

AGENDA

Library Board of Trustees-Verona Public Library

608-845-7180

Wednesday, May 6, 2020, 6:30 p.m.

Due to the COVID-19 pandemic, the Library Board of Trustees will hold its meeting as a virtual meeting. The Library Board of Trustees will not meet at the Verona Public Library, 500 Silent Street. 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 or 608-845-7180.

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

<https://zoom.us/j/93776163559>

Webinar ID: 937-7616-3559

Join the meeting via phone by dialing:

312-626-6799

Webinar ID: 937-7616-3559

The online meeting agenda and all support materials can be found at <http://www.veronapubliclibrary.org> or <https://www.ci.verona.wi.us/>. In addition to the public, all 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.

Call to order

- Approval of the Regular Meeting Minutes of 3/4/20
- Review and approval of March and April 2020 invoices
- City Council Liaison's report
- Library Director's report
- Old Business
 1. none
- New Business
 1. Discussion and possible action regarding the 2020 Adjacent County Reimbursement Requests
 2. Discussion of library closure and curbside pick-up service due to COVID-19
 3. Discussion and possible action regarding OverDrive Advantage
 4. Discussion and possible action regarding temporary assignments of library employees

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

Wednesday, March 4, 2020, 6:30 p.m.
Library Phone Number 608-845-7180

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

Call to order:

Hopp called the meeting to order at 6:30 p.m.

Approval of Regular Meeting Minutes:

A motion was made by Huemmer, seconded by Kurth to approve the Regular Meeting Minutes of 02/12/20. Motion carried.

Review and Approval of Invoices:

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

Public Comments:

None

City Council Liaison Report:

Cronin updated the board that Sarah Gaskell has accepted the Town of Verona planner position and is no longer on the city council and council will be appointing for the rest of her term. She further added that Whispering Coves groundbreaking is expected to happen in spring on the north side of the city. She also updated the board regarding early voting/in-person absentee voting dates/times as follows:

1. CITY HALL:

Tuesday, March 17th – Friday, March 27th : 8:00 a.m. – 4:30 p.m.

Monday, March 30th – Friday, April 3rd : 8:00 a.m. – 7:00 p.m.

2. VERONA PUBLIC LIBRARY:

Saturday, March 21st: 9:00 a.m. – 3:00 p.m.

3. VERONA SENIOR CENTER:

Tuesday, March 24th : 10:00 a.m. – 2:00 p.m.

Library Director's Report:

Burkart reported about the deep cleaning and sanitizing procedures taking place at the library to avoid the spread of the COVID-19 virus.

Old Business:

1. *Discussion and possible action regarding the 2019 DPI State of Wisconsin Library Annual Report:* A motion was made by Sohail, seconded by Kurth to approve the 2019

DPI State of Wisconsin Library Annual Report. Motion Carried. Hopp signed the annual report.

2. ***Discussion and possible action regarding annual library director evaluation:*** The board discussed the process of annual director evaluation and possibility of adopting the city pilot goal planning and evaluation form. The board and the director further discussed the items like endowment fund management, strategic planning and inclusivity assessment and teen program outreach for new high school to be added to 2020 goals.

New Business:

1. ***Discussion and possible action regarding the Adult Program Coordinator job description:*** A motion was made by Conwell, seconded by Huemmer to approve the Adult Program Coordinator job description as amended. Motion Carried.
2. ***Discussion and possible action regarding the Child Safety Policy:*** A motion was made by Kurth, seconded by Conwell to approve the Child Safety Policy as amended. Motion Carried.

Adjournment: Meeting adjourned at 7:22 p.m.

VERONA PUBLIC LIBRARY
DIRECTOR'S REPORT
March 2020

Covid-19 closure and curbside pick-up update:

On Monday, March 16 the library closed to the public to stop the spread of covid-19. During that time we have had extremely limited staff in the building for essential functions and continued to serve patrons in the following ways:

- Limited library staff was in the building M-F to answer phones/return messages and take care of basic building issues. Staff observe social distancing and the cleaners disinfected staff areas daily.
- Library staff created library cards or fix problems with library accounts by phone, email, or via an online form on the library website.
- With a library card, patrons have free access to ebooks and eaudiobooks through OverDrive and Libby. There are over 3000 emagazines available through RBDigital. Ancestry.com is now available from home (was previously in library only).
- Due dates for all materials were first extended to May 1, and now are extended until July 1. All library holds were also extended and will be available to patrons when we reopen if they do not choose to do curbside pick-up.
- The Youth Services staff is presenting several virtual story times a week and as well as book clubs, D&D club, Pokemon Club, virtual escape rooms, and other programs online.
- Some adult programs are also offered online.
- The library Wifi remains on and can be accessed from outside the building but does not extend into the parking lot.
- All library employees currently have the option to work from home on virtual programming, collection development, website & marketing projects, or professional development and training.
- Several building maintenance projects were been completed, including window washing and carpet cleaning. Public Works staff repainted the lobby and study rooms and installed new water bottle filler drinking fountains in the lobby.
- The library 5K Run/Walk fundraiser and kids' run on May 2 was changed to a virtual run. 150 people signed up to participate so far, which is a good result considering the circumstances.

Following the guidelines set out in the Governor's Safer at Home extension order, on Monday, April 27 the library began offering curbside pick-up of library materials. Curbside pick-up is available by appointment M-F from 9 - 6pm with time slots scheduled every 10 minutes. Library staff are working one person to a room and doing no-contact pick-ups with patrons at the curb. Every time slot has been filled this week so far and we are able to get items out to 60 households per day. Patron response has been overwhelmingly positive so far.

