-551400-380 Adult books

	Amazon	175.37
	Baker and Taylor	5,234.70
	Barnes and Noble	0.00
	Beyond the Page	0.00
	Total	**5,410.07**

100-551400-381 Juvenile books

	Amazon	51.79
	Baker and Taylor	2,209.68
	Penworthy	0.00
	The Dot Central	0.00
	Total	**2,261.47**

100-551400-383 Serial subscriptions

	Rivistas	0.00
	Total	**0.00**

100-551400-384 - Digital Materials & Computer Software

	Amazon	0.00
	Demco Software	0.00
	TBS	0.00
	Verizon -Hotspots	200.07
	CDW - Adobe	0.00
	Total	**200.07**

100-551400-385 Kit supplies

	Amazon	94.56
	Minuteman Press	0.00
	UPS Store	0.00
	Nature Watch	19.03
	Total	**113.59**

100-551400-386 Audio materials

	Blackstone Publishing	420.02
	Midwest Tape	168.76
	Amazon	264.04
	Findaway	0.00
	Total	**852.82**

100-551400-387 Videos

	Amazon	471.57
	Midwest Tape	318.59
	Debbie Howard	0.00
	Greta Productions	0.00
	Total	**790.16**

100-551400-390 Other

	Amazon	210.64
	Minuteman Press	71.94
	Block Iron	144.03
	Ace Hardware	5.59
	Uline	89.20
	Demco	106.75
	Walgreens	0.00
	CDW-G	89.35
	Total	**717.50**

100-551400-391 Personnel

	Total	**0.00**
100-551400-392 Public relations		
	Minuteman Press	34.00
	Fearings	0.00
	Total	**34.00**
100-551401-210 Building serices		
	CJ's Lawn and Snow	385.00
	Clear Vision	1,200.00
	Ahern Co	258.00
	Graber Manufacturing	440.00
	JR's Mulch	502.00
	Total	**2,785.00**
100-551401-350 Repairs/Maintenance		
	Division Street Mart	33.19
	Crescent Electric	59.54
	Menards	134.73
	Ace Hardware	119.90
	Laird Plastics	0.00
	Schilling Supply Company	291.45
	Amazon	322.90
	Capital Coffee	296.69
	Walgreens	11.46
	CF Statz	14.96
	Fearing's	1,547.67
	Total	**2,832.49**
220 fund		
	Out of print	0.00
	Waunakee Chamber of Commerce	0.00
	Tee Public	0.00
	Total	**0.00**
	Month Total	**19,025.30**

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
TAXES							
100-41100110	GENERAL PROPERTY TAX	.00	6,081,317.00	6,081,317.00	.00	100.00	6,033,724.00
100-41200101	STATE SALES TAX	10.00	80.00	120.00	(40.00)	66.67	82.60
100-41300110	UTILITY TAX	79,500.00	636,000.00	900,000.00	(264,000.00)	70.67	608,000.00
100-41800101	INTEREST ON TAXES	10.74	1,044.32	.00	1,044.32	.00	592.39
100-41900101	OTHER TAXES	.00	11,422.38	.00	11,422.38	.00	5,685.78
	TOTAL TAXES	79,520.74	6,729,863.70	6,981,437.00	(251,573.30)	96.40	6,648,084.77
INTERGOVERNMENTAL REVENUE							
100-43210012	FEDERAL POLICE VEST GRANT	437.50	1,189.95	.00	1,189.95	.00	1,312.50
100-43321003	CARES (ROUTES) - FEDERAL	.00	.00	.00	.00	.00	26,618.71
100-43321005	WEC CARES - FEDERAL	.00	.00	.00	.00	.00	10,301.30
100-43400110	STATE SHARED REVENUE	.00	107,419.73	149,362.00	(41,942.27)	71.92	22,817.84
100-43400130	OTHER STATE SHARED REVENUE	.00	83,004.87	83,004.00	.87	100.00	75,840.68
100-43411020	FIRE INSURANCE TAX	.00	86,248.09	75,000.00	11,248.09	115.00	83,139.43
100-43510023	OTHER LAW ENFORCEMENT AIDS	.00	1,440.00	.00	1,440.00	.00	.00
100-43521030	TRANSPORTATION AIDS	.00	654,350.19	873,612.00	(219,261.81)	74.90	698,971.71
100-43528040	STATE RECYCLING PAYMENT	.00	28,497.72	20,000.00	8,497.72	142.49	28,393.57
100-43740020	COUNTY LIBRARY AID	.00	212,239.52	212,683.00	(443.48)	99.79	194,566.65
100-43740091	SOUTH CENTRAL LIBRARY AID	.00	475.00	.00	475.00	.00	.00
	TOTAL INTERGOVERNMENTAL REVE	437.50	1,174,865.07	1,413,661.00	(238,795.93)	83.11	1,141,962.39
LICENSES & PERMITS							
100-44101010	LICENSES - LIQUOR & BEER	.00	12,406.40	12,000.00	406.40	103.39	11,759.00
100-44101015	LICENSES - OPERATOR	502.00	4,506.01	5,000.00	(493.99)	90.12	4,628.00
100-44101020	LICENSES - CIGARETTE	.00	602.70	800.00	(197.30)	75.34	600.00
100-44101090	LICENSES - MISCELLANEOUS	125.00	2,777.00	2,600.00	177.00	106.81	1,275.00
100-44202020	LICENSES - DOG	34.50	3,382.00	5,400.00	(2,018.00)	62.63	4,175.75
100-44202030	LICENSES - CAT	16.00	512.00	1,000.00	(488.00)	51.20	679.00
100-44210010	LICENSES - BICYCLE	1.00	4.00	20.00	(16.00)	20.00	3.00
100-44313010	PERMIT FEES RESIDENTIAL NEW CO	5,989.00	113,343.91	52,500.00	60,843.91	215.89	64,157.87
100-44313015	PERMIT FEES RES ALT & ADD	6,359.40	43,524.83	15,000.00	28,524.83	290.17	31,792.41
100-44313020	PERMIT FEES NEW MULTI FAMILY	2,757.75	15,641.00	.00	15,641.00	.00	.00
100-44313030	PERMIT FEES NEW COMM & IND	732.00	8,064.58	7,000.00	1,064.58	115.21	8,263.83
100-44313035	PERMIT FEES COMM/IND ALT & ADD	562.00	45,454.54	10,000.00	35,454.54	454.55	15,691.20
100-44320085	SIGN PERMIT	75.00	525.00	1,250.00	(725.00)	42.00	675.00
100-44320090	PERMIT FEES MISC.	595.00	7,397.00	2,500.00	4,897.00	295.88	3,960.00
100-44352050	SITE PLAN APPROVAL	.00	1,280.00	2,300.00	(1,020.00)	55.65	2,395.00
100-44352060	PUD REVIEW	.00	3,475.00	.00	3,475.00	.00	.00

