

**AGENDA**  
**Library Board of Trustees-Verona Public Library**  
**500 Silent Street Verona, WI 53593**  
**608-845-7180**

**Wednesday, October 7, 2020, 6:30 p.m.**  
**Library Community Room**

**Due to the COVID-19 pandemic, the Library Board of Trustees will hold its meeting in person and as a virtual meeting. The Library Board of Trustees will meet at the Verona Public Library, 500 Silent Street but some members of the Library Board of Trustees and Staff will join the meeting by using Zoom Webinar, as described immediately below.**

**Members of the public can join the meeting using Zoom Webinar via a computer, tablet, or smartphone, or by calling into the meeting using phones, as described immediately below. Those requiring toll-free options are asked to contact the Verona Public Library for details prior to the meeting at [sburkart@ci.verona.wi.us](mailto:sburkart@ci.verona.wi.us) or 608-845-7180.**

**Join the meeting via computer, tablet, or smart phone:**

<https://zoom.us/j/96947002431>

**Join the meeting via phone by dialing:**

1- 301-715-8592

Webinar ID: 969 4700 2431

The online meeting agenda and all support materials can be found at [veronapubliclibrary.org](http://veronapubliclibrary.org) or [www.ci.verona.wi.us](http://www.ci.verona.wi.us). In addition to the public, some Library Board of Trustee members and Staff will also be participating remotely. Anyone with questions prior to the meeting may contact the Library at (608) 845-7180 or [sburkart@ci.verona.wi.us](mailto:sburkart@ci.verona.wi.us).

**Call to order**

- Approval of the Regular Meeting Minutes of 9/2/20
- Review and approval of September 2020 invoices
- City Council Liaison's report
- Library Director's report
- Old Business
  1. Discussion and possible action regarding library response to COVID-19 including update on local COVID case rates
  2. Discussion and possible action regarding the 2021 library operating budget
  3. Discussion and possible action regarding library services during the November 3 election
  4. Discussion and possible action regarding the 2020 planned closure dates
- New Business
  1. Discussion and possible action regarding the 2021 library hours and planned closure dates
  2. Preliminary discussion of 2021 director goals

**VPL Board Meeting Minutes**  
*Library Board of Trustees-Verona Public Library*  
*500 Silent Street Verona, WI 53593*

**Wednesday, September 2, 2020, 6:30 p.m.**  
**Library Community Room**

Present: Hopp, Conwell, Sohail, Cronin, Burkart  
Virtual Participants: Kurth, Ryan, Huemmer

**Call to order:**

Hopp called the meeting to order at 6:35p.m.

**Approval of Minutes:**

A motion was made by Huemmer, seconded by Conwell to approve the Regular Meeting Minutes of 8/5/20. Motion carried.

**Review and Approval of Invoices:**

A motion was made by Sohail, seconded by Kurth to approve the August 2020 invoices. Motion carried.

**Public Comments:**

None

**City Council Liaison Report:**

Cronin reported that homeowners' property tax assessments were sent in mail. She also informed the board regarding the process to challenge the assessment. Cronin further updated the board regarding the upcoming election preparations. There may be a chance of consolidation of voting sites to only 1 in the city owing to a large number of votes casted via absentee ballots in the past two elections. In that case, the old high school building will be the voting site. If the city decides to have two voting sites, Verona Public Library will be open to public to cast their votes.

**Library Director's Report:**

Burkart reported that the quote for HVAC air purification system (Indoor Air Quality System) came higher than expected. The city administrator will look at other contractors for an air purification system in the library. The board discussed the importance and the budgeting for the system. Burkart updated the board that the library remains the busiest library for circulation in SCLS.

**Old Business:**

- 1. Discussion and possible action regarding phased library re-opening plan due to COVID-19:*** The board discussed the possibilities and scenarios for phased re-opening for the library and decided to stay in phase 2 for the next month. The board discussed the possibility of additional services that the library can offer to public while staying in the same phase.

**2. Discussion and possible action regarding the 2021 library operating budget:**

The board identified and discussed the priority of items to be added or eliminated from the operating budget. The board took out some items to align the budget with the budgetary limitation and guidelines. Burkart will present the finalized format to the city finance committee on 21<sup>st</sup> of the month.

**New Business:**

- 1. Annual Library Board Officer Elections to elect a President, Vice-President, and Secretary:** A motion was made by Ryan, seconded by Conwell, to approve the election of the following board officers; Hopp as the president, Kurth as the vice president and Sohail as the secretary. Motion carried.
- 2. Discussion and possible action regarding the Library Assistant II – Technical Services job description:** A motion was made by Huemmer, seconded by Kurth, to approve the Library Assistant II – Technical Services job description. Motion carried.
- 3. Discussion of library services during the November 3 election:** The board discussed the scenario where the library will become a voting site if the sites are not consolidated to only one site by the city. The board further reviewed that there are more than 9,000 registered voters in Verona and there were 85% of the votes casted via absentee ballots in the past two elections. The board discussed the safety of the poll workers and possible suspension of library curbside pickup and lobby services for the election day.

**Adjournment:** Meeting adjourned at 7:51 p.m.

VERONA PUBLIC LIBRARY  
DIRECTOR'S REPORT  
September 2020

**I. Collection Development**

Tonja took over purchasing and curating the adult kit collection this month.

Number of items added and deleted in August 2020.

Item Type	Added	Deleted
Books	907	296
Audio	22	3
Software	17	0
Video/DVD	35	5
Other (kits, etc.)	45	0
Magazines	109	15
<b>TOTAL</b>	<b>1135</b>	<b>319</b>
<b>YTD</b>	<b>7694</b>	<b>4206</b>

**II. Circulation**

August 2020 Statistics

Self-check-outs	16,256
Total check-outs	31,025
Self-check-outs vs. desk	66.29%
Aug. 2019 vs. Aug. 2020	-41.92%
Check-ins	24,365
Library cards added	57
Holds placed	15,672

**Curbside pick-up:**

The library continues to offer curbside pick-up appointments between 10:00 – 12:00 pm and 4:00 – 6:00 pm daily. Since this service began at the end of April (approximately 5 months) library staff have safely delivered library items to patrons during 4842 curbside pick-up appointments.

**III. Reference**

**Statistics (past month):**

Reference: 963 transactions
Children's Reference: 1356 transactions
Directional: 186
Proctoring: n/a
Outer Library Loans: 21 requests
One-on-One Instruction: 89

Personal Archiving Lab Sessions: n/a  
Librarians' Choice: 229 transactions  
Curbside pick-up appointments: 565

**Social Media Engagement:**

Facebook: 3,285 followers, 121 posts/events  
Twitter: 1,738 followers, 48 tweets  
Instagram: 1,192 followers, 43 posts  
Events Newsletter A: 11,931 recipients  
Events Newsletter B: 11,918 recipients

**IV. Personnel and Staff Development**

Margaret Nelson resigned her position as Library Assistant after 12 years of service.

Ronda held a Zoom Circulation Team meeting on September 3, discussion topics were financial transactions and using the new Capira curbside pick-up scheduling software.

Theresa had a virtual Library Page team meeting on Wednesday, September 2.

Reference staff participated in several webinars and online trainings this month:

*What's Cooking: Fall 2020*

*Change is Constant: Technology, Service, and Constant Change.*

*Productivity and Technology*

*Mind the Gap: How to Navigate Your Way Across the Digital Divide (And Why That Isn't as Easy as it Sounds)*

Youth Services staff participated in several webinars and online trainings this month:

*Getting Hit On By Customers: Women (and Men) Share Their Tools for Stopping Unwanted Attention*

*Productivity and Technology*

*CCBC Shorts*

*Healing Reading Trauma: Rebuilding a Love of Reading through Libraries for Liberation*

**V. Equipment and Physical Facilities**

The city finance committee voted to approve the expenditure for HVAC air purification systems for our HVAC systems for city buildings. The cost will be submitted for CARES grant funding reimbursement. The system is planned to be installed in the library in mid-October.