I. Collection Development

Books have been ordered per our ordinary schedule to keep up with demand once we reopen.

Newspaper delivery has been suspended until May 26.

Connie will be making the current issue of new magazines available in the catalog so Verona patrons will be able to request and check out the newest magazines.

Number of items added and deleted in March 2020:

Item Type	Added	Deleted
Books	729	769
Audio	9	19
Software	8	38
Video/DVD	82	31
Other (kits, etc.)	2	0
Magazines	125	58
TOTAL	955	915
YTD	2777	1645

II. Circulation

March 2020 Statistics: Closed 3/16/20 due to COVID-19

Self-check-outs	N/A
Total check-outs	29,964 (renewals)
Self-check-outs vs. desk	N/A
Mar. 2019 vs. Mar. 2020	-38.94%
Check-ins	18,078
Library cards added	74
Holds placed	7,277

III. Reference

Social Media Engagement:

Facebook: 3,267 followers, 137 posts/events
Twitter: 1,728 followers, 68 tweets
Instagram: 1,145 followers, 24 posts
Events Newsletter A: 12,074 recipients
Events Newsletter B: 12,049 recipients
WOTS Virtual Announcement Newsletter: 12,063 recipients
WOTS T-Shirt Deadline Newsletter: 12,042 recipients
Curb Side Pick Up Notice: 12,039 recipients

IV. Personnel and Staff Development

During the Safer at Home order, several of the pages have opted in to working from home options. These have included Ryan Dowd webinars, reading professional development books, and helping Theresa update the Tech Services assistant training manual. Connie Donkle has continued to catalog books and magazines from home, as well as working on library displays and sewing face masks for library staff.

While youth services staff have been busy with virtual programming, there has also been time for some staff development. Staff have read books for staff discussions as well as professional journals, participated in professional zoom meetings, and viewed webinars and videos that were more generally about library service or specific to youth services.

Mary and Leah continue to participate in Tween/Teen roundtable discussions with other local YS librarians. We share ideas for virtual programs, summer reading, etc.

V. Equipment and Physical Facilities

Nothing to report

VI. Administration and Internal Operations

Since we have been closed to the public for the past 6 weeks, Stacey and the library managers have been focused on developing virtual programming, shifting staff to remote work, and planning for curbside delivery service and the future re-opening of the facility.

VII. Marketing and Public Relations

Luke edited two storytime videos and created 90 individual graphics for programs and resources shared on social media.

Tonja created 40 event slides.

Mark created two boosted Facebook posts to promote the Virtual 5k.

Emma worked with Julie, Trudy, and Leah to create and share a Virtual Program Survey with patrons.

VIII. System and Interagency Cooperation

Luke created a coloring page to help promote the importance of completing the Census that was shared with the Governor's Complete Count Committee.

Emma signed up to be a member of the Mobile App Work Group to investigate new potential options for the LINKcat mobile app.

IX. Fundraising

The Virtual Word on the Street 5K Run/Walk and Kids' Run fundraiser is happening on Saturday, May 2 and 150 people have signed up to participate. We also retained many of our original sponsorships.

X. Events, Programs and Exhibits

Kid's Events and Programs:

Most virtual events were either pre-recorded and posted to YouTube, or live-streamed on Facebook with the recordings remaining for viewing. Because anything that is currently available continues to be viewed, the numbers below will only show the total viewership to date, with the most recent programs having

lower numbers. Final numbers for story times will be counted when they are removed in June, per publisher requirements. Data collected also includes the Facebook “reach” which counts the unique users who had the content enter their screen. After recording total “views,” I learned that a view is counted as 3 seconds, so I’ve added data for 1-minute views, which seems a more accurate number for actual viewership. YouTube counts around 30 seconds as a “view.” For virtual story times, our Facebook audience is typically around 80% women in the 35-44 age range. Most viewers are in Wisconsin, but some are from other states as well.

Virtual Story Times

These story times have been modeled after our regular story times, with a combination of books, songs, puppets and fingerplays for about 20 minutes. We were able to record and share one early in pandemic, which was featured by NBC15.

March 17 – Recorded story time with Mary, Leah and Julie on YouTube – 959 views

March 20 – Recorded story time with Marissa on YouTube – 366 views

March 26 – Recorded story time with Mary, Leah and Julie on YouTube – 107 views

March 31 – Livestream story time with Mary – 665 views, 142 1-minute views, 1474 reached

April 2 – Livestream story time with Leah – 696 views, 97 1-minute views, 1320 reached

April 2 – Livestream pajama story time with Amy – 375 views, 850 reached (this story time recording was removed after the livestream due to licensing)

April 3 – Livestream baby story time with Christi – 431 views, 56 1-minute views, 1166 reached

April 7 – Livestream story time with Marissa – 474 views, 92 1-minute views, 1288 reached

April 9 – Livestream story time with Julie – 475 views, 76 1-minute views, 982 reached

April 10 – Livestream baby story time with Christi – 354 views, 30 1-minute views, 1021 reached

April 14 – Livestream story time with Mary – 439 views, 63 1-minute views, 1029 reached

April 16 – Livestream story time with Leah – 538 views, 67 1-minute views, 1732 reached

April 17 – Livestream baby story time with Christi – 248 views, 32 1-minute views, 744 reached

April 21 – Livestream story time with Marissa – 617 views, 64 1-minute views, 1634 reached

April 23 – Livestream story time with Julie – 395 views, 46 1-minute views, 983 reached

Individual Books and Songs

March 25 – Recorded book with Amy – 49 views, 932 reached

April 14 – Recorded book in Spanish with Marissa – 37 views, 642 reached

April 18 – Recorded book with Julie – 17 views, 540 reached

April 20 – Recorded song with Mary and Ray – 81 views, 844 reached

Mad Libs

This livestream allows participants to suggest words in the comments to fill in the blanks in mad libs, which are then read live.