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GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
	LIBRARY OPERATIONS						
100-551400-110	LIBRARY FULL TIME	31,737.11	243,389.37	381,334.00	137,944.63	63.83	212,264.92
100-551400-120	LIBRARY PART TIME	27,320.88	201,856.54	327,654.00	125,797.46	61.61	210,638.67
100-551400-130	LIBRARY FICA	4,288.79	34,079.94	54,237.00	20,157.06	62.84	32,102.01
100-551400-131	LIBRARY RETIREMENT	3,110.69	26,282.28	38,690.00	12,407.72	67.93	24,833.27
100-551400-132	LIBRARY HEALTH	7,983.68	96,895.67	137,464.00	40,568.33	70.49	92,360.49
100-551400-133	LIBRARY LIFE	66.12	559.22	664.00	104.78	84.22	481.57
100-551400-134	LIBRARY DENTAL	706.77	6,658.83	9,843.00	3,184.17	67.65	5,054.27
100-551400-210	LIBRARY OUTSIDE SERVICES	87.00	646.00	2,864.00	2,218.00	22.56	666.00
100-551400-217	LIBRARY SECURITY SYSTEMS	323.40	323.40	1,220.00	896.60	26.51	.00
100-551400-219	LIBRARY AUTOMATION LEVY	.00	55,512.00	55,707.00	195.00	99.65	46,787.95
100-551400-225	LIBRARY COMMUNICATIONS	763.94	5,356.33	9,000.00	3,643.67	59.51	5,366.58
100-551400-290	LIBRARY LEASED ITEMS	517.98	3,622.04	4,980.00	1,357.96	72.73	3,414.62
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	.00	630.00	4,500.00	3,870.00	14.00	2,081.60
100-551400-311	LIBRARY POSTAGE	71.50	482.97	1,600.00	1,117.03	30.19	259.89
100-551400-320	LIBRARY PUBS/SUBS/DUES	238.00	599.00	2,805.00	2,206.00	21.35	1,020.60
100-551400-330	LIBRARY TRAVEL/TRAINING	550.00	1,030.00	4,200.00	3,170.00	24.52	1,535.72
100-551400-340	LIBRARY PROGRAMS	369.61	9,752.92	14,000.00	4,247.08	69.66	7,681.43
100-551400-341	LIBRARY EQUIPMENT	219.90	3,693.02	7,500.00	3,806.98	49.24	3,783.28
100-551400-380	LIBRARY ADULT BOOKS	4,034.65	25,302.92	40,000.00	14,697.08	63.26	21,228.44
100-551400-381	LIBRARY JUVENILE BOOKS	3,544.11	13,558.07	20,250.00	6,691.93	66.95	9,289.71
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	.00	8,278.90	7,995.00	(283.90)	103.55	7,604.44
100-551400-384	LIBRARY COMPUTER SOFTWARE	200.07	14,192.09	15,089.00	896.91	94.06	15,408.05
100-551400-385	LIBRARY KIT SUPPLIES	288.18	2,830.29	5,000.00	2,169.71	56.61	1,866.33
100-551400-386	LIBRARY AUDIO MATERIALS	577.89	5,281.05	10,500.00	5,218.95	50.30	5,421.76
100-551400-387	LIBRARY VIDEOS	885.97	5,424.52	8,500.00	3,075.48	63.82	5,631.58
100-551400-390	LIBRARY OTHER	1,250.53	7,355.02	31,270.59	23,915.57	23.52	9,447.78
100-551400-391	LIBRARY PERSONNEL	.00	.00	.00	.00	.00	61.00
100-551400-392	LIBRARY PUBLIC RELATIONS	.00	2,429.30	1,500.00	(929.30)	161.95	502.41
	TOTAL LIBRARY OPERATIONS	89,136.77	776,021.69	1,198,366.59	422,344.90	64.76	726,794.37

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
	LIBRARY BUILDING						
100-551401-110	LIBRARY BLDG FULL TIME	4,479.15	37,857.60	56,618.00	18,760.40	66.86	36,078.29
100-551401-120	LIBRARY BLDG PART-TIME	1,402.56	12,916.45	22,234.00	9,317.55	58.09	12,652.89
100-551401-121	LIBRARY BLDG OVERTIME	.00	30.63	.00	(30.63)	.00	39.06
100-551401-130	LIBRARY BLDG FICA	445.25	4,033.53	6,033.00	1,999.47	66.86	3,750.97
100-551401-131	LIBRARY BLDG RETIREMENT	302.34	2,677.75	3,822.00	1,144.25	70.06	2,539.65
100-551401-132	LIBRARY BLDG HEALTH	1,150.88	13,541.60	17,985.00	4,443.40	75.29	13,713.85
100-551401-133	LIBRARY BLDG LIFE	5.79	42.41	54.00	11.59	78.54	43.47
100-551401-134	LIBRARY BLDG DENTAL	140.17	1,260.65	1,687.00	426.35	74.73	1,256.26
100-551401-210	LIBRARY BLDG SERVICES	2,283.00	9,428.50	30,698.00	21,269.50	30.71	5,288.02
100-551401-220	LIBRARY BLDG UTILITIES	3,259.22	14,516.74	36,000.00	21,483.26	40.32	13,605.61
100-551401-221	LIBRARY BLDG GAS HEAT	223.35	6,454.25	12,000.00	5,545.75	53.79	5,513.96
100-551401-341	LIBRARY BLDG EQUIPMENT	.00	.00	1,445.54	1,445.54	.00	4,625.78
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	1,192.97	9,034.86	21,000.00	11,965.14	43.02	12,657.34
100-551401-390	LIBRARY BLDG OTHER	.00	1,863.75	3,500.00	1,636.25	53.25	614.98
	TOTAL LIBRARY BUILDING	14,884.68	113,658.72	213,076.54	99,417.82	53.34	112,380.13
	DEPOT						
100-551410-350	DEPOT REPAIRS/MAINT	.00	.00	600.00	600.00	.00	.00
	TOTAL DEPOT	.00	.00	600.00	600.00	.00	.00