**VI. Administration and Internal Operations**

Self-scheduling of curbside pick-up appointments using Capira software was launched to the public on September 8.

**VII. Marketing and Public Relations**

Luke completed 134 graphics for social media, the TV monitor, the self-checkout machines, the website, and the upcoming wolf exhibit. Luke also completed a promotional video for the wolf exhibit.

**VIII. System and Interagency Cooperation**

Theresa attended the Collection Maintenance Subcommittee meeting on Wednesday, September 9.

## ***IX. Fundraising***

The library participated in the Monday Market Night at Wisconsin Brewing Company on August 24 and raised \$510. We have another market night event scheduled for October 12 from 4:30 – 6:30 pm.

The lifetime total amount raised for the library endowment fund is \$256,352.

## ***X. Events, Programs and Exhibits***

### **Kid's Events and Programs:**

Fall story times began on September 1 and will end on October 23. The schedule is the same as the summer.

**Everybody Story Time** Tuesdays at 9:30 am

**Toddler Story Time** Wednesdays at 9:30 am

**Preschool Story Time** Thursdays at 9:30 am

**Sensory Story Time** Fridays at 9:30 am

**Baby Story Time** Fridays at 10:30 am

### **StoryWalk**

Our fourth title on the StoryWalk is “Goodbye Summer, Hello Autumn” by Kenard Pak, featured until October 5.

### **Minecraft Club**

There are two virtual Minecraft Clubs for ages 6 - 11. One is a Java version for PC and Mac, and the other is a Bedrock version for tablets and phones.

September 2: 18 participants

September 24: 15 participants

### **Character Craft Mondays**

Replacing summer's open art, participants picked up the supplies for this program in advance through curbside service or inside the express library, then followed along with Christi as she directed the craft.

Ages 2 - 6.

September 14 (Superheroes)

23 1-minute views, 75 bags distributed

### **Tween Escape Room**

Ages 8 – 11 work together to solve puzzles and open locks via Zoom.

September 14, 6 participants

### **Tween D&D**

Kids ages 8 – 11 play D&D online.

September 15, 5 participants

September 17, 6 participants

### **Tween Craft**

Participants picked up the supplies for this program in advance through curbside service or inside the express library, then followed along with Mary and/or Leah as they directed the craft (also for teens). The fact that school has started did not seem to impact participation compared to the summer.

September 16, (Reminder board and desk organizer), 46 1-minute views, 37 bags distributed

## **Favorite Books and Bites**

Replacing Read It and Eat from the summer, Amy prepared bags of activities, craft supplies and snacks for pickup, then led a discussion about a favorite author or series on Zoom (no special reading required in advance). Ages 8 - 11.

September 17 (Diary of a Wimpy Kid), 11 participants

## **Family Story Time**

Amy pre-records a story time, housed on YouTube, to be shared in the evening every other week.

September 10, 26 30-second views, 494 reach

September 24, 17 30-second views, 322 reach

## **Daniel Tiger Story Time**

Monday, September 28, 9:30 – 10:00 am

Enjoy stories, songs, activities about Daniel Tiger, and a special guest!

## **Summer Reading Program**

Given the circumstances, we were happy with how the summer reading program turned out. People still participated and we received positive feedback about the reading program and the virtual events we offered. A survey to participants is almost ready to be distributed, where we will request feedback about this summer's reading program.

Adult: 392 registered, 261 completed

Teen: 151 registered, 82 completed

School-age/PreK: 873 registered, 444 completed

Baby/Toddler: 128 registered, 67 completed

**Total: 1544 registered, 854 completed**

Total minutes logged: 1,703,872

Prize books given away: 1,528

Epic grant money spent on prize books: \$2000

Costs submitted to Friends: \$3744.54 (a typical summer costs \$10,000 - \$12,000)

Participants were from Verona (817), Madison (539), Fitchburg (116)

## **Upcoming Kids' Events**

### **StoryWalk**

The final book will be "Stomp!" by Uncle Ian Aurora from October 6 – November 3. We recently arranged to install a StoryWalk this fall in a City park, likely Fireman's Park, so we're working on the selection and materials for that, with the hope to install in early-to-mid October.

### **Character Craft Mondays**

Monday, September 28, 3:00 – 3:30 pm, Daniel Tiger

Monday, October 12, 3:00 – 3:30 pm, Pete the Cat

Monday, October 26, 3:00 – 3:30 pm, Dragons Love Tacos

Tune in and get creative with different art projects each week. Ages 2 - 6.

Replacing summer's open art, participants pick up the supplies for this program one week in advance

through curbside service or inside the express library, then follow along with Christi as she directs the craft.

### **Tween D&D**

Tuesdays, September 29 and October 1, 6, 8, 13, 15, and 20, 3:45 – 5:15 pm

Fantasy and Adventure await in 5th edition Dungeons & Dragons.

Dusty runs this program for ages 8 -11 from his home. Tweens are split into two groups, meeting on different days.

### **Tween Craft**

Wednesday, September 30. 4:00 – 5:00 pm, Hanging planter

Wednesday, October 14, 4:00 – 5:00 pm, Book hedgehog

Wednesday, October 28, 4:00 – 5:00 pm, Creepy plants

Participants pick up the supplies for this program one week in advance through curbside service or inside the express library, then follow along with Mary and/or Leah as they direct the craft. Ages 8 – 11.

### **Chef Verona: Dips!**

Thursday, October 1, 4:00 – 5:00 pm

Cook with us on Facebook Live. A list of needed ingredients for pumpkin dip and pumpkin hummus is available on the library events calendar. All ages.

### **Fandom Makers**

Monday, October 5, 3:00 – 3:30 pm, Disney

Monday, October 19, 3:00 – 3:30 pm, Videogames

New for fall, Mary will create craft bags based on different fandoms (i.e., Harry Potter, Disney) and will lead the making of the crafts on Facebook Live. Ages 6 – 11.

### **Family Story Time**

Thursdays, October 8 and 22, 7:00 – 7:30 pm

Join this fun virtual family story time! We will read stories, sing songs, and do some movement activities. All ages.

### **Minecraft Club: Java Edition and Bedrock Edition** (two separate groups, attending simultaneously)

Wednesday, October 10, 4:00 – 5:00 pm

Wednesday, October 21, 4:00 – 5:00 pm

Join VPL Youth Services on our very own Minecraft Server! Explore, build, and play in a safe and secure Minecraft world! Connect with Dusty to work on collaborative projects and explore an all-new map with exciting biomes and treasures.

### **Favorite Books and Bites**

Thursday, October 15, 4:00 – 5:00 pm, Raina Telgemeier

Replacing Read It and Eat from the summer, Amy will lead a discussion about a favorite author or series (no special reading required in advance). Bags will be created and distributed with related activities, crafts and snacks. Ages 8 – 11.

### **Dragons Love Tacos Story Time**

Monday, October 26, 9:30 – 10:00 am

Enjoy stories, songs, activities about the book series *Dragons Love Tacos*.



## **Teen Events:**

### **Teen D&D (2 groups)**

Wednesdays, 3:30 – 5:00 pm

Using a virtual platform, teens played a cooperative adventure game based on storytelling and dice rolling.

August 26; Attendees: 3 (makeup session)

September 24; Attendees: 3

### **Teen Watercolor**

Wednesday, September 9, 4:00 – 5:00 pm

Teens picked up a free watercolor kit from the library and learned some basic watercolor techniques, while socializing with other kids.

Attendees: 19

### **Teen Escape Room**

Friday, August 14, 2:00 – 2:45 pm

Teens worked as a team to open virtual locks by solving clues, while learning about our biosphere.

Attendees: 2

### **Teen Craft: Reminder Board and Desk Organizer**

Wednesday, September 16, 4:00 – 5:00 pm

Teens and tweens picked up craft supplies from the library and then followed along with a live video, so they could ask questions, interact, and listen to Mary and Leah answer “Would You Rather” questions.

