



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**BOARD OF TRUSTEES
MEETING AGENDA
August 18, 2021, 6:00pm
Tolzman Community Room**

- I. Pledge of Allegiance**
- II. Call to Order, Verification of Posting, Roll Call**
- III. Announcements**
- IV. Public Comment** (All parties wishing to speak must sign in prior to the start of the meeting. Limit of 5 min./person. Written public comments may be sent to the Business Manager's Office via email at cjacobson@flwlib.org at least two hours prior to the meeting.)
- V. Approval of Minutes**
 - A. Action Item: Approval of the Minutes of the July 21, 2021 Meeting
- VI. Financial Reports**
 - A. Revenue and Expense Reports for July 2021
 - B. Action Item: Accounts Payable for July 2021
- VII. Committee Reports**
 - A. Finance
 - B. Advocacy
 - C. Personnel
- VIII. President's Report – J. Hitchcock**
- IX. Staff Reports**
 - A. Library Operations Report
 - B. Director's Report
 - C. Staff Reports
 - i. Access Services Manager
 - ii. Business Manager
 - iii. Patron Services Manager
- X. Other Business**
 - A. Discussion and Possible Action: COVID-19 Protocols
 - B. Discussion: Wage Comparisons and 2021 Wages
- XI. New Business**
 - A. Discussion: Aspirational 2022 Budget
- XII. Trustee Training & System/State Library Update**
- XIII. Future Meeting Dates**
 - A. Board of Trustees Meeting: **Thursday, September 23, 2021, 6pm**

B. Other Meetings:

XIV. Adjourn

JanaLee Hitchcock, President

Posted: August 13, 2021



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees July 21, 2021 Meeting Unapproved

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on July 21, 2021 at 6:00 p.m. in the Library's Tolzman Community Room.

I. Pledge of Allegiance

JanaLee Hitchcock led the Pledge of Allegiance.

II. Call to Order, Verification of Posting, Roll Call

JanaLee Hitchcock called the meeting to order at 6:01 pm.

Posting of notice as of July 16, 2021 was verified.

Trustees present: JanaLee Hitchcock, President; Catherine Perry, Vice President; Mimi Rosing, Secretary; Jennifer Bogli, Treasurer; Jennifer Abraham and Maria Gonzalez-Cerra.

Trustees Absent: Rachel Burner, Lauren Croix and Jefferey Hansher.

Staff Present: Rachel Muchin Young, Library Director; Ashley Pike, Patron Services Manager; Amanda Kloppmann, Access Services Manager and Craig Jacobson, Business Manager.

III. Announcements

None at this time.

IV. Public Comment (Limit of 5 min./person)

None at this time.

V. Approval of Minutes

A. Action Item: Minutes of the June 16, 2021 Meeting

Jennifer Bogli moved to approve the minutes of the June 16, 2021 Board of Trustees Meeting. Maria Gonzalez-Cerra seconded. Motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for June 2021

The reports included in the Board Packet. There is nothing unexpected for this time of the year and with the Library's current level of operations.

B. Action Item: Accounts Payable Statement for June 2021

Maria Gonzalez-Cerra moved to approve the Accounts Payable Statement for June 2021 in the amount of \$85,912.26. Mimi Rosing seconded. Motion carried.

VII. Committee Reports

A. Finance

Jennifer Bogli reported that a meeting was held on June 29, 2021. Wendi Unger, CPA from Baker Tilly US, presented the 2020 Fiscal Year Audit Summary to the Committee. The audit expressed a clean and unmodified opinion, finding no significant issues with the Library's financial operations. Also discussed at the meeting were revisions to the Library's credit card policy and a review of the Library's financial statements.

B. Advocacy

JanaLee Hitchcock reported that no meeting was held.

C. Personnel

Mimi Rosing reported that a meeting was held on July 20, 2021. The Committee discussed wage comparisons, federal holidays and a potential professional development day.

VIII. President's Report

JanaLee Hitchcock expressed that she was happy to be back to in-person meetings.

IX. Staff Reports

A. Library Operations Report

The statistical summary for June was included in the Board Packet. Library Director Rachel Muchin Young offered context on the statistics and commented on activity trends.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young reported further on her activities for the month. Ms. Muchin Young commented further on the search process for the Monarch Library System Director as well as the upcoming Trustee Training Week.

C. Staff Reports:

i. Access Services Manager

The written report was included in the Board Packet. Amanda Kloppmann reported on her activities for the month.

ii. Business Manager

The written report was included in the Board Packet. Craig Jacobson reported on his activities for the month.

iii. Patron Services Manager

The written report was included in the Board Packet. Ashley Pike reported on her activities for the month.

X. Other Business

A. Discussion and Possible Action: COVID-19 Protocols

No changes or action to be discussed at this time.

B. Discussion and Possible Action: Circulation Policy

Ms. Muchin Young updated the Board on the revisions to the draft Circulation Policy that had been made in response to feedback received at the previous meeting. Following discussion, Catherine Perry moved to approve the revised Circulation Policy. Jennifer Bogli seconded. Motion carried.

XI. New Business

A. Action Item: Closing for Taste of Mequon, September 11, 2021

Ms. Muchin Young discussed the logistical issues involved with Library operations on the date of Taste of Mequon. Following discussion, Mimi Rosing moved to close the Library on September 11, 2021 for the Taste of Mequon festival. Catherine Perry seconded. Motion carried.

B. Discussion: Wage Comparisons and 2021 Wages

Ms. Muchin Young reported on the progress she had made on acquiring data for a wage comparison for the Library's personnel. The Board discussed the information available.

C. Discussion and Possible Action: Credit Card Policy

The revised Credit Card Policy was included in the Board Packet. Jennifer Bogli moved to approve the revised Credit Card Policy. Maria Gonzalez-Cerra seconded. Motion carried.

XII. Trustee Training & System/State Library Update

None at this time.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on August 18, 2021 at 6:00 p.m.

A Finance Committee meeting will take place on a date to be announced.

XIV. Adjournment

There being no further business before the Board, a motion to adjourn was made by Maria Gonzalez-Cerra and seconded by Jennifer Abraham. Motion carried and meeting was adjourned at 7:51 p.m.

Respectfully submitted,

Craig Jacobson, Business Manager

VILLAGE OF THIENSVILLE

Library - Revenue Guideline

Current Period: JULY 2021

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Account Descr	2021 YTD Budget	2021 YTD Amt	JULY 2021 Amt	Balance	2021 % of Budget
FUND 98 FLW LIB GIFTS & GRANTS FUND					
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 015 OTHER INCOME					
R 98-45-015-290 LIB GIFTS & GRANTS RESTRICTED	\$0.00	\$6,920.00	\$140.00	-\$6,920.00	0.00%
R 98-45-015-291 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$51,100.00	\$0.00	-\$51,100.00	0.00%
DEPT 015 OTHER INCOME	\$0.00	\$58,020.00	\$140.00	-\$58,020.00	0.00%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$0.00	\$58,020.00	\$140.00	-\$58,020.00	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$58,020.00	\$140.00	-\$58,020.00	0.00%
FUND 99 F. L. WEYENBERG LIBRARY FUND					
MAJ CLS 40 TAXES					
DEPT 001 LOCAL PROPERTY TAXES					
R 99-40-001-900 MEQUON TAXES	\$1,058,000.00	\$793,500.00	\$0.00	\$264,500.00	75.00%
R 99-40-001-901 THIENSVILLE TAXES	\$110,740.00	\$83,055.00	\$0.00	\$27,685.00	75.00%
R 99-40-001-902 COUNTY REIMBURSEMENT	\$13,111.00	\$13,111.26	\$0.00	-\$0.26	100.00%
DEPT 001 LOCAL PROPERTY TAXES	\$1,181,851.00	\$889,666.26	\$0.00	\$292,184.74	75.28%
MAJ CLS 40 TAXES	\$1,181,851.00	\$889,666.26	\$0.00	\$292,184.74	75.28%
MAJ CLS 42 REGULATION & COMPLIANCE					
DEPT 006 FINES & FORFEITURES					
R 99-42-006-903 FINES & FEES	\$9,000.00	\$11,941.90	\$3,045.07	-\$2,941.90	132.69%
DEPT 006 FINES & FORFEITURES	\$9,000.00	\$11,941.90	\$3,045.07	-\$2,941.90	132.69%
MAJ CLS 42 REGULATION & COMPLIANCE	\$9,000.00	\$11,941.90	\$3,045.07	-\$2,941.90	132.69%
MAJ CLS 44 COMMERCIAL REVENUES					
DEPT 013 INTEREST INCOME					
R 99-44-013-300 INVESTMENT INTEREST	\$1,500.00	\$368.14	\$86.82	\$1,131.86	24.54%
DEPT 013 INTEREST INCOME	\$1,500.00	\$368.14	\$86.82	\$1,131.86	24.54%
MAJ CLS 44 COMMERCIAL REVENUES	\$1,500.00	\$368.14	\$86.82	\$1,131.86	24.54%
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 014 SALE INCOME					
R 99-45-014-904 BOOK SALES	\$9,000.00	\$4,622.67	\$831.02	\$4,377.33	51.36%
DEPT 014 SALE INCOME	\$9,000.00	\$4,622.67	\$831.02	\$4,377.33	51.36%

Account Descr	2021 YTD Budget	2021 YTD Amt	JULY 2021 Amt	Balance	2021 % of Budget
DEPT 015 OTHER INCOME					
R 99-45-015-280 MISCELLANEOUS	\$1,649.00	\$1,901.00	\$0.00	-\$252.00	115.28%
R 99-45-015-299 LIBRARY GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 99-45-015-520 FUND BALANCE APPLIED	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 99-45-015-905 GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 015 OTHER INCOME	\$1,649.00	\$1,901.00	\$0.00	-\$252.00	115.28%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$10,649.00	\$6,523.67	\$831.02	\$4,125.33	61.26%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,203,000.00	\$908,499.97	\$3,962.91	\$294,500.03	75.52%
	\$1,203,000.00	\$966,519.97	\$4,102.91	\$236,480.03	80.34%

VILLAGE OF THIENSVILLE
Library - Expenditure Guideline
 Current Period: JULY 2021