March 30 – 574 views, 59 1-minute views, 1161 reached

April 13 – 456 views, 31 1-minute views, 1657 reached

Pigeon Hunt

There was a community activity on April 4 & 5 encouraging families to draw the character Pigeon and place the drawing in a front window, with the community walking around that weekend to find them. There were 11 families that shared their Pigeon drawings with us. There isn’t a way to track how many families looked for them around town.

Mary Reads: read-aloud chapter books with Mary

Mary has read a few chapters per day of a chapter book. Due to licensing, *Princess in Black* recordings were removed after a day.

Bad Guys

April 6 – 374 views, 28 1-minute views, 766 reached

April 8 – 269 views, 13 1-minute views, 615 reached

April 10 – 138 views, 7 1-minute views, 386 reached

The Princess in Black

April 13 – 247 views, 13 1-minute views, 658 reached

April 15 – 215 views, 11 1-minute views, 580 reached

April 17 – 199 views, 10 1-minute views, 563 reached

Tales of Beedle the Bard

April 20 - 402 views, 24 1-minute views, 955 reached

April 22 – 277 views, 12 1-minute views, 661 reached

Tween Escape Room

This registered program for school-age kids uses breakout.edu for virtual escape rooms.

April 7 – 4 participants

April 21 – 4 participants

Donut County Discord Hang out with Dusty and Mary

Mary played Donut County on Discord. Dusty and Mary responded to participants who asked questions in Discord chat. Participants talked about what they were playing, watching, reading, and listening to.

April 9 – 3 participants

April 16 – 3 participants

April 23 – 4 participants

Disney Trivia (all ages)

April 20 – 32 teams

Upcoming Kids' Events:

Virtual story times (regular, baby and pajama) are on the calendar through May 24, as well as other already-established virtual programs like escape rooms and read-alouds. There are a few other new ideas we may also implement in May that aren't scheduled yet.

For the summer reading program, DPI is planning to support public libraries with a product called Beanstack that enables us to do virtual tracking and prizes. Youth services librarians are completely re-imagining the summer reading program to make as much of it as virtual as possible, though we hope to provide a paper form for those without internet access. We still hope to distribute coupons and books as reading incentives. The grand prizes will now be based on a system where readers can earn tickets for doing different activities.

Four performers were already contracted for the summer, and Julie is working with them to consider alternatives such as livestreaming their performances.

Teen Events:

Teen Escape Rooms

Looking at a shared screen with clues, teens used critical thinking skills to solve puzzles and open locks. The first room focused on mapping and navigating a city, while the second focused on problem solving and literacy skills.

April 7, 2:00 – 2:40 p.m. attendees: 6

April 21, 2:00 – 2:55 p.m. attendees: 6

Teen Jackbox Gaming

Thursdays, 3:30 – 5:00 p.m.

Teens played virtual group games together involving trivia and creative writing/drawing.

April 9, attendees: 2

April 23, attendees: 5

Teen D&D (2 groups)

Wednesdays, 3:30 – 5:00 p.m.

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

April 15, attendees: 4

April 22, attendees: 4

Anime/Manga Club

Thursday, April 16, 4:00 – 4:45 p.m.

Attendees: 2

Teens played Japanese games virtually.

So far, we have received a lot of positive feedback on the virtual teen events. Here are some parent responses:

“Thank you so much for doing this. These library events are the only socialization [my teen] is getting these days. I really appreciate it!”

“[My teen] turned 17 today, and she mentioned getting to do that was actually a highlight. It’s the closest to a birthday party she was going to get!”

Upcoming Teen Events:

There are more Teen escape rooms, D&D, and Jackbox gaming dates on the calendar. More events may be added as we evaluate the desire and need for virtual programming and plan for summer.

Adult Classes & Events:

Mind and Meditation

Prajakta Date, a certified yoga teacher, presented a 30 minute guided meditation online using Zoom.

March 30, Attendees: 17

March 31, Attendees: 13

April 1, attendees: 9

April 2, attendees: 12

April 6, attendees: 8

April 7, attendees: 8

April 8, attendees: 7
April 9, attendees: 6
April 13, attendees: 9
April 14, attendees: 8
April 15, attendees: 6
April 16, attendees: 6

Yoga and Meditation

Saturdays April 11 and 18, 6:00-7:00 pm

Prajakta Data, a certified yoga teacher, presented this class that included light to moderate yoga and breathing exercise followed by a guided mediation.

April 11, attendees: 4
April 18, attendees: 4
April 25, attendees: 4

Books 'n Booze Book Club

Thursday, April 23rd, 6:00-7:00 pm

Virtual discussion of *The Soul of an Octopus* by Sy Montgomery

Attendees: 11

Upcoming Adult Classes and Events:

Virtual: Your Garden Can Feed You All Year

Tuesday, May 12, 6:30 pm

With the right planning you can eat food from your garden all year long. Megan Cain, author and creative gardener, will teach you how to have your earliest harvest ever in spring, keep the momentum going in summer through succession planting, and have a robust fall garden that feeds you all the way to holiday gatherings. Using simple techniques, you can extend the fruits of your labor into more months of the year so you're getting the most food possible from your garden.