LIBRARY SPECIAL REVENUE FUND

ASSETS

220-11110	COMMINGLED CASH	56,575.93	
220-11801	CASH ON HAND	2,731.93	
	TOTAL ASSETS		59,307.86

LIABILITIES AND EQUITY

FUND EQUITY

220-34300	FUND BALANCE	60,773.71		
	BEGINNING FUND BALANCE		60,773.71	
	REVENUE OVER EXPENDITURES - YTD		(1,465.85)	
	TOTAL FUND EQUITY			59,307.86
	TOTAL LIABILITIES AND EQUITY			59,307.86

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1030243: Waunakee Library Forever Fund

	7/1/2021 To 7/31/2021
Balance	
Beginning Balance	319,151.22
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	5,153.67
	5,153.67
Grants/Distributions	
Grants/Distributions	0.00
Transfers Out	0.00
MCF Support	(265.96)
	(265.96)
Ending Balance	**$324,038.93**
Cash Available for Grants as of 7/31/2021	**$0.35**

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT
August   2021

	2021			2020		% Change	% Change	YTD
	August	Prev Month	Yr-to-date	August	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	26	26	205	26	167	0.0%	N/A	N/A
CIRCULATION								
Physical circulation	24,346	25,546	169,737	16,335	106,063	-4.7%	49.0%	60.0%
Digital circulation	3,407	3,620	28,453	3,411	26,322	-5.9%	-0.1%	8.1%
Library Total	27,753	29,166	198,190	19,746	132,385	-4.8%	40.5%	49.7%
Per Day library was open	1,067	1,122	967	759	793	-4.8%	40.5%	22.0%
Average of Deforest, Monona and Verona	27,505	28,584	181,563	17,395	126,123	-3.8%	58.1%	44.0%
By Category								
Books								
Juvenile Fiction	3,964	4,461	26,559	2,403	13,580	-11.1%	65.0%	95.6%
Juvenile Non-Fiction	1,583	1,602	11,225	950	6,926	-1.2%	66.6%	62.1%
Easy Readers	1,680	1,943	13,162	886	6,741	-13.5%	89.6%	95.3%
Picture books	4,443	4,753	31,559	2,433	17,401	-6.5%	82.6%	81.4%
Total Juvenile	11,670	12,759	82,505	6,672	44,648	-8.5%	74.9%	84.8%
Young Adult	1,137	1,028	6,881	793	3,829	10.6%	43.4%	79.7%
Adult Fiction	3,168	3,159	21,764	2,698	14,568	0.3%	17.4%	49.4%
Adult non-Fiction	2,245	2,192	16,117	1,850	10,780	2.4%	21.4%	49.5%
Large print	801	710	5,257	744	3,804	12.8%	7.7%	38.2%
Adult Paperbacks	100	64	696	80	864	56.3%	25.0%	-19.4%
Total Adult	6,314	6,125	43,834	5,372	30,016	3.1%	17.5%	46.0%
Magazines	449	511	3,520	369	2,038	-12.1%	21.7%	72.7%
Audio	899	850	6,107	828	5,517	5.8%	8.6%	10.7%
DVD and Blu-ray	2,575	2,902	21,343	2,176	16,694	-11.3%	18.3%	27.8%
Software and video games	77	97	656	33	145	-20.6%	133.3%	352.4%
Kits	1,137	1,179	4,274	44	2,865	-3.6%	2484.1%	49.2%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	72	79	453	39	222	-8.9%	84.6%	104.1%
E-books	3,407	3,620	28,453	3,411	26,322	-5.9%	-0.1%	8.1%
% of total circulation	12.3%	12.4%	14.4%	17.3%	19.9%	-1.1%	-28.9%	N/A
PROGRAMS								
Children								
Number	5	22	95	10	153	-77.3%	-50.0%	-37.9%
Attendance	315	1,097	4,711	521	5,737	-71.3%	-39.5%	-17.9%
Young adult								
Number	3	5	37	1	34	-40.0%	200.0%	8.8%
Attendance	26	45	276	4	822	-42.2%	550.0%	-66.4%
Adult								
Number	4	10	69	8	29	-60.0%	-50.0%	137.9%
Attendance	28	105	1,521	33	519	-73.3%	-15.2%	193.1%
NEW PATRONS ADDED	79	111	525	61	400	-28.8%	29.5%	31.3%
PUBLIC MEETING ROOM BOOKINGS	9	11	37	1	49	-18.2%	800.0%	-24.5%
STUDY ROOM BOOKINGS	218	176	523	0	726	23.9%	N/A	-28.0%
PUBLIC PC SESSIONS	444	335	2,333	221	1,763	32.5%	100.9%	32.3%
UNIQUE WIRELESS USERS	1,249	1,229	7,365	747	7,680	1.6%	67.2%	-4.1%
CURBSIDE TRANSACTIONS	41	37	1,522	84	1,796	10.8%	-51.2%	-15.3%
# OF VISITORS TO LIBRARY	9,748	9,679	55,186	6,100	74,293	0.7%	59.8%	-25.7%

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Library Activity Report
Library Director Erick Plumb
September 2021

Library Activity & COVID update

- PHMDC extended the mask mandate to October 8. 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. Patrons must be masked at all times except while eating or drinking (this really only applies to the Den coffee/newspaper area) or while alone in Study Rooms (PHMDC clarified that being masked in these enclosed spaces, alone or with household members, was permissible. Staff have done a fine job rolling with the latest orders and we continue to take pride in providing a safe space for patrons and staff alike.

- At the August 16 Village Board meeting, the Village Board approved changes to the COVID policy for Village employees, mandating that all employees eithershow proof of vaccination, or submit to weekly COVID tests beginning the week of September 13.. (Policy is attached to the packet). I commend the Village Board for taking this step as a necessary condition to providing safe workplaces for Village employees and for visitors to Village facilities like the Library.