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Account Descr	2021 YTD Budget	2021 YTD Amt	JULY 2021 Amt	Balance	2021 % of Budget
FUND 98 FLW LIB GIFTS & GRANTS FUND					
MAJ CLS 95 LIBRARY GIFTS & GRANTS					
DEPT 551 LIBRARY					
E 98-95-551-7-298 LIB GIFTS & GRANTS RESTRICTED	\$0.00	\$4,227.29	\$719.83	-\$4,227.29	0.00%
E 98-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$1,283.00	\$1,283.00	-\$1,283.00	0.00%
DEPT 551 LIBRARY	\$0.00	\$5,510.29	\$2,002.83	-\$5,510.29	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$0.00	\$5,510.29	\$2,002.83	-\$5,510.29	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$5,510.29	\$2,002.83	-\$5,510.29	0.00%
FUND 99 F. L. WEYENBERG LIBRARY FUND					
MAJ CLS 91 LIBRARY STAFFING					
DEPT 551 LIBRARY					
E 99-91-551-1-100 SALARIES & WAGES	\$597,250.00	\$322,445.93	\$61,520.36	\$274,804.07	53.99%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$2,000.00	\$589.93	\$73.99	\$1,410.07	29.50%
E 99-91-551-1-199 FRINGE BENEFITS	\$218,000.00	\$120,173.38	\$17,495.98	\$97,826.62	55.13%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,300.00	\$1,777.18	\$0.00	\$1,522.82	53.85%
E 99-91-551-2-237 WORKER S COMPENSATION	\$1,400.00	\$1,355.00	\$0.00	\$45.00	96.79%
E 99-91-551-7-715 FLEX BENEFIT	\$1,900.00	\$1,878.40	\$0.00	\$21.60	98.86%
E 99-91-551-7-730 UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 551 LIBRARY	\$823,850.00	\$448,219.82	\$79,090.33	\$375,630.18	54.41%
MAJ CLS 91 LIBRARY STAFFING	\$823,850.00	\$448,219.82	\$79,090.33	\$375,630.18	54.41%
MAJ CLS 92 LIBRARY ADMINISTRATION					
DEPT 551 LIBRARY					
E 99-92-551-2-201 POSTAGE	\$600.00	\$532.50	\$33.75	\$67.50	88.75%
E 99-92-551-2-206 AUDIT	\$6,550.00	\$5,952.00	\$0.00	\$598.00	90.87%
E 99-92-551-2-243 ALL OTHER INSURANCE	\$20,000.00	\$19,579.00	\$0.00	\$421.00	97.90%
E 99-92-551-2-284 CONTRACTED SERVICES-TECHNOLOGY	\$6,650.00	\$2,214.68	\$830.23	\$4,435.32	33.30%
E 99-92-551-2-285 WEPKO LEASE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 99-92-551-2-286 COMPUTERS	\$10,000.00	\$6,488.62	\$1,066.45	\$3,511.38	64.89%
E 99-92-551-2-287 MILEAGE	\$600.00	\$52.56	\$13.80	\$547.44	8.76%
E 99-92-551-2-288 FISCAL AGENT FEE	\$6,000.00	\$4,500.00	\$0.00	\$1,500.00	75.00%
E 99-92-551-2-289 PAYROLL PROCESSING	\$3,500.00	\$1,940.93	\$298.06	\$1,559.07	55.46%
E 99-92-551-2-290 CONSULTANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 99-92-551-3-300 OFFICE SUPPLIES	\$6,500.00	\$3,882.14	\$1,458.80	\$2,617.86	59.73%
E 99-92-551-3-303 TELEPHONE	\$2,475.00	\$1,618.59	\$258.56	\$856.41	65.40%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$4,950.00	\$2,816.38	\$343.55	\$2,133.62	56.90%
E 99-92-551-3-358 DEBT COLLECTION	\$325.00	\$277.45	\$53.70	\$47.55	85.37%
E 99-92-551-3-359 MONARCH FEES	\$17,500.00	\$14,941.59	\$0.00	\$2,558.41	85.38%

Account Descr	2021 YTD Budget	2021 YTD Amt	JULY 2021 Amt	Balance	2021 % of Budget
DEPT 551 LIBRARY	\$85,650.00	\$64,796.44	\$4,356.90	\$20,853.56	75.65%
MAJ CLS 92 LIBRARY ADMINISTRATION	\$85,650.00	\$64,796.44	\$4,356.90	\$20,853.56	75.65%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION					
DEPT 551 LIBRARY					
E 99-93-551-3-370 PROGRAMMING	\$4,000.00	\$2,262.60	\$427.00	\$1,737.40	56.57%
E 99-93-551-3-371 MEDIA	\$31,325.00	\$12,838.33	\$3,285.33	\$18,486.67	40.98%
E 99-93-551-3-372 E CONTENT	\$39,500.00	\$20,774.87	\$1,231.00	\$18,725.13	52.59%
E 99-93-551-3-373 PRINT	\$86,600.00	\$37,502.46	\$8,050.47	\$49,097.54	43.31%
DEPT 551 LIBRARY	\$161,425.00	\$73,378.26	\$12,993.80	\$88,046.74	45.46%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION	\$161,425.00	\$73,378.26	\$12,993.80	\$88,046.74	45.46%
MAJ CLS 94 LIBRARY BUILDING					
DEPT 551 LIBRARY					
E 99-94-551-2-282 JANITORIAL SERVICE	\$28,800.00	\$14,400.00	\$0.00	\$14,400.00	50.00%
E 99-94-551-2-283 CONTRACTED-BUILDING	\$21,250.00	\$13,543.60	\$3,442.16	\$7,706.40	63.73%
E 99-94-551-3-306 JANITOR SUPPLIES	\$2,500.00	\$1,365.59	\$156.19	\$1,134.41	54.62%
E 99-94-551-3-308 BUILDING SUPPLIES	\$27,225.00	\$9,657.60	\$968.80	\$17,567.40	35.47%
E 99-94-551-3-360 UTILITIES	\$40,000.00	\$25,316.43	\$4,340.02	\$14,683.57	63.29%
E 99-94-551-3-361 SEWER & WATER	\$1,800.00	\$814.56	\$396.78	\$985.44	45.25%
E 99-94-551-3-374 COVID TEMPORARY SUPPLIES	\$2,000.00	\$199.51	\$0.00	\$1,800.49	9.98%
E 99-94-551-7-700 BUILDING PROJECTS	\$8,500.00	\$0.00	\$0.00	\$8,500.00	0.00%
DEPT 551 LIBRARY	\$132,075.00	\$65,297.29	\$9,303.95	\$66,777.71	49.44%
MAJ CLS 94 LIBRARY BUILDING	\$132,075.00	\$65,297.29	\$9,303.95	\$66,777.71	49.44%
MAJ CLS 95 LIBRARY GIFTS & GRANTS					
DEPT 551 LIBRARY					
E 99-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 551 LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,203,000.00	\$651,691.81	\$105,744.98	\$551,308.19	54.17%
	\$1,203,000.00	\$657,202.10	\$107,747.81	\$545,797.90	54.63%

VILLAGE OF THIENSVILLE

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Library - Balance Sheet

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
FUND 98 FLW LIB GIFTS & GRANTS FUND							
G 98-11110 CHECKING - PWSB/BMO GE	\$936.31	\$140.00	\$2,002.83	\$58,020.00	\$5,510.29	\$53,446.02	98
G 98-12310 ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	98
G 98-21110 ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	98
G 98-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$140.00	\$0.00	\$58,020.00	-\$58,020.00	98
G 98-31112 EXPENDITURE SUMMARY	\$0.00	\$2,002.83	\$0.00	\$5,510.29	\$0.00	\$5,510.29	98
G 98-31190 GIFTS & GRANTS RESTRICT	-\$115.81	\$0.00	\$0.00	\$0.00	\$0.00	-\$115.81	98
G 98-31191 GIFTS & GRANTS UNRESTR	-\$820.50	\$0.00	\$0.00	\$0.00	\$0.00	-\$820.50	98
FUND 98 FLW LIB GIFTS & GRANTS FUN	\$0.00	\$2,142.83	\$2,142.83	\$63,530.29	\$63,530.29	\$0.00	
FUND 99 F. L. WEYENBERG LIBRARY FUND							
G 99-11110 CHECKING - PWSB/BMO GE	\$2,212.11	\$216,695.75	\$165,496.64	\$1,933,641.00	\$1,932,757.54	\$3,095.57	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$19.48	\$19.48	\$4,042.68	\$4,042.68	\$2,500.00	99
G 99-11140 SAVINGS - PWBS/HARRIS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11160 SPECIAL CLEARING ACCOU	\$0.00	\$44,353.69	\$44,353.69	\$250,164.10	\$250,164.10	\$0.00	99
G 99-11210 INVESTMENTS	\$277,891.75	\$86.82	\$150,000.00	\$779,868.14	\$658,000.00	\$399,759.89	99
G 99-11310 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12310 ACCOUNTS RECEIVABLE	\$737.00	\$0.00	\$0.00	\$0.00	\$737.00	\$0.00	99
G 99-12315 ALLOWANCE FOR DOUBTFU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12320 ACCRUED INTEREST RECEI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12520 PREPAID EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-13110 DEFERRED EXPENDITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14110 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14120 BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14130 IMPROVEMENTS OTHER TH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14150 FURNITURE AND FIXTURES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21110 ACCOUNTS PAYABLE	-\$103,920.01	\$0.00	\$0.00	\$103,920.01	\$0.00	\$0.00	99
G 99-21210 WISCONSIN WITHHOLDING	-\$0.10	\$2,497.79	\$2,497.79	\$14,419.09	\$14,419.09	-\$0.10	99
G 99-21220 FEDERAL WITHHOLDING TA	\$0.00	\$4,287.40	\$4,287.40	\$24,892.23	\$24,892.23	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.07	\$4,456.15	\$4,456.15	\$25,724.37	\$25,724.37	\$0.07	99
G 99-21245 FLEX BENEFIT	-\$2,692.62	\$131.68	\$1,892.38	\$8,212.21	\$7,747.09	-\$2,227.50	99
G 99-21258 WISCONSIN DEFERRED CO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21265 WI RETIREMENT	-\$2,795.48	\$2,613.05	\$3,920.35	\$21,143.50	\$22,268.27	-\$3,920.25	99
G 99-21275 DENTAL INSURANCE WITH	\$0.00	\$50.46	\$50.46	\$353.22	\$353.22	\$0.00	99
G 99-21276 VISION INSURANCE WITHH	\$0.00	\$66.30	\$66.30	\$464.10	\$464.10	\$0.00	99
G 99-21280 HEALTH INSURANCE WITH	-\$388.72	\$1,245.18	\$1,245.18	\$9,089.14	\$9,089.14	-\$388.72	99
G 99-21285 LIFE INSURANCE WITHHOL	\$0.00	\$15.54	\$15.54	\$108.38	\$108.38	\$0.00	99
G 99-21286 ACCIDENTAL INS WITHHOL	\$0.00	\$31.92	\$31.92	\$223.44	\$223.44	\$0.00	99
G 99-21291 ACCRUED PAYROLL	-\$31,533.20	\$0.00	\$0.00	\$31,533.20	\$0.00	\$0.00	99
G 99-21370 DUE TO LIBRARY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21510 DEFERRED REVENUES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21680 LIBRARY DONATION FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-31110 UNAPPROPRIATED	-\$142,013.80	\$0.00	\$0.00	\$0.00	\$0.00	-\$142,013.80	99
G 99-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$3,962.91	\$0.00	\$908,499.97	-\$908,499.97	99
G 99-31112 EXPENDITURE SUMMARY	\$3.00	\$105,747.48	\$2.50	\$694,592.75	\$42,900.94	\$651,694.81	99
G 99-31190 GIFTS & GRANTS RESTRICT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-31191 GIFTS & GRANTS UNRESTR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-39100 INVESTMENTS IN FIXED AS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
FUND 99 F. L. WEYENBERG LIBRARY FU	\$0.00	\$382,298.69	\$382,298.69	\$3,902,391.56	\$3,902,391.56	\$0.00	
	\$0.00	\$384,441.52	\$384,441.52	\$3,965,921.85	\$3,965,921.85	\$0.00	