Attendees: 16

### **Teen Writing Club**

Monday, September 21, 4:00 – 5:00 pm

Teens discussed genres they like to read and write, basic characterization, and they completed a simple writing exercise.

Attendees: 5

## **Upcoming Teen Events:**

### **Teen D&D (Alternating Groups 1&2)**

Thursdays, 4:00 – 5:30 pm

### **Take-home Escape Room**

Tuesday, September 29

Grab a pre-packaged escape room from the library and set it up in your own home!

### **Teen Craft: (Hanging Planter and Book Hedgehog)**

Wednesdays, September 30 & October 14, 4:00 – 5:00 pm

Pick up craft supplies from the library, and then follow along with a live video, so you can ask questions, interact, and listen to Mary and Leah answer “Would You Rather” questions.

### **Teen Watercolor**

Wednesday, October 7, 4:00 – 5:00 pm

While socializing, explore different watercolor techniques together after receiving a kit from the library.

### **Teen Escape Room**

Tuesday, October 13, 4:00 – 5:00 pm

Ages 12-18. Work as a team to solve puzzles and open virtual locks!

### **Teen Writing Club**

Monday, October 19, 4:00 – 5:00 pm

Join other teens for a social workshop where you can work on craft, share stories, and get feedback from other aspiring authors.

### **Teen Gaming**

Wednesday, October 21, 4:00 – 5:00 pm

Play virtual party games – like Jackbox and Codenames – online with other teens.

## **Adult Classes & Events:**

### **Books 'n Booze**

Books 'N Booze is a book club for people who are interested in having a blast while discussing fun books and meeting new people. We meet every fourth Thursday of the month at 6:00 pm via Zoom.

Thursday, September 24, 6:00 - 7:00 pm

Virtual discussion of *American Wolf* by Nate Blakeslee

Attendees: 9

### **Conservation of a Recovered Population of Gray Wolves in the Great Lakes Region – Virtual**

Thursday, September 10, 6:30-7:30 pm

Tim Van Deelen, PhD., Professor of UW-Madison Forest and Wildlife Ecology, reviewed the history of wolf recovery, talked about how our understanding of wolf biology changed during recovery, and showed how research addresses both the conservation of the region's top predator and the controversies it generated.

Attendees: 24

### **Distance Learning English Classes for Adults**

Monday, September 14, 6:00-8:00 pm

Students learned English speaking and communication skills. Several students who registered were unable to attend due to technology issues, work, or other scheduling conflicts.

Attendees: 6

### **Coyotes and Red Foxes in the City - Virtual**

Tuesday, September 15, 6:30-7:30 pm

David Drake, Ph.D., professor and Extension Wildlife Specialist at UW-Madison, explained why coyotes and red foxes live in urban areas and shared the methods they use to study these fascinating animals.

Attendees: 15

### **Wolf 101 – Virtual**

Thursday, September 17, 6:30-7:30 pm.

The International Wolf Center staff covered the basics of gray wolf biology and behavior: including where wolves live, what they eat, and how they have adapted to different environments. Attendees asked many questions.

Attendees: 25

### **Distance Learning English Classes for Adults**

Monday, September 21, 6:00-8:00 pm

Students learned English speaking and communication skills.

Attendees: 10

### **Wolf Ecology - Virtual**

Wednesday, September 23, 6:30-7:30 pm.

International Wolf Center staff introduced basic concepts in ecology and the various interactions that these apex predators have with other animals. Attendees asked many questions.

Attendees: 20

### **Upcoming Adult Classes and Events:**

#### **Books 'n Booze**

Books 'N Booze is a book club for people who are interested in having a blast while discussing fun books and meeting new people. We meet every fourth Thursday of the month at 6:00 pm via Zoom.

October 22 - *I'm Thinking of Ending Things* by Iain Reid

November 19 - *The Bear and the Nightingale* by Katherine Arden

### **Distance Learning English Classes for Adults**

Mondays, September 14-November 2, 6:00 - 8:00 pm

Participants will learn English speaking and communication skills. Topics include talking about family, health, communicating at work, meeting with your child's teacher, phone calls, small talk, and more. Students will receive free English textbooks, at their level, in the mail. The textbook will be used for class and weekly homework. This class is presented in partnership with the Literacy Network. For more information and to sign up, call the Literacy Network at 608-244-3911. This class will be presented via Zoom.

### **Wolf Pup 101 - Virtual**

Wednesday, September 30, 6:30-7:30 pm.

Ever wondered what it's like to grow up as a wolf? Step into the shoes of our wolf care International Wolf Center staff and follow our ambassador wolves through their first year of life. You will learn the stages of pup development and what it takes to raise wolves at the International Wolf Center.

### **When Cartoon Worlds Collide: A Twistedly Absurd Mashup of Politics and Comics - Cancelled**

Thursday, October 1, 7:00-8:30 pm

Those two lovable and wacky guys are back! Come share of an evening of absurdity with nationally-syndicated cartoonists, Leigh Rubin, creator of the comic strip "Rubes," and Wisconsin State Journal editorial cartoonist, Phil Hands. This odd couple will riff off each others' cartoons and show how the twisted minds of two very different cartoonists work. One of them focuses on the bizarre behavior of zany characters; the other rarely draws about politicians. So if you've ever wanted to meet a professional smart aleck or a full-time doodler, don't miss this event. Door prizes will be raffled to unlucky winners.

### **Arctic Wolves - Virtual**

Thursday, October 8, 6:30-7:30 pm.

The arctic is one of the harshest places on earth, but it still supports a complex ecosystem that includes an arctic subspecies of the gray wolf. Join the International Wolf Center staff and learn more about their very

own arctic ambassadors, Axel and Grayson, and the ways they would interact with their prey and other animals.

### **Beyond the Ingenue: Trailblazers - Virtual**

Friday, October 9, 7:00-8:00 pm

Women deserve better stories! In this second iteration of *Beyond the Ingenue*, Music Theatre of Madison looks at women from history who paved a path for greatness for women to come, illuminating their stories through original musical theatre songs by local composers, performed by local singers.

In this preview of the show, hear songs about climate change activist Greta Thunberg, pioneering pilot Amelia Earhart, and more trailblazers from history. Learn about their lives and achievements through short videos, enjoy the songs, and participate in a discussion with the composers and performers about the importance of telling more complex women's stories in musical theatre and other mediums.

### **Harmony Hills Detention Basin Clean Out: Storm Water Utility Update – Virtual**

Wednesday, October 14, 6:00-6:30 pm

Marty Cieslik, construction manager of Verona's Public Works Department, will provide an overview of a maintenance project scheduled for 2020 involving the Harmony Hills detention basin.

### **Wolf Research - Virtual**

Thursday, October 15, 6:30 - 7:30 pm.

Discover how wolf researchers have learned to track wolves. The International Wolf Center staff will look at the history and methods behind tracking wolves. We will explore the reasons why wolves are tracked, what radio telemetry is, and what information is gathered once they are found.

### **Wolves in Wildlands - Virtual**

Thursday, October 22, 6:30 - 7:30 pm.

Gray wolves are an incredibly widespread species and can be found in many of Earth's ecosystems, from the desert to the arctic. In this program, the International Wolf Center staff will introduce you to different subspecies of the gray wolf from around the world and delve into the ways they have adapted to their environment.

## **Exhibits:**

### ***Wolves and Wild Lands in the 21<sup>st</sup> Century* Traveling Exhibition**

September 2 – October 28, 2020

*Wolves and Wild Lands in the 21<sup>st</sup> Century* is a timely exhibition about wolves and their closely related cousins, the red wolf and coyote. The story of wolves in North America takes us to many places, from the Arctic to the southwestern United States. And for every region where wolves thrive--struggle to survive--cultural and economic pressures continue to shape their existence. This exhibition provides a compelling, continental perspective on wolves today. Brought to you by the Verona Public Library Endowment Fund.