Virtual: Strategies to Prevent Basement Flooding

Wednesday, May 13, 6:30-8:00 pm

Most homeowners don't realize that with a little bit of planning, a few simple rules, and some basic landscaping tools, they can avoid ending up with a basement full of water as the seasons change. Whether this is a reoccurring issue for you or a future concern, Project Home is here to help. Their experts have corrected water runoff issues for numerous homeowners over the last seven years and will be at the library to teach you strategies for preventing basement flooding that you can do on your own--or with the help of a few friends--and with no large machinery involved. Presented in partnership with Project Home. Sponsored by State bank of Cross Plains.

Books 'n Booze

May 28 (via Zoom), Choose Your Own Book Discussion

Books 'N Booze is a book club for people who are interested in having a blast while discussing fun books and meeting new people.

Virtual: English Classes for Adults

June 1-July 20

Participants will learn English communication skills centered around mailing students free level-appropriate English textbooks and supplementing lessons with custom made YouTube videos, recordings,

and audio files sent to learners via text message. This class is presented in partnership with the Literacy Network. For more information and to register, call the Literacy Network at 608-244-3911.

Virtual: Green Burial

Thursday, July 16, 6:30-7:30 pm

Shedd Farley, Director of the Linda and Gene Farley Center for Peace, Justice, and Sustainability, will explain the philosophy and practice behind natural burial, as well as the history of the center.

Exhibits:

Wolves and Wild Lands in the 21st Century Traveling Exhibition

September 2 – October 28, 2020

Wolves and Wild Lands in the 21st 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.

XI. Outreach

Open Book Discussion

Wednesday, April 22

Emma and Marissa led attendees in a virtual book group where no specific book was discussed. Instead, attendees discussed and recommended books they had read recently or planned to read soon. Many titles were shared and participants said they enjoyed the discussion.

Attendees: 4

Upcoming Outreach Events

None scheduled at this time. Marissa has been doing online programming with the rest of the Youth Services Team.



South Central Library System

4610 S. Biltmore Lane • Madison, WI 53718
608/246-7973 • FAX 608/246-7958 • TDD 608/246-7974

Date: March 6, 2020
To Library Board & Director, **Verona (VER)**
From Mark Ibach, South Central Library System
RE: 2020 Adjacent County Reimbursement Requests

The South Central Library System, with your permission, will request adjacent county reimbursements on behalf of your library per Wisconsin State Statute 43.12(2). Based upon information reported on your library's 2019 Wisconsin Public Library Annual Report, your library is eligible to request the estimated reimbursement from the following counties. **Do not use these estimates for budgeting purposes.**

Adjacent County	Amount Eligible to Request – payable in 2021 (70% minimum reimbursement level)	Do you want SCLS to bill this county for this amount?
Jefferson	\$82.32	<input checked="" type="radio"/> Yes No
Iowa	\$4,758.10	<input checked="" type="radio"/> Yes No
Columbia	\$787.92	<input checked="" type="radio"/> Yes No
Sauk	\$2,208.53	<input checked="" type="radio"/> Yes No
Green	\$13,839.17	<input checked="" type="radio"/> Yes No
Rock	\$919.63	<input checked="" type="radio"/> Yes No
Dodge	\$14.11	<input checked="" type="radio"/> Yes No

1. Please indicate above whether your library would like us to "bill" the adjacent county—**CIRCLE YES OR NO**
2. Please sign and date below—both Library Board President and Library Director.

When authorized by this completed form, SCLS will "bill" the adjacent county (a confirmation e-mail will be sent to your library director with the final reimbursement amounts). July 1, 2020, is the deadline for counties to be billed; counties are then required to pay your library no later than March 1, 2021. We will request that the reimbursement check be sent directly to your library and made payable to your library. In order for us to submit the reimbursement requests in a timely manner, **please return this completed form (via fax, e-mail, or system delivery) to my attention no later than April 15, 2020.**

Please contact me via e-mail (mibach@scls.info) or phone (608-246-5612) if you have questions.

The **Verona (VER)** Board of Trustees and the Library Director authorize SCLS to submit the adjacent county reimbursement requests listed above:

Signature of Library Board President

Date

Stacey Burkart
Signature of Library Director

4/13/20
Date

**LIBRARY
PROPOSED 2020 BUDGET**

	ACTUAL	6/30 ACTUAL	ADOPTED BUDGET	PROJECTED	PROPOSED	% INCR (DECR)
200-00000	2018	2019	2019	2019	2020	
REVENUES						
41110 TAX LEVY OPERATIONS	\$ 792,084	\$ 910,829	\$ 910,829	\$ 910,829	\$ 1,040,941	
41110 TAX LEVY DEBT SERVICE	327,858	330,244	330,244	330,244	284,719	
43792 SOUTH CENTRAL LIBRARY SYSTEM	-	-	1,625	1,625	1,625	
43790 DANE COUNTY	610,606	659,926	659,926	659,926	733,686	
43791 DC FACILITY REIMBURSEMENT	189,043	214,686	214,686	214,686	231,581	
46710 FINES/FORFEITURES	30,711	5,328	9,000	10,654	10,000	
46711 COPIES	6,498	3,876	6,300	7,752	7,000	
46712 FAX	996	481	1,000	962	1,000	
46713 MISCELLANEOUS	15,856	21,004	21,002	21,002	15,691	
48500 DONATIONS	50,285	22,468	35,000	35,000	35,000	
49200 TRF FROM OTHER FUNDS (APPLY TO DEBT)	55,000	55,000	55,000	55,000	107,000	
TOTAL LIBRARY REVENUES	\$ 2,078,937	\$ 2,223,842	\$ 2,244,612	\$ 2,247,680	\$ 2,468,243	9.96%