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
11110 HARRIS GF -CHECKING					
530 e	07/02/21	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,412.22		FED/Wages Pd 7-2-21
G 99-21210		WISCONSIN WITHHOLDI	\$821.87		WI/Wages Pd 7-2-21
G 99-21230		SOCIAL SECURITY TAX	\$1,467.65		SS & MED/Wages Pd 7-2-21
E 99-91-551-1-199		FRINGE BENEFITS	\$1,467.66		SS Employer/Wages Pd 7-2-21
G 99-11160		SPECIAL CLEARING AC	\$15,438.73		DirectDep/Wages Pd 7-2-21
		Total	\$20,608.13		
531 e 07/02/21 LIBRARY PAYROLL					
E 99-91-551-1-100		SALARIES & WAGES	\$20,431.78		Salaries & Wages/Wages Pd 7-2-21
E 98-95-551-7-299		LIB GIFTS & GRANTS UN	\$1,283.00		Jacobson Reimbursement/Wages Pd 7-2-21
E 99-92-551-2-287		MILEAGE	\$13.80		Jacobson Mileage/Wages Pd 7-2-21
G 99-21265		WI RETIREMENT	(\$1,309.40)		WRS Employees/Wages Pd 7-2-21
G 99-21220		FEDERAL WITHHOLDIN	(\$1,412.22)		FED/Wages Pd 7-2-21
G 99-21210		WISCONSIN WITHHOLDI	(\$821.87)		WI/Wages Pd 7-2-21
G 99-21230		SOCIAL SECURITY TAX	(\$1,467.65)		SS & MED/Wages Pd 7-2-21
G 99-21245		FLEX BENEFIT	(\$491.90)		FLEX BEN/Wages Pd 7-2-21
G 99-21280		HEALTH INSURANCE WI	(\$622.59)		HEALTH/Wages Pd 7-2-21
G 99-21285		LIFE INSURANCE WITH	(\$15.54)		LIFE/Wages Pd 7-2-21
G 99-21275		DENTAL INSURANCE WI	(\$50.46)		DENTAL/Wages Pd 7-2-21
G 99-21276		VISION INSURANCE WIT	(\$66.30)		VISION/Wages Pd 7-2-21
G 99-21286		ACCIDENTAL INS WITH	(\$31.92)		ACCIDENTAL/Wages Pd 7-2-21
G 99-11160		SPECIAL CLEARING AC	(\$15,438.73)		Net Pay/Wages Pd 7-2-21
		Total	\$0.00		
532 e 07/02/21 ADP, LLC					
E 99-92-551-2-289		PAYROLL PROCESSING	\$68.15	583167595	Time and Attendance Monthly
		Total	\$68.15		
537 e 07/16/21 ADP					
G 99-21220		FEDERAL WITHHOLDIN	\$1,423.86		FED/Wages Pd 7-16-21
G 99-21210		WISCONSIN WITHHOLDI	\$828.99		WI/Wages Pd 7-16-21
G 99-21230		SOCIAL SECURITY TAX	\$1,471.95		SS & MED/Wages Pd 7-16-21
E 99-91-551-1-199		FRINGE BENEFITS	\$1,471.94		SS Employer/Wages Pd 7-16-21
G 99-11160		SPECIAL CLEARING AC	\$14,210.53		DirectDep/Wages Pd 7-16-21
		Total	\$19,407.27		
538 e 07/16/21 LIBRARY PAYROLL					
E 99-91-551-1-100		SALARIES & WAGES	\$20,355.82		Salaries & Wages/Wages Pd 7-16-21
G 99-21265		WI RETIREMENT	(\$1,306.00)		WRS Employees/Wages Pd 7-16-21
G 99-21220		FEDERAL WITHHOLDIN	(\$1,423.86)		FED/Wages Pd 7-16-21
G 99-21210		WISCONSIN WITHHOLDI	(\$828.99)		WI/Wages Pd 7-16-21
G 99-21230		SOCIAL SECURITY TAX	(\$1,471.95)		SS & MED/Wages Pd 7-16-21
G 99-21245		FLEX BENEFIT	(\$491.90)		FLEX BEN/Wages Pd 7-16-21
G 99-21280		HEALTH INSURANCE WI	(\$622.59)		HEALTH/Wages Pd 7-16-21
G 99-11160		SPECIAL CLEARING AC	(\$14,210.53)		Net Pay/Wages Pd 7-16-21
		Total	\$0.00		
544 e 07/09/21 ADP, LLC					



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-92-551-2-289		PAYROLL PROCESSING	\$82.18	583505154	Processing 7-2-21 Payroll
		Total	\$82.18		
548 e	07/26/21	DEPT. OF EMPLOYEE TRUST FUNDS			
E 99-91-551-1-199		FRINGE BENEFITS	\$10,350.54	36420002021	AUG HEALTH Emmployer
G 99-21280		HEALTH INSURANCE WI	\$1,245.18	36420002021	AUG HEALTH Employee
		Total	\$11,595.72		
549 e	07/30/21	WISCONSIN RETIREMENT SYSTEM			
E 99-91-551-1-199		FRINGE BENEFITS	\$2,613.05	250917	JUNE WRS Employer
G 99-21265		WI RETIREMENT	\$2,613.05	250917	JUNE WRS Employee
		Total	\$5,226.10		
552 e	07/23/21	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$82.18	584402503	Processing 7-16-21 Payroll
		Total	\$82.18		
554 e	07/30/21	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,451.32		FED/Wages Pd 7-30-21
G 99-21210		WISCONSIN WITHHOLDI	\$846.93		WI/Wages Pd 7-30-21
G 99-21230		SOCIAL SECURITY TAX	\$1,516.55		SS & MED/Wages Pd 7-30-21
E 99-91-551-1-199		FRINGE BENEFITS	\$1,516.54		SS Employer/Wages Pd 7-30-21
G 99-11160		SPECIAL CLEARING AC	\$14,704.43		DirectDep/Wages Pd 7-30-21
		Total	\$20,035.77		
555 e	07/30/21	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$20,732.76		Salaries & Wages/Wages Pd 7-30-21
G 99-21265		WI RETIREMENT	(\$1,304.95)		WRS Employees/Wages Pd 7-30-21
G 99-21220		FEDERAL WITHHOLDIN	(\$1,451.32)		FED/Wages Pd 7-30-21
G 99-21210		WISCONSIN WITHHOLDI	(\$846.93)		WI/Wages Pd 7-30-21
G 99-21230		SOCIAL SECURITY TAX	(\$1,516.55)		SS & MED/Wages Pd 7-30-21
G 99-21245		FLEX BENEFIT	(\$908.58)		FLEX BEN/Wages Pd 7-30-21
G 99-11160		SPECIAL CLEARING AC	(\$14,704.43)		Net Pay/Wages Pd 7-30-21
		Total	\$0.00		
556 e	07/30/21	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$65.55	584986895	Time and Attenande Monthly
		Total	\$65.55		
25073	07/20/21	ADVANCED CHILLER SERVICES			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$2,760.00	3744	Annual HVAC Svcs - 2 of 2
		Total	\$2,760.00		
25074	07/20/21	AT&T			
E 99-92-551-3-303		TELEPHONE	\$172.62		AUG Phone Svc - Paid in Advance
		Total	\$172.62		
25075	07/20/21	BAKER & TAYLOR			
E 99-93-551-3-371		MEDIA	\$28.89	2035841879	Spoken Word Collection
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$86.58	2035886173	Spoken Word Collection - Held Donation
E 99-93-551-3-371		MEDIA	\$282.62	2035886173	Spoken Word Collection



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$6.72	2035904964	Held Donation
E 99-93-551-3-373		PRINT	\$1,312.70	2035907730	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$107.83	2035913938	Spoken Word Collection
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$88.87	2035929055	Held Donation
E 99-93-551-3-371		MEDIA	\$203.56	2035933245	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$267.47	2035948138	Print Collection Materials
E 99-93-551-3-373		PRINT	\$1,502.07	2035957667	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$127.91	2035958397	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$119.02	2035962723	Print Collection Materials
E 99-93-551-3-373		PRINT	\$1,151.07	2035971215	Print Collection Materials
E 99-93-551-3-373		PRINT	\$433.51	2035977184	Print Collection Materials
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$17.83	2035981546	Held Donation
E 99-93-551-3-371		MEDIA	\$26.14	2035982129	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$1,300.90	2035984289	Print Collection Materials
E 99-93-551-3-373		PRINT	\$405.08	2035993064	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$130.69	2035995544	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$997.14	2036004101	Print Collection Materials
E 99-93-551-3-373		PRINT	\$197.82	2036009895	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$166.98	2036017562	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$64.11	2036019536	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$67.39	2036035665	Spoken Word Collection
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$153.96	2036059381	Lions Club 2021 Gift
E 99-93-551-3-371		MEDIA	\$184.75	H55334840	Media Collection
E 99-93-551-3-371		MEDIA	\$53.99	H55373210	Media Collection
E 99-93-551-3-371		MEDIA	\$14.32	H55447230	Media Collection
E 99-93-551-3-371		MEDIA	\$8.37	H55481900	Media Collection
E 99-93-551-3-371		MEDIA	\$169.72	H55511210	Media Collection
E 99-93-551-3-371		MEDIA	\$15.17	H55514590	Media Collection
E 99-93-551-3-371		MEDIA	\$60.63	H55516040	Media Collection
E 99-93-551-3-371		MEDIA	\$248.20	H55531090	Media Collection
E 99-93-551-3-371		MEDIA	\$66.33	H55533830	Media Collection
E 99-93-551-3-371		MEDIA	\$20.21	H55608290	Media Collection
E 99-93-551-3-371		MEDIA	\$15.17	H55678660	Media Collection
E 99-93-551-3-371		MEDIA	\$20.93	H55680990	Media Collection
E 99-93-551-3-371		MEDIA	\$155.97	H55681080	Media Collection
E 99-93-551-3-371		MEDIA	\$16.67	H55699360	Media Collection
E 99-93-551-3-371		MEDIA	\$17.33	H55734070	Media Collection
E 99-93-551-3-371		MEDIA	\$14.32	H55747760	Media Collection
E 99-93-551-3-371		MEDIA	\$50.50	H55775130	Media Collection
E 99-93-551-3-371		MEDIA	\$13.73	H55800630	Media Collection
E 99-93-551-3-371		MEDIA	\$31.73	H55802290	Media Collection
E 99-93-551-3-371		MEDIA	\$10.13	H55841870	Media Collection
E 99-93-551-3-371		MEDIA	\$15.17	H55848700	Media Collection
E 99-93-551-3-371		MEDIA	\$110.40	H55853570	Media Collection
E 99-93-551-3-371		MEDIA	\$17.30	H55915530	Media Collection
E 99-93-551-3-371		MEDIA	\$15.17	H55916750	Media Collection
E 99-93-551-3-371		MEDIA	\$25.19	T24034540	Media Collection
Total			\$10,618.26		