### ***Faces of Railroading: Railroads and the Making of Madison and Dane County* Traveling Exhibition**

November 2 – 30, 2020

This traveling exhibition looks at the historic role railroad workers have played in Dane County through compelling images of the past and present. The Center for Railroad Photography & Art ([www.railphoto-art.org](http://www.railphoto-art.org)) and the Verona Public Library have collaborated to present this exhibition.

## **Outreach Events**

**Four Winds Virtual Book Club**

September 23, 10 -11 am

The group read *The Bookshop on the Corner* by Jenny Colgan and had a great discussion. We've gotten the technology for this group to work a lot better.

Attendees: 5

**Senior Center Virtual Book Group**

September 9, 10:00-11:00 am

The Senior Center Book Group met for the first time virtually to discuss *The Storied Life of A.J. Fikry* by Gabrielle Zevin.

Attendees: 5

**Virtual Story Time for Hometown Preschool**

Attendees: 14

**CITY OF VERONA  
2021 BUDGET SUMMARY  
VERONA PUBLIC LIBRARY**

**MISSION STATEMENT**

The Verona Public Library enriches lives and builds community by providing opportunities to discover, connect, learn, and enjoy.

**EXECUTIVE SUMMARY**

Due to the COVID-19 pandemic, the library building closed to the public from March 15 – June 15. During the closure, library staff quickly pivoted to offering virtual programs and story times, promoting ebooks, and making library cards over the phone so the public could access online library resources. On April 27, as soon allowed under state orders, the library began curbside pick-up service to start getting library materials back in the hands of community members. On June 15, the library re-opened in a limited capacity for holds pick-up, computer and internet use, copying, faxing, and limited browsing of new materials. Library staff exhibited flexibility, compassion, and commitment to providing reading and educational opportunities to the community during this time of crisis.

**2021 GOALS AND OBJECTIVES**

- To offer as much service as safely possible in the midst of an ongoing global pandemic and return to regular library hours and services when conditions allow.
- Increase library programming that focuses on racial equity and social justice.

**2020 ACHIEVEMENTS**

Service and event highlights noted for their special successes in 2020:

When the library closed due to COVID-19, library staff quickly pivoted to offer virtual programs and services. Within a week, youth services staff began posting virtual story times and then began developing additional virtual programs. The summer reading program was reinvented using online software. An outdoor StoryWalk has been installed in the prairie near the parking lot.

Library programs for adults also shifted to a virtual format in March. We offered online events and classes on gardening, trivia, meditation, home organization, cooking, online book discussions, and more. A program series on wolves was also offered to compliment our fall traveling exhibit.

Library staff created a curbside pick-up system so the community could have safe access to books and other library materials. A popular “Librarian’s Choice” service was also introduced, where patrons request books using an online form and librarians choose a curated selection of items that can be picked up in the library or curbside.

The library offered in-person and virtual English as a Second Language classes in 2020 in partnership with the Literacy Network.

The library hosted several travelling exhibits including *Wolves and Wildlands* on loan from the International Wolf Center in Ely, Minnesota and *Immigration: An American Story* developed by the Gilder Lehman Institute of American History.

## SIGNIFICANT CHANGES FROM 2020

### Revenue:

**Dane County funding:** County funding is expected to increase by 11.4% from \$965,267 in 2020 to \$1,075,645 in 2021.

**Miscellaneous:** Cross-county payments will increase from \$15,691 in 2020 to \$22,610 in 2021. These payments are based on the number of items checked out to patrons who live in adjacent counties in areas that do not have public library service.

### Operating Expenditures:

#### **Personnel Services:**

**Reclassify one Library Assistant I position to Library Assistant II, Technical Services**

Cost: \$1620

**Increase hours for one Library Page II from 520 hours/year to 832/hours/year**

Cost: \$4017

#### Other Operating Expenditures:

##### **53413 Other Contractual**

\$16,460 increase for snow plowing/salting

##### **53330 Operating Supplies**

\$7000 added to cover costs of PPE, including gloves, masks, sanitizer

\$1000 decrease for furniture replacement, additional seating planned for children's room

##### **53405 Data Processing/LINK**

\$3378 increase for library catalog and computer support from South Central Library System

\$1000 increase for curbside delivery scheduling software

##### **53415 Events**

Increase of \$4580 for adult, teen, and children's programming, including marketing materials and ASL translation. An increase in programs on racial equity and social justice is planned.

##### **53311- 53316: Adult Books, Juvenile Books, Video, Audio, Electronic Media, Magazines**

The library is requesting a 7% increase for adult and children's book purchasing, \$1000 increase for new electronic databases, and \$1300 to maintain magazines & newspaper subscriptions.

Total increase: \$16,207

##### **54904 Office Equipment Outlay**

\$8000 increase to replace 12 laptops for patron use.

## PERFORMANCE MEASUREMENT INDICATORS

All in-person services and measures were negatively affected by the three month library closure and subsequent partial re-opening, while ebook and other electronic resources saw an increase in use.

Activity	2019 Actual	8/31/20 Actual
Hours open per year	3540	1140
Physical Items Checked-out	566,981	215,742
Check out of E-Books and electronic materials	58,039	51,161
Patron Visits	236,499	47,471
Total Programs* see subset of program statistics	1,187	582
Total Program Attendance*	36,535	33,475
Research Assistance	35,300	9553
Public Internet Sessions	285,590	79,595
Library Cards Added	1584	594
Physical Materials Added	13,182	7,694
Website Hits	109,033	75,214
Database Use	6836	4182
Meeting/Study Room Use	6988	1467
Test Proctoring	93	43

*Programming	2019 Actual	8/31/20 Actual
Children's Programs	835	209
Children's Program Attendance	28,903	5645
Teen Programs	92	14
Teen Program Attendance	2,063	146
Adult Programs	260	94
Adult Program Attendance	5,569	985



**LIBRARY  
PROPOSED 2021 BUDGET**

200-00000	ACTUAL 2019	6/30 ACTUAL 2020	ADOPTED BUDGET 2020	PROJECTED 2020	PROPOSED 2021	% INCR (DECR)
<b>REVENUES</b>						
41110 TAX LEVY OPERATIONS	\$ 910,829	\$ 1,040,941	\$ 1,040,941	\$ 1,040,941	\$ 1,058,793	
41110 TAX LEVY DEBT SERVICE	330,244	284,719	284,719	284,719	261,294	
43792 SOUTH CENTRAL LIBRARY SYSTEM	-	-	1,625	1,625	1,625	
43790 DANE COUNTY	659,926	733,686	733,686	733,686	826,212	
43791 DC FACILITY REIMBURSEMENT	214,686	234,069	231,581	231,581	249,433	
46710 FINES/FORFEITURES	10,194	2,970	10,000	8,900	9,000	
46711 COPIES	7,268	1,694	7,000	5,082	6,930	
46712 FAX	985	221	1,000	663	900	
46713 MISCELLANEOUS	21,004	15,689	15,691	15,689	22,610	
48500 DONATIONS	56,644	18,816	35,000	35,000	35,000	
49200 TRF FROM OTHER FUNDS (APPLY TO DEBT)	55,000	107,000	107,000	107,000	107,000	
<b>TOTAL LIBRARY REVENUES</b>	<b>\$ 2,266,780</b>	<b>\$ 2,439,806</b>	<b>\$ 2,468,243</b>	<b>\$ 2,464,886</b>	<b>\$ 2,578,797</b>	<b>4.48%</b>