- All Library staff have complied with the new Village policy. We did have one staff member unexpectedly resign over this mandate, as she apparently was not vaccinated – a surprise to us - and would not consent to weekly tests. She is no longer with the Library, which is disappointing but unavoidable.

- The Library opened on Sundays for the first time on September 12. Our Sunday hours are 12 PM to 4 PM. 99 people came in our first Sunday and nearly all of them expressed appreciation for being open. Sunday Hours will run to Memorial Day weekend in May, then resume after Labor Day. We are VERY excited to finally provide 7-day service to Waunakee and thank the Village Board for allowing the necessary staffing and budget to enable us to provide this important service.

- Programming for the Summer Reading Program wrapped the first week of August. As I mentioned previously, the implementation of outdoor programs on our patio and back lawn went better than we had hoped, and we are pleased that outdoor offerings will remain a part of our programming portfolio for years to come. I have challenged programming staff to extend summer programming deeper into August starting next year. I'd like to have fewer "off" months for programming going forward now that we are settled into our new building.

- Outdoor Storytimes kicked off for the Fall season on September 14. "Falling For Storytime" runs through October.

- I've been meeting individually with each staff member this month as part of the evaluation process. I also am going over their new job descriptions and the goals associated with these new roles. As a staff, we are also surveying all team members to determine what skills need to be worked on, either staff-wide, or individually. (Survey attached in packet.)

- Our public meeting rooms have been busy. Believe it or not, Community Hall has hosted baby showers each of the past three weekends. The updated pricing guide approved in August by the Library Board is in effect, and it has already proven much easier for library staff to use.
- September is National Library Card Sign-Up Month, and, to celebrate, we're again having our annual "All Around Town" promotion, held in conjunction with Chamber members. Waunakee PL cardholders can show their library cards at area establishments for great deals in the month of September. Check our website for participating locations!

Youth Services Report by Brittany Gitzlaff

August was a very exciting month as we wrapped up our summer programming and were able to participate in some favorite annual events again. We had a great time at our final storytime of the summer, a special edition "Things That Go" themed storytime with trucks from Public Works. We were able to participate at two favorite summer events - Waunakee Area Kids Expo and the Chalk Walk. We had tables at both events where kids and families were able to choose a prize, do a craft, and grab library information. Our Summer Reading Program for kids and teens also wrapped up in August. We wanted to start a new tradition this year for everyone that finished the program and ultimately decided on yard signs. We ended up with 262 kids and teens that completed the program and now proudly display an "A Library Reader Lives Here" sign in their yard. We had a ton of fun distributing these and it's been very well received, so we plan to make this a permanent part of the program.

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.

COVID Employee Policy

Section 1: COVID Emergency Sick Leave

The Village of Waunakee wishes to continue to provide paid leave for COVID-related absences in 2021, even though the Federal-mandated programs ended on December 31, 2020. For regular part-time and full-time employees (collectively "employees" under this section) under the Village of Waunakee's current personnel policies **who have received the COVID-19 vaccine**, the Village will provide up to 80 hours of additional paid leave in the form of COVID Emergency Sick Leave to be used during the first fourteen calendar days by those employees who are unable to work (or telework). COVID Emergency Sick Leave shall be used due to the following reasons:

1. The employee tests positive for COVID-19.
2. The employee is experiencing COVID-19 symptoms and is seeking medical diagnosis or waiting for COVID test results.
3. The employee has been advised by a medical provider, a Public Health Agency, or the Village to quarantine due to, but limited to the following: being determined to be a close contact of a positive individual or living in a household with a confirmed positive individual.
4. An employee classified as a non-emergency responder who is caring for a son or daughter if the school or place of care has been closed, or the childcare provider of child is unavailable, due to COVID-19. *For the purposes of this policy an emergency responder is defined as: police department personnel (including all sworn and non-sworn staff), and public works and parks personnel (including mechanic). A regular part-time or full-time employee who has not received the COVID-19 vaccine is eligible for COVID Emergency Sick Leave for this purpose only.*

The Village may follow up with an employee requesting such leave to obtain additional information and to advise the employee of other benefits available including FMLA benefits to run concurrently where permitted. The employee may also use his or her own paid leave. Employees wishing to utilize this leave are required to notify their Department Head immediately. Following initial notification, the Department Head will alert Deputy Administrator/Clerk via phone or email of the request.

Employees under the Village of Waunakee's current personnel policies **who have NOT received the COVID-19 vaccine** will need to use their bank of accrued leave (sick, vacation, personal holiday) for any absences due to the following:

1. The employee tests positive for COVID-19.
2. The employee is experiencing COVID-19 symptoms and is seeking medical diagnosis or waiting for COVID test results.
3. The employee has been advised by a medical provider, a Public Health Agency, or the Village to quarantine due to, but limited to the following: being determined to be a close contact of a positive individual or living in a household with a confirmed positive individual.

This COVID Emergency Sick Leave is effective January 1, 2021, and available through the earliest of the duration of the Dane County Public Health Emergency Order as it relates to the COVID-19 pandemic, as long as the Centers for Disease Control and Prevention (CDC) classifies the virus as a community threat, or December 31, 2021. The Village may at its sole discretion make modifications to this policy at any time including, but not limited to, termination of this policy. There is no carryover of unused COVID Emergency Sick Leave, and any unused leave will for forfeited on the date this policy is terminated. The application of this leave program is not intended to provide cumulative benefits if future mandated paid-leave programs are imposed at either the State or Federal level.

Employees who are eligible to work from home will be required to work from home if medically possible. These work-from-home hours will be paid as regular hours and will not be counted toward this leave. When taking leave under this policy, employees are entitled to receive their regular rate of pay as compensation during a qualifying period of absence. Unless an employee is teleworking, COVID Emergency Sick leave for qualifying reasons must be taken in full-day increments and **cannot** be taken intermittently. Prior to returning to work, an employee must meet the requirements set forth in the departmental return to work policy.

Section 2: Vaccinations/Testing

The Village strongly encourages its regular full-time, part-time, temporary, limited term, and seasonal employees (collectively "employees" in this section) to receive an approved COVID-19 vaccination. At the time of the adoption of this policy, those vaccinations are two shots of Pfizer-BioNTech and Moderna vaccine taken two or four weeks apart, respectively and one shot of the Johnson & Johnson's Janssen vaccine. **Receiving the COVID-19 vaccine is not a condition of employment.**

All employees are required to provide the Village with written documentation by September 7, 2021 that they have received an approved COVID-19 vaccination. An employee who does not provide the Village with such written documentation will be considered unvaccinated for the purpose of this policy.