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
25076	07/20/21	CARDMEMBER SERVICE			
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$179.87	1521	Canva - Junior Women's Club
E 99-92-551-3-303		TELEPHONE	\$72.80	1968	AT&T
E 99-93-551-3-371		MEDIA	\$476.32	2500	Gamestop
E 99-92-551-2-284		CONTRACTED SERVICE	\$78.99	2629	Mailchimp
E 99-93-551-3-371		MEDIA	\$295.60	3185	Gamestop
E 99-94-551-3-306		JANITOR SUPPLIES	\$19.92	4016	Home Depot
E 99-94-551-3-306		JANITOR SUPPLIES	\$40.28	4605	Sherwin Williams
E 99-92-551-2-284		CONTRACTED SERVICE	\$1.34	7664	Amazon Web Svcs
E 99-92-551-2-284		CONTRACTED SERVICE	\$149.90	8180	Zoom Annual Subscription
E 99-93-551-3-370		PROGRAMMING	\$34.18	8340	Michaels
		Total	\$1,349.20		
25077	07/20/21	CENTURY LINK			
E 99-92-551-3-303		TELEPHONE	\$13.14	234299785	JUNE Long Distance
		Total	\$13.14		
25078	07/20/21	DELTA DENTAL OF WISCONSIN			
G 99-21275		DENTAL INSURANCE WI	\$50.46	1638091	AUG DENTAL - Employee
G 99-21276		VISION INSURANCE WIT	\$66.30	1640528	AUG VISION - Employee
		Total	\$116.76		
25079	07/20/21	DEMCO			
E 99-92-551-3-300		OFFICE SUPPLIES	\$757.78	6971793	Work Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$167.95	6975126	Work Supplies
		Total	\$925.73		
25080	07/20/21	DEPARTMENT OF ADMINISTRATION			
E 99-92-551-2-284		CONTRACTED SERVICE	\$600.00	505-59561	TEACH Data Svc 1/1 - 6/30/21
		Total	\$600.00		
25081	07/20/21	DPI			
E 99-92-551-3-300		OFFICE SUPPLIES	\$358.50	95231	Thermal Rolls
		Total	\$358.50		
25082	07/20/21	FANTASY FLOWERS			
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$73.99	3496	Flower Arrangement
		Total	\$73.99		
25083	07/20/21	GECRB/AMAZON			
E 99-94-551-3-306		JANITOR SUPPLIES	\$32.16	43473387454	Janitor Supplies
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$116.60	43647837347	Restricted Gift - MCF
E 99-92-551-2-286		COMPUTERS	\$77.22	44446963646	Technology
E 99-93-551-3-373		PRINT	\$67.08	44584863648	Print Collection
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$17.80	44854638654	Restricted Gift - MCF
E 99-94-551-3-306		JANITOR SUPPLIES	\$13.34	44873939674	Janitor Supplies
E 99-93-551-3-370		PROGRAMMING	\$29.68	45495946946	Programming Supplies
E 99-93-551-3-373		PRINT	\$120.57	45554376958	Print Collection
E 99-92-551-2-286		COMPUTERS	\$808.95	45593754578	Technology
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$20.76	46755487393	Restricted Gift - MCF



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$12.85	47347966786	Restricted Gift - MCF
E 99-93-551-3-373		PRINT	\$111.93	49573396343	Print Collection
E 99-92-551-3-300		OFFICE SUPPLIES	\$10.99	49599647754	Office Supplies
E 99-94-551-3-306		JANITOR SUPPLIES	\$6.19	49668545784	Janitor Supplies
E 99-92-551-2-286		COMPUTERS	(\$2.50)	53696858784	Technology
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$17.99	55963899639	Restricted Gift - MCF
E 99-92-551-2-286		COMPUTERS	\$59.39	59484878967	Technology
E 99-92-551-2-286		COMPUTERS	\$11.87	63765553375	Technology
E 99-92-551-3-300		OFFICE SUPPLIES	\$19.79	64459544963	Office Supplies
E 99-93-551-3-370		PROGRAMMING	\$291.21	65789339843	Programming Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$46.49	68446834948	Office Supplies
E 99-92-551-2-286		COMPUTERS	\$12.54	69694536877	Technology
E 99-93-551-3-370		PROGRAMMING	\$10.40	75459598859	Programming Supplies
E 99-93-551-3-370		PROGRAMMING	\$53.88	83548568458	Programming Supplies
E 99-94-551-3-306		JANITOR SUPPLIES	\$16.66	84538499764	Janitor Supplies
E 99-92-551-2-286		COMPUTERS	\$98.98	84834887698	Technology
E 99-94-551-3-306		JANITOR SUPPLIES	\$27.64	87855866664	Janitor Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$6.99	89488398937	Office Supplies
E 99-94-551-3-308		BUILDING SUPPLIES	\$717.99	89857454633	Building Supplies - Furniture
E 99-94-551-3-308		BUILDING SUPPLIES	\$250.81	93933399664	Building Supplies - Furniture
E 99-92-551-3-300		OFFICE SUPPLIES	\$25.73	98454643564	Office Supplies
		Total	\$3,111.98		
25084	07/20/21	GREATAMERICA			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$142.00	29662974	Monthly Color Copier Lease
		Total	\$142.00		
25085	07/20/21	JOHN LAMM OF JACKSON, INC			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$682.16	09-17961	JULY Regular Svc
		Total	\$682.16		
25086	07/20/21	CITY OF MEQUON			
E 99-94-551-3-361		SEWER & WATER	\$396.78	351890	2ND QTR Water and SWR
		Total	\$396.78		
25087	07/20/21	MIDWEST TAPE			
E 99-93-551-3-372		E CONTENT	\$1,231.00	500654014	JUNE Hoopla
		Total	\$1,231.00		
25088	07/20/21	OFFICE COPYING EQUIPMENT INC			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$201.55	AR144252	JUNE Copy Charges
		Total	\$201.55		
25089	07/20/21	PIGGLY WIGGLY			
E 99-93-551-3-370		PROGRAMMING	\$7.65	2045491524	Programming Supplies
		Total	\$7.65		
25090	07/20/21	PITNEY BOWES, INC.			
E 99-92-551-2-201		POSTAGE	\$33.75	1018369668	Smart Postage Sub (Q2 2021)
E 99-92-551-3-300		OFFICE SUPPLIES	\$64.58	1018506103	Postage Label Rolls



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$98.33		
25091	07/20/21	SECURIAN FINANCIAL GROUP, INC			
G 99-21286		ACCIDENTAL INS WITH	\$31.92	082021-A	JULY Accident - Employee
E 99-91-551-1-199		FRINGE BENEFITS	\$76.25	082021-L	JULY Life - Employer
G 99-21285		LIFE INSURANCE WITH	\$15.54	082021-L	JULY Life - Employee
Total			\$123.71		
25092	07/20/21	UNIQUE MANAGEMENT SERVICES			
E 99-92-551-3-358		DEBT COLLECTION	\$53.70	603022	JUNE Placements
Total			\$53.70		
25093	07/20/21	WE ENERGIES			
E 99-94-551-3-360		UTILITIES	\$4,340.02	3762205382	JULY Electrical & Gas
Total			\$4,340.02		
11110 HARRIS GF -CHECKING			\$104,548.13		

Fund Summary

11110 HARRIS GF -CHECKING

98 FLW LIB GIFTS & GRANTS FUND	\$2,002.83
99 F. L. WEYENBERG LIBRARY FUND	\$102,545.30
	\$104,548.13

2021 Activity Report

Checkouts	Jan	Feb	Mar	Apr	May	June	July	YTD
2019	24,377	23,818	27,332	25,756	24,306	27,135	30,494	183,218
2020	24,991	23,076	14,225	635	5,073	13,507	21,815	103,322
2021	22,141	21,060	24,065	22,076	20,878	24,366	24,983	159,569
eCircs	Jan	Feb	Mar	Apr	May	June	July	YTD
2019	3,543	3,413	3,753	3,708	3,898	3,804	4,070	26,189
2020	4,088	4,090	4,951	6,223	5,792	5,124	5,136	35,404
2021	5,352	4,590	4,900	4,610	4,782	4,833	4,756	33,823
eCollections	Jan	Feb	Mar	Apr	May	June	July	YTD
2019	1,608	1,572	1,892	1,454	1,084	968	840	9,418
2020	1,145	1,151	811	1,376	2,013	956	1,073	8,525
2021	1,085	1,055	2,293	1,342	1,447	1,371	2,002	10,595
Reference Questions	Jan	Feb	Mar	Apr	May	June	July	YTD
2019	1,701	1,504	1,957	1,873	1,780	2,573	2,401	13,789
2020	1,471	1,507	824	447	1,195	1,676	1,511	8,631
2021	1,282	1,288	1,494	1,256	1,176	1,740	1,383	9,619
WiFi Uses	Jan	Feb	Mar	Apr	May	June	July	YTD
2019	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2020	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0
2021	1,090	1,092	1,409	1,239	1,304	1,601	1,694	9,429
Exterior WiFi Uses	Jan	Feb	Mar	Apr	May	June	July	YTD
2019	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2020	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0
2021	320	322	427	452	454	509	537	3,021
Door Count	Jan	Feb	Mar	Apr	May	June	July	YTD
2019	10,287	9,916	12,605	12,701	11,536	12,174	16,274	85,493
2020	11,690	11,636	6,245	0	0	4,229	7,596	41,396
2021	7,705	7,618	9,213	8,409	8,277	10,161	10,959	62,342
Adult Programs	Jan	Feb	Mar	Apr	May	June	July	YTD
2019	16	20	22	18	18	14	11	119
attendance	154	115	315	255	169	143	131	1,282
2020	13	17	8	8	4	6	5	61
attendance	111	222	63	72	21	67	51	607
2021	6	9	6	9	7	8	7	52
attendance	86	56	45	58	37	58	30	370