**VERONA PUBLIC LIBRARY
PROPOSED 2020 BUDGET**

	ACTUAL	6/30 ACTUAL	ADOPTED BUDGET	PROJECTED	PROPOSED	% INCR (DECR)
200-00000	2018	2019	2019	2019	2020	
PERSONNEL SERVICES						
51100 SALARIES AND WAGES	909,692	495,637	1,021,225	\$ 1,021,225	\$ 1,132,618	
51102 LONGEVITY	8,437	4,831	11,542	11,542	12,749	
52200 HEALTH INSURANCE	103,756	46,131	87,854	87,854	94,284	
52201 DENTAL INSURANCE	10,253	5,664	10,608	10,608	15,718	
52202 SOCIAL SECURITY	68,432	37,503	79,007	79,007	87,621	
52203 LIFE INSURANCE	1,148	405	1,283	1,283	1,250	
52204 WISCONSIN RETIREMENT	45,774	23,296	46,517	46,517	50,286	
52205 INCOME CONTINUATION	-	-	-	-	-	
TOTAL PERSONNEL SERVICES	\$ 1,147,492	\$ 613,467	\$ 1,258,036	\$ 1,258,036	\$ 1,394,526	10.85%
OPERATING EXPENDITURES						
53413 OTHER CONTRACTUAL	\$ 44,542	\$ 24,983	\$ 48,921	\$ 59,439	\$ 62,823	
53601 UTILITIES	50,612	25,311	60,800	50,622	53,800	
53603 COMMUNICATIONS	17,732	8,674	16,144	17,348	20,746	
53509 REPAIR/MAINTENANCE SERVICES	24,486	28,794	37,775	37,775	37,775	
53307 RECRUITMENT	14	28	100	28	100	
53301 OFFICE SUPPLIES	-	-	-	-	-	
53304 MEMBERSHIP AND DUES	1,212	526	1,615	1,615	1,615	
53702 TRAVEL AND MEALS	7,127	2,204	6,600	6,600	6,600	
53701 CONFERENCE AND TRAINING	4,887	428	4,030	4,030	4,030	
53330 OTHER SUPPLIES AND EXPENSES	36,970	22,159	39,440	39,440	49,460	
53405 DATA PROCESSING/LINK	106,557	109,398	118,852	118,852	120,342	
53810 INSURANCE	12,960	14,111	14,500	14,500	14,500	
53503 RENTS/LEASES	9,842	3,986	10,099	10,099	10,099	
53415 EVENTS	14,504	6,752	23,860	23,860	28,210	
53310 GRANT/GIFT EXPENSE	56,561	22,614	-	37,614	35,000	
TOTAL OPERATING EXPENDITURES	\$ 388,006	\$ 269,968	\$ 382,736	\$ 421,822	\$ 445,100	16.29%
MATERIALS AND OUTLAY						
53311 ADULT BOOKS	\$ 48,990	\$ 19,513	\$ 59,175	\$ 60,135	\$ 62,400	
53312 JUVENILE BOOKS	57,486	29,920	62,100	63,060	65,462	
53313 VIDEO MATERIALS	19,591	6,480	17,955	17,955	17,955	
53314 AUDIO MATERIALS	11,511	3,497	13,520	13,520	13,520	
53315 ELECTRONIC MEDIA	14,923	15,992	29,086	29,086	30,286	
53316 MAGAZINE SUBSCRIPTIONS	7,153	7,498	7,500	7,500	8,675	
54903 EQUIPMENT CAPITAL OUTLAY	120,226	9,989	-	18,186	-	
54904 INFRASTRUCTURE OUTLAY	48,659	-	-	-	-	
54906 OFFICE EQUIPMENT OUTLAY	10,174	14,262	20,600	20,600	16,600	
TOTAL MATERIALS AND OUTLAY	\$ 338,713	\$ 107,151	\$ 209,936	\$ 230,042	\$ 214,898	2.36%
RESERVE EXPENDITURES						
55101 RESERVE FUNDED EXPENDITURES	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ 22,000	
TOTAL LIBRARY BUDGET	\$ 1,874,211	\$ 990,586	\$ 1,870,708	\$ 1,929,900	\$ 2,076,524	11.00%
DEBT SERVICE						
58100 PRINCIPAL	\$ 325,000	\$ 335,000	\$ 335,000	\$ 335,000	\$ 350,000	
58200 INTEREST	57,858	50,244	50,244	50,244	41,719	
TOTAL DEBT SERVICE	\$ 382,858	\$ 385,244	\$ 385,244	\$ 385,244	\$ 391,719	1.68%
TOTAL LIBRARY EXPENDITURES	\$ 2,257,069	\$ 1,375,830	\$ 2,255,952	\$ 2,315,144	\$ 2,468,243	9.41%