**VERONA PUBLIC LIBRARY  
PROPOSED 2021 BUDGET**

	ACTUAL	6/30 ACTUAL	ADOPTED BUDGET	PROJECTED	PROPOSED	% INCR (DECR)
200-00000	2019	2020	2020	2020	2021	
<b>PERSONNEL SERVICES</b>						
51100 SALARIES AND WAGES	1,009,568	529,497	1,132,618	\$ 1,132,618	\$ 1,188,375	
51102 LONGEVITY	10,011	5,693	12,749	12,749	13,855	
52200 HEALTH INSURANCE	96,687	51,737	94,284	94,284	94,826	
52201 DENTAL INSURANCE	12,108	7,394	15,718	15,718	13,066	
52202 SOCIAL SECURITY	76,305	39,915	87,621	87,621	91,970	
52203 LIFE INSURANCE	1,181	501	1,250	1,250	1,458	
52204 WISCONSIN RETIREMENT	47,456	29,045	50,286	50,286	54,630	
52205 INCOME CONTINUATION	-	-	-	-	-	
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 1,253,317</b>	<b>\$ 663,781</b>	<b>\$ 1,394,526</b>	<b>\$ 1,394,526</b>	<b>\$ 1,458,179</b>	<b>4.56%</b>
<b>OPERATING EXPENDITURES</b>						
53413 OTHER CONTRACTUAL	\$ 58,210	\$ 22,773	\$ 62,823	\$ 45,546	\$ 81,391	
53601 UTILITIES	54,475	22,735	53,800	48,138	53,800	
53603 COMMUNICATIONS	18,230	9,581	20,746	19,160	21,350	
53509 REPAIR/MAINTENANCE SERVICES	45,635	12,315	37,775	24,315	37,775	
53307 RECRUITMENT	35	-	100	100	500	
53301 OFFICE SUPPLIES	-	-	-	-	-	
53304 MEMBERSHIP AND DUES	1,786	238	1,615	476	1,615	
53702 TRAVEL AND MEALS	4,973	4,049	6,600	4,198	6,300	
53701 CONFERENCE AND TRAINING	2,455	1,940	4,030	3,878	4,030	
53330 OTHER SUPPLIES AND EXPENSES	41,888	27,439	49,460	54,878	52,560	
53405 DATA PROCESSING/LINK	117,149	114,591	120,342	120,342	124,722	
53810 INSURANCE	14,111	15,348	14,500	15,348	16,200	
53503 RENTS/LEASES	9,989	3,820	10,099	7,640	10,099	
53415 EVENTS	15,693	7,776	28,210	23,325	32,790	
53310 GRANT/GIFT EXPENSE	61,853	2,799	35,000	18,600	35,000	
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 446,481</b>	<b>\$ 245,405</b>	<b>\$ 445,100</b>	<b>\$ 385,944</b>	<b>\$ 478,132</b>	<b>7.42%</b>
<b>MATERIALS AND OUTLAY</b>						
53311 ADULT BOOKS	\$ 60,293	\$ 16,198	\$ 62,400	\$ 62,400	\$ 66,800	
53312 JUVENILE BOOKS	66,492	25,396	65,462	65,462	70,000	
53313 VIDEO MATERIALS	14,469	4,751	17,955	17,955	17,955	
53314 AUDIO MATERIALS	11,476	4,142	13,520	13,520	15,520	
53315 ELECTRONIC MEDIA	20,992	26,786	30,286	31,785	34,250	
53316 MAGAZINE SUBSCRIPTIONS	7,494	8,453	8,675	8,452	9,980	
54903 EQUIPMENT CAPITAL OUTLAY	18,816	-	-	-	-	
54904 INFRASTRUCTURE OUTLAY	-	-	-	-	-	
54906 OFFICE EQUIPMENT OUTLAY	22,664	6,470	16,600	12,940	26,750	
<b>TOTAL MATERIALS AND OUTLAY</b>	<b>\$ 222,696</b>	<b>\$ 92,195</b>	<b>\$ 214,898</b>	<b>\$ 212,514</b>	<b>\$ 241,255</b>	<b>12.26%</b>
<b>RESERVE EXPENDITURES</b>						
55101 RESERVE FUNDED EXPENDITURES	\$ -	\$ -	\$ 22,000	\$ 22,000	\$ 32,937	
<b>TOTAL LIBRARY BUDGET</b>	<b>\$ 1,922,494</b>	<b>\$ 1,001,381</b>	<b>\$ 2,076,524</b>	<b>\$ 2,014,984</b>	<b>\$ 2,210,503</b>	<b>6.45%</b>
<b>DEBT SERVICE</b>						
58100 PRINCIPAL	\$ 335,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 335,000	
58200 INTEREST	50,244	41,719	41,719	41,719	33,294	
<b>TOTAL DEBT SERVICE</b>	<b>\$ 385,244</b>	<b>\$ 391,719</b>	<b>\$ 391,719</b>	<b>\$ 391,719</b>	<b>\$ 368,294</b>	<b>-5.98%</b>
<b>TOTAL LIBRARY EXPENDITURES</b>	<b>\$ 2,307,738</b>	<b>\$ 1,393,100</b>	<b>\$ 2,468,243</b>	<b>\$ 2,406,703</b>	<b>\$ 2,578,797</b>	<b>4.48%</b>

Acct No.	Description	DEPT USE-DATA ENTRY AREA				Formula Driven - No Data Entry Required						
		2019 Year End Actual	2020 6 Mos Actual	2020 Adopted Budget	2020 Year End Estimate	2021 Dept. Request	Adjust. Increase (Decrease)	2021 Proposed				
200 00000												
<b>51100</b>	<b>Salaries and Wages</b>											
	<u>Employee</u>											
		<u>Hours</u>	<u>FTE</u>	<u>Annual Salary</u>	<u>Total Wages</u>							
0.00%	Stacey Burkart/Library Director	2080	1.00	87,746	87,746					1,755	89,501	
1.26%	Emma Cobb/Head of Reference	2080	1.00	60,444	60,444					1,986	62,430	
1.84%	Ronda Evenson/Head of Circulation	2080	1.00	62,106	62,106					2,408	64,514	
2.64%	Trudy Lorandos/Adult Program Coorc	2080	1.00	62,106	62,106					2,914	65,020	
0.92%	Theresa Skov/Head of Tech Services	2080	1.00	62,106	62,106					1,825	63,931	
2.58%	Julie Harrison /Assist Library Director	2080	1.00	71,989	71,989					3,334	75,323	
0.92%	Mary Ostrander/Youth Svces Libraria	2080	1.00	53,795	53,795					1,581	55,376	
1.54%	Leah Portz/Youth Services Librarian	2080	1.00	55,274	55,274					1,973	57,247	
2.26%	Mark Cullen/Reference Librarian	2080	1.00	52,355	52,355					2,254	54,609	
2.30%	Marissa Gehrke/Community Engager	2080	1.00	50,954	50,954					2,214	53,168	
1.95%	Luke Fieweger/Reference Librarian/C	2080	1.00	50,954	50,954					2,032	52,986	
COLA percent not official	2.00% <b>Subtotal Full Time Wages</b>				<b>669,829</b>							
	<b>Estimated Current Year</b>				<b>660,127</b>	<b>1,009,568</b>	<b>529,497</b>	<b>1,132,618</b>	<b>660,127</b>	<b>669,829</b>	<b>24,276</b>	<b>694,105</b>
<b>51102</b>	<b>Longevity</b>											
		<u>Wages</u>	<u>Long %</u>	<u>Duration of Year</u>	<u>Long.</u>							
16	3/8/2005	Stacey Burkart/Library Director	\$ 87,746	3.00%	1.00	2,632				53	2,685	
4	7/17/2017	Emma Cobb/Head of Reference	\$ 51,996	0.00%	1.00	0				0	0	
17	1/19/2004	Trudy Lorandos/Adult Program Coorc	\$ 62,106	3.00%	1.00	1,863				87	1,950	
25	5/1/1996	Ronda Evenson/Head of Circulation	\$ 62,106	4.00%	1.00	2,484				96	2,580	
17	6/7/2004	Connie Donkle/Library Assistant	\$ 27,731	3.00%	1.00	832				17	849	
12	1/22/2009	Julie Harrison/Assist Library Director	\$ 71,989	2.00%	2.00	1,440				117	1,557	
12	1/29/2009	Tonja Lepien/Reference Librarian	\$ 27,633	2.00%	1.00	553				25	578	
6	8/24/2015	Mary Ostrander /Youth Svces Libraria	\$ 53,795	1.00%	0.00	538				0	538	
5	2/8/2016	Mark Cullen/Reference Librarian	\$ 52,355	1.00%	0.00	524				0	524	
9	6/11/2012	Leah Portz/Youth Services Librarian	\$ 55,274	1.00%	0.00	553				0	553	
12	8/31/2009	Theresa Skov/Head of Tech Services	\$ 62,106	2.00%	1.00	1,242				67	1,309	
6	5/4/2015	Elizabeth Strutz/Admin Assistant	\$ 21,310	1.00%	1.00	213				16	229	
13	6/7/2008	Margaret Nelson/Library Assistant	\$ 21,798	2.00%	1.00	436				67	503	
	<b>Subtotal Longevity</b>					<b>13,310</b>						
	<b>Estimated Current Year</b>					<b>12,749</b>	<b>10,011</b>	<b>5,693</b>	<b>12,749</b>	<b>13,310</b>	<b>545</b>	<b>13,855</b>
	<b>Part Time Wages</b>											
		<u>Hours</u>	<u>FTE</u>	<u>Hourly Rate</u>	<u>Wages</u>							
	<b>Nonexempt</b>											
2.06%	Library Asst-Nelson	1040	0.50	20.96	21,798					894	22,692	
0.00%	Library Asst, Tech Serv-Donkle	1248	0.60	22.22	27,731					555	28,286	
2.53%	Ref Librarian-Lepien	1040	0.50	26.57	27,633					1,266	28,899	
	Subtotal Non Exempt				77,162							
	<b>Exempt</b>											
1.26%	Library Asst/Meuth	1040	0.50	17.34	18,034					593	18,627	
1.49%	Library Asst/Mrochek	1040	0.50	17.34	18,034					635	18,669	
1.42%	Library Asst/Spranger	1040	0.50	17.82	18,533					639	19,172	
2.52%	Library Asst/Imperl	1040	0.50	18.31	19,042					870	19,912	
2.64%	Library Asst/Becker	1040	0.50	17.82	18,533					870	19,403	
1.85%	Admin Assistant/Strutz	1040	0.50	20.49	21,310					828	22,138	
0.92%	Library Asst/Sandler	1040	0.50	18.81	19,562					575	20,137	
2.64%	YS Library Asst II/Makos	1248	0.60	19.40	24,211					484	24,695	
0.80%	Library Asst/Schroeer	832	0.40	17.82	14,826					297	15,123	