2021 Activity Report

Drop In Adult Programs	Jan	Feb	Mar	Apr	May	June	July	YTD
2019	2	1	4	4	1	1	1	14
participation	167	109	164	205	88	80	115	928
2020	2	1	4	0	0	0	0	7
attendance	183	147	169	38	58	37	6	638
2021	1	0	1	0	0	1	1	4
attendance	86	22	136	27	35	68	55	429
Teen Programs	Jan	Feb	Mar	Apr	May	June	July	YTD
2019	2	2	5	3	2	9	5	28
attendance	7	7	33	7	3	430	83	570
2020	0	1	3	0	0	2	1	7
attendance	0	1	30	0	0	14	11	56
2021	0	0	2	0	0	5	6	13
attendance	0	0	10	0	0	158	52	220
Drop In Teen Programs	Jan	Feb	Mar	Apr	May	June	July	YTD
2019	3	2	4	5	1	1	2	18
attendance	72	57	82	115	58	141	52	577
2020	2	2	4	0	1	6	8	23
attendance	39	82	111	0	5	138	119	494
2021	4	3	3	3	4	2	0	19
attendance	72	58	51	45	65	83	12	386
Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	YTD
2019	17	29	26	34	27	29	28	190
attendance	372	731	840	794	954	1438	1500	6,629
2020	18	25	15	17	12	5	6	98
attendance	619	755	370	801	544	337	469	3,895
2021	6	11	10	6	0	10	10	53
attendance	123	117	213	106	0	756	582	1,897
Drop In Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	YTD
2019	3	2	4	5	2	3	5	24
attendance	420	271	354	342	510	421	550	2,868
2020	4	3	4	4	0	10	11	36
attendance	356	315	283	47	24	289	313	1,627
2021	9	10	9	11	6	11	12	68
attendance	324	496	346	436	325	1046	1184	4,157

2021 Activity Report

Digitization Lab Usage	Jan	Feb	Mar	Apr	May	June	July	YTD
2019	17	9	11	10	3	5	13	68
2020	10	19	9	0	0	6	17	61
2021	22	24	29	26	26	16	7	150
Interlibrary Loans Sent To Other Libraries			Mar	Apr	May	June	July	YTD
2019	38	37	26	31	22	27	38	219
2020	47	42	17	0	0	0	0	106
2021	27	18	17	21	23	21	30	157
Interlibrary Loans Received From Other Libraries For Our Patrons					May	June	July	YTD
2019	38	36	28	38	26	15	24	205
2020	36	30	6	0	0	0	0	72
2021	21	18	22	12	15	21	12	121
Library Cards	Jan	Feb	Mar	Apr	May	June	July	YTD
2019	85	88	140	109	97	160	145	824
2020	95	91	67	35	30	63	88	469
2021	80	89	90	84	96	155	196	790
FLW Library Items sent to Other System Member Libraries				Apr	May	June	July	YTD
2019	3,721	3,944	3,665	3,819	3,715	3,499	3,798	26,161
2020	4,185	3,614	2,269	32	916	4,013	3,004	18,033
2021	3,371	3,027	3,182	2,934	2,437	2,923	2,694	20,568
Items Received from Other System Member libraries for our patrons					May	June	July	YTD
2019	4,072	4,518	4,195	4,057	3,954	3,470	4,205	28,471
2020	4,844	3,806	1,773	787	1,466	6,053	3,920	22,649
2021	4,516	4,163	4,669	4,321	3,419	4,018	3,735	28,841
Quick Pickup Appointments	Jan	Feb	Mar	Apr	May	June	July	YTD
2020	0	0	0	226	961	1,140	176	2,503
2021	81	90	50	38	22	20	25	326

Date: August 13, 2021
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report, August 2021

Other than various shifts at the adult and children's reference desks, and in circulation, my activities have included:

- RECURRING: Monarch Library System Virtual Directors Chats, Fridays, 7/30, 8/6
- RECURRING: Rotary Meetings, 8/3, 8/10, 8/17
- Mequon Common Council Meeting, 8/10
- Management Team Meetings, 7/28, 8/11
- Monarch Directors' Council Virtual Meeting, 8/12
- Hook, Yarn & Stitch in person, 8/5
- Finance Committee Meeting, 8/12
- Appointment with a potential Library Trustee, 8/11
- Village of Thiensville Board of Trustees Meeting, 8/16

PERSONNEL & CONTINUING EDUCATION:

I am planning a vacation for the last week in August (August 30-September 3), and will also take seven (7) vacation days in September for Jewish Holy Days, as follows:

- Tuesday and Wednesday, September 7 and 8, Rosh Hashana, the Jewish New Year
- Thursday, September 16, Yom Kippur, the Day of Atonement
- Tuesday and Wednesday, September 21 and 22, Sukkot, the Feast of Booths, a Jewish Thanksgiving
- Tuesday, September 28, Shemini Atzeret, the Eighth Day Festival, a continuation of Sukkot
- Wednesday, September 29, Simchat Torah, the day we celebrate completing the annual cycle of reading the Torah (the five books of Moses) and beginning again

After these holidays, I'm pretty much at work until Passover in the spring.

I attended the following webinars this month:

- Virtual SEWI Materials Meetup 2021, 8/11
- GoToWebinar - The Basics of Intersectionality, 8/16

OPERATIONS ACTIVITIES:

We continue to monitor the local spread of Covid and follow CDC guidelines. We are back to requiring masks for all staff and patrons. We have received some complaints, but we have also received notes, calls, and comments about how pleased people are that we are being proactive in our safety protocols. Some of the disgruntled patrons have gone to the city, but we have received the following official word from the City Attorney, as follows:

Brian Sajdak <brian@wrslegal.net>
Tue 8/10/2021 11:30 AM
To: Glenn Bushee <gbushee@ci.mequon.wi.us>
Cc: Rachel Muchin-Young

Glenn:

The library board has complete control of library property under sec. 43.58 of the statutes. They can set their own rules.

Brian

On Aug 10, 2021, at 11:09 AM, Glenn Bushee <gbushee@ci.mequon.wi.us> wrote:

Good morning. I just received a district 2 resident call and would like to get clarification before calling her back as I did not have an answer.

The person I just spoke with said that she was not allowed to enter the library without a mask recently. However, I thought that our policies regarding masks, I think now as a recommendation for non-vaccinated, applies equally to the library. Or is the library considered a separate entity from the city for this purpose and can enforce separate rules?

Thank you for a clarification on this matter.

*- Glenn Bushee
Alderman, Mequon District 2
Cell: 414-412-3857*

With the addition of new shelving for children's materials, and for paperbacks, we have shifted and will continue to shift collections, making it easier for staff to shelve materials and for patrons to find materials.

The Village of Thiensville has notified us that they are looking at the fiscal agent fee, which has been static for a number of years.

PROGRAMMING:

Our calendar, which can be found at <http://www.flwlib.org/Calendar.aspx>, is full of activities.

Click here to go directly to our YouTube page:

<https://www.youtube.com/channel/UCF7ld2ZilAe8wEVkLaQoc2A/>

Live, hybrid, and online programs continue. We do have some limited in-person programming scheduled, including the first Fine Arts Event, Sunday, September 19, with Ben

Merens. This event will be in the Rotunda. We will have Storytime on the Lawn as long into autumn as is feasible.

OTHER:

We received a number of donations in memory of Geri Schmit, who passed away recently at the age of 101. Her daughter tells me how much she loved the library. We will purchase Large Print and Audiobooks in her memory, and maybe a few children's books, as she loved being a third grade teacher.

I have worked in libraries for 21 years, and in that time. Though I have always known how essential libraries are in society, and especially in a democratic society, we are now meeting a primary need that we may not have fully appreciated in the past. We provide connections for people amid the pandemic. Not only do we provide access to information, but we provide a means for them to socialize (at a safe distance), to connect with others via the internet, and to just not feel isolated. We are so honored to provide this service.

The folks who are petitioning to get the Mequon Thiensville school board members recalled have been setting up at the entrance to the parking lot. While they are allowed to be there according to the city, they have been blocking the entrance, which they are not allowed to do. The organizers tell me it is not them who are blocking the entrance, but people stopping to talk to them. We have talked to them frequently, telling them that no one can block the entrance. We have been instructed by Mayor Wirth to call the police department if the canvassers block entrance or egress.

We have a number of projects that must be considered for 2022 which will require more funds than are currently in the respective budget lines. These projects include a new HVAC control system, new boilers, and a new telephone system. Our wages are also falling behind those of nearby libraries and other businesses. This situation will need to be addressed or we will lose quality team members (we already lost one because of wages).

We were interviewed by the *Mequon Beacon* for an article that I hope will focus on the history of the library and the changes to service both because of the passage of time, and the pandemic. The article is slated to appear in the October issue.

Date: August 10, 2021
To: Frank L. Weyenberg Library Board of Trustees
From: Amanda Kloppmann
Re: Access Services Manager Report, August 2021

My activities since the last Board of Trustees meeting have included:

- Circ Desk – 7/22
- Vacation – 7/23
- Willowbrook Place visit – 7/26
- Circulation Committee Meeting – 7/28
- Management Meeting – 7/28
- Circ Desk – 7/29
- Closing Shift – 8/5
- Circ Desk – 8/6
- Weekend Shift – 8/7
- Business of Milwaukee webinar – 8/10
- Management Meeting – 8/11
- Director's council – 8/12

STATISTICS

Our self checkout usage was generally about 51% of circulations for the past few years, but now it's up to 62% of our circulations.

We had 196 new library cards made this month! For comparison, in 2019, we had about 150 during June and July so that's 46 more new patrons than pre-covid summer!

OTHER TASKS & TIDBITS

Our Adult Discovery Kits have circulated 31 times since being added to the collection. Our most popular items being the wireless hot spots.

Our Adventure Passes for the zoo have circulated 22 times this summer so far.