The written documentation of vaccination status ("documentation") must be submitted to the Deputy Administrator/Clerk or designee. The documentation for all individuals will be kept confidential in a segregated file marked "Confidential." The documentation will not become part of an employee's personnel file. Access to the documentation is restricted to the Deputy Administrator/Clerk or designee, the Village Administrator, the employee's Department Head, and any individual with an objective reason to know such information for the purpose of conducting Village business.

All unvaccinated Village employees must submit to a polymerase chain reaction (PCR) COVID-19 test at least one time per week and at least three days apart. Typically, it takes 24 to 48 hours to process a test. Test results must be reported weekly by Friday at noon. In addition, any employee with COVID-19 exposure and/or symptoms must report such to their Department Heads who may require that employee to obtain a COVID-19 test. The Hometown Pharmacy located in Waunakee and the Waunakee Area EMS will conduct such testing and the Department Heads will notify employees of the Village's testing schedule. In addition, vaccinated employees may receive a COVID-19 test through the Village. Any employee required to obtain a COVID-19 test may use an approved testing service other than through the Village but must provide the Village with the written test result. Testing can be done during working time locally with approval of the Department Head or on an employee's own time.

The written documentation of the COVID-19 test result ("test documentation") must be submitted to the Deputy Administrator/Clerk or designee. Test documentation must include the result of the testing (positive or negative). Examples of the documentation include but is not limited to: the email from the entity running the test, a screen shot of the test result, a pdf document, etc. The test documentation for all individuals will be kept confidential in a segregated file marked "Confidential." The test documentation will not become part of an employee's personnel file. Access to the test documentation is restricted to the Deputy Administrator/Clerk or designee, the Village Administrator, the employee's Department Head and any individual with an objective reason to know such information for the purpose of conducting Village business.

An employee who does not provide such test documentation may be required to work remotely, be placed on administrative leave without pay, or disciplined, up to and including termination.

Section 3 - Exemption

Regular full-time, part-time, temporary, limited term and seasonal employees (collectively "employees" in this section) unable to receive the COVID-19 vaccine or obtain COVID-19 testing due to a medical or sincerely held religious belief, practice, or observance, may request an exemption from the provisions in Sections 1 and 2.

Exemptions or reasonable accommodations are not guaranteed. Personal or philosophical reasons for not getting vaccinated are insufficient, and requests of this nature will be denied. The Village may verify an employee's medical exemption with their medical provider. Employees requesting an exemption understand that the Village is not required to provide an exemption accommodation if doing so would pose a direct threat to the employee or other in the workplace or would create undue hardship for the Village.

Employees who wish to claim an exemption due to physical or mental health conditions or disability or because of a sincerely held religious belief should contact the Deputy Administrator/Clerk to receive instructions on how to request an exception.

Employees who are granted an exemption from receiving the COVID-19 vaccine may still be required to comply with the weekly testing requirements outlined in section 2 of this policy document.

Section 4 – Authority

The U.S. Equal Employment Opportunity Commission (EEOC) has advised employers that they may legally require mandatory COVID-19 testing of employees. Employers may take screening steps to determine if employees entering the workplace have COVID-19 because an individual with the virus will pose a direct threat to the health of others. The Americans with Disabilities Act (ADA) does not interfere with an employer's right to follow recommendations by the CDC or other public health authorities regarding whether, when, and for whom testing or other screening is appropriate. Testing administered by the Village of Waunakee meets the ADA's "business necessity" standard.

Section 5 – Questions and Answers

What is a polymerase chain reaction (PCR) test?
polymerase chain reaction (PCR) test is performed to detect genetic material from a specific organism, such as a virus. A PCR test detects the presence of a virus if you are infected at the time of the test. A PCR test is distinct from an antigen test. PCR tests typically involve either a nasal swab or saliva. PCR tests are sometimes referred to as a "molecular" test. The Mayo Clinic has some additional information about the different kinds of testing at the following link: https://www.mayoclinic.org/tests-procedures/covid-19-diagnostic-test/about/pac-20488900

Are rapid antigen tests permitted?
Rapid antigen tests are <u>not</u> permitted. Staff who submit proof of a rapid antigen tests have not complied with the testing requirement.

Is there a cost to getting a PCR test?
No. The Families First Coronavirus Response Act passed in 2020 required COVID-19 testing to be free. Employees should not have any costs related to receiving a COVID-19 test.

I have decided to get vaccinated. Do I need to continue to get a PCR test while waiting to become fully vaccinated?
Yes. Employees pursuing their COVID-19 vaccine will need to continue complying with the testing requirements until they are fully vaccinated (two weeks post the second dose of Pfizer-BioNTech and Moderna vaccine or two weeks post one shot of the Johnson & Johnson vaccine).

Is leave available to obtain a COVID Test?
Yes. A reasonable amount of time while working may be used to obtain a test. Employees must keep their Department Head informed of a planned absence for testing. Employees are asked to coordinate with their Department Head prior to obtaining a test.

If I'm out on vacation, do I need to provide a test for the week I am out?
No. When employees are on vacation, they do not need to get a test. When an employee comes back from vacation, Department Heads should work with the employee to see that the employee can get a test as soon as practical.

If the test is positive, what should I do?
Employees who test positive should notify their Department Head as soon as possible so that the Village can follow its COVID-19 exposure and notification guidelines. If you test positive, your first concern should be getting proper medical care and following your health care provider's advice. If a health care provider requires an employee to quarantine, then the employee should check with their Department Head regarding work from home. Not all positions in the Village currently allow work from home. If an employee is required to quarantine and remote work is not available, an unvaccinated employee should use their bank of accrued leave (sick, vacation, personal holiday) for any absences due to their diagnosis of COVID-19.

What happens if I do not receive my test results before the Friday at noon deadline?
<u>The burden is on employees to provide test results in a timely manner.</u> Employees who do not comply with the policy may be subject to progressive discipline. The specific discipline will likely depend on the particular circumstance.