Acct No.	Description	DEPT USE-DATA ENTRY AREA				Formula Driven - No Data Entry Required						
		Hours	FTE	Annual Salary	Total Wages	2018 Year End Actual	2019 6 Mos Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Dept. Request	Adjust. Increase (Decrease)	2020 Proposed
200 00000												
51100	Salaries and Wages											
0.00%	Stacey Burkart/Library Director	2080	1.00	86,025	86,025						1,721	87,746
1.26%	Emma Cobb/Head of Reference	2080	1.00	57,673	57,673						1,894	59,567
1.84%	Ronda Evenson/Head of Circulation	2080	1.00	59,259	59,259						2,297	61,556
2.64%	Lorandos, Trudy/Adult Program Coord	2080	1.00	59,259	59,259						2,781	62,040
0.92%	Theresa Skov/Head of Tech Services	2080	1.00	59,259	59,259						1,741	61,000
2.58%	Julie Harrison /Assist Library Director	2080	1.00	68,689	68,689						3,182	71,871
0.92%	Mary Ostrander/Youth Svces Librarian	2080	1.00	51,328	51,328						1,509	52,837
1.54%	Leah Portz/Youth Services Librarian	2080	1.00	52,740	52,740						1,883	54,623
2.26%	Mark Cullen/Reference Librarian	2080	1.00	49,955	49,955						2,151	52,106
2.30%	Marisa Gehrke/Community Engagem	2080	1.00	48,618	48,618						2,113	50,731
	NEW Reference Librarian/Communic	2080	1.00	46,050	46,050							46,050
COLA percent not official	2.00% Subtotal Full Time Wages				638,855							
	Estimated Current Year				587,798	909,692	495,637	1,021,225	587,798	638,855	21,272	660,127
51102	Longevity											
15	3/8/2005 Stacey Burkart/Library Director	\$ 86,025	3.00%	1.00	2,581						52	2,633
3	7/17/2017 Emma Cobb/Head of Reference	\$ 51,996	0.00%	1.00	0						0	0
16	1/19/2004 Trudy Lorandos/Adult Program Coord	\$ 59,259	3.00%	1.00	1,778						83	1,861
24	5/1/1996 Ronda Evenson/Head of Circulation	\$ 59,259	4.00%	1.00	2,370						92	2,462
16	6/7/2004 Connie Donkle/Library Assistant	\$ 25,646	3.00%	1.00	769						15	784
11	1/22/2009 Julie Harrison/Assist Library Director	\$ 68,689	2.00%	2.00	1,374						111	1,485
11	1/29/2009 Tonja Lepien/Reference Librarian	\$ 25,667	2.00%	1.00	513						24	537
5	8/24/2015 Mary Ostrander /Youth Svces Librarian	\$ 51,328	1.00%	0.00	513						0	513
4	2/8/2016 Mark Cullen/Reference Librarian	\$ 49,955	0.00%	0.00	0						0	0
8	6/11/2012 Leah Portz/Youth Services Librarian	\$ 52,740	1.00%	0.00	527						0	527
11	8/31/2009 Theresa Skov/Head of Tech Services	\$ 59,259	2.00%	1.00	1,185						64	1,249
5	5/4/2015 Elizabeth Strutz/Admin Assistant	\$ 20,332	1.00%	1.00	203						15	218
12	6/7/2008 Margaret Nelson/Library Assistant	\$ 20,800	2.00%	1.00	416						64	480
	Subtotal Longevity				12,229							
	Estimated Current Year				11,542	8,437	4,831	11,542	11,542	12,229	520	12,749
	Part Time Wages											
	Nonexempt											
2.06%	Library Asst-Nelson	1040	0.50	20.00	20,800						853	21,653
0.00%	Library Asst-Donkle	1248	0.60	20.55	25,646						513	26,159
2.53%	Ref Librarian-Lepien	1040	0.50	24.68	25,667						1,175	26,842
	Subtotal Non Exempt				72,113							
	Exempt											
0.00%	Library Asst/Meuth	832	0.40	17.00	14,144						283	14,427
0.00%	Library Asst/Mrochek	1040	0.50	17.00	17,680						354	18,034
1.42%	Library Asst/Spranger	1040	0.50	17.47	18,169						626	18,795
2.52%	Library Asst/Imperl	832	0.40	17.47	14,535						665	15,200
2.64%	Library Asst/Becker	1040	0.50	17.47	18,169						852	19,021
2.64%	Library Asst/Richardson	1040	0.50	18.44	19,178						900	20,078
1.85%	Admin Assistant/Strutz	1040	0.50	19.55	20,332						791	21,123
0.00%	Library Asst/Anderson	832	0.40	17.00	14,144						283	14,427
0.92%	Library Asst/Sandler	1040	0.50	17.47	18,169						533	18,702