Date: August 13, 2021
To: Frank L. Weyenberg Library Board of Trustees
From: Craig Jacobson
Re: Business Manager, August 2021

- The monthly webinar series presented by MMAC on operating businesses and reopening strategies during COVID took place on August 10, 2021. This presentation contained the monthly update from Dr. John Raymond, President and CEO of the Medical College of Wisconsin, and focused on the impact that surge of the Delta variant has had upon the area and how it impacted the area's operations and reopening plans. All of the greater Milwaukee area, including Ozaukee County, is seeing high to substantial community spread of COVID-19, and is expected to remain at that level for several weeks or months. The emphasis on improving vaccination rates remains, as well as the importance of wearing masks to protect unvaccinated individuals, including children who are not eligible for the vaccine. Unlike prior strains, the Delta variant is showing to have a significant impact on children and young adults, with that group now making up a significant portion of hospitalizations. Dr. Raymond expects one or more of the available vaccines to receive full FDA approval within the next several weeks.
- The Department of Employee Trust Funds Group Insurance Board will meet on August 18, 2021. At this meeting the Board is expected to establish the uniform health insurance benefits for local employees, plan availability and rates. These rates will be used to determine the employer contribution rate for health insurance for 2022.
- We are pleased to report that the Library had no water leakage as a result of the severe storms that occurred over the past several weeks, and all the roof systems performed as they were expected to. In addition, we were fortunate to not lose power at any point during the storms or their aftermath, which resulted in several sustained power outages in the area.
- The Library now has two AEDs (Automated External Defibrillator) installed. One is installed near the Reference Desk, the second is in the entrance lobby, across from the entrance to the Community Room. These are used to treat people with Sudden Cardiac Arrest, and can shock a person's heart into rhythm before emergency personnel arrive, dramatically increasing the victim's chances of surviving cardiac arrest. These units are designed to be easy for anyone to use without training, as the unit will give clear, direct instructions when turned on that can be easily followed at a comfortable pace. They will also analyze the victim to determine on its own when and if a shock is needed. Each unit includes the pads needed for adults and children.

- The installation of the theater projector in the Tolzman Community Room is now complete. This ceiling mounted unit can project a 4K (also known as Ultra High Definition, or UHD) picture with High-Dynamic Range (HDR) color. The Library currently has a 105" screen, but can be upgraded to up to 159" in the future. This, along with the previous installation of the Dolby Atmos-capable surround system, completes the room's current upgrades. This project was possible thanks to the generosity of the Weyenberg Public Library Foundation.
- The Monarch Library System's Information & Technology workgroup met on August 5, 2021.
- We expect the data for the changes in equalized values for the Mequon and Thiensville communities, as well as the amounts needed to be exempt from the County Library Tax, to be available within the next several weeks.
- We are currently soliciting bids for new copiers in both the public and administrative areas. Service issues and repair times with our older copiers, particularly the one that serves the public, will necessitate its replacement at some point in the near future.

Date: August 18, 2021
To: Frank L. Weyenberg Library Board of Trustees
From: Ashley Pike
Re: Patron Services Manager Report

My activities since the last Board of Trustees meeting have included:

- Evening Shifts: 7/22, 7/29, 8/5, 8/12, 8/19
- Weekend Shifts: 7/24, 8/7, 8/21
- Material Orders, 7/20, 7/26, 8/2, 8/5, 8/9, 8/16
- Brightboard Display Updates: 7/23, 7/30, 8/7, 8/13
- Program: Storytime on the Lawn, 7/20, 7/21, 8/3, 8/4
- Program: M-T Community Book Club, 7/20, 8/17
- Website Updates: Fall Events, 8/5
- Program: Recorded, edited & posted Read Around Town, 8/13
- Program: Messy Monday, 8/16
- Management Meeting, 7/28, 8/11
- Training new employee, 8/2-8/12

MONTHLY STATISTICS

Reference statistics for July dipped in comparison to June, but it was still a good number overall. eCircs dipped slightly in usage for July in comparison to June. It is slightly down from our 2020 number, as well, but higher than the July 2019 number. The numbers for the last 6 months are remaining fairly consistent, with only slight fluctuations each month.

The Digitization Lab slowed down a lot for July with only 7 reservations for the month. There are only 2 reservations currently for August.

Program attendance for the summer has been going great! We had a good response to our Teen Clue event in July, with one or two groups coming a second time to play the life-sized game. Our children's programs have also been getting great attendance, with people commenting on how nice it is to come to the library for storytimes again. Our children's passive programming continues to get big numbers, with our Make It! Craft kits being a big hit still.

OTHER TASKS & TIDBITS

-We resumed doing themed book bundles in the Children's area in February 2021. Themed book bundles consist of four titles from nonfiction, picture books or board books. In the six months we have been doing the themed book bundles, we have put together 187 bundles, which equals 748 books.

-We have had a couple of proctoring sessions this summer. One person has made three appointments to have their exams proctored, with one in July and two in August.

-Patron Services did receive a positive patron feedback this past month from a grandmother about the Make It! Craft kits. A grandmother left me a message on August 5 saying how much she and her granddaughter greatly enjoy the kits. The patron commented on how educational the crafts are with

allowing children to practice their fine motor skills, reading comprehension skills and sequencing (for completing the project so that it looks like the picture.) It was a very lovely message.

-The Summer Reading Program final numbers are:

Pre-Readers (122 total)

Paper: 96

Beanstack: 26

Children's (311 total)

Paper: 243

Beanstack: 68

Teen (79 total)

Paper: 64

Beanstack: 15

Adult (75 total)

Paper: 55

Beanstack: 20

UPCOMING LIBRARY PROGRAMS

- Bi-monthly History's Hidden Women Book Club (virtual)
- Genealogy Interest Group (in-person)
- Wednesday 1-O-1 Tech Helps Sessions (in-person)
- Monthly iCan! classes (in-person)
- Monthly M-T Book Club (in-person June)
- Monthly AM Hook, Yarn & Stitch Club (in-person)
- Monthly PM Hook, Yarn & Stitch Club (virtual)
- Fine Arts event: Ben Merens, Stories & Songs (September)
- Cultural Conversations with Susan Angel Miller (November)

- Teen Take & Make Kits (3x this fall)
- College Essays Workshop (September)
- Financial Aid & Scholarships Workshop (October)
- Teen Exam Cram (November)

- Monthly Children's Take Home Craft Kits
- Monthly Children's Take Home STEAM Kits
- LEGO Club (monthly, in-person)
- Crazy 8s Math Club (8 sessions, in-person)
- Family Storytimes on Tuesdays, Wednesdays & Saturdays (weekly, in-person)

**Frank L. Weyenberg Library
2021 Operating Budget**

Account #	Name of Account		2021 Budget	2020 Budget	2019 Budget	2018 Budget	2017 Budget	2016 Budget
99-31190	Gifts & Grants Restricted							
99-31191	Gifts & Grants Unrestricted							
REVENUES								
Account #	Name of Account	2022 Aspirational Budget	2021 Adopted Budget	2020 Adopted Budget	2019 Adopted Budget	2018 Adopted Budget	2017 Adopted Budget	2016 Adopted Budget
99-40-001-900	Mequon Taxes	\$ 1,064,000.00	\$ 1,058,000.00	\$ 1,075,000.00	\$ 1,050,000.00	\$ 1,049,000.00	\$ 1,048,930.00	\$ 1,048,315.00
99-40-001-901	Thiensville Taxes	\$ 110,740.00	\$ 110,740.00	\$ 110,740.00	\$ 110,740.00	\$ 110,740.00	\$ 110,740.00	\$ 110,740.00
99-40-001-902	County Reimbursement	\$ 12,994.00	\$ 13,111.00	\$ 14,967.00	\$ 11,500.00	\$ 10,210.00	\$ 14,197.00	\$ 15,885.00
99-42-006-903	Fines & Fees	\$ 18,000.00	\$ 9,000.00	\$ 27,543.00	\$ 27,010.00	\$ 29,450.00	\$ 30,000.00	\$ 33,585.00
99-44-013-300	Investment Interest	\$ 500.00	\$ 1,500.00	\$ 5,000.00	\$ 3,500.00	\$ 2,000.00	\$ 1,200.00	\$ 600.00
99-45-015-280	Miscellaneous Revenue	\$ 1,650.00	\$ 1,649.00	\$ 2,750.00	\$ 2,750.00	\$ 2,500.00	\$ -	\$ -
99-45-014-904	Book Sale Revenue	\$ 7,500.00	\$ 9,000.00	\$ 7,500.00	\$ 4,000.00	\$ 3,000.00		
99-45-015-520	Fund Balance Transfer	\$ -	\$ -	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES		\$ 1,215,384.00	\$ 1,203,000.00	\$ 1,283,500.00	\$ 1,209,500.00	\$ 1,206,900.00	\$ 1,205,067.00	\$ 1,209,125.00

**Frank L. Weyenberg Library
2021 Operating Budget**

EXPENDITURES								
STAFFING								
Account #	Name of Account	2022 Aspirational Budget	2021 Adopted Budget	2020 Adopted Budget	2019 Adopted Budget	2018 Adopted Budget	2017 Adopted Budget	2016 Adopted Budget
99-91-551-1-100	Salaries & Wages	\$ 629,500.00	\$ 597,250.00	\$ 583,850.00	\$ 564,705.00	\$ 548,000.00	\$ 479,500.00	\$ 488,700.00
99-91-551-1-115	Travel/Training/Seminars	\$ 3,500.00	\$ 2,000.00	\$ 3,500.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
99-91-551-1-199	Benefits	\$ 225,000.00	\$ 218,000.00	\$ 208,500.00	\$ 174,835.00	\$ 168,000.00	\$ 144,300.00	\$ 139,500.00
99-91-551-2-202	Dues & Subscriptions	\$ 3,500.00	\$ 3,300.00	\$ 3,250.00	\$ 3,200.00	\$ 2,900.00	\$ 2,000.00	\$ 2,000.00
99-91-551-2-237	Worker's Compensation	\$ 1,500.00	\$ 1,400.00	\$ 1,313.00	\$ 1,320.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
99-91-551-7-715	Flex Benefit	\$ 1,900.00	\$ 1,900.00	\$ 1,900.00	\$ 1,900.00	\$ 1,900.00	\$ 1,900.00	\$ 1,300.00
99-91-551-7-730	Unemployment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 864,900.00	\$ 823,850.00	\$ 802,313.00	\$ 748,960.00	\$ 725,300.00	\$ 632,200.00	\$ 636,000.00
ADMINISTRATION								
Account #	Name of Account	2022 Aspirational Budget	2021 Adopted Budget	2020 Adopted Budget	2019 Adopted Budget	2018 Adopted Budget	2017 Adopted Budget	2016 Adopted Budget
99-92-551-2-201	Postage	\$ 850.00	\$ 600.00	\$ 600.00	\$ 618.00	\$ 600.00	\$ 600.00	\$ 1,180.00
99-92-551-2-206	Audit	\$ 6,650.00	\$ 6,550.00	\$ 6,550.00	\$ 6,500.00	\$ 6,350.00	\$ 6,350.00	\$ 6,175.00
99-92-551-2-243	Other Insurance	\$ 20,000.00	\$ 20,000.00	\$ 19,378.00	\$ 19,016.00	\$ 18,500.00	\$ 18,500.00	\$ 17,000.00
99-92-551-2-284	Contracted-Technology	\$ 7,000.00	\$ 6,650.00	\$ 19,500.00	\$ 19,500.00	\$ 25,000.00	\$ 31,500.00	\$ 25,600.00
99-92-551-2-286	Computers	\$ 20,000.00	\$ 10,000.00	\$ 15,000.00	\$ 12,500.00	\$ 15,000.00	\$ 14,400.00	\$ 11,500.00
99-92-551-2-287	Mileage	\$ 1,500.00	\$ 600.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
99-92-551-2-288	Fiscal Agent Fee	\$ 7,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 5,000.00
99-92-551-2-289	Payroll Processing	\$ 3,750.00	\$ 3,500.00	\$ 4,500.00	\$ 4,000.00	\$ 3,500.00	\$ 5,500.00	\$ 5,000.00
99-92-551-2-290	Consultants	\$ -	\$ -	\$ -	\$ 3,200.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
99-92-551-3-300	Office Supplies	\$ 6,500.00	\$ 6,500.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 9,000.00
99-92-551-3-301	Processing Supplies	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
99-92-551-3-303	Phone	\$ 2,750.00	\$ 2,475.00	\$ 2,200.00	\$ 1,575.00	\$ 1,150.00	\$ 1,150.00	\$ 1,150.00
99-92-551-3-307	Supplies-Copy Machine	\$ 5,500.00	\$ 4,950.00	\$ 4,947.00	\$ 4,500.00	\$ 3,500.00	\$ 5,400.00	\$ 6,000.00
99-92-551-3-358	Debt Collection	\$ 500.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 750.00	\$ 1,500.00	\$ 1,500.00
99-92-551-3-359	Monarch Fees	\$ 15,500.00	\$ 17,500.00	\$ 15,050.00	\$ 13,641.00	\$ 11,750.00	\$ 14,500.00	\$ 13,000.00
		\$ 100,000.00	\$ 85,650.00	\$ 103,550.00	\$ 100,875.00	\$ 104,600.00	\$ 117,900.00	\$ 106,605.00