0.00%	Library Asst/Augspurger	832	0.40	18.31	15,234					305	15,539
0.00%	Library Asst/Doing	832	0.40	18.31	15,234					305	15,539
0.00%	Library Asst/Matulat	832	0.40	18.31	15,234					305	15,539
0.00%	YS Library Asst II/Adams	1040	0.50	19.40	20,176					404	20,580
0.00%	YS Library Asst II/Karls	1040	0.50	19.40	20,176					404	20,580
0.23%	Library Asst/Frisby-Dart	832	0.40	17.34	14,427					289	14,716
0.00%	Library Asst/Bruins	832	0.40	17.34	14,427					289	14,716
0.00%	Library Asst/Berg	832	0.40	17.34	14,427					289	14,716
1.50%	Library Asst/Sessions	416	0.20	16.87	7,018					140	7,158
1.50%	Library Asst/Dinkel	416	0.20	16.87	7,018					140	7,158
	Summer Libr Prgm LTE/ Subtotal Exempt	288	0.14	18.25	5,256					0	5,256
					320,712						0
	<b>PAGES</b>										0
	<b>Page II</b>	<b>832</b>	<b>0.40</b>	<b>12.50</b>	<b>10,400</b>					<b>208</b>	<b>10,608</b>
	Page II	520	0.25	12.50	6,500					130	6,630
	Page II	520	0.25	12.50	6,500					130	6,630
	Page II	520	0.25	12.50	6,500					130	6,630
	Page II	520	0.25	12.50	6,500					130	6,630
	Page I	416	0.20	10.50	4,368					87	4,455
	Page I	520	0.25	10.50	5,460					109	5,569
	Page I	520	0.25	10.50	5,460					109	5,569
	Page I	520	0.25	10.50	5,460					109	5,569
	Page I	416	0.20	10.50	4,368					87	4,455
	Page I	416	0.20	10.50	4,368					87	4,455
	Page I	416	0.20	10.50	4,368					87	4,455
	Page I	416	0.20	10.50	4,368					87	4,455
	Page I	416	0.20	10.50	4,368					87	4,455
	Page I	416	0.20	10.50	4,368					87	4,455
	Page I	416	0.20	10.50	4,368					87	4,455
	Page I	416	0.20	10.50	4,368					87	4,455
	Subtotal Pages (Exempt)	7,384			83,356						
	<b>Subtotal Part Time Wages</b>				<b>481,230</b>						
COLA rate unofficial	2.00%										
	<b>Estimated Current Year</b>				<b>472,491</b>				<b>472,491</b>	<b>481,230</b>	<b>13,040</b>
<b>52200 Health Insurance</b>			<b>Month</b>	<b>%</b>	<b>Total</b>						
	Stacey Burkart	Family	1,617.57	100.00%	19,411					0	19,411
	Ronda Evenson	Single	660.05	100.00%	7,921					0	7,921
	Trudy Lorandos	Single	660.05	100.00%	7,921					0	7,921
	Emma Cobb	Single	660.05	100.00%	7,921					0	7,921
	Mark Cullen	Family	1,617.57	100.00%	19,411					0	19,411
	Marissa Gehrke- Unity UW	Single	660.05	100.00%	7,921					0	7,921
	Connie Donkle - UW Health	Family	1,617.57	60.00%	11,647					0	11,647
	Leah Portz - Unity UW	Single	660.05	100.00%	7,921					0	7,921
	Christine Makos	Single	660.05	60.00%	4,752					0	4,752
Waived	Luke Fieweger									0	0
Waived	Mary Ostrander									0	0
Waived	Theresa Skov									0	0
Waived	Tonja Lepien - Unity UW									0	0
Waived	Elizabeth Strutz									0	0
Waived	Julie Harrison									0	0
	Subtotal Health Insurance				94,826						
	<b>Estimated Current Year</b>				<b>94,284</b>	<b>96,687</b>	<b>51,737</b>	<b>94,284</b>	<b>94,284</b>	<b>94,826</b>	<b>0</b>
<b>52201 Dental Insurance</b>		<b>Employee</b>	<b>Family</b>	<b>EE/Child</b>	<b>EE/Spouse</b>						
	Stacey Burkart	0	1,924	0	0					0	1,924
	Mark Cullen	0	1,924	0	0					0	1,924
	Emma Cobb	545	0	0	0					0	545
	Ronda Evenson	545	0	0	0					0	545
	Trudy Lorandos	545	0	0	0					0	545