Why isn't everyone being required to submit a test?
The best tool that we have against preventing severe illness from COVID is the COVID-19 vaccine. While breakthrough infections can occur, they are still rare. When breakthrough infections occur, the cases are not as severe as the cases of those who are unvaccinated. See here for more information: https://www.nationalgeographic.com/science/article/severe-breakthrough-infections-remain-very-rare-despite-rising-concerns

Individuals who are vaccinated do not need a weekly PCR test at this point because they have already taken the step to get the vaccine – which lowers their possibility of getting infected and if they do develop an infection, it is not typically a severe outcome.

Name: _____   Date: _____

RATE ON THE FOLLOWING SCALE: 1 - I'm unsure, 2 - limited knowledge, 3 - I got this

Building

Location of the building mechanical equipment			
HVAC control computer	1	2	3
Furnace	1	2	3
IT panels	1	2	3
Electical Panel	1	2	3
First-aid Kit and AED	1	2	3
Where to find the emergency & service contact information?	1	2	3
How to lock/unlock different entrances with key	1	2	3
How to lock/unlock different entrances from PC	1	2	3

Communication

Clipboard			
Access Clipboard blog	1	2	3
Post in Clipboard	1	2	3
Comment on a Clipboard post	1	2	3
Slack			
How to post in the general channel	1	2	3
How to send a direct message	1	2	3
Shared Drive			
Access Shared Drive	1	2	3
Find password doc	1	2	3
Find training log and log training	1	2	3
Opening duties	1	2	3
Closing duties	1	2	3
Where the schedules are posted	1	2	3
How to read the daily schedule	1	2	3
Where to find the Saturday Rotation schedule	1	2	3
How to access staff email	1	2	3
Have you taken the email phishing training	1	2	3
Where the staff mailboxes are	1	2	3
How to access your time sheet	1	2	3
How to fill out time sheet	1	2	3
When to turn in time sheet	1	2	3
Inclement weather procedure	1	2	3
Call off procedure	1	2	3
Time off request procedure	1	2	3
Accessing the SCLS status wiki	1	2	3
Where to sign up for SCLS listserve emails	1	2	3
How to contact SCLS Help Desk and fill out online help form	1	2	3

Computers, Software, and Printers

Help patrons get on Microsoft Office programs like Word or Excel	1	2	3
Help patrons with printing/scanning/faxing	1	2	3

Spaces

How to find and approve a pending reservation	1	2	3
How to create a reservation	1	2	3
How to cancel or edit a reservation	1	2	3
Referral procedure for paid room reservations	1	2	3

WPL Website

Finding the calendar	1	2	3
Registering patrons for an event	1	2	3
Finding storytimes	1	2	3
Finding our policies	1	2	3
Finding the database lists (SCLS **and** WPL databases)	1	2	3

Customer Service (Internal & External)

Approachability	1	2	3
Eye contact	1	2	3
Tone of voice	1	2	3
Focus on the person	1	2	3
Patience with the person	1	2	3
Respect of patron's privacy (do not share record, internet history or securit	1	2	3
Identifying and following through with an emergency	1	2	3
Who do you contact when you have a concern	1	2	3
Understanding of pages' duties	1	2	3
Know when to help a patron & when to ask for additional help	1	2	3

Online Resource Familiarity

Overdrive/Libby	1	2	3
NovelList	1	2	3
Archive of Wisconsin Newspapers	1	2	3
Data Axle	1	2	3
Ebsco	1	2	3
Consumer Reports	1	2	3
Ancestry	1	2	3
Transparent Language	1	2	3
Mango Languages	1	2	3
Waunakee Local History	1	2	3

Friends of the WPL

Collecting money for craft sale items	1	2	3
Membership fee form - where to find them	1	2	3
Membership fee form - where to put filled out ones	1	2	3

Library Board

Name of library board president	1	2	3
Where to find full list of board members	1	2	3
Where to find past meeting minutes	1	2	3

BIBLIOVATION

Checking Out

Checking out items to a patron	1	2	3
Renewing items	1	2	3
Printing receipt for today	1	2	3
Printing receipt for everything	1	2	3

Checking In

Checking in WAU items	1	2	3
Sending items to "Home" Library	1	2	3
Filling a hold at WAU	1	2	3
Filling a hold at another library	1	2	3
Familiar with SCLS library codes	1	2	3

Finances

Printing a receipt of payment	1	2	3
Paying for lost / damaged items	1	2	3
Where to send payment for lost / damaged items	1	2	3
Adding an invoice charge	1	2	3
Paying fines online in LINKcat	1	2	3
Finding Fee History	1	2	3
Determining if a patron will receive a refund	1	2	3
WAU Refund policy	1	2	3

Forms

SCLS Problem Item Form	1	2	3
SCLS Claims Return Form	1	2	3
SCLS Payment Form	1	2	3
SCLS Lost and Paid Refund Form	1	2	3
When to fill out a form	1	2	3
Where to send forms	1	2	3
Outerlibrary Loan (OLL) print and online form location	1	2	3
Where to put OLL form	1	2	3
Request for Purchase	1	2	3
Hold Authorization	1	2	3

Holds

Requesting a specific copy (only with magazines)	1	2	3
Requesting multiple copies	1	2	3
Canceling a hold	1	2	3
Changing the pickup location	1	2	3
Finding the expired hold list in patron record	1	2	3
Suspending a hold	1	2	3
Suspending a hold with a resume date	1	2	3
Overflow shelves for Holds	1	2	3

Patron Account

New adult patron account	1	2	3
New juvenile patron account	1	2	3
New senior patron account	1	2	3
Adding a child to a parent record	1	2	3

Replacing a library card	1	2	3
Editing patron account	1	2	3
Using the "Message" field	1	2	3
Finding patron "Sort" code (PSTAT)	1	2	3
Text messaging setup	1	2	3
Renewing patron account	1	2	3

Reports

How to run the Holds Awaiting Pickup Expired report	1	2	3
How to run the Holds Queue report	1	2	3
Replacing an RFID tag	1	2	3
Offline check out when Bvations is down	1	2	3
Connecting to the hotspot when internet is down	1	2	3
Accessing the SCLS ILS Support page	1	2	3
Location of problem items	1	2	3
Who manages problem items	1	2	3

LINKcat (PC and App)