2.64%	Youth Serv Library Asst/Makos	1248	0.60	18.51	23,100					462	23,562	
0.80%	Library Asst/Schroeer	832	0.40	17.00	14,144					283	14,427	
0.00%	Library Asst/Augspurgen	832	0.40	17.47	14,535					291	14,826	
0.00%	Library Asst/Doing	832	0.40	17.47	14,535					291	14,826	
0.00%	Library Asst/Matulat	832	0.40	17.47	14,535					291	14,826	
0.00%	Youth Serv Library Asst/Adams	1040	0.50	18.51	19,250					385	19,635	
0.91%	Youth Serv Library Asst/Karls	1040	0.50	18.51	19,250					385	19,635	
	NEW Library Assistant	1040	0.50	16.87	17,545						17,545	
	NEW Reference Library Assistant	416	0.20	16.87	7,018						7,018	
	NEW Reference Library Assistant	416	0.20	16.87	7,018						7,018	
	Summer Libr Prgm LTE/	288	0.14	18.25	5,256					0	5,256	
	Summer Libr Prgm LTE/	0	0.00	0.00	0					0	0	
	Subtotal Exempt				310,706							
	<u>PAGES</u>										0	
	Page II	520	0.25	12.50	6,500					0	6,500	
	Page II	520	0.25	12.50	6,500					0	6,500	
	Page II	520	0.25	12.50	6,500					0	6,500	
	Page II	520	0.25	12.50	6,500					0	6,500	
	NEW Page II	520	0.25	12.50	6,500					0	6,500	
	NEW Page I	416	0.20	10.50	4,368					0	4,368	
	Page I	520	0.25	10.50	5,460					0	5,460	
	Page I	520	0.25	10.50	5,460					0	5,460	
	Page I	520	0.25	10.50	5,460					0	5,460	
	Page I	416	0.20	10.50	4,368					0	4,368	
	Page I	416	0.20	10.50	4,368					0	4,368	
	Page I	416	0.20	10.50	4,368					0	4,368	
	Page I	416	0.20	10.50	4,368					0	4,368	
	Page I	416	0.20	10.50	4,368					0	4,368	
	Page I	416	0.20	10.50	4,368					0	4,368	
	Page I	416	0.20	10.50	4,368					0	4,368	
	Page I	416	0.20	10.50	4,368					0	4,368	
	Subtotal Pages (Exempt)	7,072			79,456							
	Subtotal Part Time Wages				462,275							
COLA rate unofficial	2.00%											
	Estimated Current Year				433,427				433,427	462,275	10,216	472,491
52200	Health Insurance		<u>Month</u>	<u>%</u>	<u>Total</u>							
	Stacey Burkart - Unity UW	Family	1,504.40	100.00%	18,053					0	18,053	
	Ronda Evenson - Unity UW	Single	613.56	100.00%	7,363					0	7,363	
	Trudy Lorandos - Unity UW	Single	613.56	100.00%	7,363					0	7,363	
	Emma Cobb - Unity UW	Single	613.56	100.00%	7,363					0	7,363	
	NEW- Unity UW	Family	1,504.40	100.00%	10,531					0	10,531	
Waived	Mary Ostrander									0	0	
	Mark Cullen	Family	1,504.40	100.00%	18,053					0	18,053	
	Marissa Gehrke- Unity UW	Single	613.56	100.00%	7,363					0	7,363	
	Connie Donkle - UW Health	Family	1,504.40	60.00%	10,832					0	10,832	
Waived	Theresa Skov									0	0	
	Leah Portz - Unity UW	Single	613.56	100.00%	7,363					0	7,363	
Waived	Tonja Lepien - Unity UW									0	0	
Waived	Elizabeth Strutz									0	0	
Waived	Julie Harrison	Family								0	0	
	Christine Makos	Single	613.56	50.00%	3,681					0	0	
	Subtotal Health Insurance				97,965							
	Estimated Current Year				87,854	103,756	46,131	87,854	87,854	97,965	0	94,284
52201	Dental Insurance	<u>Employee</u>	<u>Family</u>	<u>EE/Child</u>	<u>EE/Spouse</u>							
	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	

Waived	Eligible	Trudy Lorandos	545	0	0	0						0	545		
		New FT Position	0	1,924	0	0							0	1,924	
		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	1,924	0	0							0	1,924	
		Michael Richardson	273	0	0	0							0	273	
		New PT Position	0	962	0	0							0	962	
		Change % PT Position	0	962	0	0							0	962	
		Total Dental Plan Premiums	\$3,870	\$10,775	\$0	1,074							0	0	
		Subtotal Dental Insurance		ALL COVERAGES			15,718								
		Estimated Current Year					10,608	10,253	5,664	10,608	10,608	15,718	0	15,718	
		52202	Social Security	<u>Wages</u>	<u>FICA</u>	<u>Medicare</u>	<u>Total S.S.</u>								
		\$ 1,113,359	6.20%	1.45%	85,172						2,449	87,621			
Subtotal Social Security					85,172										
Estimated Current Year					79,007	68,432	37,503	79,007	79,007	85,172	2,449	87,621			
52203	Life Insurance	12/31/2020	<u>Wages (000)</u>	<u>Mo./\$1000</u>	<u>Total</u>										
		Stacey Burkart	\$ 88	0.12	127						0	127			
	waived	Mark Cullen	\$ 53	0.22	140						0	140			
		Julie Harrison	0	0.12	0						0	0			
		Theresa Skov	\$ 61	0.07	51						0	51			
	waived	Leah Portz	\$ 55	0.06	40						0	40			
		Tonja Lepien	0	0.12	0						0	0			
		Connie Donkle	\$ 27	0.49	159						0	159			
		Ronda Evenson	\$ 62	0.12	89						0	89			
		Marissa Gehrke	\$ 47	0.05	28						0	28			
		Emma Cobb	\$ 0	0.06	0						0	0			
		Trudy Lorandos	\$ 63	0.49	370						0	370			
		Mary Ostrander	\$ 53	0.06	\$ 38						0	38			
		Subtotal Life Insurance			1,042						0	0			
		Plus Administration Fee		20.00%	208						0	208			
Subtotal Life Insurance					1,250										
Estimated Current Year					1,283	1,148	405	1,283	1,283	1,250	0	1,250			
52204	WI Retirement		<u>Wages</u>	<u>WRS Rate</u>	<u>Total WI Retire</u>										
		Full Time Wages	\$ 638,855	13.50%	86,245						2,872	89,117			
		Longevity	12,229	13.50%	1,651						70	1,721			
		Part Time Wages	72,113	13.50%	9,735						0	9,735			
		Less: WRS Employee Contribution	\$ 723,197	6.75%	(48,816)						-1,471	-50,287			
Subtotal WI Retirement					48,815										
Estimated Current Year				2017	46,517	45,774	23,296	46,517	46,517	48,815	1,471	50,286			
52205	Income Continuati		<u>Wages</u>	<u>Rate</u>	<u>PREM HO</u>	<u>Total</u>									
		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
	Subtotal Income Continuation					\$ 0							
	Estimated Current Year					\$ 0	0	0	0	0	0	0	0
	TOTAL PERSONNEL SERVICES					1,362,279	\$ 1,147,492	\$ 613,467	\$ 1,258,036	\$ 1,258,036	\$ 1,362,279	\$ 35,928	\$ 1,394,526
53413	Other Contractual	Professional audit	<i>Annual audit performed by Baker Tilly</i>			1,700						0	1,700
		BS&A software license				594						0	594
		Janitorial services				33,360						0	33,360
		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)				7,390							7,390
		Ahern fire sprinkler inspection				483							483
						0							0
		Subtotal Professional Svces.				62,823							
		Estimated Current Year				48,921	44,542	24,983	48,921	59,439	62,823	0	62,823
53601	Utilities		Madison Gas Alliant (Elec) Wtr,swr,storm										
		Utilities	10,400	39,000	4,400	53,800						0	53,800
		Subtotal Utilities		0	0	53,800							
		Estimated Current Year	8,844	40,469	4,377	60,800	50,612	25,311	60,800	50,622	53,800	0	53,800
53603	Communications		TDS Phone Other										
		Communications	12,196	8,550		20,746						0	20,746
		Subtotal Communications				20,746							
		Estimated Current Year				16,144	17,732	8,674	16,144	17,348	20,746	0	20,746
53509	Repair/Mtce Services	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
		Subtotal Repair/Mtce Services				37,775							
		Estimated Current Year				37,775	24,486	28,794	37,775	37,775	37,775	0	37,775
53307	Recruitment	Ads/travel/background checks				100						0	100
		Subtotal Office Supplies				100							
		Estimated Current Year				100	14	28	100	28	100	0	100
53301	Office Supplies	Office Supplies	move to 340 cross functional supplies			\$ 0						0	0
		Subtotal Office Supplies				\$ 0							
		Estimated Current Year				\$ 0	0	0	0	0	0	0	0
53304	Memberships/Dues	WI Library Association	6 Memberships			795						0	795
		Other/ALA	4 ALA/PLA Memberships			820						0	820
		Subtotal Memberships/Dues				1,615							
		Estimated Current Year				1,615	1,212	526	1,615	1,615	1,615	0	1,615
53702	Travel & Meals	Mileage Reimbursement-Airfare				1,500						0	1,500
		Lodging/Meals				3,500						0	3,500
		Parking/Driving Mileage				1,600						0	1,600
		Subtotal Travel				6,600							
		Estimated Current Year				6,600	7,127	2,204	6,600	6,600	6,600	0	6,600
53701	Training & Conf	WLA/WAPL/SCLS				1,785						0	1,785
		ALA/PLA				1,545						0	1,545
		Staff Training				700						0	700
		Subtotal Education				4,030							