Waived	Eligible	Luke Fieweger	0	0	0	0						0	0		
		Makos (.6 FTE)	327	0	0	0							0	327	
		Connie Donkle (.6 FTE)	0	1,154	0	0							0	1,154	
		Mary Ostrander	0	0	0	1,074							0	1,074	
		Mikayla Mrochek (.5 FTE)	0	0	0	0							0	0	
		Theresa Skov	545	0	0	0							0	545	
		Leah Portz	545	0	0	0							0	545	
		Marissa Gehrke	545	0	0	0							0	545	
		Julie Harrison	0	0	1,196	0							0	1,196	
		Brian Spranger	0	962	0	0							0	962	
		Amy Adams	0	962	0	0							0	962	
		Dustin Karls	273	0	0	0							0	273	
		Total Dental Plan Premiums	<b>\$3,870</b>	<b>\$6,927</b>	<b>\$1,196</b>	<b>1,074</b>							0	0	
		<b>Subtotal Dental Insurance</b>		<b>ALL COVERAGES</b>			<b>13,066</b>								
		<b>Estimated Current Year</b>					<b>15,718</b>	<b>12,108</b>	<b>7,394</b>	<b>15,718</b>	<b>15,718</b>	<b>13,066</b>	<b>0</b>	<b>13,066</b>	
<b>52202</b>	<b>Social Security</b>	Wages	FICA	Medicare	Total S.S.										
		\$ 1,164,369	6.20%	1.45%	89,074						2,896	91,970			
<b>Subtotal Social Security</b>					<b>89,074</b>										
<b>Estimated Current Year</b>					<b>87,621</b>	<b>76,305</b>	<b>39,915</b>	<b>87,621</b>	<b>87,621</b>	<b>89,074</b>	<b>2,896</b>	<b>91,970</b>			
<b>52203</b>	<b>Life Insurance</b>	12/31/2021	Wages (000)	Mo./\$1000	Total										
		Stacey Burkart	\$ 90	0.12	130						0	130			
	waived	Mark Cullen	\$ 55	0.39	257						0	257			
		Julie Harrison	0	0.22	0						0	0			
		Theresa Skov	\$ 64	0.08	61						0	61			
	waived	Leah Portz	\$ 58	0.06	42						0	42			
		Tonja Lepien	0	0.22	0						0	0			
		Connie Donkle	\$ 29	0.49	171						0	171			
		Ronda Evenson	\$ 65	0.12	94						0	94			
		Marissa Gehrke	\$ 53	0.05	32						0	32			
		Emma Cobb	\$ 0	0.06	0						0	0			
		Trudy Lorandos	\$ 66	0.49	388						0	388			
		Mary Ostrander	\$ 56	0.06	\$ 40						0	40			
		Subtotal Life Insurance			1,215										
		Plus Administration Fee		20.00%	243						0	243			
<b>Subtotal Life Insurance</b>					<b>1,458</b>										
<b>Estimated Current Year</b>					<b>1,250</b>	<b>1,181</b>	<b>501</b>	<b>1,250</b>	<b>1,250</b>	<b>1,458</b>	<b>0</b>	<b>1,458</b>			
<b>52204</b>	<b>WI Retirement</b>	Wages	WRS Rate		Total WI Retire										
		Full Time Wages	\$ 669,829	13.50%	90,427						3,277	93,704			
		Longevity	13,310	13.50%	1,797						74	1,871			
		Part Time Wages	101,373	13.50%	13,685						0	13,685			
		Less: WRS Employee Contribution	\$ 784,512	6.75%	(52,955)						-1,675	-54,630			
<b>Subtotal WI Retirement</b>					<b>52,954</b>										
<b>Estimated Current Year</b>				2017	<b>50,286</b>	<b>47,456</b>	<b>29,045</b>	<b>50,286</b>	<b>50,286</b>	<b>52,954</b>	<b>1,676</b>	<b>54,630</b>			
<b>52205</b>	<b>Income Continuation</b>	Wages	Rate	PREM HO	Total										
		S. Burkart	\$ 74,000	0.475%	-352	\$ 0					0	0			
		J. Harrison	\$ 0	0.475%	0	\$ 0					0	0			
		R. Evenson	\$ 44,000	0.475%	-209	\$ 0					0	0			
		C. Donkle	\$ 18,000	0.475%	-86	\$ 0					0	0			
		T. Skov	\$ 0	0.475%	0	\$ 0					0	0			
		L. Portz	\$ 21,000	0.475%	-100	\$ 0					0	0			
		E. Cobb		0.475%	0	\$ 0					0	0			
		T. Lepien	\$ 0	0.475%	0	\$ 0					0	0			
		T.Lorandos	\$ 44,000	0.475%	-209	\$ 0					0	0			
<b>Subtotal Income Continuation</b>					<b>\$ 0</b>										

	Estimated Current Year			\$ 0	0	0	0	0	0	0	0
	<b>TOTAL PERSONNEL SERVICES</b>			1,415,746	\$ 1,253,317	\$ 663,781	\$ 1,394,526	\$ 1,394,526	\$ 1,415,746	\$ 42,433	\$ 1,458,179
<b>53413</b>	<b>Other Contractual</b>	Professional audit <i>Annual audit performed by Baker Tilly</i>		1,750						0	1,750
		BS&A software license		614							614
		Janitorial services		35,028						0	35,028
		Baycom, door access		1,238							1,238
		Pest control		540							540
		Hellenbrand water softener		220							220
		Cintas fire monitoring		408							408
		Premium Water		1,200							1,200
		Landscaping		14,480							14,480
		Cintas floor mats		860							860
		Cintas fire system inspection		350							350
		1901 (HVAC maintenance)		7,760							7,760
		Ahern fire sprinkler inspection		483							483
		Public Works-Snow Plowing/Salting/Snow Hauling		16,460							16,460
		<b>Subtotal Professional Svces.</b>		<b>81,391</b>							
	Estimated Current Year			62,823	58,210	22,773	62,823	45,546	81,391	0	81,391
<b>53601</b>	<b>Utilities</b>	<b>Madison Gas Alliant (Elec) Wtr,swr,storm</b>									
		Utilities	10,400	39,000	4,400	53,800				0	53,800
		<b>Subtotal Utilities</b>		0	0	<b>53,800</b>					
	Estimated Current Year		8,844	40,469	4,377	53,800	54,475	22,735	53,800	48,138	53,800
<b>53603</b>	<b>Communications</b>	<b>TDS Phone Other</b>									
		Communications	12,500	8,850	21,350					0	21,350
		<b>Subtotal Communications</b>			<b>21,350</b>						
	Estimated Current Year				20,749	18,230	9,581	20,746	19,160	21,350	0
<b>53509</b>	<b>Repair/Mtce Serv</b>	floor/carpet cleaning			5,000					0	5,000
		Mechanicals/Electrical/Security/Handyman			27,400					0	27,400
		Repair Supplies			2,000					0	2,000
		AED replacement parts			75					0	75
		Window cleaning			3,300					0	3,300
		<b>Subtotal Repair/Mtce Services</b>			<b>37,775</b>						
	Estimated Current Year				37,775	45,635	12,315	37,775	24,315	37,775	0
<b>53307</b>	<b>Recruitment</b>	Ads/travel/background checks			500					0	500
		<b>Subtotal Office Supplies</b>			<b>500</b>						
	Estimated Current Year				100	35	0	100	100	500	0
<b>53301</b>	<b>Office Supplies</b>	Office Supplies			\$ 0					0	0
		<b>Subtotal Office Supplies</b>			<b>\$ 0</b>						
	Estimated Current Year				\$ 0	0	0	0	0	0	0
<b>53304</b>	<b>Memberships/Dues</b>	WI Library Association	6 Memberships		795					0	795
		Other/ALA	4 ALA/PLA Memberships		820					0	820
		<b>Subtotal Memberships/Dues</b>			<b>1,615</b>						
	Estimated Current Year				1,615	1,786	238	1,615	476	1,615	0
<b>53702</b>	<b>Travel &amp; Meals</b>	Mileage Reimbursement-Airfare			1,500					0	1,500
		Lodging/Meals			3,200					0	3,200
		Parking/Driving Mileage			1,600					0	1,600
		<b>Subtotal Travel</b>			<b>6,300</b>						
	Estimated Current Year				6,600	4,973	4,049	6,600	4,198	6,300	0
<b>53701</b>	<b>Training &amp; Conf</b>	WLA/WAPL/SCLS			1,785					0	1,785
		ALA/PLA			1,545					0	1,545
		Staff Training			700					0	700
		<b>Subtotal Education</b>			<b>4,030</b>						
	Estimated Current Year				4,030	2,455	1,940	4,030	3,878	4,030	0
<b>53330</b>	<b>Other Supplies &amp; Expense</b>	Postage			3,800					0	3,800
		Book/AV processing			4,810					0	4,810