**Frank L. Weyenberg Library
2021 Operating Budget**

PROGRAM & COLLECTION								
Account #	Name of Account	2022 Aspirational Budget	2021 Adopted Budget	2020 Adopted Budget	2019 Adopted Budget	2018 Adopted Budget	2017 Adopted Budget	2016 Adopted Budget
99-93-551-3-370	Programming	\$ 6,000.00	\$ 4,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 4,000.00	\$ 4,000.00
99-93-551-3-371	Media	\$ 32,000.00	\$ 31,325.00	\$ 32,000.00	\$ 31,000.00	\$ 20,000.00	\$ 14,000.00	\$ 14,000.00
99-93-551-3-372	E-Content	\$ 40,000.00	\$ 39,500.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 32,000.00	\$ 29,000.00
99-93-551-3-373	Print	\$ 87,000.00	\$ 86,600.00	\$ 93,000.00	\$ 93,000.00	\$ 100,000.00	\$ 101,000.00	\$ 101,000.00
		\$ 165,000.00	\$ 161,425.00	\$ 161,000.00	\$ 160,000.00	\$ 156,000.00	\$ 151,000.00	\$ 148,000.00
BUILDING								
Account #	Name of Account	2022 Aspirational Budget	2021 Adopted Budget	2020 Adopted Budget	2019 Adopted Budget	2018 Adopted Budget	2017 Adopted Budget	2016 Adopted Budget
99-94-551-2-282	Janitorial Service	\$ 28,800.00	\$ 28,800.00	\$ 28,800.00	\$ 28,800.00	\$ 28,800.00	\$ 28,800.00	\$ 28,800.00
99-94-551-2-283	Contracted-Building	\$ 22,000.00	\$ 21,250.00	\$ 21,250.00	\$ 20,000.00	\$ 20,000.00	\$ 21,000.00	\$ 19,800.00
99-94-551-3-306	Janitor Supplies	\$ 2,500.00	\$ 2,500.00	\$ 3,000.00	\$ 4,000.00	\$ 4,000.00	\$ 5,500.00	\$ 5,500.00
99-94-551-3-XXX	COVID Temporary Supplies	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
99-94-551-3-308	Building Supplies (M&R)	\$ 45,000.00	\$ 27,225.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 60,267.00	\$ 50,000.00
99-94-551-3-358	Utilities	\$ 42,500.00	\$ 40,000.00	\$ 42,637.00	\$ 44,865.00	\$ 42,800.00	\$ 55,205.00	\$ 49,970.00
99-94-551-3-359	Sewer & Water	\$ 1,800.00	\$ 1,800.00	\$ 2,000.00	\$ 2,000.00	\$ 2,500.00	\$ 3,000.00	\$ 2,500.00
99-94-551-7-700	Building Projects	\$ 50,000.00	\$ 8,500.00	\$ 68,950.00	\$ 50,000.00	\$ 72,900.00	\$ 130,195.00	\$ 161,950.00
		\$ 192,600.00	\$ 132,075.00	\$ 216,637.00	\$ 199,665.00	\$ 221,000.00	\$ 303,967.00	\$ 318,520.00
TOTAL EXPENDITURES		\$ 1,322,500.00	\$ 1,203,000.00	\$ 1,283,500.00	\$ 1,209,500.00	\$ 1,206,900.00	\$ 1,205,067.00	\$ 1,209,125.00
Draft as of July 29, 2021								

The Trustee Job Description

1

Job Title

Public Library Trustee

General Function

Participate as a member of a team (the library board) to protect and advance the interests of the broader community by effectively governing the operations and promoting the development of the local public library.

Qualifications

- serious commitment to being a library trustee
- serious commitment to the provision of library services within your community
- ability to attend regularly scheduled board meetings and be an active member of the library board
- willingness to become familiar with Wisconsin library law, standards for libraries, and principles and practices for ensuring that the library provides broad and equitable access to the knowledge, information, and diversity of ideas needed by community residents
- commitment to freedom of expression and inquiry for all people

Principal Activities

1. Prepare for and attend regular board meetings.

The library board meeting will be the primary opportunity for you to contribute to the development of your library. To get the most from the meetings, and to be able to share your skills and knowledge, you must attend each meeting after having read and thought about the issues and topics that will be discussed. While you and your fellow trustees are busy people, it is important that the full board meet on a monthly basis to conduct business. You can contribute to the library by encouraging regular meetings and assuring that the meetings are properly noticed in accordance with Wisconsin's open meetings law. (See [Trustee Essential #4: Effective Board Meetings and Trustee Participation](#) and [Trustee Essential #14: The Library Board and the Open Meetings Law](#).)

2. Work with the municipal governing body to obtain adequate library funding. Assist in the review and approval of the annual budget and monthly expenditures as presented by the library director.

One of the library board's most important responsibilities is to work to obtain adequate financial support so that the library can provide a meaningful program of services for the residents of the area. As a trustee, your focus should be on those services and what is required to provide them to the public in the most beneficial manner. Once a determination is made as to how much money will be needed, the request must be carefully and accurately prepared and then presented to the municipal governing body; for example, the village board or the city council. Trustees should attend the governing body meetings when budget requests are presented so that they can answer questions about need and account for how previous appropriations benefited the citizens and the community. After municipal funding has been approved, the library board must monitor the use of these public funds to assure that they provide what was intended. By law, only the library board has the authority to approve expenditures made by the library. (See [Trustee Essential #8: Developing the Library Budget](#) and [Trustee Essential #9: Managing the Library's Money](#).)

3. Participate in the development and approval of library policies. Review policies on a regular, systematic schedule.

Certainly the money is important to pay staff, buy materials, and maintain the facilities, but a library cannot operate successfully without policies that assure consistent and equitable treatment of all users while at the same time protecting the resources of the institution. Developing and adopting these policies is another important responsibility of a library board. Each trustee acts as a contact with other members of the community and has the chance to hear about concerns or desires relating to the library. The comments you receive from the public can help you and the other members of the board address the community standards through thoughtful and fair policies. Understanding the feelings of community members and the challenges the staff faces in operating the library can prepare you to participate with other board members and the director in defending policies that may provoke controversy. As needs, processes, and services change within the library, there will be a need to review, revise, and add policies. It can be helpful for the board to establish a routine procedure for reviewing policies to be sure that they remain current. This is often accomplished by the board looking at individual policies at meetings throughout the year. (See [Trustee Essential #10: Developing Essential Library Policies](#).)

4. Help determine and advocate for reasonable staff salaries and benefits.

If the library is to offer meaningful and accessible services to the residents of your community, it must have a trained, certified library director and other capable assistants to provide those services. To attract capable employees, and to keep them once they are hired and oriented, it will be crucial that the library board offer reasonable and competitive compensation, including a meaningful wage and benefits like health insurance, retirement, sick leave, and vacation. By providing

adequate compensation for staff, the library board will help local officials and the public generally to understand the importance of the library and the complexity of the tasks involved with providing good library services. (See [Trustee Essential #7: The Library Board and Library Personnel](#).)

5. Assist in the hiring, supervising, and evaluating of the library director.

Though it is hopefully not a regular task, there may come a time when the library board must hire a new director. If this is required, deciding how the process is conducted and who is finally selected will be among the most important decisions a library board will ever make. A library director can be around for many years and have a significant impact on the tone and quality of library service. In the one-person library, the library director often becomes the personification of the entire institution. So it is important that this task be given serious consideration and that each trustee takes an active role in selecting and then welcoming and orienting the new director. Finally, in order to assure that you do not have to go through this process unnecessarily, the library board needs to establish a regular procedure and schedule for assessing the performance of the director and providing suggestions for improvements. Your willingness as a trustee to participate in these processes will greatly contribute to the library's overall effectiveness. (See [Trustee Essential #5: Hiring a Library Director](#); [Trustee Essential #6: Evaluating the Director](#); and [Trustee Essential #7: The Library Board and Library Personnel](#).)

6. Study the needs and interests of the community and see that they are addressed, as appropriate, by the library.

As a community liaison, you are in a unique position to survey the community, learn of its needs and wants, and include those interests in discussions relating to library development. This opportunity and responsibility is satisfied at an informal and formal level. Informally, just being visible and accessible as a library trustee and communicating with your neighbors will allow you to gather important information about how the library can help its customers. In a more formal fashion, the library board may decide to conduct a community survey and/or call together a focus group to help it pinpoint important issues. Active participation by each trustee at both levels will be invaluable to the library's progress. (See [Trustee Essential #11: Planning for the Library's Future](#).)