How patron accesses account	1	2	3
How patron find holds list	1	2	3
How patron finds check out list	1	2	3
How patron finds and pays charges on account	1	2	3
How patron places a hold	1	2	3

Library Equipment

Copy machines/printers/scanners

Where public copiers located	1	2	3
Where staff copier located	1	2	3
Scanning to USB	1	2	3
Scanning to email	1	2	3
Faxing from upstairs copier	1	2	3
Wireless printing	1	2	3
Printing from a flash drive on public or staff PC	1	2	3
Enlarging and reducing	1	2	3
Replacing paper	1	2	3
Replacing toner	1	2	3

Self-Checks	1	2	3
Comfortable teaching patrons how to use	1	2	3
Changing receipt paper	1	2	3

Flash drives

Location and cost	1	2	3
Opening the safe	1	2	3
Turning the fireplace on and off	1	2	3
Location of fire extinguishers	1	2	3
Location of fire alarm pulls	1	2	3

Telephone system

Placing a call on hold	1	2	3
Transferring a call	1	2	3
Changing voice mail message	1	2	3

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Transferring a call directly to voicemail	1	2	3

Policies & Procedures

Where to look up library policies	1	2	3
Comfort level with policy knowledge	1	2	3

Programs

Where to find information about adult programs	1	2	3
Where to find information about youth services programs	1	2	3

Collections

Where each of the collections are, upstairs and downstairs	1	2	3
Comfort level with Readers' Advisory	1	2	3
Local history files	1	2	3

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Village of Waunakee
Zero Based Budgeting - Summary
2022 Budget

Library

		2022 Budget	2021 Budget	Variance
Expenditures				
	Wages	$ -	$ -	$ -
	Fringes	-	-	-
	Other	251,744	236,466	15,278
	Subtotal	251,744	236,466	15,278
Revenues				
COUNTY LIBRARY AID	100-43740020	$ 213,072	$ 212,683	
GRANTS/DONATIONS	100-48540070	$ 11,500		
		-	-	
		-	-	
	Subtotal	224,572	212,683	
Net cost of service		27,172	23,783	
Share of general revenues		-	-	
Tax Levy needs		$ 27,172	$ 23,783	

Library Building

		2022 Budget	2021 Budget	Variance
Expenditures				
	Wages	$ -	$ -	$ -
	Fringes	-	-	-
	Other	91,000	103,198	(12,198)
	Subtotal	$ 91,000	103,198	(12,198)
Revenues				
		$ -	$ -	
		-	-	
	Subtotal	$ -	$ -	
Net cost of service		91,000	103,198	
Share of general revenues		-	-	
Tax Levy needs		$ 91,000	$ 103,198	
		$ 224,572	$ 212,683	

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Library Fund		2022 Budget	2021 Budget
Expenditures			
Wages		$ -	$ -
Fringes		-	-
Other		500	500
Subtotal		$ 500	$ 500
Revenues			
PUBLIC CHARGES	220-46740011	$ 4,000	$ 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
		-	-
Subtotal		$ 12,500	$ 18,125
Net cost of service		(12,000)	(17,625)
Share of general revenues		-	-
Tax Levy needs		$ (12,000)	$ (17,625)

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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	24,000	14,000	10,000
100-551400-341	LIBRARY EQUIPMENT	7,500	7,500	-
100-551400-350	LIBRARY REPAIRS/MAINT	-	-	-
100-551400-380	LIBRARY ADULT BOOKS	42,000	40,000	2,000
100-551400-381	LIBRARY JUVENILE BOOKS	22,000	20,250	1,750
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	7,950	7,995	(45)
100-551400-384	LIBRARY COMPUTER SOFTWARE	15,589	15,089	500
100-551400-385	LIBRARY KIT SUPPLIES	5,000	5,000	-
100-551400-386	LIBRARY AUDIO MATERIALS	9,500	10,500	(1,000)
100-551400-387	LIBRARY VIDEOS	8,500	8,500	-
100-551400-390	LIBRARY SUPPLIES	17,912	19,256	(1,344)
100-551400-391	LIBRARY PERSONNEL	-	-	-
100-551400-392	LIBRARY PUBLIC RELATIONS	1,500	1,500	-
		251,744	236,466	15,278

(If necessary)

Account Number	Account Name	Item	Vendor	Quantity	Unit Price	Amount	Description	
100-551400-210	LIBRARY OUTSIDE SERVICES	1	Graphic Design			$ 2,000	Programming design & printing	
		2	PAYPATH	336	3.00	1,008	Timekeeping fees (28 employees x 12 months)	
		3				-		
		4						
		5				$ 3,008		2,864	144
100-551400-217	LIBRARY SECURITY SYSTEMS	1				$ -		
		2				$ -		1,220	(1,220)
100-551400-219	LIBRARY AUTOMATION LEVY	1	South Central Library System			$ 63,188	Increase due to additional equipment	
		2				$ 63,188		55,707	7,481

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100-551400-225 LIBRARY COMMUNICATIONS

1 TDS Telecom	12	725.00	$	8,700		9,000 (300)
2						
			$	8,700		

100-551400-290 LIBRARY LEASED ITEMS

1 GFC Leasing	12	371.78	4,461	Copier lease	4,980
2 Gordon Flesch	12	188.00	2,256	Meter click (based on 2020-21 usage)	1,737
3					
			$ 6,717		

100-551400-292 LIBRARY MAINTENANCE CONTRACTS

1 South Central Library System	$ 2,500	Bibliotheca (Self check Maint.)	4,500 (2,000)
2			
3			
	$ 2,500		

100-551400-311 LIBRARY POSTAGE

1 Post office	$ 800	1,600 (800)
2		
	$ 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 - Clauss	225	
7 Waunakee-Westport Lions	80	
8 Waunakee Rotary	650	
9 WLA Membership - Board	50	
10		
	$ 2,480	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		
	$ 2,900	4,200 (1,300)

100-551400-340 LIBRARY PROGRAMS

1 Youth Programs	$ 15,000	Post-pandemic "return to normal"
2 Adult Programs	5,000	Post-pandemic "return to normal"
4 History Hall	4,000	New item based on two years of supporting these exhibits.
5		