	DVDs/Blu-ray/Wii/Streaming video devices	17,955							0	17,955
	<b>Subtotal Operating Equipment</b>	<b>17,955</b>								
	<b>Estimated Current Year</b>	<b>17,955</b>	14,469	4,751	17,955	17,955	17,955		0	17,955
53314	<b>Audio Materials</b>									
	Audio Materials	15,520							0	15,520
	<b>Subtotal Operating Equipment</b>	<b>15,520</b>								
	<b>Estimated Current Year</b>	<b>13,520</b>	11,476	4,142	13,520	13,520	15,520		0	15,520
53315	<b>Electronic Media</b>									
	SCLS Databases/e-content/OverDrive	34,250							0	34,250
	<b>Subtotal Operating Equipment</b>	<b>34,250</b>								
	<b>Estimated Current Year</b>	<b>30,286</b>	20,992	26,786	30,286	31,785	34,250		0	34,250
53316	<b>Magazine Subscriptions</b>									
	Periodicals	9,980							0	9,980
	<b>Subtotal Operating Equipment</b>	<b>9,980</b>								
	<b>Estimated Current Year</b>	<b>8,675</b>	7,494	8,453	8,675	8,452	9,980		0	9,980
54903	<b>Equipment Capital Outlay</b>									
	<b>Subtotal Building Improvement</b>	-							0	0
	<b>Estimated Current Year</b>	-	18,816	0	0	0	0	0	0	0
54904	<b>Infrastructure Outlay</b>									
	<b>Subtotal Building Improvement</b>	-							0	0
	<b>Estimated Current Year</b>	-	0	0	0	0	0	0	0	0
54906	<b>Office Equip Outlay</b>									
	laptop lab	8,500							0	8,500
	educational game stations	3,250							0	3,250
	computer updates	15,000							0	15,000
	<b>Subtotal Operating Equipment</b>	<b>26,750</b>								
	<b>Estimated Current Year</b>	<b>16,600</b>	22,664	6,470	16,600	12,940	26,750		0	26,750
	<b>Subtotal Operating Equipment</b>		\$ 222,696	\$ 92,195	\$ 214,898	\$ 212,514	\$ 231,805		\$ 0	\$ 241,255
	<b>TOTAL MATERIALS AND OUTLAY</b>		\$ 222,696	\$ 92,195	\$ 214,898	\$ 212,514	\$ 231,805		\$ 0	\$ 241,255
59203	<b>Fund Balance Applied</b>									
	Reserves (Leave in for 2021)	32,937							0	32,937
	<b>Subtotal Library General Bldg</b>	<b>32,937</b>							0	0
	<b>Estimated Current Year</b>	<b>22,000</b>	0	0	22,000	22,000	32,937		0	32,937
	<b>Subtotal Operating Equipment Grant / Reserve Funded</b>		\$ 0	\$ 0	\$ 22,000	\$ 22,000	\$ 32,937		\$ 0	\$ 32,937
58100	<b>Debt Service</b>									
	Principal	350,000							0	335,000
	<b>Subtotal Debt Principal</b>	<b>350,000</b>								
	<b>Estimated Current Year</b>	<b>350,000</b>	335,000	350,000	350,000	350,000	350,000		0	335,000
58200	<b>Debt Service</b>									
	Interest	41,719							0	33,294
	<b>Subtotal Debt Interest</b>	<b>41,719</b>								
	<b>Estimated Current Year</b>	<b>41,719</b>	50,244	41,719	41,719	41,719	41,719		0	33,294
	<b>TOTAL DEBT SERVICE</b>		\$ 385,244	\$ 391,719	\$ 391,719	\$ 391,719	\$ 391,719		\$ 0	\$ 368,294
	<b>TOTAL LIBRARY</b>		\$ 2,307,738	\$ 1,393,100	\$ 2,468,243	\$ 2,406,703	\$ 2,543,339		\$ 42,433	\$ 2,578,797
			In Balance	In Balance	In Balance	In Balance				In Balance



## 2020 Library Hours of Operation and Planned Closures

### Regular library hours (except where noted below):

Monday – Thursday: 9:00 am to 9:00 pm

Friday: 9:00 am to 6:00 pm

Saturday: 9:00 am to 4:00 pm

Sunday: 1:00 pm to 5:00 pm

### Amended hours due to COVID-19 pandemic:

Monday – Thursday: 9:00 am -10:00 am and 12:00 pm – 7:00pm

Friday: 9:00 am -10:00 am and 12:00 pm to 6:00 pm

Saturday: 9:00 am -10:00 am and 12:00 pm to 4:00 pm

Sunday: closed

The following dates are the planned closures of the library in 2020. Additional unplanned emergency closings may be necessary due to weather or other unforeseen situations.

**Wednesday, January 1, 2020:** Closed for January 1 holiday

**Monday, January 20:** Closed for Martin Luther King Jr. Day

**Thursday, February 20, 2020:** Closed 9:00 am - 12:00 pm for staff in-service

**Sunday, April 12, 2020:** Closed

**Sunday, May 24, 2020:** Closed for Memorial Day holiday

**Monday, May 25, 2020:** Closed for Memorial Day holiday

**Friday, July 3, 2020:** Closed for July 4 holiday

**Saturday, July 4, 2020:** Closed for July 4 holiday

**Sunday, September 6, 2020:** Closed for Labor Day holiday

**Monday, September 7, 2020:** Closed for Labor Day holiday

**Tuesday, November 3:** Closed for Election

~~**Friday, November 13, 2020:** Closed all day for staff in-service~~

~~**Wednesday, November 25, 2020:** Close early at 6:00 pm~~

**Thursday, November 26, 2020:** Closed for Thanksgiving holiday

**Friday, November 27, 2020:** Closed for Thanksgiving holiday

**Saturday, November 28, 2020:** Closed for Thanksgiving holiday

**Thursday, December 24, 2020:** Closed for Christmas holiday

**Friday, December 25, 2020:** Closed for Christmas holiday

**Saturday, December 26, 2020:** Closed Christmas holiday

**Thursday, December 31, 2020:** Close early at 6:00 pm

**Friday, January 1, 2021:** Closed for January 1 holiday

## 2021 Library Hours of Operation and Planned Closures

### **Regular library hours, except where noted below:**

Monday – Thursday: 9:00 am to 9:00 pm

Friday: 9:00 am to 6:00 pm

Saturday: 9:00 am to 4:00 pm

Sunday: 1:00 pm to 5:00 pm

**\*\*Due to the ongoing COVID-19 pandemic, library hours may be limited and subject to change.**

The following dates are the planned closures of the library in 2021. Additional unplanned emergency closings may be necessary due to weather or other unforeseen situations.

**Friday, January 1:** Closed for January 1 holiday

**Monday, January 18:** Closed for Martin Luther King Jr. Day

**Sunday, April 4:** Closed

**Friday, May 7:** Closed for staff in-service until 12:00pm

**Sunday, May 30:** Closed for Memorial Day holiday

**Monday, May 31:** Closed for Memorial Day holiday

**Sunday, July 4:** Closed for July 4 holiday

**Monday, July 5:** Closed for July 4 holiday

**Sunday, September 5:** Closed for Labor Day holiday

**Monday, September 6:** Closed for Labor Day holiday

**Friday, November 12:** Closed for staff in-service

**Wednesday, November 24:** Close early at 6:00 pm

**Thursday, November 25:** Closed for Thanksgiving Day holiday

**Friday, November 26:** Closed for Thanksgiving Day holiday

**Friday, December 24:** Closed for Christmas holiday

**Saturday, December 25:** Closed for Christmas holiday

**Sunday, December 26:** Closed for Christmas holiday

**Friday, December 31:** Close early at 6:00 pm

**Saturday, January 1, 2022:** Closed for January 1 holiday