7. Act as an advocate for the library through contacts with civic groups and public officials.

Gathering information on community needs will certainly put you in contact with your community; the purpose of that activity is to focus development energies. Other kinds of contacts are also important, however, and their purpose will be to raise awareness of the library and promote its services. It has been written that the core of effective politics is the building of rapport. Since local politics are personal, your contacts on behalf of the library with public officials from the municipality, the county, and the state will advance the cause of your institution. In the same way, building rapport and networking with civic and service groups will advance your cause with your customers and potential individual supporters.

This is an area where an individual trustee can directly help the library in a significant way. (See [Trustee Essential #13: Library Advocacy](#).)

8. Become familiar with principles and issues relating to intellectual freedom and equitable provision of public library services.

Public libraries in our country and state are founded on the principle that for a democracy to function properly it must have an educated electorate, and to be educated, people must have free access to the broadest possible array of information. Libraries, along with other institutions such as the press and the judiciary, have long stood as protectors of the individual's right to have the information that he or she requires to thrive in and contribute to society. Regardless of these basic rights, though, sometimes people seek to limit the access of others to certain ideas and presentations. It is a responsibility of your library board, and each member of that board, to make a commitment to the community's freedom of inquiry and expression, and to be prepared to address calmly and respectfully the challenges that may come before you. While the board must have a carefully devised process for addressing challenges and speak in a single voice on censorship issues to the public and the media, it is up to you as a trustee to take the time to become informed about the principles and issues. While it is said that a public library without something to offend everyone is not doing its job, it is not the job of the library board to offend, but rather to defend the rights of each citizen to search for the truth through his or her own journey. The nation's and the library's future relies on unrestricted access to information. (See [Trustee Essential #22: Freedom of Expression and Inquiry](#) and [Trustee Essential #23: Dealing with Challenges to Materials and Policies](#).)

9. Assist in the formulation and adoption of a strategic plan for the library. Periodically review and revise strategic plan.

Working through the budget process, developing policies, and studying community needs and making contacts with individuals and groups prepares you for the valuable process of formulating plans for the library's future. Your library may be accomplishing great things already, but as the world changes, the library must change with it. Trustees, as the citizen representatives with detailed information about how the library functions, are in an ideal position to assist with planning. Your important role in planning will be to investigate, along with the library director, different planning options and then decide on the most appropriate process for your library. If additional resources are required to fulfill the plans, you can also help to establish the amount and identify sources. Finally, once proposed plans are approved by the full board, you can continue to participate by being active in the annual review of the library's plan, during which you can suggest revisions that will keep the library on course. A plan is a means to an end, and it will be the active participation of each trustee in the planning process that will offer ongoing strength and insight to the library board as it pursues its responsibility for library development. (See [Trustee Essential #11: Planning for the Library's Future](#).)

10. Attend Wisconsin Library Association conferences, regional

system workshops, and other training opportunities in order to expand knowledge of effective leadership, and consider membership in the Wisconsin Library Trustees and Friends (WLTF).

As you have probably concluded by now, the library trustee's job is complex and demanding. At the same time, though, it can be stimulating and exceedingly rewarding. One way to maintain energy and enthusiasm, as well as to increase understanding of trusteeship, is to participate in the various opportunities for education that are available to trustees. Through your director or direct mailings, you should be regularly informed of upcoming seminars, workshops, and conferences. Another method for gaining insights and ideas and also a great way to rejuvenate the spirit and not feel alone in the challenges you face is to get involved in the state library trustee association. The network of friends that can be developed through WLTF will keep you interested and vital; your participation in the association will strengthen the statewide library community, and that, in turn, will help your library as well.

So you're a public library trustee! Thank you.

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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Who Runs the Library?

The mission of most public libraries is to support the educational, recreational, and informational needs of the community. Everyone is welcome at the library, from the preschooler checking out his or her first book to the hobbyist looking for a favorite magazine to the middle-aged breadwinner continuing her education by taking a class over the Internet.

Providing a large number of services to meet the needs of a diverse population requires a large supporting cast including trustees, the library director and staff, and representatives of the municipal government. When all members of the team know their responsibility and carry out their particular tasks, the library can run like a well-oiled machine. When one of the players attempts to take on the job of another, friction may cause a breakdown.

Responsibilities of the Library Board

The separate roles and responsibilities of each member of the team are spelled out in Wisconsin Statutes under Section 43.58, which is titled “Powers and Duties.” The primary responsibilities of trustees assigned here include:

- Exclusive control of all library expenditures.
- Purchasing of a library site and the erection of the library building *when authorized*.
- Exclusive control of all lands, buildings, money, and property acquired or leased by the municipality for library purposes.
- Supervising the administration of the library and appointing a librarian.
- Prescribing the duties and compensation of all library employees.

This charge from the legislature provides library boards, but not individual trustees, with considerable discretion to operate libraries as they deem necessary independent of direct control by other municipal players—city councils, town boards, mayors, village board presidents, etc. In providing this governance structure for libraries, the legislature was attempting to keep library operations under direct citizen control and as far as possible outside the political sphere of government. Compared with other appointed boards, library boards have extraordinary powers and responsibilities. Many other appointed boards can only recommend actions to an elected board or council higher up the ladder of government. Library board actions are made independently of any further approval by other government bodies or officials as long as such actions are within statutory authority.

The independent authority granted to public library boards is intended to protect the historic role of the public library as a source of unbiased information.

2

In This Trustee Essential

- Responsibilities of the library board
- Responsibilities of the library director
- The division of labor between the library director and the board
- Responsibilities of the municipal government

Responsibilities of the Director

While the library board is charged with the full responsibility for deciding what services the library will provide, and setting policy to regulate service for the benefit of all, it is the library director who should be delegated responsibility for supervising day-to-day operations of the library.

As stated above, the library board appoints a librarian who shall appoint other employees. This charge of the legislature sets up a clear chain of command between the library board and library employees. The library director is the chief operating officer of the library, reporting to and typically serving at the pleasure of the library board. All other employees report to the library director. The library director is the professional in charge of the library. His or her duties include (but are not limited to):

1. Overseeing the library budget and preparing reports as required by the board.
2. Managing of library collections, including selecting all library material according to policies approved by the board, oversight of the cataloging and classification of library material, and the operation of automated systems.
3. Hiring, training, supervising, and scheduling other library personnel.
4. Supervising circulation of material and record keeping.
5. Cooperating with the board, community officials, and groups in planning library services and publicizing library programs within the community.
6. Supervising the maintenance of all library facilities and equipment.

Depending on the size of the library, the director will provide public services either directly or with the assistance of other staff. In all cases, the library director is an ambassador to the community, the professional consultant to the board, a politician representing the library to municipal officers, and a person skilled in public relations. The days are long gone, even in the smallest library, where all the director is expected to do is to check out books and greet the public.

The Division of Labor between the Library Board and the Director

The *library board* decides what services the library will provide and to what lengths the director and his or her staff may go to provide those services. However, it is up to the *director*, as the hired professional, to create the procedures needed to carry out the policies of the board and ensure that services are provided effectively and efficiently. While the *board* alone can decide how many employees the library should have, according to Section 43.58(4) it is the *director* who hires and supervises other staff. Except in extreme situations, library trustees should not discuss library business with employees other than the *director*. The library board may solicit library staff input on the director's performance as part of a formal

evaluation process. (See [Trustee Essential #6: Evaluating the Director](#) for more information about the evaluation process.)

Administration of the budget and expenditure of funds is a frequent source of misunderstanding regarding the division of labor between boards and directors. Section 43.58(2) states that “The library board shall audit and approve all expenditures of the public library.” This statement is sometimes interpreted by individual boards to mean they must negotiate the necessity of every purchase with the library director, whether the purchase is an expensive computer system or a two-dollar box of pencils. Fortunately, in most libraries, the director is given reasonable latitude to administer the budget and expend funds according to board guidelines. The library board must review expenditures and keep an eye on the flow of funds, but should trust the judgment of the director when it comes to which books to purchase or which is the most economical office supply vendor.

Responsibilities of Municipal Governments

The most frequent source of misunderstanding between library boards and their municipal government regards expenditure of funds. This is actually one area where the statutes are quite clear on what is to happen. When the director, or his authorized staff, makes a purchase of material or service, an invoice is received from the vendor. The director will then prepare a group of invoices for review at the monthly meeting of the library board. Usually, the director will also provide a list of the invoices along with a financial statement indicating how much money will be left in each line of the budget after payment is made. According to Wisconsin Statutes Section 43.58(2), “The library board shall audit and approve all expenditures” and forward these to the appropriate municipal or county financial officer. The municipal or county officer must then pay the bill. No further approval is necessary by any municipal or county body or official.

At times, municipal and county boards believe that this procedure outlined in statute causes them to lose control over library spending. They are, after all, accustomed to approving the expenditures of other city/county departments. In fact, municipal governments maintain a great deal of leverage over library boards, since it is the municipal body that decides on the amount of the annual appropriation for library service. It is the chief municipal officer—mayor, village president, county board chair, etc.—who appoints the library board in the first place. Budgets may be cut in future years or trustees may not be re-appointed in cases where there is too much dissension between the library and its governing municipality. Therefore, close cooperation and communication between the two is essential.

One final point on finances: while the library board has full authority over the expenditure of funds, the municipality holds the money. The library board may take out a bank account and/or entrust library funds to a financial secretary, but only donations and other private funds. All other funds must be deposited in the municipality’s (or county’s) library fund. The library board has control over the use of the money in the municipality-held library fund, but it does not sign the checks or maintain physical control over the actual dollars and cents in the fund. (See [Trustee Essential #9: Managing the Library’s Money](#) for more information.)

Besides acting as the “banker” for the library, municipalities can help out the library in an infinite variety of other ways. They may help with purchasing, or with private fund raising for a building project; they may provide invaluable consulting on building maintenance issues; in many smaller communities they may even take over building maintenance for the library. By the same token, the most successful libraries are often partners in promoting municipal service agendas. For example, the library director will attend department-head meetings with other administrators. He or she may attend city council meetings and give a report. The library may provide services on behalf of the municipality, such as maintaining the village webpage. Just as the municipality is a partner in providing library service, the library can be a strong partner in providing municipal service to the community.

Discussion Questions

1. What are the pros and cons of citizen board control of the library?
2. How are requests for expenditures presented and approved at your library?
3. Who prepares the first draft of the library budget?
4. What is the education and background of your director?
5. How do library personnel and/or the board interact with your local government?
6. How can the library board promote a positive relationship with the municipality?
7. How involved, or uninvolved, is your director with the community and municipal government?
8. How is the annual budget and funding request presented to your municipal government?

Sources of Additional Information

- *Wisconsin Trustee Training Module #1: Library Board Powers and Duties* (pld.dpi.wi.gov/pld_trustee)
- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information.](#))
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information.](#))

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