2022 ZBB Library.xlsx

100-551400-341 — LIBRARY EQUIPMENT

$ 24,000 | 14,000 | **10,000**

#	Vendor	Amount	Description
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

#	Vendor	Amount	Description
1	Baker & Taylor	$ 34,000	
2	Amazon	4,000	Physical and Kindle copies
3	Lucky Day Collection	4,000	
4			
5			
6			
		$ 42,000	40,000 — **2,000**

100-551400-381 — LIBRARY JUVENILE BOOKS

#	Vendor	Amount
1	Baker & Taylor	$ 20,000
2	Lucky Day Collection	2,000
5		
		$ 22,000	20,250 — **1,750**

100-551400-383 — LIBRARY SERIAL SUBSCRIPTIONS

#	Vendor	Amount
1	Rivistas Magazine Subscription Service	$ 6,750
2	Book Pages	
3	Wall Street Journal	1,050
4	New York Times	150
5	Hometown News	
6		
		$ 7,950	7,995 — **(45)**

100-551400-384 — LIBRARY COMPUTER SOFTWARE

#	Vendor	Amount	Description
1	South Central Library System	2,600	Online database subscriptions
2	WI Library Services	8,239	Overdrive (e-books) & Digital magazines
3	SCLS digital resources line	4,750	Hot Spot subscriptions (8)
4	Verizon		
5			
		$ 15,589	15,089 — **500**

100-551400-385 — LIBRARY KIT SUPPLIES

#	Vendor	Amount
1	Amazon	5,000
2		
3		
4		
5		
		$ 5,000	5,000 — **-**

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100-551400-386 LIBRARY AUDIO MATERIALS

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

100-551400-387 LIBRARY VIDEOS

1 Baker & Taylor Entertainment	1,000		
2 Midwest Tapes	1,000		
3 Amazon	6,500		
4			
$	8,500	8,500	-

100-551400-390 LIBRARY SUPPLIES

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	87	
10				
$		17,912	19,256	(1,344)

100-551400-391 LIBRARY PERSONNEL

1	$	-	
2			
3			
4			
$	-	-	

100-551400-392 LIBRARY PUBLIC RELATIONS

1 Printing & Design	1,500		
2			
3			
4			
5			
6			
$	1,500	1,500	-

| $ | 251,744 | 236,466 | 15,278 |

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	-	-	-
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	22,000	21,000	1,000
100-551401-390	LIBRARY BLDG OTHER	3,500	3,500	-
	TOTAL	91,000	103,198	(12,198)

Account Number	Account Name	Item	Vendor	(If necessary) Quantity	Unit Price	Amount	Description
100-551401-210	LIBRARY BLDG SERVICES	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
						$ 29,500	30,698 (1,198)
100-551401-220	LIBRARY BLDG UTILITIES	1	Waunakee Utilities	12	2,000.00	$ 24,000	
		2				$ 24,000	36,000 (12,000)
100-551401-221	LIBRARY BLDG GAS HEAT	1	MG&E	12	1,000.00	$ 12,000	
		2				$ 12,000	12,000 -

100-551401-350   LIBRARY BLDG REPAIRS/MAINT

1	Janitorial supplies	$ 16,000	includes Sunday hours	
2	Maintenance supplies	4,000	1-time equip purchases	
3	Service calls	2,000		
4				
		$ 22,000	21,000	1,000

100-551401-390   LIBRARY BLDG OTHER

1	Various vendors	$ 3,500	Other	
2				
		$ 3,500	3,500	–

TOTAL $ 91,000   103,198   (12,198)

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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	-	-	-
220-551400-390	LIBRARY OTHER	500	500	-
	TOTAL	500	500	-

(If necessary)

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

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HOT | FEATURED

Waunakee Public Library now open seven days a week

By Tim Wohlers tribstaff@hngnews.com
Sep 8, 2021

The Waunakee Public Library will now be open seven days a week, including Sundays.
Contributed

The Waunakee Public Library announced that it has extended its business hours on the weekend, following the decision to staff the facility on Sunday afternoons.

Library director Erick Plumb said the change goes into effect Sept. 12, at which point the building will be open seven days a week for the first time in its history. Sunday hours have been set at noon-4 p.m., affording patrons an additional half day to utilize the library and all the services it has to offer.

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"It's really an expansion of services," Plumb said. "When we built the building in 2019, it was with the expectation that eventually we would have seven-days-a-week service. And we've grown as a community to such an extent that we can definitely support being open seven days a week."

The new 39,500-square-foot library opened in August 2019. Drastically outsizing the village's previous facility, it has offered library patrons a collection area that spans two stories and several amenities lacking in the former location. Incorporated into the building were a state-of-the-art technology hub, a 2,400-square-foot community hall with an outdoor patio, reading spaces with natural lighting, an outdoor walking path and even a playground for those with young children.

More than a thousand people attended the library's grand opening that summer, and within the first two months of being open, 564 residents had registered for a new library card.

It soon became obvious that demand for library services would higher than many anticipated.

Village officials approved the hiring of four additional staff members in its 2020 budget, so that the library could expand its services and extend the hours of operation. The management team discussed the transition, and was prepared to enter daily service in September 2020.

"Unfortunately, COVID hit and everything was kind of thrown back," Plumb said.

The library closed its doors March 16, 2020, less than eight months after it had opened. Programs switched to a virtual format, and the amenities afforded by the new $15 million facility sat unused for what seemed like an indefinite future. The facility remained closed throughout the spring, and was only able to reopen in a limited capacity that June.

It would be another six months before the library fully reopened in January 2021.

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"We've been open all year now, and we've had it in our mind that we would go ahead with what we originally planned for – which was to be open seven days a week," Plumb said. "It's really important for a community like Waunakee to have a vibrant facility like the library open seven days a week. It's designed for people to get together and utilize services, and we're now big enough and staffed well enough that we can provide those services seven days a week."

The four additional staff members that the library was hoping to hire in 2020 have finally been brought on board, Plumb said, and operations are slowly returning to normal.

Plumb noted that the level of support for library programs has been at an all-time high.

"It's just another sign that this library is maturing and growing alongside the community," Plumb said, "becoming more accessible to more people. And it's a sign that this is a really important part of the community. So as Waunakee continues to grow, we'll continue to grow alongside it."

More information about the library and the programs it has to offer can be found on its website, at https://www.waunakeepubliclibrary.org/.

tribstaff

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