		Estimated Current Year	63,060	57,486	29,920	62,100	63,060	65,200	0	65,462
53313	Video/DVD/Games	DVDs/Blu-ray/Wii/Streaming video devices	17,955						0	17,955
		Subtotal Operating Equipment	17,955							
		Estimated Current Year	17,955	19,591	6,480	17,955	17,955	17,955	0	17,955
53314	Audio Materials	Audio Materials	13,520						0	13,520
		Subtotal Operating Equipment	13,520							
		Estimated Current Year	13,520	11,511	3,497	13,520	13,520	13,520	0	13,520
53315	Electronic Media	SCLS Databases/e-content/OverDrive	30,286						0	30,286
		Subtotal Operating Equipment	30,286							
		Estimated Current Year	29,086	14,923	15,992	29,086	29,086	30,286	0	30,286
53316	Magazine Subscriptions	Periodicals	8,675						0	8,675
		Subtotal Operating Equipment	8,675							
		Estimated Current Year	7,500	7,153	7,498	7,500	7,500	8,675	0	8,675
54903	Equipment Capital Outlay		-						0	0
		Subtotal Building Improvement	-							
		Estimated Current Year	-	120,226	9,989	0	18,186	0	0	0
54904	Infrastructure Outlay		-						0	0
		Subtotal Building Improvement	-							
		Estimated Current Year	-	48,659	0	0	0	0	0	0
54906	Office Equip Outlay	laptop lab	600						0	600
		memory lab/scanning equip	1,000						0	1,000
		computer updates	15,000						0	15,000
		Subtotal Operating Equipment	16,600							
		Estimated Current Year	20,600	10,174	14,262	20,600	20,600	16,600	0	16,600
		Subtotal Operating Equipment		\$ 338,713	\$ 107,151	\$ 209,936	\$ 230,042	\$ 214,386	\$ 0	\$ 214,898
		TOTAL MATERIALS AND OUTLAY		\$ 338,713	\$ 107,151	\$ 209,936	\$ 230,042	\$ 214,386	\$ 0	\$ 214,898
59203	Fund Balance Applied	Reserves	22,000						0	22,000
		Subtotal Library General Bldg	22,000						0	0
		Estimated Current Year	20,000	0	0	20,000	20,000	22,000	0	22,000
		Subtotal Operating Equipment Grant / Reserve Funded		\$ 0	\$ 0	\$ 20,000	\$ 20,000	\$ 22,000	\$ 0	\$ 22,000
58100	Debt Service	Principal	350,000						0	350,000
		Subtotal Debt Principal	350,000							
		Estimated Current Year	335,000	325,000	335,000	335,000	335,000	350,000	0	350,000
58200	Debt Service	Interest	41,719						0	41,719
		Subtotal Debt Interest	41,719							
		Estimated Current Year	50,244	57,858	50,244	50,244	50,244	41,719	0	41,719
		TOTAL DEBT SERVICE		\$ 382,858	\$ 385,244	\$ 385,244	\$ 385,244	\$ 391,719	\$ 0	\$ 391,719
		TOTAL LIBRARY		\$ 2,257,069	\$ 1,375,830	\$ 2,255,952	\$ 2,315,144	\$ 2,435,484	\$ 35,928	\$ 2,468,243
				In Balance	In Balance	In Balance	In Balance			In Balance